

HEADQUARTERS
U. S. ARMY ARTILLERY AND MISSILE CENTER
Fort Sill, Oklahoma 73504

AKPSIGP

15 SEP 1964

SUBJECT: Initiation of DA Form 669

TO: Commanding Officer
ATTN: Personnel Officer
A Btry, 3d Bn, 30th Arty

1. In accordance with reference 4a, DA Form 669 (Troop Education Individual Record) has been initiated for the following member of your command: **2d/Lt Jerry R Brooks** 05 406 495

2. Proper entry will be made on DA Form 24 for enlisted men; or this letter will be inserted in an officer's 201 file.

3. Action in case of PCS, separation, or death of personnel.

a. Upon receipt of PCS orders, personnel officer having records custody will notify the Army Education Center. The individual's DA Form 669 will be dispatched immediately to the personnel officer who will transmit DA Form 669 in the Record Jacket (DA Form 201).

b. If Record Jacket is no longer available, personnel officer will forward DA Form 669 to appropriate address.

c. Upon discharge, separation or retirement, DA Form 669 will be given to the individual concerned.

d. Upon death during active service, the record will be destroyed.

4. References:

a. Paragraph 7c, AR 621-5, "Education and Training, General Educational Development."

FS Form Letter 317
(G1) Rev 29 Aug 63

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b. Paragraph 20n, AR 640-201, "Personnel Records-Service Record and Record of Courts-Martial Convictions (DA Forms 24 and 26).

FOR THE COMMANDER:



D. R. HENDERSON
Lt Col, AGC
Asst AG