



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

OCT 13 2010

IMSE-GOR-HRM-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM
Number 2 – Attached Personnel

1. This memorandum supersedes eMILPO Memorandum Number 2, subject as above, dated 21 Feb 08.

2. References:

- a. AR 600-8-105, Military Orders, 28 Oct 94.
- b. AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sept 98.
- c. eMILPO Functional Guidance, 14 Sept 06.

3. The purpose of this memorandum is to establish procedures for attaching personnel to the local database.

4. All Active Duty Army personnel attached to a Fort Gordon unit will be reflected as attached in eMILPO. Procedures for attaching personnel are as follows:

a. INTRAPOST ATTACHMENTS (within Fort Gordon) – Only those personnel attached by routine orders issued in accordance with (IAW) AR 600-8-105 will be accounted for as attached in eMILPO. Attachment, when authorized, is accomplished by the unit of attachment submitting an attachment (4205) transaction. The Soldier must currently be reported in a present for duty status on the Fort Gordon eMILPO database. The assigned (parent) unit will submit any miscellaneous transactions. Duty status changes cannot be processed for attached personnel.

b. INTERPOST ATTACHMENTS (from another post) – The servicing Personnel Service Branch or Personnel Administration Center will submit an attachment transaction. All data items will be completed. In contrast to procedures for intrapost attachments, the unit of attachment will submit miscellaneous transactions.

5. If an individual is to be further attached to a unit serviced by the same Personnel Automation Branch, the unit of further attachment will submit a 4205 transaction.

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6. The servicing Strength Management Branch will issue Relief from Attachment (RATH) orders, as appropriate, to terminate the period of attachment. The unit of attachment will be required to process a RATH transaction to remove the individual from the strength of the unit. Inserting the Attachment End Date in the Attached transaction processes the RATH transaction.
7. The servicing Personnel Operations Branch will submit attachment transactions for Soldiers pending a compassionate reassignment.
8. To report and maintain National Guard and Reserve personnel see eMILPO Memorandum Number 3.
9. This memorandum will be maintained on file by each Fort Gordon unit/activity.


JOHN MCINTYRE
Director of Human Resources/
Adjutant General

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