

# OHIO MILITARY RESERVE



**Regulation 340-3**

# **OFFICE FILING SYSTEM**

Headquarters, Ohio Military Reserve  
Office of the Assistant Chief of Staff,  
Personnel and Administration, G1  
1000 Lawrence Road  
Camp Perry Training Site  
Port Clinton, Ohio  
43452-9578

**01 March 1999**

# OHMR Regulation 340-3

Headquarters  
Ohio Military Reserve  
Camp Perry Training Site  
Port Clinton, Ohio  
01 March 1999

## Office Filing System

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By Order of the Governor:

CHARLES E. HOLLAR  
*Colonel, Ohio Military Reserve  
Chief of Staff*

Official:

RICHARD B. IOTT  
*Lieutenant Colonel, Ohio Military Reserve  
Secretary to the General 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, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio, 43452-9578.

**Summary.** This Regulation governs office filing system of the OHMR and establishes policy guidelines for the numbering of office files.

**Supersedes.** This regulation supersedes OHMR Regulation 340-3, 24 February 1984.

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1. Purpose and Scope. This regulation of the basic numbers is to be used for filing systems at all levels, numbers may be added as necessity arises.

2. File Numbers. The numbers listed below will act as a master sheet for files. Information is in separate jacket covers.

1. Immediate Action
2. OHMR Mission Letter
3. Form 1
4. Payroll
5. Form 7
6. Form 11
7. Form 12
8. Form 13
9. Form 21 and 21A
10. Form 25
11. Form 26
12. Form 27
13. Turn In Slip
14. Issue Slip

15. Training Schedule
16. (a) Unit File of Company Level Orders  
(b) Correspondence
17. Battalion
  - (a) Special Orders
  - (b) Operational Plan
  - (c) Correspondence
18. Brigade
  - (a) Special Orders
  - (b) Operational Plan
  - (c) Correspondence
19. Headquarters OHMR
  - (a) General Orders
  - (b) Special Orders
  - (c) Operational Plan
  - (d) Correspondence
  - (e) OHMR Bulletins
20. Strength Report
21. Camp Perry
22. OHMR News
23. Marksmanship File
24. Locator Cards
25. ID Card Ledger
26. 201 Files (separate file not available to the general public)