



SECTION 18

PERSONAL ADMIN FOR OFFICERS
AND SOLDIERS

ARMED FORVES PERSONNEL CENTRE

CLERK TRAINING WING

STUDENT HANDOUT

PERSONAL ADMINISTRATION FOR OFFICERS AND SOLDIERS

INTRODUCTION

1. The importance of the need to maintain accurate and up to date records of all personnel on the held strength of the unit. Although the majority of personal documents, records, correspondence and other data are not classified under a protective marking, they are to be handled sensitively and the information contained therein is not to be divulged to any unauthorised person. This is an essential requirement of all those engaged in personnel administration.

2. It would not normally be the first task that the 'New boy' would be given, as it does require a deal of experience in its execution. This expertise can only be attained through working with documents over a period of time. As for the new military clerk, some knowledge of the more frequently encountered documents is undoubtedly an advantage.

3. There are a number of documents initiated for each officer and soldier on enlistment and others that will become necessary during their service. Personal documents are held by AFPC, Units and individuals.

PERSONAL DOCUMENTS HELD BY UNITS

4. The following documents are considered to be those most frequently used at unit level:

AF A2026	F/MED/4
AF B120	F/MED/271
AF B121	B/MED/27
MOD Form 106	MOD Form 90
ID Discs	F/IDENT/693
AF B9999 (see separate handout)	UNICOM Full Record Report
AFB 6851 (see separate handout)	

5. The handout will take each of these documents in turn, to identify, in broad terms only:

- a. What they are used for.
- b. When they would be initiated.
- c. Where they would be kept (normal circumstances).
- d. Some of the baseline rules for their maintenance.

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 losing unit, private soldiers may similarly be entrusted with their personal documents when moving directly between units on posting without proceeding on leave.

(b) Signal Despatch Services Whenever possible, documents are to be despatched by Recorded Delivery Service using SDS for some units as this can be achieved at no direct cost to the unit.

(6) The AF A/036 is to be checked upon receipt at the new unit and any discrepancies notified to the losing unit by signal message or by mail receipt as not to be traced.

(7) These documents should be kept in a suitable, lockable cabinet.

b. **AF B120 – Regimental Conduct Sheet**

(1) Manual Form AF B120 is no longer initiated but this is now kept only as a historical document if any punishments awarded against an individual have been recorded in the past.

(2) Instead of initiating manual forms AF B120/121, if a soldier is found guilty of an offence and a punishment is awarded, the details of the charge and the award will be recorded on UNICOM, which will produce a Conduct Sheet (AF B120/121).

c. **AF H1157 (Male)/AF H1157A (Female)-Clothing and Equipment Record**

(1) These documents are normally held by the QM. All items of clothing and equipment issued to/withdrawn from individuals throughout their service are recorded in there.

d. **F/MED/4 – Medical Envelope**
F/MED/271 – Dental Envelope

(1) Initiated for all personnel on enlistment (F/MED/271 for TA pers only issued when required).

(2) Used as a folder for medical/dental documents of individuals.

(3) Where possible these documents are to be kept by Medical/Dental centres as RESTRICTED – MEDICAL documents. Where this is not possible they are to be kept by units, under lock and key.

e. **B/MED/27 – Personal Medical Report.**

(1) This document is used as a holder for vaccination certificates which may be required by individuals when travelling overseas.

(2) This document will be initiated and maintained by medical staff and retained with the individuals F/MED/4.

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).