

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (*Section III*).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (<i>Include ZIP Code</i>)	2. TO (<i>Include ZIP Code</i>) HRC- Alexandria ATTN: AHRC-PDZ-RC 200 Stovall Street Alexandria, VA 22332	3. FROM (<i>Include ZIP Code</i>) GCMA
-------------------------------------	---	---

SECTION I - PERSONAL IDENTIFICATION

4. NAME (<i>Last, First, MI</i>)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
------------------------------------	---------------------------	---------------------------

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION8. I request the following action: (*Check as appropriate*)

Service School (<i>Enl only</i>)	Special Forces Training/Assignment	Identification Card
ROTC or Reserve Component Duty	On-the-Job Training (<i>Enl only</i>)	Identification Tags
Volunteering For Oversea Service	Retesting in Army Personnel Tests	Separate Rations
Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
Exchange Reassignment (<i>Enl only</i>)	Officer Candidate School	X Other (<i>Specify</i>) Involuntary Retention on AD
Airborne Training	Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (*When required*)
IF REFUSES TO SIGN STATE SO.

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

- Request retention on AD for purposes of Court Martial.
- Soldier is scheduled to be released from Mobilization on _____.
- Soldier will be assigned to HQ, US Army Garrison, (UIC must be included), Ft. Wherever..... for the duration of this retention.
- Soldier has been counseled by _____ of _____ that movement of dependents or House Hold Goods (HHG) will not be authorized on this order. Soldier must be billeted in government quarters since no move or PERDIEM is authorized.
- List a POC from Unit of Assignment and JAG.

ENCL,
GCMA Request Memo
All Mob orders and extensions

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL11. I certify that the duty status change (*Section II*) or that the request for personnel action (*Section III*) contained herein -

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

COMMANDER