

# OHIO MILITARY RESERVE



**Regulation 640-2**

# **INDIVIDUAL TRAINING RECORD JACKET (ITRJ)**

Headquarters, Ohio Military Reserve  
Office of the Assistant Chief of Staff,  
Plans, Operations and Training, G3  
1000 Lawrence Road  
Camp Perry Training Site  
Port Clinton, Ohio  
43452-9578

**01 June 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 640-2, dated 01 Jun 01

This regulation is a completely new document. It is an adoption of OHMR SOP 202.00 which it supersedes.

All persons who manage personnel or training records and personnel files should be intimately acquainted with its provisions.

| Para    | Change   |
|---------|--|
| 1-3a(4) | A duplicate of the Individual Training Records Jacket (ITRJ) for all field personnel will be maintained at HQOHMR. These will be stocked with copies forwarded from the field units of any materials placed in the local ITRJ. The copied material will be <u>sent to OHMR-G1</u> , who will note information required for promotion qualification, awards, etc., and then forward the copies to OHMR-G3 for filing. |
| 2-1a    | The local Military Personnel Records Jacket (MPRJ) custodian (usually the S-1) will act as the records coordinator when records must be collected and forwarded as in the case of transfer or death. This includes all records – the ITRJ, the MPRJ and the Organizational Clothing and Individual Equipment (OCIE) record.  |
| 3-1a(5) | A DD Form 214 will be maintained in the ITRJ for prior service personnel.  |

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

**Individual Training Record Jacket (ITRJ)**

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By Order of the Governor:

JOHN T. FINNEGAN  
*Colonel, Ohio Military Reserve  
Chief of Staff*

Official:

RICHARD B. IOTT  
*Lieutenant Colonel, Ohio Military Reserve  
Secretary to the General Staff*

**Supersedes.** This regulation supersedes OHMR SOP 202.00. Individual Training Record Jacket (ITRJ), dtd 01 Jan 98 and all previous policies, directives, and practices regarding the maintenance of training records for individuals.

**Applicability.** This regulation applies to all personnel of the Ohio Military Reserve who manage, prepare, review, or utilize official training records.

**Supplementation.** Supplementation of this regulation and establishment of command and local policies is prohibited.

**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, Plans, Operations and Training, OHMR G3, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio, 43452-9578.

**Summary.** This regulation on the preparation and management of the Individual Training Record Jacket (ITRJ) establishes initialization, maintenance, and disposition of the ITRJ as well as the format and authorized documents.

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## Chapter 1 General

1-1. Purpose. This regulation:

a. Assigns responsibilities for maintaining and controlling the Individual Training Records Jacket (ITRJ).

b. Controls the filing of documents in the ITRJ.

c. Identifies documents authorized for filing in training records.

1-2. Reference. OHMR SOP 202.00.

1-3. Responsibilities.

a. Keeping the ITRJ. A soldier's ITRJ will be kept by the training records custodian serving the soldier's unit of assignment.

(1) Battalion S3s will hold ITRJs 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 ITRJs, with the consent of the appropriate brigade S3.

(2) Brigade S3s will hold the ITRJs for brigade headquarters and headquarters company.

(3) OHMR-G3 will hold the ITRJs for Corps headquarters and headquarters detachment.

(4) A duplicate ITRJ for all brigade, battalion and company personnel will be maintained by OHMR-G3. It is the responsibility of subordinate ITRJ holders to forward copies of additions, or notice of removals, to OHMR-G3 thru OHMR-G1. OHMR-G1 will record the data necessary to monitor training requirements as it relates to promotion eligibility and award recommendations, and forward the training records to OHMR-G3 as quickly as possible. The Corps level duplicate ITRJ will be the only duplicate file maintained by OHMR.

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

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

a. Training records are created and maintained to:

(1) Manage the soldier's training effectively.

(2) Document historically a soldier's military training and qualifications.

(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 training records under their supervision. They must set pro-

cedures to control the release of the records and the information they contain.

b. Data in training records will be classified as "For Official Use Only" whether it bears special markings or not. Data in training 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 training records relating to them.

(3) Records and information will be released to persons performing routine records maintenance, processing personnel actions, and performing personnel training 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.

1-6. Authority for filing.

a. Only those documents listed in this regulation will accompany or be filed in the ITRJ. 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, training records 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 training record.

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

## Chapter 2 Transfer of Records

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

a. Transferring records. The losing custodian of the individual's personnel records (Military Personnel Records Jacket or MPRJ) will be the records coordinator. He 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. Upon arrival at the receiving unit, records will be distributed to the appropriate custodian.

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

d. When persons transfer from Corps HHD to a brigade, battalion, or company assignment, it will be necessary for a photocopy ITRJ to be established at OHMR-G3 from the original ITRJ inasmuch as copies are not maintained on Corps HHD personnel.

#### 2-2. Transfer of records of deceased persons.

a. When a soldier dies, the custodian of the custodian of the ITRJ will remove all temporary documents from the ITRJ and forward it to the soldier's MPRJ custodian.

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).

### Chapter 3

#### The OHMR Military Personnel Records Jacket

##### 3-1. Initiating the ITRJ.

a. When a person joins the OHMR unit the gaining activity will initiate the ITRJ. The initiating forms will be included even if there is no information to be entered on the forms. It will contain at a minimum:

(1) OHMR Form 4316-P, Training Milestone Record, Preprinted.

(2) OHMR Form 4314, Consolidated Skill Qualification Record.

(3) OHMR Form 2512, Consolidated Correspondence Course Record.

(4) OHMR Form 4312 Consolidated Weapon Qualification Record.

(5) DD Form 214, if prior service.

b. The documents that are part of the ITRJ will be enclosed in a pressboard file folder with fixtures for attaching top punched letter size papers on each side of its interior so that when it is opened book-fashion, right and left hand pages appear before the viewer (similar to the DA Form 201 file). The preferred color is light blue which is readily available through commercial sources, although this is not required. 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 ITRJs. Do not use adhesive labels.

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

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

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

(2) Action pending section. This is the topmost section located on the left side of the open ITRJ. It is separated from the permanent documents section below it by a OHMR Form 202A, Training

Records File Divider. Documents filed in this section are kept until a specific action is finished (authorization for training not yet in progress, training in progress and not yet completed, pending request for training, etc.) After the action is finished, remove these documents or, if authorized, file them in another section of the ITRJ.

(3) Qualification record section. This section is located on the right side of the open ITRJ. The forms listed in paragraph 3-1 above will be maintained here in the order listed. Documents filed in this section will be continuously updated throughout the soldier's career.

(4) Temporary qualifications section. This is the topmost section located on the right side of the open ITRJ. It is separated from the qualification documents section below it by a OHMR Form 202B, Consolidated Qualification Records File Divider. Documents not listed in this regulation, such as temporary qualifications related to the soldier's current assignment (i.e. a security clearance that will be revoked when the individual's job changes), may be filed in this section only as long as they are needed. Remove any document when it no longer serves a purpose. Contents of this section may vary based on the desires of the local commander.

b. Place documents filed in the ITRJ in chronological order. Always put the most recent paper on top of the older one. Attach all requests for training, enrollment forms, or similar documents to the final disposition, denial, completion, diploma, confirmation of training, or other terminal documents to which they apply. File these documents by the date of the terminal document to which they apply. Revocation orders will not be filed. Upon receipt of a revoking order, removed the documents to which it applies.

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

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

a. Once started, the ITRJ 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 ITRJ will be requested from OHMR-G1. On receipt, the ITRJ custodian will do the following:

(1) Review all records in the prior service ITRJ.

(2) Transfer any documents authorized for filing from the prior service ITRJ to the new ITRJ.

3-4. Presenting the ITRJ to a promotion board. When an individual is to appear before a promotion board, The ITRJ will be inserted into the MPRJ before it is presented to the board for review.

3-5. Disposition of ITRJ upon discharge or transfer to Mobilization Designation (MOBDES) list. Upon the

discharge of a member or their transfer to Mobilization Designation, the individual's ITRJ will be forwarded to the individual's MPRJ custodian. The

custodian will, in turn, forward it and other records (personnel and supply) to the Assistant Chief of Staff for Personnel and Administration (OHMR-G1).

**Appendix A  
Authorized Documents**

The following documents may be filed in the ITRJ in the order shown:

**LEFT SIDE**

Scheduled training information  
In-progress training information  
**File Divider, OHMR Form 202A**  
Annual SQT Scores  
Certificates (copies)  
Proof of Training documents  
Letters of Qualification

**RIGHT SIDE**

Temporary qualifications  
**File Divider, OHMR Form 202B**  
Training Milestone Record, Preprinted,  
OHMR Form 4316-P  
Consolidated Skill Qualification Record,  
OHMR Form 4314  
Consolidated Correspondence Course Record,  
OHMR Form 2512  
Consolidated Weapon Qualification Record,  
OHMR Form 4312  
DD Form 214, Service Record (if prior service)

**Appendix B  
Forms**

The following sample forms are file dividers for the ITRJ. Refer to paragraph 3-2 for information on their use. File dividers should be copied or printed on lightweight card stock, preferably light blue in color.

They will be hole punched at the top to accommodate the binding posts of the ITRJ. It is recommended that the holes be reinforced with self-adhesive hole reinforcements to extend their servicability.

- a. OHMR Form 202A, Training Records File Divider
- b. OHMR Form 202B, Consolidated Qualification Records File Divider

FOLD

## **TRAINING RECORDS FILE DIVIDER**

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

FOLD

# **CONSOLIDATED QUALIFICATION RECORDS FILE DIVIDER**

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