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ASD (FM/PT)
645-6312

NUMBER 1304.3
DATE July 29, 1964

ASD(M)

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Department of Defense Instruction

SUBJECT

Reenlistment Rate Reports

- References: (a) Department of Defense Occupational Conversion Table, (Enlisted), October, 1963, authorized by DoD Instruction 1312.1, "DoD Enlisted and Officer Occupational Conversion Tables," June 24, 1964
- (b) DoD Instruction 1304.3, "Reenlistment Rate Report," July 13, 1956 (hereby cancelled, effective August 1964)

I. PURPOSE AND APPLICABILITY

- A. This Instruction provides for revised monthly, semi-annual and annual reports on enlisted personnel separations, reenlistments and reenlistment rates. These data are required, among other purposes, for: (1) personnel planning and program review, (2) analysis of the career attractiveness of military service, and (3) releases to the press, Congressional committees and other interested agencies.
- B. Its provisions apply to the Military Departments.

II. POLICY

- A. All requests originating outside of the Military Departments for data concerning reenlistment rates will normally be answered by reference to the reenlistment rates provided under this Instruction or under reference (b), whichever is appropriate. The rates established by this Instruction shall also be normally used in military personnel programs and related submissions to OSD and outside agencies.
- B. The "Unadjusted Reenlistment Rate" and "Adjusted Reenlistment Rate" as herein defined will be clearly specified in quotation of rates. When released outside DoD it is desirable that the rates be defined.
- C. This Instruction does not preclude the use of different methods of computing reenlistment rates or factors within each Service, as deemed necessary for internal administrative or planning purposes, provided that such variant rates are clearly identified as for internal Service use only.

DISTRIBUTION STATEMENT A

Approved for public release
Distribution Unlimited

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SELECTED
SEP 15 1993
S B D

93-21055



III. DEFINITIONS

The following definitions are established for use in reports prescribed under this Instruction and for release of reenlistment rates outside the Department of Defense.

- A. First Term Regular: Individual serving on an initial term of service in the regular component of a Service, including those with prior active service in a non-regular component of the same Service (e.g., as a reservist or inductee). An individual serving on an initial term of service in the regular component of a Service who has less than 24 months of prior active duty with another Service will also be considered a first term regular.

In the event that available statistical records do not permit a direct classification of "first term regular" in accordance with the preceding definition, enlisted personnel may be so classified if they have completed four years or less of service for pay purposes.

- B. Career Regular: Individual serving on active duty in the regular component for a second or subsequent term of service or on an extended tour for which a reenlistment bonus was paid. An individual serving on an initial term of service in the regular component of a Service with at least 24 months of prior active duty with another Service will be considered a career regular. If the number of such individuals is not significant, they may be classified as first term regulars.

An alternative criterion, for the purpose of this report, shall be the completion of more than four years of active service for pay purposes. In Air Force, reserve volunteers on active duty may be classified as career regulars.

- C. Inductee: Individual inducted into service as result of call placed with the Selective Service System. (Reports are not required for the limited numbers of inductions for unsatisfactory reserve participation, etc.).
- D. Term of Service: The period of active military service to be served under enlistment contract or term of induction by an enlistee or inductee, respectively.

Reserves or National Guard, enlistments in a Service of individuals with prior service only in another Service, and reenlistments of individuals more than 90 days after date of separation.

- J. Unadjusted Reenlistment Rate: Ratio of total reenlistments occurring in a given period to total separations, eligible to reenlist, occurring in the same period. This ratio is expressed as a percentage (i.e., multiplied by 100), for convenience in presentation.

The Unadjusted Reenlistment Rate is most appropriately used for short-range personnel plans, for current analysis of personnel procurement operations and for other purposes where a direct relation with current personnel strengths and personnel actions is required.

- K. Early Separations for Reenlistment: Separations prior to expiration of term of service for purpose of immediate reenlistment, as provided under service regulations.

- L. Adjusted Reenlistment Rate: A modified reenlistment rate designed to measure the net reenlistment yield from a group of separatees who would normally complete a term of service in a given period. Unadjusted rate adjusted to exclude effects of: (1) early separations for immediate reenlistment, (2) other early discharges of eligibles (i.e., eligible to reenlist under current Service policies but separated more than three months before ETS under early release programs for strength control purposes), and (3) the effect of mass involuntary retention on active duty beyond original ETS date (such as under Joint Resolution, PL 87-117 dated August 1, 1961). The Adjusted Reenlistment Rate is computed as outlined in Item 17 Format I.

The Adjusted Reenlistment Rate is designed for use in analysis of trends in the career attractiveness of military service and for longer-range personnel planning, rather than for current administrative or operating purposes.

- M. DoD Occupational Group: Two-digit occupational groups as listed in reference (a).

- N. Ineligible to Reenlist - Discharge for Cause: The Discharge for Cause category listed on Format IV covers the wide range of discharges required under service regulations, varying from punitive and undesirable discharges, through unsuitability and inaptitude, to illegal enlistments, minority, marriage, etc.
- O. Interservice and Intraservice Transfer: Separations from enlisted status to enter officer candidate training programs, enter duty as an officer, etc., either in the same service or another service.

IV. RECORD KEEPING

Reenlistment record keeping requirements under Reference (b) should permit computation of the Adjusted Reenlistment Rates required on monthly reports on Format I. Similar adjustment data (i.e., as required for items 13 and 14 on Format I) by two-digit occupational groups will be developed historically to the extent feasible from existing machine records, and will be maintained current for future periods, to permit reporting of Adjusted Reenlistment Rates by occupational group on Format II beginning no later than on the report for the first six months of Fiscal Year 1966. In addition, should there be occasion in the future for involuntary extensions of tours of active duty, necessary records will be developed to provide adjustments (as indicated in items 15 and 16 for Format I) and for the two-digit occupational groups reported on Format II.

In the event that the trends in the adjusted reenlistment rates are significantly distorted by unusual personnel situations, not provided for in this Instruction, action may be initiated by the Service concerned or by the Directorate for Statistical Services, acting for OASD(M), to effect a memorandum revision in reporting of the adjusted rates, in order to more accurately reflect the longer-range reenlistment trend. Such revisions shall only be made if concurred in by both the service concerned and by OSD, and shall be clearly annotated in any published rates.

V. REPORTING REQUIREMENTS

Each service will submit 4 copies of the monthly, semi-annual and annual reports required - Formats I, II, III

IV and V attached - within 50 days after the end of the period reported, to the Directorate for Statistical Services, OASD(Comptroller), as prescribed below:

- A. Format I. Monthly reports providing "Unadjusted" and "Adjusted" reenlistment rate data by personnel category beginning with report for the month ending 31 July 1964.
- B. Format II. Semi-annual report providing cumulative data for first six months and total fiscal year with detail by DoD Occupational Group, beginning with the report for the period ending 31 December 1964. Separate reports are required for "First Term Regulars," "Career Regulars," and "Inductees" where applicable. Adjusted reenlistment rate data will first be required on reports for the period ending 31 December 1965. In addition, for the semi-annual periods ending 31 December 1964 and 30 June 1965, each service will submit unadjusted reenlistment rates for first term regulars, career regulars, and inductees classified by the occupation groups specified in Reference (b).
- C. Format III. Semi-annual report providing reenlistment rate data by personnel category and pay grade.
- D. Formats IV and V. For Format IV, annual reports of ineligibles by personnel category and reason for ineligibility, beginning with a report for Fiscal Year 1965. For Format V, annual report providing the total number of separations by type of separation, beginning with a report for Fiscal Year 1965.

VI. CANCELLATION

This Instruction supersedes and cancels Reference (b), and Report Control Symbols DD-MP&R(M)270 and DD-MP&R(Q)271 effective after receipt of reports providing data as of 30 June 1964, due August 1964.

VII. REPORT CONTROL SYMBOLS

The reporting requirements prescribed in this Instruction have been assigned Report Control Symbols:

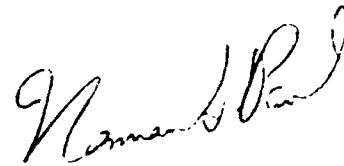
DD-M(M)621	Section V. A.
DD-M(SA)622	Section V. B. & C.
DD-M(A)623	Section V. D.

VIII. IMPLEMENTATION

In lieu of request for copies of Service regulations or instructions implementing all provisions of this report Instruction, such implementing regulations will be forwarded only upon specific request from the Directorate for Statistical Services to audit compliance with this Instruction.

IX. EFFECTIVE DATE

This Instruction is effective 1 July 1964.



Assistant Secretary of Defense
(Manpower)

- Enclosures - 5
1. Format I
 2. Format II
 3. Format III
 4. Format IV
 5. Format V

FORMAT I - MONTHLY REENLISTMENT RATE REPORT

Service _____ Report for Month Ending _____ Report Preparation Date _____

	Reported Month			Cumulative for FY to Date		
	REGULARS			REGULARS		
	Total	First Term	Career	Total	First Term	Career
1. Separation actions during month (2+3)						
2. Not eligible to reenlist						
3. Eligible to reenlist						
4. Early discharge separatees						
5. Other separatees						
6. Reenlistment Actions during month (7+11)						
7. Immediate reenlistments (8+9+10)						
8. At expiration of term of service - ETS						
9. Prior to exp. term of service - PEES						
10. Extensions for which reenlistment bonuses are paid						
11. Reenlistment in 2-90 days after separation						
12. UNADJUSTED REENLISTMENT RATE (6) ÷ (3+10)						
13. Cumulative early separations to reenlist in prior months, original ETS current month						
14. Cumulative early discharges of eligibles in prior months (Excluding early separations to reenlist), original ETS current month						
15. Involuntary extensions of tours of eligibles with original ETS in current month*						
16. Separations in current month of involuntary extendees, original ETS in prior months*						
17. ADJUSTED REENLISTMENT RATE: Numerator: (8+10+11+13) Denominator: (5-9+10+13+14+15-16) Adjusted Reenlistment Rate						

* Items 15 and 16 need not be listed on report except during period when involuntary extensions are in effect.

1304.3 (Encl 2)
Jul 29, 64

FORMAT II
SEMI-ANNUAL REPORT ON REENLISTMENT RATES BY DOD OCCUPATIONAL GROUP

Service _____
Report for 6-Months or FY Ending _____

Category _____
Report Preparation Date _____

DoD Code and Occupational Group	Unadjusted Rate				Adjusted Rate		
	Total Separations	Elig. to Reenl.	Reenlistments	Rate %	Elig. to Reenl.	Reenlistments	Rate %
TOTAL							
0 <u>Infantry, Gun Crews and Allied Specialists</u>							
01 Infantry							
02 Armor and Amphibious							
03 Combat Engineering							
04 Artillery, Gunnery and Rockets							
05 Combat Air Crew							
1 <u>Electronic Equipment Repairmen</u>							
etcetera							
X <u>Unclassified</u>							

Column totals will agree with cumulative totals on Format I for comparable dates.

FORMAT III

SEMI-ANNUAL REPORT ON UNADJUSTED REENLISTMENT RATES BY PAY GRADE

Service _____ Report for 6 Month Period Ending _____ Report Preparation Date _____

	Total	Pay Grade											
		E-9	E-8	E-7	E-6	E-5	E-4	E-3	E-2	E-1			
TOTAL REGULARS:													
Separatees eligible to reenlist													
Reenlistments													
Reenlistment Rate													
First Term Regulars													
Separatees eligible to reenlist													
Reenlistments													
Reenlistment Rate													
Career Regulars													
Separatees eligible to reenlist													
Reenlistments													
Reenlistment Rate													
INDUCES:													
Separatees eligible to reenlist													
Reenlistments													
Reenlistment Rate													

Total column entries will agree with fiscal year cumulative totals reported on Format I.

FORMAT IV

ANNUAL REPORT OF SEPARATEES NOT ELIGIBLE TO REENLIST BY REASON NOT ELIGIBLE

Service _____ Report for FY _____ Report Preparation Date _____

Reason not Eligible	REGULARS			INDUC-TEES
	Total	First Term	Career	
1. TOTAL SEPARATEES (2 + 3)				
2. Eligible to Reenlist				
3. Not Eligible to Reenlist (Sum 4 - 13)				
4. Death				
5. Retirement, Including Transfer to Fleet Reserve				
6. Disability, other than retirement				
7. Desertion or Dropped from Rolls				
8. Discharge for Cause				
9. Hardship, Dependency, Own Convenience				
10. Intra-service and inter-service Transfers				
11. Early Release - Ineligibles				
12. Ineligible at Expiration of Term of Service				
13. Undetermined				

Entries in Items 1, 2 and 3, will agree with cumulative totals for fiscal year as reported in Items 1, 3 and 2 on Format I, respectively.

FORMAT V

ANNUAL REPORT ON TOTAL SEPARATIONS BY TYPE OF SEPARATION*

Service _____ Report for FY _____ Report Preparation Date _____

Type of Separation	
Total	
Honorable	
General (Under Honorable Conditions)	
Undesirable	
Bad Conduct	
Dishonorable	

*Total of all enlisted separations, i.e., Regular, Reserve, Inductee.

ASD (FIDDP)
0007-03/2

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 1304.3 - Ch 1	DATE May 8, 1968	SERIES 1300 series
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ATTACHMENTS

Pages 5 and 6 of DoD Instruction 1304.3, Jul 29, 64, and Enclosures 1 and 2 thereto.

INSTRUCTIONS FOR RECIPIENTS

The following page and pen changes to DoD Instruction 1304.3, "Reenlistment Rate Reports," dated July 29, 1964, have been authorized, effective immediately:

PAGE CHANGES

Remove: Pages 5 and 6 of basic Instruction, and Enclosures 1 and 2

Insert: Attached replacement pages.

Changes appear on pages 5 and 6, and on enclosure 1, and are indicated by marginal asterisks.

PEN CHANGES

Page 1, reference (a) - Delete "October, 1963,"

Page 1, subsection II. A. - Insert a period at the end of line 3, and delete "or under reference (b), whichever is appropriate." from line 4.

Maurice W. Roche

MAURICE W. ROCHE
Director, Correspondence and Directives Division
OASD(Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1
1 MAR 62

PREVIOUS EDITIONS ARE OBSOLETE

- N. Ineligible to Reenlist - Discharge for Cause: The Discharge for Cause category listed on Format IV covers the wide range of discharges required under service regulations, varying from punitive and undesirable discharges, through unsuitability and inaptitude, to illegal enlistments, minority, marriage, etc.
- O. Interservice and Intraservice Transfer: Separations from enlisted status to enter officer candidate training programs, enter duty as an officer, etc., either in the same service or another service.

IV. RECORD KEEPING

* Reenlistment record keeping requirements under this Instruction should permit computation of the Adjusted Reenlistment Rates required on monthly reports on Format I. Similar adjustment data (i.e., as required for items 13 and 14 on Format I) by two-digit occupational groups will be developed historically to the extent feasible from existing machine records, and will be maintained current for future periods, to permit reporting of Adjusted Reenlistment Rates by occupational group on Format II beginning no later than on the report for the first six months of Fiscal Year 1966. In addition, should there be occasion in the future for involuntary extensions of tours of active duty, necessary records will be developed to provide adjustments (as indicated in items 15 and 16 for Format I) and for the two-digit occupational groups reported on Format II.

In the event that the trends in the adjusted reenlistment rates are significantly distorted by unusual personnel situations, not provided for in this Instruction, action may be initiated by the Service concerned or by the Directorate for Statistical Services, acting for OASD(M), to effect a memorandum revision in reporting of the adjusted rates, in order to more accurately reflect the longer-range reenlistment trend. Such revisions shall only be made if concurred in by both the service concerned and by OSD, and shall be clearly annotated in any published rates.

V. REPORTING REQUIREMENTS

Each service will submit 4 copies of the monthly, semiannual, and annual reports required - Formats I, II, III, IV, and V, attached - within 50 days after the end of the period reported, to the Directorate for Statistical Services, OASD(Comptroller), as prescribed below.

- A. Format I. Monthly reports providing "Unadjusted" and

"Adjusted" reenlistment rate data by personnel category beginning with report for the month ending March 31, 1968.

* Beginning March 31, 1968, and continuing every third month thereafter, each Service shall also submit Format I accumulated for the preceding three-month period, for each of three racial categories: Caucasian, Negro, and other than Caucasian or Negro. If all data elements required for these additional submissions are not immediately available, modified reports may be submitted until the beginning of Fiscal Year 1969.

B. Format II. Semi-annual report providing cumulative data for first six months and total fiscal year with detail by DoD Occupational Group, beginning with the report for the period ending December 31, 1964. Separate reports are required for "First Term Regulars," "Career Regulars," and "Inductees" where applicable. Adjusted reenlistment rate data will first be required on reports for the period ending December 31, 1965. In addition, for the semi-annual periods ending December 31, 1964 and June 30, 1965, each service will submit unadjusted reenlistment rates for first term regulars, career regulars, and inductees classified by the occupation groups specified in this Instruction.

C. Format III. Semi-annual report providing reenlistment rate data by personnel category and pay grade.

D. Formats IV and V. For Format IV, annual reports of ineligibles by personnel category and reason for ineligibility, beginning with a report for Fiscal Year 1965. For Format V, annual report providing the total number of separations by type of separation, beginning with a report for Fiscal Year 1965.

VI. CANCELLATIONS

* Reference (b) and Report Control Symbol DD-M(M)621 are hereby superseded and cancelled.

VII. REPORT CONTROL SYMBOLS

The reporting requirements prescribed in this Instruction have been assigned Report Control Symbols:

* DD-M(M)850 Section V. A. (Format I) *
DD-M(SA)622 Section V. B. and C.
DD-M(A)623 Section V. D.

FORMAT I - REENLISTMENT RATE REPORT

Report for _____ Report Preparation Date _____

* Service _____ * Period Covered _____

	Reported Period				Cumulative for FY to Date			
	REGULARS				REGULARS			
	Total	First Term	Career	INDOC-TEES	Total	First Term	Career	INDOC-TEES
1. Separation actions during month (2+3)								
2. Not eligible to reenlist								
* 3. Eligible to reenlist (4+5+5a)								
4. Early discharge separatees								
5. Other separatees								
* 5a. Extensions for which reenlistment bonuses are paid								
* 6. Reenlistment Actions during month (7+11)								
7. Immediate reenlistments (8+9+10)								
8. At expiration of term of service - ERS								
9. Prior to exp. term of service - PERS								
10. Extensions for which reenlistment bonuses are paid								
11. Reenlistment in 2-90 days after separation								
12. ADJUSTED REENLISTMENT RATE (6) ÷ (3+10)								
13. Cumulative early separations to reenlist in prior months, original ETS, current month								
14. Cumulative early discharges of eligibles in prior months (Excluding early separations to reenlist), original ETS current month								
15. Involuntary extensions of tours of eligibles with original ETS in current month*								
16. Separations in current month of involuntary extendees, original ETS in prior months*								
17. ADJUSTED REENLISTMENT RATE: Numerator: (8+10+11+13) Denominator: (5-9+10+13+14+15-16) Adjusted Reenlistment Rate								

* Items 15 and 16 need not be listed on report except during period when involuntary extensions are in effect.

14
15
16
17
18
19
20

FORMAT II
SEMI-ANNUAL REPORT ON REENLISTMENT RATES BY DOD OCCUPATIONAL GROUP

Service _____ Category _____
Report For 6-Months or FY Ending _____ Report Preparation Date _____

DOD Code and Occupational Group	Unadjusted Rate				Adjusted Rate		
	Total Separations	Elig. to Reenl.	Reenlistments	Rate %	Elig. to Reenl.	Reenlistments	Rate %
TOTAL							
0 <u>Infantry, Gun Crews and Allied Specialists</u>							
01 Infantry							
02 Armor and Amphibious							
03 Combat Engineering							
04 Artillery, Gunnery and Rockets							
05 Combat Air Crew							
1 <u>Electronic Equipment Repairmen</u>							
etcetera							
X <u>Unclassified</u>							

Column totals will agree with cumulative totals on Format I for comparable dates.

DEPARTMENT OF DEFENSE

DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
1304.3 - Ch 2	January 21, 1969	1300 series

ATTACHMENTS

Pages 1 and 2 of DoD Instruction 1304.3, Jul 29, 64.

INSTRUCTIONS FOR RECIPIENTS

The following page and pen changes to DoD Instruction 1304.3, "Reenlistment Rate Reports," dated July 29, 1964, have been authorized:

PAGE CHANGES

Remove: Pages 1 and 2
Insert: Attached replacement pages.

Change appears on page 1 and is indicated by marginal asterisks. Previous change to page 1 has been incorporated.

PEN CHANGE

Page 5, section IV., second paragraph, line 5 - Change "OASD(M)" to "OASD(M&RA)".

EFFECTIVE DATE

This change is effective immediately.

Maurice W. Roche

MAURICE W. ROCHE
Director, Correspondence and Directives Division
OASD(Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



NUMBER 1304.3
DATE July 29, 1964#

Department of Defense Instruction ASD(M&RA)

SUBJECT

Reenlistment Rate Reports

- References: (a) Department of Defense Occupational Conversion Table (Enlisted) authorized by DoD Instruction 1312.1, "DoD Enlisted and Officer Occupational Conversion Tables," December 23, 1968
- (b) DoD Instruction 1304.3, "Reenlistment Rate Report," July 13, 1956 (hereby cancelled, effective August 1964)

I. PURPOSE AND APPLICABILITY

- A. This Instruction provides for revised monthly, semi-annual and annual reports on enlisted personnel separations, reenlistments and reenlistment rates. These data are required, among other purposes, for: (1) personnel planning and program review, (2) analysis of the career attractiveness of military service, and (3) releases to the press, Congressional committees and other interested agencies.
- B. Its provisions apply to the Military Departments.

II. POLICY

- A. All requests originating outside of the Military Departments for data concerning reenlistment rates will normally be answered by reference to the reenlistment rates provided under this Instruction. The rates established by this Instruction shall also be normally used in military personnel programs and related submissions to the Office of the Secretary of Defense and outside agencies.
- B. The "Unadjusted Reenlistment Rate" and "Adjusted Reenlistment Rate" as herein defined will be clearly specified in quotation of rates. When released outside DoD it is desirable that the rates be defined.
- C. This Instruction does not preclude the use of different methods of computing reenlistment rates or factors within each Service, as deemed necessary for internal administrative or planning purposes, provided that such variant rates are clearly identified as for internal Service use only.

III. DEFINITIONS

The following definitions are established for use in reports prescribed under this Instruction and for release of reenlistment rates outside the Department of Defense.

- A. First Term Regular: Individual serving on an initial term of service in the regular component of a Service, including those with prior active service in a non-regular component of the same Service (e.g., as a reservist or inductee). An individual serving on an initial term of service in the regular component of a Service who has less than 24 months of prior active duty with another Service will also be considered a first term regular.

In the event that available statistical records do not permit a direct classification of "first term regular" in accordance with the preceding definition, enlisted personnel may be so classified if they have completed four years or less of service for pay purposes.

- B. Career Regular: Individual serving on active duty in the regular component for a second or subsequent term of service or on an extended tour for which a reenlistment bonus was paid. An individual serving on an initial term of service in the regular component of a Service with at least 24 months of prior active duty with another Service will be considered a career regular. If the number of such individuals is not significant, they may be classified as first term regulars.

An alternative criterion, for the purpose of this report, shall be the completion of more than four years of active service for pay purposes. In Air Force, reserve volunteers on active duty may be classified as career regulars.

- C. Inductee: Individual inducted into service as result of call placed with the Selective Service System. (Reports are not required for the limited numbers of inductions for unsatisfactory reserve participation, etc.).
- D. Term of Service: The period of active military service to be served under enlistment contract or term of induction by an enlistee or inductee, respectively.

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

1157 (Rev. 11-81)
DD-1302

NUMBER	DATE	DISTRIBUTION
1304.3, Ch 3	July 6, 1989	1000 series

ATTACHMENTS

None

INSTRUCTIONS FOR RECIPIENTS

The following pen changes to DoD Instruction 1304.3, "Reenlistment Rate Reports," July 29, 1964, are authorized:

PEN CHANGES

Page 5, section V. Change section heading "REPORTING" to "INFORMATION"

Page 6

Delete section VI. in its entirety.

Section VII.

Delete heading "VII. REPORT CONTROL SYMBOLS"

Designate remaining portion as paragraph "E." under section V. and under the newly designated paragraph E., make the following changes:

Line 3. Change the first "M" to "FM&P"

Lines 4 and 5. Change "M" to "FM&P"

Add "Report Control Symbol DD-M(M)621 is hereby canceled."

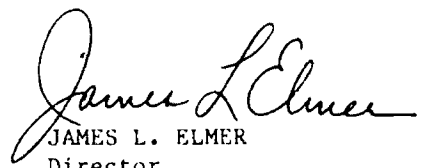
Page 7

Section VIII. Change "VIII." to "VI."

Section IX. Change "IX." to "VIII."

EFFECTIVE DATE

The above changes are effective immediately.



JAMES L. ELMER
Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT