

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 (Include ZIP Code) HRO 5019 HWY 42 Ellenwood, GA 30294	2. TO (Include ZIP Code) USPFO Military Pay 935 E. Confederate Ave. SE Atlanta, GA 30316	3. FROM (Include ZIP Code) Soldiers Unit
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Doe, John	5. GRADE OR RANK/PMOS/AOC E-6 / SSG	6. SOCIAL SECURITY NUMBER 123-45-6789
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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 ACTION

8. I request the following action: (Check as appropriate)

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

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Soldier has ___ days. Please transfer ___ days to the AC / RC side.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. 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)
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DA Form 4187

CommanderAuthorized_Representative_Signatures_for_the_Personnel_Action_Form_DA_4187__(UNCLASSIFIED)

From: Crowder, Kenneth Mr CIV NG NGB ARNG
Sent: Wednesday, April 06, 2011 11:12 AM
To: NG J8 CMPTRS
Cc: NGGB USPFOS-All States Private DL; NGDF NGB-ARC-F-IND(All); Charles, Valerie H Ms CIV NG NGB ARNG; Kraft, Jon E COL MIL NG NGB ARNG; Neifert, Judith L SGM MIL NG NGB ARNG; Carroll, Gail M Ms CIV NG NGB ARNG; Gray, Kristina MAJ MIL NG ARNG PEC; Sapp, Robert III Mr CIV NG NGB ARNG; Smith, Terrence L LTC MIL NG NGB ARNG; Foot, Jeremy R LTC MIL NG NGB ARNG; Courtney, Lisa K LTC MIL NG NGB ARNG
Subject: (11-100) Commander/Authorized Representative Signatures for the Personnel Action Form DA 4187 (UNCLASSIFIED)

Importance: High

Classification: UNCLASSIFIED

Caveats: FOUO

NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE

ARLINGTON VA 22204-1382

NGB-RMC-F

6 April 2011

MEMORANDUM FOR Chiefs of Staff, United States Property and Fiscal Officers of All States, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia and all NGB Activities

SUBJECT: Commander/Authorized Representative Signatures for the Personnel Action Form DA 4187 (11-100)

1. REFERENCES:

- a. Department of the Army Form 4187, "Personnel Action", dated January 2000.

b. Army Regulation 600-8-6, "Personnel Accounting and Strength Reporting", dated September 24, 1998.

c. Department of the Army Pamphlet 600-8-21, "Soldier Applications Program", dated July 28, 1995.

2. The Army National Guard Financial Services Center (NGB-RMC-F) is receiving DA 4187 Personnel Action requests that are not properly signed by the Soldier's Commander or Commander's authorized representative. Any DA Form 4187 received by NGB-RMC-F that is not signed by the Commander and does not meet the following Commander's Authorized Representative criteria for signature, will be sent back for correction and or clarification.

3. Per Army Regulation 600-8-6, the Commander's Authorized Representative is identified as the following:

a. The commissioned officers and WOs serving in the position of BNS1, adjutant, or assistant adjutant. This authorization includes adjutants and assistant adjutants of organizations authorized commanders (lieutenant colonel (LTC) and above) that do not have a headquarters company or similar organization.

b. Department of the Army (DA) civilian employees in grades GS-7 and above, when appointed in writing by the unit Commander.

c. Personnel and Administration Center (PAC) supervisor or personnel staff noncommissioned officer (PSNCO).

d. First Sergeants (1SGs) or acting 1SGs of separate companies.

e. Other designated representatives appointed in writing by the unit Commander.

4. If the Commander's Authorized Representative that is signing is classified as "Other designated representative appointed in writing by the unit Commander", then the written appointment must be submitted with the DA Form 4187.

5. The DA Form 4187 will be authenticated by the unit Commander or designated representatives and must be either signed in black/blue ink or digitally signed, and an "X" will be placed in the "HAS BEEN VERIFIED" box. These representatives will ensure that data entered on the form is in agreement with

CommanderAuthorized_Representative_Signatures_for_the_Personnel_Action_Form_DA_4187__(UNCLASSIFIED data entered into SIDPERS.

6. The point of contact for this memorandum is CPT Dennis M. Baltimore at 317-510-3294, DSN: 699-3294, dennis.baltimore@us.army.mil.

/s/

KENNETH CROWDER
Chief, ARNG

Financial

Services

Center

CF:

ARNG G1

DFAS-IN

Classification: UNCLASSIFIED
Caveats: FOUO

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