DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) BATCH TRANSMITTAL

1. FROM	**2. TO**
a. NAME OF ORGANIZATION *(27 Characters)*	**DEERS Enrollment Processing Center** **Post Office Box 16008** **Monterey, CA 93942-6008**
b. ORIGINATING OFFICE/CODE *(27 Characters)*	

c. MAILING ADDRESS *(Include Street Address, City, State, ZIP Code) (2 Lines, 29 Characters each)*

3. NUMBER OF DOCUMENTS ENCLOSED

4. TRANSMITTAL NUMBER

Branch of Service	Command Code *(Army & Navy)*	UIC/PAS Code/RUC - MCC/OPFAC	Day of Year	Batch Number
_____	_____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____	_____ _____ _____

5. INDIVIDUAL FORWARDING BATCH

a. SIGNATURE	b. PHONE NUMBERS	c. DATE SIGNED *(YYMMDD)*
	(1) Autovon	
	(2) Commercial	

INSTRUCTIONS

This form shall be used when mailing manual DD Forms 1172 to DEERS. **Do not mail automated DD Forms T-1172-1 or 1172-1 prepared on RAPIDS or DEERS on-line systems.** To process enrollment transactions that can not be accomplished on-line, users must use the September 1979 version of the manual DD Form 1172. Additional instructions are contained in the DEERS Program Manual, DoD 1341-M, or in applicable Uniformed Service regulations.

BLOCK 1:

a. Give complete name of submitting activity. Abbreviate as necessary. Use no more than 27 characters. Example: Abbreviate Fighter Squadron Three Zero One as FiITRON 3Ø1.

b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no nore than 27 characters. Example: ATTN: AFZT-AG-P.

c. Give complete street address or base name and city, state, and ZIP code. Spell out the city for CONUS addresses. Use 2 lines with no more than 29 characters each.

Example: 21ØØ L St., Naval Air Station
Jacksonville, FL 32212

BLOCK 2: Self-explanatory

BLOCK 3: Enter number of DD Forms 1172 enclosed. Batch documents in numbers not to exceed fifty (50) per transmittal form.

BLOCK 4: Branch of Service of submitting office:

A - Army	P - Coast Guard
N- Navy	E - Public Health Service
M - Marine Corps	I - National Oceanic and Atmospheric Administration
F - Air Force	O - Other

Command Code (Army and Navy): Enter appropriate two character code for your organization's major command. (See additional instructions on reverse.)

UIC/PAS Code/RUC-MCC/OPFAC: Enter 8-character (6-character for Army and 5-character for Navy) unique identifier. If appropriate identifier code for your organization is less than 6-8 characters, precede it with zeros.

Day of Year: Enter 3-digit Julian date code. Example: March 9, 1986 is Ø68.

Batch Number: Enter 3-digit batch sequence number (ØØ1-ØØØ). For the first batch of each new day of year, begin with ØØ1.

BLOCK 5a: Enter signature of individual forwarding batch.

BLOCK 5b: Enter both commercial and autovon phone numbers of individual signing in Block 5a.

BLOCK 5c: Enter 6-digit date in year, month, day order. Example: March 9, 1986 is 86Ø3Ø9.

SPECIAL CODING INSTRUCTIONS

Use O for letter O	Use I for Letter I	Use Z for letter Z
Use Ø for number zero	Use 1 for number one	Use 2 for number two
	Use L for letter L	

ADDITIONAL INSTRUCTIONS FOR ARMY

Select major command code from one of the following. If major command code is unknown, seek assistance from higher headquarters.

AM - US Army Material Command-AMC

AS - US Army intelligence and Security Command-INSCOM

CB - US Army Criminal Investigation Command-CID

CC - US Army Information Systems Command-ISC

CE - US Army Corps of Engineers-CE

DF - Defense Activities (i.e., DCA, DSA, DMA, DIA)

EB thru E9 - US Army Europe and Seventh Army-USAREUR

FC - US Army Forces Command-FORSCOM

GB - National Guard Bureau-NGB

HS - US Army Health Services Command-HSC

JA - US Army Readiness Command-REDCOM

JA - US Army European Command-EUCOM

JA - US Army Joint and Special Activities incl JUSMAG, MAAG, JCS, SHAPE, AFSOUTH, ALFSEE, AFNORTH)

MT - Military Traffic Management Command-MTMC

MW - US Army Military District of Washington-MDW

P1 - US Army Western Command-WESTCOM

P3 - US Army Japan-USARJ

P8 - Eighth US Army-EUSA

RC - US Army Recruiting Command-USAREC

TC - US Army Training and Doctrine Command-TRADOC

ADDITIONAL INSTRUCTIONS FOR NAVY

Enter one of the following two character codes as appropriate:

(1) Fleet Units

AL - AIRLANT activities

LT - SURFLANT activities

SL - SUBLANT activities

AP - AIRPAC activities

PC - SURFPAC activities

SP - SUBPAC activities

LP - LOGPAC NMCB activities

(2) Personnel Support Activity Detachments (PERSUPPDETs/PSDs)

CH - PERSUPPACT Charleston

CL - PERSUPPACT Cleveland

CC - PERSUPPACT Corpus Christi

FE - PERSUPPACT Far East

GL - PERSUPPACT Great Lakes

GU - PERSUPPACT Guam

HI - PERSUPPACT Hawaii

JV - PERSUPPACT Jacksonville

LB - PERSUPPACT Long Beach

MD - PERSUPPACT Mediterranean

MM - PERSUPPACT Memphis

NL - PERSUPPACT New London

NO - PERSUPPACT New Orleans

NP - PERSUPPACT Newport

NF - PERSUPPACT Norfolk

NT - PERSUPPACT NTC San Diego

OR - PERSUPPACT Orlando

PN - PERSUPPACT Pensacola

PL - PERSUPPACT Philadelphia

PP - PERSUPPACT Philippines

PS - PERSUPPACT Puget Sound

SD - PERSUPPACT San Diego

SF - PERSUPPACT San Francisco

UK - PERSUPPACT UK/NOREUR

WA - PERSUPPACT Washington

(3) Naval Reserve Readiness Commands (NAVRESREDCOMs) and reserve centers, enters, enter the two digit REGION Number *(e.g., NAVRESREDCOM REG FIVE or Naval Reserve Center Altoona, enter "05")*.

(4) Naval Reserve Officers Training Corps (NROTC) Units, enter "RC."

(5) Navy Recruiting Districts, enter "A1" through "A8" for Navy Recruiting Areas One Through Eight, as appropriate *(e.g., Navy Recruiting District Kansas City, enter "A5")*.

(6) All other activities enter "00."