DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
VICTORY BRIGADE
3330 MAGRUDER AVENUE
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-VB-SD 18 August 2003

MEMORADUM THRU Commander, Victory Brigade, Ft Jackson, SC 29207

FOR Commander, PERSCOM, Attn: TAPC-OPF-CM, Alexandria, VA 22332

SUBJECT: Request for Branch Transfer

1. In accordance with AR 614-100, paragraph 4-2, I am requesting a branch transfer as described below:

   a. Name: Jacob Jones Jr.

   b. SSN: 261-87-XXXX

   c. Present grade: O2-E

   d. Present branch: Chemical

   e. Proposed branch: Signal

   f. Mailing address: 140 Putz Drive, Dingle, SC 29999

2. My qualifications for the proposed branch will include a degree in electrical engineering, four and a half years of military work experience with electrical and communication systems, and plans for continued education in electrical engineering.

3. I have given serious consideration to this request and believe that a branch transfer will afford the Army the best opportunity to use my skills and abilities and will aid in my own progression and professional development as an officer.

4. POC for this memorandum is 1LT(P) Jacob Jones at (864) 639-XXXX.

ENCL(S)
1. DA Form 4187
2. ORB

JACOB JONES JR
1LT(P), CM
United States Army

Circle the appropriate copy designator

Copy 1 Copy 2 Copy 3 Copy 4

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf *(Section III)*.

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
COMMANDER Victory Brigade Fort Jackson SC 29207	COMMANDER PERSCOM, ATTN: TAPC-OPF-CM Alexandria VA 2232	COMMANDER US ARMY STUDENT DETACHMENT Fort Jackson SC 29207

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Jones, Jacob Jr.	01E	999-99-9999

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Overseas Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* Branch Transfer
	Airborne Training		Assgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. In accordance with AR 614-100, para 4-2, 1LT(P) Jones has volunteered for branch transfer from Chemical to Signal Branch on the basis of his interest, aptitude, and experience. 1LT Cox has served 3 years on active duty as a commissioned officer and agrees to accept Voluntary Indefinite status.

2. Strongly recommend branch transfer from the Chemical Corps to the Signal Corps. 1LT Jones merits favorable consideration for branch transfer due to his academic performance, degree in electrical engineering, military work experience, and intellectual interests. 1LT Jones has consistently received excellent efficiency reports and displays tremendous initiative and dedication to duty. His strong desire to serve in the Signal Corps, along wih this background and ambitions, will enable him to perform superbly as a Signal officer, benefitting both himself and the Army.

3. The following documents are enclosed:

a. Memorandum requesting branch transfer

b. ORB

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*