

ARMY REGULATION

No. 600-150

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 1 June 1964

PERSONNEL—GENERAL

POTENTIAL ORDER TO ACTIVE DUTY CONTROL SYSTEM—ACTIVE ARMY OFFICER PERSONNEL

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1. General. This regulation establishes procedures for preparation, distribution, and utilization of control cards representing potential order to active duty of active Army officer personnel; and provides a suspense system to assure reporting of the accession during the effective month. For manpower planning purposes and accuracy in strength reporting, it is extremely important that each active Army officer who is ordered to active duty be reported as an accession on the morning report of the organization to which assigned, on the EDCSA of order to active duty.

2. Responsibilities of agencies which prepare active duty orders for active Army officer personnel. a. The order preparing agency will make distribution of copies of the active duty orders for each active Army officer in accordance with the following:

- (1) Two copies of each active duty order will be furnished not later than 24 hours after date of preparation, to the data processing activity which services the order preparing agency within the Statistical and Accounting System (AR 330-10). In those cases in which the active duty order applies to more than one individual, sufficient copies of the order will be furnished to the data processing activity to provide two copies for each different EDCSA, and for each organization of assignment included in the active duty order.

- (2) Five copies of the active duty orders will be forwarded directly to the specific organization to which the individual is assigned, in addition to other required distribution.
- (3) Amendments to active duty orders which effect any item of personnel data or the EDCSA will be distributed as outlined in (1) and (2) above.
- (4) Amendments to active duty orders which change the organization to which the officer was initially assigned will be distributed to the data processing activity and the specific organization to which the individual was initially assigned ((1) and (2) above). In addition, five copies of the original orders and amendments thereto will be forwarded to the new organization to which the individual is being assigned.
- (5) One copy of the multiple address message required by paragraph 24, AR 601-105, for Regular Army officer personnel will be furnished to the data processing activity which services the order preparing agency (i.e., the data processing activity to which copies of the initial active duty orders were furnished as required by (1) above).
- (6) Revocations of initial active duty orders will be distributed as outlined in (1) and (2) above. When a new active duty

*This regulation supersedes DA letters file AGAS-P, Subject: Order to Active Duty, dated 7 April 1961 and 24 July 1961.

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order is published because of revocation of the initial active duty order, and revocation of the initial order is included as a part of the new order, distribution of the new active duty order will be made in accordance with (1) and (2) above, to include the new organization of assignment when a different organization of assignment is involved.

b. Extreme care will be exercised to assure that the following items of data are included in the active duty order: basic branch in which the individual is appointed or assigned; control branch to which the individual is detailed, if applicable; service agreement and period of active duty commitment for other than Regular Army officers; procurement program number (PPN); and MOS for warrant officers.

c. Active duty orders will be amended only by the order preparing agency which accomplished the initial active duty orders, *except* in those cases in which the amendment is accomplished subsequent to the date the individual enters on active duty.

3. **Actions to be accomplished by data processing activity servicing order preparing agency.** a. Immediately upon receipt of active duty orders from the order preparing agency, the orders will be reviewed to assure that all items of personnel data are included therein. This review will assure that service agreement and period of active duty commitment are compatible with the procurement program number (PPN). For example, if an individual is ordered to active duty as an obligated volunteer under PPN "S6" from ROTC flight training program, service agreement should be "7" and period of active duty commitment should be 3 years. Active duty orders which reflect other than "Vol," "OBV," or "OBI" for service agreement will be questioned for accuracy. Upon review, and resolution of any omissions or discrepancies with the order preparing agency, a potential order to active duty control card will be prepared in accordance with b below.

b. Potential order to active duty control cards will reflect the following data, punched in card columns as indicated:

<i>Data</i>	<i>Columns punched</i>
(1) Name	1-18
(2) Service number.....	19-28
(3) Grade (alpha code).....	29-31
(4) Basic Branch (commissioned officers only) ..	32-33
(5) Control Branch (commissioned officers only) ..	34-35
(6) Primary MOS (warrant officers only) (ex- clude special qualification digit).....	36-39
(7) Authority (notes 1 and 2) :	
(a) "L" or "S" (to indicate "Letter Order" or "Special Order").....	40
(b) Alphabetic prefix.....	41
(c) Month code.....	42-43
(d) Order number.....	44-47
(e) Major command of order preparing agency	48-57
(f) Issuing year of order (units position only)	58
(8) Processing code (of organization to which assigned based upon active duty order)	59-62
(9) Type of transaction code ("4H").....	63-64
(10) Date of transaction (date of order to active duty) :	
(a) Day	65-66
(b) Month	67
(c) Year	68
(11) Blank	69
(12) Record identification group "A".....	70
(13) DPA code to which transmitted.....	71
(14) Active duty commitment.....	72
(15) Expiration date of active duty commitment (note 3) :	
(a) Month (note 4).....	73
(b) Year (units position only).....	74
(16) PPN	75-76
(17) Control number.....	77-78
(18) Record identification number ("X"—alpha) ..	79
(19) Preparing DPA code.....	80

Note 1. When an individual is ordered to active duty as USAR by Headquarters, Department of the Army letter order, the authority will be punched in columns 40-57, and units position of year of issuance, will be punched in column 58.

Note 2. Examples for punching "authority":

<i>Card columns</i>																			
40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	
L	A	0	6	0	0	5	7	S	E	C	O	N	D	U	S	A	4		
L	R	0	6	0	1	2	4	T	H	I	R	D	U	S	A	4			
L	A	0	7	0	0	7	9	X	I	V	C	O	R	P	S	4			
S						0	0	0	4	A	R	-	M	S	L	C	T	R	4
S						0	2	2	6			I	N	F	C	T	R	4	
L	R	C	P	A	-	0		2	0	1		0	9		0	6	4		
S						0	0	9	8	D	E	P	T	A	R	M	Y	4	

Note 3. Expiration date of active duty commitment will be computed by adding the period of active duty commitment (as specified in the active duty orders), to the EDCSA.

Note 4. Month will be punched 1 through 9 for January through September; "X" (eleven) punch for October; "J" for November; and "K" for December.

c. When the active duty order pertains to an individual whose *basic branch* is "MC," "DE,"

"VC," or "MS," the active duty order will be thoroughly reviewed to determine whether the order also announces a temporary advancement and commissioning of the individual in a grade higher than the grade held at time of order to active duty. *In such cases, the grade as punched in columns 29-31 of the potential order to active duty control card will be the temporary grade, in lieu of the grade in which ordered to active duty.*

d. When the active duty order pertains to an individual who is tendered an appointment in Regular Army and EDCSA is date of execution of oath of office, the potential order to active duty control card will be prepared as outlined in *b* above, with the exception that columns 65-68 will be left blank and these cards will be held in suspense pending receipt of the multiple address message (para. 2a(5)). Upon receipt of the multiple address message, which will indicate the effective date of order to active duty as Regular Army officer, the date of order to active duty will be punched in the EDCSA field (cols. 65-68) of the suspended potential order to active duty control card, and the potential order to active duty control card will be transmitted, when applicable, within 24 hours as required by *f* below.

e. Prior to transmission of potential order to active duty control cards to appropriate data processing activities, or release for file of those for which the potential gaining organization is within the servicing responsibility of the preparing data processing activity, all items of data included therein will be verified to the active duty order. This verification also will include processing code and DPA code, to assure positive identification of the organization to which the individual is assigned and the applicable servicing data processing activity. This verification is absolutely essential in connection with provisions of paragraph 4e(2).

f. Potential order to active duty control cards will be transmitted, when applicable, by data transceiver to the data processing activity servicing the organization to which the individual is assigned, within 24 hours after receipt of the active duty orders for other than Regular Army personnel and within 24 hours after receipt of the multiple address message (*d* above) for Regular Army personnel.

g. In addition to requirement outlined in *f* above, one copy of the active duty orders for each different EDCSA, and for each organization of assignment, other than DA Special Orders, will be forwarded by letter of transmittal, or accompanied by DA Form 200 (Transmittal Record) to the data processing activity to which the potential order to active duty control card was transmitted. The active duty order, which will be forwarded on the same day that the potential order to active duty control card is transmitted, will be annotated to show the control number under which the potential order to active duty control card was transmitted. If the copy of the active duty orders (other than DA Special Orders) is not received within 7 calendar days after the day on which the potential order to active duty control card was transmitted, immediate action will be taken to obtain a copy from the data processing activity which prepared the potential card.

h. Upon receipt of amendments to initial active duty orders which involve changes to personnel data, a "correction potential order to active duty" control card will be prepared to reflect only name, service number, processing code as shown in initial control card, authority, type of transaction code (code 4Y), date of transaction as shown in the initial control card, the corrected item of personnel data as applicable, record identification group code "A," DPA code to which transmitted (as shown in initial control card), control number, record identification number, and preparing DPA code. These correction cards will be transmitted, when applicable, by data transceiver to the appropriate data processing activity. Provisions of *g* above also apply for amendments to active duty orders.

i. Upon receipt of new active duty orders or amended orders which involve a change in organization of assignment or EDCSA as shown in initial active duty orders, a "revocation potential order to active duty" card will be prepared and transmitted as outlined in *h* above, except that type of transaction code will be punched "4Z." In addition, a new "potential order to active duty" card will be prepared as outlined in *b* and *c* above, and transmitted as outlined in *f* above.

4. Control and verification actions to be accomplished by data processing activity servicing organization of assignment. *a.* Potential order to active duty control cards received from other data processing activities will be verified to the copy of the active duty order received from the data processing activity servicing the order preparing agency (para. 3*g*), or the appropriate DA Special Order, to assure that all required items of data have been reported as indicated by the active duty order. This same procedure applies for correction cards (code 4Y) and amendment to active duty orders (para. 3*h*). In the event of any differences in data, the potential order to active duty control card will be corrected to agree with the active duty order; and the data processing activity servicing the order preparing agency will be advised that such correction was necessary. Potential order to active duty control cards will be placed in a control file in sequence most desirable for required operations. This control file will be maintained current based upon receipt of control cards referred to in paragraphs 3*f*, *h*, and *i*.

b. Correction "potential order to active duty" control cards (para. 3*h*) which change personnel data will be used to accomplish the necessary change to the initial "potential order to active duty" control card. The correction card will be filed immediately behind the original card for use in notification to reporting units.

c. Revocation "potential order to active duty" control cards (para. 3*i*) will be used to select the corresponding initial control card from the control file.

d. Six workdays prior to the date of order to active duty, in the event active duty orders (other than DA Special Orders) have not been received for corresponding potential order to active duty control cards for accession of other than Regular Army officers, the data processing activity which prepared the potential card will be contacted immediately, to assure that the assignment represented by the potential order to active duty control card continues to be valid, and to obtain a copy of the active duty orders.

e. Not later than 5 workdays prior to the date of order to active duty, the respective organizations of assignment will be notified of the potential accession of each other than Regular Army officers,

to assure that the accession will be reported on the morning report prepared for the date of order to active duty.

- (1) This notification will include a copy of the active duty orders (together with amendments thereto, if applicable), or a reference to the DA Special Order.
- (2) If a copy of the active duty orders is not available for inclusion with this notification, the organization of assignment will be furnished all personnel data and the authority as contained in the potential order to active duty control card. The organization of assignment will be advised that this information has been confirmed by the data processing activity servicing the order preparing agency (*d* above); and that a copy of the active duty orders will be provided upon receipt from the other data processing activity, if required.
- (3) The organization of assignment will be instructed that the individual(s) will be reported as an accession to the active Army on the morning report prepared for the effective date of order to active duty unless the active duty orders have been revoked, or amended to change the EDCSA or unit of assignment. When applicable, one copy of the amending or revocation orders will be furnished to the data processing activity by indorsement to the notification of potential accession.
- (4) Upon receipt of amending or revocation orders ((3) above), action will be initiated to determine reason for noncompliance with provisions of paragraph 3*h* or *i* by the data processing activity servicing the order preparing agency.

f. In those cases in which potential order to active duty control cards are received less than 5 workdays in advance of the date of order to active duty, provisions of *e* above will be accomplished immediately upon receipt of such potential order to active duty control cards.

g. In those cases in which the potential order to active duty control cards are received subsequent to the date of order to active duty (including cards for Regular Army personnel), provisions of *e* above will be accomplished only if the accession

has not been reported on the morning report (*h* below).

h. Upon receipt of each day's morning reports, potential order to active duty control cards will be checked to accession remarks for active Army officers prior to processing to status file records.

- (1) When an accession is reported on the morning report, and a potential order to active duty control card is in the control file, the accession remark will be checked to the potential order to active duty control card for verification of name, service number, grade, control branch, service agreement, expiration date of service agreement, date of transaction (date of order to active duty), PPN, and for warrant officer personnel, primary MOS. In addition, basic branch as reflected in the potential order to active duty control card will be punched in the accession card. In those cases in which items of data as reported in the accession remark on the morning report do not agree with the corresponding data contained in the potential order to active duty control card, the accession transaction will be prepared to reflect data as shown in the "verified" potential order to active duty control card (*a* above and para. 3*e*), in lieu of the data as reported on the morning report. Immediate action will be taken to obtain verification of this data from the individual's reporting organization, at such time as the individual and appropriate personnel records are available. As a result of this verification, the following will apply:

- (a) If data as recorded on DA Form 66 (Officer Qualification Record) is determined to be erroneous, the reporting organization will be required to prepare and submit a DA Form 66A in accordance with AR 611-103.
- (b) If data as reflected in the potential order to active duty control card (and consequently, as reflected in the accession transaction card) is determined to be erroneous, letter notification will be forwarded to The Adjutant General, ATTN: AGRZ-CD, Department of the

Army, Washington, D.C., 20310, citing the individual's name, service number, and the corrected item of data.

- (2) In those cases in which an accession is reported on the morning report, and a potential order to active duty control card has not been received from the data processing activity servicing the order preparing agency, the accession transaction will be prepared to reflect data as shown on the morning report. In addition, the respective data processing activity will be contacted to determine the reason for nonreceipt of the potential order to active duty control card. Copies of official correspondence or memorandum for record pertaining to this area will be retained for reference purposes.
- (3) In those cases in which the individual has not been reported as an accession to the Army on the morning report for the effective date, and the reporting unit has not indicated that the original orders were amended or revoked (*e*(3) above), immediate action will be taken to query the reporting unit. This query will include reference to the previous notification to the reporting unit (*e* or *f* above).

5. Preparation and transmission of outstanding order to active duty control cards.

Upon completion of the final processing cycle for the "as of" month, potential order to active duty control cards with EDCSA for the reporting month or prior, for which the accession has not been reported on the morning report, will be selected and reproduced.

a. During reproduction, columns 14-18 will be left blank; and in lieu thereof control number (under which the potential order to active duty control card was received) will be punched in columns 14-15 (may be blank if preparing DPA and potential gaining DPA are the same), type of transaction code (from columns 63-64 of the potential order to active duty control card) will be punched in columns 16-17, and DPA servicing the order preparing agency (DPA code from column 80 of the potential order to active duty control card) will be punched in column 18. Type of transaction code field will be gang-punched "OS," column 71 will be gang-punched "0" (zero)

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columns 77-78 will be gang-punched with the control number applicable to the final workday for the "as of" month, and column 80 will be gang-punched with the code applicable to your (potential gaining) data processing activity.

b. Unresolved potential order to active duty control cards, communication header cards and end of transmission cards will be transmitted to The Adjutant General's Office on the final transmission cycle for the "as of" month.

[AGRZ]

By Order of the Secretary of the Army:

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