

# ENLISTED CAREER NOTES



## PERSONNEL CHANGES

Several key positions within the Infantry/Armor Branch have changed hands recently. First, LTC Richard C. Pahland has replaced LTC Tommy F. Grier, Jr., as Branch Chief. In addition, MSG Tyrone D. Haigh has taken MSG Jerry L. Rock's job as Senior Infantry Career Advisor; SFC Robert J. Hayes, Jr. and SFC William Crabill have replaced SFC Roger L. Miller and SFC William A. Riggins as Professional Development NCOs; and SSG(P) Gregory V. White has taken SFC Michael Engle's place as ANCOC Manager.

## CHECKING OMPFs

It is not necessary for a soldier to review his Official Military Personnel File (OMPF) every time he gets an EER or a letter of appreciation, or even every year, for that matter. Although virtually thousands of OMPF transactions are made each year, there may be little change in the average file. But a soldier should review his OMPF when he becomes aware that his records are to appear before a Department of the Army selection board (at least 120 days before the board is scheduled to convene) or whenever there has been a material change to his records, such as one directed by the Army Board for the Correction of Military Records or the Department of the Army Suitability Evaluation Board.

Any soldier who wants to review his OMPF should write to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RF-I, Fort Benjamin Harrison, IN 46249. Only written requests, complete with name, social security account number, and the ad-

dress to which the microfiche copy is to be mailed, will be honored. There is no charge for this service.

## DA FORM 2-1

Under the provisions of Paragraph 5-3, AR 640-2-1, Military Personnel Offices must prepare and forward to the Infantry/Armor Career Branch a complete copy of DA Form 2-1 for each Infantry soldier in the ranks of staff sergeant and platoon sergeant. This is done upon completion of the soldier's annual records review, which is accomplished during his birth month.

The current DA Form 2-1 is the primary tool assignment managers and career advisors use to make assignments that best meet a soldier's career needs and preferences and also the needs of the Army. It contains information on that soldier that exists nowhere else, such as, his

- Assignment history.
- Previous duty positions.
- Military and civilian schools attended.
- Current height and weight.
- Aptitude area test scores.
- Overseas tours completed.
- Assignment limitations.
- Location of dependents.
- Awards and decorations.
- Additional Skill Identifiers and Skill Qualification Identifiers.

Soldiers and MILPOs alike can help see that assignments are made on the basis of current information by forwarding their updated DA Forms 2-1 to MILPERCEN.

## CORRESPONDENCE

The Infantry/Armor Branch receives a lot of correspondence every

day from MILPOs and individual soldiers. Much of this correspondence is addressed incorrectly or does not provide enough information.

Each piece of correspondence should include at least the soldier's Social Security number, his complete name, and his five-digit MOS code.

The correct address of Infantry/Armor Branch is:

DA, MILPERCEN  
ATTN: DAPC-EPK-1  
2461 Eisenhower Avenue  
Alexandria, VA 22331

## ENLISTED PREFERENCE STATEMENT

Each soldier must submit an Enlisted Preference Statement (DA Form 2635) to his career branch within 30 days after his promotion to staff sergeant. AR 614-200, which requires this submission, also provides for the voluntary submission of a statement at any time following promotion to staff sergeant when an item of information on the previous form changes.

This form contains information on the soldier that is not available on other forms in his file, such as:

- His preference on duty position (troops, staff, instructor, ROTC, ARMR, Full Time Manning, first sergeant).
- The service schools he would like to attend (Drill Sergeant, Recruiter, First Sergeants Course).
- His unique assignment considerations (Joint domicile, sole parent, special dependent care requirements).
- The number and ages of his dependents.
- His typing ability.
- Remarks concerning specific assignments he wants and is qualified for.

Even though preferences are the primary subject of conversation between soldiers and their career managers, the preference statements now in their Career Management Individual Files (CMIF) range in age from one to nine years.

It is important, therefore, for each soldier to influence his own assignment process by making sure a current DA Form 2635 is on file with his branch. Every item of information on the form helps his assignment manager and career advisors to provide him with one of his first three

choices of assignment, and it does so before the assignment process begins rather than after, which is very important. It helps, too, if one of an Infantryman's first three choices is a command with a large Infantry population where more soldiers in different ranks and with different Infantry MOSs are needed.

Each soldier should route his completed and signed preference statement through his PAC and MILPO so that his assignment preferences can be recorded on his DA Form 2 and on his Enlisted Master File as well. In

this way every assignment consideration related to him can be reviewed in conjunction with his DA Form 2-1 Personnel Qualification Record and OMPF microfiche. The result should be the best match of his preferences and the Army's needs.

Although files on soldiers in the first five pay grades are not maintained at MILPERCEN, their preferences are available through each Enlisted Master File, which is updated when the soldier screens and updates his DA Form 2.

## RESERVE COMPONENT NOTES

More than 6,500 ROTC cadets are now taking part in the Simultaneous Membership Program (SMP), which means that they are also members of Army National Guard or Army Reserve units. But there still seems to be some confusion about the rules of this program.

Under the SMP, high school students may enlist as potential SMP participants in Guard or Reserve units and attend basic training during the summer. Enlisted soldiers who are already assigned to selected Reserve units may qualify for simultaneous membership if they have four or more years remaining on their enlistments. The SMP is also open to college students with or without prior military service.

SMP enlistees may be eligible for the ROTC Advanced Course as early as their freshman year in college. After enrolling in Advanced ROTC, the cadets receive drill pay from their Reserve Component units in the rank of sergeant (unless they have reached a higher grade) in addition to the \$100 monthly subsistence allowance they are entitled to as Advanced Course cadets.

When they have completed Advanced ROTC, these cadets can receive early commissions and serve as second lieutenants in their Guard or Reserve units while completing

their degrees. After graduation, they are slated for either Active or Reserve Component duty, depending upon the needs of the Army.

Some participants mistakenly believe they are guaranteed duty with selected Reserve units for the entire term of their military obligations. But, as Total Army assets, they are assigned accordingly, unless they have Guaranteed Reserve Forces Duty (GRFD) contracts.

Another relatively common but incorrect assumption about GRFD contracts is that they can be broken. Cadets who have these contracts are never involuntarily ordered to active duty, but they can volunteer for active services and thus void their contracts.

SMP members also report some confusion about how to credit their enlisted duty toward their overall length of service.

Once they have been commissioned, SMP participants cannot count as creditable service the enlisted duty in Reserve Component units they performed while they were Advanced Course cadets. But if they remain in an enlisted status (are not commissioned) after they complete the ROTC Advanced Course, that time is creditable. Of course, those who are commissioned get to count the time they spent in commissioned

status for pay purposes. Whether SMP members are commissioned or not, their enlisted duty before they entered the Advanced Course can be counted when computing length of service.

Reserve Component unit commanders also frequently have questions about the program, specifically, how to manage SMP cadets.

SMP participants should be treated as officer trainees and should be given duties normally required of second lieutenants, with individual training plans developed for each of them. While it is expected that they will also be exposed to the full range of duties performed by lower-ranking enlisted soldiers, the emphasis should be on their development as officers. Counseling and instruction in the leadership roles of officers is considered a major part of their training.

SMP members may attend both their unit's Annual Training and ROTC Advanced Camp during the same summer, but if the dates for the two conflict, the cadet must go to the Advanced Camp.

The intent of the program is to have SMP cadets commissioned early so they can serve as officers in Reserve Component Units while finishing their degrees. This means that it is especially important for their units to train them properly.