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Personnel—General

Military Orders

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SUMMARY of CHANGE

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Military Orders

This publication is certified current as of 20 December 2022. Aside from the following administrative changes, no other changes were made to certify the currency of this publication—


- o Updates Department of the Army signature authority and history statement (title page).
- o Updates the Army Publishing Directorate website (para 2–15*d*).
- o Removes references to AR 601–270 (inactive) (para 11–1),
- o Removes references to AR 310–50 (inactive) (para 12–4*d*).
- o Updates references (app A).

Personnel—General
Military Orders

By Order of the Secretary of the Army:

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History. This publication is certified current on 20 December 2022. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this publication.

Summary. This pamphlet describes order formats and the use for each. This

publication is organized to make it compatible with AR 600–8–105.

Applicability. This publication applies to publishing and distributing orders for the Regular Army and U.S. Army Reserve units and personnel; members of the Army National Guard of the United States while on active duty (includes active duty in Active Guard Reserve status), initial active duty for training, active duty for training, and active duty for special work; and prior service personnel enlisted at Military Entrance Processing Stations. It also serves as a basic frame of reference for Army National Guard of the U.S. units not on active duty. This publication is applicable during mobilization.

Proponent and exception authority. The proponent of this publication is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions to this publication that are consistent

with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U. S. Army Human Resources Command, (AHRC–PDF–I), Department 460, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5406.

Distribution. This pamphlet is available in electronic media only and is intended for the Regular Army, Army National Guard/ Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This pamphlet provides procedural guidance for completing mandated operating tasks for the orders program of the Military Personnel (MILPER) System. Policy pertaining to each of these unique reports and support forms is contained in AR 600–8–105. Send requests for clarification or exceptions to procedures to the Army Human Resources Command (AHRC). The address is U.S. Army Human Resources Command, (AHRC–PDF–I), Department 460, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5406.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations

See glossary.

1–4. Work centers

Table 1–1 lists which work center performs the various functions or program within the orders production process.

Table 1–1

Military personnel work centers that produce orders, Regular Army only

| Work Center | Associated function or program |
|-----------------------------|--|
| Strength management | Enlisted management Officer management Special pay programs Unit manning |
| Personnel reassignment | Reassignment |
| Personnel plans and actions | Awards and decorations Leaves and passes Enlisted transfers and discharges Officer transfers and discharges |
| Soldier actions | Officer procurement |
| Promotions | Enlisted promotions and reductions Officer promotions |
| Replacement support | Replacement operations |
| Transition center | Transition management Transition processing |
| Retention | Retention |
| Recruiting | Recruiting |

1–5. Movement designator codes

Table 1–2 lists all the movement designator codes (MDCs) used in orders production and covers accessions, training, operational, rotational, separations, unit moves, no cost moves, contingency/mobilization, diversions, continuation moves, active duty for operational support (ADOS) operations, and unit base realignment and closure orders.

Table 1–2
Movement designator codes

| Rule | If Soldier is moving from: | And is traveling to: | Officer MDC is: | Enlisted MDC is: |
|-------------------|--|--|-----------------|------------------|
| Accessions | | | | |
| 1 | Civilian life in continental United States (CONUS) | A CONUS permanent station | 1A | 1A |
| 2 | A reception station, a basic combat training (BCT) unit, medical holding detachment, of personnel control facility (PCF) | BCT, advanced individual training (AIT), further AIT or temporary duty (TDY) school (course length less than 20 weeks) | | 1A |
| 3 | A reception station, BCT, AIT, or TDY school | A TDY school | | 1A |
| 4 | Civilian life in CONUS (reenlistment) | A CONUS permanent station as a student (course length 20 weeks or more) | | 1B |
| 5 | Dropped from rolls of the Army | PCF | | 1B |
| 6 | Civilian life in outside the continental United States (OCONUS) | A CONUS permanent station | 1C | |
| 7 | Civilian life in OCONUS | An OCONUS permanent station and no overseas travel required | 1D | |
| 8 | Civilian life in CONUS | A CONUS permanent station as a student (course length 20 weeks or more) | 1E | 1E |
| 9 | Civilian life in OCONUS | A CONUS permanent station as a student (course length 20 weeks or more) | 1E | 1E |
| 10 | A reception station, BCT, AIT, or TDY school | A CONUS permanent station as a student (course length 20 weeks or more) | | 1E |
| 11 | Civilian life in CONUS | United States Military Academy (USMA) as a cadet | | |
| 12 | Civilian life in OCONUS | USMA as a cadet | | |
| 13 | Civilian life in CONUS (reenlistment) | A CONUS permanent station | | 1H |
| 14 | Civilian life in OCONUS | An OCONUS permanent station overseas travel required | 1K | |
| 15 | Civilian life in CONUS | An OCONUS permanent station | 1L | |
| 16 | BCT, AIT, or TDY school | An OCONUS permanent station | | 1L |
| 17 | Civilian life in CONUS (reenlistment) | A CONUS permanent station | | 1M |
| 18 | BCT or AIT | A CONUS permanent station for on-the-job training AIT | | 1S |
| 19 | BCT, AIT, or TDY school | A CONUS permanent station | | 1X |
| 20 | A CONUS permanent station | A CONUS permanent station as a student (course length 20 weeks or more) | 2A | 2A |
| Training | | | | |
| 21 | A CONUS permanent station as a student (course length 20 weeks or more) | AIT | 2A | 2A |
| 22 | A CONUS permanent station as a student (course length 20 weeks or more) | A CONUS permanent station | 2B | 2B |
| 23 | A CONUS permanent station as an Army Medical Department (AMEDD) resident | A CONUS permanent station as an AMEDD resident | 2B | |
| 24 | A CONUS permanent station as a student (course length 20 weeks or more) | A CONUS permanent station as a student (course length 20 weeks or more) | 2C | 2C |

Table 1–2
Movement designator codes—Continued

| Rule | If Soldier is moving from: | And is traveling to: | Officer MDC is: | Enlisted MDC is: |
|--------------------|--|--|------------------------|-------------------------|
| 25 | An OCONUS permanent station | An OCONUS permanent station as a student with no overseas travel required (course length 20 weeks or more) | 2E | |
| 26 | An OCONUS permanent station as student (course length 20 weeks or more) | An OCONUS permanent station with no overseas travel required | 2E | |
| Operational | | | | |
| 27 | A CONUS permanent station | A CONUS permanent station | 3A | 3A |
| 28 | A CONUS permanent station and move will cost \$500 or less | A CONUS permanent station | 3B | 3B |
| 29 | An OCONUS permanent station | An OCONUS permanent station within the same over- seas area | 3E | 3E |
| 30 | An OCONUS permanent station and move will cost \$500 or less | An OCONUS permanent station within the same over- seas area | 3F | 3F |
| Rotational | | | | |
| 31 | A CONUS permanent station | An OCONUS permanent station | 4A | 4A |
| 32 | An OCONUS permanent station | A CONUS permanent station as a student (course length 20 weeks or more) | 4B | 4B |
| 33 | An OCONUS permanent station | A CONUS permanent station | 4C | 4C |
| 34 | An OCONUS permanent station | An OCONUS permanent station in another overseas area | 4D | 4D |
| 35 | An OCONUS permanent station as a student (course length 20 weeks or more) | A CONUS permanent station | 4F | 4F |
| 36 | An OCONUS permanent station as a student (course length 20 weeks or more) | An OCONUS permanent station in another overseas area | 4F | 4F |
| 37 | An CONUS permanent station as a student (course length 20 weeks or more) | An OCONUS permanent station | 4G | 4G |
| 38 | A CONUS permanent station | An OCONUS permanent station as a student (course length 20 weeks or more) | 4G | 4G |
| 39 | A CONUS permanent station as an AMEDD resident | An OCONUS permanent station as an AMEDD resident | 4G | |
| Separations | | | | |
| 40 | An OCONUS permanent station and home of record (HOR), place entry on active duty (EAD), or home of selection is in CONUS | A U.S. Army Transition Point in CONUS | 7A | 7A |
| 41 | An OCONUS permanent station and HOR, place EAD, or home of selection is in CONUS | Separation | 7A | 7A |
| 42 | A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS | A U.S. Army Transition Point in CONUS | 7B | 7B |
| 43 | A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS | Separation | 7B | 7B |
| 44 | A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS | A U.S. Army Transition Point in CONUS | 7C | 7C |
| 45 | A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS | A U.S. Army Transition Point in CONUS | 7C | 7C |

Table 1–2
Movement designator codes—Continued

| Rule | If Soldier is moving from: | And is traveling to: | Officer MDC is: | Enlisted MDC is: |
|----------------------|--|---|------------------------|-------------------------|
| 46 | A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS | Separation | 7C | 7C |
| 47 | Assigned as a cadet at USMA and HOR or place EAD is in CONUS | Separation | 7C | |
| 48 | An OCONUS permanent station and HOR, place EAD, | A U.S. Army Transition Point in CONUS | 7E | 7E |
| 49 | An OCONUS permanent station and HOR, place EAD, | Separation | 7B | 7B |
| 50 | An OCONUS permanent station and HOR, place EAD, | A U.S. Army Transition Point in OCONUS | 7F | 7F |
| 51 | An OCONUS permanent station and HOR, place EAD, | Separation | 7F | 7F |
| 52 | Assigned as a cadet at USMA and HOR or place EAD | Separation | 7G | 7G |
| 53 | CONUS/OCONUS permanent station | Wounded Warrior Transition Facility | 7K | 7K |
| Unit move | | | | |
| 54 | A CONUS permanent station as part of a unit move | A CONUS permanent station but will travel on a different date than the main group | 8A | 8A |
| 55 | A CONUS permanent station as part of a unit move | A CONUS permanent station but will travel on a different date than the main group | 8B | 8B |
| 56 | An OCONUS permanent station as part of a unit move | An OCONUS permanent station but will travel on different date than the main group | 8C | 8C |
| 57 | An OCONUS permanent station as part of a unit move | An OCONUS permanent station but will travel on a different date than the main group | 8D | 8D |
| 58 | An OCONUS permanent station as part of a unit move | A CONUS permanent station but will travel on a different date than the main group | 8D | 8D |
| 59 | A CONUS permanent station as part of a unit move | A CONUS permanent station and will travel with the main group | 8E | 8E |
| 60 | A CONUS permanent station as part of a unit move | An OCONUS permanent station and will travel with main group | 8F | 8F |
| 61 | An OCONUS permanent station as part of a unit move | An OCONUS permanent station and will travel with main group | 8G | 8G |
| 62 | An OCONUS permanent station as part of a unit move | An OCONUS permanent station and will travel with main group | 8H | 8H |
| 63 | An OCONUS permanent station as part of a unit move | A CONUS permanent station and will travel with the main group | 8H | 8H |
| No cost moves | | | | |
| 64 | A CONUS permanent station | A CONUS permanent station as a student at the same geographic location (course length 20 weeks or more) | NX | NX |
| 65 | An OCONUS permanent station | An OCONUS permanent station as a student at the same geographic location (course length 20 weeks or more) | NX | NX |

Table 1–2
Movement designator codes—Continued

| Rule | If Soldier is moving from: | And is traveling to: | Officer MDC is: | Enlisted MDC is: |
|---------------------------------|---|---|------------------------|-------------------------|
| 66 | A CONUS permanent station as a student (course length 20 weeks or more) | A CONUS organization at the same geographic location | NY | NY |
| 67 | An OCONUS permanent station as a student (course length 20 weeks or more) | An OCONUS organization at the same geographical location | NY | NY |
| 68 | A CONUS permanent station | An OCONUS organization at the same geographic location | NZ | NZ |
| 69 | An OCONUS permanent station | An OCONUS organization at the same geographical location | NZ | NZ |
| 70 | A CONUS permanent station | A CONUS permanent station at no cost to the Army (permissive) | NZ | NZ |
| 71 | An OCONUS permanent station | An OCONUS permanent station within the same overseas area at no cost to the Army (permissive) (for example to Europe) | NZ | NZ |
| Contingency/mobilization | | | | |
| 72 | A temporary change of station (TCS) contingency/mobilization | Assigned TCS in support of a contingency operation | PM | PM |
| 73 | A TCS contingency/mobilization | Assigned TCS within theater of operation | PM | PM |
| 74 | A TCS contingency/mobilization | Returned TCS from theater of operation | PM | PM |
| Diversions | | | | |
| 75 | A CONUS permanent station | An OCONUS permanent station and diverted to a CONUS permanent station while en route | DA | DA |
| 76 | An OCONUS permanent station | An OCONUS permanent station and diverted to a CONUS permanent station while en route | DA | DA |
| 77 | A CONUS permanent station | An OCONUS permanent station and diverted to an OCONUS permanent station while en route | DB | DB |
| 78 | A CONUS permanent station | A CONUS permanent station and diverted to an OCONUS permanent station while en route | DB | DB |
| 79 | An OCONUS permanent station | A CONUS permanent station and diverted to an OCONUS permanent station while en route | DE | DE |
| 80 | An OCONUS permanent station | An OCONUS permanent station and diverted to an OCONUS permanent station while en route | DE | DEE7 |
| 81 | An OCONUS permanent station | A CONUS permanent station and diverted to an OCONUS permanent station while en route | DF | DF |
| 82 | An OCONUS permanent station | A CONUS permanent station and diverted to a CONUS permanent station while en route | DF | DF |
| 83 | A CONUS permanent station | A CONUS permanent station and diverted to a CONUS permanent station while en route | DJ | DJ |

Table 1–2
Movement designator codes—Continued

| Rule | If Soldier is moving from: | And is traveling to: | Officer MDC is: | Enlisted MDC is: |
|--|--|---|------------------------|-------------------------|
| 84 | A CONUS permanent station | A CONUS permanent station and diverted to an OCONUS permanent station while en route | DK | DK |
| 85 | A CONUS permanent station | An OCONUS permanent station and diverted to an OCONUS permanent station while en route | DK | DK |
| 86 | A CONUS permanent station | An OCONUS permanent station and diverted to a CONUS permanent station while en route | DL | DL |
| 87 | An OCONUS permanent station | An OCONUS permanent station and diverted to a CONUS permanent station while en route | DL | DL |
| 88 | An OCONUS permanent station | An OCONUS permanent station and diverted to an OCONUS permanent station while en route | DM | DM |
| 89 | An OCONUS permanent station | A CONUS permanent station and diverted to an OCONUS permanent station while en route | DM | DM |
| Continuation move | | | | |
| 90 | A CONUS permanent station | A CONUS permanent station and reports to an interim station for in-processing and continued travel to permanent station | CB | CB |
| 91 | A CONUS permanent station | An OCONUS permanent station and reports to an interim station for in-processing and continued travel to permanent station | CB | CB |
| 92 | An OCONUS permanent station | A CONUS permanent station and reports to an interim station for in-processing and continued travel to permanent station | CB | CB |
| 93 | An OCONUS permanent station | An OCONUS permanent station and reports to an interim station for in-processing and continued travel to permanent station | CB | CB |
| ADOS operations | | | | |
| 94 | Army Reserve/NG Status CONUS | ADOS orders no transoceanic travel. Regular Army (RA) tour 1 year or less | 3G | 3G |
| 95 | Army Reserve/NG Status CONUS | ADOS orders no transoceanic travel. RA tour 1 year or less. Reimbursable to RA | 3H | 3H |
| 96 | Army Reserve/NG Status CONUS | ADOS orders transoceanic travel. RA tour 1 year or less. Reimbursable to RA | 4H | 4H |
| 97 | Army Reserve/NG Status CONUS | ADOS orders transoceanic travel. RA tour 1 year or less | 4J | 4J |
| 98 | A CONUS permanent station as a cadet | Separation | | |
| Unit base realignment and closure | | | | |
| 99 | CONUS/OCONUS permanent station due closure | CONUS/OCONUS permanent station | BR | BR |

Chapter 2

Orders Formats

2-1. Formats

- a. This DA pamphlet prescribes formats and instructions for preparing most orders at all echelons of RA and Reserve Components organizations. Table 2-1 provides a numerical and alphabetical index.
- b. Some formats are multipurpose. They can be used for different actions based on the responses to the lead lines.
- c. Field commanders are to not use formats with a second digit code of 8 or 9.
- d. Formats with the number 5, 6, or 7 as the second digit of code are used for Army National Guard of the United States (ARNGUS) or U.S. Army Reserve (USAR) personnel or units only.
- e. All elements of the RA and Reserve Components may use other formats as needed.

Table 2-1
Numerical list of order formats

| Format | MILPER function or program | Figure number |
|--------|--------------------------------|---------------|
| 100 | Recruiting | 11-1 |
| 110 | Officer procurement | 6-1 |
| 112 | Officer procurement | 6-2 |
| 120 | Manpower mobilization | 14-1 |
| 150 | Manpower mobilization | 14-2 |
| 153 | Manpower mobilization | 14-3 |
| 155 | Officer procurement | 6-3 |
| 156 | Officer procurement | 6-4 |
| 157 | Officer procurement | 6-5 |
| 159 | Retention | 10-1 |
| 160 | Manpower mobilization | 14-4 |
| 162 | Manpower mobilization | 14-5 |
| 163 | Manpower mobilization | 14-6 |
| 164 | Manpower mobilization | 14-7 |
| 168 | Retention | 10-2 |
| 172 | Enlisted management | 3-1 |
| 174 | Enlisted or officer management | 3-2 |
| 180 | Manpower mobilization | 14-8 |
| 181 | Manpower mobilization | 14-9 |
| 185 | Officer procurement | 6-6 |
| 186 | Officer procurement | 6-7 |
| 187 | Officer procurement | 6-8 |
| 188 | Officer procurement | 6-9 |
| 190 | Officer procurement | 6-10 |
| 196 | Enlisted or officer management | 3-3 |
| 198 | Enlisted management | 3-4 |
| 250 | Trainee and student support | 13-1 |
| 260 | Trainee and student support | 13-2 |
| 262 | Trainee and student support | 13-3 |
| 263 | Trainee and student support | 13-4 |

Table 2–1
Numerical list of order formats—Continued

| Format | MILPER function or program | Figure number |
|---------------|---|----------------------|
| 266 | Transition management | 9–1 |
| 267 | Transition management | 9–2 |
| 269 | Trainee and student support | 13–5 |
| 270 | Trainee and student support | 13–6 |
| 272 | Trainee and student support | 13–7 |
| 274 | Transition management | 9–3 |
| 301 | Enlisted promotions or reductions | 7–1 and 7–2 |
| 302 | Enlisted promotions or reductions | 7–3 and 7–4 |
| 305 | Officer promotions | 7–5 |
| 306 | Enlisted promotions or reductions | 7–6 |
| 310 | Enlisted management | 3–5 |
| 320 | Awards and decorations | 5–1 |
| 330 | Special pay programs | 3–6 |
| 331 | Special pay programs | 3–7 |
| 332 | Special pay programs | 3–8 |
| 333 | Special pay programs | 3–9 |
| 342 | Leaves and passes | 5–2 |
| 344 | Leaves and passes | 5–3 |
| 390 | Officer promotions | 7–7 |
| 400 | Miscellaneous (TDY) | 12–3 |
| 401 | Individual deployed Soldier | 4–1 |
| 405 | Reassignment | 4–2 |
| 407 | Reassignment | 4–3 |
| 410 | Reassignment | 4–4 |
| 417 | Reassignment | 4–5 |
| 418 | Reassignment | 4–6 |
| 419 | Reassignment | 4–7 |
| 422 | Replacement operations | 8–1 |
| 423 | Replacement operations | 8–2 |
| 424 | Reassignment | 4–8 |
| 425 | Reassignment | 4–9 |
| 426 | Enlisted or officer management | 3–10 |
| 430 | Transition processing | 9–4 |
| 434 | Transition processing | 9–5 |
| 440 | Enlisted or officer management | 3–11 |
| 450 | Enlisted or officer transfers or discharges | 5–4 |
| 452 | Reassignment | 4–10 |
| 454 | Transition processing | 9–6 |
| 460 | Enlisted or officer management | 3–12 |

Table 2–1
Numerical list of order formats—Continued

| Format | MILPER function or program | Figure number |
|---------------|--|----------------------|
| 500 | Enlisted or officer transfers or discharges | 5–5 |
| 501 | Enlisted or officer transfers or discharges | 5–6 |
| 502 | Enlisted or officer transfers or discharges | 5–7 |
| 505 | Enlisted or officer transfers or discharges | 5–8 |
| 520 | Enlisted or officer transfers or discharges | 5–9 |
| 522 | Enlisted or officer transfers or discharges | 5–10 |
| 524 | Transition management | 9–7 |
| 526 | Transition management | 9–8 |
| 530 | Officer transfers and discharges | 5–11 |
| 540 | Enlisted or officer transfers and discharges | 5–12 |
| 550 | Manpower mobilization | 14–10 |
| 562 | Transition management | 9–10 |
| 564 | Officer transfers and discharges | 5–13 |
| 600 | Transition processing | 9–11 |
| 610 | Transition processing | 9–12 |
| 612 | Transition processing | 9–13 |
| 620 | Transition processing | 9–14 |
| 680 | Transition processing | 9–15 |
| 692 | Transition processing | 9–16 |
| 694 | Transition processing | 9–17 |
| 696 | Transition processing | 9–18 |
| 700 | Orders | 2–5 |
| 705 | Orders | 2–6 |
| 740 | Unit manning | 3–13 |
| 745 | Reassignment | 4–11 |

2–2. Group actions

a. The formats in this publication may be used for two or more Soldiers or units when most of the variable information (see para 2–8) is the same and when each Soldier or unit affected by the order can easily read and understand what action is being taken.

b. When a format requires a standard name line—

(1) Place the variable information that is different for each Soldier or unit after the required items of data as shown in figure 2–2.

(2) The response to the lead line(s) will be “See standard name line.”

c. When a format requires a name line—

(1) Place the variable information that is different for each Soldier or unit after the items of data required for the name line.

(2) The response to the lead line(s) will be “See name line.”

2–3. Heading

The heading on Army orders will be in accordance with letterhead requirements of AR 25–50. The heading on Army orders will include DEPARTMENT OF THE ARMY in all uppercase letters (except for orders prepared by Army National Guard (ARNG) units not on active duty), headquarters designation of the organization issuing the order, the mailing address including ZIP + 4, the office symbol, the number of the order, and the current date (format: 1 January

2017). Department of the Army letterhead can be produced at the Army Publishing Directorate website <https://armypubs.army.mil/>.

2-4. Paragraphs

Orders may contain one or more paragraphs. Each paragraph will contain one action (for example, promotion, reassignment, or award) that applies to one Soldier, a group, or an organization. Paragraphs are numbered in orders with two or more paragraphs.

2-5. Standard name line

The standard name line for a Soldier consists of the name, Social Security number (SSN), current grade of rank, unit of assignment (including the unit identification code (UIC)), and station of assignment. The full name is also acceptable. The standard name line for a unit or organization includes of the name of the unit or organization, command of assignment, UIC, station, and location of assignment. Include the mailing address on orders that will be mailed. Do not change the sequence of data unless the order will be mailed to the Soldier (format b, figure 2-1). Examples of standard name lines are shown in figure 2-1.

| |
|---|
| <p>a. All personnel:</p> <p>DOE, JOHN D. 000-00-0000 MAJ USATC Inf and Fort Jackson (WABCAA) Fort Jackson, SC 29207-0000</p> <p>b. Optional format for orders to be mailed:</p> <p>JOHN D. DOE 000-00-0000 SPC 3710 Colonial Avenue Columbia, SC 29206-0000</p> <p>JOHN D. DOE 000-00-0000 SPC Co B 790th MP Bn (WA8MKA) Columbia, SC 29206-0000</p> <p>DOE, JOHN D. 000-00-0000 SPC 3710 Colonial Avenue Columbia, SC 29206-0000</p> <p>DOE, JOHN D. 000-00-0000 SPC Co B 790th MP Bn (WA8MKA) Columbia, SC 29206-0000</p> <p>c. Organization or unit:</p> <p>U.S. Army Garrison MDW (WOUDAA) Fort Lesley J. McNair, Washington, DC 20315-0000</p> |
|---|

Figure 2-1. Examples of standard name lines

2-6. Constant information

The directive or announcement at the beginning of the order is the constant information, (that is, you are reassigned as indicated.) Constant information is not modified unless a format specifically authorizes the modification or if the Soldier elects option 1, 2, or 3 of Headquarters, Department of the Army (HQDA)–TDY schooling in conjunction with permanent change of station (PCS). Do not modify the format if TDY is at either the new or old duty station.

2-7. Lead lines

- a. A lead line identifies and controls an item of variable information and uniformly leads into the proper response.
- b. Do not rearrange lead lines shown in order formats. Lead lines may be deleted only when the note to a format specifically authorizes the deletion. Unless a format authorizes the modification, copy the lead lines exactly as they appear on the formats in this publication.
- c. Formats may be modified to add lead lines—
 - (1) When the note to a format specifically authorizes the change.

(2) When TDY en route is authorized and the format does not have the necessary lead lines. TDY en route information will be included as defined in paragraphs 2-7c(3)(a) and 2-7c(3)(b).

(a) Add the accounting classification lead line before the MDC lead line.

(b) Add TDY en route at; reporting date, TDY station; period of TDY; and purpose of TDY lead lines after the reporting date lead line. If the TDY Soldier is to attend school, include the course title, class or course number, and quota source as a response to the purpose of TDY lead line; show specific reporting instructions as a response to the reporting date, TDY station, lead line.

(3) If a Soldier elects option 1, 2, or 3 of HQDA directed TDY schooling in conjunction with PCS, change the reporting date lead line to the reporting date to gaining unit lead line, and include TDY information as follows:

(a) If a Soldier elects option 1 or 3, add the TDY; reporting date, TDY station; period of TDY; and purpose of TDY lead lines before the assigned to lead line; and add an accounting classification lead line before the MDC lead line.

(b) If a Soldier elects option 2, add the TDY; reporting date, TDY station; period of TDY; and purpose of TDY lead lines before the additional instructions lead line; and add an accounting classification lead line before the MDC lead line.

(c) Include the course title, class or course number as a response to the purpose of TDY lead line.

2-8. Variable information

This information may vary for each individual or situation in the order and is expressed as a response to the lead lines. The person preparing the order will develop appropriate responses by referring to the individual's records and the regulations or other instructions governing the action to be taken. Some formats in this publication have a note listing the regulations that apply to the action. In addition, appendix A lists regulations that may be needed to prepare orders.

a. For more complicated orders pertaining to individuals, the lead lines are divided into two sections.

(1) The first section is directed to the Soldier to whom the order applies. It contains only the minimum information that the Soldier needs to know to comply with the order.

(2) The second section is titled FOR ARMY USE. It contains lead lines and responses that provide fiscal, travel, strength accounting, and personnel management data. This section contains no information that the Soldier to whom the order pertains needs to know to comply with the order.

b. Each lead line requires a clear and concise response. When appropriate, the response will be "Not applicable" or "None." Do not use the abbreviation "NA." Do not use terms such as "To be determined," "Unknown," or "To be announced" as a response to any lead line. Do not use the term "service member" or the abbreviation "SM" as a response to any lead line.

2-9. Additional instructions

a. Most formats have an additional instruction lead line to include information that is needed by the Soldier named in the order or is needed by an organization or unit if the order contains a standard name line of an organization or unit. In addition, the information will be stated in the order because of an entitlement or obligation accruing from the action being taken or because it is essential to the purpose of the order (for example, reassignment, active duty of Soldier or unit, and reorganization of a unit).

b. Do not include the type of information defined in paragraphs 2-9b(1) through 2-9b(5) in the additional instructions lead line, including additional instructions of orders prepared as a result of HQDA-issued assignment instructions or AHRC requests for orders.

(1) Information that is or should be a response to another lead line, for example, duty station, accounting classification, and TDY en route lead lines.

(2) Information that is shown in the constant information of the order.

(3) Out-processing procedures that must be completed before the Soldier leaves the losing organization, for example, requirements for security clearance, information on briefings, forms to be completed, and travel codes.

(4) Information that does not need to be in orders and can be furnished to Soldiers during out-processing or briefings and/or by a letter of instruction.

(5) In-processing procedures that the gaining organization can include in installation fact sheets or welcoming letters, for example, uniform requirements, information on DoD dependent schools, and the sign-in location at the gaining organization.

2-10. Modes of transportation

a. Orders will not show a mode of transportation unless authority is granted for travel by privately owned vehicle (POV), special conveyance or ferry.

b. Orders will neither specify port call information nor category/class of airlift (for example, category Z travel), because category of service implies mode of transportation. Orders will not indicate transit sites (airports or cities where the Soldier will change modes of travel). When a Soldier must travel from a TDY/TCS point of origin to a final destination, only those two locations will be indicated on the orders. Travel to intermediate sites for the purpose of onward transportation will not be indicated on the orders.

c. Authority for use of extra fare travel accommodations will be obtained in accordance with the Joint Travel Regulations (JTR).

d. Transportation officers determine port call locations and modes of transportation, except for TDY.

e. Travel by POV cannot be directed.

f. TDY orders may show that travel by POV is authorized as more advantageous to the Government in accordance with DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel), item 12, and table 2–2, item 1, of this publication.

g. TDY orders may show that travel by POV is authorized as more advantageous to the Government in accordance with JTR (see table 2–2).

h. TDY and PCS orders may show that use of special conveyance is authorized (see table 2–2).

i. PCS orders will contain the statement “Travel by privately owned conveyance is authorized from (enter current location) to (enter location of new unit of assignment)” if the overseas commander has approved travel by privately owned conveyance between a point in CONUS and a point in Alaska, the island portion of Newfoundland, or Central America (including the Republic of Panama), or return to CONUS.

j. Orders may contain the statement “Travel by privately owned vehicle is authorized” when USAR or ARNG Soldiers are called to, ordered to, or released from active duty.

k. Orders may show that use of transoceanic ferry is authorized as more advantageous to the Government or that travel by ocean going car ferries is authorized when required under JTR.

l. PCS orders may show that travel by more than one privately owned conveyance is authorized or approved as specified in table 2–2.

Table 2–2
Additional instructions for travel orders

| Item | Statement | Authorization |
|------|---|---|
| 1 | Travel by privately owned vehicle is authorized as more advantageous to the Government. | See JTR to limit reimbursement to a monetary allowance in lieu of transportation. See item 26 to authorize reimbursement for actual expenses incurred in operating the conveyance instead of the monetary allowance. Do not include both this item and item 26. |
| 2 | Use of special conveyance is authorized. | See JTR. |
| 3 | Travel within and around TDY station is authorized. | See JTR. |
| 4 | Change to the above itinerary and to proceed to additional places as may be necessary to accomplish this mission is authorized. | See JTR. |
| 5 | Use of an existing Government facility would adversely affect the performance of the assigned mission. | See JTR. |
| 6 | Concurrent travel of dependents is authorized. | See AR 55–46 for overseas travel. |
| 7 | Concurrent travel of dependents is not authorized. | See AR 55–46 for overseas travel. |
| 8 | Travel of dependents to the overseas duty station is not authorized during this tour. | See AR 55–46 for overseas travel. |
| 8–1 | Travel of Family members is not authorized. | See AR 55–46. |
| 9 | Movement of Family members and household goods at Government expense is not authorized. | See AR 55–46 and JTR. |
| 10 | Shipment of household goods is authorized. | See JTR. |
| 10–1 | Shipment of household goods at the with-dependent rate is authorized. | See JTR. |
| 10–2 | Shipment of household goods at the without-dependent rate is authorized. | See JTR. |
| 11 | Shipment of household goods and privately owned vehicle is authorized | See JTR. Do not include both this item and item 10. |
| 11–1 | Shipment of household goods and privately owned vehicle at the with-dependent rate is authorized. | See JTR. Do not include both this item and item 10–1. |
| 11–2 | Shipment of household goods and privately owned vehicle at the without dependent rate is authorized. | See JTR. Do not include both this item and item 10–2. |
| 12 | Shipment of (enter number) pounds of household goods and/or unaccompanied baggage is authorized, in excess of that permitted free on ticket, under JTR. | This entitlement must be properly justified by the Soldier and approved by the commanding officer or orders-issuing authority before it can be included in active duty for training (ADT) or TDY orders. |

Table 2–2

Additional instructions for travel orders—Continued

| Item | Statement | Authorization |
|-------------|--|--|
| 13 | Shipment of household goods to home of record or place of entry on active duty is authorized. | See JTR when the Soldier is being separated. |
| 14 | Contact local transportation office to arrange shipment of personal property at Government expense, and contact transportation office of new duty station immediately after arrival to arrange delivery. | Include this item in all PCS travel orders. |
| 15 | Excess baggage of (enter number) pounds is authorized. | See JTR to determine the allowance for accompanied baggage. |
| 16 | Wear of civilian clothing is required while in travel status directed by this order. | Include this item in travel orders only when wear of civilian clothing is required at point of debarkation. See AR 670–1 and the DoD Foreign Clearance Guide. |
| 17 | Report between 0800 and 1700 on the scheduled reporting date. | See HQDA assignment instructions or the AHRC request for orders. |
| 18 | Authorized up to 1 year to select a home and complete travel in connection with this action. | See JTR. |
| 19 | Submit a reviewed travel voucher to finance within 15 days after travel is completed. | See JTR. |
| 20 | Report to the Family housing office serving the new duty station before making any housing arrangement for renting, leasing, or purchasing off-post housing. | |
| 21 | Authorized to take own unloaded personal firearms outside the United States, not for resale. | Include this item in orders for travel from CONUS to overseas when the member has firearms to be exported. This item permits the member to export firearms from the United States without an export license. |
| 22 | Hazardous duty pay will continue if otherwise entitled until arrival at new duty station, where it may be terminated based on duty position assigned. | See DoD 7000.14–R. |
| 23 | Hazardous duty pay will continue if otherwise entitled until its termination on day of departure from present duty station. | See DoD 7000.14–R. |
| 24 | Hazardous duty pay will continue if otherwise entitled until the date TDY directed in these orders is completed. | See DoD 7000.14–R. |
| 25 | Shipment of household goods and movement of dependents to a designated location is authorized. | See JTR. |
| 26 | Travel by privately owned conveyance is authorized as more advantageous to the Government according to JTR. | See JTR to authorize reimbursement for actual expenses incurred in operating the conveyance. See item 1 to authorize the monetary allowance instead of reimbursement for actual expenses incurred in operating the conveyance. Do not include both this item and item 1. |
| 27 | Shipment of household good to home of selection. | See JTR when the Soldier is being separated. |
| 28 | This overseas assignment will preclude voluntary separation except under AR 600–8–24 or AR 635–200. | Include this item in all PCS travel orders assigning an officer OCONUS. |
| 29 | This overseas assignment will preclude voluntary non-disability retirement except under AR 635–200. | Include this item in PCS travel order for enlisted personnel being assigned OCONUS who are either eligible to retire or will become eligible to retire while overseas. |
| 30 | Shipment of unaccompanied baggage. | See JTR when overseas travel is authorized. Do not include both this item and an item that authorizes shipment of household goods. |
| 31 | Increased administrative weight allowance of (enter number) pounds is authorized. | See JTR. |
| 32 | This is a joint domicile assignment. | Include this item in PCS orders of both Soldiers when a joint domicile assignment is approved under AR 614–100 or AR 614–200. |
| 33 | Hand carry or escort classified material during this trip is authorized. | See AR 380–5 for TDY orders. |
| 34 | Least expensive mode of transportation is authorized. | See JTR when the Soldier being separated under other than honorable conditions. |
| 35 | Entitlement for shipment of household goods. | See JTR when the Soldier is being separated. |
| 36 | Travel by privately owned conveyance is authorized from (enter current location) to (enter location of new assignment). | The overseas commander must approve this travel according to AR 55–46 before it can be included in PCS orders. |
| 37 | Shipment of privately owned conveyance is authorized. | See Personal Property Consignment Instruction Guide. |
| 38 | Travel by more than one privately owned conveyance is (enter “authorized” if before travel begins) or (“approved” if after travel has been completed). | See JTR to limit reimbursement to a monetary allowance in lieu of transportation for PCS orders. |

Table 2–2**Additional instructions for travel orders—Continued**

| Item | Statement | Authorization |
|-------------|---|---|
| 39 | This continuous TDY in excess of 180 days at one location is authorized by the Secretary of the Army in accordance with (enter type of correspondence used for approval) Headquarters, Department of the Army (enter office symbol, date, and subject of approval). | See JTR for authorizing and approval authority for TDY of 181 or more consecutive days. |
| 40 | Personnel must be made fully aware of their potential income tax liability if their TDY assignment is at one location for more than a year. | |
| 41 | Earlier report than the date specified above is authorized. | None. |
| 42 | Government quarters and mess will be used, if available. | None. |
| 43 | Documentation to support entitlement to the basic allowance for housing is required immediately on arrival at new duty station. Obtain guidance from Finance before departure. | See JTR for PCS orders. |
| 44 | Cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable. | Include this item in all CONUS travel orders authorizing rental vehicles. |
| 45 | Shipment of TDY weight allowance of household goods to new permanent duty station via (enter location of TDY station) is authorized. | See JTR. |
| 46 | Leave travel to home of record (enter city and state) or to a place no farther distant than home of record is authorized. | See JTR for PCS orders. |
| 47 | Soldier and command-sponsored dependents leave travel to home of record (enter city and state) or to a place no farther distant than home of record. | See JTR for PCS orders. Do not use this item and item 46. |
| 48 | Travel of command-sponsored dependents in conjunction with overseas assignment is authorized to home of record (enter city and state) or to a place no farther distant than home of record. | See AR 55–46 and JTR for PCS orders. |
| 49 | Soldier participating in the home base program and elected to leave Family members at (enter home base location) while serving in a dependent-restricted area. | See AR 614–30. Do not use both this item and item 48. |
| 50 | Soldier participating in the advance assignment program elected to leave Family member at (enter current location) or has elected to send Family members to (enter advanced assignment location) while serving in a dependent-restricted area. | See AR 614–30. Do not use both this item and item 49. |
| 51 | Soldier must be in satisfactory physical condition, able to pass the Army Combat Fitness Test and meet height and weight standards, when clearing current duty station and upon reporting to next duty station. | See AR 600–9. |
| 52 | Soldier must meet SRP Level 1 requirements before departing current installation. | |

2–11. Per diem

TDY orders will not prescribe a rate of per diem unless in conjunction with a deployment or field duty where a lower rate or no per diem is authorized so as to clearly identify the intended per diem entitlement.

2–12. Page size and page numbering

- a. Orders will be printed on white paper, 8½” by 11” in size.
- b. Pages will not be numbered unless the order is two or more pages in length.

2–13. Length of orders

- a. Orders will usually be limited to one sheet (front and back of a page).
- b. If a continuation page is needed, follow the example shown in this publication.

2–14. Numbering

- a. Both permanent orders and orders are numbered consecutively for each calendar year, using the three digit Julian date followed by a four digit sequence number of the order issued the same day. For example, the fifth permanent order issued by one organization on 1 January is numbered 001–0005, and the first permanent order issued on 31 December is numbered 365–0001.

b. The consolidated orders log for each orders-issuing activity will reflect any breaks in the consecutive numbering system. For example, if no permanent orders were published on 3 January, the orders log will reflect that "Permanent orders 003–0001 through 003–0050 were not used." For example, if no orders were published on 25 December, the orders log will reflect that "Orders 359–0001 through 359–0050 were not used." Use a number in the same series for an amendment, a revocation, or a rescission. Cite the number of the last permanent order issued the previous year above the heading of the first permanent order of the year (that is, "Permanent orders 360–0010 was the last of the series for calendar year 1990," and "Order 300–0065 was the last of the series for calendar year 1990.") (See figs 2–3 and 2–4 for location of the number.)

c. DD Form 1610 will be numbered by using the numeric month code followed by the number of the order issued that month (that is, the first order issued by one organization in March would be numbered 3–1). The number of the original order will be used for each amendment, revocation, or rescission prepared on DD Form 1610. Cite the number of the last DD Form 1610 issued the previous month at the top of the first DD Form 1610 for the month (that is, Travel order number 6–700 was the last of the series for June.)

d. When a unit is redesignated, begin a new series of all orders and cite the authority for the redesignation above the heading of the first order, permanent order, and DD Form 1610 issued after the redesignation.

e. When a unit is reorganized during the year without a change in mission or function, all orders will be numbered as if no change of status had occurred.

f. To ensure orders numbers are not skipped or duplicated, one office within each orders-issuing activity should centrally manage and control the orders log.

g. When orders are issued by centralized writing systems where order numbers and logs are managed in conjunction with the orders issue process, variation in order format is permitted to prevent duplication of order numbers.

2–15. Abbreviations

a. *Letterhead.* Letterhead will be in accordance with AR 25–50.

b. *Standard name line and name line.* Abbreviations and abbreviations approved for memorandums in accordance with AR 25–50 may be used in the standard name line and name line of orders.

c. *Constant information.* No abbreviations, other than those shown in the format, are authorized in the constant information.

d. *Responses to lead lines when the order has one section.* Abbreviations and acronyms approved for memorandums in accordance with AR 25–50 may be used. Abbreviations and acronyms may be found on the Army Publishing Directorate website <https://armypubs.army.mil/>.

e. *Responses to lead lines when an order has two sections.* Abbreviations and acronyms approved for memorandums in accordance with AR 25–50 may be used in both the section pertaining to the individual Soldier and the FOR ARMY USE section of orders.

f. *Authority line.* Delegations of authority.

g. *Signature block.* The signature block will be in accordance with AR 25–50.

h. *Distribution portion.* Abbreviation and acronyms approved for memorandums in accordance with AR 25–50 may be used.

2–16. Effective date

a. The effective date of an order is the date of the order unless one of the conditions listed in paragraphs (1) through (9) applies.

(1) The order specifies a later date.

(2) The order confirms orders previously issued verbally.

(3) The order promotes Reserve Officers not on active duty (Reserve Officer Personnel Act of 1954). These orders may be effective before, on, or after the date of the order.

(4) The order retroactively promotes a Soldier in accordance with AR 600–8–19.

(5) The order announces retroactively (10 USC 1221) the permanent retirement of a Soldier because of a physical disability on the date when the 5–year tenure period on the Temporary Disability Retired List (TDRL) expired.

(6) HQDA directs a specific date for a military occupational specialty (MOS) award or withdrawal action.

(7) The order retroactively adjusts entitlement for enlistment pay grade for personnel without prior service (see AR 601–210).

(8) The order announces an award of a decoration or Good Conduct Medal before the period of service covered by the award has been completed. This exception does not apply to orders announcing award of the Distinguished Service Cross, Silver Star, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal for heroism, Air Medal for heroism, Army Commendation Medal for valor, Purple Heart, or badges, bars, or tabs.

(9) The order is being remade to file in a Soldier's Army Military Human Resource Record (AMHRR).

b. Travel and transportation. For purposes of travel and transportation entitlements and allowances, the effective date of PCS orders is the date a Soldier is required to begin travel from the old permanent duty station, home, or place from which called to active duty, or last TDY station, whichever is applicable, to arrive at the new permanent duty station on the date authorized by the mode of transportation authorized and/or used. When computing the effective date, subtract the elapsed time or authorized travel time, whichever is less, as determined in accordance with JTR, from the authorized or actual reporting date, whichever is earlier, and add 1 day to the result (JTR). Disregard any leave a Soldier takes at the old permanent duty station or en route to the new permanent duty station.

c. Obligation of funds. For purposes of funding obligation, the effective date of PCS orders is the fiscal year in which the order is published.

d. Assignment between control groups and U.S. Army Reserve units or between U.S. Army Reserve units and control groups of the U.S. Army Reserve. To determine the effective date for accessing a Soldier by a gaining command, control group, or USAR unit, add administrative processing time to date of release from the losing unit.

e. Order to active duty, active duty for training, active duty for special work, active training, or temporary tours of active duty. The effective date of these tours of duty is the date the Soldier is authorized to begin travel (see para 2-16b.). The effective date will not be shown on the order.

f. Return to or assignment to an Army National Guard unit, U.S. Army Reserve unit, or U.S. Army Reserve control group on completion of active duty or active duty for training. The effective date of return to or assignment to an ARNG unit, USAR unit, or USAR control group will be determined by adding the authorized travel time to the date of departure from the transfer or training activity (see para 2-16b.).

2-17. Reproduction

MILPER work centers will produce the minimum number of orders needed.

2-18. Authentication

Authentication contains the authority line and signature block (see figs 2-2 and 2-5 for location of the authority line and signature block.)

a. Except as noted, the signature block and authentication of orders will be in accordance with AR 25-50.

b. The Chief, Military Personnel Division will authenticate PCS orders. The commander may also delegate authority to authenticate orders to other Civilians or MILPER.

c. Authentication is complete if one of the following tasks is performed:

(1) When using the official seal of the headquarters, the seal is placed over, to the left, or above the signature block.

(2) When using a computer generated official seal or "asterisk box", the seal or asterisk box is printed either above or to the left of the signature block.

(3) When using a "wet" or digital common access card (CAC) signature, the authenticator will sign above their signature block, with either a hand-written or digital CAC signature.

(4) When another authenticator signs (either hand-written or CAC-generated signature) above their typed signature block.

d. The authenticator ensures that the action being ordered is correct and complete and complies with applicable regulations.

2-19. Distribution

How to indicate distribution. See paragraph 12-1 for the location of the distribution block on DD Form 1610 when continued and when not continued.

a. Information to include under distributions.

(1) Names of individuals to be furnished electronic copies of orders and, in parenthesis, the number of copies to be furnished to each. For orders applying to four or more individuals, distribution may be shown as "Each indiv indicated" (each individual indicated) instead of listing by name.

(2) A list of organizations receiving copies and, in parenthesis, the number of copies to be furnished each. When copies will be mailed to an organization, include the complete unit designation and post office address. Do not use statements such as "each unit concerned." For organizations at the same location as the order-issuing organization, use a standard distribution letter (for example, "A," "B," or "C") instead of listing each organization. The headquarters or agency concerned will publish a distribution list that showing organizations included in each letter designation.

b. Commanders issuing orders. Commanders issuing orders will establish strict controls to ensure—

(1) Orders are sent promptly to each individual and organization named in the order.

(2) Individuals and organizations named in the order have sufficient lead time to execute the order.

(3) Orders are sent through intermediate commanders unless intermediate commanders are not authorized to modify or suspend the orders. In these cases, orders will be sent directly to the Soldier with one copy furnished to each intermediate commander.

(4) Local distribution is limited to official agencies with a need for orders.

(5) Individuals and organizations are furnished the minimum number of copies.

(6) Distribution includes one copy for the record set of military publications.

(7) Local inspections include a review of the orders distribution system to determine if copies are required by all organizations receiving distribution and if the number of copies is correct.

(8) Orders will be distributed electronically to unit human resources (HR) professionals for distribution to the unit and to Soldiers in the unit.

(9) Orders that cannot be picked up by HR professionals may be emailed through official military means, following security guidelines for protection of personally identifiable information.

(10) SSNs and all other personally identifiable information will be deleted from all copies of orders being distributed to organizations or individuals for unofficial purposes.

(11) Travelers will be advised that copies of their order should not be given to car rental agents, airline ticket agents, hotel clerks, and motel clerks. Travelers may show their CAC identification card or travel orders as proof of eligibility for discount rates.

c. Gaining commanders. Gaining commanders will establish strict controls to ensure—

(1) Orders are routed immediately to the agency responsible for strength accountability, to the servicing personnel unit, and to the unit to which the Soldier is attached for quarters, rations, or administration.

(2) Mail distribution personnel are trained in special handling required for orders and are aware of the importance of orders.

d. Permanent change of station orders. Distribution will include—

(1) Enough copies for each Soldier to meet personal requirements (that is, movement of Family members and household goods).

(2) One copy for the current command.

(3) One copy for the gaining command.

(4) One copy for Defense Military Pay Office (DMPO).

e. Army Human Resources Command transition orders.

(1) Include one copy of each transition order and each reassignment for transition processing order, if separate, for the DMPO or servicing finance office.

(2) Include one copy of each transition order issued to a USAR Soldier on initial active duty for training (IADT) for the troop program unit (TPU) if the unit is shown in the distribution block of the IADT order.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

ORDERS 157-500²

[DD Month YYYY]^{3,4}

1. [LAST, FIRST MI, SSN, RANK, UNIT NAME, (UIC), STATION/CITY, STATE ZIP+4] ^{5,6,7}

You will proceed on permanent change of station as shown.^{8,9}

Assigned to:¹⁰ [Unit, (UIC), Station/City, State ZIP+]

Reporting date: [DD Month YYYY]

Additional instructions:¹¹

(a) Movement of Family members and household goods at Government expense is not authorized.

(b) Report to the Family housing office serving your new duty station before making housing arrangements for renting, leasing, or purchasing any off-post housing.

FOR ARMY USE

Auth:¹² Not applicable

MDC:¹³ O1E0

Enlistment/REENLB indic:¹⁴ None

PPD:¹⁵ Not applicable

PMOS/AOC:¹⁶ [9-DIGIT MOS]

Projected specialty:¹⁷ None

Pers con no:¹⁸ See standard name line.

Asgd to mgt designation:¹⁹ [9 DIGIT MOS]

on specialty:²⁰ None

Pers security code:²¹ None

SDN: [Enter alpha-numeric code.]

Point of Contact for this order: [Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address]

SDN: [Enter alpha-numeric code.]

Format:²² 410

ORDERS 157-500, [HQ, Unit/Organizational Title, DD Month YYYY]^{2,3,4,23,24}

2. The following order is amended as indicated.⁶

So much of:¹⁰ Orders [XXX-XX], [Unit, DD Month YYYY]

Pertaining to:¹⁰ Temporary duty travel of [Last, First MI, SSN, RANK Unit (UIC) Station/City, State ZIP+4]

As reads:¹⁰ Reporting date: [DD Month YYYY]

How changed:¹⁰

Amended to read: Reporting date: [DD Month YYYY]

Authority:¹²

Point of Contact for this order: [Rank/Title First Name Last Name, Comm Phone Number, DSN, email address].

SDN: [Enter alpha-numeric code.]

Not applicable Format:²² 700

FOR THE COMMANDER:²⁶

[FIRST MI LAST] ²⁷

Chief, Military Personnel Division

DISTRIBUTION:²⁸

Figure 2-2. Sample format for an order with more than one paragraph

B plus
[RANK Last Name of Individual concerned] (40)
Cdr, [UNIT, Station/City, STATE ZIP+4] (1) MPRJ (1)

Notes:

1. Letterhead. Type the first line of the letterhead, DEPARTMENT OF THE ARMY (except for ARNG units not on active duty), on the fifth line from top of page. Center each line horizontally. Type the name of the headquarters issuing the orders on the second line or second and third lines in uppercase and lowercase or all uppercase letters. The last line is the mailing address. See paragraph 2-3.
2. Order number. Block at the left margin on the second line below the last line of the letterhead. See paragraph 2-14 for the number to use. Also see paragraph 2-3.
3. Date. Enter the current date on the second line below the letterhead flush at the right margin. Do not postdate or antedate orders. See paragraph 2-3.
4. Effective date. See paragraph 2-16 for the effective date of orders.
5. Standard name line. Block at the left margin on the second line below the order number. See paragraph 2-5.
6. Paragraphs. Block at the left margin on the second line below the order number. This order contains two paragraphs. Number all paragraphs when an order has two or more paragraphs. Block the second paragraph at the left margin on the second line below the Format lead line. See paragraph 2-4.
7. Group actions. See paragraph 2-2 for instructions on preparing formats as group actions.
8. Constant information. Block at the left margin on the second line below the name line. Do not change the constant information on Formats 320 and 705. See paragraph 2-6. Do not modify the constant information for Format 410 unless paragraph 2-6 authorizes the modification.
9. Format 410 (para 1 of this order) contains two sections; see paragraph 2-15d. Format 700 (para 2 of this order) contains one section; see paragraph 2-15c.
10. Responses to lead lines. Each lead line requires a response. See paragraph 2-7. If a response requires more than one line, begin the second and succeeding line two spaces from the left margin; begin typing on the third space.
11. Additional instructions. Table 2-2 lists statements that can be shown as a response to the Additional instructions lead line. Also see paragraph 2-9.
12. Authority or Auth. See paragraph 4-8a for responses to the Authority lead line when preparing reassignment orders. When an amendment (Format 700) is prepared, the response will be "Not applicable" unless paragraph 4-8a(1) or (2) applies. Do not cite AR 600-8-105 as the authority for amending, revoking, or rescinding an order.
13. MDC. Enter the MDC. See chapter 1 and table 1-2.
14. Enlistment/REENLB indic. Enter the enlistment/reenlistment bonus indicator. See AR 601-280, paragraph 8-17 and AR 601-210, table 9-1.
15. Enter the proficiency pay designator (PPD).
16. PMOS/AOC. Enter the nine-character PMOS for enlisted personnel and WOs and the AOC for officers.
17. Projected specialty. Enter the projected specialty. Use for commissioned officers only.
18. Pers con no. Enter the enlisted personnel directorate control and line number (EPD C&L No) for enlisted personnel and the requisition identification code for officers. Also include the Army Education Requirements Board (AERB)-validated position number if the Soldier is being assigned to an AERB position.
19. Asgd to mgt designation. Enter the assignment MOS. Use for enlisted personnel only.
20. Con specialty. Enter the control specialty listed on the AHRC request for orders. Use for commissioned officers only.
21. Pers security code. Enter the personnel security code shown on the assignment instructions.
22. Format. The Format lead line is the last lead line of each order, except for the For Additional Information lead line.
23. Heading of continuation page. Enter the type and number of order, the issuing headquarters, and the date of the order.
24. This page is a continuation of the order. This order was prepared from data provided on DA Form 2446 (para 2-26). Figure 2-11 shows the specific request.
25. See paragraphs 2-9b and 2-10a.
26. Authentication. Block at the left margin on the second line below the Format lead line. Do not use an Authentication if the commander will sign the order. See paragraph 2-18.
27. Signature block. Begin on the second line below the Authentication at the center of the page. If no Authentication is used, begin on the fifth line below the Format lead line. See paragraph 2-18 for authentication of orders. See AR 25-50 for format of signature block.
28. Distribution. Block at the left margin on the second line below the signature block. See paragraph 2-19.
29. Page numbering. This order consists of more than one page; therefore, number it according to paragraph 2-12.

Figure 2-2. Sample format for an order with more than one paragraph—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

PERMANENT ORDER 150-15²

DD Month YYYY³

[Unit, (UIC) Station/City, State/Country]⁴ The following organization or unit action is directed.⁵

Action:⁶ Unit reorganized

Assigned to:⁶ [Unit/Organizational Title]

Mission:⁶ As stated in Section I, Tables of Distribution and Allowances E1W1234501

Effective date:⁶ [DD Month YYYY]

Military structure strength:⁶ [X] commissioned officers, [XX] warrant officers, [XXX] enlisted, [XXX] aggregate.

Military authorized strength:⁶ [XX] commissioned officers, [X] warrant officers, [XX] enlisted, [XXX] aggregate.

Civilian structure strength:⁶ [XX] direct hire United States, [XX] direct hire foreign national, [XX] indirect hire foreign national, [XX] aggregate.

Civilian authorized strength:⁶ [XX] direct hire United States, [XX] direct hire foreign national, [XX] indirect hire foreign national, [XXX] aggregate.

Accounting classification:⁶ Appropriate allotments will be obligated to the extent necessary (AR 37-100-93).

Authority:⁶ Letter, DAMO-FDA, Headquarters, Department of the Army, 3 Dec 2014, subject: Advance Copy of Department of the Army-Approved Summary Authorization Document (Number EUR 78, Fiscal Year 15).

Additional instructions:⁷ None

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address).

SDN: (Enter alpha-numeric code.)

Format:⁸ 740

FOR THE COMMANDER :⁹

[FIRST MI. LAST]¹⁰
[RANK], [BRANCH]
[Position Title]

DISTRIBUTION:¹¹

M plus

HQDA (DAMH-HSO-U), WASH DC 20314-0200 (2)

HQDA (DAMO-FDA) WASH DC 20310-0460 (1)

HQDA (DAAG-HDP), Cameron Station, Alexandria, VA 22314-5050 (1)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5. Because this order has one paragraph, do not number it.
5. Constant information. See paragraph 2-6 and figure 2-1, note 8.
6. Responses to lead lines. See figure 2-1, note 10. Do not omit or rearrange the lead lines. Copy exactly from Format 740. See AR 600-8-105, paragraph 2-7.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Format. See figure 2-1, note 22.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.
12. Because this order consists of one page, do not number the page. See paragraph 2-12.

Figure 2-3. Sample format for a permanent order with one paragraph



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

PERMANENT ORDER 197-016²

[DD Month YYYY]

1. [LAST, FIRST MI, SSN, RANK, UNIT (UIC) Station/City, State ZIP+4]⁴ Announcement is made of the following award:⁵

Award: Army Commendation Medal

Date(s) or period of service: From [DD Month YYYY] to [DD Month YYYY]

Authority: AR 600-8-22

Reason: For meritorious service Format: 320⁶

2. The following order is revoked or rescinded as shown.⁵ Action:⁷ Revoke

So much of: Permanent Orders 95-10, Headquarters, [Unit], [DD Month YYYY]

Pertaining to: Award of Army Commendation Medal to [Last, First MI., SSN, RANK Unit (UIC) Station/City, State ZIP+4

Authority: AR 672-5-1, paragraph 1-28

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format:⁶ 705

FOR THE COMMANDER: 8

[FIRST MI. LAST]
[RANK, BRANCH]
Commanding⁹

DISTRIBUTION:¹⁰

M plus

[Rank Last Name of Individual concerned] (5)

[Rank Last Name of Commander] (1)

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Constant information. See figure 2-1, note 8. Do not change the constant information in Formats 320 and 705. See paragraph 2-6.
6. Format. See figure 2-1, note 22.
7. Revocation of permanent orders. Prepare a permanent order to revoke, rescind, or amend a permanent order.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 2-4. Sample format for a permanent order with two paragraphs



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

ORDERS 138-0700²

[DD Month YYYY]³

[LAST, FIRST MI., SSN, RANK Unit (UIC) Station/City, State ZIP+4]⁴

You will proceed on permanent change of station as shown.⁵

Assigned to: Headquarters and Headquarters Company, [Unit (UIC) Station/City, State/Country ZIP+4 (OCONUS Country) with duty [Station/City, State/Country]

Reporting date:⁶ [DD Month YYYY]

Additional instructions:⁷

- (a) You are authorized shipment of household goods and privately owned vehicle.
- (b) Concurrent travel of your dependents is authorized: [First MI. (Spouse), First MI. (DOB DD Mon YYYY) (daughter), First MI. (DOB DD Mon YYYY) (son)].
- (c) Excess baggage of 70 pounds is authorized.
- (d) Increased administrative weight allowance of 648 pounds is authorized.
- (e) Report to the Housing Officer serving the new duty station before making any arrangement to rent, lease, or purchase off-post housing.

FOR ARMY USE

Auth:⁸ Not applicable

MDC:⁹ 4AO3

Enlistment/REENLB indic:¹⁰ None

PPD:¹¹ Not applicable

PMOS/AOC:¹² None

Projected specialty:¹³ 42

Pers con no:¹⁴ E1E106E000180

Asgd to mgt designation:¹⁵ None

Con specialty:¹⁶ 41

Pers security code:¹⁷ None

CIC:¹⁸ 261A21, 261A22

Aval date:¹⁹ [DD Month YYYY]

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format:²⁰ 410

FOR THE COMMANDER:²¹

[FIRST MI. LAST]²²
Chief, Military Personnel Division

DISTRIBUTION:²³

B plus

[RANK Last Name of individual concerned] (30)

MPRJ (1)

Cdr, [Unit, Station/City, State ZIP] (1)

Telephone [XXX-XXXX] if you have a question about this order.²⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Constant information. See paragraph 2-6 and figure 2-1, note 8.

Figure 2-5. Sample format for an order with one paragraph

6. Reporting date. See paragraph 4–7 for instructions for completing the Reporting date lead line.
7. Additional instructions. See paragraph 2–9 and table 2–2.
8. Auth. See figure 2–1, note 12.
9. MDC. Enter the MDC. See chapter 1 and table 1–2.
10. Enlistment/REENLB indic. Enter the enlistment/reenlistment bonus indicator. See AR 601–280, paragraph 8–17 and AR 601–210, table 9–1.
11. Enter the PPD.
12. PMOS/SSI. Enter the PMOS for enlisted personnel and the SSI for officers.
13. Projected specialty. Enter the projected specialty. Use for commissioned officers only.
14. Pers con no. Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers. Also include the AERB–validated position number if the Soldier is being assigned to an AERB position.
15. Asgd to mgt designation. Enter the assignment MOS. Use for enlisted personnel only.
16. Con specialty. Enter the control specialty. Use for commissioned officers only.
17. Pers security code. Enter the code shown on the assignment instructions.
18. Enter the customer identification code (CIC). See AR 37–1, chapter 5. Use for overseas travel only. The 2 identifies the Department of the Army; the 6 identifies the fiscal year (same as the last digit of the MDC); the 1A21 identifies rotational travel for an officer; the 1A22 identifies rotational travel for an officer’s dependents.
19. Aval date. Enter the available date. Use for overseas travel only.
20. Format. See figure 2–1, note 22.
21. Authentication. See paragraph 2–18 and figure 2–1, note 26.
22. Signature block. See paragraph 2–18 and figure 2–1, note 27.
23. Distribution. See paragraph 2–19 and figure 2–1, note 28..
24. Point of contact. A point of contact statement may be shown at the bottom of the order.

Figure 2–5. Sample format for an order with one paragraph–continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

The following order is amended as indicated.^{6,7}

So much of: (Enter order number, headquarters, and date.)

Pertaining to: (Enter action,⁸ name, SSN, grade of rank, organization and address.)⁹

As reads: (Enter item to be changed.)

How changed: (Indicate whether the order is amended to add, amended to delete, or amended to read, and specify the change desired.)

Authority: (Enter the authority to amend the order.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

SDN: (Enter alpha-numeric code.)

Format:¹⁰ (Enter 700.)

(Enter authentication.)¹¹

(Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Publish Format 700 as a permanent order when amending a permanent order. Publish Format 700 as an order when amending an order. Only the organization that published the original order may amend it. See paragraph 2-21.
4. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Constant information. See paragraph 2-6.
7. Amendatory orders changing the original unit of assignment will be used only if the Soldier's gaining unit will receive the amendment before the reporting date contained in the original assignment order. Do not amend an order that was revoked or rescinded. Do not amend an order to add a name; issue a new order.
8. Indicate action required by original order (for example, Promotion of . . . and Reassignment of . . .).
9. If the Soldier's name, SSN, grade of rank, organization, or address was shown incorrectly in the original order, enter the correct information as the response to the Pertaining to lead line.
10. Format. See figure 2-1, note 22.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 2-6. Format 700, amendment of orders



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

The following order is revoked or rescinded as shown.⁶

Action: (Enter either revoke or rescind.)^{7,8}

So much of: (Enter order number, headquarters, and date.)⁹

Pertaining to:⁸ (Indicate action required by the original order.)¹⁰

Authority: (Enter the authority to amend the order.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

SDN: (Enter alpha-numeric code.)

Format:¹¹ (Enter 705.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Publish Format 705 as a permanent order when revoking or rescinding a permanent order. Publish Format 705 as an order when revoking or rescinding an order. Only the organization that published the original order may revoke or rescind it, except as noted in paragraph 2-21. If an order has been revoked or rescinded by mistake, issue a new order. Do not issue another order to revoke the revocation or rescission.
4. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Constant information. See paragraph 2-6.
7. Rescind an order when there is no longer a reason for keeping it in effect. Revoke an order when it is void and was without effect from the beginning.
8. To delete a name(s) from an order with more than one name, enter Revoke as a response to the Action lead line and enter the name, SSN, grade of rank, organization and address of each Soldier being deleted from the original order as the response to the Pertaining to lead line.
9. Indicate "Unexecuted portion of . . ." when the order being rescinded has been partially complied with.
10. The following statements are examples of responses to the Pertaining to lead line:
 - a. "Promotion to [Rank] of [Last, First MI.] [SSN] [Unit (UIC) City/Station Name, State ZIP+4]."
 - b. "Award of Army Commendation Medal to [Last, First MI.] [SSN] [Rank] [Unit (UIC) City/Station Name, State ZIP+4]."
 - c. "Reassignment of [Last, First MI.] [SSN] [Rank] [Unit (UIC) City/Station Name, State ZIP+4]."
11. Format. See figure 2-1, note 22.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 2-7. Format 705, revocation or rescission of orders

| REQUEST FOR ORDERS <small>For use of this form, see AR 600-8-105; the proponent agency is DCS, G-1</small> | | DATE OF REQUEST | | | | |
|--|---|---|-----------|----------------------|---|---|
| TO: Chief, Administrative Division | | FROM: Chief, Information Management | | | | |
| TITLE OF FORMAT Reassignment without overseas travel | | | | | | |
| STANDARD NAME LINE [LAST, FIRST MI. SSN] | | | | | | |
| <table border="1"> <tr> <th>LEAD LINE</th> <th>VARIABLE INFORMATION</th> </tr> <tr> <td> Assigned to: Reporting date: Additional instructions: FOR ARMY USE: Auth: MDC: Enl/REENLB indic: PPD: PMOG/AOC: Proj specialty: Pers con no: Asgd to mgt dsgr: Con specialty: Pers scy code: Format: DISTRIBUTION: </td> <td> [UNIT (UIC), Station/City, State Zip] [DD Month YYYY] a. You are authorized shipment of household goods. b. You are required to report to family housing office or housing referral office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing. Not applicable 01EO None Not applicable 11BZ00000 None 7MD 9015 11BZ00000 None None 410 B plus [Rank Last Name] (40) [Commander, UNIT (UIC), Station/City, State Zip] (1) </td> </tr> </table> | | | LEAD LINE | VARIABLE INFORMATION | Assigned to: Reporting date: Additional instructions: FOR ARMY USE: Auth: MDC: Enl/REENLB indic: PPD: PMOG/AOC: Proj specialty: Pers con no: Asgd to mgt dsgr: Con specialty: Pers scy code: Format: DISTRIBUTION: | [UNIT (UIC), Station/City, State Zip] [DD Month YYYY] a. You are authorized shipment of household goods. b. You are required to report to family housing office or housing referral office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing. Not applicable 01EO None Not applicable 11BZ00000 None 7MD 9015 11BZ00000 None None 410 B plus [Rank Last Name] (40) [Commander, UNIT (UIC), Station/City, State Zip] (1) |
| LEAD LINE | VARIABLE INFORMATION | | | | | |
| Assigned to: Reporting date: Additional instructions: FOR ARMY USE: Auth: MDC: Enl/REENLB indic: PPD: PMOG/AOC: Proj specialty: Pers con no: Asgd to mgt dsgr: Con specialty: Pers scy code: Format: DISTRIBUTION: | [UNIT (UIC), Station/City, State Zip] [DD Month YYYY] a. You are authorized shipment of household goods. b. You are required to report to family housing office or housing referral office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing. Not applicable 01EO None Not applicable 11BZ00000 None 7MD 9015 11BZ00000 None None 410 B plus [Rank Last Name] (40) [Commander, UNIT (UIC), Station/City, State Zip] (1) | | | | | |
| REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION <i>(Type or Print)</i> | | SIGNATURE | | | | |

DA FORM 2446, JAN 1976

REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED.

APD LC v3.01ES

Figure 2–8. Sample of a completed DA Form 2446 (Request for Orders)

Chapter 3

Strength Management

3–1. Strength management orders are prepared at all echelons Regular Army, U.S. Army Reserve, and Army National Guard of the United States

This chapter describes formats for strength management-related orders at all echelons of RA, Reserve Components, and ARNGUS organizations. Formats 196 and 198 are used for HQDA level only. Formats 172, 174, and 460 are used for ARNGUS and USAR personnel. Formats 310, 330, 331, 332, 426, 440, and 740 are used at all echelons of RA and Reserve Component organizations.

3–2. Modification of strength management related formats

Figures 3–1 through 3–13 are examples of each type of strength management related formats. Strength management related formats will not be modified unless a note to a format specifically authorizes the modification. Read all notes pertaining to a format before attempting to publish an order. Notes for each format will be found at the end of each format.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty in the grade of rank shown above for the period shown in active duty commitment below. You are released from your present Reserve Component assignment. You will proceed from your current location in time to report on the date shown below.

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Active duty commitment: (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions ^{5,6,7,8,9,10,11} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

MDC:12 (Enter the MDC.)

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

Place EAD or OAD: (Enter the place of entry on active duty (EAD) or ordered to active duty (OAD).)

HOR: (Enter the home of record (HOR).)

Comp: (Enter the component.)

PMOS: (Enter the PMOS.)

Sex: (Enter M or F.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 172.)

(Enter authentication.)¹³

(Enter signature block.)¹⁴

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. For ARNGUS personnel, include the following statement: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
7. If appropriate, include the following statement: "Travel by privately owned vehicle is authorized."
8. If appropriate, include the following statement: "This assignment is for strength accountability only. Your travel and movement of your dependents and household goods at Government expense are not authorized to the unit of assignment."
9. If appropriate, confirm U.S. Army Advance Emergency Order to Active Duty (AR 140-145, para 5-1).
10. Format 172 may be modified as follows:
 - a. In response to the Additional instructions lead line, when overseas travel is necessary, add the CIC and Aval date lead lines to the FOR ARMY USE section and include the following statement: "Information concerning your port call will be provided separately."
 - b. Add TDY information.

Figure 3-1. Format 172, active duty of Army National Guard of the United States or U.S. Army Reserve enlisted personnel

c. Add the Accounting classification lead line to the FOR ARMY USE section for orders prepared for ARNGUS personnel and orders prepared by AHRC only.

11. Include the following statement if the Soldier has an obligation: "Recoupment applies if active duty service obligation is not fulfilled."

12. MDC. See chapter 1 and table 1-2.

13. Authentication. See paragraph 2-18 and figure 2-1, note 26.

14. Signature block. See paragraph 2-18 and figure 2-1, note 27.

15. Distribution. See paragraph 2-19 and figure 2-1, note 28. Send one copy to the Soldier's ARNGUS or USAR unit.

Figure 3-1. Format 172, active duty of Army National Guard of the United States or U.S. Army Reserve enlisted personnel—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty in Active Guard or Reserve status in the grade of rank shown above for the period shown below. You will proceed from your current location in time to report on the date shown below.⁵

Report to: (Enter the report to assignment.)

Reporting date:⁶ (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Period: (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions:^{7,8,9,10} (Enter any authorized additional instructions.)

FOR ARMY USE^{8, 11,12}

Auth: (Enter "(Do not access into the strength of the Active Army.)")

Accounting classification: (Enter the accounting classification.)

HOR: (Enter the HOR.)

DOR: (Enter the date of rank (DOR).)

PMOS/AOC: (Enter the PMOS for enlisted personnel and the AOC for commissioned officers required for the active duty.)

Security cl: (Enter the security classification.)

UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ for all USAR personnel and for ARNGUS personnel OAD under authority of title 10, United States Code (10 USC).

PEBD: (Enter the PEBD.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 174.)

(Enter authentication.)¹³

(Enter signature block.)¹⁴

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Add the following statement to the constant information when ARNGUS personnel are OAD: "On completion of the period of active duty, unless sooner released or extended by proper authority, you will return to the place where you entered active duty and be released from such duty."
6. Add an Assigned to lead line after the Reporting date lead line when ARNGUS personnel are OAD.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When an officer in an operational flying position is being OAD in an AGR duty position and when the officer meets gate requirements specified in DODPM, chapter 1, part 2, add the TFOS (total Federal officer service) and ASER (service entry date) lead lines to the FOR ARMY USE section and include the following statement in response to the Additional instructions lead line: "You are entitled to continuous aviation incentive pay."
9. For ARNGUS personnel, include the following statement: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
10. If appropriate, include the following statement: "Travel by privately owned vehicle is authorized."
11. Add the DMOS (duty MOS), REFRAD, and ETS (expiration term of service) lead lines to the FOR ARMY USE section when enlisted USAR

Figure 3-2. Format 174, active duty of Active Guard Reserve personnel for 180 days or more

personnel are OAD.

12. Add the AMHRR responsibility lead line to the FOR ARMY USE section when USAR personnel are OAD. The response will be the appropriate UIC.
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
15. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-2. Format 174, active duty of Active Guard reserve personnel for 180 days or more—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)^{4,5}

You are recalled to active duty from retired status. You will proceed from your current location in time to report on the date shown below.

Assigned to:⁶ (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter reporting date.)

Active duty commitment: (Enter active duty commitment.)

Basic branch: (Enter the officer's basic branch.)

Date of rank: (Enter the DOR.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

FOR ARMY USE⁹

Auth:¹⁰ (Enter the authority information.)

MDC:¹¹ (Enter the MDC.)

HOR: (Enter the HOR.)

Sex: (Enter M or F.)

Projected specialty: (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for enlisted personnel, for officers who are not managed by AHRC, and for officers whose AHRC request for orders does not show a specialty.)

PMOS: (Enter the PMOS.)

Comp: (Enter the comp.)

PPN:¹² (Enter the procurement program number (PPN).)

Con specialty: (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for enlisted personnel, for officers who are not managed by AHRC, and for officers whose AHRC request for orders does not show a specialty.)

Asgd to mgt designation: (Enter the MOS to which the enlisted Soldier is being assigned.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 196.)

(Enter authentication.)¹³

(Enter signature block.)¹⁴

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Format 196 may be modified to delete unnecessary lead lines when the Soldier shown in the name line is a general officer.
6. When the Soldier will be on active duty in AGR status, add an Attached to lead line before the Assigned to lead line.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When the Soldier will be on active duty in AGR status, enter the following statement as the response to the Additional instructions lead line: "This is active duty in Active Guard or Reserve status."
9. AHRC may modify Format 196 to add an Accounting classification lead line to the FOR ARMY USE section.
10. When the Soldier will be on active duty in AGR status, enter "Do not access into the strength of the Active Army," as the response to the Auth lead line.
11. MDC. See chapter 1 and table 1-2.

Figure 3-3. Format 196, recall to active duty—retired personnel (Headquarters, Department of the Army use only)

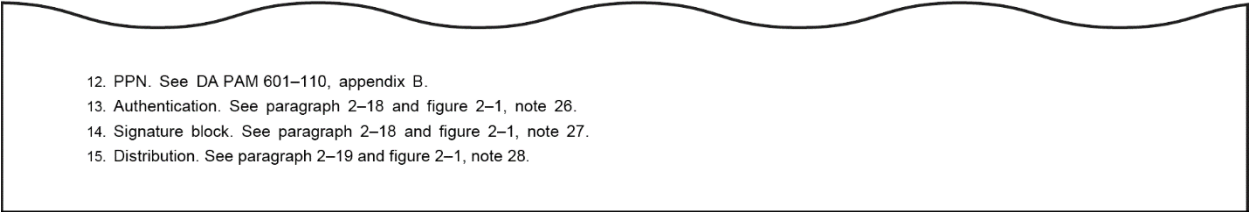
-
- 
12. PPN. See DA PAM 601–110, appendix B.
 13. Authentication. See paragraph 2–18 and figure 2–1, note 26.
 14. Signature block. See paragraph 2–18 and figure 2–1, note 27.
 15. Distribution. See paragraph 2–19 and figure 2–1, note 28.

Figure 3–3. Format 196, recall to active duty—retired personnel (Headquarters, Department of the Army use only)—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from active duty and discharged for the purpose of immediate reenlistment in the U.S. Army Reserve. You reenlisted and are ordered to active duty in Active Guard or Reserve status for the additional active duty commitment shown below. No travel is involved.⁵

Report to: (Enter the report to unit or organization.)
Reporting date: (Enter the reporting date.)
Active duty commitment: (Enter the active duty commitment.)
Effective date of reenlistment: (Enter the effective date of reenlistment.)
Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)
Attached to: (Enter the attached to assignment.)
Purpose: (Describe the purpose.)
Additional instructions:^{6,7} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter "(Do not access into the strength of the Active Army).")
Accounting classification: (Enter the accounting classification.)
HOR: (Enter the HOR.)
PMOS: (Enter the PMOS.)
PEBD: (Enter the PEBD.)
UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ.)
DOR: (Enter the date of record.)
DMOS: (Enter the DMOS.)
Security cl: (Enter the security classification.)
MPRJ responsibility: (Enter the appropriate UIC.)
Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)
Format: (Enter 198.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 198 for an enlisted Soldier on active duty in AGR status if he or she is reenlisting in the USAR on or before date of ETS ((REFRAD) and ETS dates must be the same) and he or she will perform additional active duty in AGR status. Use Format 198 instead of Format 500 (Discharge) and Format 174 (Active duty of AGR personnel.)
6. Include the following statement: "You will not be issued separation documents unless required by AR 635-5."
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-4. Format 198, release from active duty of Active Guard Reserve enlisted personnel, discharge for purpose of immediate reenlistment in U.S. Army Reserve, and order to additional active duty (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

The following MOS action is directed.⁵

Awarded:⁶ (Enter the MOS award.)

Withdrawn: (Enter the MOS withdrawn.)

Effective date:⁷ (Enter the effective date.)

Reclassification control number:⁸ (Enter the reclassification control number.)

Additional instructions:^{5,9,10,11} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 310.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Add "and badge awarded" to the constant information and a Badge awarded lead line before the Additional instructions lead line when the order-issuing organization has been delegated authority to use Format 310 to award the U.S. Army Recruiter badge.
6. When the response to the Assigned to lead line is the same for all Soldiers, add an Assigned to: (enter the standard name line of unit or organization) lead line before the Awarded lead line for a group action to. Do not include the unit and station of assignment in the standard name line.
7. For MOS award or withdrawal actions directed by HQDA, the effective date will be the date specified by HQDA.
8. See AR 614-200 for reclassification control number information. Enter "Not applicable" for USAR Soldiers. This format will no longer be used to change an MOS when the change is for a skill qualification identifier (SQI) obtained through some type of formal training (for example, Parachute Badge "P"). This change will be shown in format 320 and awarded simultaneously with appropriate badge or Tab (see format 320, fig 5-1).
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. If an enlistee completes AIT and is entitled to an enlistment bonus, include the following statement: "Enlistment for" (enter appropriate option title and appropriate table number from AR 601-210).
11. When reclassification requires the recoupment of an unearned portion of the enlistment bonus, Selective RE-UP Bonus (SRB), or variable reenlistment bonus (VRB), include the following statement: "Recoupment of the unearned portion of the bonus is required because of" (provide reason). "Bonus entitlement ended" (enter the date).
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-5. Format 310, military occupational specialty action



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

Proficiency pay for you is awarded, changed, terminated, or reinstated as shown.⁵

Action: (Indicate whether awarded, changed, terminated, or reinstated, and type of proficiency pay involved.)

Authority:⁶ (Enter the authority information.)

Effective date:⁷ (Enter the effective date.)

Termination date: (Enter the termination date.)

PMOS: (Enter the PMOS.)

Additional instructions:⁸ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 330.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 330 to award Foreign Language Proficiency Pay to Active Army and Reserve Components personnel.
6. Only when the response to the Assigned to lead line and the response to the Action lead line are the same for all Soldiers, add an Assigned to (enter the standard name line of unit or organization) lead line before the Authority lead line for a group action. Do not include the unit and station of assignment in the standard name line.
7. The effective date will be the same as the date of the order unless used in conjunction with a specific reference from AR 614-200 or other HQDA directive that authorizes a different date.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-6. Format 330, proficiency pay



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

Action:^{5,6,7} (Enter the action.)

Authority: (Enter the authority information.)

Additional pay code:⁸ (Enter the additional pay code.)

Effective date: (Enter the effective date.)

TFOS: (Enter the TFOS.)

ASED: (Enter the ASED.)

Date AvIP terminated: (Enter the date that the aviation incentive pay (AvIP) terminated.)

Additional instructions:⁹ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 331.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Do not use Format 331 for nonrated personnel, WO candidates, or officer students attending flight surgeon training before commissioning in the Medical Corps. Do not use Format 331 to announce monthly entitlement to AvIP.
6. Enter one or a combination of the following statements:
 - a. "Perform aviation service and begin entitlement to aviation incentive pay" if a commissioned officer, a WO, or a Medical Corps officer is entering into aviation service with entitlement to AvIP at beginning of aviation training.
 - b. "Perform aviation service with entitlement to aviation career incentive pay" if a formerly rated officer is returning to aviation service and is entitled to AvIP.
 - c. "Terminate aviation service and entitlement to aviation incentive pay" if a rated officer's aviation service and AvIP is being terminated for medical or nonmedical disqualification.
 - d. "Award of" (enter an Army aviator badge or a flight surgeon badge).
 - e. "Revocation of" (enter an Army aviator badge or a flight surgeon badge).
 - f. "Award of" (enter aeronautical ratings).
 - g. "Revocation of" (enter aeronautical rating).
 - h. "Terminate aviation service orders and entitlement to aviation incentive pay" if a rated officer is no longer performing operational flying and is no longer entitled to AvIP.
 - i. "Terminate aviation service orders" if a rated officer is no longer performing operational flying but is still entitled to continuous AvIP.
7. Use Format 331 instead of Format 320, 332, or 705 to award or revoke Army aviator badges or flight surgeon badges.
8. See AR 680-29, paragraph 1-28.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-7. Format 331, aeronautical rating, aviation service, or aviation incentive pay



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

Hazardous duty will be performed or terminated as shown.^{5,6}

Action: (Indicate whether required to be performed or terminated.)

Type duty:⁶ (Enter the type of duty.)

Authority: (Enter the authority information.)

Additional pay code:⁷ (Enter the additional pay code.)

Special qualifications identifier awarded:⁸ (Enter the special qualifications identifier (SQI) awarded.)

Effective date:⁹ (Enter the effective date.)

Date additional pay terminated: (Enter the date the additional pay was terminated.)

Additional instructions:^{10,11} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 332.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Modify the constant information as follows:
 - a. Change "Hazardous duty" to "Regular and frequent aerial flight" for aviation crewmember or non-crewmember duty.
 - b. Change "Hazardous duty" to "Diving duty" for Soldiers entitled to receive special pay for diving duty.
 - c. Change "Hazardous duty" to "Sea duty" for Soldiers entitled to receive special pay for sea duty.
6. Use Format 332 for diving duty, sea duty, parachute duty, demolition duty, experimental stress duty, toxic pesticides duty, dangerous organisms laboratory duty, and toxic fuels or propellants duty. In addition, use Format 332 for flying duty of nonrated personnel in the following categories who are not entitled to AvIP:
 - a. Commissioned officers (other than student aviators, aviators, or flight surgeons) performing crewmember or non-crewmember duty.
 - b. WO candidates performing crewmember duties as student aviators.
 - c. Enlisted crewmembers and non-crewmembers.
 - d. Officer medical students not yet commissioned in the Medical Corps while attending flight surgeon training.
7. See AR 680-29, paragraph 1-24.
8. If the SQI was awarded previously, enter "Not applicable."
9. Modify Format 332 as follows:
 - a. Add a Badge/bar/tab awarded lead line before the Effective date lead line when the award will be effective on the same date as a Soldier is directed to perform hazardous duty or diving duty. This modification does not apply if the award will be effective on a different date or when the badge to be awarded is an Army aviator or a flight surgeon badge.
 - b. Add a Badge/bar/tab revoked lead line before the Effective date lead line when the award will be withdrawn on the same date as the Soldier's hazardous duty or diving duty is being terminated. Use Format 705 when the withdrawal of the award will be effective on a different date.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. If enlisted personnel are to perform the duty for an indefinite period include: "These orders remain in effect after discharge and reenlistment without a break in service unless sooner terminated." However, a new order must be issued if there is a break in service of 1 day or more.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-8. Format 332, hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

Assignment Incentive Pay for you is awarded, changed, terminated, or reinstated as shown.

Action: (Indicate whether awarded, changed, terminated, or reinstated, and type of Assignment incentive pay involved, and the amount.)

Authority:⁵ (Enter the authority information.)

Effective date:⁶ (Enter the effective date.)

Termination date: (Enter the termination date.)

Duty location or position:⁷

Additional instructions:⁸

Format: (Enter 333)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. Type the first line of the letterhead, DEPARTMENT OF THE ARMY, on the fifth line from top of page. Center each line horizontally. Type the name of the headquarters issuing the orders on the second line or second and third lines in uppercase and lowercase or all uppercase letters. The last line is the mailing address.

2. Order number. Block at the left margin on the second line below the last line of the letterhead.

3. Date. Enter the current date on the second line below the letterhead flush at the right margin. Do not postdate or antedate orders.

4. Standard name line. Block at the left margin on the second line below the order number.

5. Authority. Type the publication, correspondence, or public law that authorized the payment of AIP for the specific program.

6. The effective date will be the same as the date of the order unless the authority line authorizes a different date.

7. Duty location or position. Enter the specifics of duty location or position that justifies the amount of AIP listed in the action line.

8. Additional instructions. Include information that is needed by the Soldier named in the order to inform the Soldier. In addition, this is an entitlement order therefore ensure the Soldier actions needed to be taken or conditions of entitlement are listed to prevent overpayment.

9. Authentication. Block at the left margin on the second line below the Format lead line. Do not use an Authentication if the commander will sign the order.

10. Signature block. Begin on the fifth line below the Authentication at the center of the page. If no Authentication is used, begin on the fifth line below the Format lead line.

.Distribution. Block at the left margin on the second line below the signature block

Figure 3–9. Format 333, assignment incentive pay for operational deployments



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are assigned as shown.⁵

Assigned to: (Enter the unit of assignment with UIC, and station of assignment.)

Effective date: (Enter the effective date.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

FOR ARMY USE

DFR of: (Enter the unit or organization from which the Soldier was dropped from the rolls (DFR).)

Component:⁷ (Enter the component.)

Place and date returned to mil con: (Enter the place and date returned to military control.)

MDC:⁸ (Enter the MDC.)

SDC: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 426.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 426 to assign Soldiers when it has been established that they were DFR of their previous organization, including Soldiers who were initially attached to classify their absence.
6. Additional instructions. See paragraph 2-9 and table 2-2. 7. See AR 680-29.
8. MDC. See chapter 1 and table 1-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-10. Format 426, assignment—individual returned to military control after being dropped from the rolls



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are attached or released from attachment as shown.⁶

Action:^{7,8} (Enter the action.)

Effective date: (Enter the effective date.)

Period: (Enter the period.)

Purpose:⁹ (Describe the purpose.)

Accounting classification: (Enter the accounting classification.)

Additional instructions: ^{10,11,12,13} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 440.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. For reception stations, add a Series and Line Number or a Company Code and Line Number after the standard name line.
6. DA Form 4187 (Personnel Action) may be used instead of Format 440 to announce—
 - a. Attachment when a Soldier is to be attached to a unit at the same geographical location and in the same battalion as his or her unit of assignment. Use Format 440 if a Soldier is to be attached to a unit at a different geographical location and/or in a different battalion as his or her unit of assignment.
 - b. Release from attachment when DA Form 4187 was used to announce the attachment and another document is needed to announce that the Soldier is to be released from attachment.
7. Enter one or a combination of the following statements: "You are attached to" (enter organization), "You are released from attachment to" (enter organization), or "You are further attached to" (enter organization), or a statement shown in AR 630-10, paragraph 5-3, as appropriate.
8. Add an Assigned to (enter standard name line of losing organization) lead line before the Action lead line for a group action when the organization shown as the response to the Assigned to lead line and the response to the Action lead line are the same for all Soldiers. Do not include the unit and station of assignment in the standard name line.
9. The Purpose lead line may be used to show the reason a Soldier is attached, for example, "Pending clarification of your status after return to military control from absent without leave."
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. When appropriate, include the following statement: "On completion, you will return to your permanent station."
12. For Soldiers on the TDRL ordered to report for a periodic physical examination, include: "Transportation request permitting travel at Government expense may be obtained at the nearest military installation or recruiting station. Maximum use of transportation request is encouraged. For travel by commercial carrier or privately owned vehicle at personal expense, a monetary allowance for the distance traveled is authorized. You will return home on completion of examination and release by hospital commander."
13. When ARNGUS or USAR personnel on active duty in AGR status are being reattached and no travel is involved, add a FOR ARMY USE section between the Additional instructions lead line and the Format lead line. The FOR ARMY USE section for ARNGUS personnel may contain the UCMJ responsibility, TFOS, ASER, and Format lead lines. The FOR ARMY USE section for USAR personnel may contain the UCMJ responsibility, DMOS, REFRAD, ETS, PEBD, MPRJ responsibility, TFOS, ASER, and Format lead lines.
14. Authentication. See paragraph 2-18 and figure 2-1, note 26.
15. Signature block. See paragraph 2-18 and figure 2-1, note 27.
16. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-11. Format 440, attachment or release from attachment



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty (or retained on active duty) in the grade shown above for the period shown in the active duty commitment below. You will proceed from your current location in time to report on the date shown below.

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Active duty commitment: (Enter the active duty commitment.)

Purpose: (Enter "UCMJ processing.")

Additional instructions: (For example, "Individual is relieved from present Reserve assignment on the day before the effective date of active duty. Individual will be ordered to active duty in his or her current grade and is excluded from the Active Army officer strength-in-grade limitations. Shipment of household goods and travel of Family members is not applicable.")

FOR ARMY USE

Auth: (Enter "10 USC 802d or 10 USC 802c.")

HOR: (Enter the HOR.)

PPN:⁵ (Enter the PPN.)

Res grade: (Enter the reserve grade.)

DOR: (Enter the date on which DFR.)

Basic br: (Enter the basic branch.)

PEBD: (Enter the PEBD.)

Accounting classification: (Enter the accounting classification.)

MDC:⁶ (Enter the MDC.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

PMOS/AOC: (Enter the PMOS or AOC.)

SEX: (Enter M or F.)

COMP: (Enter the comp.)

SDN: (Enter alpha-numeric.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 460.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. PPN. See DA PAM 601-110.
6. MDC. See chapter 1 and table 1-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 3-12. Format 460, involuntary active duty of Army National Guard of the United States and U.S. Army Reserve Soldiers for processing under the Uniform Code of Military Justice



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

The following organization or unit action is directed.⁶

Action:⁷ (Indicate the action taken pertaining to the unit or organization.)

Assigned to: (Enter the parent organization.)

Mission: (Enter the mission.)

Effective date: (Enter the effective date.)

Military structure strength:⁸ (Enter the military structure strength.)

Military authorized strength:⁸ (Enter the military authorized strength.)

Civilian structure strength:⁸ (Enter the civilian structure strength.)

Civilian authorized strength:⁸ (Enter the civilian authorized strength.)

Accounting classification: (Enter the accounting classification.)

Authority: (Enter the authority information.)

Additional instructions:⁹ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 740.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Format 740 will be published as a permanent order.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Orders will not be used to announce a change in strength, position, grade, MOS, priority status, or TDA number of an unit or organization, or other minor changes that do not affect the basic organization of the unit or organization. As an exception, an order is required for all USAR strength changes.
7. For a redesignation, enter "Redesignated as" (enter new designation).
8. Delete strength lead lines that are not applicable to the unit or organization. For example, if the organization consists of military personnel only, the Civilian structure strength and/or Civilian authorized strength lead lines may be deleted.
9. Additional instructions. See paragraph 2-9 and table 2-2. Include requirements pertaining to personnel and equipment.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of orders for—
 - a. Change in status of unit or organization is as follows:
 - (1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO, 1099 14th Street, NW., Washington, DC 20005-3402.
 - (2) Send one copy to The Institute of Heraldry, 9325 Gunston Road, Room S-112, Fort Belvoir, VA 22060-5579.
 - (3) If AMEDD spaces are required or authorized, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-ZA), Alexandria, VA 22332-0417.
 - (4) If JAGC spaces are required or authorized, send one copy to The JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.
 - (5) If chaplain spaces are required or authorized, send one copy to HQDA (DACH-PER), WASH DC 20310-2700.
 - b. Movement of unit or organization is as follows:
 - (1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO-U, WASH DC 20005-3402.
 - (2) Send one copy to HQDA (TAPC-OPD), Alexandria, VA 22332-0400.

Figure 3-13. Format 740, activate, inactivate, organize, reorganize, designate, redesignate, or discontinue an organization or unit

Chapter 4

Personnel Reassignment

4-1. Personnel reassignment related orders

This chapter describes formats for preparing reassignment related orders at all echelons of RA and Reserve Components organizations. Format 452 are used for ARNGUS and USAR personnel only. Formats 405, 407, 410, 417, 418, 419, 424, 425, 452, and 745 are used at all echelons of RA and Reserve Components organizations. AR 600-8-105 prescribes the specific time and use of Format 401.

4-2. Modification of personnel reassignment-related formats

Figures 4-1 through 4-12 are examples of each type of personnel reassignment related formats. Strength management related formats will not be modified unless a note to a format specifically authorizes the modification. Read all notes pertaining to a format before attempting to publish an order. Notes for each format will be found at the end of each format.

a. Personnel reassignment-related formats will not be modified unless a note to a format specifically authorizes the modification.

b. Orders issuing activities will add “Dependents: Yes or No” to the Additional instructions lead line to provide the transportation office with proof of dependents for Soldiers on PCS orders. The names of dependents who are traveling with the Servicemember will be listed on the “Dependents” lead line. Names will be listed one to a line and by last name, first name, and middle initial.

c. Orders issuing activities will add “Soldier is authorized consecutive overseas tour” (COT) leave to the Additional instructions lead line (see AR 600-8-10 for COT leave). For Soldiers authorized to defer their COT leave or if the losing or gaining commander defers COT leave due to military necessity, the Soldier’s PCS orders will reflect in the Additional instructions lead line that the Soldier is authorized COT leave and the reason for deferral.

d. Personnel reassignment-related formats will not be combined with other order formats such as MOS actions.

e. Be sure to read all of the notes pertaining to a format before attempting to publish an order.

4-3. Reassignment Orders

The response to the assigned to lead line on reassignment orders will include assignment to one organization only, the UIC of the gaining organization, and the address of the gaining organization. Both the gaining organization and the duty station will be shown as a response to the assigned to lead line when the Soldier is being assigned to one geographical location with duty at another geographical location. If the address has an Army Post Office (APO) number, enter the country or island to which the Soldier is being assigned in parenthesis after the APO number.

a. Authority. The response to the authority lead line on reassignment orders is “Not applicable” or “None” unless—

(1) The order is being issued by a commander who has not been delegated the authority to issue orders involving travel of MILPER by an Army command, Army service component command or direct reporting unit supplement to this pamphlet or paragraph 2-7 of AR 600-8-105.

(2) The order involves more than one PCS within a fiscal year. If so, enter the following statement: “This additional fiscal year move is authorized by the Secretary of the Army per” (enter the specific paragraph or subparagraph of the JTR or other authority that approved the action).

(3) The order confirms orders previously issued verbal orders (as referenced in AR 600-8-105, para 2-14).

b. Reporting date. Enter “In accordance with your port call,” to the Reporting date lead line on reassignment orders for enlisted inter-theater transfers who are authorized travel or leave en route in CONUS and enlisted personnel reassigned from CONUS to OCONUS without approval to proceed at their own expense Reassignment orders for all other enlisted personnel and all officers will show a reporting date. The reporting date is calculated as follows:

(1) The reporting date to a specific unit or the starting date of service school as specified in assignment instructions issued by AHRC.

(2) When assignment instructions issued by a higher headquarters fail to specify a complete reporting date, the reporting date will be the earliest practical date in the arrival month specified in the assignment instructions. The availability of the individual, leave, TDY, travel time, and date eligible for return from overseas (DEROS) will be considered in computing the reporting date.

(3) For reassignments without change of station, the reporting date is the scheduled date of departure plus any leave or TDY days authorized. If no leave or TDY is involved, the reporting date is the same day as the date of departure.

(4) Discharges, release from active duty (REFRAD), and retirements processed by U.S. Army transition centers will be in accordance with AR 600-8-24.

c. Retention at the losing organization. When a Soldier will be retained at the losing organization for a period that precludes reporting to the gaining organization on or before the reporting date, AR 600–8–11 will be followed, and the commander of the losing organization will immediately advise the commander of the gaining organization of the delay before the reporting date in the original orders. Reassignment orders will be amended to include the recalculated reporting date, and the gaining commander will be advised accordingly.

d. Assignment changed after orders are published. The commander publishing the revocation, amendment, or diversion order will immediately notify the gaining organization shown in the original order that the Soldier will not report. The revocation, amendment, or diversion order may be used for the notification if it is emailed promptly.

e. Reporting date changes. If reporting date changes, PCS orders must be amended and distributed to interested activities especially the losing and gaining units. See paragraph 4–3h for exceptions.

f. Leave termination date. If leave termination date on Soldier's DA Form 31 (Request and Authority for Leave) is greater than the reporting date in orders, then the reporting date in PCS orders takes precedence.

g. Deferment request. A deferment request must be submitted if the reporting date in orders or leave termination date is greater than the HQDA directed reporting date/ month.

h. Calculating reporting dates. How to calculate reporting dates:

(1) *Permanent change of station moves when overseas travel is not required.* Reporting date equals Soldier's established departure date, plus any leave and TDY en route, (plus normal travel time to and from TDY station, if applicable), plus normal travel time to the gaining station.

(2) *Permanent change of station moves when overseas travel is required.*

(a) *Continental United States to outside the continental United States.* Reporting date equals availability date plus 10 days (to allow a port call window) plus normal travel time to gaining duty station. If actual reporting date remains within the 10 day window, no amendment to PCS order is required. Soldier will be instructed to report to the port of embarkation on date and time directed in port call instructions.

(b) *Outside the continental United States to continental United States.* Reporting date equals availability date plus 10 days (to allow for a port call window) plus any leave and TDY en route plus normal travel time from port of entry to TDY station plus normal travel time from TDY station to gaining duty station. If actual reporting date remains within the 10 day window, no amendment to PCS order is required. Soldier will be instructed to report to the port of embarkation on date and time directed in port call instructions.

(3) *Outside the continental United States to outside the continental United States.*

(a) *Outside the continental United States travel without port call.* See paragraph 4–3h(1). An example of this travel is PCS within the same overseas command and ground transport is used.

(b) *Port call required.* See paragraphs 4–3h(2)(a) and (b).

(4) *Temporary duty en route.* Ensure that—

(a) The days TDY en route along with travel time to and from TDY stations are included in reporting date calculation.

(b) PCS orders contain the proper lead line and reporting date to the TDY station. Also, see paragraph 4–3j.

i. Reassignment for transition from the Army.

(1) If Soldier will transition from the Army at the current duty station and no transition leave, excess leave, or permissive temporary duty (PTDY) is taken in conjunction with transition, the reporting date is not later than 0800 hours, the date of separation, REFRAD, or retirement.

(2) For CONUS based Soldiers who will take transition leave, excess leave, and/or PTDY in conjunction with transition. The reporting date to the transition center that will process Soldier for transition will be the date of the Soldier's separation, REFRAD, or retirement date. Soldiers will accomplish all transition processing prior to departing on transition leave, excess leave, and/or transition PTDY.

(3) For OCONUS based Soldiers who will transition at a transition point servicing the port of entry. The reporting date to the transition point will be at least 2 days prior to the Soldier's separation, REFRAD, or retirement date. Soldiers will be instructed to report directly to the transition point from the port of entry. Soldiers will complete transition processing before departing on transition leave, excess leave, and/or transition PTDY.

(4) For OCONUS based Soldiers who will transition in the same overseas area. The reporting date will be the same as paragraphs 4–3i(1) or (2).

(5) For Soldiers being reassigned to a transition center/point of choice for transition processing. The reporting date in orders will be the retirement, REFRAD, or separation date, less normal travel time from the duty station to port of embarkation, less normal transient time between ports, less normal travel time from port of debarkation to transition point/center, less transition PTDY, excess leave, and/or transition leave, less 2 days processing time at transition center/point. For a Soldier who will retire on 30 June of the current year and will take 15 days transition leave and 30 days transition PTDY prior to retirement, the reporting date in orders to the transition center/point would be 12 May

of the current year (includes 2 days travel/transient time and 2 days processing time at transition center/point). Soldier will complete transition processing at the transition center/point of choice prior to departing on transition leave, excess leave, and/or PTDY.

j. Proper reporting date. It is equally important that clerks enter the proper reporting date in the departure transaction. The reporting date must be the reporting date to the gaining PCS unit. The reporting date to TDY station is not reported in the departure transaction.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are reassigned and/or deployed as shown below and are to return to your permanent station upon completion of the duties in support of this operation. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after return to home station.

Assigned to:⁵ (Indicate the unit to which the Soldier is assigned in the theater of operation. If the Soldier is unassigned, enter "CONUS Replacement Center" or an appropriate replacement activity.)

Purpose: (Include "Deployment in support of Operation" (enter the name of the operation).)

Number of days: (Enter "Not to exceed 179 days unless directed otherwise by the Commander, the U.S. Army Human Resources Command.")

Will proceed date: (Enter the date of departure from the home station.)

Security clearance: (Enter the security clearance as verified by the local security officer.)

Accounting classification:⁶ (Enter the home station accounting classification.)

Movement designator code:⁷ (Enter the MDC.)

Additional instructions:^{8,9,10} (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 401.)

(Enter authentication.)¹¹

(Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See paragraph 4-5. For Soldiers who will travel TDY enroute, modify Format 401 as follows:
 - a. Add the Temporary duty at lead line. The response will reflect the location where the Soldier will perform TDY.
 - b. Add the Reporting date, temporary duty station, lead line. The response will reflect the appropriate reporting date to the location where the Soldier will perform TDY.
 - c. Add the Period of temporary duty lead line. The response will reflect the number of days required to complete TDY. If the purpose of TDY is to attend a training course, obtain the number of days from the Army Training Requirements and Resources System.
 - d. Add the Purpose of temporary duty lead line. The response will include the course title or number if the purpose of TDY is to attend a training course.
6. Enter "Project Code" (enter the code as determined by the Commander, AHRC) after the accounting classification.
7. MDC. See chapter 1 and table 1-2.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. The Additional instructions lead line will include the following statements:
 - a. This is not a permanent change of station (PCS). Normal PCS entitlements and allowances and relocation of Family members are not authorized.
 - b. Temporary storage of HHG are authorized as provided by paragraph U4770-A, Joint Federal Travel Regulation. Contact the local

Figure 4-1. Format 401, individual deployed Soldier

transportation office for assistance.

c. Travel by POV rental car is not authorized.

d. Transport of personal weapon is not authorized.

e. You will bring only those items specified by Commander, AHRC or other appropriate authority. You will be provided a list of those items from your servicing personnel service center/company.

f. Soldier readiness processing will be accomplished prior to departure from losing installation/home station per AR 600-8-101, chapter 4. Losing installation commander will determine the extent of out-processing. Soldier will hand carry out-processing packet, Military Personnel Records Jacket (MPRJ) along with associated transfer documents and records and deployment packet to the gaining PSC or replacement activity.

g. Government quarters and dining facilities will be used at the replacement activity and during deployment. Essential unit mess has been declared by Assistance Secretary of the Army (Manpower and Reserve Affairs) ASA(M&RA) for the mobilization and demobilization sites not to exceed (10) days). Per diem payable is \$2.00 per day for CONUS and \$3.50 per day for OCONUS. Per diem will normally be paid for the travel to gaining station, or replacement activity unless prohibited by travel circumstances.

h. During period of deployment, gaining/deployed unit commander has responsibility for personnel service support to include awards and decorations, UCMJ, and all other forms of personnel and legal administration support except Reserve Component promotion authority.

i. For active duty Soldiers, including Active Guard/Reserve, basic allowance for housing(BAH) is based upon their permanent duty station. For reserves and retired members called or ordered to active duty for more than 139 days in support of operation (name), BAH is based on their principal place of residence when called or ordered to the tour of active duty if denied movement of dependents and HHG.

j. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel. Care should be taken to keep all required documents to support payments/request for payments.

10. Include other information as required by the requesting headquarters. The format 40I order is a circuitous order (similar to TDY orders) which may be endorsed, as required, to reflect movement within the replacement system to the forward deployed unit and return to home station.

11. Authentication. See paragraph 2-18 and figure 2-1, note 26.

12. Signature block. See paragraph 2-18 and figure 2-1, note 27.

13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-1. Format 40I, individual deployed Soldier-continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are authorized to travel at Government expense as shown.⁵

Authority: (Enter the authority information.)

Destination: (Enter the destination.)

Current address: (Enter the current address.)

Home of record: (Enter the HOR.)

Purpose: (Describe the purpose.)

Accounting classification: (Enter the accounting classification.)

Movement designator code: (Enter the movement designator code.)

Additional instructions:^{6,7,8,9} (Enter any authorized additional instructions.)

SDN: ⁹ (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 405.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Format 405 is authorized for—
 - a. Overseas travel at Government expense in connection with separation.
 - b. Reserve Officers Training Corps (ROTC) travel.
 - c. Travel in connection with convalescent leave.
 - d. Travel in connection with rest and recuperative absence.
 - e. Travel in conjunction with a consecutive overseas tour.
 - f. Other travel of Family members requiring an order when another format is not available.
 - g. Recall from leave due to military necessity.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Include the following information in the Additional instructions lead line if it is applicable:
 - a. Information on travel of Family members.
 - b. A statement that the Soldier is to return to the HOR or the location of the unit.
 - c. Information concerning baggage allowance.
 - d. The CIC.
8. If aeromedical evacuation of Soldiers and Family members is required, add the following statements to the Additional instructions lead line:
 - a. "You will receive reimbursement for actual costs incurred by obtaining food, housing, and transportation. Reimbursement will be through the local Defense Military Pay Office and receipts are required."
 - b. "You will be briefed by the originating medical treatment facility on the current conditions at the destination hospital. The information will include climate, clothing required; estimated costs at the destination hospital (bring credit cards and travelers checks); how to make housing reservations; helping agencies and their telephone numbers; the requirement that the assigned unit is to appoint a designated sponsor to provide support; the method to obtain reimbursement for actual expenses; and the maximum amount allowed."
9. Orders authorizing COT travel must include the same MDC and SDN codes as in the original COT PCS orders.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-2. Format 405, miscellaneous travel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

Shipment of personal property of above-named individual is authorized.⁵

Authority:⁶ (Enter the authority information.)

Movement designator code:⁷ (Enter the MDC for rotational travel of military members from a permanent station in an overseas area to a CONUS permanent station.)

Destination: (Enter the destination.)

Home of record: (Enter the HOR.)

Place entered active duty: (Enter the place the Soldier entered active duty.)

Additional instructions:⁸ (Enter "Non-temporary storage is authorized." if applicable.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 407.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter one of the following name lines:
 - a. The following modification applies if shipment is authorized for a Soldier who has been DFR of an organization: Soldier's name, SSN, grade of rank, DFR of the Soldier's last unit of assignment, and station of assignment, for example, "[LAST, FIRST MI. SSN RANK dropped from rolls of UNIT (UIC) City/Station Name, State ZIP]."
 - b. The following modification applies if storage is authorized when a dependent dies: dependent's name, SSN, relationship to sponsor, and sponsor's name, SSN, grade of rank, unit and station of assignment, for example, "[LAST, FIRST MI. SSN spouse of LAST, FIRST MI. SSN RANK UNIT (UIC) City/Station Name, State ZIP]."
 - c. The following modification applies if shipment is authorized when a Soldier dies: Soldier's name (DECEASED), SSN, grade of rank, last unit of assignment and station of assignment, for example, "[LAST, FIRST MI (DECEASED) SSN RANK UNIT (UIC) City/Station Name, State ZIP]."
5. Use Format 407 when personal property shipment is authorized and neither an order nor a travel authorization is required for the Soldier and/or dependents.
6. Enter the appropriate paragraph or paragraphs of the JTR, for example, "Joint Travel Regulations"
7. MDC. See chapter 1 and table 1-2.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-3. Format 407, shipment of personal property from overseas area



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You will proceed on permanent change of station as shown.⁶

Assigned to:^{7,8} (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Temporary duty at:⁹ (Enter the TDY at assignment.)

Reporting date, temporary duty station:⁹ (Enter the reporting date at the TDY station.)

Period of temporary duty:⁹ (Enter the period of TDY.)

Purpose of temporary duty:⁹ (Include the course title and/or number.)

Additional instructions:^{10,11} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:¹² (Enter the authority information.)

Accounting classification:⁹ (Enter the accounting classification.)

MDC:^{13,14} (Enter the MDC.)

Enlistment/REENLB indicator:¹⁵ (Enter the enlistment/reenlistment bonus indicator.)

PPD: (Enter the PPD.)

PMOS/AOC: (Enter the 9-character PMOS for enlisted personnel and WOs, and the AOC for officers.)

Projected specialty: (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for enlisted personnel, officers who are not managed by AHRC, and officers whose AHRC request for orders does not show a specialty.)

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

Asgd to mgt designation: (Enter the assignment MOS for enlisted personnel only.)

Con specialty: (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for enlisted personnel, officers who are not managed by AHRC, and officers whose AHRC request for orders does not show a specialty.)

Pers security code: (Enter the code shown on the assignment instructions.)

CIC:¹⁶ (Enter the CIC.)

Aval date:¹⁷ (Enter the available date.)

SDN: (Enter Alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 410.)

(Enter authentication.)¹⁸

(Enter signature block.)¹⁹

(Enter distribution.)²⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. If a Soldier is a "Blue Bark" traveler, center the words "THIS IS A BLUE BARK TRAVELER" in uppercase letters one space above the heading of the order.
3. Order number. See paragraph 2-3 and figure 2-1, note 2.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Add the following statement to the constant information: For reassignments with overseas travel add: "Information concerning your port call will be provided separately." If the Soldier elects option 1, 2, or 3 of HQDA-directed TDY schooling in conjunction with PCS. For option 1 or 3, add "after temporary duty shown below has been completed". For option 2, add "and then proceed on temporary duty shown below". See paragraph 2-6.
7. For a group action, when the organization shown as the response to the Assigned to and Released from lead lines are the same for all members, add a Released from (enter the standard name line of the losing organization) lead line before the Assigned to lead line. Do not include the unit and station of assignment in the standard name line.

Figure 4-4. Format 410, reassignment with or without overseas travel

8. If the order pertains to a general officer, HQDA may delete unnecessary lead lines.
9. If PCS does not require TDY enroute, delete all TDY lead lines and the Accounting classification lead line.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. The Additional instructions lead line of Format 410 may be modified as follows:
 - a. When a Soldier's entitlement to hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty will terminate in conjunction with the reassignment, enter the following statement: "Your entitlement to" (enter hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty) "terminates on" (enter day, month, and year pay is to terminate). This statement in the order replaces the need to issue Format 332.
 - b. Enter the following statement: "The use of more than one privately owned conveyance within the same household in connection with PCS may be authorized before or approved after travel as advantageous to the Government under certain conditions as specified in the Joint Travel Regulations, ." See table 2-2, item 38, for entitlement.
 - c. If a Soldier is participating in the home base or advance assignment program, include the applicable statement in the order. See table 2-2, items 48 and 49.
12. Enter the following statement if a dropped from strength Standard Installation/Division Personnel System (SIDPERS) transaction has been processed on the Soldier who is being reassigned: "Do not input SIDPERS." See AR 680-1 and DA Pam 600-8-1.
13. MDC. See chapter 1 and table 1-2.
14. Enter the reimbursable accounting classification if the PCS move is funded under the reimbursement program, for example, PCS moves that support foreign military sales and PCS moves that support the U.S. Army Corps of Engineers.
15. See AR 601-280 and AR 601-210, table 9-1.
16. CIC. See AR 37-1. Use for overseas travel only.
17. Use for overseas travel only.
18. Authentication. See paragraph 2-18 and figure 2-1, note 26.
19. Signature block. See paragraph 2-18 and figure 2-1, note 27.
20. Distribution. See paragraph 2-19 and figure 2-1, note 28.
 - a. If the designated place of confinement is being changed for a prisoner whose sentence as initially promulgated includes confinement and punitive discharge, send one copy to The Judge Advocate General, ATTN: (DAJA-CC), Falls Church, VA 22041-5013.
 - b. If the designated place of confinement is being changed for a prisoner whose sentence as initially promulgated includes confinement of 1 year or more without punitive discharge, send one copy to HQDA (JALS-CC), Falls Church, VA 22041-5013.

Figure 4-4. Format 410, reassignment with or without overseas travel—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You will proceed on permanent change of station as shown. This is a group travel order. Information concerning your port call will be provided separately.⁵

Release from: (Enter the losing unit of assignment (including the UIC) and the station of assignment.)

Assigned to:⁶ (Enter the gaining organization (including UIC) and the address of the gaining organization.)

Reporting date: (Enter "In accordance with your port call.")

Additional instructions:^{7,8,9,10,11,12} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:¹³ (Enter the authority information.)

MDC for officers:¹⁴ (Enter the MDC.)

MDC for enlisted:¹⁴ (Enter the MDC.)

CIC for officers:¹⁵ (Enter the CIC.)

CIC for enlisted:¹⁵ (Enter the CIC.)

PSRD:¹⁶ (Enter the personnel shipment ready date as shown on the personnel movement directive.)

Pers MD: (Enter the number of the personnel movement directive received from AHRC.)

Aval date: (Enter the available date.)

No. in group: (Enter the total number of name lines shown in this order.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 417.)

(Enter authentication.)¹⁷

(Enter signature block.)¹⁸

(Enter distribution.)¹⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter name, SSN, grade of rank, and PMOS or SSI. Enter the PMOS for WOs and enlisted personnel. Enter the SSI for commissioned officers.
5. Use Format 417 for reassignments in connection with cohesion and operational readiness and training or new manning system. Use a separate name line for each Soldier to be reassigned.
6. See paragraph 4-8.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Include the following statement if applicable: "Officers are authorized" (enter number) "pounds of excess baggage. Enlisted personnel are authorized /quote1> (enter number) "pounds of excess baggage." Or if all personnel are authorized the same amount, enter "You are authorized" (enter number) "pounds of excess baggage."
9. Include the following statement if applicable: "Your dependents will be furnished a travel authorization if they are authorized to travel to a designated location or to your new permanent duty station at Government expense." Any increased administrative weight allowance will be included in the travel authorization instead of the order. All dependents authorized concurrent travel in conjunction with this PCS will be shown on the same travel authorization.
10. Include the following statement if applicable: "You are authorized shipment of household goods and privately owned vehicle."
11. Include the following statement if applicable: "If you ship personal property at Government expense, contact the transportation office of your new duty station immediately after arrival to arrange for delivery."
12. Include a statement to show the method by which the MPRJ will be moved. See AR 220-10, paragraph 3-11.
13. See paragraph 4-8a.
14. MDC. See chapter 1 and table 1-2.
15. CIC. See AR 37-1.
16. This date is when personnel of the unit must be ready to depart the home station.
17. Authentication. See paragraph 2-18 and figure 2-1, note 26.
18. Signature block. See paragraph 2-18 and figure 2-1, note 27.
19. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-5. Format 417, reassignment with overseas travel, group



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

The following named Soldiers are reassigned as shown and will proceed on permanent change of station as shown below. Information applies to each Soldier unless the Soldier is specifically excluded.

Reporting date:⁴ (Enter the reporting date.)
Authority:⁵ (Enter the authority information.)
Movement designator code:⁶ (Enter the MDC.)
Release from: (Enter the standard name line of the losing organization.)
Additional instructions:^{7,8} (Enter any authorized additional instructions.)

(Enter name line.)⁹
Assigned to: (Enter the standard name line of the gaining organization.)

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)
PMOS/AOC: (Enter the nine-character PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)
PPD:¹⁰ (Enter the PPD.)
Enlistment/REENLB indicator:^{10,11} (Enter the enlistment/reenlistment bonus indicator.)
Asgd to mgt designation:¹⁰ (Enter the MOS to which the enlisted Soldier is being assigned.)
Con specialty:¹² (Enter the officer's control specialty as shown on the AHRC request for orders.)
Projected specialty:¹² (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)

(Enter name line.)⁹
Assigned to: (Enter the standard name line of the gaining organization.)

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)
PMOS/AOC: (Enter the nine-character PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)
PPD:¹⁰ (Enter the PPD.)
Enlistment/REENLB indicator:^{10,11} (Enter the enlistment/reenlistment bonus indicator.)
Asgd to mgt designation:¹⁰ (Enter the MOS to which the enlisted Soldier is being assigned.)
Con specialty:¹² (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)
Projected specialty:¹² (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)
SDN: (Enter alpha-numeric code.)
Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)
Format:⁹ (Enter 418.)

(Enter Authentication.)¹³

(Enter signature block.)¹⁴

Figure 4-6. Format 418, reassignment, group—from one unit to several units

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. See paragraph 4-8b.
5. See paragraph 4-8a.
6. MDC. See chapter 1 and table 1-2.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. If a port call is required, include the following statement in the Additional instructions lead line: "Information concerning your port call will be provided separately." Also include the CIC and the availability date.
9. Name line. Enter name, SSN, and grade of rank. Repeat the name line, the Assigned to lead line, and the FOR ARMY USE section for each Soldier to be reassigned. Enter the Format lead line as the last entry in the paragraph.
10. Delete the Enlistment/REENLB indicator, Asgd to mgt designation, and PPD lead lines when the paragraph will apply to officers only.
11. See AR 601-280, paragraph 8-17 and AR 601-210, table 9-1.
12. Delete the Con specialty and Projected specialty lead lines when the paragraph will apply to enlisted personnel only.
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
- .Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-6. Format 418, reassignment, group—from one unit to several units—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

The following named Soldiers are released from current assignment and reassigned as shown. The information applies to each Soldier unless the Soldier is specifically excluded.

Reassigned to: (Enter the standard name line of the gaining organization.)

Reporting date:⁴ (Enter the reporting date.)

Authority:⁵ (Enter the authority information.)

Additional instructions:^{6,7} (Enter any authorized additional instructions.)

(Enter standard name line.)⁸

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

PMOS/AOC: (Enter a PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

MDC:⁹ (Enter the MDC.)

Enlistment/REENLB indicator:^{10,11} (Enter the enlistment/reenlistment bonus indicator.)

Asgd to mgt designation:¹⁰ (Enter the MOS to which an enlisted Soldier is being assigned.)

Con specialty:¹² (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)

Projected specialty:¹² (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)

PPD:¹⁰ (Enter the PPD.)

(Enter standard name line.)⁸

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

PMOS/AOC: (Enter a PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

MDC:⁹ (Enter the MDC.)

Enlistment/REENLB indicator:^{10,11} (Enter the enlistment/reenlistment bonus indicator.)

Asgd to mgt designation:¹⁰ (Enter the MOS to which an enlisted Soldier is being assigned.)

Con specialty:¹² (Enter the officer's control specialty as shown on the AHRC request for orders.

Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)

Projected specialty:¹² (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and officers whose AHRC request for orders does not show a specialty.)

PPD:¹⁰ (Enter the PPD.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format:⁸ (Enter 419.)

(Enter authentication.)¹³

(Enter signature block.)¹⁴

Figure 4-7. Format 419, reassignment, group—from several units to one unit

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. See paragraph 4-8b.
5. See paragraph 4-8a.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. If a port call is required, include the following statement in the Additional instructions lead line: "Information concerning your port call will be provided separately." Also include the CIC and the availability date.
8. Standard name line. See paragraph 2-5. Repeat the standard name line and the FOR ARMY USE section for each Soldier to be reassigned. Enter the Format lead line as the last entry in the paragraph.
9. MDC. See chapter 1 and table 1-2.
10. Delete the Enlistment/REENLB indicator, Asgd to mgt designation, and PPD lead lines when the paragraph will apply to officers only.
11. See AR 601-280, paragraph 8-11 and AR 601-210, table 9-1.
12. Delete the Con specialty and Projected specialty lead lines when the paragraph will apply to enlisted personnel only.
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
- .Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-7. Format 419, reassignment, group—from several units to one unit—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are reassigned (diverted) and will proceed on permanent change of station as shown.⁶

Released from assigned, not joined: (Enter the released from assigned, not joined, information.)

Reassigned to: (Enter the unit of reassignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

FOR ARMY USE⁹

Auth:¹⁰ (Enter the authority information.)

Last unit assignment: (Enter the unit of assignment shown in the standard name line of the last PCS order of the Soldier being diverted.)

MDC:¹¹ (Enter the MDC.)

Pers con no:¹² (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

Enlistment/REENLB indicator:¹³ (Enter the enlistment/reenlistment bonus indicator.)

PPD: (Enter the PPD.)

Asgd to mgt designation: (Enter the MOS to which the enlisted Soldier is being assigned. Enter "Not applicable" for officers.)

PMOS/AOC: (Enter a PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

Con specialty: (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for the enlisted personnel, officers who are not managed by AHRC, and officers whose AHRC request for orders does not show a specialty.)

Projected specialty: (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for the enlisted personnel, officers who are not managed by AHRC, and officers whose AHRC request for orders does not show a specialty.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 424.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, grade of rank, and current address.
5. When the Soldier shown in the name line is a general officer, HQDA may delete unnecessary lead lines.
6. Use Format 424 when a Soldier's PCS order contains a numbered MDC and the assignment is changed after the Soldier begins travel from the last permanent assignment.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. If overseas travel is involved, include the following statement in the Additional instructions lead line: "Information concerning your port call will be provided separately."
9. If overseas travel is involved, add the CIC and Aval date lead lines to the FOR ARMY USE section.
10. See paragraph 4-8a.
11. MDC. See chapter 1 and table 1-2.
12. Include the AERB-validated position number if the Soldier is being diverted to an AERB-validated position, for example, "AGAG086000179

Figure 4-8. Format 424, reassignment—diversion

AERB TCN001."

13. See AR 601–280 and AR 601–210.

14. Authentication. See paragraph 2–18 and figure 2–1, note 26.

15. Signature block. See paragraph 2–18 and figure 2–1, note 27.

16. Distribution. See paragraph 2–19 and figure 2–1, note 28.

Figure 4–8. Format 424, reassignment—diversion—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are on active duty in Active Guard or Reserve status and will proceed on permanent change of station as shown.⁵

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Released from attachment to: (Enter the released from attachment to unit or organization.) Active duty commitment:⁶ (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

FOR ARMY USE^{8,9,10}

Auth: (Enter "(Do not access into the strength of Active Army).") Accounting classification: (Enter the accounting classification.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and WOs and the AOC required for the new assignment for commissioned officers.) UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 452.)

(Enter authentication.)¹¹

(Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 452 when a Soldier is on active duty in an AGR status and is being reattached for other than separation processing and when travel is required. Use Format 454 when a Soldier is being reattached for separation processing. Use Format 440 when a Soldier is being reattached for other than separation processing and no travel is involved.
6. For USAR AGR Soldiers, delete the Active duty commitment lead line.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When an officer in any duty position was initially OAD from an operational flying position and the officer meets gate requirements specified in DODPM, chapter 1 of part 2, add the TFOS and ASER lead lines to the FOR ARMY USE section, and include the following statement in the Additional instructions lead line: "You are entitled to continuous aviation incentive pay."
9. When enlisted USAR personnel are being reattached, add the DMOS, REFRAD, and ETS lead lines to the FOR ARMY USE section.
10. When USAR personnel are being reattached, add the MPRJ responsibility lead line to the FOR ARMY USE section. Enter the appropriate UIC in response to the MPRJ responsibility lead line.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-9. Format 425, reassignment—interstation low-cost permanent change of station



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are on active duty in Active Guard or Reserve status and will proceed on permanent change of station as shown.⁵

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Released from attachment to: (Enter the released from attachment to unit or organization.)

Active duty commitment:⁶ (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

FOR ARMY USE^{8,9,10}

Auth: (Enter "(Do not access into the strength of Active Army).")

Accounting classification: (Enter the accounting classification.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and WOs and the AOC required for the new assignment for commissioned officers.)

UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 452.)

(Enter authentication.)¹¹

(Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 452 when a Soldier is on active duty in an AGR status and is being reattached for other than separation processing and when travel is required. Use Format 454 when a Soldier is being reattached for separation processing. Use Format 440 when a Soldier is being reattached for other than separation processing and no travel is involved.
6. For USAR AGR Soldiers, delete the Active duty commitment lead line.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When an officer in any duty position was initially OAD from an operational flying position and the officer meets gate requirements specified in DODPM, chapter 1 of part 2, add the TFOS and ASER lead lines to the FOR ARMY USE section, and include the following statement in the Additional instructions lead line: "You are entitled to continuous aviation incentive pay."
9. When enlisted USAR personnel are being reattached, add the DMOS, REFRAD, and ETS lead lines to the FOR ARMY USE section.
10. When USAR personnel are being reattached, add the MPRJ responsibility lead line to the FOR ARMY USE section. Enter the appropriate UIC in response to the MPRJ responsibility lead line.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 4-10. Format 452, release from attachment and reattachment of Army National Guard of the United States or U.S. Army Reserve personnel on active duty in Active Guard reserve status



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

The following organization or unit action is directed.^{6,7}

Action: (Indicate the appropriate action taken regarding the organization or unit.)

Assigned to: (Enter the parent organization.)

Effective date: (Enter the effective date.)

Accounting classification: (Enter the accounting classification.)

Authority: (Enter the authority information.)

Additional instructions:^{8,9,10,11,12,13} (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 745.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Format 745 will be published as a permanent order.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. If group travel is being directed, see paragraph 2-2.
7. Add the following statement to the constant information: "Organization or unit members are released from active duty on the date(s) shown at the annex(es)."
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Include requirements pertaining to personnel and equipment.
10. If temporary attachment of the unit with its personnel is required, attach a roster showing name, SSN, and grade of rank for each member. If travel is required and members will travel as a group, add the following statement to the Additional instructions lead line: "Unit members will travel as a group." If travel is required and members will not travel as a group, issue separate orders for members.
11. If PCS movement of the unit with its personnel is required, attach a roster showing name, SSN, grade of rank, and MDC for each member. If members will travel as a group, add the following statement to the Additional instructions lead line: "Unit members will travel as a group." If members will not travel as a group, issue separate orders for members.
12. Include a CIC as shown in DFAS Manual 37-1 if overseas travel is required.
13. Add the following statement to the Additional instructions lead line: "Attach annex(es) listing release date(s) of unit members from active Federal duty." Ensure that the annexes account for all Soldiers including those who are released early. Construct annex(es) to reflect name, grade, SSN, and release date if known (for example, trail party); if the information is not known, enter "To be determined." Amend the order as appropriate when dates are determined. Ensure that the release from active duty date for each Soldier reflects that Soldier's actual release date. Prepare annexes as follows:
 - a. Main body.
 - b. Trail party.
 - c. Other annexes as necessary.
14. Authentication. See paragraph 2-18 and figure 2-1, note 26.
15. Signature block. See paragraph 2-18 and figure 2-1, note 27.
16. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of orders is outlined in a and b below.
 - a. Change in status of organization or unit—
 - (1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO-U, 1099 14th Street, Washington DC 20005-3402.
 - (2) Send one copy to The Institute of Heraldry, 9325 Gunston Road, Room S-112, Fort Belvoir, VA 22060-5579.
 - (3) Send one copy to ATTN DAMO-FDA, DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS, 460 ARMY PENTAGON, WASHINGTON, DC 20310-0460.
 - (4) If AMEDD spaces are required or authorized, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-ZA), Alexandria, VA 22332-0417.

Figure 4-11. Format 745, assignment, transfer, attachment, release from attachment, reassignment, deployment, or change of station (temporary or permanent) of organization or unit

(5) If JAGC spaces are required or authorized, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHING- TON DC 20310-2200.

(6) If chaplain spaces are required or authorized, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

Movement of organization or unit—

(1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO-U, 1099 14th Street, NW., Washington, DC 20005-3402.

• Send one copy to HQDA (TAPC-OPD), Alexandria, VA 22332-0400.

Figure 4-11. Format 745, assignment, transfer, attachment, release from attachment, reassignment, deployment, or change of station (temporary or permanent) of organization or unit—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

Country of Origin: United States
Pays de provenance: United States

Order Number: (*enter PCS or TDV order no*)
Numero deseries: (*enter PCS or TDY order no*)

1. The bearer (and group as shown hereon or on attached list) Le porteur (et personnel porte ci-dessus ou sur la liste jointe)

Social security number/No Mle Grade of rank/Grade
Name/Nom [SSN] [RANK/GRADE]
[LAST, FIRST MI.]

2. Will travel from United States to Germany Fera mouvement de United States a Germany

via Date of departure: [DD Month YYYY]
via Date du depart: [DD Month YYYY]

Expected date of return (*leave blank when member has PCS orders*) Date probable de retour (*leave blank when member has PCS orders*)

3. Authority (is) / (is not) granted to possess and carry arms. Autorisation de port d'armes (accordee) (non accordee).

4. The person named in paragraph 1 is authorized to carry sealed dispatches, containing only official documents, numbered. (*not applicable*) La personne indiquee au paragraphe 1 est autorisee a porter plis scelles, ne contiennent que des documents officiels, numerotes

5. I hereby certify that this individual/group* is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.
(*Delete if not applicable)

Je soussigne certifie que le personnel vise appartient a une armee telle que definie dans l'Accord OTAN sur le statut des Forces armees et que ce deplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra etre presente sur demande des autorites civiles et militaires.

FOR THE COMMANDER: (*or appropriate authority line*)

[FIRST.MI. LAST], C, PERS Assignment Sec
(*Officer authorizing movement*)
(*Officier autorisant le mouvement*)

1 February 1993
(*Date of issue*)
(*Date de l'autorisation*)

Figure 4-12. Sample North Atlantic Treaty Organization travel order

INSTRUCTIONS WHICH MAY BE SHOWN ON THE BACK
OF THE NATO TRAVEL ORDER

1. This travel order is to be used for both individual and collective movement. When the travel order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc. If more than one person is traveling, the attached list (as referred to in paragraph 1) should show traveler's social security number, grade of rank, name, and unit.
2. The country from which travel is authorized and the country or countries to and through which travel is authorized must be shown in paragraph 2. The inclusion of the town or city from and to which travel is authorized is optional.
3. The traveler must have an Active Duty Military Identification Card or an Armed Forces Identification Card.
4. Paragraph 4 should be deleted if not applicable.

Figure 4–12. Sample North Atlantic Treaty Organization travel order—continued

Chapter 5

Personnel Plans and Actions

5–1. Personnel plans and actions-related formats

This chapter describes formats for preparing personnel plans and actions-related orders at all echelons of RA and Reserve Components organizations. Formats 450 and 564 are used for ARNGUS and USAR personnel only. Formats 320, 342, 344, 500, 501, 502, 505, 520, 526, 530, and 540 are used at all echelons of RA and Reserve Components organizations. Further guidance on the use of each format is located in chapter 5, AR 600–8–105.

5–2. Modification of personnel plans and actions-related formats

Figures 5–1 through 5–13 are examples of each type of personnel plans and actions-related orders formats. Personnel plans and actions-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional lead lines are required for TDY (para 2–7) and the format does not have the necessary lead lines. Read all of the notes pertaining to a format before attempting to publish an order.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line or standard name line of unit for unit awards.)^{5,6}

Announcement is made of the following award and the following MOS action is

directed.^{7,8} Award: (Enter the name of the award and the awarded MOS.)

Date(s) or period of service:⁹ (Include the specific date (day, month, and year) or period (from day, month, and year to day, month, and year).)

Authority:¹⁰ (Enter the authority information.)

Reason:¹¹ (Enter the reason for the award.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 320.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)^{14,15}

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Format 320 will be published as a permanent order.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line of unit. See paragraph 2-5. Name line. Enter the name, SSN, grade, military occupational specialty (MOS) upon entering training, for example, 11B10.
6. Enter the organization and the location of the awardee at the end of the period of service or on the date that the Soldier qualified for the award.
7. Do not use Format 320 if the DA Form 638 includes the order number per AR 600-8-22. This rule applies to award of AAM, ARCOM, and MSM. However, to award the parachute badge, ranger Tab or any other MOS/ASI/SQI changing badge or tab when training is complete (for example, Parachute Badge "P" 11B1P), reflect the new MOS in the Award lead line.
8. Do not issue orders to award of service medals, service ribbons, identification badges, or basic marksmanship qualification badges.
9. Include the estimated date of separation as the closing date when orders announce advance award of the Good Conduct Medal (AR 600-8-22), for example, "From 31 Oct 192014 to date of separation on or about 30 Oct 2017."
10. Include the specific paragraph of AR 600-8-22, if appropriate.
11. Include the full citation for award of the Medal of Honor and the Distinguished Service Cross. In other cases, enter the reason that may apply in the particular instance as set forth in the appropriate paragraph of AR 600-8-22, for example, "For gallantry in action" for the Silver Star or "For heroism in ground combat" for the Bronze Star Medal (Valor).
12. Authentication. See paragraph 2-18. and figure 2-1, note 26.
13. Signature block. See paragraph 2-18. and figure 2-1, note 27.
14. Distribution. See paragraph 2-19. and figure 2-1, note 28.
15. When MOS changes are reflected, ensure one copy or orders is sent to local reclassification section.

Figure 5-1. Format 320, awards



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are authorized emergency leave as indicated.^{6,7,8}

Type of absence:² (Enter the type of absence.)

Effective date: (Enter the effective date.)

Number of days: (Enter the number of days of emergency leave.)

Leave address: (Enter the leave address.)

Additional instructions:^{9,10} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

ETS: (Enter the ETS.)

Months overseas: (Enter the months overseas.)

DEROS: (Enter the date eligible for return from overseas (DEROS).)

Accounting classification: (Enter the accounting classification.)

CIC:¹¹ (Enter the CIC.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 342.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. If the member is a Blue Bark traveler, center the words "THIS IS A BLUE BARK TRAVELER" in capital letters one space above the heading of the order.
3. Order number. See paragraph 2-3 and figure 2-1, note 2.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Do not use Format 342 if DA Form 31 will be used as an order per AR 600-8-10, chapter 6.
7. Use Format 342 to grant emergency leave that requires travel on Military Airlift Command aircraft. This rule applies only to Family members who are traveling on emergency leave without a sponsor.
8. Show the reason for emergency leave.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. Include the following statement in the Additional instructions lead line: "Contact the" (enter appropriate personnel assistance point) "at area code" (enter the commercial telephone number of personnel assistance point) "if you need help with personal problems or return travel."
11. CIC. See DOD FMR 7000.14.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-2. Format 342, emergency leave



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are recalled to duty from leave status effective on receipt of this order.

Return to: (Enter the return to organization or unit.)

Authority:^{5,6} (Enter the authority information.)

Accounting classification: (Enter the accounting classification.)

Reason for recall: (Enter the reason for recall.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 344.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter name, SSN, current grade of rank, and leave point.
5. See AR 600-8-10, for change in status while on leave.
6. See JTR, for travel of members because of recall from leave.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. See JTR, for allowances authorized because of recall from leave.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-3. Format 344, recall from leave



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are reassigned in the Reserve Components as shown below.

Released from:⁵ (Enter the released from organization or unit.)

Reason:⁶ (Enter the reason for the reassignment.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Effective date:⁷ (Enter the effective date.)

Additional instructions: ^{8,9,10,11,12} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Asgd to mgt designation:¹³ (Enter the MOS to which the enlisted Soldier is being assigned. Enter "Not applicable" for officers.)

Basic br:¹³ (Enter the basic branch.)

Con br:¹³ (Enter the control branch.)

Con specialty:¹³ (Enter the control specialty for officers other than AMEDD, JAGC, and chaplains.)

Projected specialty:¹³ (Enter the projected specialty, if applicable, for officers other than AMEDD, JAGC, and chaplains.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 450.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. To transfer a Soldier from inactive standby status, enter "Inactive U.S. Army Reserve."
6. For example, enter "Non-selection for Reserve promotion 2 Jan 1990."
7. See paragraph 2-16.
8. When the MPRJ will not accompany the Soldier, include the Soldier's PEBD and security clearance.
9. Include remarks as appropriate, such as "You will be furnished DA Form 977 (Certificate of Transfer to Retired Reserve)" or "This action does not affect your current active duty status."
10. When a Soldier's entitlement to hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty will terminate in conjunction with the reassignment, enter the following statement: "Your entitlement to" (enter hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty) "terminates on" (enter day, month and year pay is to terminate). This statement in the order replaces the need to issue Format 332.
11. For USAR Soldiers reassigned between troop program units, include the UIC, payroll number, and input station number of the losing unit.
12. Additional instructions. See paragraph 2-9 and table 2-2.
13. AHRC may modify Format 450 to delete the Asgd to mgt designation, Basic br, Con br, Con specialty, and Projected specialty lead lines when computer-printed orders are prepared.
14. Authentication. See paragraph 2-18 and figure 2-1, note 26.
15. Signature block. See paragraph 2-18 and figure 2-1, note 27.
16. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-4. Format 450, transfers among Reserve Components, control groups, or units



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are discharged from the Component shown.^{5,6}

Authority:⁷ (Enter the appropriate Army regulation, for example, "AR 600-43." Do not show the paragraph, chapter, or reason for release from active duty.)

Effective date:⁸ (Enter the effective date.)

Component: (Enter the component.)

Additional instructions: ^{9,10,11,12,13,14,15,16} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 500.)

(Enter authentication.)¹⁷

(Enter signature block.)¹⁸

(Enter distribution.)¹⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 500 when the Soldier is being discharged without being reassigned for separation processing. Use Format 526 when the Soldier is being reassigned for separation processing and is being discharged.
6. If the discharge is in absentia and the notice is constructive, the order will be annotated as directed in the applicable separation regulation.
7. Add the Type of discharge lead line when the Soldier will not be furnished DD Form 214 (Certificate of Release or Discharge from Active Duty).
8. Unless otherwise provided by law, the effective date of the discharge is the date the Soldier receives actual or constructive notice of discharge according to the applicable separation regulation.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. Add a FOR ARMY USE section between the Additional instructions lead line and the Format lead line when travel is authorized in connection with the separation. The FOR ARMY USE section will contain the HOR, Place EAD or OAD, MDC, and Format lead lines.
11. If the discharge is because of disability, include the percentage of the disability, for example, "Percentage of disability—20%."
12. For Reserve commissioned and WOs, include the following statement: "All Reserve of the Army and Army of the United States appointments are terminated."
13. For RA commissioned and WOs, include the following statement: "Any temporary commissions or appointments held are terminated."
14. When disposition instructions from the CG, AHRC, contain information pertaining to disability severance pay, include the following statement: "You are authorized disability severance pay in pay grade" (enter pay grade) "based on" (enter number) "years," (enter number) "months," (enter number) "days of service as computed under section 1208, section 10, United States Code" (10 USC 1208).
15. If the Soldier is a dual component enlistee, enter the following statement: "This order does not affect your enlistment in the U.S. Army Reserve" or "This order does not affect your enlistment in the" (enter State name)"Army National Guard."
16. The following information will be entered immediately after the additional instructions lead line for Soldiers being separated with any voluntary separations benefit: "Soldier may be eligible for additional Transition Assistance Benefits. For information on benefits and services, contact the Army Soldier for Life: Transition Assistance Program"
17. Authentication. See paragraph 2-18 and figure 2-1, note 26.
18. Signature block. See paragraph 2-18 and figure 2-1, note 27.
19. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-5. Format 500, discharge (includes resignation) from all status or discharge from the Regular Army while under dual component enlistment option



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are discharged from the Component shown. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive new effective date of discharge.^{6,7}

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date:⁸ (Enter the reporting date.)

Component: (Enter the component.)

Date of discharge unless changed or rescinded:⁹ (Enter the scheduled date of discharge.)

Additional instructions: ^{10,11,12,13,14,15,16,17,18} (Enter any authorized additional instructions.)

FOR ARMY USE¹⁹

Auth: (Enter appropriate Army regulations, for example, "AR 635-200." Do not show the paragraph, chapter, or reason for discharge.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

CIC:^{20,21} (Enter the CIC.)

MDC:²² (Enter the MDC.)

Aval date:²⁰ (Enter the available date.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 501.)

(Enter authentication.)²³

(Enter signature block.)²⁴

(Enter distribution.)²⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. HQDA may delete unnecessary lead lines when the Soldier shown in the standard name line is a general officer.
6. Use Format 501 when the Soldier is being both reassigned for separation processing and discharged. Use Format 500 when the Soldier is being discharged without being reassigned for separation processing.
7. Add the following statement to the constant information when the Soldier will be furnished a port call: "Information concerning your port call will be provided separately."
8. See DA Pam 600-8-11.
9. When the Soldier reports to the U.S. Army transition point and it is determined that the Soldier will not be discharged on the scheduled date of discharge, the U.S. Army transition point will—
 - a. Amend the order (para 2-23 and fig 2-8) to show the actual effective date of discharge when the Soldier is discharged before the scheduled date of discharge.
 - b. When the Soldier reports to the transition point on or before the scheduled date of discharge and the Soldier is to be discharged after the scheduled date of discharge, rescind the unexecuted portion (Format 705) of this order on or before the scheduled date of discharge and issue Format 500 to show a later effective date of discharge.
 - c. Amend this order (para 2-23 and fig 2-8) to show the actual effective date of discharge if the Soldier is delayed through no fault of his or her own and reports to the transition point after the scheduled date of discharge.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. If the discharge is because of disability, include the percentage of disability, for example, "Percentage of disability—20%."
12. For Reserve commissioned and WOs, include the following statement: "All Reserve of the Army and Army of the United States appointments are terminated."

Figure 5-6. Format 501, reassignment for separation processing and discharge (including resignation) from all status or discharge from the Regular Army while under dual component enlistment option

13. For RA commissioned and WOs, include the following statement: "Any temporary commissions or appointments held are terminated."
14. If the Soldier will be furnished a port call and it is not appropriate to modify Format 501 (note 7), enter the following statement: "Information concerning your port call will be provided separately."
15. When the Soldier is not entitled to movement of dependents and/or HHG at Government expense, enter one of the following statements:
- a. "You are not authorized movement of your dependents or household goods at Government expense."
 - b. "You are not authorized movement of your dependents at Government expense."
 - c. "You are not authorized movement of your household goods at Government expense."
16. When the disposition instructions from the CG, AHRC, contain information pertaining to disability severance pay, include the following statement: "You are authorized disability severance pay in pay grade" (enter pay grade) "based on" (enter number) "years," (enter number) "months," (enter number) "days of service as computed under 10 USC 1208."
17. If the Soldier is a dual component enlistee, enter one of the following statements: "This order does not affect your enlistment in the U.S. Army Reserve" or "This order does not affect your enlistment in the" (enter State name) "Army National Guard."
18. This information will be entered immediately after the additional instruction lead line for Soldiers being separated with any voluntary separation benefit: "a Soldier may be eligible for additional Transition Assistance Benefits. For information on benefits and services, contact the Soldier for Life: Transition Assistance Program (SFL-TAP). Status of Forces Agreement (SOFA), or other agreements between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (such as the commissary or PX) whether or not even if they have a valid ID card."
19. Add the Type of discharge lead line to the FOR ARMY USE section when the Soldier will not be issued DD Form 214.
20. Delete the CIC and Aval date lead lines when no overseas travel is required.
21. CIC. See AR 37-1, chapter 5.
22. MDC. See chapter 1 and table 1-2.
23. Authentication. See paragraph 2-18 and figure 2-1, note 26.
24. Signature block. See paragraph 2-18 and figure 2-1, note 27.
25. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-6. Format 501, reassignment for separation processing and discharge (including resignation) from all status or discharge from the Regular Army while under dual component enlistment option—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

The Reserve Officers' Training Corps cadet is discharged from the U.S. Army Reserve to accept a commission in the U.S. Armed Forces.^{4,5,6}

Effective date: (Enter the effective date.)

Released from: (Enter the released from unit or organization.)

Additional instructions:⁷ (Enter any authorized additional instructions.)

Name and home address:⁸ (Enter the name and home address.)

SSN:⁸ (Enter the SSN.)

Grade of rank:⁸ (Enter the grade of rank.)

Selective Service Number:⁸ (Enter the Selective Service Number.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 502.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. See AR 135-178 for discharge of USAR enlisted personnel for convenience of the Government.
5. See AR 145-1 for discharge of ROTC cadets from the USAR to accept a commission.
6. Use Format 502 to discharge an ROTC cadet who is accepting a commission.
Use Format 500 to discharge all other ROTC cadets from the USAR.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. In a table, insert the name and home address, SSN, grade of rank, and Selective Service Number for each cadet discharged.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-7. Format 502, discharge Reserve Officer's Training Corps cadet from U.S. Army Reserve to accept commission



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are released from custody and control to the Army on the effective date indicated.⁶

Effective date: (Enter the effective date.)

Additional instructions:^{5,7} (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Permanent addr: (Enter the permanent address.)

MDC:⁸ (Enter MDC.)

PEBD: (Enter PEBD, if applicable.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 505.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. When the Soldier being released has entered the Army using an assumed name and/or false SSN—
 - a. Enter the Soldier's actual name and SSN in the standard name line.
 - b. Enter the Soldier's assumed name and/or false SSN as a response to the Additional instructions lead line; for example, "You entered the Army using the name [First MI. Last]."
6. Use Format 505 for void enlistment, induction, or writ of habeas corpus.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Do not show an MDC on this order when the Soldier is also issued Format 430. When the Soldier is not issued Format 430, modify Format 505 to add an MDC lead line after the Permanent address lead line.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
- .Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-8. Format 505, release individuals from custody and control of the Army



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are released from active duty to enlist in the Regular Army. All temporary appointments are terminated. Unused accrued leave will be carried over to new status.⁵

Effective date: (Enter the effective date.)

Additional instructions:⁶

(Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 520.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Delete the following statement from the constant information when the Soldier may be paid for accrued leave according to DODM: "Unused accrued leave will be carried over to new status."
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-9. Format 520, release reserve officers and warrant officers from active duty to enlist in the Regular Army



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are released from further active duty as a commissioned officer, on which date all temporary appointments are terminated. On the date following release from active duty, you revert to warrant officer Regular Army grade of rank and date of rank shown and are appointed and promoted to Army of the United States grade of rank with date of rank shown below.

Effective date: (Enter the effective date.)

Temporary grade of rank: (Enter the temporary grade of rank and DOR.)

Permanent grade of rank: (Enter the permanent grade of rank and DOR.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Primary MOS: (Enter the PMOS.)

Additional instructions:⁵ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 522.)

(Enter authentication.)⁶

(Enter signature block.)⁷

(Enter distribution.)⁸

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. Authentication. See paragraph 2-18 and figure 2-1, note 26.
7. Signature block. See paragraph 2-18 and figure 2-1, note 27.
8. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-10. Format 522, release reserve officer from active duty and immediate reversion to Regular Army warrant officer status



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

Your inter-service transfer is directed, you are released from further active duty with the Department of the Army, and your commissions in the Regular Army and Army of the United States are vacated effective on execution of oath of office in the Service to which you are transferring. You will notify the commanding officer of your present organization and station of the date and place oath of office was executed. All leave credited is transferred to your new status.⁵

Effective date: (Indicate the date the officer is executed the oath of office.)

Transferred to: (Indicate the service to which the officer is transferring.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date:⁶ (Enter the reporting date.)

Additional instructions:⁷ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 530.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. When the Soldier is a USAR officer, change "Regular Army" to "U.S. Army Reserve" in the constant information.
6. Do not show a MDC on this order when the Soldier is also issued Format 430 or 432. Add the MDC lead line after the Reporting date lead line when the Soldier is not issued Format 430 or 432.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-11. Format 530, inter-service transfer of officers to the U.S. Navy, U.S. Marine Corps, U.S. Coast Guard, or U.S. Air Force



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

The above named individual is dropped from rolls of the Army.

Effective date: (Enter the effective date.)

Authority: (Enter the authority information.)

Component: (Enter the component.)

Home of record: (Enter the HOR.)

Additional instructions:^{5,6} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 540.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. When the Soldier is a member of the Standby Reserve or a reservist deferred from induction, include the Selective Service Number.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-12. Format 540, dropped from rolls of the Army



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

Your inter-service transfer is directed and you are discharged from your status as a Reserve of the Army effective on the date indicated. Effective on your acceptance of appointment as a commissioned officer in the Reserve Component indicated, you are transferred and assigned to the organization and station shown.

Effective date of discharge: (Enter the date preceding the date of appointment in the gaining service.)

Transferred to: (Enter the gaining service.)

Date new commission accepted: (Enter the date that the new commission was accepted.)

Assigned to: (Enter the gaining unit of assignment (including UIC) and station of assignment.)

Additional instructions:⁵ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 564.)

(Enter authentication.)⁶

(Enter signature block.)⁷

(Enter distribution.)⁸

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. Authentication. See paragraph 2-18 and figure 2-1, note 26.
7. Signature block. See paragraph 2-18 and figure 2-1, note 27.
8. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 5-13. Format 564, inter service transfer of Army Medical Department Reserve officer not on active duty to U.S. Navy, U.S. Coast Guard, U.S. Marine Corps, or U.S. Air Force Reserve Components

Chapter 6 Soldier Actions

6-1. Soldier actions-related formats

This chapter describes formats for preparing Soldier actions-related orders at all echelons of RA and Reserve Components organizations. Formats 185, 186, 187, 188, and 190 have been designated for HQDA Use Only and will be used exclusively at the HQDA level. Formats 155 and 157 will be used for ARNGUS or USAR personnel only. Formats 110 and 156 pertain to Soldier actions-related orders that may be used at all echelons of RA and Reserve Components organizations.

6-2. Modification of Soldier actions-related formats

Figures 6-1 through 6-10 are examples of each type of Soldier actions-related orders formats. Soldier actions-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional lead lines are required for TDY and the format does not have the necessary lead lines. Read all of the notes pertaining to a format before attempting to publish an order.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are tendered an appointment in the Regular Army and ordered to active duty on the date you execute the oath of office. You will report to your temporary duty station as shown. On instructions of the School Commandant, you will proceed to your assigned organization for duty.^{5,6}

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Temporary duty at:⁶ (Enter the TDY at unit or organization.)

Reporting date, temporary duty station:⁶ (Enter the reporting date at the TDY station.)

Period of temporary duty:⁶ (Enter the period of TDY.)

Purpose of temporary duty:^{6,7} (Enter the purpose of the TDY.)

Grade of rank: (Enter the grade of rank.)

Basic branch:⁸ (Enter the basic branch.)

Control branch:⁸ (Enter the control branch.)

Additional instructions:^{9,10} (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Accounting classification:⁶ (Enter the accounting classification.)

MDC:¹¹ (Enter the MDC.)

Date of appt: (Enter the date of the appointment.)

Pers con no: (Enter the requisition identification code.)

PPN:¹² (Enter the PPN.)

Sex: (Enter M or F.)

Con specialty:¹³ (Enter the control specialty.)

Projected specialty:¹³ (Enter the projected specialty.) PMOS:¹⁴ (Enter the PMOS.)

CIC:^{15,16} (Enter the CIC.)

Aval date:¹⁶ (Enter the available date.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 110.)

(Enter authentication.)¹⁷

(Enter signature block.)¹⁸

(Enter distribution.)¹⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, and current address.
5. Field commanders will use Format 110 to supplement initial appointment orders issued by HQDA.
6. If the school is 20 weeks or more (excluding holiday periods), change "report to your temporary duty station as shown" to "report to your permanent duty station as shown" and delete the remainder of the constant information. Delete all temporary duty lead lines and the Accounting classification lead line.
7. Include the course title and number.
8. Use for commissioned officers only.

Figure 6-1. Format 110, initial assignment of a Regular Army officer to service school


-
- 
9. If overseas travel is necessary, add the following statement to the Additional instructions lead line: "Information concerning your port call will be provided separately."
 10. Additional instructions. See paragraph 2-9 and table 2-2.
 11. MDC. See chapter 1 and table 1-2.
 12. PPN. See DA PAM 601-110.
 13. Con Specialty for Officer Personnel Directorate, AHRC (OPD) commissioned officers only.
 14. Use for WOs only.
 15. CIC. See AR 37-1, chapter 5.
 16. Use for overseas travel only.
 17. Authentication. See paragraph 2-18 and figure 2-1, note 26.
 18. Signature block. See paragraph 2-18 and figure 2-1, note 27.
 19. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-1. Format 110, initial assignment of a Regular Army officer to service school—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are tendered an appointment in the U.S. Army and ordered to active duty on the date you execute the oath of office. You are assigned to the organization shown and authorized excess leave without pay and allowances, as granted by a separate leave form (DA Form 31), to fulfill requirements for a degree at the school specified.⁵

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Attached to:^{5,6} (Enter the attached to unit or organization.)

Component: (Enter the component.)

Grade of rank: (Enter the grade of rank.)

Basic branch: (Enter the basic branch.)

Control branch: (Enter the control branch.)

Type degree: (Enter the type of degree to be obtained.)

Subject degree: (Enter the subject of the degree.)

School: (Enter the name of the school.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

HOR: (Enter the HOR.)

Eff date: (Enter the effective date.)

MDC:⁹ (Enter the MDC.)

AOC: (Enter the AOC.)

PPN:¹⁰ (Enter the PPN.)

Sex: (Enter M or F.)

Accounting classification:¹¹ (Enter the accounting classification.)

Format: (Enter 112.)

(Enter authentication.)¹⁷

(Enter signature block.)¹⁸

(Enter distribution.)¹⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.

2. Order number. See paragraph 2-3 and figure 2-1, note 2.

3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

4. Enter the name, SSN, and current address.

5. If the officer is attending law school, add the following statement to the constant information: "When school is not in session, you will report to the station to which you are attached for duty with full pay and allowances in connection with Judge Advocate General's Corps activities."

6. Use for law school only.

7. If the officer is attending law school, add the following statement to the Additional instructions lead line: "Travel of dependents and shipment of household goods to the assigned station are authorized at Government expense. After initial travel to the assigned station, all travel, school expense, shipment of household goods, etc., relating to this course of study will be at no expense to the Government."

8. Additional instructions. See paragraph 2-9 and table 2-2.

9. MDC. See chapter 1 and table 1-2.

10. PPN. See AR 601-110, appendix B.

11. Only ARPERCEN may use the Accounting classification lead line.

12. Authentication. See paragraph 2-18 and figure 2-1, note 26.

Figure 6-2. Format 112, initial assignment with excess leave of a commissioned officer

- 13 Signature block. See paragraph 2-18 and figure 2-1, note 27.
- 14 Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of orders to HQDA is outlined in a through e below.
- a. Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.
 - b. If the officer is a AHRC-managed officer, send one copy to USAHRC (TAPC-OP-(enter the office symbol of the officer's career management division)), 1600 Spearhead Division Dr, Fort Knox, Kentucky, 40121..
 - c. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.
 - d. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.
 - e. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

Figure 6-2. Format 112, initial assignment with excess leave of a commissioned officer-continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are ordered to active duty in the grade of rank shown above for the period shown in the Active duty commitment below. No travel is involved.⁵

Active duty commitment: (Enter the active duty commitment.)

Additional instructions:^{6,7,8} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter "Section 12301(d), title 10, USC.")

HOR: (Enter the HOR.)

Con specialty: (Enter the control specialty.)

Projected specialty: (Enter the projected specialty.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

PPN:⁹ (Enter the PPN.)

Comp: (Enter the component.) Sex: (Enter M or F.)

Res grade: (Enter the reserve grade.)

Basic br: (Enter the basic branch.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 155.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, grade of rank, and unit of attachment.
5. Use Format 155 for Officer Candidate School graduates who attended Officer Candidate School in a TDY status. Use Format 156 for Officer Candidate School graduates who attended Officer Candidate School in a PCS status.
6. Enter the following statement to the Additional instructions lead line: "You will continue to comply with" (cite order number, issuing headquarters, and date of PCS order).
7. Enter the following statement to the Additional instructions lead line if the Soldier is being released from active duty as a USAR WO (AR 600-8-24): "Your appointment as a USAR warrant officer is vacated effective" (enter day, month, year).
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. PPN. See DA PAM 601-110.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-3. Format 155, active duty of a U.S. Army Reserve officer—no travel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are ordered to active duty in the grade of rank shown above for the period shown in active duty commitment below. You are assigned as shown and will proceed from your current location in time to report on the date shown below.

Report to: (Enter the report to organization or unit.)

Reporting date:⁶ (Enter the reporting date.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Active duty commitment: (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions: ^{7,8,9,10,11,12,13,14} (Enter any authorized additional instructions.)

FOR ARMY USE^{13,15,16}

Auth: (Enter the authority information.)

Pers con no: (Enter the requisition identification code.)

MDC:¹⁷ (Enter the MDC.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Basic br: (Enter the basic branch.)

PMOS/AOC: (Enter the PMOS or AOC.)

Projected specialty: (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and for officers whose AHRC request for orders does not show a specialty.)

Con specialty: (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for officers who are not managed by AHRC and for officers whose AHRC request for orders does not show a specialty.)

PPN:¹⁸ (Enter the PPN.) Sex: (Enter M or F.)

Res grade: (Enter the reserve grade.)

Comp: (Enter the component.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 156.)

(Enter authentication.)¹⁹

(Enter signature block.)²⁰

(Enter distribution.)²¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Delete unnecessary lead lines when the Soldier shown in the standard name line is a general officer. Use only for orders prepared by HQDA.
6. Add TDY information.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When appropriate, add the following statement to the Additional instructions lead line: "You are released from" (enter ARNGUS or USAR assignment) "on the effective date of active duty."
9. For ARNGUS personnel, add the following statement to the Additional instructions lead line: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
10. If appropriate, add the following statement to the Additional instructions lead line: "Travel by privately owned vehicle is authorized."
11. If appropriate, add the following statement to the Additional instructions lead line: "This assignment is for strength accountability only. Your travel and movement of your dependents and household goods at Government expense are not authorized to the unit of assignment."
12. If appropriate, confirm the U.S. Army Advance Emergency Order to Active Duty that was issued under AR 140-145.

Figure 6-4. Format 156, active duty of an Army National Guard of the United States or U.S. Army Reserve officer


-
- 
13. Add CIC and Aval date lead lines to the FOR ARMY USE section and include the following statement to the Additional instructions lead line when overseas travel is necessary: "Information concerning your port call will be provided separately."
14. Add the following statement to the Additional instructions lead line if the Soldier is being released from active duty as a USAR WO (AR 600-8-24): "Your appointment as a USAR warrant officer is vacated effective" (enter day, month, year).
15. Add the Accounting classification lead line to the FOR ARMY USE section only when orders are prepared for ARNGUS personnel and when AHRC prepares orders.
16. Add the Date of apt lead line to the FOR ARMY USE section if the actual date of appointment as a WO is known when the order is prepared.
17. MDC. See chapter 1 and table 1-2.
18. PPN. See DA PAM 601-110.
19. Authentication. See paragraph 2-18 and figure 2-1, note 26.
20. Signature block. See paragraph 2-18 and figure 2-1, note 27.
21. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-4. Format 156, active duty of an Army National Guard of the United States or U.S. Army Reserve officer—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁴

Effective on your acceptance of an appointment in the U.S. Army Reserve, you are ordered to active duty for the period shown in Active duty commitment below. You will proceed from your current location in time to report on the date shown below.

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Temporary duty at:⁶ (Enter the TDY at organization or unit.)

Reporting date, temporary duty station:⁵ (Enter the reporting date at the TDY station.)

Period of temporary duty:⁵ (Enter the period of TDY.)

Purpose of temporary duty:⁵ (Enter the purpose of the TDY.)

Active duty commitment: (Enter the active duty commitment.)

Basic branch: (Enter the basic branch.)

Additional instructions:^{6,7,8} (Enter any authorized additional instructions.)

FOR ARMY USE⁶

Auth: (Enter the authority information.)

Accounting classification:^{5,9} (Enter the accounting classification.)

MDC:¹⁰ (Enter the MDC.)

Pers con no: (Enter the requisition identification code.)

HOR: (Enter the HOR.)

Con br: (Enter the control branch.)

AOC: (Enter the AOC.)

Projected specialty: (Enter the officer's projected specialty as shown on the AHRC request for orders. Enter "None" for enlisted Soldiers, officers who are not managed by AHRC, and officers whose AHRC request for orders does not show a specialty.)

Con specialty: (Enter the officer's control specialty as shown on the AHRC request for orders. Enter "None" for enlisted Soldiers, officers who are not managed by AHRC, and officers whose AHRC request for orders does not show a specialty.)

PPN:¹¹ (Enter the PPN.)

Sex: (Enter M or F.)

Date of appt: (Enter the date of the appointment.)

Date last med exam: (Enter the date of the most recent qualifying medical examination for Reserve officers who are appointed from the ROTC program.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 157.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴


Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, grade of rank, and mailing address.
5. Standard name line. See paragraph 2-5.
6. Delete the Temporary duty at, Reporting date, temporary duty station, Period of temporary duty, Purpose of temporary duty, and Accounting classification lead lines when the Soldier will be at a school for 20 weeks or more, excluding holiday periods such as Christmas when no instruction is given.
7. When overseas travel is necessary, add the CIC and Aval date lead lines to the FOR ARMY USE section and include the following statement to the Additional instructions lead line: "Information concerning your port call will be provided separately."
8. If appropriate, include the following statement to the Additional instructions lead line: "Travel by privately owned vehicle is authorized."
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. See paragraph 4-6.
11. MDC. See chapter 1 and table 1-2.

Figure 6-5. Format 157, active duty of a Reserve Officer Training Corps member

12. PPN. See DA PAM 601-110.
 13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
 14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
 15. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-5. Format 157, active duty of a Reserve Officer Training Corps member—continued



DEPARTMENT OF THE ARMY
 ORGANIZATION
 STREET ADDRESS
 CITY STATE ZIP

*(Enter order number.)*²

*(Enter date.)*³

The following named individuals are appointed as second lieutenants in the Regular Army of the United States with appointment in or assignment to the branch shown below. The authority is sections 531, 2106, and 2107, title 10, United States Code. At the time the oath of office is executed, the individual must meet retention medical standards. The oath of office will not be executed until authorized by the commander or other proper authority. Effective on execution of the oath of office, officers who are not on active duty will be ordered to active duty as Regular Army officers.

Name:⁴ (Enter the name of each appointee.)
 SSN:⁴ (Enter the SSN of each appointee.)
 Branch:^{4,5} (Enter the branch of each appointee.)
 Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)
 Format: (Enter 185.)

*Enter authentication.)*⁶

*(Enter signature block.)*⁷

*(Enter distribution.)*⁸

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. In a table, enter the name, SSN, and branch of each appointee.
5. Codes listed in AR 680-29 are authorized for the officer's branch.
6. Authentication. See paragraph 2-18 and figure 2-1, note 26.
7. Signature block. See paragraph 2-18 and figure 2-1, note 27.
8. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-6. Format 185, appointment as a commissioned officer in the Regular Army, Reserve Officers Training Corps graduate (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The following named graduates of the U.S. Military Academy (enter year) are appointed and commissioned under sections 531, and 4353, title 10, United States Code, as Second Lieutenants in the Regular Army of the United States. Officers are ordered to active duty and assigned to the Accession Detachment, U.S. Military Academy (W1FB02), West Point, New York 10996-5000. The procurement program number is A-1.

Effective date: (Enter the effective date.)

Date of rank: (Enter the DOR.)

Name:⁴ (Enter the name of each appointee.)

SSN:⁴ (Enter the SSN of each appointee.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 186.)

(Enter authentication.)⁵

(Enter signature block.)⁶

(Enter distribution.)⁷

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. In a table, enter the name and SSN of each appointee.
5. Authentication. See paragraph 2-18 and figure 2-1, note 26.
6. Signature block. See paragraph 2-18 and figure 2-1, note 27.
7. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-7. Format 186, appointment and commissioning of United States Military Academy cadets (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

These individuals are appointed under section 531, title 10, United States Code, in the Regular Army of the United States in the grade and with appointment or assignment to the branch shown below, effective on execution of the oath of office. At the time the oath of office is executed, the officer must meet the eligibility criteria of section 532, title 10, United States Code. Any Reserve appointment as a commissioned or warrant officer is vacated on acceptance of this appointment. The procurement program number is D5.

Additional instructions:^{4,5,6,7} (Enter any authorized additional instructions.)

Name:⁸ (Enter the name of each appointee.)

SSN:⁸ (Enter the SSN of each appointee.)

Grade of rank:⁸ (Enter the grade of rank of each appointee.)

Branch in which appointed or assigned:^{8,9} (Enter the branch to which appointed or assigned of each appointee.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 187.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Format 187 may be modified as follows:
5. Add a Grade of rank lead line before the Additional instructions lead line and delete the Grade of rank column when all officers are being appointed in the same grade of rank.
 - a. Add a Branch in which appointed or assigned lead line before the Additional instructions lead line and delete the Branch in which appointed or assigned column when all officers are being appointed in or assigned to the same branch.
 - b. For chaplains, add the following statement to the Additional instructions lead line: "Chaplains must have an ecclesiastical endorsement before executing Regular Army oaths of office. Any Regular Army oath administered in the absence of a Regular Army ecclesiastical endorsement will not be considered valid."
6. When the appointment in the RA is the result of automatic consideration (AR 601-100), add the following statement to the Additional instructions lead line: "The Regular Army oath of office will not be executed before the effective date of promotion to the grade of rank shown."
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. In a table, enter the name, SSN, grade of rank, and branch to which appointed or assigned for each appointee.
9. Abbreviations listed on the Army Publish Directorate website <http://www.apd.army.mil/abca/> are authorized for the officer's branch.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-8. Format 187, appointment as a commissioned officer in the Regular Army, except Reserve Officers Training Corps (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

These individuals are appointed as warrant officers in the Regular Army of the United States under sections 571 and 3310, Title 10, United States Code, in the Army of the United States grade of rank and primary military occupational specialty shown. At the time the oath of office is executed, the officer must meet retention medical standards. The oath of office will not be executed until authorized by a major command. Upon execution of the oath of office, individuals are ordered to active duty as Regular Army warrant officers. Appointees will remain assigned to their present organization. Acceptance of this appointment will not affect existing Army of the United States warrant status. Appointment as a warrant officer in a Reserve Component is vacated. The procurement program number is F3.⁴

Name:⁵ (Enter the name of each appointee.)

SSN:⁵ (Enter the SSN of each appointee.)

AUS grade of rank:⁵ (Enter the Army of the United States (AUS) grade of rank of each appointee.)

PMOS:⁵ (Enter the PMOS of each appointee.)

Additional instructions:^{6,7} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 188.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Permanent grade and DOR will be determined on execution of the oath of office and will be announced by AHRC through separate correspondence.
5. In a table, enter the name, SSN, AUS grade of rank, and PMOS of each appointee.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. When the appointment in the RA is the result of automatic consideration (AR 601-100), add the following statement to the Additional instructions lead line: "The Regular Army oath of office will not be executed before the effective date of promotion to the Army of the United States grade of rank shown."
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-9. Format 188, appointment as a warrant officer in the Regular Army (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter name line.)⁴

You are reappointed and commissioned in the Regular Army of the United States with assignment to the basic branch or appointment in the special branch shown below. You are ordered to active duty effective on the execution of the oath of office. The oath of office will not be executed until authorized by the major commander.

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Basic branch: (Enter the basic branch.)

Grade of rank: (Enter the grade of rank.)

Date of rank: (Enter the DOR.)

Additional instructions:⁵ (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Eff date: (Enter the effective date.)

MDC:⁶ (Enter the MDC.)

HOR: (Enter the HOR.)

Sex: (Enter M or F.)

PPN:⁷ (Enter "H-6.")

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 190.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, and current address.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. MDC. See chapter 1 and table 1-2.
7. PPN. See DA PAM 601-110.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 6-10. Format 190, reappointment in the Regular Army from temporary disability retired list (Headquarters, Department of the Army use only)

Chapter 7 Promotions

7-1. Promotions-related formats

This chapter describes formats for preparing promotions-related orders at all echelons of RA and Reserve Components organizations. Formats 301, 302, 305, 306, and 390 are used for promotions-related orders. Formats 301 (group), 305, and 390 are designated for HQDA Use Only and will be used exclusively at the HQDA level. Formats 301 (individual), 302, and 306 pertain to promotions-related orders that may be used at all echelons of RA and Reserve Components organizations.

7-2. Modification of promotions-related formats

Figures 7-1 through 7-7 are examples of each type of promotions-related orders formats. Promotions-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional lead lines are required for TDY. Read all of the notes pertaining to a format before attempting to publish an order.


| | |
|--|---|
|  | DEPARTMENT OF THE ARMY ORGANIZATION STREET ADDRESS CITY STATE ZIP |
| (Enter order number.) ² | (Enter date.) ³ |
| <p>The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of the following noncommissioned officers. In view of these qualities and their demonstrated leadership potential and dedicated service to the U.S. Army, they are, therefore, promoted to the grade of rank shown. Promotion is made in the MOS shown in the name line, and the MOS is awarded as their primary MOS on the effective date of the promotion. The promotion is not valid and this order will be revoked if the Soldier concerned is not in a promotable status on the effective date of promotion. Soldiers who are promoted automatically incur a 2-year service obligation before voluntary non-disability retirement. The authority for this promotion is AR 600-200, paragraph (enter appropriate paragraph).^{4, 5}</p> <p>Name, SSN, PMOS:^{6,7} (Enter the name, SSN, and PMOS for each individual promoted.) Grade of rank promoted to:⁶ (Enter the grade of rank promoted to for each individual promoted.) Effective date:⁶ (Enter the effective date for each individual promoted.) Date of rank:⁶ (Enter the DOR for each individual promoted.) Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.) Format: (Enter 301.)</p> <p>(Enter authentication.)⁸</p> <p>(Enter signature block.)⁹</p> <p>(Enter distribution.)¹⁰</p> <hr/> <p>Notes:</p> <ol style="list-style-type: none">1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.2. Order number. See paragraph 2-3 and figure 2-1, note 2.3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.4. The group format will be used only for a consolidated AHRC order.5. Use Format 301 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion.6. In a table, enter the name, SSN, and PMOS; grade of rank promoted to; effective date; and DOR for each individual promoted.7. List the names alphabetically.8. Authentication. See paragraph 2-18 and figure 2-1, note 26.9. Signature block. See paragraph 2-18 and figure 2-1, note 27.10. Distribution. See paragraph 2-19 and figure 2-1, note 28. | |

Figure 7-1. Format 301, promotion and military occupational specialty award—enlisted Soldiers promoted to sergeant first class (E7), master sergeant (E8), and sergeant major (E9) (group format—Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of (enter first name, middle initial, and last name). In view of these qualities and (enter his or her) demonstrated leadership potential and dedicated service to the U.S. Army, (enter he or she) is, therefore, promoted from (enter grade of rank promoted from) to (enter grade of rank promoted to). MOS (enter PMOS including skill level, SQL, additional skill identifier, and language code, if appropriate) is awarded as (enter his or her) primary MOS (enter PMOS including skill level, SQL, additional skill identifier, and language code, if appropriate) is awarded as (enter his or her) primary MOS on the effective date of promotion. The promotion is effective (enter day, month, and year) with a date of rank of (enter day, month, and year). The promotion is not valid and this order will be revoked if (enter he or she) is not in a promotable status on the effective date of promotion. The promotion automatically incurs a 2-year service obligation before voluntary non-disability retirement. The authority for this promotion is paragraph AR (enter 140–158 or 600–200), (enter appropriate paragraph).^{4,5,6,7}

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)
Format: (Enter 301.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2–3 and figure 2–1, note 1.
2. Order number. See paragraph 2–3 and figure 2–1, note 2.
3. Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.
4. If appropriate, add the following information to the constant information: “Confirms verbal orders of” (enter the CG or commanding officer, and the day, month, year of the verbal orders). “Other MOS actions are” (enter other MOS actions required as a result of this promotion; for example, award of secondary MOS, additional MOS, and withdrawal of PMOS; secondary MOS; and additional MOS. Each MOS will include skill level, SQL, additional skill identifier, and language code.
5. Use the individual format to announce all promotions to sergeant first class, master sergeant, and sergeant major (except a consolidated AHRC order). Use the individual format when preparing true copies (para 2–24) of the consolidated AHRC order.
6. Use Format 301 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion.
7. When the individual format is being issued to announce the promotion of a USAR Soldier, modify Format 301 to delete the following statement from the constant information: “Promotion automatically incurs a 2-year service obligation before voluntary non-disability retirement.”
8. Authentication. See paragraph 2–18 and figure 2–1, note 26.
9. Signature block. See paragraph 2–18 and figure 2–1, note 27.
10. Distribution. See paragraph 2–19 and figure 2–1, note 28. When the individual format is used, the Soldier’s name, SSN, and unit of assignment will be shown in the Distribution block, for example, “[RANK Last Name, SSN, Unit] (3).”

Figure 7–2. Format 301, promotion and military occupational specialty award—enlisted Soldiers promoted to sergeant first class (E7), master sergeant (E8), and sergeant major (E9) (individual format)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of the following noncommissioned officers. In view of these qualities and their demonstrated leadership potential and dedicated service to the U.S. Army, they are, therefore, promoted to the grade of rank shown. Promotion is made in the MOS shown in the name line, and the MOS is awarded as his or her primary MOS on the effective date of the promotion. The promotion is not valid and this order will be revoked if the Soldier concerned is not in a promotable status on the effective date of promotion. The authority for this promotion is AR (enter 140–158 or 600–200), paragraph (enter the appropriate paragraph).^{4,5,6}

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

Name, SSN, PMOS:^{9, 10} (Enter the name, SSN, and PMOS of each noncommissioned officer.)

Grade of rank promoted to:⁹ (Enter the grade of rank promoted to of each noncommissioned officer.)

Effective date:^{9,11} (Enter the effective date for each noncommissioned officer.)

Date of rank:^{9,12,13} (Enter the DOR for each noncommissioned officer.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address).

Format: (Enter 302.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)^{8,16}

Notes:

1. Letterhead. See paragraph 2–3 and figure 2–1, note 1.
2. Order number. See paragraph 2–3 and figure 2–1, note 2.
3. Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.
4. Use Format 302 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion or when the promotion is announced in the consolidated AHRC orders and an order is needed to announce related MOS actions.
5. If AR 600–8–19 applies, enter “AHRC memorandum” and any other authority that announces the promotion.
6. Modify the group format to delete all reference to award of an MOS when a student is promoted while attending a course that will lead to the award of a new PMOS (AR 600–8–19).
7. Additional instructions. See paragraph 2–9 and table 2–2.
8. Add an Assigned to (enter the standard name line of the organization or unit) lead line before the Additional instructions lead line only when the organization shown as a response to the Assigned to lead line is the same for all Soldiers; otherwise, each Soldier’s name and unit of assignment may be shown in the Distribution block, for example, “[RANK Last Name, Unit] (3).”
9. In a table, enter the name, SSN, and PMOS; grade of rank promoted to; effective date; and DOR for each individual promoted.
10. List the names alphabetically. The PMOS will include the skill level and SQL, if appropriate. For promotions not announced in consolidated AHRC orders, the PMOS also will include the additional skill identifier and language code, if appropriate.
11. Enter the effective date even if it is the same date as the date of the order.
12. Enter the DOR even if it is the same date as the effective date of promotion.
13. The group format may be modified to add an Other MOS action column after the DOR column. The response should include the reclassification control number, if appropriate, and other MOS actions being taken as a result of the promotion, which must be announced in an order according to AR 600–200, paragraph 2–18f.
14. Authentication. See paragraph 2–18 and figure 2–1, note 26.
15. Signature block. See paragraph 2–18 and figure 2–1, note 27.
16. Distribution. See paragraph 2–19 and figure 2–1, note 28.

Figure 7–3. Format 302, promotion and military occupational specialty award—enlisted Soldiers promoted to sergeant (E5) and staff sergeant (E6) (group format)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of (enter first name, middle initial, and last name). In view of these qualities and (enter his or her) demonstrated leadership potential and dedicated service to the U.S. Army, (enter he or she) is, therefore, promoted from (enter grade of rank promoted from) to (enter grade of rank promoted to). MOS (enter PMOS including skill level, SQL, additional skill identifier, and language code, if appropriate) is awarded as (enter his or her) primary MOS effective (enter day, month, year of promotion). Promotion is effective (enter day, month, and year) with a date of rank of (enter day, month, and year). The Promotion is not valid and this order will be revoked if (enter he or she) is not in a promotable status on the effective date of promotion. The authority for this promotion is AR (enter 140–158 or 600–8–19), paragraph (enter appropriate paragraph).^{4,5,6,7}

Additional instructions:⁸ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 302.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2–3 and figure 2–1, note 1.
2. Order number. See paragraph 2–3 and figure 2–1, note 2.
3. Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.
4. Use Format 302 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion or when the promotion is announced in consolidated AHRC orders and an order is needed to announce related MOS actions.
5. If AR 600–8–19 applies, enter “AHRC memorandum” and any other authority that authorizes the promotion. If appropriate, add the following statement to the constant information: “Confirms verbal orders of” (enter the CG or commanding officer and the day, month, year of verbal orders). “Other MOS actions are” (enter the reclassification control number, if applicable, and other MOS actions required as a result of this promotion; for example, award of secondary MOS, additional MOS, and withdrawal of PMOS; secondary MOS; and additional MOS. Each MOS will include skill level, SQL, additional skill identifier, and language code.
6. A Soldier who receives a SRB or VRB may be promoted only in the bonus MOS or in an MOS to which the bonus MOS progresses in its normal career progression pattern.
7. Modify the individual format to delete all reference to award of an MOS a student is promoted while attending a course that will lead to the award of a new PMOS (AR 600–8–19).
8. Additional instructions. See paragraph 2–9 and table 2–2.
9. Authentication. See paragraph 2–18 and figure 2–1, note 26.
10. Signature block. See paragraph 2–18 and figure 2–1, note 27.
11. Distribution. See paragraph 2–19 and figure 2–1, note 28. When the individual format is used, the Soldier’s current grade of rank, name, SSN, and unit of assignment will be shown in the Distribution block, for example, “[RANK Last Name, SSN, Unit] (3).”

Figure 7–4. Format 302, promotion and military occupational specialty award—enlisted Soldiers promoted to sergeant (E5) and staff sergeant (E6) (individual format)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter name line.)⁴

The following designation action is directed.⁵

Action: (Enter "Lateral designation" or "Termination of lateral designation.")

Rank designated: (Enter "Master Warrant Officer Four" or "Chief Warrant Officer Four.")

Rank terminated: (Enter "Master Warrant Officer Four" or "Chief Warrant Officer Four.")

Authority: (Enter the authority information.)

Date of rank:⁶ (Enter the DOR.)

Additional instructions:⁷ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 305.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, PMOS, unit of assignment, and station of assignment.
5. Use Format 305 only to laterally designate a chief WO four to a master WO four or to terminate such designation.
6. For Active Army WOs, enter the current temporary (AUS) DOR as a chief WO four. For Reserve Components WOs, enter the permanent DOR as chief WO four.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 7-5. Format 305, designation or termination of designation (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter name line.)⁴

You are reduced in grade of rank as shown below.

From: (Enter the reduced from grade of rank.)

To:⁵ (Enter the reduced to grade of rank.)

Effective date: (Enter the effective date.)

Authority: (Enter the authority information.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 306.)

(Enter authentication.)⁶

(Enter signature block.)⁷

(Enter distribution.)⁸

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, PMOS, unit of assignment, and station of assignment.
5. Also enter the Soldier's DOR when the Soldier's DOR will be different than the effective date of the reduction, for example, "PFC, with date of rank of 1 Jan 1991."
6. Authentication. See paragraph 2-18 and figure 2-1, note 26.
7. Signature block. See paragraph 2-18 and figure 2-1, note 27.
8. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 7-6. Format 306, reduction (other than disciplinary) career branch as shown in AR 614-200, table 1-1



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter the professor's first name, middle initial, last name, and SSN) has the grade of rank of Colonel, Regular Army, effective this date. This action is in recognition of service as a permanent professor of the U.S. Military Academy and is authorized according to section 4336(a), title 10, United States Code.⁴

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)
Format: (Enter 390.)

(Enter authentication.)⁵

(Enter signature block.)⁶

(Enter distribution.)⁷

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Publish Format 390 in a consolidated AHRC order.
5. Authentication. See paragraph 2-18 and figure 2-1, note 26.
6. Signature block. See paragraph 2-18 and figure 2-1, note 27.
7. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 7-7. Format 390, announce grade of rank for a permanent professor of United States Military Academy
(Headquarters, Department of the Army use only)

Chapter 8 Replacement Support

8-1. Replacement support-related orders

This chapter describes formats 422 and 423 for preparing replacement support-related orders for RA and Reserve Components organizations

8-2. Modification of replacement support-related formats

Figures 8-1 and 8-2 are examples of each type of replacement support-related orders formats. Replacement support-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional lead lines are required for TDY and the format does not have the necessary lead lines. Read all of the notes pertaining to a format before attempting to publish an order.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The following enlisted personnel are reassigned as shown below and will proceed on permanent change of station as shown.⁴

Released from: (Enter the standard name line of the losing organization.)

Reporting date: (Enter the reporting date.)

Movement designator code:⁵ (Enter the MDC.)

Additional instructions:^{6,7} (Enter any authorized additional instructions.)

Name, SSN, grade of rank:⁸ (Enter name, SSN, and grade of rank.)

PMOS, assigned to management designation, enlistment/reenlistment Bonus indicator:⁸ (Enter the Soldier's PMOS, the MOS in which the Soldier is being reassigned, and the designator prescribed by AR 601-280, para 8-17.)

Assigned to:⁸ (Enter the unit of assignment.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 422.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See figure 2-1, note 1.
2. Order number. See figure 2-1, note 2.
3. Date. See figure 2-1, note 3.
4. Only overseas replacement units are authorized to use Format 422. Format 422 may be used for continuation moves (chap 1) of enlisted personnel when Soldiers will be briefed regarding the reassignment, escorted to their transportation, and met at their destination by a representative of the gaining unit.
5. MDC. See chapter 1 and table 1-2.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. When Format 422 is issued by an overseas replacement unit within Europe, include the following statement in the Additional instructions lead line: "If you have baggage being shipped from your last duty station, contact the transportation officer within 10 days after arrival at your new duty station to arrange for onward movement of the baggage to your new duty station."
8. In a table, enter the name, SSN, and grade of rank; PMOS, assigned to management designation, and enlistment/reenlistment bonus indicator; and assigned to information for each Soldier reassigned.
9. Authentication. See figure 2-1, note 26.
10. Signature block. See figure 2-1, note 27.
11. Distribution. See figure 2-1, note 28.

Figure 8-1. Format 422, reassignment, group—continuation move of enlisted personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The following enlisted personnel are reassigned (diverted) and will proceed on permanent change of station as indicated.⁴

Current address: (Enter the standard name line of the organization preparing this order.)

Reporting date: (Enter the reporting date.)

Movement designator code:⁵ (Enter the MDC.)

Additional instructions:^{6,7} (Enter any authorized additional instructions.)

Name, SSN, grade of rank, and last unit of assignment:⁸ (Enter the name, SSN, grade of rank, and last unit of assignment.)

PMOS, assigned to management designation, enlistment/reenlistment bonus indicator:⁸ (Enter the Soldier's PMOS, the MOS in the which Soldier is being reassigned, and the designator prescribed by AR 600-8-19.)

Relieved from assigned (not joined):⁸ (Enter the relieved from assigned (not joined) information.)

Reassigned to:⁸ (Enter the reassigned to unit.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 423.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See figure 2-1, note 1.
2. Order number. See figure 2-1, note 2.
3. Date. See figure 2-1, note 3.
4. Only overseas replacement units are authorized to use Format 423. Format 423 may be used to divert enlisted personnel when Soldiers will be briefed regarding the reassignment, escorted to their transportation, and met at their destination by a representative of the gaining unit.
5. MDC. See chapter 1 and table 1-2.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. When Format 423 is issued by an overseas replacement unit within Europe, include the following statement in the Additional instructions lead line: "If you have baggage being shipped from your last duty station, contact the transportation officer within 10 days after arrival at your new duty station to arrange for onward movement of the baggage to your new duty station."
8. In a table, enter the name, SSN, grade of rank, and last unit of assignment; PMOS, assigned to management designation, and enlistment/reenlistment bonus indicator; relieved from assigned (not joined); and reassigned to information for each Soldier reassigned.
9. Authentication. See figure 2-1, note 26.
10. Signature block. See figure 2-1, note 27.
11. Distribution. See figure 2-1, note 28.

Figure 8-2. Format 423, reassignment, group—diversion of enlisted personnel

Chapter 9 Transition Center

9-1. Transition-related formats

This chapter describes formats for preparing transition-related orders at all echelons of RA and Reserve Components organizations. Formats 266, 267, 274, 430, 434, 454, 524, 526, 562, 600, 610, 612, 620, 680, 692, 694, and 696 are used for transition-related orders. Formats 680, 692, 694, and 696 are designated for HQDA Level Use Only. Formats 266, 267, 274, 454, 562 are used for ARNGUS or USAR personnel only. Formats 430, 434, 524, 526, 600, 610, 612, and 620 pertain to transition-related orders that may be used at all echelons of RA and Reserve Components organizations.

9-2. Modification of transition-related formats

Figures 9-1 through 9-18 are examples of each type of transition-related orders formats.

a. Transition-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional lead lines are required for TDY and the format does not have the necessary lead lines.

- b. Orders-issuing activities are authorized to add “Dependents: Yes/No” to the additional instructions lead line to provide the transportation office with proof of dependents for Soldiers on PCS orders.
- c. Orders-issuing activities will add “Soldier is authorized consecutive overseas tour leave” in the additional instructions lead line. For Soldiers authorized to defer their COT leave or if the losing or gaining commander defers due to military necessity, PCS orders will reflect in the additional instructions lead line the Soldier is authorized COT leave and the reason for deferral.
- d. Read all of the notes pertaining to a format before attempting to publish an order.


| | |
|---|--|
|  | DEPARTMENT OF THE ARMY ORGANIZATION STREET ADDRESS CITY STATE ZIP |
| <p><i>(Enter order number.)</i>²</p> <p><i>(Enter standard name line.)</i>⁴</p> <p>You are released from active duty for training, discharged from the Reserve of the Army, and returned to the Army National Guard unit shown. This action does not terminate your individual status as a member of the Army National Guard of (enter appropriate State).⁵</p> <p>Effective date: (Enter the effective date.)</p> <p>Army National Guard unit: (Enter the ARNG unit.)</p> <p>Army National Guard grade of rank, basic branch, component: (Enter the ARNG grade of rank, basic branch, and component.)</p> <p>Last permanent duty station: (Enter the last permanent duty station.)</p> <p>Accounting classification: (Enter the accounting classification.)</p> <p>Percentage of disability: (Enter the percentage of disability.)</p> <p>Additional instructions:⁶ (Enter any authorized additional instructions.)</p> <p>Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)</p> <p>Format: (Enter 266.)</p> <p><i>(Enter authentication.)</i>⁷</p> <p style="text-align: center;"><i>(Enter signature block.)</i>⁸</p> <p><i>(Enter distribution.)</i>⁹</p> | <p><i>(Enter date.)</i>³</p> |
| <p>Notes:</p> <ol style="list-style-type: none"> 1. Letterhead. See paragraph 2-3 and figure 2-1, note 1. 2. Order number. See paragraph 2-3 and figure 2-1, note 2. 3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4. 4. Standard name line. See paragraph 2-5. 5. See AR 600-8-24 for release from ADT of officers. See AR 635-200 release from ADT of enlisted personnel. 6. Additional instructions. See paragraph 2-9 and table 2-2. 7. Authentication. See paragraph 2-18 and figure 2-1, note 26. 8. Signature block. See paragraph 2-18 and figure 2-1, note 27. 9. Distribution. See paragraph 2-19 and figure 2-1, note 28. | |

Figure 9-1. Format 266, release from active duty for training, discharge from the U.S. Army Reserve, and return to the Army National Guard



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from active duty for training (ADT) on the effective date shown. On the date immediately following release from ADT you are returned to the unit shown.^{5,6}

Effective date: (Enter the effective date.)

Returned to (unit): (Enter the returned to unit.)

Terminal date of Reserve obligation: (Enter the terminal date (day, month, and year) of Military Selective Service obligation, for example, "Ends on 6 Oct 1990.")

Component: (Enter the component.)

Accounting classification: (Enter the accounting classification.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 267.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. In the constant information, change "active duty for training (ADT)" to "active duty in Active Guard Reserve status" and "ADT" to "active duty" when AGR Soldiers are being released from active duty and returned to ARNG, Individual Ready Reserve, or a USAR troop program unit.
6. A separation order is not needed when a self-terminating order was used to order the Soldier to ADT or active duty in AGR status.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. If appropriate, add the following statement to the Additional instructions lead line: "You are not required to report physically to your assigned unit; however, you must keep them informed by mail of your address."
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-2. Format 267, release from active duty for training of Army National Guard of the United States or U.S. Army Reserve personnel ordered to active duty for training for periods of 90 days or more and release from active duty of Active Guard Reserve personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from active duty for training (ADT) on the effective date shown. On the date immediately following release from ADT you are (enter "returned to State Adjutant General shown for discharge from your State status and transferred to the U.S. Army Reserve Control Group for completion of your military service obligation" for ARNGUS personnel or enter "transferred to the U.S. Army Reserve Control Group for completion of your military service obligation" for USAR personnel).

Effective date: (Enter the effective date.)

Returned to:⁵ (Enter "State Adjutant General of" (enter the appropriate State).)

Transferred to:⁶ (Enter "U.S. Army Reserve Control Group" (enter annual training or reinforcement).)

Military service obligation: (Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990".) Additional instructions:^{7,8} (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place OAD: (Enter the place OAD.)

Comp: (Enter the component.)

Accounting classification: (Enter the accounting classification.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 274.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use for ARNGUS personnel only.
6. See AR 635-8 for the correct control group.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Enter the following statement in the Additional instructions lead line: "You are not required to physically report to the State Adjutant General or U.S. Army Reserve Control Group."
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-3. Format 274, release from active duty for training of U.S. Army Reserve or Army National Guard of the United States enlisted personnel and transfer to a U.S. Army Reserve control group to complete a military service obligation



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are reassigned as shown for separation processing.^{5,6}

Assigned to:⁷ (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date:⁸ (Enter the reporting date.)

Additional instructions:⁹ (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

HOR: (Enter the HOR.)

Scheduled date of separation: (Enter the scheduled date of separation.)

MDC:¹⁰ (Enter the MDC.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Comp: (Enter the component.)

SPD:¹¹ (Enter the Army regulation authorizing separation.)

CIC:¹² (Enter the CIC.)

Aval date:¹³ (Enter the available date.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 430.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 430 to reassign personnel for separation processing when neither Format 501 nor 526 is appropriate.
6. For reassignments with overseas travel, add the following statement to the constant information: "Information concerning your port call will be provided separately."
7. If the order pertains to a general officer, HQDA may delete unnecessary lead lines.
8. See DA Pam 600-8-11, table 2-1-2.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. MDC. See chapter 1 and table 1-2.
11. See AR 635-5-1.
12. CIC. See AR 37-1. Use for overseas travel only.
13. Use for overseas travel only.
14. Authentication. See paragraph 2-18 and figure 2-1, note 26.
15. Signature block. See paragraph 2-18 and figure 2-1, note 27.
16. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-4. Format 430, reassignment for separation processing



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to travel to the U.S. Army Transition Center shown for the purpose of retirement/separation. You and your command sponsored dependents, household goods, accompanied and unaccompanied baggage, and POV are authorized Government funded travel from your overseas duty station to point of debarkation in the United States. Movement of Soldier's dependents, accompanied and unaccompanied baggage, and POV from debarkation point to a home of selection, home of record, or place entered active duty at Government expense is authorized. Soldier's entitlement to travel and transportation allowances are from debarkation point through transition point to home of selection, home of record, or place entered active duty. Storage of household goods at point of debarkation is authorized up to 1 year for Soldiers entitled to home of selection and 6 months for Soldiers entitled to home of record or place of entered active duty. Soldiers separating with either voluntary separation incentive (VSI) or special separation benefit (SSB) with less than 8 years of active Federal service are only authorized movement of dependents and shipment of household goods and baggage to home of record or place entered active duty.

Assigned to:⁵ (Enter the transition point at the location of choice)

Reporting date: (Enter the reporting date)

Retirement/separation date: (Enter the retirement or separation date.)

Additional instructions:⁶

FOR ARMY USE

Auth: (Enter the authority information.)

8 years act Fed svc on: (Enter the year, month, and day.)

Authorized place of retirement/separation:⁷ (Enter the authorized place of retirement or separation.)

Requested place of retirement/separation: (Enter the transition point at the location of choice.)

HOR: (Enter the HOR.)

Place EAD: (Enter the place of EAD)

MDC:⁸ (Enter the MDC.)

CIC:⁹ (Enter the CIC)

SPD:¹⁰ (Enter the Army regulation authorizing separation.)

Aval date: (Enter the available date)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 434)

(Enter authentication.)¹¹

(Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and fig 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Enter the transition point at location of choice.
6. Additional instructions:
 - a. "This information will be entered immediately after the additional instruction lead line for Soldiers being separated with any voluntary separation benefit: "a Soldier may be eligible for additional Transition Assistance Benefits. For information on benefits and services, contact the Soldier for Life: Transition Assistance Program (SFL-TAP).
 - b. "Soldier and Family may be entitled to TA-180. See your ID Card Facility to check eligibility and authority."

Figure 9-5. Format 434, travel to location of personal choice for retirement or separation

c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

d. Additional instructions for all Soldiers are as follows:

(1) Soldier has pre-selected a location for retirement/separation. Soldier has been advised that this selection constitutes the place he or she intends to reside immediately after military service for the purpose of transportation and travel allowances. No additional fully funded move to another home of selection after retirement/ separation will be authorized. Final travel settlement will be made after separation when Soldier arrives at home of selection, home of record, or place entered active duty.

(2) Shipment of privately owned (POV) from overseas location to CONUS is authorized.

e. Authorized and requested place of retirement/separation must be the same as those designated in the retirement/ separation orders.

f. Example for OCONUS Soldier's travel and transportation allowances. Soldier's point of departure is Frankfurt, GE Place of debarkation is JFK, NY, selected transition center is Fort Carson. Home of selection, home of record, or place entered active duty is Denver, CO.

(1) Soldier, dependents, household good, accompanied and unaccompanied baggage, and POV are authorized travel and transportation allowances from Frankfurt to JFK.

(2) Soldier is authorized reimbursement for travel and transportation of dependents, (dependents, from JFK to Denver).

(3) Soldier is authorized travel and transportation allowances from JFK to Fort Carson to Denver.

(4) Household goods (HHG) remain at JFK until Soldier calls household goods forward to home of selection, home of record, or place entered active duty. Soldiers with over 8 years of service are authorized temporary storage up to 1 year and Soldiers with less than 8 years up to 6 months.

(5) Dislocation allowance is not payable for this move is a final separation/retirement move.

(6) Eligibility for BAH/VHA will be per DOD PM and JFTR.

g. Example of CONUS Soldier travel and transportation allowances. Soldier's current place of assignment is Fort Drum, NY, home of selection, home of record or place entered active duty is Bloomington, IN.

(1) Soldier, dependents and household goods are authorized travel and transportation allowances from Fort Drum to Bloomington, IN.

(2) Soldier and dependents are authorized reimbursement for travel and transportation from Fort Drum to Bloomington.

(3) Household goods remain in storage until Soldier calls household goods forward to home of selection, home of record, or place entered active duty. Soldiers with 8 or more years of active service are authorized movement of HHG from temporary storage, to a second and final home of selection at government expense if Bloomington is not the home of selection within 1 year of effective date of separation or retirement.

(4) Dislocation allowance is not payable for this move is a final separation/retirement move.

(5) Eligibility for BAH/VHA will be per DOD PM and JFTR.

h. For CONUS officer and enlisted Soldiers. Orders formats per AR 600-8-105 will be used for separation (500 series) and retirements (600 series).

7. Authorized and requested place of retirement/separation must be the same as those designated in the retirement/separation order.

8. MDC. See chapter 1, and table 1-2.

9. CIC. See AR 37-1.

10. SPD. Enter AR 635-200.

11. Authentication. See paragraph 2-18 and figure 2-1, note 26.

12. Signature block. See paragraph 2-18 and figure 2-1, note 27.

13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-5. Format 434, travel to location of personal choice for retirement or separation-continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are reattached as shown for separation processing.⁵ Attached to: (Enter the unit of attachment.)

Reporting date: (Enter the reporting date.)

Released from attachment to: (Enter the released from unit of attachment.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter "(Not accountable to end strength of active duty personnel who are to be paid from funds appropriated for active duty personnel.)".)

Accounting classification: (Enter the accounting classification.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Scheduled date of separation: (Enter the scheduled date of separation.)

Comp: (Enter the component.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 454.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 454 when a Soldier is in AGR status and is being reattached for separation processing.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-6. Format 454, release from attachment and reattachment for separation processing of Army National Guard of the United States or U.S. Army Reserve Soldier in Active Guard Reserve status



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from active duty, not by reason of physical disability, and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty.^{5,6}

Effective date of release from active duty:⁷ (Enter the effective date of REFRAD.)

Assigned to:⁸ (Enter the unit of assignment (including the UIC) and station of assignment.)

Terminal date of Reserve obligation:⁹ (Enter the terminal date of Reserve obligation.)

Additional instructions:^{10,11,12} (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

MDC:¹³ (Enter the MDC.)

Comp: (Enter the component.)

SDN: (Alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 523.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 526 if the Soldier is being reassigned for transition processing.
6. If REFRAD is in absentia and notice is constructive, the order will be annotated as directed in the applicable separation regulation.
7. Unless otherwise provided by law, the effective date of REFRAD is the date the Soldier receives actual or constructive notice of REFRAD according to the applicable separation regulation.
8. If the Soldier is returning or transferring to USAR status, enter the USAR unit to which the Soldier is being assigned or the appropriate USAR control group when no specific unit assignment is specified. For Active Army personnel with a remaining military service obligation who are enlisting in a ARNG unit, enter the ARNG unit of assignment. If the Soldier is returning to ARNGUS, enter the appropriate State National Guard.
9. Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990."
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. If appropriate, add the following statement to the Additional instructions lead line: "You are not required to report physically to your assigned control group; however, you must keep them informed by mail of your address."
12. The following information will be entered first on transition orders for officers and enlisted Soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions lead line.
 - a. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.
13. MDC. See chapter 1 and table 1-2.
14. Authentication. See paragraph 2-18 and figure 2-1, note 26.
15. Signature block. See paragraph 2-18 and figure 2-1, note 27.
16. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-7. Format 523, release from active duty and assign to non-active duty Army National Guard of the United States or U.S. Army Reserve status



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are relieved from active duty and discharged from the Army of the United States. Any temporary appointments held are terminated.⁵

Effective date: (Enter the effective date.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 524.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 600-8-24 for separation of officers.
6. Additional instructions. See paragraph 2-9 and table 2-2.)
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28. Send one copy of orders, copy 4 of DD Form 214, and copies of DD Form 4 to the local finance office for determination of the amount of separation pay and final payment to the Soldier.

Figure 9-8. Format 524, relief from active duty—officers of the U.S. Army without component



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line.)⁵

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are released from active duty not by reason of physical disability and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive a new effective date of release from active duty.⁶

Assigned to: (Enter the transition point.)

Reporting date to transition point:⁷ (Enter the reporting date to the transition point.)

Date of release from active duty unless changed/rescinded:⁸ (Enter the scheduled date of REFRAD.)

Attached to:⁹ (Enter the attached to unit.)

Assigned to:^{9,10} (Enter the unit of assignment (including the UIC) and station of assignment.)

Terminal date of Reserve obligation: (Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990.")

Additional instructions:^{11,12,13,14} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:^{3,15} (Enter the authority information.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Comp: (Enter the component.)

ETS: (Enter the ETS.)

CIC:^{16,17} (Enter the CIC.)

MDC:¹⁸ (Enter the MDC.)

PEBD: (Enter PEBD.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 526.)

(Enter authentication.)¹⁹

(Enter signature block.)²⁰

(Enter distribution.)^{10,21}

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. If the Soldier is REFRAD on the date shown in the order, this date is the effective date of REFRAD. When the Soldier is to be REFRAD after the date originally shown in the order, the effective date of REFRAD is the date the Soldier receives actual or constructive notice of REFRAD according to applicable separation regulations. If REFRAD is in absentia and notice is constructive, the order will be annotated as directed in the regulation shown as a response to the Auth lead line.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Use Format 526 to reassign a Soldier for transition processing, REFRAD, and assign to non-active duty in ARNGUS or USAR status or to USAR in AGR status under the Active Transition/Conversion Army Reserve Program; the Soldier must have a remaining military service obligation; see AR 135-18. Use Format 526 instead of issuing two orders (Format 430 or 432 and Format 523).
7. See DA Pam 600-8-11.
8. The U.S. Army transition point will—
 - a. Amend the order (para 2-23 and fig 2-8) to show the actual effective date of REFRAD if the Soldier is released from active duty before the scheduled date of REFRAD.
 - b. Rescind the unexecuted portion (Format 705) of this order on or before the scheduled date of REFRAD and issue Format 523 to show a later effective date of REFRAD when the Soldier reports to the transition point on or before the scheduled date of REFRAD and the Soldier is to

Figure 9-9. Format 526, reassignment for separation processing, release from active duty, and assign to non-active duty in Army National Guard of the United States or U.S. Army Reserve status or to U.S. Army Reserve in Active Guard Reserve status

be released from active duty after the scheduled date of REFRAD.

c. Amend this order (para 2-23 and fig 2-8) to show the actual effective date of REFRAD if the Soldier is delayed through no fault of his or her own and reports to the transition point after the scheduled date of REFRAD.

9. If the Soldier is returning or transferring to USAR status, enter the USAR unit to which the Soldier is being assigned or the appropriate USAR control group when no specific unit assignment is specified. When the Soldier is transferring to the USAR in AGR status, indicate the USAR unit to which the Soldier is attached and that the Soldier is in control group AGR. For active Army personnel with a remaining military service obligation who are enlisting in a ARNG unit, enter the ARNG unit of assignment. If the Soldier is returning to the ARNGUS, enter the appropriate State National Guard.

10. When reassignment is to a USAR control group, include the Soldier's PMOS or AOC in the distribution block after the address of the control group, for example, "USAR Con Gp (AT), [OFFICE SYMBOL, Street Address, City/Station Name, State ZIP (PMOS 9-Digit)]."

11. Additional instructions. See paragraph 2-9 and table 2-2.

12. For personnel returning to CONUS from overseas for separation or movement of non-CONUS residents from CONUS to an overseas area or between overseas areas for separation, add the following statement to the Additional instructions lead line: "Information concerning your port call will be provided separately."

13. When the Soldier is not entitled to movement of dependents and/or HHG at Government expense, add one of the following statements to the Additional instructions lead line:

a. "You are not authorized movement of your dependents or household goods at Government expense."

b. "You are not authorized movement of your dependents at Government expense."

c. "You are not authorized movement of your household goods at Government expense."

14. Soldier may be eligible for transition benefits and services, see the Soldier for Life-Transition Assistance Program (SFL-TAP) office for additional information."

a. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

b. When calculating the reserve commitment be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

15. Enter appropriate Army regulations, for example, "AR 635-200." Do not show the paragraph, chapter, or reason for REFRAD.

16. Delete the CIC and Aval date lead lines when no overseas travel is involved.

17. CIC. See AR 37-1.

18. MDC. See chapter 1 and table 1-2.

19. Authentication. See paragraph 2-18 and figure 2-1, note 26.

20. Signature block. See paragraph 2-18 and figure 2-1, note 27.

21. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-9. Format 526, reassignment for separation processing, release from active duty, and assign to non-active duty in Army National Guard of the United States or U.S. Army Reserve status or to U.S. Army Reserve in Active Guard Reserve status—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from active duty and discharged to reenlist in the Reserve of the Army with assignment to the Army National Guard of the United States. Effective on the date immediately following release from active duty, you are ordered to active duty.⁵

Effective date: (Enter the effective date.)

Component:⁶ (Enter the component.)

Terminal date of Reserve obligation: (Enter the terminal date (day, month, and year) of military service obligation, for example,

"Ends on 6 Oct 1990.")

Additional instructions:⁷ (Enter any authorized additional instructions.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 562.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 562 together with Format 168.
6. Include a statement showing the home state of the ARNGUS in which reenlisted, for example, "Army National Guard of the United States—Maine."
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-10. Format 562, release from active duty and discharge of Army National Guard of the United States enlisted personnel for purpose of immediate reenlistment and order to additional active duty



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from active duty and, on the date following, placed on the retired list.⁵ The people of the United States express their thanks and gratitude for your faithful service. Your contributions to the defense of the United States of America are greatly appreciated.^{6,7}

Effective date: (Enter the effective date.)

Retired grade of rank: (Enter the retired grade of rank.)

Current grade and date of rank: (Enter the current grade/date of rank.)

Prior grade/date of rank: (Enter the prior grade/date of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Grade of rank to which advanced on retired list:^{8,9} (Enter the grade of rank to which advanced on the retired list.)

Effective date of retirement: (Enter the effective date of retirement.)

Date placed on retirement list: (Enter the date placed on retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS".)

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Vol retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, days.)

Significant awards: (Enter "yes" or "No;" If yes add the awards.)

Additional instructions:^{10,11} (Enter 15 digit PCN issued by AHRC, that is, P19931204160012 (CSMs, CSM designees, SGMs, and MSG(P) only) and any other authorized additional instructions.)

FOR ARMY USE

Ret list: (Enter the appropriate retired list.)

Authorized place of retirement (Enter the authorized place of retirement.)

Requested place of retirement (Enter the requested place of retirement.)

HOR: (Enter the HOR.)

Place EAD: (Enter the place of EAD.)

MDC:¹² (Enter the MDC.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 600.)

(Enter authentication.)¹³

(Enter signature block.)¹⁴

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.

2. Order number. See paragraph 2-3 and figure 2-1, note 2.

3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

4. Standard name line. See paragraph 2-5.

5. For personnel on the TDRL with 20 years of service, change the first sentence of the constant information to read as follows: "You are

Figure 9-11. Format 600, service retirement of enlisted personnel

- removed from the Temporary Disability Retired List and on the date following, placed on the retired list."
6. If the Soldier has 20, but less than 30, years' service, add the following statement to the constant information: "On date placed on the retired list, you are transferred to the U.S. Army Reserve Control Group (Retired), U.S. Army Human Resources Command, Fort Knox, Kentucky 40122."
 7. The second and third sentences of the constant information may be deleted if appropriate.
 8. If the Soldier was not issued a Format 430, 432, or 434 order or is not on active duty in AGR status, add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code lead lines between the significant awards lead line and the Additional instructions lead line.
 9. Complete this lead line only for personnel with 30 years of service.
 10. Additional instructions. See paragraph 2-9 and table 2-2.
 11. Include the following statement to the Additional instructions lead line when the Soldier holds a current commission or warrant in the USAR: "You are transferred to U.S. Army Reserve Control Group (Retired) as a" (enter grade of rank elected by the Soldier under AR 635-200, para 12-4b).
 12. MDC. See chapter 1 and 2.
 13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
 14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
 15. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-11. Format 600, service retirement of enlisted personnel—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from assignment and duty because of physical disability incurred while entitled to basic pay and under conditions that permit your placement on the Temporary Disability Retired List.⁵

Effective date of retirement:⁶ (Enter the effective date of retirement.)

Date placed on retired list: (Enter the date placed on the retired list.) Retired grade of rank: (Enter the retired grade of rank.)

Current grade and date of rank: (Enter the current grade/date of rank.)

Prior grade/date of rank: (Enter the prior grade/date of rank.)

Permanent grade of rank: (Enter the permanent grade of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement:⁷ (Enter the requested place of retirement.) Percentage of disability:⁸ (Enter the percentage of disability.)

DOB: (Enter the DOB) Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.") Member of an Armed Force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No;" If yes enter the awards.) Additional instructions:⁹ (Enter any authorized additional instructions.)

SDN: (Enter alpha numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 610.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-8 for separation processing. See AR 635-40 for physical evaluation board processing for retirement.
6. Do not show an MDC when the Soldier is issued Format 430, 432, or 434.
7. Remove Requested place of retirement lead line for ARGNUS or USAR personnel not on active duty.
8. Add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code lead lines between the Significant awards lead line and the Additional instructions lead line if the Soldier is not issued Format 430, 432, or 434.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-12. Format 610, disability retirement (temporary) of all Regular Army, Army National Guard of the United States, or U.S. Army Reserve personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are released from assignment and duty because of physical disability incurred while entitled to basic pay and under conditions that permit your retirement for permanent physical disability.⁵

Effective date of retirement: (Enter the effective date of retirement.)

Date placed on retired list: (Enter the date placed on the retired list.)

Retired grade of rank: (Enter the retired grade of rank.)

Current grade and date of rank: (Enter the current grade/date of rank.)

Prior grade/date of rank: (Enter the prior grade/date of rank.)

Percentage of disability: (Enter the percentage of disability.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

Basic pay: (Enter the years, months and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No." Member of an Armed Force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes or No;" If yes enter the awards.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

FOR ARMY USE⁷

Ret list: (Enter the retired list.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 612.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰


Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-8 for separation processing. See AR 635-40 for physical evaluation board processing for retirement. For ARNGUS or USAR officers on active duty, add the statement, "On the date following release from active duty, you are placed on the retired list and transferred to the U.S. Army Reserve Control Group (Retired), U.S. Army Human Resources Command, Fort Knox, Kentucky 40122."
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Do not show an MDC when the Soldier is issued Format 430, 432, or 434. Add the 18 years act Federal svc on 1 Nov 81, HOR, Place EAD, and MDC lead lines to the FOR ARMY USE section if the Soldier is not issued Format 430, 432, or 434.

Figure 9-13. Format 612, disability retirement (permanent) of all Regular Army, Army National Guard of the United States, or U.S. Army Reserve personnel

8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
 9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
 10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-13. Format 612, disability retirement (permanent) of all Regular Army, Army National Guard of the United States, or U.S. Army Reserve personnel—continued



DEPARTMENT OF THE ARMY
 ORGANIZATION
 STREET ADDRESS
 CITY STATE ZIP

*(Enter order number.)*² *(Enter date.)*³

*(Enter standard name line.)*⁴

You are released from active duty, and on the date following release, you revert to retired status.⁵

Effective date: (Enter the effective date.)
 Place of release:⁶ (Enter the place of release.)
 Additional instructions:⁷ (Enter any authorized additional instructions.)
 SDN: (Enter alpha-numeric code.)
 Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)
 Format: (Enter 620.)

*(Enter authentication.)*⁸

*(Enter signature block.)*⁹

*(Enter distribution.)*¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-8 for separation processing.
6. Do not show an MDC when the Soldier is issued Format 430 or 432. Add the Home of record, Place of entry on active duty, and Movement designator code lead lines between the Place of release lead line and the Additional instructions lead line if the Soldier is not issued Format 430 or 432. Add the SDN lead line if travel/transportation is authorized.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-14. Format 620, release from active duty and reversion to retired status



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are retired from active duty, released from assignment and duty, and on the date following, placed on the retired list. No travel is involved.⁵ The people of the United States express their thanks and gratitude for your faithful service. Your contributions to the defense of the United States of America are greatly appreciated.^{6,7}

Assigned to:⁸ (Enter the unit of assignment (including the UIC) and station of assignment.)

Effective date: (Enter the effective date.)

Retired grade of rank: (Enter the retired grade of rank.)

Current grade and date of rank: (Enter the current grade/date of rank.)

Prior grade/date of rank: (Enter the prior grade/date of rank.)

Date placed on retirement list: (Enter the date placed on the retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter the "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Vol retirement: (Enter the years, months, and days.)

Mandatory retirement: (Enter the years, months, and days.)

Section 1405: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Date initially entered military service: (Enter the years, month, and days.)

Total active commissioned service: (Enter the years, months, and days.)

Additional instructions:⁹ (Enter 15 digit PCN issued by AHRC, that is, P19920209153520 and any other authorized additional instructions.)

FOR ARMY USE

Ret list: (Enter the appropriate retired list.)

Authorized place of retirement (Enter the authorized place of retirement.)

Requested place of retirement (Enter the requested place of retirement.)

HOR: (Enter the HOR.)

Place EAD: (Enter the place of EAD.)

MDC:^{10, 11} (Enter the MDC.)

Gr HHG Wt alw auth: (Enter the Gr HHG Wt alw auth.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 680.)

(Enter authentication.)¹²

(Enter signature block.)¹³

Figure 9–15. Format 680, retirement, service, or age, of Regular Army commissioned and warrant officers, and Army of the United States warrant officers, or retirement of Army National Guard of the United States and U.S. Army Reserve personnel for qualifying active duty or Reserve service, or Service retirement of U.S. Army Reserve (active or Retired Reserve) commissioned or warrant officer serving on active duty in Army National Guard of the United States, U.S. Army Reserve, Regular Army, or Army of the United States warrant officer status (Headquarters, Department of the Army use only)

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. If travel is involved, delete the following statement from the constant information: "No travel is involved." Also add the Home of record, Place of entry on active duty, and Movement designator code lead lines between the Gr HHG Wt alw lead line and the Additional instructions lead line.
6. See AR 600-8-24 for retirement of officers.
7. Delete the second and third sentences of the constant information if appropriate, for example, if the retirement is in lieu of involuntary separation for misconduct, moral and/or professional dereliction, or substandard performance of duty.
8. A Reservist retired with at least 20 years active Federal service will be assigned to the U.S. Army Reserve Control Group (Retired), U.S. Army Human Resources Command, Fort Knox, Kentucky 40122.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. MDC. See chapter 1 and table 1-2.
11. Replace the MCD lead line with an Accounting classification when the officer shown in the standard name line is on active duty in AGR status.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-15. Format 680, retirement, service, or age, of Regular Army commissioned and warrant officers, and Army of the United States warrant officers, or retirement of Army National Guard of the United States and U.S. Army Reserve personnel for qualifying active duty or Reserve service, or service retirement of U.S. Army Reserve (active or Retired Reserve) commissioned or warrant officer serving on active duty in Army National Guard of the United States, U.S. Army Reserve, Regular Army, or Army of the United States warrant officer status (Headquarters, Department of the Army use only)–continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are removed from the Temporary Disability Retired List on the date indicated because of permanent physical disability, and on the date following, you are permanently retired in your current grade of rank. (You are removed from the Temporary Disability Retired List and discharged from the service on the date indicated because of permanent disability)^{5,6,7}

Date placed on Temporary Disability Retired List: (Enter the date placed on the TDRL.)

Date removed from Temporary Disability Retired List: (Enter the date removed from the TDRL.)

Percentage of disability: (Enter the percentage of disability.)

Authorized place of retirement: (Enter the authorized place of retirement.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes enter the awards.)

Additional instructions:^{6, 8, 9} (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 692.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-40 for removal from TDRL or for physical evaluation board processing for retirement.
6. If the Soldier's retirement is to be effective on the same date that the 5-year tenure period on the TDRL expires and the order is being issued after this date, change the "are" to "were" in the constant information. The response to the Additional instructions lead line will include the authority for the retroactive effective date; for example, "Retroactive effective date is authorized under 10 USC 1221."
7. If the order is for Removal from TDRL and discharge use the following statement in the constant information instead of the current statement, "You are removed from the Temporary Disability Retired List and discharged from the service on the date indicated because of permanent physical disability."
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Include the following statement in the Additional instructions lead line if the order is a removal from TDRL and discharge: "You" ("are" or "are not") entitled to severance pay."
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-16. Format 692, removal from temporary disability retired list and permanent retirement of personnel
(Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You have failed to complete a scheduled physical reexamination required by law. Because of this, you are administratively removed from the Temporary Disability Retired List on the date indicated without entitlement to severance pay.⁵

Date removed from Temporary Disability Retired List: (Enter the date removed from the TDRL.)

DOB: (Enter the DOB)

Sex: (Enter "M" and "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes enter the awards.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 694.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-40 for physical evaluation board processing.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-17. Format 694, removal from temporary disability retired list because of failure to report for physical examination (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You have been found fit for duty and, on the date indicated, are removed from the Temporary Disability Retired List.⁵

Effective date: (Enter the effective date.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes, enter the awards.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 696.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-40. for physical evaluation board processing.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 9-18. Format 696, removal from temporary disability retired list of physically fit personnel (Headquarters, Department of the Army use only)

Chapter 10 Retention

10-1. Retention-related formats

This chapter describes formats for preparing retention-related orders at all echelons of Reserve Components organizations. Formats 159 and 168 are used for ARNGUS or USAR personnel only.

10-2. Modification of retention-related formats

Figures 10-1 through 10-2 are examples of each type of retention-related orders formats. Retention-related formats will not be modified format note specifically authorizes the modification or unless additional lead lines are required for TDY. Read all notes pertaining to a format before attempting to publish an order.


| | |
|--|---|
|  | DEPARTMENT OF THE ARMY ORGANIZATION STREET ADDRESS CITY STATE ZIP |
| (Enter order number.) ² | (Enter date.) ³ |
| (Enter standard name line.) ⁴ | |
| You are retained in an active status, with your consent, until the date indicated unless sooner discharged or transferred to the Retired Reserve. ⁵ | |
| Authority: (Enter the authority information.) | |
| Date qualified for retired pay: (Enter the date qualified for retired pay.) | |
| Retained in an active status until: (Enter the retained in an active status until date.) | |
| Additional instructions: ⁶ (Enter any authorized additional instructions.) | |
| Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.) | |
| Format: (Enter 159.) | |
| (Enter authentication.) ⁷ | |
| (Enter signature block.) ⁸ | |
| (Enter distribution.) ⁹ | |
| <hr/> Notes: | |
| 1. Letterhead. See paragraph 2-3 and figure 2-1, note 1. | |
| 2. Order number. See paragraph 2-3 and figure 2-1, note 2. | |
| 3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4. | |
| 4. Standard name line. See paragraph 2-5. | |
| 5. See AR 135-32 for retention in an active status of USAR general officers and WOs after qualification for retirement. See AR 135-156 for retention in an active status of USAR general officers. | |
| 6. Additional instructions. See paragraph 2-9 and table 2-2. | |
| 7. Authentication. See paragraph 2-18 and figure 2-1, note 26. | |
| 8. Signature block. See paragraph 2-18 and figure 2-1, note 27. | |
| 9. Distribution. See paragraph 2-19 and figure 2-1, note 28. | |

Figure 10-1. Format 159, retention in an active status of Army National Guard of the United States and U.S. Army Reserve general officers and warrant officers after qualification for retired pay



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty for the additional active duty commitment shown and assigned to the organization shown after your name. No travel is involved.⁵

Active duty commitment: (Enter the active duty commitment.)

Effective date: (Enter the effective date.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

FOR ARMY USE

Grade of rank and DOR: (Enter the grade of rank and DOR.)

HOR: (Enter the HOR.)

Comp:⁷ (Enter the component.)

MDC:⁸ (Enter the appropriate no-cost MDC.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 168.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 168 together with Format 562.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. See AR 680-29.
8. MDC. See chapter 1 and table 1-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 10-2. Format 168, immediate order to additional active duty of Army of the United States or Regular Army personnel

Chapter 11

Recruiting

11–1. Recruiting-related formats

This chapter describes Format 100 for preparing recruiting-related orders for prior service enlistees. Military Entrance Processing Station (MEPS) will use standardized formats to issue orders for all non-prior service enlistees. MEPS will use Format 100 to enlist and assign prior service Soldiers into the RA. MEPS will not modify Format 100 unless a format note specifically authorizes the modification or unless additional lead lines are required for TDY. Read all notes pertaining to Format 100 before publishing an order.

11–2. Recruiting-related order formats

Figure 11–1 is an example of a recruiting-related order format.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You enlisted and are assigned as shown.⁵

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Active duty commitment: (Enter the active duty commitment.)

Effective date: (Enter the effective date.)

Additional instructions:^{6,7,8} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

MDC:⁹ (Enter the MDC.)

Sex: (Enter M or F.)

PMOS: (Enter the PMOS.)

HOR: (Enter the HOR.)

Comp: (Enter the component.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 100.)

(Enter authentication.)¹⁰

(Enter signature block.)¹¹

(Enter distribution.)¹²

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 601-210 for information on enlistments.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. If overseas travel is necessary, add the following statement to the Additional instructions lead line: "Information concerning your port call will be provided separately."
8. Add TDY information according to paragraphs 2-7 c and 4-6.
9. MDC. See chapter 1 and table 1-2.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 11-1. Format 100, enlistment and assignment

Chapter 12 Temporary Duty

12-1. Amendment of temporary duty orders and emergency leave travel orders

a. When amending TDY orders issued on DD Form 1610, complete items 1 through 7, 17, 18, 20, 21, 22, and item(s) requiring the amendment. Use the number of the original order in item 22 in accordance with paragraph 2-14b.

b. When amending emergency leave orders issued on DA Form 31, complete items 1 through 7, 26, 27, 28, 29, 30, and item(s) requiring amendment. Use the number of the original order in item 29 in accordance with paragraph 2–14b.

c. When amending TDY orders issued on Format 400, use Format 700 and follow guidance provided in paragraph 214a.

12–2. Rescission or revocation of temporary duty orders and emergency leave orders

a. Use DD Form 1610 to rescind or revoke TDY orders issued on DD Form 1610 (see figure 12–1 sample). Complete items 1 through 7, 17, 18, 20, 21, and 22. Use the number of the original order in item 22 in accordance with paragraph 2–14b.

b. Use DA Form 31 to rescind or revoke emergency leave orders issued on DA Form 31. Complete items 1 through 7, 26, 27, 28, 29, and 30. Use the number of the original order in item 29 in accordance with paragraph 2–14b.

c. Use Format 705 to rescind or revoke TDY orders issued on Format 400 (see para 2–14a).

12–3. Continuation sheet for DD Form 1610

Use the reverse of DD Form 1610 or plain white paper for additional names, authorization, or additional information. When plain white paper is used as a continuation sheet, include the order number, the issuing agency, and date of the order at the top of the page.

12–4. Abbreviations on DD Form 1610

a. *Items 1, 10b, and 21.* Abbreviations for month and year are authorized. Use date formats as authorized in AR 25–50: either 1 January 2016 or 01 Jan 16.

b. *Items 2 and 8.* No abbreviations are authorized.

c. *Item 3.* Abbreviations for grade of rank are authorized.

d. *Items 4, 5, 7, 17, 18, 19, and 20, and the distribution item.* Abbreviations for states and abbreviations, brevity codes, and acronyms (ABCAs) listed in the ABCA directory (<https://armypubs.army.mil/>) are authorized. The abbreviation for disbursing station symbol number (DSSN) is authorized.

e. *Items 9 and 16.* AR, MOS, DA, United States, APO, Fleet Post Office (FPO), TDY, and Government transportation request (GTR) are authorized.

f. *Item 11.* United States, DC, and saint (St.) are authorized.

| | | | | | | | |
|---|-----|--|--|--|---|---|------------|
| REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.) | | | | | | 1. DATE OF REQUEST (YYYYMMDD) 20161215 | |
| REQUEST FOR OFFICIAL TRAVEL | | | | | | | |
| 2. NAME (Last, First, Middle Initial) See legend | | | 3. SOCIAL SECURITY NUMBER See legend | | 4. POSITION TITLE AND GRADE/RATING See legend | | |
| 5. LOCATION OF PERMANENT DUTY STATION (PDS) Fort Dix, NJ | | | | 6. ORGANIZATIONAL ELEMENT See legend | | 7. DUTY PHONE NUMBER (Include Area Code) 000-000-0000 | |
| 8. TYPE OF AUTHORIZATION TDY--Group | | 9. TDY PURPOSE (See JTR, Appendix H) Annual Training | | 10a. APPROX. NO. OF TDY DAYS (Including travel time) 7 | | b. PROCEED DATE (YYYYMMDD) 2017Jan06 | |
| 11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED You will proceed from Fort Dix, New Jersey to Fort Drum, New York and return to Fort Dix, New Jersey. | | | | | | | |
| 12. TRANSPORTATION MODE | | | | | | | |
| a. COMMERCIAL | | | b. GOVERNMENT | | | c. LOCAL TRANSPORTATION | |
| RAIL | AIR | BUS | SHIP | AIR | VEHICLE | SHIP | CAR RENTAL |
| | | | | | X | | |
| | | | | | | TAXI | |
| | | | | | | OTHER | |
| | | | | | | PRIVATELY OWNED CONVEYANCE (Check one) | |
| | | | | | | RATE PER MILE: | |
| | | | | | | <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT | |
| | | | | | | <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR | |
| <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) | | | | | | | |
| 13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. | | | | b. OTHER RATE OF PER DIEM (Specify) | | | |
| 14. ESTIMATED COST | | | | | | | |
| a. PER DIEM | | b. TRAVEL | | c. OTHER | | d. TOTAL | |
| \$ | | \$ | | \$ | | \$ 0.00 | |
| 15. ADVANCE AUTHORIZED \$ | | | | | | | |
| 16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Travel voucher will be submitted for review within 5 days after completion of TDY. GTR cost is \$575.00 | | | | | | | |
| 17. TRAVEL-REQUESTING OFFICIAL (Title and signature) [First MI. Last, Rank, Branch, Position Title] | | | | 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) [First MI. Last, Rank, Branch, Position Title] | | | |
| AUTHORIZATION | | | | | | | |
| 19. ACCOUNTING CITATION 0000000 00-0000 P000000.0000 0000 0000000000000/0000 S00000 | | | | | | | |
| 20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) [First MI. Last, Rank, Branch, Position Title] | | | | | | 21. DATE ISSUED (YYYYMMDD) 20161215 | |
| | | | | | | 22. TRAVEL AUTHORIZATION NUMBER 12-15 | |

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

Figure 12-1. Sample of a completed DD Form 1610 prepared for one person

| <div> PRIVACY ACT STATEMENT <i>(5 U.S.C. 552a)</i> </div> | | | |
|---|-------------|---------------|----------------------------|
| AUTHORITY: 5 U.S.C. §§5701, 5702, and E.O. 9397. | | | |
| PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. SSN is used to maintain a numerical identification system for individual travelers. | | | |
| ROUTINE USE(S): None. | | | |
| DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request. | | | |
| 16. REMARKS <i>(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> Blocks 2, 3, 4 and 6 | | | |
| Name | SSN | Grade of Rank | Organizational Element |
| [Last, First, MI] | 000-00-0000 | 2LT | A Co, 12th Avn Bn (WA12BB) |
| | 000-00-0000 | SSG | |
| | 000-00-0000 | SGT | |
| | 000-00-0000 | PFC | |
| | 000-00-0000 | PFC | |
| | 000-00-0000 | PV2 | |
| DISTRIBUTION: Each Individual (3) FAO (1) Travel Section File (1) | | | |

Figure 12–1. Sample of a completed DD Form 1610 prepared for one person—continued

Instructions for completing DD Form 1610

Item 1. Date of request: Enter the day, month, and year (for example, "15 Aug 90").

Item 2. Name: Enter the name

Item 3. SSN of the traveler.

Item 4. Position title and grade or rating: Enter the grade or rank of the traveler.

Item 5. Official station: Enter the name and location of the traveler's current permanent duty station.

Item 6. Organizational element: Enter the traveler's current unit of assignment.

Item 7. Phone number: Enter the traveler's duty telephone number.

Item 8. Type of orders: Enter "TDY" and, if appropriate "Group," "Confirmatory," "Repeated," "Blanket," "Amendment," "Rescission," or "Revocation."

Item 9. Purpose of TDY: Specify clearly and fully. Enter the appropriate standard purpose category, for example, operational-managerial; meetings, conferences and speeches; training; relocation; and other travel. If TDY is to attend meetings of private organizations under AR 1-211, enter "To attend" (enter the name of the conference and the date of the conference) "as a liaison representative of the Department of the Army under authority of the Secretary of the Army" (enter the date approved). If TDY is to attend school, include the reporting date, course title, class or course number, and quota source.

Item 10a. Approximate number of days of TDY: Self-explanatory. However, the period, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment. Paragraph 1-21 c applies for continuous TDY at one location for more than 180 calendar days.

Item 10b. Proceed O/A (Date): Enter the date, as accurately as possible, for beginning official travel. (Official travel may begin as much as 7 days before or after the indicated date but is not official until the date the travel order is issued.)

Item 11. Itinerary: Indicate from and to locations to which official travel is authorized and the return to location. Do not enter a location unless TDY will be performed at that location or a rest stop is authorized at that location. If TDY is to be performed at a military installation, show the name of the military installation at which the organization is located. If the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, enter an "X" in the Variation authorized block. Justification for variation will be signed by the requesting or approving official and attached to the order.

Item 12. Mode of transportation: See paragraph 2-10. Leave the space next to the Rate per mile block blank. Leave the block next to "Mileage reimbursement . . . as indicated in the JTR" blank.

Figure 12-2. Instructions for completing DD Form 1610

Instructions for completing DD Form 1610 (cont.)

Item 13. Per diem: Do not prescribe a rate of per diem.

Item 14. Estimated cost: Leave blank unless information is required by local instructions.

Item 15. Advance authorized: Leave blank unless information is required by local instructions.

Item 16. Remarks. The person preparing the order will develop an appropriate response to this item by referring to table 2–2 and the regulations or other instructions governing the action to be taken. See paragraph 12–13 for applicable mandatory statements. Except when travel by POV is authorized as advantageous to the Government, contact the supporting transportation office to obtain the GTR cost and enter “GTR cost is” (enter the amount). Do not include information that is not essential to the TDY, for example, information on documents needed to support a travel claim, information on weapons or firearms unless required by AR 190–14 or table 2–2 (item 21) of this regulation, or requirement to use transportation requests and meal tickets. See paragraph 1–23 if this is a confirmatory order. When TDY is for maneuvers or exercises, enter “Per diem” (enter “will” or “will not”) “be payable in accordance with AR 37–106, chapter 3, section IV.”

Item 17. Requesting official: The requesting official will sign this item after determining that the TDY request meets the criteria prescribed in table 12–1. The requesting official will not normally sign as the approving official. (See para 12–10.) If the requesting official is also the approval official, enter “Same as item 18,” and the official will sign item 18.

Item 18. Approving official: The approving official will sign this item after determining that the TDY request meets the criteria prescribed in table 12–1. The approving official will not normally sign as the order- authorizing official. (See para 12–10.) If the approving official is also the authenticating official, enter “Same as item 20,” and the official will sign item 20.

Item 19. Accounting citation: The servicing budget or fiscal officer will enter the appropriate accounting classification and the DSSN of the office that maintains the individual’s travel record (DD Form 1588) (Record of Travel Payment) and will certify the availability of funds by signing in item 19. See examples in figures 12–1 and 12–2. When TDY is to participate in civilian ceremonies (AR 360–1), enter “All expenses incurred as a result of this temporary duty will be borne by” (enter the sponsoring agency). Enter the CIC on all orders directing travel to or from an overseas area. AR 37–1 explains the construction of the CIC. When travel is administrative travel, enter “Administrative travel.”

Item 20. Order-authorizing official: See paragraphs 1–16 and 2–18. The order-authorizing official will sign this item after determining that the TDY request meets the criteria in table 12–1. Show the order- issuing organization and location, in addition to the title and signature of the order-authorizing official. The requesting and approving officials will not normally sign as the order-authorizing official. (See para 12–10.)

Item 21. Date issued: Self-explanatory.

Item 22. Travel order number: See paragraph 2–14 b for instructions on numbering orders.

Figure 12–2. Instructions for completing DD Form 1610—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

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

Temporary duty at: (Enter the location where the Soldier will perform TDY.)

Purpose:^{6,7,8} (Describe the purpose.)

Number of days:⁹ (Enter the number of days required to complete TDY.)

Will proceed date: (Enter the date the Soldier is scheduled to depart the home station.)

Security clearance: (Enter "Not applicable" unless the information is considered necessary by the travel-directing official.)

Accounting classification:⁸ (Enter the appropriate accounting classification.)

Additional instructions:^{10,11,12} (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 400.)

(Enter authentication.)¹³

(Enter signature block.)¹⁴

(Enter distribution.)¹⁵

Notes:

1. Letterhead. See paragraph 2-3, and figure 2-1, note 1.
2. Order number. See paragraph 2-3, figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See paragraph 12-2 for use of Format 400.
6. When TDY is to attend private organization meetings under JTR, include the following statement: "To attend" (enter the name of conference and date of conference) "as a liaison representative of the Department of the Army under authority of the Secretary of the Army," (enter the date approved).
7. When TDY is to attend school, include the reporting date, course title, class or course number, and quota source.
8. When TDY is to participate in civilian ceremonies (AR 360-1), enter the following statement: "All expenses incurred as a result of this temporary duty will be borne by" (enter the sponsoring agency).
9. If the purpose of TDY is to attend a training course, obtain the number of days from the Army Training Requirements System.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. Enter "customer identification code" on all orders directing TDY travel to or from an overseas area.
12. When TDY is for maneuvers or exercises, include the following statement: "Per diem" (enter "will" or "will not") "be payable in accordance with AR 37-106."
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
15. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 12-3. Format 400, temporary duty travel

Chapter 13

Reserve Component Training

13-1. Formats for Army National Guard of the United States or U.S. Army Reserve training

This chapter describes order formats for ARNGUS and USAR training. Training includes annual training, ADT, and IADT. Formats 250, 260, 262, 263, 269, 270, and 272 will be used for Reserve Components (ARNGUS or USAR)

personnel only. These orders cover an established training period and are self-terminating. Figures 13–1 through 13–7 are examples of each type of ARNGUS and USAR training-related orders formats.

13–2. Training operations

For training operations, see AR 140–1 and AR 140–10.


| | |
|---|---|
|  | DEPARTMENT OF THE ARMY ORGANIZATION STREET ADDRESS CITY STATE ZIP |
| (Enter order number.) ² | (Enter date.) ³ |
| (Enter standard name line.) ⁴ | |
| The U.S. Army Reserve unit shown and its members are ordered to annual training for the period shown and will proceed from the home station to the duty station shown. On completion of annual training, return to home station and revert to inactive status. | |
| Authority: (Enter the authority information.) Duty station: (Enter the duty station.) Period: (Enter the training period.) Personnel main body: ⁵ (Enter "Annex A.") Advance party: (Enter "Annex B.") Government convoy personnel: (Enter "Annex C.") Rear detachment: (Enter "Annex D.") Personnel authorized individual travel: (Enter "Annex E.") Personnel excused from annual training: (Enter "Annex F.") Personnel authorized change in annual training dates: (Enter "Annex G.") Movement data: (Enter the movement data.) Accounting classification: (Enter the accounting classification.) Additional instructions: ^{6,7} (Enter any authorized additional instructions.) SDN: (Enter alpha-numeric code.) Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.) Format: (Enter 250.) | |
| (Enter authentication.) ⁸ | |
| (Enter signature block.) ⁹ | |
| (Enter distribution.) ¹⁰ | |
| <hr/> Notes: 1. Letterhead. See paragraph 2–3 and figure 2–1, note 1. 2. Order number. See paragraph 2–3 and figure 2–1, note 2. 3. Date. See paragraph 2–16 and figure 2–1, notes 3 and 4. 4. Standard name line of unit. See paragraph 2–5. 5. Commanders will prepare and authenticate rosters to be attached as annexes and made a part of this order as appropriate. Rosters will list members by grade of rank and give the following information on each individual: grade of rank, name, SSN, and home address. When the MPRJ does not accompany members, include the PEBD for each member on the appropriate roster. Annexes will be identified as shown under the Personnel lead line of Format 250. 6. Additional instructions. See paragraph 2–9 and table 2–2. 7. Add the following statement to the Additional instructions lead line: "Payroll deduction for all meals available for the period from" (enter the beginning date and meal) "to" (enter the ending date and meal) "has been effected on DA Form 4187 in accordance with AR 600–38." 8. Authentication. See paragraph 2–18 and figure 2–1, note 26. 9. Signature block. See paragraph 2–18 and figure 2–1, note 27. 10. Distribution. See paragraph 2–19 and figure 2–1, note 28. | |

Figure 13–1. Format 250, annual training of U.S. Army Reserve unit



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to (enter "annual duty for training" or "annual training") for the period shown. On completion of the period of (enter "annual duty for training" or annual training), unless sooner released or extended by proper authority, you will return to the place where you entered (enter "annual duty for training" or "annual training").⁵

Period: (Enter the number of days and "days plus allowable travel time.")

Report to: (Enter the report to unit or organization.)

Reporting date:⁶ (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Purpose:⁷ (Describe the purpose.)

Additional instructions:^{8,9} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:¹⁰ (Enter the authority information.)

HOR: (Enter the HOR.)

Accounting classification, travel: (Enter the accounting classification, travel.)

Accounting classification, pay and alw: (Enter the accounting classification, pay and allowance.)

PPN:¹¹ (Enter the PPN.)

Comp: (Enter the component.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and the AOC for officers.)

Sex: (Enter "M" or "F.")

PEBD:¹² (Enter the PEBD.)

Security classification:¹² (Enter the security classification.)

Branch:¹² (Enter the branch.)

Date last med exam:¹³ (Enter the date of the last medical examination.)

TFOS:^{9a,9b} (Enter the total federal officer service (TFOS).)

ASED:^{9a,9b} (Enter the ASED.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 260.)

(Enter authentication.)¹⁴

(Enter signature block.)¹⁵

(Enter distribution.)¹⁶

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. This order is a self-terminating order.
6. For annual training, include the first day of training.
7. For personnel without prior military service who enlisted under the Army Reserve Civilian Acquired Skills Program, include the starting date of basic training. For all other personnel without prior military service, include the starting dates of basic training and AIT.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Format 260 may be modified as follows:

Figure 13-2. Format 260, active duty for training, annual training, or active duty for special work (Army National Guard of the United States or U.S. Army Reserve personnel)

-
- a. If the officer will perform operational flying while on ADT, complete the TFOS and ASED lead lines and include the following statement in the Additional instructions lead line: "You will perform aviation service and are entitled to aviation incentive pay." A separate order (Format 331) is not required.
- b. If the officer in an operational flying position is being OAD in a nonflying position and the officer meets gate requirements or monthly flying requirements for pay, complete the TFOS and ASED lead lines and include the following statement in the Additional instructions lead line: "You are entitled to aviation incentive pay."
- c. If appropriate, include the following statement in the Additional instructions lead line: "Travel by privately owned vehicle is authorized."
- d. For REP-63 personnel on IADT for less than 6 months, enter the following statement: "You will not be granted leave between basic combat training and advanced individual training."
- e. Orders are not the basis for retirement points. Soldiers must keep or maintain finance records to support training dates.
10. Enter one of the following:
- a. "Section 270(a)(1), 10, USC" for annual training (service obligation, statutory).
 - b. "Section 270(a)(2), 10, USC" for annual training (service obligation, statutory).
 - c. "Sections 12301(d) and 683(a)(1), title 10, USC" for ADT with pay.
 - d. "Sections 12301(d) and 683(a)(2), title 10, USC" for ADT without pay.
 - e. "Section App 456(d)(1), title 50, USC" for ROTC officers ordered to IADT.
11. See DA PAM 601-110.
12. Use if the AMHRR will not accompany the Soldier to the duty station.
13. Use if the officer is appointed from the ROTC program.
14. Authentication. See paragraph 2-18 and figure 2-1, note 26.
15. Signature block. See paragraph 2-18 and figure 2-1, note 27.
16. Distribution. See paragraph 2-19 and figure 2-1, note 28.
-

Figure 13-2. Format 260, active duty for training, annual training, or active duty for special work (Army National Guard of the United States or U.S. Army Reserve personnel)—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

Faculty and students shown on attached roster⁴

The individuals on the attached roster are ordered to active duty for training (ADT) for the period indicated. Upon completion of the period of ADT, each individual will return to the place of entry on ADT and will be relieved.

Attached to: (Enter the unit of attachment.)

Period: (Enter the training period.)

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Additional instructions:⁵ (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Accounting classification, travel: (Enter the accounting classification.)

Accounting classification, pay and alw: (Enter the accounting classification, pay and allowance.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address).

Format: (Enter 262.)

(Enter authentication.)⁶

(Enter signature block.)⁷

(Enter distribution.)⁸

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. The roster will fully identify each individual (name, SSN, grade of rank, sex, component, organization, and current address). When the MPRJ will not accompany the individuals, include on the roster the PEBD for each individual. If group travel is being directed, see paragraph 2-2.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. Authentication. See paragraph 2-18 and figure 2-1, note 26.
7. Signature block. See paragraph 2-18 and figure 2-1, note 27.
8. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 13-3. Format 262, active duty for training (U.S. Army Reserve school)—group



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty for training (ADT) for the period indicated. Transportation to and from the continental United States will be in accordance with port call instructions to be issued separately. On completion of the period of ADT, unless sooner released or extended by proper authority, you will be attached to the unit shown below for completion of processing for release from ADT.

Period of active duty for training: (Enter the period of ADT.)

Attached to (active duty for training): (Enter the unit of attachment for ADT.)

Purpose: (Describe the purpose.)

Attached to (for processing for release from active duty for training): (Enter the unit of attachment for processing for release from ADT.)

Additional instructions:^{5,6,7} (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

PPN:⁸ (Enter the PPN.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and the AOC for officers.)

Comp: (Enter the component.)

Sex: (Enter "M" or "F.")

Accounting classification, travel: (Enter the accounting classification, travel.)

Accounting classification, pay and alw: (Enter the accounting classification, pay and allowance.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 263.)

(Enter authentication.)⁹

(Enter signature block.)¹⁰

(Enter distribution.)¹¹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. For ARNGUS personnel, include the following statement in the Additional instructions lead line: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
7. When the MPRJ will not accompany the individual, include the PEBD.
8. See AR 601-110.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 13-4. Format 263, active duty for training of non-continental United States resident to continental United States



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The following personnel are ordered to annual training or active duty for training (ADT) joined with inactive duty training (IDT) for the period indicated plus allowable travel time. On completion of the period of training, unless sooner released or extended by proper authority, the following personnel will return to the place where they entered annual training or ADT and be released from such duty.⁴

Period: (Enter the date(s) of annual training or ADT and date(s) of inactive duty training, for example, "4 Aug to 7 Aug 1990 (IDT—4 Aug 1990, ADT—5 and 6 Aug 1990, IDT—7 Aug 1990.)".)

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the first day of training.)

Purpose: (Describe the purpose.)

Assigned to: (Enter the unit of assignment.)

Accounting classification, annual training or ADT (pay, allowances, and travel): (Enter the accounting classification, annual training or ADT (pay, allowances, and travel).)

Accounting classification, IDT (travel only):⁵ (Enter the accounting classification, inactive duty training (travel only).)

Additional instructions:⁶ (Enter any authorized additional instructions.)

Name and SSN:⁷ (Enter the name and SSN for each person listed.)

10 USC section:⁷ (Enter the applicable 10 USC section for each person listed.)

Pay entry basic date:⁷ (Enter the PEBD for each person listed.)

Security clearance:⁷ (Enter the security clearance for each person listed.)

Home of record:⁷ (Enter the HOR for each person listed.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 269.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Format 269 will be used only for Army Reserve personnel assigned to units authorized by the Commanding General, U.S. Army Forces Command, to perform Joint annual training-ADT-inactive duty training. This order is a self-terminating order.
5. Inactive duty training is paid from the Joint Uniform Military Pay System—Reserve Components.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. In a table, enter the name and SSN, applicable 10 USC section, PEBD, security clearance, and HOR for each person listed.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 13-5. Format 269, Joint annual training— active duty for training —inactive duty training for U.S. Army Reserve personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are authorized to perform inactive duty training without pay for the purpose indicated. On completion of duty, you will return to your home.⁵

Authority: (Enter the authority information.)

Report to: (Enter the report to unit or organization.)

Period: (Enter the training period.)

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Accounting classification: (Enter the accounting classification.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 270.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 140-1 for training of Reservists.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 13-6. Format 270, inactive duty training without pay of U.S. Army Reserve personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are authorized to perform inactive duty training for retirement points only. No pay, allowances, or travel at Government expense are authorized.⁵

Report to: (Enter the report to unit or organization.)

Period: (Enter the training period.)

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Additional instructions:^{6,7} (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 272.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. AHRC may modify Format 272 to change "Inactive duty training" to "active duty training" in the constant information.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. If appropriate, include any security clearance required.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 13-7. Format 272, inactive duty training of U.S. Army Reserve personnel for retirement points only—no travel involved

Chapter 14 Mobilization

14-1. Mobilization-related formats

This chapter contains formats for preparing mobilization-related orders at all echelons of RA and Reserve Component organizations. Formats 120, 150, 153, 160, 162, 163, 164, 180, 181, and 550 are used for mobilization-related orders. Formats 180 and 181 have been designated for "HQDA Use Only" and will be used exclusively at the HQDA level. Formats 150, 153, 160, 162, 164, 165, and 550 will be used for ARNGUS or USAR personnel only. Format 120 pertains to mobilization-related orders that may be used at all echelons of RA and Reserve Components organizations.

14-2. Modification of mobilization-related formats

Figures 14-1 through 14-12 are examples of each type of mobilization-related orders formats. Mobilization-related formats will not be modified unless a format note specifically authorizes the modification or unless additional lead lines are required for TDY. Read all notes pertaining to a format before attempting to publish an order.



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter name line of unit.)⁴

You are ordered to active duty from retired status and assigned as shown below. When full mobilization is announced by the news media, you will proceed from your current location to the reporting station shown below.^{5,6}

Assigned to: (Enter the unit of assignment.)

Reporting station: (Enter the reporting station.)

Reporting date:⁷ (Enter the reporting date.)

Authority:⁸ (Enter the authority information.)

Purpose: (Describe the purpose.)

Active duty commitment: (Enter "Duration of war or emergency and 6 months.")

Movement designator code: (Enter "A20*" for officers and "A2E*" for enlisted personnel.)

Mobilization category code:⁹ (Enter the personnel mobilization category code.)

Additional instructions:¹⁰ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 120.)

(Enter authentication.)¹¹

Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, mailing address, SSN, grade of rank, specialty (PMOS, AOC, or officer personnel management system (OPMS), and retired. See paragraph 2-5.
5. See AR 601-10 for mobilization of retired Army personnel.
6. Format 120 may be modified to change "you will proceed" to "prepare to proceed" in the constant information when Format 120 is being issued for the contingent pre-assignment of USAR retirees.
7. Enter the actual report date or "Within 7 days of full mobilization announcement" for active duty retirees.
8. Enter "10 USC 688" for retirees retired UP 10 USC 1293, 3911, 3914, 6323, 8911, or 8914. Enter "10 USC 12301" for other retirees.
9. See table 14-2.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-1. Format 120, pre-assignment or contingent pre-assignment for full mobilization—retired personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

The (enter "U.S. Army Reserve" or "Army National Guard of the United States") units shown and their members are ordered to active duty for the period shown unless sooner released by proper authority.

Period: (Enter the period of active duty.)

Authority:⁵ (Enter the authority information.)

Mobilization category code:⁶ (Enter the personnel mobilization category code.)

Additional instructions:^{7,8} (Enter any authorized additional instructions.)

Standard name line of unit:^{9,10} (Enter the standard name line of the unit.)

Effective date (home station):⁹ (Enter the effective date for the home station.)

Effective date (mobilization station):⁹ (Enter the effective date for the mobilization station.)

Mobilization station:⁹ (Enter the mobilization station.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 150.)

(Enter authentication.)¹¹

(Enter signature block.)¹²

(Enter distribution.)¹³

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Publish Format 150 as permanent orders.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Enter either "10 USC 12301," "10 USC 673," or "10 USC 673b." See table 15-2.
6. See table 14-2.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. If ARNGUS units, add to the following statement to the Additional instructions lead line: "All federally recognized officers of the Army National Guard who do not hold appointment as reserve commissioned or warrant officers of the Army with assignment to the Army National Guard of the United States in the grade of rank they hold in the Army National Guard are tendered such appointment and are ordered to active duty in these grades of rank. All other members assigned to the units listed, including the commander, are ordered to active duty in their Reserve Component of the Army grades of rank and in their present positions."
9. In a table, list the standard name line of the unit, the effective date (home station), the effective date (mobilization station), and the mobilization station for each unit.
10. Standard name line of unit. See paragraph 2-5.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-2. Format 150, active duty of U.S. Army Reserve or Army National Guard of the United States units



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line of unit.)⁴

The unit shown and its members have been ordered to active duty for the period indicated unless sooner released or unless extended. The unit enters active duty upon reporting to the home station.

Report to:⁵ (Enter the home station and the date the unit is to report to the home station, for example, "Watertown U.S. Army Training Center, 414 Erie Street, Watertown, New York" (enter the place of EAD) on 28 April 1990.)

Report to:⁶ (Enter the mobilization station and the date the unit is to report to the mobilization station.)

Period:⁷ (Enter the period of active duty.)

Personnel:⁸ (Enter the personnel ordered to active duty.)

Main body: (Enter "Annex A.")

Advance party: (Enter "Annex B.")

Government convoy personnel: (Enter "Annex C.")

Rear detachment: (Enter "Annex D.")

Personnel authorized individual travel: (Enter "Annex E.")

Personnel on initial active duty for training or active duty for training: (Enter "Annex F.")

Authority:⁹ (Enter the authority information.)

Mobilization category code:¹⁰ (Enter the personnel mobilization category code.)

Movement designator code: (Enter the MDC shown as a response to the Additional instructions lead line for Format 150.)

Additional instructions:¹¹ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 153.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line of unit. See paragraph 2-5.
5. The date will be the same as is shown as a response to the "Effective date (home station)" column for Format 150.
6. The mobilization station and the date shown will be the same as is shown as a response to the "Mobilization station" and "Effective date (mobilization station)" columns for Format 150.
7. Enter one of the following statements:
 - a. "Duration of war or emergency and 6 months (10 USC 12301)."
 - b. "Up to 24 consecutive months (10 USC 673(a))."
 - c. "Other" (specify the period (90 days unless extended)).
8. Commanders will prepare and authenticate rosters to be attached as annexes and made a part of this order as appropriate. Rosters will list members by grade of rank and provide the grade of rank, name, SSN, and home address for each individual. Annexes will be identified as shown under the Personnel lead line of Format 153.
9. Enter the number, the issuing headquarters, and the date of the order that was issued by the area commander (Format 150). Enter either "10 USC 12301," "10 USC 673," or "10 USC 673b." See table 14-2.
10. See table 14-2.
11. Additional instructions. See paragraph 2-9 and table 2-2.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-3. Format 153, unit mobilization (U.S. Army Reserve or Army National Guard of the United States)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty in advance of your parent unit in the grade of rank now held in the component shown. You will proceed from the address after your name to the unit of assignment or school listed below in time to report on the date shown. Unless sooner released, you will be released from active duty on the date preceding the effective date upon which your parent unit enters on active duty and will reenter on active duty with your parent unit.

Period of active duty: (Enter the period of active duty.)

Purpose:⁵ (Describe the purpose.)

Assigned to: (Enter the unit of assignment.)

Reporting date: (Enter the reporting date.)

Component: (Enter the component.)

Authority:⁶ (Enter the authority information.)

Mobilization category code:⁷ (Enter the personnel mobilization category code.)

Additional instructions:^{8,9,10} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

HOR: (Enter the HOR.)

Eff date, OAD: (Enter the effective date of OAD.)

Eff date of REFRAD: (Enter the effective date of REFRAD.)

PMOS/AOC: (Enter the PMOS or AOC.)

MDC:¹¹ (Enter the MDC.)

Sex: (Enter "M" or "F.")

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address)

Format: (Enter 160.)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, grade of rank, and current address.
5. Enter either "Assist unit commander in preparing unit for entry on active duty" or "Assist unit commander in payment of troops or other financial matters."
6. Enter either "10 USC 671 a," "10 USC 12301," or "10 USC 673 a." See table 14-2.
7. See table 14-2.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. For ARNGUS personnel, include the following statement in the Additional instructions lead line: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
10. If appropriate, include the following statement in the Additional instructions lead line: "Travel by privately owned vehicle is authorized."
11. MDC. See chapter 1 and table 1-2.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-4. Format 160, active duty in advance of parent unit, Army National Guard of the United States, or U.S. Army Reserve personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty under provision of section 12301(d), title 10, United States Code, for the period shown plus the time necessary to travel. You will proceed from your home or current location in time to report for duty on the date shown below. On completion of this duty, unless sooner released, you will return to your home and, on arrival, be released from active duty.⁵

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Period of active duty: (Enter the period of active duty.)

Purpose: (Describe the purpose.)

Assigned to: (Enter the unit of assignment.)

Mobilization category code:⁶ (Enter the personnel mobilization category code.)

Additional instructions:^{7,8,9,10,11,12,13} (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Accounting classification: (Enter the accounting classification.)

MDC:¹⁴ (Enter the MDC.)

Comp: (Enter the component.)

PPN: (Enter the PPN.)

HOR: (Enter the HOR.)

PMOS/AOC: (Enter the PMOS or AOC.)

Sex: (Enter "M" or "F.")

PEBD: (Enter the PEBD.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 162.)

(Enter authentication.)¹⁵

(Enter signature block.)¹⁶

(Enter distribution.)¹⁷

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 135-210.
6. See table 14-2.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. For ARNGUS personnel, include the following statement in the Additional instructions lead line: "You are ordered to active duty with the consent of" (enter the Governor or other authority the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
9. Include the statements listed in a through m below in the Additional instructions lead line.
 - a. "Sure pay is mandatory. Soldier must bring the appropriate documentation to support the requirement to authorize sure pay to the bank."
 - b. "Early reporting is not authorized."
 - c. "Unaccompanied baggage shipment is not authorized."
 - d. "Movement of household goods and dependents is not authorized."

Figure 14-5. Format 162, active duty of Army National Guard of the United States, or U.S. Army Reserve personnel for short period with specific purpose

- e. "Travel by privately owned vehicle is not authorized."
- f. "Rental car is not authorized."
- g. "Nontemporary storage of household goods is authorized."
- h. "Excess accompanied baggage is not to exceed 120 pounds."
- i. "Bring with you complete military clothing bag and appropriate personal items."
- j. "Soldier will hand carry (if available) complete MPRJ, health and dental, training, and clothing records."
- k. "Bring copies of rental or mortgage agreement, marriage certificate, birth certificate, birth certificate of natural children, or documentation of dependency or child support."
- l. "Bring copies of Family plan, wills, powers of attorney, and any other documentation affecting the Soldier's pay or status."
- m. "Personnel requiring eye correction will bring two pairs of eyeglasses and eye inserts for a protective mask."
- n. "Government quarters and mess will be used."
- 10. Enter the security clearance.
- 11. The Soldier will be excluded from the Active Army end-strength per section 138, title 10, United States Code, and will not be placed on the active duty list (10 USC 620(A)).
- 12. Send TTAD efficiency reports to the Commander, AHRC, ATTN: DARP-PRE-E/O, 1600 Spearhead Division Avenue, Fort Knox, Kentucky, 40175.
- 13. Special instructions may be added to fit the area of concern, including location or mission.
- 14. MDC. See chapter 1 and table 1-2.
- 15. Authentication. See paragraph 2-18 and figure 2-1, note 26.
- 16. Signature block. See paragraph 2-18 and figure 2-1, note 27.
- 17. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-5. Format 162, Active duty of Army National Guard of the United States, or U.S. Army Reserve personnel for short period with specific purpose—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter office symbol and order number.)²

(Enter date.)³

(Enter AHRC orders system standard name line.)⁴

Pursuant to Presidential Executive Order of (date), you are relieved from your present Reserve Component status and are ordered to active duty.⁵ Proceed from your current location in sufficient time to report by the date specified.⁶

Report to: (Enter the report to organization and address.)

Reporting date: (Enter the reporting date.)

Period of active duty: (Enter the period of active duty.)

Purpose: (Enter the purpose of the active duty.)

Assigned to: (Enter the UIC and unit if predesignated.)

Mobilization category code:⁷ (Enter the personnel mobilization category code.)

Additional instructions:^{8,9} (Enter any authorized additional and administrative instructions.)

FOR ARMY USE

Authority: (Enter the Title 10 U.S. Code authority.)

Accounting classification: (Enter the accounting classification.)

Sex: (Enter "M" or "F".)

MDC:¹⁰ (Enter the MDC.)

PMOS/AOC/ASI/LIC: (Enter the PMOS/AOC/ASI/LIC.)

PEBD: (Enter the PEBD.)

DOR: (Enter the DOR.)

Security clearance:¹¹ (Enter the security clearance.)

Comp: (Enter the component.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 163)

(Enter authentication.)¹²

(Enter signature block.)¹³

(Enter distribution.)¹⁴

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. For retirees, the first line is changed to read, "You are ordered to active duty in retired status for the period shown."
6. See AR 140-145 and AR 601-10.
7. See table 14-2.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Include the statements listed in a through g below in the additional instructions lead line of mobilization standing instructions applicable to all personnel. The following administrative instructions are provided to assist you in complying with this order: AHRC Hotline (enter the telephone number).
 - a. You are ordered to active duty under the authority indicated. You may request a delay or deferment only under circumstances of extreme hardship or physical inability. To request a delay or deferment call the AHRC Hotline.
 - b. Direct deposit/sure pay is mandatory. Obtain and bring a Standard Form 1199A, Authorization for Deposit of Federal Recurring Payments with the financial institution portion completed. Forms are available at banks and financial institutions.

Figure 14-6. Format 163, mobilization of Individual Ready Reserve, individual mobilization augmentee, and retired personnel

- c. To receive information on storage of household goods contact the nearest military transportation office, or call the AHRC Hotline.
- d. Bring the following:
- (1) This order.
 - (2) Proof of marriage.
 - (3) Birth certificates of children.
 - (4) Doctor statement for dependents over 21 and incapable of self-support.
 - (5) Court orders covering legal custody, illegitimate children, or child support.
 - (6) Copy of mortgage/rental agreement (where dependents will live).
 - (7) Copy of last DD Form 214.
 - (8) Immunization records.
 - (9) ID card and tags.
 - (10) A class B uniform, physical fitness uniforms, athletic footwear and all battle dress uniform items in your possession.
 - (11) Retired military personnel: Bring most recent Army retired/annuitant pay statement.
 - (12) Specialty branch officers are to bring supporting documents for professional credentialing.
- e. Leave a copy of this order with your Family. Authorize Family members may obtain ID cards at the closest military installation. They will be authorized morale,
- f. Welfare, recreation, PX, commissary privileges, and space-available medical/dental care at military installations. They may use a copy of this order and appropriate identification until they obtain their ID cards. Your Family should notify AHRC of any temporary or permanent change of address during your absence.
- g. Your Family may obtain additional information and/or assistance from the Family assistance center located at the National Guard State Area Command (STARC) headquarters for your state or the nearest military installation. For information concerning the nearest Family assistance center, call the AHRC Hotline.
- h. If this order was forwarded to you or if you have a change of address, immediately call the AHRC Hotline and report your current address.
10. MDC. See chapter 1 and table 1-2.
11. Enter the security clearance.
12. Authority line. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-6. Format 163, mobilization of Individual Ready Reserve, individual mobilization augmentee, and retired personnel-continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty for the period shown unless sooner released. You will proceed from your home or temporary address in time to report to the medical facility shown for a medical examination on the date shown.

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Period of active duty: (Enter the period of active duty.)

Assigned to: (Enter the unit of assignment.)

Authority:⁵ (Enter the authority information.)

Mobilization category code:⁶ (Enter the personnel mobilization category code.)

Additional instructions:⁷ (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Temporary adrs: (Enter the temporary address.)

Accounting classification: (Enter the accounting classification.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 164.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 40-501 for travel to obtain a medical examination.
6. See table 14-2.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-7. Format 164, active duty for medical examination of Army National Guard of the United States or U.S. Army Reserve personnel



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

You are ordered to active duty as a member of your Reserve Component unit for the period indicated unless sooner released or unless extended. Proceed from your current location in sufficient time to report by the date specified. You enter active duty upon reporting to unit home station.

Report to: (Enter the home station and the date the unit is to report to the home station.)⁵

Report to: (Enter the mobilization station and the date the unit is to report to the mobilization station.)

Period of active duty: (Enter the period of active duty.)

Purpose: (Describe the purpose.)

Mobilization category code: (Enter the personnel mobilization category code.)⁶

Additional instructions: (7,8,9,10,11,12,13) (Enter any authorized additional instructions.)^{7,8,9,10,11,12,13}

FOR ARMY USE

Auth: (Enter the authority information.)

Accounting classification: (Enter the accounting classification.)

Sex: (Enter "M" or "F")

MDC: (Enter the MDC.)¹⁴

PMOS/AOC/ASI/LIC: (Enter the PMOS/AOC/ASI/LIC.)

HOR: (Enter the HOR.)

PEBD: (Enter the PEBD.) DOR: (Enter the DOR.)

Security clearance: (Enter the security clearance.)

Comp: (Enter the component.)

Format: (Enter 165)

(Enter authentication.)¹⁵

(Enter signature block.)¹⁶

(Enter distribution.)¹⁷

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 135-210.
6. See table 14-2.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. For ARNGUS personnel, include the following statement in the Additional instructions leadline: "You are ordered to active duty with the consent of" (enter the Governor or other authority of the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
9. Include the statement listed in a through n below in the Additional instructions leadline.
 - a. "Sure pay is mandatory. Soldier must bring the appropriate documentation to support the requirement to authorize sure pay to the bank."
 - b. "Early reporting is not authorized."
 - c. "Unaccompanied baggage shipment is not authorized."
 - d. Movement of household goods and dependents is not authorized."
 - e. "Travel by privately owned vehicle is not authorized."

Figure 14–8. Format 165, active duty of Army National Guard of the United States or U.S. Army Reserve troop program unit personnel with a mobilized United States Army

- f. "Rental car is not authorized."
- g. "Nontemporary storage of household goods is authorized."
- h. "Excess accompanied baggage is not to exceed 120 pounds."
- i. "Bring with you complete military clothing bag and appropriate personal items."
- j. "Soldier will handcarry (if available) complete MPRJ, health and dental, training, and clothing records."
- k. "Bring copies of rental or mortgage agreement, marriage certificate, birth certificate, birth certificate of natural children, or documentation of dependency or child support."
- l. "Bring copies of family care plan, wills, powers of attorney, and any other documentation affecting the soldier's pay or status."
- m. "Personnel requiring eye correction will bring two pairs of eyeglasses and eye inserts for a protective mask."
- n. "Government quarters and mess will be used."
- 10. Enter the security clearance.
- 11. The soldier will be excluded from the Active Army end-strength per section 138, title 10, USC, and will not be placed on the active duty list (sections 641(l)(D) and 620(A), title 10, USC).
- 12. Send TTAD efficiency reports to the Commander, ARPERCEN, ATTN: DARP-PRE-E/O, 9700 Page Boulevard, St. Louis, MO 63132-5200.
- 13. Special instructions may be added to fit the area of concern, including location or mission.
- 14. MDC. See chapter I and table 1-2.
- 15. Authentication. See paragraph 2-18 and figure 2-1, note 26.
- 16. Signature block. See paragraph 2-18 and figure 2-1, note 27.
- 17. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14–8. Format 165, active duty of Army National Guard of the United States or U.S. Army Reserve troop program unit personnel with a mobilized United States Army—continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter the governor of the State concerned.)

Under the authority contained in section 3500, chapter 15, title 10, United States Code, the Army National Guard unit listed below and its members are called into the military service of the United States effective (enter the date). Members of the unit will assemble at home stations on the effective date to await further orders from Headquarters, Department of the Army. The provisions of (enter the correct directive) will govern the induction processing of the unit except as otherwise directed. The number of local units called into the military service of the United States or the strengths of units will not be made public. Local unit commanders may announce that their units are called into the military service of the United States.

(Enter the standard name line of the unit.)⁴

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 180.)

(Enter authentication.)⁵

(Enter signature block.)⁶

(Enter distribution.)⁷

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line of unit. See paragraph 2-5.
5. Authentication. See paragraph 2-18 and figure 2-1, note 26.
6. Signature block. See paragraph 2-18 and figure 2-1, note 27.
7. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-9. Format 180, call—local disturbance (Secretary of the Army to governors) (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)²

(Enter date.)³

(Enter standard name line.)⁴

Effective on declaration of full mobilization, you are relieved from assignment to the control group and ordered to active duty and assigned as indicated below. The news media will announce full mobilization. You will proceed from your current location to the reporting station specified below.

Assigned to: (Enter the unit of assignment.)

Authority: (Enter "10 USC 12301.")

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Reporting station: (Enter the reporting station.)

Movement designator code: (Enter "A2O*" for officers and "A2E*" for enlisted personnel.)

Mobilization category code:⁵ (Enter the personnel mobilization category code.)

Additional instructions:⁶ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 181.)

(Enter authentication.)⁷

(Enter signature block.)⁸

(Enter distribution.)⁹

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See table 14-2.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-10. Format 181, pre-assignment for full mobilization (Headquarters, Department of the Army use only)



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

(Enter order number.)^{2,3}

(Enter date.)⁴

(Enter standard name line of unit.)⁵

The above unit and its members are relieved from active duty as of 2400 hours on the effective date indicated, and the unit reverts to State control at the home station as of 0001 hours of the following day.⁶

Authority: (Enter "AR 220-5.")

Effective date: (Enter the effective date.)

Additional instructions:⁷ (Enter any authorized additional instructions.)

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address.)

Format: (Enter 550.)

(Enter authentication.)⁸

(Enter signature block.)⁹

(Enter distribution.)¹⁰

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Publish Format 550 as permanent orders.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line of unit. See paragraph 2-5.
6. The constant information may be changed from "and its members" to "without its members" and/or "State control" to "inactive status," when appropriate. State control applies when the order pertains to the release of ARNGUS units. Inactive status applies when the order pertains to the release of USAR units.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

Figure 14-11. Format 550, relief from active duty of Army National Guard of the United States or U.S. Army Reserve unit



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

ARPC-MOP-P
ORDERS M-05-310001

(Date)

[Last Name, First Name, MI] MOP-R
[Street Address]
[City State Zip]

[SSN Rank]
12A 3Z GM
Control Grp: (Annual Training)

Pursuant to Presidential Executive Order of 25 Oct 93, you are relieved from your present Reserve Component status and are ordered to Active Duty. Proceed from your current location in sufficient time to report by the date specified

Report to: [UIC, Unit, Station/City Zip+4].
Report Date: No later than (Date) but no earlier than (Date)
Period of Active Duty: Not to exceed 90 consecutive days unless extended or terminated by proper authority
Purpose: Mobilization
Assigned to: [UIC, Unit, Station/City, Zip+4]
Personnel Mobilization Category: B
Additional Instructions: Failure to report may subject you to UCMJ action. Transportation of dependents and household goods is not authorized. Storage of household goods is authorized. Travel by privately owned vehicle is not authorized. Make your commercial travel arrangements by calling (800) 288-5042. (For females only, if you are pregnant, do not report. Call AHRC to report your status and to request deferment, deletion, or medical guidance.) See page 2 for standard mobilization instructions.

FOR ARMY USE:
Authority: 10 USC 673(a)
ACCT CLAS: 2132099 01-119 P1093 S99990 2132099 57-1059 P810099

Sex: [M OR F] PMOS/AOC/ASI/LIC: 12A 3Z GM
SCTY CL: FINAL TOP SECRET SBI
MDC: 1AE3
PEBD: 19680221
DOR: 19880901
COMP: USAR

SDN: (Enter alpha-numeric code.)

Point of Contact for this order: (Rank/Title First Name, Last Name, Comm Phone Number, DSN Number, email address).

FORMAT: 163

BY ORDER OF THE SECRETARY OF THE ARMY:

AHRC
OFFICIAL

[FIRST MI. LAST]
[RANK, BRANCH]
Commander

Figure 14-12. Sample of completed mobilization order

Distribution: M1 PLUS
HQ, USAG Fort Riley, BLDG 500, Fort Riley, KS 66442
Family Assistance Officer STARC-SC, 1 Guardsman Way, Columbia SC 29201
Packet: 99

AHRC Standard Mobilization Instructions for activated personnel

The following administrative instructions are provided to assist you in complying with this order.

AHRC Hotline 1-800-874-8451

- A. You are ordered to active duty under the authority indicated. You may request a delay or deferment only under circumstance of extreme hardship or physical inability. To request a delay or deferment, call the AHRC hotline.
- B. Direct deposit/sure pay is mandatory. Obtain and bring a Standard Form 1199A, Authorization for Deposit of Federal Recurring Payments with the financial portion completed. Forms are available at banks and financial institutions.
- C. To receive information on storage of household goods, contact the nearest military transportation office or call the AHRC hotline.
- D. Bring the following: 1) this order; 2) proof of marriage; 3) birth certificates of children; 4) doctor's statement for dependents over 21 and incapable of self-support; 5) court orders covering legal custody, illegitimate children, or child support; 6) copy of mortgage/rental agreement (where dependents will live); 7) copy of last DD 214; 8) immunization records; 9) ID card and ID tags; 10) a class B uniform, physical fitness uniforms, exercise footwear and all battle Army Combat Uniform items in your possession. 11) Retired military personnel bring the most recent retired/annuitant pay statement. 12) Specialty branch officers are to bring supporting document for professional credentialing.
- E. Leave a copy of this order with your family. Authorized family members may obtain identification cards at the closest military installation. They will be authorized Morale, Welfare, Recreation, PX, Commissary privileges, and space-available medical/dental care at military installations. They may use a copy of this order and appropriate identification until they obtain their ID cards. Your family should notify AHRC of any temporary or permanent change of address during your absence.
- F. Your family may obtain additional information and/or assistance from the Family Assistance Center located at the National Guard State Area Command (STARC) Headquarters for your state or the nearest military installation. For information concerning the nearest Family Assistance Center, call the AHRC hotline.
- G. If this order was forwarded to you or if you have a change of address, immediately call the AHRC hotline and report your correct address.

For Civil Defense/Military Authority

The bearer of this orders holds a first priority mobilization assignment in the U.S. Army. Possession of this order and other valid identification constitutes authority to pass this person through civil defense and military zones enroute to his or her mobilization station.

KEEP THIS ORDER WITH YOU AT ALL TIMES

Figure 14-12. Sample of completed mobilization order-continued

Appendix A

References

Section I

Required Publications

AR 25–50

Preparing and Managing Correspondence (Cited in para 2–3.)

AR 55–46

Travel Overseas (Cited in table 2–2.)

AR 140–1

Mission, Organization, and Training (Cited in para 13–2.)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in para 13–2.)

AR 380–5

Army Information Security Program (Cited in table 2–2.)

AR 600–8–10

Leaves and Passes (Cited in para 4–2c.)

AR 600–8–11

Reassignment (Cited in para 4–3c.)

AR 600–8–19

Enlisted Promotions and Reductions (Cited in para 2–16a(4).)

AR 600–8–105

Military Orders (Cited in title page.)

AR 600–9

The Army Body Composition Program (Cited in table 2–2.)

AR 601–210

Regular Army and Reserve Components Enlistment Program (Cited in para 2–16a(7).)

AR 614–30

Overseas Service (Cited in table 2–2.)

AR 614–100

Officer Assignment Policies, Details, and Transfers (Cited in table 2–2.)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in table 2–2.)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in table 2–2.)

AR 670–1

Wear and Appearance of Army Uniforms and Insignia (Cited in table 2–2.)

DoD Foreign Clearance Guide

Electronic Foreign Clearance Guide (Cited in table 2–2.) (Available at <https://www.fcg.pentagon.mil/>.)

DoD 7000.14–R

Department of Defense Financial Management Regulation (DoD FMR) (Cited in table 2–2.) (Available at <https://comptroller.defense.gov/>.)

JTR

Uniformed Service Members and DoD Civilian Employees (Cited in para 2–10c.) (Available at <https://www.defensetravel.dod.mil/>.)

10 USC 1221

Effective date of retirement or placement of name on temporary disability retired list (Cited in para 2–16a(5).) (Available at <https://uscode.house.gov/>.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. United States Code is available at <https://uscode.house.gov/>.

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 40–501

Standards of Medical Fitness

AR 135–18

The Active Guard Reserve Program

AR 135–156

Reserve Component General Officer Personnel Management

AR 135–178

Enlisted Administrative Separations

AR 135–210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 140–145

Individual Mobilization Augmentation Program

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 190–14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

AR 360–1

The Army Public Affairs Program

AR 600–8–22

Military Awards

AR 600–8–24

Officer Transfers and Discharges

AR 600–8–101

Personnel Readiness Processing

AR 600–38

Meal Card Management System

AR 601–10

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

AR 601–100

Appointment of Commissioned and Warrant Officers in the Regular Army

AR 601–280

Army Retention Program

AR 635–5–1

Separation Program Designator Codes

AR 635–8

Separation Processing and Documents

AR 635–40

Disability Evaluation for Retention, Retirement, or Separation

DA Pam 601–110

Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program Number Codes

5 USC 301

Departmental regulations

10 USC 7013

Secretary of the Army

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>; DD Forms are available on the Office of the Secretary of Defense website <https://www.esd.whs.mil/directives/forms/>.

DA Form 31

Request and Authority for Leave

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2446

Request for Orders

DD Form 1610

Request and Authorization for TDY Travel of DoD Personnel

Glossary

Section I

Abbreviations

ABCA

abbreviations, brevity codes, and acronyms

ADOS

active duty for operational support

ADT

active duty for training

AHRC

Army Human Resources Command

AIT

advanced individual training

AMEDD

Army Medical Department

APO

Army Post Office

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

BCT

basic combat training

CAC

common access card

CONUS

continental United States

COT

consecutive overseas tour

DA

Department of the Army

DA Pam

Department of the Army Pamphlet

DD Form

Department of Defense form

DMPO

Defense Military Pay Office

DoD

Department of Defense

EAD

entry on active duty

HOR

home of record

HQDA
Headquarters, Department of the Army

HR
human resources

IADT
initial active duty for training

JTR
Joint Travel Regulations

MDC
movement designator code

MEPS
military entrance processing station

MILPER
military personnel

MOS
military occupational specialty

NG
National Guard

OCONUS
outside the continental United States

PCF
personnel control facility

PCS
permanent change of station

POV
privately owned vehicle

PTDY
permissive temporary duty

RA
Regular Army

REFRAD
release from active duty

SSN
Social Security number

TCS
temporary change of station

TDY
temporary duty

UIC
unit identification code

USAR
U.S. Army Reserve

USC
United States Code

USMA
United States Military Academy

Section II

Terms

This section contains no entries.

UNCLASSIFIED

PIN 203743-000