

Summary Report for Individual Task  
805K-79R-7202  
Manage Personnel Actions  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Identify the flow of personnel actions IAW AR 600-8-104 (Military Personnel Information Management/Records), DA Pam 600-8 (Management and Administrative Procedures) and a completed DA Form 4187 (Personnel Action Form). This task should not be trained in MOPP 4.

**Standard:** Review the contents of DA Form 4187 for completeness and accuracy; verify the routing, submission, signature, and action items for DA Form 4187 are complete and accurate; verify the proper filing of DA Form 4187 and supporting documents or attachments; verify the Soldier is notified of the results of the DA Form 4187.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Verify the administrative data is correct.
  - a. Verify the Soldier's name is correct.
  - b. Verify the Soldier's grade of rank and Primary Military Occupational Specialty (PMOS) (for enlisted personnel only) is correct.
  - c. Verify the Soldier's Social Security Number (SSN) is correct.
  - d. Must research current regulatory guidance, MILPER, ALARACT IOT accurately process actions.
2. Review the contents of DA Form 4187, Section 3 (Request for Personnel Action) for completeness and accuracy.
3. Review the contents of DA Form 4187, Section 4 (Remarks) for completeness and accuracy.
  - a. Review any comments written in Section 4 for appropriateness to the requested action.
  - b. Verify the attachment of any additional comment sheets to DA Form 4187.
4. Review the contents of DA Form 4187, Section 5 (Certification/Approval/Disapproval) for completeness and accuracy.
  - a. Review the information and requested action(s) contained in Section 2 and Section 3.
  - b. Verify the "verified" section is checked-off.
  - c. Verify either "recommended approval" or "recommended disapproval" has been checked-off for the requested action(s).
5. Verify the routing and submission information for DA Form 4187 is complete and accurate.
  - a. Verify the "Thru:" designation or address is correct.
  - b. Verify the "To:" designation or address is correct.
  - c. Verify the "From:" designation or address is correct.
  - d. Verify the submission of DA Form 4187 for approval/disapproval as stated in local SOP.
6. Verify the signature(s) and action item(s) on DA Form 4187 are complete and accurate.
  - a. Verify "is approved" or "is disapproved" is checked-off in DA Form 4187 Section 5.
  - b. Verify DA Form 4187 contains the appropriate command authority signature(s).
  - c. Assign and complete all action item(s) indicated by the appropriate signing authority as stated in appropriate regulation or local SOPs.
  - d. Verify a copy of the Soldier's action is maintained in the local suspense files as stated in appropriate regulation or local SOPs.

e. Forward DA Form 4187 to the appropriate agency.

7. Verify the Soldier is notified of the results of the DA Form 4187.

a. Verify the Soldier's action was returned from higher headquarters approved or disapproved.

b. Verify the DA Form 4187 and supporting documentation is properly routed to the Soldier.

c. Verify orders are published, if necessary.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Verified the Soldier's name is correct.			
a. Verified the Soldier's grade of rank and Primary Military Occupational Specialty (PMOS) (for enlisted personnel only) is correct.			
b. Verified the Soldier's Social Security Number (SSN) is correct.			
2. Reviewed the contents of DA Form 4187, Section 3 (Request for Personnel Action) for completeness and accuracy.			
3. Reviewed the contents of DA Form 4187, Section 4 (Remarks) for completeness and accuracy.			
a. Reviewed any comments written in Section 4 for appropriateness to the requested action.			
b. Verified the attachment of any additional comment sheets to DA Form 4187.			
4. Reviewed the contents of DA Form 4187, Section 5 (Certification/Approval/Disapproval) for completeness and accuracy.			
a. Reviewed the information and requested action(s) contained in Section 2 and Section 3.			
b. Verified the "verified" section is checked-off.			
c. Verified either "recommended approval" or "recommended disapproval" has been checked-off for the requested action(s).			
5. Verified the routing and submission information for DA Form 4187 is complete and accurate.			
a. Verified the "Thru:" designation or address is correct.			
b. Verified the "To:" designation or address is correct.			
c. Verified the "From:" designation or address is correct.			
d. Verified the submission of DA Form 4187 for approval/disapproval as stated in local SOP.			
6. Verified the signature(s) and action item(s) on DA Form 4187 are complete and accurate.			
a. Verified "is approved" or "is disapproved" is checked-off in DA Form 4187 Section 5.			
b. Verified DA Form 4187 contains the appropriate command authority signature(s).			
c. Assigned and completed all action item(s) indicated by the appropriate signing authority as stated in appropriate regulation or local SOPs.			
d. Verified a copy of the Soldier's action is maintained in the local suspense files as stated in appropriate regulation or local SOPs.			
e. Forwarded DA Form 4187 to the appropriate agency.			
7. Verified the Soldier is notified of the results of the DA Form 4187.			
a. Verified the Soldier's action was returned from higher headquarters approved or disapproved.			
b. Verified the DA Form 4187 and supporting documentation is properly routed to the Soldier.			
c. Verified orders are published, if necessary.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management <a href="http://www.apd.army.mil/pdffiles/r600_8_104.pdf">http://www.apd.army.mil/pdffiles/r600_8_104.pdf</a>	Yes	No
	DA FORM 4187	PERSONNEL ACTION	Yes	No
	DA FORM 4187-1-R	PERSONNEL ACTION FORM ADDENDUM (LRA)	Yes	No
	DA MEMO 600-8-104	Personnel - General, Military Personnel Information Management/Records: Official Military Personnel File Access	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None