

**FACT SHEET - #4**

SUBJECT: Removal of Flags from Soldier Records

1. PURPOSE. To provide commanders guidance on suspension of favorable personnel action ("Flag").

2. FACTS.

a. A soldier's personnel file should be flagged when military or civilian authorities initiate an unfavorable action or investigation (formal or informal) against that soldier.

b. Flags are classified into two categories:

(1) Nontransferable. The flag may not be transferred to another unit.

(2) Transferable. The flag may be transferred to another unit.

c. The following events require the initiation or removal of a nontransferable flag:

(1) Charges, restraint, or investigation by military or civilian authorities. Remove the flag when the soldier is released without charges being filed, charges are dropped, or punishment is completed (flags are not lifted during suspended punishment).

(2) Court-martial. Remove the flag upon completion of punishment, to include any term of suspension.

(3) Nonjudicial punishment (Article 15s). Remove the flag upon completion of the punishment, to include any term of suspension.

(4) AWOL. Remove the flag upon completion of the punishment.

(5) Administrative reduction. Remove the flag on the day of the reduction.

(6) Letter of admonition, censure, or reprimand not administered as nonjudicial punishment. Remove the flag on the day the letter is signed by the commander.

(7) Local elimination action. Remove the flag when the soldier is reassigned to a transition point.

(8) Local removal from a promotion list, command, or school selection list. Remove the flag on the day the HQDA decision is received.

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(9) HQDA elimination action or removal from promotion, command, or school selection list. HQDA will remove the flag. The following events require the initiation or removal of a transferable flag:

d. The following events require the initiation or removal of a transferable flag:

(1) Failure to pass the APFT or failure to take the APFT within the required period. Remove the flag on the day the soldier passes the APFT or at ETS.

(2) Entry on the Weight Control Program. Remove the flag on the day the commander determines that the soldier is in compliance with the program.

(3) HQDA directed reassignment of flagged soldier. Remove the flag according to HQDA guidance.

(4) Movement of an adverse action into the punishment phase. Remove the flag according to the rules in paragraph 1-12a.

e. For a listing of the favorable actions prohibited by a flag, consult AR 600-8-2 (1/30/87), paras 1-14 and 1-15.

f. A flag should be removed immediately when a soldier's status returns to favorable. The soldier's commander will direct removal of the flag. The required steps to remove the flag are listed in AR 600-8-2, para 2-8. The effective date of removal is the day the soldier's status returns to favorable.

3. POC is the Administrative Law Division at 4-7414/4668.

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