

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL

SUBJECT

AETSKAG-H-OR

OFFICER IN-PROCESSING CHECK LIST

TO

FROM

DATE 770717

CMT 1

NAME: SLONIKER, MICHAEL EDWARD UNIT: 1st Armd Div, Avn Co

☒ Duty position DF or request for orders. (File right side)

☒ Remove extraneous documents and return to officer.

☒ Obtain one copy of all PCS orders.

☒ Prepare new DA Form 41 or DD Form 93 and VA Fm 29-8286.

☒ Prepare DA Form 4188-R (Finance Checklist).

☒ Officers last duty station was: CONUS IN-COUNTRY

☒ Make new DA Form 201 and assemble in chronological order.

☒ Prepare TDR set and report of change.

☒ Signed in IN-PROCESSING Logue Book.

☒ Xerox copy of DA Form 2 & 2-1 for Div AG.

MANAGEMENT/ACTIONS CLERK

☒ Prepare promotion/DOR cards.

☒ Screen promotion lists

☒ Prepare ORB card. *W*

☒ Publish necessary reassignment/further assignment orders.

OER CLERK

☒ Prepare OER suspense card.

☒ Review item 35 DA Form 2-1. *JP*

NCOIC

☒ Review. *B*

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