

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

CHAPTER 1 CADET AWARDS AND DECORATIONS

1. **GENERAL.** Cadet awards and decorations recognize outstanding achievement and performance during the course of Advanced Camp. This chapter prescribes policies and procedures for selection of recipients of all awards earned at camp.

2. **RESPONSIBILITIES.**

a. **Regiments:**

(1) Determine the recipient of the awards listed on Figure B-1 within 24 hours of cadets returning from PLT STX, then provide the names to P&A (Awards) on the form provided (Figure B-2). Criteria for the awards are listed on Figure B-1. Note that the Leadership Achievement Award is based solely on the CES points earned for the cadet's leadership opportunities.

(2) Additional awards may be presented at the regimental level based on local boards. Regiments request approval of these awards from the Commandant of Cadets.

(3) Recognize the winners of the Camp Commander's Company Leadership award and the Platoon Leadership award at the regimental awards ceremony prior to the graduation ceremony. The certificates and ribbons for these awards are mailed to the campus by P&A.

b. **P&A.**

(1) Publish listing of all cadet awards and decorations to include description of award, eligibility criteria, and presentation guidance.

(2) Requisition all awards and decorations to ensure availability for timely presentation.

(3) Ensure awards are available for the regimental award ceremony.

(4) Send appropriate cadet awards/certificates to Cadet Personnel upon termination of camp to be included in host school package.

(5) Furnish PAO with listing of award recipients.

(6) Provide Protocol and Training Division Ceremony Section with list of awardees.

c. **PAO.** Ensure information is provided to appropriate media at cadet's institution/hometown.

d. **Evaluation Section.**

(1) Maintain statistics on cadet performance in award categories.

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(2) Establish procedures for data compilation IAW eligibility criteria.

(3) Provide platoon performance data to regiment as soon as possible after PLT STX.

e. **Commandant of Cadets:** Inform P&A of the Leader Stakes winning platoon upon completion of the Leader Stakes competition.

f. **Data Systems.**

(1) As soon as possible, but NLT the morning of the day before graduation, provide P&A copies of each regiment's APFT, Land Navigation, RECONDO, and Military Proficiency Reports.

(2) Determine the winner of the Outstanding RECONDO award and provide it to P&A (awards) 24 hours after PLT STX.

Award	Criteria	Selection	Description	Data Source	Date to Awards Section	Presented At
AUSA Leadership Excellence	Camp Score Based on Camp Std Score	Cadet with highest camp standard score in each Regt	Saber	P&A from CCIMS	D +32	Graduation
Reserve Officer Association (ROA)	Camp Score Based on Camp Std Score	Cadet with highest camp standard score in each Regt	Medallion & Certificate	P&A from CCIMS	D +32	Graduation
Sinclair L. Melner	Camp Score Based on Camp Std Score	Cadet with 2 nd highest camp standard score in each Regt	Plaque	P&A from CCIMS	D +32	Graduation
Leadership Achievement	Camp Score Based on Camp Std Score	Cadet with 3 rd highest camp standard score in each Regt	Plaque	P&A from CCIMS	D +32	Graduation
Region Cdr's Leadership Award	Camp Score Based on Camp Std Score	Most outstanding cadet from each Rgn in each Rgt who did not receive any previous above awards	Certificate	P&A from CCIMS	D +32	Regiment
Camp Commander's Company Leadership Award	Camp Score Based on Camp Std Score	Top cadet in each Company of each regt who did not any previous award	Ribbon (black, gray, & 2 red stripes) Certificate	P&A from CCIMS	D +32	Regiment
Leader Stakes	See MOI for Leader Stakes Competition	Platoon with highest leader stakes scores in each Company of a Regt	Cities of Tacoma & Olympia Certificate to each member	COC	D +32	Trophy: Graduation Certificate: Regiment

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Platoon Leadership Award	Camp Score Based on Camp Std Score	Cadet with highest camp score in each platoon and not receiving any of the above awards	Ribbon (black, gray, & 1 red stripe) Certificate	P&A from CCIMS	D +32	Regiment
Military Proficiency Award	APFT Score: at least 90 points/event Land Nav: 80%; BRM: Go	All cadets in Rgt who meet criteria	Ribbon (black, green, brown & white)	P&A from CCIMS	D +32	Regiment
ROTC Recondo	APFT Score: min 270 Confidence Crs: Go Water Safety: Go Land Nav: 80% SQD Stx: "S" PLT Stx: "S" Machine Gun Aslt Crs: Go HG: Go BRM: Go	Cadets in each Rgt who meet criteria	Badge & Certificate	P&A from CCIMS	D +32	
One-Shot-One Kill Award	BRM Score: 40 of 40	All cadets with perfect score	Ribbon (black, green, black, brown, black, green & black)	P&A from CCIMS	D+15	Regiment
Rifle Marksmanship Qualification Badge	Basic Rifle Marksmanship Score	23+ - Marksman 30+ - Sharpshooter 36+ - Expert	Badge as appropriate	P&A from CCIMS	D+15	Regiment
Maximum Fitness	APFT "raw" score of each event	Male and Female cadet in each Rgt with highest APFT "raw" score in each event	Certificate & ribbon (brown, black, green & white)	P&A from CCIMS	D+10	Regiment
DA Cert of Achievement	APFT Score	Cadets who score 300 on APFT	Certificate & ribbon (brown, black, green & white)	P&A from CCIMS	D+10	Regiment
Camp Commander's Physical Excellence	APFT score	Cadets in each Rgt who score 290-299 on APFT	Certificate & ribbon (brown, black, green & white)	P&A from CCIMS	D+10	Regiment
Physical Proficiency Award	APFT Score	Each Rgt's cadets with the top 10% of APFT scores	Ribbon (brown, black, green & white)	P&A from CCIMS	D+10	Regiment

Figure B-1

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CHAPTER 2 ATHLETICS AND RECREATION

1. **GENERAL.** P&A assigns an A & R officer who coordinates with Bldg F4 for athletic equipment for the regiments. The equipment is used at the RTO's discretion. The A & R officer is responsible for coordination and will not draw any equipment.
2. **RECREATIONAL TOURS.** ITT (Installation Travel and Tours) provides myriad opportunities for tours and recreational events for military personnel.
3. **READING MATERIAL.** P&A provides each regiment with reading material from the installation library.

CHAPTER 3 CADRE EVALUATION AND AWARDS

1. **GENERAL.** All camp cadre, military and civilian, may receive recognition appropriate to the level of their performance. Advanced Camp cadre evaluations and awards recognize both superior and substandard performances.

2. **CADRE EVALUATIONS.**

a. **Policy.** IAW AR 623-105, AR 623-1, and AR 623-205, personnel in support of Advanced Camp for 90 days require a letter of input. All Individual Ready Reservists (IRR) assigned in support of camp must receive an OER/NCOER for the period of assignment. USAR and NG officers attached to Advanced Camp for more than 30 days will receive a letter of input. Chaplain candidates attending Advanced Camp will receive an AER (DA Form 1059). Officers on ADSW require reports if they are assigned for 11 days or more. USAR and NG NCOs attached to Advanced Camp for at least 90 days require NCOERs.

b. **Procedures.**

(1) ROTC cadre. All Advanced Camp cadre receiving a performance evaluation must receive a copy of their performance appraisal worksheet prior to departure from camp. Supervisors are required to provide a copy of all evaluations to P&A. P&A provides copies to the individual's battalion/brigade commander and Region Headquarters. USAR and NG evaluations will also be sent to DPTM.

(2) Cadre requiring evaluation:

(a) P&A provides shells for all rated individuals as soon as the individual is identified as needing a camp evaluation. Shells include the evaluation report and support form.

(b) P&A tracks all rating schemes and ensures administrative data on reports is correct and tracks the OERs to ensure timely completion. A suspense date two days

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prior to the individual's departure will be established for the return of the completed OER/NCOER. P&A will not provide clerical support for evaluation reports.

(c) If the individual requires an APFT, the duty section must conduct the test and record the results on the score card provided with the evaluation report. The individual must hand carry the score card to DRCS on his last day of duty.

(d) The Adjutant's Office delivers completed evaluation reports DPTM.

3. CADRE AWARDS.

a. **Policy.** All deserving camp cadre, military and civilian, should receive appropriate recognition. Military awards, primarily Advanced Camp Certificate of Achievement, are used to recognize achievements above and beyond normal performance and for exceptional performance only. The Army Achievement Medal (AAM) or Army Commendation Medal (ARCOM) should be considered only for individuals who are asked to perform above and beyond their normal level of experience and responsibility. Personnel who achieve this level of exception will normally be junior personnel in terms of grade and experience. Generally, the performance of Cadet Command personnel is accounted for in performance evaluations and end-of-tour awards. Impact awards for camp performance are not approved. Requests for AAMs, ARCOMs, and certificates are submitted 14 days prior to the awardee's departure date.

b. **Certificates of Achievement:**

(1) Advanced Camp Certificates of Achievement are for achievements above and beyond normal performance and for exceptional performance only. In order to receive these certificates, the supervisor/recommender must complete the attached Recommendation for Certificate of Achievement at Figure B-3 and route it through his appropriate chain of command to the Camp Commander for approval. The recommendation must then be returned to the awards section NLT one (1) week prior to departure for preparation of the certificates. All Certificates of Achievement will be signed by the Camp Commander.

(2) The certificate citation will read as follows:

For meritorious performance from date through date while serving with Regiment / Committee / Staff Section at the 2000 ROTC Advanced Camp, Fort Lewis, Washington. His / Her performance reflects great credit upon Cadet Command and the United States Army.

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**RECOMMENDATION FOR
CERTIFICATE OF ACHIEVEMENT**

FROM			
STAFF SECTION	COMMITTEE	REGIMENT	
SOLDIER DATA			
NAME	RANK	SECTION	PERIOD OF AWARD
JUSTIFICATION			
ACHIEVEMENT:			
THRU			
<u>CHIEF OF STAFF</u>	<u>DEPUTY COMMANDER</u>	<u>COMMANDANT OF CADETS</u>	
APPROVAL DISAPPROVAL	APPROVAL DISAPPROVAL	APPROVAL DISAPPROVAL	
COMMENTS: _____			
FOR			
<u>CAMP COMMANDER</u>			
APPROVAL DISAPPROVAL			
COMMENTS: _____			
RETURN TO AWARDS SECTION (967-7716)			

FIGURE B-3

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c. **Army Achievement Medals (AAMs) and Army Commendation Medals (ARCOMs):**

(1) Military awards, primarily AAMs and ARCOMs, can be awarded in recognition of a job well done. Generally, these types of awards are for individuals who perform above and beyond their normal level of experience and responsibility. AR 600-8-22 offers guidance for other awards not addressed in this SOP. The award or certificate should be presented before the individual departs camp.

(2) Submit recommendations for AAMs or ARCOMs on cadre and support personnel as outlined below. Keep in mind that cadre who meet the listed criteria and who support Advanced Camp several times during their tour would probably benefit more if their achievements in support of Advanced Camp are included in an end of tour award. The predominate factors for consideration of an award are:

(a) The degree to which an individual's achievement of service enhanced readiness or effectiveness of ROTC Advanced Camp.

(b) The individual's level of responsibility and manner of performance.

d. **Procedures for Cadre Personnel:**

(1) When recommending cadre for an AAM or ARCOM, the recommender must submit a completed DA Form 638 (front and back). A DA Form 638 with attached detailed instructions on how to fill it out is at Figure B-4a&b. AAMs and ARCOMs can be handwritten, providing they are legible and professionally done as they will be part of the individual's permanent record. If using Forms Engine/Flow (Nov 94 edition only), ensure the form is head-to-toe.

(2) The award citation will read as follows:

For exceptionally meritorious achievement while serving as Job Title with Regiment/Committee/Staff Section at the 2000 Reserve Officers' Training Corps Advanced Camp, Fort Lewis, Washington. Rank/Name's achievement reflects great credit upon Cadet Command and the United States Army.

(3) All award recommendations will be routed through the appropriate channels. Staff sections submit their recommendations through the Chief of Staff. Committees submit their recommendations through the Deputy Commander. Regiments must first go through the Commandant of Cadets Office. Recommendation for USAR Support personnel will be submitted through CSHQ, ATTN: 1SG Herd, before going to the P&A Division, Awards Section.

(4) When the recommendation is approved by the Chief of Staff, Deputy Commander or Commandant of Cadets, the DA Form 638 must be forwarded to the Camp Commander for his signature. If the recommendation is disapproved, the DA Form 638 will be returned to the recommender. If approved, it will be forwarded to the Awards Section for completion of the certificate and orders. The Awards Section will contact the recommender to pick up the signed certificate and a copy of the DA Form 638.

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(5) The Awards Section will provide the medals for use in the ceremony. Medal sets will be given to those individuals receiving a first-time AAM or ARCOM. Medals will be returned to Awards Section for those individuals receiving oak leaf clusters.

(6) A copy of disapproved awards will be furnished to the recommender. In order to be reconsidered, a disapproved award must be completely resubmitted. No award will be submitted directly back into the Camp Commander's office.

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RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is ODCSPER			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO Commander, ROTC Advanced Camp, Fort Lewis, WA 98433	2. FROM Staff Section/Committee/Regiment	3. DATE 7 Aug 99	
PART I - SOLDIER DATA			
4. NAME Joe Snuffy	5. RANK SFC	6. SSN 123-45-6789	
7. ORGANIZATION Joe's university/brigade/region	8. PREVIOUS AWARDS as stated (MANDATORY)		
9. BRANCH OF SERVICE U.S. Army	10. RECOMMENDED AWARD AAM	11. PERIOD OF AWARD	
		a. FROM 7 Jul 2000	b. TO 15 Aug 2000
12. REASON FOR AWARD		13. POSTHUMOUS	
12a. INDICATE ACH, SVC, PCS, ETS, OR RET	12b. INTERIM AWARD		
ACH	IF YES, STATE AWARD GIVEN	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PART II - RECOMMENDER DATA			
14. NAME George Patton		15. ADDRESS 1234 Advanced Camp Lane Fort Lewis, WA 98444	
16. TITLE/POSITION Supervisor	17. RANK LTG		
18. RELATIONSHIP TO AWARDEE supervisor		19. SIGNATURE	
PART III - JUSTIFICATION AND CITATION DATA <i>(Use specific bullet examples of meritorious acts or service)</i>			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 Did a swell job			
ACHIEVEMENT #2 Kept everyone alive			
ACHIEVEMENT #3 Was safety contious at all times			
ACHIEVEMENT #4			
21. PROPOSED CITATION For exceptionally meritorious achievement while serving as JOB TITLE with REGIMENT/COMMITTEE/STAFF SECTION at the 2000 Reserve Officers' Training Corps Advanced Camp, Fort Lewis, Washington. SFC Snuffy's achievement reflects great credit upon Cadet Command and the United States Army.			

DA FORM 638, NOV 94

REPLACES DA FORM 638-1.
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

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Figure B-4a

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NAME Joe Snuffy		SSN 123-45-6789	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. <i>I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.</i>		22a. SIGNATURE Adjutant's Signature	22b. DATE
23. INTERMEDIATE AUTHORITY	a. TO Deputy Cdr/Commandant of Cadets/Chief of Staff	b. FROM Committee/Regiment/Staff Section Chief	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE	DOWNGRADE
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO Camp Commander	b. FROM Deputy Cdr/Commandant of Cadets/Chief of Staff	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE	DOWNGRADE
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		UPGRADE	DOWNGRADE
e. NAME		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO Orders Issuing Authority	b. FROM Camp Commander	c. DATE
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND UPGRADE TO:	DOWNGRADE
e. NAME Daniel S. Challis		f. RANK COL	
g. TITLE/POSITION Camp Commander		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ Leave blank - Camp P&A will complete		27b. PERMANENT ORDER NO. -	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE	

REVERSE, DA FORM 638, NOV 94

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Figure B-4b

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e. Procedures for Support Personnel: When recommending support personnel for an AAM or ARCOM, follow the guidance provided in the paragraph above. For support personnel upon receipt of the DA Form 638 from the Camp Commander, P&A Division, Awards Section, will forward it to the appropriate support unit for approval. The Awards Section will notify the point of contact for the Committee, Regiment or Staff Section when the approved award and the completed certificate have been received from the support unit.

f. Use Figure B-5 (Awards Flow Chart) as a guide to forward all award recommendations to the final approving authority.

g. In order to alleviate the possibility of award recommendations being misrouted through distribution, handcarrying the recommendation is the preferred method of delivery.

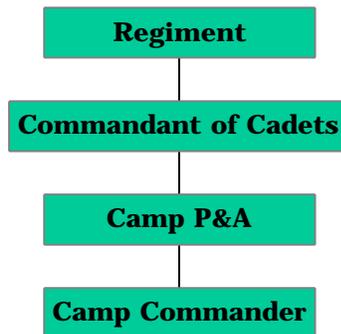
h. Should you have any questions, please contact the Advanced Camp Awards Section.

Awards Flow Chart

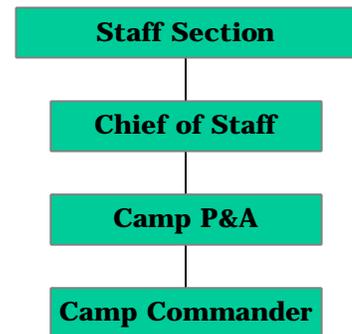
Committee Awards



Regiment Awards



Staff Awards



USAR Awards



Support Personnel Awards

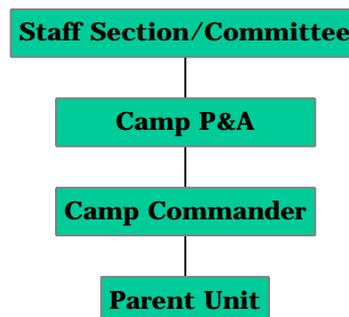


FIGURE B-5

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CHAPTER 4 OFFICE SYMBOLS

1. **GENERAL.** These symbols are applicable within the Fort Lewis ROTC Advanced Camp and are used only during the camp period.
2. **ASSIGNMENT.** Office symbols are assigned as indicated.

Camp Commander Deputy Camp Commander Chief of Staff Executive Officer Camp Sergeant Major	ROTC-CC ROTC-DCC ROTC-CS ROTC-XO ROTC-CSM
Commandant of Cadets Deputy Commandant Sergeant Major Admin Boards Cadet Boards	ROTC-COC ROTC-COC-DC ROTC-COC-SGM ROTC-COC-AB ROTC-COC-CB
Inspector General	ROTC-IG
Evaluation Office	ROTC-EVAL
Protocol Officer	ROTC-PRO
Public Affairs Office	ROTC-PAO
Cadet Personnel	ROTC-CP
CP, Medical Boards	ROTC-CP-MB
P&A	ROTC-P&A
Troop Med Clinic	ROTC-TMC
Chaplain	ROTC-CH
Safety	ROTC-SAF
TNG TNG, Sergeant Major TNG, Deputy, Operations TNG, Operations, Training Support TNG, Operations, Training Aids TNG, Operations, Scheduling Officer TNG, Operations, Ammunition	ROTC-TNG ROTC-TNG-SGM ROTC-TNG-OP ROTC-TNG-TS ROTC-TNG-TA ROTC-TNG-SO ROTC-TNG-CAO
Logistics Logistics, Admin Br. Logistics, Transportation Br. Logistics, Supply Sec.	ROTC-L ROTC-L-AB ROTC-L-TB ROTC-L-SS

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Logistics, Services Div Logistics, Logistical Opns Br.	ROTC-LSV ROTC-LO
Regiments	ROTC-1RGT (use numerical designation of regiments)
OCS Regiment	ROTC-OCS
Region Liaison Teams 1st Region 2nd Region 4th Region	ROTC-1RGN ROTC-2RGN ROTC-4RGN

3. **USAGE.** Staff correspondence uses these symbols at all times. If unsure of which specific symbols to use, use the basic division symbol (example: ROTC-P&A) and then an ATTENTION (ATTN: Specific Individual) line.

4. Submit recommendations for changes, if necessary, to P&A.

CHAPTER 5 CAMP PUBLICATIONS

1. **GENERAL.** Fort Lewis ROTC Advanced Camp publications are limited to the following:

a. Circulars. Publish circulars for the period of the Advanced Camp if you require a directive-type publication.

b. Memorandums of Instruction (MOI). Publish MOIs to announce administrative and training matters that are temporary or one time in nature. Limit the effective period to that which is necessary to complete a specific action. Each will concern a single action only.

c. Standing Operating Procedure (SOP). Staff sections may not publish revisions and additions to this SOP. Request publication of revisions/additions through Training Division Operations.

d. Staff Notes. The Camp Chief of Staff may publish staff notes to provide official policy information.

e. Training Notes. The Training Division may publish training notes to provide official training information of an advisory or informative nature.

f. Camp Bulletin. The Camp Bulletin provides official information of an advisory, informative, and/or directive nature. It may also include unofficial information of general interest. Official notices in the camp bulletin are regular orders of the camp.

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(1) Submit items to be published in the camp bulletin by informal memorandum with an indication of the number of times the item is to appear in the bulletin along with the point of contact for the item and its origin

(2) P&A publishes the camp bulletin twice a week (Monday and Thursday).

g. All publications are published on 8-1/2" X 11" paper.

2. RESPONSIBILITIES.

a. Staff sections determine the type of publication required and submit a draft with disk to P&A.

b. P&A reviews draft publications, provides number, if appropriate, coordinates any inconsistencies and/or changes, types and publishes final draft .

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CHAPTER 6 DISTRIBUTION

GENERAL. The Camp Distribution Center distributes camp publications and official mail in accordance with the following distribution scheme. When a symbol does not indicate the distribution desired, use the symbol modified by "plus" or "except".
Example: MOI concerned with Cadet Evaluation - DISTRIBUTION - A plus 1 each Plt TAC Off and NCO.

DISTRIBUTION SCHEME

<u>HEADQUARTERS, OFFICE, AGENCY</u>	<u>A</u>	<u>B</u>	<u>CB</u>	<u>F</u>	<u>TS</u>	<u>SPECIAL</u>
Camp Headquarters	6	6	6	6	6	6
Inspector General	1	1	1		1	
P&A	1	1	5	1	2	1
Safety Office	1	1	1	1	1	1
Cadet Personnel Division	1	1	1		1	1
Chaplain	1	1	1		1	
Boards	1	1	1			
TMC	1	1	1			
Region Liaison Office (one per Region)	3	3	3		3(ea)	
Chief, Nurse	1	1	1		1	1
Training Division	7	2	20	20	20	5
Logistics	6	1	10	6	6	6
Evaluation	1	1	1	1	2	1
Protocol Office	1	1	1		2	1
Public Affairs Office	6	6	6		4	6
Each Regiment including OCS	1	1	14		44	44
HQ Company	1	1	1		1	1

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DISTRIBUTION SCHEME (CONT.)

<u>HEADQUARTERS, OFFICE, AGENCY</u>	<u>A</u>	<u>B</u>	<u>CB</u>	<u>F</u>	<u>TS</u>	<u>SPECIAL</u>
Commandant of Cadets	2	2	2		5	1
IMO	2	2	2	2	2	2
Educator's Visit	2	2	2	2	2	2
Holding Company	1	1	1	1	1	1
National Guard	1	1	1	1	1	1
TOTAL (add) TDC	47	38	82	41	112	81

DISTRIBUTION A: Memorandum of Instruction

DISTRIBUTION B: Circulars

DISTRIBUTION CB: Camp Bulletin

DISTRIBUTION F: Training Notes

DISTRIBUTION TS: Training Schedule

CHAPTER 7 FILES, RECORDS, AND PUBLICATIONS

1. GENERAL.

a. Each staff section establishes files to provide information relative to the current camp and provide guidance and assistance in the planning and operation of subsequent camps.

b. The following is a suggested list of files, not all inclusive, for all areas: (See AR 25-400-2)

(1) Reference Publication Files (File Number 1jj).

(2) Policy and Precedent Files (File Number 1oo).

(3) General Office Management Files (File Number 1b).

(4) General Planning, Programming and Management Files (File Number 25). If mission related, use 145 instead of 25. If camp related, use 145-1b.

(5) Reference Paper Files. For each basic category of records, a file number is provided without suffix, e.g., General Correspondence is 25.

2. RESPONSIBILITIES.

a. Each staff officer and RTO ensures establishment of files in their area of responsibility.

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b. Each HQ, Fourth Region staff coordinator is responsible for retention and storage of corresponding section's files subsequent to camp.

c. Each staff section, regiment, etc., will return all issued publications and unused blank forms to the Publications Warehouse (building 9B11) NLT noon on the final day of camp.

3. AFTER ACTION REPORTS.

a. All committees and regiments prepare an after action report in 5 copies; staff sections prepare 2 copies. (Refer to Section A (Staff Sections), and F (Regiments) for further information and guidance.)

b. Folders are available from the Training Division. Refer to Section A Chapter 5.

4. DISPOSITION.

a. Staff coordinators retain files required for the 2000 Precamp Conference at Region Headquarters.

b. Pack files that may be required to operate the camp during the following year in well-marked boxes and store at the Supply Warehouse (F-10) or the Training Aids Warehouse (F-17).

CHAPTER 8 CIVILIAN TEMPORARY EMPLOYEES

1. **GENERAL.** Fourth Region Headquarters recruits civilian temporary employees for the Advanced Camp based on TDA requirements and availability of man-months and funds. Individuals are normally from an established "summer hire" register with little or no work experience and are employed on a temporary limited appointment not to exceed the last pay period in Sep. The camp coordinators at the Fourth Region establish reporting and release dates using the guidelines of availability of funds and man-months. The Fourth Region HQ makes selections and placement of personnel.

2. HOURS OF DUTY.

a. The regular tour of duty consists of five consecutive eight-hour days in each work week. Generally, the work days are Monday through Friday from 0730-1600 or 0800-1630 with Saturday and Sunday as non-work days. Heavy work load periods may require shift work.

b. Flextime provisions authorize variations of the regular tour of duty; however, supervisors must discuss changes with the employees involved and obtain their concurrence. Once established, supervisors should change hours of duty only under emergency situations caused by changes in workload or special projects. Supervisors should notify employees in writing one pay period prior to changes.

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c. Work policies authorize rest periods or coffee breaks of not more than 15 minutes in four hours of continuous work. Employees may not use rest periods to continue the lunch period or shorten the work day since rest periods are a part of the hours worked for which payment is made.

d. Civilian work policies do not permit consideration of lunch periods, during which the employee is entirely free of duty in connection with his job, as duty time. Accordingly, supervisors must schedule lunch periods outside the hours established for the daily tour of duty. Duration of the lunch period may extend from 30 minutes to one hour dependent on the duty hours at the office and the mutual understanding of the employee and his supervisor.

e. Supervisors must request overtime, if required, on DA Form 5172-R at least five working days prior to the date of the scheduled overtime. Supervisors will not allow an individual to work overtime without prior written approval. Submit requests for overtime through the ROTC Advanced Camp Chief of Staff, to the Fourth Region Resource Management to Fourth Region Chief of Staff . Due to budget constraints, request overtime as a last resort. Compensatory time or change in schedule is a preferable alternative.

3. **LEAVE.**

a. Employees do not earn annual leave when an appointment is for less than 90 days. The length of the tour at Advanced Camp is normally no more than 60 days. Therefore, any time off is charged as leave without pay or sick leave.

b. Employees accrue sick leave, regardless of the type of appointment, at the rate of four hours per pay period (80 hours). Sick leave is used when necessary, as soon as creditable.

4. **RECORDS.** Each staff section maintains time sheets. Turn it in to Advanced Camp P&A NLT 0900 the first Monday of the new pay period. Advanced Camp P&A will turn in the time sheets to the Fourth Region P&A for entry to the pay system. P&A ensures time is recorded in the system in a timely manner.

5. **EVALUATION.** Supervisors should consider a letter of appreciation or commendation as appropriate to assist the individual in future endeavors and as a means of reflecting gratitude.

6. **CLEARING POST.** Use HFL Form 112, Civilian Employee Clearance Record, for this purpose. Employees may obtain this from the Advanced Camp P&A the morning of the day he/she is to terminate. Instructions for completion of the form appear at the bottom of the form.

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

**CHAPTER 9
STATUS REPORTS**

1. **CADRE/STAFF REPORTS.**The procedures are the following:

(1) Reportable strength changes include any increase or decrease in number of assigned military and civilian personnel or any change to operating strength due to hospitalizations, passes, leaves, AWOLs, confinements, transfers, annual leaves, etc. The report includes USAR, National Guard, 2LT's, Support Brigade, Civilian, and Cadre members holding TDA positions.

(2) Cut-off for report numbers is 1200 hours; fax, hand-carry or call in numbers to P&A by 1230 each day.

(3) Provide a copy of strength report to TOC no later than 1600 daily. (See Figures B-6, B-7, B-8)

**CADRE STRENGTH REPORT
as of: 1200 hrs., _____**

AS OF:

	2LT	ROTC	SPT BDE	USAR	NG	TOTAL	ROTC CIV	USAR CIV TOTAL
BEGIN								
OFFICER								
ENLISTED								
GAIN								
OFFICER								
ENLISTED								
LOSS								
OFFICER								
ENLISTED								
TOTAL								
OFFICER								
ENLISTED								
PROJECTED GAINS								
PROJECTED LOSSES								

FIGURE B-6a

Cadre Strength Report

	Start	Gain	Loss	Today
2LT				
ROTC				
Sprt Bde				
USAR				
NG				
Tot Mil				
ROTC Civ				
USAR Civ				
Totals				

Figure B-6b

USAR Strength Roll-Up

Element	# Required			# Present			Total
	O	E	T	O	E	C	
CSHQ ADSW							
CSHQ Aug							
CSHQ Total							
BRM							
MG							
ITT							
NBC							
HG							
Comm Totals							
Holding Co							
P&A Div							
Logistics							
MED							
Training							
Safety							
Cdt Persnl							
Chaplain							
IMO							
Protocol							
PAO							
Aug Total							
Grand Total							

Figure B-8

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

CHAPTER 10 AUTHENTICATION OF CORRESPONDENCE

1. **PURPOSE.** To establish command policy for signature authority and the use of signature blocks on camp correspondence.

2. **POLICY.**

a. The Camp Commander delegates authority to authenticate camp command correspondence to the Deputy Camp Commander, Chief of Staff, Commandant of Cadets, Chief, P&A and Adjutant. The camp daily bulletin provides correct signature blocks for these individuals.

b. The Camp Chief of Staff authorizes primary staff to sign internal correspondence or correspondence reporting or announcing facts and information. Staff chiefs may further delegate such authority at their discretion. Primary staff is identified in Section B, Chapter 6 using office symbols (ROTC-XX is primary staff, ROTC-XX-XX is not).

c. Any correspondence leaving advanced camp (including to HQ, Fourth Region; HQ, I Corps and Fort Lewis; etc.) is considered camp command correspondence.

3. **RESPONSIBILITIES.**

a. The Adjutant ensures correspondence prepared for distribution via Distribution Center contains proper authentication.

b. Section chiefs are responsible for ensuring correspondence presented for authentication is coordinated with other staff sections/command group as appropriate.

4. **PROCEDURES.**

a. Prepare internal camp correspondence on an informal memorandum. Prepare correspondence leaving camp on letterhead stationary in memorandum format. Camp letterhead can be obtained from the P&A Administrative Services Section.

b. Staff sections prepare memoranda of instruction, orders, circulars, suggested changes to the Camp SOP (in coordination with Camp Training Division), or any other policy-making documents for authentication by the Camp Adjutant.

c. P&A prepares the Camp Bulletin for authentication by the Adjutant.

d. Letters and orders pertaining to cadet personnel actions are prepared for authentication by the Chief, Cadet Personnel Div who signs as Asst. Adjutant.

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

CHAPTER 11

CADRE IN/OUTPROCESSING AND EMERGENCY LEAVE PROCEDURES

1. **GENERAL.** P&A coordinates in/outprocessing procedures to provide a smooth transition into camp and ensure that all required activities are cleared prior to departure from camp. Use HQ4RAC Form 18, Cadre Inprocessing Checklist (Figure B-10) for inprocessing. Use HQ4RAC Form 10, ROTC Camp Clearance Record (Figure B-11), for outprocessing control.

2. **RESPONSIBILITIES.**

a. P&A establishes inprocessing procedures and provides current HQ4RAC Form 18 upon inprocessing.

b. P&A establishes outprocessing procedures and updates and prints HQ4RAC Form 10, as necessary, and serves as final clearance authority from advanced camp.

c. Committee chiefs/section chiefs/RTOs ensures their personnel have cleared all activities, except P&A, before giving staff section/regiment OIC clearance.

3. **PROCEDURES.**

a. Inprocessing. During inprocessing, P&A:

(1) Prepares HQ4RAC Form 18 upon cadre members' arrival and ensure that the following forms are completed and included:

(a) Ensures completion of DA Form 647-1. (Personnel Register)

(b) Ensures completion of DA Form 3955. (Post Locator Card)

(c) Retains a copy of the TDY orders.

(d) Retains completed P&A data information sheet.

(2) Provides, where necessary, a Fort Lewis temporary vehicle pass for the duration of TDY.

(3) Weighs and measures height of each cadre member. If overweight, completes memorandum for Camp Commander notification.

(4) Directs cadre member to the billeting section for receipt of billeting keys and room assignments.

b. Outprocessing.

(1) P&A disseminates HQ4RAC Form 10, Advanced Camp Clearance Record, to all regiments, staffs, and committees to ensure all individuals have clearance papers prior to release date.

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(2) All cadre, regardless of camp assignment, must clear the following activities:

(a) Logistics, Bldg 10D2.

(b) Committee/section chief/RTO (as appropriate, to receive camp evaluation).

(c) Billeting (see paragraph 3b(6)).

(d) P&A.

(e) In addition to the above, 2LTs are required to do a final clearance at Building 9D42, 2LT In/Outprocessing.

(3) In addition to those activities listed in paragraph 3b(2), Training Division training committee, section, and branch chiefs must clear the following:

(a) Deputy Training Division or the Deputy Training Division-Operations.

(b) Training Aids, building F17.

(c) Training Support.

(d) After Action Reports.

(e) Building F10 Warehouse (cleared along with the OIC of the supporting unit).

(4) Members of regimental TAC staffs or camp staff members do not have to clear Training Division.

(5) Clear billeting as follows:

(a) McChord AFB. All personnel billeted at McChord must turn in keys and clear the McChord Billeting Office prior to reporting to P&A. All ROTC assigned personnel pay miscellaneous charges only.

(b) Fort Lewis. All personnel billeted on Fort Lewis/North Fort Lewis must turn their keys in to Training Division billeting personnel, or if on Fort Lewis, to the main billeting office prior to departure.

(6) Final Clearance. In all cases, RTOs, Training Committee Chiefs, and Staff Section Chiefs must sign clearance forms before personnel report to P&A for final outprocessing.

NOTE: Cadre personnel wishing to depart prior to their original departure date must receive approval in writing from the first Colonel in their chain of command. This memorandum will be placed in his/her personnel file for clearing purposes.

c. Emergency leave procedures.

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(1) Emergency leaves may be granted during Advanced Camp when an emergency personal problem exists. Such leave is chargeable.

(2) To be classified as an emergency, the emergency must exist in the service member's immediate family or the immediate family of the spouse.

(3) Procedures.

(a). Emergency Leave: Once a camp cadre member is notified that an emergency exists requiring his/her presence, the soldier notifies his/her immediate supervisor. The supervisor, i signs the DA Form 31 under Supervisor Recommendation. Commandant is the approving authority. Commandant forwards to P&A for authentication. Blank DA Forms 31 may be obtained at P&A.

(b). If the SM will not return to camp to complete TDY, the SM must outprocess from P&A prior to being signed out from camp. The RTO/Committee/Section Chief will sign the DA 31 block 12 supervisor recommendation. The first Colonel, Commandant of Cadets, Deputy Camp Commander, or Chief of Staff will sign block 13, as approving authority.

(c). Ordinary Leave under Emergency Conditions: If the SM requires ordinary leave under emergency conditions, the Region is the approving authority. If they approve the leave, they must provide a replacement if the individual will not return to camp. The Region LNO coordinates with their Region and P&A.

(d). P&A signs the individual out and suspense the DA Form 31 for accountability purpose. Turn in room keys to Training Division (Billeting) prior to departure.

(4) Actions upon return. Upon return from emergency leave, the soldier inprocesses through P&A, signs back in off emergency leave, receives room key and returns to duty.

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CADRE INPROCESSING CHECKLIST

Name (Last, First, MI)	Rank	SSN

Check or enter NA:

- DA Form 647-1 Completed and retained
- DA Form 3955 Completed and retained - 1 ea
- DD Form 1610 (TDY Orders) Retain one copy
- Height/Weight: ___AGE ___Height
 ___Weight ___Tape(Yes/No)
- Billeting

HQ4RAC FORM 18
FEB 98 (Previous editions are obsolete)

FIGURE B-9

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<u>EMERGENCY DATA FOR ADVANCED CAMP CADRE</u>		
NAME	SCHOOL	REGION
NAME OF PERSON TO BE NOTIFIED IN CASE OF SERIOUS ILLNESS OR DEATH		
ADDRESS OF PERSON TO BE NOTIFIED		
TELEPHONE # (INCLUDE AREA CODE) RELATIONSHIP		
ALTERNATE PERSON TO BE NOTIFIED IN CASE OF SERIOUS ILLNESS OR DEATH		
ADDRESS OF PERSON TO BE NOTIFIED		
TELEPHONE # (INCLUDE AREA CODE) RELATIONSHIP		
<p><u>PROMOTION INFORMATION:</u></p>		
E4/E5: PROMOTION CUTOFF SCORE		
E6/E7/E8: PROMOTION SEQUENCE NUMBER		

Figure B-10

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

ADVANCED CAMP CLEARANCE RECORD (For use of this form see Advanced Camp SOP, the proponent agency is P&A)	
PREPARE IN DUPLICATE (Original to Camp P&A, duplicate to individual).	
LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE
CAMP ASSIGNMENT (COMMITTEE/SECTION)	DEPARTURE DATE & TIME
PERMANENT DUTY STATION (SCHOOL)	
FACILITY	INITIAL
1. LOGISTICS (BLDG. 10D2)--All Personnel	
2. EVALUATION (BLDG. 9D50)--Committee Chief/RTOs	
3. TRAINING (BLDG. 11D39)--RTOs/Committee Section Chiefs	
4. CADET PERSONNEL (BLDG.9D42)--Second Lieutenants only	
5. I have turned in or properly transferred all classified documents except those which pertain to my official duties and for which I, as an individual, have been designated the authorized custodian. I have discharged all personnel debts admittedly due and payable at this time in this area or have made satisfactory arrangements with the persons or organizations concerned for the payment of same and I have further notified them of my next duty station or address. I understand that this clearance does not relieve me of any pecuniary liability for government property which has been or may be raised on a report of survey or report of board of officers in lieu of report of survey. I will turn in my keys prior to departing.	
SIGNATURE OF PERSON CLEARING	DATE
6. This individual has turned in or properly transferred all documents and property except those which pertain to his official duties and for which he has been designated the authorized custodian. He has cleared all required sections and offices and has discharged all personnel debts payable at this time in this area or has made satisfactory arrangements with the persons or organizations concerned for the payment of same. He understands that this clearance does not relieve him of any pecuniary liability for government property which has been or may be raised on a report of survey or report of board of officers in lieu of report of survey. SOLDIER HAS RECEIVED BRIEFING ON LDP.	
SIGNATURE OF RTO/SECTION/COMMITTEE CHIEF	
7. PERSONNEL AND ADMINISTRATION - BLDG 11D39 - All personnel All personnel must clear & turn in keys with billeting before leaving.	DATE

HQ4RAC FORM 10
 FEB 98 (Previous editions are obsolete)

FIGURE B-11

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

CHAPTER 12 POSTAL OPERATIONS

1. **PURPOSE.** To describe the procedures for the appointment of mail orderlies and for delivery of mail to cadets and cadre at advanced camp.

2. **RESPONSIBILITIES.**

a. The 175th Postal Company appoints the Camp Postal Officer. The Camp Adjutant serves as alternate Camp Postal Officer.

b. The Camp Postal Officer publishes the memorandum designating personnel authorized entry to the mail room as shown in Figure B-12.

c. The RTO, Committee Chiefs and the chief of each staff section (e.g., P&A, Training Division, RM, Evaluation, PAO, Protocol, and Boards) appoints mail orderlies.

d. Chief, P&A in conjunction with the Camp Postal Officer: Establishes mail call hours, schedules briefings for mail orderlies and coordinates postal activities with HQ, Fort Lewis Postal Branch. The Camp Mail Room is staffed with support unit and USAR personnel.

e. Committees will also be assigned a mail box which can be accessed by the mail orderly 24 hours per day.

3. **PROCEDURES.**

a. As each staff section and regiment becomes operational, the section chief/RTO appoints mail orderlies on a memorandum using the format shown in Figure B- 12. Section/Committee Chiefs and RTOs must ensure that mail orderlies do not have detrimental information in his/her record or background. Regimental mail orderlies are the Admin NCO and all PTNCOs. Regiments should appoint Platoon TAC Officers as mail orderlies if they will carry mail at any time. Reinitiate appointment memoranda if mail orderly departs prior to end of camp.

b. Prepare two copies of DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly) for each individual designated as a mail orderly using the sample shown at Unit Mailroom. Make no entries in block 9.

c. Prepare one copy of HFL Form 638 (Acknowledgment of Being Informed What Constitutes Violations and Offenses Against the Mail) for each mail orderly (Figure B-13). The Camp Postal Officer or alternate witnesses the form.

d. Cadet Personnel Division ensures that each cadet completes a DA Form 3995 (Change of Address and Directory Card) during unit inprocessing, outprocessing, and when reassigned (i.e., to the Holding Company or another Regiment). . Arrange cards alphabetically and deliver to the camp mail room within 48 hours of the cadet's arrival or departure.

e. The Camp Postal Officer coordinates postal activities, to include mail call hours, briefings for mail orderlies and staffing of the camp mail room.

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f. The Camp Postal Officer establishes mail call hours in conjunction with Fort Lewis Postal Branch. The camp bulletin announces the established hours.

g. Only the addressee or an authorized individual holding a mail orderly card (DD Form 285) may pick up mail from the camp mail room. Mail orderlies deliver mail only to the addressee or to another authorized individual holding a mail orderly card.

h. Regiments hold mail call for cadets in the field; however, practical considerations may preclude the delivery of mail (especially packages) in some training situations. RTOs make final determination as to whether or not to hold field mail call.

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

ROTC-P&A

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (date effective), the following personnel are assigned the duty shown. All personnel are assigned by authority of DOD Postal Manual, 4525.6-M, dated February 1987.

2. Period of duty is (date effective) through (end of camp).

3. Military personnel records of these individuals were reviewed and contain no evidence of conviction of a crime involving moral turpitude.

<u>NAME</u>	<u>CLEARANCE</u>	<u>DUTY POSITION</u>
		Unit Postal Officer
		Alternate Postal Officer
		Primary Mail Clerk
		Alternate Mail Clerk

4. _____, 967-___, is the point of contact.

FOR THE COMMANDER:

SIGNATURE BLOCK
RANK, BR
Adjutant General

DISTRIBUTION:
Each individual plus
ROTC-P&A
Cdr, I Corps and Fort Lewis

FIGURE B-12

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

ROTC-__ (Regiment/Staff Section)

MEMORANDUM FOR Unit Postal Officer, Advanced Camp, Ft Lewis, WA
98433-7200

SUBJECT: Appointment of Unit Mail Orderlies

1. DOD 4526.6-M, Vol II, Chapter 3, paragraph B, with FORSCOM Suppl 1 has been read and explained to the individuals listed below.
2. Military personnel records of the below individuals have been reviewed and contain no evidence of crime involving moral turpitude.
3. The below named individuals have valid security clearances as indicated.
4. Attached are 2 copies of DD Form 285 and 1 copy of HFL 638 pertaining to the below individuals.

<u>NAME</u>	<u>RANK</u>	<u>CLEARANCE</u>
-------------	-------------	------------------

2 Encl
DD Form 285
HFL 638

RTO/Section Chief
Signature Block

NOTE: If individual has a valid security clearance, a PMO name check is not required. If individual appointed does not have a valid clearance, state whether he had favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) completed. Signature by the unit commander or Unit Postal Officer is authority that the individual is eligible for SECRET clearance. If individual becomes ineligible for a SECRET clearance, the unit commander or Unit Postal Officer must revoke his appointment.

Figure B-12 (Cont.)

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

ACKNOWLEDGEMENT OF OFFENSES AGAINST THE MAIL

(For use of this form, see FL Postal SOP; the proponent agency is DOIM)

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C., Section 3013 and Executive Order 9397.

PRINCIPAL PURPOSE(S): To provide a record of acknowledgement that appointed postal personnel are aware of what constitutes an offense against the mail.

ROUTINE USES: Information collected on this form may be released outside the Department of Defense as prescribed in AR 340-21, para 3-2.

DISCLOSURE: Failure to provide your SSN will not affect your appointment as the information may be obtained from other official records.

1. CONFIDENTIALITY OF THE MAIL.

a. The confidentiality of the mail cannot be violated. Tampering with or acts against mail matter are offenses against the United States and are punishable by law. Mail is considered to be in United States Postal Service or military postal channels from the time it is deposited in an authorized civilian or military post office or authorized locked mail depository, or is given to a designated military postal clerk or an authorized unit mail clerk for posting, until it is delivered to the addressee in person, or to a representative authorized by him/her in writing.

b. Military postal personnel will not break or permit to be broken the seal of any first-class matter while in military postal channels.

2. SAFEGUARDING MAIL. Military postal personnel may be held responsible for any loss brought about by their failure to properly handle mail entrusted to their care.

a. When unit mail clerks are absent from unit mailrooms, receptacles for registered and certified mail, and doors and windows to unit mailrooms will be locked.

b. Except pursuant to mail covers administered under Part 115, Domestic Mail Manual, as implemented by Army regulations, military postal personnel will accomplish the uninterrupted flow of mail through Army postal channels.

c. In the event that any mail entering or leaving the unit is of official interest to an authority or individual other than the addressee or sender, the serving postal officer will be consulted. Military postal personnel are not authorized to inform any individual of the identity of addressees with whom members of the unit correspond.

d. Within military channels, all accountable mail is covered by an unbroken chain of receipts from the time of delivery by the civilian postal activity to a unit mail clerk or alternate until final delivery has been made or article is returned to source from which received. The signature of a unit mail clerk or alternate for accountable mail on U.S. Postal Service of DD Forms is prima facie evidence that he has accepted personal responsibility and liability. The person signing for accountable mail is solely responsible for its delivery until he/she obtains a signature on U.S. Postal Service or DD form from one of the following:

(1) The addressee.

(2) An authorized agent of the addressee (DOD 4525.6-M, para 4-06.h).

(3) A mail clerk upon the transfer of his/her duties to that individual, in which case that individual assumes sole responsibility and liability for proper delivery.

(4) An authorized individual located at the source from which the undeliverable accountable mail was received.

3. OFFENSES AGAINST THE MAIL.

a. *Obstruction of correspondence and theft or receipt of stolen mail matter.* Whoever steals or takes, or obtains by fraud, any letter, post card, package, or bag from or out of any mail, post office, or other authorized mail depository, or who opens or destroys such mail, or who removes from such mail anything contained therein will be fined not more than \$2,000 or imprisoned not more than 5 years, or both. Any person buying, receiving, concealing, or unlawfully possessing mail matter or contents thereof, knowing same to have been stolen, also will be fined or imprisoned (18 U.S.C. 1701, 1702, and 1708).

HFL FORM 638
1 AUG 89

EDITION OF 1 JUN 82 IS OBSOLETE

Figure B-12 (cont.)

SECTION B – PERSONNEL AND ADMINISTRATION DIVISION

b. *Mailing obscene or indecent matter.* Whoever deposits in any post office or authorized mail depository any letter, package, or other mail matter containing obscene or indecent pictures, writing, or publications, will be fined not more than \$500 or imprisoned not more than 5 years, or both (18 U.S.C. 1461).

c. *Removal of postage stamps from mail.* Whoever unlawfully or willfully removes from any mail matter any stamp attached thereto will be fined not more than \$500 or imprisoned not more than 1 year, or both (18 U.S.C. 1720).

d. *Tampering or destruction of mail records.* Whoever embezzles, steals, purloins, or knowingly converts to his/her use or use of another, or without authority sells, conveys, or disposes of any record, voucher, money or thing of value of the United States or any department or agency thereof, shall be fined not more than \$10,000 or imprisoned not more than 10 years, or both (18 U.S.C. 641).

e. *Damage of mail bags or other equipment.* Whoever tears, cuts or otherwise damages any mailbag, pouch, or other thing used or designed for use in the conveyance of the mail, or draws or breaks any staple or loosens any part of any lock, chain, or strap attached thereto, with intent to rob or steal any such mail, or to render the same insecure, shall be fined not more than \$1,000 or imprisoned not more than 3 years, or both (18 U.S.C. 1706).

f. *Punishment of accessories after the fact.* Whoever, knowing that an offense against the United States has been committed, receives, relieves, comforts or assists the offender in order to hinder or prevent his/her apprehension, trial, or punishment, is an accessory after the fact. Except as otherwise expressly provided by the act of Congress, an accessory after the fact shall be imprisoned not more than one-half the maximum term of imprisonment or fined not more than one-half the maximum fine prescribed for the punishment of the principal, or both; or if the principal is punishable by death, the accessory shall be imprisoned not more than 10 years (18 U.S.C. Suppl V3).

g. *Mailing of prohibited matter.* Whoever deposits in any post office or an authorized mail depository any letter, package, or other mail matter containing prohibited matter such as concealable weapons, ammunition, explosives, flammables (except safety matches which may be mailed within CONUS to CONUS addresses), or whiskey will be fined not more than \$1,000 or imprisoned not more than 2 years, or both (18 U.S.C. 1715 and 1716).

h. *Use of the mail to defraud.* Whoever, having devised or intending to devise, any scheme or artifice to defraud, or for obtaining money or property by means of false or fraudulent pretenses, representations, or promises, for the purpose of executing such scheme or artifice or attempting to do so, places in any post office or authorized depository for mail matter, any matter or thing, whatever, to be sent or delivered by the U.S. Postal Service, or takes or receives therefrom, any such matter or thing, shall be fined not more than \$1,000 or imprisoned not more than 5 years, or both (18 U.S.C. 1341).

i. *Robbery or forceful entry of military unit mailrooms or postal activities, or receptacle intended or used for the receipt or delivery of mail, or U.S. Postal Service activities located on military installations.* Whoever forcibly breaks into or attempts to break into any mail receptacle, or into any building used in whole or in part as a post office, with intent to commit in such post office, or building or part thereof, so used, any larceny or other depredation, shall be fined not more than \$1,000 or imprisoned not more than 5 years, or both (18 U.S.C. 1705 and 2115).

I, _____, acknowledge that I have read, had explained to me
(TYPED NAME AND SSN)

and fully understand the paragraphs above concerning safeguarding mail and offenses against the mail.

(SIGNATURE)

Witnessed before me this ____ day of _____ 19 ____

(SIGNATURE AND GRADE OF WITNESS)

(SIGNATURE AND GRADE OF WITNESS)

Figure B-12 (cont.)