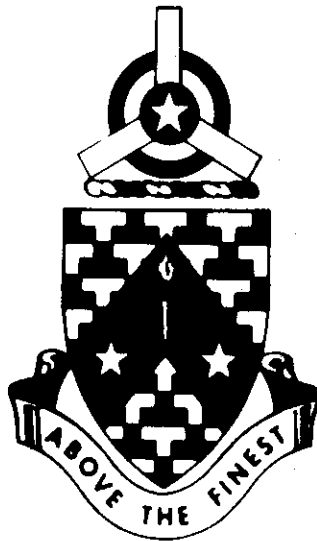


PROGRAMED TEXT

PERSONNEL ACTIONS

WD-59



JANUARY 1969

**UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS**

PROGRAMED TEXT

PROGRAM TEXT

FILE NO:

WD-59

PROGRAM TITLE

Personnel Actions

POI SCOPE: Basic understanding of the role of personnel management, the individuals involved and their responsibilities; provides familiarity with Personnel Actions, DA Form 2496; Officers Preference Statement, DA Form 483; and Officers Qualification Record, DA Form 66.

INSTRUCTOR REFERENCES:

DA PAM 600-8
Personnel Handbook, Fort Benning, Georgia
FM 611-112
FM 614-100

PREPARED BY:

CPT G. Duggan
Gen Subj Br

DATE:

April 1968

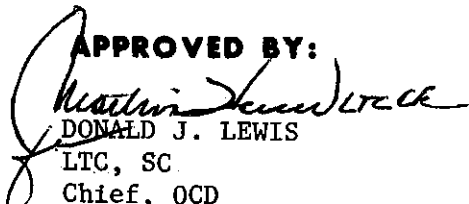
REVISED BY:

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DATE:

February 1969

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DATE:

February 1969

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PREFACE

This programmed text is designed to give you a basic understanding of personnel actions including the principles involved and the individuals who have primary responsibility in this area. In addition, the program will familiarize you with some forms which will be important to you as warrant officers. These forms are the Officer Qualification Record (DA Form 66), the Officer Assignment Preference Statement (DA Form 483), and the Personnel Actions Form (DA Form 2496).

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self-evaluation exercise. Now begin by studying the performance objectives on page iv.

PERFORMANCE OBJECTIVES

Upon completion of this program and without the aid of notes or references you will be able to:

1. Recognize the principles of personnel management.
2. Identify the individuals responsible for personnel matters and recognize their responsibilities.
3. Identify proper entries and the use of personnel action forms to include:
 - a. Officers Qualification Record (DA Form 66)
 - b. Officers Assignment Preference Statement (DA Form 483)
 - c. Personnel Actions (DA Form 2496)

PERSONNEL MANAGEMENT

FRAME 1

There are five principles of personnel management. Not all of these principles apply to each personnel problem, but a good manager will use as many as possible in each of his personnel actions.

1. Capitalize on the individual's training, intelligence, aptitudes and interests.
2. Utilize each individual fully on essential tasks.
3. Insure professional development.
4. Stimulate the individual's desire to produce.
5. Place the right man on the right job.

TURN TO FRAME 2 PAGE 3

Who prepares the Officer Preference Statement DA Form 483?

- a. All personnel in the Army
- ☒ b. Each officer and warrant officer
- c. The S-1
- d. All warrant officers and enlisted personnel

TURN TO FRAME 19 PAGE 4

FRAME 2

The first principle is to capitalize on the individual's training, intelligence, aptitudes and interests.

Let us assume that you are the personnel officer in an aviation battalion. You are continually inprocessing and assigning new personnel that arrive in your battalion.

PFC Jones reports in to your battalion. His records indicate that he has completed training as an aircraft machine gunner, but has spent his previous two months working as a clerk in the operations section of his last unit.

You should assign him to

- a. a company operation section as a clerk.
- b. an airlift platoon as a helicopter gunner.
- c. the aircraft maintenance section to repair machine guns.
- d. the mess hall as a cook.

TURN TO FRAME 3 PAGE 5

Answer: b. Each officer and warrant officer

FRAME 19

This form MAY be submitted at any time an officer desires to change his assignment preference. It MUST be submitted at the following specific times:

(1) By newly appointed officers and officers recalled to active duty at the time the Officers Qualification Record (DA Form 66) is prepared.

(2) For officers assigned overseas or on stabilized tours within the CONUS, 9 months prior to completion of overseas or CONUS stabilized tour.

(3) For officers assigned to a nonstabilized CONUS assignment, approximately one year after reporting to CONUS station.

(4) For student officers, within 60 days after commencement of a CONUS PCS Service School or civilian institution.

Submission of a new Officers Assignment Preference Statement voids any previous statement. Your latest assignment preference statement is consulted by Headquarters, Department of the Army assignment agencies each time you are considered for reassignment. It is YOUR responsibility to keep your preference statement up to date.

NOTE: CONUS - Continental United States
PCS - Permanent Change of Station
Stabilized tour - Guaranteed Length

An Officers Assignment Preference Statement may be submitted at any time an officer desires to change his preference.

This form must be submitted at these four particular times:

1. When called to active duty
2. Nine months prior to completion of a stabilized tour (guaranteed length)
3. One year after reporting for a non-stabilized tour
4. By students within 60 days after beginning a PCS or civilian school

Captain Jones is due to be reassigned from his stabilized tour in December. He must submit a DA Form 483 in:

- a. January
- b. June
- c. July
- ☒ d. April

Answer: b. an airlift platoon as a helicopter gunner.

FRAME 3

1. Capitalize on the individual's training, intelligence, aptitudes and interests.
2. Utilize each individual fully on essential tasks.

If you should gain an individual who is school trained as an OH-13 mechanic and also a wheel vehicle mechanic, what should you do with him?

- a. Assign him as an aviation mechanic.
- b. Assign him as a vehicle mechanic.
- ☒ c. Assign him to battalion maintenance for both aircraft and vehicle maintenance.
- d. Assign him as a crewchief on an OH-13.

Answer: d. April

FRAME 20

What form does DA refer to in order to determine what the individual desires for assignment?

- a. DA Form 66 - Officers Qualification Record
- b. DA Standard Form 63
- ☒ c. DA Form 483 - Officers Assignment Preference Statement
- d. DA Form 20 - Enlisted Qualification Record

How often may an Officers Assignment Preference DA Form 483 be submitted?

- a. Once a year
- b. Every six months
- ☒ c. As often as desired to change preference
- d. Only when required by regulation

Answer: c. Assign him to battalion maintenance for both aircraft and vehicle maintenance.

FRAME 4

1. Capitalize on the individual's training, intelligence, interests and aptitudes.
2. Utilize the individual fully on essential tasks.
3. Insure the professional development of each individual.

One very important aspect of the personnel managers duties is that of providing opportunities for the professional development of each man in his unit. A good personnel manager is constantly trying to increase the proficiency and technical level of his men. For example, a crew chief should have his sights set on becoming a well trained mechanic and then a technical inspector.

The best way to do this would be:

- a. To require everyone to work two hours extra each day
- ⑦ b. On the job training, regular school, or increased responsibility
- c. Promote as many as possible as soon as they are eligible.
- d. Increase each individual's responsibilities as much as possible.

Answer: DA Form 483

As often as desired to change preference

FRAME 21

DA Form 483 has a two part section for assignment preference, one for CONUS assignments and one for overseas assignments. A capital P is used to designate whether duty or area is of primary importance. S is used for the secondary consideration. In the following example, the officer primarily desires a troop command duty, of secondary importance is the area. In this case this first choice is the first Army area.

8. ASSIGNMENT PREFERENCES (See instructions on reverse side)									
a. PREFERENCES FOR CONUS ASSIGNMENTS AND SCHOOLING (All Officers)									
P	DUTY	S	ARMY AREA	STATIONS					
1	TROOPS: COMMAND	1	FIRST						
5	STAFF MOS ()								
4	JOINT STAFF DUTY MOS ()	2	THIRD						
2	DA STAFF MOS ()	4	FOURTH						
3	CONARC	3	FIFTH						
	US ARADCOM	6	SIXTH						
	ARMY STAFF MOS ()	5	MDW (Includes entire Washington, D.C. area)						
	ROTC INSTRUCTOR								
6	MG ADVISOR		SPECIAL MILITARY SCHOOLS (All Officers)						
	ARMY RESERVE ADVISOR		SCHOOL			COURSE			
7	SERVICE SCHOOL INSTRUCTOR	1.							
	RECRUITING DUTY	2.							
		3.							
b. PREFERENCES FOR OVERSEAS ASSIGNMENTS (All Officers)									
P	DUTY	S	LONG TOUR AREAS	P	DUTY	S	SHORT TOUR AREAS		
2	JOINT STAFF MOS ()	1.	Germany	3	JOINT STAFF MOS ()	1.	Korea		
	MISSION	2.	Japan		MISSION	2.	Vietnam		
5	MAAG	3.		5	MAAG	3.			
1	COMMAND	4.		1	COMMAND	4.			
3	STAFF MOS ()	5.		2	STAFF MOS ()	5.			
4	ATTACHE	6.		4	ATTACHE	6.			
c. LEAVE ADDRESS:									
9. CAREER PREFERENCES:									

Answer: b. On the job training, regular schools, or increased responsibility

FRAME 5

1. Capitalize on the individual's training, intelligence, aptitudes and interests.
2. Utilize fully on essential tasks.
3. Insure the professional development of each individual.
4. Stimulate the individual's desire to produce.

Probably the most difficult problem for the personnel manager is how to motivate his personnel to work effectively and efficiently. There are many techniques which can be used to increase motivation; these include reward, promotion, giving credit for a job well done, and setting a good example. The result should be a hard worker who gains self-satisfaction from the proper performance of his duties.

One of the least effective techniques of motivation is

- a. promotion.
- ☒ b. punishment.
- c. job satisfaction.
- d. setting a good example.

Items are self-explanatory except those indicated below:
PARAGRAPH

8a. First indicate with a P (Primary) or S (Secondary) in the heavy outlined blocks opposite the sub-headings, whether your DUTY preferences or your AREA preferences should be given principal consideration. Indicate under heading titled DUTY your preference for duties commencing with 1. Officers who desire duties in the various functional fields of the Technical and Administrative Services (i.e. Post engineer, Research and Development, Finance and Accounting) may add such duty in the blank space provided. Appropriate MOS should be entered in space provided when staff duty is desired. Indicate under heading ARMY AREA your preferences by inserting numbers 1 through 7 in boxes provided. If assignment to specific duty stations or States within the CONUS is desired, list on line of appropriate Army area and indicate priority. List under SPECIAL MILITARY SCHOOLS those schools for which you are qualified and desire to attend in the order of priority. (See DA Pamphlet 20-21.) All eligible officers are considered for Branch and Senior Service Schools each year in which they are available for assignment. Therefore, it is unnecessary for you to indicate preference for attendance at Branch or Senior Service Schools.

PARAGRAPH

8b. First indicate with a P (Primary) or S (Secondary) in the heavy outlined blocks opposite the sub-headings,

Complete the following preference statement excerpt to show that you are primarily concerned with the area you will be assigned to, specifically the Fifth Army area; of secondary consideration is that you desire to be a service school instructor. Complete the remaining choices as you like.

8. ASSIGNMENT PREFERENCES (See instructions on reverse side)							
a. PREFERENCES FOR CONUS ASSIGNMENTS AND SCHOOLING (All Officers)							
DUTY		ARMY AREA		STATIONS			
TROOPS: COMMAND		FIRST	3				
STAFF MOS ()		SECOND	4				
JOINT STAFF DUTY MOS ()		THIRD	2				
DA STAFF MOS ()		FOURTH	5				
CONARC		FIFTH	1				
US ARADCOM		SIXTH	6				
ARMY STAFF MOS ()		MDW (Includes entire Washington, D.C. area)					
ROTC INSTRUCTOR							
NG ADVISOR		SPECIAL MILITARY SCHOOLS (All Officers)					
ARMY RESERVE ADVISOR							
SERVICE SCHOOL INSTRUCTOR		1.					
RECRUITING DUTY		2.					
		3.					

Answer: b. Punishment

FRAME 6

1. Capitalize on the individual's training, intelligence, aptitudes and interests.
2. Utilize fully on essential tasks.
3. Insure professional development.
4. Stimulate the individual's desire to produce.
5. Place the right man on the right job.

This last principle is the goal of personnel management.

Let us take the example of the individual who is constantly complaining about his job. He is forever getting into trouble; drunk every night, late for work every morning, and inefficient in his work. It is often found that the cause of problems such as this is that the individual has been assigned to a job for which he is not fit.

We can usually get the right man on the right job

- a. by giving each man the job of his choice.
- b. by assigning each man a job related to his hobby.
- ☒ c. by applying the other principles of personnel management.
- d. by reassigning individuals who present themselves as disciplinary problems.

We have considered the five principles of personnel management.

1. Capitalize on the individual's training, intelligence, aptitudes and interests.
2. Utilize fully on essential tasks.
3. Insure professional development.
4. Stimulate the individual's desire to produce.
5. Place the right man on the right job.

The questions on the next page determine the applications of the five principles.

Check the appropriate answer.

Answer to Frame 22:

8. ASSIGNMENT PREFERENCES (See instructions on reverse side)					
a. ANSWER: PREFERENCES FOR CONUS ASSIGNMENTS AND SCHOOLING (All Officers)					
S.	DUTY	P.	ARMY AREA	STATIONS	
	TROOPS: COMMAND	5	FIRST	1 Ft. Dix NJ	2 FtMeade, Md
	STAFF MOS ()	6			
6	JOINT STAFF DUTY MOS ()	2	THIRD	1 FtBragg, NC	2 FtGordon, Ga
7	DA STAFF MOS ()	3	FOURTH	1 FtWoltersTX	2 FtSill, Ok
4	CONARC	1	FIFTH		
	US ARADCOM	4	SIXTH		
3	ARMY STAFF MOS ()	7	MDW (Includes entire Washington, D.C. area)		
2	ROTC INSTRUCTOR				
	NG ADVISOR		SPECIAL MILITARY SCHOOLS (All Officers)		
5	ARMY RESERVE ADVISOR		SCHOOL	COURSE	
1	SERVICE SCHOOL INSTRUCTOR	1.			
	RECRUITING DUTY	2.			
		3.			

Answer: c. By applying the other principles of personnel management

FRAME 7

1. Failure to put the right man on the right job
 - a. is no problem provided the individual can adapt easily to a new job.
 - ☒ b. may lead to a morale problem and a tie up in the flow of work.
 - c. occurs very frequently in the Army.
 - d. is unavoidable because of the large number of people coming into the Army for short tours.
2. A crew chief trained in the OH-13 and OH-23 should
 - ☒ a. be utilized on both aircraft as much as possible.
 - b. work on one aircraft to prevent confusion between the two.
 - c. be reassigned to a unit with only one type of observation helicopter.
 - d. be assigned to the platoon headquarters as a clerk typist.
3. Sending men to school will help them in their professional development. If this is not possible, which of the following would best assist in professional development.
 - a. Canceling all weekend passes
 - b. Promotion to the next higher grade
 - c. Reassignment to another unit
 - ☒ d. On the job training
4. Morale problems can often result
 - a. because of strict disciplinary methods.
 - ☒ b. from placing a man in a job for which he is not fit.
 - c. from rapidly promoting individuals of a unit.
 - d. in a unit which continually scores high on its combat tests.
5. One of the most difficult personnel problems is to inspire the individual to want to work. The best method that is shown below is:
 - a. Punishment for those who fail to produce
 - b. Thoroughly briefing each man on the purpose of his job
 - ☒ c. Promotion of those individuals who are most productive
 - d. Strict supervision of all workers all of the time
6. Where can a trained aviation communications repairman expect to work?
 - a. In company headquarters as a radio operator
 - b. As a crew chief on a helicopter
 - ☒ c. In the radio repair section of an aviation unit
 - d. Part-time in the operations office as a dispatcher

Continue: Answers on next page

The DA Form 2496, Personnel Action Form, is used to request personnel actions of any kind.

The DA Form 2496 replaces the DA Form 1049 and should be used for all personnel matters that remain within Army channels and for which there is no other specific form required by regulation.

DISPOSITION FORM <small>(AR 340-13)</small>			
REFERENCE OR OFFICE SYMBOL AKPWO-MPD-P		SUBJECT Application for Extension of Service	
TO Commanding Officer WO CO, 3d Bn, Trp Bde Fort Wolters, Texas 76067	FROM Hubert R. Smith	DATE 14 February 1969 1LT Jones/mg/3175	CMT 1
<p>Under the provisions of AR 135-215, I request retention on active duty after completion of my current obligated tour which expires 25 September 1970. If the request is approved, I understand that:</p> <ul style="list-style-type: none"> a. My retention is for an indefinite period. b. I am subject to the normal release policies outlined in AR 135-173. c. I may be selected for special training, schooling or assignment (including overseas) as determined by Headquarters, Department of the Army, and that I may incur a service obligation as a result of such training, schooling or assignment which may or may not be in addition to any obligated service I may now have. 			
<p style="text-align: right;">HUBERT R. SMITH CW2, AV W3 157 974 SSAN: 685-26-8779</p>			

DA FORM 2496
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. U.S. GOVERNMENT PRINTING OFFICE: 1962 O-707-911

For which of the following would DA Form 2496 be utilized?

- a. Request for a new MOS.
- b. Request for a list of personnel holding a certain MOS.
- c. Request for retirement.
- ☒ d. All of the above.

Answer: 1. b, 2. a, 3. d, 4. b, 5. c, 6. c

FRAME 8

Personnel matters are the responsibility of the commander. Division, brigade and battalion commanders have a staff to assist them in the operation of the command. A division commander, a general, has a general staff designated with G's and comprised of five officers. They are:

- G-1 Personnel
- G-2 Intelligence
- G-3 Training and operation
- G-4 Supply
- G-5 Civic affairs

At brigade and battalion level, the staff officers are called S-1, S-2, S-3, S-4 and S-5. The staff officer we will be concerned with is the G-1 or S-1. Their functions are similar; the difference is primarily in magnitude.

Personnel Services Division is a consolidation of all personnel records of a division, which allows the economic use of computers. Who would be in charge of this unit?

- a. S-1
- b. G-3
- c. S-2
- ☒ d. G-1

Answer: d. All of the above

FRAME 24

The next form to be considered is the Officers Qualification Record, DA Form 66. An example of this form is found on pages 36-39. Refer to these pages as you proceed through the text.

There are two copies of the DA Form 66 maintained for each officer, one at the Department of the Army and one kept locally in the officer's personnel file. Each officer is responsible to see that the information on his 66 is complete and accurate. An officer must, by regulation, audit his DA Form 66 annually, or more often if desired. The Form 66 is a record of all training, qualifications and experience that an officer has attained. Accuracy is imperative since DA uses this form for selecting individuals for assignments or promotion.

CW2 Jones was denied assignment to Chinook Transition; the reason given was that he was not qualified. CW2 Jones investigated and found that he was qualified, but that his DA 66 was not up to date and showed him unqualified. Who is responsible for the error?

- a. Department of the Army
- b. CW2 Jones' personnel officer
- ☒ c. CW2 Jones
- d. The personnel clerk who handles CW2 Jones' records
- e. All of the above

Answer: d. G-1

FRAME 9

The G-1 or S-1 has the staff responsibility for many important activities. Maintenance of unit strength is one of these responsibilities. The unit personnel officer must be constantly aware of personnel strength data, both current and projected. Some reports which can provide current strength data are the morning report, casualty reports, and daily status reports.

Let us consider the case of a company who had six crew chiefs, one for each aircraft. If two crew chiefs were wounded and evacuated, who would be responsible for requisitioning and assigning the replacements?

- a. Personnel clerk
- ☒ b. S-1
- c. Wounded crew chief's leader
- d. First sergeant

Answer: c. CW2 Jones

FRAME 25

WARRANT OFFICER EXAMPLE

9. MILITARY OCCUPATIONAL SPECIALTIES			
CODE	TITLE	DATE	QUALIFYING AUTHORITY
062B	Rotary Wing Aviator	29Nov69	Dept of Army

COMMISSIONED OFFICER EXAMPLE

9. MILITARY OCCUPATIONAL SPECIALTIES			
CODE	TITLE	DATE	QUALIFYING AUTHORITY
1542	Inf Unit Commander	18Feb67	Dept of Army
1981	Rotary Wing Aviator	27Jan68	Dept of Army

Refer to page one of the DA Form 66 for the following:
Blocks 1 thru 8 of the DA Form 66 are self-explanatory. Block 9 contains the officer's current Military Occupational Specialities. (MOS)

What is the warrant officer helicopter pilot's first MOS?
(Military Occupational Speciality)

- a. 062B
- b. 1981
- c. B620
- d. 11B10

What is the commissioned officer helicopter pilot's current primary MOS?

- a. 062B
- b. 1981
- c. 1542
- d. 11B10

Answer: b. S-1

FRAME 10

The development and maintenance of morale is also a responsibility of the G-1 or S-1.

These many functions of the G-1/S-1 have a tremendous bearing on the morale of a unit. One function is to recognize and report problem areas which adversely affect morale. Indicators that can be observed are: combat efficiency, appearance and courtesy, personal hygiene, care of equipment, messing facilities and living quarters, adequacy and suitability of rations, use of religious facilities, and various reports. Once a problem area is defined the G-1/S-1 will normally recommend a solution to the commander.

Many important activities are G-1/S-1 responsibilities; these include, postal services, special services, Army-Airforce exchange service, chaplain services and the American Red Cross. These activities, if run properly, can boost morale considerably.

The S-1 should be informed in which of the following situations?

- a. The men are unhappy with the mess hall.
- b. Letters take too long to reach the men.
- c. An individual desires to be baptized.
- ☒ d. All of the above

Answer: a. 062B b. 1981

FRAME 26

Blank 10 lists assignment limitations. One such limitation would be the classification of an individual as a sole surviving son. A sole surviving son of a family which has suffered the loss of the father or one or more sons or daughters in the military service will not be required to undergo the hazards of combat duty or be subject to hostile fire. An only son serving on active duty, by mere virtue of him being an only son, does not classify him as a sole surviving son.

10. ASSIGNMENT LIMITATIONS
(Possible): Sole Surviving Son
Physical disability
Physical limitations

One of PFC Jones' brothers dies as a result of injuries sustained in the line of duty during military service. Does this qualify PFC Jones as a sole surviving son?

- a. Yes
☒ b. No

Answer: d. All of the above

FRAME 11

All military personnel are authorized 30 days leave per year accumulated at the rate of two and one half days per month. Rest and relaxation (R and R) permit individuals to spend time away from combat zones without having this time deducted from accumulated ~~leave time~~. It is an S-1's duty to evaluate requests for R-R quotas and attempt to give priority to troops having the greatest need for rest and relaxation.

With one opening left for an R and R, who should the S-1 give this R and R to?

- a. A clerk typist from headquarters
- ☒ b. A squad leader from the armored cavalry troop
- c. A mechanic from battalion maintenance
- d. A cook from a field mess

Answer: b. No - PFC Jones must be the only living son in the family.

FRAME 27

Block 13 covers the service agreement. There are three possible entries: OBV - obligated volunteer, VOL-IND - voluntary indefinite (voluntarily extended for indefinite period), OBI - obligated involuntary (drafted). A numerical designation following the abbreviation will indicate years of commitment as part of the service agreement.

13. SERVICE AGREEMENT	
TYPE	TERMINATES
OBV-3	30Jan71

A service agreement for additional schools or training will extend your OBV date. Examples are advanced aircraft ratings or transition training.

These specific commitments are denoted in DA PAM 350-10, Army Formal Schools Catalog, and the G-3/S-3 Schools NCO will have a copy for additional information.

What will your service agreement be upon completion of your present training and appointment as a warrant officer?

- a. OBI - 3
- b. OBV - 2
- ☒ c. OBV - 3
- d. VOL-IND

Answer: b. A squad leader from the armored cavalry troop

FRAME 12

The primary purpose of the awards and decoration program is to provide tangible evidence for public recognition for acts of heroism performed and valuable service rendered. Awards are potent incentives to greater efforts and help build and maintain morale.

In view of this, who would have staff responsibility for the processing of recommendations for awards and decoration?

- a. CO
- b. XO
- ☒ c. S-1
- d. S-3

TURN TO FRAME 13 PAGE 27

Answer: c. OBV - 3

FRAME 28

Block 18 of DA Form 66. (See attached form on the facing page.)

Block 18 and its continuation sheet, Record of Assignments, is a list of an officer's every assignment and duty. Essentially this is a biography of an officer's career.

This section would indicate an officer's assignment to a unit and each new duty assignment that he was ordered to.

When WO Brown reports into a new unit, his new commander can review his DA Form 66 and based on the information in Section 18, he may assign WO Brown a job in which he is experienced.

RECORD OF ASSIGNMENTS

[illegible]

FOR TRAINING PURPOSES ONLY

44. FLYING HOURS		DATE	TOTAL	SINGLE ENGINE	MULTI- ENGINE	HELI- COPTER		WEATHER INSTRU- MENT		INSTRUC- TOR PILOT	
						SE	ME	FW	RW	FW	RW
SECTION II - ARMY AVIATORS		10Jul66	212			212					
		1Jul66	1212			1212					
		1Jun67	1812			1312					500
		1Aug68	2412			1812					1100

FOR TRAINING PURPOSES ONLY

DA FORM 66B 1 NOV 54 REPLACES EDITION OF 1 JUL 47, WHICH IS OBSOLETE

REFER TO DA FORM 66B:

Blocks 44 through 47 are extremely important to the aviator.

Block 44 lists flying hours by date and total and gives a breakdown of accumulated hours in five separate categories: (1) single engine, (2) multi-engine, (3) helicopter, (4) weather instrument, and (5) instructor pilot.

There will be an entry annually as they are closed out on 30 June each year.

45. PILOT RATINGS			
	TYPE	AUTHORITY	DATE
ORIGINAL	RW Aviator	Department of Army	10Jul65
CURRENT	RW Aviator	Department of Army	10Jul65

Authority (Department of Army Special Order)

Block 45 gives the original and current Pilot Ratings and further explains the type, the authority of the rating and the date.

Refer to the example excerpt of the form for an appropriate explanation.

Answer: c. S-1

FRAME 13

The S-1 is charged with staff responsibility for keeping the commander informed on all matters affecting the state of discipline.

Which of the following would not be an indicator of poor discipline?

- a. Excessive numbers of AWOL or desertion
- b. Increase in number and seriousness of court-martial offenses
- c. Carelessness in dress and saluting
- ☒ d. Low overall scores on the firing range

46. FLYING STATUS AND GROUND ASSIGNMENT		
STATUS	AUTHORITY	DATE
Unrestricted	Dept of Army	10 Jul 65

47. INSTRUMENT CERTIFICATION	TYPE Tactical R/W
	DATE OF EXPIRATION 1 Jun 69

INSERT SHEET TO DA FORM 66 (AR 611-103)

Block 46 shows the flying status and ground assignment of the individual. This specifies his flying assignments and ground assignments by date and authority. It would verify an individual's ground command tours with his basic branch and show any periods of grounding from full flying status due to serious injury, illness, or other change of status, i.e., resignation, retirement, etc.

Block 47 indicates the type and expiration date of any instrument ticket held by the officer. Examples of Army instrument tickets are tactical, standard and special.

When Department of Army selects aviators for special assignments that require a minimum number or type flying hours, which block would provide the necessary information?

- a. Block 45
- b. Block 46
- c. Block 47
- ☒ d. Block 44

Answer: d. Low overall scores on the firing range

FRAME 14

Each commander is responsible for the enforcement of law and order. The S-1 at battalion or brigade has staff responsibility for law and order. He coordinates with the G-1 at the division, provost marshal, inspector general, and the staff judge advocate.

Which of the following would NOT be an S-1 responsibility for maintaining law and order?

- a. Investigating and arresting law breakers.
- b. Examining all charges to insure that they are correct and complete.
- c. Preparing orders appointing court-martial members.
- d. Preparing and distributing appropriate court-martial orders.

Answer: d. Block 44 Flying hours

FRAME 30

Block 33, Remarks, page 4, usually contains such information as special training, local address (bottom line), home of record (top line) and other important information which has no special place on the DA Form 66.

33. REMARKS 499 Red Lane May, Mo. 60531
Combat in Cities
Mil. Justice Training
291 Patrick Mineral Wells, TX.

Answer: a. Investigating and arresting law breakers.

FRAME 15

There are numerous additional responsibilities which belong to the S-1 or G-1. Generally, all personnel matters reach the S-1 at some stage of processing. Specifically, there are such items as educational development, processing officer efficiency reports, personnel requests, appointments, promotions, and reductions.

Which of the following probably would not be staffed by the S-1?

- a. Request for a new MOS.
- b. Promotion to Sergeant Major.
- ☒ c. Request for a new typewriter.
- d. Request for a special school.

<p>34. SIGNATURE OF OFFICER (Name, grade, branch and date)</p> <p><i>William J. Brown #101 10 Jul 65</i></p>	<p>35. DATE OF ANNUAL AUDIT</p> <p><i>10 JUN 70</i></p>
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4

As stated earlier, the Officers Qualification Record, DA Form 66, must be audited by regulation once a year. Because of the nature of this form, it is advisable to review this form more often.

How can a Personnel Officer determine when your DA Form 66 is due for another audit?

- a. By calling Department of Army
- b. By contacting you
- ☒ c. By referring to block 35 on your DA Form 66
- d. By adding the number of years in service to the enlistment date

Answer: c. Request for a new typewriter.

FRAME 16

The company commander is the primary manager of personnel at company level. His responsibilities include taking or initiating personnel action for appointments up to E-4, reductions from E-4 down, disciplinary actions, leaves, separations, reclassification, awards and decorations, reporting of data to higher echelons. He is also responsible for insuring that his personnel receive the services to which they are entitled.

A PFC who desired routine personnel actions would be assisted by the first sergeant or the executive officer. Actions more serious can be accomplished by the company commander.

A company commander would be responsible for:

- a. Initiation of action under the uniform code of military justice ✓
- b. Insuring that all his people are familiar with the awards and decoration program. ✓
- c. Receiving and acting on complaints concerning special services. ✓
- Ⓐ All of the above

CONTINUE TO FRAME 17 PAGE 35
THEN STOP AND RETURN TO FRAME 18
PAGE 2

Answer: d. All of the above

FRAME 17

The remainder of this program will deal with the following forms: Officers Assignment Preference Statement, DA Form 483; Personnel Action, DA Form 2496; and Officers Qualification Record, DA Form 66.

The Officers Assignment Preference Statement, DA Form 483, is designed to afford the individual officer an opportunity to express his assignment and duty preference.

OFFICERS ASSIGNMENT PREFERENCE STATEMENT (AR 614-100)				SEE REVERSE SIDE FOR INSTRUCTIONS							
1. TO: (Include ZIP Code)		2. LAST NAME - FIRST NAME - MIDDLE INITIAL									
		3. GRADE		4. SERVICE NO.							
		5. BASIC BRANCH		6. CONTROL BRANCH							
		7. PRESENT DUTY ASSIGNMENT AND STATION									
8. ASSIGNMENT PREFERENCES (See instructions on reverse side)											
a. PREFERENCES FOR CONUS ASSIGNMENTS AND SCHOOLING (All Officers)											
DUTY		ARMY AREA		STATIONS							
TROOPS: COMMAND		FIRST									
STAFF MOS ()											
JOINT STAFF DUTY MOS ()		THIRD									
DA STAFF MOS ()		FOURTH									
CONARC		FIFTH									
US ARADCOM		SIXTH									
ARMY STAFF MOS ()		MDW (Includes entire Washington, D.C. area)									
ROTC INSTRUCTOR											
NG ADVISOR		SPECIAL MILITARY SCHOOLS (All Officers)									
ARMY RESERVE ADVISOR		SCHOOL		COURSE							
SERVICE SCHOOL INSTRUCTOR		1.									
RECRUITING DUTY		2.									
		3.									
b. PREFERENCES FOR OVERSEAS ASSIGNMENTS (All Officers)											
DUTY		LONG TOUR AREAS		DUTY		SHORT TOUR AREAS					
JOINT STAFF MOS ()		1.		JOINT STAFF MOS ()		1.					
MISSION		2.		MISSION		2.					
MAAG		3.		MAAG		3.					
COMMAND		4.		COMMAND		4.					
STAFF MOS ()		5.		STAFF MOS ()		5.					
ATTACHE		6.		ATTACHE		6.					
c. LEAVE ADDRESS:											
9. CAREER PREFERENCES:											
10. PERSONAL CONSIDERATIONS											
a. DEPENDENTS			b. RETIREMENT								
NAME			RELATIONSHIP			DATE OF BIRTH			INDICATE CONTEMPLATED HOME OF SELECTION UPON RETIREMENT		

STOP RETURN TO FRAME 18 PAGE 2

21. AWARDS AND DECORATIONS				24. DETAILS									
TYPE		AUTHORITY		ISSUED	BRANCH	FROM	AUTHORITY	THROUGH	AUTHORITY				
Good Conduct Medal		HQ, 4thArmy 8Aug64		yes									
Air Medal		GO41 HQ1st CavDiv 65		no									
AM(1st-15thOLC)		GO116HQ1st CavDiv 66		no									
25. BIRTHPLACE AND CITIZENSHIP				26. MARITAL STATUS			27. DEPENDENTS						
PLACE OF BIRTH				CITIZEN OF			Married						
OFFICER Maybury, Mo.				US			27. DEPENDENTS						
SPOUSE Maybury, Mo.				US			SPOUSE CHILDREN OTHER						
FATHER Maybury, Mo.				US (Dec'd)			1 0 0						
MOTHER Maybury, Mo.				US			DOT CODE MONTHS EMPLOYED						
28. MAIN CIVILIAN OCCUPATION				TITLE AND INDUSTRY			10 mos						
Clerk				N/A									
DUTIES PERFORMED				N/A									
PRINCIPAL EMPLOYER				29. SECOND BEST TITLE AND INDUSTRY			DOT CODE MONTHS EMPLOYED						
CIVILIAN OCCUPATION				N/A									
DUTIES PERFORMED				N/A									
22. CAMPAIGNS				23. QUALIFICATION IN ARMS			30. AVOCATIONS						
DESIGNATION		AUTHORITY		WEAPON		COURSE		QUAL.		SCORE		DATE	
				45 Cal Pistol		std		expert		459		1Jul66	
31. SPORTS (Specify)				AMAT.		PROF.		CH.		32. LANGUAGES (Specify)			
(1)										(1)			
(2)										(2)			
(3)										(3)			
33. REMARKS				499 Red Lane, Maybury, Mo.		BPED: 7 Jul 63		Code of Conduct: 15 Aug 64		BTL Indoc: Infil Crse: 10 Sep 65			
Close CBT: 14 Sep 65													
34. SIGNATURE OF OFFICER (Name, grade, branch and date)				35. DATE OF ANNUAL AUDIT									
William J. Brown, W-1 Avn				10 Aug 69									

W315283

SSAN: 465-66-4729

SECTION II - ARMY AVIATORS

[illegible]

40.	AMERICAN BOARD CERTIFICATION		YEAR
41. LICENSES			
TYPE		LICENSING AUTHORITY	YEAR
42. PROFESSIONAL AND EDUCATIONAL SOCIETIES			
NAME OF ORGANIZATION		TYPE OF MEMBERSHIP	YEAR
43. BOOKS AND TECHNICAL PAPERS PUBLISHED			
TITLE		PUBLISHER	YEAR
44. PILOT RATINGS			
	TYPE	AUTHORITY	DATE
ORIGINAL	RW Aviator	DASO	30Jan68
CURRENT	RW Aviator	DASO	30Jun68
45. FLYING STATUS AND GROUND ASSIGNMENT			
STATUS		AUTHORITY	DATE
Unrestricted		Dept of Army	10 Jul 66
46. INSTRUMENT CERTIFICATION		TYPE Tactical RW	
		DATE OF EXPIRATION 1 Jun 69	

PERSONNEL ACTIONS
SELF EVALUATION EXERCISE

1. Utilizing a school trained crew chief as an operations clerk
 - a. lightens the work load on the operations section.
 - b. violates the principle of capitalizing on the individual's training.
 - c. insures professional development.
 - d. is good for morale.
2. If an individual is trained in two areas and he was employed in both areas, this would
 - a. keep him occupied in his spare time.
 - b. stimulate the individual's desire to produce.
 - c. put someone out of a job.
 - d. utilize the individual fully on essential tasks.
3. Which of the following would best stimulate an individual's desire to produce?
 - a. A reward of a three day pass to the hardest worker of the month.
 - b. Reward good workers by promoting them.
 - c. Designate a Soldier of the Month.
 - d. Inform all personnel that poor workers will be given an Article 15.
4. The goal of the personnel manager is to
 - a. prevent talented individuals from wasting time on nonessential tasks.
 - b. plan and assign personnel so that someone is occupying each and every position in the unit.
 - c. place the right man on the right job.
 - d. insure that everyone is happy with their job.
5. On the job training will
 - a. produce personnel who are not capable of performing their jobs well.
 - b. not be utilized in the Army.
 - c. assist in the professional development of the men in a unit.
 - d. provide all of the necessary training for all occupations.
6. Of the five principles of Personnel Management, two are:
 - a. Requisition all unit funds; utilize the individual fully on all essential duties.
 - b. Capitalize on the individual's training; maintain administrative records.
 - c. Capitalize on the individual's training; maintain unit supplies.
 - d. Stimulate the individual's desire to produce; insure his professional development.

7. On the DA Form 66 (Officers Qualifications Record) is a block titled "Service Agreement". After completing this course your first Service Agreement will be:
- OBV-3 Obligated Volunteer
 - OBC - Obligated Continuous
 - OBI - Obligated In-volunteer
 - VOL - Volunteer Indefinite
8. All officers are responsible for auditing one of their personnel forms at least once a year. This form is the:
- DA Form 2496-2
 - Officers Flight Record - DD Form 759
 - Officers Qualification Record - DA Form 66
 - Officers Personnel Record - DA 201
9. Who is the officer that will have staff responsibility for making recommendations to the commander concerning personnel matters?
- S3
 - S1
 - S2
 - S4
10. The G-1/S-1 is responsible for
- maintaining intelligence reports.
 - requisitioning supplies for the Division/Battalion.
 - imposing disciplinary actions to all personnel.
 - maintaining discipline, law and order.
11. Lt. Jones has previously submitted three preference statements (DA Form 483). Which one of these forms will DA consider for his upcoming assignment?
- All three
 - The first one received.
 - Only the latest one received.
 - The one which indicated an area near the upcoming assignment.
12. The company commander is responsible for taking or initiating personnel actions necessary for efficient management of his company. This includes:
- All promotions and reductions up to E-4's
 - Leaves
 - Assisting his men with any problems they have.
 - All of the above

13. On the DA Form 66 there is a block titled Assignment Limitations. One of the entries in this block could be
- physical ability.
 - confidential, security clearance.
 - obligated volunteer.
 - sole surviving son.
14. Which of the following entries cannot be made in the DA Form 66 (Officer Qualification Record)?
- Disciplinary actions
 - Enlisted foreign service
 - Assignment limitations
 - Flying hours
15. What staff section has primary responsibility for PSD (Personnel Services Division) in the Road Division?
- J-1
 - G-2
 - S-2
 - G-1
16. Among the assignment limitations is that of a sole surviving son. A sole surviving son would be
- A man who lost his uncle while on duty in the service
 - A man who lost his father in combat
 - A man on duty in the service who is an only child
 - A man who lost his only brother while on duty in the service
17. The company commander is responsible for reporting data to higher echelons. He is also responsible for
- initiating awards.
 - initiating decorations.
 - insuring that his personnel receive the services to which they are entitled from higher echelons.
 - all of the above
18. The Officer Qualification Record DA Form 66 includes a section called "record of assignments". This section
- lists only special assignments.
 - lists only permanent changes of assignment (PCS).
 - includes all assignments and all assigned duties.
 - lists only temporary duty and PCS assignments.

19. What form is used to request or handle most personnel matters?

- a. Memo routing slip DD Form 95
- b. Officer Qualification DA Form 66
- c. Report of change DA Form 2876
- d. DA Form 2496

20. What MOS (Military Occupation Specialty) will you have as a Warrant Officer - W-1?

- a. 1981
- b. 3506
- c. 062B
- d. 11B10

PERSONNEL ACTIONS
ANSWERS TO SELF EVALUATION EXERCISE

1. b. Violates the principle of capitalizing on the individuals training.
2. d. Utilize the individual fully on essential tasks.
3. b. Reward good workers by promoting them.
4. c. Place the right man on the right job.
5. c. Assist in the professional development of the man in a unit.
6. d. Stimulate the individuals desire to produce; insure his professional development.
7. a. OBV - Obligated Volunteer.
8. c. Officers Qualification Record DA Form 66.
9. b. S-1
10. d. Maintaining discipline, law and order.
11. c. Only the latest one received.
12. d. All of the above.
13. d. Sole surviving son.
14. a. Disciplinary actions.
15. d. G-1
16. d. A man who lost his only brother while on duty in service.
17. d. All of the above.
18. c. Includes all assignments and all assigned duties.
19. d. DA Form 2496.
20. c. 062B.