

JAN-66

ASSIGNMENT SHEET - INCOMING PERSONNEL

1. LASKER, PAUL E.	2. 077522	3. Capt	4. 20 Oct 60
Last Name, First Name, MI	Svc No/File No	Grade/Rank/Rate	Date of Rank
5. A	6. Inf	7. 1560	*8. 14 Dec 64
Svc (A, N, AF, MC)	Branch (Army Only)	PMOS/AFSC/Desg	Port Call Date

*9 Repl for:

Grade and Last Name	DEROS	Unit/Stf Div
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Duty Title	JTD Par and Line No	Mandatory Overlap (Yes or No)
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*10. Remarks:

BIV AD, UNIT AD DR
5TH INF DIV, III CORPS
400/14-06
81542
THU DAY NOT
VACANT
JAN
15 Dec 64

15-7-64

*NOTE: These items will be handwritten AFTER this sheet has been removed from Form 135-A. See instructions on reverse side.

INSTRUCTIONS
(MACV Form 135 and 135-A)

A. INITIAL PREPARATION. (Upon receipt of name assignment information)

1. Use one copy of Form 135 and two copies of Form 135-A.
2. Align them carefully and staple at the top.
3. Items 1 thru 7 will be typewritten.

NOTE: Form 135 will be original; Form 135-A will be carbon duplicate and triplicate. Use good carbon to insure legible copies.

4. Remove Form 135, complete items 8-10 in ink and place in incoming folder.
5. Leave Forms 135-A stapled together, complete item 10 and place in incoming folder.

B. 20TH OF THIRD MONTH PRIOR TO MONTH OF ARRIVAL.

1. Remove Form 135 from file.
2. Review replacement (assignment) data.
3. Obtain assignment approval from J1, if required.
4. Prepare and dispatch DF to staff division/unit of assignment (Dir 600-2).
5. Return to incoming folder.

C. ON DAY OF ARRIVAL.

1. Remove Form 135 and Form 135-A from file.
2. Confirm assignment on Form 135.
3. Complete Item 12, Form 135-A.
4. Deliver Forms 135-A to In-Processing (with carbon intact).
5. Inprocessing has individual complete Item 8 (and 11 for EM) and confirm Items 1-7 and 10. Form is returned to Officer/Enl Unit.
6. Officer or Enl Unit completes Item 9 and signs.
7. Detach original with signature and send to Ad Svc for orders.
8. Attach remaining copy to thermofax qualification record and give to Stat Unit.
9. Suspend Form 135 pending receipt of orders. When orders are received, destroy Form 135.
10. Stat Unit prepares status cards, completes Item 13 and passes to Morning Report Clerk.
11. M/R Clerk holds for orders, upon receipt makes appropriate M/R entry, completes Item 14 and returns to Officer/Enl Unit.
12. Officer/Enl Unit verifies Item 13 and 14, removes Form 135-A and files.
13. Officer/Enl Unit attaches copy of appropriate SO to thermofax qualification record and sends to appropriate Corps Advisor or Staff Division Chief "For info and destruction when of no further value to your activity".