

| NEW DOCUMENTS | SPECIAL FILING INSTRUCTIONS | CHANGED DOCUMENTS | SPECIAL FILING INSTRUCTIONS |
|-------------------|---|----------------------|--|
| GENDER CHANGE ETP | Follow DA Directive for filing | UNIFORM/GROOMING ETP | Title changed to include religious accommodations |
| GENDER MARKER CHG | Must include birth certificate passport or court order with approval memo | ART-15 E4 BELOW | Added requirement to redact victims' names and third party SSNs from all documents. To include supporting documentation. |
| USAREC 601-37-27 | Replaces the USAREC 1129 | ARTICLE 15 | |
| LEGAL HOLD | | COURT MART | |
| | | CM CONV SRO | |
| | | DA 2627 | |
| | | DA 2627-2 | |
| | | DA 2627 SRO | |
| | | LTR RPR | |
| | | DA 5016 | Required to be filed upon a change to qualifying retirement points |
| | | PREGCHLIST | Change to "PREGNANCY DOC" |
| | | REFRAD INV | Changed to "REFRAD" |
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NOTE: (#1) Documents listed in any category above are in bold red letters within the document matrix.

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

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

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

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

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-------------------------|--|---|---|
| APDRB | ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59) | Service Personnel Rev | |
| APL DNY-P | DOC DENY /PART DENY APPEAL REMOV UNFAV INFO | | |
| APP ST AG | GENERAL AGREEMENT-ROTC | Service, Personnel Rev, Finance Rev | |
| APP LTRS | APPROVED REQUESTS, LETTERS, APPLCATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY | Service, Personnel Rev | |
| APPR SEPS | CASE FILES FOR APPROVED SEPARATIONS | Service, Finance Rev | Approved separations must include the documents listed in AR 635-8, Para 7-3 and any additional documents that support the separation action (adverse action, medical, administrative, etc.) |
| APPT LTR | DEPARTMENT OF THE ARMY APPOINTMENT LETTER | Service, Personnel Rev, Finance Rev | |
| APPT ORDER | APPOINTMENT ORDERS | Service, Personnel Rev, Finance Rev | |
| APT ORD AMD | AMENDED APPOINTMENT ORDERS | Service, Personnel Rev, Finance Rev | |
| ART 15 E-4 BELOW | ARTICLE 15 FOR E-4 AND BELOW | Finance Restricted | 1. File only if it affects Rank or Pay. 2. Only file the Article 15 itself; no allied or supporting documents. Captured for the sole purpose of audit readiness. 3. Access to this document is limited to System Administrators only. 4. Victims' names and third party SSNs will be redacted (removed) prior to uploading, to include supporting documentation |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-------------------|--|---|--|
| ARTICLE 15 | ARTICLE 15 ALLIED DOCUMENT | Restricted | 1. Victims' names and third party SSNs will be redacted (removed) prior to uploading, to include supporting documentation |
| ASSN INCENT PAY | ASSIGNMENT INCENTIVE PAY MEMORANDUM | Service, Personnel Rev, Finance Rev | |
| AVN SVC | ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS | Service, Flight, Personnel Rev, Finance Rev | |
| AVN SVC AMD | AMENDMENT OF ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS | Service, Flight, Personnel Rev, Finance Rev | |

(Continued on next page)

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|----------------------------|---|
| AWD DOC | DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED | Performance, Personnel Rev | <ol style="list-style-type: none"> 1. Only Unit awards for permanent wear are authorized for filing. 2. On orders listing more than one award, it must identify which award/unit is applicable. Per AR 600-8-22 3. Foreign Awards submitted to iPERMS for inclusion in a Soldier's OMPF, must be accompanied by a Memorandum or DA 4187 signed by their 'BG O/7 or higher. Colonel level commanders who exercise general court-martial authority or from HRC Awards Branch, approving the acceptance and wear of the award. Any foreign awards submitted to iPERMS without the Memorandum or DA 4187 and orders/certificate will not be added to a Soldier's OMPF. 4. If a foreign award is authorized for acceptance only and not for wear, it is not authorized for filing. If orders are with the certificate, they will be filed together with certificate first and orders following (the DA 638 will not be linked). 5. For ARNG: DA 4187 not required. 6. The certificate for the MOVSM is not authorized to be filed in iPERMS. The recommendation for MOVSM is the only authorized document and will be filed as a DA 638/AWD REC. 7. Awards given for civilian service will not be filed. 8. Physical Fitness Badges are not filed in the AMHRR |
| AWD OR AMND | AMEND ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA | Performance, Personnel Rev | Revoked and amended award orders will be filed under this document name |
| AWD ORDER | ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA | Performance, Personnel Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------|---|---|---|
| AWD/MOS-ASI | AWARD/MILITARY OCCUPATIONAL SPECIALTY-ADDITIONAL SKILL IDENTIFIER ORDER | Performance, Service, Personnel Rev | Order announcing the award of a badge and MOS or ASI. For enlisted see ORD MOS/ASI if no badge is awarded |
| BIO SKETCH | BIOGRAPHICAL SKETCH | Service | Will be filed for General Officers only. |
| BONUS AGREEMENT | APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT | Service Personnel Rev Finance Rev | |
| BRANCH TRF | BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL | Service, Personnel Rev | |
| CC 202R/203R/204R | GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT | Service, Personnel Rev, Finance Rev | |
| CC 597-5 | LEADERS TRAINING COURSE - ADDENDUM TO ARMY ROTC CONTRACT | Service, Personnel Rev, Finance Rev | |
| CC 597-6 | STUDENT LOAN REPAYMENT PROGRAM - ADDENDUM TO ARMY ROTC CADET CONTRACT | Service, Personnel Rev, Finance Rev | |
| CC 597-7 | CRITICAL LANGUAGE INCENTIVE PAY - ADDENDUM TO ARMY ROTC CADET CONTRACT | Service, Personnel Rev, Finance Rev | |
| CDCC | DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES | Service | File only with accessions contract. |
| CERT ACHV | CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION | Performance, | 1. Only used for military achievements. 2. Do not file when for civilian achievement, appreciation or commendation. 3. File only for awards earned for military ACH/APPR/ACCOM. |
| CERT BIRTH DEPN | BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (DEPENDENT) | Finance, Personnel Rev, Finance Rev | Spouses birth certificates will not be filed |
| CERT BIRTH SOLDIER | BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (SOLDIER) | Service, Personnel Rev, Finance Rev | |
| CERT RESID | CERTIFICATE RESIDENCY MEDICAL DEPARTMENT OFFICER | Performance, Personnel Rev, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------|---|---|---|
| CHANGE REQ | DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA | Personnel Rev Finance Rev | |
| CHILD SPT DOC | CHILD SUPPORT DOCUMENT | Deployment/ Mob, Finance Rev | |
| CITZ STMT | STATEMENT OF CITIZENSHIP | Service, Personnel Rev | Passports will be filed as this document type |
| CIVIL CONV | RECORDS OF CIVIL CONVICTION | Performance, | Must meet the criteria of AR 600-37 and Army Directive 2011-17, "Self-Reporting by Officers and Senior Enlisted Members of Criminal Convictions," or be a source document to an action that may impact the career of the service member . |
| CLEP/DANTES | CLEP & DANTES COMPLETION CERTIFICATES | Temp Admin, Personnel Rev | |
| CLOTHING MEMO | CLOTHING ALLOWANCE AUTHORIZATION-CIVILIAN OR MILITARY | Finance Rev | File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on Daily Report of Transactions (DROT). |
| CM CONV SRO | COURT MARTIAL CONVICTION FOR SEX RELATED OFFENSE | Performance | 1. Follow filing instructions in MILPER #14-365 and Army Directive 2014-29 2. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation |
| COAR-COAD | REQUEST FOR CONTINUANCE OF A DISABLED SOLDIER IN THE RESERVE OR ACTIVE RESERVES | Service | |
| COMP SVC | COMPUTATION OF SERVICE, SERVICE BY CATEGORY, OR SERVICE FOR PAY PURPOSES | Service Personnel Rev Finance Rev | |
| CONFMT DEC | HEADQUARTERS, DEPARTMENT OF THE ARMY DOCUMENT – SECRETARY OF THE ARMY DECISION ON CONFINEMENT | Performance | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-------------------|---|------------------------------|---|
| COTTAD LTR | CONTINGENCY OPERATIONS TEMPORARY TOUR OF ACTIVE DUTY JUSTIFICATION LETTER (COTTAD) | Temp Admin, Personnel Rev | |
| COURT MAMD | AMENDMENT OF COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY) | | |
| COURT MART | COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY) | | 1. File in the Performance folder when there is an approved finding of guilty on at least one specification. 2. If all approved findings are not guilty, file the order in the restricted folder. 3. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental order, remove all related orders from the Performance folder and transfer them to the restricted folder. 4. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------------|--|----------------------------|---|
| CRBA | COMMAND REVIEW BOARD ACTIONS | Restricted | Only file letter notifying Officer of results. |
| CRS CMPL 40 | COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS | Performance, Personnel Rev | <ol style="list-style-type: none"> 1. File only full course completions, no sub-courses. 2. Special Instructions for Structured Self-Development Course: Send in only the course completion certificate (might be labeled a DA 87 at bottom) for level I, II, III, IV & V. Do not send in lessons or modules for any of those levels. Do not submit local unit created certificates 3. File ILE (Intermediate Level Education) memo if approved as CRS CMPL 40. 4. Do not send any lessons, templates, modules, exams, surveys, tests. Send only the document that shows the completion of the entire course 5. Do not file recurring annual training certificates such as PII, Phishing, Cyber Awareness, etc |
| CRS CMPL LESS 40 HRS | COURSE COMPLETION CERTIFICATE LESS THAN 40 HOURS | Service, Personnel Rev | <ol style="list-style-type: none"> 1. Only full course completions accepted; no sub- courses. 2. Do not send any lessons, templates, modules, exams, surveys, tests. Send only the document that shows the completion of the entire course 3. Do not file recurring annual training certificates such as PII, Phishing, Cyber Awareness, |
| DA 1059 | SERVICE SCHOOL ACADEMIC EVALUATION REPORT | Performance | <ol style="list-style-type: none"> 1. Do not web upload DA 1059 in batches to iPERMS. 2. DA FORM 1059s are distributed electronically to HQDA/HRC using ATRRS. 3. Hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. 4. For ARNG: This document will be processed at the State G1/S1. |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|---|-------------------------------------|--|
| DA 1059-1 | CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT | Performance | 1. Do not web upload DA 1059-1 in batches to iPERMS. 2. A FORM 1059s are distributed electronically to HQDA/HRC using ATRRS. 3. Hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. 4. For ARNG: This document will be processed at the State G1/S1. |
| DA 1307 | INDIVIDUAL JUMP RECORD (AIRBORNE) | Service, Finance Rev | |
| DA 1380 | RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING | Service, Personnel Rev, Finance Rev | |
| DA 1506 | STATEMENT OF SERVICE - COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES | Service, Personnel Rev, Finance Rev | |
| DA 1569 | TRANSCRIPT OF MILITARY RECORD | Service, Personnel Rev | |
| DA 160 | APPLICATION FOR ACTIVE DUTY | Service | File only when accompanied by correspondence showing final determination. |
| DA 1613 | RECORDS CROSS REFERENCE | | File location depends on the subject of the document. |
| DA 1618-R | APPLICATION FOR DETAIL AS A STUDENT OFFICER AT A CIVILIAN EDUCATION INSTITUTION OR TRAINING WITH INDUSTRY | Service, Personnel Rev | |
| DA 1695 | OATH OF EXTENSION OF ENLISTMENT | Service, Personnel Rev, Finance Rev | |
| DA 1696-R | ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|---|---|--|
| DA 199 | PHYSICAL EVALUATION BOARD PROCEEDINGS | Service, Health, Personnel Rev, Finance Rev | 1. Will be web uploaded by the Physical Disability Agency. 2. Will only be filed once the Secretary of the Army or designated representative signs block XII. |
| DA 199-1 | FORMAL PHYSICAL EVALUATION BOARD PROCEEDINGS | Service, Health, Personnel Rev, Finance Rev | |
| DA 199-2 | U.S. ARMY PHYSICAL DISABILITY AGENCY (USAPDA) REVISED PHYSICAL EVALUATION BOARD PROCEEDINGS | Service, Health, Personnel Rev, Finance Rev | |
| DA 2166-7 | NONCOMMISSIONED OFFICER EVALUATION REPORT (AR 623-205) | Performance | 1. Hard copy must be mailed to: U.S. Army Human Resources Command Attn: AHRC-PDVER (for Hard Copy Evals) 1600 Spearhead Division Avenue, Dept. #470 Fort Knox, KY 40122-5407 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-8 | NON-COMMISSIONED OFFICER EVALUATION REPORT | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-8-R | NON COMMISSIONED OFFICER EVALUATION REPORT | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-9-1 | ENLISTED EVALUATION REPORT (SGT) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-9-1-R | ENLISTED EVALUATION REPORT-R (SGT) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|----------------|---|
| DA 2166-9-2 | ENLISTED EVALUATION REPORT (SSG-1SG/MSG) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-9-2-R | ENLISTED EVALUATION REPORT-R (SSG-1SG/MSG) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-9-3 | ENLISTED EVALUATION REPORT (CSM/SGM) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2166-9-3-R | ENLISTED EVALUATION REPORT-R (CSM/SGM) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 2173 | STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS | Service | 1. File only LODs for injury found "In the Line of Duty." File DA 2173 and accompanying memorandum. 2. Do not file medical treatment documents. 3. All injury LODs found "not in line of duty" and LODs for death are forwarded to HRC Line of Duty for final approval. 4. For ARNG: File only final approved DA 2173. |
| DA 2339 | APPLICATION FOR VOLUNTARY RETIREMENT | Service | |

(Continued on next page)

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|---|----------------|--------------------------------|
| DA 2627 | RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE | | See Below |

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

1. *Place of filing.* For Soldiers who are at the rank of specialist (SPC) or CPL and below (prior to punishment) the original will be filed locally in unit non-judicial punishment or unit personnel files. Such locally filed originals will be destroyed at the end of 2 years from the date of imposition of punishment or on the Soldier’s transfer to another GCMCA, whichever occurs first. For these Soldiers, the imposing commander should annotate item 4b of DA Form 2627 as “not applicable (N/A).”

2. For all other Soldiers, the original will be sent to the appropriate custodian for filing in the OMPF. The decision to file the original DA Form 2627 on the performance section or the restricted section in the OMPF will be made by the imposing commander at the time punishment is imposed. The filing decision of the imposing commander is subject to review by any superior authority. However, the superior authority cannot direct that a UCMJ, Art. 15 report be filed in the performance section that the imposing commander directed to be filed in the restricted section. The imposing commander’s filing decision will be indicated in item 4b of DA Form 2627. A change in the filing decision should be recorded in block 8 of DA Form 2627.

3. Records directed for filing in the restricted section will be redirected to the performance section if the Soldier has other records of non-judicial punishment reflecting misconduct in the grade of SGT or higher that have not been wholly set aside and recorded in the restricted section (see para. 3–6, AR 27-10)

4. Records of non-judicial punishment presently filed in either the performance or restricted section of the OMPF will remain so filed, subject to other applicable regulations. Records of non-judicial punishment imposed prior to 1 November 1982 and forwarded on or after 20 May 1980 for inclusion in the OMPF will be filed on the performance section.

5. *On request from the individual Soldier:* On approval of a change in status from enlisted to commissioned officer, on or after 1 September 1979, DA Forms 2627—recording non-judicial punishment received while in an enlisted status and filed in the OMPF—will be transferred to the restricted section of the OMPF. Copies of such records in the local unit files personnel files will be destroyed.

6. *Punishment is “wholly set aside” (see par 3-28, AR 27-10)*

a. This is an action whereby the punishment or any part or amount, whether executed or unexecuted, is set aside and any rights, privileges, or property affected by the portion of the punishment set aside are restored. Nonjudicial punishment is “wholly set aside” when the commander who imposed the punishment, a successor-in-command, or a superior authority sets aside all punishment imposed upon an individual under UCMJ, Art. 15. In addition, the imposing commander or successor in command may set aside some or all of the findings in a particular case. If all findings are set aside, then the UCMJ, Art. 15 itself is set aside and removed from the Soldier’s records. The basis for any set-aside action is a determination that, under all the circumstances of the case, the imposition of the UCMJ, Art. 15 or punishment has resulted in a clear injustice. “Clear injustice” means that there exists an unwaived legal or factual error that clearly and affirmatively injured the substantial rights of the Soldier. An example of clear injustice would be the discovery of new evidence unquestionably exculpating the Soldier. Clear injustice does not include the fact that the Soldier’s performance of service has been exemplary subsequent to the punishment or that the punishment may have a future adverse effect on the retention or promotion potential of the Soldier.

b. The power to set aside an executed punishment and to mitigate a reduction in grade to a forfeiture of pay, absent unusual circumstances, will be exercised only within 4 months after the punishment has been executed. When a commander sets aside any portion of the punishment, the commander will record the basis for this action on DA Form 2627–2 (see 3–38b, AR 27-10). When a commander sets aside any portion of the punishment after 4 months from the date punishment has been executed, a detailed addendum of the unusual circumstances found to exist will be attached to the form containing the set-aside action.

Note: Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation

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

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

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

(Continued on next page)

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|-------------------------------------|--|
| DA 4187 | PERSONNEL ACTION APPLICATION/REQUEST | | 1. File only those forms that show final action changing data in the AMHRR or affect military pay. 2. File location depends on the type of change. a. DA 4187s changing duty status from PDY to AWOL, AWOL to DFR, entering/departing confinement are indexed separately as DA 4187 with a SID-K(Perf/Disciplinary). The effective date of these will be the date in block #14. b. File all 4187's that relate to pay, such as: Accrued Leave Payment, Assignment Pay (AIP), Basic Pay, Basic Allowance for Subsistence (BAS), Cost of Living Allowance (COLA), Hardship Duty Pay Mission (HDPM), Special Duty Assignment Pay (SDAP), Missed Meals Reimbursement. |
| DA 4213 | SUPPLEMENTAL DATA FOR ARMY MEDICAL SERVICE RESERVE OFFICERS | Service, Personnel Rev | |
| DA 4572-R | STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER | Service, Personnel Rev | |
| DA 4707 | ENTRANCE PHYSICAL STANDARDS BOARD (EPSBD) PROCEEDINGS | Health | |
| DA 4789 | STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS | Service, Finance Rev | Can be joined with reenlistment documents and filed as the DD 4 PACKET. |
| DA 4824-R | ADDENDUM TO CERTIFICATE/ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS (DA 3540) FOR APPLYING TO RESERVE OFFICER TRAINING CORPS | Service, Personnel Rev, Finance Rev | |
| DA 4826-R | ADDENDUM TO CERTIFICATE/ACKNOWLEDGE SERVICE REQUIREMENTS (DA 3540) FOR ENLISTMENT IN ALTERNATE TRAINING PROGRAM | Service, Personnel Rev, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------|---|---|--|
| DA 4836 | OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT | Service, Personnel Rev, Finance Rev | Can be joined with enlistment or reenlistment documents and filed as a DD 4 PACKET |
| DA 4977-R | INDIVIDUAL READY RESERVE BONUS PROGRAM AGREEMENT | Service, Finance Rev | |
| DA 4991-R | DECLINATION OF CONTINUED SERVICE STATEMENT | Service, Personnel Rev | |
| DA 5016 | CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS | Service, Personnel Rev | Required to be filed upon a change to qualifying retirement points |
| DA 5074 SERIES | RECORD OF AWARD OF ENTRY GRADE CREDIT | Service, Performance Personnel Rev, Finance Rev | |
| DA 5178-R | PROJECT DEVELOPMENT IDENTIFIER (PDI) & PROJECT DEVELOPMENT SKILL IDENTIFIER (PDSI) | Service, Personnel Rev | |
| DA 5261 SERIES | SELECTED RESERVE INCENTIVE PROGRAM-BONUS ADDENDUM | Service, Personnel Rev, Finance Rev | |
| DA 5304-R | FAMILY CARE PLAN COUNSELING CHECKLIST | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| DA 5305-R | APPROVED FAMILY CARE PLAN | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| DA 5315-R | U S ARMY ADVANCED EDUCATIONAL FINANCIAL ASSISTANCE RECORD | Service, Personnel Rev, Finance Rev | |
| DA 5435-R | STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606) | Service, Personnel Rev, Finance Rev | |
| DA 5447 | OFFICER SERVICE AGREEMENT, SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM | Service, Personnel Rev, Finance Rev | |

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

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

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

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-------------------|--|---|---|
| DA 67-10-3-R | STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT (R) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 67-10-4 | STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1. |
| DA 67-10-4-R | STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT (R) | Performance | 1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.. |
| DA 71 | OATH OF OFFICE MILITARY PERSONNEL | Service, Personnel Rev, Finance Rev | |
| DA 759 SERIES | INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE ARMY | Flight, Personnel Rev, Finance Rev | |
| DACORB | DEPARTMENT OF THE ARMY CONSCIE NTIOUS OBJECTOR REVIEW BOARD (DACORB) DECISION | Service Deployment/ Mob | |
| DA BOARD | BOARD OF INQUIRY CORRESPONDENCE SPECIAL SELECTION, PROMOTION, PROMOTION REVOCATION, STANDBY ADVISORY BOARD | | File allied documents in the Restricted folder. |
| DA HLTH-SCI | SERVICE AGREEMENT UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCE PROGRAM | Service, Personnel Rev, Finance Rev | |
| DA PHOTO | DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH | DA Photo, Service | DA Photo will be moved to the Service folder upon separation from service |
| DA RE-ENLIST MEMO | DA CORRESPONDENCE REGARDING RE- ENLISTMENT/EXTENSION REQUESTS | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------|--|---|--|
| DA REMOVAL LTR | DEPARTMENT OF THE ARMY LETTER REMOVING SOLDIER FROM A NOMINATED PROGRAM | | 1. Filed in the performance disciplinary folder when the requirements for filing administrative letters in the OMPF per AR 600-37, chapter 3 have been complied with. 2. Filed in the service folder as an administrative action when the requirements in AR 600-37, chapter 3 have not been complied with. |
| DASEB | DEPARTMENT OF THE ARMY SUITABILITY EVALUATION BOARD DASEB DOCUMENT DENY/APPROVED REQUEST FOR REMOVAL OF ADVERSE INFO | | 1. File in the Performance folder only if denied or partially denied. 2. If DASEB approves the request and directs the transfer of the adverse action to the restricted folder, the document directing this action will be filed in the restricted folder along with the adverse action. 3. File allied documents related to deny requests in the restricted folder. 4. If the DASEB approves a request and directs removal from the AMHRR, do not file the document directing the removal. 5. File allied papers relating to approval requests only if directed by the DASEB. |
| DD 108 | APPLICATION FOR RETIRED PAY BENEFITS | Service | |
| DD 1172 | APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD | Mobilization/ Deployment, Personnel Rev | |
| DD 1300 | REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS) | Service, Finance Rev | |
| DD 1343 | NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS | | File location depends on type of change. |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|---|---|
| DD 1351-2 | TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NONAVAILABILITY | Finance Personnel Rev, Finance Rev | File only for Deployment. Will not be filed for mobilization. |
| DD 137 | APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS | Finance, Deployment/ Mob, Finance Rev | |
| DD 1561 | STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE | Finance, Deployment/ Mob, Finance Rev | |
| DD 1826 | PEST CONTROL CERTIFICATE OF COMPETENCY | Performance | 1. File only initial certification for pest control management. 2. Do not file recertification certificates. |
| DD 1966 | RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES | Service, Personnel Rev | File all pages when accompanied by correspondence showing final determination |
| DD 1966 PC | RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (PARENTAL CONSENT) | Service, Personnel Rev | |
| DD 2058 | STATE OF LEGAL RESIDENCE CERTIFICATE | Finance Rev, Deployment/ Mob | |
| DD 214 | CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY | Service, Mobilization/ Deployment, Personnel Rev, Finance Rev | 1. File copy #2 is preferred copy. 2. File form issued by order of the Army Discharge Review Board. |
| DD 215 | CORRECTION TO DD FORM 214 | Service, Mobilization/ Deployment, Personnel Rev, Finance Rev | File copy #2. |
| DD 220 | ACTIVE DUTY REPORT | Service, Deployment/ Mobilization, Personnel Rev, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|---|--|
| DD 2329 | RECORD OF TRIAL BY SUMMARY COURT-MARTIAL | | 1. This form will be filed together with: - DD Form 458 (Charge Sheet). (Not required if information is fully contained on DD 2329). - Memorandum, opinion or letter of legal review. 2. File in the Performance folder where there is an approved finding of guilty on at least one specification, also file supplemental actions in the Performance folder. 2. If all approved findings are not guilty, file the form and all related documents in the restricted folder. 3. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental action, remove all related documents from the Performance folder and transfer them to the restricted folder. |
| DD 2351 | REPORT OF MEDICAL EXAMINATION | Health | Filed for officer accessions packet only. |
| DD 2366 | VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL) | Service, Finance Rev | |
| DD 2367 | OVERSEAS HOUSING ALLOWANCE (OHA) REPORT, INDIVIDUAL | Deployment/ Mob, Finance Rev | |
| DD 2384 | SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAMM (GI BILL) NOTICE OF BASIC ELIGIBILITY | Service, Personnel Rev, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|-------------------------------|--|
| DD 2475 | DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICIATION | Finance, Finance Rev | File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT). |
| DD 2492 | REPORT OF MEDICAL HISTORY | Health | Filed for officer accessions packet only. |
| DD 2506 | PERSONAL PROPERTY AND VEHICLE DISPOSITION | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| DD 2556 | MOVE-IN HOUSING ALLOWANCE | Finance, Finance Rev | File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT). |
| DD 2587 | ACQUISITION CORPS CERTIFICATE OF ADMISSION | Performance, Personnel Rev | |
| DD 261 | REPORT OF INVESTIGATION LINE OF DUTY & MISCONDUCT STATUS | Service | 1. File only LODs for injury found "In the Line of Duty." 2. File DD 261 and accompanying memorandum. 3. Do not file medical treatment documents. 4. All injury LODs found "not in line of duty" and LODs for death are forwarded to HRC Line of Duty for final approval. For ARNG: File final DD 261 only. |
| DD 2648 | PRESEPARATION COUNSELING CHECKLIST | Service | Can be joined with other separation documents and filed as an APPRSEPS |
| DD 2648-1 | PRESEPARATION COUNSELING CHECKLIST RESERVE COMPONENTS | Service | Can be joined with other separation documents and filed as an APPRSEPS |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------|--|-------------------------|---|
| DD 2656 SERIES | SURVIVOR BENEFIT PLAN (SBP)/RETIRED PAY ELECTION CERTIFICATE | Service | |
| DD 2760 | QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| DD 2807-1 | REPORT OF MEDICAL HISTORY | Health | 1. File only initial and separation DD 2807-1 2. Can be joined to other documents and filed as DD 4 PACKET or APPRSEPS for enlisted. 3. Will be filed separately for Officers |
| DD 2807-2 | MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT | Health | 1. File only initial and separation DD 2807-1. 2. Can be joined to other documents and filed as DD 4 PACKET or APPRSEPS for enlisted. 3. Will be filed separately for Officers |
| DD 2808 | REPORT OF MEDICAL EXAMINATION | Health | 1. File only initial and separation DD 2807-1. 2. Can be joined to other documents and filed as DD 4 PACKET or APPRSEPS for enlisted. 3. Will be filed separately for Officers. |
| DD 2839 | CAREER STATUS BONUS (CSB) ELECTION | Service, Finance Rev | |
| DD 2857 | FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE APPLICATION | Finance, Finance Rev | File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT). |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------------|--|---|--|
| DD 2860 | APPLICATION FOR COMBAT-RELATED SPECIAL COMPENSATION (CRSC) | CRSC/TSGLI | |
| DD 2958 | SERVICE MEMBERS INDIVIDUAL TRANSITION PLAN CHECKLIST | Service | |
| DD 368 | REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT | Service | |
| DD 369 | POLICE RECORD CHECK 369DD (PART OF 4DD) | Service | 1. File only when check is part of enlistment, reenlistment, or appointment packet. 2. Can be joined with enlistment documents and filed as a DD 4 PACKET |
| DD 397 | CLAIM CERTIFICATION AND VOUCHER FOR DEATH GRATUITY PAYMENT | Finance Finance Rev | |
| DD 41-2 | ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES | Service, Personnel Rev, Finance Rev | Can be joined with enlistment documents and filed as a DD 4 PACKET |
| DD 4-3 | ENLISTMENT CONTRACT ARMED FORCES OF THE U S | Service, Personnel Rev, Finance Rev | Can be joined with enlistment documents and filed as a DD 4 PACKET |
| DD 4 PACKET | ENLISTMENT CONTRACT ARMED FORCES OF THE U S | Service, Personnel Rev, Finance Rev | |
| DD 785/OFF TRNG RMV | RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING | Service | |
| DD 93 | RECORD OF EMERGENCY DATA | Service, Mobilization/ Deployment, Personnel Rev, Finance Rev | |
| DEATH CERT | CERTIFICATE OF DEATH | Service, Finance Rev | |
| DECL MED TREAT | DECLINATION OF MEDICAL TREATMENT | Service | 1. If counseling statements (DA 4856) are sent in they will be joined with this document. 2. Any medical documents submitted for this action will be removed. |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------------|--|---|--|
| DEPLOY/OS EXT PAY | DEPLOYMENT OR OVERSEAS EXTENSION INCENTIVE/STABILIZATIONPAY | Service, Personnel Rev, Finance Rev | |
| DFR PACKETS | DROPPED FROM THE ROLLS PACKETS | Service, Personnel Rev | The DD 458, DD 553, DD 616 and next of kin letter will all be allied and filed under this document type. |
| DISAPP SEP | DISAPPROVED APPLICATIONS FOR DISCHARGE, RESIGNATION OR RELIEF FROM ACTIVE DUTY | Service, Personnel Rev | |
| DISQ ARCAM | DISQUALIFICATION OF THE ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (ARCAM) | Performance, | |
| DISQ GCMDL | DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL | Performance, Personnel Rev | |
| DIVORCE/ANNUL DECREE | DIVORCE OR ANNULMENT DECREE | Service, Personnel Rev, Finance Rev | |
| DLPT SCORES | DEFENSE LANGUAGE PROFICIENCY TEST SCORES | Service, Personnel Rev, Finance Rev | |
| ECCLESIAST | ECCLESIASTICAL INDORSEMENT | Service | |
| ELIM ACTION | DEPARTMENT OF THE ARMY DIRECTED ELIMINATION ACTION | | File letter in the Performance folder and allied documents in the restricted folder. |
| EOD DOC | DOCUMENT PERTAINING TO MEMBERS VOLUNTEERING FOR OR WITHDRAWING FROM EXPLOSIVE ORDNANCE DISPOSAL DUTY | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|--------------------------------------|--|
| ER APPEAL | EVALUATION REPORT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD | | 1. File ESRB/OSRB appeal denial decision memorandum/letter in the Performance folder with the evaluation that was appealed. 2. File denial record of proceedings and all allied appeal documents to include various numbered allied forms in the restricted folder. 3. Do not file ESRB/OSRB appeal approvals or partial approvals that direct correction or removal of ER from the AMHRR, unless directed by the Board. |
| ERB | ENLISTED RECORD BRIEF | Service | 1. Only file most current form as part of a mobilization packet. 2. File only the last Enlisted Record Brief (ERB) produced before separation or change in Component. 3. NGB: file most current |
| ETD ORD AMD | AMENDMENT TO ENLISTMENT/TRAVEL/DEPENDANT ORDERS | Service Personnel Rev Fin Rev | |
| ETD ORDERS | ENLISTMENT/TRAVEL/DEPENDENT ORDERS | Service, Personnel Rev Fin Rev | |
| EVAL BD APP | STATEMENT OF ELECTION PHYSICAL EVALUATION BOARD APPEARANCE | Service | |
| EVAL NN AR | NON-ARMY EVALUATION REPORTS RECEIVED BY PERSONS WHEN THEY WERE MEMBERS OF ANOTHER SERVICE | Performance | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------------|---|---|---|
| FBI RPT | FEDERAL BUREAU OF INVESTIGATION REPORT OF INVESTIGATION RELATING TO FRAUDULENT ENTRY | Restricted | |
| FEB | REPORT OF ACTION OF FLYING EVALUATION BOARD (FEB) | Service, Flight | |
| FED AD PAY | COMPLETED REQUEST FOR VERIFICATION OF ACTIVE DUTY PAID FROM FEDERAL FUNDS | Service | |
| FINANCE MOB-DEMOB | FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| FIN REC REV | FINANCE RECORDS REVIEW | Finance Rev | Document is created upon completion of a finance records review and automatically uploaded into the Soldiers iPERMS record. No documents will be web uploaded as this type. |
| FNEP | CONTRACT FOR THE FUNDED NURSE EDUCATION PROGRAM | Service, Personnel Rev, Finance Rev | |
| FOIA NON-DD | REQUESTS FOR RELEASE OF INFORMATION FROM NON- DEPARTMENT OF DEFENSE AGENCIES UNDER FREEDOM OF INFORMATION ACT | | |
| FRAUD DOCUMENT | DOCUMENTS DETERMINED TO BE FRAUDULENT THROUGH AN INVESTIGATION | Restricted | Documents that have been deemed fraudulent through an investigation. Not to be submitted again. The investigation will be filed with the documents |
| FRAUD ENTRY | FRAUDULENT ENTRY DETERMINATION | Service | |
| GENDER CHANGE ETP | EXCEPTION TO POLICY MEMORANDUM FOR GENDER CHANGE | Service | Document must be signed by ASA (M&RA). Follow procedures outlined in Army Directive 2016-35. |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------------|--|--|--|
| GENDER MARKER CHG | APPROVED DOCUMENTATION FOR GENDER MARKER CHANGE | Service | Memorandum will be accompanied with a supporting document (new birth certificate, court order, passport). Follow procedures outlined in Army Directive 2016-35. |
| GUARD ANNEX | ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT | Service, Personnel Rev, Finance Rev | Can be joined with enlistment documents and filed as a DD 4 PACKET |
| HS DIP/GED/HM STDY | HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA OR HOME STUDY | Service, State/Territory Personnel Rev | There is no requirement for Soldiers to submit a transcript with this documents |
| HZD DUTY MEMO | MEMORANDUM SIGNED BY UNIT COMMANDER AUTHORIZING HAZARDOUS DUTY PAY | Service, Personnel Rev, Finance Rev | |
| INS DOCUMENT | IMMIGRATION AND NATURALIZATION SERVICES DOCUMENTS | Service, Personnel Rev | Will be filed as "CITZ STMT" |
| INVEST RPT | AUTHENTICATED EXTRACT COMPLETED INVESTIGATION REPORT RESULT ELIMINATION/DISCIPLINE | Performance | |
| JAG CERT | CERTIFICATION FROM HIGHEST STATE/US DISTRICT COURT FOR JUDGE ADVOCATE GENERAL OFFICERS | Service, Personnel Rev | |
| JAG OPINION | JUDGE ADVOCATE GENERAL OPINIONS RELATING TO SPECIFIC INDIVIDUALS | Service | |
| LEGAL HOLD | DOCUMENT DIRECTING A SOLDIERS RECORD BE PLACED ON LEGAL HOLD | Temp Admin | |
| LIC CERT | LICENSE OR PROFESSIONAL CERTIFICATION | Performance, Personnel Rev | File certifications listed in DA PAM 600-25 enlisted. Or in DA PAM 600-3 for officers. |
| LIC MEDIC | LICENSE TO PRACTICE FOR MEDICAL CORPS OFFICERS | Service, Personnel Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--|---|-------------------------------------|---|
| LTHET CONTRACT | FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ACTIVE DUTY SERVICE OBLIGATION CONTRACT | Service, Personnel, Finance Rev | |
| LTR APPR | LETTER OF APPRECIATION/COMMENDATION LETTER/MEMO/MESSAGE | Performance, Personnel Rev | Only file letters signed by President or Vice President of United States, Secretary of Defense, Service Secretaries, Chairman – Joint Chiefs of Staff, or Chiefs of Services. |
| LTR OCS GRA | DESIGNATION AS AN OFFICER CANDIDATE SCHOOL DISTINGUISHED GRADUATE (RA APPOINTMENT) | Service | |
| LTR REPR | LETTER OF REPRIMAND, CENSURE, ADMONITION | | <u>(see below)</u> |
| <p>1. Victims' names and third party SSNs must be redacted prior to uploading, to include supporting documentation</p> <p>2. The below is regulatory guidance for filing Per AR 600-37 chap 3-4 :</p> <p>1. Para-b: <i>Filing In OMPF</i>. A letter, regardless of the issuing authority, may be filed in the OMPF kept by MILPERCEN, ARPERCEN, or the proper State Adjutant General (for Army National Guard personnel) only upon the order of a general officer (to include one frocked to the rank of brigadier general) senior to the recipient or by direction of an officer having general court-martial jurisdiction over the individual. Letters filed in the OMPF will be filed in the Performance portion. The direction for filing in the OMPF will be contained in an endorsement or addendum to the letter.</p> <p>2. Para-b (1) (c): If it is desired to file allied documents with the letter, these documents must also be referred to the recipient for comment. This includes statements, previous reprimands, admonitions, or censure. Allied documents must also be specifically referenced in the letter or referral document. Care must be exercised to ensure additional unfavorable information is not included in the transmittal documentation unless it has been properly referred for comment.</p> <p>3. Para-f (a): <i>Change from enlisted to officer status</i>: Letters of reprimand, admonition, or censure received while in an enlisted status which are filed in the performance portion of the OMPF will be moved to the restricted portion of the OMPF.</p> <p>4. File letters of reprimand issued under Article 15 according to filing instructions for DA Form 2627.</p> <p>5. File only Letters of Reprimand designated for filing in the OMPF. Letters not designated for filing in the OMPF will not be filed in iPERMS. These documents will be filed locally.</p> | | | |
| LTR REP SRO | LETTER OF REPRIMAND FOR SEX RELATED OFFENSE | Performance | 1. Follow filing instructions in MILPER #14-365 and Army Directive 2014-29. 2. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation |
| MARRIAGE CERT | CERTIFICATE OF MARRIAGE | Finance, Deployment/ Mob, Personnel | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|------------------|---|---|--|
| MED OF HON | DOCUMENTS REGARDING AWARDING OF MEDAL OF HONOR AND CERTIFICATE TO THE VETERANS ADMINISTRATION | Performance, Personnel Rev | File recommendation and citation for award. |
| MED SPEC | SPECIALTY BOARD CERTIFICATES FOR ARMY MEDICAL DEPARTMENT OFFICERS | Performance, Personnel Rev, Finance Rev | |
| MED WAIV | MEDICAL WAIVER | Health | |
| MEMO MISS | MEMORANDUM DETERMINING STATUS UNDER THE MISSING PERSONS ACT | Service | |
| MEPCOM 40-1-15-E | SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE | Health | |
| MEPCOM 680 ADP | REQUEST FOR EXAMINATION | Service | |
| MFO 12-1 | APPLICATION FOR MULTINATIONAL FORCE AND OBSERVERS MEDALS | Performance, Personnel Rev | File only approved applications. |
| MINI-RESUME | CONFIRMATION COPY OF DEPARTMENT OF DEFENSE MINI- RESUME | Service | File for General Officers only. |
| MMRB | SUMMARY OF MILITARY OCCUPATIONAL SPECIALTY/MEDICAL RETENTION BOARD PROCEEDINGS | Service, Health, | |
| MOB CHECKLIST | READINESS AND DEPLOYMENT CHECKLIST | Deployment/ Mob | 1. DA 7425 and DA 7631 will be filed as this. 2. File only for deployment and with mobilization packet per the PPG. |
| MOB WAIVER | MEMORANDUM SIGNED BY SOLDIER WAIVING NON-DEPLOYMENT CONDITION | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| MOM WAIVER | WAIVER FOR MOTHER OF NEWBORN | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| MORT/RENT | MORTGAGE/RENTAL CONTRACT | Finance, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------|---|---|--|
| N-CONUS-SEP | REQUEST BY A NON CONTINENTAL UNITED STATES RESIDENT FOR SEPARATION IN CONTINENTAL UNITED STATES | Service | |
| NGB 600-7 SERIES | ARMY NATIONAL GUARD BONUS ADDENDUM | Service Personnel Rev Finance Rev | |
| NONRATED | DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS | Performance | Do not web upload Evaluations in batches to iPERMS; must go thru HRC evaluations branch. |
| NSEL STMT | PROMOTION NONSELECTION ELECTION STATEMENT OF SEPARATION OPTIONS | Service | |
| OF 346 | US GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| OFF ACC ANNEX | OFFICER ACCESSION DYNAMIC ANNEX | Service, Personnel Rev, Finance Rev | |
| OFF NONSEL | LETTER OF NOTIFICATION TO OFFICERS CONSIDERED FOR PROMOTION BUT NOT SELECTED | Service | |
| OFF RET | ACCEPTANCE OR REJECTION OF OFFICER FOR RETENTION ON ACTIVE DUTY (UNTIL A SPECIFIED DATE) | Service | |
| OFFICER INCENTIVES | ARMY OFFICER MENU OF INCENTIVES: MILITARY SCHOOL, POST OF CHOICE, GRADUATE SCHOOL, BRANCH OF CHOICE | Service | |
| OPAT SCORES | OCCUPATIONAL PHYSICAL ASSESSMENT TEST (OPAT) | Service | 1. Consent form will be filed with form if submitted. |
| OR MOS AMND | AMEND ORDERS AWARDED PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS), SECONDARY MOS, SPECIAL QUALIFICATION IDENTIFIERS & ADDITIONAL SKILL IDENTIFIERS | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------|---|--|---|
| ORB | 4037DA OFFICER RECORD BRIEF | Service, Deployment/ Mob | Only file most current form as part of a mobilization packet, or file only the last Officer Record Brief (ORB) produced before separation or change in Component. |
| ORD AD | ACTIVE DUTY ORDERS | Service, Personnel Rev, Finance Rev | Do not file orders placing units on Active Duty. |
| ORD AD AMND | AMENDMENT ACTIVE DUTY ORDERS | Service, Personnel Rev, Finance Rev | |
| ORD ASSGN | ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD | Service, Personnel Rev, Finance Rev | |
| ORD AT AGR | ACTIVE DUTY ORDERS FOR ANNUAL TRAINING, ACTIVE DUTY TRAINING, INITIAL ACTIVE DUTY FOR TRAINING, ACTIVE GUARD RESERVE OR ACTIVE DUTY SPECIAL WORK | Service, Personnel Rev, Finance Rev | |
| ORD AT AGRA | AMENDMENT TO ACTIVE DUTY ORDERS FOR ANNUAL TRAINING, ACTIVE DUTY TRAINING, INITIAL ACTIVE DUTY FOR TRAINING, ACTIVE GUARD RESERVE OR ACTIVE DUTY SPECIAL WORK | Service, Personnel Rev, Finance Rev | |
| ORD ATTACH | ATTACHMENT OR RELEASE FROM ATTACHMENT ORDER | Temp Admin | |
| ORD ATTACH AMD | AMENDMENT OF ATTACHEMENT OR RELEASE FROM ATTACHMENT ORDER | Temp Admin | |
| ORD HAZ DUTY | HAZARDOUS DUTY ORDER | Service, Deployment/ Mob, Finance Rev | |
| ORD MEDEVAC | MEDICAL EVACUATION ORDERS | Service, Deployment/ Mob, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|--|--|---|
| ORD MOB | MOBILIZATION ORDER | Service, Deployment/ Mob, Personnel Rev, Finance Rev | |
| ORD MOB AMND | MOBILIZATION ORDER AMENDMENT | Service, Deployment/ Mob, Personnel Rev, Finance Rev | |
| ORD MOS-ASI | ORDERS AWARDING PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS), SECONDARY MILITARY OCCUPATIONAL SPECIALTY, SPECIAL QUALIFICATION IDENTIFIERS & ADDITIONAL SKILL IDENTIFIERS | Service, Personnel Rev | Awards <u>only</u> a MOS or ASI. Does not award a badge. If a badge is also awarded see AWD/MOS-ASI |
| ORD NATO | NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS | Service, Deployment/ Mob, Personnel Rev, Finance Rev | |
| ORD NATO AMND | AMENDMENT TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS | Service, Deployment/ Mob, Personnel Rev, Finance Rev | |
| ORD NGB AMD | AMENDMENT TO ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD | Service, Personnel Rev | |
| ORD PROM AM | PROMOTION OR REDUCTION ORDERS AMENDMENTS | Service, Personnel Rev, Finance Rev | |
| ORD PROMRED | PROMOTION OR REDUCTION ORDERS | Service, Personnel Rev, Finance Rev | |
| ORD REV | REVOCAION OF ORDERS | Service, Personnel Rev, Finance Rev | |
| ORD SEP AMD | AMENDMENT TO SEPARATION ORDERS | Service, Personnel Rev, Finance Rev | |
| ORD SPEC AMND | AMENDMENT TO SPECIAL PAY ORDER | Service, Deployment/ Mob, Personnel Rev, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-----------------|--|---|---|
| ORD SPECIAL PAY | ORDER FOR SPECIAL PAY | Service, Finance Rev, Deployment/Mob, Personnel Rev | |
| ORD TCS | TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS | Service, Finance Personnel Rev Finance Rev | |
| ORD TCS AMD | AMENDMENT TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS | Service, Finance Personnel Rev Finance Rev | |
| ORDER SEP | SEPARATION ORDERS | Service, Personnel Rev, Finance Rev | |
| OTSG 1093 | ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP) | Service, Personnel Rev, Finance Rev | |
| OTSG 18 | ARMY GRADUATE MEDICAL EDUCATION (GME) CONTRACT/EXTENTION/ RESIGNATION/WITHDRAWAL | Service, Personnel Rev, Finance Rev | |
| PCS ORD AMD | AMENDMENT TO PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS | Service, Personnel Rev, Finance Rev | |
| PCS ORDERS | PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS | Service, Personnel Rev, Finance Rev | To include orders/memo where there is no travel involved. This includes intra post transfers. |
| PDBR | DEPARTMENT OF DEFENSE PHYSICAL DISABLITY BOARD OF REVIEW (PDBR) DECISION | Service | File the PDBR decision memorandum/letter signed "For the Service Secretary" with the PDBR recommendation, record of proceedings, and application (with continuation pages when provided). |
| PEB LTR | PHYSICAL EVALUATION BOARD LETTER OF APPROVAL | Service, | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------------|---|------------------------|---|
| PEB PROC RE | APPLICATION REVIEW OF PHYSICAL FOR EVALUATION BOARD PROCEEDINGS & RETENTION DECISIONS | Service | |
| PERS COM LT | PERSCOM LETTER/ MEMORANDUM THAT DISAPPROVES MEMBER'S REQUEST TO REENLIST | Service | |
| PERSCOMDENY | SIGNED COPIES OF CORRESPONDENCE VOIDING PERSCOM LETTER/ MEMORANDUM DENYING REENLISTMENT | Service | |
| PHA | PERIODIC HEALTH ASSESSMENT | Health | |
| PER REC REV | PERSONNEL RECORDS REVIEW | Personnel Rev | Document is created upon completion of a personnel records review and automatically uploaded into the Soldier's iPERMS record. Do not web upload this document. |
| PREGNANCY DOC | PREGNANCY COUNSELLING AND/OR CHECKLIST | Temp Admin | |
| PROC BRD | PROCEEDINGS OF BOARDS OF OFFICERS | Performance, | |
| PROF MED SC | PROFESSIONAL SCHOOL/TRAINING CERTIFICATE DATA REQUIRED IN SERVICE FOR ARMY MEDICAL DEPARTMENT OFFICER | Service, Personnel Rev | |
| PROF/MMRB WVR | PHYSICAL PROFILE/MILITARY OCCUPATIONAL SPECIALTY MEDICAL RETENTION BOARD WAIVER | Service, Health | |
| PROM DECLIN | DECLINATION OF PROMOTION STATEMENT | Service | |
| PROM DENY | DOCUMENT DEFER/DENY PROMOTION UNDER CIVILIAN ACQUIRED DD SKILLS PROGRAM (CASP) OR ENLISTMENT PROGRAM | Temp Admin | |
| PROM DETMN | DETERMINATION PERTAINING TO PERMANENT/TEMPORARY PROMOTION STATUS | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|---|----------------|---|
| QMP APPEAL | DOCUMENT APPROVING/DENYING APPEAL QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD | | 1. For approved appeals, file approval and allied documents in the Restricted Folder. 2. Transfer Quality Management Program (QMP) letter from the Performance folder to the restricted folder. 3. For denied appeals, file the disapproval document in the Performance folder and the allied documents in the restricted folder. |
| QMP LTR | LETTER ANNOUNCES DEPARTMENT OF THE ARMY QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD DECISION | Performance | Only file letters for Soldiers not selected for retention . |
| QUALRET ENL 1 | LETTER OF NONRETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE) | Service | 1. File letter in the Performance folder and allied documents in the restricted folder. 2. If letter is successfully appealed, remove letter from the Performance folder and file it along with the document approving the appeal in the Restricted folder as indicated in filing instructions for 'QMP APPEAL' in this table. |
| QUALRET ENL 2 | LETTER OF RETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE) | Service | File letter in the Performance folder and allied documents in the Restricted folder. |
| RECL ACTION | MOS RECLASSIFICATION ACTIONS | Service | File only document that shows DA approval. |
| RED INEFF | ENLISTED REDUCTION ACTION FOR INEFFICIENCY | | |
| REFRAD INV | NOTIFICATION OF INVOLUNTARY RELIEF FROM ACTIVE DUTY | Service | |
| REL SVC | RELIEF FROM TRAINING AND SERVICE IN THE US FORCES BECAUSE OF ALIEN STATUS | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------|--|---|--|
| RELEASE LTR | THE ADJUTANT GENERAL RELEASE LETTER | Service | |
| REMV PROM | DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST | Restricted | |
| REQ EXT | APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE | Service, Personnel Rev, Finance Rev | |
| RESERVES ANNEX | ENLISTMENT/REENLISTMENT AGREEMENT ARMY RESERVES SERVICE REQUIREMENTS & METHODS OF FULFILLMENT | Service | |
| REST TVL | ACKNOWLEDGEMENT OF RESTRICTIONS FOR DEPENDENT TRAVEL & MOVEMENT OF HOUSEHOLD GOODS | Temp Admin | |
| RET APP/DIS | CORRESPONDENCE AUTHORIZE/DISAPPROVE SELECTIVE RETENTION OF OFFICERS ON ACTIVE DUTY | Service | |
| RET/RDY RSV | APPLICATION FOR TRANSFER FROM THE RETIRED RESERVES TO THE READY RESERVE | Service | File both approved and disapproved applications together with the Secretary of the Army's finding of indispensability. |
| RETN AGE WAIV | AGE WAIVER FOR RETENTION | Service | |
| RETN APPR | APPROVED APPLICATIONS FOR RETENTION ON ACTIVE DUTY | Service, Personnel Rev | |
| REVOKE DD 214 MEMO | MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR | Service Per Rec Rev | To be linked to applicable DD 214 |
| RMV4991 | APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED SERVICE STATEMENT) | Service, Personnel Rev | |
| ROTC MEM DMS | MEMORANDUM FOR RESERVE OFFICER TRAINING CORPS DISTINGUISHED MILITARY GRADUATE/STUDENT | Service | |
| ROTC TNG | APPLICATION STATEMENT/STATE ADJUTANT GENERAL AGREEMENT RESERVE OFFICER TRAINING CORPS GRADUATE NOT COMPLETE INITIAL ACTIVE DUTY TRAINING | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|------------------|---|--|---|
| RTMT ELIG | NOTIFICATION OF ELIGIBILITY FOR RETIREMENT | Service | |
| RTMT INVOL | STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT | Service | |
| RTMT PAY 10 | DOCUMENT APPROVES/DISAPPROVES REQUEST FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD | Service | File with allied documents. |
| RTMT PAY 60 | STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENTY YEAR LETTER) | Service, Deployment/ Mob Finance Rev | |
| RTMT PAY GR | DETERMINATION OF GRADE FOR RETIREMENT, ADVANCEMENT OR RETIRED PAY | Service | Army Grade Determination Review Board (AGDRB) decision for retirement, or advancement on the retired list for retired pay – Filed as this Doc Type |
| RTMT PT CR | RETIREMENT POINT CREDIT RECORDS | Service | |
| RTMT REVAL | REEVALUATION OF RETIREMENT BENEFITS OR TERMINATION OF BENEFITS | Service | |
| RTMT W/D | REQUEST FOR WITHDRAWAL OF RETIREMENT APPLICATION | Service | |
| RYE REPORT | RETIREMENT YEAR END (RYE) REPORT | Service | |
| SCHL DECL | CORRESPONDENCE BY MEMBERS DECLINING ATTENDANCE AT AN ARMY OR OTHER DEPARTMENT OF DEFENSE SERVICE SCHOOL | Performance | |
| SCHOLARSHIP MEMO | MEMORANDUM REGARDING APPROVED/TERMINATED/CHANGED RESERVE OFFICER TRAINING CORPS SCHOLARSHIP | Service | |
| SEC CLE VER | VERIFICATION OF SECURITY CLEARANCE | Mobilization/ Deployment, State/ Territory Personnel Rev | 1. File only for mobilization and in the form of a memorandum. 2. Do not file the JCAV printout(JPAS) from website 3. Will be in memorandum format only |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------|--|-----------------------------|---|
| SEL RET OFF NONRET | LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE) | | 1. File letter in the Performance folder and allied documents in the restricted folder. 2. If letter is successfully appealed, remove letter from the Performance folder and file it along with the document approving appeal in the |
| SEL RET OFF RET | LETTER OF RETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE) | | File letter in the Performance folder and allied documents in the Restricted folder. |
| SEVER PAY | ELECTION OF DISABILITY SEVERANCE PAY FOR RETIREMENT BENEFITS | Service | |
| SF 1199A | DIRECT DEPOSIT SIGN-UP FORM | Finance, Deployment/ Mob | |
| SF 189 | CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT | Service | |
| SF 312 | CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT | Service | 1. Only file initial form signed at first access to classified information. Once an SF-312 is on file (in iPERMS) there is no requirement to file additional copies. 2. For ARNG: File all. |
| SF 507 | MEDICAL WAIVER | Health | |
| SF 76 | REGISTRATION AND ABSENTEE BALLOT REQUEST FEDERAL POST CARD APPLICATION | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| SF 86 | SECURITY CLEARANCE APPLICATION | Service, Personnel Rev | |
| SF 86 AUF | QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS | Service, Personnel Rev | |
| SF 86 P10 | QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS | Service, Personnel Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|--------------------|--|---|--|
| SF 86 P11 | QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS | Service, Personnel Rev | |
| SF 86 P12 | QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS | Service, Personnel rev | |
| SF 86 PAIPEI | QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS | Service, Personnel Rev | |
| SGL PAR WAIVER | STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION | Service | |
| SGLV 8285 | REQUEST FOR INSURANCE (SERVICE MEMBERS` GROUP LIFE INSURANCE) | Service, Deployment/ Mob, Personnel Rev Finance Rev | |
| SGLV 8285A | REQUEST FOR FAMILY COVERAGE (SERVICE MEMBERS` GROUP LIFE INSURANCE) | Service, Deployment/ Mob, Personnel Rev Finance Rev | |
| SGLV 8286 | SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) ELECTION | Service, Deployment/ Mob, Personnel Rev Finance Rev | |
| SGLV 8286A | FAMILY SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) | Service, Deployment/ Mob, Personnel Rev Finance Rev | The SGLV 8286S will be joined to this document type. |
| SGLI/FSGLI MED LTR | SERVICEMEMBERS GROUP LIFE INSURANCE (SGLI) MEDICAL UNDERWRITING LETTER | Service, Deployment/ Mob, Personnel Rev Finance Rev | |
| SINGLE PARENT | STATEMENT OF SINGLE PARENT OR ADOPTION | Service, Personnel Rev Finance | |
| SOLE SV SON | REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAUGHTER OR DUAL FAMILY STATUS | Service, | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------------|--|--|--|
| SOMILSVC | STATEMENT OF MILITARY SERVICE | Service, Personnel Rev | Memorandums or certificates produced by the field to document deployment or wartime service are no longer authorized for filing. The source documents for this are TCS/NATO Orders, in addition to being documented on the Record Brief. |
| SPEC SEP BENEFIT/PAY | WRITTEN AGREEMENT FOR SPECIAL SEPERATION BENEFIT OR SEPERATION INCENTIVE PAY | Service, Finance Rev | |
| SPOUSAL NOTIFY LTR | FAMILY NOTIFICATION LETTER | Service | |
| SSN VER/COR | SOCIAL SECURITY NUMBER VERIFICATION OR CORRECTION | Service, State/Territory Personnel Rev | |
| SSS 254 | APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE | Service | |
| STAB LTR | ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION | Service, Personnel Rev | |
| SVC OB ED | SERVICE OBLIGATION STATEMENT FUNDED LEGAL EDUCATION PROGRAM | Service, Personnel Rev Finance Rev | |
| SVC OBLIG | ACKNOWLEDGEMENT OF SERVICE OBLIGATION | Service, Personnel Rev Finance Rev | 1. All memos/letters/forms for Active Duty Service obligation will be filed under this document type. 2. The CC-597-B, CC 597-G and CC 597-P will also be filed under this document name |
| TATTOO MEMO W/PHOTOS | TATTOO MEMORANDUM AND PHOTOS | Temp Admin | ETP(Exception To Policy) memorandum must be from the Director of Military Personnel Management (DMPM) |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|---------------|---|---|--|
| TDRL RMV | ORDERS REMOVING MEMBER FROM THE TEMPORARY DISABILITY RETIRED LIST WHEN MEMBER IS RETURNED TO DUTY | Service, Personnel Rev, Finance Rev | If order removes the soldier from the TDRL and permanently retires him/her then the document will be filed as an "ORD SEP" |
| TDY ORD AMD | AMENDMENT OF TEMPORARY (TDY) ORDERS | Service, Personnel Rev, Finance Rev | File only for Deployment |
| TDY ORDER | TEMPORARY (TDY) ORDERS | Service, Personnel Rev, Finance Rev | 1. File only for Deployment, 2. All other TDY orders will not be placed in the Soldiers file. 3. The DA 1610 will be filed under this document name. |
| TRF ORD AMD | AMENDMENT OF TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS | Service, Personnel Rev, Finance Rev | |
| TRF RESCOMP | TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS | Service, Personnel Rev, Finance Rev | |

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

(Continued on next page)

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-----------------------------|---|-------------------|---|
| UNFAV INF2 | UNFAVORABLE INFORMATION OF WHICH THE MEMBER CONCERNED HAD PRIOR OFFICIAL KNOWLEDGE | | File if: 1. Directed by the Commander having general court-martial authority over Soldier or by higher authority. 2. The notation AR 600-37 complied with appears on the document. 3. Directed by CCF when the Soldier security clearance is either denied or revoked. 4. File original memo/letter only if the provisions of AR 600-37 have been met. 5. File in the Restricted folder if document is an enclosure to an adverse action that resulted in - Disciplinary action - Relief for cause - Reclassification for cause - Elimination from service - Administrative reduction file. 6. File the following documents in the performance folder: - Memorandum or letter - Referral correspondence - Soldiers reply - Other allied documents specifically directed for file by the memo/letter or referral correspondence. 7. File all other allied documents not listed above in the Restricted folder. |
| UNFAV INFO | FINDINGS OF UNFAVORABLE INFORMATION | Performance | |
| UNIFORM GROOMING ETP | APPROVAL/DISAPPROVAL OF RELIGIOUS ACCOMODATION/UNIFORM AND/OR GROOMING EXCEPTION TO POLICY | Temp Admin | Filed by DA G1 only. |
| UNSAT PART | NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION | Service | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|----------------------|--|-------------------------------------|---|
| UNSAT PART/SGLV TERM | SGLI TERMINATION FOR RECOUPMENT OF OUT-OF-SERVICE DEBT | Service Finance | |
| USARC 24-R | INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY, ALLOWANCES AND ADJUSTMENTS | Finance, Finance Rev | File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT). |
| USARC 30-R | INITIAL/ADDITIONAL ACTIVE DUTY ALLOWANCE STATEMENT | Finance, Finance Rev | File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT). |
| USAR LTR/OR | RESERVE COMPONENT PROMOTION LETTER OR ORDER | Service, Personnel Rev, Finance Rev | |
| USAREC 1075 | STATEMENT OF UNDRSTANDING FOR APPLICNTS REQUESTING APPOINTMENT TO ARMY MEDICAL DEPARTMENT WITH CONCURRENT CALL TO ACTIV DUTY | Service, Personnel Rev, Finance Rev | |
| USAREC 1081 | NATIONAL ARMY MEDICAL DEPARTMENT AUGMENTATION DETACHMENT (NAAD) ASSIGNMENT VERIFICATION AND ACCEPTANCE | Service, Personnel Rev, Finance Rev | |
| USAREC 1105 | SPECIALIZED TRAINING ASSISTANCE PROGRAM (STRAP) ENROLLMENT VERIFICATION | Service, Personnel Rev, Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|-------------------------|--|--|---|
| USAREC 1110 | OCCUPATIONAL THERAPY FIELDWORK PROGRAM VERIFICATION STATEMENT AND TUITION PAYMENT | Service, Personnel Rev, Finance Rev | |
| USAREC 1127-R-E | SUPPLEMENT TO DA FORM 3286-67 STATEMENT OF UNDERSTANDING (ARMY POLICY) | Service, Personnel Rev, Finance Rev | Can be joined with other enlistment/reenlistment documents to form DD 4 PACKET |
| USAREC 1129 | DEPARTMENT OF THE ARMY SERVICE AGREEMENT F E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM | Service, Personnel Rev, Finance Rev | |
| USAREC 1158 | ARMED FORCES SERVICE AGREEMENT DEPARTMENT OF THE ARMY HEALTH PROFESSIONAL LOAN REPAYMENT PROGRAM | Service, Personnel Rev, Finance Rev | |
| USAREC 1205 | US ARMY RESERVE NURSE OFFICER WITH CONCURRENT CALL TO ACTIVE DUTY INCENTIVES DECLARATION STATEMENT | Service, Personnel Rev, Finance Rev | |
| USAREC 1223 | ARMY SERVICE AGREEMENT EDWARD HERBERT ARMED FORCES UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES | Service, Finance | |
| USAREC 1248 | AGREEMENT FOR ARMY NURSE CORPS SELECTION PROGRAM | Service | |
| USAREC 1283 | DA SERVICE AGREEMENT U.S. ARMY CLINICAL PSYCHOLOGY INTERNSHIP PROGRAM | Service, Personnel Rev, Finance Rev | |
| USAREC 601-37-12 | CERTIFICATE OF ENROLLMENT FOR HE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM | Service Personnel Rev Finance Rev | |
| USAREC 601-37-27 | DEPARTMENT OF THE ARMY SERVICE AGREEMENT F.E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM (FAP) | Service Personnel Rev Finance Rev | |
| USAREC 601-37-28 | DA SERVICE AGREEMENT F E HEBERT AF HEALTH PROF SCHOLARSHIP PGM | Service Personnel Rev Finance Rev | |
| USAREC 601-37-29 | DA ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION | Service Personnel Rev Finance Rev | |

| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
|------------------|--|---|--|
| USAREC 601-37-30 | CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP) | Service Personnel Rev Finance Rev | |
| USAREC 601-37-33 | SELRES SP PROGRAM CONTRACT (SP FOR SELRES HLTH CARE PROFSIONLS IN CRITLY-SHORT WARTIM SPECIALTIES | Service Personnel Rev Finance Rev | |
| USAREC 601-37-40 | PHARMACY OFFICER ACCESSIONS BONUS | Service Personnel Rev Finance Rev | |
| USAREC 601-37-58 | ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS | Service Personnel Rev Finance Rev | |
| USAREC 827 | ADDENDUM TO DA 3540 | Service, Personnel Rev, Finance Rev | Can be joined with other enlistment/reenlistment documents to form DD 4 PACKET |
| USAREC 978 | STATEMENT OF UNDERSTANDING REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS WITH PRIOR SERVICE OR EXISTING MILITARY OCCUPATIONAL SPECIALTY | Service, Personnel Rev, Finance Rev | Can be joined with other enlistment/reenlistment documents to form DD 4 PACKET |
| USAREC 978 DY | STATEMENT OF UNDERSTANDING REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS WITH PRIOR SERVICE OR EXISTING MILITARY OCCUPATIONAL SPECIALTY (DYNAMIC) | Service, Personnel Rev, Finance Rev | |
| USMA 5-50 | OATH OF ALLEGIANCE | Service, Personnel Rev, Finance Rev | The document USMA 5-50-G will also be filed under this document name |
| VA 21-8591-2 | WAIVER OF VA COMPENSATION OR PENSION TO RECEIVE MILITARY PAY AND ALLOWANCES | Finance Rev | |
| VOID HQDA | SIGNED COPIES OF CORRESPONDENCE VOIDING QUALITY MANAGEMENT PROGRAM LETTER | Service | |
| VOIDENL/IND | ORDERS VOIDING AN ENLISTMENT OR INDUCTION | Service, Personnel Rev, Finance Rev | |
| VOL RET | REQUEST FOR VOLUNTARY RETIREMENT, APPROVED/DISAPPROVED | Service | Can be joined to other separation documents and filed as an APPRSEPS |
| WAIVER ENLI | WAIVER OF ENLISTMENT COMMITMENT | Service | |

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

(End of Active and Reserve section)

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

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

| NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU) | | | |
|--|--|--|---|
| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
| NG OR ST-AM | AMENDMENT OF STATE APPOINTMENT ORDER ARMY NATIONAL GUARD | Service, Personnel Rev, Finance Rev | |
| NGB 0122E | SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION | Service, Personnel Rev | File according to purpose as follows: a. Initial appointment (INIT APPT) b. Appointment from USAR (APT FR USAR) c. Reappointment (REAPT FROM USAR) d. Change of State (CH OF ST FR...) e. Promotion (PRM) |
| NGB 0123E | SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION | Service, Personnel Rev | File according to purpose as follows: a. Change of Branch (BR CH FR...) b. Transfer to the Inactive National Guard (TRF TO ING) c. Transfer from the Inactive National Guard (TRF FRM ING) d. Federal recognition withdrawal (FED RECOG WD) |
| NGB 0126E | SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION | Service Personnel Rev | File according to purpose as follows: a. Amendment to NGB 0122 or 0123. File in same folder location as the order being amended. b. Retention in active status c. Name change |
| NGB 1210 | OFFICER RESIDENT PROFESSIONAL MILITARY EDUCATION APPLICATION | Service | |
| NGB 173-1 | RETENTION INTERVIEW FORM | Temp Admin | |
| NGB 21-1 | ARMY NATIONAL GUARD AMENDMENT TO ENLISTMENT AGREEMENT | Service, Personnel Rev Finance Rev | |
| NGB 22 | REPORT OF SEPARATION AND RECORD OF SERVICE | Service, Mobilization/ Deployment, Personnel Rev Finance Rev | |

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

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

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

| NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU) | | | |
|--|---|---|--|
| DOCUMENT NAME | DOCUMENT TITLE | PRIMARY FOLDER | ADDITIONAL FILING INSTRUCTIONS |
| NGB ORD-ST | STATE APPOINTMENT ORDER ARMY NATIONAL GUARD | Service Personnel Rev Finance Rev | |
| OCCU PRG CERT | OCCUPATIONAL PROG. CERT. | State Misc | |
| OPTO SCREENING | REPORT OF OPTOMETRIC SCREENING | Health | |
| PASSPORT | U.S. PASSPORT | State Misc | |
| PRIOR SERV RCRDS | MISCELLANEOUS RECORDS SUPPORTING PREVIOUS SERVICE | State Misc | |
| SLD1 | STUDENT LOAN DEFERMENT 1 | State Misc | |
| SLD2 | STUDENT LOAN DEFERMENT 2 | State Misc | |
| SLD3 | STUDENT LOAN DEFERMENT 3 | State Misc | |
| SRIP TERM | SRIP TERMINATION | Temp Admin | |
| ST AWD CERT | STATE AWARD CERTIFICATE | State Awards Personnel Rev | |
| ST AWD ORD | STATE AWARD ORDER | State Awards Personnel Rev | |
| STATE INCTV FORMS | STATE INCENTIVE FORMS | State Misc Finance Rev | |
| ST NJP | STATE NON-JUDICIAL PUNISHMENT | Personnel Rev Finance Rev | |
| TUITION REM | STATE TUITION REIMBURSEMENT | Service, State Misc | |
| TVM | TELEPHONIC VERIFICATION MEMORANDUM | State Misc | |
| UF 1241 SHIP | UF 1241 SHIP | State Misc | |
| UNIT VAC STMT | UNIT VACANCY STATEMENT | State Misc | |
| USAFAC 3098 | SURE PAY STATEMENT OF UNDERSTANDING | Finance Record | |
| USAREC 1241 | TATTOO SCREENING | State Misc | |
| USAREC FL 146-R-E | RELEASE OF ARREST INFORMATION | State Misc | |
| USAREC FL41 | JUVENILE RECORDS CHECK | State Misc | |
| WEIGHT PGM | WEIGHT CONTROL PROGRAM DOCUMENTS | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |
| WPNS QUAL | WEAPONS QUALIFICATION | Deployment/ Mob | File only for deployment and with mobilization packet per the PPG. |

(End of National Guard section)