

OHIO MILITARY RESERVE



Regulation 310-10

MILITARY ORDERS

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
Bldg. 863, 7281B Second Street
Rickenbacker Airport
Columbus, Ohio
43217-1222

01 February 2006

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations.
Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 310-10, Military Orders, dated 01 Feb 06

Paragraph

Change

Appendix A

Order format #25, Change of Date or Location for Previously Scheduled Drill or Activity, added.

OHMR Regulation 310-10

Headquarters
Ohio Military Reserve
Bldg. 863, 7281B Second Street
Rickenbacker Airport
Columbus, Ohio 43217-1222
01 February 2006

Military Orders

By Order of the Governor:

CHARLES S. ROWELL, JR.
Colonel, Ohio Military Reserve
Chief of Staff

Official:



RICHARD B. IOTT
Colonel, Ohio Military Reserve
Assistant Chief of Staff

Applicability. This regulation applies to all components, elements, detachments, units and personnel of the Ohio Military Reserve.

Supplementation. Supplementation of this regulation and establishment of command and local policies and forms are prohibited without prior written approval from the Assistant Chief of Staff, Personnel and Administration, OHMR-G1.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration, OHMR-G1, Bldg. 863, 7281B Second Street, Rickenbacker Airport, Columbus, Ohio 43217-1222.

Summary. This is a complete revision of ODCR 310-10 dated 1 January 1977. ODCR 310-10 was made obsolete by the change to the Ohio Military Reserve in 1983.

Supersedes. This regulation supersedes OHMR Regulation 310-10 dated 01 May 2003.

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Chapter 1

General

1-1. Purpose. This regulation prescribes the policy and procedures for preparing and issuing orders for personnel actions and unit organization actions for all personnel and units, including use of order formats.

1-2. Applicability. This regulation applies to all orders issued for all units and personnel. Only Headquarters, Ohio Military Reserve (HQOHMR) may issue orders for the following: State Active Duty, Discharges, Awards, Annual Training, Appointments and Promotions for Commission and Warrant Officers, New Enlistments, Promotions of E7, E8 and E9s, Transfer to and from Mobilization Designee List (MOBDES), Transfer to and from Reserve List, Organization of Units with Attachment/Relief and Relief and Designation of Commanders.

1-2.1. References. Directives containing requirements for issuing orders are listed in appendix B.

1-3. Explanation of terms. For the purpose of this regulation, the following terms apply:

a. Actual delivery. The order or knowledge of its content is conveyed directly to the person or unit concerned.

b. Constructive delivery. The order was so published that the person concerned would have received knowledge of it in the ordinary course of events or by the exercise of ordinary care; for example, delivery of an order to the proper station of a person who is absent without leave.

c. Orders. Unless the context indicates otherwise, this term includes permanent orders.

d. Other than travel orders. Orders that do not authorize or require travel.

e. Self-terminating orders. Orders that direct a member or unit to perform duty for a specific time and also direct that the member or unit will be released automatically upon completion of stated period of duty.

1-4. Responsibilities.

a. Authority to issue other than travel orders is vested in command. Therefore, commanders may issue orders on the basis of authority inherent in their positions, standing authority provided through regulations, or temporary authority delegated under certain circumstances for specific purposes. When written

orders are required, commanders not authorized to issue certain types of written orders will submit a request for orders to the section or individual designated by the senior commander as responsible for providing administrative support. In all instances of temporary or delegated authority, cite the authority in the order. Otherwise, a commander need not cite the authority to issue an order in the order, unless instructions specifically require it. This paragraph does not apply to travel orders, which are governed by chapter 3.

b. The adjutant general, adjutant, or other authorized individual responsible for headquarters administration will publish and distribute orders.

c. Commanders will ensure that all orders issued by higher authority promptly reach the persons to whom they apply.

1-5. Orders requirements. Orders are required for certain travel, promotion, certain personnel actions, and separation. Permanent orders are required for awards and unit organization actions. The requirements for orders and permanent orders and their content as contained in this regulation take precedence over conflicting instructions in other directives or regulations.

1-6. Restrictions on issuing orders. Orders will not be issued for an action unless it is specifically authorized by this regulation. For example, do not issue an order for:

a. Memorialization or naming an area.
b. Change of personal data, such as change of name, social security number and date of birth.
c. Appointing a board, committee, or council.
d. Announcing a duty appointment or duty assignment.

e. Leave (except for emergency leave).
f. Announcing a change in strength, position, or other minor change not affecting the basic organization of the unit.

1-7. Verbal orders. When the situation demands immediate action, a commander may issue verbal orders.

a. When the verbal orders are given, confirmatory written orders will be issued within 30 calendar days.

b. The notation that the order confirms verbal orders of the commanding officer and the date the verbal orders were given will be included in the confirmatory orders as a response to the "Authority" lead

line; for example, "Confirms verbal orders of commanding officer, 20 January 1996" or "VOCO 20 Jan 96". If there is no "Authority" lead line for the format being used, include this information as a response to the "Effective date" lead line.

1-8. Numbering.

a. "Permanent orders" will be numbered consecutively for each calendar year, starting with the number one followed by the number of the order issued the same day. For example, the 5th permanent order issued by one organization on 1 January would be numbered 1-5, and the first permanent order issued on 2 January would be numbered 2-1 (fig 2-4). If no order was issued on 3 January, the first permanent order issued on 4 January would be numbered 3-1. A number in the same series will be used for an amendment, a revocation, or a rescission. Cite the number of the last permanent order issued the previous year above the heading of the first permanent order of the year. For example, "Permanent orders 300-10 was the last of the series for calendar year 1980."

b. "Orders" will be numbered consecutively for each calendar year, starting with the number one followed by the number of the order issued the same day. For example, the 55th order issued by one organization on 1 January would be numbered 1-55, and the first order issued on 2 January would be numbered 2-1. If no order was issued on 3 January, the first order issued on 4 January would be numbered 3-1. A number in the same series will be used for an amendment, a revocation, or a rescission. Cite the number of the last order issued the previous year above the heading of the first order of the year. For example, "Order 300-65 was the last of the series for calendar year 1980."

c. When a unit is redesigned, begin a new series of all orders and cite the authority for the redesignation above the heading of the first order and permanent order issued after the redesignation.

d. When a unit is reorganized during the year without a change in mission or function, all orders will be numbered as though no change of status had occurred.

1-9. Abbreviations. The standard name line and signature block may contain abbreviations as well as the distribution portion.

1-10. Effective date. The effective date of an order is the date of the order unless:

a. a later date is specified

b. It confirms orders previously issued verbally (par. 1-7).

1-11. Reproduction. Orders may be typed or reproduced mechanically. The method used for reproduction depends upon the available facilities and the number of copies required to complete the distribution.

1-12. Authentication. The authentication is that part of the order which contains the authority line and signature block.

a. Omit the authority line when the order is signed by the commander. When the order will not be signed by the commander:

(1) Use the authority line "FOR THE COMMANDER" when the commander has the title "Commanding General" or "Commanding Officer."

(2) Use the authority line "FOR THE (title of commander)" when the commander has a title other than "Commanding General" or "Commanding Officer."

(3) The authority line "BY THE ORDER OF THE GOVERNOR" may only be used at the direction of the Commanding General. When it is used, the Commanding General's signature block must appear in the usual position. If the order is not to be signed by the Commanding General but by an authenticator, place the commander's signature block on the third line below "BY THE ORDER..." with the left edge approximately at the vertical centerline of the page.

b. The chief of staff, executive officer, adjutant general, or adjutant normally will authenticate orders. When delegated authority by the commander, other personnel, including enlisted personnel, may also authenticate orders.

c. The authentication is completed by one of the following:

(1) The authenticator signing above his or her typed signature block.

(2) Another authenticator signing his or her own name and add the word "for" in front of the typed name in the signature block. If a member signs "for" another, his or her grade of rank will be shown.

(3) When authenticating "BY THE ORDER OF THE GOVERNOR", the word "OFFICIAL:" will be typed at the left margin on the third line below "BY THE ORDER..." The authenticator's signature block will be placed on the fifth line below "BY THE ORDER..." at the left margin.

d. The authenticator is responsible for ensuring that the action being ordered is correct, complete, and in compliance with applicable regulations.

1-13. Distribution.

a. How to indicate distribution. Include the following under the word "DISTRIBUTION:"

(1) Names of individuals to be furnished copies and the number of copies to be furnished each. When an order applies to four or more individuals, distribution may be shown as "Each indiv" instead of listing each individual by name.

(2) A list of organizations to be furnished copies and the number of copies to be furnished each. Do not use terms such as "each unit concerned." When organizations are at the same location as the order-issuing organization, a standard distribution letter (e.g., A, B, C) may be shown instead of listing each organization. The headquarters con-

cerned will publish a distribution list which shows the organizations included in each letter designation.

b. Commanders issuing orders will establish strict controls to ensure that:

(1) Orders are sent promptly to each individual and organization named in the order with sufficient lead-time to execute the order.

(2) Orders are sent through intermediate commanders for which they will retain one copy.

(3) Individuals and organizations are furnished the minimum number of copies.

(4) Distribution includes one copy for the record set of military publications.

(5) Local inspections include a review of orders distribution systems to determine if copies are required by all organizations receiving distribution and if the number of copies is correct.

(6) Orders being mailed are sent as follows:

(a) First-class mail if they weigh one ounce or less.

(b) Third-class single piece mail or third-class bulk mail if (a) above does not apply.

(7) Social security numbers of all members shown in an order are deleted from all copies of orders being distributed to organizations or individuals for unofficial purposes.

c. Gaining commanders will establish strict controls to ensure that:

(1) Orders are routed immediately to the agency responsible for strength accountability; the servicing personnel unit; and the unit to which the member is attached for quarters, rations, or administration.

(2) Mail distribution personnel are trained in the special handling required for orders and are aware of the importance of orders.

d. Permanent Change of Station (PCS) orders. Distribution will include:

(1) Enough copies for each member to meet personal requirements.

(2) One copy for the members Military Personnel Record Jacket (MPRJ).

(3) One copy each losing and gaining unit, intermediate units, and to HQOHMR.

(4) One copy for HQOHMR MPRJ.

1-14. Transmission by message.

a. Orders may be sent by message when the commander issuing the order determines that to send the order by mail will not accomplish the purpose. Orders received by message will be endorsed and may be reproduced if more copies are needed.

b. The transmission of orders by message will be kept to a minimum.

c. Orders which are classified will not be transmitted by commercial facilities.

1-15. Amendments, revocations, and rescissions.

a. Only the organization that published the original order may amend, rescind, or revoke the order. Exception to this policy is:

(1) Commanders may revoke orders announcing a promotion to pay grade E6 or below that were issued by another headquarters when authorized under paragraph 2-15, OHMR-R 624-1.

b. Rescind only the unexecuted portion of the order if any action has been taken in compliance with the order.

c. When there is no evidence of fraud or obvious error and the member received actual or constructive delivery, orders discharging a member from the service will not be revoked after the effective date of discharge unless the revocation is a written confirmation of verbal orders actually issued before the effective date of discharge.

d. Distribution will include copies for the member concerned and one copy for each organization that received distribution of the original order.

1-16. Corrections. An order may be corrected by the organization that published the original order to show the true state of affairs existing at the time the original order was published.

a. Do not change orders to reflect facts that did not exist at the time the original order was published. Issue only one corrected copy. Further corrections will be made by revoking and issuing the order.

b. Center the words "CORRECTED COPY" about one inch from the top of the page. The number and date must be the same as the original order unless these items are being corrected.

c. Distribution will be the same as the original order.

1-17. Endorsements.

a. Discharge orders will not be endorsed.

b. Commanders are authorized to endorse other orders issued by another headquarters to:

(1) Correct a name or social security number.

(2) Correct the grade of rank shown as of date of HQOHMR assignment orders. No change is required when the member is promoted after the date of the original order.

(3) Correctly show the losing organization when it was changed just before or after issuance of HQOHMR, but before the member's departure from the present station in compliance with the orders.

(4) Correctly identify the losing organization and/or station.

(5) Change the duty station if it is different from the assigned station or incorrectly identified.

(6) Correctly show the unit which replaced an inactivated or reorganized unit.

(7) Correctly show the new location of a relocated unit.

(8) Correct a unit designation.

(9) Further assign a member or unit when a change of station is not required.

(10) Make other changes specifically authorized by other HQOHMR regulations and directives,

(11) Further attach a member when a change of station is not required.

(12) Attach enlisted personnel who are also being further assigned when a change of station is not required.

(13) Show an earlier or later termination date for TDY when TDY is to attend a course of instruction.

c. A sample of an endorsement is shown in Figure 2-4.

d. Distribution of endorsement.

(1) Distribution will include copies for the member concerned; copies for HQOHMR, intermediate organizations-, and the MPRJ if a copy of the original is filed in the MPRJ; and one copy for the organization that published the original order unless:

(a) Endorsement is further assigning, further attaching, or attaching a member.

(b) The organization that published the original order has been inactivated.

1-18. True copies. True copies may be made of an order or a part of an order.

a. Use the same heading, authority line, and signature block as the original order.

b. When preparing true copies of other order formats, use asterisks to show where a name or names within a paragraph have been omitted and to show where a paragraph or paragraphs have been omitted. One set of asterisks can mean that one or more names has been omitted or that one or more paragraphs has been omitted.

c. Place the statement "A TRUE COPY," typed signature block of the person authenticating the true copy, and distribution of the true copy below the signature block shown on the original order.

d. The official authorized to authenticate orders under paragraph 1-12 is also authorized to authenticate true copies. The person authenticating the true copy will sign above his or her typed signature block

1-19. Files.

a. An orders consolidation is the compilation of all orders issued during the year and brought together as a record set by one of the following methods.

(1) Each office publishing orders will prepare a cover sheet and attach one copy of each order published during the year. The cover sheet will identify the date of the orders consolidation, orders included in the consolidation, orders excluded because the number was not used, and orders that are classified and excluded (include the security classification). For example, "This consolidation consists of orders 1-1 through 21-3 issued 4 January through 18 December, 1980. Orders 8-1 were not used. Orders 10-3 excluded. (SECRET)."

(2) Each office publishing orders will collect all orders published each year and make a notation at the top of the first order of the year. The notation will show the orders included in the consolidation,

orders excluded because the number was not used, and orders that are classified and excluded (include the security classification). For example, "This consolidation consists of orders 1-1 through 9-1. Orders 3-5 were not used. Orders 5-1 excluded (CONFIDENTIAL)."

b. It is recommended that the request for orders or other documentation relative to the origin of the order be attached to the back of the file copy of orders issued.

c. File permanent orders permanently and separately from orders.

d. File orders that are classified separately from unclassified orders and safeguard.

e. Maintain a posted set of orders issued if needed.

Chapter 2

Use Of Order Formats and Forms.

Section I Preparation of Formats.

2-1. Formats

a. Appendix A contains formats for preparing most orders at all echelons. Formats used only by HQOHMR are so marked. See figures for samples of orders.

b. Some formats are multipurpose and can be used for several different actions by varying the responses to lead lines.

c. Formats will not be modified unless the note to a format specifically authorizes the modification or additional lead lines are required for temporary duty and the format does not have the necessary lead lines.

d. Units may create new formats which are not included in appendix A. The formats, with justification, will be forwarded to HQOHMR (ATTN: G1) for approval. New formats must be approved before they can be used.

2-2. Paper size and page numbering.

a. All orders will be issued on standard 8 1/2" x 11" white paper.

b. Do not number the pages of an order unless the order consists of three or more pages.

2-3. Length of orders. Limit the length of orders to one sheet, if possible.

2-4. Heading. The heading consists of OHIO MILITARY RESERVE, headquarters designation of the organization issuing the order, the mailing address, the office symbol of the office generating the order, the number of the order, and the current date.

2-5. Paragraphs. An order may contain one or more paragraphs. Each paragraph will contain one action (e.g., promotion, reassignment, or award) that applies to one member, a group, or an organization. Do not number the paragraph if order will contain only one paragraph. Number the paragraphs if order will con-

tain two or more paragraphs. Refer to Figures 2-2 and 2-3.

2-6. Standard name line content. The standard name line consists of selected items of identifying data. Do not add items of data to the standard name line unless authorized for group actions (par. 2-11). When additions are authorized, place them after the required items. Do not change the sequence of data unless the order will be mailed to the member.

2-7. Constant information. The directive or announcement at the beginning of the order is the constant information; for example, "You are reassigned as indicated." This information will not be modified unless the note to the format specifically authorizes the modification.

2-8. Lead lines.

a. A lead line identifies and controls an item of variable information and uniformly leads into the proper response.

b. Lead lines shown in orders formats will not be rearranged.

c. Formats may be modified to add lead lines when the note to a format specifically authorizes the change.

2-9. Variable information. This information may vary for each individual or situation in the order and is expressed as a response to the lead lines. The person preparing the order must develop appropriate responses by referring to the individual's records and the regulations or other instructions governing the action to be taken. Appendix B contains a list of regulations which may be needed to prepare orders.

a. Each lead line requires a response. When appropriate,, the response will be "Not applicable" or "None". Do not use any other type of responses.

b. Samples of various types of orders, with responses to lead lines included, are shown in the figures section.

2-10. Additional instructions.

a. Most formats contain an additional instruction lead line to be used to include information that is needed by the member named in the order or is needed by an organization or unit if the order contains a standard name line of an organization or unit. In addition, the information must be in the order because:

(1) Of an obligation accruing from the action being taken, or It is essential to the purpose of the order (e.g., reassignment, active duty of an individual or unit, reorganization of a unit).

b. Do not include the following type of information in the additional instructions:

(1) Information that is or should be a response to another lead line.

(2) Information that is shown in the constant portion of the order.

(3) Outprocessing procedures that must be completed before the member leaves the losing organization.

(4) Information that does not need to be in orders and can be furnished to the member during outprocessing or briefings, and/or by a letter of instructions.

(5) Inprocessing procedures that the gaining organization can include in installation fact sheets or welcoming letters.

2-11. Group actions.

a. The formats in Appendix A may be used for two or more members or units when:

(1) Most of the variable information (par. 2-9) is the same.

(2) Each member or unit affected by the order can easily read and understand what action is being taken.

b. When a format requires a standard name line, place the variable information that is different for each member or unit after the required items of data. The response to the lead line(s) will be "See standard name line."

c. When a format requires a name line, place the variable information that is different for each member or unit after the items of data required for the name line. The response to the lead line(s) will be "See name line."

Section II , Preparation of Forms

2-13. Request for orders. If it is determined locally that a separate request for orders is needed, OHMR Form 2446 (Request for Orders) may be used to request orders. Use of this form helps to insure that items of data needed to make the action administratively complete and legally sufficient can be included. The distribution required for the order will be shown on the OHMR Form 2446. See Figures 2-5 and 2-6.

Chapter 3 Travel Orders

3-1. Authority to issue travel orders. General authority to issue travel orders is vested in The Adjutant General State of Ohio.

1. OFFICERS

TURNER, Robert D. 244-28-3567 MAJ/O-4 HHC, 43d MP Bn
 1. 2. 3. 4.

- 1. Last name, first name, middle initial
- 2. Social security number
- 3. Current rank/grade
- 4. Unit of assignment

2. WARRANT OFFICERS

SMITH, Ralph R., Jr. 433-26-2985 CW3/W-3 HHC, 24th MP Bn
 1. 2. 3. 4.

- 1. Last name, first name, middle initial
- 2. Social security number
- 3. Current rank/grade
- 4. Unit of assignment

3. ENLISTED PERSONNEL

RUMSTEAD, Peter L. 660-34-3890 SFC/E-7 521st MP Co, 52d MP Bn
 1. 2. 3. 4.

- 1. Last name, first name, middle initial
- 2. Social security number
- 3. Current rank/grade
- 4. Unit of assignment

4. ORGANIZATION OR UNIT

231st MP Spt Co, 23d MP Bn 2d MP Bde Somewhere, OH 41100
 1. 2. 3.

- 1. Name of organization or unit
- 2. Command assignment
- 3. Location of assignment

Figure 2-1. Examples of standard name lines

PERMANENT ORDER 23-4
24 Jul 98

1. JENKINS, John S. 000-00-0000 PFC/E-3 HHD, 11th MP Bn

Announcement is made of the following award.

Award: OHMR Good Conduct Medal
Date or period of service: 10 Mar 95 - 9 Mar 98
Authority: Para 2-2c, OHMR Regulation 672-1
Reason: For demonstrated fidelity through faithful service and exact performance of duty, efficiency through capacity to produce desired results, and whose behavior has been such as to deserve emulation.

2. The following order is amended as indicated.

So much of: Order 16-4, HQOHMR dtd 08 May 97
Pertaining to: Promotion of Good, Raymond C., 000-00-0000, SFC/E-7, 21th MP Spt Co
As reads: Effective date: 25 Apr 97
How changed: Amended to read: Effective date: 15 Apr 97
Authority: not applicable

Figure 2-2. Sample order with more than one paragraph, one of which is an amendment.

ORDER 32-7, HQ, 5th MP Bde, 25 Oct 97

3. CARROLL, James T. 000-00-0000 SSG/E-6 531 MP Spt Co, 53d MP Bn

Figure 2-3. Sample of heading and first paragraph of continuation page of orders.

OHMR-I-C
SUBJECT: Order 10-5, HHC, 4th MP Bde dtd 15 May 98

HHD 42d MP Bn, Findlay, Ohio, 45840 17 May 98

TO: JACKSON, Richard D. 000-00-0000 SGT/E-5 421st MP Spt Co

Effective 19 May 98 you are further assigned to 422d MP Spt Co

FOR THE COMMANDER:

Figure 2-4. Sample of an endorsement to an order.

REQUEST FOR ORDERS		DATE OF REQUEST
TO:	FROM:	
TITLE OF FORMAT:		
MISSION ALIGNMENT STATEMENT Describe briefly how this activity is related to the OHMR mission:	FISCAL IMPACT STATEMENT State funds to be expended for activity: _____ Other funds to be expended for activity: _____ Source of other funds: _____	
Does the requested activity involve interaction with an agency or organization outside the OHMR?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a written request from the outside agency or organization requesting support or involvement attached?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<small>* if "yes/no", provide explanation</small>		
STANDARD NAME LINE:		
LEAD LINE	VARIABLE INFORMATION	
REQUESTER'S NAME & RANK	SIGNATURE	
APPROVED BY	DATE	ORDER NO.

Figure 2-5. OHMR Form 2446, Request for Orders

APPENDIX A (Order Formats) to Regulation 310-10 (Military Orders)

A-1. This appendix contains orders formats to be used in preparing orders.

A-2. Formats identified by asterisk below (*) are for HQOHMR use only and will not be used by field commanders. Other formats may be used by all units.

Index of formats

Format number	Description
1	*Enlistment and Assignment
2	*Appointment of Commissioned and Warrant Officers
3	*Ordered to Annual Training
4	Equivalent Training
5	*Authorization for Activities in Addition to Approved Training and Duty Schedule
6	Promotion of Enlisted Personnel
7	Reduction in Rank and Grade - Enlisted Personnel
8	Appointment of Acting NCO
9	*Promotion of Commissioned and Warrant Officers
10	Awards
11	Leave
12	Temporary Duty (TDY)
13	Reassignment - Change Within a Unit
14	Assignment - Transfer Between Units
15	Designation of Commander
16	Relief of Commander and Reassignment
17	*Discharge from the Ohio Military Reserve
18	*Mandatory Retirement
19	Amendment of Orders
20	Revocation or Rescission of Orders
21	*Activate, Inactivate, Organize, Reorganize, Designate, Redesignate, Consolidate, Convert or Discontinue an Organization
22	*Appointment or Relief from Attachment
23	*Attachment or Relief from Attachment of Organization or Unit
24	*Ordered to State Active Duty
25	*Change of Date or Location for Previously Scheduled Drill or Activity

IMPORTANT NOTE: All orders authorizing or assigning persons to activities outside the authorized and approved training schedule, except orders assigning persons to State Active Duty, will carry the following qualifier at the bottom of the order:

Pursuant to the order of the Adjutant General, no employer is to be asked to grant a leave of absence from employment unless 30 days notice has been given to the employer prior to report date, unless the employer otherwise agrees to a lesser notification.

1. ENLISTMENT AND ASSIGNMENT

ORDER X-X

STANDARD NAME LINE

You are enlisted in the Ohio Military Reserve.

Grade of rank: (see note 1)
Assigned to: (see note 2)
Commitment: Three years
Effective date (see note 3)
Authority:

NOTES:

1. Enter full rank/grade, e.g., PVT/E-1
2. Enter organization or unit.
3. Date of signature on enlistment document and oath of enlistment administered.

2. APPOINTMENT OF COMMISSIONED OR WARRANT OFFICER (INITIAL APPOINTMENT)

ORDER X-X

STANDARD NAME LINE

You are appointed in the Ohio Military Reserve.

Grade:
Basic branch: (see note 2)
Assigned to: (unit)
Duty assignment:
Authority: (see note 1)
Effective date:

NOTES:

1. This order is for HQOHMR use only.
2. This line is omitted for warrant officer actions.

3. ORDERED TO ANNUAL TRAINING

PERMANENT ORDER X-X

The following unit(s), their members, and/or individuals listed are ordered to service for the performance of duty or training as defined under Ohio Revised Code 5903.01(G) for the purpose of Annual Training for the period indicated unless sooner relieved or extended by proper authority..

STANDARD NAME LINE

Location:
Effective date:
Period:
Authority: (see note 1)
Additional instructions:

NOTES:

1. This order is for HQOHMR use only.
2. If list of units is extensive an enclosure may be prepared and attached. This should be noted on the face of the order where the standard name line of units appears. Example: "Units listed on Enclosure 1".

4. EQUIVALENT TRAINING

ORDER X-X

STANDARD NAME LINE

You are authorized to perform equivalent training as indicated.

Place:
Type duty: (see note 1)
Period:
Additional instructions:

NOTES:

1. Enter equivalent training and duty to be performed.
2. Authorization for ET may be announced in orders or by letter or memorandum authorizing such training.

5. AUTHORIZATION FOR ACTIVITIES IN ADDITION TO APPROVED TRAINING AND DUTY SCHEDULE

ORDER X-X

This order authorizes service for the following personnel on the date(s) and at the location(s) indicated for the performance of duty or training as defined under Ohio Revised Code section 5903.01(G). OIC or NOCIC must possess a copy of this order on location. Present for duty roster, by date, will be filed with OHMR-G1 within fourteen days following conclusion of duty.

STANDARD NAME LINE

Location:
Dates:
Purpose:
Authority: (see note 1)

NOTES:

- 1. This order is for HQOHMR use only.

6. PROMOTION OF ENLISTED PERSONNEL

(Individual Promotion)

ORDER X-X

STANDARD NAME LINE

You are promoted to the grade shown.

Grade promoted to:
Effective date: (see note 2)
Date of rank: (see note 3)
Authority:

(Group Promotion)

ORDER X-X

The following enlisted personnel are promoted to the grade shown.

Authority:

<u>NAME, SSN</u>	<u>GRADE PROMOTED TO</u>	<u>EFFECTIVE DATE</u>	<u>DATE OF RANK</u>
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List names alphabetically and by new grade, highest to lowest.

NOTES:

- 1. The first format example is for individual promotions and the second is for group promotions.

2. Normally the date of the order is the effective date of the promotion. This lead line is used only if the date of promotion is different than the date of the order, If the order is issued to confirm the verbal order of a commander, the "VOCO date" will be the will be the effective date of the verbal order. Example: "VOCO confirmed 10 Jan 98". This confirmation is entered in the authority lead line. If the order is issued indicating a future date the effective date will be that date selected for promotion.
3. Used only if the date of rank is different than the effective date of the promotion.

7. REDUCTION IN RANK AND GRADE - ENLISTED PERSONNEL

ORDER X-X

You are reduced in grade as indicated.

From: To:
Reason: (see note 1)
Effective date:
Authority:

NOTES:

1. Indicate "misconduct" or "inefficiency" for all reductions other than administrative.

8. APPOINTMENT/TERMINATION OF ACTING NCO

ORDER X-X

STANDARD NAME LINE

You are appointed as indicated.

Action: (see note 1)
Grade appointed to: (see note 2)
Grade terminated: (see note 2)
Effective date:
Authority:

NOTES:

1. Indicate "appointment" or "termination of appointment" as acting NCO.
2. Omit inappropriate lead line.

9. PROMOTION OF COMMISSIONED AND WARRANT OFFICERS

(Individual Promotion)

ORDER X-X

STANDARD NAME LINE

You are promoted as indicated.

Grade promoted to:
Effective date: (see note 3)
Date of rank: (see note 4)
Authority:

(Group Promotion)

ORDER X-X

The following officers are promoted to the grade shown.

Authority:

<u>NAME, SSN</u>	<u>GRADE PROMOTED TO</u>	<u>EFFECTIVE DATE</u>	<u>DATE OF RANK</u>
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List names alphabetically and by new grade, highest to lowest.

NOTES:

1. This format is for HQOHMR use only.
2. The first format example is for individual promotions and the second is for group promotions.
3. Normally the date of the order is the effective date of the promotion. This lead line is used only if the date of promotion is different than the date of the order, If the order is issued to confirm the verbal order of a commander, the "VOCO date" will be the will be the effective date of the verbal order. Example: "VOCO confirmed 10 Jan 98". This confirmation is entered in the authority lead line. If the order is issued indicating a future date the effective date will be that date selected for promotion.
4. Used only if the date of rank is different than the effective date of the promotion.

10. AWARDS

PERMANENT ORDER X-X

STANDARD NAME LINE

The following award is announced.

Award:
Date(s) of period of service: (see note 1)
Authority:
Reason:

NOTES:

1. Enter specific date(s) or period (from - to).

11. LEAVE

ORDER X-X

STANDARD NAME LINE

You are authorized leave as indicated.

Type of leave:
Effective date:
Number of days:
Authority:

NOTES:

1. Specify type of leave, e.g. "emergency", "employment", etc.

12. TEMPORARY DUTY (TDY)

ORDER X-X

STANDARD NAME LINE

You are to proceed on temporary duty as shown below and are to return to your permanent station upon completion of the duty.

Temporary duty at:
Purpose:
Number of days:
Effective date:
Authority:
Additional instructions:

13. REASSIGNMENT - CHANGE WITHIN A UNIT

ORDER X-X

STANDARD NAME LINE

You are reassigned as indicated below.

Duty assigned:
Duty relieved from:
Effective date:
Authority: (see note 2)
Additional instructions:

NOTES:

1. Reassignment is defined as being moved by orders from one job title and duty to another within the same unit.
2. When confirmatory orders are used, the confirmation is a response to this lead line. Example: "verbal orders of the Commanding General 20 May 98" or "VOCG 20 May 98". It is not necessary to include the date in this line if it is the same as the date of the confirmatory order.

14. ASSIGNMENT - TRANSFER BETWEEN UNITS

ORDER X-X

STANDARD NAME LINE

You are transferred as indicated below.

Relieved from: (see note 1)
Transferred to: (see note 1)
Effective date:
Authority:
Additional instructions:

NOTES:

1. Include position title and unit for commissioned officers and warrant officers. Include only unit for enlisted personnel.

15. DESIGNATION OF COMMANDER

ORDER X-X

STANDARD NAME LINE

You are designated commander and relieved from your present duty.

Commander of: (see note 1)
Effective date:
Authority

NOTES:

1. Specify organization or unit

16. RELIEF OF COMMANDER AND REASSIGNMENT

ORDER X-X

STANDARD NAME LINE

You are relieved from command and reassigned as indicated.

Relieved from: (see note 1)
Assigned to: (see note 2)
Effective date:
Authority:
Additional instructions:

NOTES:

- 1. Indicate organization or unit.
- 2. Indicate organization or unit and new duty assignment.

17. DISCHARGE FROM OHIO MILITARY RESERVE

(Individual Discharge)

ORDERS X-X

STANDARD NAME LINE

You are discharge from the Ohio Military Reserve.

Effective date:

Type of discharge:

Reason:

Authority: (see note 1)

Reenlistment code: (see note 2)

NOTES:

- 1. This order is for HQOHMR use only.
- 2. Originating office will suggest RE code per OHMR R635-4; ACSPER will make final determination.

(Group Discharge)

You are discharged form the Ohio Military Reserve as indicated.

<u>NAME, SSN, GRADE, UNIT</u>	<u>EFFECTIVE DATE</u>	<u>TYPE OF DISCHARGE</u>	<u>REASON</u>	<u>AUTHORITY</u>
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18. MANDATORY RETIREMENT

ORDER X-X

STANDARD NAME LINE

You are released from the Ohio Military Reserve and placed on the retired list.

Retired grade of rank:

Effective date:

Authority:

NOTES:

- 1. This order format is for use by HQOHMR only.

19. AMENDMENT OF ORDERS

ORDER X-X

The following order is amended as indicated.

So much of: (see note 1)
Pertaining to: (see note 2)
As reads:
How changed (see note 3)

NOTES:

1. Cite paragraph and order number. Include headquarters, or unit and date when appropriate. Example: "Paragraph 2a, OHMR-I-CC (431) Order 17-6 dtd 21 May 98"
2. Indicate what action was directed by original order, e.g. "promotion of" etc.; list name, grade, organization and address as necessary.
3. Indicate whether the order is amended to add, amended to delete or amended to read, and specify the change desired.

20. REVOCATION OR RECISSION OF ORDERS

ORDER X-X

The following order is revoked/rescinded as indicated.

Action: either revoked or rescind (see note 1)
So much of: (see notes 2 and 3)
Pertaining to: action (see note 4)

NOTES:

1. Rescind an order when there is no longer a need for it. Revoke an order when it is void and was without effect from the beginning.
2. Cite paragraph and order number. Include headquarters, or unit and date when appropriate. Example: "Paragraph 2a, OHMR-I-CC (431) Order 17-6 dtd 21 May 98"
3. Indicate "unexecuted portion of" when the order being rescinded has been partially executed.
4. Indicate what action was directed by the original order, e.g., "promotion of" etc.; list name, grade, organization and address as necessary.

21. ACTIVATE, INACTIVATE, ORGANIZE, REORGANIZE, DESIGNATE, REDESIGNATE, CONSOLIDATE, CONVERT OR DISCONTINUE AN ORGANIZATION

PERMANENT ORDER X-X

STANDARD NAME LINE OF ORGANIZATION/UNIT

The following organization/unit action is directed.

Action: (see note 2)

Assigned to:

Effective date:

MOTE and date: (see note 6)

Authorized strength:

Required strength: (see note 5)

Authority:

Additional instructions: (see note 3)

NOTES:

1. This format for HQOHMR use only.
2. Indicate the appropriate action or actions taken regarding the organization/unit.
3. Include requirements pertaining to personnel and equipment.
4. SNL should include unit name and station including ZIP+4 code.
5. Required strength is the full strength of the MTOE/TDA.
6. If unit is TDA unit, use TDA

22. APPOINTMENT OR RELIEF FROM ATTACHMENT

ORDER X-X

You are attached/relieved from attachment/further attached as indicated.

Action: (see note 2)

Effective date:

Period:

Purpose: (see note 3)

Additional instructions: (see note 4)

NOTES:

1. This format for HQOHMR use only.
2. Indicates you are "attached to __", "relieved from__" or "further attached to __."
3. Indicate reason for attachment.
4. When appropriate state "upon completion of duty" you will return to home station.

23. ATTACHMENT/RELIEF FROM ATTACHMENT OF ORGANIZATION/UNIT

PERMANENT ORDER X-X

STANDARD NAME LINE OF ORGANIZATION/UNIT

The following organization/unit action is directed.

Action: (see note 2)

Effective date:

Period:

Purpose:

Authority:

Additional instructions: (see note 3)

NOTES:

1. This format for HQOHMR use only.
2. Indicate action (attachment/relief from attachment) and
 - a. organization/unit to which attached, or
 - b. organization/unit from which relieved from attachment.
3. Include requirements pertaining to personnel and equipment when appropriate.

24. ORDERED TO STATE ACTIVE DUTY

ORDER X-X

STANDARD NAME LINE

By direction of the Governor, you are ordered to State Active Duty at (location) for the period indicated unless sooner relieved or extended by proper authority.

Authority: (see note 1)

Reporting date:

Period:

Purpose:

Additional instructions: (see note 2)

NOTES:

1. This order is for HQOHMR use only.
2. Travel data and other data required may be entered.

25. Change of Location or Date for Previously Scheduled Drill or Activity

ORDER X-X

The following change is ordered as indicated. This order authorizes service for the following personnel or unit(s) on the date(s) and at the location(s) indicated for the performance of duty or training as defined under Ohio Revised Code section 5903.01(G). OIC or NOCIC must possess a copy of this order on location. Present for duty roster, by date, will be filed with OHMR-G1 within fourteen days following conclusion of duty.

Previous date:
Previous location:
New date:
New location:
Authority:

Appendix B (List of Directives Containing Orders Implications) to Regulation 310-10 (Military Orders)

List of Directives Containing Orders Implications

<u>OHMR Regulation</u>	<u>Title</u>
310-10	Military Orders
601-1	Appointment of Commissioned and Warrant Officers
601-2	Enlistment and Reenlistment
614-1	Relief and Designation of Commanders
614-3	Reassignments and Transfers
624-1	Enlisted Promotions and Reductions
624-2	Promotion of Officers
635-1	Mandatory Retirement
635-2	Commissioned and Warrant Officer Resignations and Discharges
635-3	Enlisted Personnel Separation
672-1	Decorations, Awards and Honors

Appendix C (Alphabetical Index of Order Formats) to Regulation 310-10 (Military Orders)

Alphabetical Index of Order Formats

Description	Format number
Activate, Inactivate, Organize, Reorganize, Designate, Redesignate, Consolidate, Convert or Discontinue an Organization	21
Amendment of Orders	19
Appointment of Acting NCO	8
Appointment of Commissioned and Warrant Officers	2
Appointment or Relief from Attachment	23
Assignment - Transfer Between Units	14
Attachment or Relief from Attachment of Organization or Unit	23
Authorization for Activities in Addition to Approved Training and Duty Schedule	5
Awards	10
Designation of Commander	15
Discharge from the Ohio Military Reserve	17
Enlistment and Assignment	1
Equivalent Training	4
Leave	11
Mandatory Retirement	18
Ordered to Annual Training	3
Ordered to State Active Duty	24
Promotion of Commissioned and Warrant Officers	9
Promotion of Enlisted Personnel	6
Reassignment - Change Within a Unit	13
Reduction in Rank and Grade - Enlisted Personnel	7
Relief of Commander and Reassignment	16
Revocation or Rescission of Orders	20
Temporary Duty (TDY)	12

APPENDIX D (Use of the Form 2446, Request for Orders) to Regulation 310-10 (Military Orders)

Use of the Form 2446, Request for Orders

1. General.

a. The Form 2446, Request for Orders (RFO), may be used at all levels to request orders from local or higher headquarters. A commander may require that all requests, or only specific requests, utilize this form. Requests for orders which are sent to HHD, Corps, will utilize this form.

b. The purpose of the form is to organize the required pertinent details in a consistent fashion, helping to ensure that all required information is provided. This ensures that orders produced are accurate, complete, timely, and legal. Such orders will provide soldiers with the support and authority needed to accomplish the mission and will afford them all the benefits and protection (such as employment/reemployment rights and workers' compensation) to which they are entitled.

c. Only officers may sign as the requestor of a request for orders. Noncommissioned officers, when authorized, may sign for an officer but must sign over the officer's name in the approved manner.

d. Form 2446 may be submitted in hard copy, fax, or electronic format. Faxed copies must include the sending ID and telephone number in the document format as well as the signature of the requestor. Electronically submitted copies must be submitted as an attachment to an e-mail which originates directly from requestor. .

2. Completing the Form. The following paragraph will discuss each of the data entry blocks in turn, describing what information should be entered in each case. The capitalized title of each paragraph corresponds to the title of a block on the form. See figure 1.

a. **DATE OF REQUEST.** Enter the date the request is prepared, entered in DDMMYY format, for example: 12 Apr 01.

b. **TO.** Enter the full mailing address of the office/individual to who the request is being sent. Include office symbols (refer to OHMR Regulation 340-2, Office Symbols).

c. **FROM.** Enter the full mailing address of the office/individual from which the request is being sent. Include office symbols (refer to OHMR Regulation 340-2, Office Symbols). **IMPORTANT:** This is the address to which the completed orders will be sent unless otherwise specifically directed in the request.

d. **TITLE OF FORMAT.** Entered here is the type of order being requested. Order format names are listed in Appendix A of Regulation 310-10. There are twenty-four formats; it is likely that one of them will fit virtually any situation which arises. Although any

commander may submit a request, note that certain format orders may only be issued by HQOHMR.

e. **MISSION ALIGNMENT STATEMENT.** Describe briefly here how this activity supports the unit's assigned mission, i.e., "Physical Security Training" or "First Aid Proficiency"

f. **FISCAL IMPACT STATEMENT.**

(1) On the first line insert the projected expenditure of State funds for this activity. For example, if your unit was being issued 100 MREs for the weekend, cost to the state may be \$600. Often there will be no cost to the State so enter \$0.00.

(2) On the second line insert the projected expenditure of funds from other sources. For example, if unit is being trained by an outside trainer who is being paid. Do not include normal personal expenses such as meals, lodging, and travel.

(3) **SOURCE OF OTHER FUNDS.** Under this heading enter the source of the "other" funds such as "Unit Fund", "Cost shared by participants" or "Donation".

g. **STANDARD NAME LINE.** Requests may be made for individuals, groups, or organizations. In the case of the latter two, the specific element is simply named. For example: a group may be "All personnel in the grade of E5 through E7." An organization may be "The 5th MP Bde." When orders are requested for individuals, alone or in groups, standard name line information must be accurately entered. Examples of standard names may be found in Chapter 2 of Regulation 310-10. It is extremely important that all elements of the standard name line be entered on the Form 2446. Failure to do so may result in the request being denied for being incomplete. Accuracy is important as well. Inaccurate information may cause orders which are issued to be invalid, exposing soldiers and commanders to needless liability.

h. **LEAD LINE.** Each order format has its own unique lead line elements. These elements are defined in Appendix A of Regulation 310-10 under each order format. Only the lead line elements, not the actual information, are entered here.

(1) Lead line elements should be listed in this section of the Form 2446 just as they appear in Appendix A. Refer to figure 1 of this Appendix for an example of the lead lines associated with a specific format.

(2) In many cases the "Authority" lead line may simply be noted Verbal Order of Commanding Officer (VOCO). In the case of a request for an action based on regulations, such as a reduction in rank or unit transfer, cite the regulation, such as "340-2" under which authority the request is made.

(3) An "Additional instructions" lead line is shown in several order formats where it is likely to occur. Additional instructions are optional for all order formats and may be inserted or eliminated as need dictates.

i. VARIABLE INFORMATION. In this section enter the information associated with the lead lines entered in the section immediately to the left. Refer to figure 1. Variable information should be brief, concise and accurate. Simple facts, times, dates, and phrases are acceptable.

(1) Additional instructions. Typically, additional instructions refer to things such as payment of related expenses, proper uniform if it could be questionable, general actions to be taken before or after the order is executed, etc. Instructions should be very brief, concise, and should not exceed two sentences.

(2) Distribution. The distribution entered on the RFO represents the requestor's suggested distribution. The issued order may reflect a different distribution based on the requirements of the issuing headquarters. If the issued order is not distributed by the issuing authority to all recipients requested, it will be the responsibility of the requestor to decide whether or not to forward copies.

j. REQUESTOR'S NAME AND RANK. The name and rank of the officer making the request for orders will be typed or printed in this section. Only officers may submit requests. Enlisted personnel, if authorized, may sign for an officer in which case the officer's name and rank will still be entered in this section.

k. SIGNATURE. The requestor will sign his name and rank in this section.

(1) If an enlisted person is signing for an officer, the enlisted person will sign his name and the word "for" above the printed officer's name.

(2) If an electronic version of Form 2446 is submitted, the word "electronic" enclosed in parenthesis will be inserted in lieu of a signature.

l. APPROVED BY. This section will be left blank by the requestor. The approving authority at the requested headquarters, or the person to who such authority has been delegated, will print or type their name, rank and position in this section.

m. DATE. This section will be left blank by the requestor. The approving authority at the requested headquarters, or the person to who such authority has been delegated, will print or type the date the request was approved.

n. ORDER NO. This section will be left blank by the requestor. The approving authority at the requested headquarters, or the person to who such authority has been delegated, will print or type the number of the order issued in response to the request.

3. Disposition.

a. Approved. When a request has been approved and the order issued, a copy of the order, with a copy of the approved RFO attached, will be expeditiously returned to the office/individual shown in the FROM section of the RFO along with the required copies for distribution.

b. Denied. When a request has been denied, the requestor's original RFO will be returned to the office/individual shown in the FROM section accompanied by a brief memorandum explaining why the request was denied.

