



OHIO MILITARY RESERVE

Regulation 680-1

REPORT OF STRENGTH AND DRILL ATTENDANCE (OHMR FORM 1)

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 April 2001

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

**Report of Strength and Drill Attendance
(OHMR Form 1)**

By Order of the Governor:

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Deputy Commander*

Official:

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*Lieutenant Colonel, Ohio Military Reserve
Secretary to the General Staff*

Supersedes. This regulation supersedes OHMR-R 680-1, 01 April 1988.

Applicability. This regulation applies to all units of the OHMR.

Supplementation. Supplementation of this regulation 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, Personnel and Administration, OHMR-G1, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio 43452-9578.

Summary. This Regulation sets forth policy and procedures for recording unit strength and drill attendance using OHMR Form 1.

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**Chapter 1
General**

1-1. Purpose. This regulation provides instructions and procedures in the accounting for all personnel in the Ohio Military Reserve when not on State Active Duty for the preparation, submission and disposition of the Report of Strength and Drill Attendance, OHMR Form 1.

1-2. Use. OHMR Form 1 will provide a chronologically certified administrative and historical

record of strength and status of each OHMR unit. The Form 1 will be the basis for all records, including payrolls, of all personnel in the unit. Changes in the status of each individual from date of appointment or enlistment to the date of separation will be recorded on the report.

1-3. Responsibility.
a. The unit commander is responsible for the preparation and submission of the OHMR Form 1. A report will be submitted for each month of the year. The report will reflect

any assembly for drill or instruction or authorized military training or duty of a unit whether with or without pay.

b. In the event a unit would have no scheduled drills during a month, a report will be submitted for that month listing all the personnel assigned and reflect any personnel transactions during that month.

c. In the event that a unit for any reason cannot prepare and submit a report, the next higher headquarters will be responsible for the preparation and submission of the report. This situation would include units that are still activated but have no personnel assigned.

1-4. Reporting period. The reporting period will be from 0001 hours the first day of each month, until 2400 hours the last day of each month.

1-5. Submission. Reports will be submitted so as to arrive at Headquarters, OHMR by the 15th day of each month following the reporting period.

1-6. Authentication.

a. The report will be authenticated by the unit commander. In the absence of the unit commander, the next senior in the chain of command will authenticate the report.

b. In the event the next higher headquarters must prepare and submit the report, the next higher commander or his authorized representative will authenticate the report.

Chapter 2 Procedures

2-1. Preparation.

a. Accuracy should be exercised in recording entries on the report

b. The report will be prepared as of the last day of the month.

c. All entries of the OHMR Form 1 will be typed or computer printed.

2-2. Number of copies. Copies of the Form 1 will be distributed upward, therefore, depending on unit level, the report will be prepared in up to four copies, with the following distribution:

a. Original sent to HQ, OHMR,

b. One copy sent to Bde S1,

c. One copy sent to Bn S1,

d. One copy retained by unit preparing the Form 1.

APPENDIX A

Preparation of OHMR Form 1

1. Sections. The OHMR Form 1 is broken down into six sections as follows:
 - a. Heading,
 - b. Body of the report,
 - c. Strength sections,
 - d. Unit designation and location section,
 - e. Authentication section,
 - f. Record transmittal section
2. Heading.
 - a. Enter the month and year.
 - b. Indicate the number of pages.
3. Body.
 - a. The body of the report will be broken down into six categories.
 - (1) Officers,
 - (2) Warrant officers,
 - (3) Enlisted personnel,
 - (4) Gains (i.e., new enlistments, incoming transfers),
 - (5) Losses (i.e., ETS, outgoing transfers, MOBDES, retirement, death),
 - (6) Events (annual training, IG inspections, visitors (VIP), etc.)The above categories will be entered on the report in the order shown above. The categories will be identified by typing the category heading in CAPITAL LETTERS AND UNDERLINING. The category identification will be typed in the name column indented one space from the left edge of the column. The entries for each category will be entered immediately below the heading. Double spacing will be used between categories. In the event a unit would have no entry for any category, that category may be left out of the report. See Appendix C for sample OHMR Form 1
 - b. Under no circumstances will an individual's appear in more than one category on any one report.
 - c. Name column.
 - (1) All entries will be single spaced.
 - (2) Names will be indented one space from the left hand edge of the column.
 - (3) Names will be listed in each category starting with the highest rank first and alphabetically within each rank. Normal capitalization will be used.
 4. SSN column. SSN will be indented one space from the left hand edge of the column.
 5. Date of Rank column.
 - a. Enter date of current rank for officers and warrant officers.
 - b. Enter date of current rank for all enlisted personnel.
 6. Grade column. Enter pay grade for all personnel. This entry will be centered in the column.
 7. Drill dates column.
 - a. For unit training assemblies (UTA), the date of each assembly will be entered in the Drill Dates block starting with the left column.
 - b. For multiple unit training assemblies (MUTA), each period of the assembly must be identified, Period I and Period II, with the date of the assembly entered below each period starting with the left column.
 - c. In the column below the drill attendance, status of each individual on the report will be noted. The following symbols will be used to indicate the drill attendance status:
 - (1) Present - P
 - (2) Absent - A
 - (3) Authorized equivalent training - T
 - d. Each column will be totaled and the total entered in each column in the block titled "Total Entitled to Credit for Each Assembly."
 8. Remarks column.
 - a. A remark will be entered for all personnel actions which have occurred during the period of the report. The remarks will be entered on the same line as the individual's name.
 - b. If for some reason a remark cannot be made during the period of the report in which it occurred, it will be made on the next report.
 9. Gains category.
 - a. An entry will be made in this category if any of the following personnel actions occur.
 - (1) An enlistment.
 - (2) An officer or warrant officer appointment.
 - (3) Transfer of an individual into the unit.
 - b. An entry in this category will be the initial entry on the OHMR Form 1 for an individual in any unit. After the initial entry has been

made on the report during the period it occurred, the individual will be accounted for on subsequent reports in the appropriate Officer, Warrant Officer, or Enlisted Personnel category.

c. Entries will be made as in paragraph 6c above.

10. Losses category.

a. An entry will be made in this category if any of the following personnel actions occur.

(1) Discharge.

(2) Transfer of an individual from the unit.

(3) Transfer to Mobilization Designation List (MOBDES)

(4) Retirement.

(5) Deceased personnel.

b. For the purposes of this report, none of the above actions (except (5)) will have occurred until an order has been published to that effect by HQOHMR. Individuals will be accounted for in the appropriate Officer, Warrant Officer, or Enlisted Personnel category until the order has been published.

c. Entries will be made as in paragraph 6C above.

11. Events category.

a. A remark will be made in this category if any of the following unit actions occur.

(1) Unit attendance at Annual Training,

(2) Change of command.

(3) Annual inspection by the Inspector General.

(4) Activation, inactivation, redesignation, reorganization, attachment, relief from attachment, detachment.

(5) Staff inspection by HQOHMR, Bde HQ or BN HQ.

12. Officer category. All officers assigned to the unit preparing the report will be recorded in this category.

13. Warrant officer category. All warrant officers assigned to the unit preparing the report will be recorded in this category.

14. Enlisted personnel category. All enlisted personnel assigned to the unit preparing the report will be recorded in this category.

15. Strength section.

a. Enter authorized strength of unit preparing the form as specified in the current Table of Organization.

b. Enter actual assigned strength of the unit preparing the report. Identify male and female personnel in the appropriate blocks. This represents the unit's actual current strength.

c. The aggregate figures will be the total of all personnel, both male and female, assigned to the unit.

d. The percentage of strength and attendance blocks will be calculated in the following manner.

(1) Strength. Divide the number in the aggregate assigned (AGG ASS'D) box by the number in the aggregate authorized (AGG AUTH) box. The resultant sum is entered in the percentage of strength box.

(2) Attendance.

(i) Determine the potential number of person who could have attended drills that period by multiplying the number of persons shown on the form by the number of drill or training events which occurred. For example, 26 persons times 4 drills = 104.

(ii) Determine the number of persons who attended drills that period by totaling the numbers in the "Total Entitled To Credit For Each Drill Assembly" For example, if there were four drill assemblies and attendance was 21, 23, 19 and 25, respectively, the total would be 88.

(iii) Divide the number of persons who attended drills (paragraph ii above) by the number of persons who potentially could have attended drills (paragraph i above). For example, 88 divided by 104 = 96. The resultant sum is entered in the percentage of attendance box

16. Unit Designation and Location. Enter unit designation. Location will be the home duty station of the unit.

17. Authentication section. The individual authenticating the report will sign his or her name and date in the Signature and Date block. The name and rank of the individual authenticating the report will be typed in the Name and Rank block.

18. Transmittal of Records section.

a. Transmittal Certificate must be signed by the individual authenticating the report.

b. All enlistment records must be forwarded with the OHMR Form 1 on which the enlistment or reenlistment remark appears. There will be no exceptions to this policy. The

enlistee's or reenlistee's name and SSN will be entered in the appropriate column.

c. All Military Personnel Record Jackets (MPRJ) for discharged individuals must be forwarded with the OHMR Form 1 on which the individual was discharged. There will be no exceptions to this policy. The dischargee's name and SSN will be entered in the appropriate column.

d. If there are no records to be forwarded with the report, the word "None" will be entered.

19. Multiple page reports. If a report consists of more than one page, only the Strength, Unit Designation and Location, and Authentication sections of the last page of the report will be completed. All pages preceding will have a "X" drawn across the page from the "Total Entitled to Credit for Each Drill Assembly" block to the bottom of the page.

APPENDIX B

Remarks and Abbreviations for OHMR Form 1

1. General. Remarks should be clear, concise and abbreviated as much as possible. The remark should state what personnel action has transpired, the effective date of the action and the authority for the action, if appropriate.

2. Actions. The following are personnel actions with typical remarks for these situations.

a. Enlistment and reenlistment remarks should include rank and date of enlistment/reenlistment.

(1) Enl as PFC 18 Aug 96.

(2) Reenl as SFC 21 Nov 99.

b. Officer and warrant officer appointment remarks should include rank, date of appointment and authority.

(1) Appt 2LT 19 Nov 98 O 2-1, HQOHMR 21 Nov 98

(2) Appt WO1 28 Sep 99 O 5-1, HQOHMR 29 Sep 99

c. Promotions and remarks should include rank promoted to, effective date and authority.

(1) Prom CPT 19 Jul 96 O 6-1, HQOHMR 21 Jul 96.

(2) Prom SSG 1 Mar 97 O 4-1, HQ 5th MP Bde 01 Mar 97.

(3) Prom PFC 01 Feb 97 O 2-1, 231st MP Co 23rd MP Bn 01 Feb 97.

d. Discharge remarks should include date of discharge and authority.

(1) Disch 21 Nov 99 O 10-1, HQOHMR 30 Nov 99.

e. Transfer remarks for individuals between units.

(1) Gaining unit:

Trf fr 431st MP Co 43d MP Bn 21 Nov 96 O 5-1, HQ 43rd MP Bn 01 Nov 96

(2) Losing unit:

Trf to 433rd MP Co 43d MP Bn 21 Nov 96 O 5-1 HQ 43d MP Bn 01 Nov 96.

f. Assumption of command remarks.

Assumption of command remarks must include date.

(1) Brigade or battalion.

(i) Assume cmd 4th MP Bde 01 Nov 97.

(ii) Assume cmd 53d MP Bn 24 Jul 99.

(2) Headquarters companies or detachment.

(i) Assume cmd HC 2nd MP Bde 05 Dec 98.

(ii) Assume cmd HD 41st MP Bn 31 Mar 00

(3) Line companies.

Assume cmd 18 Sep 98

g. Equivalent training remarks. Equivalent training remarks should include the date for authorization and performance.

(1) Authorization for equivalent training.

Auth ET 21 Nov 97

(2) Performance of equivalent training.

Perf ET 21 Nov 97

h. Events category. The following are proper remarks for the Events Category.

(1) Unit attendance at Annual Training.

Unit attended AT99, Camp Perry, OH, 18-21 Sep 99, PO 2-1 HQOHMR 15 Jul 99.

(2) Inspector General inspection.

Annual IG inspection conducted 15 Oct 99, Bowling Green, OH by LTC Robert F, Smith, IG, OHMR.

(3) Change of Command.

Change of command 21 Nov 99, 2LT John A. Doe assumed command, O 15-1 HQOHMR 20 Nov 99.

(4) Unit activation of inactivation.

(i) Unit activated 12 Dec 98 at Columbus, OH, PO 10-1 HQOHMR 01 Dec 98.

(ii) CPT Harold F. Brown assume cmd 01 Dec 99. This is initial OHMR Fm 1.

(iii) Unit inactivated 31 Mar 97 at Porto, OH, PO 2-1, HQOHMR 01 Mar 97. This is final OHMR Fm 1.

(5) Staff inspections.

(i) Staff inspection 21 Aug 99, HQ 1st MP Bde conducted by LTC Barney Kroger.

(ii) Staff inspection 30 May 96, HQ 21st MP Bn conducted by MAJ William Teiler.

APPENDIX C

Sample OHMR Form 1

| REPORT OF STRENGTH AND DRILL ATTENDANCE | | | | | | | MONTH <u>JUN</u> | PAGE <u>1</u> OF <u>1</u> PAGES | | | |
|--|-------------|--------------|-----------|--------------------------------------|---|--|-----------------------|---------------------------------|------|-----|------|
| NAME (LAST, FIRST MI) | SSN | DATE OF RANK | PAY GRADE | DRILL DATES | | REMARKS | YEAR <u>00</u> | | | | |
| | | | | 6 | 20 | | | | | | |
| OFFICERS | | | | | | | | | | | |
| Circle, Robert J. | 123-45-6789 | 10 Jan 93 | O3 | P | P | | | | | | |
| Bant, Thomas T. | 289-77-8964 | 13 May 96 | O2 | P | P | | | | | | |
| ENLISTED PERSONNEL | | | | | | | | | | | |
| Abbott, Ralph T. | 489-83-7928 | 25 Aug 97 | E8 | P | P | | | | | | |
| Cox, John A. | 087-34-5209 | 30 Sep 94 | E7 | P | P | | | | | | |
| Hess, Scott G. | 342-33-7866 | 01 Nov 96 | E6 | A | P | | | | | | |
| Hild, John H. | 012-49-0935 | 09 Aug 95 | E5 | A | A | | | | | | |
| Hespato, Maria J. | 248-58-9982 | 06 Oct 97 | E4 | P | P | | | | | | |
| May, Robert V. | 249-45-1818 | 27 Feb 96 | E4 | P | A | | | | | | |
| Agan, Roger B. | 102-07-1200 | 19 Mar 98 | E3 | P | P | | | | | | |
| GAINS | | | | | | | | | | | |
| Brow, Thomas R. | 340-87-0092 | 11 Apr 97 | O1 | P | P | | | | | | |
| LOSSES | | | | | | | | | | | |
| Britt, Elaine M. | 543-34-3536 | 25 Nov 91 | O3 | A | A | | | | | | |
| EVENTS | | | | | | | | | | | |
| Change of command 01 Apr 87, CPT Robert J. Circle assume command O 4-1, HQ OHMR 30 May 98. | | | | | | | | | | | |
| Staff inspection 21 May 01, HQ 44th MP Bn | | | | | | | | | | | |
| TOTAL ENTITLED TO CREDIT AT EACH ASSEMBLY | | | | 8 | 8 | | | | | | |
| STRENGTH | | | | UNIT DESIGNATION AND LOCATION | | I CERTIFY FROM PERSONAL KNOWLEDGE AND OFFICIAL RECORDS THAT THE ENTRIES ON THIS REPORT ARE TRUE AND ACCURATE | | | | | |
| AUTH | OFFICER | WO | ENLISTED | AGG | 531st MILITARY POLICE COMPANY SPRINGVILLE ARMORY 2863 WEST TOWNSIDE ROAD SPRINGVILLE, OHIO 43455 | | NAME AND RANK: | | DATE | | |
| | 4 | 0 | 21 | 24 | | | ROBERT J. CIRCLE, CPT | | DAY | MO | YEAR |
| | | | | % OF ATTENDANCE | | | | | 01 | Jun | 00 |
| ASS'D | M | F | M | F | M | F | SIGNATURE: | | | | |
| | 3 | 0 | 0 | 0 | 6 | 1 | // SIGNED // | | | | |

OHMR FORM 1 (May 93) SIDE A