

da form 1307

da form 1307 is a critical document used within the United States Army for documenting and processing requests related to personnel actions. This form is essential for managing changes in a soldier's status, including assignments, transfers, or other official personnel requests. Understanding the proper use, filing procedures, and implications of DA Form 1307 ensures compliance with military regulations and facilitates smooth administrative operations. This article provides a comprehensive overview of DA Form 1307, its purpose, how to fill it out correctly, and its role within the Army's personnel management system. Additionally, the article will cover common scenarios where DA Form 1307 is required, tips for proper submission, and relevant guidelines to avoid processing delays.

- Overview of DA Form 1307
- Purpose and Uses of DA Form 1307
- How to Complete DA Form 1307
- Submission and Processing Procedures
- Common Scenarios and Examples
- Regulatory Guidelines and Compliance

Overview of DA Form 1307

DA Form 1307, also known as the "Personnel Action Request," is an official Army document used to request a variety of personnel-related actions. The form serves as a standardized method to initiate changes such as duty assignments, transfers, separations, or other personnel adjustments. It is a key component in the Army's administrative process, ensuring that requests are properly documented, reviewed, and authorized by the appropriate chain of command. The form captures essential information about the soldier, the nature of the request, and any supporting details necessary for processing.

Format and Structure

The form consists of multiple fields designed to capture comprehensive information. This includes the soldier's identification data, requested action type, justification for the request, and endorsements from supervisors or commanders. The structured layout facilitates clear communication and reduces the likelihood of errors or omissions during processing.

Historical Context

DA Form 1307 has evolved over time to meet the changing needs of Army personnel management. Originally designed to simplify administrative tasks, it now incorporates digital versions compatible with modern Army personnel information systems. This evolution reflects the Army's commitment to efficient and transparent personnel administration.

Purpose and Uses of DA Form 1307

The primary purpose of DA Form 1307 is to formally initiate personnel actions requiring official approval. It acts as a written request that documents the intent and necessary details for changes affecting a soldier's status. By standardizing these requests, the Army ensures consistent handling and record-keeping across units and commands.

Types of Personnel Actions

DA Form 1307 is utilized for a broad range of personnel actions, including but not limited to:

- Permanent Change of Station (PCS) requests
- Temporary Duty (TDY) assignments
- Reassignments and transfers within or between units
- Requests for leave or pass extensions
- Separation or discharge processing
- Requests for special duty assignments or training

Each type of action requires accurate completion of relevant sections on the form to ensure the request is properly understood and adjudicated.

Role in Military Personnel Management

DA Form 1307 plays a vital role in maintaining orderly personnel records and ensuring accountability. It provides a traceable paper trail for decisions and approvals, which is critical for audits, compliance, and historical documentation. The form also facilitates coordination between different departments such as human resources, logistics, and command authorities.

How to Complete DA Form 1307

Proper completion of DA Form 1307 is essential to avoid delays or denials of personnel requests. The form requires precise and clear information, ensuring that reviewers can quickly assess the validity and necessity of the request.

Step-by-Step Instructions

1. **Personal Information:** Enter the soldier's full name, rank, Social Security Number (or DoD ID), and unit information.
2. **Type of Action:** Specify the action being requested by selecting the appropriate category or describing the action in detail.
3. **Justification:** Provide a clear explanation or reason for the request, including any pertinent circumstances or supporting evidence.
4. **Dates and Locations:** Include relevant dates such as the effective date of the action and locations involved.
5. **Approvals and Signatures:** Obtain signatures from the soldier, immediate supervisor, and unit commander as required.
6. **Additional Documentation:** Attach any necessary supporting documents or endorsements referenced on the form.

Common Errors to Avoid

Filling out DA Form 1307 inaccurately can result in processing delays or rejection. Common mistakes include incomplete fields, unclear justifications, missing signatures, and incorrect dates. Double-checking all entries and following unit-specific guidelines can mitigate these issues.

Submission and Processing Procedures

After completing DA Form 1307, proper submission and routing are critical steps to ensure timely processing. The form must follow established channels within the chain of command and administrative offices.

Routing Guidelines

The form typically progresses through the following stages:

- Initial submission to immediate supervisor or personnel section
- Review and endorsement by the unit commander or designated approving authority
- Forwarding to the higher headquarters or human resources command for final action
- Notification of the soldier regarding approval or required additional information

Electronic vs. Paper Submission

While traditionally DA Form 1307 was completed and submitted as a physical document, many Army units now utilize electronic personnel management systems allowing digital submission and tracking. Electronic submission enhances efficiency but requires adherence to specific formatting and security protocols.

Common Scenarios and Examples

DA Form 1307 is utilized in various daily Army personnel management scenarios. Understanding typical uses helps clarify when and how to employ the form properly.

Permanent Change of Station (PCS) Requests

A soldier requesting reassignment to a new duty station must complete DA Form 1307 detailing the desired transfer location, justification, and timing. Command approval is necessary before orders are issued.

Requesting Temporary Duty (TDY) Assignments

For temporary assignments away from the permanent station, DA Form 1307 documents the request including mission purpose, duration, and travel arrangements.

Initiating Separation or Retirement Processing

Soldiers planning to separate or retire submit DA Form 1307 as part of the official personnel action request to initiate out-processing and benefits evaluation.

Regulatory Guidelines and Compliance

Compliance with Army regulations governing DA Form 1307 is mandatory for all personnel involved in its preparation and processing. These regulations ensure uniformity, legality, and transparency in personnel actions.

Relevant Army Regulations

DA Form 1307 is governed by Army directives such as:

- Army Regulation (AR) 600-8-6: Personnel Accounting and Strength Reporting
- AR 600-8-101: Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)
- AR 600-8-104: Army Military Human Resource Records Management

These regulations provide detailed instructions on the use, submission, record-keeping, and retention of DA Form 1307.

Ensuring Accuracy and Accountability

Adhering to regulatory guidance when completing and processing DA Form 1307 not only facilitates efficient personnel management but also protects soldiers' rights and maintains the integrity of Army administrative procedures. Commanders and personnel managers must verify that all data is accurate, complete, and properly authorized before forwarding requests.

Frequently Asked Questions

What is DA Form 1307 used for?

DA Form 1307 is used to document and request recognition for Soldier achievements and awards in the U.S. Army.

How do I fill out DA Form 1307?

To fill out DA Form 1307, provide the Soldier's personal information, describe the achievement or service, include dates, and submit it through the chain of command for approval.

Where can I find a blank DA Form 1307?

A blank DA Form 1307 can be downloaded from the official U.S. Army publishing website or through the Army Knowledge Online (AKO) portal.

Who is authorized to sign DA Form 1307?

Typically, the Soldier's immediate supervisor or commander is authorized to sign DA Form 1307 before it moves up the chain of command.

What types of awards can be recommended using DA Form 1307?

DA Form 1307 can be used to recommend various awards including Army Achievement Medals, Army Commendation Medals, and other individual decorations.

Can DA Form 1307 be submitted electronically?

Yes, DA Form 1307 can be completed and submitted electronically through Army digital systems where applicable, streamlining the approval process.

How long does it take to process DA Form 1307?

Processing time for DA Form 1307 varies depending on the command structure but generally takes a few weeks from submission to approval.

What should I do if DA Form 1307 is rejected?

If DA Form 1307 is rejected, review the reason for rejection, correct any deficiencies or missing information, and resubmit it through the proper channels.

Is DA Form 1307 required for all Army awards?

DA Form 1307 is required for certain awards but not all; some higher-level awards may require different forms such as DA Form 638.

Can DA Form 1307 be used for unit awards?

No, DA Form 1307 is intended for individual Soldier award recommendations; unit awards require separate documentation and forms.

Additional Resources

1. *Understanding DA Form 1307: The Enlisted Record Brief Explained*

This book provides a comprehensive overview of DA Form 1307, breaking down

each section to help soldiers and leaders understand its purpose and content. It guides readers on how to accurately complete and interpret the form, which is essential for career management and personnel evaluations. The book also discusses common errors and best practices for maintaining up-to-date records.

2. Army Career Management: Navigating Your DA Form 1307

Focused on career progression within the Army, this title emphasizes the role of DA Form 1307 in promotions and assignments. It offers practical advice on how to leverage the form for career advancement, including tips on documenting achievements and training. Readers will learn how the form fits into the broader personnel management system.

3. Effective Personnel Evaluation Using DA Form 1307

This book addresses the evaluation process by explaining how DA Form 1307 supports the Non-Commissioned Officer Evaluation System (NCOES). It provides insights into how leaders can use the form to assess soldier qualifications and readiness. The text also covers how accurate record-keeping impacts leadership decisions.

4. Mastering Military Records: A Guide to DA Form 1307 and Beyond

Aimed at administrative personnel and soldiers alike, this guide dives deep into the administration of DA Form 1307 alongside other key military documents. It covers proper documentation procedures, record maintenance, and compliance with Army regulations. The book helps readers understand the importance of accurate military records.

5. The Soldier's Guide to DA Form 1307 and Career Development

This practical manual helps soldiers understand how DA Form 1307 influences their career path. It includes tips on how to keep personal records current and how to prepare for evaluations and promotions using the form. The book also highlights the importance of self-awareness and proactive career planning.

6. Promotions and DA Form 1307: Strategies for Success

This book focuses on the promotion process within the Army, detailing how DA Form 1307 plays a critical role in promotion boards and selection. It offers strategies for soldiers to present their best qualifications on the form and ensure their records reflect their achievements. The guide also explains the promotion criteria linked to the form.

7. DA Form 1307 Compliance and Audit Procedures

Designed for Army administrative staff and auditors, this title explains the standards and procedures for reviewing DA Form 1307 for accuracy and compliance. It outlines common discrepancies found during audits and how to correct them. The book is a valuable resource for maintaining the integrity of personnel records.

8. Leadership and Personnel Records: Utilizing DA Form 1307 Effectively

This book targets Army leaders, showing how to use DA Form 1307 as a tool for effective personnel management and leadership decisions. It discusses how to

interpret the data on the form to identify strengths, weaknesses, and training needs. Leaders will find guidance on mentoring and developing soldiers through proper record analysis.

9. *The History and Evolution of DA Form 1307*

This historical perspective traces the development of DA Form 1307 from its inception to its current format. It explores the changes in Army personnel management practices that influenced the form's evolution. The book offers context for understanding the form's significance in modern military administration.

Da Form 1307

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DA Form 1307: Your Comprehensive Guide to Mastering the Army's Leave Request

Are you tired of the endless paperwork and confusion surrounding leave requests in the Army? Do you dread the thought of submitting an incorrect form and facing delays or even denial of your hard-earned leave? Do you wish there was a single, reliable resource to guide you through the entire process, ensuring a smooth and stress-free experience?

This ebook, DA Form 1307: The Ultimate Guide to Army Leave Requests, is your solution. We'll demystify the complexities of the DA Form 1307, providing you with a step-by-step guide to ensure your leave requests are always processed efficiently and correctly. No more guesswork, no more anxiety—just clear, concise instructions and expert advice.

Author: Sergeant Major (Retired) Robert Miller

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DA Form 1307: The Ultimate Guide to Army Leave Requests

Introduction: Understanding the Importance of Proper Leave Request Submission

Submitting a DA Form 1307 correctly is crucial for any soldier. A properly completed form ensures your leave request is processed efficiently, preventing potential delays or complications that can impact your personal plans. Improperly filled forms can lead to delays, frustration, and even disciplinary action in some cases. This guide aims to provide a clear and comprehensive understanding of the DA Form 1307, empowering you to confidently manage your leave requests. This introduction sets the stage for a deeper dive into the intricacies of this essential Army form.

Chapter 1: Deconstructing the DA Form 1307: A Field-by-Field Explanation

The DA Form 1307, "Application for Leave," might seem daunting at first glance, but breaking it down field by field simplifies the process. This chapter provides a detailed explanation of each section, clarifying the purpose and requirements for each entry. We'll cover:

Section I: Soldier Information: Accurate and complete personal information is critical for proper identification and record-keeping. This section includes your name, rank, social security number, unit, and contact information. Errors here can cause significant delays.

Section II: Leave Information: This is the core of the form. Here you specify the type of leave requested (e.g., annual leave, sick leave, emergency leave), the start and end dates, and the total number of days requested. Precision is key to prevent misunderstandings.

Section III: Address While on Leave: Clearly stating your address during your leave ensures you can receive any important communications.

Section IV: Approving Authority: Understanding which authority needs to approve your leave is vital. This section explains the chain of command and the appropriate signature lines.

Section V: Emergency Contact Information: Providing emergency contact information is essential, especially for situations requiring immediate contact.

Section VI: Signatures: Understanding the required signatures and their significance for processing the leave request. This includes both the soldier's signature and the approving authority's signature.

This in-depth field-by-field breakdown will equip you with the knowledge to accurately and completely fill out the form.

Chapter 2: Common Mistakes to Avoid When Filling Out the DA Form 1307

Many soldiers make common mistakes when completing the DA Form 1307. This chapter focuses on identifying and avoiding these pitfalls, ensuring a smooth and successful leave request process. We will cover mistakes such as:

Inaccurate or Incomplete Information: Missing information or typos can cause significant delays or rejection of the request.

Incorrect Dates: Errors in the start and end dates of your leave can lead to discrepancies and confusion.

Failure to Obtain Necessary Approvals: Submitting the form without the correct signatures can stall the process indefinitely.

Improper Designation of Leave Type: Incorrectly specifying the type of leave requested can result in complications.

Lack of Clarity in the Reason for Leave (for certain leave types): Providing insufficient detail about the reason for leave, particularly for special leave types like emergency leave, can lead to denial.

Poorly Legible Handwriting: Illegible handwriting can make it difficult for processing personnel to understand the information.

Chapter 3: Special Considerations for Different Types of Leave (Emergency Leave, Convalescent Leave, etc.)

Different types of leave have specific requirements and considerations. This chapter delves into the nuances of various leave types, providing detailed guidance on completing the DA Form 1307 for each. Topics covered include:

Annual Leave: Understanding your annual leave accrual and how to request it.

Sick Leave: Properly documenting illness and obtaining necessary medical documentation.

Emergency Leave: Navigating the process for requesting leave due to unforeseen emergencies.

Convalescent Leave: Understanding the requirements for leave following an illness or injury.

Other Types of Leave: Coverage of less common leave types, such as bereavement leave and paternity leave.

Chapter 4: Tracking Your Leave Request: From Submission to Approval

This chapter provides actionable steps to track your leave request's progress. We'll address:

Submitting your request: The proper channels for submission, whether through your chain of

command or electronic systems.

Following up: Appropriately contacting the relevant personnel to check on the status of your request.

Understanding processing times: Realistic expectations for how long the process typically takes.

Addressing delays: Proactive strategies for resolving any delays that may arise.

Chapter 5: Troubleshooting Common Issues and Delays

This chapter acts as a problem-solving guide, addressing common issues encountered during the leave request process. We'll look at:

Rejected requests: Understanding the reasons for rejection and how to correct the issues.

Delayed processing: Strategies for expediting the processing of your leave request.

Communication breakdowns: Effective communication techniques to ensure clear and timely updates.

Chapter 6: Alternative Methods for Submitting Leave Requests (Electronic Systems)

This chapter explores the use of electronic systems for submitting leave requests, providing a modern and efficient alternative to manual submission. We'll cover:

Army's online systems: Navigating the various online portals available for leave requests.

Benefits of electronic submission: Advantages of using electronic systems, such as faster processing and reduced paperwork.

Troubleshooting electronic submission issues: Addressing common technical issues that may arise.

Chapter 7: Understanding Your Leave Accrual and Entitlements

This chapter focuses on your rights and responsibilities regarding leave accrual and entitlement. We'll cover:

Leave accrual rates: Understanding how much leave you accrue based on your rank and time in service.

Leave carryover: Understanding the rules governing how much leave you can carry over from one year to the next.

Leave forfeiture: Understanding the consequences of not using your accrued leave.
Calculating your leave balance: Methods for accurately calculating your current leave balance.

Conclusion: Maintaining Compliance and Ensuring Smooth Leave Processing

This concluding chapter summarizes the key takeaways from the book, reinforcing the importance of proper DA Form 1307 completion and encouraging proactive leave management. It emphasizes the importance of maintaining compliance and utilizing the knowledge gained to ensure a stress-free leave process.

FAQs

1. What happens if I make a mistake on my DA Form 1307? Correct the error immediately and resubmit the form. Explain the correction to your supervisor.
2. How long does it usually take for a leave request to be approved? Processing time varies, but it's best to submit your request well in advance of your desired leave dates.
3. Can I change my leave dates after submitting my request? Yes, but you must submit a corrected DA Form 1307 and obtain the necessary approvals.
4. What if I need emergency leave? Contact your supervisor immediately and explain the situation. Emergency leave often requires expedited processing.
5. Where can I find a blank DA Form 1307? Blank forms are available on the Army Publishing Directorate website and through your unit's administrative office.
6. What if my leave request is denied? Understand the reasons for denial and discuss them with your supervisor. You may need to resubmit the request with adjustments.
7. Can I use my leave for personal reasons? Yes, annual leave is generally for personal reasons. Ensure the leave is used responsibly and in compliance with Army regulations.
8. What if I have questions about my leave accrual? Consult your unit's personnel office or your chain of command.
9. Are there any penalties for submitting an incorrect DA Form 1307? While it rarely leads to direct disciplinary action, it can cause significant delays and inconvenience.

Related Articles:

1. Understanding Army Leave Policies: A detailed overview of Army leave regulations and entitlements.
2. Types of Military Leave: An explanation of the different types of leave available to soldiers.
3. Leave Accrual Calculator for Soldiers: A tool to calculate leave accrual based on rank and time in service.
4. How to Submit a Leave Request Electronically: A step-by-step guide to submitting leave requests through online systems.
5. Troubleshooting Common Leave Request Problems: Solutions to common issues faced when submitting leave requests.
6. Military Leave and Family Emergencies: Guidance on handling leave requests during family emergencies.
7. The Importance of Accurate Leave Record Keeping: Strategies for maintaining accurate records of your leave history.
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orders that it must be brought out at all costs. But as a small American team clandestinely enters Tehran to lead the way for the rescue force, a traitor spills the secret and KGB Spetsnaz operatives begin their own search for the weapon. At the last minute, one more American is added to the advance team—his sole mission is to get the Agency officer and the Perses device to safety. When the rescue mission fails, only two Americans are left to run the gauntlet of enemy agents and get the weapon out. Getting in was easy...

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