c. Information collected on DA Form 1506 becomes part of the Joint Uniformed Military Pay System and pay date information (such as basic active service date) is transmitted to personnel systems, as required.

5–9. Assignment information

Assignment history starts with the military entrance processing station information found on the current DD Form 4 and includes basic training, advanced individual training, and all permanent change of station assignments to the present. Official source documents include permanent change of station orders and awards, OERs, and NCOERs. Active duty time/assignments, troop program unit time, any period of time a Soldier is mobilized in a Title 10 status are recorded on the appropriate record brief. If mobilized for contingency operations this can be listed as tour credit on the appropriate record brief.

a. Assignment/duty information is updated by the servicing MPD, brigade or battalion S1, or UA - Reserve personnel action center (USAR only). Update of this information is governed by modification table of organization and equipment and/or tables of distribution and allowances slotting rules, eMILPO functional guidance, or manuals for prescribed HR system, and AR 600–8–6.

b. Assignments prior to current enlistment, to include USAR, ARNG, other branches of service, temporary change of station, temporary duty, and/or deployed locations are not authorized to be recorded in the assignment history (appropriate record brief). However, prior service active duty assignments will be recorded. Basic training and advanced individual training entries will be deleted upon arrival to first permanent duty station. Assignment information will not be altered or updated to show the deployment location. For both current and previous assignment lines, change only the duty title to reflect deployment information (for example, "MNC–I SGM (FWD IZ)"). Do not alter organization, station, location, or command.

c. General rule(s) for updating assignment history include:

(1) Unit identification code and description of unit of assignment Soldier is assigned to should match the OER or NCOER for that timeframe. Refer to the Force Management System Web Site at https://fmsweb.army.mil/unprotected/splash/.

(2) The title of the position to which the Soldier is currently assigned as reflected in the authorization document, modification table of organization and equipment, tables of distribution and allowances, or joint table(s) of distribution should match the duty title found on the OER or NCOER for that timeframe. Refer to the Force Management System Web Site at https://fmsweb.army.mil/unprotected/splash/.

(3) The duty military occupational specialty specified in the modification table of organization and equipment, tables of distribution and allowances, or joint table(s) of distribution should match duty military occupational specialty on the OER or NCOER for that timeframe. Refer to DA Pamphlet (Pam) 611–21 and the Force Management System Web Site at https://fmsweb.army.mil/unprotected/splash/.

(4) The additional skill identifier specified in the modification table of organization and equipment, tables of distribution and allowances, or joint tables(s) of distribution should match the additional skill identifier (if any) found in the "Duty MOSC" on the OER or NCOER for that timeframe. Refer to AR 614–200 for further guidelines.

(5) The language indicator code contained in the table of organization and equipment or tables of distribution and allowances for the duty position. Displayed in assignment information only if required by duty position.

(6) Refer to eMILPO functional guidance and/or prescribed personnel system user manual for guidance on update procedures.

(7) In all instances, the duty title/principal duty assignment history located on the appropriate record brief will reflect in the "Duty Title" the following assignment "SOLDIER IN TRANSITION" for all Soldiers assigned or attached as patients to a Warrior Transition Unit or Community Based Warrior Transition Unit.

5–10. Overseas tour credit

Qualification for tour credit is determined by AR 614–30. Tours must be 30 consecutive days or more to be added to the appropriate record brief. All overseas, current, and prior service, regardless of branch or component, will be added to the appropriate record brief. Overseas duty performed while serving with another branch of service will be updated on the appropriate record brief. Official source documents include permanent change of station orders, temporary change of station orders, temporary duty orders, permanent change of station awards, OERs, and NCOERs. Specific characterizations of deployment service as overseas service types are:

a. Combat deployment is defined as an operation in a designated combat zone. Areas identified by an executive order (EO) as a combat zone and eligible for combat zone tax exemptions, as defined in the DODFMR 7000.14, Volume 7A, qualify as combat credit regardless of assignment status (for example, EO 12744 designates the Arabian Peninsula as a combat zone. Kuwait and Qatar are considered part of the Arabian Peninsula and are therefore considered a combat credit and both receive combat entitlements, regardless of permanent change of station or temporary change of station status).

5–11. Security data

The Army issues a security clearance to Soldiers whose jobs necessitate trusting them with classified information. Security clearances vary in degree. Army security clearances are governed by AR 380–67.

a. The uppermost row of the enlisted record brief contains a box titled "Fld Det PS Stat" (Field Determined Personal Security Status). The box contains one of the following words: "None," "Secret," "Top Secret," or "Other" to denote the Soldier's security clearance.

b. For questions concerning security clearance, contact the servicing battalion, battery, brigade, or division's military intelligence office. If the Soldier's security clearance is correct in the Joint Personnel Adjudication System, but not recorded properly on the personnel records contact the servicing MPD, brigade or battalion S1, or UA - Reserve personnel action center (USAR only). The brigade S1 personnel automation section chief utilizes personnel automation tools to correct personnel records.

5–12. Casualty documents

Casualty documents are governed by AR 600–8–1. Army casualty documents include DD Form 93 (Record of Emergency Data) and SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate). The AMHRR within iPERMS is the official records repository for all DD Forms 93 and the SGLV 8286 (and previous versions) forms.

a. An HR provider is required in the update, signature, and validation of these documents. HR providers will utilize eMILPO as the primary method to update DD Form 93 and SGLV 8286. In addition to digital signature capability and automatic upload to iPERMS, using eMILPO ensures the most current information is synchronized and available during required record review events.

b. The Army Casualty Program depends upon the DD Form 93 having accurate, up-to-date information. This extremely important form designates beneficiaries for certain benefits in the event of a Soldier's death. It is a guide for the disposition of that Soldier's pay and allowances if captured, missing, or interned. It also indicates the name and address of the individuals the Soldier desires to notify in case of emergency or death. The DD Form 93 for Soldiers is stored in the eMILPO database and available for retrieval with authorized access.

c. All Soldiers (Regular Army, USAR, and ARNG) are required to have a completed DD Form 93 on file in iPERMS. Advise individuals that the data collected on the DD Form 93 is used only for official purposes, consistent with 5 USC 552a.

d. The Servicemembers' Group Life Insurance (SGLI) Program became effective on 29 September 1965 with the enactment of Public Law 89–214. Since its inception, the SGLI Program has had several amendments. The major changes have been the amount of coverage, the persons eligible to be insured, the conditions under which persons are eligible for SGLI, and the continuation of such insurance after the Soldier's transition from the Service. These laws are codified as 38 USC 1965 through 1980. The SGLI is a group life insurance policy purchased by the Department of Veterans Affairs from a commercial life insurance company. The program is operated under an arrangement with commercial companies through the Office of the SGLI.

e. For additional rules on DD Form 93 and SGLV 8286 refer to AR 600–8–1 and the eMILPO functional guidance.

5–13. Awards, decorations, and medals

Awards, decorations, and medals are governed by AR 600–8–22.

a. Awards and decorations must be Web uploaded to iPERMS for inclusion in the OMPF before updating the Soldier's appropriate record brief. All completed DA Forms 638 (Recommendation for Award) containing a permanent order number and approved certificates will be Web uploaded to iPERMS.

b. Army policy, criteria, and administrative instructions concerning individual and unit military awards are outlined in AR 600–8–22. Information on various civilian awards is found in AR 672–20. The goal of the total Army Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service. The AMHRR within iPERMS is the official records repository for military awards.

c. Refer to AR 600–8–22 for rules on foreign awards and unit awards.

5–14. Civilian and military education

Civilian schools and military education are governed by, but not limited to, AR 621–5, AR 621–108, AR 350–1, AR 350–10, and AR 350–100.

a. Army Continuing Education Division. The Army Continuing Education Division (ACED) mission is to promote lifelong learning, readiness, and resilience through flexible and relevant education programs, services, and systems in support of the Total Army family. For specific questions pertaining to civilian and military education contact HRC,