

PERSONNEL ACTIONS  
"AT A GLANCE"

Note:

I. All forms must be completely filled out and all necessary information attached before action is sent up chain of command

II. Refer to the appropriate chapter of VADF 600-10 for details.

III. Appropriate authority must publish orders before action can take effect or appear on morning report.

2-1R, Personal Information	3-R, Request, Personnel Action	337 R, Oath	14-R, Consent, Parent/Guardian	Orders Published By	DD214, Etc.	Resignation Letter	To Auxiliary Letter	201 File
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E1- E5

Enlistment (Non-Prior Service)
Enlistment (Prior Service)
Enlistment (Under Age)
Promotion
Reassignment
Transfer
Discharge (Resignation)
Discharge (Non-Resignation)
Transfer to Auxiliary

X	X	X	N/A	CO	N/A	N/A	N/A	N/A
X	X	X	N/A	CO	X	N/A	N/A	N/A
X	X	X	X	CO	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	CO	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	BDE	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	CO	N/A	X	N/A	X
N/A	X	N/A	N/A	CO	N/A	N/A	N/A	X
N/A	X	N/A	N/A	DIV	N/A	N/A	X	X

E6-E9

Enlistment
Promotion
Reassignment
Transfer
Discharge (Resignation)
Discharge (Non-Resignation)
Transfer to Auxiliary

X	X	X	N/A	BDE DIV	X	N/A	N/A	N/A
N/A	X	N/A	N/A	BDE DIV	N/A	N/A	N/A	X
N/A	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	BDE DIV	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	BDE DIV	N/A	X	N/A	X
N/A	X	N/A	N/A	BDE DIV	N/A	N/A	N/A	X
N/A	X	N/A	N/A	DIV	N/A	N/A	X	X

Officers

Appointment
Promotion
Reassignment
Transfer
Separation (Resignation)
Separation (Non-Resignation)
Transfer to Auxiliary

X	X	X	N/A	DIV	X	N/A	N/A	N/A
N/A	X	N/A	N/A	DIV	N/A	N/A	N/A	X
N/A	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	X	N/A	N/A	BDE DIV	N/A	N/A	N/A	X
N/A	X	N/A	N/A	DIV	N/A	X	N/A	X
N/A	X	N/A	N/A	DIV	N/A	N/A	N/A	X
N/A	X	N/A	N/A	DIV	N/A	N/A	X	X