

**Michigan Defense Force
Standard Operating Procedures 600-1**

Personnel-General

Human Resources Management Standard Operating Procedures

**Joint Force Headquarters - Michigan
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For The Adjutant General



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within the Defense Force. This SOP is based on federal and state law and applicable federal and state military regulations and will be enforced as regulations. Other supplements to this publication and establishment of command and local policies and forms not previously authorized by this command are prohibited without prior written approval from the Defense Force commander and / or adjutant.

History. This publication is a new formatted publication and supersedes all other applicable human resources procedures.

Summary. This SOP prescribes the policies and standards for the human resources procedures in the Defense Force. It also defines certain command command responsibilities and policies. When not stated directly within this publication, applicable Army National Guard, Air National Guard, or State Defense Force guidance will be utilized.

Applicability. The SOP applies to all components, elements, detachments, units and personnel of the Defense Force, unless otherwise noted.

Federal and state law. In all cases where federal law is mentioned, the coinciding state statutes also apply.

Proponent and exception authority. The proponents of this SOP are the Defense Force commander and the Defense Force adjutant.

Supplementations. This SOP is the basis for all human resources practices

Suggested Improvements. Suggested improvements which may be considered for this SOP should be forwarded in writing to the proponent agency of this regulation. Adjutant, Michigan State Defense Force, 3411 North Martin Luther King Junior Boulevard, Lansing, MI 48906.

Review / Revision: This SOP will be reviewed, at a minimum, every three years and applicable revisions made to it. When necessary, a rapid revision process may be applied and updates may be made sooner. If such rapid revision occurs within one year of the regularly scheduled review, that review will not occur unless deemed necessary by the adjutant.

Distribution. This publication is available in electronic form only and is intended for all components, elements, detachments, units and personnel of the Defense Force.

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Chapter 1 Introduction

1-1. Role of the S1

The function of the S1 section is to plan, provide, and coordinate the delivery of HR support, services, or information to all assigned and attached personnel within its supported units. These functional roles apply to all components in garrison, at home station, and while deployed. The S1 section is an existence-based structure and is employed with the HQDF to provide enlisted promotion system (EPS), senior rater (SR), personnel readiness maintenance (PRM), personnel information management (PIM), Casualty Operations, and HR Planning and Operations as well as to provide policy, procedure and training information and oversight to the battalion S1 (A1) Sections within the Defense Force.

1-2. The military establishment

The organized militia of Michigan taken collectively is known as the state military establishment and constitutes the armed forces of the state. The organized militia consists of the Army National Guard, the Air National Guard, and the Defense Force.

1-3. Total Force Command

The Defense Force Total Force Command (TFC or HQDF) structure may consist of three distinct service components:

- a. Army Defense Force
- b. Air Defense Force
- c. Support Operations Command

The Defense Force DCS, S1 will coordinate policy and oversight for the brigade, air wing (group) and support command.

1-4. State code of military justice

The state code of military justice applies to all members of the organized militia when not in active federal service. MCL 32.511.

1-5. Authorized statuses

- a. All Defense Force personnel operate under one of two types of service:
 - (1) Active service, consisting of one of three types of duty status:
 - (a) Active service which is all service, including active state service and special duty required by law, regulation, or pursuant to order of the governor. Active service includes continuing service of an active member of the national guard and the defense force in fulfilling that active member's commission, appointment, or enlistment. (MCL 32.505(f)).
 - (b) Active state service military service in support of civil authorities, at the request of state or local authorities, including, but not limited to, support in the enforcement of laws prohibiting the importation, sale, delivery, possession, or use of a controlled substance, if ordered by the governor or as otherwise provided in MCL 32.505(d).
 - (c) Special duty which is military service in support of the full-time operation of the state military establishment for a period of not less than one day if ordered by competent authority (MCL 32.505(c)).
 - (d) The Michigan Code of Military Justice creates, for its own purposes, an additional duty type called "Active state duty." Active state duty means the actual weekend, annual training, or special call up duty in the state military forces and includes travel to and from the duty site or location (MCL 32.1002(c)). For the purposes of this SOP, active state duty is included in the active service category.
 - (2) Inactive service, consisting of one of three types of status:
 - (a) Discharged / separated (no unit assignment). Members completely discharged / separated from the defense force have no active military status.
 - (b) Inactive Reserve List (IRL). There is no statutory authority for the IRL. As such, members may only be assigned to this status for a short time. Members may be assigned to this status for no more than a total of 12 months during their career in the defense force. Members exceeding this authorized time period will be discharged / separated from the defense force.
 - (c) Retired List. Members of the defense force, the national guard, or a combination of service of the two, totaling 19 years, six months, and one day or more are eligible for the MMRS benefit and may request transfer to the retired list and receive retirement pay IAW applicable statutes, regulations, and policies.
 - (3) There are no other types of duty status within the defense force.

Chapter 2
Military date math

2-1. Types of calculations

- a. Rule 1. There are two types of calculations:
 - 1. Time – subtracting a date from a date.
 - 2. Date – subtracting or adding a period of time to a date.

(a) Example of time calculation:

Use to determine how long someone was in a prior service (PS) component by subtracting the end date from the start date.

End Date: 99 04 25
 Start Date: - 93 01 22
 06 03 03

Total Time in PS is 6 yrs, 3 mos, and 3 days.

(b) Example of date calculation:

In the previous example we determined that the soldier had over six years of PS, now we will take that period of time, subtract it from an enlistment date and calculate a pay entry base date (PEBD).

Enlistment Date: 04 09 15
 PS Time: - 06 03 03
 98 06 12

The new PEBD is 12 June 1998. This is a date, not a period of time.

(c) Rule 2. When computing dates, each segment (YY is a segment, MM is a segment, DD is a segment) must include two numbers, however, the year column can be extended to four numbers. And each date must convert to a valid calendar date.

Example: 04-02-30 is not a valid calendar date since February has either 28 or 29 days. This date would convert to 04-02-29. No computed date will ever have 00 months or 00 days. You must adjust by deducting 1 year and adding 12 months, or deducting one month and adding 30 days (ie 04-00-30 = 03-12-30).

(d) Rule 3. When determining a period of time (i.e. age, total service) and the ending date (top number in the formula) is the last day of the month, it will always be 30. If it is not 30 (example: 31 Mar, 31 Jan, 28 Feb in non-leap year, 29 Feb in leap year, change it to 30).

040229 becomes 040230
 030131 becomes 030130

ETS: 000331	000330
PEBD: 740212	-740212
	260118
	+ 01 (See Rule 6)
Time in Service:	260119

(e) Rule 4. When subtracting, if more months or days are needed to make the subtraction, deduct one year from the YY column and add 12 months to the MM column, or deduct one month from the MM column and add 30 days to the DD column, or do both, if needed.

Example:

02 +30	03 +12	=	04 03	- 10	=	04 02	40	=	03 14 40
- <u>70 03 29</u>	- <u>70 03 29</u>	-	70	03	29				
									33 11 11
									+ <u>01</u> *

*Note: See Rule 6.

(f) Rule 5. When calculating a period of time (age, total service, etc.), always round up the final

answer so that there are no more than 11 in the MM column, and no more than 29 in the DD column.

Example: 05-11-30
 (yy-mm-dd)
05-11-30
 +1-30 Subtract 30 days and add as 1 month.
05-12-00
 +1-12 Subtract 12 months and add 1 year.
06-00-00

(g) Rule 6. When calculating a period of time using a known start date and a known end date, one day must be added back to correct the calculation. This is known as the inclusive day.

Example:
ETS 99-12-20
DOE 93-12-21
 05-11-29
(INCLUSIVE DAY) + 01
 06-00-00

2-2. Time in grade (TIG) calculations

Subtract the service member's date of rank (DOR) from the current date – or the day before the date of promotion, if applicable – including the inclusive day, to determine time in grade.

2-3. Time in service (TIS) calculations

a. The following components are creditable for time in service calculations.

- (1) Air Force Reserve
- (2) Air National Guard
- (3) Alabama State Defense Force
- (4) Alaska Defense Force
- (5) Alaska Naval Militia
- (6) Arkansas State Guard
- (7) Army National Guard
- (8) California Guard Maritime
- (9) California State Guard
- (10) Connecticut Naval Militia
- (11) Connecticut State Military Units
- (12) Delaware State Guard
- (13) Delayed Entry Program (prior to 1 Jan 1985)
- (14) Florida Naval Militia
- (15) Florida State Guard
- (16) Georgia Naval Militia
- (17) Georgia State Defense Force
- (18) Hawaii Territorial Guard
- (19) Idaho State Guard
- (20) Illinois Naval Militia
- (21) Illinois State Guard
- (22) Inactive National Guard
- (23) Indiana Guard Reserve
- (24) Indiana Naval Militia
- (25) Individual Ready Reserve – Annual Training
- (26) Individual Ready Reserve – Officer Active Duty Obligor
- (27) Individual Ready Reserve – Reinforcement
- (28) Iowa State Guard
- (29) Kansas State Guard
- (30) Kentucky Active Militia
- (31) Louisiana State Guard
- (32) Maine State Guard

08 06 +30
~~09 07 15~~
- 05 11 30
. 03 07 15
 +01
03 07 16

Original date of rank: 2002 04 09

2002 04 09
 03 07 16
05 11 25

New date of rank: 20051125.

2-5. Pay entry base date (PEBD) calculations

a. Service creditable for PEBD.

- (1) Air Force Reserve
- (2) Air National Guard
- (3) Army National Guard
- (4) Delayed Entry Program (prior to 1 Jan 1985)
- (5) Inactive National Guard
- (6) Individual Ready Reserve - Annual Training
- (7) Individual Ready Reserve - Officer Active Duty Obligor
- (8) Individual Ready Reserve - Reinforcement
- (9) Michigan State Defense Force - Active Status
- (10) National Oceanic and Atmospheric Administration (commission corp)
- (11) Retired Reserve
- (12) ROTC with SMP
- (13) Service Academy (did not accept commission)
- (14) U.S. Air Force
- (15) U.S. Army
- (16) U.S. Army Reserve
- (17) U.S. Coast Guard
- (18) U.S. Coast Guard Reserve
- (19) U.S. Marine Corps
- (20) U.S. Marine Corps Reserve
- (21) U.S. Navy
- (22) U.S. Navy Reserve
- (23) U.S. Public Health Service (commission corp)

b. Service not creditable for PEBD.

- (1) Reserve Officers' Training Corps (ROTC)
- (2) Delayed Entry Program On or After 1 Jan 1985
- (3) Reserve Component After 28 Nov 1989 (unless member drilled)
- (4) AWOL Not Administratively Excused (Lost Time On DD 214)
- (5) Service Academies (Accepted a Commission)

c. Add all periods of creditable service together – including the inclusive day for each period. Subtract the total from the date of enlistment / appointment, as appropriate, to determine the pay entry base date.

2-6. Michigan Service (MISVC) calculations

a. Service in the Michigan National Guard (army or air) and the Defense Force is creditable service toward the Michigan Military Retirement System (MMRS). The following service is creditable for MMRS eligibility:

- (1) All Michigan Army National Guard service, including the Inactive National Guard.
- (2) All Michigan Air National Guard service, including the Inactive National Guard.
- (3) All Michigan Defense Force service in an active status.
- (4) Up to one year of Michigan Defense Force service on the Inactive Reserve List.

b. Add all periods of creditable Michigan service together – including the inclusive day for each period – to determine total service creditable for MMRS.

Chapter 3

Personnel accountability and strength reporting

3–1. Scope

Personnel accountability and strength reporting are basic tenets of any commander's duties to higher command. This task, but not the responsibility for it, is often delegated to battalion S1s and unit administrative staff. All commanders are expected to adhere to the directives of this chapter.

3–2. Responsibilities

a. Commanders or their designated personnel will report their unit accountability, by name, and total strength at every unit training assembly and each day during annual training.

b. Commanders or their designated personnel will report by name and total strength for each day during which service members are in an active state service or special duty status.

3–3. Method of reporting

a. The current method of reporting is an Excel spreadsheet co-located with each unit's personnel records. During monthly training assemblies, reports are due at 1000 and 1400 daily. Reports are submitted simply by updating and saving the spreadsheet in its shared location. There is no need to send the spreadsheet to the Brigade S1 by email.

b. All fields of the spreadsheet are mandatory. If a blank is present, that signifies a request for information from the BDE and the data must be supplied. There are no exceptions to this rule.

c. Units will notify HQDF of upcoming training dates so the spreadsheet may be updated with the most current manning assignment prior to training.

d. The spreadsheet method of reporting will be replaced by a shared database solution in the near future.

3–4. Company to battalion reporting

a. The reporting spreadsheet is designed for battalion-level reporting. Therefore, companies should develop their own simple templates for the purposes of personnel and strength reporting to battalion.

b. Company-level reporting templates should be easy to understand and compatible with the battalion reporting template.

3–5. Accountability of commanders

a. Commanders will be held accountable for the proper reporting of personnel and strength during training. Failure to comply with this requirement will reflect, as appropriate, on the applicable commander's officer evaluation report (OER).

b. Commanders are authorized and expected to hold their subordinate staff members accountable, if applicable, for failure to comply with the requirements of their duties in all aspects.

Chapter 4

Records management and maintenance

4-1. Establishment of personnel records

- a. Every member of the Defense Force will have an electronic personnel record maintained by the member's unit.
- b. The record will contain all documentation pertaining to the member's prior service in other military components as well as current service in the Defense Force of Michigan.

4-2. Organization of records

See Appendix H for the organization of the sections of the service record as well as the contents of each section.

4-3. Format of documents

- a. All documents within the personnel record – and medical records (see chapter 17) – will be saved separately as pdf files. The filename for each document shall be as shown below:

Last Name, Firstname MI. - Form Number and Document Name (as appropriate) – Effective Date (Eight-digit format).pdf

Examples of the naming convention are shown below:

Smith, John J. – DD 214 - 20140718.pdf

Smith, John J. – Order# 300-029 - Award of MOS 11B - 20101027.pdf

- b. The dashes and spaces shown in the example are not optional. Units will adhere to this naming convention without exception.

4-4. Review / audit of records

- a. Service members will review their records annually during the birth month. Any documents in the wrong section of the record will be moved to the correct section. Documents found to belong to another service member will be identified and notice sent to DFHQ for correction.

- b. Personnel records are subject to audit at any time with or without notice.

4-5 Security of records

- a. Only personnel within the unit with a need to know will have access to a service member's personnel and medical records. This is normally limited to the commander, first sergeant, administrative and training staff, and, occasionally, supply personnel.

- b. Commanders will designate by memorandum for record those personnel within their units who are authorized access to personnel and medical records. Commanders will provide HQDF with a copy of this memorandum whenever it is updated.

Chapter 5

Unit manning report management

5-1. Responsibilities

Commanders at all levels are responsible for the success for the management of personnel within their units. Effective personnel management has a direct effect upon unit readiness and mission accomplishment. It is therefore incumbent upon all commanders to ensure all mission-essential positions within their units are filled by qualified, trained personnel at all times.

5-2. Unit manning report (UMR)

a. Personnel will be assigned within a unit based upon the applicable Unit Manning Report (UMR) (see Appendix G). The individual(s) assigned to said position will be qualified for the position – or will become qualified within 180 days of assignment – and will not exceed the grade authorized for the position.

b. If the individual is one grade lower than the authorized grade for the position and is otherwise qualified for promotion, including full qualification for the assigned position, that person may be promoted to the next higher grade. Individuals two or more grades below the authorized grade may not be promoted more than one grade.

5-3. Assignment of personnel

a. Personnel will be assigned only to positions appearing on the UMR. Positions not present on the UMR are not authorized.

b. Personnel are either assigned to a position or they are not. The use of acting position assignments is not authorized.

5-4. Double-Slotting

A service member may only be assigned to one position on the UMR. Assignment to more than one position on the UMR is not authorized.

5-5. Documentation of UMR assignment changes

a. All changes to personnel assignments on UMRs will be documented by appropriate orders (assignment, transfer, discharge / separation, etc). There are no exceptions or waivers to this rule.

b. Units will request intraunit UMR position changes through channels on MIDF Form 4187.

c. A UMR may be inspected or audited by higher command authority at any time with or without notice.

Chapter 6

Military orders

6-1. The orders publication process currently

Orders publication in the Defense Force is currently a manual process. Each order is produced individually. An automated process will be available in the near future to simplify the work of orders production. Until that time, all orders will be produced in accordance with the procedures outlined in this publication. No deviations from these procedures or use of orders formats other than those prescribed by this publication are authorized.

6-2. Types of orders

The most common types of orders produced in the Defense Force are:

- a. Amendment. Order format 700. Used to correct minor problems with previously issued orders.
- b. Appointment. Order format 192. Used for the initial appointment of warrant or commissioned officers. Also used to announce branch transfers of officers.
- c. Assignment.
 - (1) Order format 100. Used for the initial assignment of enlisted personnel who are not currently part of the defense force.
 - (2) Order format 110. Used for the initial assignment of warrant officer or commissioned officer personnel who are not currently part of the defense force.
- d. Award. Order format 320. Used to officially announce certain types of awards, those not awarded on DA Form 638 or MI Form 836. Examples of these would be tabs and combat and skill badges.
- e. Discharge. Order format 510. Used to discharge enlisted personnel from the defense force.
- f. MOS. Order format 310. Used to award a military occupational specialty to an enlisted member or warrant officer.
- g. Lateral appointment. Order format 304. Used to laterally appoint a member as a corporal or a first sergeant or back to their former rank. When this is used, the date of rank will remain the same while the effective date will be the date the lateral appointment takes effect.
- h. Promotion. Order format 300. Used for all grades to announce promotion to the next higher grade.
- i. Reduction. Order format 306. Used for all grades to announce reduction to a lower grade.
- j. Revocation. Order format 705. Used to revoke a previously issued order.
- k. Separation. Order format 570. Used to separate warrant and commissioned personnel from the defense force.
- l. Retirement. Order format 804. Used to transfer eligible personnel to the State Military Retired List.
- m. TDY. Order format 400. Used to authorize personnel to perform temporary duty at a location other than their home station.
- n. Transfer. Order format 445. Used to transfer personnel either between duty positions within a unit or from one unit to another unit.

6-3. Order numbering

Order numbers will begin with the three digit Julian date for the day on which the order is published. The number will be followed by a dash and the next sequential number, a minimum of three digits or four digits, if necessary, based on the number of orders published that day.

- a. In order to prevent an overlap of order numbers, each unit will be allotted a series of sequential three digit numbers to use.
- b. Care and planning for each day's publication of orders should be undertaken. If the unit's sequence allotment is 800 through 899 and the unit needs to publish more than one thousand orders for that particular day, the first order number after the Julian date and dash should be 0800. This will expand the number of available order numbers from one hundred to ninety-one hundred for that day (0800 to 9899).
- c. Order number sequence allotments will be published by the defense force S1 in separate guidance and modified as needed.

6-4. Order date format

The date of the order's publication will be displayed on the same line as the order number, right justified, and will always be in day, full month, full year format, such as 30 September 2002. If the day is a single digit, such as 4 March 2001, the day will begin with a zero and be displayed as 04 March 2001.

6-5. Dates within the body of the order

Only two date formats may be used within the body of the order with the first, which is displayed in subparagraph a, being the preferred format.

- a. Day, full month, full year format, such as 30 September 2002.
- b. Eight-digit date format showing the year, two-digit month, and two-digit day, such as 20020930 which would equal the same date as displayed in subparagraph a.

6-6. Echelons authorized to publish orders

The following echelons are authorized to publish the types of orders listed. Any orders not in that echelon's list must be requested through channels on an MIDF 4187 with supporting documentation.

- a. Total Force Command
 - (1) Order format 700. Amendment order
 - (2) Order format 192. Appointment order
 - (3) Order format 100. Assignment order (enlisted)
 - (4) Order format 110. Assignment order (officer)
 - (5) Order format 320. Award order
 - (6) Order format 510. Discharge order
 - (7) Order format 310. MOS order
 - (8) Order format 304. Lateral appointment order
 - (9) Order format 300. Promotion order
 - (10) Order format 306. Reduction order
 - (11) Order format 705. Revocation order
 - (12) Order format 570. Separation order
 - (13) Order format 804. Retirement order
 - (14) Order format 400. TDY order
 - (15) Order format 465. Transfer order
- b. Battalion. Battalions may issue the following orders for service members within their units.
 - (1) Order format 700. Amendment order, for orders issued by the battalion only.
 - (2) Order format 304. Lateral appointment order
 - (a) Service members appointed to CPL will fill a valid E5 position on the UMR as the primary occupant.
 - (b) Service members appointed to 1SG will fill a valid first sergeant position on the UMR as the primary occupant. 8-6b(1)(a)
 - (3) Order format 300. Promotion order; for E4 and below if the MIDF 4187 is not utilized.
 - (4) Order format 306. Reduction order, for E6 and below only.
 - (5) Order format 705. Revocation order, for orders issued by the battalion only.
 - (6) Order format 400. TDY order
 - (7) Order format 465. Transfer order, for transfers between duty positions and within the battalion only.
- c. Company. Companies are not authorized to publish orders and will request such through their parent battalions or the BDE through channels.
- d. Detachments. Normally, detachments are not authorized to publish orders and will request such through their parent units or the BDE through channels. Special detachments from the BDE and the Support Operations Command are exceptions and will be granted the same permissions for orders publication as battalions.

DEPARTMENT OF THE ARMY
MICHIGAN ARMY NATIONAL GUARD HEADQUARTERS
107th ENGINEER BATTALION (COMBAT) (CORPS)
900 Palms Avenue
Ishpeming, Michigan 49849-1064

ORDERS 151-006

30 May 1995

Following order is amended as indicated.

So much of: Order 127-005, HQ, 107 Engr Bn, dated 07 May 1995
Pertaining to: Reduction in grade, Willyard, Howard W. 300-12-1234,
SSG, Co C, 107th Engr Bn, Gladstone, MI 49837-1223

How Changed: IATA: MOS Awarded: P12B20
MOS Withdrawn: P12B30
Format: 700

DISTRIBUTION:
B

```
XXXXXXXXXXXXXXXXXXXXX  
X OFFICIAL X  
X //SIGNED// X  
X MICHAEL T. LEE X  
X CPT, EN, MIARNG X  
X Adjutant X  
XXXXXXXXXXXXXXXXXXXXX
```

Figure 6-1. Order format 700. Example of amendment order.

**STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING, MICHIGAN 48906**

ORDERS 138-093

18 May 2015

BARBARA, HANNA WANDA 123-45-6789

You are appointed in the Army National Guard.

Grade of rank: SECOND LIEUTENANT (4 YRS ACTIVE DUTY AS ENL/WO)
Basic branch: TRANSPORTATION CORPS
Assigned to (unit): 1461 TRANS CO (CBT HET CO) (PYAAA-623) 4850 COOPER RD,
JACKSON, MI 49201-7526
Duty Assignment: PLATOON LEADER (TRUCK PLATOON HEADQUAR) 88A00 (103-01)
Additional instructions:
Vice: VACANCY DPOS: YYYY Program: N/A

FOR ARMY USE
Authority: NGR 600-100, Paragraphs 2-1 and 2-11F
Effective date: 08 May 2015
Format: 192

FOR THE ADJUTANT GENERAL:

** JFHQ MIARNG **
** OFFICIAL **

DISTRIBUTION:
NGMI-PER-OB

ANDREW M. ROMAN
LTC, GS
Director of Personnel

Figure 6-2. Order format 192. Example of appointment order.

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
26TH SPECIAL TROOPS BRIGADE
MICHIGAN DEFENSE FORCE
3411 NORTH MARTIN LUTHER KING BOULEVARD
LANSING, MICHIGAN 48906**

ORDERS 138-093

18 May 2015

BARBARA, HANNA WANDA 123-45-6789

You are enlisted as shown.

Assigned to: Company C, 1st Battalion, 26th Special Troops Brigade (W0D1C0, 417-04),
3411 North Martin Luther King Boulevard, Lansing, Michigan 48906
Reporting date: 25 May 2015
Active service commitment: 3 years
Effective date: 14 May 2015
Additional instructions: None

FOR MIDF USE

Auth: MIDF SOP 601-210, para XX

Sex: F

PMOS: 99B10

HOR: 123 Main Street, Lansing, MI 48906

Component: Defense Force of Michigan

Point of contact for this order: SFC Perry Mason, 517-481-9876,

perry.z.mason@midf.michigan.gov

Format: 100

FOR THE COMMANDER:

** MIDF **
** OFFICIAL **

DISTRIBUTION:

A

ROBERT D. REID
MAJ, DF
Personnel Officer

Figure 6-3. Order format 100. Assignment. Example of assignment order, not currently serving (enlisted).

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
26TH SPECIAL TROOPS BRIGADE
MICHIGAN DEFENSE FORCE
3411 NORTH MARTIN LUTHER KING BOULEVARD
LANSING, MICHIGAN 48906

ORDERS 138-093

18 May 2015

BARBARA, HANNA WANDA, 123-45-6789, 123 Main Street, Lansing, MI 48906

You are tendered an appointment in the Defense Force of Michigan and ordered into active status on the date you execute the oath of office. You will report to your temporary duty station as shown. On instructions of the School Commandant, you will proceed to your assigned organization for duty.

Assigned to: Company C, 1st Battalion, 26th Special Troops Brigade (W0D1C0, 417-04), 3411 North Martin Luther King Boulevard, Lansing, Michigan 48906
Reporting date: 25 May 2015
Temporary duty at: XXX, Fort Custer Training Center, Augusta, MI
Period of temporary duty: 3 months
Purpose of temporary duty: Basic officer leader course
Grade of rank: 14 May 2015
Basic branch: Defense force officer
Control branch: 99A
Additional instructions: None

FOR MIDF USE
HOR: 123 Main Street, Lansing, MI 48906
Accounting classification: XXX
Date of appointment:
Sex: F
Control specialty: Defense force officer
Projected Specialty: 99A
Auth: MIDF SOP 601-210, para XX
Availability date: 22 August 2015
Point of contact for this order: SFC Perry Mason, 517-481-9876,
perry.z.mason@midf.michigan.gov
Format: 110

FOR THE COMMANDER:

** MIDF **
** OFFICIAL **

DISTRIBUTION:
A

ROBERT D. REID
MAJ, DF
Personnel Officer

Figure 6-4. Order format 110. Example of assignment order, not currently serving (officer).



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 480
FORT KNOX, KY 40122-5408

PERMANENT ORDER 259-06

16 September 2013

MCGUIRE, MARK P. 000-00-0000 COL Southeast Medical Area Readiness Support Group,
160 White Bridge Road, Nashville, TN 37209

Announcement is made of the following award:

Award: Distinguished Service Medal
Date(s) or period of service: 1 July 2003 to 30 June 2013
Authority: AR 600-8-22, paragraph 3-10
Reason: For retirement
Format: 320

BY ORDER OF THE SECRETARY OF THE ARMY:


ELISA M. ROBINSON
CW4, AG
Deputy Chief, Awards and Decorations Branch

DISTRIBUTION:
Individual (3)
iPerms (1)
File (1)

Figure 6-5. Order format 320. Example of award order.

GEORGIA ARMY NATIONAL GUARD
Company H, 121st Infantry
Building 211A, N. First Street
Ft. Gillem, GA 30297

ORDERS 06-1

23 June 2006

SAUNDERS, David J., 777-77-7777, SPC, Company H, 121st Infantry, (WPFRCO)
GaARNG, Building 211A, N. First Street, Ft. Gillem, GA 30297

The following MOS action concerning you is directed:

MOS Awarded: PMOS: 42A10 SMOS: 92Y10
MOS Withdrawn: 42L10
Effective date: 30 January 2006
Authority: NGR 600-200 Para 5-13
Additional Instructions: Para 406 Line 03
Format: 310

FOR THE COMMANDER:

** MIDF **
** OFFICIAL **

ROBERT D. REID
MAJ, DF
Personnel Officer

DISTRIBUTION:
1-Indiv
1-File

Figure 6-7. Order format 310. Example of MOS order.

**HEADQUARTERS AND HEADQUARTERS COMPANY
1ST BATTALION (MECHANIZED) 121ST INFANTRY REGIMENT
GEORGIA ARMY NATIONAL GUARD
95 MAYNARD STREET
WINDER, GEORGIA 30680-0528**

Orders 247-01

4 September 2002

SAUNDERS, DAVID J. 777-77-7777 SPC HHC, 1ST BN, 121ST (PDAT0-341)
95 MAYNARD STREET WINDER GA 30680

You are appointed as indicated.

Action: Lateral Appointment
Grade of Rank Appointed To: Corporal (E-4)
Effective Date: 1 September 2002
Authority: DF SOP 600-1 Paragraph 8-6b (1)(a)
*Additional Instructions: Soldier appointed due to assignment to unit strength maintenance team. If assigned to the positions of Unit Retention and Attrition NCO or Unit Community Awareness NCO, soldier will work solely on the duties of the assigned position and not in the soldier's duty MOS. Unless relieved for cause, soldier may retain the appointed grade upon successful completion of the strength maintenance tour.

Format 304

FOR THE COMMANDER:

DISTRIBUTION:
1-Unit
1-BN HQ
1-Individual
1-MPRJ

** MIDF **
** OFFICIAL **

ROBERT D. REID
MAJ, DF
Personnel Officer

Figure 6-8. Order format 304. Example of lateral appointment order.

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 WEST DUBLIN GRANVILLE ROAD
COLUMBUS, OHIO 43235-2789

ORDERS 114-143

15 June 1993

ANGSTROM, RAYMOND L 000-00-0000 2LT HHC (-Det 1) 1 Bn 148 Inf
Ohio **ARNG** Lima OH 45804-1099 MI

You are promoted as indicated;

Grade of rank promoted to: LLT
Effective date: 30 May 1993
Authority: MIDF SOP 600-1, Para XXX
Additional instructions: MTOE: AAADHD0 (103-01)
HOR: 1234 Bromwich Lane, Toledo, OH 43615
Format: 300

BY ORDER OF THE GOVERNOR:

** JFHQ MIARNG **
** OFFICIAL **

DISTRIBUTION:
A

ANDREW M. ROMAN
LTC, GS
Director of Personnel

Figure 6-9. Order format 300. Example of promotion order.

DEPARTMENT OF THE ARMY
MICHIGAN ARMY NATIONAL GUARD
107th ENGINEER BATTALION (COMBAT) (CORPS)
900 Palms Avenue
Ishpeming, Michigan 49849-1064

ORDERS 21-5


7 May 1994

WILLYARD, HOWARD W. 000-00-0000 SSG E6 CO C, 107TH Engr Bn,
Gladstone, MI 49837-1223

You are reduced in grade as indicated.

From: Staff Sergeant E6 TO: Sergeant E5
Reason: Voluntary
Effective date: 7 May 1995
Authority: Paragraph 6-43(f), National Guard Regulation 600-200
Date of rank: 22 April 1985
Additional instructions: MTOE 05035HNG02 Paragraph 203 Line 02,
999E
Format: 306

FOR THE COMMANDER:


MICHAEL T. LEE
CPT, EN, MIARNG
Adjutant

DISTRIBUTION:
B

Figure 6-10. Order format 306. Example of reduction order.

THE ADJUTANT GENERAL
STATE OF GEORGIA
5019 HIGHWAY 42
ELLENWOOD, GA 30294

ORDERS 193-016

12 July 2006

Following order is revoked or rescinded as shown.

Action: Revoke

So much of: Orders: 116-275 dtd 26 April 2006 This HQS

Pertaining to:

Transfer Order of SAUNDERS DAVID JOHNSON, ~~777-77-7777~~ SPC, 108 AR BN LDR DUIC
(PC2T3-324), PO BOX 36, CALHOUN, GA 30701-0036

Authority: NGR 600-200

Format: 705

FOR THE ADJUTANT GENERAL:

```
////////////////////////////////////  
/ /////////////////////////////////// /  
/  \\HQ, GAARNG// /  
/  \\OFFICIAL  // /  
/    STAN CROWDER /  
/    COL, GS, GA-ARNG /  
/    ACTING ASST ADJUTANT GENERAL /  
////////////////////////////////////
```

DISTRIBUTION:
Special

Figure 6-11. Order format 705. Example of revocation order.

STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING, MICHIGAN 48906-2934

ORDERS 276-133

03 October 2017

DURAND JAIME MARIE, 000-00-0000, 1LT, MI ARNG STAFF ELEMENT, JFHQ (8ACAA - 110), 3411
N MARTIN LUTHER KING BLV, LANSING, MI 48906-2934 MILITARY POLICE

You are separated from the Army National Guard on date indicated and assigned as
indicated on date immediately following.

Effective date: 01 October 2017

Type of separation: HONORABLE (A)

Relieved from:

DUTY POSITION:OVERSTRENGTH PERS

MOS/SSI: 01A00 PARAGRAPH-LINE: 998H-01

Transferred to: The Retired Reserve, 1600 Spearhead Division Avenue, Dept 420, Ft.
Knox, KY 40122-5402

Additional instructions:

Assignment/Loss Code: PLACEMENT ON PERMANENT DISABILITY RETIRED LIST (CF)

Current Organization Identification Code: PERMANENT DISABILITY RETIRED LIST (7)

SRIP: No

FOR ARMY USE

Authority: NGR 635-100 3(b) (14); NGR 635-101 11(b); AR 635-40

HOR: HOR: 0000 CULLEN RD, FENTON, MI 48430

Format: 570

FOR THE ADJUTANT GENERAL

```
////////////////////////////////////  
/// JFHQ MIARNG // /  
/// OFFICIAL // /  
/LAVETTA L. BENNETT /  
/COL, GS /  
/Director of Personnel /  
////////////////////////////////////
```

DISTRIBUTION:

Special

Figure 6-12. Order format 570. Example of separation order.

**STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING, MICHIGAN 48906**

ORDERS 104-122

14 April 2014

JACKSON RANDY, 000-00-0000, MSG, 63RD TRP CMD (78LAA - 610), 1200
44TH ST SW, WYOMING, MI 49509-4399

You are placed on the State Military Retired list as indicated.

Date placed on retired list: 18 April 2014

Characterization of service: Honorable

Retired grade: MSG

Authority: Section 401, Act 150 P. A., State of Michigan dated 30 June 1967.

Date of birth: 26 January 1955

Home of record: 1234 Chickory Lane, Lansing, MI 48910

Additional instructions:

You are commended for your 33 years, 9 months, and 11 days of dedicated and
patriotic service to The State of Michigan.

Format: 804

FOR THE ADJUTANT GENERAL:

DISTRIBUTION:
SPECIAL

** JFHQ MIARNG **
** OFFICIAL **

MARY K. JONES
COL, GS
Deputy Chief of Staff Personnel

Figure 6-13. Order format 804. Example of retirement order.

**STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
LANSING, MICHIGAN 48906**

ORDERS 138-093

18 May 2015

HANNA, KEITH WADE 123-45-6789 MSG 1461 TRANS CO (CBT HET CO)
(PYAAA-623) 4850 COOPER RD, JACKSON, MI 49201-7526

You are to proceed on temporary duty as shown below and are to return to your permanent station on completion of the duty. You will submit a reviewed travel voucher for this travel to the military travel office within 5 working days after completion of travel.

Temporary duty at: Camp Grayling Maneuver Training Center
Purpose: Annual Training
Number of days: 4
Will proceed date: 28 May 2015
Security clearance: Secret
Accounting classification: 123456
Additional instructions: Report to TFC TOC upon arrival at CGMTC.
Point of contact for this order: MAJ Daniel Lapin, 248-555-4141,
daniel.p.lapin@midf.michigan.gov
Format: 400

FOR THE ADJUTANT GENERAL:

** MIDF **
** OFFICIAL **

DISTRIBUTION:
A

ANDREW M. ROMAN
LTC, DF
Personnel Officer

Figure 6-14. Order format 400. Example of TDY order.

THE ADJUTANT GENERAL
STATE OF GEORGIA
5019 HIGHWAY 42
ELLENWOOD, GA 30294

ORDERS 229-059

17 August 2007

SAUNDERS DAVID JOHNSON, 000-00-0000, SPC, 221 MI BN CO C LRS REAR GA (PFRCD-180),
BLDG 211A BN 1ST ST, FT GILLEM, GA 30297-0000

You are transferred as indicated.

Release from:

VEHICLE DRIVER 221 MI BN CO C LRS REAR GA (PFRCD-180) BLDG 211A BN 1ST ST, FT
GILLEM, GA 30297-0000

Transferred to:

HUMAN RESOURCES SPC HHC (-) 1ST BN 108TH RSTA (PC2T0-331) 300 N RIVER ST,
CALHOUN, GA 30701-0036

Effective date: 01 January 2008

Period: Not applicable

Purpose: Not applicable

Additional instructions:

SRIP: Yes, Termination: No

FOR ARMY USE

Auth: Para 5-28, NGR 600-200

PEBD: 13 May 1994

MTOE/TDA para/line no: 102-08N

Assign/loss reason: INDIVIDUAL'S REQUEST (IL)

MOS/AOC: 42A10

Pos number excess code: EXCESS TO AUTHORIZED STRENGTH OF UNIT (9993)

Command status code:

Duty position qualification: NOT QUALIFIED

Date of assignment/loss reason: 01 January 2008

RYED: 0512

Format: 465

FOR THE ADJUTANT GENERAL:

```
//////////////////////////////////////////  
/ \\\\\\\HQ, GAARNG\\\\\\ /  
/ \\\\\\\OFFICIAL \\\\ /  
/ PETER VANAMBURGH /  
/ COL, GS, GA-ARNG /  
/ ACTING ASST ADJUTANT GENERAL /  
//////////////////////////////////////////
```

DISTRIBUTION:

Special

Figure 6-15. Order format 445. Example of transfer order.

Julian Day Calendar

Leap years:
(2000, 2004, 2008, 2012, 2016, 2020...)

Regular years:
(2001-2003, 2005-2007, 2009-2011, 2013-2015...)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1	32	61	92	122	153	183	214	245	275	306	336	1	1	32	60	91	121	152	182	213	244	274	305	335
2	2	33	62	93	123	154	184	215	246	276	307	337	2	2	33	61	92	122	153	183	214	245	275	306	336
3	3	34	63	94	124	155	185	216	247	277	308	338	3	3	34	62	93	123	154	184	215	246	276	307	337
4	4	35	64	95	125	156	186	217	248	278	309	339	4	4	35	63	94	124	155	185	216	247	277	308	338
5	5	36	65	96	126	157	187	218	249	279	310	340	5	5	36	64	95	125	156	186	217	248	278	309	339
6	6	37	66	97	127	158	188	219	250	280	311	341	6	6	37	65	96	126	157	187	218	249	279	310	340
7	7	38	67	98	128	159	189	220	251	281	312	342	7	7	38	66	97	127	158	188	219	250	280	311	341
8	8	39	68	99	129	160	190	221	252	282	313	343	8	8	39	67	98	128	159	189	220	251	281	312	342
9	9	40	69	100	130	161	191	222	253	283	314	344	9	9	40	68	99	129	160	190	221	252	282	313	343
10	10	41	70	101	131	162	192	223	254	284	315	345	10	10	41	69	100	130	161	191	222	253	283	314	344
11	11	42	71	102	132	163	193	224	255	285	316	346	11	11	42	70	101	131	162	192	223	254	284	315	345
12	12	43	72	103	133	164	194	225	256	286	317	347	12	12	43	71	102	132	163	193	224	255	285	316	346
13	13	44	73	104	134	165	195	226	257	287	318	348	13	13	44	72	103	133	164	194	225	256	286	317	347
14	14	45	74	105	135	166	196	227	258	288	319	349	14	14	45	73	104	134	165	195	226	257	287	318	348
15	15	46	75	106	136	167	197	228	259	289	320	350	15	15	46	74	105	135	166	196	227	258	288	319	349
16	16	47	76	107	137	168	198	229	260	290	321	351	16	16	47	75	106	136	167	197	228	259	289	320	350
17	17	48	77	108	138	169	199	230	261	291	322	352	17	17	48	76	107	137	168	198	229	260	290	321	351
18	18	49	78	109	139	170	200	231	262	292	323	353	18	18	49	77	108	138	169	199	230	261	291	322	352
19	19	50	79	110	140	171	201	232	263	293	324	354	19	19	50	78	109	139	170	200	231	262	292	323	353
20	20	51	80	111	141	172	202	233	264	294	325	355	20	20	51	79	110	140	171	201	232	263	293	324	354
21	21	52	81	112	142	173	203	234	265	295	326	356	21	21	52	80	111	141	172	202	233	264	294	325	355
22	22	53	82	113	143	174	204	235	266	296	327	357	22	22	53	81	112	142	173	203	234	265	295	326	356
23	23	54	83	114	144	175	205	236	267	297	328	358	23	23	54	82	113	143	174	204	235	266	296	327	357
24	24	55	84	115	145	176	206	237	268	298	329	359	24	24	55	83	114	144	175	205	236	267	297	328	358
25	25	56	85	116	146	177	207	238	269	299	330	360	25	25	56	84	115	145	176	206	237	268	298	329	359
26	26	57	86	117	147	178	208	239	270	300	331	361	26	26	57	85	116	146	177	207	238	269	299	330	360
27	27	58	87	118	148	179	209	240	271	301	332	362	27	27	58	86	117	147	178	208	239	270	300	331	361
28	28	59	88	119	149	180	210	241	272	302	333	363	28	28	59	87	118	148	179	209	240	271	301	332	362
29	29	60	89	120	150	181	211	242	273	303	334	364	29	29		88	119	149	180	210	241	272	302	333	363
30	30		90	121	151	182	212	243	274	304	335	365	30	30		89	120	150	181	211	242	273	303	334	364
31	31		91		152		213	244		305		366	31	31		90		151		212	243		304		365

Figure 6-16. Julian date calendar

Chapter 7
Officer promotions and reductions

7-1. Commissioned officer and warrant officer promotions

a. Promotion consideration to the grades of O2 through O5 and W2 through W4 will be managed via a centralized promotion eligibility board. This annual board will be a joint effort composed of Defense Force staff / Michigan National Guard personnel. Upon completion of the board’s review, an order of merit list will be published by rank and each member’s zone(s) of promotion consideration. When an officer vacancy exists, the next eligible member on the list for the zone in which the unit is located will be selected for promotion. The commander of the unit in which the vacancy exists will then request an officer vacancy fill through channels using MIDF Form 4187.

b. Promotion of warrant officers to the grade of W5 will occur only after the warrant officer has passed a review panel led by the Defense Force Command Chief Warrant Officer.

c. Promotion of commissioned officers to the grade of O6 will occur only after the officer has passed a review panel appointed by the TAG, or the TAG’s designee.

d. An officer may not wear a new higher rank (AKA frocking) until orders authorizing that rank have been published by proper authority.

7-2. Time in grade and officer education requirements

Minimum time-in-grade for commissioned officer promotions will be according to 10 U.S. Code § 619. Time-in-grade requirements for warrant officers will be according to 10 U.S. Code § 12242. Commissioned officer education system / warrant officer education system requirements are detailed in table 7-1. Additional post-secondary education requirements will be defined in separate guidance.

<u>Commissioned Officers</u>					<u>Warrant Officers</u>			
<u>From / To</u>	<u>TIG</u>	<u>Civ Ed</u>	<u>OES</u>		<u>From / To</u>	<u>TIG</u>	<u>Civ Ed</u>	<u>WOES</u>
COL to BG	1 year	BA / BS						
LTC to COL	1 year	BA / BS	SSC					
MAJ to LTC	3 years	BA / BS	ILE		CW4 to CW5	Based upon the needs of the Defense Force.	Specialty-related/ BA / BS	WOSSE
CPT to MAJ	3 years	90 Sem Hrs	CCC		CW3 to CW4	5 years	Specialty-related/ AA / AS	WOILE
1LT to CPT	2 years	60 Sem Hrs / AA / AS	OAC		CW2 to CW3	5 years	Specialty-related/ AA / AS	WOAC
2LT to 1LT	18 months	60 Sem Hrs / AA / AS	OBC		WO1 to CW2	2 years	HS Diploma	WOBC

Notes:

MIDF OES - Officer Education System; SSC - State Staff College; ILE - Intermediate Level Education; CCC - Captain's Career Course; OAC - Officer Advanced Course; OBC - Officer Basic Course
WOES - Warrant Officer Education System; WOBC - Warrant Officer Basic Course; WOAC - Warrant Officer Advanced Course; WOILE - Warrant Officer Intermediate Level Education; WOSSE - Warrant Officer Senior Service Education.

Table 7-1. Officer Time in Grade and Education Requirements.

7-3. Preparation of promotion consideration packets

The Defense Force S1, in coordination with the defense force chief of staff, will publish an annual officer promotion board memorandum of instruction regarding policy changes and packet preparation requirements a minimum of one hundred fifty days prior to the first of the month before the conduct of the officer promotion consideration board.

7-4. Corrections to promotion lists

Units may request a promotion reconsideration board (PRB) to correct information on the current list or to add members who were not included for consideration on the original list within sixty days of the publication of the list. PRB packets will follow the same format, as needed, as the year's MOI states and will be accompanied by an MIDF Form 4187. PRB packets may not include information that is beyond the cutoff date of the current year's MOI.

7-5. Nonselection for promotion

a. Nonselection by a promotion board is administratively final. If law or regulation requires removal from active status, the officer must be removed within the prescribed time limits.

b. First nonselection. An initial nonselection for promotion to the next higher grade will constitute a first failure of selection for promotion to any grade other than CW2, CW5, 1LT, and COL. An officer remaining in an active status following a first failure of selection will again be considered for promotion by the next regularly scheduled board considering that grade and competitive category.

(1) An officer not qualified for promotion to the grade of CW2 or 1LT will not again be considered for promotion unless retained in an active status.

(2) A nonselection for promotion to the grade of CW5 does not constitute a failure of selection for promotion. A CW4 who remains in an active status and meets the criteria for the next announced zone of consideration will again be considered by the next regularly scheduled board for promotion to CW5.

c. Second nonselection.

(1) An officer who twice fails to be selected for promotion to the grade of CW3 or CW4 will not be considered again for promotion and will be removed from active status unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law.

(2) An officer who twice fails to be selected for promotion to the grade of CPT, MAJ, or LTC will be removed from active status unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law.

d. The names of officers in the grade of 2LT found not qualified for promotion and the reasons for disqualification will be reported to the defense force commander. A memorandum of nonselection, to include eligibility for further consideration while being retained in an active status, will be sent to each officer determined not qualified for promotion. A copy of the memorandum of nonselection will be placed in the officer's electronic record. The officer must be retained in an active status for a minimum of six months after the date he/she would have been promoted had the officer been found qualified. At the end of this six-month period, a determination will be made as to whether the officer will be separated or retained in an active status. An officer retained in an active status after being found not qualified for promotion to 1LT may be reconsidered for promotion if the reason for disqualification is resolved. An officer disqualified for promotion and later determined qualified will be promoted (para 4-8). The officer, if not discharged or promoted sooner, will be discharged no later than 18 months from the date on which the officer is first found not qualified for promotion, but in no case later than 42 months after the officer's original appointment. Separation will be made without regard to remaining military service obligation.

e. The names of warrant officers in the grade of WO1 found not qualified for promotion and the reasons for

disqualification will be reported to the Defense Force commander. A determination of whether the WO will be separated or retained in an active status will be made. A memorandum of nonselection, to include a discussion of eligibility for further consideration while being retained in an active status, will be sent to each officer determined not qualified for promotion. A copy of the memorandum of nonselection will be placed in the officer's electronic record. A WO retained in an active status after being found not qualified for promotion to CW2 may be reconsidered for promotion if the reason for disqualification is resolved. A WO disqualified for promotion and later determined qualified will be promoted.

7-6. Reductions in grade

a. Battalion and company commanders wishing to reduce a commissioned or warrant officer must submit the case through channels to the Defense Force commander, through the S1, along with all supporting documentation. See chapter 8 for additional guidance.

b. Reduction in rank may be ordered upon proper cause and the Defense Force commander may appoint an investigating officer or convene a review board for fact finding and recommendation.

c. In the event of voluntary or administrative rank change to accept an active UMR assignment or other valid reason, the same will be recorded and time-in-grade in the lower grade may be counted as if it were accumulated at the higher grade.

d. Reductions made for disciplinary reasons will have a date of rank / effective date for the lower grade no earlier than the start date of the disciplinary proceedings. When the member is considered for future promotions, if the member has previously held that same grade, the new DOR will be used to compute TIG rather than the previous DOR.

Chapter 8
Enlisted promotions and reductions

8-1. Authority

The authority for enlisted promotions rests at the following levels:

- a. E2 through E4: company commander.
- b. E5 through E6: battalion commander.
- c. E7 and up: brigade commander.

8-2. Time in grade, time in service, cumulative enlisted service, and noncommissioned officer education requirements

Enlisted promotions will be based upon table 8-1 below.

<u>Grade</u>	<u>TIG</u>	<u>TIS (Cumulative)</u>	<u>CES</u>	<u>NCOES</u>
To PV2	N/A	6 months (waivable to 4)		
To PFC	4 months (waivable to 3)	12 months (waivable to 9)		
To SPC / CPL	12 months (waivable to 9)	24 months (waivable to 18)		
To SGT	12 months	N/A	N/A	BLC
To SSG	18 months	N/A	N/A	ALC
To SFC	24 months	9 years	6 years	SLC
To MSG / 1SG	24 months	13 years	8 years	MLC / FSC
To SGM / CSM	24 months	16 years	10 years	SGMC
Notes: TIG - Time in Grade TIS - Time in Service CES - Cumulative Enlisted Service NCOES - Noncommissioned Officer Education System; BLC - Basic Leader Course; ALC - Advanced Leader Course; SLC - Senior Leader Course; MLC - Master Leader Course; FSC - First Sergeant's Course; SGMC - Sergeants Major Course.				
Table 8-1. Time in grade, time in service, cumulative enlisted service, and noncommissioned officer education requirements				

8-3. Requests for promotion orders (E2 through E4)

a. Company commanders will request promotion orders through channels on MIDF Form 4187. Orders will be published by the battalion S1 after verification of the service member's promotion eligibility. After the publication of orders, those orders will be distributed electronically to the requesting unit and stored in the service member's electronic personnel record. When distributing orders or any other official correspondence, no personal email addresses may be utilized.

- (1) The minimum TIG for an E1 for promotability to E2 is 6 months.

(2) The minimum TIG / TIS for an E2 for promotability to E3 is 4 months and 12 months, respectively.

(3) The minimum TIG / TIS for an E3 for promotability to E4 is 12 months and 24 months, respectively.

b. For E2 through E4 promotions, a waiver for time in service (TIS) or time in grade (TIG) is authorized, but not both. This waiver may only be used for the top 50% of junior enlisted service members and must be supported by regular counseling statements and performance evaluations.

(1) The minimum TIG for an E1 for promotability to E2 is 4 months.

(2) The minimum TIG / TIS for an E2 for promotability to E3 is 3 months and 9 months, respectively.

(3) The minimum TIG / TIS for an E3 for promotability to E4 is 9 months and 18 months, respectively.

c. Promotions will be made one rank at a time and only to the maximum rank which is authorized for the unit manning roster (UMR) position occupied.

d. No service member may wear the higher new rank (AKA frocking) until orders authorizing that rank have been published by proper authority.

8-4. Noncommissioned officer promotions

Promotion consideration to the ranks of SGT through SGM / CSM will be managed by way of a centralized promotion eligibility board. This annual board will be a joint effort composed of brigade staff / Michigan national guard personnel. Upon completion of the board's review, an order of merit list will be published by rank and each member's zone(s) of promotion consideration. When an NCO vacancy exists, the next eligible member on the list for the zone in which the unit is located will be selected for promotion. The commander of the unit in which the vacancy exists will then request an enlisted promotion system (EPS) fill through channels using MIDF Form 4187.

8-5. Preparation of EPS packets

The Defense Force S1, in coordination with the Defense Force Command Sergeant Major / Senior Enlisted Advisor, will publish an annual EPS memorandum of instruction regarding EPS policy changes and packet preparation requirements a minimum of one hundred fifty days prior to the first of the month before the conduct of the EPS board.

8-6. Corrections to EPS lists

Units may request a standby advisory board (STAB) to correct information on the current list or to add members who were not included for consideration on the original list within 60 days of the publication of the list. STAB packets will follow the same format, as needed, as the year's EPS MOI states and will be accompanied by an MIDF Form 4187. STAB packets may not include information that is beyond the cutoff date of the current year's EPS MOI.

8-7. Reductions in grade

a. Commanders with the promotion authority described in paragraph 9-1 have reduction authority for those rank without approval from higher headquarters.

b. NCOs may be reduced one grade at a time. Junior enlisted service members (E4 and below) may, if circumstances warrant such an action, be reduced two ranks at a time.

c. Battalion and company commanders wishing to reduce an E7 or above must submit the case through channels to the defense force commander, through the S1, along with all supporting documentation. See chapter 15 for additional guidance.

d. Reduction in rank may be ordered upon proper cause and the defense force commander may appoint an investigating officer or convene a review board for fact finding and recommendation.

e. In the event of voluntary or administrative rank change to accept an active UMR assignment or other valid reason, the same will be recorded and time-in-grade in the lower grade may be counted as if it were accumulated at the higher grade.

f. Reductions made for disciplinary reasons will have a date of rank / effective date for the lower grade no earlier than the start date of the disciplinary proceedings. When the member is considered for future promotions, if the member has previously held that same grade, the new DOR will be used to compute TIG rather than the previous DOR.

Chapter 9

Birth month record reviews

9–1. Requirements for conducting finance and personnel record reviews

a. Every service member is required to complete a personnel and finance record review during in-processing to a new duty station, annually thereafter, and prior to separation from the defense force. Service members in an Initial Entry Training (IET) status are exempt from reviews. However, upon arrival at their first permanent duty station, a thorough personnel and finance records review will be completed during in-processing.

b. Records Managers (RMs) will not complete reviews without the service member present except in extreme circumstances. For example, this may be appropriate if a member is in a deployed environment with limited computer access. If a service member is physically capable of logging into a workstation with internet connectivity, they are required to conduct the reviews. All record reviews will be documented on MIDF Form 4187 and filed in the service member's electronic record under Section 4.

9–2. Conducting a finance review

The purpose of conducting the finance record review is to ensure service members have the required documentation in their record for each pay item they are receiving.

a. This review will be conducted using the most recent Defense Force Leave and Earnings Statement (LES) as the source document to identify pay items the service member is receiving. The Key Supporting Document (KSD)/Pay Item Matrix (see Appendix A) is used to identify the required documents to support each pay item.

b. Service members may not have every document listed on the KSD/Pay Item Matrix for a specific pay item. Each situation will be different. For example, contracts for officers will be a MIDF Form 71 and for enlisted a MIDF Form 4.

c. Service members/RMs will also verify KSDs for specific deductions. Deductions for life insurance or as a result of nonjudicial punishment (NJP) under MCMJ must have KSDs in the record. Personal allotments do not need to be verified.

d. Any documents found to be missing as a part of any review must be added to the member's record. This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy.

e. If a document cannot be found by the service member or from the source that produced the document, do not recreate the document. The RM will list permanently missing documents in the missing documents portion of the review.

f. If the RM finds discrepancies or problems with a service member's record that require administrative level assistance to resolve, the RM should submit a problem case through channels on an MIDF Form 4187.

g. When viewing documents, the service member and the RM are verifying that the document belongs to the service member, is legible and meets the general intent of the document.

9–3. Conducting a personnel review

The purpose of conducting the Personnel Record Review is to ensure that data on the Record Brief is correct and that all source documents required for filing in the electronic personnel record.

a. This review will be conducted using the current Record Brief to identify source documents that should be filed in the service member's electronic personnel record.

b. RMs will view documents filed in the record during the review to ensure they belong to the service member, are authorized to be filed and are legible.

c. Any documents found to be missing as a part of this review must be submitted along with an MIDF Form 4187 for filing in the service member's record.

d. If the RM finds discrepancies or problems with a service member's record that require administrative level assistance to resolve, the RM should submit a problem case on a MIDF Form 4187 to the defense force S1.

e. Missing documents may not be justification for removing entries from the Record Brief.

f. Listed below is the procedures for conducting the personnel record review.

<i>Personnel Record Review Procedures</i>		
		Service member and RM must have the latest copy of the service member's SRB to conduct this review.
Step 1	Service member/RM	Ensure Personal data across top of Record Brief is correct.
		Note: If a name change has occurred, ensure the supporting Document is in iPERMS (MIDF 4187 or Memorandum).
<i>Review Entries in Assignment/Deployment</i>		
Step 2	Service member/RM	Review each document.
Step 2a	RM	If document is incorrect (example: doesn't belong to that service member, duplicate, etc.), submit a problem case on an MIDF 4187 to have the document moved or deleted.
Step 3	Service member/RM	As each entry is reviewed by the service member and RM, they can add appropriate comments on the MIDF 4187. All missing documents must be listed. For example, if service member is missing a document, a RM can list that in "Remarks" section, as the missing document is identified.
	<i>Note:</i>	If the RM finds discrepancies or problems with a service member's record that require administrative level assistance to resolve, the RM should annotate the problem on the MIDF 4187. Examples include, but are not limited to duplicate or misfiled documents in the record.
Step 3a	Service member/RM	Ensure overseas/deployment time is recorded correctly. Ensure appropriate supporting documents (orders) are in the record.
Step 3b	Service member/RM	Verify dwell time is correct.
Step 3c	Service member/RM	Ensure MOS/SQI/ASI/Branch information is correct and appropriate orders are filed in the record.
Step 3d	Service member/RM	Ensure all assignments listed in assignment information on bottom of Record Brief are listed, accurate, and the appropriate supporting documents are present (example; PCS Order or MIDF 4187 for local move).
Step 3e	Service member/RM	Any assignment/deployment/duty info that has supporting documents present and is not listed on Record Brief must be added. Note: RMs are not required to verify previous duty titles.
Step 3f	Service member/RM	Ensure there are no blanks in the assignment information at bottom of Record Brief. (Months assigned, UIC, etc.)
<i>Review Entries in Service Data</i>		
Step 4	Service member/RM	Ensure all contracts and documents that establish service obligation or time in service are present. Examples include but are not limited to the DD 4, MIDF 4, MIDF 71, and DA 1506. Also ensure

		all re-enlistment contracts are in the record.
Step 5	Service member/RM	Verify data in the service section is accurate and appropriate source documents are in the record.
Step 5a	Service member/RM	Ensure the dates of rank for each promotion are correct and a copy of each Promotion / Reduction Order is filed in the record.
Step 5b	Service member/RM	Ensure entries in Foreign Language section are accurate and that the DA 330 and DLPT scores are filed in the record.
<i>Review entries in Personal Data</i>		
Step 6	Service member/RM	Verify data in the Personal section is accurate and appropriate source documents are in the record.
Step 6a	Service member/RM	Verify that date for Emergency Data updated is correct and that service member has current SGLI and DD 93 documents filed in the record. Note: Historical DD 93 documents will not be removed from the record.
Step 6b	Service member/RM	If service member has a military spouse, ensure that is annotated correctly. Ensure the MIDF Form 4187 for Military Married Couples Program is filed in the record (if applicable).
	<i>Note:</i>	The service member's birth certificate, dependent birth certificates, marriage certificates and court documents granting dependency are required for filing in iPERMS. Divorce decrees that change marital status while in the military must also be filed.
		DLQT cards are not required for filing in the record as they are locally filed training documents.
<i>Review entries in Education (Civilian/Military)</i>		
Step 7	Service member/RM	Verify data in the Personal section is accurate and appropriate source documents are in the record.
Step 7a	Service member/RM	Verify that completed degrees are listed and/or college credits entered on the Record Brief are correct and appropriate transcripts/diplomas are filed in the record.
	<i>Notes:</i>	1. Enlisted: File all transcripts. 2. Officers: File only transcripts that award degrees. 3. RMs will ensure any transcript used a source for entries on the Record Brief and filed in the record are issued from an accredited college or university. Verify at: http://ope.ed.gov/accreditation/Search.aspx
Step 7b	Service member/RM	Verify that completed military courses are listed and appropriate supporting documents are filed in the record.

<i>Review entries in Awards/Decorations</i>		
Step 8	Service member/RM	Ensure each award listed has a supporting document when applicable. DA 638s and the Award Certificate are required to be filed in the record.
	<i>Note:</i>	Not all awards in the record may have entries on the Record Brief. For example, Foreign awards are filed in the record but are not reflected on the Record Brief.
	<i>Note:</i>	Only unit awards authorized for permanent wear are authorized for filing in the record. See "Documents Required for Filing" for detailed info on requirements for filing awards.
Step 9a	RM	RM will list any missing documents that cannot be located in "Remarks" section of the MIDF Form 4187.
Step 9b	RM	RM will electronically transmit all missing Key Supporting Documents with the MIDF Form 4187 for filing in the service member's record. This is a critical step in the completion of a record review. Conducting reviews without adding missing documents does not support the goal of audit readiness and records accuracy.
<i>Once the service member has completed and signed the review, the RM can then verify the review.</i>		

Table 9-1. Personnel Record Review Procedures

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU <i>(Include ZIP Code)</i>	2. TO <i>(Include ZIP Code)</i> HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM <i>(Include ZIP Code)</i> Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME <i>(Last, First, MI)</i> Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SSG	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Ent only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Birth Month Review
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) <i>(Continue on separate sheet)</i>		
Version W4 Used: 2021 (Attached) / Version MI-W4 Used: 2021 (Attached) SF 1199A updated (N/A) PEBD corrected to 20110619. (USN DD 214 / USNR retirement points statement/ USNR discharge order missing from record. Attached) SM married effective 20200814. (Marriage certificate attached). DD 93 updated. DA 5960 completed (Attached) Service history in database corrected to included DEP, AD USN, USNR per USN DD 214 / USNR retirement points statement/ USNR discharge order). Family contact information updated in database. Family care plan documents completed (Attached). Will / POA provided as part of family care plan (Attached). Training / awards updated per USN DD 214. Civilian education updated (transcript attached). Medical waiver from enlistment packet missing. SM provided. (Attached).		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein- <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D. RDNCO Date: 2020.10.29 00:11:55 -0400'</small>	14. DATE (YYYYMMDD) 2020-12-15

Figure 9-1. Example of MIDF Form 4187 - Personnel Action (Birth Month Review)

Chapter 10

Officer and enlisted retention boards

Section I

Selective Retention Board Guidance

10–1. Program goals

- a. The goals of the Defense Force Selective Retention Program are to:
 - (1) Manage officer grade imbalance or strength overage.
 - (2) Ensure that only the most capable officers are retained beyond the minimum qualifying service for the Michigan Military Retirement System for assignment to the comparatively few higher-level command and staff positions.
 - (3) Provide career incentive.
 - (4) Ensure an opportunity for advancement to higher grades during the peak years of an officer's effectiveness.
- b. Selective retention boards are not intended to be used for:
 - (1) The sole purpose of enhancing promotion opportunities for other officers.
 - (2) The disposition of officers who otherwise would be processed for separation for cause or other involuntary separation actions.

10–2. Zones of consideration

- a. All officers who have accrued 20 years, or more, of qualifying service for the Michigan Military Retirement System as of 31 December of the preceding year, and are otherwise qualified for consideration, will be considered by the current year's board. (For example, officers accruing 20 years qualifying service as of 31 December, CY 2019 will be considered for the first time in CY 2020).
- b. The only officers exempt from consideration, if eligible for MMRS, will be:
 - (1) The defense force commander.
 - (2) The defense force executive officer.
 - (3) The defense force chief of Staff.
 - (4) The Commandant (and also as Commandant Emeritus) of the MIDF Military Training Academy.
 - (5) The command chief warrant officer.
- c. The defense force will conduct selective retention boards annually unless an approved waiver is received from JFHQ-MI. Board cycles will be conducted from 1 January through 30 November of each CY.
- d. The defense force will submit the board dates no later than 31 December of the previous CY. Notify officers in the zone of consideration a minimum of 90 days prior to the convene date of the board.
- e. Submit board reports to JFHQ-MI no later than 30 days after COS approval. All reports must be submitted by the end of the board cycle.

10–3. Board composition

The defense force COS will appoint and convene one selection board composed of either a minimum of a three-member panel, or odd-number member panels organized into multiple separate panels. The number of officers being considered for selective retention will determine the configuration of the board and/or panels. Board/panel members may be selected from within the defense force, and/or components of the national guard units of Michigan, with the concurrence of TAG. Each panel will consider all applicable grades within each group, simultaneously. At no time will any panel consider individual grades separately. Additionally, the following applies:

- a. The single board panel will be composed of at least three commissioned officers. There must be at least one Defense Force and may have one national guard officer on the board. The third board member may be from any branch of the Michigan military establishment. All three members must be present for all sessions of the board. All provisions indicated in paragraph 10-4 apply to single board panels.
- b. The multiple odd number-member board panel will be composed of a minimum of nine commissioned officers, at least one of whom must be an active component officer. All provisions indicated in this paragraph and paragraph 10-5 apply to multiple board panels.
- c. The defense force COS will request show-cause authority to designate an active component officer or officers to serve as members of the selection board. The appointment instrument should indicate the concurrence of the show-cause authority.
- d. No board member will be granted the opportunity to sit on two consecutive boards which consider the same population of candidates. Therefore, no officer will serve on two consecutive boards of the same subject matter. Specifically, if an officer serves on the board held in a CY, that same officer cannot be appointed as a board member

for the following board cycle. Additionally, if the board is held biennially and officers are identified for consideration by the next board, the same members cannot serve on the next board. This provision is non-waivable. Non-voting board recorders may serve on consecutive boards.

e. Board composition should, to the maximum extent possible, represent the demographics of the officers considered. This includes minority and gender representation. Every means must be exhausted to obtain the appropriate board membership, otherwise, a request for an exception to policy should be submitted to JFHQ-MI prior to the board for consideration. In cases where the appropriate board membership cannot be accomplished and an exception is granted, the approved exception must be submitted with the board report. Exceptions may not be provided after the board has convened. Reports may not be submitted by the defense force without the appropriate demographic board composition, respective of the diverse backgrounds of the officers considered. JFHQ-MI will return the noncompliant report to the defense force for corrective action and resubmission.

f. Service members from other military forces not represented in the Michigan military establishment (i.e., Navy Marines, etc.) are not eligible to serve on boards.

g. All members must be of equal or higher grade and, except for the National Guard member(s), must be senior in date of rank (DOR) to each officer considered. Each panel must be chaired by at least an O5 with senior DOR.

h. An officer will be designated as a recorder by the appointing authority and will be without a vote.

i. Board membership will not include the convening COS, the defense force commander, the defense force judge advocate, Inspector General, Chaplain, or any officer not selected for retention by a previous board. It is recommended that the Assistant Adjutant General Army, Assistant Adjutant General Air, nor the Chief of Staff for the Michigan National Guard be empaneled as board members.

j. The defense force may solicit board members from outside of the geographical limits of the state. Seeking assistance from neighboring States, Army Installations, and/or the National Guard Bureau (NGB) is an acceptable practice and is strongly encouraged. Requests for such assistance should be channeled through JFHQ-MI in order to secure proper funding.

k. All panels are to report results directly to the board president and then to the defense force commander and TAG. Results of each individual panel presented to the defense force commander / TAG will be combined into a single report.

10-4. Operation of single panels

If the defense force has a low to moderate volume of officers, it may use the three member panel to operate the entire board process.

a. The panel will review all files of all grades for all eligible officers in the State/Territory.

b. All files are rotated through all three members. Each panel member votes on each file.

c. All three members must be present during all sessions of the panel.

d. Officers who have not been recommended by the majority are withdrawn and not recommended for retention.

e. Officers recommended for retention by all three members are recommended for retention.

10-5. Operation of multiple panels

Separate panels are authorized and may be conducted due to the high volume of officers or dispersed locations. The multi-member panel process consists of two distinct phases. During Phase I, each panel operates independently from the others as separate “mini-boards” and considers each file. In Phase II, all panels are combined into a single multi-member board to concentrate on analyzing those files that require closer consideration.

a. Phase I: Initial consideration by individual panels.

(1) Each panel operates separately. Three separate vote sheets are used for each file. Vote sheets are not transferred between panels with files.

(2) All files are rotated through each panel. Panel members vote on each file.

(3) All three members must be present during all sessions of the panel.

b. Phase II: Final consideration by the combined multi-member board.

(1) Panels are combined into a single odd number-member board. A minimum of seven members, to include an active component officer, must be present at all sessions in the case of a nine-member board to establish a quorum.

(2) Officers who have not been recommended by any of the separate panels from phase I are withdrawn from consideration and not recommended for retention.

(3) The combined board examines the remaining officers.

(4) Officers recommended for retention by all panels are recommended for retention.

10–6. Board procedures

a. The defense force COS will issue MOI in the format prescribed in Appendix B and brief all boards as appropriate, or boards will be briefed by a designated representative. This briefing will amplify the important features of the memorandum of instruction and give board members an opportunity to ask questions. The defense force COS may provide guidance identifying a population that is over-strength as a means of managing an officer grade imbalance or strength overage in a competitive category provided by-name individuals are not targeted in the guidance.

b. Board oath.

(1) The following oath will be administered by the recorder to the members of the board: “You (*identify each member by grade and name*) do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of individuals and the efficiency of the defense force of Michigan, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results of this board except to proper authority.” (*Each member of the board will respond, “I do.”*)

(2) The president of the board will administer the following oath to the recorder: “You (*identify member by grade and name*), as a recorder of this board, do solemnly swear (or affirm) that you will perform duties imposed upon you by the president of this board, and further, that you will not divulge the proceedings or results of this board except to proper authority.” (*The recorder of the board will respond, “I do.”*)

10–7. Individual communications with boards

a. Officers selected for selective retention consideration are not authorized to appear before a board in person on their own behalf or representing the interest of another officer.

b. Officers being considered for selective retention may submit a memorandum to the president of the board on any matter.

c. It is inappropriate for an officer to request non-selection.

d. Unsolicited communications to include third party communications that contain criticism or reflect on the character, conduct, or motives of any officer will not be made available to the board.

10–8. Conduct of the board

a. Boards will consider the potential benefit that can be expected from the continued service of each officer before the board. The board should consider the following in arriving at its decision:

(1) Availability of qualified replacements.

(2) Appropriate civilian and military education required for performance of duties associated with higher-level command and staff assignments.

(3) An officer’s demonstrated performance (evaluation reports, academic reports, and results of inspections and evaluations that cite the manner of performance of the officer).

(4) An officer’s medical and physical fitness and the impact of the same on future assignments.

b. The board may recommend one of the following for each officer:

(1) Select and be reconsidered in two years.

(2) Select and be reconsidered in one year.

(3) Non-select.

c. If the vote is not unanimous, any dissenting board member may prepare a minority (dissenting) report to support their position. A copy of the minority report will be enclosed with each copy of the board report.

d. Before adjournment, the board will prepare a preliminary report (Appendix H) indicating the number of officers and warrant officers considered by grade, gender, and racial and ethnic category. The final report will be approved by the Defense Force commander and becomes an enclosure to the Report of the Board for Selective Retention (Appendix I).

10–9. Board report

a. Reports will be prepared in the format prescribed in Appendix C to include the cover memorandum signed by TAG. All copies of the report will be forwarded to the Defense Force commander. After the Defense Force commander approves the board proceedings and signs the report, the Defense Force will forward a copy of the board report with all enclosures to TAG.

b. Reports submitted to and verified by JFHQ-MI are final. Results may not be altered after verification, except, in the discovery of material error (JFHQ-MI, J1 is the approval authority).

(1) Board results which contain administrative errors or noncompliance with the applicable policies will be returned for corrections with a suspense date to report back to JFHQ-MI, J1 for further review and verification.

(2) Reports determined as noncompliant with the established standards, after notification to correct errors and refusal or failure to do so, will be reported through the JFHQ-MI, J1 to TAG. The defense force COS will receive an official notification of noncompliance with standards for the applicable board.

c. The defense force will maintain a copy of each board report for a minimum of five-years.

10–10. Separation period for safeguarding against premature removal from active status

a. The separation date may be established by the defense force commander at any time between 90-days and 12 months after the memorandum listing the officers who were not selected for retention is approved, verified and published.

b. All officers will transferred to the State Military Retired List on the same date, except as provided below:

(1) Officers serving on active state service orders under will be separated at the specified separation date determined for all officers by the defense force COS or at the conclusion of the current tour of active duty, whichever is later.

(2) Traditional or special duty status officers will be separated at the specified separation date determined for all officers by the defense force commander, or at the conclusion of the current tour of active duty, whichever is later.

c. When officers are not approved for retention and it is later determined, prior to separation, that they have not completed the required amount of qualifying service, or do not otherwise qualify for separation, the non-selection memorandum will be removed from all files and destroyed. In addition, the officer's name will be stricken from the board proceedings, and they will return to their previous status.

10–11. Status of officers non-selection

a. When officers non-selected for retention under provisions of this section, they are processed for retirement in accordance with chapter 20 of this publication.

b. Officers qualifying will be transferred to the State Military Retired List upon separation.

c. Officers are not authorized to transfer to the defense force of another state upon non-selection for retention by the SRB. This also applies during the transition and separation periods. The officer's separation orders must reflect the officer has been separated by a SRB.

d. Officers who are not selected for retention by the SRB are not authorized to be assessed into the enlisted ranks to continue their military service.

10–12. Material errors and omissions

Officers whose record is reviewed by the board which contained errors or omitted required documents relevant to an officer's board file may be reconsidered.

a. The Defense Force COS may, prior to submitting final report to the defense force commander, reconvene boards to:

(1) Reconsider cases in which they determined material error was made in the record.

(2) Reconsider the cases of officers who should have been considered by a previous board, but were omitted from consideration.

b. There is no formal appeal process for officers who have not been selected for retention; however, officers may request reconsideration by the defense force commander. Officers may request reconsideration based on material errors and/or omissions, if all three conditions have been met:

(1) When their records contain a material error (through no fault of their own) or are incomplete or inaccurate.

(2) Within 30-days of receipt of the notice of non-selection.

(3) With the understanding that reconsideration will not change the established date for transfer to the State Military Retired List.

c. If the Defense Force has discovered a material error after submitting the final report to JFHQ-MI, the defense force commander must request an exception to policy to convene a new SRB from JFHQ-MI, as necessary. If the request for a new board is approved and held, upon completion of the reconvened board, the defense force commander must submit the required post-board documents as if the board was not reconvened (i.e. board report, any exception to policy approvals, etc.).

(Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM THRU: (Command channels)

FOR: (Officer concerned)

SUBJECT: Selection for Retention Under the Provisions of NGR 635-102

1. The (year) Selective Retention Board has adjourned and forwarded its recommendations to me. I am pleased to inform you that you have been selected for retention.
2. As required by NGR 635-102, you will be considered again in FY .
3. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue your education and enhance your effectiveness at every opportunity.
4. The (State) Army National Guard will continue to rely on you in meeting its objectives.

/S/
(Signature Block)

Figure 10-1. Sample of Retention Memorandum (SRB)

(Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM THRU: (Command Channels)

FOR: (Officer Concerned)

SUBJECT: Withdrawal of Federal Recognition pursuant to the findings of a Selective Retention Board.

1. NGR 635-102 provides that an officer who is considered for retention and fails to be selected will be processed for withdrawal of Federal recognition.
2. You have been considered for retention in accordance with the above procedures and have not been selected. Accordingly, your Federal recognition will be withdrawn and you will be separated from the Army National Guard by (date) .
3. Upon discharge from the Army National Guard of the United States you will become a member of the Ready Reserves by operation of law. Your default assignment will be to the Retired Reserve per 10 USC 14514, as you are eligible for either regular or non-regular retirement. Should you wish to transfer otherwise than to the Retired Reserve (for example, to the IRR), you must apply in writing to this office within 30-days of receipt of this notification.
4. In determining your eligibility for retention, I can assure you that the selection board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable, and your records will reflect that.
5. All of us have the opportunity to serve only for a limited time. Your many personal sacrifices to the (State) Army National Guard during your period of service are sincerely appreciated. You may take just pride in having contributed to the success of the Army National Guard. Thank you for your service.

/S/

(Signature Block)

Figure 10-2. Sample of Non-Retention Memorandum (SRB)

Adjutant General Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR Chief, National Guard Bureau, (ARNG-HRH), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Report of Board for Selective Retention, Fiscal Year (FY) (year)

1. Recommendations of the board are approved and the appropriate memoranda to the affected officers will be issued.
2. The established separation date for all officers who were not selected for retention is (day/month/year).
3. The board results are amended as follows:
 - a. COL John A. Doe – Changed from not retained to retained for two years.
 - b. COL Cindy C. Brown – Changed from not retained to retained for one year.
 - c. LTC Sara J. Smith – Changed from not retained to retained for one year.
 - d. CPT Eli O. Doe – Changed from not retained to retained for one year.
 - e. CW2 Kenneth R. Jones – Changed from not retained to retained for one year.
4. All efforts were made to obtain the appropriate board membership demographic per NGR 635-102; however, the G-1 office was unable to locate a minority member to fulfill the requirement of this board.
5. Point of contact is LTC Sherri X. Dombrowski, Deputy Chief of Staff, G-1, (555) 222-3333 or via email at *someemailaddress@mail.mil*.

JOHN A. SMITH
Major General, VAARNG
Adjutant General

Figure 10-3. Sample of Cover Memorandum and Board Report (SRB)

Adjutant General Letterhead)

(Office Symbol)

(__ date __)

MEMORANDUM FOR Chief, National Guard Bureau, (ARNG-HRH), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: Results of (year) Selective Retention Board

The approved results of the (year) Selective Retention Board are reflected below:

Grade	Totals Overall				Females				Racial & Ethnic Minorities (see para 2-9d)			
	Con	Non Sel	% Sel	Sel	Con	Non Sel	% Sel	Sel	Con	Non Sel	% Sel	Sel
COL												
LTC												
MAJ												
CPT												
LT												
WO												
TOTAL												

JOHN A. SMITH
Major General, VAARNG
Adjutant General

Figure 10-4. Cover Memorandum and Report Format - Demographics and Statistics (SRB)

Section II

Qualitative Retention Program

10–13. Applicability

a. This chapter provides policy governing the selective retention of service members in defense force units. It also prescribes the composition and function of the Qualitative Retention Board.

b. The purpose of the QRP is to determine retention potential. In general, the QRP provides for a review every two years of service for members serving in defense force units who have 20 or more years of qualifying service for the Michigan Military Retired System, are within the zones of consideration prescribed by paragraph 10–15, and are not excluded from consideration by paragraph 10–16.

c. Service members serving on active duty special duty status are not subject to the QRP.

10–14. Objectives

A continuing program of qualitative retention is essential to provide for career progression of qualified enlisted personnel at proper intervals in their careers. The QRP—

a. Ensures only the best qualified service members are retained beyond 20 years of qualifying service for the Michigan Military Retired System. These service members will be retained for continuing assignments to the comparatively few senior NCO positions.

b. Provides career incentives.

c. Ensures an opportunity for advancement to the higher grades during the peak years of a service member's effectiveness.

d. Satisfies the continuing requirement for senior NCOs by the appropriate commands.

e. Provides the command with a force-shaping tool to control enlisted personnel inventory and manage career progression. The QRP is not to be used in lieu of separation or removal procedures, for reasons such as unsatisfactory performance, unsatisfactory participation, failure to meet body composition standards, and so on.

10–15. Zones of consideration for qualitative retention

a. The Qualitative Retention Board will consider all unit service members who meet the following criteria on the day before the board convene date (with the exception of those listed in para 10–4):

(1) At least 20 years of qualifying service for the Michigan Military Retired System as determined under provisions of MCL 32.811 (Retirement on completion of not less than 20 years of active service; eligibility; annual amount; amount to be received by spouse upon death of person).

(2) Previously selected for retention but the commander has referred them to the board for revalidation of their retained status.

(3) Previously selected for retention but the board recommended that the service member's file be reviewed the following year.

b. The Qualitative Retention Board will examine records of service members in the zone of consideration no more than once every two years after they qualify for the Michigan Military Retired System under provisions of MCL 32.811, unless the board convening authority directs that a service member's record be reviewed the following year.

c. Service members who should have been reviewed by a board but were not for any reason, other than those listed in paragraph 10–4, will be reviewed by the next scheduled board.

10–16. Service members not to be considered

a. The Qualitative Retention Board will not consider a service member who meets any of the following conditions:

(1) Has not completed 20 qualifying years of service for the Michigan Military Retired System by the day before the date the board convenes.

(2) Is within 12 months of reaching age 65 on the date the board convenes; or

(3) Was promoted to his or her current grade less than two years prior to the convening date of the board or is enrolled and making satisfactory progress in the Defense Force Sergeants Major Course.

(4) Is a command sergeant major (CSM) serving in the position of senior enlisted advisor in the defense force.

(5) Is serving on active duty as special duty as defined by MCL 32.505(e).

b. The defense force COS may authorize Qualitative Retention Board convening authorities to exempt from consideration service members serving on (or in receipt of orders for) active state service in support of state missions on the date the Qualitative Retention Board convenes. This exemption, if exercised, must apply to all eligible service members within the state.

10–17. Scheduling of the Qualitative Retention Board

The defense force commander may convene annual Qualitative Retention Boards consistent with the guidance promulgated by the defense force COS and JFHQ-MI when the numbers and grades of enlisted service members within the state inhibit or deter the objectives of the QRP outlined in paragraph 10–14.

10–18. Support required

a. The board will examine the record of each service member within the zone of consideration (para 10–13). The board will provide a report of personnel recommended and a report of personnel not recommended for continued unit service (para 10–25).

b. Commanders will—

(1) Announce the time and location of the annual Qualitative Retention Board to all subordinate commands no later than 90 days prior to the convene date of the board.

(2) Select and appoint board members and publish orders.

(3) Issue instructions to subordinate units for submitting required records and information.

(4) Refer personnel records to the board.

(5) Provide required administrative support.

(6) Approve or disapprove the board report.

(7) Issue selection or non-selection memorandums within 30 days following approval of the board report. These memorandums will be issued over the convening authority's signature (see fig 10–5 and fig 10–6).

(8) Ensure that service members that are not recommended for retention are transferred to the State Military Retired List.

c. Unit commanders will—

(1) Identify unit service members in the zone of consideration for qualitative retention (para 10–15).

(2) Ensure all service members in the zone of consideration (para 10–3) are notified (see fig 10–7 for sample memorandum of notification).

(3) Ensure all notified service members receive an endorsement to complete and return to the unit (see fig 10–8 for sample response to memorandum of notification).

(4) Ensure personnel records are current, correct, and audited by the service member.

(5) Include with the records any comments or recommendations deemed pertinent to retention consideration.

(6) Include a statement either justifying the retention or non-retention of a sergeant or below.

(7) Send the required information and personnel records to the convening authority (para 10–17).

d. The service member, when notified of pending board consideration, will—

(1) Complete the Response to Notification Memorandum (see fig 10–8). Return the memorandum to the unit commander within 10 days after receipt. (Service members who refuse to complete the endorsement or fail to respond within 10 days will be reported to the unit commander.)

(2) Audit the service member's military personnel records to ensure they are current, complete, and correct.

(3) If desired, include with the records any comments regarding the pending board consideration. Such comments may include, but are not limited to, the unit commander's comments or recommendations.

10–19. Appointing authority

Authority to appoint and convene the Qualitative Retention Board rests with the authorities specified in paragraph 10–5.

10–20. Board composition

a. The board will be composed of three CSMs and two field grade officers as voting members. One officer, in the grade of lieutenant colonel (or major if a lieutenant colonel is not available), will serve as president of the board.

b. An additional commissioned officer, warrant officer, or NCO will be appointed as recorder without a vote.

c. One of the board's voting members will be female, if females are considered. One member will be a minority, if reasonably available, if minorities are considered. Orders appointing the board will identify female and/or minority members.

d. A person being considered by the board will not serve as a member of the board or as a recorder.

10–21. Instructions to board members

a. A memorandum of instruction (MOI) will be issued to each board member by the convening authority following the sample in figure 10–9.

b. The board will be briefed by a designated representative of the convening authority. This briefing will cover the entire MOI and direct board members to read and become familiar with this section before beginning their record vote. It will also give board members an opportunity to ask questions.

10–22. The board oath

a. The following oath will be administered by the recorder to the members of the board: “Do you (identify each member by grade and name) solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of individual service members and the efficiency of the Defense Force of Michigan, perform the duties imposed on you, and further, that you will not divulge the proceedings or results of this board except to proper authority.” Each member will respond, “I do.”

b. The president of the board will administer the following oath to the recorder: “Do you (identify by grade and name), as a recorder of this board, solemnly swear (or affirm) that you will perform duties imposed on you by the president of the board, and further, that you will not divulge the proceedings or results of this board except to proper authority.” The recorder of the board will respond, “I do.”

10–23. Conduct of the board

a. The board will evaluate the future benefits that can be expected to accrue to the defense force from the continued service of each person. The board should consider the following factors:

(1) Performance and leadership potential as demonstrated by evaluation reports, review of the service member’s personnel file, and other evidence contained in the official record presented to the board.

(2) Physical fitness.

(3) Any other factors having a bearing on a service member’s future performance and contribution to a unit.

b. If the board vote is not unanimous, the dissenting member(s) may prepare a minority report to support the dissenting position. A copy of this report will be attached to each copy of the board report.

10–24. Board recommendations for retention

a. Qualitative Retention Boards may recommend service members in the zone of consideration (para 10–15) for unit retention.

b. Service members, if retained, will again be considered by a Qualitative Retention Board when they become eligible in accordance with paragraph 10–15 and 10–16.

10–25. Board reports

a. Before adjournment, the board will complete a report of the board proceedings in the format shown in figure 10–6.

b. The recorder will complete a statistical report of the board deliberations indicating the number of service members considered by race and gender by grade and the number of service members retained by race and gender by grade. The statistical report will be in the format shown at table 10–5.

c. A copy of the board report with all enclosures will be routed through Joint Force Headquarters – Michigan within 65 days after the board adjourns.

10–26. Protective markings

All copies of board reports will be marked “FOR OFFICIAL USE ONLY” to prevent premature disclosure of board recommendations. These markings will be removed on approval of the board’s report by the convening authority.

10–27. Approval or disapproval of board recommendations

a. The convening authority will review the Qualitative Retention Board recommendations. Within 30 days following adjournment of the board, the convening authority will—

(1) Approve the report as submitted.

(2) Disapprove a part of or the whole report and require the board to reconsider some or all cases. This will occur if the board report contains substantial administrative errors or procedural deficiencies that adversely affect those considered. The convening authority will either provide supplemental guidance to the board to correct the deficiencies, or appoint a new board.

(3) Modify the board report to move a service member’s name from the ‘not recommended’ list to the ‘recommended’ list. Justification for any such modification must be attached and made a part of the board report. The convening authority is prohibited from moving a service member from the ‘recommended’ list to the ‘not recommended’ list.

(4) Require board reconsideration of any individual case in which material error in the record (as reviewed by The board) is established. The convening authority may do this at any time during 65 days after the board adjourns.

(5) Administratively delete from the “recommended” list or the ‘not recommended’ list the name of any service member erroneously considered by the board. A service member will be determined to be erroneously considered if the service member was not within the zone of consideration (para 10–3) or was not to be considered by the board (para 10–16).

b. Reasons for disapproving the results of a board include, but are not limited to, the following:

- (1) The board membership did not satisfy the board composition requirements of paragraph 10–20.
- (2) The MOI to the board was different from the prescribed content and format in figure 10–17.
- (3) The board oath was not properly administered.
- (4) The board failed to comply with the MOI.

10–28. Safeguard against premature separation from unit membership

No service member will be considered by a Qualitative Retention Board or separated from unit membership under this section unless the service member has completed qualifying service for the Michigan Military Retired System no later than the day before the date the board convened. Units shall maintain a written record of each service member’s response to memorandum of notification as prescribed in paragraph 10–18 and shown in fig 10–8.

10–29. Disposition of service members not selected for retention

a. Service members not selected for retention will be processed for transfer to the State Military Retired List.

b. The convening authority in paragraph 10–17, will issue selection or non-selection letters within 30 days of approval of the board report. Transfer must be completed not earlier than 90 days from the date of the non-selection letter. The convening authority may adjust the removal date up to a maximum of 365 days when removal will have an adverse effect on mission accomplishment or is not in the best interest of the service. If a convening authority adjusts the removal date, the date must be the same for all non-selects, regardless of service members’ status.

c. A service member may not appeal non-selection for retention by a Qualitative Retention Board other than for reason of ineligibility for consideration or material error in the service member’s record reviewed by the board.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR *(Command channels)*

FOR *(Soldier concerned)*

SUBJECT: Selection for Retention under AR 135-178

1. I am pleased to inform you that the Qualitative Retention Board has recommended you as among the best qualified for continued retention in a unit of the *(Army National Guard of the United States) (U.S. Army Reserve)*. I have approved the recommendation of the board.
2. You should take particular pride in the confidence that has been evidenced by your selection. I urge you to continue performing your assigned duties to the best of your ability at all times and to take every opportunity to enhance your military education, skills, knowledge and abilities.
3. The *((State) Army National Guard) (U.S. Army Reserve)* will continue to rely on you in meeting its objectives.

(Signature block of convening authority)

Figure 10-5. Sample selection for retention memorandum (QRB)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM THRU *(Command channels)*

FOR *(Soldier concerned)*

SUBJECT: Non-Selection for Continued Unit Participation

1. While you are a fully qualified Soldier of the (Army National Guard of the United States) (U.S. Army Reserve), AR 135-178 provides that only the best qualified be retained in units. The best qualified Soldiers are selected by a Qualitative Retention Board. The regulation further provides that a Soldier who is not selected for retention will be removed from unit participation. You were considered for qualitative retention and were not selected. Accordingly, no later than *(enter date)* you will be

(Enter one of the following as appropriate)

(discharged from the *(State)* Army National Guard and transferred as a Reserve of the Army to Control Group (Reinforcement) in the Individual Ready Reserve, or transferred to the Retired Reserve, of the U.S. Army Reserve, according to the option you selected by endorsement.)

(released from your current Army Reserve troop program unit assignment and reassigned to Control Group (Reinforcement), or transferred to the Retired Reserve, according to the option you selected by endorsement.)

2. In determining the best qualified personnel for continued unit participation, I can assure you that the board discharged its duties in a thorough and impartial manner. The character of your service has been noted to be honorable and this is reflected in your records.

3. Since you are being separated as a result of your non-selection, there is no appeal process.

4. Your many personal sacrifices to the *(State)* Army National Guard) (U.S. Army Reserve) are sincerely appreciated. You may take pride in having contributed to the success of the Reserve Components as a viable force capable of meeting today's challenges.

(Signature block of convening authority)

Figure 10-6. Sample non-selection for retention memorandum (QRB)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR *(Soldier scheduled for retention consideration)*

SUBJECT: Notification of Qualitative Retention Board Review

1. This memorandum is notification that your military records are scheduled for review by a Qualitative Retention Board. The board will be convened on *(convening date of the board)* according to AR 135-178, chapter 16. Only Soldiers who have at least 20 years of qualifying service for retired pay at age 60 and have been issued a notification of eligibility for retired pay will be considered by this board. Records indicate that you are eligible for such retired pay. By reviewing records, this board will select the best qualified personnel for continued unit membership. As a full qualified unit Soldier you will be considered for retention. Personal appearance before the board is not authorized.
2. Your Army Military Human Resource Record (AMHRR) has been prepared for submission to the board. You are encouraged to review your AMHRR and the attached comments (if any). To review your records, complete the attached endorsement and bring this memorandum with you to the unit within 10 days.
3. If you do not wish to review your records, complete the enclosed endorsement. Mail the endorsement to this unit within 10 days in the envelope provided.
4. Failure to reply by endorsement within 10 days after receipt will be reported to the unit commander and will not cause any delay in the board review of your records. The board will be informed that your reply by endorsement was not received and, if not selected for retention, you will be reassigned or transferred to the Control Group (Reinforcement) in the Individual Ready Reserve of the U.S. Army Reserve, or, if eligible, to the Retired Reserve.
5. You will be notified in writing of your selection or nonselection for retention after adjournment of the board.

(Signature block of unit commander)

Figure 10-7. Sample memorandum of notification



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR *(Appropriate unit commander)*

SUBJECT: Notification of Qualitative Retention Board Review

1. I have *(reviewed) (declined to review)* my Army Military Human Resources Record (AMHRR).

2. If I am not selected for retention, I choose the following options:

(Soldier will circle and initial the chosen option)

- a. Transfer/reassignment to Control Group (Reinforcement) of the Individual Ready Reserve.
- b. Transfer/reassignment to the Retired Reserve, if qualified.

3. I have reviewed my unit commander's comments. I have the following comments to make:

(Soldier will enter the word NONE or enter the appropriate comments.)

(Signature block of enlisted Soldier and date)

Figure 10-8. Sample response to memorandum of notification



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

SUBJECT: Memorandum of Instruction for the Qualitative Retention Board

President and Members

Qualitative Retention Board

1. The qualitative retention program is designed to—
 - a. Provide maximum career progression and incentive.
 - b. Provide recognition for sustained excellent performance.
 - c. Provide highly motivated enlisted Soldiers the opportunity for retention in a troop program unit based on quality performance.
 - d. Ensure that only the best-qualified enlisted Soldiers are retained in units of the U.S. Army National Guard and troop program units of the U.S. Army Reserve.
2. This Qualitative Retention Board is convened under AR 135–178. The board will recommend the best-qualified Soldiers, in the following zones of consideration, for continued troop program unit participation:
 - a. Must have at least 20 years of qualifying service for retired pay at age 60 and been issued a notification of eligibility for retired pay.
 - b. Have not been reviewed by a board in 2 or more years.
 - c. Were previously selected for retention and the commander has referred their records to this board for revalidation of their retention status. The unit commander has determined that the manner of performance has deteriorated to such an extent as to cause a recommendation for termination of retention status.
3. All Soldiers who will be considered by this board are fully qualified for continued participation with a troop program unit.
4. Headquarters, Department of the Army, requires that only the best-qualified Soldiers be retained. It does not prescribe specific qualifications necessary for best-qualified status and selective retention. However, general guidance on the factors to be considered in determining best-qualified status and retention potential are outlined below.

Figure 10-9. Sample Memorandum of Instruction for Qualitative Retention Board



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR *(Convening authority)*

SUBJECT: Report of Qualitative Retention Board

1. References.

a. Paragraph *(number)* Orders Number, *(number)* Headquarters, *(name)* Dated *(date)*
(encl 1).

b. Memorandum of Instructions to Qualitative Retention Board (encl 2).

2. To comply with instructions contained in the above references, the Qualitative Retention Board convened at *(hours)* *(date)* at *(place)*.

3. The following board members were present:

(Grade, Name) President.

(Grade, Name) Member.

(Grade, Name) Member.

(Grade, Name) Member.

(Grade, Name) Member.

(Grade, Name) Recorder (without vote).

* Indicate which member was female and which member was minority.

4. The board has carefully reviewed the records of those Soldiers in the zone of consideration for qualitative retention in units of the (Army National Guard of the United States) (U.S. Army Reserve).

Figure 10-10. Report of Qualitative Retention Board

5. The names of those Soldiers recommended as best qualified for continued retention are at the following enclosures:

- a. Command Sergeant Major and Sergeant Major (encl 3).
- b. First Sergeant and Master Sergeants (encl 4).
- c. Sergeant First Class (encl 5).
- d. Staff Sergeant and below (encl 6).

6. The names of those Soldiers not recommended as best qualified for continued retention are listed by grade (encl 7).

7. A statistical report of the number of Soldiers considered and retained by race and gender by grade (encl 8).

8. The board adjourned at *(hours)* on *(date)*.

9. Recommend the Soldiers listed on enclosures 3 through 6 be retained in units of the (Army National Guard of the United States) (U.S. Army reserve).

AUTHORITY LINE:

8 Encls

(Signature block, board president)

Figure 10-10. Report of Qualitative Retention Board - Continued

Table 10-1

Sample format for the statistical report of Qualitative Retention Board deliberations to be filed as an enclosure to the board report.

Grade	Considered	Selected for retention	Percent selected
All ranks			
Sergeant major	4	4	100.0
Master sergeant	6	4	66.6
Sergeant first class	10	5	50.0
Staff sergeant	13	6	46.1
Sergeant	2	2	100.0
Total	35	19	54.2
Male	23	12	52.1
Female	12	7	58.3
Total	35	19	54.2
White	16	8	50.0
Black	12	7	58.3
Hispanic	2	1	50.0
Asian/Pacific Islander	4	2	50.0
Native American	1	1	100.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	35	19	54.2
Sergeant major			
Sergeant major total	4	2	50.0
Male	2	1	50.0
Female	2	1	50.0
Total	4	2	50.0
White	2	1	50.0
Black	2	1	50.0
Hispanic	0	0	0.0
Asian/Pacific Islander	0	0	0.0
Native American	0	0	0.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	4	2	50.0
Master sergeant			
Master sergeant total	6	4	66.6
Male	4	2	50.0
Female	2	2	100.0
Total	6	4	66.6
White	3	2	66.6
Black	2	1	50.0
Grade	Considered	Selected for retention	Percent selected
Hispanic	0	0	0.0
Asian/Pacific Islander	1	1	100.0
Native American	0	0	0.0
Other/unknown	0	0	0.0

Invalid	0	0	0.0
Total	6	4	66.6
Sergeant first class			
Sergeant first class total	10	5	50.0
Male	7	4	57.1
Female	3	1	33.3
Total	10	5	50.0
White	3	1	33.3
Black	4	2	50.0
Hispanic	0	0	0.0
Asian/Pacific Islander	2	1	50.0
Native American	1	1	100.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	10	5	50.0
Staff sergeant			
Staff sergeant and below total	15	8	53.3
Male	10	8	50.0
Female	5	5	57.1
Total	15	8	53.3
White	8	4	50.0
Black	4	3	75.0
Hispanic	2	1	50.0
Asian/Pacific Islander	1	0	0.0
Native American	0	0	0.0
Other/unknown	0	0	0.0
Invalid	0	0	0.0
Total	15	8	53.3

Chapter 11 Line of duty investigations

11–1. Overview

In accordance with MCL 32.519, the Defense Force LOD Program is a commander's program which essentially protects the interest of both the service member and the state government where service is interrupted by injury, illness, disease, or death.

11–2. Requirements for line of duty investigations

LOD investigations determine: duty status at the time of incident and whether misconduct was involved and, if so, to what degree. Additionally, LOD investigations may be required to determine an existing prior to service (EPTS) condition, and, if so, determine service aggravation.

a. An LOD investigation will be conducted for all service members, if the service member experiences a loss of duty time for a period of more than 24 hours and—

(1) The injury, illness, or disease is of lasting significance (to be determined by a physician, physician assistant, or nurse practitioner);

(2) There is a likelihood that the injury, illness, or disease will result in a permanent disability;

(3) If a service member requires follow-on care for an injury, illness, or disease incurred during a period of active duty.

b. An injury, illness, or disease diagnosed while serving on active state service, special duty, or an active state duty status does not mean that the injury, illness, or disease was incurred while serving on active state service or special duty or that an EPTS condition was service-aggravated. An expert medical opinion from an appropriate provider is required and must address when the condition was incurred, if the condition existed prior to the current military service and whether the condition was service-aggravated (see para 13–25). If an LOD determination has been made during a period of prior military service and the same condition arises in a subsequent period of military service, the prior determination will remain unchanged unless intervening events exist.

c. Depending on the circumstances of the case, an LOD investigation may or may not be required to make this determination. Only JFHQ-MI can make a presumptive in line of duty (PILD) finding, with the exception of identifying service connection for defense force service members who were previous members of one component and transfers to another component for which clear evidence is documented in the military medical records. In the situation described above (RA to defense force: ARNG to defense force; USAR to defense force, etc), the only individuals authorized to approve a PILD for the Defense Force are individuals specified from the Delegation of Authority memorandum signed by the TAG may initiate a PILD memorandum with proper medical documentation and a medical review from a physician, physician assistant, or nurse practitioner from the active duty medical records to support the injury, illness, or disease that may have been diagnosed and/or treated while in another military component. JFHQ-MI is the only organization authorized to render a PILD finding in the following situations:

(1) In the case of injuries clearly incurred as a result of enemy action or attack by terrorists.

(2) In the case of death due to natural causes.

(3) Injury or death as a passenger in a common commercial carrier or military aircraft or vehicle.

d. In all other cases of injury, illness, disease, or death, except minor injuries that will not result in a permanent disability (for example, sprain, contusion, or minor fracture), an LOD investigation must be conducted.

Note: An LOD investigation is a commander's critical information requirement (CCIR) of JFHQ-MI and must be immediately reported to the ATAG-Army through the J1.

(1) Conduct an informal LOD investigation in cases where no misconduct or gross negligence is suspected.

(2) Conduct a formal LOD investigation in the following circumstances:

(a) Injury, illness, disease, or death that occurs under strange or doubtful circumstances or is apparently due to misconduct or gross negligence.

(b) Injury, illness, or death involving the abuse of alcohol or other drugs.

(c) Self-inflicted injuries or suspected suicide.

(d) Injury, illness, or death incurred while AWOL.

(e) Injury or death that occurs while an individual was enroute to final acceptance in the defense force.

(f) When a defense force service member serving on orders for less than 30 days who becomes disabled due to injury, illness, disease, or death.

(g) When directed by higher authority (JFHQ-MI, approval authority, or appointing authority).

- (h) Conditions that the medical provider determines EPTS.
- (i) Injury or death of a defense force service member while traveling to or from authorized training or duty.
- (j) Death of a defense force service member while participating in authorized training or duty.
- (k) Under any circumstances the commander believes should be fully investigated.
- (1) Currently a restricted LOD is authorized for sexual assault related cases: Victims of sexual assault will receive medical care for sexually related assaults through a restricted or unrestricted LOD investigation. Only the unit sexual assault response coordinator (SARC) is authorized to process restricted LODs.

e. At no time will an LOD be initiated, regardless of the circumstance(s), for a service member not in an authorized duty status at the time of injury, illness, disease, or death. A service member must be in an authorized duty status before an LOD can be initiated.

f. Any service member, retired or separated from service and requesting a Line of Duty investigation be initiated and/or adjudicated, must submit a request and proper documentation through the defense force commander to the J1.

11-3. Benefits affected by line of duty investigation

The following are possible consequences of an LOD investigation:

a. *Extension of enlistment.* An enlisted service member who is unable to perform duties for more than one day because of his or her intemperate use of drugs or alcohol or because of disease or injury resulting from the service member's misconduct is liable after returning to duty to serve for a period that, when added to the period that he or she served before the absence from duty, amounts to the term for which he or she was enlisted or inducted.

b. *Eligibility for retired pay (Michigan Military Retirement System).* Eligibility for the Michigan Military Retirement System depends on the service member's cumulative years of creditable service. An enlisted service member who is unable to perform duties for more than one day because of his or her intemperate use of drugs or alcohol or because of disease or injury resulting from misconduct is not entitled to include such periods in computing creditable service.

c. *Forfeiture of pay.* Pay is forfeited for any service member on active state service or special duty who is absent from regular duties for a continuous period of more than one day because of disease that is directly caused by and immediately following his or her intemperate use of drugs or alcohol. Pay is not forfeited for absence from duty caused by injuries or a disease not directly caused by and immediately following the intemperate use of drugs and alcohol. Forward, in a timely manner, pay adjustment document(s) to the service member's supporting military pay office.

d. *Medical and Dental care for service members on duty.* A service member of the defense force is entitled to hospital benefits for injury, illness, or disease incurred ILD, under the conditions prescribed by MCL 32.519.

11-4. Standards applicable to line of duty determinations

a. A service member's injury, illness, disease, or death is presumed to have occurred ILD unless rebutted by the evidence.

(1) Injury, illness, disease, or death proximately caused by the service member's misconduct or gross negligence is "not in line of duty-due to own misconduct (NLD-DOM)."

(2) Simple negligence, alone, does not constitute misconduct and is, therefore, still considered to be ILD.

b. *Standard of proof.* Unless another regulation or directive, or an instruction of the appointing authority, establishes a different standard, the findings of investigations governed by this publication must be supported by a greater weight of evidence than supports a contrary conclusion (such as, by a preponderance of the evidence). The weight of the evidence is not determined by the number of witnesses or volume of exhibits, but by considering all the evidence and evaluating factors, which as a whole shows that the fact sought to be proved is more probable than not.

(1) Consider all the evidence.

(a) All direct evidence, that is, evidence based on actual knowledge or observation of witnesses.

(b) All indirect evidence, that is, facts or statements from which reasonable inferences, deductions, and conclusions may be drawn to establish an unobserved fact, knowledge, or state of mind.

(c) No distinction will be made between the relative value of direct and indirect evidence. In some cases, direct evidence may be more convincing than indirect evidence. In other cases, indirect evidence may be more convincing than direct evidence (for example, statement of a witness).

(2) Evaluate factors such as a witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and relationship to the matter to be decided.

c. The rules in appendix D and the terms in section II of the glossary will be considered when making an LOD finding. The rules elaborate upon, but do not modify, the standards for making LOD determinations.

11–5. Line of duty determination(s)

One of the following 8 determinations will be applied to the service member's injury, illness, disease, or death. On the DA Form 2173 or DD Form 261; if the finding is not listed on the current form, annotate the finding in block 30 of the DA Form 2173 and block 10-g on the DD Form 261. Any NLD finding of an LOD investigation must be forwarded to the defense force commander with a copy furnished to the Deputy State Surgeon at JFHQ-MI.

a. *In line of duty*. The injury, illness, disease, or death did not occur while the service member was AWOL and was not due to the service member's own misconduct or gross negligence. For defense force service members, the injury, illness, disease, or death occurred while the service member was in a duty status, or direct travel status. This finding also applies in suicide cases when service members are AWOL and considered mentally unsound at both the inception of AWOL and at time of death (mental soundness can only be determined by a behavioral health expert).

b. *Not in line of duty-not due to own misconduct (NLD–NDOM)*. A formal investigation with supporting evidence, that the injury, illness, disease, or death occurred during a period when a service member was AWOL, was mentally sound at the inception of AWOL, and which was not directly caused by service member's own misconduct or gross negligence (mental soundness can only be determined by a behavioral health expert). EPTS conditions typically fall under this determination.

c. *Not in line of duty-due to own misconduct (NLD–DOM)*. A formal investigation determined that the service member's injury, illness, disease, or death was proximately caused by the service member's own misconduct or gross negligence. Mental soundness can only be determined by a behavioral health expert.

d. *In line of duty-existed prior to service-service aggravated (ILD–EPTS–SA)*. This finding is made when there is clear and unmistakable evidence the service member's injury, illness, or disease existed prior to service and the condition has been service-aggravated. Aggravation will be determined by an appropriate provider in accordance with DODI 1332.18. (Annotate in remarks section of DD Form 261, ILD–EPTS–SA). Mental soundness can only be determined by a behavioral health expert.

e. *Not in line of duty-EPTS-not service aggravated (NLD–EPTS–NSA)*. This finding is made when there is clear and unmistakable evidence the member's injury, illness, or disease EPTS and the condition has not been service aggravated. Aggravation will be determined by an appropriate military provider in accordance with DODI 1332.18. (Annotate in remarks section of DD Form 261, NLD–EPTS–NSA). Mental soundness can only be determined by a behavioral health expert.

f. *In Line of Duty-This Episode Only (ILD-This Episode Only)*. This determination relates to a one-time event, where no serious injury or illness has occurred, but warranted the service member be attended to by a medical physician. This incident occurred while the service member was in an authorized duty status at the time of the episode. Treatment should be limited for this particular episode only. A Defense Force service member is not authorized military treatment if an episode occurs while not in an authorized duty status. A Formal LOD should be conducted to determine the cause of the episode.

Informal Line of Duty Investigations

11–6. General

The unit commander may, if approved by the appointing authority, elect to conduct an informal investigation so long as misconduct or gross negligence is not suspected on the part of the service member and a formal investigation is not required in accordance with paragraph 13–2d(2). The unit commander will complete a DA Form 2173. A DD Form 261 is not to be used for informal investigations. By signing in block 35, the unit commander indicates that he or she has read this publication, verified the service member's duty status, and confirmed that all information contained in the investigation is accurate.

11–7. Timeline

All informal line of duty investigations must be initiated within five calendar days of the command's discovery of the injury, illness, disease, or death. When an informal investigation is not completed within the given time, the reasons the report is late should be included in the remarks section of DA Form 2173 (Statement of Medical Examination and Duty Status). The timeline for completing an informal investigation is no more than 60 days. If evidence required to support an ILD determination is not available within the prescribed time frame, the unit commander must provide the reason(s) in the 30-day investigative update to the appointing authority.

11–8. Evidence collection

The investigation will establish dates, places, persons, and events conclusively and accurately. It is essential to provide the approving authority with an accurate understanding or “word picture” of the incident. The commander must ensure that the investigation contains all relevant information to enable subsequent reviews, if required.

a. All findings of fact will be supported by exhibits. Copies of leave forms, military and/or civilian police reports, pertinent medical records to include prescription lists, toxicology reports, military orders, unit training schedule, medical opinions and autopsy reports, must be attached as exhibits (labeled A, B, C, and so forth), when appropriate.

b. If there is reason to believe the service member who is the subject of the LOD investigation has received medical treatment, for a condition related to the investigation, from a civilian doctor, the Immediate Commander must do the following:

(1) Request the service member present those applicable medical documents to the commander for consideration during the investigation; and

(2) Advise the service member that failure to comply with the request could result in: a finding of insufficient evidence, the initiation of a formal investigation, or a NLD finding.

c. Warning from the Immediate Commander to service members before requesting statements regarding injury or disease.

(1) A service member may not be required to sign a statement relating to the origin, incurrence, or aggravation of his or her injury or disease. Any involuntary signed statement against a service member’s interests is invalid (see 10 USC 1219).

(2) Prior to requesting statements regarding injury or disease, the Immediate Commander must provide service members with a rights warning in writing, and the service member must read and sign acknowledging that they understand their rights. A service member will be allowed to ratify a previously made statement once properly advised of his or her rights.

(3) If any such information is obtained directly from the service member, written or verbal, the statement attesting that the above warning was given to the service member must be attached to the DA Form 2173. Any written correspondence requesting information from the service member will also contain the above warning and be attached to the DA Form 2173.

d. If the service member is also suspected or accused of any offense under the MCMJ, the service member must be advised of his or her rights under Section 31, MCMJ and their right to counsel. A MIDF Form 3881 (Rights Warning Procedure/Waiver Certificate) should be used for such advice.

11–9. Line of duty determination

a. The final determination of an informal LOD investigation will only result in a determination of “ILD” with the exception of EPTS.

b. The mere fact that the service member was in an “authorized status” (duty, pass, leave, and so forth) does not necessarily support a determination of ILD in and of itself.

11–10. Forwarding the investigation

The commander will forward the investigation to the appointing authority for review and approval. The investigation should contain the following:

a. DA Form 2173.

b. Supporting evidence, as applicable.

(1) Statement or written correspondence indicating that the service member was warned of his or her applicable right not to make a statement.

(2) Police and/or CID report.

(3) Medical documents (toxicology, emergency room records, and so forth).

(4) Expert medical opinion addressing progression or aggravation of disease.

(5) Proof of duty status to include: copy of military orders, sign-in/sign-out rosters, leave and earning statements, and so forth.

(6) Other documentation pertinent to the investigation (Serious Incident Report, Post Deployment Health Assessment, and Post Deployment Health Reassessment).

11–11. Actions by appointing authority

a. If the appointing authority concurs with unit commander’s finding(s):

(1) Obtains a legal review from the servicing Office of the Staff Judge Advocate (SJA) or other designated legal

advisor;

(2) Prepares and submits an approval memorandum which at a minimum contains the wording “REVIEWED FOR COMPLETENESS,” and appropriate line of duty determination in accordance with paragraph 13–5.

(3) For injury, illness, or disease cases, return to battalion S1 for final processing (SM’s record, forwarding to defense force commander, etc.).

(4) For death cases, forward to brigade S1 for final processing (SM’s record, forwarding to JFHQ-MI, etc).

b. Non-concurs with unit commander’s finding(s): Appoint IO to conduct formal LOD investigation (see sec II of this chapter).

11–12. General

A formal LOD investigation is required in cases outlined in paragraph 13–2*d*(2). An IO is appointed, by the appointing authority, in writing to investigate the circumstances and collect all available evidence of an incident. The finding will be submitted on DD Form 261 through the responsible chain of command to the GCMCA as the approval authority.

11–13. Investigating officer

An IO will be a commissioned or warrant officer who is senior in rank to the service member being investigated. Commanders will not assign Chaplains as investigating officer, member, or advisor to investigative boards of officers. The IO will be familiar with the Investigating Officers Guide in appendix D. A legal advisor to the IO will be assigned in the appointment order. Once appointed, the IO will complete the investigation and forward to the appointing authority.

Section II

Formal Line of Duty Investigations

11–14. Reviewing authority

For defense force service members, the reviewing authority is the same as the approving authority. The reviewing authority will—

a. Review the investigation for completeness and accuracy. The report of investigation may be returned through review channels for corrective action, if necessary.

b. Complete block 14 on the DD Form 261, approve or disapprove the appointing authority findings. Mandatory comments are required in block 20 on the DD Form 261 when disapproving the appointing authority’s recommendation. The reviewing authority will state the reasoning for disapproval and state the new findings. The identity of the headquarters must be clear and include a complete address.

c. Attach delegation of authority documents, if applicable, and forward the report of investigation to the final approval authority.

11–15. Timeline

All formal line of duty investigations must be initiated within five calendar days of the command’s discovery of the injury, illness, disease, or death. When a formal investigation is not completed within the given time, the reason(s) the report is late should be included in the remarks section on DD Form 261 (Report of Investigation Line of Duty and Misconduct Status) and as part of the investigating officer’s comments. The timeline for completing a formal investigation; to include the approving authority finding, is no more than 180 days. If evidence required to support a determination is not available within the prescribed time frame, the IO must provide the reason(s) in the 30-day investigative update to the appointing authority. If evidence required to support a determination is not available within the prescribed time frame, the IO must request in writing, a request for an extension from the appointing authority.

11–16. Evidence collection

The IO will ascertain dates, places, persons, and events definitively and accurately. It is essential to provide the approving, reviewing, and approval authority with an accurate understanding or “word picture” of the incident. The IO must ensure that the investigation contains all available and pertinent evidence to support his or her finding.

a. Prior to requesting statements regarding injury or disease, the IO must provide service members with a rights warning in writing, and the service member must read and sign acknowledging that they understand their rights.

(1) A service member may not be required to sign a statement relating to the origin, incurrence, or aggravation of his or her injury or disease. Any involuntary signed statement against a service member’s interests is invalid (see 10 USC 1219). Any service member, prior to being asked to sign any statements relating to the origin, incurrence, or aggravation of any injury or disease that the service member has suffered must be advised of his or her right to not

sign such a statement. A service member will be allowed to ratify a previously made statement once the service member has been properly advised of his or her rights.

(2) If the IO obtains any such information directly from the service member, written or verbal, the statement attesting that the above warning was given must be attached to the case file as supporting evidence. Any written correspondence requesting information from the service member will also contain the above warning and be attached to the case file.

b. If the service member is also suspected or accused of any offense under the Michigan Code of Military Justice (MCMJ), the service member must be advised of his or her rights under MCMJ, Section 31 and their right to counsel. A MIDF Form 3881 (Rights Warning Procedure/Waiver Certificate) should be used for such advice.

c. All findings of fact should be supported by exhibits and documented on a separate, detailed memorandum of findings.

d. The following is a non-exclusive list of evidence that should be included (as applicable) in formal reports of investigation conducted under the provisions of this publication.

(1) *Law enforcement reports.* Civilian and/or military police reports provide an unbiased summary of the incident. The reports should contain any charges against the service member and should be considered when determining if misconduct or gross negligence is present.

(2) *Pertinent medical records.* Medical records are critical in many cases to determine if simple negligence, misconduct, or gross negligence is present. A prescription list is essential evidence to consider. If there is reason to believe the service member who is the subject of the LOD investigation has received medical treatment, for a condition related to the investigation, from a civilian doctor, the Immediate Commander must do the following:

(a) Request the service member present those applicable medical documents to the commander for consideration during the investigation; and

(b) Advise the service member that failure to comply with the request could result in a finding of insufficient evidence or a NLD finding.

(3) *Autopsy and/or toxicology reports.* Required if conducted.

(4) *Death certificates.* Particular attention should be given to the “manner of death.” “Accident” as a manner of death does not imply, nor should be interpreted as an absence of misconduct or gross negligence. If the IO questions the manner of death, military, and/or civilian authorities should be consulted for final resolution.

(5) *Sworn witness statements.*

(a) Statements from leadership concerning the military background of the service member (that is, pending legal, negative counseling, any command directed programs).

(b) Statements pertaining to service member’s social background will be attached as exhibits (labeled A, B, C, and so forth), when appropriate.

(6) *Mental health assessments.* In cases of suicide or attempted suicide, the responsible MTF (nearest place of incident) behavioral health officer will review the evidence collected by the IO and render an opinion as to the service member’s mental soundness at the time of the incident. The IO is not bound by the behavioral health opinion. When investigating a suicide or attempted suicide, the IO must consider the provisions of paragraph 13–29 of this publication, and collect relevant evidence accordingly.

(7) *State of intoxication and extent of impairment of faculties.* Evidence regarding the state of intoxication and the extent of impairment of the physical or mental faculties of any person involved and connected with the incident, when relevant. Evidence as to the general appearance and behavior, clear and rational speech, coordination of muscular effort, and all other facts, observations, and opinions of others bearing on the question of actual impairment will be made to determine the quantity and nature of the intoxication agent used and the period of time over which used by the person. Results of any blood, breath, urine, or tissue tests for the intoxicating agent should also be obtained and submitted (actual lab results if possible).

(8) *Miscellaneous.* Collect any information concerning the site and terrain where the incident occurred and also include any photographs, maps, charts, diagrams, or any other information that may be deemed helpful to obtain a complete understanding of the incident.

11–17. Formal investigation finding

The finding will be marked in block 11 on DD Form 261. Disregard the comment on DD Form 261 that states, “Do Not Mark in Death Cases.”

a. All terms (see glossary, sec II) and rules (see app F) listed in this publication must be considered along with the evidence when making this finding.

b. The first time a NLD finding is being contemplated against a service member in an injury, illness, or disease

case, at any level that individual (IO, appointing authority, or approving authority) will notify the service member in writing of the proposed NLD finding and provide a copy of any supporting documents before the approval authority makes the official NLD finding.

(1) Once the initial notification has been made, the service member must be given ample time to rebut, normally 30 days, but the time period allowed is at the discretion of the individual providing the notification (IO, appointing authority, or approving authority). The 30-day response period will only be reduced after consultation with the legal advisor. If a service member is incapacitated, the notification will go to the next of kin.

(2) If there is no evidence that the service member has been notified in writing, any subsequent reviewer will assume the service member was not notified and proceed with initial notification.

(3) If the service member is unavailable for any reason, certified mail should be used and the mailing and/or return receipt (if any) will be attached to the LOD investigation.

(4) If no response is received in the given time period, the IO or subsequent reviewer may conclude the investigation and finalize his or her findings.

(5) If a response is received, the IO or subsequent reviewer will consider the response along with all evidence collected prior to making his or her finding.

Special Considerations and Other Matters Affecting Line of Duty Investigations

11–18. Relationship to disciplinary actions

An LOD determination is an administrative action and is not to be used for punitive/judicial action. The LOD determination does not prohibit a commander from pursuing disciplinary and/or administrative actions.

11–19. Criminal investigation division and safety investigations

Reports of investigations conducted under the provisions of AR 15–6 may be used as evidence when making LOD determinations. Accident and Safety Investigations conducted under AR 385–10 and DA Pam 385–40 may not be used in order to safeguard privileged information; however, access to factual information is authorized under the provisions of AR 385–10.

11–20. Combining investigations

For efficiency, it is recommended that the same IO be used to conduct—

a. An LOD investigation for more than one person involved in the same incident, however, a “separate” LOD investigation must be conducted for each service member involved.

b. An AR 15–6 investigation when also required.

11–21 Time limitations for processing and initiating

LOD actions must be completed within the time limits given in paragraphs 13–7 and 13–15.

a. In death cases, significant benefits to the survivors are pending until unit leadership has reviewed the investigation and final action has been taken by JFHQ-MI.

b. In general, a defense force service member has 180 calendar days from the end of the qualified duty status to request a LOD determination, for the purpose of determining eligibility for medical and dental treatments and incapacitation pay entitlements, absent special circumstances. See DODI 1241.01. Exceptions to the 180-day timeline include:

(1) A Behavioral Health diagnosis which may occur at some point beyond the 180 day period;

(2) The covered condition pre-dated the 180 day period (such as with latent onset symptoms of post-traumatic stress disorder).

c. Sexual assault related incidents. Medical entitlements for defense force service members are dependent on a

d. OD determination as to whether or not the sexual assault incident occurred in an active service (see DODI 6495.02, Encl. 5, Para 5b). Consult with the Michigan National Guard Sexual Harassment Assault Response / Prevention office for more information.

11–22. Legal

a. *Support*. Although LOD investigations result in administrative findings, the unit commander (in informal investigations) and IO (in formal investigations) must obtain legal advice from the supporting Staff Judge Advocate’s (SJA’s) office. Legal support must be provided if the IO experiences difficulties in obtaining reports and records from various civilian agencies. The purpose of legal advice is to protect both the rights of the service member and the interest of the Government during the conduct of the investigation.

b. *Due Process Rights*. Sworn statements, formal hearings, and verbatim transcripts are not required, and the

service member has no right to cross-examine witnesses. However, prior to recommending or approving any finding other than “ILD,” evidence against the service member must be presented to him or her as prescribed in paragraph 13–17b. service members under LOD investigation may also seek legal advice from the servicing legal assistance office.

11–23. Civilian reports and records

During the course of the investigation, it may be necessary to obtain civilian police reports, medical records, coroner’s reports, and so forth. This information is normally provided to the Provost Marshal’s office or the MTF’s patient administrator. The IO should request that military authorities obtain this information for him or her if the IO is experiencing difficulties. Assistance and legal support may be sought from the servicing SJA.

11–24. Absent without leave

For any injury, illness, disease, or death incurred during a period of AWOL the finding will be NLD unless a behavioral health provider has determined that the service member was mentally unsound, such that the service member did not possess the ability to form the intent to go AWOL. In cases of suicide or attempted suicide or suspected mental unsoundness, a behavioral health provider will render an opinion of the service members mental soundness at both the inception of AWOL as well as at the time of incident. Any service member that is found not mentally sound at the time of inception and at the time of the incident will be handled as ILD. In cases of suicide or attempted suicide, a behavioral health provider assigned to the nearest military treatment facility will render an opinion as to the service member’s mental soundness at both the inception of AWOL as well as at the time of incident.

a. To establish that a service member was AWOL for LOD purposes, it must be shown that at the time of the incident causing injury, illness, disease, or death, the service member—

- (1) Was mentally sound;
- (2) Voluntarily left his or her unit/organization or other place of duty without proper authority or;
- (3) Was absent from a scheduled duty or restriction at the time of injury or disease.

b. A requirement that a person be present at a specific time and place is an administrative restriction for LOD purposes. To confirm this, documentary or testimonial evidence to establish this requirement should be attached to the report of investigation.

c. If the driver of a government vehicle on an authorized trip is injured during an unjustified deviation from his or her assigned route, the driver should be considered AWOL for LOD purposes. A MIDF Form 4187 is not a requirement to be considered AWOL for line of duty purposes but unit commanders should generate the forms when prescribed by other Army regulations.

d. The immediate commander reports absent service members in accordance with this publication.

e. If a service member has been granted leave or special pass, he or she will not be considered AWOL if he or she fails to sign out. Additionally, if a service member travels outside the authorized pass radius authorized by unit leadership, this in and of itself is not considered AWOL.

11–25. Medical treatment or evaluation

The following information addresses medical evaluations, operations, and treatment, elective surgeries, and EPTS conditions:

a. *Medical evaluation.* A medical evaluation solely to determine if the condition, which causes injury, illness, disease, or death, existed prior to service is required to determine service aggravation or service connection.

b. *Operations and treatment.*

(1) The LOD determination for surgery or treatment of an injury or disease generally will be the same as that required for the initial injury or disease.

(2) Any ill effect directly caused by treatment, anesthetic, or surgery will be considered “ILD” if such treatment, anesthetic, or surgery was not a criminal offense under Federal or State law and was administered or performed by an authorized person.

(3) Elective care in civilian medical treatment facilities or from other civilian sources is not authorized at military expense. Individuals choosing to seek medical/dental care outside the military health system, without prior approval of the MTF responsible for providing their primary medical care, do so at their own risk. An injury, illness, disease, or death caused by elective care provided by civilian sources could result in an NLD finding.

c. A service member is presumed to have been in sound physical and mental condition upon entering active service except for medical defects and physical disabilities noted and recorded at the time of entrance.

(1) The term “EPTS” may be added to a medical diagnosis if there is a preponderance of evidence the injury,

illness, or disease or underlying condition existed prior to the current period of military service or it happened between periods of active service. Included in this category are chronic diseases with an incubation period that clearly prevents a conclusion that the injury, illness, or disease started during short tours of authorized training or duty.

(2) During an examination, treatment, or diagnosis of the service member, a medical provider (physician that is a cardiologist for cardiac-related conditions) will determine an EPTS condition. These providers will state on the DA Form 2173 whether the condition EPTS. The specialized physician will prepare a separate memorandum and attach to the DA Form 2173 explaining the service member's diagnosis, natural progression, and service aggravation of the condition. When determining service aggravation, the opinion of the medical provider, using medical records and all-inclusive periods of military orders will be used to support a conclusion that an EPTS condition was or was not aggravated by military service. If an EPTS condition was aggravated by military service, the determination will be "ILD." If an EPTS condition is not aggravated by military service, the determination will be "NLD-EPTS-NSA."

(3) Specific findings of natural progress of the pre-existing injury or disease based upon well-established medical principles alone are enough to overcome the presumption of service aggravation.

(4) Service aggravation is defined as a permanent worsening of a pre-service medical condition over and above the natural progression caused by trauma or the nature of military service. A permanent worsening of a condition, as a result of the performance of military duties, is required to find there is service aggravation.

11-26. Traveling

In determining whether an injury, illness, or death of a service member was caused by any incident while traveling to or from an active duty order, or duties defined in paragraph 13-3e, consider-

- a. Whether training was authorized or required, that is, complying with orders.
- b. The hour travel began.
- c. The time when the service member was scheduled to arrive for duty, or when the service member ceased to perform such duty.
- d. The method of travel.
- e. The travel time authorized.
- f. Whether the best or most direct route was used.
- g. The immediate cause of injury, illness, or death.
- h. If death was due to disease, whether it existed before discharge or release, or whether it was contracted on or aggravated by AD or duties defined in paragraph 13-3e.

11-27. Intoxication and drug abuse

A service member who voluntarily becomes intoxicated is held to the same standards of conduct as one who is sober. While merely drinking alcohol is not misconduct, intoxication does not excuse misconduct.

a. If an injury is incurred as the proximate cause of voluntary intoxication, it is incurred as the result of misconduct. For intoxication alone to be the basis for determining misconduct with respect to a related injury there must be a clear showing that the service member's physical or mental faculties were impaired due to intoxication at the time of the injury, that the impairment was voluntary, and that the impairment was the proximate cause of the injury.

b. Development of a disease (cirrhosis of liver) that may be a result of the abuse of alcohol or other drugs is not misconduct within the meaning of 10 USC 1207. It would be considered as "ILD."

11-28. General rule regarding mental responsibility

A service member may not be held responsible for his or her acts and their foreseeable consequences if, at the time of commission of such acts, as the result of mental defect, disease, or derangement, the service member was unable to comprehend the nature of such acts or to control his or her actions. That is, if the service member does not have the ability to form the intent to undertake the underlying conduct, then the service member is mentally unsound, and therefore not mentally responsible, for the purposes of LOD investigations.

11-29. Suicide or attempted suicide

a. Suicide refers to a death resulting from purposeful action to result in one's own death. In order for suicide to constitute misconduct, the act of self-destruction must be intentional. A service member who is not mentally sound is incapable of forming intent, which is an essential element of intentional misconduct.

b. Due to the strong human instinct for self-preservation, suicide and bona fide suicide attempts create a rebuttable presumption that a service member who committed or attempted suicide lacked mental responsibility and was unable to comprehend the nature of or to control his or her actions. The presumption can be rebutted by a preponderance of

the evidence establishing a reasonably adequate motive for suicide. A reasonably adequate motive for suicide exists when evidence establishes circumstances which could lead a rational person to self-destruction. A failure to rebut the presumption shall support a finding of ILD.

c. In the event of a suicide or attempted suicide, the MTF must identify, evaluate, and document mental and emotional disorders. A service member may not be held responsible for his or her acts if the service member was unable to comprehend the nature and quality or wrongfulness of his or her actions as a result of mental defect, disease, or derangement. Self-inflicted injuries or death arising from a service member's actions during such time that the service member lacked the mental capacity to appreciate the nature and quality or wrongfulness of the service member's self-inflicted injury or death is considered "ILD." This rule does not apply if the mental defect, disease, or derangement existed prior to service and was not aggravated by military service.

d. When conducting a line of duty investigations for a suicide or attempted suicide, the IO must request a behavioral health opinion to determine whether the service member was mentally sound (capable of forming intent) at the time of the incident, to be determined by all available evidence. The question of mental soundness can only be resolved by inquiring into and obtaining evidence of the service member's social background, actions, and mood immediately prior to the suicide or suicide attempt, to include troubles that might have motivated the incident and examinations or counseling by specially experienced or trained personnel. (Personal notes or diaries of a deceased service member are valuable evidence). The IO must consider the service member's deployment history and assigned duties while deployed when investigating suicide cases. In all cases of suicide or suicide attempts, a behavioral health officer will review the evidence collected to determine the bio-psychosocial factors that contributed to the service member's desire to end his or her life. The behavioral health officer will render an opinion as to the probable causes of the self-destructive behavior and whether the service member was mentally sound at the time of the incident.

e. If the service member is found mentally unsound, the behavioral health officer should determine whether the service member's mental condition was an EPTS condition aggravated by military service or was due to the service member's own misconduct. Those conditions occurring during the first 6 months of active duty may be considered as EPTS, depending on history.

f. In cases of suicide or attempted suicide during AWOL, mental soundness at the inception of the absence must be determined.

g. *An injury or disease intentionally self-inflicted or an ill effect that results from the attempt(s).* When manner of death cannot be determined by local or military medical authorities (for example, manner of death is "undetermined" but evidence suggests or supports suicide) further investigation or action may be required. This normally includes a coordinated effort by law enforcement and medical examiners to amend a previously issued death certificate. In some cases, the Armed Forces Medical Examiner may be asked to complete a full forensic psychological autopsy to assist in the process. This report is a thorough investigation into the service member's life history and may take in excess of one year to complete. This request is made through CID.

11-30. Vehicle accidents

A service member who operates a motor vehicle in a wrongful or grossly negligent manner that was the proximate cause of an injury, illness, or death may be found to have engaged in misconduct. Some factors when considering the reasonableness of behavior while operating a motor vehicle include, but are not limited to:

- a. Speed of vehicle involved, as evidenced by testimony of witnesses, skid marks, condition of roads, and the damage to the vehicle.
- b. Road factors, including all road characteristics, natural obstructions to the driver's vision, and traffic signs.
- c. Distracted driving, the practice of driving a motor vehicle while engaged in another activity to include, but not limited to: non-hands free cell phone usage, texting, eating, reading, and personal hygiene.
- d. Other vehicles, including any part played by them in creating the conditions that resulted in the accident.
- e. Traffic conditions at the scene of the accident and their effect on the accident.
- f. Traffic laws and regulations in force pertinent to the accident, including speed limits and required safety devices.
- g. Light and weather conditions and their effect on driving conditions.
- h. Mechanical condition of the vehicles involved.
- i. Physical condition of the driver or drivers, including sobriety, fatigue, and exhaustion, and the effect of their physical condition on the accident.
- j. Driving experience of the driver or drivers.
- k. Whether safety devices, when installed, were being used at the time of the accident.
- l. Whether the driver or drivers had a valid license and related endorsements (commercial, motorcycle, and so forth) and whether any restrictions (corrective lenses, day only, and so forth) were complied with.

m. The following information should be provided with respect to passengers:

- (1) Conduct of passengers and their effect on the driver.
- (2) Knowledge of driver impairment at the time the passenger entered the vehicle or had a reasonable opportunity to leave the vehicle once the impairment became known; (medications, sleep, alcohol, illicit drugs, and so forth).
- (3) Installation of safety devices and whether they were being used at the time of the accident.

n. Some factors to consider when determining negligence are, but not limited to: experience, licensing, learning permit, safety measures, safety classes, age, physical condition, and whether the ability to drive safely was influenced by voluntary intoxication or use of drugs.

11–31. Firearm incidents

The IO should document all of the relevant circumstances surrounding an incident involving self-inflicted gunshot wounds.

a. Since many firearm incidents/accidents occur with no witnesses other than the victim, it is imperative that advisement concerning the service member's rights set forth in accordance with paragraph 13–16 (formal investigation, if applicable), be given and documented before a service member is interviewed in the course of the investigation.

b. The following information should be included in the report of investigation:

- (1) Date, time, place, and name of witnesses.
- (2) Description of the physical location of the incident and the physical injuries sustained, including entry and exit wounds, if applicable.
- (3) Description of the firearm and its mechanical condition, especially safety mechanisms and whether the safety mechanisms were used by the firearm handler.
- (4) Description of firearm handler's formal training, experience, and familiarity with the firearm's mechanical condition, safety mechanisms, and proper use.
- (5) Full discussion of any psychological problems, discussion of any mental impairment due to drugs or alcohol use, and, if applicable, statement of mental responsibility.

11–32. Statements

Oral or written accounts of matters within the personal knowledge of individuals usually constitute an indispensable part of the evidence considered in an investigation. The service member's statement, if any (and subject to an appropriate rights advisement), as well as statements by witnesses, will be recorded on DA Form 2823 (Sworn Statement) when possible. Sworn statements carry more weight than unsworn statements and are the preferred form of evidence; however, persons making statements may be sworn at the discretion of the IO. An IO is authorized to administer oaths under MCMJ, Section 136 in the performance of their duty.

11–33. Appeals

The following information addresses policy and procedures concerning appeals to NLD determinations:

a. The service member may appeal, in writing, within 30 days after receipt of the notice of the LOD determination to the approval authority of his or her unit. For appeals not submitted within the 30-day time limit, the reason for delay must be fully explained and a request for exception to the time limit justified. The appeal must be personally signed by the service member unless the service member is physically unable to sign or is mentally incompetent. In such cases, the appeal will include evidence of the condition that prevented the service member from personally signing. Appeals will be submitted as follows:

(1) If a service member is assigned within the geographic area of responsibility of the original approval authority or is a service member of the defense force, the appeal will be sent through channels to the approval authority. The approval authority may change his previous determination of NLD to ILD if there is substantial new evidence to warrant it. If the approval authority determines that there is no basis for a change in the determination, it will be so stated by endorsement and the appeal will be sent to Commander, State Defense Force of Michigan, 3411 North Martin Luther King Junior Boulevard, Lansing, MI 48906, for final review and determination.

(2) If a service member is no longer assigned in the geographic area of responsibility of the original approval authority, the service member may send the appeal directly to J1, JFHQ-MI, 3411 North Martin Luther King Junior Boulevard, Lansing, MI 48906. To appeal, new evidence must be submitted.

b. Qualified survivors of a deceased service member who passes away while serving in an active status after becoming eligible to receive retirement pay, may on behalf of the service member and for the same basis for which a service member could, appeal an NLD determination in a death case under the provisions of paragraph 13–33. The appeal must be submitted within three years from the date the final action was taken by JFHQ-MI.

c. A service member who incurs an injury, illness, or disease while serving in an active status may appeal an NLD determination under the provisions of paragraph 13–33. The appeal must be submitted within 18 months from the date the final action was taken by JFHQ-MI.

d. Any change made to the LOD finding requires notification of intent to overturn a finding to the service member or individual appealing on behalf of the service member by the approval authority or JFHQ-MI.

e. Assistance with appeals may be obtained from the service member’s supporting legal assistance office.

f. If the Deputy State Surgeon, Michigan National Guard agrees with NLD determination, the service member or next of kin may appeal to Michigan National Guard Staff Judge Advocate, 3411 North Martin Luther King Junior Boulevard, Lansing, MI 48906. The SJA can only address issues after all administrative recourse or appeals available to the applicant have been exhausted.

11–34. Revision or correction of line of duty determinations

The Adjutant General of Michigan may change a determination made under this publication. The correct conclusion based on the facts must be shown. However, if the change is from ILD to NLD or, if other evidence is considered which supports a NLD determination, the service member must be informed of the proposed change, its basis, and his or her rights under paragraph 13–8*b*, and be given a chance to respond in writing in accordance with paragraph 13–17*b*. Any statement or evidence that the service member submits must be considered before taking corrective action. When a determination is changed after final action has been taken to award statutory benefits (such as entitlement to physical disability pay), it does not necessarily change the determination on the statutory award. Final statutory determinations, which are otherwise regular and approved by competent authority, may not normally be reopened or revoked. Exceptions may be considered with one of the following conditions:

a. In cases of fraud, mistake of law, mathematical miscalculations, or pertinent new evidence that was not considered at the time of original determination.

b. When reopening or revocation is permitted by the law granting the authority for the statutory determination in question.

11–35. Members of other armed services

When a member of an armed service other than the defense force is injured, dies, or incurs a disease under circumstances that would warrant an investigation under this publication, and it would be appropriate to conduct an investigation (for example, the individual is attached to a defense force unit/command), the nearest command of the parent service of the individual will be notified by the unit commander. If requested, an appropriate investigation will be conducted and the report of investigation forwarded in accordance with the request. No further action need be taken within the defense force.

11–36. Limits on use of a line of duty investigation

An LOD determination will not be used for the following purposes:

a. *Disciplinary action and other administrative action.* A NLD determination is an administrative determination and not a punitive or judicial action. Disciplinary and other administrative actions, if warranted, will be taken independently of any LOD determination. A determination of ILD does not preclude separate disciplinary or administrative actions. An LOD determination is not binding on the issue of guilt or innocence of the service member in a separate disciplinary action, the issue of pecuniary liability in a financial liability investigation of property loss, or any other administrative determination.

b. *Reimbursement of medical expenses.* An LOD determination does not authorize the government of Michigan to recoup the cost of medical care from a service member. Service members on active state service or special duty for a period of more than 30 days cannot be denied treatment based on an LOD determination. However, future access to care may be limited by the LOD determination.

SERVICE MEMBER'S RIGHTS AND WARNING STATEMENT

NOTE: AN OFFICER MUST SIGN THE RIGHTS AND WARNING STATEMENT.

I,
(Rank, Full Name, DOD # or DF # of officer)

Informed
(Rank, Full Name, DOD # or DF # of service member)

on of his / her rights and that he / she does not have to make any statement relating to the origin, incurrence, or aggravation of the injuries. The service member understood his / her rights. Additionally, all witness statements were sworn to oath administratively by me.

(Officer's Signature)

(Rank)

(Date)

I, have been informed of my rights
and desire to make further statements.

(Service member's Signature)

(Rank)

(Date)

IAW 10 U.S. Code § 1219 - Statement of origin of disease or injury: limitations, "A member of an armed force may not be required to sign a statement relating to the origin, incurrence, or aggravation of a disease or injury that he has. Any such statement against his interests, signed by a member, is invalid."

Figure 11-1. Rights and Warning Statement

RIGHTS WARNING PROCEDURE/WAIVER CERTIFICATE			
For use of this form, see MIDF SOP 27-1; the proponent agency is JFHQ-MI			
DATA REQUIRED BY THE PRIVACY ACT			
AUTHORITY:	Title 10, United States Code, Section 3012(g)		
PRINCIPAL PURPOSE:	To provide commanders and law enforcement officials with means by which information may be accurately identified.		
ROUTINE USES:	Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.		
DISCLOSURE:	Disclosure of your Social Security Number is voluntary. Your Defense Force ID # or DOD ID # may be used as an alternate.		
1. LOCATION	2. DATE	3. TIME	4. FILE NO.
5. NAME (Last, First, MI)	8. ORGANIZATION OR ADDRESS		
6. SSN / DF # / DOD #	7. GRADE/STATUS		
PART I - RIGHTS WAIVER/NON-WAIVER CERTIFICATE			
Section A. Rights			
The investigator whose name appears below told me that he/she is with the organization below _____ and wanted to question me about the following offense(s) of which I am suspected/accused: _____			
Before he/she asked me any questions about the offense(s), however, he/she made it clear to me that I have the following rights:			
1. I do not have to answer any question or say anything.			
2. Anything I say or do can be used as evidence against me in a criminal trial.			
3. (For personnel subject to the MCMJ) I have the right to talk privately to a lawyer before, during, and after questioning and to have a lawyer present with me during questioning. This lawyer can be a civilian lawyer I arrange for at no expense to the Government or a military lawyer detailed for me at no expense to me, or both.			
- or -			
(For civilians not subject to the MCMJ) I have the right to talk privately to a lawyer before, during, and after questioning and to have a lawyer present with me during questioning. I understand that this lawyer can be one that I arrange for at my own expense, or if I cannot afford a lawyer and want one, a lawyer will be appointed for me before any questioning begins.			
4. If I am now willing to discuss the offense(s) under investigation, with or without a lawyer present, I have a right to stop answering questions at any time, or speak privately with a lawyer before answering further, even if I sign the waiver below.			
5. COMMENTS (Continue on reverse side)			
Section B. Waiver			
I understand my rights as stated above. I am now willing to discuss the offense(s) under investigation and make a statement without talking to a lawyer first and without having a lawyer present with me.			
WITNESSES (If available)		3. SIGNATURE OF INTERVIEWEE	
1a. NAME (Type or Print)			
b. ORGANIZATION OR ADDRESS AND PHONE			
		4. SIGNATURE OF INVESTIGATOR	
2a. NAME (Type or Print)			
b. ORGANIZATION OR ADDRESS AND PHONE			
		5. TYPED NAME OF INVESTIGATOR	
		6. ORGANIZATION OF INVESTIGATOR	
Section C. Non-waiver			
1. I do not want to give up my rights <input type="checkbox"/> I want a lawyer <input type="checkbox"/> I do not want to be questioned or say anything			
2. SIGNATURE OF INTERVIEWEE			
ATTACH THIS WAIVER CERTIFICATE TO ANY SWORN STATEMENT (DA FORM 2823) SUBSEQUENTLY EXECUTED BY THE SUSPECT/ACCUSED			

MIDF FORM 3881, DEC 2020

THIS IS A NEW FORM

Figure 11-2. MIDF Form 3881 - Rights Warning Procedure/Waiver Certificate

Chapter 12

Family care plans

12-1. What is a family care plan?

A family care plan is the means by which a service member plans in advance for the care of his family members when the service member is deployed, TDY, or otherwise not available because of military duty.

12-2. Who is required to have a family care plan?

Generally, all service members who have dependents and are either single or part of a dual-military couple must have a family care plan. The requirement for a family care plan applies to all defense force service members, regardless of grade. Paragraph 14-4 below lists the specific categories of service members for whom a family care plan is mandatory. A family care plan also can benefit other service members, however. Although not required to do so, all married service members who have family members are encouraged to prepare a family care plan.

12-3. Why is a family care plan important?

A family care plan is an essential part of military readiness. Service members must be available for duty when and where the needs of the defense force dictate – without interference of family responsibilities. Deployments frequently are sudden, leaving a service member little time to make on the spot arrangements for family member care. A family care plan prepares the service member and the family in advance for the service member's deployment and reassures a deployed service member that everything is taken care of at home, minimizing family-related stress and enabling the service member to concentrate more fully on his or her mission.

12-4. Family care plan requirements

DA Form 5305 (family care plan) is not a legal document that can change a court-mandated custodial arrangement, nor can it interfere with a parent's right to custody of their child. Its sole purpose is to document for military purposes the plan by which service members will provide for the care of their family members when military duties prevent them from doing so. It will include proof that guardians and escorts have been thoroughly briefed on the responsibilities they will assume and the procedures for accessing military and civilian facilities and services on behalf of the family of the member. It will attest that the guardian and escort agreed to provide care and have been provided all necessary legal authority and means to do so. It will include proof that the service member has obtained consent to the planned designation of guardianship from all parties with a legal interest in the custody and care of the minor child, or proof that reasonable efforts have been made to obtain consent to such designation.

a. At a minimum, proof will consist of the following attachments to DA Form 5305:

- (1) DA Form 5841 (Power of Attorney) or equivalent delegation of legal control.
- (2) DA Form 5840 (Certificate of Acceptance as Guardian or Escort).
- (3) DD Form 1172-2 (Application for Identification Card/DEERS Enrollment) for each family member, if applicable.

Note. AR 600-8-14 directs that identification cards will be issued for children under age 10 who reside with a single parent or dual-military couple.

(4) A letter of instruction to the guardian/escort (see DA Form 5304 (Family Care Plan Counseling Checklist)).

(5) If appropriate, DA Form 7666 (Parental Consent) as evidence of consent to the family care plan from all parties with a legal interest in the custody of the minor child.

b. Service members are responsible for implementing the family care plan and thus ensuring the care of their family members. When operational or security considerations prevent them from implementing the plan, it will be used by appropriate military or civilian authorities to obtain care for such family members. DA Form 5305 may be executed at any time when conditions warrant and family care is necessary due to the required military absence of the service member.

c. Commanders, regardless of the member's rank, will conduct or arrange for family care plan counseling and require a family care plan be completed when any of the following apply:

(1) A pregnant member who—

- (a) Has no spouse; is divorced, widowed, or separated; or is residing without her spouse.
- (b) Is married to another member of any service.

(2) A service member who has no spouse or is residing apart from his or her spouse; who has joint or full legal custody as well as physical custody of one or more family members under the age of 18; or who has adult family

members incapable of self-care regardless of age.

(3) A service member who is divorced, and who has visitation rights by court decree that allows family members to be solely in the member's care in excess of 30 consecutive days.

(4) A service member whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.

(5) A service member categorized as half of a dual-military couple who is married to another service member, who has joint or full legal custody of one or more family members under age 19, or who has adult family members incapable of self-care regardless of age.

d. Service members must arrange for the care of their family members in order to be—

(1) Available for duty when and where the needs of the defense force dictate.

(2) Able to perform assigned military or civilian duties without interference of family responsibilities.

(a) Enlisted service members will be counseled on voluntary and involuntary separation whenever parenthood interferes with military responsibilities (see DA Form 5305).

(b) Officers will be counseled on voluntary and involuntary separations whenever parenthood interferes with military responsibilities (see DA Form 5305) under provision of AR 600–8–24.

(c) Pregnant service members (who meet the criteria established in paragraph 5–3b(1)) will be counseled—

(1) According to AR 135–91.

(2) On costs of maternity care obtained from civilian sources and the limitations concerning maternity care in military medical facilities.

(3) Using DA Form 5304 as soon as pregnancy is identified, but no later than 90 days prior to the expected date of birth of the child. Pregnant service members should receive family care plan counseling at the time of pregnancy counseling to ensure the service member is informed of the responsibilities if she chooses to remain on active duty.

(4) That they must complete and have an approved DA Form 5305 showing their intentions for family care no later than 60 days prior to the date of the birth of the child. DA Form 5840 and DA Form 5841 or other guardianship documents, DD Form 1172–2, and DD Form 2558, will be completed, and DA Form 5305 recertified no later than 45 days following the date of birth of the child.

e. The unit commander or supervisor—

(1) May designate an authorized representative to conduct family care plan counseling using DA Form 5304, and to initial and sign the counseling form on the commander's behalf. The commander or authorized representative will use DA Form 7667 (Family Care Plan Preliminary Screening) to identify those members whose family care plan may be at risk for failure in the event the plan is activated and who should consult with an attorney.

(2) Is the sole approving authority for DA Form 5305. This responsibility will not be delegated.

(3) May authorize an additional 60 days (90 days total from the date of counseling) to all service members for completion, including submission and final approval of DA Form 5305 with attendant documents.

(4) Ensure that all required documents are in order, and must be satisfied that the family care plan meets the requirements and appears to be workable and durable.

(5) Should disapprove DA Form 5305 if the required attachments are not present unless extenuating circumstances exist.

(6) May consider extenuating circumstances in approving DA Form 5305, but must understand that the service member is considered non deployable until a family care plan is validated and approved.

(7) Must adequately test the validity and durability of the family care plan, to include contacting the designated guardian(s) prior to final approval or recertification.

(8) Will provide the service member 30 days from date of the first disapproval to submit additional documentation or evidence to support the family care plan.

(9) Will provide the service member a reasonable period of time to attempt to rework a family care plan found to be deficient at time of mobilization, processing for in-state, out-of-state, overseas movement or deployment. Ordinarily, a service member will be afforded at least 30 days to correct deficiencies in a plan unless a shorter period is specified by the unit commander due to the urgency and/or nature of the deployment, or due to the nature of the deficiencies.

(10) May authorize leave per AR 600–8–10 for a deployed service member (e.g. on active state service orders) to return home when circumstances beyond the service member's control preclude the designated guardian from exercising those responsibilities.

(11) Should consider initiating a bar to reenlistment against service members who fail to properly manage personal, marital, or family affairs, or who fail to provide or maintain adequate family care plans.

(12) Should consider initiating involuntary separation proceedings against service members who fail to provide and maintain adequate family care plans.

(13) Should take action to ensure they are aware of other situations that may create changes in the status of their service members with regard to the service member's responsibility to support family members. These include, but are not limited to, the following:

- (a) Death or disability of a spouse.
- (b) Legal separation when initial agreements have identified the service member as custodial parent or guardian of one or more family members.
- (c) Divorce proceedings awarding joint or full custody of family members to the service member.
- (d) Court decrees awarding visitation rights to the service member for more than 30 days.
- (e) Adoption.
- (f) Assumption of foster care responsibilities.
- (g) Guardianship agreement for children or adults incapable of self-care to temporarily or permanently reside with the service member.
- (h) Extended periods of absence by the spouse for situations including, but not limited to, schooling, hospitalization, and employment.
- (i) Expiration of current power of attorney, change in guardianship due to PCS, change of temporary care provider.

(1) Will review copies of all child custody orders or marital separation agreements currently in effect to ensure the family care plan is not inconsistent with any such legal documents. If the family care plan is inconsistent with any existing court orders, decrees, or marital separation agreements, or if the commander cannot determine if an inconsistency exists, the commander will seek advice from the servicing legal office and may advise the service member to contact a legal assistance attorney or an attorney they have retained at no expense to the government.

(2) Will ensure consent has been obtained pursuant to DA Form 7666 under appropriate circumstances, or proof of notice and/or reasonable efforts having been made to obtain consent to the family care plan from all parties having a legal interest in the custody and care of the minor child. If consent has been denied, the commander will seek advice from the servicing legal office and may advise the service member to contact a legal assistance attorney or an attorney they have retained at no expense to the government.

f. The Inactive Reserve List (IRL) personnel who meet the criteria outlined in paragraph 5-3b(1) through 5 3b(5) are required to maintain valid family care plans to ensure their availability for active state service, if needed. Therefore, the DCS, S1 will establish specific procedures for counseling, submission, validation, and recertification of family care plans for all Defense Force personnel.

g. All married service members who have family members are encouraged to complete and maintain a family care plan, even if not specifically required to do so by this regulation. To do so assists the spouse, commander, rear detachment commander, family assistance center, or next of kin providing care for dependent family members in the event the spouse is injured, ill, incapacitated, or otherwise unable to provide care for the dependent family member. Counseling of such is also encouraged.

h. Service members must use the utmost care and consideration in the designation of guardians to care for family members.

i. The parent of any minor children normally has a superior right to the custody of the minor children. If the service member designates an individual other than a parent for guardianship in the family care plan, the service member must attempt, to the greatest extent possible, to obtain consent from the parent to such designation using the DA Form 7666.

j. If this individual does not consent, the service member should explain the absence of such consent in writing and acknowledge the availability of legal counsel to discuss the associated risks and the best possible courses of action (including the possibility of incorporating the family care plan into a temporary order by a court of competent jurisdiction).

k. While such consent is not binding upon a court of law, it demonstrates the other parent is aware of the custodial arrangements set forth in the family care plan and agrees with those arrangements. Should a service member designate a person contrary to the provisions of an existing family law legal document (such as a divorce decree, court order, or marital separation agreement) the service member should seek legal assistance to modify the legal document.

l. Guardians should be persons to whom the service member would have no reservations entrusting the total welfare of his or her child or other family member. Guardians should be persons who are able to exercise that responsibility over extended periods of time, if necessary.

m. Service members have the responsibility to thoroughly brief guardians on arrangements made by the service member, location of all pertinent documents, and procedures for accessing military and civilian facilities, services, entitlements, and benefits on behalf of the dependent and eligible family members. Guardians should be made aware that such designation does not authorize them access to any of the military facilities, services, entitlement, or benefits for personal use, but only as the agent for the dependent and eligible family members for whom they have been designated guardian. SCs are authorized to issue agents' letters to designated guardians upon request and presentation of proper documentation (such as DA Form 5841, DA Form 5840, children's identification cards, or application for the same).

n. If the guardian is located in an overseas area other than where the service member is stationed, the family member's attendance at DoD dependent schools and other schools may require an exception to policy because of the lack of command sponsorship. The service member and/or guardian must request the exception; it is not automatic.

o. Service members must attempt, to the greatest extent possible, to inform the non-custodial biological or adoptive parent of his or her children, as applicable and as far in advance as practicable, of his or her impending absence due to military orders.

p. The following procedures will be used for completing DA Form 5304 and DA Form 5305. For all assignments:

(1) The DA Form 5304 will be used for counseling service members who fall into categories outlined in paragraph 5-3b, as soon as possible upon arrival at the unit of assignment, and it will be initialed and signed—
(a) During unit in-processing, after any event requiring completion of a family care plan, or at pre-deployment processing.

(b) By pregnant service members no later than 90 days prior to the expected date of birth of the child.

(c) By single parents, parents exercising custody pursuant to a court order or marital separation agreement, parents residing apart from their spouse and dual-military couples with family members.

(d) By both members of the dual-military couple and the respective commanders or designated representative. (This assures both unit commanders that service members and their military spouses have made necessary arrangements for the escort, temporary, and primary guardianship responsibilities for family members. Dual-military couple service members with family members will be counseled together when practicable.)

(e) By the unit commander or a designated representative and held in the unit suspense files pending completion of DA Form 5305. (It will be returned to the service member when no longer needed for suspense action.)

(2) The DA Form 5305 will be—

(a) Completed and approved within 60 days from the date of counseling.

(b) Signed by both members of a dual-military couple and, if possible, by both commanders. The same plan should be submitted by both members of the dual-military couple, and neither member should be identified in the plan as the temporary or long-term guardian. Once both commanders have approved and signed the plan, the commander whose service member is least likely to deploy should retain the original plan and forward a copy of the complete plan to the other commander. If both members are equally likely to deploy, but one is a service member and the spouse is a member of another service, the original plan should be kept on file in the service member's unit and a copy forwarded to the spouse's unit. If both are service members and equally likely to deploy, it is inconsequential which commander has the original copy of the plan.

(c) Recertified at least annually by initialing and dating the DA Form 5305. This must be done during the anniversary of the service member's birth month, after any change of circumstance requiring a change in the family care plan, or whenever the service member is mobilized, deployed, or processed for pre-deployment. Commanders should ensure that all information is current and all documents are still up-to-date and legally valid.

(3) Deployment procedures are as follows:

(a) All service members in categories outlined in paragraph 5-3b who receive assignment instructions for an in-state (away from normal duty station) or out-of-state assignment will be counseled again and have their DA Form 5305 recertified. If an adequate family care plan is not submitted within three days, the service member is not considered deployable, will not depart home station, and the commander will consider initiating involuntary separation proceedings. A copy of the approved DA Form 5305 will be filed in the service member's out-processing file. The losing unit commander will retain a copy for 90 days after the service member departs.

(b) Service members unable to provide the unit commander with the required DA Form 5305 and attendant documents will be ineligible for active state service or out-of-state deployments. They should be considered for processing for separation from the defense force.

(c) Enlisted service members without adequate family care plans should be considered for separation processing by their unit commanders.

(d) The service members performing duty on an active state service or special duty status away from their normal duty station or out of state will re-certify DA Form 5305 with attendant documents before embarkation to show that adequate care for their family members has been provided for during their absence and in the event that their return to home station is delayed. Service members unable to provide the required documentation will not deploy.

(e) A copy of DA Form 5305 with copies of DA Form 5840 and DA Form 5841, and/or other appropriate documents, will be provided to the Child and Youth Services Program if the Child and Youth Services certified Family child care provider is designated as temporary guardian. AR 608–10 requires that a copy of DA Form 5305 be on file at the military Child Development Center if the service member’s family members are enrolled in the day care or extended care program.

(f) Commanders and supervisors will stress the obligation of service members to both them and to their family members. Moreover, they will ensure service members understand they will not receive special consideration in duty assignments or duty stations based on their responsibilities for family members unless enrolled in the Exceptional Family Member Program (see AR 608–75 for more information).

(g) Commanders will encourage service members to consult with an attorney about having a will prepared. The family care plan does not require a will, and service members will not be ordered to obtain a will. When a will is prepared, it will not be retained in the unit files. Service members will be encouraged, but not required, to ensure that information regarding the location of a service member’s will is contained in the family care plan.

(h) Commanders will ensure that service members who are required to have a family care plan in accordance with paragraph 5–5b comply with the requirement. Commanders will utilize Defense Force human resources data systems, in addition to local unit records, to identify service members required to have a family care plan.

(i) Maximum feasible testing of the validity and durability of family care plans will be accomplished (for example, during exercises, alerts, pre-deployment processing, mobilization, deployment, annual training, and other unit activities) to ensure information in a service member’s DA Form 5305 is accurate, current, and executable. Family care plans found to be invalid during the above testing will be revised/recertified within 60 days of the finding, unless mobilization mission requirements preclude authorizing that amount of time.

q. As requested by the commanders or service members, family readiness services provide assistance in developing family care plans in accordance with DoDI 1342.19.

(1) Authorized to be performed without consent by law or other regulations.

(2) Directed by an individual’s commander or other appropriate official in order to determine the individual’s fitness for duty.

(3) Service members may have a representative. A representative will be appointed for service members believed to be incompetent. The representative need not be legally qualified. The report will include the rationale for any determination of incompetency. The commander will coordinate with the MTF and legal advisor to determine an appropriate representative, such as a family member or patient advocate.

r. Results of medical board proceedings.

(1) The results of the board proceedings will be provided to the service member through the member’s immediate commander. The service member will be offered an opportunity to accept the recommended medical care.

(2) If the service member still refuses, the Medical Corps officer serving as the medical board chair will forward the medical board proceedings to the Office of the Deputy State Surgeon, 3411 North Martin Luther King Junior Boulevard, Lansing, MI 48906 for review.

(3) The Deputy State Surgeon (DSS) will either approve or disapprove the medical board proceedings and return them to the Medical Corps officer serving as the medical board chair.

(4) If DSS approves the medical board proceedings, the service member will again be given the chance to accept treatment. If the service member persists in refusing the medical care, the matter will be referred to the service member’s SPCMCA. Copies of the medical board proceedings will be provided. If the SPCMCA orders the service member to submit to treatment and the service member refuses to obey, the commander may take—

(a) Disciplinary action according to MCMJ.

(b) Administrative action to separate the service member from service through retirement, discharge, or other legal means.

Chapter 13

Non-judicial punishment and courts martial

13-1. Scope

This chapter does not cover the full scope and details of defense force legal policies. This chapter will cover only guidance regarding the preparation of applicable non-judicial punishment (NJP) forms and courts martial packet content basics.

13-2. Additional references

A more detailed description of courts-martial procedures will also be covered in MIDF SOP 27-1. Commanders, legal specialists, and administrative personnel should also reference the most recent Commander's Legal Handbook (Misc Pub 27-8), AR 27-10 - Military Justice, the Manual for Courts-Martial, and the Michigan Code of Military Justice of 1980 (Act 523 of 1980).

13-3. DA Form 2823 - Sworn Statement

- a. The DA Form 2823 will be used whenever a written statement from a service member is required. This includes situations outside of the legal realm.
- b. An officer empowered by the State of Michigan or other authority to administer oaths will witness and sign the form.
- c. MIDF Form 3881 (Rights Warning Procedure/Waiver Certificate) must be prepared before a sworn statement is taken if the service member is a subject or suspect of any event subject to the MCMJ or civilian law enforcement.

SWORN STATEMENT			
For use of this form, see AR 190-45; the proponent agency is PMG.			
PRIVACY ACT STATEMENT			
AUTHORITY:	Title 10, USC Section 301; Title 5, USC Section 2951; E.O. 9397 Social Security Number (SSN).		
PRINCIPAL PURPOSE:	To document potential criminal activity involving the U.S. Army, and to allow Army officials to maintain discipline, law and order through investigation of complaints and incidents.		
ROUTINE USES:	Information provided may be further disclosed to federal, state, local, and foreign government law enforcement agencies, prosecutors, courts, child protective services, victims, witnesses, the Department of Veterans Affairs, and the Office of Personnel Management. Information provided may be used for determinations regarding judicial or non-judicial punishment, other administrative disciplinary actions, security clearances, recruitment, retention, placement, and other personnel actions.		
DISCLOSURE:	Disclosure of your SSN and other information is voluntary.		
1. LOCATION Camp Liberty, Iraq	2. DATE (YYYYMMDD) 2011/05/19	3. TIME 1530	4. FILE NUMBER 011-01
5. LAST NAME, FIRST NAME, MIDDLE NAME Smith, John A	6. SSN 000-00-0000	7. GRADE/STATUS E5	
8. ORGANIZATION OR ADDRESS 224 MI BN, APO 153 Pad 3, WCVBNM, Camp Liberty, Iraq			
9. I, <u>SGT John A Smith</u> , WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH: On June 6th 2005, while on the Black Bear Convoy Security Team in Baghdad, Iraq (RT Irish), my convoy was hit with an IED and small arms fire while escorting elements of Iraqi police graduates numbering 605 and 579 respectively from Camp Fiji to the Baghdad Bus Station. Upon Impact/explosion of the IED my head struck the right side passenger window causing head pain and an initial headache. After securing the area, reporting casualties the convoy returned to a safe location. I was assessed by my team leader 1LT William Steal. 1LT sent me to the CASH where I was examined and treated with mild head trauma. Since returning from deployment I have seen my physician for constant headaches and neck pain. Notes from my physician are attached. ***** Nothing Follows*****			
10. EXHIBIT	11. INITIALS OF PERSON MAKING STATEMENT		PAGE 1 OF _____ PAGES
ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF _____ TAKEN AT _____ DATED _____"			
THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT, AND PAGE NUMBER MUST BE INDICATED.			

DA FORM 2823, NOV 2006

DA FORM 2823, DEC 1998, IS OBSOLETE

APD PE v1.00

Figure 13-1. Example of DA Form 2823 - Sworn Statement

STATEMENT OF <u>Smith, John A</u> TAKEN AT <u>Camp Keyes</u> DATED <u>2011/05/19</u>	
9. STATEMENT (Continued)	
AFFIDAVIT	
I, <u>John A. Smith</u> , HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1, AND ENDS ON PAGE <u>2</u> . I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.	
//SIGNED//	
<i>(Signature of Person Making Statement)</i>	
WITNESSES: <u>ILT William Steal</u> <hr/> ORGANIZATION OR ADDRESS <u>Camp Keyes, Augusta ME 04330</u> <hr/> ORGANIZATION OR ADDRESS	Subscribed and sworn to before me, a person authorized by law to administer oaths, this <u>19</u> day of <u>May</u> , 2011 at <u>Camp Keyes, Augusta ME 04330</u> <hr/> //SIGNED// <i>(Signature of Person Administering Oath)</i> <u>ILT William Steal</u> <i>(Typed Name of Person Administering Oath)</i> Commissioned Officer <i>(Authority To Administer Oaths)</i>
INITIALS OF PERSON MAKING STATEMENT JAS	PAGE 2 OF 2 PAGES

DA FORM 2823, NOV 2006

APD PE v1.00

Figure 13-1. Example of DA Form 2823 - Sworn Statement - Continued

13-4. MIDF Form 3881 - Rights Warning Procedure/Waiver Certificate

a. General. MIDF Form 3881 is used to provide a standardized, legally sufficient, narrative rights warning for suspects or subjects.

b. Special instructions. This form must accompany a DA Form 2823 when the individual is a subject or suspect of a law enforcement report (LER).

c. Distribution. The MIDF Form 3881 must accompany each copy of the DA Form 2823. If a subject declines to be questioned, resulting in no DA Form 2823 being prepared, a copy of the MIDF Form 3881 will accompany each copy of the LER.

13–5. DA Form 4833 - Commander's Report of Disciplinary or Administrative Action

- a. Form use. The DA Form 4833 is used with the LER to—
 - (1) Record actions taken against identified offenders.
 - (2) Report the disposition of offenses investigated by civilian LE agencies.
- b. Completion by the unit commander. Company level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by military police or civilian detectives. The first lieutenant colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of investigations under MCMJ, Article 3; court-martial orders; reprimands; and so on) for all official investigations. The commander completes the DA Form 4833 within 60 days of receipt and returns it to the originating office.
- c. Appropriate blocks for completion. Commanders will complete the information in the appropriate blocks on the DA Form 4833. The appropriate blocks or blanks will be completed as indicated below—
 - (1) Action taken (for example, judicial, nonjudicial, or administrative). In the event the commander takes action against the service member for an offense other than the one listed on the LER, the revised charge or offense will be specified in the “Remarks” section of the DA Form 4833.
 - (2) Sentence, punishment, or administrative action imposed.
 - (3) Should the commander take no action, the DA Form 4833 must be annotated to reflect that fact.
- d. Extenuating circumstances. If extenuating circumstances prevent the commander from completing the DA Form 4833 within 60 days of receipt, the brigade-level commander will notify the law enforcement authority (LEA) of the status and request an extension. The defense force JAG will notify the defense force commander of delinquent DA Forms 4833 monthly.
- e. Reassignment of individuals under investigation. Service members who are the subject of an active DA Form 4833 investigation will not be transferred to another unit until the DA 4833 packet has been completed.
- f. Civilian court proceedings. If a service member is tried in a civilian court, and the defense force JAG or S1 is notified of the charges, the defense force JAG will initiate an LER and forward the LER and related documents to the unit commander to track the disposition. The unit commander will coordinate with JAG for final disposition and report the disposition on DA Form 4833 as appropriate.
- g. Dissemination to other agencies. A copy of the completed DA Form 4833 reflecting offender disposition will also be provided to those agencies or offices that originally received a copy of the LER when evidence is involved. The evidence custodian will also be informed of the disposition of the case.
- h. Review of offender disposition by defense force JAG. Upon receipt of DA Form 4833 reflecting no action taken, the defense force JAG will review the LER. The review will include, but is not limited to the following—
 - (1) Determination of the adequacy of supporting documentation.
 - (2) Contact with subject’s commander to ensure all evidence presented is understood.
 - (3) Whether or not coordination with the JAG should have been sought prior to dispatch of the report to the commander for action.
 - (4) Identification of functions that warrant additional training of MP or security personnel (for example, search and seizure, evidence handling, or rights warning).
- i. Offender disposition summary reports. The LEA will provide the supported commander (normally, the general courts-martial convening authority or other person designated by proper authority) summary data of offender disposition as required or appropriate. Offender disposition summary data will reflect identified offenders on whom final disposition has been reported. This data will be provided in the format and at the frequency specified by the supported commander.
- j. Commander self-initiated DA Form 4833. In accordance with DODI 7730.47 and DODM 7730.47-m, Vol.1, commanders are also responsible for completing and submitting to the defense force JAG the DA Form 4833. Commanders must complete and submit DA Form 4833 for specified offenses per AR 195–2, appendix B, table B–1. Commanders must refer to defense force law enforcement (Military Police Investigation or CID), or National Guard LE, if defense force LE is not available, every credible allegation (that is, supported by probable cause) that an assigned service member committed a crime that falls outside of the commander’s investigative purview. If a commander initiates the DA Form 4833, the completed form will be forwarded to the defense force JAG.
 - (1) The commander will submit a self-initiated DA Form 4833 to the defense force JAG based on the following criteria: the commander has completed their command investigation and determined to take action against the offender. The commander will annotate the final disposition of the case on the DA Form 4833; the commander must indicate on the DA Form 4833 the type of action taken (that is, judicial punishment, nonjudicial punishment, administrative reprimand, administrative separation, counseling, and so on).
 - (2) Commander’s self-initiated DA Form 4833 reporting process overview:

(a) If a unit commander has conducted a criminal investigation about an incident not investigated by law enforcement and meets the reporting requirements in AR 195–2, table B–1, the unit commander will complete the relevant fields of the DA Form 4833. The unit commander will correspond using certified postal mail, official email, or other authorized means of correspondence, sending the completed and signed DA Form 4833 with the supporting documents (record of commander’s inquiry, Article 3, or court-martial paperwork, and so forth) to the defense force JAG.

(b) Defense force JAG will receive the DA Form 4833 from unit commanders and generate an LER using the information provided in the supporting documentation. The first line of the narrative of the LER will state, “This is being completed and reported based on an investigation conducted by the unit commander.” The defense force JAG will then copy the information provided by the commander into the DA Form 4833.

k. The format of an LER can be found in AR 190–45, Army Law Enforcement Reporting and Tracking System.

(l) The LER will be permanently filed in the defense force JAG’s records and the defense force commander / S1 informed of all LERs on a regular basis.

COMMANDER'S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION				
For use of this form, see AR 190-45; the proponent agency is the Office of the Provost Marshal General.				
PRIVACY ACT STATEMENT				
AUTHORITY: Title 28 USC 534 Section 614: E.O. 9397 (SSN) as amended.				
PRINCIPAL PURPOSE: To provide Commanders and Law Enforcement Officials with means by which information may be accurately identified. Your Social Security Number is used as an additional/alternate means of identification to facilitate filing and retrieval.				
ROUTINE USES: The Routine Uses that appear at the beginning of the Army's A0190-45 OPMG, Military Police Reporting Program Records (MPRP) System of Record Notice may apply to this system.				
DISCLOSURE: Voluntary, although without the SSN collection, Law Enforcement Records could not be accurately retrieved and the probability of misidentifying an individual would increase significantly.				
1. CONTROL INFORMATION				
Thru:		USACRC Number:		
To:		MP Report Number:		
Referred By:		Sub-Installation:		
		Referral Date:	Suspense Date:	
<p>The first Lieutenant Colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15s, court-martial orders, reprimands, etc) for all USACIDC investigations. The unit and brigade commander or their equivalent will also receive a copy of the DA Form 4833 for all USACIDC investigations.</p> <p>Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MPI, civilian detectives employed by the Department of the Army, and the PMO. Accurate and complete DA 4833 disposition reports are required to meet installation, command, HQDA, DOD, and federal statutory reporting requirements. The data is used to identify crime trends, establish command programs in law enforcement and other activities, and to ensure that resources are made available to support commanders who must address issues of soldier and family member indiscipline.</p> <p>In court-martial cases, a conviction of an offense at court-martial may be for a different, or lesser included offense. List the offense for which the individual was convicted at court-martial in the remarks section. Provost Marshals must enter the "MP Report Number" (Block 1) for all cases referred to commanders. "Sub-Installation" (Block 1) is used to enter report number from a civilian law enforcement agency police report. Other information on the civilian law enforcement agency (e.g. civilian law enforcement agency address) may be entered in the remarks section.</p>				
2. OFFENDER INFORMATION				
Last Name:		Cadency:		
First Name:		Grade:		
Middle Name:		SSN or ID Number:	Date of Birth:	
3. REFERRAL INFORMATION				
No.	Offense	Basis	Date	Commander Decision Date:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Reason:

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Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action

3. REFERRAL INFORMATION (Continued)				
No.	Offense	Basis	Date	Commander Decision Date:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
				Sexual Harassment: <input type="checkbox"/> Yes <input type="checkbox"/> No Action Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
<p>NOTE: For each Offense marked "NO" for "Action Taken", you must supply a Reason. If "Action Taken" is "Yes" for any Offense, continue to Block 4 and choose the highest level. If you selected "Action Taken" "No" for ALL Offenses, go directly to "Commander's Remarks" (Block 10a) to expand on your Reasons, then sign, date and return the form to the agent specified in "Referred By" (Block 1).</p>				
4. ACTION TAKEN				
<input type="checkbox"/> Administrative Non-Adverse Referrals Adverse Personnel Actions				
<input type="checkbox"/> Non-Judicial (Article 15) <i>(see details below)</i>				
<input type="checkbox"/> Judicial Court Martial or Civilian Criminal Court				
Non-Judicial Punishment Authority (select one): <input type="checkbox"/> Summarized <input type="checkbox"/> GCMCA Imposed <input type="checkbox"/> Company Grade <input type="checkbox"/> General Officer Imposed <input type="checkbox"/> Field Grade <input type="checkbox"/> Principal Assistant				
Judicial Punishment Authority (select one): <input type="checkbox"/> Summary Court Martial <input type="checkbox"/> General Court Martial <input type="checkbox"/> Civilian Criminal/Magistrate <input type="checkbox"/> Special Court Martial Jurisdiction: If Other:				
5. NJP/Court-Martial/Civilian Criminal Court Proceeding Outcome				
No.	Charged Offense	Plea	Finding Offense	Trial/NJP Finding
PLEA: G=Guilty, C=No Contest, N=Not Guilty, D=Pre-Trial Diversion TRIAL/NJP FINDING: DCV=Dismissed (Civil), DCR=Dismissed (Criminal), P=Finding for Plaintiff, F=Finding for Respondent, G=Guilty, C=No Contest, N=Not Guilty, S=Settlement				

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Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action-Continued

5. NJP/Court-Martial/Civilian Criminal Court Proceeding Outcome (Continued)							
No.	Charged Offense	Plea	Finding Offense	Trial/NJP Finding			
PLEA: G=Guilty, C=No Contest, N=Not Guilty, D=Pre-Trial Diversion TRIAL/NJP FINDING: DCV=Dismissed (Civil), DCR=Dismissed (Criminal), P=Finding for Plaintiff, F=Finding for Respondent, G=Guilty, C=No Contest, N=Not Guilty, S=Settlement							
6. ADMINISTRATIVE ACTIONS							
Non-Adverse:			Adverse:				
Agency	Date Referred	Date Responded	Date Imposed	Type of Action	Oral	Written Local	Written OMPF
Family Advocacy				Counseling/Concern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drug/Alcohol Abuse				Reprimand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Referral				Censure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equal Opportunity				Admonition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Office							
Mental Health							
Relief Agency							
Adverse:							
Date Imposed	Description						
	Withholding of Privileges						
	Adverse Performance Evaluation (OER/NCOER/Academic Report)						
	Relief for Cause (OER/NCOER)						
	Mandatory Reassignment						
	Transfer (such as rehabilitative)						
	Adverse Record Entry - Flag						
	Bar to Reenlistment						
	Withholding of Promotion						
	Delay of Promotion						
	Promotion Revocation						
	Clearance Revocation						
	Control Roster (downgrade of clearance, PRP reclassification)						
	Resignation						
	Retirement						
	Retirement at Lower Grade	From:	To:				
	Transfer to Inactive Reserve						
	Military Occupational Specialty Reclassification						
	Civilian Debarment	Duration:	<input type="checkbox"/> Days	<input type="checkbox"/> Months	<input type="checkbox"/> Years	<input type="checkbox"/> Life	

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Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action-Continued

6. ADMINISTRATIVE ACTIONS (Continued)	
Adverse: (Continued)	
Date Imposed	Description
	Civilian Job Termination
	Civilian Job Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Civilian Leave Without Pay Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Loss of Warrant
	Voluntary Disclosure
	Restitution (to US Government) Amount US\$:
	Restitution (to third party Non-US Government) Amount US\$:
	Civil-Civil Action Initiation
	Other (return to States, etc.)
	Contract Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Contract Termination
	Cost Adjustment Amount US\$:
	Bid Rejection
	Recoupment Amount US\$:
	Denial of Continuation
	Other Contract Action
7. DETAILS OF ADMINISTRATIVE SEPARATION	
Date Imposed:	Regulation: Chapter:
Characterization:	Effective Date:
NOTE: Proceed to Commander's Remarks (Block 10a) if you chose Administrative Action in Block 6 or 7.	
8. NON-JUDICIAL/JUDICIAL SANCTIONS	
Date Adjudged	Sanction
	Fine Amount US\$:
	Forfeiture Amount US\$: Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months
	Extra Duty Days:
	Restriction Days:
	Correctional Custody Days:
	Confinement Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Bad Conduct Discharge Effective Date:
	Dishonorable Discharge Effective Date:
	Reduction in Grade From: To:
	Probation Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Special Assignment Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years
	Total Forfeiture (all pay/allowance) Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Death Sentence
	Civil Recovery Amount US\$:
	Civil Award Amount US\$:
	Dismissal (Officer Only) Effective Date:

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Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action-Continued

9. SUSPENDED SANCTIONS	
Were Any Sanctions Suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
NOTE: If no sanctions were suspended, proceed to "Commander's Remarks" (Block 10a).	
Suspended Sanction	Suspended Sanction Information
Fine	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Forfeiture	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____ Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months
	Suspension Conditions: _____
Extra Duty	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months
	Suspension Conditions: _____
Restriction	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days
	Suspension Conditions: _____
Correctional Custody	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days
	Suspension Conditions: _____
Confinement	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Suspension Conditions: _____
Reduction in Grade	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspension Conditions: _____
Probation	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspension Conditions: _____
Special Assignment	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months
	Suspension Conditions: _____
Total Forfeiture	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion Time: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Suspension Conditions: _____
Civil Recovery	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Civil Award	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life <input type="checkbox"/> Undetermined
	Suspended Portion US\$: _____
	Suspension Conditions: _____
Administrative Separation	Date Suspended: _____ Suspension Duration: <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/> Years <input type="checkbox"/> Life
	Suspension Conditions: _____

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Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action-Continued

10a.	Commander's Remarks
Checked box indicates that Commander's Remarks continue on the following page. <input type="checkbox"/>	
11. COMMANDING OFFICER OR REPORTING OFFICER	
Was a DNA sample collected from the offender? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Grade:
Official E-Mail Address:	
Signature:	Signature Date:

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Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action-Continued

10b.	Commander's Remarks Continued

Figure 13-3. Example of DA Form 4833 - Commander's Report of Disciplinary or Administrative Action-Continued

13-6. MIDF Form 458 - Charge Sheet

a. Preparation. Rules for Courts-Martial (RCM) 307 and DD Form 458 (Charge Sheet), provide instructions in the preparation of charges and specifications. Available data as to service, social security number, and similar items required to complete the first page of the charge sheet will be included. The original will be forwarded and signed. If several accused are charged on one charge sheet with the commission of a joint offense (see Manual for Courts-Martial, 2019 Edition, RCM 307(c)(5)), the complete personal data for each accused will appear on the first page of the charge sheet or on an attached copy. An extra signed copy of the charge sheet will be prepared for each additional accused.

b. Effect of preferral on favorable actions and discharges. After any charge is preferred, DD Form 458 will automatically suspend all favorable personnel actions, including discharge, promotion, and reenlistment and will automatically serve as a basis for extending a service member's term of service, if required. Filing of a MIDF Form 268 (Report to Suspend Favorable Personnel Action), and other related personnel actions are still required. Failure to file MIDF Form 268 does not affect the suspension accomplished by the DD Form 458, or give rise to any rights to the service member. After preferral of a charge, regardless of any action purporting to discharge or separate a service member, any issuance of a discharge order or certificate is void and the service member's term of service will be extended, if required, until final disposition of the charge(s), including completion of appellate review. Moreover, if a court-martial has adjudged an unsuspended punitive discharge, any issuance of a nonpunitive discharge certificate is void unless the GCMCA or an appellate court has disapproved the adjudged punitive discharge. The officer exercising GCMCA over the service member at the time of the service member's request for exception may approve an exception to this subparagraph.

c. The examples shown for MIDF Form 458 and for MIDF Forms 2627, MIDF Form 2627-1, and MIDF Form 2627-2, the DA / DD versions of the forms are shown in the figures. These are shown for example only.

CHARGE SHEET				
I. PERSONAL DATA				
1. NAME OF ACCUSED <i>(Last, First, Middle Initial)</i> Winnows, Brandon M.		2. SSN 001-01-0001	3. GRADE OR RANK SGT	4. PAY GRADE E-5
5. UNIT OR ORGANIZATION Company C, 1st Battalion, 1st Brigade, 24th Marne Division, Fort Bless, Louisiana			6. CURRENT SERVICE	
			a. INITIAL DATE 28 April 2010	b. TERM 4 Years
7. PAY PER MONTH			8. NATURE OF RESTRAINT OF ACCUSED	
a. BASIC \$2,487.60	b. SEA/FOREIGN DUTY \$0.00	c. TOTAL \$2,487.60	Pretrial Confinement 24 November 2011	
II. CHARGES AND SPECIFICATIONS				
10. CHARGE I: VIOLATION OF THE UCMJ, ARTICLE 91.				
SPECIFICATION: In that Sergeant Brandon M. Winnows, U.S. Army, at or near Fort Bless, Louisiana, on or about 24 November 2011, was disrespectful in language toward 1SG Charles E. Norris, a noncommissioned officer, then known by the said Sergeant Brandon M. Winnows to be a superior noncommissioned officer, who was then in the execution of his office, by saying to him, "I'm gonna smack you down," or words to that effect.				
CHARGE II: Violation of the UCMJ, Article 112a.				
SPECIFICATION 1: In that Sergeant Brandon M. Winnows, U.S. Army, did, at or near Fort Bless, Louisiana, on or about 22 September 2011, wrongfully use cocaine.				
SPECIFICATION 2: In that Sergeant Brandon M. Winnows, U.S. Army, did, at or near Fort Bless, Louisiana, on or about 1 November 2011, wrongfully possess marijuana.				
CHARGE III: Violation of the UCMJ, Article 128.				
SPECIFICATION: In that Sergeant Brandon M. Winnows, U.S. Army, did, at or near Fort Bless, Louisiana, on or about 24 November 2011, commit an assault upon 1SG Charles E. Norris by cutting him with a knife on the forearm.				
III. PREFERRAL				
11a. NAME OF ACCUSER <i>(Last, First, Middle Initial)</i> Delgado, Christopher F.		b. GRADE O-3	c. ORGANIZATION OF ACCUSER C Co, 1st Bn, 1st Bde, 24th Marne Division	
d. SIGNATURE OF ACCUSER <i>Christopher F. Delgado</i>			e. DATE (YYYYMMDD) 20111129	
AFFIDAVIT: Before me, the undersigned, authorized by law to administer oath in cases of this character, personally appeared the above named accuser this <u>29th</u> day of <u>November</u> , <u>2011</u> , and signed the foregoing charges and specifications under oath that he/she is a person subject to the Uniform Code of Military Justice and that he/she either has personal knowledge of or has investigated the matters set forth therein and that the same are true to the best of his/her knowledge and belief.				
_____ Vincent D. Morrison <i>Typed Name of Officer</i>		_____ HQ, 1st Bde, 24th Marne Div <i>Organization of Officer</i>		
_____ O-3 <i>Grade</i>		_____ Trial Counsel <i>Official Capacity to Administer Oath</i> (See R.C.M. 307(b)_ must be commissioned officer)		
_____ <i>Vin Morrison</i> <i>Signature</i>				

DD FORM 458, MAY 2000

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Figure 13-4. Example of MIDF Form 458 - Charge Sheet

13-7. MIDF Form 2627 - Record of Proceedings Under Article 3, MCMJ

a. Records of punishment. All actions taken pursuant to MCMJ, Art. 3, including notification, acknowledgement, imposition, filing determinations, appeal, action on appeal, or any other action taken prior to action being taken on an appeal, except summarized proceedings, will be recorded on MIDF Form 2627. The MIDF Form 2627 is a record of completed actions and either the MIDF Form 2627 or a duplicate as defined in Military Rule of Evidence (MRE) 1001(4) may be considered for use at courts-martial or administrative proceedings independently of any written statements or other documentary evidence considered by an imposing commander, a successor, or a superior authority.

b. Distribution and filing of MIDF Form 2627 and allied documents. General. The original MIDF Form 2627 will include as allied documents all written statements and other documentary evidence considered by the imposing commander or the next superior authority acting on an appeal (see para 15-7h). Copies of the MIDF Form 2627 will be transmitted by the servicing legal office (Defense Force JAG or BN S1) to the service member's military personnel division (MPD) or the unit personnel office and to the servicing Military Pay Office (MPO). The MIDF Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)) will be submitted per AR 600-8-2. Standard instructions for distribution and filing of forms for commissioned officers and enlisted service members are set out below.

c. Original of MIDF Form 2627.

(1) Place of filing. For service members who are at the rank of E-4 and below (prior to punishment) the original will be filed locally in unit NJP or unit personnel files unless the service member has been found guilty of a sex-related offense, in which case, the document must be filed in the Section 3 (Personnel Records) in the service member's electronic record. Locally filed originals will be destroyed at the end of two years from the date of imposition of punishment. When a service member is TDY or temporarily away from the service member's home general court martial (GCM) jurisdiction and receives NJP from the temporary command, the original will accompany the service member when the service member returns to their home GCM jurisdiction. The temporary jurisdiction will maintain a copy of the Art. 3, MCMJ form. The 2-year rule will apply in these situations.

(a) For all other service members, the original will be sent to the appropriate custodian listed in paragraph 3 37b(2) for filing in the electronic personnel record. The decision to file the original MIDF Form 2627 in Section 3 or the restricted portion in the electronic personnel record 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 MCMJ, Art. 3 report be filed in Section 3 that the imposing commander directed to be filed in the restricted portion. The imposing commander's filing decision will be indicated in item 4b of MIDF Form 2627. A change in the filing decision should be recorded in block 8 of MIDF Form 2627. When a commander or any superior authority makes a decision regarding the filing, the commander should consider the following:

(1) Any record of NJP which includes a finding of guilty for having committed a sex-related offense will be filed as a sex-related offense in Section 3 of the service member's electronic personnel record. This requirement applies to all service members, regardless of grade. Commanders do not have the option to designate that these documents be filed locally or in the restricted portion of the service member's electronic personnel record.

(2) Section 3 is that portion of the electronic personnel record that is routinely used by career managers and selection boards for the purpose of assignment, promotion, and schooling selection.

(3) The restricted portion is that portion of the electronic personnel record that contains information not normally viewed by career managers or selection boards except as authorized by the BDE commander or specified in the BDE COS's written instructions to the selection board.

(b) Records directed for filing in the restricted portion will be redirected to Section 3 if the service member has other records of NJP reflecting misconduct in the grade of E-5 or higher that have not been wholly set aside and recorded in the restricted portion.

(1) Method of filing. The servicing legal office will transmit the original DA Form 2627 via official email to the defense force JAG. If that option is not available, the original MIDF Form 2627 will be transmitted by the MPD or unit personnel office by certified mail.

d. Unit copy.

(1) For those MCMJ, Art. 3 forms directed for filing in Section 3 of the electronic personnel record, file a copy of the completed MIDF Form 2627 in the unit NJP files. This copy will be maintained permanently in the unit NJP file and will be forwarded to the gaining unit upon the service member's transfer to another GCMCA unless the original Art. 3 is transferred from the performance to the restricted portion of the electronic personnel record. In this case, this copy will be withdrawn from the unit NJP files and destroyed.

(2) For those MCMJ, Art. 3 reports directed for filing in the restricted portion of the electronic personnel record, a copy will be filed in the unit NJP files and destroyed at the expiration of two years from the date of punishment or on the service member's transfer, whichever occurs first.

e. Finance copy. A copy of the completed MIDF Form 2627 will be forwarded to the service member's servicing MPO if the punishment includes an unsuspended reduction and/or forfeiture of pay.

f. Personnel service copy. If the punishment includes a reduction, a copy will be forwarded to the service member's MPD or unit personnel office.

g. Service member's copy. Give a copy of the completed action with allied documents to the service member who was punished.

h. Allied documents. Allied documents will be transmitted for administrative convenience with the original MIDF Form 2627 for filing in the restricted portion of the electronic personnel record. The servicing legal office shall redact the personally identifiable information (PII) of all parties, except the service member being punished and any co-conspirator(s), from all allied documents transmitted for filing in a service member's electronic personnel record and maintained in the Defense Force JAG's electronic records.

i. Unit paralegal specialist copy. The paralegal specialist will maintain a copy of the completed MIDF Form 2627 with all allied documents in MJO for a period of two years.

(d) Any combination of the above.

(2) The MIDF Form 2627-1 (Summarized Record of Proceedings Under Article 3, MCMJ) will be used to record the proceedings. The rules and limitations concerning punishments in section IV and provisions regarding clemency in section V of AR 27-10 are applicable.

b. Notification and explanation of rights. If an imposing commander determines that summarized proceedings are appropriate, the designated subordinate officer or noncommissioned officer (NCO) (see para 15-4 of this publication and para 3-18 of AR 27-10) or the commander personally will notify the service member of the following:

(1) The imposing commander's intention to initiate proceedings pursuant to MCMJ, Art. 3.

(2) The fact that the imposing commander intends to use summarized proceedings and the maximum punishments that can be imposed pursuant to these proceedings.

(3) The right to remain silent.

(4) Offenses that the service member allegedly has committed and the articles of the MCMJ allegedly violated.

(5) The right to demand trial (see Part V, para 4a(5), MCM, 2019). Service members attached to or embarked in a vessel may not demand trial by court-martial in lieu of NJP. Any other service member will be advised that the service member has a right to demand trial and that the demand for trial must be made at the start of the hearing prior to any consideration, examination, or presentation of evidence. The service member's decision not to demand trial is irrevocable. The service member will be told that such trial could be by summary court-martial (SCM), special court-martial (SPCM), or general court-martial (GCM). The service member will also be told that the service member may object to trial by SCM or, in certain situations, SPCM convened pursuant to MCMJ, Art. 5. The service member will also be informed that at SPCM or GCM the service member would have the right to be represented by qualified military counsel, or by civilian counsel obtained at no expense to the government.

(6) The right to confront witnesses, examine the evidence, and submit matters in defense, extenuation, and/or mitigation.

(7) The right to appeal.

c. Decision period. The service member will be given the opportunity to—

(1) Accept the MCMJ, Art. 3 NJP.

(2) Request a reasonable time, normally 24 hours, to decide whether to demand trial by court-martial and to gather matters in defense, extenuation, and/or mitigation. Because of the limited nature of the possible punishment, the service member has no right to consult with legally qualified counsel.

d. Hearing. Unless the service member demands trial by court-martial within the decision period, the imposing commander may proceed with the hearing. The hearing will consist of the following:

(1) Consideration of evidence, written or oral, against the service member.

(2) Examination of available evidence by the service member.

(3) Presentation by the service member of testimony of available witnesses or other matters, in defense, extenuation, and/or mitigation.

(4) Determination of guilt or innocence by the imposing commander. Before finding a service member guilty, the commander must be convinced beyond a reasonable doubt that the service member committed the offense(s).

(5) Imposition of punishment or termination of the proceedings.

(6) Explanation of right to appeal, if found guilty of any offense(s).

e. Appeal. The decision to appeal will be recorded in block 4, MIDF Form 2627-1. The service member will be given a reasonable time (normally no more than 5 calendar days) within which to submit an appeal. The service member may, pending submission and decision on the appeal, be required to undergo the punishment imposed, but once submitted, such appeal will be promptly decided. If the appeal is not decided within three calendar days, excluding the day of submission, and if the service member so requests, further performance of any punishments involving deprivation of liberty will be delayed pending the decision on the appeal.

(1) The imposing commander or the successor-in-command may take any action on the appeal with respect to the punishment that the superior authority could take (see Part V, para 6, MCM, 2019, and see subparagraph 15-8e(2) of this publication). If the imposing commander or a successor-in-command suspends, mitigates, remits, or sets aside any part of the punishment, this action will be recorded on item eight of MIDF Form 2627, or item five of MIDF Form 2627-1. The appellant will be advised and asked to state whether, in view of this action, the appellant wishes to withdraw the appeal. Unless the appeal is voluntarily withdrawn, the appeal will be forwarded to the appropriate superior authority. An officer forwarding the appeal may attach any matter in rebuttal of assertions made by the service member. When the service member desires to appeal, the imposing commander, or the successor-in-command, will make available to the service member reasonable assistance in preparing the appeal and will promptly forward the appeal to the appropriate superior authority.

(2) Action by the superior authority on appeal will be entered in item eight on MIDF Form 2627, or item five on

MIDF Form 2627-1. A superior authority will act on the appeal expeditiously. Once the service member has submitted an appeal, including all pertinent allied documents, the appeal normally should be decided within five calendar days (three days for summarized proceedings). The superior authority may conduct an independent inquiry into the case. The superior authority may refer an appeal in any case to a JA for consideration and advice before taking action; however, the superior authority must refer an appeal from certain punishments to a JA, whether or not suspended. In acting on an appeal, the superior authority may exercise the same powers as may be exercised by the imposing commander or the imposing commander's successor-in-command. A timely appeal does not terminate merely because a service member is discharged from the Defense Force. It will be processed to completion by the superior authority.

f. Recording and filing of MIDF Form 2627-1. The proceedings will be summarized on MIDF Form 2627-1. These forms will be maintained locally in NJP files. They will be destroyed at the end of two years from the date of imposition of punishment or on the service member's transfer from the unit, whichever occurs first. A copy will be provided to the service member, if requested.

SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ			
Fix use of this form, see AS 27-12; the preparatory agency is T.JAG.			
See Notes on Reverse Before Completing Form			
This form will be used only in cases involving enlisted personnel and then ONLY when no punishment OTHER THAN oral admonition or reprimand, restriction for 14 days or less, extra duties for 14 days or less, or a combination thereof has been imposed. 1			
NAME HABE, ALFRED H.	GRADE E-3	SSN 111-11-1111	UNIT A Btry, 9/10th FA, 13th Inf Div, Fort Blank, VA 00000
1. On 23 June 2005, the above service member was advised that I was considering imposition of nonjudicial punishment under the provisions of Article 15, UCMJ, Summarized Proceedings, for the following misconduct: 2			
On or about 0900 hours, 21 June 2005, you were absent without authority from A Btry, 9/10th FA, 13th Inf Div, located at Fort Blank, VA and remained so absent until on or about 0800 hours, 22 June 2005, in violation of Article 86, UCMJ.			
2. The member was advised that no statement was required, but that any statement made could be used against him or her in the proceeding or in a court-martial. The member was also informed of the right to demand trial by court-martial 2, the right to present matters in defense, extenuation and/or mitigation, that any matters presented would be considered by me before deciding whether to impose punishment, the type or amount of punishment, if imposed, and that no punishment would be imposed unless I was convinced beyond a reasonable doubt that the service member committed the misconduct. The service member was afforded the opportunity to take 24 hours to make a decision regarding these rights. No demand for trial by court-martial was made. After considering all matters presented, the following punishment was imposed: 3			
Oral reprimand and restriction for 14 days.			
3. The member was advised of the right to appeal to the Cdr, 9/10th FA, 13th Inf Div within 5 calendar days, that an appeal made after that time could be rejected as untimely, and that the punishment was effective immediately unless otherwise stated above. The member:			
<input checked="" type="checkbox"/> Elected immediately not to appeal <input type="checkbox"/> Requested time to decide whether to appeal and the decision is indicated in item 4, below. 4			
DATE 23 June 2005	NAME, GRADE, AND ORGANIZATION OF IMPOSING COMMANDER RICHARD J. MOAD, CPT, A BTRY, 9/10TH FA, 13TH INF DIV	SIGNATURE <i>Richard J. Moad</i>	
4. (Initial appropriate block, date, and sign)			
a. <input checked="" type="checkbox"/> I do not appeal b. <input type="checkbox"/> I appeal and do not submit matters for consideration 2 c. <input type="checkbox"/> I appeal and submit additional matters 2			
DATE 23 June 2005	NAME AND GRADE OF SERVICE MEMBER ALFRED H. HABE, E-3	SIGNATURE <i>Alfred H. Habe</i>	
5. After consideration of all matters presented in appeal, the appeal is:			
<input type="checkbox"/> Denied <input type="checkbox"/> Granted as follows: 5			
DATE	NAME, GRADE, AND ORGANIZATION OF COMMANDER	SIGNATURE	
DATE	NAME, GRADE, AND ORGANIZATION OF COMMANDER	DATE	SIGNATURE OF SERVICE MEMBER
6. I have seen the action taken on my appeal.			
7. ALLIED DOCUMENTS AND/OR COMMENTS 6 10 11			

DA FORM 2627-1, AUG 84

EDITION OF NOV 82 IS OBSOLETE

USAPPC V1.00

Figure 13-6. Example of MIDF Form 2627-1 - Summarized Record of Proceedings Under Article 15, UCMJ

13-9. MIDF Form 2627-2 - Record of Supplementary Action Under Article 3, MCMJ

a. Supplementary action. Any action taken by an appropriate authority to suspend, vacate, mitigate, remit, or set aside a punishment (except punishment imposed pursuant to summarized proceedings, para 3-16) after action has been taken on an appeal or MIDF Form 2627 has been distributed according to this publication.

b. Recording. Supplementary action will be recorded on MIDF Form 2627-2.

c. Distribution and filing.

(1) Original. If the MIDF 2627 that initially imposed punishment was forwarded to the appropriate custodian of the electronic personnel record, then the original of the supplementary action will also be forwarded to the appropriate custodian of the electronic personnel record. This copy will be filed in the same electronic personnel record section location as the MIDF Form 2627 that initially imposed the punishment. The imposing commander's filing determination on the initial MIDF Form 2627 will be annotated on the MIDF Form 2627-2.

(2) Unit copy. A copy will be filed in the unit NJP files when the imposing commander directs filing on the performance section of the electronic personnel record. This copy will be destroyed in accordance with NJP records policy along with a copy of the initial MIDF Form 2627 if the original DA Form is transferred from the performance to the restricted section. In cases of filing on the restricted section of the electronic personnel record, a copy will be filed in the unit NJP files.

(3) The personnel and finance copies. If the action affects a reduction, a copy of the supplementary action and a copy of the initial MIDF Form 2627, if maintained by the unit will be forwarded to the MPD or unit personnel office. If the action affects a forfeiture, a copy will be forwarded to the servicing MPO.

(4) Unit paralegal specialist's copy. The paralegal specialist who prepared the MIDF Form 2627-2 will maintain a copy for a period of two years.

(5) Service member's copy. Give a copy of the completed action with allied documents to the service member who is being punished.

RECORD OF SUPPLEMENTARY ACTION UNDER ARTICLE 15, UCMJ <small>For use of this form, see AR 27-10, Chapter 3; the proponent agency is OTJAG-CL.</small>			
NAME	GRADE	SSN	UNIT & LOCATION
TYPE OF SUPPLEMENTAL ACTION (OTHER THAN SUPERIOR AUTHORITY ACTING ON APPEAL) (CHECK APPROPRIATE BOX) <input type="checkbox"/> SUSPENSION (Complete Item 1 below) <input type="checkbox"/> MITIGATION (Complete Item 2 below) <input type="checkbox"/> REMISSION (Complete Item 3 below) <input type="checkbox"/> SETTING ASIDE (Complete Item 4 below) <input type="checkbox"/> VACATION OF SUSPENSION (Complete Item 5 below)			
1. SUSPENSION The punishment(s) of: _____ imposed on the above service member on _____ <small>(date of punishment)</small> suspended and will automatically be remitted if not vacated before _____ <small>(date)</small>			
2. MITIGATION The punishment(s) of: _____ imposed on the above service member on _____ mitigated to _____ <small>(date of punishment)</small>			
3. REMISSION The punishment(s) of: _____ imposed on the above service member on _____ remitted. <small>(date of punishment)</small>			
4. SETTING ASIDE The punishment(s) of: _____ imposed on the above service member on _____ set aside on the basis of _____ <small>(date of punishment)</small> All rights, privileges, and property affected are hereby restored.			
5. VACATION OF SUSPENSION a. The suspension of the punishment(s) of: _____ _____ imposed on the above service member on _____ hereby vacated. The unexecuted portion(s) of the punishment(s) will be duly executed (date of punishment). <small>(date of punishment)</small> b. Vacation is based on the following offense(s): _____ _____ c. The service member _____ given an opportunity to rebut (see para. 3-25, AR 27-10). <small>(was / was not)</small> d. The service member _____ present at the vacation proceeding (see para. 3-25, AR 27-10). <small>(was / was not)</small>			
6. THE ORIGINAL DA FORM 2627 WAS FILED AS FOLLOWS: <input type="checkbox"/> Performance section of the OMPF <input type="checkbox"/> Restricted section of the OMPF. <input type="checkbox"/> NA as soldier was an E-4 or below at start of proceedings			
7. BY MY ORDER: <input type="checkbox"/> AS THE OFFICER WHO IMPOSED THE PUNISHMENT <input type="checkbox"/> AS THE SUCCESSOR IN COMMAND TO THE IMPOSING OFFICER <input type="checkbox"/> AS THE SUPERIOR AUTHORITY			
NAME, RANK, AND ORGANIZATION OF COMMANDER		SIGNATURE	DATE

DA FORM 2627-2, OCT 2011

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.01

Figure 13-7. Example of MIDF Form 2627-2 - Record of Supplementary Action Under Article 15, UCMJ

Chapter 14
Awards and decorations

For future use

Chapter 15

Medical records and physical examinations

15-1. Access to medical records

a. All personnel with access to medical records will have a current Health Insurance Portability and Accountability Act (HIPAA) certification in the personnel database and in section four of their electronic personnel record.

b. Personnel will complete the authorized Military Training Academy Safety and Risk Reduction Training School HIPAA course. This course will be updated annually..

c. This requirement is not waiverable without authorization of the defense force S1 or the defense force commander.

15-2. Segregation of medical records

All records of a medical nature will be maintained in section seven of the service member's personnel record. They will not be intermixed with other parts of the record without authorization of the defense force S1.

15-3. Reporting of medical conditions

All defense force service members will report all existing medical conditions which will inhibit the performance of their position, branch, MOS, or any basic military requirements. Failure to report such conditions will be subject to disciplinary ramifications and possible discharge / separation from the defense force.

15-4. Regular physical examinations

Defense force members will have a full physical examination a minimum of every three years or based upon unit SOP which may require more frequent examinations. The schedule for this examination will be on a rotating basis by unit and will be published in separate guidance. Defense force command staff and unit personnel will coordinate for the medical and other support required to properly conduct physicals for all unit members.

15-5. Standard Form 93 - Report of medical history

At least three months before the scheduled physical, service members will complete Standard Form 93, Report of Medical History. This form will be used as the basis for the member's regular physical when it occurs. The physical will be documented on Standard Form 88, Report of Medical Examination.

Chapter 16
Personnel database

For future use

Chapter 17
Unit payroll procedures

For future use

Chapter 18 Retirement

18–1. The state military retired list

Except in time of war or national emergency declared by the congress of the United States, officers, warrant officers and enlisted personnel shall be retired at the highest rank they have held, from active service with the national guard prior to/ or upon reaching age 62, and their names shall be placed on the state military retired list. Officers, warrant officers and enlisted personnel of the defense force serving this state during an emergency or war are eligible for retirement and enrollment on the state military retired list under the same conditions as apply to officers, warrant officers and enlisted personnel of the national guard.

18–2. Retired personnel; return to active service, removal from military retirement list

If due to a change of physical condition or a change in federal law, rule or regulation, a retired person again becomes eligible for service in the Michigan national guard or defense forces, and for federal recognition in the case of officers in the national guard, and becomes active in the Michigan national guard or defense force, his name shall be removed from the retired list without prejudice to him or her.

18–3. Eligibility for retirement

a. In accordance with MCL 32.811, a person who has completed not less than 20 years of active service with the national guard or defense force, or both shall receive pay of \$600.00 per year upon reaching 55 years of age.

b. As stated in MCL 32.817, when establishing eligibility for retired pay, “any fractional part of a year amounting to six months or more is counted as a complete year.”

c. IAW MCL 32.811 and 32.817, the minimum amount of service in the Michigan national guard (Army or Air), the Michigan Defense Force, or a combination of the two, is 19 years, six months, and one day in order to qualify for a retirement benefit under the Michigan Military Retirement System (MMRS).

d. Officers, other than the adjutant general and assistant adjutants general, who are appointed to state special duty prior to July 1, 2013 because of having reached the maximum age or because of federal law or regulation and retires shall receive retirement pay as provided in section 306 of Act 150. Retirement under that section requires not less than 20 years of active service with the national guard or state defense force, or both. Any retirement pay received from the federal government for military service shall be deducted when computing the amount received from the state. The deduction shall start on the first day of the month the person becomes eligible for federal retirement. Once established, the amount of the deduction shall not be changed.

18–4. Retired personnel; pay or emoluments; recall to active duty; restoration to retirement status.

a. Except as otherwise provided in Michigan law, no person on the state military retired list may receive any pay or emolument from the state for military duty during the time he remains on the retired list. Nothing in this publication shall be construed to prohibit the governor from recalling to active service an officer heretofore or hereafter retired or from temporarily removing the officer from the retired list for the purpose of recalling or recommissioning such officer for active service. The officer recalled to active service or recommissioned shall be restored to his prior retirement status in the same or higher attained rank when he is relieved and applies for such retirement.

b. Effective 01 January 2023, IAW the stipulation in subparagraph 20-4a above, since defense force members may at any time be placed into a pay status, no member of the defense force who is eligible for and currently receiving the MMRS monthly benefit may continue service within the defense force unless the monthly payment of the MMRS benefit is suspended and the member is removed from the retired list for the time they serve in the Michigan defense force. Upon the completion of the member’s service in the defense force, that member will be placed once more on the state military retired list.

c. Effective 01 January 2023, Members who refuse to suspend the MMRS benefit and be removed from the retired list will be discharged / separated.

18–5. Amount to be received by spouse upon death of person

Upon the death of a person who has completed not less than 20 years of active service with the national guard or defense force, or both, and who before his or her death met one of the circumstances described in MCL 32.811, or was still in active service, a surviving spouse shall receive \$500.00 per year until death.

Chapter 19

Forms preparation and examples

19-1. Explanation of chapter

This chapter contains how-to-prepare advice and examples of some of the most common forms used in the defense force. It is not meant to be a comprehensive description of all of the possible forms which may be used in all situations.

19-2. Forms guides and examples

The guides and examples below are brief and only cover areas of forms which are not self-explanatory. For example, fields such as Name or ID# are expected to be self-evident. In some cases, only an example of the form will be given. In such a case, the user is expected to use the example itself as a guide rather than written instructions.

19-3. Form W4 - Employee's Withholding Certificate

- a. All members of the defense force will have a current Form W4 on record. No waivers or requests for exception to policy will be granted.
- b. W4s will be updated a minimum of every three years even if no changes to withholding is desired and / or there is no change in dependency status.
- c. Units will develop a Form W4 update cycle policy and ensure copies of new forms are added to the members' electronic personnel records and copies are remitted to the military pay office (MPO).
- d. Upon the implementation of the defense force personnel database, Form W4 update information will be maintained in the database even if a hardcopy version of the form was used.

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		2020
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.			
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶ <input type="checkbox"/> TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)			
Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here		3 \$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income		4(a) \$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b) \$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c) \$
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. ▶ Employee's signature (This form is not valid unless you sign it.) ▶ Date		
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 3.		Cat. No. 10220Q	Form W-4 (2020)

Figure 19-1. Example of Form W4 - Employee's Withholding Certificate

19-4. MI Form W4 - Employee's Withholding Certificate

- a. All members of the defense force who are Michigan residents will have a current Michigan Form W4 on record. No waivers or requests for exception to policy will be granted.
- b. MI Form W4s will be updated a minimum of every three years even if no changes to withholding is desired and/or there is no change in dependency status.
- c. Units will develop a MI Form W4 update cycle policy and ensure copies of new forms are added to the members' electronic personnel records and copies are remitted to the military pay office (MPO).
- d. Upon the implementation of the defense force personnel database, MI Form W4 update information will be maintained in the database even if a hardcopy version of the form was used.

MI-W4 <small>(Rev. 11-19)</small>		EMPLOYEE'S MICHIGAN WITHHOLDING EXEMPTION CERTIFICATE STATE OF MICHIGAN - DEPARTMENT OF TREASURY	
<small>This certificate is for Michigan income tax withholding purposes only. You must file a revised form within 10 days if your exemptions decrease or your residency status changes from nonresident to resident. Read instructions below before completing this form.</small>			
<small>Issued under P.A. 281 of 1967.</small>			
▶ 3. Type or Print Your First Name, Middle Initial and Last Name		▶ 1. Social Security Number	▶ 2. Date of Birth
Home Address (No., Street, P.O. Box or Rural Route)		4. Driver's License Number or State ID	
City or Town	State	ZIP Code	▶ 5. Are you a new employee? <input type="checkbox"/> Yes If Yes, enter date of hire <input type="checkbox"/> No
6. Enter the number of personal and dependent exemptions you are claiming		▶ 6.	
7. Additional amount you want deducted from each pay (if employer agrees)		7. \$.00
8. I claim exemption from withholding because (does not apply to nonresident members of flow-through entities - see instructions):			
a. <input type="checkbox"/> A Michigan income tax liability is not expected this year.			
b. <input type="checkbox"/> Wages are exempt from withholding. Explain: _____			
c. <input type="checkbox"/> Permanent home (domicile) is located in the following Renaissance Zone: _____			
EMPLOYEE: If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records.		<small>Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I anticipate that I will not incur a Michigan income tax liability for this year.</small>	
		9. Employee's Signature	▶ Date
INSTRUCTIONS TO EMPLOYER: Employers must report all new hires to the State of Michigan. Keep a copy of this certificate with your records. If the employee claims 10 or more personal and dependent exemptions or claims a status exempting the employee from withholding, you must file their original MI-W4 form with the Michigan Department of Treasury. Mail to: New Hire Operations Center, P.O. Box 85010; Lansing, MI 48908-5010.		Employer: Complete lines 10 and 11 before sending to the Michigan Department of Treasury.	
		10. Employer's Name, Address, Phone No. and Name of Contact Person	
		▶ 11. Federal Employer Identification Number	

Figure 19-2. Example of MI Form W4 - Employee's Withholding Certificate

19-5. Form I9 - Employment Eligibility Verification

- a. All employees in the United States are required by their employers to have a Form I9 on file. This requirement applies to the defense force, as well. No waivers or requests for exception to policy will be granted.
- b. All units will prepare a Form I9 for service members who do not already have one on file. Using appropriate documentation, the form will be validated by an E-7 or above and signed by the validator.
- c. The Form I9 will be maintained in Section 4 of the service member's electronic personnel record.



Instructions

Start Over

Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Form fields for Section 1: Last Name, First Name, Middle Initial, Other Last Names Used, Address, Apt. Number, City or Town, State, ZIP Code, Date of Birth, U.S. Social Security Number, Employee's E-mail Address, Employee's Telephone Number.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

Attestation options: 1. A citizen of the United States, 2. A noncitizen national of the United States, 3. A lawful permanent resident, 4. An alien authorized to work until (expiration date, if applicable). Includes document requirements for aliens.

Signature of Employee and Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one): I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Form fields for Preparer/Translator: Signature, Today's Date, Last Name, First Name, Address, City or Town, State, ZIP Code.

Click to Finish

STOP Employer Completes Next Page STOP

Figure 19-3. Example of Form I9 - Employment Eligibility Verification



Instructions

Start Over

Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name), First Name (Given Name), M.I., Citizenship/Immigration Status

Document selection area with columns: List A Identity and Employment Authorization, OR, List B Identity, AND, List C Employment Authorization. Includes fields for Document Title, Issuing Authority, Document Number, and Expiration Date. Includes an Additional Information box and a QR Code box.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature and contact information fields: Signature of Employer or Authorized Representative, Today's Date, Title of Employer or Authorized Representative, Last Name of Employer or Authorized Representative, First Name of Employer or Authorized Representative, Employer's Business or Organization Name, Employer's Business or Organization Address (Street Number and Name), City or Town, State, ZIP Code

Click to Finish

Figure 19-3. Example of Form I9 - Employment Eligibility Verification - Continued

19-6. DD Form 93 - Record of Emergency Data

- a. All members of the defense force will have a current DD Form 93, Record of Emergency Data, on file. The form will be maintained in section two of the member's electronic personnel record.
- b. The DD Form 93 will be reviewed and, if needed, updated a minimum of once per year.
- c. When using the fillable pdf version of the DD Form 93, handwrite "Defense Force" above the Contractor option in block 3a.
- d. The upcoming personnel database will perform the action in 21-6c above automatically.
- e. Leave blocks 11 through 13 on page two blank. They do not apply to defense force personnel.

RECORD OF EMERGENCY DATA			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN). PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable. ROUTINE USES: None. DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</p>			
INSTRUCTIONS TO SERVICE MEMBER		INSTRUCTIONS TO CIVILIANS	
<p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancé), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.</p>		<p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death. It does not have a legal impact on other forms you may have completed with the DoD or your employer.</p>	
<p>IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</p>			
SECTION 1 - EMERGENCY CONTACT INFORMATION			
1. NAME (Last, First, Middle Initial)		2. SSN	
SOLDIER, IMA TEST		000-00-0001	
3a. SERVICE/CIVILIAN CATEGORY			b. REPORTING UNIT CODE/DUTY STATION
<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MI SDF <input type="checkbox"/> CONTRACTOR			WOD0AA Lansing MI
4a. SPOUSE NAME (if applicable) (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
<input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		123 East Main Street Lansing MI 48917	
5. CHILDREN	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)	d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
a. NAME (Last, First, Middle Initial)			
6a. FATHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
Deceased			
7a. MOTHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
Deceased			
8a. DO NOT NOTIFY DUE TO ILL HEALTH	b. NOTIFY INSTEAD		
9a. DESIGNATED PERSON(S) (Military only)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)			

DD FORM 93, JAN 2008

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional X

Figure 19-4. Example of DD Form 93 - Record of Emergency Data

SECTION 2 - BENEFITS RELATED INFORMATION			
11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i>	b. RELATIONSHIP	c. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	
14. CONTINUATION/REMARKS			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>		16. SIGNATURE OF WITNESS <i>(Include rank, rate, or grade as appropriate)</i>	17. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 93 (BACK), JAN 2008

Figure 19-4. Example of DD Form 93 - Record of Emergency Data - Continued

19-7. DA Form 4856 - Developmental Counseling Form

a. Although requirements to record counseling sessions vary, a leader always benefits from documenting the main points of a counseling session, even informal ones. Documentation serves as a ready reference for the agreed-upon plan of action and helps the leader track the subordinate's accomplishments, personal preferences, or issues. A good record of counseling enables the leader to make proper recommendations for professional development, promotions, and evaluations. DA Form 4856 is designed to help leaders conduct and record counseling sessions. Leaders must decide when counseling, additional training, rehabilitation, reassignment, or other developmental options have been exhausted.

b. Regulations require specific written records of counseling for certain personnel actions, such as barring a service member from reenlisting, processing an administrative separation or placing a service member in the overweight program. When a service member faces involuntary separation, the leader must maintain accurate counseling records. Documentation of substandard actions often conveys a strong message to subordinates that a further slip in performance or discipline could require more severe action or punishment.

c. Leaders should close the session by asking the counseled subordinate to summarize key points and expectations based on the proposed plan of action. Leaders should establish any necessary follow-up measures with the subordinate to support the successful implementation of the plan of action. Follow-up measures may include providing the subordinate with specific resources and time, periodic assessments of the plan and additional referrals. If possible, schedule future meetings before dismissing the subordinate.

DEVELOPMENTAL COUNSELING FORM		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Soldier, Justa Test	SGT	20201215
Organization	Name and Title of Counselor	
Company A, 5th Battalion, 26th Special Troops Brigade	IMD, RDNCO, Readiness NCO	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
Request for transfer to the Inactive Reserve List.		
PART III - SUMMARY OF COUNSELING		
Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion:		
The service member above requests transfer to the Inactive Reserve List for the following reason: Civilian job conflict		
The service member has previously spent the following number of days in an Inactive Reserve List status: 184.		
The service member has the following number of Inactive Reserve List days remaining: 181.		
There is no statutory authorization under Michigan law for the Inactive Reserve List. As such, the use of this status by the Defense Force, while once indefinite, is now severely limited. The reason for this limitation is service in the Michigan Defense Force, either on its own or in conjunction with Michigan Army or Air National Guard service, can qualify a service member for the Michigan Military Retirement System (MMRS) benefit. The minimum service for this benefit is 19 years, 6 months, and 1 day of total Michigan service (Michigan National Guard, Defense Force, or a combination of the two). In order to prevent defrauding the people of Michigan whom we serve by an indefinite period in the Inactive Reserve List and through that period qualifying for MMRS while providing no service to the state, your time in this status is limited to three hundred sixty-five (365) days in total for your career in the Defense Force. You have until the completion of this one year period, or sooner, if you have previously spent time in the Inactive Reserve List, to either return to an active status in the Defense Force or request discharge / separation. Once the last day of your authorized Inactive Reserve List status expires, you will be administratively discharged / separated from the Defense Force.		
During your time in the Inactive Reserve List, you are still a mobilization asset to the state and may still be called upon to serve, if needed, to support the state in times of emergencies. You are expected to keep your contact information updated during your time in the Inactive Reserve List.		
Your time in the Inactive Reserve List will count for time in service (TIS) in the Defense Force but, if it happens to exceed 365 days, will be limited to one year. Your time in the Inactive Reserve List will not count for time in grade (TIG) purposes. Upon your return to an active status in the Defense Force, your date of rank (DOR) will be adjusted to reflect your time in the Inactive Reserve List.		
The last day of your authorized Inactive Reserve List status is 20210630.		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

DA FORM 4856, JUL 2014

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 2
APD LC v1.04ES

Figure 19-5. Example of DA Form 4856 - Developmental Counseling Form

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)
SM will maintain contact with the unit during the time of authorized Inactive Reserve List status and update unit leadership of any changes in status.
SM understands he is still a mobilization asset and may still be called upon to serve in times of state emergencies.
SM will keep contact information updated during this time.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)
Individual counseled: I agree disagree with the information above.
Individual counseled remarks:

Signature of Individual Counseled: Justa Test Soldier Digitally signed by Justa Test Soldier
Date: 2020.11.01 00:16:42 -0400 Date: 20201101

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: IMD RDNCO Digitally signed by IMD RDNCO
Date: 2020.11.01 00:17:09 -0400 Date: 20201101

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

Figure 19-5. Example of DA Form 4856 - Developmental Counseling Form (continued)

19-8. DMVA Form 4-14B - State Active Duty Employment Data

a. All service members entering active state service are required to complete a DMVA Form 4-14B, State Active Duty Employment Data.

b. Units are encouraged to pre-fill this form – typewritten, not handwritten – and keep a copy in the service member’s electronic personnel record.

c. This form should be updated whenever there is a change in the service member’s primary information.

d. Upon the implementation of the defense force personnel database, this form will be automatically filled-out based upon service member data previously entered into the database.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

STATE ACTIVE DUTY

EMPLOYMENT DATA

1. Name: _____
(Exactly as it appears on social security card)
2. Social Security Number: _____
3. Marital Status: (M) Married _____ (S) Single _____ (D) Divorced _____
(W) Widowed _____ (L) Legally Separated _____
4. Birth Date: _____
Month Day Year
5. Sex: Male _____ Female _____
6. Race: (WH) White _____ (BL) Black _____ (HI) Hispanic _____
(AN) American Indian or Alaskan Native _____
(AS) Asian or Pacific Islander _____
7. Home Phone: (_____) _____
8. Pay Date/Pay Entry Basic Date (PEBD) _____
(Obtain from your LES)
9. BAQ Allowances With or Without Dependents? (0) Without Dependents _____
(1) With Dependents _____
10. Mailing Address:
(Checks **can not** be forwarded – Please use current mailing address)
 - Street Address: _____
 - City: _____
 - State: _____ Zip Code: _____
 - County: _____

NOTE: All fields must be completed

DMVA Form 4-14B (Rev 5/11)

Figure 19-6. Example of DMVA Form 4-14B - State Active Duty Employment Data

19-9. Family Assistance Information Sheet

a. All service members entering active state service are required to complete a Family Assistance Information Sheet.

b. Units are encouraged to pre-fill this form – typewritten, not handwritten – and keep a copy in the service member’s electronic personnel record.

c. This form should be updated whenever there is a change in the service member’s primary information.

d. Upon the implementation of the defense force personnel database, this form will be automatically filled-out based upon service member data previously entered into the database.

SERVICE MEMBER FAMILY ASSISTANCE INFORMATION SHEET						
DATA REQUIRED AND PROTECTED BY THE PRIVACY ACT OF 1974						
<small>AUTHORITY: Title 10 USC, Section 3012, and 5 U.S.C 552a. PRINCIPLE PURPOSE(S): To assist the MI ARNG Family Program personnel in its mission to provide assistance to families of Service Members who are required to be away from their home station. ROUTINE USE(S): (1) To identify problems and service needs of soldiers and families. (2) To gather data that will assist in the development of appropriate MI ARNG programs and services. (3) To serve as a record of services provided. EFFECT ON INDIVIDUALS NOT PROVIDING MANDATORY INFORMATION: Mandatory information is required to assist the individual and his/her Family Members. Failure to provide the information could result in a delay in providing any required or needed assistance.</small>						
SERVICE MEMBER'S DATA (Please Print Legibly)						
NAME: (Last, First, MI)		RANK/GRADE:	SEX: M F	SSN:		
HOME UNIT:		DEPLOYING UNIT:		DOB:		
SM HOME ADDRESS:			CITY:	STATE:	ZIP:	
HOME PHONE: ()		CELL PHONE: ()		PERSONAL E-MAIL:		
MILITARY E-MAIL:		PREVIOUSLY DEPLOYED: Y N		MARITAL STATUS: (Circle One) SGL MAR		
PRIMARY POINT OF CONTACT						
NAME: (Last, First)		SAME AS DD FORM 93? Y N	RELATIONSHIP:			
ADDRESS:	CITY:	STATE:	ZIP:	SPECIAL NEEDS: Y N	PREFERRED CONTACT METHOD:	
HOME PHONE: ()	CELL PHONE: ()	E-MAIL:				
SECONDARY POINT OF CONTACT						
NAME: (Last, First)		RELATIONSHIP:				
ADDRESS:	CITY:	STATE:	ZIP:	SPECIAL NEEDS: Y N	PREFERRED CONTACT METHOD:	
HOME PHONE: ()	CELL PHONE: ()	E-MAIL:				
EVACUATION POINT OF CONTACT						
<small>In the event of a natural disaster, the Evacuation Point of Contact is the place you and your family would go to seek safe shelter if you could not remain in your area or home. (example: Flood, Power Outage, Fire) If this is the same person as either your primary contact or secondary contact, please enter POC or SPOC.</small>						
NAME: (Last, First)		RELATIONSHIP:				
ADDRESS:	CITY:	STATE:	ZIP:	PHONE: ()		

Figure 19-7. Example of Family Assistance Information Sheet

CHILD/YOUTH PRIMARY POINT OF CONTACT			
NAME OF CHILD	DATE OF BIRTH:	SCHOOL: (Name, City and Grade)	
SPECIAL NEEDS: (Do any of the children have special needs?)			
Name	Need	Relationship	
CHILD/YOUTH GUARDIAN POINT OF CONTACT			
If the Service member is required to be away from home due to mobilization, this person will be the guardian for the children. If this is the same person as either your primary contact or secondary contact, please enter POC or SPOC.			
NAME: (Last, First)		RELATIONSHIP:	
ADDRESS:	CITY:	STATE:	ZIP:
HOME PHONE: () ()	CELL PHONE: () ()	E-MAIL:	
Consent for Release of Confidential Information			
I hereby authorize the LEAD State Child and Youth Coordinator of the Michigan National Guard to release and /or exchange information from the records of the above listed children with the school they attend for the use of planning and providing educational services. Further release of this information is prohibited. This release shall be valid for two (2) years from the date of my signature below unless I withdraw my consent at any time by notifying the Michigan Family Programs Office.			
Service Member's Signature _____		Date: _____	
SOLDIER VERIFICATION			
To the best of my knowledge, I verify that the information provided is correct:			
Service Member's Signature _____		DATE: _____	
FOR FAMILY PROGRAM USE ONLY			
YOUTH		FAMILY ASSISTANCE SPECIALIST:	

MI ARNG FAMILY PROGRAMS Form 23 Jan 2017 (All others are obsolete)

Page 2

Figure 19-7. Example of Family Assistance Information Sheet - Continued

19-10. MIDF Form 71 - Oath of Office

a. All members selected for and accepting an appointment as a commissioned or warrant officer in the defense force will complete a MIDF Form 71 upon accepting that appointment. The required oath of office will be administered by an officer authorized by Michigan law to administer such oaths and the form will be signed by the same officer.

b. Upon the effective date of this publication, all current officers, both commissioned and warrant, who are retained as such by the defense force commander, will execute a MIDF Form 71.

c. The MIDF Form 71 needs only to be executed once. After that, future promotions / appointments will be executed by appropriate orders.

OATH OF OFFICE – STATE DEFENSE FORCE PERSONNEL		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 3331, 552, 552a; 10 USC 10204.	
PRINCIPAL PURPOSE:	To create a record of the date of acceptance of appointment.	
ROUTINE USES:	Information is used to establish and record the date of acceptance. The SSN is used to identify the member. The date of acceptance of appointment is used in preparing statements of service and computing basic pay date.	
DISCLOSURE:	Completion of form is mandatory. Failure to do so will cause the appointment to be invalid.	
INSTRUCTIONS		
INDICATE THE APPOINTMENT FOR WHICH OATH IS BEING EXECUTED BY PLACING AN "X" IN APPROPRIATE BOX.		
This form will be executed upon acceptance of appointment as an officer in the state defense force of Michigan. Immediately upon receipt of notice of appointment, the appointee will, in case of acceptance of the appointment, return to the agency from which received, the oath of office (<i>on this form</i>) properly filled in, subscribed and attested. In case of non-acceptance, the notice of appointment will be returned to the agency from which received, (<i>by letter</i>) indicating the fact of non-acceptance.		
Type of Appointment		
<input checked="" type="checkbox"/> Commissioned Officer	<input type="checkbox"/> Warrant Officer	
In accordance with Section 32.617 of the Michigan Compiled Laws, all officers will take the following oath within ten days of appointment:		
"I,, do solemnly swear (or affirm), having been appointed by authority of the governor of this state in the grade of, that I will support and defend the constitution of the United States and the constitution of the state of Michigan, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the governor of the state of Michigan; that I make this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office in the State Defense Force of the state of Michigan, upon which I am about to enter. SO HELP ME GOD."		
IMJUST (First Name, Middle Name, Last Name)	ATEST SOLDIER (Social Security Number)	000-00-0000 (Signature - Full Name)
SWORN TO AND SUBSCRIBED BEFORE ME THIS <u>28</u> DAY OF <u>August</u> , <u>2020</u> .		
BG MIARNG (Grade, component, or office of official administering oath)	Assistant Adjutant General, Army (Signature)	
The effective date of the commissioned / warrant service (if backdated) for the member shown above is: <u>20180828</u> .		
FOR THE EXECUTION OF THE OATH OF OFFICE		
1. Whenever any person is elected or appointed to an office of honor or trust under the Government of the State of Michigan, he/she is required before entering upon the duties of his/her office, to take and subscribe the oath prescribed by MCL 32.617.		
2. 10 USC 626 and 14309 eliminate the necessity of executing oath on promotion of officers.		
3. The oath of office may be taken before any commissioned officer of any component of any Armed Force, whether or not on active duty (10 USC 1031), or before any commissioned warrant officer when acting as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant in any of the Armed Forces (See UCM, Article 136; 10 USC 936). A commissioned warrant officer administering the oath of office will show his/her title in the block to the left of his/her signature.		
4. Oath of office may also be taken before any civil officer who is authorized by the laws of the United States or by the local municipal law to administer oaths, and if so administered by a civil official, the oath must bear the official seal of the person administering the oath, or if a seal is not used by the official, the official's capacity to administer oaths must be certified to under seal by a clerk or court or other proper local official.		

MI SDF Form 71, 28 August 2020

Figure 19-8. Example of MIDF Form 71 - Oath of Office

19-11. MIDF Form 4836 - Oath of Extension of Enlistment for Reenlistment

- a. MIDF Form 4836 is the prescribed method by which enlisted service members extend their enlistments within the defense force. The form may be executed within one year of a member's expiration of term of service (ETS).
- b. A commissioned or warrant officer is the preferred administrator of the oath of reenlistment and the signatory agent of the form. Otherwise, these actions may be completed by any officer prescribed by Michigan law with the power to administer oaths.
- c. If a member's ETS date has passed but less than 24 hours have passed, the member may be reenlisted on MIDF Form 4, Enlistment / Reenlistment Document (see paragraph 21-28), in order to prevent a break in service.
- d. Upon the effective date of this publication, all enlisted members of the defense force, who are retained as such by the defense force commander, will execute a MIDF Form 4836.

OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT			
<small>For use of this form, see SDF Reg 100-1; the proponent agency is DMVA, MI.</small>			
DATA REQUIRED BY THE PRIVACY ACT 1974 (5 USC 552a)			
AUTHORITY:	Title 10, USC, Sec 509, Title 32, USC Sec 302(c).		
PRINCIPLE PURPOSE(S):	To be used when a member of the State Defense Force extends a current enlistment/reenlistment agreement.		
ROUTINE USES:	Confirmation of obligation and participation requirements, and as a basis for non-participation action if the individual fails to meet participation requirements.		
DISCLOSURE:	Voluntary, however if member refuses to provide the requested information and sign the form, the member will be released upon normal ETS date. A copy of this form will be retained by the individual.		
EXTENSION PROCESSING DATA			
1. THIS IS AN EXTENSION OF ENLISTMENT/REENLISTMENT OF A CURRENT MEMBER OF THE MICHIGAN STATE DEFENSE FORCE.			
2. NAME (Last, First, MI)	3. GRADE	4. DATE (YYYYMMDD)	
SOLDIER, JUSTA T.	SGT	20201215	
5. UNIT OF ASSIGNMENT (Include unit designation, address, UIC and ZIP Code)			
COMPANY A, 1 st BATTALION, 26 th SPECIAL TROOPS BATTALION, 3411 NORTH MARTIN LUTHER KING JUNIOR BOULEVARD, LANSING, MI 48906, WOD1A0			
6. COMPUTATION OF THIS EXTENSION			
	(Day)	(Month)	(Year(s))
• CURRENT ETS (Extracted from item 6d above)	17	06	21
• PERIOD OF THIS EXTENSION	00	00	06
• NEW ETS (Sum of a and b above)	17	06	27
7. PROVISIONS / INCENTIVES OF THIS EXTENSION			
NONE //NOTHING FOLLOWS//			
OATH OF EXTENSION			
I do hereby acknowledge this <u>15th</u> day of <u>December</u> , <u>2020</u> , that I have voluntarily extended my current enlistment / reenlistment agreement of <u>18th</u> day of <u>June</u> , <u>2018</u> , for the period indicated in item 7b above. I agree to remain a member of the (State Defense Force) of <u>Michigan</u> during the entire period of this extension. I understand this extension will establish my Expiration Term of Service (ETS) date as shown in item 7c.			
SIGNATURE <i>Justa T Soldier</i>			DATE (YYYYMMDD) 20201215
OFFICER CERTIFICATION			
I certify that the above Oath of Extension was subscribed and duly sworn before me on this <u>15th</u> day of <u>December</u> , <u>2020</u>			
TYPED NAME, GRADE, AND BRANCH OF COMMISSIONED OFFICER*		SIGNATURE OF COMMISSIONED OFFICER*	
IMA OFFICER, CPT, MIDF		<i>Ima Officer</i>	
* Or warrant officer, or any other person so designated to administer oaths under State law, for member of the State Defense Force			
NOTE: SDF: Original to soldier, 1 copy to SDF HQ, 1 copy to State AG.			

SDF FORM 4836, OCT 2020

Figure 19-9 Example of MIDF Form 4836 - Oath of Extension of Enlistment or Reenlistment

19-12. MIDF Form 268 - Report to Suspend Favorable Personnel Actions

Policy and Management of Flags

a. General policy

(1) The purpose of a Flag is to prevent and/or preclude—

(a) Execution of favorable actions to a service member who may be in an unfavorable status (not in good standing).

(b) Movement of a service member when it is in the best interests of the defense force for the service member to remain in his or her current unit or at his or her current location until cleared of ongoing actions. Should the command determine that it is in the best interests of the defense force to PCS the service member even though he or she has not been cleared of ongoing actions, the command may do so, however, the Flag will remain in place. Note, service members with nontransferable Flags may be reassigned on a case-by-case basis when the service member's headquarters directs the transfer.

(2) Flags are not to be used for punishment or restriction, but only as an administrative tool.

(3) The Flag is not the final disposition. A Flag is emplaced during some type of disciplinary or administrative action until that action is concluded.

(4) The Flag should be initiated within 3 working days after identification of the service member's unfavorable status and removed within 3 working days after determination of the final disposition.

(5) The suspension of favorable actions on a service member is mandatory when military or civilian authorities initiate any investigation or inquiry that may potentially result in disciplinary or adverse administrative action. Commanders and staff heads must ensure that favorable personnel actions are suspended in accordance with the criteria contained in this publication.

(6) Commanders and staff heads will establish necessary internal controls to ensure the following requirements are met:

(a) MIDF Form 268 is prepared to reflect that favorable personnel actions are suspended with regard to the affected

service member and the Flag is input into the personnel database – when it is operational - without delay.

(b) Only those with a “need to know” of a Flag are informed. A person has a “need to know” only if he or she must have access to knowledge, or possession of the Flag, in order to perform official duties.

(c) Flag information will support the Health Promotion, Risk Reduction, and Suicide Prevention policy for information sharing described in AR 600–63 and DA Pam 600–24.

(d) Favorable actions are not granted when prohibited by this publication or applicable law. The MPD supporting personnel office, Defense Force S1, or other authorized records custodian for the service member will also use appropriate reports or processes to guard against the execution of favorable personnel actions for flagged service members.

(e) MIDF Form 268 is prepared to remove a Flag when the service member's status changes from unfavorable to favorable and the Flag is removed from the personnel database within 3 working days.

(7) Flags are classified into two categories depending on the specific action or investigation:

(a) Nontransferable. The flagged service member may not be transferred to another unit.

(b) Transferable. The flagged service member may be transferred to another unit.

b. Circumstances requiring a non-transferable flag:

A service member flagged under the provisions of this paragraph may not be reassigned to another unit unless specifically authorized by this publication. This restriction does not apply to reassignments required by law. The specific actions or investigations listed below require initiation of a non-transferable flag (see table 21–1). More than one Flag may be required concurrently. Examples of circumstances requiring non-transferable flags include—

(1) “Commander's investigation” (Flag code L). Commanders must flag service members who are suspects or objects of an investigation or are designated as respondents in a board. The term “investigation” is to be interpreted broadly to include any action that may result in disciplinary action or other loss to the service member's rank, pay, or privileges. Examples of investigations include, but are not limited to, commanders' inquiries and AR 15–6 investigations. If the investigating officer finds reason to suspect a service member who was not originally identified as a suspect, subject, or respondent, the commander must be notified and must Flag that service member as well. Examples triggering Flag code L include, but are not limited to, a service member who is a witness in an investigation but later becomes a suspect, or when an investigation has no identified respondent, but later the investigating officer finds reason to suspect a service member may be subject to disciplinary action. Effective date of the Flag is the earliest of the date of offense, the date the commander directs the investigation, the date the commander appoints an investigation officer, or the date the investigating officer suspects the service member may be subject to disciplinary action. The initiation of (2) DD Form 200 (Financial Liability Investigation of Property Loss), in and of itself, will not result in the initiation of a Flag (AR 735–5).

(2) "Law enforcement investigation" (Flag code M). Commanders must Flag service members titled as possible subjects or suspects by the Defense Force Criminal Investigation Command (DFCIDC) (or service equivalent), military police, or civilian law enforcement during the course of an investigation. Effective date of the Flag is the date of offense or the date law enforcement identifies or titles the service member as a subject or suspect. Upon adjudication decision, commanders must submit a completed MIDF Form 4833 (Commander's Report of Disciplinary or Administrative Action), if warranted by the investigation's determination, to HQDF / JFHQ.

(3) "Adverse actions" (Flag code A). Commanders must Flag service members for adverse actions including, but not limited to (except drug or alcohol related offenses which will be flagged code U or V):

(a) Initiation of proceedings under Article (ART) 3, Michigan Code of Military Justice (MCMJ, ART 3); court martial proceedings (immediately upon referral of charges or pretrial confinement); or civilian criminal charges, restraint, or confinement. This Flag may appropriately overlap with Flag code L or M above, as warranted.

(b) Initiation of proceedings for administrative reduction in grade for inefficiency or misconduct in accordance with AR 600-8-19.

(c) Initiation of a nonpunitive memorandum of reprimand, censure, or admonishment. The Flag will be effective on the day the offense leading to the memorandum took place. This Flag may appropriately overlap with Flag code L or M above, as warranted.

(d) Service member is absent without leave (AWOL) in accordance with AR 630-10. For all service members, submit the initial Flag on the second day of AWOL effective the first day of AWOL.

(4) "Involuntary separation or discharge" (field initiated (Flag code B) or JFHQ-initiated (Flag code W)). Service members pending involuntary separation or discharge to include the Qualitative Management Program, must be flagged (except entry level performance and conduct separations). Service members will not be flagged solely for undergoing a medical evaluation board. The effective date of the Flag will be the date the commander signs the intent to separate notification memorandum to the service member or the date HQDF / JFHQ initiates an involuntary separation action. Remove the Flag when discharge orders are published (Reserve Component) or service member is retained.

(5) Pending "delay of or consideration for removal" from a command, promotion, or school selection list, to include a Defense Force unit vacancy promotion list (field initiated (Flag code C) or JFHQ-initiated (Flag code F)).

(6) "Referred Officer Evaluation Reports." DA Form 67-10-1 (Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report); DA Form 67-10-2 (Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report); DA Form 67-10-3 (Strategic Grade Plate (O6) Officer Evaluation Report); DA Form 67-10-4 (Strategic Grade Plate General Officer Evaluation Report)), hereafter referred to collectively as "DA Form 67-10 series (officer evaluation report (OER))" or "OER" or "Relief for Cause Noncommissioned Officer Evaluation Reports" DA Form 2166-9-1 (NCO Evaluation Report (SGT)), DA Form 2166-9-2 (NCO Evaluation Report (SSG-1SG/MSG)), DA Form 2166-9-3 (NCO Evaluation Report (CSM/SGM)), hereafter referred to collectively as "DA Form 2166-9 series (noncommissioned officer evaluation report (NCOER))" or "NCOER" (Flag code D). Initiate a MIDF Form 268 when a "Referred OER" or "Relief for Cause NCOER" is initiated for the rated service member. The effective date of the Flag will be the earliest of the through date listed on the OER or NCOER, or the date of the infraction that is the basis of the "Relief for Cause" OER or NCOER. Remove the Flag when the report is accepted error-free by State military personnel office and uploaded to the service member's electronic personnel record.

(7) "Security violations" (Flag code E).

(a) Repetitive security violations. A Flag will only be imposed if there is a reasonable belief an individual's ability to protect classified information has been compromised, as outlined in AR 380-5. The commander will coordinate with the command security manager prior to implementing a flagging action. In addition, an incident report will be submitted in the Joint Personnel Adjudication System or its successor system in accordance with AR 380-67 or its successor policy. Because these matters may also have counterintelligence implications, the commander or security manager should ensure that the local supporting counterintelligence office is notified in accordance with AR 381-12.

(b) Matters related to investigation of national security crimes. Counterintelligence investigations in which a determination has been made that the subject was or is engaged in the national security crimes of espionage, subversion, sedition, treason, or terrorist activity and the MCMJ authority has decided to pursue prosecution. flagging action will be accomplished only in coordination with the supporting counterintelligence organization and the appropriate staff judge advocate.

(8) "Drug abuse adverse action" (Flag code U). Initiate a flag following: initiation of proceedings under MCMJ, ART 3; court-martial proceedings (immediately upon referral of charges or pretrial confinement); civilian criminal charges, restraint, or confinement; pending a nonpunitive memorandum of reprimand, censure, or admonishment; or other disciplinary action for drug related offenses including, but not limited to, positive drug test in accordance with

AR 600–85. The effective date of the flag is the date of the offense. A flag is initiated based on the adverse action resulting from the drug abuse-related incident. A flag may not be initiated based on referral, screening, or enrollment into the Army Substance Abuse Program (ASAP). For first time drug offenses remove the flag (code D) when the service member is reassigned to the transition point for separation or, if separation authority retains the service member, remove the flag when punishment is complete, to include any period of suspension, probation, or parole. For second-time or higher drug offenses, remove the flag when discharge orders are published. If a show-cause board, administrative separation board, or separation authority retains the service member, the Flag must be removed by the General Court Martial Convening Authority when punishment is complete. This Flag may appropriately overlap with flag code L or M above, as warranted.

(9) “Alcohol abuse adverse action” (Flag code V). Initiate a flag following: initiation of proceedings under UCMJ, ART 15; court-martial proceedings (immediately upon prefferal of charges or pretrial confinement); civilian criminal charges, restraint, or confinement; pending a nonpunitive memorandum of reprimand, censure, or admonishment; or other disciplinary action for alcohol related offenses including, but not limited to, driving under the influence, on-duty impairment due to alcohol consumption (AR 600–85), or drunk and disorderly conduct. The effective date of the flag is the date of the offense. A flag is initiated based on the adverse action resulting from the alcohol abuse-related incident. A flag may not be initiated based on referral, screening, or enrollment into the ASAP. Remove the flag (code D) when the punishment is complete. This flag may appropriately overlap with flag code L or M above, as warranted.

(10) “Nonrecommendation for promotion” (Flag code P or T).

(a) For E-2 through E-4 (Flag code P). When a unit commander elects to deny a service member promotion to E-2, E-3, or E-4, he or she must flag the service member no later than the 20th day of the month preceding the month of automatic promotion in accordance with AR 600–8–19. Remove the flag no later than two working days following the date the service member would have been promoted to E-2, E-3, or E-4.

(b) For warrant officer one or second lieutenant (flag code T). Officers must be flagged when identified as an unsatisfactory participant or when he or she has not met the military educational requirements 30 days prior to his or her minimum time in grade requirements in accordance with AR 135–155. Flag will be removed when the commander identifies the officer as a satisfactory participant and the officer meets the military educational requirements.

(11) “Lautenberg Amendment” (Flag code X). Service members with a qualifying conviction under the Domestic Violence Amendment to the Gun Control Act of 1968 must be flagged, as required by AR 600–20. Remove the flag when conviction is expunged, pardoned, or set aside by competent authority, or when discharge orders are published.

(12) “Family care plan” (Flag code X). Service members who fail to provide and maintain an adequate family care plan, as required by AR 600–20, must be flagged. Effective date of the Flag will be the suspense date established by the commander for completion and approval of DA Form 5305 (Family Care Plan) with attendant documents in accordance with AR 600–20. Remove the flag when the family care plan is approved or recertified by the commander.

(13) “Professional licensing, certification, and competency of Defense Force Medical Department health care workers and veterinarians” (Flag code X). The Staff Surgeon of the defense force is responsible for the professional review and discipline of all Defense Force Medical Department (DFMEDD) health care workers with respect to professional competency, licensure, certification, privileges, and/or scope of practice. Only the Staff Surgeon (or his or her designee) may impose or remove a Flag for DFMEDD personnel for reasons related to licensure, certification, clinical competency, or professional misconduct related to delivery of a health care item or service. Applicable processes are governed by 10 USC 1102, DODM 6025.13 and detailed in AR 40–68.

(14) “Chaplains (Flag code X)”. Only the defense force Chaplain or his or her designated representative may impose or remove a flag on a chaplain for reasons involving the chaplain’s denominational endorsement or credentialing. Endorsement or credentialing issues are not necessarily criminal but usually administrative in nature. This does not preclude the commander from issuing a flag when the issue relating to endorsement or credentialing is associated with a criminal act.

(15) “Professional licensing and certification of judge advocates, legal administrators, and military paralegals” (Flag code X). The defense force Judge Advocate is responsible for the professional supervision and professional discipline of judge advocates, military trial and appellate judges, legal administrators (military occupational specialty 990N), and military paralegals (military occupational specialty 99N). Only the Judge Advocate General (or his or her designee) may impose or remove a flag, at his or her discretion, for judge advocates, military trial and appellate military judges, legal administrators, and military paralegals for reasons related to their professional licensing or certification of competency to act as counsel, their professional licensing or certification of qualification to act as a military trial or appellate military judge, their certification as a legal administrator or military paralegal, or for reasons

related to the delivery of legal services, in accordance with 10 USC 3037, Rule for Courts-Martial 109 (Manual for Courts-Martial), AR 27-1, and AR 27-26.

(16) “Noncompliance with 10 USC 10206, Members: physical examinations” (Flag code X). Service members failing to meet requirements will be flagged. Remove the flag on date of compliance, expiration term of service (ETS), expiration of service agreement (ESA), or mandatory retirement date/mandatory release date.

(a) Circumstances requiring a transferable Flag. A service member flagged under the provisions of this paragraph may be reassigned to another unit by following guidance in paragraph 2-8. The specific actions listed below require initiation of a transferable flag (see table 21-1). More than one flag may be required concurrently. Examples of circumstances requiring transferable flags include—

(1) “Punishment phase” (Flag code H). Initiate a flag when actions resulting from a court-martial, nonjudicial punishment, or punishment from a civil court have moved into the punishment phase and punishment does not include confinement, restraint, or geographical travel restrictions imposed by civilian courts as a condition of parole, probation, or suspended sentence as provided for in AR 27-10. Commanders will initiate a “Punishment Phase” flag when the punishment period is one month or longer and will remove the “Adverse Action” flag the same day unless additional adverse action is pending. Remove Flag upon completion of punishment.

(2) “Defense Force Physical Fitness Test failure” (Flag code J). Initiate a flag when a service member fails a record DLQT or when, through the service member’s fault as determined by the commander, the service member fails to take the DLQT within the time prescribed by existing publications, or when directed by the commanding officer. A flag is not required for a service member who has a permanent or temporary profile that precludes taking the DLQT or is unable to undergo an DLQT because of conditions beyond the service member’s control (as determined by the commander). Service members with a profile effective after the DLQT will remain flagged until a record DLQT is passed. A flag is not required when the commander determines the service member cannot be administered an alternate DLQT because of conditions beyond the service member’s control. Service members who become pregnant after being flagged for failing a DLQT (as determined by a physician) will remain flagged until successfully passing an DLQT. Remove the flag (code E) on date of compliance. If, as determined by her primary care provider, the service member was pregnant at the time of DLQT failure, the commander will immediately remove the Flag (code Z).

(3) “Noncompliance with Defense Force Body Composition Program” (Flag code K). The effective date of the flag is the date that the service member was found to be in noncompliance with AR 600-9. The use of certain medication to treat an underlying medical disorder or the inability to perform all aerobic events may contribute to weight gain but are not considered sufficient justification for noncompliance and the service member will be flagged. Service members will not be exempt because of chronic medical conditions unless an exception to enrollment in the ABCP is granted by the defense force S1. In the case of a pregnant service member, if the service member became pregnant prior to being entered into the Defense Force BCP, the commander will close the Flag using codes KZ, not KE. If the Flag was initiated before pregnancy (as determined by her primary care provider) the flag will remain in effect until the service member complies with the BCP. Remove the flag (code E) on date of compliance.

Code	Reason
Nontransferable Flags	
A	Adverse action.
B	Involuntary separation or discharge (field initiated).
C	Removal from a selection list (field initiated).
D	Referred OER or Relief for Cause NCOER.
E	Security violation.
F	Delay of or removal from a selection list (HQDF initiated).
L	Commander's investigation.
M	Law enforcement investigation.
P	Not recommended for automatic promotion to PV2, PFC, or SPC.
T	Not recommended for automatic promotion to 1LT or CW2.
U	Drug abuse adverse action.
V	Alcohol abuse adverse action.
W	Involuntary separation or discharge (HQDF initiated).
X	<p>Other</p> <p>a. Lautenberg Amendment.</p> <p>b. Family care plan.</p> <p>c. AMEDD failure to obtain or maintain a license, certification, and/or registration.</p> <p>d. Noncompliance with 10 USC 10206, Members: physical examinations.</p> <p>Note: The 'Other' Flag will not be used in-lieu of more applicable codes. For example, the X code will not be used for exceeding body fat standards in order to prevent the system from recording the service member's ABCP enrollment.</p>
Transferable Flags	
H	Punishment phase.
J	DLQT failure.
K	Defense Force BCP.

Table 19-1. Reason Codes

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (Flag) For use of this form, see MIDF SOP 600-1; the proponent agency is HQDF, S-1.		
SECTION I - ADMINISTRATIVE DATA		
1. NAME (Last, First, MI)	2. EMPLOYEE NUMBER	3. RANK
4. <input type="checkbox"/> On active duty <input type="checkbox"/> Not on active duty <input type="checkbox"/> On ADT		
6. UNIT OF ASSIGNMENT		5. ETS/ESA/MRD
7. STATION (Geographical location)		
8. HR OFFICE CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER		
9. THIS ACTION IS TO:		
<input type="checkbox"/> Initiate a Flag (Sections II and IV only) <input type="checkbox"/> Remove a Flag (Sections III and IV only)		
SECTION II - INITIATE A FLAG		
10. <input type="checkbox"/> A FLAG IS INITIATED, EFFECTIVE _____ FOR THE FOLLOWING REASON:		
NON-TRANSFERABLE <input type="checkbox"/> Adverse Action (A) <input type="checkbox"/> Involuntary Separation - field initiated (B) <input type="checkbox"/> Removal from Selection List - field initiated (C) <input type="checkbox"/> Referred OER/Relief for Cause NCOER (D) <input type="checkbox"/> Security Violation (E) <input type="checkbox"/> HQDA use only - Delay of or removal from Selection List (F) <input type="checkbox"/> Commander's Investigation (L) <input type="checkbox"/> Law Enforcement Investigation (M) <input type="checkbox"/> Deny Auto Promotion (P) (T) <input type="checkbox"/> Drug Abuse Adverse Action (U) <input type="checkbox"/> Alcohol Abuse Adverse Action (V) <input type="checkbox"/> HQDF use only - Involuntary Separation (W) <input type="checkbox"/> Other (X) _____ Reason		TRANSFERABLE <input type="checkbox"/> DLQT Failure (J) <input type="checkbox"/> Defence Force Body Composition Program (K) <input type="checkbox"/> Punishment Phase (H) _____ Date punishment completed
SECTION III - REMOVE A FLAG		
11. <input type="checkbox"/> A Flag (Code _____) IS REMOVED, EFFECTIVE _____, FOR THE FOLLOWING REASON:		
<input type="checkbox"/> Case Closed Favorably (C) <input type="checkbox"/> Case Closed Unfavorably (D)		<input type="checkbox"/> Erroneous (Z) <input type="checkbox"/> Other Final Action (E)
SECTION IV - AUTHENTICATION		
DISTRIBUTION		
1 - Unit Commander 1 - S-1/MPD	1 - Soldier 1 - Commander, gaining unit (transfer Flag only)	1 - HQDF (only if Soldier is on a HQDF selection list)
NAME, RANK, TITLE, AND ORGANIZATION	SIGNATURE	DATE

MIDF FORM 268, 18 MAR 2021

Figure 19-10. Example of MIDF Form 268 - Report to Suspend Favorable Personnel Actions

19-14. MIDF Form 4187 - Personnel Action

a. The MIDF Form 4187 is the most versatile form in the S1's inventory. It has a wide variety of uses, only a few of which will be covered in this publication.

b. In the cases in which examples are given below, the formats shown are expected to be followed with only mission-essential deviations. Attention to detail is critical. A wide variance from the examples shown, in many cases, will result in rejection of the request.

c. The MIDF Form 4187 is not necessarily used for purely personnel-related purposes. It is sometimes utilized in other roles.

(1) The MIDF Form 4187 may be used as a training form, such as requesting schools, MOS orders, etc (see examples below).

(2) The MIDF Form 4187 may be used as a record of birth month record reviews (see chapter 11).

(3) The MIDF Form 4187 may be used for other purposes, as directed by HQDF.

Examples of the use of MIDF Form 4187

d. Request training / schools

(1) All requests for training will be sent through the defense force S3 on MIDF Form 4187.

(2) An example of the format to be used is shown in Figure 19-12.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (include ZIP Code) HHD JFHQ-MI S3 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/P/MOS/AOC PV1	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input checked="" type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> LMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Eni only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Name of school: 99B MOSQ School code: 202099BMOSQ School location: Fort Custer Training Center, Augusta, MI School dates: 20210109 - 20210123 Estimate Cost (including travel and mandays): \$2,734.00 ACFT / DLQT (Specify) and Date: 20201001 ACFT / DLQT Result: Pass Height / Weight: 68 / 142 BC: Pass Narrative Reason: MOS qualification		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D RDNCO	13. SIGNATURE IM D RDNCO	14. DATE (YYYYMMDD) 2020-10-15

Figure 19-12. Example of MIDF Form 4187 - Personnel Action (Request training / schools)

e. Request MOS orders

- (1) All requests for training will be sent through the defense force S3, with accompanying proof of qualification, on MIDF Form 4187.
- (2) An example of the format to be used is shown in Figure 19-13.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU <i>(Include ZIP Code)</i> HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO <i>(Include ZIP Code)</i> HHD JFHQ-MI S3 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM <i>(Include ZIP Code)</i> Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME <i>(Last, First, MI)</i> Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 9999999999	
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: <i>(Check as appropriate)</i>			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input checked="" type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
MOS requested: 99B Qualification date: 20201126 Current MOS: N/A Supporting documentation: Service school completion certificate attached.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D RDNCO Date: 2020.11.01 00:42:33 -04'00'</small>	14. DATE (YYYYMMDD) 2020-12-15	

Figure 19-13. Example of MIDF Form 4187 - Personnel Action (Request MOS Orders)

f. Request SAD orders

(1) Requests for state active duty (active state service) orders will be sent in the format shown in Figure 19-14.

(2) The information shown in Figure 19-14 is the minimum required. Other mission essential information may be required depending upon the mission.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, M) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC PV2	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input checked="" type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Duty Starts: 20210109 Duty Ends: 20210110 Days: 2 Duty Location: Lansing, MI 48906 (JFHQ-MI) Mission: Drill BAH Status: Without Dependents HOR 123 Main Street Lansing, MI 48906		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D.RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D RDNCO Date: 2020.10.31 23:35:12 -0400</small>	14. DATE (YYYYMMDD) 2020-12-15

Figure 19-14. Example of MIDF Form 4187 - Personnel Action (Request SAD Orders)

g. Request Special Duty Orders

(1) Requests for special duty orders will be sent in the format shown in Figure 19-15.

(2) The information shown in Figure 21-15 is the minimum required. Other mission-essential information may be required depending upon the mission.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 9999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input checked="" type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Duty Starts: 20210101 Duty Ends: 20210630 Days: 181 Duty Location: Lansing, MI 48906 (JFHQ-MI) Mission: G1 Support BAH Status: Without Dependents HOR 123 Main Street Lansing, MI 48906		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D RDNCO Date: 2020.10.31 23:37:05 -0400</small>	14. DATE (YYYYMMDD) 2020-12-15

Figure 19-15. Example of MIDF Form 4187 - Personnel Action (Request Special Duty Orders)

h. Request Standby Advisory Board (STAB) (enlisted)

(1) Standby Advisory Boards (STABs) are an exception to policy (ETP) requests and are not to be used as a common practice. Submit requests only when enlisted service members have valid reasons for doing so.

(2) Supporting documentation must accompany the request. The MIDF Form 4187 alone will be insufficient when requesting a STAB.

(3) The request for a STAB is not a guarantee of its approval. The defense force S1 will have final approval authority of all STAB requests before forwarding packets to the promotion board for consideration.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Soldier, Justa Test		5. GRADE OR RANK/PMOS/AOC SSG	6. IDENTIFICATION NUMBER 9999999999
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input checked="" type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Date of board: 20200915 Narrative reason: SM's rank / DOR was erroneously showing SGT / 20150406. Actual rank of SSG and DOR of 20170615 makes SM eligible for promotion consideration. Documents added to original packet: Promotion to SSG and completion certificate for ALC dated 20190718.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE Ima D. Commander		13. SIGNATURE Ima D, Commander <small>Digitally signed by Ima D. Commander Date: 2020.11.01 01:21:20 -0400</small>	14. DATE (YYYYMMDD) 2020-09-26

Figure 19-16. Example of MIDF Form 4187 - Personnel Action (Request Standby Advisory Board (STAB))

i. Request officer promotion reconsideration board

(1) Promotion reconsideration boards (PRBs) are an exception to policy (ETP) requests and are not to be used as a common practice. Submit requests only when officer service members have valid reasons for doing so.

(2) Supporting documentation must accompany the request. The MIDF Form 4187 alone will be insufficient when requesting a PRB.

(3) The request for a PRB is not a guarantee of its approval. The defense force S1 will have final approval authority of all PRB requests before forwarding packets to the promotion board for consideration.

PERSONNEL ACTION		
<small>For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU <i>(Include ZIP Code)</i> HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO <i>(Include ZIP Code)</i> HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM <i>(Include ZIP Code)</i> Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME <i>(Last, First, MI)</i> Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC 1LT	6. IDENTIFICATION NUMBER 9999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Entl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Promotion Reconsideration Board
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Date of board: 20200915 Narrative reason: SM's rank / DOR was erroneously showing 2LT / 20150406. Actual rank of 1LT and DOR of 20170615 makes SM eligible for promotion consideration. Documents added to original packet: Promotion to 1LT		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Ima D. Commander	13. SIGNATURE Ima D, Commander <small>Digitally signed by Ima D, Commander Date: 2020.09.26 22:50:45 -0400</small>	14. DATE (YYYYMMDD) 2020-09-26

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Figure 19-17. Example of MIDF Form 4187 - Personnel Action (Request officer promotion reconsideration board)

j. Request transfer (within current unit)

(1) All personnel moves on the UMR must be documented. All echelons will execute intraunit moves on a MIDF Form 4187 before transfer orders are published.

(2) Discharges, retirements, promotions, and other types of personnel actions that remove the service member from the unit fall under a different type of action request.

(3) Battalions may publish transfer orders for all personnel moves within their own units, but not from / to Outside units.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU <i>(Include ZIP Code)</i> HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO <i>(Include ZIP Code)</i> HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM <i>(Include ZIP Code)</i> Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME <i>(Last, First, MI)</i> Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC PV2	6. IDENTIFICATION NUMBER 9999999999	
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: <i>(Check as appropriate)</i>			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags	
<input checked="" type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Transfer from ("Relieve and Transfer From" for officers): Communications Specialist Para 304 Lin 09 Transfer to: Communications Specialist Para 304 Lin 08			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein- <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D RDNCO Date: 2020.10.31 23:29:07 -04'00'</small>	14. DATE (YYYYMMDD) 2020-12-15	

Figure 19-18. Example of MIDF Form 4187 - Personnel Action (Request transfer (within current unit))

k. Request transfer (between battalions)

(1) All personnel moves on the UMR must be documented. All echelons will execute interunit moves on a MIDF Form 4187 before transfer orders are published.

(2) Discharges, retirements, promotions, and other types of personnel actions that remove the service member from the unit fall under a different type of action request.

(3) Battalions may request the transfer of personnel from / to their units on MIDF Form 4187, but may not publish the orders themselves. The request will be forwarded to the defense force S1.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC PV2	6. IDENTIFICATION NUMBER 9999999999	
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)		<input type="checkbox"/> Identification Card
<input checked="" type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement		<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders		<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples		<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification		<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School		<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Transfer from ("Relieve and Transfer From" for officers): Communications Specialist Para 304 Lin 09 Transfer to: Communications Specialist Company C, 4th Battalion 26th Special Troops Brigade UIC W0D4C0 Para 405 Lin 06			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D RDNCO	13. SIGNATURE IM D RDNCO Digitally signed by IM D RDNCO Date: 2020.10.31 23:28:43 -0400		14. DATE (YYYYMMDD) 2020-12-15

Figure 19-19. Example of MIDF Form 4187 - Personnel Action (Request transfer (between battalions))

l. Request discharge / separation

(1) All discharge / separation actions, including ETS, originating at unit level must be requested on MIDF Form 4187 a minimum of 90 days before the requested effective date.

(2) If the reason for the action is punitive, the action must be no less than 150 days before the requested effective date to allow for JAG review of the case, if necessary.

(3) Commanders will ensure the service member has cleared all hand receipts and other financial responsibilities before the effective date of discharge / separation.

(4) Commanders will ensure a SG/SDF Form 44, Report of Separation and Record of Military Service, is completed for the service member (see paragraph 19–25).

PERSONNEL ACTION		
For use of this form, see MIDF REG 800-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input checked="" type="checkbox"/> Discharge / Separation (specify effective date in remarks)	Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Ent only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Reason for request: ETS Effective date of request: 20210119 Command position: No Hand receipt(s) cleared: No If no, statement of charges issued date and document number: 20201210 / 17849 Cumulative Michigan Defense Force Service: 16 years, 8 months, 18 days Cumulative Michigan Service: 22 years, 8 months, 18 days Service award completed: Not requested SDF/SG 44 completed: Yes Narrative (optional): SM excused from January 2021 drill (20210109-10).		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D. RDNCO Digitally signed by IM D. RDNCO Date: 2020.11.01 00:40:26 -0400	14. DATE (YYYYMMDD) 2020-12-15

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Figure 19-20. Example of MIDF Form 4187 - Personnel Action (Request discharge / separation)

m. Request retirement

(1) All retirement - defined as eligibility for the Michigan Military Retirement System - actions originating at unit level must be requested on MIDF Form 4187 a minimum of 120 days before the requested effective date.

(2) If the service member requests such, a retirement ceremony may be scheduled to honor the member's military service.

(3) If qualified, the service member may be recommended for a service or retirement award to honor the member's military service.

(4) Commanders will ensure the service member has cleared all hand receipts and other financial responsibilities before the effective date of retirement.

(5) Commanders will ensure a SG/SDF Form 44, Report of Separation and Record of Military Service, is completed for the service member (see paragraph 19-25).

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHH JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 9999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input checked="" type="checkbox"/> Discharge / Separation (specify effective date in remarks)	Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Effective date of request: 20210419 Command position: No Hand receipt(s) cleared: No If no, statement of charges issued date and document number: 20201210 / 17849 Cumulative Michigan Defense Force Service: 16 years, 8 months, 18 days Cumulative Michigan Service: 22 years, 8 months, 18 days MMRS application packet completed: Yes Service award completed: Yes SDF/SG 44 completed: In progress Narrative (optional): Retirement ceremony scheduled for April 2021 drill (20210410-11).		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-		
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D, RDNCO	13. SIGNATURE IM D RDNCO Digitally signed by IM D RDNCO Date: 2020.11.01 00:40:13 -0400	14. DATE (YYYYMMDD) 2020-12-15

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Figure 19-21. Example of MIDF Form 4187 - Personnel Action (Request retirement)

n. Request enlistment (temporary authorization)

(1) Units are temporarily authorized to request enlistment orders for applicants on MIDF Form 4187. This authorization will be permanently withdrawn upon the establishment of a Defense Force Recruiting Detachment.

(2) The standards for the request for enlistment orders are shown in figure 19-22.

(3) No applicant is authorized to attend unit training assemblies until enlistment / assignment orders have been published. No waivers or requests for exceptions to policy will be granted.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906		2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	
		3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Soldier, Justa Test		5. GRADE OR RANK/PMOS/AOC CIV	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Enlistment	
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Para: 216 Lin: 06 Position MOS: 99B Position Title: Civil Support Specialist Qualified: No Authorized Grade: E4 Rank upon enlistment: SPC Prior service in grade: Yes Requested effective date: 20201215 Prior Service: Yes Total Prior Service: 7 years, 8 months, 15 days PEBD upon enlistment: 20130331 DOR upon enlistment: 20160219			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D RDNCO		13. SIGNATURE IM D RDNCO Digitally signed by IM D RDNCO Date: 2020.11.12 01:02:24 -05'00'	14. DATE (YYYYMMDD) 2020-12-15

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Figure 19-22. Example of MIDF Form 4187 - Personnel Action (Request enlistment)

o. Correct Name / SSN / DOB

(1) All requests for correction to primary information will be substantiated by supporting documents such as

birth certificates, SSN cards, court orders, etc.
 (2) See Figure 19-23 for an example of the format to use.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input checked="" type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Previous DOB: 19840916 Corrected DOB: 19850916 Supporting document(s): Birth certificate		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO Digitally signed by IM D RDNCO Date: 2020.11.01 01:24:13 -0400'	14. DATE (YYYYMMDD) 2020-12-15

Figure 19-23. Example of MIDF Form 4187 - Personnel Action (Correct Name / SSN / DOB)

p. Request Duty Status Change

(1) In addition to reporting such status on regular strength reports, all service members who are absent without

leave (AWOL) from a required event (monthly training, annual training, active state service, etc.) will have that duty status reported on MIDF Form 4187. See Figure 19-24 for the required format.

(2) When completing the *From* and *To* fields, abbreviations are not permitted. Spell out the duty status.

(3) Being absent without leave counts as unsatisfactory participation in the defense force. Continued unsatisfactory participation is grounds for NJP, reduction, or discharge / separation.

PERSONNEL ACTION			
<small>For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.</small>			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU <i>(Include ZIP Code)</i> HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO <i>(Include ZIP Code)</i> HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM <i>(Include ZIP Code)</i> Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME <i>(Last, First, MI)</i> Soldier, Justa Test		5. GRADE OR RANK/PMOS/AOC PV2	6. IDENTIFICATION NUMBER 9999999999
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from <u>Present for Duty</u> to <u>Absent Without Leave</u> effective <u>2020-12-15</u> hours, <u>09:00</u>			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: <i>(Check as appropriate)</i>			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and VI) (Continue on separate sheet)			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein-			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D RDNCO Date: 2020.11.01 13:52:47 -05'00'</small>	14. DATE (YYYYMMDD) 2020-12-15	

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Figure 19-24. Example of MIDF Form 4187 - Personnel Action (Request Duty Status Change)

q. Request Exchange Reassignment

(1) An exchange reassignment is a special type of transfer request available to enlisted service members.

(2) In order to qualify for an assignment exchange or SWAP, service members must meet the following criteria.

(a) Both service members must agree to the SWAP, must be of the same rank, same MOS, and be similarly qualified.

(b) The commanders of both service members concerned must concur in the proposed exchange assignment, and agree on the date of assignment.

(3) Service members must serve at least 12 months at current duty station and have at least 12 months' time remaining in service upon arrival at the gaining unit.

(4) Service members will pay all costs incurred in relocation and, if in an active state service or special duty status, all travel time will be charged as ordinary leave.

(5) If a married military couple currently occupying a common household is geographically separated because one service member is granted an exchange assignment, the other service member may not apply for reassignment to the same unit to reestablish a joint residence.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input checked="" type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required) Justa Test Soldier <small>Digitally signed by Justa Test Soldier Date: 2020.11.15 17:32:12 -0500</small>		10. DATE (YYYYMMDD) 2020-12-15
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>I have read and understand the provisions of MIDF SOP 600-1 and hereby waive any and all claims against the government for transportation for myself, my family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) to (new station) as requested by me. I further agree to waive any and all claims against the government for mileage allowances and/or per diem allowance both for myself and my family"</p> <p>I agree to an exchange assignment with FOX, Guy S., 000-00-0000, SGT 11B2O presently stationed at new station). If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. The following personal data are submitted: Name: WOLF, John S. Grade: SGT, E5 MOS: 11B Unit and station: Co A, 2d BN, 4th Inf, 86th Inf Division, Fort Service, NY 01122.888888888</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11 I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-		
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL
<input type="checkbox"/> IS APPROVED	<input type="checkbox"/> IS DISAPPROVED	
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 19-25. Example of MIDF Form 4187 - Personnel Action (Request Exchange Reassignment)

r. Request ID Card

(1) Defense force identification cards, especially in the case of lost cards, will be requested on MIDF Form 4187 if the service member is not personally present to make the request.

(2) If there are no extraordinary circumstances, like a lost or stolen card, the service member may sign the form in block 9. Otherwise, the commander or designated representative must sign in block 12.

(3) Requests to replace lost or stolen cards must be accompanied by a DA Form 4856, Developmental Counseling Statement, signed by the commander or designated representative.

PERSONNEL ACTION			
<small>For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.</small>			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU <i>(Include ZIP Code)</i> HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO <i>(Include ZIP Code)</i> HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM <i>(Include ZIP Code)</i> Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME <i>(Last, First, MI)</i> Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999	
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: <i>(Check as appropriate)</i>			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input checked="" type="checkbox"/>	Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/>	Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/>	Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/>	Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/>	Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/>	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Reason for issue (Expiration / Damaged / Lost / Stolen / Promotion / Reduction / Initial Issue / Turn-In): Promotion If reason is loss / stolen card, attached DA 4836 signed by member and unit commander. (Remove the text below if the member is available in person) SM is not available in person to receive the card and has provided an acceptable photograph. Photograph standards: Individuals will pose with a frontal, full-face (passport-type) photo shot. Head covering is acceptable for medical and religious reasons provided that the face is in full view. Military personnel may be photographed while wearing uniform or civilian clothes (reference paragraphs All military members in uniform or civilians clothing must comply with service grooming standards. Service members must also be within service dress and appearance standards when in uniform. This also applies to members who are on leave. Photographs must have a plain background without unit designations, motifs, or flag displays; white is recommended, light shades of neutrals may be used in lieu of white. Anything other than the authorized background will render the card invalid.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL	<input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D.RDNCO Date: 2020.11.01 01:35:37 -0400</small>	14. DATE (YYYYMMDD) 2020-12-15	

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Figure 19-26. Example of MIDF Form 4187 - Personnel Action (Request ID Card)

s. Request ID Tags

(1) All requests for identification tags, if not personally present to request them in by another method, will be

accomplished on MIDF Form 4187.

(2) Service members with severe medical issues should be sure to state such on the form to ensure medical personnel are aware of those issues if the member is unable to inform them (such as the member being unconscious).

(3) A list of religious preferences can be found in Appendix J. When spelling out the religious preference, leave off the two-letter abbreviation at the end. This code is used only for ARNG SIDPERS transactions.

(4) Answer all fields shown in the format below. Put "No" for Medical Alert, if it does not apply. Any blanks will render the request void.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999	
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Identification Tags	
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and VI) (Continue on separate sheet)			
Blood type: B Pos Religious preference: Churches of the New Jerusalem Medical Alert: Yes Alert Type(s): Contacts Penicillin			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D, RDNCO	13. SIGNATURE IM D RDNCO Digitally signed by IM D RDNCO Date: 2020.11.01 01:07:31 -04'00'	14. DATE (YYYYMMDD) 2020-12-15	

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Figure 19-27. Example of MIDF Form 4187 - Personnel Action (Request ID Tags)

t. Request Transfer to Inactive Reserve List (IRL)

(1) Service members wishing to transfer to the Inactive Reserve List (IRL) should do so on MIDF Form 4187. The form must be accompanied by DA Form 4856 (see Figure 21-5 for an example of this counseling).

- (2) Members may remain on the IRL for a total of no more than 365 days during their career in the Defense Force. The DA Form 4856 will state the last day of IRL status.
- (3) Any defense force member still in the IRL beyond 365 calendar days will be discharged / separated.

PERSONNEL ACTION			
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906		2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	
3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306			
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Soldier, Justa Test		5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment	
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)	
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB	
<input checked="" type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Reason for Request: Civilian job conflict Requested Effective Date: 20210101 Days previously served in IRL status: 184 Days remaining: 181 Last day of IRL status: 20210630 Service member has been counseled on the attached DA 4856 that the member must either return to active status on or before the last day of IRL status shown above or the member will be discharged / separated from the defense force.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D, RDNCO		13. SIGNATURE IM D RDNCO <small>Digitally signed by IM D RDNCO Date: 2020.11.01 00:17:43 -0400</small>	14. DATE (YYYYMMDD) 2020-12-15

MIDF FORM 4187, OCT 2020

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Figure 19-28. Example of MIDF Form 4187 - Personnel Action (Request Transfer to Inactive Reserve List (IRL))

u. Request Lateral Appointment

(1) E-4s serving E-5 positions, when authorized, and E-8s serving in first sergeant positions, should be laterally appointed to corporal (CPL) or first sergeant (1SG), respectively. Use MIDF Form 4187 to request lateral appointment orders.

(2) See Figure 19-29 below for an example of this request.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SPC	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
Lateral from: SPC Lateral to: CPL Date of rank: 20180412 Effective date: 20201201 Additional instructions: SM is assigned and works in a sergeant position and within his PMOS. SM has not attended and graduated BLC.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein- <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IM D. RDNCO	13. SIGNATURE IM D RDNCO Digitally signed by IM D RDNCO Date: 2020.11.01 01:19:03 -0400'	14. DATE (YYYYMMDD) 2020-12-15

MIDF FORM 4187, OCT 2020

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Figure 19-29. Example of MIDF Form 4187 - Personnel Action (Request Lateral Appointment)

v. Request OCS / WOCS

(1) Defense force members who meet the minimum requirements for appointment as a warrant or commissioned

officer may request warrant officer candidate school (WOCS) / officer candidate school (OCS) attendance, as appropriate.

(2) No direct appointments to commissioned / warrant officer grades will be granted except by the endorsement of the defense force commander and approval of JFHQ-MI.

PERSONNEL ACTION		
For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI S3 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC SGT	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Inactive Reserve List	<input checked="" type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
School requested: WOCS If warrant officer, MOS requested: 990B - Human Resources Technician Available UIC / UMR position: W0D0T0 / Para 105 Lin 02 Age: 41 Height / Weight: 69 / 151 Pass DLQT date: 20201014 DLQT result: Pass Civilian / Military Qualifications: 123 semester hours (transcripts attached) 26 years military HR experience Qualified retirement services officer with 11 years experience Excellent / superior NCOERs since 2008 Commander's recommendation (attached)		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE IMA D. Commander	13. SIGNATURE Ima D, Commander <small>Digitally signed by Ima D. Commander Date: 2020.11.01 09:54:48 -0400</small>	14. DATE (YYYYMMDD) 2020-12-15

Figure 19-30. Example of MIDF force Form 4187 - Personnel Action (Request OCS / WOCS)

w. Request Promotion Through E4

(1) Unlike the Army National Guard, promotions through E-4 in the defense force are not automatic. While time in grade (TIG) and time in service (TIS) are factors, they are not the sole considerations.

(2) Commanders will request promotions through E-4 on MIDF Form 4187. The service member will be promoted only if fully qualified.

PERSONNEL ACTION		
<small>For use of this form, see MIDF REG 600-20; the proponent agency is DMVA-MI.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by soldiers.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however, failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) HHC 26th Special Troops Brigade 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	2. TO (Include ZIP Code) HHD JFHQ-MI 3411 N Martin Luther King Jr Boulevard Lansing MI 48906	3. FROM (Include ZIP Code) Company A, 5th Battalion 26th Special Troops Brigade Belmont Armory, 1650 House Street NE Belmont MI 49306
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Soldier, Justa Test	5. GRADE OR RANK/PMOS/AOC PFC	6. IDENTIFICATION NUMBER 999999999
SECTION II - DUTY STATUS CHANGE		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours.		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School	<input type="checkbox"/> Discharge / Separation (specify effective date in remarks)	<input type="checkbox"/> Identification Card
<input type="checkbox"/> Transfer Outside Current Unit (Battalion or Higher)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> UMR Transfer (Within Current Unit)	<input type="checkbox"/> MOS orders	<input type="checkbox"/> Lateral Appointment
<input type="checkbox"/> Active State Service Orders	<input type="checkbox"/> Reassignment of Married Couples	<input type="checkbox"/> Standby Advisory Board (STAB)
<input type="checkbox"/> Special Duty Orders	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name / SSN / DOB
<input type="checkbox"/> Assignment to Temporary Reserve List	<input type="checkbox"/> Officer / Warrant Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input checked="" type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Promotion to E4
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>You are promoted to the grade of rank indicated. Accelerated Promotion: No</p> <p>Grade of rank promoted to: SPC / E4. Effective date: 01 December 2020 Date of rank: 01 December 2020 Authority: MIDF SOP 600-1, para 9-3aiii. Additional Instructions: UMR Para: 404 Lin: 03. Promotion is not valid and will not be effective if the service member is not in a promotable status on the effective date of promotion.</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein-		
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL
		<input checked="" type="checkbox"/> IS APPROVED
		<input type="checkbox"/> IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE Commander, Ima D.	13. SIGNATURE Ima D, Commander <small>Digitally signed by Ima D, Commander Date: 2020.10.26 16:56:27 -0400</small>	14. DATE (YYYYMMDD) 2020-10-25

Figure 19-31. Example of MIDF Form 4187 - Personnel Action (Request Promotion Through E4)

19-15. SG/SDF Form 44 - Report of Separation and Record of Military Service

a. IAW MCL 32.734, Certificates of prior service, all members of the military establishment must have documentation of their service upon discharge / separation. The SG/SDF Form 44, Report of Separation and Record of Military Service, provides proof of defense force service and sufficiently documents that service for employers and, if needed, proving eligibility for the Michigan Military Retirement System (MMRS).

b. Commanders will ensure all service members are provided with a fully prepared and accurate copy of SG/SDF Form 44 NLT 90 days after discharge / separation.

c. Battalion S1 personnel will prepare SG/SDF Form 44s for all personnel discharged / separated within their units. HQDF will prepare SG/SDF Form 44s for all personnel discharged / separated within HQDF or its detachments.

d. DCS, S1 will make formal arrangements with DMVA to present to the home counties of service members for recording pursuant to 1867 PA 83, MCL 35.31 to 3.35, all discharge certificates for personnel discharged from service in the defense force.

STATE GUARD / STATE DEFENSE FORCE REPORT OF SEPARATION AND RECORD OF MILITARY SERVICE (IAW 32 USC 109 and MCL 32.651)					
The endorsing agency is MI-DMVA. The prescribing directive is SDF Regulation 100-1.					
Report of separation and record of service in the ARMY State Guard/State Defense Force of: MICHIGAN / United States of America.					
1. LAST NAME-FIRST NAME-MIDDLE NAME SNUFFY JOSEPH DONALD		2. DEPARTMENT, COMPONENT MI-DMVA, SDF, MISDF (MIVDF)		3. IDENTIFICATION NUMBER 385000	
4. DATE OF ENLISTMENT/APPOINTMENT 19951201	5a. RANK MAJ	5b. PAY GRADE O-4	6. DATE OF RANK 20061201	7. DATE OF BIRTH 19701201	
8a. STATION OR INSTALLATION AT WHICH AFFECTED 4TH BN, FORT CUSTER TRAINING CENTER, AUGUSTA, MI 49012-9205				8b. EFFECTIVE DATE 20161101	
9. COMMAND TO WHICH TRANSFERRED CONTINUAL RETIRED LIST (CRL)			10. TERMINAL DATE OF MILITARY SERVICE OBLIGATION 20161101		
11. RECORD OF STATE MILITARY SERVICE			YEARS	MONTHS	DAYS
(a) NET SERVICE THIS PERIOD			20	11	0
(b) PRIOR STATE GUARD / STATE DEFENSE FORCE SERVICE			<input checked="" type="checkbox"/>	TEXAS AIR STATE GUARD, TXSG	2 0 28
(c) TOTAL SERVICE AT SEPARATION			22	11	28
12a. PRIMARY MILITARY OCCUPATIONAL SPECIALTY, TITLE AND DATE AWARDED ADMIN, BATTALION EXECUTIVE OFFICER 20061201					
12b. SECONDARY MILITARY OCCUPATIONAL SPECIALTY, TITLE AND DATE AWARDED RSO, RETIREMENT SERVICES OFFICER 20121101					
13. MILITARY EDUCATION (Course title, number of weeks, month/year completed)			14. DECORATIONS, MEDALS, BADGES, CITATIONS THIS PERIOD		
TXSG RBOT I 1 WKS 2/89 // TXSG RBOT II 1 WKS 3/89 // ROTC 6/96 // SGAUS OBC 2 WKS 8/99 // SGAUS MEMS BSC 1 WKS 10/99 // SGAUS MEMS SNR 3 WKS 12/00 // SGAUS CAS CRS 12 WKS 6/01 // SGAUS CAS CRS II 2 WKS 7/04 // MISDF RSO LVL I 1 WKS 8/12 // MISDF RSO LVL II 3 WKS 4/13 // ARNG CAR CNSLR CRS 1WK 9/13 // USA BSC MIL DVR CRS 8 WKS 7/14 //NOTHING FOLLOWS//			(MISDF) RSO-BDG // (SGAUS) ACH-MDL // (SGAUS) MEMS-BSC-BDG // (SGAUS) MEMS-SNR-BDG // (ARNG) CAR-CNSLR-BDG // (USA) BSC-DVR-BDG //NOTHING FOLLOWS//		
15. HIGHEST EDUCATION LEVEL COMPLETED		SECONDARY/HIGH SCHOOL (GR 1-12)	<input checked="" type="checkbox"/>	YEARS	12
		COLLEGE	<input checked="" type="checkbox"/>	YEARS	4
16. PERSONAL SECURITY INVESTIGATION		<input checked="" type="checkbox"/>	TYPE	I-CHAT	DATE 19951001
17. REMARKS PERSONAL SECURITY INVESTIGATION RESULT: CLEAR // SG-SDF FORM 44 WAS E-MAILED TO THE INDIVIDUAL'S LAST KNOWN UNIT// PRIOR SERVICE WITH TXSG (19890131-19910228) // JFHQ RETIREMENT SERVICES (20061201-20161101) // FLNT WTR CRS (20151001-20151031) // TRANSFER TO CONTINUAL RETIRED LIST EFFECTIVE IMMEDIATELY //NOTHING FOLLOWS//					
18. MAILING ADDRESS AFTER SEPARATION (Street, City, County, State, and Zip Code)			19. SIGNATURE OF PERSON BEING SEPARATED		
123 SUGAR LANE, IRON MOUNTAIN, LACROIX CO, MI, 47585			MEMBER NOT AVAILABLE FOR SIGNATURE		
20. NAME, GRADE, AND TITLE OF AUTHORIZING OFFICER			21. SIGNATURE OF OFFICER AUTHORIZED TO SIGN		
DOE, JANE H, CPT, 1ST BDE PERSONNEL OFFICER			<i>Jane H. Doe</i>		
22. AUTHORITY AND REASON		MICHIGAN MILITARY ACT 150 OF 1967, VDF REG 30, 4-1-A, 6-5, CONTINUAL RETIRED LIST			
23. CHARACTER OF SERVICE		24. REENLISTMENT ELIGIBILITY			
HONORABLE		ELIGIBLE			
MEMBER CHAPTER OF THE STATE GUARD ASSOCIATION OF THE UNITED STATES™					
WWW.SGAUS.ORG					

SG/SDF FORM 44, OCT 2016

(PREVIOUS EDITION MAY BE USED)

Figure 19-32. Example of SG/SDF Form 44 - Report of Separation and Record of Military Service

19-16. DA Form 2173 - Statement of Medical Examination and Duty Status

See paragraph 13–2a for the requirements on conducting line of duty investigations.

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS <small>For use of this form, see AR 600-8-4, the proponent agency is DCS, G-1.</small>			
THRU: (Include ZIP Code)		TO: (Include ZIP Code)	
		FROM: (Include ZIP Code)	
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial)		2. SSN	3. GRADE
4. ORGANIZATION AND STATION		5. ACCIDENT INFORMATION	
		a. DATE	b. PLACE (City and State)
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
6. INDIVIDUAL WAS <input type="checkbox"/> OUT PATIENT		7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	
<input type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL			
8. HOUR AND DATE ADMITTED		9. HOUR AND DATE EXAMINED	
10. NATURE AND EXTENT OF <input type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain)			
11. MEDICAL OPINION: a. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify)			
b. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate).			
c. INJURY <input type="checkbox"/> IS <input type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE.			
d. INJURY <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:			
12. THE FOLLOWING DISABILITY MAY RESULT		13. BLOOD ALCOHOL TEST MADE	14. NO. OF MG ALCOHOL/100 ML BLOOD
<input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		<input type="checkbox"/> YES <input type="checkbox"/> NO	
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (how, where, when)			
16. DATE	17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR		18. SIGNATURE
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATION		20. HOUR AND DATE OF ABSENCE	
<input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY		a. FROM	
<input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		b. TO	
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in Item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance)			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON		23. HOUR AND DATE OF TRAINING	
<input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING		a. BEGAN	
<input type="checkbox"/> INACTIVE DUTY TRAINING		b. ENDED	
24. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION	26. HOUR BEGINNING TRAVEL	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE			
<input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary)			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths)	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE	34. TYPED NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISOR		35. SIGNATURE

DA FORM 2173, OCT 1972

REPLACES DA FORM 2173, 1 JUN 68, WHICH IS OBSOLETE.

AFD LC v2.01ES

Figure 19-33. Example of DA Form 2173 - Statement of Medical Examination and Duty Status

19–17. Rights and Warning Statement

- a. All service members undergoing any sort of medical board, inquiry, or investigation must complete a rights and warning statement prior to submitting any written statement.
- b. Any statement submitted by the member which is against that member's interest and submitted before the signing of the rights and warning statement are invalid.
- c. The rights and warning statement must be signed by a commissioned or warrant officer.

SERVICE MEMBER'S RIGHTS AND WARNING STATEMENT

NOTE: AN OFFICER MUST SIGN THE RIGHTS AND WARNING STATEMENT.

I,
(Rank, Full Name, DOD # or DF # of officer)

Informed
(Rank, Full Name, DOD # or DF # of service member)

on of his / her rights and that he / she does not have to make any statement relating to the origin, incurrence, or aggravation of the injuries. The service member understood his / her rights. Additionally, all witness statements were sworn to oath administratively by me.

(Officer's Signature)

(Rank)

(Date)

I, have been informed of my rights
 and desire to make further statements.

(Service member's Signature)

(Rank)

(Date)

IAW 10 U.S. Code § 1219 - Statement of origin of disease or injury: limitations, "A member of an armed force may not be required to sign a statement relating to the origin, incurrence, or aggravation of a disease or injury that he has. Any such statement against his interests, signed by a member, is invalid."

Figure 19-34. Example of Rights and Warning Statement

19–18. Enlistment / Reenlistment Document

- a. Preparation of this form at any unit level for any reason is not authorized.
- b. Whether for initial enlistments or, in rare cases, extensions of enlistments (this is typically done on MIDF Form 4836), only defense force recruiters will prepare the MIDF Form 4.
- c. Only the defense force S1 or his designate may waive this prohibition.

ENLISTMENT/REENLISTMENT DOCUMENT STATE DEFENSE FORCE OF MICHIGAN <small>(Read Partial Statement of Certification and Acceptance before completing form)</small>										
PRIVACY ACT STATEMENT										
AUTHORITY: 32 USC 109; MCL 32.503, 509, 651, 659, 663, 667, 675, 734, 811, 1002, 1003; MCL 445.81 et seq; MISDF Reg 600-20										
PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the state defense force of Michigan. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.										
ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.										
DISCLOSURE: Voluntary; however, failure to furnish requested information may negate the enlistment/reenlistment process.										
A. ENLISTEE/REENLISTEE IDENTIFICATION DATA										
1. NAME (Last, First, Middle) SMITH, JOHN AARON		2. SSN 000-00-0000	3. DATE OF BIRTH (YYYYMMDD) 19900718							
4. PLACE OF ENLISTMENT/REENLISTMENT (Mil. Installation, City, State) LANSING, MI		5. PREV MIL. SVC UPON ENL/REENLIST ARMY NATIONAL GUARD		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>YEARS</th> <th>MONTHS</th> <th>DAYS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">08</td> <td style="text-align: center;">00</td> <td style="text-align: center;">00</td> </tr> </tbody> </table>	YEARS	MONTHS	DAYS	08	00	00
YEARS	MONTHS	DAYS								
08	00	00								
B. AGREEMENTS										
6. I am enlisting/reenlisting in the <u>Army</u> state defense force of <u>MICHIGAN</u> this date for <u>3</u> years and <u>0</u> weeks beginning in the rank/pay grade as determined by the defense force IAW MCL 32.675. If this is my initial enlistment, I agree to serve a total of three (3) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This three year service requirement is called the Military Service Obligation. The details of my enlistment/reenlistment are in Sections B and C and Annex(es): _____										
7. ACKNOWLEDGEMENT OF STATEMENTS AND PROMISES										
a. The additional details of my enlistment/reenlistment are in the following Annex(es) (list name of Annex(es) and describe).										
b. REMARKS: (If none, so state.) Military Occupation Specialty(ies) Desired (in order of preference): 1. 99B - Civil Support Specialist 2. 99I - Installation Support Specialist 3. 99L - Logistics Specialist Actual MOS will be determined by ASVAB test scores and training school availability. //NOTHING FOLLOWS//										
c. The agreements in Sections B and C and the attached Annex(es) are all the promises made to me. ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.										
(Initials of Enlistee/Reenlistee) <u>JAS</u>										

DF FORM 4/1, OCT 2020

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Figure 19-35. Example of MIDF Form 4 - Enlistment / Reenlistment Document

NAME (Last, First, Middle) SMITH, JOHN AARON	SSN 000-00-0000	DATE OF BIRTH (YYYYMMDD) 19900718
C. PARTIAL STATEMENT OF CERTIFICATION AND ACCEPTANCE		
<p>8. FOR ALL ENLISTEES OR REENLISTEES: I understand that many laws, regulations, and military customs will govern my conduct and require me to do things under this agreement that a civilian does not have to do. I also understand that various laws directly affect this enlistment/reenlistment agreement. I understand that I cannot change these laws but that Michigan legislature may change these laws, or pass new laws, at any time that may affect this agreement, and that I will be subject to those laws and any changes they make to this agreement. I further understand that:</p> <p>a. My enlistment/reenlistment agreement is more than an employment contract. It effects a change in status from civilian to military member of the state defense force of Michigan. As a member of the military forces of the State of Michigan, I will be:</p> <p>(1) Required to obey all lawful orders and perform all assigned duties.</p> <p>(2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet acceptable military standards, I may be discharged and given a certificate for less than honorable service, which may hurt any future job or service opportunities.</p> <p>(3) Subject to the Michigan military justice system, which means, among other things, that I may be tried by military courts-martial.</p> <p>(4) May be required upon order to serve in hazardous situations.</p> <p>(5) Not entitled to receive pay, allowances, and other benefits not provided by law and regulation unless authorized by proper authority.</p> <p>b. Laws and regulations that govern military personnel may change without notice to me. Such changes may affect my status and responsibilities as a member of the state defense force REGARDLESS of the provisions of this enlistment/reenlistment document.</p>	<p>c. Any part of that service not served on active state duty may be served on the Inactive Reserve List of the service in which I have enlisted in accordance with current defense force regulations and policies (currently no more than a total of 12 months for the entirety of a service member's career in the defense force).</p> <p>d. The governor, as commander-in-chief, may activate within the military establishment such number of units to be known as the Michigan defense force, as the governor considers necessary for adequate emergency assistance to the state. When activated by proper authority, the Michigan defense force shall perform missions as determined by the department of military and veterans affairs in cooperation with the department of state police and the state emergency preparedness plan.</p> <p>e. An officer shall agree to service the state for the duration of the emergency. An enlistee shall enlist in writing for the duration of the emergency or such time as regulations may direct.</p> <p>f. As a member of the defense force, in time of a declared emergency, I may, without my consent, be ordered to serve on active service, for the entire period of the emergency and for three (3) months after its end in accordance with current defense force regulations and policies.</p> <p>g. "Active service" means service, active state service, or special duty required by law, regulation, or order of the governor. Active service includes the continuing obligations of active members of the national guard and the defense force by virtue of their commissions, appointments, or enlistments.</p> <p>h. "Active state duty" means the actual weekend, annual training, or special call up duty in the state military forces and includes travel to and from the duty site or station.</p> <p>i. "Active state service" means military service in support of civil authorities ordered by the governor or as provided by the Michigan military act.</p> <p>j. "Special duty" means military service in support of the full-time operation of the state military establishment for a period of not less than 1 day if ordered by competent authority.</p> <p>k. I may, without my consent, be ordered to reimburse the State of Michigan if I have not fulfilled my Military Service Obligation and/or have failed to perform the required state sponsored training duty satisfactorily.</p> <p>l. The adjutant general shall prepare and deliver to any person a certificate, over his seal and signature, showing the person's prior service in the state military establishment.</p> <p>m. A person who has completed not less than 20 years of active service with the national guard or defense force, or both, may retire and receive retirement pay under 1 or more of the following circumstances: (a) Attainment of 62 years of age. (b) Ineligibility, because of federal law or regulation, for further federal recognition in the person's current grade because of age or length of service, and termination of the person's commission or enlistment in the national guard of the United States. (c) Withdrawal of the person's federal recognition and termination of the person's commission or enlistment in the national guard of the United States because of physical disqualification from further service. (d) Separation from the national guard or defense force under an honorable circumstance.</p>	
9. MILITARY SERVICE OBLIGATION, MEMBERS IN ACTIVE SERVICE AND INACTIVE RESERVE LIST		
<p>a. FOR ALL ENLISTEES: If this is my initial enlistment, I must serve a total of three (3) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This three year service requirement is called the Military Service Obligation. Any part of that service not served on active state duty may be served on the Inactive Reserve List of the service in which I have enlisted. If this is a reenlistment, I must serve the number of years specified in this agreement, unless I am sooner discharged or otherwise extended by the appropriate authority. Some laws and regulations that affect when I may be ordered to serve during an emergency, the length of such service, definitions for active service, and the length of my service on the Inactive Reserve List, even beyond the three years of my Military Service Obligation, are discussed in the following paragraphs.</p> <p>b. The organized militia of this state taken collectively shall be known as the state military establishment and constitutes the armed forces of this state. The organized militia consists of the army national guard, the air national guard, and the defense force when actually in existence as provided in this act.</p> <p>(Initials of Enlistee/Reenlistee) <u> JAS </u></p>		

Figure 19-35. Example of MIDF Form 4 - Enlistment / Reenlistment Document - Continued

NAME (Last, First, Middle) SMITH, JOHN AARON		SSN 000-00-0000	DATE OF BIRTH (YYYYMMDD) 19900718
D. STATEMENT OF CERTIFICATION			
<p>10. MY ACCEPTANCE FOR ENLISTMENT:</p> <p>a. ...Is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the appropriate authority.</p> <p><i>b. I certify that I have carefully read this document, including the Partial Statement of Certification and Acceptance in Section C. Any questions I had were explained to my satisfaction. I fully understand that any other statements made to me by anyone that are not set forth in Sections B and C or not formally articulated in state law, regulations, policies, procedures, and/or guidelines are not effective and will not be honored.</i></p>			
c. SIGNATURE OF ENLISTEE/REENLISTEE <i>John Aaron Smith</i>	b. PLACE OF ENLISTMENT/REENLISTMENT (Mil. Installation, City, State) LANSING, MI		e. DATE SIGNED (YYYYMMDD) 20201028
E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT			
<p>11. OATH OF ENLISTMENT (ARMY OR AIR): Adapted from Title 32 USC 304 to apply to defense force personnel (IAW MCL 32.663):</p> <p>I do hereby acknowledge to have voluntarily enlisted this <u>28</u> day of <u>OCTOBER</u>, 2020, in the <u>ARMY</u> state defense force of the State of Michigan for a period of <u>3</u> year(s) under the conditions prescribed by law, unless sooner discharged by proper authority.</p> <p>I, <u>JOHN AARON SMITH</u>, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and of the State of Michigan against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the Governor of Michigan and the orders of the officers appointed over me, according to law and regulations. So help me God.</p>			
<p>12. SERVICE REPRESENTATIVE CERTIFICATION:</p> <p>a. On behalf of the state defense force of Michigan, I accept this applicant for enlistment. I have witnessed the signature in item 10c to this document. I certify that I have explained that only those statements in Sections B and C of this form will be honored, and any other promises made by any person are not effective and will not be honored.</p> <p>b. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date (IAW MCL 32.667).</p>			
c. NAME (Last, First, Middle) JOHNSON, MICHAEL GRAYSON		d. PAY GRADE O3	e. UNIT/COMMAND NAME MIDF RECRUITING DETACHMENT
f. SIGNATURE <i>Michael J. Johnson</i>	g. DATE SIGNED (YYYYMMDD) 20201028	h. UNIT/COMMAND ADDRESS (City, State, ZIP code) 3423 N. MLK BLVD, LANSING, MI 48906	

DF FORM 4/2, OCT 2020

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Figure 19-35. Example of MIDF Form 4 - Enlistment / Reenlistment Document - Continued

Chapter 20

Miscellaneous human resources and command policies

20–1. Applicability and scope

a. Many of the policies contained in this chapter are essential for the maintenance of good HR policy as well as the good order and discipline of a military organization, but do not necessarily fit within the context of other chapters within this publication.

b. The policies in this chapter apply to all units and members of the defense force.

20–2. Basis of policies

The policies contained within this chapter, as well as the rest of this publication, are based on the most current Army regulations as well as Michigan law.

20–3. Commanders' responsibility

Commanders are responsible for enforcing the policies contained within this chapter. Failure to do so will result in appropriate action by the defense force commander and reflect on the commander's OER.

20–4. Exceptions to policy(ies)

a. Requests for exceptions to policy (ETP) will be submitted in writing by memorandum through channels to the defense force S1 / commander, as appropriate.

b. All memoranda, regardless of purpose, will be prepared IAW the most current version of AR 25-50, Preparing and Managing Correspondence.

20–5. Use of civilian email addresses

a. IAW Executive Directive 2019 - 05, the use of private email to conduct state business is inconsistent with the objectives of state government to be open, transparent, and accountable to Michigan taxpayers. Pursuant to Article 5, §§ 1 and 8 of the Michigan Constitution of 1963, the use of private email for the conduct of state business is prohibited. All defense force business conducted by email must be sent using a state or military email address.

b. MI.DEFENSEFORCE.US domain email addresses are temporarily authorized for official use and are available upon request via the MIDF SharePoint portal.

20–6. Participation in support of civilian law enforcement agencies

Military support of civilian law enforcement is governed by MCL 32.651. In certain situations, commanders may sanction the use of military personnel in support of civilian law enforcement agencies.

20–7. Extremist organizations and activities

Participation in extremist organizations and activities by military personnel is inconsistent with the responsibilities of military service. It is the policy of the Michigan defense force to provide EO and fair treatment for all service members without regard to race, color, sex (including gender identity), national origin, religion, or sexual orientation. Enforcement of this policy is a responsibility of command, is vitally important to unit cohesion and morale, and is essential to the defense force's ability to accomplish its mission. It is the commander's responsibility to maintain good order and discipline in the unit. Every commander has the inherent authority to take appropriate actions to accomplish this goal. This paragraph identifies prohibited actions by soldiers involving extremist organizations, discusses the authority of the commander to establish other prohibitions, and establishes that violations of prohibitions contained in this paragraph or those established by a commander may result in prosecution under various provisions of the MCMJ. This paragraph must be used in conjunction with DoDI 1325.06, Handling Dissident and Protest Activities Among Members of the Armed Forces.

a. *Participation.* Military personnel must reject participation in extremist organizations and activities.

Extremist organizations and activities are ones that advocate—

(1) Racial, sex (including gender identity), sexual orientation, or ethnic hatred or intolerance.

(2) Creating or engaging in discrimination based on race, color, sex (including gender identity), national origin, religion, or sexual orientation.

(3) The use of force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States, or any state.

(4) Support for terrorist organizations or objectives.

(5) The use of unlawful violence or force to achieve goals that are political, religious, discriminatory, or

ideological in nature.

(6) Expressing a duty to engage in violence against DoD or the United States in support of a terrorist or extremist cause.

(7) Support for persons or organizations that promote or threaten the unlawful use of force or violence or criminal activity.

(8) Encouraging military or civilian personnel to violate laws or disobey lawful orders or regulations for the purpose of disrupting military activities (subversion).

(9) Participating in activities advocating or teaching the overthrow of the U.S. or State Government by force or violence, or seeking to alter the form of government by unconstitutional means (sedition).

b. *Prohibitions.* Service members are prohibited from the following actions in support of extremist organizations or activities. Penalties for violations of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (MCMJ), and administrative.

(1) Participating in public demonstrations or rallies.

(2) Attending a meeting or activity with the knowledge that the meeting or activity involves an extremist cause when—

(a) Whether on or off duty.

(b) Whether in or out of uniform.

(c) In a foreign country (whether on or off-duty or in or out of uniform).

(d) It constitutes a breach of law and order.

(e) It is likely to result in violence.

(f) In violation of off-limits sanctions.

(g) In violation of a commander's order.

(h) Fundraising activities.

(i) Recruiting or training members (including encouraging other service members to join).

(j) Creating, organizing, or taking a visible leadership role in such an organization or activity.

(k) Distributing literature on or off a military installation, the primary purpose and content of which concerns advocacy or support of extremist causes, organizations, or activities; and it appears that the literature presents a clear danger to the loyalty, discipline, or morale of military personnel or the distribution would materially interfere with the accomplishment of a military mission.

(l) Receiving financial assistance from a person or organization who advocates terrorism, the unlawful use of force or violence to undermine or disrupt U.S. military operations, subversion, or sedition.

c. *Command authority.* Commanders have the authority to prohibit military personnel from engaging in or participating in any other activities that the commander determines will adversely affect readiness, good order and discipline, or morale within the command. This includes, but is not limited to, the authority to order the removal of symbols, flags, posters, or other displays from barracks, to place areas or activities off-limits (see AR 190–24), or to order service members not to participate in those activities that are contrary to good order and discipline or morale of the unit or pose a threat to health, safety, and security of military personnel or a military installation.

d. *Command options.* Commander's options for dealing with a service member's violation of the prohibitions includes the following:

(1) MCMJ action—Possible punitive articles include the following:

(2) MCL 32.1092—Failure to obey a lawful general order or regulation.

(3) MCL 32.1116—Riot or breach of peace.

(4) MCL 32.1117—Provoking speeches or gestures.

(5) MCL 32.1133—Conduct unbecoming an officer.

(6) MCL32.1134—General article, specifically, conduct which is prejudicial to good order and discipline or service discrediting.

e. Involuntary separation for unsatisfactory performance or misconduct or for conduct deemed prejudicial to good order and discipline or morale.

f. Reclassification actions or bar to continued service actions, as appropriate.

g. Other administrative or disciplinary action deemed appropriate by the commander, based on the specific facts and circumstances of the particular case.

h. *Command responsibility.* Any service member's involvement with or in an extremist organization or activity (such as membership, receipt of literature, or presence at an event) could threaten the good order and discipline of a unit. In any case of apparent service member involvement with or in extremist organizations or activities, whether or not in violation of the prohibitions in paragraph 20–7b, commanders will take positive actions to educate service members, putting them on notice of the potential adverse effects that participation in

violation of defense force policy may have upon good order and discipline in the unit and upon their military service. These positive actions includes the following:

(1) Educating service members regarding the Defense Force's Military Equal Opportunity (MEO) policy. Commanders will advise service members that extremist organizations' goals are inconsistent with defense force goals, beliefs, and values concerning MEO. The extremist organizations and activities block of instruction, when presented by MEO professionals, will only be conducted by Defense EO Management Institute (DEOMI) graduate currently serving in an authorized MEO professional billet. The standardized plan of instruction and training slides are located on the Central Army Registry and may not be supplemented with other training material or slides. The training will be vetted by the commander (or their representative) after obtaining a local legal review prior to presentation of the training.

(2) Commanders will ensure service members understand the identification of extremist organizations or activities is the responsibility of Defense Force Criminal Investigation Command (DFCIDC).

(3) Commanders will report all incidents pertaining to extremist activities to the defense force commander.

(4) Advising service members that any participation in extremist organizations or activities—

(a) Will be taken into consideration when evaluating their overall duty performance, to include appropriate remarks on evaluation reports (officer evaluation reports (OERs) and noncommissioned officer evaluation reports (NCOERs) which include: DA Form 67-10-1 (Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report); DA Form 67-10-2 (Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report); DA Form 67-10-3 (Strategic Grade Plate (O6) Officer Evaluation Report); and DA Form 67-10-4 (Strategic Grade Plate General Officer Evaluation Report); hereafter referred to collectively as "DA Form 67-10 series (officer evaluation report (OER)" or "OER"). This also includes: DA Form 2166-9-1 (NCO Evaluation Report (SGT)); DA Form 2166-9-2 (NCO Evaluation Report (SSS-1SG/MSG)); DA Form 2166-9-3 (NCO Evaluation Report (CSM/SGM)); hereafter referred to collectively as "DA Form 2166-9 series (noncommissioned officer evaluation report (NCOER))" or "NCOER." This also includes: DA Form 1059 (Service School Academic Evaluation Report); and DA Form 1059-1 (Civilian Institution Academic Evaluation Report); hereafter referred to collectively as academic evaluation reports). (DA Form 67-10 series, DA Form 2166-9 series, DA Form 1059, and DA Form 1059-1 are hereafter referred to collectively as "evaluation reports.")

(b) Will be taken into consideration when selections for positions of leadership and responsibility are made.

(c) May result in the suspension or revocation of security clearances or access to government-owned IT systems, as appropriate.

(d) May result in reclassification actions or bar to continued service actions, as appropriate.

(e) Will result in being reported to law-enforcement authorities.

(5) Suspected affiliation or involvement in extremist activities may come to the attention of a commander in a number of ways, including reports through the chain of command, anonymous calls, or personal observation. A commander receiving such information should consult with their servicing Judge Advocate on how to proceed. Commanders who identify individuals as extremists will, at a minimum, counsel the individual on defense force policy concerning extremism. Commanders may also consider taking other action, either administrative or judicial as listed in paragraph 20-7d.

i. *Reporting requirement.* Commanders will notify the supporting counterintelligence organization in cases where they know or suspect that service members are engaging in the activities specified in paragraphs 20-7a(3) to (9) or when they become aware of any of the activities or behaviors defined in AR 381-12. If a service member possesses a security clearance, commanders will ensure the security manager records the derogatory information as an incident report in the JPAS (or subsequent system) in accordance with AR 380-67.

j. *Criminal gangs and activity.* Participation in criminal gangs and activities by defense force personnel is inconsistent with the responsibilities of military service. This subparagraph identifies prohibited actions by service members involving criminal gangs, discusses the authority of the commander to establish other prohibitions, and establishes that violations of prohibitions contained in this paragraph or those established by a commander may result in prosecution under various provisions of the MCMJ.

(1) Criminal gangs and activities are ones that advocate the planning or commission of one or more criminal offenses, by persons who share a group identity, and may share a common name, slogan, tattoos, graffiti, clothing style or color, or other shared characteristics like the use of violence and intimidation to further its criminal objectives.

(2) Participation, command authority, command options, and command responsibility are addressed above, in paragraph 20-7.

(3) Service members are prohibited from active participation in gangs or their activities. Penalties for

violations of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (MCMJ), and administrative, as listed in paragraph 20–7d. Below are examples of active participation that are specific to criminal gangs:

- (a) Knowingly wearing gang colors or clothing.
- (b) Having tattoos or body markings associated with criminal gangs.
- (c) Engaging in activities in furtherance of the objective of such gangs or organizations that are detrimental to good order, discipline, or mission accomplishment.

k. *Extremist organizations, criminal gangs, and associated cyber activity and social media.* Defense force personnel are responsible for content they publish on all personal and public internet domains to include social media sites, blogs, and other websites. Participation in internet sites sponsored by extremist organizations and activities is inconsistent with the responsibilities of military service. Defense force personnel who maintain a presence on the internet could be perceived as representatives of the U.S. Army. This paragraph identifies prohibited actions by service members involving participation in cyber activities sponsored by or promoting extremist organizations or criminal gangs and the use of social media to promote activities associated with extremism and criminal gangs, discusses the authority of the commander to establish other prohibitions, and establishes that violations of prohibitions contained in this paragraph or those established by a commander may result in prosecution under various provisions of the MCMJ.

(1) *Participation.* Military personnel must reject participation in extremist organizations and associated cyber activities. Extremist organizations and criminal gangs are described in paragraphs 20–7a and 20–7g.

(2) *Prohibitions.* Service members are prohibited from engaging in cyber-related activities in support of extremist organizations or criminal gangs. Penalties for violations of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (MCMJ), and administrative. Examples of prohibited cyber-related activities include:

- (a) Participating in the promotion of demonstrations or rallies through the use of cyber activities and social media.
- (b) Promotion of a meeting or activity through the use of cyber activities and or social media with the knowledge that the meeting or activity involves an extremist cause.
- (c) Fundraising activities using cyber activity or social media.
- (d) Recruiting or training members (including encouraging other service members to join) using cyber activity or social media.
- (e) Creating, organizing, or taking a visible leadership role in such a cyber or social media activity.
- (f) Promoting information through cyber activity, the primary purpose and content of which concerns advocacy or support of extremist causes, organizations, or activities; and it appears that the information presents a clear danger to the loyalty, discipline, or morale of military personnel or the distribution would materially interfere with the accomplishment of a military mission.
- (g) Browsing or visiting internet websites or engaging in cyber activities when on duty, without official sanction, that promote or advocate violence directed against the U.S., DoD, SOM, or DMVA or that promote international terrorism or terrorist themes.

(3) *Command authority.* Commanders have the authority to prohibit military personnel from engaging in or participating in any cyber or social media activities that the commander determines will adversely affect good order and discipline or morale within the command. This includes, but is not limited to, the authority to order the removal of images, symbols, flags, language, or other displays from social media and internet domains, or to order service members not to participate in cyber and social media activities that are contrary to good order and discipline or morale of the unit or pose a threat to health, safety, and operational security of military personnel or a military installation.

(4) *Command options.* Commander’s options for dealing with a service member’s violation of these prohibitions include—

- (a) MCMJ action—Possible punitive articles include the following:
- (b) MCL 32.1092—Failure to obey a lawful general order or regulation.
- (c) MCL 32.1116—Riot or breach of peace.
- (d) MCL 32.1117—Provoking speeches or gestures.
- (e) MCL 32.1133—Conduct unbecoming an officer.
- (f) MCL 32.1134—General article, specifically, conduct which is prejudicial to good order and discipline or service discrediting.

l. Involuntary separation for unsatisfactory performance or misconduct or for conduct deemed prejudicial to good order and discipline or morale.

m. Reclassification actions or bar to reenlistment actions, as appropriate.

n. Other administrative or disciplinary action deemed appropriate by the commander, based on the specific facts and circumstances of the particular case to include removal of access to government-owned IT systems.

o. *Command responsibility.* Command responsibility is addressed in paragraph 20–7e.

p. *Preventive activities.*

(1) Commanders should remain alert for signs of future prohibited activities. They should intervene early, primarily through counseling, when observing such signs even though the signs may not rise to active advocacy or active participation or may not threaten good order and discipline, but only suggest such potential. The goal of early intervention is to minimize the risk of future prohibited activities.

(2) Examples of such signs, which, in the absence of active advocacy or active participation, could include mere membership in criminal gangs and extremist organizations. Signs could also include possession of literature associated with such gangs or organizations, or with related ideology, doctrine, or causes. While mere membership or possession of literature normally is not prohibited, it may merit further investigation and possibly counseling to emphasize the importance of adherence to the defense force’s values and to ensure that the service member understands what activities are prohibited.

q. *Legal advice and counsel.* Commanders should seek the advice and counsel of their legal advisor when taking actions pursuant to this policy.

20–8 Language policy

English is the operational language of the U.S. military and the Michigan defense force. Service members must maintain sufficient proficiency in English to perform their military duties. Their operational communications must be understood by everyone who has an official need-to-know their content, and, therefore, will normally be in English. However, commanders may not require service members to use English, unless such use is clearly necessary and proper for the performance of military functions. Accordingly, commanders may not require the use of English for personal communications that are unrelated to military functions.

20–9. Relationships between personnel of different grades

a. The term "officer" used in this paragraph includes both commissioned and WOs, unless otherwise stated.

The term "noncommissioned officer" refers to a service member in the army rank of corporal to CSM/SGM. The term "junior enlisted" refers to a service member in the rank of private to specialist. Service members of different grades must be cognizant that their interactions do not create an actual or clearly predictable perception of undue familiarity between an officer and an enlisted member, or between an NCO and a junior enlisted service member. Examples of familiarity between service members that may become "undue" can include repeated visits to bars, nightclubs, eating establishments, or homes between an officer and an enlisted member, or an NCO and a junior enlisted service member, except for social gatherings, that involve an entire unit, office, or work section. All relationships between service members of different grades are prohibited if they—

- (1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
- (2) Cause actual or perceived partiality or unfairness.
- (3) Involve, or appear to involve, the improper use of grade or rank or position for personal gain.
- (4) Are, or are perceived to be, exploitative or coercive in nature.
- (5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

b. Certain types of personal relationships between officers and enlisted members, or NCOs and junior enlisted service members, are prohibited. Prohibited relationships include the following:

(1) Ongoing business relationships between officers and enlisted personnel, or NCOs and junior enlisted service members. This prohibition does not apply to landlord/tenant relationships or to one-time transactions such as the sale of an automobile or house, but does apply to borrowing or lending money, commercial solicitation, and any other type of ongoing financial or business relationship. Business relationships between NCOs and junior enlisted service members that exist at the time this policy becomes effective and that were authorized under previously existing rules and regulations, are exempt provided the individuals are not in the same unit or chain of command and the relationship does not meet the criteria listed in paragraphs 20–9b(1) through (5). This prohibition does not apply to relationships that exist due to civilian occupations or employment.

(2) Dating, shared living accommodations other than those directed by operational requirements, and intimate or sexual relationships between officers and enlisted personnel, or NCOs and junior enlisted service members. This prohibition does not apply to the following:

(a) Marriages between an officer and an enlisted member or an NCO and a junior enlisted service member.

However, when evidence of fraternization between an officer and enlisted member or an NCO and a junior enlisted service member prior to their marriage exists, their marriage does not preclude appropriate command action based on the prior fraternization. Commanders have a wide range of responses available including counseling, reprimand, order to cease a relationship prior to marriage, reassignment, administrative action, or adverse action. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is appropriate. Generally, the commander should take the minimum action necessary to ensure that the needs of good order and discipline are satisfied.

(b) Situations in which a relationship that complies with this policy would move into noncompliance due to a change in status of one of the members (for instance, a case where two junior enlisted members are dating and one is subsequently commissioned or selected to be a WO, commissioned officer, or NCO). In relationships where one of the enlisted members has entered into a program intended to result in a change in his or her status from enlisted to officer or junior enlisted service member to NCO, the couple must terminate the relationship permanently or marry within one year of the date of the appointment or the change in status occurs.

(1) When the relationship primarily exists due to civilian acquaintanceships, unless the individuals are on active state service or on full-time special duty orders.

(2) Service members and leaders share responsibility for ensuring that these personal relationships do not interfere with good order and discipline. Commanders will ensure that personal relationships that exist between service members of different grades emanating from their civilian careers will not influence training, readiness, or personnel actions.

(c) Gambling between officers and enlisted personnel, or NCOs and junior enlisted service members.

c. These prohibitions are not intended to preclude unit-based normal team building or activity based on interaction which occurs in the context of community based, religious, or fraternal associations such as scouting, youth or adult sports leagues or teams; membership in organizations such as the Masons or Elks; religious activities including chapel, church, synagogue, mosque, or religious education; Family gatherings; unit-based social functions; or athletic events.

d. All military personnel share the responsibility for maintaining professional relationships. However, in any relationship between service members of different grade or rank, the senior member is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

e. Commanders should seek to prevent inappropriate or unprofessional relationships through proper training and personal leadership. Commanders have a wide range of responses available should inappropriate relationships occur. These responses may include counseling, reprimand, order to cease, reassignment, or adverse action. Potential adverse action may include official reprimand, adverse evaluation report(s), nonjudicial punishment, separation, bar to continued service, promotion denial, demotion, and courts-martial. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is warranted, appropriate, and fair.

20–10. Fraternization

Violations of paragraphs 20–9b and 20–9c may be punished under the MCMJ.

20–11. The Defense Force Harassment Prevention and Response Program (hazing, bullying, and discriminatory harassment)

The defense force is a values-based organization where everyone is expected to do what is right by treating all persons as they should be treated—with dignity and respect. Defense force personnel are expected to treat all people with respect in all aspects of life and forms of communication (for example, online or in person). Furthermore, defense force personnel, especially those entrusted with the mantle of leadership, will lead by example and do what is right to prevent abusive treatment of others. Failure to do so brings discredit on the defense force and may have severe implications. Hazing, bullying, and discriminatory harassment of people or their property is prohibited; allegations of harassment will be addressed swiftly, individually, and in light of their circumstances. Hazing, bullying, online misconduct, and other acts of misconduct, undermine trust, violate our ethic, and negatively impact command climate and readiness. Paragraphs 20–12a(1) through (5) are punitive, and violators may be punished under the MCMJ or subject to administrative action. Commanders will seek the advice and counsel of their legal advisor when taking actions pursuant to this paragraph.

a. *Harassment.*

(1) *Hazing.* A form of harassment that includes conduct through which service members without a proper military authority or other governmental purpose but with a nexus to military service, physically or psychologically injures or creates a risk of physical or psychological injury to service members for the purpose of: initiation into, admission into,

affiliation with, change in status or position within, or a condition for continued membership in any military organization. Hazing can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

Hazing is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without proper military authority or other governmental purposes:

- (a) Any form of initiation or congratulatory act that involves physically striking, beating, paddling, whipping, or burning another person in any manner or threatening to do the same;
- (b) Pressing any object into another person's skin, regardless of whether it pierces the skin, such as "pinning" or "tacking on" of rank insignia, aviator wings, jump wings, diver insignia, badges, medals, or any other object;
- (c) Oral or written berating of another person with the purpose of belittling or humiliating;
- (d) Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts;
- (e) Playing abusive or malicious tricks;
- (f) Excessive physical exercise;
- (g) Confinement to restricted areas, isolation, or sleep-deprivation;
- (h) Immersion in noxious substances;
- (i) Branding, handcuffing, duct taping, tattooing, shaving, greasing, or painting another person;
- (j) Subjecting another person to excessive or abusive use of water; and
- (k) Forcing another person to consume food, alcohol, drugs, or any other substance.
- (l) Soliciting, coercing, or knowingly permitting another to participate, solicit or coerce such conduct, may be considered hazing. Service members will be held responsible for an act of hazing even if there was actual or implied consent from the victim, without regard to the service, rank, status, or position of the victim.

(2) *Bullying.* A form of harassment that includes acts of aggression by service members with a nexus to military service, with the intent of harming a service member either physically or psychologically, without proper military authority or other governmental purpose. Bullying is the exposure of an individual or group to physical and/or emotional aggression with the intent to cause distress or harm. Bullying may involve the singling out of an individual from his or her coworkers, or unit, for ridicule because he or she is considered different or weak. It often is indirect or subtle in nature and involves an imbalance of power between the aggressor and the victim. Bullying can be conducted through the use of electronic devices or communications, and by other means including social media, as well as in person.

(a) Bullying is evaluated by a reasonable person standard and includes, but is not limited to, the following when performed without a proper military authority or other governmental purpose:

- (1) Physically striking another person in any manner or threatening to do the same; intimidating, teasing, name calling, mockery, threats of violence, harassment, taunting, social exclusion, isolating, manipulating, blackmailing, and spreading rumors in which there is often a power differential, whether by rank, position, physical stature, social standing or other measures, between the aggressor (one or more) and the victim (one or more);
- (2) Oral or written berating of another person with the purpose of belittling or humiliating;
- (3) Encouraging another person to engage in illegal, harmful, demeaning, or dangerous acts;
- (4) Playing abusive or malicious tricks;
- (5) Branding, handcuffing, duct taping, tattooing, shaving, greasing, painting, hitting, spitting, shoving another person;
- (6) Subjecting another person to excessive or abusive use of water;
- (7) Forcing another person to consume food, alcohol, drugs, or any other substance; and
- (8) Degrading or damaging another's property or reputation.

(a) Soliciting, coercing, or knowingly permitting another to participate, solicit or coerce such conduct, may be considered bullying. Service members will be held responsible for an act of bullying even if there was actual or implied consent from the victim, without regard to the service, rank status, or position of the victim.

(b) *Discriminatory harassment.* A form of harassment that is unwelcome conduct based on race, color, religion, sex (including gender identity), national origin, or sexual orientation.

(a) *Other acts of misconduct.* Misconduct may or may not meet the definitions above for hazing or bullying, yet may violate the dignity and respect of others. Additionally, acts of reprisal or retaliation, and/or violations against persons as outlined in applicable Michigan statutes may violate the provisions of this

paragraph.

(1) Harassment is prohibited in all circumstances and environments, including off-duty and “unofficial” unit functions and settings.

(2) Harassment is not limited to superior-subordinate relationships. They may occur between peers or, under certain circumstances, may involve actions directed toward senior personnel by those junior in rank, grade, or position to them.

(3) Incidents involving sexual assault, harassment, or discrimination must be addressed in accordance with the full display of laws, regulations, and policies pertaining to such allegations. In all cases, appropriate responding and investigative procedures will be followed.

(d) Online misconduct. The use of electronic communication to inflict harm. Electronic communication is the transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone or other electronic device. Electronic communications include, but are not limited to: text messages, emails, chats, instant messaging, screensavers, blogs, social media sites, electronic device applications, and web/video conferencing. Examples of online misconduct include, but are not limited to: hazing, bullying, harassment, discriminatory harassment, stalking, retaliation, or any other types of misconduct that undermines dignity and respect. When using electronic communication devices, defense force personnel should apply “Think, Type, and Post”: “Think” about the message being communicated and who could potentially view it; “Type” a communication that is consistent with defense force values; and “Post” only those messages that demonstrate dignity and respect for self and others.

(1) Commanders and leaders are to reinforce a climate where current and future defense force personnel understand that online misconduct is inconsistent with defense force values and where online-related incidents are prevented, reported, and where necessary addressed at the lowest possible level.

(2) Personnel experiencing or witnessing online misconduct should promptly report matters to the chain of command/supervision. Alternative avenues for reporting and information include: Family Support Services, Military Equal Opportunity, Equal Employment Opportunity, Sexual Harassment/Assault Response and Prevention, and Army Law Enforcement.

(e) The imposition of necessary or proper duties and the requirement of their performance does not violate this policy even though the duties may be arduous, hazardous, or both. Harassment does not include properly directed command activities that serve a legitimate purpose, or the requisite training activities required to prepare for such activities. When authorized by the chain of command and/or operationally required, the following activities do not constitute hazing or bullying:

(1) The physical and mental hardships associated with operations or operational training.

(2) Lawful punishment imposed pursuant to the MCMJ.

(3) Administrative corrective measures, including verbal reprimands and command-authorized physical exercises.

(4) Extra military instruction or corrective training that is a valid exercise of military authority intended to correct a service member’s deficient performance.

(5) Physical training (PT) and remedial PT.

(6) Other similar activities that are authorized by the chain of command and conducted in accordance with this or another applicable regulation.

(f) Traditional events. Many time-honored customs of the Army include traditional events that celebrate personal milestones and professional achievements. These events are part of our heritage and include hails and farewells, promotion and graduation ceremonies, and other official command functions. When properly organized and supervised, these events serve to enhance morale, esprit de corps, pride, professionalism, and unit cohesiveness. The chain of command will ensure these traditions and customs are carried out in accordance with the moral principles of the military ethics and reinforce a positive professional climate within the culture of trust.

Commanders at all levels—

(1) Enforce the defense force’s policy on harassment at all levels.

(2) Reinforce a climate where current and future defense force personnel understand that harassment, including online misconduct, erodes mission readiness by diminishing dignity and respect and negatively impacts morale.

(3) Hold leaders at all levels appropriately accountable for fostering a climate of inclusion within their organizations that supports diversity, is free from harassment, and does not tolerate retaliation for those reporting harassment allegations.

(4) Publish and post written command policy implementing the Defense Force Harassment Prevention and

Response Program. Statements will be consistent with defense force policy and include the local command's commitment to preventing harassment (including hazing, bullying, discriminatory harassment, online misconduct, and other misconduct). They will also include information regarding how to identify the types of harassment (hazing, bullying, discriminatory harassment, online misconduct, and other misconduct) and Army standard definitions, as outlined in MIDF Regulation 600-20. The policy will reaffirm that such acts of harassment are prohibited, will explain how and where to file complaints, and will state that all complainants and victims will be protected from acts or threats of reprisal and/or retaliation. Each activity down to company, troop, or battery level will publish a harassment policy. Commanders must consult with their legal advisor prior to publishing.

(5) On an annual basis, commanders will conduct harassment training in combination with their annual MEO training requirement, in accordance with MIDF SOP 140-1, Operations & Training. Training will occur at all levels. Command participation and emphasis is crucial in this effort. Harassment prevention and response training and education programs at all levels will include—

- (a) Roles and responsibilities of service members, including fostering a culture free from harassment.
- (b) Information on how to identify types of harassment and definitions.
- (c) Options and procedures for submitting informal, formal, and anonymous harassment complaints.
- (d) Information regarding how to identify and report retaliation.
- (e) Information regarding how to identify and report reprisal in accordance with DoDD 7050.06.
- (f) Information regarding bystander intervention to ensure service members have the skills to recognize when to intervene and the tools necessary to implement the intervention.
- (g) Information regarding any administrative or disciplinary action that could be taken.
- (h) Include examples of hazing, bullying, and discriminatory harassment and illustrate how these behaviors negatively impact the mission.
- (i) Victim rights and resources.

(g) *Tracking and reporting*—

- (1) Harassment complaints will be processed through the command MEO Program using the MEO.
- (2) Tracking and reporting of criminal behavior in violation of this paragraph will be consolidated by the Defense Force JAG.
- (3) Harassment complaints against service members reported via EEO channels in accordance with AR 690–600 will be reported to and tracked by the command MEO Program as required by DoDI 1020.03.

(h) *Individual reporting.* Defense force personnel should report harassment (hazing, bullying, discriminatory harassment) to their commander/supervisor, the MEO, or law enforcement. Individuals should report cases of sexual assault and sexual harassment as described in chapter 7 of MIDF Regulation 600-20.

(i) *Individual information.* Defense force personnel may seek information from the following agencies: Family support services, MEO office, EEO office, law enforcement, and the MING SHARP professional. These agencies will refer complainants to the commander, or law enforcement to file a complaint pertaining to harassment.

(1) *Guidance.* Individuals should—

- (a) Promptly report matters to the chain of command/supervision or their MEO professional if they experience or witness any incidents of harassment (hazing, bullying, discriminatory harassment, online misconduct, or other acts of misconduct).
- (b) Conduct themselves in accordance with this paragraph and treat all persons as they should be treated with dignity and respect.
- (c) Intervene or prevent harassment, if safe to do so, such that incidents are addressed at the lowest possible level.

20–12. Informal funds

Commanders may authorize informal funds. Examples of informal funds are office coffee, cup and flower, and annual picnic funds. These funds are subject to the following guidelines:

- a. Use is limited to expenses consistent with the purpose and function of the fund.
- b. Only one individual is to be responsible for fund custody, accounting, and documentation. Annually, this individual's supervisor is advised of the fund's financial status.
- c. Operation of the fund will be consistent with Army and defense force Values and DoD 5500.07–R.

20–13. Domestic Violence Amendment to the Gun Control Act of 1968

a. *General.* The Domestic Violence Amendment to the Gun Control Act of 1968 (18 USC 922), the Lautenberg Amendment, makes it unlawful for any person to transfer, issue, sell or otherwise dispose of firearms or ammunition to any person whom he or she knows or has reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence. It is also unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to receive any firearm or ammunition that has been shipped or transported in interstate or foreign commerce. This chapter applies to all defense force soldiers wherever they are stationed.

(1) *Definitions.* For the purpose of this paragraph only, the following definitions apply:

(a) *Crime of domestic violence.* An offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate relationship with the intent to make that place their home.

(b) *Qualifying conviction.* A state or federal conviction for a misdemeanor crime of domestic violence and any general or special court-martial for an offense that otherwise meets the elements of a crime of domestic violence, even though not classified as a misdemeanor or felony. A qualifying conviction does not include a summary courts-martial conviction or the imposition of nonjudicial punishment under MCMJ, Art. 3. By DoD policy, a State or Federal conviction for a felony crime of domestic violence adjudged on or after 27 November 2002, will be considered a qualifying conviction for purposes of this regulation and will be subject to all the restrictions and prohibitions of this regulation. A person will not be considered to have a qualifying conviction unless the convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel, and, if entitled to have the case tried by a jury, the case was actually tried by a jury, or the person knowingly and intelligently waived the right to have the case tried by a jury; and, the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense, or had civil rights restored; unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

(c) *Security clearance.* If a completed security clearance investigation reveals that a service member has a qualifying conviction, then the investigation will be referred to the service member's chain of command for appropriate action consistent with this regulation.

(d) *Commander's responsibilities.*

(1) The commander will ensure that all service members who have a qualifying conviction are notified that it is unlawful to possess, ship, transport, or receive firearms and ammunition as prohibited in this publication.

(2) Company and battery-level commanders will ensure that service members in processing to their unit are notified of the following requirements in the Domestic Violence Amendment to the Gun Control Act—

(a) It is unlawful for any person to transfer, issue, sell, or otherwise dispose of firearms or ammunition to any person whom he or she knows, or has reason to believe, has been convicted of a misdemeanor crime of domestic violence.

(b) It is unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to receive any firearm or ammunition that has been shipped or transported in interstate or foreign commerce.

(c) Service members have an affirmative, continuing obligation to inform commanders or supervisors if they have, or later obtain, a conviction of a misdemeanor crime of domestic violence.

(d) Service members who report a conviction of a misdemeanor crime of domestic violence will be asked by company and battery-level commanders to complete DD Form 2760 (Qualification to Possess Firearms or Ammunition). Service members will be notified that neither the information nor evidence gained by filling out the DD Form 2760 may be used against them in any criminal prosecutions for a violation of 18 USC 922, including prosecution under the MCMJ, based on a violation of 18 USC 922 for conduct that occurred prior to completion of the DD Form 2760. Commanders will file the DD Form 2760 in the service member's electronic personnel file.

(e) A copy of paragraph 20–13 will be displayed outside unit arms rooms and all facilities in which government firearms or ammunition are stored, issued, disposed, or transported.

(3) The senior commander will ensure that policy and procedures are in place to enforce the provisions of this chapter if privately owned firearms or ammunition are permitted in government quarters. The senior commander will also ensure that policy and procedures are in place in MWR activities and other government

sponsored or sanctioned activities on their installation that engage in the transfer or sale of firearms or ammunition.

(4) The senior commander will ensure that procedures are implemented to track domestic violence arrests and convictions in the civilian community. These procedures should include regular coordination with local law enforcement and judicial agencies.

(5) If a commander knows or has reasonable cause to believe that a service member has a qualifying conviction, then the commander should take all reasonable action to investigate. Service members with qualifying convictions must be identified and reported to DMVA through the defense force commander to ensure compliance with the law. A commander at any level may initiate the investigation by ordering the service member to complete DD Form 2760. Service members who have or may have a qualifying conviction should be referred to a Trial Defense Service (TDS) attorney. A TDS attorney will also be available to assist the service member in seeking expungement of a qualifying conviction or a pardon.

(6) If a commander knows or has reasonable cause to believe that a service member has a qualifying conviction, then he or she will immediately retrieve all government-issued firearms and ammunition and advise the service member to consult with a legal assistance attorney for guidance on lawful disposal or sale of any privately owned firearms and ammunition. Individuals with qualifying convictions are exempt from weapons qualification in accordance with AR 350-1 and will not be assigned individual weapons or ammunition.

(7) Accommodation: Domestic violence is incompatible with defense force values. However, service members will be given a reasonable time to seek expungement of, or to obtain a pardon for a qualifying conviction, and may request to extend up to one year for that purpose. The following factors will be considered in the commander's determination of the amount of time granted to seek expungement or pardon:

(a) Whether the service member attempted to conceal his conviction. In no event will service members be accommodated who have made false statements on the DD Form 2760.

(b) Whether firearms or deadly weapons were used in the offense that formed the basis for the service member's domestic violence conviction.

(c) Whether the conviction is recent or remote in time.

(d) Whether there were incidents of domestic violence before or after the qualifying conviction. In no event will service members be accommodated who have more than one qualifying conviction.

(e) Whether serious injury was caused during the crime of domestic violence.

(f) Whether the service member cooperated with law enforcement or investigating authorities.

(g) Whether circumstances suggest the probability of future incidents of domestic violence.

(h) Whether the service member has expressed remorse or regret or has entered counseling.

(i) Whether the service member has satisfied the judgment of the court.

(j) The length and character of service of the service member, the ability and potential of the service member, and the needs of the defense force for the skills of the service member.

(k) Whether accommodation of the service member is consistent with actions taken in similar cases.

(l) Whether accommodation of the service member would be consistent with good order and discipline and public safety.

(8) Commanders must detail service members whom they have reason to believe have a qualifying conviction to meaningful duties that do not require bearing weapons or ammunition. Commanders may reassign service members to local headquarters unit positions that deny them access to weapons and ammunition. Commanders will not appoint or assign service members with qualifying convictions to leadership, supervisory, or property accountability positions that would require access to firearms or ammunition.

(e) *Personnel policies.*

(1) *Enlistment/reenlistment.* Enlistment of applicants with a qualifying conviction is prohibited and no waivers will be approved. Service members with a qualifying conviction will be barred from reenlistment and are not eligible for the indefinite reenlistment program. Service members in the indefinite reenlistment program will be given an expiration of term of service not to exceed 12 months from the date DMVA is notified of the qualifying conviction.

(2) *Commissioning/appointment.* Applicants with a qualifying conviction will not be approved for commissioning in accordance with AR 135-100. Officers with a qualifying conviction will be separated no later than 12 months from the date DMVA is notified of the qualifying conviction.

(3) *Flags.* Service members with a qualifying conviction will be denied favorable personnel action in accordance with AR 600-8-2. The flag may be removed if the qualifying conviction is expunged or set aside

by competent authority.

(4) *Attendance at Service schools.* Service members with a qualifying conviction are not authorized to attend any Service school where instruction with firearms or ammunition is part of the curriculum. Commanders will counsel service members that inability to complete service schools may affect future promotion or retention. Service members with a qualifying conviction may not attend any school that requires an active duty service obligation.

(5) *Michigan Defense Force selection board guidance.* Selection boards for school, command, and promotion will be instructed that appropriate consideration should be given to qualifying convictions in evaluating the service member's potential for future service.

(6) *Promotion.* Enlisted service members with a qualifying conviction may not be promoted to the next higher grade in accordance with AR 600–8–19. Officers with a qualifying conviction may not be promoted to the next higher grade.

(7) *Separation/retention policy.* Officers may submit requests for unqualified resignation, or be processed for elimination under the provisions of AR 600–8–24. Enlisted service members may request voluntary separation for the convenience of the government under Secretarial plenary authority as specified in AR 635–200. They also may be processed for involuntary discharge under the misconduct provisions of AR 635–200 on the basis of the misconduct that resulted in the qualifying conviction, or for involuntary separation under Secretarial plenary authority if the commander does not believe that discharge for misconduct is warranted. The misconduct and Secretarial plenary authority provisions of AR 135–178 also apply to voluntary or involuntary separation of enlisted service members. The foregoing separation provisions do not apply to service members within statutory military retirement sanctuaries.

(8) *Mobilization/deployment.* All service members known to have, or whom commanders have reasonable cause to believe have, a qualifying conviction are not mobilization assets for active state service purposes and are non-deployable for missions that require possession of firearms or ammunition.

(9) *Evaluation reports.* A qualifying conviction is an appropriate subject for comment in an evaluation report in accordance with AR 623–3.

20–14. Self-reporting of criminal convictions by officers and senior enlisted members

a. All defense force commissioned officers, WOs, and enlisted members above the grade of E–6 will report, in writing, any conviction of such member for violation of a criminal law of the United States or the state of Michigan whether or not the member is in active service at the time of the conduct which provides the basis for the conviction. The member will report using either a MIDF Form 4187 (Personnel Action) or a memorandum (see AR 600–8–6). Reporting is required for any criminal conviction announced on or after 1 March 2008.

b. The report will be made to the service member's commander within 15 days of the date the conviction is announced, even if a sentence has not been imposed or the service member intends to appeal the conviction.

c. Service members in an active state duty status will submit reports under this policy at the first drill period after the date the conviction is announced, or within 30 days of the date the conviction is announced, whichever is earlier, even if sentence has not been imposed or the service member intends to appeal the conviction.

d. Service members on the Inactive Reserve List (IRL) will submit their report, in writing, to the Defense Force commander within 30 days of the date the conviction is announced.

e. The written report will be on a MIDF Form 4187 or in memorandum format and include: service member's name, rank, unit of assignment, date of offense(s), specified nature of the offense (charged offenses(s)), place and date of trial, result of the trial, sentence (if available at the time of conviction), and any other supporting documents. In addition, a copy of the conviction and sentencing documents will be submitted with the report. Service members may include statements of extenuation or mitigation with their report. Statements of extenuation or mitigation may be used by their chain of command and the General Courts-Martial Convening Authority (GCMCA) in determining the filing disposition of the conviction as outlined in paragraph 4–23g.

f. Understanding self-reporting terminology—

(1) *Conviction.* For the purposes of this policy, the term “conviction” includes a plea or finding of guilty, a plea of nolo contendere (plea of no contest – plead guilty to the charge(s) without admitting guilt), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges.

(2) *Criminal Law of the United States.* Includes any conviction of Federal criminal law, or the law of any State, district, commonwealth, territories, or equivalent criminal law or ordinance, and any criminal law or ordinance of any county, parish, municipality, or local subdivision of any such authority, other than motor vehicle violations that do not require a court appearance.

(3) *Suspension of favorable personnel actions.* Suspension of favorable personnel actions is mandatory when an investigation (formal or informal) is initiated on a service member by military or civilian authorities.

g. Upon receipt of a report of a criminal conviction, the commander will forward that report to the Special Court-Martial Convening Authority (SPCMCA) and will include any statements of extenuation or mitigation, if provided. The SPCMCA, with the assistance of the servicing judge advocate, will obtain an authenticated copy of the conviction and the sentence, if available, from civilian authorities and all available supporting evidence. After review, the SPCMCA will forward the authenticated conviction (and sentence, if available) along with any supporting evidence, and statements of extenuation or mitigation, if provided, to the GCMCA with a recommendation on whether to file the conviction in the service member's official military personnel file in accordance with AR 600-37. Commanders at all levels may consider the conviction for official purposes, to include, but not limited to, evaluation reports, assignments, selection for schools, awards, initiation of separation, and suspension of security clearance and access to government-owned IT systems. If the commander initiates separation action, the case will be processed through the chain of command to the separation authority for appropriate action.

h. In accordance with AR 380-67, commanders will forward a copy of the MIDF Form 4187, including all attachments and any statements of extenuation or mitigation provided by the service member, to the DoD CAF (Army Division) using derogatory information reporting procedures in the JPAS. The report will include the commander's recommendation regarding retention or revocation of the service member's security clearance.

i. In the event a commander or military law enforcement official receives information that a covered member of the Armed Forces under the jurisdiction of another military department has become subject to a conviction for which a report is required by this section, the commander or military law enforcement official receiving such information will forward it to the member's immediate commander. If the member's immediate commander cannot be readily identified, the commander or military law enforcement official receiving the information will forward it to the appropriate service point of contact listed below—

- (1) U.S. Army: Army Operations Center, 3200 Army Pentagon, Washington, DC 20310-3200; (703) 697 0219/DSN 227-0219.
- (2) U.S. Marine Corps active duty: Commandant of the Marine Corps (HQMC-JAM), 3000 Marine Corps, Pentagon, Washington, DC 20350-3000; (703) 614-4250.
- (3) U.S. Marine Corps Reserve: Staff Judge Advocate, Marine Corps Mobilization Command, 15303 Andrews Road, Building 100, Kansas City, MO 64147-1207; 1-800-255-5082.
- (4) U.S. Air Force: Headquarters, Air Force Personnel Center (AFPC/DPISIM), Special Programs Office, 550 C Street West, Randolph Air Force Base, TX 78150-4745; (210) 585-2591/DSN 665-2591.
- (5) U.S. Navy active duty: Commander, Navy Personnel (PER-83), 5720 Integrity Drive, Millington, TN 38055-8340. Officers: (901) 874-4424/DSN 882-4424. Senior enlisted: (901) 874-4433/DSN 882-4433.
- (6) U.S. Navy Reserve: Commander, Navy Personnel Command (PERS-9), 5720 Integrity Drive, Millington, TN 38055-8340; (901) 874-3087/DSN 882-3087.

20-15. Command aspects of medical readiness and medical care

Commanders at all levels are responsible and accountable for the health of their command in accordance with AR 40-5 and DA Pam 40-11. Roles of the commander with respect to medical readiness and medical care include the following—

a. *Preventive medicine.* Ensure that the health of all personnel in their command is sustained and protected in all military activities through aggressive implementation of preventive medicine activities. Preventive Medicine Program responsibilities include—

- (1) Training on prevention of disease and injury (as determined by the commander).
- (2) Hazard control.
- (3) Proper use of personal protective measures and protective clothing and equipment.
- (4) Immunization and chemoprophylaxis.
- (5) Health risk and hazard communication.
- (6) Worksite, occupational health, and environmental health surveillance.
- (7) Workplace violence prevention.
- (8) Incorporation of elements of preventive medicine into contingency and operational plans.

b. *Improving and sustaining.* Provide leadership and personal examples in improving and sustaining individual and unit health and fitness.

c. *Risk management.* Minimize health risks using defense force composite risk management principles.

d. *Commanders' responsibilities with respect to medical readiness.* Commanders are responsible to—

(1) Continuously measure and assess the mission readiness status of their units or organizations for significant changes (see AR 220–1).

(2) Ensure service member’s medical fitness standards are met for the purposes of application to courses, continuation in their MOSs, for geographical area assignments, and for deployment.

(3) Assess service member’s physical profiles and assignment limitations against the duties of their grades and MOSs, and determine individual assignments or duties to be performed, to include deployment. Request reviews and reconsiderations of physical profiles in order to determine the most appropriate status for availability and deployability (see DA Pam 220–1).

(4) Ensure service members complete annual periodic health assessments and deployment-related health assessments.

e. *Necessary medical care.* A service member in active state service or special duty will usually be required to submit to medical care considered necessary to preserve his or her life, alleviate undue suffering, or protect or maintain the health of others. Commanders may order the examination of any service member in their command when warranted for determining a service member’s fitness to perform their military duties, with or without limitations, including assignment or deployment to certain geographic areas. A determination if hospitalization of the service member is appropriate will be made by military medical providers.

f. *Behavioral health evaluation requirements.* When a commander determines it is necessary to refer a service member for a behavioral health evaluation, it is the commander’s responsibility to ensure compliance with the administrative provisions of DoDI 6490.04, which establish procedures to protect the rights of service members to include whistleblower protections. DoDI 6490.04 assigns responsibility and prescribes procedures for commanders for the referral, evaluation, treatment, and administrative management of service members who may require behavioral health evaluation, psychiatric hospitalization, and/or assessment of risk for potentially dangerous behavior.

g. *Command authority - medical care with or without the service member’s permission.*

(1) *Emergency medical care.* Emergency medical care, defined as immediate intervention to prevent the loss of life, limb, sight, or body tissue, or to prevent undue suffering may be performed. This is determined by the attending physician.

(2) *Isolation and quarantine.* Isolation and quarantine for cases of suspected or proven communicable disease may be appropriate.

(3) *Detention.* Detention on closed wards may be required when needed to ensure proper medical supervision or to protect the service member or others from harmful acts.

(4) *Medical care for behavioral disorders.* Medical care related to the behavioral disorders of service members who are found incompetent by a medical board may be given, provided life or health is not likely to be endangered by such procedures or care. (This provision also applies if the service member is believed incompetent and medical board action is pending.) These service members may also be given routine medical care needed to treat minor ailments.

(5) *Diagnostic medical care.* Medical care of a diagnostic nature may be undertaken in order to determine whether a situation exists that would authorize other medical care to be performed.

(6) *Physical and other examinations.* Physical examinations and associated procedures, and dental or radiological examinations may be required when one or more of the following apply:

(a) Required by law or regulation.

20–16. Accommodating religious practices

a. Policy.

(1) The defense force places a high value on the rights of its service members to observe tenets of their respective religions or to observe no religion at all; while protecting the civil liberties of its personnel to the greatest extent possible, consistent with its military requirements.

(2) Pursuant to Section 2000bb of Title 42, United States Code and DoDI 1300.17, when applicable to state defense forces, requests for religious accommodations from a military policy, practice, or duty that substantially burdens a service member’s (to include military prisoner’s) exercise of religion may be denied only when the military policy, practice, or duty furthers a compelling government interest and is the least restrictive means of furthering that compelling government interest. It is the service member’s responsibility to demonstrate he or she has a sincerely held religious belief and that the government policy, practice, or duty substantially burdens their religious exercise. If the service member demonstrates a sincerely held religious belief and a substantial burden to their religious exercise, the commander must then demonstrate how/why the government action furthers a compelling government interest and is the least restrictive means of furthering that interest.

(3) Requests for religious accommodations from a military policy, practice, or duty that are not sincerely based on a religious belief or that do not substantially burden a service member's exercise of religion should not be evaluated using the compelling government interest standard prescribed in *a*(2). Under these circumstances, commanders are only required to balance the needs of the service member against the needs of mission accomplishment.

(4) A religious exercise includes any exercise of religion, whether or not compelled by, or central to, a system of religious belief. Compelling government interests could potentially include: safety, health, good order, discipline, uniformity, National Security, and mission accomplishment. All requests for accommodation of religious practices will be assessed on a case-by-case basis. Each request must be considered based on its unique facts; the nature of the requested religious accommodation; the effect of approval or denial on the service member's exercise of religion; and the effect of approval or denial on military necessity. Accommodation of a service member's religious practices must be examined against military necessity and cannot be guaranteed at all times. Some religious practices, such as dietary and worship practices, do not need a request for a waiver of policy and can be accommodated by immediate commanders.

b. Responsibilities.

(1) The defense force COS will oversee the implementation and execution of this paragraph to ensure compliance with DoD and MING policy.

(2) The defense force S1 will develop policy on the accommodation of religious practices within the Defense Force.

(3) The following will ensure that every prospective enlisted service member (to include reenlistment), and commissioned officer is informed of the defense force's religious accommodation policy as set forth in this regulation and, furthermore, that recruits and candidates for officer producing programs acknowledge in writing that they have been so informed:

- (a) The Defense Force Recruiting Detachment (for enlisted service members and officer accessions).
- (b) Defense Force Assistant Deputy Chief of Staff for Operations (S3/7).
- (c) Defense Force Judge Advocate (for judge advocate officer accessions).
- (d) The Staff Chaplain (for chaplain officer accessions).

(4) The Staff Chaplain will serve as advisor to the defense force S1 on matters pertaining to religious accommodation, and to the S3/7 in the development and publication of training on the process for requesting and receiving religious accommodations. The training will be reviewed by the Defense Force Judge Advocate prior to publication.

(5) The Assistant Deputy Chief of Staff for Training (S3/7) will ensure that training on the provisions of this chapter is incorporated in pre-command training provided to defense force commanders.

c. Types of Requests. Requests for religious accommodation generally fall into five major areas: worship practices, dietary practices, medical care (including immunizations), wear and appearance of the uniform, and personal appearance and grooming practices. Procedures and approval authorities vary depending on the type of accommodation. See appendix J for additional processing information for each category of request.

(1) *Worship practices.* Some religious groups have worship practices that conflict with the service member's normal availability for duty; for example worship on days other than Saturday or Sunday, a 25-hour Sabbath, or special holy days or periods. While many worship practices can be accommodated informally, others may require a formal accommodation request.

(2) *Dietary practices.* Some religious groups have beliefs that prohibit the eating of specific foods, or prescribe a certain manner in which food must be prepared. Many dietary requirements can be accommodated using existing authorized resources. A service member with a conflict between the diet provided by the defense force and that required by religious practice may also request an exception to policy to ration separately.

(3) *Wear and appearance of the uniform.*

(a) *Religious items.* Many service members wear or carry jewelry, apparel, or articles with religious significance (hereafter referred to as religious items). Some discreet religious items, such as a yarmulke, necklace, or metal bracelet, are authorized for wear in uniform, or in civilian clothes on duty, without submitting a religious accommodation request.

(b) *Modesty.* Some service members have religious or cultural practices which encourage greater body coverage than is provided by certain uniform variations (for example, summer Improved Physical Fitness Uniform (IPFU)). Commanders may informally authorize wear of additional or alternative uniform items. Requests to wear apparel that is not authorized by AR 670-1 or DA Pam 670-1 require a religious accommodation request. (For example, commanders may authorize a service member to wear the pants or long

sleeve shirt of the Improved Physical Fitness Uniform (IPFU), but a request to wear unauthorized apparel to cover arms and legs would require action by the Defense Force Deputy Commander (or designee).

(c) *Appearance and Grooming.* The Defense Force Appearance and Grooming Standards are contained in SOP 670-1. Service members must request a religious accommodation to engage in religious appearance and grooming practices, regardless of whether the practice is addressed in SOP 670-1.

(d) *Request procedures and approval authorities.*

(1) Requests for religious accommodation are processed under distinct approval channels depending on the type of accommodation requested.

(e) *Worship, modesty, and dietary practices.* Unit commanders are the designated decision authority for most worship and dietary practices as outlined below, including procedures for appeal.

(f) *Medical practices.* Unit commanders, in consultation with MTF commanders and/or their assigned medical advisor (that is, brigade or wing/group surgeon), are the designated decision authority for medical practices which do not involve exemption from immunization. The Staff Surgeon is the decision authority for immunization exemptions and appeals concerning disapproved religious accommodations for other medical practices.

(g) *Uniform and grooming practices.* Some uniform and grooming requests may be approved or disapproved by the GCMCA. Any request which requires a waiver of MIDF policy may only be approved or disapproved by the defence force commander or designee.

d. Unless otherwise stated, commanders should consider the following factors when considering a request for the purposes of a decision or recommendation:

- (1) The importance of military requirements in terms of mission accomplishment, including military readiness, unit cohesion, good order, discipline, health, and safety.
- (2) The religious importance of the accommodation to the requestor.
- (3) The cumulative impact of repeated accommodations of a similar nature.
- (4) The measurable effect, if any, of granting the single accommodation requested, to include whether it results in the sanctioned discrimination of other service members.
- (5) Alternative means available to meet the requested accommodation.
- (6) Previous treatment of the same or similar requests, including treatment of similar requests if made for other than religious reasons.

e. *Continuation of accommodation.*

(1) Approved accommodations pertaining to worship practices, dietary practices, medical care, and modesty concerns are temporary and subject to modification or revocation by immediate commanders in accordance with the provisions of para 20-16a(4).

(2) Approved accommodations pertaining to the following faith practices continue throughout a service member's career: wear of a hijab, wear of a beard, and the wear of a turban or under-turban/patka with uncut beard and uncut hair. Although subject to the suspension procedures below, these accommodations may not be permanently revoked or modified unless authorized by the defense force commander or designee.

(3) Once approved, religious accommodations are subject to GCMCA review at any time for health and safety considerations.

(4) The GCMCA of the gaining command will review an approved religious accommodation upon the service member's permanent change of station.

(5) The GCMCA will review an approved religious accommodation when a service member reclassifies into a new or secondary MOS. *Note:* An accommodation for a beard may be temporarily suspended when a specific and concrete threat of exposure to toxic CBRNE agents exists that requires all service members to be clean-shaven, including those with medical profiles. Following the suspension procedures of this paragraph, commanders may require a service member to shave if the unit is in, or about to enter, a real tactical situation where use of protective mask is actually required and where the inability to safely use the mask could endanger the service member and the unit. A service member may wear a beard while participating in training or tactical simulations designed to ensure that the service member is fully familiar with use of the protective mask.

f. *Separation Procedures.* An enlisted service member whose religious practices cannot be accommodated consistent with military necessity may request separation from the defense force under the provisions of AR 635-200. Commissioned or WOs who request separation for reasons of religious accommodation will follow the application for release from active service as prescribed in AR 600-8-24, or apply for an unqualified resignation as outlined in AR 600-8-24. All personnel separated or discharged from the defense force because of conflict between their religious practices and military requirements will be subject to recoupment of Federal and / or state funds as outlined in referenced regulations. *Note:* Nothing in this publication will be construed to limit the

authority of commanders to enforce standards by means of all applicable provisions of the MCMJ while requests and appeals are being processed. Service members are obligated to adhere to orders and standards set by their immediate commanders.

20–17. Unit memorial ceremonies and services policy

Unit memorial ceremonies and services show respect to the service of service members who have died, and offer support to unit survivors. These memorial events assist surviving service members in dealing with the realities of death and honor the military service and the contribution the service member made while in uniform. The unit memorial event allows surviving service members a means for expressing their grief and assists in the healing process.

a. *Command responsibilities.* Except as prescribed in paragraph 20–17b, commanders will conduct a memorial event (memorial ceremony or memorial service) for every service member who dies while assigned to their unit, regardless of the manner of death, to include suicides. Commanders will also notify their supporting Casualty Assistance Center of the time and place of unit memorial events.

b. *Command exceptions.* Unit commanders may request an exception to policy not to conduct a memorial event through their command channels.

(1) The first O5 in the chain of command may approve the exception only when—

(2) The deceased service member has been convicted of a capital offense under Federal or State law for which the person was sentenced to death or life imprisonment without parole; or

(3) The deceased service member has been convicted of a serious offense, which is defined as a military or civilian offense, which if prosecuted under the MCMJ, could be punished by confinement of 6 months or more and/or a punitive discharge; or

(4) The deceased service member is found by the O5 to have committed an offense as described in paragraph 20–17b(1) and has not been convicted of such offense after referral to a courts-martial by reason of such service member not being available for trial due to death or flight to avoid prosecution; or

(5) When the circumstances surrounding the service member’s death or other circumstances surrounding the member’s service, are found by the O5 to be such that to provide a memorial event would bring discredit upon the State of Michigan or the Defense Force.

c. *Elements of the memorial events.* Recognizing the military service of the service member provides healing and renewal for the living. The opportunity to provide closure for members of the unit is offered during a memorial event. Commanders have discretion to scale down a memorial event to offer closure to unit members while not glamorizing the manner of death when a service member dies by suicide. The commander’s decision regarding when to conduct a memorial ceremony or a memorial service is dependent upon many factors, to include the unit mission, tactical situation, and the wishes of family members in the local area.

(1) *Memorial ceremony.* A memorial ceremony is a command program with a ceremonial orientation. As a command program, attendance of service members at a memorial ceremony may be made mandatory. Although there are religious aspects to the memorial ceremony, such as an invocation and benediction, the major focus will be on military tributes and honors. A memorial ceremony may include the following: prelude, posting of the colors, national anthem, invocation, memorial tribute, readings, address, memorial prayers, silent tribute or roll call, music, benediction, firing of volleys, and sounding of taps. The service member’s remains are not present for this ceremony.

(2) *Memorial service.* A memorial service is a command program with a religious orientation. A memorial service should be sensitive to the deceased service member’s faith group and the needs of the service members who voluntarily attend. Attendance of units and service members may be encouraged and supported by command, but will not be made mandatory. A memorial service may include the following: prelude, invocation, scripture reading, meditation, prayer, silent tribute or roll call, and benediction. The service member’s remains are not present for this service.

d. *Memorial events while deployed.* Commanders of units deployed to contingency operations may conduct a memorial event in the theater as the tactical situation permits and another event upon return to home station.

e. *Family member attendance.* Unit commanders are charged with ensuring the families of their fallen service members are made to feel a part of the defense force for as long as they desire. To that end, unit commanders will inform family members of the deceased service member about any unit memorial event that is conducted in a deployed environment and will invite the service member’s family to attend unit memorial events at the home station.

(1) Family members will not be invited to unit memorial events in a deployed environment due to

operational considerations.

(2) Memorial event locations are limited to the state of Michigan and the last permanent duty station of the deceased service member.

(3) In extending this invitation, commanders should factor in the family's particular circumstances so that the unit memorial event to which Families are invited does not conflict with other key events, such as the Dignified Transfer of Remains or the deceased service member's funeral service. Commanders who invited family members who do not reside at the location should plan for sufficient lead time in extending the invitation to enable families time for traveling to the event.

(4) Commanders will coordinate through their supporting Casualty Assistance Center for aid in deconflicting the scheduling of unit memorial events that may coincide with key family events, such as the Dignified Transfer of Remains or the deceased service member's funeral service.

(5) Invitational travel authorizations will not exceed authorization for two days of per diem and the time necessary to travel to and from the event. Use of a rental car for in-and-around transportation while at the memorial event is not a reimbursable expense.

f. *Nonmilitary memorial events.* Commanders may also conduct nonmilitary memorial events for deceased immediate family members of service members assigned to their units to recognize the family member's contribution to the unit and military community when appropriate. "Immediate family members" are defined as the service member's spouse, children (to include stepchildren), and parents (to include stepparents).

g. *Memorial event support.* Commanders at all levels must ensure unit memorial events are conducted in recognition of the deceased service member's military service and on behalf of a grateful Nation and State.

20–18. Political activities

The DCS, S1 is responsible for policy on service member participation in political activities, in the spirit of DoDD 1344.10 as follows:

a. *Obligations as a citizen.* Service members are expected to carry out their obligations as citizens. However, while in active service, defense force service members are prohibited in certain cases from engaging in certain political activities. The following principles apply:

(1) A service member in active service may—

(a) Register, vote, and express their personal opinion on political candidates and issues, but not as a representative of the defense force.

(b) Make monetary contributions to a political organization.

(c) Attend partisan and nonpartisan political meetings or rallies as a spectator when not in uniform.

(2) A service member in active service will not—

(a) Use their official authority or influence for interfering with an election; affecting the course or outcome of an election; soliciting votes for a particular candidate or issue; or requiring or soliciting political contributions from others.

(b) Be a candidate for, or hold, civil office except under the conditions set forth in this publication and DoDD 1344.10, if it applies to state defense forces.

(c) Participate in partisan political management, campaigns, or conventions, except as authorized by DoDD 1344.10, if it applies to state defense forces.

(d) Make campaign contributions to another member of the Armed Forces serving on active duty.

(3) Paragraph 20-18b provides guidelines and examples of permissible and prohibited political activities.

a. *Participation in local nonpartisan political activities.*

(1) This publication does not preclude participation in local nonpartisan political campaigns, initiatives, or referendums. A Soldier taking part in local nonpartisan political activity, however, will not—

(a) Wear a uniform or use any government property or facilities while participating.

(b) Allow participation to interfere with, or prejudice, the Soldier's performance of military duties.

(c) Engage in conduct that in any way may reasonably imply that the DA has taken an official position on, or is otherwise involved in, the local political campaign or issue.

b. *Candidate for elected office.* A member on active duty or under a call or order to active duty for more than 270 days may not—

(1) Campaign as a nominee, or as a candidate for nomination for civil office, except as authorized in this publication. When circumstances warrant, the defense force commander may permit the service member to file such evidence of nomination or candidacy for nomination, as may be required by law. Such permission will not authorize activity while in active service that is otherwise prohibited by this regulation, DoDD 1344.10, or state statutes. Any request for permission to file or run as a candidate must be submitted as a

memorandum through the chain of command to the defense force commander. Such permission is granted sparingly because it runs counter to the traditional concept that service members in active service should not engage in partisan political activity. Requests should be submitted at least six months prior to any filing deadline, and conform to DoDD 1344.10. Any filing deadline should be explained in the request memorandum. Requests should be submitted to the defense force commander through the chain of command, with each level of command providing a recommendation to the defense force commander.

(2) Become a candidate for any civil office while serving an initial tour of active service or a tour of active service that the member agreed to perform as a condition of receiving schooling or other training wholly or partly at Michigan expense.

c. Election or appointment to civil office.

(1) Except as authorized by this regulation, or otherwise provided for by state law or DoD policy—

(2) No member in active service or under a call or order to active state service for more than 270 days may hold or exercise the function of civil offices in the U.S. or State Government that is an elective office, requires an appointment by the President or Governor with the advice and consent of the Senate, or is a position on the executive schedule under 5 USC 5312 through 5 USC 5317. A retired regular member, or a defense force member in active service under a call or order to active state service for 270 days or fewer, may hold and exercise the functions of a civil office provided there is no interference with the performance of military duty.

(3) A member may hold and exercise the function of a civil office in the U.S. or State Government when assigned or detailed to such office to perform such functions, provided the assignment or detail does not interfere with military duties.

(4) No member in active service may hold or exercise the function of civil offices in the government of a State; the District of Columbia; a territory, possession, or commonwealth of the United States; or in any political subdivision thereof, unless otherwise authorized by DoDD 1344.10 or by law. A retired regular or defense force member in active service under a call or order to active state service for more than 270 days may hold, but will not exercise the functions of, a civil office as set out in DoDD 1344.10, as long as the holding of such office is not prohibited under the laws of the State; the District of Columbia; a territory, possession, or commonwealth of the United States; or any political subdivision thereof and the defense force commander grants permission after determining that holding such office does not interfere with the performance of military duties. Requests for permission to hold, but not exercise the functions of, an office should be submitted to the defense force commander through the chain of command, with each level of command providing a recommendation to the defense force commander, and should be submitted immediately upon notice of mobilization or orders.

(5) A service member in active service may serve as a regular or reserve civilian law-enforcement officer or as a member of a civilian fire or rescue squad. Such service will be in a private capacity, will not involve the exercise of military authority, and will not interfere with the performance of military duties.

(6) A service member elected or appointed to a prohibited civil office may request retirement and will be retired if eligible for retirement. If the service member does not request or is not eligible for retirement, the service member will be discharged or released from active service, as determined by the Defense Force commander.

(7) The separation and retirement requirements above, do not apply if the member declines to serve in the prohibited office; if the defense force commander determines that the member should not be released from active service based on the needs of the defense force; or if the member is—

(a) Obligated to fulfill an active service commitment.

(b) Ordered to remain on active service while the subject of an investigation or inquiry.

(c) Accused of an offense under the MCMJ or serving a sentence or punishment for such offense.

(d) Pending an administrative separation action or proceedings.

(e) Indebted to the State of Michigan.

(f) In the defense force and serving involuntarily under a call or order to active state service that specifies a period of active duty of more than 270 days during a period of declared war or state emergency.

(g) In violation of this regulation or an order or other regulation prohibiting the service member from assuming or exercising the function of civil office.

(8) A service member who refuses to decline to serve in a prohibited civil office after being denied separation or retirement under this chapter, may be subject to disciplinary or adverse administrative action.

(9) No actions undertaken by a service member in carrying out assigned military duties will be invalidated solely by virtue of the service member having violated the provisions of this chapter.

20–19. Prohibition of military labor unions

a. Incompatibility with military service.

(1) Service members must be prepared to fight and, if necessary, place their own personal safety in jeopardy in order to defend the State of Michigan, Constitution of the United States and their fellow citizens. Therefore, discipline and prompt obedience to the lawful orders of seniors are essential and time-honored elements of the American military tradition. From the earliest Articles of War, laws and regulations have prohibited conduct detrimental to the military chain of command and lawful military authority.

(2) Unionization of service members is incompatible with the military chain of command. It would undermine the role, authority, and position of the commander. It would impair the morale and readiness of the defense force. Therefore, service members will not participate in labor-management negotiation or collective bargaining. Nor will they take part in strikes, slowdown, picketing, or other traditional forms of job actions.

b. *Responsibilities.* SCs will report activities prohibited by this regulation immediately to DCS, S1. Reports will be made by priority message and information copies will be sent to intermediate commanders.

c. Prohibited activities.

(1) *Enrollment and membership.*

(a) A member of the defense force, knowing of the activities of a particular military labor organization, may not—

(1) Join or maintain membership in such an organization.

(2) Attempt to enroll another member of any Armed Force as a member of such an organization, unless that member is a dual-status technician and the union is a recognized technician union.

(3) No member of the defense force may enroll in a military labor organization or solicit or accept dues or fees for such an organization from any member of the state military establishment.

(2) *Negotiation or bargaining.*

(a) No person on a military installation, and no member of the defense force, may negotiate or bargain, or attempt through any coercive act to negotiate or bargain with any civilian officer, or employee, or any member of the state military establishment on behalf of members of the defense force concerning the terms or conditions of service of such members.

(b) No member of the defense force and no civilian officer, or employee, may negotiate or bargain on behalf of the U.S. or State Government concerning the terms or conditions of military service of members of the defense force with any person who represents or purports to represent members of the defense force.

(3) *Strikes or other concerted labor actions.*

(a) No person on a military installation, and no member of the defense force may organize or attempt to organize, or participate in, any strike, picketing, march, demonstration, or other similar form of concerted action involving members of the Defense Force that is directed against the government of the United States and/or of Michigan, and that is intended to induce any DMVA civilian officer or employee, or any member of the defense force, to—

(1) Negotiate or bargain with any person about the terms or conditions of service of any member of the Defense Force.

(2) Recognize any military labor organization as a representative of individual members of the defense force in connection with any complaint or grievance of any such member arising out of the terms or conditions of service of such member in the defense force.

(3) Make changes in the terms or conditions of military service in the defense force of individual members of the defense force.

(4) No person may use any military installation for any meeting, march, picketing, demonstration, or other similar activity for the purpose of engaging in any activity prohibited by this paragraph.

(5) No member of the defense force, and no civilian officer or employee, may permit or authorize the use of any military installation for any meeting, march, picketing, demonstration, or other similar activity that is for the purpose of engaging in any activity prohibited by this paragraph.

(4) *Representation.* A military labor organization may not represent, or attempt to represent any member of the defense force before any civilian officer or employee, or any member of the defense force, in connection with any grievance or complaint of any such member arising out of the terms or conditions of service of such member of the defense force.

(5) *Violations of policy.* Violations of this policy provide a basis for disciplinary action under MCMJ in addition to appropriate administrative sanctions.

(6) *Permitted activities.*

(a) This regulation will not limit the rights of service members to—

- (1) Belong to lawful organizations, other than military labor organizations.
- (2) Present complaints through established military channels.
- (3) Seek or receive information or counseling from authorized sources.
- (4) Be represented by authorized counsel in any legal or quasi-legal proceeding, according to applicable laws and regulations.
- (5) Petition the U.S. Congress and Michigan legislature for redress of grievances.
- (6) Take other administrative action for administrative or judicial relief as is authorized by applicable laws and regulations.
- (7) This regulation does not prevent eligible DMVA civilians from belonging to or being represented by labor unions.

(7) *Making determinations.*

(1) To determine if an organization is a military labor organization and violates this regulation, the following will be evaluated:

- (a) Its history and operation.
- (b) Its constitution and bylaws.
- (c) The evidence gathered for any suspected prohibited act.

(2) To determine if a person belongs to a military labor organization and is in violation of this regulation, the following will be evaluated:

- (a) Their history and conduct.
- (b) The evidence gathered for any suspected prohibited act.

(1) To determine if a person acted for a military labor organization when they committed a prohibited act, the following will be considered:

- (a) The frequency of such acts.
- (b) The position of the person in the organization.
- (c) If the acts were known and condemned or disavowed by the organization's leadership.

(8) *Gathering information.* Personnel gathering information about persons and organizations to make the determinations required by this chapter must strictly comply with AR 380-13. Counterintelligence or security investigation personnel may not gather such information. The organization itself should be considered the primary source of information.

20-20. Military Whistleblower Protection Act

Unfavorable information concerning a service member will not be filed in their record except as provided in AR 600-37.

20-21. Mandatory Removal Age

- a. Defense force members may serve no longer than the last day of the month of their sixty-fifth birthday.
- b. Waivers to this policy, granted by the defense force commander, may be granted on a case by case basis, up to the age of 70, for members with exceptional skill sets and those in selected professional areas (i.e. special branch officers), such as medical doctors, chaplains, and lawyers.
- c. Requests for waivers must be submitted in writing through the defense force S1 NLT 180 days prior to the member's sixty-fifth birthday. Requests will include –
 - (1) MIDF Form 4187.
 - (2) Last DLQT results.
 - (3) Standard Form 88 within one year of request.
 - (4) Commander's / COS's recommendation (as appropriate).

Chapter 21 Career Management Boards

21-1. General

This chapter provides specific guidance and information on the Defense Force Career Management Program. The intent is to provide policy and guidance for program management to commanders, personnel managers at all levels, supervisors and individual officers. This chapter articulates the promotion sequence of eligibility, selection, prioritization, and promotion.

a. This chapter describes a system of career management based on the placement of best qualified officers and NCOs to meet the requirements of force structure. Best qualified officers and NCOs are determined annually via the Career Management Board (CMB) process. Selection sequence lists will be utilized for promotion, school selection and key developmental assignment selection.

b. Each sequence list will be generated from individual selection boards. For the purposes of this chapter, the term "promotable" refers to individuals who have been selected for promotion and meet all of the requirements to be promoted to include civilian and military education, height-weight, Duty Level Qualification Test (DLQT), and Time in Grade (TIG).

21-2. Applicability

This chapter is applicable to all commissioned officers, senior warrant officers, and noncommissioned officers in the Michigan Defense Force.

21-3. Counseling

a. The best discussion of leadership and counseling can be found in FM 6-22 (Army Leadership). The most fundamental of all requirements is that a leader must regularly counsel their officers. The leader who neglects counseling their subordinates is negligent in the performance of his or her duty.

b. The principal focus of counseling are proficiency, competency, and Army Values. Counseling should cover values, character traits, knowledge, skills and behavior that an individual must improve to become a better officer.

c. The primary tool for professional development is the proper use of the DA Form 67-9-1, Officer Evaluation Report Support Form, as the rater and the rated officer develop performance expectations for the rated officer. Counseling sessions will be conducted on a quarterly basis and should include the tasks to be performed, expected level of performance / standards, and any additional training or schooling required for success. It is the responsibility of the senior rater to ensure this counseling is meaningful.

21-4. Career Management (CM)

The fundamental purpose of career management is to provide qualified and capable leaders for assignments and promotion within the force structure of the defense force. To accomplish this task, commanders must provide officers with career guidance, timely training, and appropriate developmental assignments in order to advance the largest number of officers to their maximum demonstrated service potential.

a. Prospective: This process is designed to ensure each officer receives the opportunity to meet career progression requirements, or "gates", in order to allow officers to serve at their fullest demonstrated potential within the limitations of the state's force structure. This process will allow as many officers as possible to advance through qualifying positions so that the state will have access to the largest possible number of experienced officers. Each officer may only hold one branch qualifying assignment per grade.

b. Leader Development: A leader's development includes education and assignments.

(1) Civilian Education: Commanders will ensure junior leaders are completing mandatory education within established time frames. Encourage and advise on continued civilian education opportunities via individual initiative, tuition assistance, military education equivalency, and trade schools.

(2) Military Education: Commanders will ensure leaders are advised of military education requirements and military expectations for successful and timely completion.

(3) Assignments: Key development, branch development, and broadening assignments are fundamentally necessary within a leader's career to ensure they develop desired skill sets.

21–5. Developmental position identification

Developmental positions are categorized by branch and assignment. All Key and Branch Development positions are branch-specific. Branch immaterial positions are, with rare exception, Broadening Assignments. The exception is Branch Immaterial Command positions which are considered Key Development positions.

- a. Key Developmental (KO) positions: A key developmental position is one that is deemed fundamental to the development of a leader in his or her core branch or functional area competencies.
- b. Branch Development (BO) Positions: The range of further assignments to branch-coded positions is a function of the defense force's requirements and officer's / NCO's availability. These assignments may include staff and faculty positions in tactical or training units. Branch assignments further develop the basic branch skills and employ the leader's accumulated skills, knowledge and attributes.
- c. Broadening Assignments (BA) Positions: Developmental positions that provide exposure to experiences outside the leader's core branch / MOS or functional area competencies are considered broadening assignments. Broadening assignments develop a wider range of knowledge and skills, augment understanding of the full spectrum of defense force missions, promote practical application of language training or increase cross cultural exposure, and expand awareness of other governmental agencies, units or environments.
- d. Functional Area (FA) specific. Leaders designated into functional areas should seek training and education opportunities to focus on their areas of specialization and include progressive and repetitive assignments of increasing responsibility.

21–6. Commanders' Responsibilities

Commanders should:

- a. Establish and conduct Professional Development (PD) on at least a quarterly basis to ensure that leaders are properly advised on training, promotions, opportunities in primary and alternate specialties and functional areas, assignments and counseling.
- b. Maintain a system to ensure the proper and timely submission of Officer Evaluation Reports for all officers assigned.

21–7. Personnel Responsibilities

Each officer, warrant officer, and noncommissioned officer should accomplish the following:

- a. Maintain and execute a personal action plan for physical fitness, self-development, continuing education and institutional training.
- b. Manage his or her own career by seeking mentorship and develop a program track that will best suit his other needs and abilities.
- c. Ensure that his or her electronic personnel record is accurate and current. At a minimum, an annual records review is recommended.
- d. Ensure his or her biography is accurate, reflects all recent changes, prepared in accordance with Appendix C.

21–8. Promotion

- a. Eligibility. In order to be eligible for promotion consideration (board), an officer must meet minimum time in grade (TIG).
- b. Selection. It is important to recognize the difference between Eligibility and Selection. After eligibility is met, selection is determined by an officer's placement on the sequence list and annual vacancy projections.
- c. Promotion. Promotions will be based on the needs of the organization (vacancies) as determined by the defense force S1 and the guidance of senior leadership. Individual promotion lists by grade will be generated from the promotion board OMLs. After a promotion list is approved, then JFHQ-MI can determine whether to add additional officers or NCOs to the promotion list using the sequence list that is still in effect from the previous promotion board. Within 30 days after the board is convened, the OML derived from individual promotion boards will be broken down into Top, Middle and Bottom thirds. Each third will be reshuffled alphabetically (not in rank order) and distributed to the subordinate commanders for career mentorship/guidance purposes only.
- d. Promotion Criteria. Once a leader is selected for promotion, they must meet the following criteria before the process will commence to physically promote them:
 - (1) Complete all required Military and Civilian education.
 - (2) Current passing DLQT and Height/Weight proportionate IAW MIDF SOP 600-9.
 - (3) Assignment to a branch or immaterial UMR position which allows them to be promoted.

21-9. Career Management Board

The purpose of the Career Management Boards process is to provide the defense force with qualified leaders to meet force structure requirements. The needs of the organization will always take precedence over the career enhancement of the individuals. Given its importance and the "mission first" concept, the focus of the CMB process for the officer and enlisted corps must have total confidence in the fairness and reliability of the process. The integrity of the system can be attributed to two primary factors:

a. Only senior officers of the highest quality who clearly reflect the values of the institution are selected to serve as board members. Officers who are flagged for any reason, twice non-selected by a promotion board or pending investigation will not participate as a member of any career management board.

b. The documents pulled from the official personnel record of each leader and the applicable record brief (RB) are the sole basis of evaluation.

21-10. Impartiality

It is imperative that all leaders understand that the absolute impartiality of the board system must be protected. An integral part of that impartiality is that senior leaders understand and support the confidentiality required of all board members. Once selected as a board member, the officer / NCO will not reveal that he or she is a board member until that specific board results have been announced. Prior to convening a board, members are specifically prohibited from soliciting or receiving information about officers being considered.

3-3. Notification of Officers / NCOs being considered. Service members going before any of the Career Management Boards will be notified through their official defense force email account. This notification should be accomplished no later than sixty (60) days before the document submission cut-off date. In addition, a roster of all officers being considered within a grade will be forwarded to each subordinate command headquarters. If a service member fails to check his or her defense force email account, this will not constitute a material defect to justify a standby board. Once the service member has been notified of the board, he or she must review and update his or her electronic personnel record.

21-11. Letters to the board

Letters from a member being considered addressed to the President of the Board will be filed for board review. Letters should outline information not obvious in the member's file; e.g. the enrollment and status of the member in a graduate program or his or her status in completion of the Intermediate Level Education, etc. Letters of recommendation or letters from other sources will not be filed or presented to the board.

21-12. Board schedule

Promotion Boards will be scheduled for the respective grades. This also aligns the board process with the ILE and SSC selection process. The annual Promotion, Schools and Command Boards will normally be conducted during the following months:

a. Promotion Boards.

- (1) MAJ Promotion Board (normally May timeframe).
- (2) LTC Promotion Board (normally April timeframe).
- (3) COL Promotion Board (if required) (normally March timeframe).

b. Schools Boards.

- (1) ILE Selection Board (normally July timeframe).
- (2) SSC Selection Board (normally June timeframe).

c. Command Boards.

- (1) BN / Company Command Selection Board (normally September timeframe).
- (2) Command Sergeant Major / First Sergeant Selection Board (normally August timeframe).

d. Additional Boards. Additional boards may be required based on the needs of the organization. In the event that the ATAG determines the need for an additional board, guidance will be sent out to the affected parties.

21-13. Board member composition

a. Promotion boards will be composed of the following:

- (1) O3 level promotion board will have seven members.
- (2) O4 level promotion board will have seven members.
- (3) O5 level promotion board (if required) will have five members.
- (4) E8 level promotion board will have seven members.
- (5) E9 level promotion board (if required) will have five members.

(6) Promotion Board members must be at least one pay grade higher than those officers being considered. Board members may be from other states' National Guard / Defense Forces. The board president will be a lieutenant colonel or colonel. The board president must be a member of the Michigan National Guard or Michigan Defense Force. The recorder(s) may be any rank.

b. ILE Board composition will consist of the following:

- (1) Combination of four LTCs/COLs.
- (2) One COL to serve as board president.
- (3) All board members must be ARNG or MIDF officers / NCOs.

c. SSC Board composition will consist of the following:

- (1) Combination of four COL's/BG's who are SSC/MEL1 graduates.
- (2) One BG to serve as board president.
- (3) All board members must be ARNG or MIDF officers.

d. BN Command Board composition will consist of the following:

- (1) Each of the four current BOE/MSC Commanders.
- (2) One COL/BG to serve as board president.
- (3) All board members must be ARNG or MIDF officers.

e. CSM / ISG Boards (if required) composition will consist of the following:

- (1) Board composition is based on TAG's guidance.
- (2) One GO to serve as board president.
- (3) All board members must be ARNG or AC officers.
- (4) This board is at the discretion of the ATAG based on projected needs.

f. The following officers / NCOs will not sit as members of a board:

- (1) An officer / NCO flagged for any reason.
- (2) An officer / NCO may not sit as a board member if he or she will consider the file of his or her spouse, child or sibling.

(3) An officer / NCO may not be a board recorder if his or her file is being considered by the board.

(4) An officer / NCO who has served as a member of the previous year's board for the same CMB (except Command boards). The intent being that no individual officer will sit on a Career Management board for two consecutive years.

(5) JFHQ G-1 or an officer / NCO assigned to that section, an assigned IG officer or all Special Branch officers.

g. The defense force COS and defense force S1 are responsible for the composition and recommendations of each of the Board. Every effort will be made to ensure quality representation of officers / NCOs as voting members. Each board should have minority and gender representation regardless of the minority and gender demographic of the members being considered. A balanced mix of traditional Guard members and FTS members will be maintained to the fullest extent possible.

h. The defense force S1 will prepare the recommended list of board members and present the list to the COS, for approval. The COS is the approving authority for the selection of board members. The defense force S1 will notify the approved board members and prepare a letter of instruction based on guidance from the COS.

21-14. Board process

a. When a board is convened, the board members shall take an oath.

b. If determined necessary by the President of the Board, the Recorder will provide a briefing to explain the board process. The President will have a practice vote to norm the board.

c. Board members should use the word picture in Appendix A to convert the subjective evaluations of the officers being considered to an objective score.

d. Board members will give each file a score from 1 to 6 and may use one + or - subscript. Once all members have voted on a file, the Recorder will compare the scores. All scores must be within a range of two whole integers from high score to low score. Any score greater than two whole integers will cause a revote of a file. The scores will be totaled; e.g. if the votes were: 5+, 6-, 5, 5+, 6 the total would be 27+; or, if the votes were 5+, 5+, 6-, 5+, 5 the total would be 26++. A score of 27+ is higher than a score of 26++. The plus and minus subscripts allow an additional discriminator within the whole integer score. If there is a tie between or amongst two or more officers' numerical scores using the plus and minus method, the officer with the earliest date of rank will be placed higher on the sequence list.

e. Board members will not keep informational notes on individual officers or maintain a roster of scores. By keeping a roster of scores, it may cause the voting member to rank order the officers / NCOs being considered. This defeats the intent to evaluate an officer / NCO on his or her own merit.

f. Once the votes are counted and the results are within the allowable variance as described at paragraph 4-9.d, the Board is adjourned.

g. The Recorder will place the names of considered members on a list in numeric score order. This will comprise a sequence list for each specific board. The defense force S1 will internally maintain each board list after COS approval for each of the following:

- (1) Command selections.
- (2) Resident ILE/Senior Service school selections.
- (3) Promotions.

21-15. After board process and actions

a. After each board is completed and the sequence list has been developed, the defense force S1 and the President of the Board will schedule an appointment with the Chief of Staff and provide a verbal after action report (AAR). The AAR will at a minimum consist of:

- (1) Any anomalies in the board that could cause the board to be voided.
- (2) Situations or issues which caused a file to be re-voted more than twice.
- (3) Any possible "show cause" files.
- (4) A review of the specific board sequence list.
- (5) A review of all defense force vacancies for the selected rank considered by the Board.
- (6) For FTS service members, a review of the Full-Time Support Personnel Manning Document (FTSPMD) for all vacancies for the selected rank considered by the Board.

b. Once the COS has determined the percentage strength requirements by grade for MAJ through COL, a review of current and expected vacancies shall be conducted. The COS will be advised if the expected vacancy promotions will cause a shortage of personnel to fill critical positions at the lower grade. If this is the case the COS may limit vacancy fill promotions to critical positions.

c. If the total number of officers assigned is less than the number of officer positions required, the COS will determine the minimum strength percentage for each grade of MAJ through COL. The intent being that no grade will be promoted under critical strength requirements.

d. The promotion board list will be broken down into Top, Middle and Bottom thirds. Each third will be reshuffled alphabetically (not in rank order) and distributed to the subordinate commanders for career mentorship/guidance purposes only.

e. Commanders will notify each officer of their placement within the board list (top, middle or bottom third).

f. The requirements described for MAJ through COL in b. through e. will also be followed, on separate lists, for 1SG through CSM.

21-16. Officer / NCO assignment and promotion

Officers and NCOs will be assigned to positions for promotion based upon vacancies within the unit, the qualification of the officer at the first position on the promotion list and the officers / NCOs current assignment and career progression needs. In the case of critical fill positions as commands, XO, S3, AO, CSM, 1SG, and other positions as determined by the defense force COS and S1, officers and NCOs will be selected by the respective commands from the top three branch qualified candidates from the respective sequence list.

a. Upon completion of the state board process and placement on an approved promotion list, an FTS officer may be projected for the FTSPMD vacant position of the higher grade. FTS soldiers may not be promoted into a military grade that exceeds the grade of their FTSPMD position. In addition, FTS soldiers should work and be assigned in the unit into which they are promoted.

b. When an FTS officer is selected for command and is awaiting a control grade, he or she will be managed IAW paragraph 21-16a above.

c. Reassignment or projection of FTS officers requiring a control grade into staff positions may occur with the approval of the defense force commander.

d. Officers who decline an assignment with a promotion opportunity will be considered again for reassignment only when all others on the respective promotion list have been considered. If they are not promoted prior to the next board, they will be considered again for placement by the next year's promotion board. This will have the effect of removing them from consideration for branch immaterial positions or resident school opportunities until the next year's board results are in place. Officers may not refuse a command direct reassignment.

e. Officers who are not eligible for promotion due to a flagging action, lack of professional military education, expired physical or official college transcripts not on file, will not be assigned to positions in the next higher grade. Based on the needs of the defense force, an officer may be assigned the duties of a position in the next higher grade

without benefit of placement into the paragraph and line number. The officer will not be assigned to the position or promoted within that position until such time as they become eligible for promotion. Achievements and accomplishments resulting from assigned duties should be addressed within the officer's OER.

f. Officers waiting on the results of a Defense Force Selection Board may not be promoted until the results of the Defense Force Selection Board are released.

g. Officers who are the subject of a pending investigation per AR 15-6, Procedures for Investigations Officers and Boards of Officers, will not be placed in promotion opportunity vacancies until a command review is completed and flags removed per AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS). The defense force S1 and Staff Judge Advocate (SJA) will review the pending investigation and brief the COS and Defense Force commander.

21-17. Selection

a. Once personnel are placed onto a promotion or selection list, they will remain on that list until promoted or removed. If an officer is not state order promoted 30 days before the next promotion board convenes, the officer will be considered non-select and boarded again on the following board. Personnel who cannot be promoted due to the lack of an available vacancy will be promoted upon availability of the approved vacancy.

b. When a field grade position (other than command) becomes vacant, the appropriate commander will determine (with input from the next higher level commander and defense force S1) whether to fill the position by lateral transfer or another qualified officer from the promotion list.

21-18. Command Selection

Upon identifying a battalion command position vacancy (one year out from vacancy preferred), the defense force S1 will provide the selecting commander with the top three qualified officers from the BN Command sequence list who have not yet held command. The selecting commander will interview all candidates and communicate through the chain of command to the defense force S1 his/her selection. Once approved by the defense force commander, the selection will be formally announced so that the selectee can begin preparing himself/herself for the duty (i.e. attendance at the pre-command course.)

21-19. Schools Selection

IAW National Guard and other annual guidance, defense force S1 will send notification to all qualified defense force officers and NCOs with the current year school information to solicit interest in applying.

21-20. Special Branch Officer Boards

There will be no CMB conducted for Special Branch officers. The nature of the professional training, required certifications, the limited number of ASI specific positions, and low density of personnel within the special branches makes the CMB process an inappropriate method for the management of these officers.

21-21. Special Branch Officer Management

Special Branch Career Management will be conducted by:

a. The Staff Surgeon will manage all medical related branches. The Staff Surgeon will coordinate closely with the S1 and COS for advice and confirmation in the assignment of medical personnel.

b. The Staff Judge Advocate (SJA) will manage all Judge Advocate General Corps officers. The SJA and COS provides overall supervision and career management of all SJA officers.

c. The defense force Chaplain will manage all Chaplain Corps officers with input from the COS.

21-22. Chief Warrant Officer Five (CW5) Selections

a. Defense force S1, with input from the Command Chief Warrant Officer, will project CW5 vacancies.

b. Selection Board required when more than one CW4 meets the promotion eligibility criteria.

c. Eligible CW4 officers will be notified 60 days prior to the date the selection board will convene.

d. Zone of consideration Warrant Officers in the grade of CW4 who meet minimum time in grade on the last day of the month in which the board is held.

e. Eligible Warrant Officers should do the following upon notification of a selection board.

(1) Review official file information

(2) Update officer biographical summary

(3) A letter to the board is not necessary but if there is information felt necessary for the board to know a

memorandum addressed to the President of the Board must be submitted to the defense force S1 Personnel Section prior to the board convening.

21–23. Chief Warrant Officer Four (CW4)

When a CW5 position becomes vacant and there are no candidates for promotion to CW5, the Command Chief Warrant Officer (CCWO) will invite that branch's CW4 with the senior time in grade (TIG) to occupy the vacated position. Occupation of this position does not authorize the incumbent to apply for or attend the Warrant Officer Senior Staff Course (WOSSC). Attendance to WOSSC is restricted to Warrant Officers who have been selected for promotion to CW5 by a promotion board. When the incumbent is within 12 months TIG for promotion to CW5, a selection board will be conducted. The zone of consideration will be all CW4 in the branch who have reached TIG to CW5 on the last day of the month in which the board is held.

21–24. Selection Board Member Composition

a. Board composition will consist of five members from the MIDF and MING. One member will have the rank of colonel. Two additional members must have the rank of lieutenant colonel. Two additional members must have the rank of CW5. The president of each selection board will be the minimum rank of colonel.

b. The following Officers/Warrant Officers will not sit as members of a board:

(1) An officer/warrant officer flagged for any reason.

(2) An officer/warrant officer may not sit as a board member if he or she will consider the file of his or her spouse, child or sibling.

(3) An officer/warrant officer who sat as a member of a board the previous year for the same promotion category.

(4) An officer/warrant officer may not be a board recorder if his or her file is being considered by the board.

c. The defense force S1 is responsible for the composition recommendation of each selection board. Each board will have minority and gender representation as required. A balanced mix of traditional members and FTS officers will be maintained.

d. The defense force S1 will prepare the recommended list of board members and present the list to defense force COS for approval. The defense force COS is the only approving authority for the selection of board members. The defense force S1 will notify the approved board members and prepare a letter of instructions based on guidance from the defense force COS.

Appendix A - Key Supporting Documents List for Military Pay Items

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show n on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
MOST COMMON PAY ITEMS			
BASIC PAY	BASE PAY	<p>Documents for this pay item are verified during the review of the service member's record brief.</p> <p>1. All time in service must be accounted for with documents in the Service folder. Ensure there are documents that support the BASD listed on the record brief.</p> <p>For enlisted: service members will have a DD 4 or DD 4 packet (contracts in the record). This includes all enlistment and reenlistment contracts.</p> <p>For officers: Documents that show initial entry into service can vary by source of commissioning. Ensure there are documents that support the BASD listed on the record brief.</p> <p>1. If the service member had a break in service, the record must contain all contracts and separation documents (DD 214/NGB 22/SG-SDF 44 and Separation Orders).</p> <p>2. All promotion orders to each grade E-5 and above must be in the record.</p>	<p>All Officers:</p> <p>1. DA 71 (NGB 337 for NG) 2. APPT ORD/LTR 3. ORD PROMRED (02-10)</p> <p>Commissioned via USMA:</p> <p>1. USMA 5-50</p> <p>Commissioned via ROTC/OCS:</p> <p>1. DD 41-2</p> <hr/> <p>Enlisted:</p> <p>1. DD 41-2 2. DD 4-3 3. DD 4 PACKET (re-enlistment) 4. DD 1966 5. ORD PROMRED (E-5 thru E-9)</p> <p>For RC service members, the following forms can be used to validate time in service:</p> <p>1. AHRC 249 2. DA 5016 3. DA 1380 4. DD 220 Other Forms that can support time in service : 1. DA 1506</p>
BASIC ALLOWANCE FOR HOUSING	BAH	<p>1. Verify a current DA 5960.</p> <p>2. The PCS order, promotion order, and dependent documents (if applicable) should have been accounted for during the review of the record brief.</p> <p>3. This pay item also requires verification of rank which happens during the review of the Service folder and verification of PCS Order (location).</p> <p>4. If drawing BAH w/dependents: All dependent docs must be verified.</p>	<p>1. DA 5960</p> <hr/> <p>2. ORD PROMRED</p> <hr/> <p>3. PCS ORDER 4. ORD ASSIGN</p> <hr/> <p>If BAH w/ dependents, Must have one or more of the following applicable documents:</p> <p>1. MARRIAGE CERT 2. CERT BIRTH DEPN (excludes spouses birth certificate) 3. Defense ForceAS BAH APPROVAL 4. DIVORCE DECREE</p>
(BAH-DIF) BASIC ALLOWANCE FOR HOUSING DIFFERENTIAL	BAQ-DIF	<p>Paid to a service member in government quarters while paying child support.</p> <p>1. The service member must have a current DA 5960 and a court order to pay child support (CHILD SUPPORT DOC OR DIVORCE DECREE).</p> <p>2. The PCS order, promotion order, and dependent documents (if applicable) should have been accounted for during the review of the record brief.</p>	<p>1. DA 5960</p> <hr/> <p>2. ORD PROMRED</p> <hr/> <p>3. PCS ORDER 4. ORD ASSIGN</p> <hr/> <p>5. CHILD SUPPORT DOC 6. DIVORCE DECREE</p>

BASIC ALLOWANCE FOR HOUSING PARTIAL	BAH	Paid to a service member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA. 1. Verify a current DA 5960 is. 2. The PCS order and promotion order should have been accounted for during the review of the record brief.	1. DA 5960
			2. ORD PROMRED
			3. PCS ORDERS 4. ORD ASSIGN

Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show n o n L E S	INSTRUCTIONS	SUPPORTING DOCUMENTS
FAMILY SEPARATION HOUSING ALLOWANCE	FSH	The PCS or TCS Order (location) and ALL dependent docs should have been accounted for during the review of the record brief.	2. PCS ORDER 3. ORD TCS Must have all applicable documents(situation dependant): 4. MARRIAGE CERT 5. CERT BIRTH DEPN 6. DEFENSE FORCE AS BAH APPROVAL
HAZARDOUS DUTY INCENTIVE PAY	HDIP	1. If Hazardous duty is for a specific type of duty (i.e demolition pay, parachute pay, etc) there must be a Hazardous Duty Order/Memo or a Special Duty Pay memo. 2. If the pay is based on service member being in a specific location that authorizes the pay, the service member must have a TCS or PCS order which should have been accounted for during the review of the record brief.	Must have one of the following if entitlement is for a specific type of duty (i.e demolition pay, parachute pay, etc): 1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY 4. PCS ORDER 5. ORD TCS
HOSTILE FIRE PAY	HFP/IDP	This pay item is requires TCS/deployment orders which should have been accounted for during the review of the record brief.	ORD TCS
IMMINENT DANGER PAY	HFP/IDP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
PARACHUTE DUTY PAY	PARACHUTE PAY	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
(SDAP) SPECIAL DUTY ASSIGNMENT PAY (ENLISTED ONLY)	SPEC DUTY PAY	1. This pay item requires an order for Special Duty Pay. Additionally, when a soldier receiving SDAP changes duty stations, the gaining unit commander will use DA Form 4187 to substantiate the continued pay item to SDAP. 2. Verify there is an ORD SPECIAL PAY and/or DA 4187 substantiating the pay item.	1. ORD SPECIAL PAY If service member has PCSd and SDAP is continued: 2. DA 4187
ALL OTHER PAY ITEMS			
ACCELERATION DECELERATION DUTY PAY	HDIP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY

<p>ACCESSIONS BONUS FOR MEDICAL OFFICER IN A CRITICALLY SHORT WARTIME SPECIALTY</p>	<p>May display on LES as: RN ACCES BONU or AVIATOR CONT PAY or NUCLEAR OFF CONT PAY</p>	<p>This pay item requires at least one DMEDD Special Pay contract; however, there may be multiple types of contracts. Ensure there are current contracts that account for the amount of pay listed on the LES.</p>	<p>Must have one or more of the following contracts:</p> <ol style="list-style-type: none"> 1. AMEDD-ISP 2. AMEDD-MSP 3. AMEDD-ASP 4. AMEDD-BCP 5. USAREC 601-37-33
<p>ACCESSIONS BONUS FOR NEW OFFICERS IN CRITICAL SKILLS</p>		<p>Contract or Service Obligation must document Accession Bonus.</p>	<p>Must have one or more of the following documents:</p> <ol style="list-style-type: none"> 1. SVC OBLIG 2. BONUS AGREEMENT

Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show n on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
ACCESSIONS BONUS FOR OFFICER CANDIDATES		Contract or Service Obligation must document Accession Bonus.	Must have one or more of the following documents: 1. SVC OBLIG 2. BONUS AGREEMENT
ACCRUED LEAVE PAYMENT	LUMP SUM LEAVE	Several documents are linked together to form the APPRSEPS	AC Enlisted: DA 3340 AC Officer: DA 4187? USAR: USARC 24-R ARNG: DA 4187
ALLOWANCE FOR MUSTER DUTY (IRR)	IRR	Verify there is an AHRC 3924.	AHRC 3924
AMEDD OFFICERS MULTI-YEAR RETENTION BONUS	Will display on LES as: MULT SP PAY or NUC OFF CONT PAY	This pay item requires a Health Professions Officer contract. It will be filed as AMEDD -ISP or AMEDD- ASP. Ensure there is a current contract that accounts for the amount of pay listed on the LES.	Must have one or more of the following contracts: 1. AMEDD-ISP 2. AMEDD-MSP
ASSIGNMENT INCENTIVE PAY (Korea, Iraq, Afghanistan)	AIP	This pay item requires appropriate PCS Order, TCS Order or Special Order to the assigned location. If there was no TCS or PCS Order reviewed that accounted for this specific pay item, verify there is an ASSN INCENT PAY or ORD SPECIAL PAY.	1. ASSN INCENT PAY 2. ORD SPECIAL PAY
AVIATION CAREER INCENTIVE PAY- CONDITIONAL	ACP	This pay item requires a DA Form 759 and an order issuing the pay. The AVN SVC documents also populate in the Assign/Deploy folder and may have been accounted for during the review of the record brief.	1. DA 759 SER 2. AVN SVC 3. AVN SVC AMD 4. ORD SPECIAL PAY
AVIATION CAREER INCENTIVE PAY- CONTINUOUS	ACP	This pay item requires a DA Form 759 and an order issuing the pay. The AVN SVC documents also populate in the Assign/Deploy folder and may have been accounted for during the review of the record brief.	1. AVN SVC 2. AVN SVC AMD
AVIATION CONTINUATION PAY	ACP	This pay item requires a DA Form 759 and an order issuing the pay. The AVN SVC documents also populate in the Assign/Deploy folder and may have been accounted for during the review of the record brief.	1. AVN SVC 2. AVN SVC AMD
BASIC ALLOWANCE FOR SUBSISTENCE	BAS	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
CADET SUBSISTENCE ALLOWANCE	ROTC	Verify there is a DA 597 and/or DA 597-3.	May have both or just one: 1. DA 597 2. DA 597-3
CAREER SEA PAY/CAREER SEA PAY- PREMIUM	CAREER SEA PAY	Verify there is a DA 3068-1 and/or ORD SPECIAL PAY substantiating this pay item.	May have both or just one: 1. DA 3068-1 2. ORD SPECIAL PAY

CAREER STATUS BONUS	CSB	Taken with 15 years of service, agrees to complete 20 years' service. Verify there is a DD 2839.	DD 2839
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Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
CIVILIAN CLOTHING ALLOWANCE	CMAI INITIAL	Verify there is a Clothing Memo substantiating the pay item.	CLOTHING MEMO
CLOTHING MAINTENANCE ALLOWANCE-ENLISTED	CLOTHING	These pay item do not need to be validated by the RM. There are no documents required for his pay item.	N/A
COMBAT SGLI	SGLI	These pay item do not need to be validated by the RM. There are no documents required for his pay item.	N/A
CRITICAL SKILLS RETENTION BONUS (CSRB)	CSRB	Verify there is a SVC OBLIG and/or BONUS AGREEMENTs substantiating the pay item.	1. SVC OBLIG 2. BONUS AGREEMENT
CULTURE AND LANGUAGE INCENTIVE PAY BONUS	CLIP-B	Verify there is a DA 597-7.	DA 597-7
DEMOLITION DUTY PAY	DEMO PAY	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCE		These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
DEPLOYMENT EXTENSION INCENTIVE PAY	DEIP	All documents should have been accounted for during the review of the record brief.	DA 1695
DIPLOMAT PAY FOR PSYCHOLOGISTS	VSP PHYS	All documents should have been accounted for during the review of the record brief.	1. LIC MEDIC 2. LIC CERTF
DISLOCATION ALLOWANCE	DLA	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
DIVING DUTY PAY	DIVE PAY	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
ENGINEERING AND SCIENTIFIC CAREER CONTINUATION PAY	BRD CRT PHY	Verify there is a Contract or ORD SPECIAL PAY.	Contract or ORD SPECIAL PAY
ENLISTMENT BONUS	EB	This is given only upon entry into the Army. This is not a retention bonus that is given upon reenlistment. This bonus will be shown on the initial entry contract. Verify there is a DA 3286A or DA 3286B substantiating the bonus.	1. DA 3286A 2. DA 3286B
			1. DD 1561

FAMILY SEPARATION ALLOWANCE	FSA	Verify there is a current DD Form 1561. The PCS or TCS Order and ALL dependent docs which should have been accounted for during the review of the record brief.	2. PCS ORDER 3. ORD TCS
			Must have all applicable documents(situation dependant): 4. MARRIAGE CERT 5. CERT BIRTH DEPN (excludes spouses birth certificate) 6. Defense ForceAS BAH APPROVAL
FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE	FSSA	Verify there is a current DD Form 2857.	DD 2857
FLIGHT DECK DUTY PAY	HDIP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY

Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show n on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
FLYING DUTY CREW MEMBERS	FLY PAY	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
FLYING DUTY, NON CREW MEMBERS	FLY PAY	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
FOREIGN LANGUAGE PROFICIENCY BONUS	PROFICIENCY PAY	Verify there is a current Special Pay Order. This pay item also requires a DA Form 330 which should have been accounted for during the review of the record brief.	1. ORD SPECIAL PAY
			2. DA 330
HARDSHIP DUTY PAY- LOCATION	HDP LOCATION	All documents should have been accounted for during the review of the record brief.	1. ORD PCS 2. ORD TCS
HARDSHIP DUTY PAY- MISSION	HDP-M	All documents should have been accounted for during the review of the record brief.	1. ORD PCS 2. ORD TCS
HEALTH PROFESSIONAL LOAN REPAYMENT PROGRAM	HPLRP	Verify there is an OTSG Form 1093.	OTSG 1093
HEALTH PROFESSIONS OFFICER (HPO) BOARD CERTIFICATION PAY	SAVE PAY	This pay item requires a Health Professions Officer Board Certification Pay contract. Ensure here is a current contract that accounts for the amount of pay listed on the LES.	Must have one or more of the following contracts: AMEDD-BCP
HEALTH PROFESSIONS OFFICER (HPO) INCENTIVE PAY	SAVE PAY	This pay item requires a Health Professions Officer contract. It will be filed as AMEDD -ISP or AMEDD- ASP. Ensure there is a current contract that accounts for the amount of pay listed on the LES.	Must have one or more of the following contracts: 1. AMEDD-ISP 2. AMEDD-MSP
HEALTH PROFESSIONS OFFICER (HPO) RETENTION BONUS	Will display on LES as: MULT SP PAY or NUC OFF CONT PAY	This pay item requires a Health Professions Officer contract. It will be filed as AMEDD -ISP or AMEDD- ASP. Ensure there is a current contract that accounts for the amount of pay listed on the LES.	Must have one or more of the following contracts: 1. AMEDD-ISP 2. AMEDD-MSP
HEALTH PROFESSIONAL SCHOLARSHIP PROGRAM	HPSP	Must have one or more of the following contracts:	1. USAREC 601-37-9 2. USAREC 601-37-12 3. USAREC 601-37-28 4. USAREC 601-37-29
HIGH-DEPLOYMENT ALLOWANCE		All documents should have been accounted for during the review of the record brief.	ORD TCS
HOSTILE FIRE PAY	HFP/IDP	All documents should have been accounted for during the review of the record brief.	ORD TCS
HOUSEHOLD GOODS TRANSPORTATION AND STORAGE	HHG	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
IMMINENT DANGER PAY	HFP/IDP	All documents should have been accounted for during the review of the record brief.	ORD TCS

Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
INCENTIVE BONUS FOR TRANSFER BETWEEN ARMED FORCES		All documents should have been accounted for during the review of the record brief.	1. DD 4-1/2 2. DD4 PACKET
INCENTIVE BONUS-RETIREED/RESERVE MEMBERS VOLUNTEERING FOR HIGH DEMAND, LOW DENSITY ASSIGNMENTS		Verify there is an ORD SPECIAL PAY.	ORD SPECIAL PAY
JUDGE ADVOCATE CONTINUATION PAY	JACP	Verify there is an SVC OBLIG.	SVC OBLIG
LEADER'S TRAINING COURSE BONUS		This pay item is for Cadet Command Cadets. Verify there is an DA 597-5.	DA 597-5
MEMBER ASSIGNED TO INTERNATIONAL MILITARY HEADQUARTERS		All documents should have been accounted for during the review of the record brief.	1. ORD PCS 2. ORD TCS
MEMBER TRAVEL AND TRANSPORTATION ALLOWANCE		These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
MISSED MEAL REFUND		These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
MOBILE HOME PRANSPORTATION		These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
MOVE-IN HOUSING ALLOWANCE	MIHA	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
NON-PHYSICIAN HEALTH CARE PROVIDERS BOARD CERTIFICATION PAY	BCP	Board certified pay begins upon receipt of proof that board certification was granted	<u>Officer/Enlisted</u> : LIC MEDIC, MED SPEC
OFFICERS IN CRITICAL ACQUISITION POSITIONS EXPENDING PERIOD OF ACTIVE DUTY		Verify there is an SVC OBLIG.	SVC OBLIG
OVERSEAS TOUR EXTENSION INCENTIVE PAY	OTEIP	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
PARTIAL DISLOCATION ALLOWANCE	PDLA	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
PAY AND ALLOWANCE CONTINUATION	PAC	All documents should have been accounted for during the review of the record brief.	ORD PCS

PERSONAL MONEY ALLOWANCE	GEN OFF PMA	All documents should have been accounted for during the review of the record brief.	1. ORD PCS
			2. ORD PROMRED
POV TRANSPORTATION		These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A

Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show n on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
PRESSURE CHAMBER DUTY PAY	HDIP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
RESERVE INCOME REPLACEMENT PROGRAM	RIRP	Verify there is a DD 2919.	DD 2919
SAVE PAY	SAVE PAY	All documents should have been accounted for during the review of the record brief.	ORD PROMRED
SELECTED RESERVE INCENTIVE PROGRAM	SRIP	1. Verify there is a DA Form 5261. 2. The DD Form 4 should have been accounted for during the review of the record brief.	1. DA 5261 2. DD 4
SELECTIVE REENLISTMENT BONUS	ENLISTED BONUS	This pay item is executed at re-enlistment. Verify there is a DA Form 4789.	DA 4789
SEPARATION PAY READJUSTMENT PAY		All documents should have been accounted for during the review of the record brief.	ORD SEP
SPECIAL SEPERATION BENEFIT	SSB	All documents should have been accounted for during the review of the record brief.	Enlisted/Officer: ORD SEP Enlisted: DD4 PACKET
SPECIAL TRAINING ASSISTANCE PROGRAM	STRAP	Verify there is a DA 5685.	DA 5685
STOP LOSS PAYMENT		All documents should have been accounted for during the review of the record brief.	ORD AD
STUDENT LOAN REPAYMENT PROGRAM	SLRP	Must have one or more of the following contracts:	Must have one or more of the following: 1. DD 2475 2. CC 597-6 3. DA 5261 4. DA 597 5. NGB 600-7-5-R-E
TEMPORARY LODGING ALLOWANCE	TLA	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
TEMPORARY LODGING EXPENSE	TLA	These pay item do not need to be validated by the RM. There are no documents required for this pay item.	N/A
THERMAL STRESS DUTY PAY	HDIP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
TOXIC FUEL/PROPELLANTS AND CHEMICAL MUNITIONS EXPOSURE DUTY PAY	HDIP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY

TOXIC PESTICIDES/DANGEROUS ORGANISM PERSONAL EXPOSURE PAY	HDIP	Must have one or more of the following documents:	1. ORD HAZ DUTY 2. HAZ DUTY MEMO 3. ORD SPECIAL PAY
UNIFORM ALLOWANCE , INITIALALLOWANCE- OFFICER	CMA	All documents should have been accounted for during the review of the record brief.	DA 71

Appendix A - Key Supporting Documents List for Military Pay Items (continued)

KEY SUPPORTING DOCUMENTS LIST FOR MILITARY PAY ITEMS

The Key Supporting Document (KSD) matrix lists all of the required documents for each pay item and the record review folder where the documents will be located.

PAY ITEM	Show n on LES	INSTRUCTIONS	SUPPORTING DOCUMENTS
UNUSUAL RESPONSIBILITY PAY		Special Pay for Officers Serving in Positions of Unusual Responsibility and of a critical. Verify there is an ORD SPECIAL PAY.	ORD SPECIAL PAY
VOLUNTARY SEPARATION INCENTIVE PAY	VSI/SSB	All documents should have been accounted for during the review of the record brief.	1. DD 214 2. NGB 22 3. SG/SDF 44 4. ORD SEP 5. APPRSEPS

Appendix B - Required Documents List

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8-104	
Documents no longer filed are listed below. Remarks or replacement documents will be listed adjacent to the document name		
DOCUMENT NAME		
<p>NOTE #1 a sample of the top 50 documents with effective dates can be found at: https://ipermiscoop.army.mil/wbt2/app/docs/so_aa.pdf</p>		
<p>NOTE #2: 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.</p>		
DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
1EAP	STATE EDUCATIONAL ASSISTANCE PROGRAM	Date service member Signed
ABCMR	ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION AND RECORD OF PROCEEDINGS	Approval Memo Date
ABCP PACKET	ARMY BODY COMPOSITION PROGRAM PACKET	Date of Release Memo
ADHOC BD	SECRETARY OF THE ARMY ADHOC REVIEW BOARD CASE DECISION	Date of Document
ADMIN OTHER	ADMINISTRATIVE DOCUMENTS – OTHER SERVICES (AF, MC, USN, CG)	Date Of Document
ADRB	ARMY REVIEW BOARD CASE DECISION	Date Of Document
ADRRB	ARMY DISABILITY RATING REVIEW BOARD (ADRRB) DECISION	Date of Document
AER-R	ACADEMIC EVALUATION REPORT-R	
AFCT RETEST RESULTS	ARMED FORCES CLASSIFICATION RETEST RESULTS (AFCT)	Date of Document
AGDRB	ARMY GRADE DETERMINATION REVIEW BOARD CASE DECISION	Date of Document
AHRC 3924	INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE	Date above certifying official
AHRC 4145	ELECTION OF OPTIONS - MILITARY SERVICE OBLIGATION	Date service member signed
AMEDD COMM	STATEMENT FOR COMMISSIONING AMEDD OFFICER	Date of document
AMEDD-ASP	ARMY MEDICAL ADDITIONAL SPECIAL PAY(AMEDD-ASP)	Date on last page under service members signature
AMEDD-BCP	ARMY MEDICAL BOARD CERTIFICATION PAY (AMEDD-BCP)	Date on last page under service members signature

AMEDD-ISP	ARMY MEDICAL INCENTIVE SPECIAL PAY (AMEDD-ISP)	Date on last page under service members signature
AMEDD-MSP	MEDICAL CORPS COMBINED/MULTIPLE YEAR SPECIAL PAY (AMEDD-MSP)	Date on last page under service members signature
ANNEX A	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD	
ANNEX A1	AMENDMENT TO ENLISTMENT AGREEMENT	
ANNEX B	CIVILIAN ACQUIRED SKILLS PROGRAM AGREEMENT	
ANNEX C	SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT	
ANNEX D	DELAYED TRAINING OPTION	
APDRB	ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59)	Date of document
APP ST AG	GENERAL AGREEMENT-ROTC	Effective date of enrollment
APP WAIVER	APPROVED WAIVER	
APPLTRS	APPROVED REQUESTS, LETTERS, APPLICATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY	Date of Document (top right)
APPOINTMENT	APPOINTMENT ORDERS OR LETTERS	Effective date listed on document
APPOINTMENT AMND	AMENDMENT OF APPOINTMENT ORDERS OR LETTERS	Effective date listed on document
APPRSEPS	CASE FILES FOR APPROVED SEPARATIONS	Date of lead document
ARNG GO APP	EXTRACT OF STATE CODE PERTINENT TO RANK & TENURE FOR ARMY NATIONAL GUARD GENERAL OFFICER APPOINTEES	

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8-104
Documents no longer filed are listed below. Remarks or replacement documents will be listed adjacent to the document name	
DOCUMENT NAME	
NOTE #1 a sample of the top 50 documents with effective dates can be found at: https://ipermscoop.army.mil/wbt2/app/docs/so_aa.pdf	
NOTE #2: 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
ART 15 E-4 BELOW	ARTICLE 15 FOR E-4 AND BELOW	
ARTICLE 15	ARTICLE 15 ALLIED DOCUMENT	
ASSIGN PERM	ASSIGNMENT - PERMANENT	Date of Document
ASSIGN PERM AMND	AMENDMENT OF ASSIGNMENT PERMANENT	Date of Document (top right)
ASSIGN PERM REV	REVOCAION OF ASSIGNMENT PERMANENT	Date of Document (top right)
ASSIGN TEMP	ASSIGNMENT - TEMPORARY	Date of Document (top right)
ASSIGN TEMP AMND	AMENDMENT OF ASSIGNMENT - TEMPORARY	Date of Document (top right)
ASSIGN TEMP REV	REVOCAION OF ASSIGNMENT - TEMPORARY	Date of Document (top right)
AVD	AGE VERIFICATION DOCUMENTS	
AVN SVC	ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Date of Order (top right)
AVN SVC AMD	AMENDMENT OF ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Date of Order (top right)
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 in top right of document
AWD DOC 134DA	ARMY ROTC CERTIFICATE	
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"
AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1. Thru date of award 2. Effective date 3. Date in upper right
AWD/MOS-ASI	AWARD/MILITARY OCCUPATIONAL SPECIALTY-ADDITIONAL SKILL IDENTIFIER ORDER	Date of Order (top right)
BRANCH TRF	BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL	Date of approval MEMO
BRS CONTRACT	REQUEST FOR CONTINUATION PAY (BLENDED RETIREMENT SYSTEM)	Date of approval
CC 202R/203R/204R	GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT	CC-202 block F CC 203 block F CC 204 block 5b

CDCC	DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES	Date of Document
CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COM MENDATION	"Given" date, if not available, Ending date of award period.
CERT BIRTH DEPN	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (DEPENDENT)	Date of birth

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8-104
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Documents no longer filed are listed below. Remarks or replacement documents will be listed adjacent to the document name

DOCUMENT NAME

NOTE #1 a sample of the top 50 documents with effective dates can be found at:
https://ipermscoop.army.mil/wbt2/app/docs/so_aa.pdf

NOTE #2: 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
CERT BIRTH SOLDIER	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (SOLDIER)	Date of birth
CERT RESID	CERTIFICATE RESIDENCY MEDICAL DEPARTMENT OFFICER	"Given" date. If not available, Ending date of course.
CHANGE REQ	DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA	Bottom right - "Subscribe date" or date of memo
CHILD SPT DOC	CHILD SUPPORT DOCUMENT	Date of Notice or date of document
CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	
CITZ STMT	STATEMENT OF CITIZENSHIP	"Admitted as a Citizen" date
CIVIL CONV	RECORDS OF CIVIL CONVICTION	Date of guilty plea
CLEP/DANTES	CLEP & DANTES COMPLETION CERTIFICATES	Date Of Report
CLOTHING MEMO	CLOTHING ALLOWANCE AUTHORIZATION-CIVILIAN OR MILITARY	Date of document
CM CONV SRO	COURT MARTIAL CONVICTION FOR SEX RELATED OFFENSE	N/A
CO NC	COURT ORDER (NAME CHANGE)	
COAR-COAD	REQUEST FOR CONTINUANCE OF A DISABLED SOLDIER IN THE RESERVE OR ACTIVE RESERVES	Date of approval memo
COMP SVC	COMPUTATION OF SERVICE, SERVICE BY CATEGORY, OR SERVICE FOR PAY PURPOSES	Date computed by TRANSPROC
CONFMT DEC	HEADQUARTERS, DEPARTMENT OF THE ARMY DOCUMENT – SECRETARY OF THE ARMY DECISION ON CONFINEMENT	Date signed by person directing confinement (box 7c)
COTTAD LTR	CONTINGENCY OPERATIONS TEMPORARY TOUR OF ACTIVE DUTY JUSTIFICATION LETTER (COTTAD)	Date of document

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
CRBA	COMMAND REVIEW BOARD ACTIONS	Date of Document
CRS Cmpl 40	COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	Given date of certificate
CRS Cmpl Less 40 Hrs	COURSE COMPLETION CERTIFICATE LESS THAN 40 HOURS	Given date of Certificate
DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	Date will be provided when uploaded thru the EES system
DA 1059-1	CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	Date will be provided when uploaded thru the EES system
DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	Date will be provided when uploaded thru the EES system
DA 1307	INDIVIDUAL JUMP RECORD (AIRBORNE)	Latest Date (Date Column d) or closeout date if it is listed

U.S. Army Human Resources
Command (HRC) Army service
member Records Branch (ASRB)

REQUIRED DOCUMENTS LIST per AR 600-8- 104

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NOTE #2: 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
DA 1380	RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	Latest date (9a)
DA 1506	STATEMENT OF SERVICE - COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	"Authentication" date
DA 1569	TRANSCRIPT OF MILITARY RECORD	Date of discharge
DA 160	APPLICATION FOR ACTIVE DUTY	Date in box #1
DA 1613	RECORDS CROSS REFERENCE	Date in box 3d (right side)
DA 1618-R	APPLICATION FOR DETAIL AS A STUDENT OFFICER AT A CIVILIAN EDUCATION INSTITUTION OR TRAINING WITH INDUSTRY	"Date of Application" (top right)
DA 1695	OATH OF EXTENSION OF ENLISTMENT	1. 1998 form- Acknowledge date under "AGREEMENT" 2. 2016 form- Date in block #10
DA 1696-R	ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION	Signature date (2nd page, bottom right)
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
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
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

DA 2166-8	NON-COMMISSIONED OFFICER EVALUATION REPORT	Date will be provided when uploaded thru the EES system
DA 2166-8-R	NON COMMISSIONED OFFICER EVALUATION REPORT	Date will be provided when uploaded thru the EES system
DA 2166-9-1	ENLISTED EVALUATION REPORT (SGT)	Date will be provided when uploaded thru the EES system
DA 2166-9-1-R	ENLISTED EVALUATION REPORT-R (SGT)	Date will be provided when uploaded thru the EES system
DA 2166-9-2	ENLISTED EVALUATION REPORT (SSG-1SG/MSG)	Date will be provided when uploaded thru the EES system

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8-104
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DOCUMENT NAME	
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
DA 2166-9-2-R	ENLISTED EVALUATION REPORT-R (SSG-1SG/MSG)	Date will be provided when uploaded thru the EES system
DA 2166-9-3	ENLISTED EVALUATION REPORT (CSM/SGM)	Date will be provided when uploaded thru the EES system
DA 2166-9-3-R	ENLISTED EVALUATION REPORT-R (CSM/SGM)	Date will be provided when uploaded thru the EES system
DA 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	Accident Information Date (Box 5a)
DA 2339	APPLICATION FOR VOLUNTARY RETIREMENT	Date of Application (top right)
MIDF 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE	Commander's Signature Date. (see samples)
MIDF 2627 SRO	ARTICLE 15 FOR SEX RELATED OFFENSE	Commander's Signature Date.
MIDF 2627-2	RECORD OF APPELLATE OR OTHER SUPPLEMENTARY ACTION UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE	Date of original article 15 (top- middle)
DA 268	TRANSFERABLE FLAGS REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS	Date in Section V on 1987 version. Date in Section IV on 2012 version
DA 3053	DECLARATION OF RETIRED PAY BENEFITS RECEIVED AND WAIVERS	Date of Document (top right)
DA 3068-1	MARINE SERVICE RECORD	Date assigned Box #14 (2010) or Box #15 (2006)
DA 3072	WAIVER OF DISQUALIFICATION FOR ENLISTMENT/REENLISTMENT IN THE REGULAR ARMY FOR IN-SERVICE PERSONNEL	Date of document (top right)
DA 3078	PERSONNEL CLOTHING REQUEST	Date at top right

DA 3081	PERIODIC MEDICAL EXAMINATION (STATEMENT OF EXEMPTION)	Date (top right)
DA 3180-1/2	CHEM/BIOLOGICAL PERSONNEL RELIABILITY STATEMENT OF UNDERSTANDING/EVALUATION AND SCREENING RECORD	Date signed (Part V, Box d)
DA 3283-R	STATEMENT OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST (TDRL)	Date of document (top right)
DA 3286	STATEMENTS FOR ENLISTMENT, PARTS I THRU V	Date Signed (box 13)
DA 3286-A	STATEMENT FOR ENLISTMENT- CERTIFICATE OF SPECIFIED PRIOR SERVICE QUALIFICATION	Date service member Signed
DA 3286-B	STATEMENT FOR ENLISTMENT- ADDENDUM TO PART VI	Date service member/Applicant Signed
DA 330	LANGUAGE PROFICIENCY QUESTIONNAIRE	Date service member/Applicant Signed
DA 3340	REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION	"Date of Evaluation" Box 10 (1985) Bx #11 (2008), use latest date

U.S. Army Human Resources
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REQUIRED DOCUMENTS LIST per AR 600-8- 104

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
DA 3349	PHYSICAL PROFILE TEMPORARY/PERMANENT	Approving Authority Signature date (bottom right)
DA 348	EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT)	Latest date in Date column (section 3)
DA 3497	COUNSEL OATH FOR JAG OFFICER	Date in second paragraph
DA 3540	CERTIFICATE AND ACKNOWLEDGEMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENT	Date service member Signed
DA 3574	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Date service member Signed (bottom right, page 2)
DA 3575	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Date service member Signed (bottom left)
DA 3685	JUMPS PAY ELECTION	Date service member Signed (box 7d)
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
DA 4213	SUPPLEMENTAL DATA FOR ARMY MEDICAL SERVICE RESERVE OFFICERS	Date Signed (bottom left, page 2)
DA 4572-R	STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER	Date Signed (bottom right)
DA 4707	ENTRANCE PHYSICAL STANDARDS BOARD (EPSBD) PROCEEDINGS	Date Top Right Box
DA 4789	STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS	Use date at bottom of form

DA 4824-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS (DA 3540) FOR APPLYING TO RESERVE OFFICER TRAINING CORPS	Date service member Signed
DA 4826-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGE SERVICE REQUIREMENTS (DA 3540) FOR ENLISTMENT IN ALTERNATE TRAINING PROGRAM	Date service member/Applicant Signed
DA 4836	OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT	Date after "Acknowledge this...." first line under oath of extension
DA 4977-R	INDIVIDUAL READY RESERVE BONUS PROGRAM AGREEMENT	Date signed (page 2, bottom left)
DA 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Date signed (section A, box d)
DA 5016	CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS	Date of Document (top right)
DA 5074 SERIES	RECORD OF AWARD OF ENTRY GRADE CREDIT	Approving Official Sig. Date
DA 5178-R	PROJECT DEVELOPMENT IDENTIFIER (PDI) & PROJECT DEVELOPMENT SKILL IDENTIFIER (PDSI)	Authorized Official's Signature Date
DA 5252-R	STATEMENT - EVIDENCE OF CITIZENSHIP STATUS	
DA 5261 SERIES	SELECTED RESERVE INCENTIVE PROGRAM-BONUS ADDENDUM	Section X, date signed block

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**REQUIRED DOCUMENTS LIST per AR 600-8-
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
DA 5304-R	FAMILY CARE PLAN COUNSELING CHECKLIST	Date service member Signed
DA 5305-R	APPROVED FAMILY CARE PLAN	service member's signature date (part 1V)
DA 5315-R	U S ARMY ADVANCED EDUCATIONAL FINANCIAL ASSISTANCE RECORD	Effective date of Scholarship (box 14)
DA 5435	STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606)	Date service member/Applicant Signed
DA 5435-R	STATEMENT OF UNDERSTANDING - USAR MONTGOMERY GI BILL KICKER PROGRAM	Date service member/Applicant Signed
DA 5436	EXPLOSIVE ORDNANCE DISPOSAL (EOD) VOLUNTEER STATEMENT	Date in block 9C
DA 5437	VOLUNTARY WITHDRAWAL FROM EXPLOSIVE ORDNANCE DISPOSAL (EOD) STATEMENT	Date in block 7C
DA 5438	INVOLUNTARY TERMINATION FROM EXPLOSIVE ORDNANCE DISPOSAL (EOD) DUTIES	Date in block 8C
DA 5447	OFFICER SERVICE AGREEMENT, SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM	Date service member/Applicant Signed
DA 5500-R	BODY FAT CONTENT WORKSHEET (MALE)	
DA 5501-R	BODY FAT CONTENT WORKSHEET (FEMALE)	
DA 5536-R	HEALTH PROFESSIONALS LOAN REPAYMENT (HPLR) AGREEMENT	Official's Signature Date
DA 5642-R	STATEMENT OF UNDERSTANDING & SELECTED RESERVE SERVICE AGREEMENT (NEW GI BILL 2X4 PROGRAM)	Date service member/Applicant Signed
DA 5646-R	STATEMENT OF CONDITIONS AND SERVICE - ACTIVE GUARD/RESERVE	Date service member Signed

DA 5647-R	STATEMENT OF CONDITIONS OF SERVICE ACTIVE GUARD RESERVE (AGR) ACTIVE TRANSFER/CONVERSION ARMY RESERVE (ATCAR)	Date service member Signed
DA 5685-R	NEW SPECIALIZED TRAINING ASSISTANCE PROGRAM (NEW STRAP) SERVICE AGREEMENT	Date service member Signed
DA 5691-R	REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS (LRA)	SECTION V BOX 12
DA 5840	CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT	Date Guardian signed
DA 5841	POWER OF ATTORNEY	Acknowledgement date
DA 591	APPLICATION FOR INITIAL (EDUCATION) DELAY FROM ENTRY ON ACTIVE DUTY & SUPPLEMENTAL AGREEMENT	Date Approving Authority Signed
DA 591A	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATIONAL DELAY)	Date service member Signed
DA 591B	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Date service member Signed
DA 591C	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY)	Date service member Signed
DA 591D	EARLY COMMISSIONING PROGRAM, STUDENT SUPPLEMENTAL SERVICE AGREEMENT (POST GRADUATE DELAY)	Date service member Signed
DA 591E	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATION DELAY)	Date Signed (bottom right)

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
DA 591F-R	EARLY COMMISSION PROGRAM POSTGRADUATE DELAY STUDENT SUPPLEMENTAL SERVICE AGREEMENT	Date service member Signed
DA 591G	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Date Signed (bottom right)
DA 5960	AUTHORIZATION TO START, STOP, CHANGE BASIC ALLOWANCE FOR QUARTERS AND OR VARIABLE HOUSING ALLOWANCE	Date service member Signed
DA 597	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (ROTC) NONSCHOLARSHIP CADET	Effective date of enrollment (Part IV-P)
DA 597-3	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS SCHOLARSHIP	Effective date of enrollment (Part IV)
DA 597-4	EDUCATIONAL ASSISTANCE PROGRAM FOR MILITARY JUNIOR COLLEGE COMMISSIONED OFFICERS	Date service member/Student Signed
DA 61	APPLICATION FOR APPOINTMENT	Date service member Signed (box 42)
DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	Orders Data Section (Part IV, #26C) If not available, ending #11b Period of Award "To" date - page 1)
DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	N/A
DA 67-10-1-R	COMPANY GRADE PLATE OFFICER EVALUATION REPORT (R)	N/A
DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	N/A
DA 67-10-2-R	FIELD GRADE PLATE OFFICER EVALUATION REPORT (R)	N/A

DA 67-10-3	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT	N/A
DA 67-10-3-R	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT (R)	N/A
DA 67-10-4	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT	N/A
DA 67-10-4-R	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT (R)	N/A
DA 67-9	US ARMY OFFICER EVALUATION REPORT	N/A
DA 67-9-2	SENIOR RATER PROFILE REPORT OFFICER EVALUATION REPORTING SYSTEM	N/A
DA 67-9-R	OER-R US ARMY OFFICER EVALUATION REPORT	N/A
DA 705	ARMY PHYSICAL FITNESS TEST SCORECARD	
DA 71	OATH OF OFFICE MILITARY PERSONNEL	"Sworn to and subscribed" date
DA 759 SERIES	INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE ARMY	Thru Date in "Period" box
DA 7762-1/2	NUCLEAR PERSONNEL SCREENING AND EVALUATION RECORD/STATEMENT OF UNDERSTANDING	Date signed by approval auth
DA 7783	WRITTEN SERVICE AGREEMENT AND MANDATORY DISCLOSURE STATEMENT	Date service member signed
DA 7852	INDIVIDUAL READY RESERVE (IRR) STATEMENT OF UNDERSTANDING (SOU)	Date service member signed

U.S. Army Human Resources
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
DA BOARD	BOARD OF INQUIRY CORRESPONDENCE SPECIAL SELECTION, PROMOTION, PROMOTION REVOCATION, STANDBY ADVISORY BOARD	
DA HLTH-SCI	SERVICE AGREEMENT UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCE PROGRAM	
DA PHOTO	DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH	N/A
DA RE-ENLIST MEMO	DA CORRESPONDENCE REGARDING RE- ENLISTMENT/EXTENSION REQUESTS	Date of Document
DA REMOVAL LTR	DEPARTMENT OF THE ARMY LETTER REMOVING SOLDIER FROM A NOMINATED PROGRAM	Date of Document
DA31 RESPITE/ADMIN/LV	POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE (PDMRA) LEAVE. OR ADMINISTRATIVE LEAVE FOR MARRIAGE	Date in block #10b of DA form 31
DACORB	DEPARTMENT OF THE ARMY CONSCIENTIOUS OBJECTOR REVIEW BOARD (DACORB) DECISION	N/A
DASEB	DEPARTMENT OF THE ARMY SUITABILITY EVALUATION BOARD DASEB DOCUMENT DENY/APPROVED REQUEST FOR REMOVAL OF ADVERSE INFO	Date of Document - top right
DD 108	APPLICATION FOR RETIRED PAY BENEFITS	Date Retired Pay To Begin (box 3)
DD 1172	APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	Date service member Signed block #91 on 2002 version, block #23 on 2011 version
DD 1300	REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS)	Date of casualty (box 4d)
DD 1343	NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS	Date Prepared (top right)
DD 1351-2	TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NON AVAILABILITY	Date Block #21D
DD 1561	STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE	Date signed - bottom left

DD 1826	PEST CONTROL CERTIFICATE OF COMPETENCY	Signature date (bottom of document)
DD 1966	RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES	Enlistment Date (box 18a)
DD 1966 PC	RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (PARENTAL CONSENT)	Enlistment Date (box 18a)
DD 2058	STATE OF LEGAL RESIDENCE CERTIFICATE	Date service member Signed (bottom right)
DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	Separation date this period (Box 12b)
DD 215	CORRECTION TO DD FORM 214	Effective Date of Transfer or Discharge
DD 220	ACTIVE DUTY REPORT	Date Departed from duty station to home (BOX 12)
DD 2329	RECORD OF TRIAL BY SUMMARY COURT-MARTIAL	Authentication Date (Box 12)
DD 2351	REPORT OF MEDICAL EXAMINATION	Date of Examination (B)
DD 2366	VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	Date service member Signed (Box 3c)
DD 2367	OVERSEAS HOUSING ALLOWANCE (OHA) REPORT, INDIVIDUAL	Date at block #G (bottom of doc)

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
DD 2384	SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM (GI BILL) NOTICE OF BASIC ELIGIBILITY	Date service member Signed
DD 2475	DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION	Date in block #4 at bottom
DD 2480	REPORT OF DENTAL EXAMINATION	
DD 2489	DOD MEDICAL EXAMINATION REVIEW BOARD FARNSWORTH LANTERN AND RED/GREEN COLOR VISION TESTS	
DD 2492	REPORT OF MEDICAL HISTORY	Date of Examination (Box6)
DD 2506	PERSONAL PROPERTY AND VEHICLE DISPOSITION	Date impounded (11). If not available,
DD 2556	MOVE-IN HOUSING ALLOWANCE	Date in block #12E
DD 2587	ACQUISITION CORPS CERTIFICATE OF ADMISSION	"Acquisition Corps On" date
DD 261	REPORT OF INVESTIGATION LINE OF DUTY & MISCONDUCT STATUS	Date in # 13b - if not available, date in #14b
DD 2648	PRESEPARATION COUNSELING CHECKLIST	Date service member Signed
DD 2656 SERIES	SURVIVOR BENEFIT PLAN (SBP)/RETIRED PAY ELECTION CERTIFICATE	1. For the DD 2656 by itself use the date service member signed
DD 2760	QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION	Date signed (Box 3F)
DD 2792-1	EXCEPTIONAL FAMILY MEMBER	
DD 2807-1	REPORT OF MEDICAL HISTORY	"Today's Date" (top right, box 3)
DD 2807-2	MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT	Date Screened (Box 1H)
DD 2808	REPORT OF MEDICAL EXAMINATION	Date of Examination (Box 1)

DD 2839	CAREER STATUS BONUS (CSB) ELECTION	Date of Determination (Box 8)
DD 2857	FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE APPLICATION	
DD 2860	APPLICATION FOR COMBAT-RELATED SPECIAL COMPENSATION (CRSC)	See remarks
DD 368	REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT	Date Signed (Section II)
DD 369	POLICE RECORD CHECK 369DD (PART OF 4DD)	Date Signed (bottom left)
DD 397	CLAIM CERTIFICATION AND VOUCHER FOR DEATH GRATUITY PAYMENT	Date of Death
DD 4 PACKET	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Date of Enlistment - Box 5
DD 41-2	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	Date of Enlistment - Box 5 (if first page not available, used Date)
DD 4-3	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Date service member Signed
DD 785/OFF TRNG RMV	RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING	

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
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
DEATH CERTIFICATE	CERTIFICATE OF DEATH	Date of death
DECL MED TREAT	DECLINATION OF MEDICAL TREATMENT	Date soldier signed
DEMOTION	DEMOTION	Date of documents
DEMOTION AMND	AMENDMENT OF DEMOTION	Date of documents
DEMOTION REV	REVOCAION OF DEMOTION	Date of documents
DEPLOY/OS EXT PAY	DEPLOYMENT OR OVERSEAS EXTENSION INCENTIVE/STABILIZATION PAY	Date of Document
DESP	DEPLOYMENT EXTENSION STABILITY PAY	
Defense ForceAS BAH APPROVAL	Defense ForceAS APPROVAL OF SECONDARY DEPENDENCY FOR BAH	Date of Document
Defense ForceR PACKETS	DROPPED FROM THE ROLLS PACKETS	Effective date order of preference: 1. DD 553-block #10 2. DD 616-block #9 (Defense ForceR in remarks) 3. DD 458-block #11E
DISAPP SEP	DISAPPROVED APPLICATIONS FOR DISCHARGE, RESIGNATION OR RELIEF FROM ACTIVE DUTY	Date of disapproval memo
DISQ AFRM	DISQUALIFICATION STATEMENT FOR AWARD OF ARMED FORCES RESERVE MEDAL	Date of Document
DISQ ARCAM	DISQUALIFICATION OF THE ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (ARCAM)	Date of Document
DISQ GCMDL	DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL	Date of document

DIVORCE/ANNUL DECREE	DIVORCE OR ANNULMENT DECREE	Date court or judge awarded dissolution
DLPT SCORES	DEFENSE LANGUAGE PROFICIENCY TEST SCORES	Date of document
DOCS CASP	DOCUMENTS FOR CIVILIAN ACQUIRED SKILLS PROGRAM	
DRIVERS LIC	COPY OF DRIVER'S LICENSE	
ECCLESIAST	ECCLESIASTICAL ENDORSEMENT	Date form completed.
ELIM ACTION	DEPARTMENT OF THE ARMY DIRECTED ELIMINATION ACTION	Date of document
EMS 1607	ELIGIBILITY FOR MOBILIZED SOLDIER	
ENTRY JDGMT	ENTRY OF JUDGMENT	Date of document
ENTRY JDGMT SRO	ENTRY OF JUDGEMENT FOR SEXUALLY RELATED OFFENSE	Date of document
EOD DOC	DOCUMENT PERTAINING TO MEMBERS VOLUNTEERING FOR OR WITHDRAWING FROM EXPLOSIVE ORDNANCE DISPOSAL DUTY	Date of document
ER APPEAL	EVALUATION REPORT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD	Delete- Must Come From EVALS
ERB	ENLISTED RECORD BRIEF	Brief date (top left)
ETD ORD AMD	AMENDMENT TO ENLISTMENT/TRAVEL/DEPENDANT ORDERS	Date of Order (top right)

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ETD ORDERS	ENLISTMENT/TRAVEL/DEPENDENT ORDERS	Date of Order
EVAL BD APP	STATEMENT OF ELECTION PHYSICAL EVALUATION BOARD APPEARANCE	Date of Document
EVAL NN AR	NON-ARMY EVALUATION REPORTS RECEIVED BY PERSONS WHEN THEY WERE MEMBERS OF ANOTHER SERVICE	"Thru" date under Period of Report
EVD	EDUCATION VERIFICATION DOCUMENTS	
EXEMPT INVO	EXEMPTION FROM INVOLUNTARY ACTIVE DUTY	
FBI RPT	FEDERAL BUREAU OF INVESTIGATION REPORT OF INVESTIGATION RELATING TO FRAUDULENT ENTRY	Date Record Updated (bottom left)
FEB	REPORT OF ACTION OF FLYING EVALUATION BOARD (FEB)	Date of Document
FED AD PAY	COMPLETED REQUEST FOR VERIFICATION OF ACTIVE DUTY PAID FROM FEDERAL FUNDS	Date signed by soldier
FINANCE MOB-DEMOB	FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST	Date Completed (top right)
FNEP	CONTRACT FOR THE FUNDED NURSE EDUCATION PROGRAM	Date of Document
FNL CM ORD	CERTIFICATE OF COMPLETION OF APPELLATE REVIEW	Date of Document
FRAUD DOCUMENT	DOCUMENTS DETERMINED TO BE FRAUDULENT THROUGH AN INVESTIGATION	Date of Document
FRAUD ENTRY	FRAUDULENT ENTRY DETERMINATION	Date of Document
GENDER CHANGE ETP	EXCEPTION TO POLICY MEMORANDUM FOR GENDER CHANGE	Date of Document
GENDER MARKER CHG	APPROVED DOCUMENTATION FOR GENDER MARKER CHANGE	Date of Document
GO-RESUME	CONFIRMATION COPY OF DEPARTMENT OF DEFENSE MINI- RESUME	Date of Document
GPFR 1790	PERSONNEL QUALIFICATION RECORD	

GUARD ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Date service member Signed
HIV	HIV TEST STATEMENT	
HS DIP/GED/HM STDY	HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA OR HOME STUDY	Given Date
HZD DUTY MEMO	MEMORANDUM SIGNED BY UNIT COMMANDER AUTHORIZING HAZARDOUS DUTY PAY	Date of Document
INCOME TAX W4	EMPLOYMENT INCOME TAX WITHHOLDING W 4	
INS DOCUMENT	IMMIGRATION AND NATURALIZATION SERVICES DOCUMENTS	If there is no issue date, use default date
JAG CERT	CERTIFICATION FROM HIGHEST STATE/US DISTRICT COURT FOR JUDGE ADVOCATE GENERAL OFFICERS	Date document was "given". If not available, use ending
JAG OPINION	JUDGE ADVOCATE GENERAL OPINIONS RELATING TO SPECIFIC INDIVIDUALS	Date of document
LATERAL APPT	LATERAL APPOINTMENT	Date of document
LATERAL APPT AMND	AMENDMENT OF LATERAL APPOINTMENT	Date of document
LATERAL APPT REV	REVOCATION OF LATERAL APPOINTMENT	Date of document
LEGAL HOLD	DOCUMENT DIRECTING A SOLDIERS RECORD BE PLACED ON LEGAL HOLD	Date of Document

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LIC CERTF	LICENSE OR PROFESSIONAL CERTIFICATION	Date document was given
LIC MEDIC	LICENSE TO PRACTICE FOR MEDICAL CORPS OFFICERS	Order of Precedence 1. License Effective date 2. Issue date 3. Default date.
LOD DOC	DOCUMENTS CONCERNING LINE OF DUTY STATUS	
LSD	LEGAL SEPARATION DECREE	
LTHET CONTRACT	FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ACTIVE DUTY SERVICE OBLIGATION CONTRACT	Date service member Signed
LTR APPR	LETTER OF APPRECIATION/COMMENDATION LETTER/MEMO/MESSAGE	Date of Document
LTR OCS GRA	DESIGNATION AS AN OFFICER CANDIDATE SCHOOL DISTINGUISHED GRADUATE (RA APPOINTMENT)	
LTR REP SRO	LETTER OF REPRIMAND FOR SEX RELATED OFFENSE	Date of GOMOR (memo)
LTR REPR	LETTER OF REPRIMAND, CENSURE, ADMONITION	Date of GOMOR (memo)
MARRIAGE CERT	CERTIFICATE OF MARRIAGE	Date of Marriage
MAVNI MSSD/LPR	MILITARY ACCESSIONS VITAL TO NATIONAL INTEREST/LEGAL PERM RES SERVICE SUITABILITY DETERMINATION MEMO	date of document
MED OF HON	DOCUMENTS REGARDING AWARDING OF MEDAL OF HONOR AND CERTIFICATE TO THE VETERANS ADMINISTRATION	Date Of Document
MED SPEC	SPECIALTY BOARD CERTIFICATES FOR ARMY MEDICAL DEPARTMENT OFFICERS	Date service member Received certification.
MED WAIV	MEDICAL WAIVER	Date of Document (top right)
MED/INTERN DATA	MEDICAL SCHOOL AND INTERNSHIP DATA	

MEPCOM 40-1-15-E	SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE	
MEPCOM 680 ADP	REQUEST FOR EXAMINATION	Date at top of form
MMRB	SUMMARY OF MILITARY OCCUPATIONAL SPECIALTY/MEDICAL RETENTION BOARD PROCEEDINGS	Date document prepared
MOB CHECKLIST	READINESS AND DEPLOYMENT CHECKLIST	1. "Date box block #1 on both named forms.
MOB WAIVER	MEMORANDUM SIGNED BY SOLDIER WAIVING NON- DEPLOYMENT CONDITION	Date approved. If not available, soldier signature date.
MOM WAIVER	WAIVER FOR MOTHER OF NEWBORN	Date of memo (top right)
MORT/RENT	MORTGAGE/RENTAL CONTRACT	Date lease signed.
MRW	MEMORANDUM REQUESTING WAIVER	
MSDPP	MEDICAL SUPPORTING DOCUMENTATION PRIVATE PHYSICIANS	
NG OR ST-AM	AMENDMENT OF STATE APPOINTMENT ORDER ARMY NATIONAL GUARD	
NGB 0122E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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Documents no longer filed are listed below. Remarks or replacement documents will be listed adjacent to the document name

DOCUMENT NAME	
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NOTE #1 a sample of the top 50 documents with effective dates can be found at:
https://ipermscoop.army.mil/wbt2/app/docs/so_aa.pdf

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
NGB 0123E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	
NGB 0126E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	
NGB 1210	OFFICER RESIDENT PROFESSIONAL MILITARY EDUCATION APPLICATION	
NGB 173-1	RETENTION INTERVIEW FORM	
NGB 21-1	ARMY NATIONAL GUARD AMENDMENT TO ENLISTMENT AGREEMENT	
NGB 22	REPORT OF SEPARATION AND RECORD OF SERVICE	
NGB 22-3	REQUEST FOR WAIVER	
NGB 22-5-R	APPROVAL & ACCEPTANCE FOR INTERSTATE TRANSFER	
NGB 22A	CORRECTION TO NATIONAL GUARD BUREAU FORM 22	
NGB 22B	ARMY NATIONAL GUARD RECRUIT FORCE POOL REPORT	
NGB 23A	ARMY NATIONAL GUARD ANNUAL STATEMENT	
NGB 23A1	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT SUPPLEMENTAL DETAILED REPORT	
NGB 23B	ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT	
NGB 23-C	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT APPLICATION FOR RETIRED PAY	
NGB 23-D	ARMY NATIONAL GUARD RETIREMENT POINTS ACCOUNTING NOTIFICATION OF ELIGIBILITY FOR RETIREMENT PAY 60	
NGB 23E	NOTICE OF ELIGIBILITY FOR RETIRED PAY FOR NONREGULAR SERVICE (15 YEARS)	
NGB 23F	23F, RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) AUTOMATIC ELECTION	

NGB 27	FEDERAL RETENTION EVALUATION/RECOMMENDATION	
NGB 333	DISCRIMINATION COMPLAINT IN THE ARMY AND AIR NATIONAL GUARD	
NGB 335	REPRISAL COMPLAINT ADVISEMENT AND ELECTION FORM	
NGB 337	OATH OF OFFICE NATIONAL GUARD OF US	
NGB 34-1	APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION	
NGB 348	LINE OF DUTY DETERMINATION	
NGB 36-2	ANG HP LOAN REPAYMENT PROGRAM WRITTEN AGREEMENT	
NGB 36-3	ANG CASH BONUS FOR SELECTED HEALTHCARE PROFESSIONALS WRITTEN AGREEMENT	
NGB 4100	PROMOTION RECOMMENDATION	
NGB 438	HON DISCH FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA ANG	
NGB 438A	HON DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES	
NGB 439	GEN DISCH UNDER HON CONDITIONS FROM THE UNITED STATES OF AMERICA AIR NATIONAL GUARD	

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
NGB 439A	GEN DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES OF AMERICA	
NGB 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	
NGB 5435-1-R	STATEMENT OF UNDERSTANDING ARNG MONTGOMERY GI BILL KICKER PROGRAM	
NGB 55 SERIES	HONORABLE DISCHARGE FROM THE ARMED FORCES OF THE US ARMY NATIONAL GUARD	
NGB 56A	GENERAL DISCHARGE FROM THE FEDERALLY RECOGNIZED ARMY NATIONAL GUARD	
NGB 590	STATEMENT OF UNDERSTANDING OF RESERVE OBLIGATION AND RESPONSIBILITY	
NGB 594	CIVILIAN ACQUIRED SKILLS PROGRAM ARMY NATIONAL GUARD	
NGB 594-1	SIMULTANEOUS MEMBERSHIP PROGRAM ARMY NATIONAL GUARD	
NGB 594-4	SPLIT OPTION TRAINING ARMY NATIONAL GUARD	
NGB 594-4-R	SPLIT TRAINING OPTION	
NGB 5A	RE-DESIGNATION	
NGB 60	REQUEST FOR CLEARANCE FROM US ARMY RESERVE	
NGB 600-7 SERIES	ARMY NATIONAL GUARD BONUS ADDENDUM	Date service member signed
NGB 602	BAR TO REENLISTMENT/IMMEDIATE REENLISTMENT	
NGB 62	APPLICATION FOR FEDERAL RECOGNITION NATIONAL GUARD OFFICER/WARRANT FOR APPOINTMENT	
NGB 64	APPLICATION FOR TRAINING	
NGB 66	EXTENSION OF ENLISTMENT IN THE AIR NATIONAL GUARD AND A RESERVE OF THE AIR FORCE	

NGB 89	PROCEEDING OF FEDERAL RECOGNITION EXAMINATION	
NGB 89A	CERTIFICATE OF ELIGIBILITY	
NGB 999	CERTIFICATE OF RETIREMENT	
NGB ABSENCE	DOCUMENTS THAT CORRECT UNEXCUSED ABSENCE STATUS	
NGB BRANCH	LETTER DESIGNATING ARMY NATIONAL GUARD BRANCH, AREA OF CONCENTRATION, FUNCTIONAL AREA	
NGB OR LATA	AMENDMENT TO LATERAL APPOINTMENT ORDERS	
NGB ORD1	STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	
NGB ORD1-AM	AMENDMENT TO STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	
NGB ORD2	ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS OF AN ARMY NATIONAL GUARD OFFICER	
NGB ORD2-AM	AMENDMENT TO ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS ARMY NATIONAL GUARD OFFICER	
NGB ORD-LAT	LATERAL APPOINTMENT ORDERS	
NGB ORD-ST	STATE APPOINTMENT ORDER ARMY NATIONAL GUARD	
NGB78	RECOMMENDATION FOR PROMOTION TO 1LT	

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
NONRATED	DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS	DELETE--Must come from Evaluations Section
NSEL STMT	PROMOTION NON SELECTION ELECTION STATEMENT OF SEPARATION OPTIONS	Date of Document (top right)
OCCU PRG CERT	OCCUPATIONAL PROG. CERT.	
OCS/ROTC DIST GRAD	OCS/ROTC DISTINGUISHED GRADUATE MEMORANDUM	Date of Document
OF 346	US GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD	Date Issued
OFF ACC ANNEX	OFFICER ACCESSION DYNAMIC ANNEX	
OFF RET	ACCEPTANCE OR REJECTION OF OFFICER FOR RETENTION ON ACTIVE DUTY (UNTIL A SPECIFIED DATE)	Date of Document
OFFICER INCENTIVES	ARMY OFFICER MENU OF INCENTIVES: MILITARY SCHOOL, POST OF CHOICE, GRADUATE SCHOOL, BRANCH OF CHOICE	Date service member Signed
OPAT SCORES	OCCUPATIONAL PHYSICAL ASSESSMENT TEST (OPAT)	Date of test
OPTO SCREENING	REPORT OF OPTOMETRIC SCREENING	
ORB	4037DA OFFICER RECORD BRIEF	Brief date (top left)
ORD AD	ACTIVE DUTY ORDERS	Date of order (top right)
ORD AD AMND	AMENDMENT ACTIVE DUTY ORDERS	Date of Order (top right)
ORD ASSGN	ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Date of order (top right)
ORD ATTACH	ATTACHMENT OR RELEASE FROM ATTACHMENT ORDER	Date of order (top right)
ORD ATTACH AMD	AMENDMENT OF ATTACHMENT OR RELEASE FROM ATTACHMENT ORDER	Date of Document (top right)
ORD HAZ DUTY	HAZARDOUS DUTY ORDER	Date of order (top right)

ORD MOB	MOBILIZATION ORDER	Date of order (top right)
ORD MOB AMND	MOBILIZATION ORDER AMENDMENT	Date of Order (top right)
ORD NATO	NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	See samples to determine what date to use.
ORD NATO AMND	AMENDMENT TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Date of Order (top right)
ORD NGB AMD	AMENDMENT TO ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Date of Order (top right)
ORD PROM AM	PROMOTION OR REDUCTION ORDERS AMENDMENTS	Date of Order (top right)
ORD PROM REV	ORDER REVOKING A PROMOTION	Date of Order (top right)
ORD PROMRED	PROMOTION OR REDUCTION ORDERS	Date of Order (top right)
ORD REV	REVOCATION OF ORDERS	Date of Order (top right)
ORD SEP AMD	AMENDMENT TO SEPARATION ORDERS	Date of order (top right)
ORD TCS	TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Date of Order (top right)
ORD TCS AMD	AMENDMENT TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Date of order (top right)
ORDER SEP	SEPARATION ORDERS	Date of order (top right)
OTSG 1093	ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP)	Date service member Signed

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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OTSG 18	ARMY GRADUATE MEDICAL EDUCATION (GME) CONTRACT/EXTENSION/RESIGNATION/WITHDRAWAL	Date soldier signed
PASSPORT	U.S. PASSPORT	
PDBR	DEPARTMENT OF DEFENSE PHYSICAL DISABILITY BOARD OF REVIEW (PDBR) DECISION	Date of document
PEB LTR	PHYSICAL EVALUATION BOARD LETTER OF APPROVAL	Date of document
PEB PROC RE	APPLICATION REVIEW OF PHYSICAL FOR EVALUATION BOARD PROCEEDINGS & RETENTION DECISIONS	Date of document
PER REC REV	PERSONNEL RECORDS REVIEW	Assigned by system when completed
PHA	PERIODIC HEALTH ASSESSMENT	Bottom right of page
PREGNANCY DOC	PREGNANCY COUNSELLING AND/OR CHECKLIST	Date of Report
PRIOR SERV RCRDS	MISCELLANEOUS RECORDS SUPPORTING PREVIOUS SERVICE	
PROC BRD	PROCEEDINGS OF BOARDS OF OFFICERS	Date of Document
PROF MED SC	PROFESSIONAL SCHOOL/TRAINING CERTIFICATE DATA REQUIRED IN SERVICE FOR ARMY MEDICAL DEPARTMENT OFFICER	(1) Date Given, if available (2) ending date
PROF/MMRB WVR	PHYSICAL PROFILE/MILITARY OCCUPATIONAL SPECIALTY MEDICAL RETENTION BOARD WAIVER	Date of document (Do not use suspense (S) date)
PROM DECLIN	DECLINATION OF PROMOTION STATEMENT	Date service member Signed
PROM DENY	DOCUMENT DEFER/DENY PROMOTION UNDER CIVILIAN ACQUIRED SKILLS PROGRAM (CASP) OR ENLISTMENT PROGRAM	Date of Document (top right)
PROM DETMN	DETERMINATION PERTAINING TO PERMANENT/TEMPORARY PROMOTION STATUS	Date Signed
PROMOTION	PROMOTION	Date of order

PROMOTION AMND	AMENDMENT OF PROMOTION	Date of order
PROMOTION OPT-IN	APPROVAL/DISAPPROVAL MEMORANDUM W/DA 4187 WHEN A SOLDIER VOLUNTEERS FOR EARLY CONSIDERATION	Date of memo
PROMOTION OPT-OUT	APPROVAL/DISAPPROVAL MEMORANDUM W/DA 4187 WHEN A SOLDIER REQUESTS NOT TO BE CONSIDERED	Date of memo
PROMOTION REV	REVOCAION OF PROMOTION	Date of order
QMP APPEAL	DOCUMENT APPROVING/DENYING APPEAL QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD	Date of approval/denial memo
QMP LTR	LETTER ANNOUNCES DEPARTMENT OF THE ARMY QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD DECISION	Date of letter
QUAL/SKILLS	QUALIFICATIONS AND SKILLS	Date of document
QUAL/SKILLS AMND	AMENDMENT OF QUALIFICATIONS AND SKILLS	Date of document
QUAL/SKILLS REV	REVOCAION OF QUALIFICATIONS AND SKILLS	Date of document
QUALRET ENL 1	LETTER OF NON RETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE)	Date of document
QUALRET ENL 2	LETTER OF RETENTION UNDER QUALITATIVE)RETENTION PROGRAM (ENLISTED) (USAR)	Date of document (Do not use suspense (S) date)

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE
RECL ACTION	MOS RECLASSIFICATION ACTIONS	Date of document
RED INEFF	ENLISTED REDUCTION ACTION FOR INEFFICIENCY	Date of reduction document
REFRAD	NOTIFICATION OF INVOLUNTARY RELIEF FROM ACTIVE DUTY	Date of document
RELEASE LTR	THE ADJUTANT GENERAL RELEASE LETTER	Date of document
REMV PROM	DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST	Date of Document (top right)
REQ EXT	APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE	Date of document
RESERVES ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY RESERVES SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Date soldier signed, normally last page
REST TVL	ACKNOWLEDGEMENT OF RESTRICTIONS FOR DEPENDENT TRAVEL & MOVEMENT OF HOUSEHOLD GOODS	Date of document
RET APP/DIS	CORRESPONDENCE AUTHORIZE/DISAPPROVE SELECTIVE RETENTION OF OFFICERS ON ACTIVE DUTY	Date of approval/disapproval memo
RET/RDY RSV	APPLICATION FOR TRANSFER FROM THE RETIRED RESERVES TO THE READY RESERVE	Date of approval memo
RETAIN PROM	DA PROMOTION REVIEW BOARD RESULTS RETAINING SOLDIER ON PROMOTION LIST	Date of Document
RETN AGE WAIV	AGE WAIVER FOR RETENTION	Date of document
RETN APPR	APPROVED APPLICATIONS FOR RETENTION ON ACTIVE DUTY	Date of approval memo
REV COMM	REVOCAION OF COMMISSION	Date of document
REVOKE DD 214 MEMO	MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR	Date of Document
RMV4991	APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED	Date of Approval memo

	SERVICE STATEMENT)	
RTMT ELIG	NOTIFICATION OF ELIGIBILITY FOR RETIREMENT	Date of document
RTMT INVOL	STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT	Acknowledge date
RTMT PAY 10	DOCUMENT APPROVES/DISAPPROVES REQUEST FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD	Date of document
RTMT PAY 60	STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENTY YEAR LETTER)	Date of document
RTMT PAY GR	DETERMINATION OF GRADE FOR RETIREMENT, ADVANCEMENT OR RETIRED PAY	Date of Memo
RTMT PT CR	RETIREMENT POINT CREDIT RECORDS	Latest date under "Dates To" column
RTMT REVAL	REEVALUATION OF RETIREMENT BENEFITS OR TERMINATION OF BENEFITS	Commander's signature date
RTMT W/D	REQUEST FOR WITHDRAWAL OF RETIREMENT APPLICATION	Date of original request (near endorsement number) If not available, use date of document
RYE REPORT	RETIREMENT YEAR END (RYE) REPORT	Latest date (begin/end date column)
SCHL DECL	CORRESPONDENCE BY MEMBERS DECLINING ATTENDANCE AT AN ARMY OR OTHER DEPARTMENT OF DEFENSE SERVICE SCHOOL	Date of Document

U.S. Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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SCHOLARSHIP MEMO	MEMORANDUM REGARDING APPROVED/TERMINATED/CHANGED RESERVE OFFICER TRAINING CORPS SCHOLARSHIP	Date of document
SEC CLE VER	VERIFICATION OF SECURITY CLEARANCE	see samples for dates to use
SEL RET OFF NONRET	LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)	Date of document
SEL RET OFF RET	LETTER OF RETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)	Date of document
SEPAR - INVOL	APPROVED SEPARATION - INVOLUNTARY	
SEPAR - INVOL AMND	AMENDMENT OF APPROVED SEPARATION - INVOLUNTARY	
SEPAR - INVOL REV	REVOCAION OF APPROVED SEPARATION - INVOLUNTARY	
SEPAR - RET	APPROVED SEPARATION - RETIREMENT	
SEPAR - RET AMND	AMENDMENT OF APPROVED SEPARATION - RETIREMENT	
SEPAR - RET REV	REVOCAION OF APPROVED SEPARATION - RETIREMENT	
SEPAR - VOL	APPROVED SEPARATION - VOLUNTARY	
SEPAR - VOL AMND	AMENDMENT OF APPROVED SEPARATION - VOLUNTARY	
SEPAR - VOL REV	REVOCAION OF APPROVED SEPARATION - VOLUNTARY	
SEVER PAY	ELECTION OF DISABILITY SEVERANCE PAY FOR RETIREMENT BENEFITS	Date of document
SF 1199A	DIRECT DEPOSIT SIGN-UP FORM	Representative signature date (Section 3)
SF 189	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Date Signed (bottom right)
SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Date service member Signed

SF 507	MEDICAL WAIVER	Top Center "Sign and Date"
SF 76 A	REGISTRATION AND ABSENTEE BALLOT REQUEST FEDERAL POST CARD APPLICATION	Date service member Signed
SF 86	SECURITY CLEARANCE APPLICATION	Date service member Signed (last page)
SF 86 AUF	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date service member Signed
SF 86 P10	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date service member Signed
SF 86 P11	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date service member Signed
SF 86 P12	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date service member Signed
SF 86 PAIPEI	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date of Document (top left)
SGL PAR WAIVER	STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION	Date of document
SGLI/FSGLI MED LTR	SERVICEMEMBERS GROUP LIFE INSURANCE (SGLI) MEDICAL UNDERWRITING LETTER	Date service member Signed. If soldier has reviewed, use latest review date
SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	Date service member Signed. If soldier has reviewed, use latest review date
SINGLE PARENT	STATEMENT OF SINGLE PARENT OR ADOPTION	Date ordered "dated this day"
SLD1	STUDENT LOAN DEFERMENT 1	
SLD2	STUDENT LOAN DEFERMENT 2	

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SLD3	STUDENT LOAN DEFERMENT 3	
SOLE SV SON	REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAUGHTER OR DUAL FAMILY STATUS	Date of document
SOMILSVC	STATEMENT OF MILITARY SERVICE	If memo format, use date of document
SPEC/INCENT PAY	SPECIAL/INCENT PAY	Date of document
SPEC/INCENT PAY AMND	AMENDMENT OF SPECIAL/INCENT PAY	Date of document
SPEC/INCENT PAY REV	REVOCATION OF SPECIAL/INCENT PAY	Date of document
SRIP TERM	SRIP TERMINATION	
SRO APPRSEP	APPROVED SEPERATION FOR SEX RELATED OFFENSE IN LIEU OF COURT MARTIAL	Date of document
SSN VER/COR	SOCIAL SECURITY NUMBER VERIFICATION OR CORRECTION	Date of document
SSS 254	APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE	service member Signature Date
ST AWD CERT	STATE AWARD CERTIFICATE	
ST AWD ORD	STATE AWARD ORDER	
ST NJP	STATE NON-JUDICIAL PUNISHMENT	
STAB LTR	ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION	Date of document
STATE INCTV FORMS	STATE INCENTIVE FORMS	
STMT TRIAL	STATEMENT OF TRIAL RESULTS	Date of document
STMT TRIAL SRO	STATEMENT OF TRIAL RESULTS FOR SEXUALLY RELATED OFFENSE	Date of document
SVC OBLIG	ACKNOWLEDGEMENT OF SERVICE OBLIGATION	Dates service member Signed

TATTOO MEMO W/PHOTOS	TATTOO MEMORANDUM AND PHOTOS	Date of document
TDRL RMV	ORDERS REMOVING MEMBER FROM THE TEMPORARY DISABILITY RETIRED LIST WHEN MEMBER IS RETURNED TO DUTY	Date of order
TRANSFER	TRANSFER	Date Of document
TRANSFER AMND	AMENDMENT OF TRANSFER	Date Of document
TRANSFER REV	REVOICATION OF TRANSFER	Date Of document
TRF ORD AMD	AMENDMENT OF TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS	Date of Order
TRF RESCOMP	TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS	Date of order (top right)
TRNSCPTS	TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	Date Degree awarded OR Conferred. If not available, use
TSGLI 8600	SERVICEMEMBERS GROUP LIFE INSURANCE TRAUMATIC INJURY PROTECTION PROGRAM (TSGLI)	N / A
TUITION REM	STATE TUITION REIMBURSEMENT	
TVM	TELEPHONIC VERIFICATION MEMORANDUM	
UF 1241 SHIP	UF 1241 SHIP	
UNABLE RETIRE	STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS OF SERVICE FOR RETIREMENT	Date of Document

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UNIFORM GROOMING ETP	APPROVAL/DISAPPROVAL OF RELIGIOUS ACCOMMODATION/UNIFORM AND/OR GROOMING EXCEPTION TO POLICY	Date of document
UNIT VAC STMT	UNIT VACANCY STATEMENT	
UNSAT PART	NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION	N/A
UNSAT PART/SGLV TERM	SGLI TERMINATION FOR RECOUPMENT OF OUT-OF-SERVICE DEBT	Date of document
USAFAC 3098	SURE PAY STATEMENT OF UNDERSTANDING	
USAR LTR/OR	RESERVE COMPONENT PROMOTION LETTER OR ORDER	
USARC 24-R	INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY, ALLOWANCES AND ADJUSTMENTS	Date block #18
USARC 30-R	INITIAL/ADDITIONAL ACTIVE DUTY ALLOWANCE STATEMENT	Date block #12
USAREC 1241	TATTOO SCREENING	
USAREC 601-37 Series	USAREC AMEDD SERVICE AGREEMENTS/CONTRACTS	Date service member Signed
USAREC 601-37-12	CERTIFICATE OF ENROLLMENT FOR HE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM	Date service member Signed
USAREC 601-37-27	DEPARTMENT OF THE ARMY SERVICE AGREEMENT F.E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM (FAP)	Date service member Signed
USAREC 601-37-28	DA SERVICE AGREEMENT F E HEBERT AF HEALTH PROF SCHOLARSHIP PGM	Date service member Signed
USAREC 601-37-29	DA ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION	Bottom Right Date Box
USAREC 601-37-30	CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP)	Date service member Signed

USAREC 601-37-33	SELRES SP PROGRAM CONTRACT (SP FOR SELRES HLTH CARE PROFESSIONALS IN CRITLY-SHORT WARTIME SPECIALTIES	Date service member Signed
USAREC 601-37-40	PHARMACY OFFICER ACCESSIONS BONUS	Date service member Signed
USAREC 601-37-58	ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS	Date of "Action Officer" Signature
USAREC 601-37-9	ARMY SERVICE AGREEMENT F.E HEBERT ARMED FORCES UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES	Date Officer Signed
USAREC FL 146-R-E	RELEASE OF ARREST INFORMATION	
USAREC FL41	JUVENILE RECORDS CHECK	
USMA 5-50	OATH OF ALLEGIANCE	Sworn and Subscribed date at bottom
VA 21-8951-2	WAIVER OF VA COMPENSATION OR PENSION TO RECEIVE MILITARY PAY AND ALLOWANCES	
VOIDENL/IND	ORDERS VOIDING AN ENLISTMENT OR INDUCTION	Date of approval memo
VOL RET	REQUEST FOR VOLUNTARY RETIREMENT, APPROVED/DISAPPROVED	Date of Document
WAIVER ENLI	WAIVER OF ENLISTMENT COMMITMENT	Date service member (applicant) Signed
WAIVSUPP	APPLICANT WAIVER SUPPORTING DOCUMENTATION (NON-REQUIRED)	Date of document

U.S.Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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Documents no longer filed are listed below. Remarks or replacement documents will be listed adjacent to the document name

DOCUMENT NAME	
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**NOTE #1 a sample of the top 50 documents with effective dates can be found at:
https://ipermscoop.army.mil/wbt2/app/docs/so_aa.pdf**

NOTE #2: 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
WEIGHT PGM	WEIGHT CONTROL PROGRAM DOCUMENTS	
WEIGHT STD	DOCUMENT GRANTING EXCEPTION TO MAXIMUM ALLOWABLE WEIGHT STANDARDS	Date subscribed or sworn
WILL EDU	WILL, WILL COUNSELING OR EDUCATION	Date Printed (top right)
WPNS QUAL	WEAPONS QUALIFICATION	
ZHM 3	REPORT OF FAVORABLE ENTRANCE NATIONAL AGENCY CHECK	

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 3-4 :
1. Para-b: *Filing In OMPF.* 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 MIDF 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

U.S.Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
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NOTE #2: 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
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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 service members record.

- Transcripts are the only authorized source document for college degrees.
- File all transcripts for Enlisted. 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 <http://ope.ed.gov/accreditation/Search.aspx> or by the Council for Higher Education Accreditation (www.chea.org).
- Transcript must bear the following information:
 - Educational institution seal, watermark or letterhead.
 - If conferring a degree, type of degree (e.g. associates, bachelors, masters) and date the degree was awarded.
 - Educational institution official's stamp or signature.
- The transcript is not required to be in a sealed envelope from the institution.
- Service members 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:
 - Federated States of Micronesia
 - Republic of the Marshall Islands
 - Commonwealth of the Northern Mariana Islands
 - Guam
 - American Samoa
 - Canada
 - Puerto Rico
 - Virgin Islands
 - Palau
- Honorary degrees are not authorized for updating education in personnel records.
- Transcripts are acceptable if they meet the above criteria. Transcripts labeled as "advising" are not authorized.
- Do not file assessment of civilian education memo's issued at the education center. Delete them.
- 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

U.S.Army Human Resources Command (HRC) Army service member Records Branch (ASRB)	REQUIRED DOCUMENTS LIST per AR 600-8- 104
--	--

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

DOCUMENT NAME	
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**NOTE #1 a sample of the top 50 documents with effective dates can be found at:
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NOTE #2: 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
---------------	----------------	----------------

NOTE: If the DA form 2627 finds the service member "NOT GUILTY OF ALL SPECIFICATIONS" the form will not be filed in the AMHRR.

- Place of filing.* For service members 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 service member's transfer to another GCMCA, whichever occurs first. For these service members, the imposing commander should annotate item 4b of MIDF Form 2627 as "not applicable (N/A)."
- For all other service members, the original will be sent to the appropriate custodian for filing in the OMPF. The decision to file the original MIDF 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 MIDF Form 2627. A change in the filing decision should be recorded in block 8 of MIDF Form 2627.
- Records directed for filing in the restricted section will be redirected to the performance section if the service member 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)
- 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.
- On request from the individual service member:* 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.
- Punishment is "wholly set aside" (see par 3-28, AR 27-10)*
 - 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 service member'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 service member. An example of clear injustice would be the discovery of new evidence unquestionably exculpating the service member. Clear injustice does not include the fact that the service member'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 service member.
 - 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
- 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.
- 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 Note: Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR The Defense Force Commander

SUBJECT: Report of the Calendar Year 20XX (CY-XX) Selective Retention Board (SRB)

1. References.

- a. Appointment of Board Members (enclosure 1).
- b. Memorandum of Instruction to Selective Retention Board (enclosure 2).

2. To comply with instructions contained in the above references, the Selective Retention Board convened at (hours) (date) at (place).

3. The following board members* were present:

- a. (Grade, Name) President.
- b. (Grade, Name) Member - Female.
- c. (Grade, Name) Member - Minority.
- d. (Grade, Name) Member – (Non-voting) Board Recorder.

*Indicate which member is female and which member is a minority.

4. The board has carefully reviewed the records of those Officers in the zone of consideration for selective retention in units of the Defense Force of Michigan.

5. The names of those Officers recommended as best qualified for continued retention are listed by grade, name, duty status and retention period at the following separate enclosures:

- a. Colonel (enclosure 3).
- b. Lieutenant Colonel (enclosure 4).
- c. Major (enclosure 5).
- d. Captain/Chief Warrant Officer 5 and below (enclosure 6).

6. The names of those Officers not recommended as best qualified for continued retention are listed by grade, name and duty status (enclosure 7).

7. A statistical report of the number of Officers considered and retained by race, gender and percentage is provided (enclosure 8).

Appendix C - Biographical Summary Format

Office Symbol

SUBJECT: Report of the Calendar Year 20XX (CY-XX) Selective Retention Board (SRB)

8. The board adjourned at (hour) on (date).
9. Recommend the Officers listed on enclosures 3 through 6 be retained in units of the Army National Guard of the United States.

AUTHORITY LINE:

8 Encls

(Signature block, board President)

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR The President and Members of the Defense Force of Michigan Selective Retention Board

SUBJECT: Memorandum of Instruction for the Calendar Year 20XX (CY-XX) Selective Retention Board (SRB)

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature block of convening authority)

Colonels
Recommended for Retention

Grade	Full name	Branch	Duty Status*	Retention Period
COL	Brad Pitt	IN	M-Day	2 Years**
COL	Amy Greene	EN	Mil Tech	2 Years

JIMMY DEAN
CPT, AG
Board Recorder

*Indicate duty status as Mil Tech or M-Day

**Officers retained for 2 years will remain in an active status the current year and the following year; they will be reconsidered by the board after that following year (e.g., SRB in 2018, retained in 2018 and 2019, re-boarded in 2020)

Lieutenant Colonels
Recommended for Retention

Grade	Full name	Duty Status*	Retention Period
LTC	Joe Sims	M-Day	1 Year**
LTC	Viola Davis	Mil Tech	1 Year

JIMMY DEAN
CPT, AG
Board Recorder

*Indicate duty status as Mil Tech or M-Day

**Officers retained for 1 year will remain in an active status for the current year and will be reconsidered the following year (e.g., SRB in 2018, retained in 2018 and re-boarded in 2019)

Majors
Recommended for Retention

Grade	Full name	Duty Status*	Retention Period
MAJ	Amy Johnson	Mil Tech	1 Year
MAJ	Jenny Craig	M-Day	2 Years

JIMMY DEAN
CPT, AG
Board Recorder

*Indicate duty status as Mil Tech or M-Day

Appendix C - Biographical Summary Format

Captains/Chief Warrant Officer 5 and below
Recommended for Retention

Grade	Full name	Branch	Duty Status*	Retention Period
CPT	Jane Bond	EN	Mil Tech	2 Years
1LT	Joe Dan	IN	M-Day	1 Year
CW4	Ray Rambo		M-Day	1 Year

JIMMY DEAN
CPT, AG
Board Recorder

*Indicate duty status as Mil Tech or M-Day

Officers Not Recommended for Retention

Grade	Full Name	Branch	Duty Status*
COL	Joe Sample	IN	M-Day
COL	Amy Jackson	AG	Mil Tech
LTC	John Doe	FA	M-Day
LTC	Ashley Greene	AN	Mil Tech
MAJ	Jerry Lewis	EN	Mil Tech
MAJ	Ken Doll	AG	M-Day
CPT	Marcia Brady	AN	Mil Tech
CW5	Kenneth Nishikori		M-Day
CW3	Ray Tanker		M-Day

JIMMY DEAN
 CPT, AG
 Board Recorder

* Indicate duty status as Mil Tech or M-Day

SRB Board Report Checklist

- Convening Authority's approval/disapproval of Board Report (para 1-4)
- SRB Conducted, January - November (para 1-1)
- Board Report with enclosures (App H)
- Enclosure 1: Appointment Orders signed by Convening Authority (para 1-4)
- Board Composition (para 2-3) (Identify Female and Minority board member on appointment orders)
 - 1 Senior Commissioned Officer (1 Board President)
 - 2 Senior Commissioned Officers (1 ARNG, 1 Defense Force)
 - 1 Recorder (Non-Voting Member)
- Enclosure 2: Memorandum of Instruction (App I)
- Enclosure 3: COL recommended list (App I, List 1)
- Enclosure 4: LTC recommended list (App I, List 2)
- Enclosure 5: MAJ recommended list (App I, List 3)
- Enclosure 6: CPT/CW5 and below recommended list (App I, List 4)_____
- Enclosure 7: List of personnel not recommended (App I, List 5)
- Enclosure 8: Statistical data (Indicates number of Officers considered and not retained by grade and race category) (App H)

Appendix C - Biographical Summary Format

1 October 2010

DOE, JOHN J., 123-45-6789 (Jack)
Spouse Name: Mary
Lieutenant Colonel, Ordnance, ARNGUS

Date and Place of Birth: 2 September 1969, Seattle, Washington

Mandatory Removal Date: 31 May 2022

Home Address: 1234 Gentry Blvd., Topeka, Kansas 66611

Home Telephone: (999) 555-1234

Present Assignment: Commander, 169th Corps Service and Support Battalion, Kansas Army National Guard, Olathe, Kansas 66701

Unit Telephone: (999) 555-1532

Civilian Occupation: Human Resource Specialist, Winchell Enterprises, Beloit, Kansas

Business Telephone: (999) 555-9865

Enlisted Service: Over 4 years

Source and Date of Commission: ROTC (Distinguished Graduate), 21 May 1994

Years of Active Commissioned Service: Over 16 years

Total Years of Service: Over 20 years

Military Schools Attended	Year Completed
Ordnance School, Officer Basic Course	1994
Ordnance Officer Advanced Course (Honor Graduate)	1997
Combined Arms Service Staff School	1999
Command & General Staff College	2002
Multi-functional Combat Service Support Course	2005
Human Resources Qualification Course	2009

Civilian Education	Degrees Received
High School, Ayer,	Graduated
Massachusetts Chaminade University,	1990 BA (Biology)
Honolulu, Hawaii La Verne University, La Verne, California	MA (Management)

U.S. Decorations/Badges

Bronze Star Medal Meritorious Service Medal

Army Commendation Medal w/2OLC

Army Achievement Medal w/2OLC

Army Reserve Components Achievement Medal

Air Force Commendation Medal

Global War on Terrorism Service Medal Global War on Terrorism Expeditionary Medal

National Defense Service Medal

Army Service Ribbon

Army Overseas Service Ribbon

Army Reserve Components Overseas Training Ribbon

Appendix C - Biographical Summary Format

BIOGRAPHICAL SUMMARY

Continued

Chronological List of Appointments

Second Lieutenant	ARNGUS	21 May 1994
First Lieutenant	ARNGUS	21 May 1997
Captain	ARNGUS	08 Sep 1999
Major	ARNGUS	31 Jan 2005
Lieutenant Colonel	ARNGUS	13 Feb 2010

Chronological Record of Duty Assignments ACTIVE DUTY Student, OD School, Aberdeen Proving Ground, MD

ARNG - Not on Active Duty

From	To
Jul 1994	Nov 1994

Platoon Leader, 995th Maintenance Company (OS)	Dec 1994	Apr 1995
Platoon Leader, 714th Maintenance Company (OS)	May 1995	Apr 1997
Shop Officer, 714th Maintenance Company (OS)	May 1997	Apr 1998
Motor/Rail Transportation Officer, 174th CSB	May 1998	Jan 1999
Commander, 170th Maintenance Company (GS)	Feb 1999	Jan 2002
S-4, 174th OD (Maint) BN	Feb 2002	Jul 2004
Maintenance Operations Officer, 174th OD (Maint) BN	Aug 2004	Sep 2006
Executive Officer, 174th OD (Maint) BN	Oct 2006	Sep 2008
S-4, 635th Regional Support Group	Oct 2008	Apr 2009

ACTIVE DUTY

Commander, 169th Corp Support and Services Battalion
May 2009 Jul 2010

ARNG - Not on Active Duty

Commander, 169th Corp Support and Services Battalion
Aug 2010 Present

Appendix D Guide for Investigating Officers

D–1. Duty

- a. The IO must be a disinterested (neutral, unbiased, impartial) person who has nothing to gain or lose in the outcome of the investigation and not in the service members chain of command) commissioned or warrant officer senior by date of rank to the service member being investigated. Requests for exceptions must be submitted to and approved by JFHQ-MI. The IO will determine all the facts leading up to and connected with a death, injury, illness, or disease. After a review of all documents the IO will render a comprehensive detailed report, which will include recommended findings of whether or not the injury, illness, disease, or death occurred ILD or not. The report must contain enough pertinent data to enable subsequent reviews to be made without additional information.
- b. In accordance with DODI 1300.18, an investigative update is required every 30 days until complete. The 30-day update will be submitted to the appointing authority and the reporting CAC. The update will include evidence obtained to date, delays encountered, expected completion date and any other relevant issues or delays that is foreseen.

D–2. Investigating the circumstances

The IO will ascertain dates, places, persons, and events definitively and accurately. The IO will also consult with the appointed legal advisor. The IO will consult with the legal advisor before beginning the investigation and as often as necessary during the investigation, especially regarding sensitive reports.

- a. *Obtainment of pertinent records.* The IO will obtain copies of all pertinent records including—
- (1) *All relevant facts with respect to the duty, leave, pass, or AWOL status of the service member at the time of the incident resulting in death, injury, illness, or disease.* Include a copy of the current military orders, when applicable.
 - (2) *All relevant military police reports, including extracts of summaries of the CID.* The release of military police and/or CID reports or information may not be immediately available or releasable to the LOD IO when there is a concern that the release could interfere with ongoing investigative or prosecutorial efforts.
 - (3) *All relevant civilian police reports.* While civilian agencies will make traffic investigations available to an IO, CID assistance may be necessary to obtain civilian reports of criminal investigations.
 - (4) *All relevant medical reports including autopsy, toxicology, and analysis of blood (to include legal blood alcohol test, prescription lists, emergency room, death certificate (if applicable)).*
 - (5) *When relevant, information concerning the site and terrain at the place of incident to include photographs, maps, charts, diagrams, or other exhibits which may be helpful in order to completely understand the incident.*
- (6) *Witness statements from—*
- (a) *service member's unit leadership.* Any facts concerning the service member which may be relevant (Substance Abuse Program history, favorable or unfavorable developmental counseling, administrative actions, Art 3 and MCMJ actions and so forth) to complete the investigation.
 - (b) *Any other witnesses to the incident itself.*
- b. *Obtaining mental soundness opinions.* For cases involving a suicide attempt or suicide, obtain a mental soundness opinion from a behavioral health expert (see para 13–29). The following responsibilities apply:
- (1) *General rule.* A service member may not be held responsible for his or her acts and their foreseeable consequences if, as the result of mental defect, disease, or derangement, the service member was unable to comprehend the nature of such acts or to control his or her actions. That is, if the service member does not have the ability to form the intent to undertake the underlying conduct, then the service member is mentally unsound for purposes of LOD investigations.
 - (2) *Presumption.* In the absence of evidence to the contrary, all service members are presumed to be mentally responsible for their acts. The presumption may be rebutted by a preponderance of the evidence. The service member's mental soundness must be established before a NLD determination can be made.
 - (3) *Suicide or attempted suicide.* Suicide and bona fide suicide attempts create a rebuttable presumption that a service member who committed or attempted suicide lacked mental responsibility and was unable to comprehend the nature of or to control his or her actions. The presumption can be rebutted by a preponderance of the evidence establishing a reasonably adequate motive for suicide. (See para. 13–29). Self-inflicted injury, not prompted by a serious suicidal intent, is at most a suicidal gesture, and such injury, unless lack of mental responsibility is otherwise shown, is deemed to be incurred as the result of the service member's own misconduct.
- c. *Obtaining a statement by subject (formal injury, illness, or disease cases).* The IO will attempt to obtain a sworn statement by the subject of the investigation in injury cases. If the subject is unable or unwilling to make a statement, the IO must include an explanation in the report as to why there is no such statement included in the report in accordance with appendix E-2, (c), (4a), and (4b). The IO must be familiar with:
- (1) *Section 1219 rights.* In all cases, the subject of the investigation must be advised before being interviewed that: “A member of an armed force may not be required to sign a statement relating to the origin, incurrence, or aggravation of a disease or injury that (he or she) has. Any such statement against his interest, signed by a member, is invalid.” (10 USC 1219).
 - (2) *Section 31 rights.* Advise the subject of his or her rights under Section 31, MCMJ, only if you suspect the commission of an offense. Consult with the appointed legal advisor on the form of the advice.
 - (3) *Witness statements.* Obtain statements of witnesses with relevant information. If witnesses are not available for personal interview, obtain copies of available sworn or unsworn statements made by those witnesses to other investigators. If no such statements are available, arrange where possible, for others to take the statements.
 - (4) *Advising witnesses.*

Appendix D

Guide for Investigating Officers

- (a) Section 1219 rights do not apply to witnesses.
- (b) Section 31 rights do not apply to civilian witnesses. Advise a military witness of his or her rights under Section 31, MCMJ only when you suspect the commission of an offense. Consult with the appointed legal advisor on the form of the advice.
- d. *Analysis of evidence.* When the use of alcohol or drugs are relevant to an investigation, thoroughly explore their contribution to the injury, illness, disease, or death under investigation. Relevant inquiries may include the amount and type of liquor consumed, the period of time during which it was consumed, and the outward appearance and/or observable behavior of the person before the incident (staggering, bellicose, and unable to speak rationally). The results of any blood alcohol content testing must be included in the IO report, if available.

D-3. Duty status

The duty status reported by the unit commander on DA Form 2173 is binding. If the IO believes the duty status is in question, consult with the legal advisor.

- a. A service member being mentally unsound at the inception of AWOL and considered mentally unsound at the time of the incident will be found ILD, barring mental unsoundness being a direct result of his or her own misconduct. If a service members mental unsoundness is a direct result of his or her own misconduct, the correct consideration will be NLD.
- b. A service member being mentally unsound at the inception of AWOL and mentally sound at the time of the incident will be considered NLD-DOM.
- c. A service member being mentally sound at the inception of AWOL and mentally unsound at the time of the incident will be considered NLD-NDOM.
- d. A service member being mentally sound at the inception of AWOL and mentally sound at the time of the incident will be considered NLD-DOM.
- e. In cases of suicide or attempted suicide while AWOL, mental soundness and/or mental unsoundness can only be determined by a licensed DOD behavioral/mental health specialist.

D-4. Compiling the report

DD Form 261 serves as a cover sheet and forwarding document. Complete lines 1-12 of the form.

- a. Investigating officer report. At the conclusion of the investigation, the IO prepares a memorandum of findings. The report will include an appointment memorandum of the authority under which the investigation was conducted, identification of any duty time lost by the service member being investigated, the matter investigated, the facts, a discussion of those facts as they relate to the issues under investigation, conclusions, and a statement of findings as they relate to the findings within this regulation (reference chapter/rule and paragraph used to support the findings). The IO will clarify any discrepancy in the date and place of death, injury, illness, or disease or in the evidence as to the duty status of the service member. When relevant, comment on the credibility of statements of witnesses.
- b. Supporting documents. All documents in the report must be of good quality. Original documents will be in the report if at all possible, scanned and fax copies of readable quality are acceptable.
 - (1) The applicable documents will be assembled as follows, using DD Form 261 as a cover sheet for two copies:
 - (a) Tab A - DA Form 2173.
 - (b) Tab B - Index of exhibits.
 - (c) Tab C - IO report of findings.
 - (d) Tab D - IO appointment orders.
 - (e) Tab E - Subject's sworn statement or IO statement explaining why subject's statement is unavailable. This will include the service members rights and warning statement in injury and illness cases. (Not applicable in death cases).
 - (f) Tab F - Statements of witnesses.
 - (g) Tab G - Copies of orders or other documents relating to duty status.
 - (h) Tab H - Copies of other investigative reports, to include police reports, prepared by military or civilian authorities.
 - (i) Tab I - Maps, photographs or sketches.
 - (j) Tab J - Medical records relevant to the LOD determination. (That is. autopsy, death certificate, toxicology, emergency room records, prescription list).
 - (k) Tab K - Legal review(s).
 - (l) Tab L - Post mortem mental health assessment (suicide/attempted suicide ONLY).
 - (m) Tab M - DA Form 4037 (Enlisted records brief/Officer records brief/Defense Force SRB and ARB).
 - (2) The IO may add additional tabs as needed. If more than one exhibit appears under a given tab, label the exhibits separately; for example, paragraphs F-1, F-2, and F-3.
 - (3) Misconduct determination. Determine whether misconduct or gross negligence was present on the part of the service member (see app E and section II (terms)).


Appendix E
Procedures for Proposed Not in the Line of Duty Finding

E-1. Initial not in the line of duty notification

As addressed in paragraph 13-17, any authority (investigating officer, appointing authority, reviewing authority, approval authority, or JFHQ-MI) contemplating an initial NLD finding against a service member must provide notification in writing and allow ample time to rebut the proposed action. Normally this is between 10 and 30 days.

E-2. Sample format of proposed notification of not in the line of duty finding

The following is a sample letter of proposed NLD action to the service member.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

AHRC-PDC

18 June 2017

MEMORANDUM FOR SFC John D. Doe, 000-00-0000, Medical Holding Detachment,
Dewitt Army Hospital, Ft. Belvoir, VA 22060

SUBJECT: Notice of proposed Not in Line of Duty (NLD) finding

1. As you are aware, I have been appointed as the investigating officer (or higher authority) to conduct a Line of Duty Investigation for the purpose of obtaining details surrounding the circumstances of your injuries which occurred on (DATE).
2. Based upon the attached evidence that I have collected, I believe your injuries were incurred "NOT IN LINE OF DUTY - DUE TO YOUR OWN MISCONDUCT". This evidence is attached for your review.
3. Due to the adverse impact this determination may have, you are invited to make a statement on your own behalf; however, as you were informed previously, you have the right to not make any statement relative to the origin, incurrence, or aggravation of your injuries. [If you were required to advise the Soldier of his or her Article 31 rights earlier, then you should also remind him or her of that previous rights warning.]
4. If you desire to make a statement, it will be taken into consideration before my finding is made. Your statement must be completed and forwarded to me within 10 business days after receipt of this notification. If your rebuttal is not received within the time frame allotted my finding will be made and forwarded for approval.

Signature Block

Encls

All evidence collected

Figure C-1. Sample Letter for Not in Line of Duty Action

Appendix F

Rules Governing Line of Duty and Misconduct Determinations

Service members training and professional values must be considered in all LOD determinations. In every formal investigation, the purpose is to find out whether there is evidence of misconduct or gross negligence and if so, whether the preponderance of the evidence rebuts the presumption of ILD. To arrive at such decisions, the following rules will be applied and considered when making LOD findings or determinations.

F–1. Rule 1

Injury, illness, disease, or death directly caused by the individual's misconduct or gross negligence is NLD.

F–2. Rule 2

Violation of military regulation, orders, or instructions, or of civil laws, if there is no further sign of misconduct, may be no more than simple negligence. Simple negligence is not misconduct. Therefore, a violation as described under this rule alone may not be enough to determine that the injury, illness, disease, or death resulted from misconduct. However, the violation is one circumstance to be examined and weighed with all the other circumstances. Depending on the facts of a particular case, a combination of multiple (two or more) violations may be considered gross negligence.

F–3. Rule 3

a. Incapacitation because of the abuse of alcohol or other drugs (see glossary; drugs is a broad term that includes such intoxicants as Difluorothane Toxicity and synthetic marijuana) that results in injury, illness, disease, or death is due to misconduct and is NLD. This rule applies to the effect of the drug on the service member's conduct, as well as to the physical effect on the service member's body. Any actions that are induced by voluntary ingestion of alcohol or drugs that cause injury, illness, disease, or death are misconduct and are NLD. That the service member may have had a pre-existing physical condition that caused increased susceptibility to the effects of the drug does not excuse the misconduct. Abuse of alcohol or drugs must be proven as the proximate cause for the injury, illness, aggravation, or death. While merely drinking alcoholic beverages is not misconduct, one who voluntarily becomes intoxicated is held to the same standard of conduct as one who is sober. Intoxication does not excuse misconduct.

b. In accordance with medical command regulations, prescribed medications have a 6-month expiration date. Voluntarily ingesting prescription medication that has expired is misconduct.

F–4. Rule 4

Injury or death incurred while knowingly resisting or avoiding a lawful arrest, or while attempting to escape from a guard or other lawful custody, is due to misconduct and is NLD. One who resists arrest, or who attempts to escape from custody, can reasonably expect that necessary force, even which may be excessive under the circumstances, will be used to restrain him or her and is acting with gross negligence.

F–5. Rule 5

Injury or death incurred while tampering with, attempting to ignite, or otherwise handling an explosive, firearm, or highly flammable liquid in disregard of its dangerous qualities is incurred NLD. It is due to misconduct. Unexploded ammunition, highly flammable liquids, and firearms are inherently dangerous. Their handling and use require a high degree of care. A service member who voluntarily or willfully handles or tampers with these items in disregard of their dangerous qualities is acting with gross negligence. All service members will be held to a higher standard regarding firearm safety than an average person. Incidents involving firearms will be considered negligence. This rule does not apply when a service member is required by assigned duties or authorized by appropriate authority to handle the explosive, firearm, or liquid and reasonable precautions have been taken.

F–6. Rule 6

Injury or death caused by wrongful aggression or voluntarily taking part in a fight or similar conflict, in which one is equally at fault in starting or continuing the conflict when one could have withdrawn or fled, is due to misconduct and is NLD. An injury received or death suffered by a service member in a fight in which he or she is the aggressor is caused by his own misconduct. The service member's provocative actions or language, for which a reasonable person would expect retaliation, is a willful disregard for personal safety, and injuries or death directly resulting from them are due to misconduct. When an adversary uses excessive force or means that could not have been reasonably foreseen in the incident, the resulting injury or death is not considered to have been caused by misconduct. Except for self defense, a service member who persists in a fight or similar conflict after a combatant produces a dangerous weapon is acting in willful disregard for safety and is therefore grossly negligent. This rule does not apply when a service member is the victim of an unprovoked assault and sustains injuries or dies while acting in self-defense.

F–7. Rule 7

A service member who operates a motor vehicle in a negligent manner that was the proximate cause of an injury, illness, disease, or death may be found to have engaged in misconduct depending on the circumstances as a whole. Simple negligence alone does not constitute misconduct.

Appendix F

Rules Governing Line of Duty and Misconduct Determinations

- a.* A service member who knew or should have reasonably known he or she was unfit to drive, and who is injured or deceased as a result of driving a motor vehicle when unfit to do so, may be found to have engaged in misconduct. Voluntary intoxication, use of drugs or other circumstances that affect the service member's mental or physical faculties may cause a service member to be unfit.
- b.* It is not necessarily misconduct when a service member has a motor vehicle accident because he or she fell asleep while driving. Injury, illness, or death incurred while not wearing safety devices such as seat belts or safety helmets is one factor to consider. The violation must, under the circumstances, amount to gross negligence to constitute misconduct. For example, in motorcycle accident investigations, the IO should determine whether the motorcycle operator took the required safety course prior to the accident and obeyed traffic laws in determining the proximate cause of the accident.
- c.* The failure to use safety devices may have nothing to do with the proximate cause of the injury, illness, disease, or death. For example, the failure to wear a safety helmet may have nothing to do with a motorcyclist who breaks a leg.
- d.* Failure to use safety devices can aggravate the illness, injuries, or disease but will not be the proximate cause of the illness, injuries, disease, or death. Do not focus solely upon whether or not the service member was wearing seat belts or other protective devices at the time of the accident, instead carefully examine the facts and circumstances of each case.

F-8. Rule 8

Injury or death because of erratic or reckless conduct, without regard for personal safety or the safety of others, is due to misconduct and is NLD. This rule may be applied with any reckless conduct that risks the safety of self or others. "Thrill" or "dare-devil" type activities may be considered gross negligence. All circumstances will be considered, including the service member's training and experience. This rule may be applied to any reckless conduct, thrill, or dare-devil type activity.

F-9. Rule 9

- a.* For purposes of making LOD findings, there is a presumption that a mentally sound person will not commit suicide (or make a bona fide attempt to commit suicide). This presumption prevails until rebutted by a greater weight of the evidence than supports any different conclusion (see para 13-29*b*).
- b.* In all cases of suicide or suicide attempts, a behavioral health officer will review the evidence collected to determine the bio-psychosocial factors that contributed to the service member's desire to end his or her life. If the service member is found mentally unsound, the behavioral health officer should determine whether the service member's mental condition was service connected, EPTS or EPTS-SA. The behavioral health officer will render an opinion as to the probable causes of the self-destructive behavior and whether the service member was mentally sound at the time of the incident.
- c.* The MTF must identify, evaluate, and document mental and emotional disorders. A service member may not be held responsible for his or her acts if, as the result of mental defect, disease, or derangement, the service member was unable to comprehend the nature of such acts or to control his or her actions. Therefore, these disorders are considered "ILD" unless they existed before entering the Service and were not aggravated by military service. Personality disorders by their nature are considered as EPTS.

F-10. Rule 10

A third party's misconduct or grossly negligent act is attributed to the service member if the service member exercises sufficient influence over the third party's conduct or if the misconduct or gross negligence demonstrates sufficient intent or failure to exercise due care to establish misconduct by association. (For example, a service member willingly becomes a passenger in a motor vehicle with knowledge that the driver had been consuming alcohol or drugs prior to driving).

F-11. Rule 11

For purposes of making LOD findings, a service member injured or incurring disease or death while in an authorized duty status but taking part in outside activities, such as business ventures, hobbies, contests, or professional or amateur athletic activities, is determined under the same rules as other situations. To determine whether an injury or death is due to gross negligence, the nature of the outside activity should be considered, along with the training and experience of the service member.

F-12. Rule 12

Any illness, disease, or death that proximately results from a service member unreasonably refusing or failing through neglect or design, to submit to medical, surgical, or dental treatment, may be considered gross negligence, even where gross negligence did not cause the original condition. Sincerely held religious beliefs constitute a reasonable reason to refuse such treatment and do not constitute misconduct.

APPENDIX G
UNIT MANNING REPORT

													2020-11-08 23:15:30					
UNIT: HHC, 1st Battalion, 26th Special Troops Brigade													PRN:	910	UPC:	W0D1T0	DOC NBR:	SDFW0D1T0
POSN NBR	PARA	LIN	PARA TITLE POSITION TITLE NAME	ID#	GR	BR	ID	POSC PSSI SEX	A S I	SSSI AMOS SMOS	DSSI DMOS	Q U L T A N C H	C A R E M A R K S L O C A L D A T A	A U T H O R I T Y	A S S E S S M E N T	V E R I F I C A T I O N		
		101	<u>CMD SEC</u>															
	1	1	COMMANDER WILLIAM, MAY	190000001	O5	BI	K	98F 98A	R							1 1 0		
	2	2	EXECUTIVE OFFICER BLAKE, ALLEN	190000002	O4	BI	K	98F 98A	R		98F	N				1 1 0		
	3	3	COMMAND SERGEANT MAJOR EVAN, THOMSON	190000003	E9		I	99Z 99Z	R		99Z	N				1 1 0		
		111	<u>COMPANY HQ</u>															
	1	1	COMPANY COMMANDER DAVID, FOSTER	190000004	O3	BI	K	98F 98F	R		98F	N				1 1 0		
	2	2	FIRST SERGEANT NOAH, BARNES	190000005	E8		I	99F 99B	R		99F	N				1 1 0		
	3	3	HR & READINESS NCO KILLIAN, TYSON	190000006	E7		I	99A 99A	R		99A	N				1 1 0		
	4	4	TRAINING NCO CAMREN, PITTMAN	190000007	E6		I	99B 99B	R		99B	N				1 1 0		
	5	5	SUPPLY SERGEANT DANIEL, SHIELDS	190000008	E6		I	99L 99L	R		99L	N				1 1 0		
	6	6	ASST SUPPLY SERGEANT ALLEN, ERICKSON	190000009	E4		I	99L 99L	R		99L	N				1 1 0		
	7	7	SUPPLY SPECIALIST HAYDEN, SHARP RYLEE, STEIN	190000011 190000010	E4		I	99L 99L	R		99L 99L	N N				2 1 1		
		112	<u>CURRENT OPS_S3</u>															
	1	1	S3 FRANKIE, RICHARDS	190000012	O4	BI	K	98F 98A	R		98F	N				1 1 0		
	2	2	ASST OPERATIONS OFFICER AIDAN, STEWART	190000013	O3		K	98F 98A	R		98F	N				1 1 0		
	3	3	OPERATIONS SERGEANT JOSH, BROOKS	190000014	E9		I	98F 99B	R		98F	N				1 1 0		
	4	4	ASST OPERATIONS SERGEANT NOAH, STEWART	190000015	E6		I	99F 99B	R		99F	N				1 1 0		

Appendix H
Personnel Record Sections

Section 1 – Actions Pending

MIDF Form 268 (Request to Suspend Favorable Actions)
DA Form 4856 (Developmental Counseling Form)
Additional Duty Appointments
DD Form 2760 – Lautenberg Amendment
Standard Form 86 / EPSQ
Local Records Check
Non-Judicial Punishments
AWOL Letters

Section 2 – Personal and Family Data

DD Form 93 (Record of Emergency Data)
Family Assistance Information Sheet
Birth Certificates
Marriage Certificates / Divorce Decrees
Wills / Powers of Attorney
Emergency Contact Information

Section 3 – Personnel Records

service member Record Brief (within last year)
Awards / Decorations
Last Five NCOERs / OERs
DD Form 214 / NGB 22 / DD 220 / SG-SDF Form 44 / Other Service Verification Documents

Section 4 – Pay and Education

Standard Form 1199A
Form W4
MI W4
Form I9
DA Form 1059
Certificates of Completion
Civilian Education Documents
DD Form 348 (Equipment Operators Qualification Record)

Section 5 – Assignment, Orders, Waivers

MIDF 4-1 / MIDF 4-2 / MIDF 71 – Enlistment / Appointment Contract / Oath of Office
MIDF 4836 – Extension of Enlistment
Promotion Orders
Reduction Orders
Transfer Orders
MOS Orders
Special Duty Pay Orders
Waivers

Section 6 – Retirement

Michigan Military Retirement System Eligibility Letter (within last year)
Qualitative / Selective Retention Board Results
Discharge / Separation / Retirement Orders

Section 7 – Medical

All records of a medical nature

Section 8 – Restricted

Article 3 / MCMJ Documentation
Courts Martial Proceedings
Letters of Reprimand / Censure

Appendix I - Comparable grades among the services

Army	Air Force	Marine Corps	Navy
Officers			
General of the Army Title of Address: General	General of the Air Force Title of Address: General	—	Fleet Admiral Title of Address: Admiral
General Title of Address: General	General Title of Address: General	General Title of Address: General	Admiral Title of Address: Admiral
Lieutenant General Title of Address: General	Lieutenant General Title of Address: General	Lieutenant General Title of Address: General	Vice Admiral Title of Address: Admiral
Major General Title of Address: General	Major General Title of Address: General	Major General Title of Address: General	Rear Admiral (Upper Half) Title of Address: Admiral
Brigadier General Title of Address: General	Brigadier General Title of Address: General	Brigadier General Title of Address: General	Rear Admiral (Lower Half) Title of Address: Admiral
Colonel Title of Address: Colonel	Colonel Title of Address: Colonel	Colonel Title of Address: Colonel	Captain Title of Address: Captain
Lieutenant Colonel Title of Address: Colonel	Lieutenant Colonel Title of Address: Colonel	Lieutenant Colonel Title of Address: Colonel	Commander Title of Address: Commander
Major Title of Address: Major	Major Title of Address: Major	Major Title of Address: Major	Lieutenant Commander Title of Address: Commander
Captain Title of Address: Captain	Captain Title of Address: Captain	Captain Title of Address: Captain	Lieutenant Title of Address: Lieutenant
First Lieutenant Title of Address: Lieutenant	First Lieutenant Title of Address: Lieutenant	First Lieutenant Title of Address: Lieutenant	Lieutenant (Junior Grade) Title of Address: Lieutenant
Second Lieutenant Title of Address: Lieutenant	Second Lieutenant Title of Address: Lieutenant	Second Lieutenant Title of Address: Lieutenant	Ensign Title of Address: Ensign
Chief Warrant Officer Five Title of Address: Mr. / Mrs. or Chief	—	Chief Warrant Officer Five Title of Address: Mr. / Mrs. or Chief	Chief Warrant Officer Five Title of Address: Mr. / Mrs. or Chief
Chief Warrant Officer Four Title of Address: Mr. / Mrs. or Chief	—	Chief Warrant Officer Four Title of Address: Mr. / Mrs. or Chief	Chief Warrant Officer Four Title of Address: Mr. / Mrs. or Chief
Chief Warrant Officer Three Title of Address: Mr. / Mrs. or Chief	—	Chief Warrant Officer Three Title of Address: Mr. / Mrs. or Chief	Chief Warrant Officer Three Title of Address: Mr. / Mrs. or Chief
Chief Warrant Officer Two Title of Address: Mr. / Mrs. or Chief	—	Chief Warrant Officer Two Title of Address: Mr. / Mrs. or Chief	Chief Warrant Officer Two Title of Address: Mr. / Mrs. or Chief
Warrant Officer One Title of Address: Mr. / Mrs.	—	Warrant Officer One Title of Address: Mr. / Mrs.	Warrant Officer One Title of Address: Mr. / Mrs.
Cadets			
Cadet Title of Address: Cadet	Cadet Title of Address: Cadet	Cadet Title of Address: Cadet	Midshipman Title of Address: Midshipman
Enlisted			
Sergeant Major of the Army Title of Address: Sergeant Major	Chief Master Sergeant of the Air Force Title of Address: Chief / Chief Master Sergeant	Sergeant Major of the Marine Corps Title of Address: Sergeant Major	Master Chief Petty Officer of the Navy Title of Address: Master Chief
Command Sergeant Major Title of Address: Sergeant Major	Command Chief Master Sergeant Title of Address: Chief	Sergeant Major Title of Address: Sergeant Major	Command Master Chief Petty Officer Title of Address: Master Chief
Sergeant Major	Chief Master Sergeant	Master Gunnery Sergeant	Master Chief Petty Officer

Title of Address: Sergeant Major	Title of Address: Chief / Chief Master Sergeant	Title of Address: Master Gunnery Sergeant	Title of Address: Master Chief
First Sergeant Title of Address: First Sergeant	Senior Master Sergeant Title of Address: Sergeant	First Sergeant Title of Address: First Sergeant	Senior Chief Petty Officer Title of Address: Chief
Master Sergeant Title of Address: Sergeant	---	Master Sergeant Title of Address: Master Sergeant	---
Sergeant First Class Title of Address: Sergeant	Master Sergeant Title of Address: Sergeant	Gunnery Sergeant Title of Address: Gunnery Sergeant	Chief Petty Officer Title of Address: Chief
Staff Sergeant Title of Address: Sergeant	Technical Sergeant Title of Address: Sergeant	Staff Sergeant Title of Address: Staff Sergeant	Petty Officer First Class Title of Address: Petty Officer
Sergeant Title of Address: Sergeant	Staff Sergeant Title of Address: Sergeant	Sergeant Title of Address: Sergeant	Petty Officer Second Class Title of Address: Petty Officer
Corporal Title of Address: Corporal	---	Corporal Title of Address: Corporal	Petty Officer Third Class Title of Address: Petty Officer
Specialist Title of Address: Specialist	Senior Airman Title of Address: Airman	---	---
Private First Class Title of Address: Private	Airman First Class Title of Address: Airman	Lance Corporal Title of Address: Lance Corporal	Seaman Title of Address: Seaman
Private Title of Address: Private	Airman Title of Address: Airman	Private First Class Title of Address: Private	Seaman Apprentice Title of Address: Seaman
Private Title of Address: Private	Airman Basic Title of Address: Airman	Private Title of Address: Private	Seaman Recruit Title of Address: Seaman

Appendix J - Religious Preference Table

Religion
(Disciples of Christ) Restorationist Churches - GG
Advent Christian Church Jehovah's Witnesses - ACAJ
African Methodist Episcopal Church - ME
African Methodist Episcopal Zion Church - MZ
Agnostic - ZB
America Presbyterian Church (USA) - RP
American Baptist Churches of the USA - BA
American Baptist Conference - BT
Asbury Bible Churches - VA
Assemblies of God - PA
Associated Gospel Churches - FG
Atheist - ZA
Baha'I Faith - KF
Baptist Churches - BB
Bible Protestant Church - VP
Brethren Churches - AB
Buddhism - KB
Catholic Churches - CC
Christian and Missionary Alliance - VM
Christian Church - GE
Christian Church and Churches of Christ - GC
Christian Methodist Episcopal Church - MC
Christian Reformed Church in North America - RD
Christian, No Denominational Preference - NC
Church of Christ - GX
Church of God (Anderson, IN) - HA
Church of God (Cleveland, TN) - PT
Church of God in Christ - PC
Church of God of Prophecy - PG
Church of Jesus Christ of Latter Day Saints (Mormon) - DL
Church of the Nazarene - HN
Churches General Association of General Baptists - BG
Churches of Christ in Christian Union - HC
Churches of God, General Conference Presbyterian Church in America - RGRI
Churches of the New Jerusalem - XJ
Congregational Churches - RC
Cumberland Presbyterian Church - RB
Eastern Orthodox Churches` - OE
Eastern Religions - KK
Episcopal Church - EC
Episcopal Churches - EE
European - Free Churches - AA

Appendix J - Religious Preference Table

Evangelical Churches - VV
Evangelical Covenant Church - VE
Evangelical Free Church of America - VF
Evangelical Lutheran Church in America - LE
First Church of Christ, Scientist (Christian Science) - SC
Free Methodist Church of North America - MN
Friends (Quakers) - AF
Full Gospel - PD
Fundamental Churches - FF
General Association of Regular Baptist Churches - BR
Hinduism - KH
Holiness Churches - HH
Iglesia Ni Cristo - XC
Independent Churches Affiliated - FA
Independent Fundamental Bible Churches - FB
Independent Fundamental Churches of America - FC
International Church of the Four Square Gospel - PF
Islam - II
Judaism (Jewish) - JJ
Lutheran Church - Missouri Synod - LM
Lutheran Churches - LL
Magick and Spiritualist - VV
Methodist Churches - MM
Moravian Churches - MR
National Baptist Convention of America - BN
National Baptist Convention, USA, Inc. - BU
Native American - AN
New Age Churches - XN
No Religious Preference - NO
Open Bible Standard Churches, Inc. - PS
Pentecostal Church of God - PJ
Pentecostal Churches - PP
Pentecostal Holiness Church, International - PH
Plymouth Brethren - VB
Progressive National Baptist Convention, Inc. - BP
Protestant, No Denominational Preference - TN
Protestant, Other Churches - TO
Reformed and Presbyterian Churches - RR
Reformed Church in America - RF
Reformed Episcopal Church - ER
Reorganized Church of Latter Day Saints - DR
Roman Catholic Church - CR
Salvation Army - HS

Appendix J - Religious Preference Table

Schwenkfelder Churches - AS
Seventh Day Adventist Churches - ASAV
Southern Baptist Convention Free Will Baptist - BCBF
Tioga River Christian Conference - GT
Unclassified Religions - XX
Unitarian Universalist Churches - UU
United Church of Christ - RU
United Methodist Church - MU
United Pentecostal Church International - PU
Wesleyan Church - MW
Wicca (Witchcraft) - VW

Appendix K - Glossary

Section I Abbreviations

ACOM
Army command

AG
Adjutant General

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ASCC
Army service component command

AWOL
absent without leave

CAC
Casualty Assistance Center

CG
commanding general

CID
Criminal Investigation Division

DA
Department of the Army

DCS
Deputy Chief of Staff

DD
Department of Defense

DHA
Defense Health Agency

DIMA
drilling individual mobilization augmentee

DOD
Department of Defense

DODI
Department of Defense instruction

DRU
direct reporting unit

eMMPS
electronic Medical Management Personnel System

EPTS
existed prior to service

Appendix K - Glossary

FORSCOM

U.S. Army Forces Command

GCMCA

General Court-Martial Convening Authority

GS

general schedule

HIPAA

Health Insurance Portability and Accountability Act

HRC

U.S. Army Human Resources Command

HSS

health services specialist

ILD

in line of duty

ILD-EPTS-SA

in line of duty-existed prior to service-service aggravated

IMA

individual mobilization augmentee

IO

investigating officer

iPERMS

Interactive Personnel Electronic Records Management System

IRR

individual ready reserve

LOD

line of duty

MEB

medical evaluation board

MMSO

military medical support office

MSC

major subordinate command

MTF

medical treatment facility

NGB

National Guard Bureau

NLD

not in line of duty

NLD-DOM

not in line of duty-due to own misconduct

Appendix K - Glossary

NLD-EPTS

not in line of duty-existed prior to service

NLD-EPTS-NSA

not in line of duty-EPTS-not service aggravated

NLD-NDOM

not in line of duty-not due to own misconduct

OCONUS

outside the continental United States

PEB

physical evaluation board

PILD

presumptive in line of duty

RC

Reserve Component

RD

Readiness |Division

REFRAD

released from active duty

RRS-A

Records Retention Schedule-Army

SECARMY

Secretary of the Army

SJA

staff judge advocate

SOPCOM

Support Operations Command

SPCMCA

special court-martial convening authority

BDE

Total Force Command

TRICARE

tri-service medical care

UA

unit administrator

UCMJ

Uniform Code of Military Justice

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

Appendix K - Glossary

USC

United States Code

Section II

Terms

Absent without authority

Consider member “absent without authority” if he or she is voluntarily AWOL for more than 24 hours, or was voluntarily absent from a scheduled duty or formation, a restriction or an arrest. Scheduled duty or formation means doing a specified task at a specified time and place for a specified purpose. It is not the same as regularly scheduled duty.

Active duty

The term “active duty” means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. The term “active duty for a period of more than 30 days” means active duty under a call or order that does not specify a period of 30 days or less.

Active duty for training

A tour of active duty that is used for training members of the RCs to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders that provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior service enlistees.

Active Service

Service on Active Duty or Full-time National Guard duty.

Alcohol abuse

The illegal or improper use or possession of alcohol, on or off duty, that results in, but is not limited to, impaired duty performance, intoxicated driving, domestic disturbances, assault, aberrant behavior, altercations, underage drinking or other behavior inconsistent with Army standards.

Alcoholism

A psychological or physical dependence on alcohol.

Appointing authority

The Special Court Martial Convening Authority for the service member at the time the incident is reported. Also is the final approval authority for informal line of duty investigations.

Approval authority

An official with the authority to formally assume responsibility for operating a system at an acceptable level of risk. The first General Court-Martial Convening Authority in the service members chain of command.

Behavioral health officer

A person in mental health settings who has achieved professional recognition and standing as defined by their respective discipline, including, but not limited to medicine, social work, psychology, nursing, occupational and recreational therapy and vocational rehabilitation and who has obtained, if applicable, license, registration, or certification.

Clear and unmistakable evidence

Undebatable information that the condition existed prior to military service or if increased in service, was not aggravated by military service. In other words, reasonable minds could only conclude that the condition existed prior to military service from a review of all of the evidence in the record.

Demobilization

Short term used for demobilization of armed forces. It is an act of changing from a war basis to a peace basis including disbanding or discharging troops; "demobilization of factories;" "immediate demobilization of the reserves."

Disease

A condition of an organ, part, structure, or system of the body in which there is incorrect function resulting from the effect of heredity, infection, diet or environment. It is the same as an illness, sickness or ailment.

Appendix K - Glossary

Drug abuse

The illegal or improper use, possession, sale, transfer, or trafficking of any controlled substance included in schedules I, II, III, IV, and V in 21 USC 812, drug abuse paraphernalia, or any intoxicating substance, other than alcohol, that is inhaled, injected, consumed, or introduced into the body in any manner to alter mood or function. This includes prescription medications used in a manner other than prescribed by medical providers.

Drugs

Any controlled substance included in schedules I, II, III, IV, and V in 21 USC 812, including anabolic or androgenic steroids, or any intoxicating substance other than alcohol, that is inhaled, injected, consumed, or introduced into the body in any manner to alter mood or function.

Erratic or reckless conduct

Spontaneous and unpredictable behavior with lack of concern regarding personal consequences and/or safety of others.

Existing prior to service

Any injury, illness, or disease to include the underlying causative condition, which was sustained or contracted prior to the present period of active duty or authorized training, or had its inception between prior and present periods of active duty or training is considered to have EPTS. A medical condition may in fact be present or developing for some time prior to the point when it is either diagnosed or manifests symptoms. Consequently, the time at which a medical condition "exists" or is "incurred" is not dependent on the date of diagnosis or when the condition becomes symptomatic. (Examples of some conditions which may be pre-existing are slow-growing cancers, heart disease, diabetes, or mental conditions, which can all be present well before they manifest themselves by becoming symptomatic.)

Gross negligence

Failure to exercise even the slightest amount of care; it is a conscious and voluntary disregard of the need to use reasonable care. Gross negligence is likely to cause harm or injury to persons, property, or both, and includes the deliberate disregard of another person's safety. Gross negligence is considered misconduct for the purposes of this regulation.

In line of duty

A death, injury, illness, or disease suffered by a member is presumed to be in the line of duty, unless a preponderance of the evidence supports the finding that the service member's injury, illness, disease, or death happened while the member was absent from duty without leave or due to the member's own misconduct. Confine the meaning of "line of duty" in this instruction to the purpose of this regulation. It is completely distinct from usage under the Federal Tort Claims Act, 28 USC 2671, and has no bearing on the meaning or application of the phrase "acting within the scope of his office or employment" as used in that Act.

Inactive duty training

Authorized training performed by a member of a RC not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for RC personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. This does not include work or study associated with correspondence course.

Incident

The circumstances including facts, location, date, and time of the initial happenings, occurrences, or events. (For example, if a service member is injured in area A and is transported to area B where the service member later passes, area A is responsible for conducting the LOD investigation and area B is responsible for submitting a change of status in Defense Casualty Information Processing System).

Injury

Injury includes such conditions as fractures, wounds, strains, sprains, dislocations, concussions, PTSD, and compressions. In addition, it includes conditions resulting from extremes of temperature or prolonged exposure. Acute poisoning (except those due to contaminated food) resulting from exposure to toxic or poisonous substances are also injuries. This also includes non-visual injuries that might also require a Soldier to experience a loss of duty time for a period of more than 24 hours, or that may result in permanent disability and/or separation from service, such as Traumatic Brain Injuries and PTSD.

Intentional conduct

An act, by commission or omission, done deliberately.

Intoxication

Maladaptive behavior such as aggressiveness, impaired judgment, and impaired social or occupational functioning, because of recent ingestion, inhalation, or injection of any substance into the body. Signs include flushed face, slurred speech, unsteady gait, lack of coordination, impaired attention, irritability, euphoria or depression.

Appendix K - Glossary

Line of duty investigation

An investigation which documents the circumstances regarding a service member's injury, illness, disease, or death, including a service member's duty status at the time of the incident, and whether misconduct was involved.

Lost time

Time (if more than 24 hours) which must be made up (served) by an enlisted member who is unable to perform military duties because of intemperate use of drugs or alcohol, or because of injury, illness, or disease resulting from misconduct.

MEDCHART

The Medical Electronic Data (for) Care History and Readiness Tracking system is a customizable, centralized approach to managing all aspects of a service member's medical readiness and care history.

Medical providers

Physician, Physician Assistant, Nurse Practitioner

Mental responsibility

service members are not responsible for their misconduct and its foreseeable consequences if, as a result of mental disease or defect, they lack substantial capacity either to appreciate that their conduct is wrong or to conform the conduct to the requirements of law. Members with impaired mental faculties as a result of their own misconduct, such as by taking a hallucinogen other illegal (controlled) substance or deliberately ingesting any harmful/dangerous substance, or by voluntary intoxication, are mentally responsible for purposes of LOD investigations. All members are presumed mentally responsible for their acts unless there is contrary evidence. This presumption usually means it is unnecessary to pursue the issue of mental responsibility unless there is credible evidence of lack of mental responsibility. Such evidence may consist of the circumstances surrounding the injury, illness, disease, or death, previous abnormal or irrational behavior, expert opinion or other evidence directly or indirectly pointing toward lack of mental responsibility.

Mental soundness

Mental soundness means that a Soldier possesses the requisite mental responsibility to intend their conduct. A service member may not be held responsible for his or her acts and their foreseeable consequences if, as the result of mental defect, disease, or derangement, the service member was unable to comprehend the nature of such acts or to control his or her actions. That is, if the service member does not have the ability to form the intent to undertake the underlying conduct, then the service member is mentally unsound for purposes of LOD investigations.

Military medical authority

A DOD credentialed medical, dental, or behavioral health provider; or, in certain instances, the appropriate office in the DHA.

Misconduct

Conduct that is wrongful, improper, illegal, or grossly negligent.

Muster duty

A gathering of military personnel for a call to duty.

Natural progression

The worsening of a pre-Service injury, illness, or disease that would have occurred within the same timeframe regardless of military service.

Not in line of duty – due to own misconduct

A determination supported by a preponderance of the evidence that the member's injury, illness, disease, or death, was proximately caused by the member's own misconduct, regardless of whether the member was absent without authority.

Not in line of duty – not due to own misconduct

A determination supported by a preponderance of the evidence that the member's injury, illness, disease, or death happened while the member was absent without authority, and the injury, illness, disease, or death was not proximately caused by the member's own misconduct. If the service member was AWOL at the time, only a Behavioral Health expert can determine mental soundness for that service member. EPTS conditions also fall under this finding unless negligence or misconduct is found.

Preponderance of evidence

Findings must be supported by a greater weight of evidence (more likely than not) than supports any different conclusion. The evidence must establish a degree of certainty so that a reasonable person is convinced of the truth or falseness of a fact. This standard of proof used in LOD determinations is more analogous to the "preponderance of the evidence" standard used in administrative proceedings than "beyond a reasonable doubt" standard used in courts-martial.

Appendix K - Glossary

Presumption

An inference of the truth of a proposition or fact reached through a process of reasoning and based on the existence of other facts. Matters that are presumed need no proof to support them, but may be rebutted by evidence to the contrary.

Proximate cause

The cause of an action that, in a natural and continuous sequence unbroken by an independent and unforeseeable new cause, resulting in the injury, illness, disease, or death and without which the death, injury, illness, or disease would not have been incurred.

Reserve Components

The Army Reserve and the Army National Guard of the United States.

Service aggravation

The permanent worsening of a pre-service medical condition over and above the natural progression of the condition.

Simple negligence

A failure to exercise the degree of care, which a person of ordinary prudence would usually take in the same or similar circumstance(s), taking into consideration age, maturity of judgment, experience, education, and training of the service member. Simple negligence alone does not constitute misconduct. An injury, disease, illness, or death caused solely by simple negligence is ILD unless it existed prior to entry into the service or occurred during a period of AWOL (except when the service member was mentally unsound at the inception of the AWOL).

Suicide

Refers to a death resulting from purposeful action intended to result in one's own death. In order for suicide to constitute misconduct, the act of self-destruction must be intentional. A service member who is not mentally sound is incapable of forming intent. Whether a person, at the time of suicide, was so unsound mentally that he or she did not realize the consequence of such an act, or was unable to resist such impulse, is a question to be determined in each individual case, based on all available lay and medical evidence pertaining to his or her mental condition at the time of suicide. The act of suicide or a bona fide attempt is, in and of itself, considered evidence of mental unsoundness. If there is no reasonable adequate motive for suicide, as shown by the evidence, the act will be considered to have resulted from mental unsoundness. A reasonable adequate motive for suicide may only be established by affirmative evidence showing circumstances which could lead a rational person to self-destruction. All instances of suicide or a bona fide attempt shall create a rebuttable presumption of lack of mental responsibility, and failure to rebut the presumption shall support a finding of ILD.

Support Operations Command

A composite of several specialized detachments within the Defense Force which require a degree of operational flexibility to function properly. SOPCOM is tasked specifically to directly support the various needs of the SOM, DMVA, FEMA and DHS in a variety of ways. SOPCOM units include the retirement services officers (RSOs), the Disaster Assistance Response Team (DART), the installation support detachment (ISD), and the quick reaction force (QRF).

Total Force Command

The highest echelon of the Defense Force of Michigan. Since the force is composed in a manner as to allow both an Army and an Air component, this echelon represents the brigade or wing level of command.

Under the influence of alcohol or drugs

Any intoxication caused by alcohol or by drugs that is sufficient to impair the rational and full exercise of the mental or physical faculties.

White Cell

A Deployment Support Cell established to assist in successfully completing Mobilization, Redeployment, Demobilization, and Reintegration activities. A white cell is established for all DEMOB units of company size or larger from the RC unit's organic command.

Wrongful aggression

An actual physical act or at least a threat to inflict real imminent injury upon a person or one's self. It presupposes actual, sudden, unexpected or imminent danger-not merely threatening and intimidating action.

Section III

Special Abbreviations and Terms

This section contains no entries.

Appendix L - Career Management Board Scoring Criteria

1 TO 6 SCORING CRITERIA

- 6 +/- Absolutely- Exceptional Performance - Very Top of the Pack - Clearly Defined Potential - Definite Select 5 +/- Yes
- High in the Pack - Clearly Ahead of Contemporaries - Performs Well - Must Select
- 4 +/- Solid Performer - Qualified and Responsible - Fully Deserves Selection - Should Select
- 3 +/- Shows Potential - Inexperienced - Lacks Diverse Assignments - Should Do Better Next Year - Select if There is Room

SELECT NON-SELECT

- 2 +/- Below Center of Pack - Several Minor Weak Areas - Single Major Weakness - Do Not Select - Possible Show Cause
- 1 +/- Bottom of the Pack - Too Many Weaknesses - Do Not Select - Possible Show Cause

INDICATORS

- Military Education and Professional Training
- Job Performance
- Potential
- Experience
- Physical Fitness
- Command Time
- Moral Standards and Integrity
- Assignment History
- Dedication and Attitude
- Judgment
- Civilian Education

Appendix M - Officer / Noncommissioned Officer Future Assignment Worksheet

PURPOSE. To assist Career Managers in assigning officers consistent with their desires and the needs of the commands.

OFFICER / NONCOMMISSIONED OFFICER FUTURE ASSIGNMENT WORKSHEET

AUTHORITY: MIDF 600-1

PURPOSE: To provide a vehicle for the officers to indicate his/her preferences

Part 1- MEMBER IDENTIFICATION DATA (MANDATORY)

NAME (LAST, FIRST, MI) ID # GRADE PMOS SMOS AMOS

PART II - SENIOR COMMAND PREFERENCES

BDE	1	Region 4	6	
BN Command / Staff	2	Region 5	7	
Region 1	3	Region 6	8	
Region 2	4	SD TOUR	9	
Region 3	5	ALL	10	

Enter the number code for the Senior Command. It is not required to fill all 10 preferences.

PREFERENCE # 1	PREFERENCE # 6
PREFERENCE # 2	PREFERENCE # 7
PREFERENCE # 3	PREFERENCE # 8
PREFERENCE # 4	PREFERENCE # 9
PREFERENCE # 5	PREFERENCE # 10

PART III - CAREER FIELD PREFERENCES

PERSONNEL (S1/G1/J1)	1	STRATEGIC PLANS (J5-7/G5-7)	6
INTELLIGENCE (S2/G2/J2)	2	COMMAND	7
PLANS OPS TNG (S3/G3/J3)	3	OTHER	8
LOGISTICS (S4/G4/J4)	4	ALL	9
COMMUNICATIONS (S6/G6/J6)	5		

Enter the number code for the career field preference. It is not required to fill all 9 preferences.

PREFERENCE # 1	PREFERENCE # 6
PREFERENCE # 2	PREFERENCE # 7
PREFERENCE # 3	PREFERENCE # 8
PREFERENCE # 4	PREFERENCE # 9
PREFERENCE # 5	

PART IV- COMMENTS

SIGNATURE DATE