

REQUIRED DOCUMENTS LIST
per AR 600-8-104

The Required Documents List represents currently active forms and documents required for filing in the AMHRR. Documents are removed from this list when they become obsolete or are no required for filing in the AMHRR (deprecated). However, a document properly filed in the AMHRR based on previous requirements is considered to be permanently filed and cannot be removed unless it meets the criteria listed in AR 600-8-104, para 3-6.

New, changed or removed documents are shown in the tables below.
 Remarks or special filing instructions for "removed documents" are shown in the adjacent column

REMOVED DOCUMENTS		REMOVED DOCUMENTS	
DOCUMENT	FILING INSTRUCTIONS	DOCUMENT	FILING INSTRUCTIONS
BIO SCETCH	Filed as GO-RESUME now		
INVEST RPT	Documents will be attached to disciplinary action		

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NEW DOCUMENTS	SPECIAL FILING INSTRUCTIONS	CHANGED DOCUMENTS	SPECIAL FILING INSTRUCTIONS/change description
REV COMM	Document is a memorandum from HRC revoking a Soldiers commission	GO-RESUME	File only upon seperation/retirement
		AER-R	See instructions next to actual document in list.
		DA 1059	See instructions next to actual document in list.
		DA 1059-1	See instructions next to actual document in list.
		DA 1059-2	See instructions next to actual document in list.
		DA 2166-8	See instructions next to actual document in list.
		DA 2166-8-R	See instructions next to actual document in list.
		DA 2166-9-1	See instructions next to actual document in list.
		DA 2166-9-1-R	See instructions next to actual document in list.
		DA 2166-9-2	See instructions next to actual document in list.
		DA 2166-9-2-R	See instructions next to actual document in list.
		DA 2166-9-3	See instructions next to actual document in list.
		DA 2166-9-3-R	See instructions next to actual document in list.
		DA 638	Unclassified narrative and proposed citation enclosures must accompany completed DA Form 638 when not included on the form
		DA 67-9	See instructions next to actual document in list.
		DA 67-9-R	See instructions next to actual document in list.
		DA 67-10-1	See instructions next to actual document in list.
		DA 67-10-1-R	See instructions next to actual document in list.
		DA 67-10-2	See instructions next to actual document in list.
		DA 67-10-2-R	See instructions next to actual document in list.
		DA 67-10-3	See instructions next to actual document in list.
		DA 67-10-3-R	See instructions next to actual document in list.
		DA 67-10-4	See instructions next to actual document in list.
		DA 67-10-4-R	See instructions next to actual document in list.

NOTE #1: Document changes listed above are in bold red letters within the Required Documents Listing.

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.

NOTE #3: Documents that do not have a designated primary folder within this listing may be filed in various locations (folders) of the AMHRR based on policy pertaining to that particular document.

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ABCMR	ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION AND RECORD OF PROCEEDINGS	Restricted	File the ABCMR decision memorandum/letter (to include denials), record of proceedings, and application (with continuation pages when provided).
ABCP PACKET	ARMY BODY COMPOSITION PROGRAM PACKET	Temp Admin	1. Only file the four documents listed below from AR 600-9 upon release from ABCP (Do not upload until Soldier is released from ABCP). <ul style="list-style-type: none"> a. Fig 3-1: Soldier Notification Counseling b. Fig 3-3: Soldier Acknowledgement c. Fig 3-4: Soldier Action Plan d. Fig 3-8: Release from ABCP 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		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	

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AER-R	ACADEMIC EVALUATION REPORT-R	Performance	<p>1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p> <p>2. For ARNG Soldiers:</p> <ul style="list-style-type: none"> - Enlisted: DA1059s will be processed into iPERMS by the State G1/S1. However, if a non-ARNG Soldier attends a National Guard DA 1059 producing school, their DA 1059 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. - Officers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
AFCT RETEST RESULTS	ARMED FORCES CLASSIFICATION RETEST RESULTS (AFCT)	Service	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	
AMEDD-ASP	ARMY MEDICAL ADDITIONAL SPECAIL PAY(AMEDD-ASP)	Service Personnel Rev	
AMEDD-BCP	ARMY MEDICAL BOARD CERTIFICATION PAY (AMEDD-BCP)	Service Personnel Rev	
AMEDD COMM	STATEMENT FOR COMMISSIONING AMEDD OFFICER	Service Personnel Rev	
AMEDD-ISP	ARMY MEDICAL INCENTIVE SPECAIL PAY (AMEDD-ISP)	Service Personnel Rev	
AMEDD-MSP	MEDICAL CORPS COMBINED/MULTIPLE YEAR SPECAIL PAY (AMEDD-MSP)	Service Personnel Rev	

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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
APDRB	ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59)	Service	
APP ST AG	GENERAL AGREEMENT-ROTC	Service	
APP LTRS	APPROVED REQUESTS, LETTERS, APPLCATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY	Service	
APPR SEPS	CASE FILES FOR APPROVED SEPARATIONS	Service Personnel Rev	1. Approved separations must include the documents listed in AR 635-8, Para 7-3 and any additional documents that support the separation action (adverse action, medical, administrative, etc.) 2. Some documents that trigger a filing as an APPR SEPS are: Separation Orders, CoC Memo approving separation, DD 2648, DD 2648-1, DD 2959, DA 4707.
APPT ORD/LTR	APPOINTMENT ORDER OR LETTER	Service Personnel Rev	
APT ORD/LTR AMND	AMENDED APPOINTMENT ORDER OR LETTER	Service Personnel 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
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	
AVN SVC	ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Service Flight Personnel Rev	

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AVN SVC AMD	AMENDMENT OF ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Service Flight Personnel Rev	
AWD DOC	DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED	Performance Personnel Rev	1. Only Unit awards for permanent wear are authorized for filing. 2. On orders listing more than one award, it must identify which award/unit is applicable. Per AR 600-8-22 3. Foreign Awards submitted to iPERMS for inclusion in a Soldier's OMPF, must be accompanied by a Memorandum or DA 4187 signed by their 'BG 0/7 or higher. Colonel level commanders who exercise general court-martial authority or from HRC Awards Branch, approving the acceptance and wear of the award. Any foreign awards submitted to iPERMS without the Memorandum or DA 4187 and orders/certificate will not be added to a Soldier's OMPF. 4. If a foreign award is authorized for acceptance only and not for wear, it is not authorized for filing. If orders are with the certificate, they will be filed together with certificate first and orders following (the DA 638 will not be linked). 5. For ARNG: DA 4187 not required. 6. The certificate for the MOVSM is not authorized to be filed in iPERMS. The recommendation for MOVSM is the only authorized document and will be filed as a DA 638/AWD REC. 7. Military awards given for civilian service that can be added to the record brief will be filed (e.g. Achievement Medal for Civilian Service). 8. Physical Fitness Badges are not filed in the AMHRR
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	
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
BONUS AGREEMENT	APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT	Service Personnel Rev	
BRANCH TRF	BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL	Service Personnel Rev	

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
BRS CONTRCT	REQUEST FOR CONTINUATION PAY (BLENDED RETIREMENT SYSTEM)	Service Compensation	File the Blended Retirement System Continuation Pay contract IAW Assistant Secretary of the Army (Manpower and Rserve Affairs) memorandum dated 26 Oct 2017.
CC 202R/203R/204R	GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT	Service	
CC 597-5	LEADERS TRAINING COURSE - ADDENDUM TO ARMY ROTC CONTRACT	Service Personnel Rev	
CC 597-6	STUDENT LOAN REPAYMENT PROGRAM - ADDENDUM TO ARMY ROTC CADET CONTRACT	Service Personnel Rev	
CC 597-7	CRITICAL LANGUAGE INCENTIVE PAY - ADDENDUM TO ARMY ROTC CADET CONTRACT	Service Personnel Rev	
CDCC	DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES	Service	File only with accessions contract.
CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COM MENDATION	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	Spouses birth certificates will not be filed
CERT BIRTH SOLDIER	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (SOLDIER)	Service Personnel Rev	If document is in a foreign language then a translation document will also be submitted.
CERT RESID	CERTIFICATE RESIDENCY MEDICAL DEPARTMENT OFFICER	Performance Personnel Rev	
CHANGE REQ	DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA	Service Personnel Rev	
CHILD SPT DOC	CHILD SUPPORT DOCUMENT	Finance Personnel Rev	
CITZ STMT	STATEMENT OF CITIZENSHIP	Service Personnel Rev	Passports will be filed as this document type

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CIVIL CONV	RECORDS OF CIVIL CONVICTION	Performance	Must meet the criteria of AR 600-37 and AR 600-20, para 4-23. A copy of the conviction must be accompanied by an endoresement memoarndum directing filing in the AMHRR. The memorandum must be signed by a GO senior to the recipient, or given direction from an officer having general court-martial jurisdiction over the individual per AR 600-37, para 3-5b.
CLEP/DANTES	CLEP & DANTES COMPLETION CERTIFICATES	Temp Admin Personnel Rev	
CLOTHING MEMO	CLOTHING ALLOWANCE AUTHORIZATION-CIVILIAN OR MILITARY	Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on Daily Report of Transactions (DROT).
CM CONV SRO	COURT MARTIAL CONVICTION FOR SEX RELATED OFFENSE	Performance	1. Follow filing instructions in ALARACT 058/2016 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	
CONFMT DEC	HEADQUARTERS, DEPARTMENT OF THE ARMY DOCUMENT – SECRETARY OF THE ARMY DECISION ON CONFINEMENT	Performance	
COTTAD LTR	CONTINGENCY OPERATIONS TEMPORARY TOUR OF ACTIVE DUTY JUSTIFICATION LETTER (COTTAD)	Temp Admin	
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

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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	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	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	<p>1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p> <p>2. For ARNG Soldiers: - Enlisted: DA1059s will be processed into iPERMS by the State G1/S1. However, if a non-ARNG Soldier attends a National Guard DA 1059 producing school, their DA 1059 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p> <p>- Officers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p>

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 1059-1	CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	Performance	<p>1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p> <p>2. For ARNG Soldiers:</p> <ul style="list-style-type: none"> - Enlisted: DA1059s will be processed into iPERMS by the State G1/S1. However, if a non-ARNG Soldier attends a National Guard DA 1059 producing school, their DA 1059 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. - Officers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	Performance	<p>1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p> <p>2. For ARNG Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.</p>
DA 1307	INDIVIDUAL JUMP RECORD (AIRBORNE)	Service Personnel Rev	
DA 1380	RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	Service Personnel Rev	
DA 1506	STATEMENT OF SERVICE - COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	Service Personnel Rev	
DA 1569	TRANSCRIPT OF MILITARY RECORD	Service	
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.

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
DA 1696-R	ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION	Service	
DA 199	PHYSICAL EVALUATION BOARD PROCEEDINGS	Health	1. Will be web uploaded by the Physical Disability Agency. 2. Will only be filed once the Secretary of the Army or designated representative signs block XII.
DA 199-1	FORMAL PHYSICAL EVALUATION BOARD PROCEEDINGS	Health	
DA 199-2	U.S. ARMY PHYSICAL DISABILITY AGENCY (USAPDA) REVISED PHYSICAL EVALUATION BOARD PROCEEDINGS	Health	
DA 2166-8	NON-COMMISSIONED OFFICER EVALUATION REPORT	Performance	Hard copy DA2166-8 must be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 2166-8-R	NON COMMISSIONED OFFICER EVALUATION REPORT	Performance	Hard copy DA2166-8 must be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 2166-9-1	ENLISTED EVALUATION REPORT (SGT)	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-1-R	ENLISTED EVALUATION REPORT-R (SGT)	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-2	ENLISTED EVALUATION REPORT (SSG-1SG/MSG)	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-2-R	ENLISTED EVALUATION REPORT-R (SSG-1SG/MSG)	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-3	ENLISTED EVALUATION REPORT (CSM/SGM)	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-3-R	ENLISTED EVALUATION REPORT-R (CSM/SGM)	Performance	All Evaluation Reports must be submitted via EES
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.

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2339	APPLICATION FOR VOLUNTARY RETIREMENT	Service	
DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE		See Below

NOTE: If the DA form 2627 finds the Soldier "NOT GUILTY OF ALL SPECIFICATIONS" the form will not be filed in the AMHRR.

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

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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		1. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation 2. Per AR 27-10, if the DA 2627-2 wholly sets aside the article 15, then the original DA 2627 will be removed from the OMPF. 3. If the DA 2627 is wholly set aside then the DA 2627-2 will not be filed in iPERMS 4. If the DA 2627-2 only partially sets aside punishment, then the DA 2627-2 will be filed in the same folder as the original DA 2627.
DA 2627 SRO	ARTICLE 15 FOR SEX RELATED OFFENSE	Performance	1. Follow filing instructions in 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	
DA 3068-1	MARINE SERVICE RECORD	Service Personnel Rev	
DA 3072	WAIVER OF DISQUALIFICATION FOR ENLISTMENT/REENLISTMENT IN THE REGULAR ARMY FOR IN-SERVICE PERSONNEL	Service	Can be joined with other enlistment/reenlistment documents and filed as part of a DD 4 PACKET
DA 3078	PERSONNEL CLOTHING REQUEST	Deployment MOB Finance	
DA31 RESPITE/ADMIN/LV	POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE (PDMRA) LEAVE. OR ADMINISTRATIVE LEAVE FOR MARRIAGE	Deployment/Mob 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.

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 3081	PERIODIC MEDICAL EXAMINATION (STATEMENT OF EXEMPTION)	Health	
DA 3180-1/2	CHEM/BIOLOGICAL PERSONNEL RELIABILITY STATEMENT OF UNDERSTANDING/EVALUATION AND SCREENING RECORD	Restricted	The DA 3180-1 and DA 3180-2 will be filed in the AMHRR upon decertification from the Personnel Reliability Program (PRP).
DA 3283-R	STATEMENT OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST (TDRL)	Service	
DA 3286	STATEMENTS FOR ENLISTMENT, PARTS I THRU V	Service	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	
DA 3286-B	STATEMENT FOR ENLISTMENT- ADDENDUM TO PART VI	Service Personnel Rev	
DA 330	LANGUAGE PROFICIENCY QUESTIONNAIRE	Service Personnel Rev	
DA 3340	REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION	Service Personnel Rev	
DA 3349	PHYSICAL PROFILE TEMPORARY/PERMANENT	Health	File only permanent profiles; temporary profiles will not be filed.
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	Can be joined with enlistment documents and filed as the DD 4 PACKET.
DA 3574	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Service	
DA 3575	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Service	
DA 3685	JUMPS PAY ELECTION	Finance	

REQUIRED DOCUMENTS
per AR 600-8-104

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	
DA 4572-R	STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER	Service	
DA 4707	ENTRANCE PHYSICAL STANDARDS BOARD (EPSBD) PROCEEDINGS	Health	
DA 4789	STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS	Service Personnel 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	
DA 4826-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGE SERVICE REQUIREMENTS (DA 3540) FOR ENLISTMENT IN ALTERNATE TRAINING PROGRAM	Service	
DA 4836	OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT	Service Personnel 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 Personnel Rev	
DA 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Service	
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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
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	
DA 5435	STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606)	Service	
DA 5447	OFFICER SERVICE AGREEMENT, SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM	Service	
DA 5536-R	HEALTH PROFESSIONALS LOAN REPAYMENT (HPLR) AGREEMENT	Service Personnel Rev	
DA 5642-R	STATEMENT OF UNDERSTANDING & SELECTED RESERVE SERVICE AGREEMENT (NEW GI BILL 2X4 PROGRAM)	Service	
DA 5646-R	STATEMENT OF CONDITIONS AND SERVICE - ACTIVE GUARD/RESERVE	Service	
DA 5647-R	STATEMENT OF CONDITIONS OF SERVICE ACTIVE GUARD RESERVE (AGR) ACTIVE TRANSFER/CONVERSION ARMY RESERVE (ATCAR)	Service	
DA 5685-R	NEW SPECIALIZED TRAINING ASSISTANCE PROGRAM (NEW STRAP) SERVICE AGREEMENT	Service Personnel 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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 591	APPLICATION FOR INITIAL (EDUCATION) DELAY FROM ENTRY ON ACTIVE DUTY & SUPPLEMENTAL AGREEMENT	Service	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	
DA 591B	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Service	
DA 591C	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY)	Service	
DA 591D	EARLY COMMISSIONING PROGRAM, STUDENT SUPPLEMENTAL SERVICE AGREEMENT (POST GRADUATE DELAY)	Service	
DA 591E	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATION DELAY)	Service	
DA 591F-R	EARLY COMMISSION PROGRAM POSTGRADUATE DELAY STUDENT SUPPLEMENTAL SERVICE AGREEMENT	Service	
DA 591G	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Service	
DA 5960	AUTHORIZATION TO START, STOP, CHANGE BASIC ALLOWANCE FOR QUARTERS AND OR VARIABLE HOUSING ALLOWANCE	Finance Deployment/Mob	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	
DA 597-3	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS SCHOLARSHIP	Service Personnel Rev	
DA 597-4	EDUCATIONAL ASSISTANCE PROGRAM FOR MILITARY JUNIOR COLLEGE COMMISSIONED OFFICERS	Service	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 61	APPLICATION FOR APPOINTMENT	Service	
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. 5. Unclassified narrative and proposed citation enclosures must accompany completed DA Form 638 when not included on the form
DA 67-9	US ARMY OFFICER EVALUATION EPOR T	Performance	Hard copy DA67-9 must be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 67-9-R	OER-R US ARMY OFFICER EVALUATION REPORT	Performance	Hard copy DA67-9 must be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-1-R	COMPANY GRADE PLATE OFFICER EVALUATION REPORT (R)	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-2-R	FIELD GRADE PLATE OFFICER EVALUATION REPORT (R)	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-3	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-3-R	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT (R)	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-4	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-4-R	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT (R)	Performance	All Evaluation Reports must be submitted via EES.
DA 71	OATH OF OFFICE MILITARY PERSONNEL	Service Personnel Rev	
DA 759 SERIES	INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE ARMY	Flight Personnel Rev	
DA 7762-1/2	NUCLEAR PERSONNEL SCREENING AND EVALUATION RECORD/STATEMENT OF UNDERSTANDING	Restricted	The DA 7662-1 and the DA 7762-2 will be filed in the AMHRR upon decertification from the Personnel Reliability Program (PRP).

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DACORB	DEPARTMENT OF THE ARMY CONSCIENTIOUS OBJECTOR REVIEW BOARD (DACORB) DECISION	Service Deployment/Mob	
DA BOARD	BOARD OF INQUIRY CORRESPONDENCE SPECIAL SELECTION, PROMOTION, PROMOTION REVOCATION, STANDBY ADVISORY BOARD	File all documents in the Restricted folder.	
DA HLTH-SCI	SERVICE AGREEMENT UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCE PROGRAM	Service	
DA PHOTO	DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH	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	
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	Deployment/Mob	
DD 1300	REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS)	Service	
DD 1343	NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS	Service	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 1351-2	TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NONAVAILABILITY	Finance	File only for Deployment (OCONUS) Will not be filed for mobilization.
DD 1561	STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE	Finance Deployment/Mob Personnel 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	Deployment/Mob	
DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	Service Deployment/Mob Personnel Rev	1. File copy #2 is preferred copy. 2. File form issued by order of the Army Discharge Review Board. 3. If a DD 214 is revoked and a revoke memo issued, a watermark "VOID" will be placed on the voided DD 214 and filed with the revocation memo. This action can only be completed by HRC.
DD 215	CORRECTION TO DD FORM 214	Service Deployment/Mob Personnel Rev	1. File copy #2. 2. If a DD 215 is revoked and a revoke memo issued, a watermark "VOID" will be placed on the voided DD 215 and filed with the revocation memo. This action can only be completed by HRC.
DD 220	ACTIVE DUTY REPORT	Service Deployment/Mob Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

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. 3. If all approved findings are not guilty, file the form and all related documents in the restricted folder. 4. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental action, remove all related documents from the Performance folder and transfer them to the restricted folder.
DD 2351	REPORT OF MEDICAL EXAMINATION	Health	Filed for officer accessions packet only.
DD 2366	VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	Service	
DD 2367	OVERSEAS HOUSING ALLOWANCE (OHA) REPORT, INDIVIDUAL	Deployment/ Mob Personnel Rev	
DD 2384	SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAMM (GI BILL) NOTICE OF BASIC ELIGIBILITY	Service	
DD 2475	DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICIATION	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2492	REPORT OF MEDICAL HISTORY	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 Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2587	ACQUISITION CORPS CERTIFICATE OF ADMISSION	Performance	
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.

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2648	PRESEPARATION COUNSELING CHECKLIST	Service	Can be joined with other separation documents and filed as an APPRSEPS
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 Personnel Rev	
DD 2857	FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE APPLICATION	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2860	APPLICATION FOR COMBAT-RELATED SPECIAL COMPENSATION (CRSC)	CRSC/TSGLI	
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	
DD 41-2	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	Service Personnel Rev	Can be joined with enlistment documents and filed as a DD 4 PACKET

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 4-3	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Service Personnel 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	
DD 785/OFF TRNG RMV	RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING	Service	
DD 93	RECORD OF EMERGENCY DATA	Service Personnel Rev	
DEATH CERT	CERTIFICATE OF DEATH	Service	
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.
DEPLOY/OS EXT PAY	DEPLOYMENT OR OVERSEAS EXTENSION INCENTIVE/STABILIZATION PAY	Service Personnel Rev	
DFAS BAH APPROVAL	DFAS APPROVAL OF SECONDARY DEPENDENCY FOR BAH	Deployment/Mob Finance Personnel Rev	1. Do not submit the DD 137 as this document 2. If a soldier is drawing bah for secondary dependency, they must upload the approval memorandum from DFAS or, an approval memo from their company level commander which states the commander has personally reviewed the soldier's approval in DFAS secondary dependency claims online system and the claim was approved by DFAS on XX XXX 2017.
DFR PACKETS	DROPPED FROM THE ROLLS PACKETS	Service	The DD 458, DD 553, DD616 and next of kin letter will all be allied and filed under this document type.
DISAPP SEP	DISAPPROVED APPLICATIONS FOR DISCHARGE, RESIGNATION OR RELIEF FROM ACTIVE DUTY	Service	
DISQ ARCAM	DISQUALIFICATION OF THE ARMY RESERVE COMPONENTS ACHEIVEMENT MEDAL (ARCAM)	Performance Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DISQ GCMDL	DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL	Performance Personnel Rev	If a Soldier is due the AGCM and is under a current investigation that could result in disqualification for the award, the Commander will wait until the investigation is completed to determine if the Soldier will be awarded the AGCM or if a disqualification memorandum should be executed. If the investigation is closed favorably, the Commander can award the AGCM for the original time period. If it is closed unfavorably, the Commander can execute the disqualification memorandum per AR 600-8-22.
DIVORCE/ANNUL DECREE	DIVORCE OR ANNULMENT DECREE	Service Personnel Rev	
DLPT SCORES	DEFENSE LANGUAGE PROFICIENCY TEST SCORES	Service Personnel 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	
ER APPEAL	EVALUATION REPORT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD		<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ETD ORDERS	ENLISTMENT/TRAVEL/DEPENDENT ORDERS	Service	
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	
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		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	
FRAUD DOCUMENT	DOCUMENTS DETERMINED TO BE FRAUDULENT THROUGH AN INVESTIGATION	Restricted	1. Documents that have been deemed fraudulent through an investigation. Not to be submitted again. The investigation will be filed with the documents. 2. A memorandum will be submitted, signed by the Official Records Custodian (ORC) as defined by AR 600-8-104 or a designated representative.
FRAUD ENTRY	FRAUDULENT ENTRY DETERMINATION	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.
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.
GO-RESUME	CONFIRMATION COPY OF DEPARTMENT OF DEFENSE MINI-RESUME	Service	File for General Officers upon separation/retirement only.

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
GUARD ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Service	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	
INS DOCUMENT	IMMIGRATION AND NATURALIZATION SERVICES DOCUMENTS	Service Personnel Rev	Will be filed as "CITZ STMT"
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	Per DA PAM 600-25 for enlisted Soldiers or in DA PAM 600-3 for officers.
LIC MEDIC	LICENSE TO PRACTICE FOR MEDICAL CORPS OFFICERS	Service Personnel Rev	
LTHET CONTRACT	FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ACTIVE DUTY SERVICE OBLIGATION CONTRACT	Service Personnel Rev	
LTR APPR	LETTER OF APPRECIATION/COMMENDATION LETTER/MEMO/MESSAGE	Performance	Only file letters signed by President or Vice President of United States, Secretary of Defense, Service Secretaries, Chairman – Joint Chiefs of Staff, or Chiefs of Services.
LTR OCS GRA	DESIGNATION AS AN OFFICER CANDIDATE SCHOOL DISTINGUISHED GRADUATE (RA APPOINTMENT)	Service	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
LTR REPR	LETTER OF REPRIMAND, CENSURE, ADMONITION		(see below)
<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</p> <p>Per AR 600-37 chap 3-4 :</p> <p>1. Para-b: <i>Filing In OMPF</i>. A letter, regardless of the issuing authority, may be filed in the OMPF kept by MILPERCEN, ARPERCEN, or the proper State Adjutant General (for Army National Guard personnel) only upon the order of a general officer (to include one frocked to the rank of brigadier general) senior to the recipient or by direction of an officer having general court-martial jurisdiction over the individual. Letters filed in the OMPF will be filed in the Performance portion. The direction for filing in the OMPF will be contained in an endorsement or addendum to the letter.</p> <p>2. Para-b (1) (c): If it is desired to file allied documents with the letter, these documents must also be referred to the recipient for comment. This includes statements, previous reprimands, admonitions, or censure. Allied documents must also be specifically referenced in the letter or referral document. Care must be exercised to ensure additional unfavorable information is not included in the transmittal documentation unless it has been properly referred for comment.</p> <p>3. Para-f (a): Change from enlisted to officer status: Letters of reprimand, admonition, or censure received while in an enlisted status which are filed in the performance portion of the OMPF will be moved to the restricted portion of the OMPF.</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	<p>1. Follow filing instructions in ALARACT 058/2016 and Army Directive 2014-29.</p> <p>2. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation</p>
MARRIAGE CERT	CERTIFICATE OF MARRIAGE	Service Personnel	
MAVNI MSSD/LPR	MILITARY ACCESSIONS VITAL TO NATIONAL INTEREST/LEGAL PERM RES SERVICE SUITABILITY DETERMINATION MEMO	Service	
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	
MED WAIV	MEDICAL WAIVER	Health	
MEPCOM 40-1-15-E	SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE	Health	
MEPCOM 680 ADP	REQUEST FOR EXAMINATION	Service	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
MMRB	SUMMARY OF MILITARY OCCUPATIONAL SPECIALTY/MEDICAL RETENTION BOARD PROCEEDINGS	Service Health	
MOB CHECKLIST	READINESS AND DEPLOYMENT CHECKLIST	Deployment/Mob	1. DA 7425 and DA 7631 will be filed as this. 2. File only for deployment and with mobilization packet per the PPG.
MOB WAIVER	MEMORANDUM SIGNED BY SOLDIER WAIVING NON-DEPLOYMENT CONDITION	Deployment/Mob	File only for deployment and with mobilization packet per the PPG.
MOM WAIVER	WAIVER FOR MOTHER OF NEWBORN	Deployment/Mob	File only for deployment and with mobilization packet per the PPG.
MORT/RENT	MORTGAGE/RENTAL CONTRACT	Finance Personnel Rev	
NGB 600-7 SERIES	ARMY NATIONAL GUARD BONUS ADDENDUM	Service Personnel Rev	
NONRATED	DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS	Performance	Do not web upload evaluation nonrated memorandums in batches to iPERMS; must go thru HRC Evaluation Branch.
NSEL STMT	PROMOTION NONSELECTION ELECTION STATEMENT OF SEPARATION OPTIONS	Service	
OF 346	US GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD	Service	File only for deployment and with mobilization packet per the PPG.
OFF ACC ANNEX	OFFICER ACCESSION DYNAMIC ANNEX	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 Personnel Rev	
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.

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD AD	ACTIVE DUTY ORDERS	Service Personnel Rev	Do not file orders placing units on Active Duty.
ORD AD AMND	AMENDMENT ACTIVE DUTY ORDERS	Service Personnel Rev	
ORD ASSGN	ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Service Personnel Rev	
ORD ATTACH	ATTACHMENT OR RELEASE FROM ATTACHMENT ORDER	Service	
ORD ATTACH AMD	AMENDMENT OF ATTACHEMENT OR RELEASE FROM ATTACHMENT ORDER	Service	
ORD HAZ DUTY	HAZARDOUS DUTY ORDER	Service Deployment/Mob Personnel Rev	
ORD MOB	MOBILIZATION ORDER	Service Deployment/Mob	
ORD MOB AMND	MOBILIZATION ORDER AMENDMENT	Service Deployment/Mob	
ORD MOS-ASI	ORDERS AWARDED 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	
ORD NATO AMND	AMENDMENT TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Service Deployment/Mob Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD NGB AMD	AMENDMENT TO ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Service Personnel Rev	
ORD PROM AM	PROMOTION OR REDUCTION ORDERS AMENDMENTS	Service Personnel Rev	
ORD PROMRED	PROMOTION OR REDUCTION ORDERS	Service Personnel Rev	
ORD PROM REV	ORDER REVOKING A PROMOTION	Service Personnel Rev	
ORD REV	REVOCAION OF ORDERS	Service	
ORD SEP AMD	AMENDMENT TO SEPARATION ORDERS	Service Personnel Rev	
ORD SPEC AMND	AMENDMENT TO SPECIAL PAY ORDER	Service Deployment/Mob Personnel Rev	
ORD SPECIAL PAY	ORDER FOR SPECIAL PAY	Service Deployment/Mob Personnel Rev	
ORD TCS	TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Service Finance Personnel Rev	
ORD TCS AMD	AMENDMENT TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Service Finance Personnel Rev	
ORDER SEP	SEPARATION ORDERS	Service Personnel Rev	
OTSG 1093	ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP)	Service Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
OTSG 18	ARMY GRADUATE MEDICAL EDUCATION (GME) CONTRACT/EXTENTION/RESIGNATION/WITHDRAWAL	Service	
PCS ORD AMD	AMENDMENT TO PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS	Service Personnel Rev	
PCS ORDERS	PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS	Service Personnel 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	
PEB PROC RE	APPLICATION REVIEW OF PHYSICAL FOR EVALUATION BOARD PROCEEDINGS & RETENTION DECISIONS	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 PROMOTIONUNDER CIVILIAN ACQUIREDD SKILLS PROGRAM (CASP) OR ENLISTMENT PROGRAM	Temp Admin	
PROM DETMN	DETERMINATION PERTAINING TO PERMANENT/TEMPORARY PROMOTION STATUS	Service	

REQUIRED DOCUMENTS
per AR 600-8-104

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	
RELEASE LTR	THE ADJUTANT GENERAL RELEASE LETTER	Service	
REMV PROM	DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST	Restricted	
RETAIN PROM	DA PROMOTION REVIEW BOARD RESULTS RETAINING SOLDIER ON PROMOTION LIST	Restricted	Only filed by HRC Promotions.
REQ EXT	APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE	Service Personnel 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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
REV COMM	REVOCAION OF COMMISSION	Service Personnel Rev	
REVOKE DD 214 MEMO	MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR	Service Personnel Rev	See guidance for the DD 214/215.
RMV4991	APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED SERVICE STATEMENT)	Service	
ROTC TNG	APPLICATION STATEMENT/ STATE ADJUTANT GENERAL AGREEMENT RESERVE OFFICER TRAINING CORPS GRADUATE NOT COMPLETE INITIAL ACTIVE DUTY TRAINING	Service	
RTMT ELIG	NOTIFICATION OF ELIGIBILITY FOR RETIREMENT	Service	
RTMT INVOL	STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT	Service	
RTMT PAY 10	DOCUMENT APPROVES/DISAPPROVES REQUEST FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD	Service	File with allied documents.
RTMT PAY 60	STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENTY YEAR LETTER)	Service Deployment/Mob Finance	
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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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/CHANGEDRESERVE OFFICER TRAINING CORPS SCHOLARSHIP	Service Personnel Rev	
SEC CLE VER	VERIFICATION OF SECURITY CLEARANCE	Deployment/Mob State/Territory	1. File only for mobilization and in the form of a memorandum. 2. Do not file the JCAV printout(JPAS) from website 3. Will be in memorandum format only
SEL RET OFF NONRET	LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER 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 appeal in the restricted folder.
SEL RET OFF RET	LETTER OF RETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)	Service	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	Temp Admin	1. Documents are only filed as part of accession process 2. Recertification of security clearance will not be filed
SF 86 AUF	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Temp Admin	1. Documents are only filed as part of accession process 2. Recertification of security clearance will not be filed

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SF 86 P10	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Temp Admin	1. Documents are only filed as part of accession process 2. Recertification of security clearance will not be filed
SF 86 P11	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Temp Admin	1. Documents are only filed as part of accession process 2. Recertification of security clearance will not be filed
SF 86 P12	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Temp Admin	1. Documents are only filed as part of accession process 2. Recertification of security clearance will not be filed
SF 86 PAIPEI	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Temp Admin	1. Documents are only filed as part of accession process 2. Recertification of security clearance will not be filed
SGL PAR WAIVER	STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION	Service	
SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	Service Deployment/Mob Personnel Rev	
SGLI/FSGLI MED LTR	SERVICEMEMBERS GROUP LIFE INSURANCE (SGLI) MEDICAL UNDERWRITING LETTER	Service Deployment/Mob	
SINGLE PARENT	STATEMENT OF SINGLE PARENT OR ADOPTION	Service	
SOLE SV SON	REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAUGHTER OR DUAL FAMILY STATUS	Service	
SOMILSVC	STATEMENT OF MILITARY SERVICE	Service	Memorandums or certificates produced by the field to document deployment or wartime service are no longer authorized for filing. The source documents for this are TCS/NATO Orders, in addition to being documented on the Record Brief.
SPEC SEP BENEFIT/PAY	WRITTEN AGREEMENT FOR SPECIAL SEPERATION BENEFIT OR SEPERATION INCENTIVE PAY	Service Personnel Rev	
SRO APPRSEP	APPROVED SEPERATION FOR SEX RELATED OFFENSE IN LIEU OF COURT MARTIAL	Performance	File when Soldier is separated in lieu of Court Martial for an approved sex-related offense.
SSN VER/COR	SOCIAL SECURITY NUMBER VERIFICATION OR CORRECTION	Service State/Territory Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SSS 254	APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE	Service	
STAB LTR	ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION	Service	
SVC OBLIG	ACKNOWLEDGEMENT OF SERVICE OBLIGATION	Service Personnel 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)
TDRL RMV	ORDERS REMOVING MEMBER FROM THE TEMPORARY DISABILITY RETIRED LIST WHEN MEMBER IS RETURNED TO DUTY	Service Personnel Rev	If order removes the soldier from the TDRL and permanently retires him/her then the document will be filed as an "ORD SEP"
TDY ORD AMD	AMENDMENT OF TEMPORARY (TDY) ORDERS	Service Personnel Rev	1.File only for Deployment or documents that support overseas tour credit per AR 614-30 2. All other TDY orders will not be placed in the Soldiers file. 3. The DD 1610 will be filed under this document name.
TDY ORDER	TEMPORARY (TDY) ORDERS	Service Personnel Rev	1.File only for Deployment or documents that support overseas tour credit per AR 614-30 2. All other TDY orders will not be placed in the Soldiers file. 3. The DD 1610 will be filed under this document name.
TRF ORD AMD	AMENDMENT OF TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS	Service Personnel Rev	
TRF RESCOMP	TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS	Service Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
TRNSCPTS	TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	Performance Personnel Rev	(see below)
<p>1. Transcripts are the only authorized source document for college degrees.</p> <p>2. File all transcripts for Enlisted. File only transcripts that award a degree for Officers. Transcripts must be from an accredited college or university to be filed in the AMHRR as verified by the Department of Education http://ope.ed.gov/accreditation/Search.aspx or by the Council for Higher Education Accreditation (www.chea.org).</p> <p>Per MILPER 17-193</p> <p>3. Transcript must bear the following information:</p> <p>a) Educational institution seal, watermark or letterhead.</p> <p>b) If conferring a degree, type of degree (e.g. associates, bachelors, masters) and date the degree was awarded.</p> <p>c) Educational institution official's stamp or signature.</p> <p>4. The transcript is not required to be in a sealed envelope from the institution.</p> <p>5. Soldiers with transcripts from foreign colleges or universities must have their documents evaluated for United States (U.S.) equivalency. Evaluations must be accompanied by copies of source documents used to determine U.S. equivalency. Evaluations of foreign transcripts will be accepted from any degree granting institution accredited by any accrediting organization recognized by the U.S Department of Education or any member of the National Association of Credential Evaluation Services (NACES). Unevaluated transcripts will not be used to update the record or filed in the AMHRR. As an exception, the following countries, territories, and nations are exempt from the evaluation requirement, and their education documents will be treated in the same manner as those from any U.S. school:</p> <p>(a) Federated States of Micronesia</p> <p>(b) Republic of the Marshall Islands</p> <p>(c) Commonwealth of the Northern Mariana Islands</p> <p>(d) Guam</p> <p>(e) American Samoa</p> <p>(f) Canada</p> <p>(g) Puerto Rico</p> <p>(h) Virgin Islands</p> <p>(i) Palau</p> <p>5. Honorary degrees are not authorized for updating education in personnel records.</p> <p>6. Transcripts are acceptable if they meet the above criteria. Transcripts labeled as "advising" are not authorized.</p> <p>7. Do not file assessment of civilian education memo's issued at the education center. Delete them.</p> <p>8. Transcripts with no degree awarded or conferred will be moved from the Performance folder to the service folder upon change from enlisted to officer ranks</p>			
TSGLI 8600	SERVICEMEMBERS GROUP LIFE INSURANCE TRAUMATIC INJURY PROTECTION PROGRAM (TSGLI)	CRSC/TSGLI	
UNABLE RETIRE	STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS OF SERVICE FOR RETIREMENT	Service Deployment/Mob Finance	
UNIFORM GROOMING ETP	APPROVAL/DISAPPROVAL OF RELIGIOUS ACCOMODATION/UNIFORM AND/OR GROOMING EXCEPTION TO POLICY	Service	Filed by DA G1 only.

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
UNSAT PART	NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION	Service	Only file the "UNSATISFACTORY PARTICIPATION LETTER", not the letters that are issued for each unexcused absences. Unexcused absence letters are filed locally IAW 135-91
UNSAT PART/SGLV TERM	SGLI TERMINATION FOR RECOUPMENT OF OUT-OF-SERVICE DEBT	Service Finance	
USARC 24-R	INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY, ALLOWANCES AND ADJUSTMENTS	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
USARC 30-R	INITIAL/ADDITIONAL ACTIVE DUTY ALLOWANCE STATEMENT	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
USAR LTR/OR	RESERVE COMPONENT PROMOTION LETTER OR ORDER	Service Personnel Rev	
USAREC 601-37-12	CERTIFICATE OF ENROLLMENT FOR HE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM	Service Personnel Rev	
USAREC 601-37-27	DEPARTMENT OF THE ARMY SERVICE AGREEMENT F.E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM (FAP)	Service Personnel Rev	
USAREC 601-37-28	DA SERVICE AGREEMENT F E HEBERT AF HEALTH PROF SCHOLARSHIP PGM	Service Personnel Rev	
USAREC 601-37-29	DA ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION	Service Personnel Rev	
USAREC 601-37-30	CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP)	Service	
USAREC 601-37-33	SELRES SP PROGRAM CONTRACT (SP FOR SELRES HLTH CARE PROFESIONLS IN CRITLY-SHORT WARTIM SPECIALTIES	Service Personnel Rev	
USAREC 601-37-40	PHARMACY OFFICER ACCESSIONS BONUS	Service Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USAREC 601-37-58	ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS	Service Personnel Rev	
USMA 5-50	OATH OF ALLEGIANCE	Service Personnel 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	Personnel Rev	
VOIDENL/IND	ORDERS VOIDING AN ENLISTMENT OR INDUCTION	Service Personnel 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	
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/Mob	File only for deployment and with mobilization packet per the PPG.
ZHM 3	REPORT OF FAVORABLE ENTRANCE NATIONAL AGENCY CHECK	Service Personnel	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
IEAP	STATE EDUCATIONAL ASSISTANCE PROGRAM	Service State Misc	
ANNEX A	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD	Service Personnel	
ANNEX A1	AMENDMENT TO ENLISTMENT AGREEMENT	Service	
ANNEX B	CIVILIAN ACQUIRED SKILLS PROGRAM AGREEMENT	Service	
ANNEX C	SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT	Service	
ANNEX D	DELAYED TRAINING OPTION	Service	
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	
CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	Performance Personnel Rev	
CO NC	COURT ORDER (NAME CHANGE)	State Misc Personnel Rev	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
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	
DOCS CASP	DOCUMENTS FOR CIVILIAN ACQUIRED SKILLS PROGRAM	State Misc	
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 Depoloyment/Mob	
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	
MED/INTERN DATA	MEDICAL SCHOOL AND INTERNSHIP DATA	Service Misc	

REQUIRED DOCUMENTS
per AR 600-8-104

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

REQUIRED DOCUMENTS
per AR 600-8-104

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	
NGB 23A	ARMY NATIONAL GUARD ANNUAL STATEMENT	Service Personnel Rev	
NGB 23A1	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT SUPPLEMENTAL DETAILED REPORT	Service	
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	
NGB 23F	23F, RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) AUTOMATIC ELECTION	Service	
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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
NGB 36-3	ANG CASH BONUS FOR SELECTED HEALTHCARE PROFESSIONALS WRITTEN AGREEMENT	Service Temp Admin	
NGB 4100	PROMOTION RECOMMENDATION		
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	
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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
NGB 594-1	SIMULTANEOUS MEMBERSHIP PROGRAM ARMY NATIONAL GUARD	Service Personnel Rev	
NGB 594-4	SPLIT OPTION TRAINING ARMY NATIONAL GUARD	Service Personnel	
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	
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	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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	
NGB ORD-ST	STATE APPOINTMENT ORDER ARMY NATIONAL GUARD	Service Personnel 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	
ST NJP	STATE NON-JUDICIAL PUNISHMENT	Personnel Rev	
TUITION REM	STATE TUITION REIMBURSEMENT	Service State Misc	

REQUIRED DOCUMENTS
per AR 600-8-104

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
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)			