

**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
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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 FilTRON 3Ø1.
- b. Give internal routing indicator, office code, Base PO Box, as appropriate. Use no more 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:

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|------------------|---|
| 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	JA - US Army Readiness Command-REDCOM
AS - US Army intelligence and Security Command-INSCOM	JA - US Army European Command-EUCOM
CB - US Army Criminal Investigation Command-CID	JA - US Army Joint and Special Activities incl JUSMAG, MAAG, JCS, SHAPE, AFSOUTH, ALFSEE, AFNORTH)
CC - US Army Information Systems Command-ISC	MT - Military Traffic Management Command-MTMC
CE - US Army Corps of Engineers-CE	MW - US Army Military District of Washington-MDW
DF - Defense Activities (i.e., DCA, DSA, DMA, DIA)	P1 - US Army Western Command-WESTCOM
EB thru E9 - US Army Europe and Seventh Army-USAREUR	P3 - US Army Japan-USARJ
FC - US Army Forces Command-FORSCOM	P8 - Eighth US Army-EUSA
GB - National Guard Bureau-NGB	RC - US Army Recruiting Command-USAREC
HS - US Army Health Services Command-HSC	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	AP - AIRPAC activities
LT - SURFLANT activities	PC - SURFPAC activities
SL - SUBLANT activities	SP - SUBPAC activities
	LP - LOGPAC NMCB activities

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

CH - PERSUPPACT Charleston	NP - PERSUPPACT Newport
CL - PERSUPPACT Cleveland	NF - PERSUPPACT Norfolk
CC - PERSUPPACT Corpus Christi	NT - PERSUPPACT NTC San Diego
FE - PERSUPPACT Far East	OR - PERSUPPACT Orlando
GL - PERSUPPACT Great Lakes	PN - PERSUPPACT Pensacola
GU - PERSUPPACT Guam	PL - PERSUPPACT Philadelphia
HI - PERSUPPACT Hawaii	PP - PERSUPPACT Philippines
JV - PERSUPPACT Jacksonville	PS - PERSUPPACT Puget Sound
LB - PERSUPPACT Long Beach	SD - PERSUPPACT San Diego
MD - PERSUPPACT Mediterranean	SF - PERSUPPACT San Francisco
MM - PERSUPPACT Memphis	UK - PERSUPPACT UK/NOREUR
NL - PERSUPPACT New London	WA - PERSUPPACT Washington
NO - PERSUPPACT New Orleans	

(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."