

**Milper Message Number  
13-176**

**Proponent  
AHRC-PDF**

**Title  
PROCEDURAL GUIDANCE TO UPDATE THE ERB/ORB/DA FORM 2-1 DUTY POSITIONS FOR SOLDIERS  
IN WARRIOR TRANSITION UNITS OR SOLDIERS IN TRANSITION**

**...Issued: [19 Jul 13]...**

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A. AR 600-8-101, PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING), 18 JUL 03

B. EMILPO FIELD USERS GUIDE, MAR 13

C. MCWT-CG MEMORANDUM, ANNOTATION OF THE OFFICER RECORD BRIEF (ORB), ENLISTED RECORD BRIEF (ERB), AND PERSONNEL QUALIFICATION RECORD (DA FORM 2-1) FOR SOLDIERS ASSIGNED/ATTACHED TO A WARRIOR TRANSITION UNIT (WTU) / COMMUNITY BASED WARRIOR TRANSITION UNIT (CBWTU), 22 MAR 13.

D. COMPREHENSIVE TRANSITION PLAN POLICY (CTP) AND CTP- GUIDANCE, 1 DEC 11

E. MILPER MESSAGE 13-055, SOLDIER RECORD ACCURACY, 26 FEB 13

1. THIS MILPER MESSAGE WILL EXPIRE 15 NOV 15 UNLESS RESCINDED.

2. THIS MESSAGE ANNOUNCES PROCEDURES TO PROPERLY UPDATE THE DUTY TITLE IN THE CURRENT ASSIGNMENT INFORMATION SECTION ON THE ENLISTED RECORD BRIEF (ERB), OFFICER RECORD BRIEF (ORB) AND DA FORM 2-1 FOR SOLDIERS IN TRANSITION CURRENTLY OR PREVIOUSLY ASSIGNED/ATTACHED TO A WARRIOR TRANSITION UNIT (WTU)/COMMUNITY BASED WARRIOR TRANSITION UNIT (CBWTU).

3. EFFECTIVE IMMEDIATELY, SOLDIERS IN WTU/CBWTU WILL NO LONGER BE REFERRED TO AS "WARRIORS IN TRANSITION". THE DUTY TITLE DESCRIPTION FOR SOLDIERS ASSIGNED TO A WTU/CBWTU IS NOW "SOLDIER IN TRANSITION". THIS TERM REPLACES THE NOV 10 DAPE-MPE-PD APPROVED DUTY DESCRIPTION OF "WARRIOR IN TRANSITION" ON SOLDIER RECORDS WHEN SOLDIERS ARE ASSIGNED/ATTACHED TO THE WTU/CBWTU TO HEAL, RECOVER AND TRANSITION.

4. EFFECTIVE IMMEDIATELY, S1/HR SPECIALISTS/MPDS WILL ONLY UTILIZE EMILPO TO UPDATE ACTIVE COMPONENT SOLDIER'S DUTY TITLE INFORMATION:

A. FOR "SOLDIERS IN TRANSITION" CURRENTLY ASSIGNED TO A WTU/CBWTU:

(1) USE THE SLOTTING-NO AUTHORIZED DOCUMENTS FUNCTION IN EMILPO.

(2) BUILD SOLDIER LIST BY UIC, SSN OR NAME.

(3) ANNOTATE THE EFFECTIVE DATE (THE EFFECTIVE DATE IS THE DATE THE SOLDIER ARRIVED IN THE WTU/CBWTU).

(4) UPDATE DUTY TITLE TO REFLECT "SOLDIER IN TRANSITION". THE CODES FOR UNSLOTTING WILL AUTOMATICALLY DEFAULT TO 9992-INCOMING PERSONNEL.

B. FOR "SOLDIERS IN TRANSITION" CURRENTLY ATTACHED TO A WTU/CBWTU:

(1) THE SOLDIER'S UNIT OF ASSIGNMENT WILL USE THE AUTHORIZED SLOTTING DOCUMENTS FUNCTION IN EMILPO TO UPDATE THE SOLDIER'S DUTY TITLE AS "SOLDIER IN TRANSITION".

(2) THE S1/HR SPECIALISTS/MPDS WILL FOLLOW THE EMILPO FUNCTIONAL USERS GUIDE TO PROPERLY RECORD THE SOLDIER'S DUTY TITLE.

5. THE RESERVE COMPONENT WILL RELEASE CORRESPONDING GUIDANCE APPLICABLE ARNG/USAR SOLDIERS SEPARATELY.

6. POINT OF CONTACT FOR THIS MESSAGE IS AHRC FIELD SERVICES DIVISION, INTEGRATION BRANCH, AT [USARMY.KNOX.HRC.MBX.PERMS-RECORDS@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.PERMS-RECORDS@MAIL.MIL) COMM (502) 613-9002 OR DSN 983-9002.

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