



SECTION 18

PERSONAL ADMIN FOR OFFICERS AND SOLDIERS

6. Descriptor Markings: Numerous Army Forms still show privacy markings e.g. STAFF IN CONFIDENCE and MEDICAL IN CONFIDENCE, which are no longer to be used, these forms when required will have Descriptors on them instead. These Descriptors are available if required to show the nature of the sensitive material e.g. STAFF and MEDICAL which are used in conjunction with and follow the protective marking RESTRICTED on the same line. A full list of Descriptors and the type of information afforded protection can be found in the Security Student Handout, Annex B.

7. a. AF A2026 – Cover for Officers/Soldiers Personnel Documents

(1) Initiated on enlistment

(2) This document is a robust holder for soldiers/officers documents and ID discs. All personal documents are to be placed between neatly inside.

(3) To record, on the front/rear cover, the contents of the document when documents are despatched between units.

(4) Details of documents enclosed are to be recorded in the appropriate column. All columns are to be completed either:

(a) Inserting the number of documents enclosed, or

(b) By placing a "O" where none are included.

(5) Despatch of Personal Documents on posting. All personal documents (including medical, dental and pay documents) and a UNICOM diskette must be sent to the unit when an individual is posted. The AF A2026 and contents are to be placed in a large envelope and addressed to the CO or OC of the receiving unit. The envelop is to be sealed to prevent opening or damage during transit. Documents are to be despatched to the new unit within 7 days of the departure of the individual. Methods of despatch to be used must be selected in order (where possible):

(a) In Person. An officer, WO or NCO may be entrusted with their personal documents and at the discretion of the CO or OC of the leaving unit private sold

f. AF B9999 Unit Personal Folder

(a) A Unit Personal Folder, AF B9999, is to be opened on first joining. Two 'Acco' type clips are to be inserted, 1 each on the left and right side of the folder for the purpose of securing documents.

(b) An AF B9999 is to be held for each officer and soldier on strength or holding strength and they are to be treated and held as a RESTRICTED-STAFF document.

(c) Further details on the Unit Personal Folder can be found in a separate student

PUBLICATIONS USED

8. In the main, documents held for officers are the same as those for soldiers. Where there are any differences then it is important that the appropriate manual is consulted before carrying out any action. The most frequently used are:

- a. Queen's Regulations for the Army 1975 (QR).