

# OHIO MILITARY RESERVE



**Regulation 640-1**

# **MILITARY PERSONNEL RECORDS JACKET (MPRJ)**

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 May 2001**

# Summary of Changes

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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 640-1, dated 01 May 01

<u>Paragraph</u>	<u>Subject</u>
1-3b	Defines at which levels record custodians will exist and what records they will hold. Battalion S1s will hold battalion and company; brigade S1s will hold brigade only; OHMR-G1 will hold Corps HHD and duplicates of all filed files.
2-2b	Changes forwarding of deceased persons' MPRJ from OHMR-Z to OHMR-G1.
3-1a	Revises minimum documents required for initialization of an MPRJ upon enlistment or appointment to coincide with current documents in use.
3-1b	Establishes OHMR-G1 as source for DA Form 201. Also changes requirement for full middle name on file folder to middle initial only.
3-2c	Establishes a soldier's birthday month as the annual review period for his MPRJ.
3-4	Changes forwarding of MPRJ after separation or transfer to MOBDES from OHMR-Z to OHMR-G1.
Appendix A	Revised to reflect current documents in use.
Appendix C	Revised to reflect current documents in use.
Appendix D	Added to replace DA Form 201A with OHMR Form 201A.

**Headquarters  
Ohio Military Reserve  
Camp Perry Training Site  
Port Clinton, Ohio  
01 May 2001**

**Military Personnel Records Jacket (MPRJ)**

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By Order of the Governor:

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**Summary.** This regulation on the preparation, maintenance, control, and use of the Military Personnel Records Jacket (MPRJ) is the sole authority for filing documents in the MPRJ and will govern each case of conflict. It gives filing instructions or guidance for each form or document that is authorized for filing in the MPRJ.

**Supersedes.** This regulation OHMR Regulation 640-1, dated 01 December 1984, and any undocumented practices regarding general use of the MPRJ which have developed in the interim.

**Applicability.** This regulation applies to the personnel records of the Ohio Military Reserve within the units subordinate to Headquarters, Ohio Military Reserve.

**Supplementation.** Supplementation of this regulation and establishment of command and local policies is strictly prohibited without prior 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.

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## Section 1 General

1-1. Purpose. This regulation:

a. Assigns responsibilities for maintaining and controlling the Military Personnel Records Jacket (MPRJ). This file is also occasionally referred to as a "201 file", a slang term derived from the name of the actual cardstock folder itself, DA Form 201.

b. Controls the filing of documents in the MPRJ.

c. Identifies documents authorized for filing in personnel records.

1-2. Reference. AR 640-10.

1-3. Responsibilities.

a. Transferring records. The losing custodian will collect the records and forward them to the gaining records keeper. This refers to all records – personnel (the MPRJ), training (Individual Training Record Jacket [ITRJ]), and supply (Organizational Clothing and Individual Equipment [OCIE]). A soldier transferring from one unit to another unit will hand carry his records to the gaining unit upon assignment.

b. Keeping the MPRJ. A soldier's MPRJ will be kept by the custodian serving the soldier's unit of assignment.

(1) Battalion S1s will hold MPRJs for battalion headquarters, headquarters detachment, and for all subordinate companies. On an exception basis due to distance or other practical constraints, companies may hold their own MPRJs, with the consent of the appropriate brigade S1.

(2) Brigade S1s will hold the MPRJs for brigade headquarters and headquarters company.

(3) OHMR-G1 will hold the MPRJs for Corps headquarters and headquarters detachment.

(4) A duplicate MPRJ for all brigade, battalion and company personnel will be maintained by OHMR-G1. It is the responsibility of subordinate MPRJ holders to forward copies of additions, or notice of removals, to OHMR-G1 promptly. The Corps level duplicate MPRJ will be the only duplicate file maintained by OHMR.

c. Determining forms or documents authorized for filing in a personnel record. Refer to Appendix A for numbered forms and Appendix B for unnumbered documents.

1-4. The purpose and ownership of personnel records.

a. Personnel records are created and maintained to:

(1) Manage the soldier's service effectively.

(2) Document historically a soldier's military service.

(3) Safeguard the rights of the soldier and the OHMR.

b. All documents filed on the authority of this regulation are the property of the OHMR. Once filed, these documents will not be removed except as provided by this regulation.

1-5. Disclosing and safeguarding personnel records.

a. Custodians must safeguard all personnel records under their supervision. They must set procedures to control the release of the records and the information they contain.

b. Data in personnel records will be classified as "For Official Use Only" whether it bears special markings or not. Data in personnel records will be released to OHMR activities or individuals as indicated below.

(1) Soldiers may view and be given copies of documents in records relating to them.

(2) Soldiers may authorize, in writing, an agent to view and receive copies of documents kept in personnel records relating to them.

(3) Records and information will be released to persons performing routine records maintenance, processing personnel actions, and performing personnel management functions. Custodians must set up controls to ensure records are not released to unauthorized persons or activities.

c. Custodians will protect records from loss, destruction, or unauthorized disclosure. Storage locations will be locked.

1-5. Authority for filing.

a. Only those documents listed in this regulation will accompany or be filed in the MPRJ. The addition or deletion of documents in these records will be done only through changes to this regulation.

b. Except for those documents listed as minimum required documents, personnel need not contain a document simply because it is listed in this regulation. Unless directed in this regulation, only one copy of a document will be filed in a personnel record.

1-7. Removal of documents. Unless stated in this regulation, documents authorized for removal from the MPRJ will be given to the soldier concerned. Soldiers are encouraged to keep copies of documents for possible later use.

## Section 2 Transfer of Records

2-1. Transfer of records when soldier moves from one unit to another.

a. Personnel records for a soldier transferring from one unit to another unit will be hand carried by the member upon assignment.

b. Personnel records of each soldier transferring will be checked at the losing unit to insure that they are correct, current, and contain the proper documents.

2-2. Transfer of records of deceased persons.

a. When a soldier dies, the custodian of the custodian of the MPRJ will remove all temporary documents from the MPRJ and collect the ITRJ and the OICE.

b. When the above action is complete, the complete set of records will be sent to Assistant Chief of Staff – Personnel and Administration, Ohio Military Reserve (OHMR-G1).

### **Section 3 The OHMR Military Personnel Records Jacket**

#### 3-1. Initiating the MPRJ.

a. When a person joins the OHMR unit the gaining activity will initiate the MPRJ. It will contain as a minimum:

- (1) Officer:
  - (a) OHMR Form 11, Application for Appointment.
  - (b) OHMR Form 13-O, Oath of Office
- (2) Enlisted:
  - (a) OHMR Form 21, Application for Enlistment.
  - (b) OHMR Form 13-E, Oath of Enlistment
- (3) All personnel:
  - (a) OHMR Form 88, Report of Medical History and Examination (Part I, Exam).
  - (b) OHMR Form 93, Report of Medical History and Examination (Part II, History).
  - (c) OHMR Form 2, Privacy Act Statement.
  - (d) OHMR Form 512, Fingerprint Identification Card
  - (e) OHMR Form 701, Locator Card
- (4) A DD214 will be included for all prior service personnel.
- (5) If the enlistee is under the age of eighteen years, an OHMR Form 4, Parental or Guardian Consent for Enlistment.

b. The documents that are part of the MPRJ will be enclosed in a DA Form 201, Military Personnel Records Jacket. They may be requested from OHMR-G1. The soldier's last name, first name, middle initial (if any) and social security number will be legibly printed or typed on one line starting at the left side of the jacket tab. Leave enough space above the line to make corrections, if needed. Do not re-use existing DA Form 201's. Do not use adhesive labels.

#### 3-2. Filing documents in the MPRJ.

a. Only those documents listed in Appendix A or Appendix B are authorized for filing in the MPRJ. Depending on their purpose, file documents in one of the MPRJ sections shown below.

(1) Permanent section. This section is located on the left side of the open MPRJ. Documents filed in this section will be kept throughout the soldier's OHMR career.

(2) Action pending section. This is the top-most section located on the left side of the open MPRJ. It is separated from the permanent documents section below it by a OHMR 201A, Field Personnel File Divider. Documents filed in this section are kept until a specific action is finished (promotion recommendation, transfer request, etc.) After the action is finished, remove these documents or, if authorized, file them in another section of the MPRJ.

(3) Temporary action. This section is located on the right side of the open MPRJ. Documents not listed in this regulation may be filed in this section only when they are needed during the soldier's current assignment. Remove any document when it no longer serves a purpose.

b. Place documents filed in the MPRJ in chronological order. Always put the most recent paper on top of the older one. Attach all recommendations for promotion, transfer requests, recommendations for award, recessions, amendments, endorsements, true copies and requests for discharge to the order to which they apply. File these documents by the date of the order to which they apply. Revocation orders will not be filed. Upon receipt of a revoking order, removed the order to which it applies.

c. An annual review of the MPRJ should be conducted with each soldier during his birthday month.

#### 3-3. Continuing use of the MPRJ.

a. Once started, the MPRJ will be continued in use. It will be continued if the soldier

- (1) Changes grade
- (2) Changes status within the OHMR (i.e., enlisted to warrant, commissioned to enlisted, etc.)

b. When an enlisted member reenters the OHMR after a break in service of 30 days or more, the old MPRJ will be requested from OHMR-G1. On receipt, the MPRJ custodian will do the following:

- (1) Review all records in the prior service MPRJ.
- (2) Transfer any documents authorized for filing from the prior service MPRJ to the new MPRJ.

3-4. Disposition of MPRJ upon discharge or transfer to Mobilization Designation (MOBDES) list. Upon the discharge of a member or their transfer to Mobilization Designation, the individual's MPRJ and other records (training and supply) will be forwarded to the Assistant Chief of Staff – Personnel and Administration, OHMR-G1.

## Appendix A

## Numbered Forms Authorized for Inclusion in the MPRJ.

Authorized forms will not be included until they contain information. See paragraph 3-1a for minimum requirements.

Enlisted Personnel

OHMR Form 2	Privacy Act Statement
OHMR Form 4	Parental or Guardian Enlistment Consent (only for persons under 18 years of age)
OHMR Form 13-E	Oath of Enlistment
OHMR Form 21	Application for Enlistment
OHMR Form 31A	Application for ID Card
OHMR Form 88	Medical Examination/Medical History (Part I: Exam)
OHMR Form 93	Medical Examination/Medical History (Part II: History)
OHMR Form 210	Awards Summary
OHMR Form 369	Police Record Check
OHMR Form 512	Fingerprint Identification Card
OHMR Form 701	Locator Card
OHMR Form 8	Board Member Appraisal
OHMR Form 26A	Transfer Request
OHMR Form 26B	Request for Transfer to MOBDES
OHMR Form 30	Enlisted Promotion Recommendation
OHMR Form 214	Separation from Service Record
OHMR Form 638	Recommendation for Award
OHMR Form 2166	NCO Evaluation Report
OHMR Form 2627	Record of Article 15 Proceedings

Officer Personnel:

OHMR Form 2	Privacy Act Statement
OHMR Form 11	Application for Appointment
OHMR Form 13-O	Oath of Office
OHMR Form 31A	Application for ID Card
OHMR Form 88	Medical Examination/Medical History (Part I: Exam)
OHMR Form 93	Medical Examination/Medical History (Part II: History)
OHMR Form 210	Awards Summary
OHMR Form 369	Police Record Check
OHMR Form 512	Fingerprint Identification Card
OHMR Form 701	Locator Card
OHMR Form 8	Board Member Appraisal
OHMR Form 25	Officer Promotion Recommendation
OHMR Form 26A	Transfer Request
OHMR Form 26B	Request for Transfer to MOBDES
OHMR Form 67-8	Officer Evaluation Report
OHMR Form 214	Separation from Service Record
OHMR Form 638	Recommendation for Award

Appendix B

Unnumbered Documents Authorized for Inclusion in the MPRJ

Orders of enlistment or appointment  
Orders for promotion or reduction in grade  
Orders for transfer to another job assignment or unit  
Orders for transfer to or from MOBDES  
Orders for awards  
Orders for discharge  
Amendments to orders  
Temporary orders or memos related to MOS or job assignment (i.e., security clearances, blanket travel orders, etc.)

## Appendix C

## MPRJ File Organization

Forms marked with asterisk (\*) are required for initialization.

All other forms are required once information is available (i.e., once a correspondence course is completed, Form 2512 becomes a required form).

Left side of open folder  
(back to front)

1. Extra ID Photos
2. \*Fingerprint Identification Card, OHMR Form 512
3. \*Application for ID Card, OHMR Form 31A
4. \*Police Record Check, OHMR Form 3698.
5. \*Privacy Act Statement, OHMR Form 2
6. \*Medical Report, OHMR Form 88
7. \*Medical Report, OHMR Form 93
8. Parental or Guardian Enlistment Consent (if required)
9. \* Discharge Record, DD Form 214 (if prior service)
10. \*Application for Enlistment or Appointment, OHMR Form 22 or 11
11. \*Oath of Enlistment or Office, OHMR Form 13-E or 13-O
12. Permanent orders (awards, promotion, demotion, transfers, etc.)
13. Historical MOS assignments (w/request attached, if any)
14. Historical assignment or reassignments
15. Award orders (w/recommendation attached)
16. Miscellaneous permanent records, filed historically by date, most current on top
17. \*Field Personnel File Divider, OHMR Form 201A
18. Pending award recommendations, requests for change, recommendations for promotion, etc.

Right side of open folder  
(back to front)

1. Misc., temporary information
2. \*Locator Card (current only), OHMR Form 701
3. Assignment memo (current)
4. MOS assignment (current)
5. Awards Summary, OHMR Form 210

Initial distribution of documents upon enlistment or appointment:

To OHMR-G1	Originals of all left side documents except Police Record Check, OHMR Form 369 and Application for ID, OHMR Form 31A (send copies). Copies of all right side documents.
To OHMR-G2	Original of Police Record Check, OHMR Form 369.
To MPRJ	Copies of all left side documents except Fingerprint Identification Card, OHMR Form 512 (file one of two originals). Originals of all right side documents.
To Indiv	Original Application for ID, OHMR Form 31A, should be hand carried by individual to ID card issuing session. It is recommended that the records custodian hold this document until that time. Copies of any document requested.

Appendix D

Reproducible Forms

OHMR 201A Field Personnel File Divider

NOTE: This form may be reproduced locally. It should be printed on pale yellow card stock in black ink. Two hole punch at the top to match attaching wires in DA Form 201 folder. It is recommended that self-adhesive hole reinforcement rings be added.

FOLD

## **FIELD PERSONNEL FILE DIVIDER**

(Permanent records will be filed below this divider, pending documents will be filed above)