



ORGANIZATION AND FUNCTIONS
OFFICE OF THE ADJUTANT GENERAL
HEADQUARTERS, 3D ARMORED DIVISION

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The logo features a stylized helmet with a yellow and blue band, set against a blue background. The text "US ARMY GERMANY" is written in a semi-circle above the helmet, and "COM" is written vertically on the right side. The text "OFFICE OF THE ADJUTANT GENERAL" and "MISSION" is centered over the helmet.

OFFICE OF THE ADJUTANT GENERAL
MISSION

ADVISES COMMANDER AND STAFF CONCERNING PLANS, POLICIES, AND PROCEDURES
RELATING TO PERSONNEL AND ADMINISTRATIVE SUPPORT TO ELEMENTS OF THE DIVISION.

REENLISTMENT DIVISION

PROCESSES ALL REENLISTMENTS VIA RETAIN

PROCESSES BEAR APPLICATION BY TELEPHONE TO MILPERCEN

PROCESSES AND ACTS ON BARS TO REENLISTMENT ON SOLDIERS BETWEEN 10 AND 18 YEARS ACTIVE SERVICE AT ETS AND BARS FROM SEPARATE BATTALION UP TO 18 YEARS ACTIVE SERVICE.

INVESTIGATES ERRONEOUS REENLISTMENT ENLISTMENTS

PROVIDES AGI INSPECTIONS TO SUBORDINATE UNITS

PROCURES AND ISSUES REENLISTMENT PUBLICITY ITEMS TO 3D ARMORED DIVISION UNITS

COORDINATES WITH PERSONNEL MANAGEMENT DIVISION THE ASSIGNMENT OF PMOS 79D

PERSONNEL SERVICES DIVISION

1. AG PLANS (WARTIME AND PEACETIME)
2. ADVANCED NCOES PROGRAM
3. ENLISTED SPONSORSHIP PROGRAM
4. OER/SEER STATISTICAL ANALYSIS
5. RPC/PSC COORDINATION
6. PERSONNEL MANAGEMENT AGI INSPECTIONS (GICR)
7. OPERATIONAL CONTROLS:
 - A. PERSONNEL MANAGEMENT
 - B. SIDPERS
 - C. 574TH PSC (HANAU)
 - D. RPC GIESSEN
 - E. GELNHUSEN COMPOSITE TEAM
 - F. KIRCHGOENS COMPOSITE TEAM
8. SPECIAL PROJECTS:
 - A. COMPANY CLERK PLAN
 - B. PAC ASSISTANCE VISITS
 - C. S-1/PAC SEMINARS
 - D. ISG ORIENTATION SEMINARS
 - E. PAC ORIENTATIONS
 - F. ASSAULT ON THE MILPO WORKLOAD
 - G. INPROCESSING SURVEY
 - H. IMPROVEMENT IN REDEPLOYMENT PROCESSING
 - I. PROMOTION CERTIFICATES



PERSONNEL MANAGEMENT BRANCH FUNCTIONS

ASSIGNMENT SECTION

- ENLISTED ASSIGNMENTS (CAP III AND REPLACEMENT STREAM)
- READINESS
- REQUISITIONS (LINGUIST, ASI)
- E8 TRACK SYSTEM

MANAGEMENT ACTIONS SECTION

- PERSONNEL ASSET INVENTORY (MILITARY PERSONNEL STRENGTH MONITOR)
- PROMOTION AND FEEDER REPORT
- RTDL TASKINGS
- SURPLUS REPORTING
- FST EXTENSION/CURTAILMENTS/CANCELLATIONS
- REASSIGNMENTS
- RECLASSIFICATIONS

SIDPERS INTERFACE DIVISION

- FORWARD ACCURATE/TIMELY SIDPERS REPORTS
- PROVIDE SIDPERS MANAGEMENT ROSTERS TO COMMANDERS/STAFF
- CONTROL/MONITOR SIDPERS INPUT FROM THREE RPC SIDPERS INTERFACE BRANCHS.
- LIAISON WITH DIVISION DATA CENTER
- TRAIN DIVISION SIDPERS PERSONNEL
- MAINTAIN SIDPERS SUPPORT FILES
- ASSIST/INSPECT SUBORDINATE UNITS

PERSONNEL ACTIONS DIVISION

- AWARDS AND DECORATIONS
- SPECIAL ACTIONS
 - ELIMINATIONS
 - OFFICER/WARRANT OFFICER PROCUREMENT
- PERSONNEL ACTIONS
 - OVERSEAS SEPARATIONS
 - CONSCIENTIOUS OBJECTORS
 - COMPASSIONATE REASSIGNMENTS
 - LETTERS OF INDEBTEDNESS
- SPECIAL CORRESPONDENCE
 - CONGRESSIONAL INQUIRIES
 - SUPPORT OF DEPENDENTS
 - LINE OF DUTY INVESTIGATIONS



POSTAL DIVISION

- PROVIDE COMPLETE UNITED STATES POSTAL SERVICES FOR SOLDIERS, DEPENDENTS, AND RETIREES INCLUDES:
 - DELIVERY OF MAIL TO 3D ARMORED DIVISION UNITS AND TENANT UNITS
 - SALE OF STAMPS AND POSTAL MONEY ORDERS
 - REGISTERED/CERTIFIED/INSURED MAIL
 - PARCEL POST
 - CASHING OF TREASURY CHECKS
 - POSTAL CLAIMS
- OPERATES SIX ARMY POST OFFICES
 - FRANKFURT 09039
 - FRIEDBERG 09074
 - KIRCHGOENS 09045
 - GELNHAUSEN 09091
 - BUTZBACH 09077
 - BUDINGEN 09076
- CONTROLS ACCOUNTABLE MAIL
- INSPECTS UNIT MAIL ROOMS
- TESTS CERTIFIES UNIT MAIL CLERKS
- TRANSPORTS MAIL FROM FRANKFURT TO OUTLYING APO'S



ADMINISTRATIVE SERVICES DIVISION

- MAIL AND DISTRIBUTION
 - PROCESSES/CONTROLS OUTGOING OFFICIAL MAIL
 - ROUTES OFFICIAL CORRESPONDENCE TO STAFF/UNITS
 - PUBLISHES STAFF DIRECTORY
 - CLASSIFIED/UNCLASSIFIED
 - PUBLISHES/DISTRIBUTES DIVISION ORDERS
- PUBLICATIONS
 - MAINTAINS STAFF PUBLICATIONS ACCOUNT
 - MAINTAINS STAFF REFERENCE LIBRARY
 - BLANK FORMS
 - ASSISTS/INSPECTS UNIT PUBLICATION ACCOUNTS
- REPRODUCTION
 - OFFSET PRINTING
 - XEROX COPIER SUPPORT FOR STAFF
- AG FORWARD
- ASD OPERATIONS
 - AG BUDGET
 - COPIER BUDGET FOR DIVISION
 - MICROGRAPHICS
 - WORD PROCESSING

503D REPLACEMENT DETACHMENT

- TRANSPORT NEW SOLDIERS FROM 21ST REPLACEMENT BATTALION TO 3D ARMORED DIVISION
- WELCOME/ORIENT NEW SOLDIERS
 - HISTORY
 - GERMANY
 - ALCOHOL/DRUG
 - POLICIES
- INSPECTION
- PROCESS FOR ASSIGNMENT TO 3D ARMORED DIVISION UNITS
 - SIDPERS TRANSACTIONS
 - ASSIGNMENT INTERVIEWS
 - ORDERS
- BILLETING
 - 74 MALES
 - 16 FEMALES
 - 90
- TRANSPORT TO DIVISION UNITS

MILPO FUNCTIONS

574TH PSC (HANAU) 3AD

RPC GIESSEN 3AD

378TH PSC (FRANKFURT) V CORPS

COMPANY SUPPORT

MESS TRAINING, UNIT ADMIN, BILLETING, SUPPLY, TRANSPORTATION, COMMAND AND CONTROL

PERSONNEL MANAGEMENT

PROMOTIONS, SEER, REDEPLOYMENT, REASSIGNMENTS, RECLASSIFICATION, FST EXTENSIONS/CURTAILMENTS, UTILIZATION, ANCOES, SPECIAL TESTING, OFR

PERSONNEL RECORDS

MPRJ MAINTENANCE/ACCOUNTABILITY, IN/OUT PROCESSING/QUALITY ASSURANCE/EDIT, NUCLEAR SURETY

PERSONNEL ACTIONS

PASSPORTS/ID CARDS, FLAGS, ELIMINATIONS, DFR REENLISTMENTS, TOUR CHANGES, CASUALTIES, OFFICER PROCUREMENT, EMERGENCY LEAVES, RETIREMENTS

SIDPERS INTERFACE BRANCH

DATA BASE MAINTENANCE

ADMINISTRATIVE SERVICES DIVISION

REPRODUCTION COURIER, MILPO PUBS AND BLANK FORMS, UTILIZATION, DISTRIBUTION, RFO CONTROL

503D ADJUTANT GENERAL COMPANY

- PREPARE THE 503D ADJUTANT GENERAL COMPANY TO EXECUTE ITS GDP MISSION
- LOGISTICAL SUPPORT OF THE AG SECTIONS
- TRAIN THE SOLDIERS COMMON AND TECHNICAL SKILLS
- BILLETTS
- MAINTENANCE OF AG VEHICLES