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**\*Army Regulation 220–5**

Effective 22 September 2019

## Field Organizations

# Designation, Classification, and Change in Status of Units

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By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

  
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**History.** This regulation is certified current on 14 February 2024. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this regulation.

**Authorities.** This section contains no entries.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this publication is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this publication by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to [usarmy.mcnair.cmh.mbx.answers@army.mil](mailto:usarmy.mcnair.cmh.mbx.answers@army.mil).

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 220-5, dated 22 August 2019.

# ***SUMMARY of CHANGE***

AR 220–5

Designation, Classification, and Change in Status of Units

This regulation is certified current as of 14 February 2024. Aside from the following administrative changes, no other changes were made to certify currency of this regulation—

- Updates database name for Army Mobilization System (para 1–4).
- Updates office names and symbols for the Center of Military History (paras 1–4, 2–2, and 2–3) .
- Makes minor changes to improve accuracy and clarity (paras 2–3 and 2–4).
- Updates installation name for Fort Gregg-Adams (para 2–4).

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## **Chapter 1**

### **Introduction**

#### **1–1. Purpose**

This regulation prescribes general policies and rules governing the designation, classification, and change in status of Army units..

#### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

#### **1–3. Associated publications**

This section contains no entries.

#### **1–4. Responsibilities**

- a. The U.S. Army Center of Military History (CMH), the Chief of Military History (ATMH–ZA) will—
  - (1) Be the approving authority for those unit status changes specified in chapter 2.
  - (2) Record significant unit status changes for legal and historical purposes as specified in chapter 2.
  - (3) Submit official unit designations to the U.S. Army Command and Control Support Agency for entry into the long name field of the Defense Readiness Reporting System–Army (DRRS–A) database, in accordance with AR 71–32 and AR 220–1. Changes to long names for active units will not be made more than 30 days in advance of the effective date.
- b. The Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) (DAMO–ZA) will be the approving authority for those unit status changes specified in chapter 2 (see table 2–1 for specific directorate responsibilities).
- c. The Chief, National Guard Bureau (CNGB) will—
  - (1) Sub-allot unit numbers issued by the CMH (ATMH–ZA).
  - (2) Follow guidance in chapter 2 and National Guard Regulation (NGR) 10–1 for changes in the status of Army National Guard (ARNG) units.
  - (3) Follow the provisions of the Army Mobilization System (AMS) for the entry of units into active Federal service.
- d. The Chief, Army Reserve will—
  - (1) Follow guidance in chapter 2 and AR 140–1 for changes in the status of the U.S. Army Reserve (USAR) units.
  - (2) Follow the provisions of AMS for entry of units into active military service.
- e. Commanders of Army commands (ACOMs) and Army service component commands (ASCCs) will issue unit status change orders and report changes as specified in chapter 2.

#### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

## **Chapter 2**

### **Designation, Classification, and Change in Status of Units**

#### **2–1. Classification of units**

Army units are of two types. They are classified as modification table of organization and equipment (MTOE) units or as table of distribution and allowances (TDA) units (see AR 71–32).

## 2-2. Change in status of units

Any action that changes the organizational structure, designation, assignment, or location of a military unit is a change in the status of that unit. Unit status changes are made a matter of record for legal and historical purposes. CMH records constitutions, activations, inactivations, designations, redesignations, consolidations, reorganizations, assignments, permanent changes of station, and similar actions concerning the unit and its organic elements. The actions listed in table 2-1 are significant changes in the status of units of the Regular Army, USAR, and ARNG while in Federal service. These actions are defined in the glossary of terms.

a. AR 140-1 contains procedures governing changes in the status of units of the USAR.

b. NGR 10-1 contains procedures governing changes in the status of units of the ARNG not in Federal service.

c. AMS contains provisions for entry of USAR and ARNG units into active military or active Federal service at various levels of mobilization.

d. A change in the status of a unit may require issuing orders by the commander of the ACOM or ASCC to which the unit is assigned or by a subordinate commander to whom the action has been delegated (see table 2-1). Orders, when used, will announce the action taken and the effective date of the change. The effective date is the date specified in the orders or the date of the orders if no effective date is specified. All orders announcing significant changes must include CMH (ATMH-FPO) in distribution.

e. Changes in the status of a unit must also be reported by ACOM or ASCC commanders as prescribed in Chairman of the Joint Chiefs of Staff Instruction 3401.02B. These changes are noted in table 2-1.

f. All actions affecting unit designations, historical continuity, or honors must be coordinated with CMH (ATMH-FPO) prior to implementation.

**Table 2-1**  
**Significant unit status changes**

Unit status changes	Applicable to modification table of organization and equipment units	Applicable to table of distribution allowances units	Approving authority <sup>14</sup>	Changes formalized by	Permanent orders required <sup>2, 13</sup>
Activate <sup>3</sup>	Yes	No	DCS, G-3/5/7 (DAMO-FM) <sup>4</sup>	CMH (ATMH) memorandum	Yes (orders format 740)
Allot	Yes	Yes	CMH (ATMH-ZA)	CMH (ATMH) memorandum	No
Assign <sup>3</sup>	Yes	Yes	DCS, G-3/5/7 (DAMO-FM) <sup>4, 5</sup>	DCS, G-3/5/7 (DAMO) instructions	Yes (orders format 745)
Attach	Yes	Yes	DCS, G-3/5/7 (DAMO-OD) <sup>4, 5</sup>	DCS, G-3/5/7 (DAMO) instructions when major ACOM involved <sup>4</sup>	Yes (orders format 745)
Consolidate	Yes	Yes	CMH (ATMH-ZA)	CMH (ATMH) memorandum	Yes, for ARNG
Constitute	Yes	No	CMH (ATMH-ZA) by authority of the Secretary of the Army	CMH (ATMH) memorandum	Yes for ARNG
Designate	Yes	Yes	CMH (ATMH-ZA) by authority of the Secretary of the Army	CMH (ATMH) memorandum	Yes, for TDA units only (orders format 740)

**Table 2–1**  
**Significant unit status changes—Continued**

Unit status changes	Applicable to modification table of organization and equipment units	Applicable to table of distribution allowances units	Approving authority <sup>14</sup>	Changes formalized by	Permanent orders required <sup>2, 13</sup>
Disband	Yes	No	CMH (ATMH–ZA) by authority of the Secretary of the Army	CMH (ATMH) memorandum	No
Discontinue <sup>3</sup>	No	Yes	DCS, G–3/5/7 (DAMO–FM) <sup>4</sup>	DAMO instructions <sup>4</sup>	Yes (orders format 740)
Entry into active military/Federal service <sup>3</sup>	Yes	Yes	<b>6</b>	DCS, G–3/5/7 (DAMO) instructions	Yes <sup>7</sup>
Inactivate	Yes	No	DCS, G–3/5/7 (DAMO–FM)	CMH (ATMH) memorandum	Yes (orders format 740)
Organize	Yes	Yes	DCS, G–3/5/7 (DAMO–FM) <sup>4</sup>	DCS, G–3/5/7 (DAMO) instructions <sup>4</sup>	Yes (orders format 740)
Permanent change of station	Yes	Yes	DCS, G–3/5/7 (DAMO–FM) <sup>8,9</sup>	DCS, G–3/5/7 (DAMO) instructions <sup>9</sup>	Yes (orders format 745)
Reconstitute	Yes	No	CMH (ATMH–ZA) by authority of the Secretary of the Army	CMH (ATMH) memorandum	No
Redesignate <sup>3</sup>	Yes	Yes	CMH (ATMH–ZA) by authority of the Secretary of the Army	CMH (ATMH) memorandum	Yes
Reflag	Yes	Yes <sup>12</sup>	DCS, G–3/5/7 (DAMO) in coordination with CMH (ATMH)	CMH (ATMH) memorandum	Yes
Release from active military/Federal service <sup>3</sup>	Yes	Yes	DCS, G–3/5/7 (DAMO–OD) <sup>10</sup>	DCS, G–3/5/7 (DAMO) instructions	Yes (orders format 550)
Reorganize <sup>3</sup>	Yes	Yes	<b>4, 11</b>	<b>4, 11</b>	(orders format 740) <sup>11</sup>
Transfer less personnel and equipment	Yes	No	DCS, G–3/5/7 (DAMO–FM) <sup>4,9</sup>	DCS, G–3/5/7 (DAMO) instructions <sup>4,9</sup>	Yes (orders format 745)
Transfer to Headquarters, Department of the Army (HQDA) control	Yes	No	DCS, G–3/5/7 (DAMO–FM)	DCS, G–3/5/7 (DAMO) instructions	Yes (orders format 745, except use 740 when unit is also inactivated)

**Legend.**

1. Applies to MTOE and TDA units of the Regular Army, USAR, and ARNG while in Federal service. Also see AR 140–1 for changes in status of Army Reserve units. (See NGR 10–1 for changes in status of ARNG units not in Federal service.)

2. Unless otherwise specified by HQDA, unit status change orders issued by the field will be the responsibility of the ACOM, ASCC, or direct reporting unit (DRU) to which the unit is assigned at the time the change occurs. When a unit status change involves a transfer from one ACOM, ASCC, or DRU to another, it is the responsibility of the losing command to publish permanent orders relieving the unit from assignment and assigning it to the gaining command. The gaining command will publish orders which direct further assignment, attachment, or duty or provide special instructions pertaining to the status of the unit in the gaining command (for example, reporting date and determination of administrative and operational control).
  3. Must also be reported by ACOM, ASCC, or DRU unit identification code (UIC) information officers (see para 2–2e).
  4. Changes involving Army Reserve units must be coordinated with the Office of the Chief, Army Reserve.
  5. DCS, G–3/5/7 (DAMO) assigns or attaches units to ACOM, ASCC, or DRU commanders, who may further assign or attach units to a subordinate command under their jurisdiction.
  6. See AR 500–5 for appropriate authority.
  7. See AR 600–8–105 for appropriate format.
  8. USAR Command, in coordination with CAR (DAAR), is the approval authority for all continental USAR stationing not on installations governed by AR 5–10. Coordination with DAMO is required.
  9. Overseas ASCCs may, within budgetary constraints, direct the movement of units under their control to stations within their commands.
  10. DCS, G–3/5/7 (DAMO) releases units in accordance with the appropriate authority for their entry into active military or active Federal service (see AR 500–5).
  11. DCS, G–3/5/7 (DAMO) approves major substantive changes for which DAMO instructions are issued. ACOMs, ASCCs, and DRUs are authorized to approve, within budgetary limitations and subject to other HQDA constraints, minor changes (for example, changes of position, grade, military occupational specialty, or TDA numbers; strength changes for the purposes of updating a unit's authorization document administratively, provided the changes do not modify a unit's authorized level of organization (see AR 71–32) or impair a unit's readiness condition, as defined in AR 220–1). Permanent orders will not be used to announce such minor changes, but are required for all Army Reserve strength changes (see AR 600–8–105).
  12. Only applies to TDA units with MTOE lineages.
  13. If a permanent order is required, its distribution list will include the units affected by the order and CMH (ATMH–FPO) (usarmy.mcnair.cmh.mbx.answers@army.mil).
  14. CMH (ATMH) approving authority delegated to CMH by DAMH–HS memorandum, dated 18 December 1986.
- Note: The following are official names of offices associated with the office symbols: CMH (ATMH), (ATMH–ZA), Force Structure and Organizational History Division (ATMH–FPO) and DCS, G–3/5/7 (DAMO) and Force Management Directorate (DAMO–FM), Operations, Readiness, and Mobilization Directorate (DAMO–OD).
- Note: Numbers in parenthesis identify orders format (see AR 600–8–105).

## **2–3. Constitution, activation, designation, inactivation, and disbandment of modification table of organization and equipment units**

- a. An MTOE unit must be constituted on the official rolls of the Army by CMH.
  - b. A unit, once constituted, is eligible for activation. It is activated when transferred from the inactive to the active rolls of the Army. An activated unit is organized (brought into physical existence) by assigning to it personnel and equipment. A unit may be transferred to HQDA control and remain active but unfilled (that is, without personnel and/or equipment, and unassigned to any command).
  - c. Ordinarily the designation of a unit of the Regular Army or USAR selected for activation will be that of an inactive organization of the appropriate type that has the most noteworthy history. ARNG organizations are linked historically to a fixed location or area within a state through assigned personnel, not to a particular designation or function.
  - d. Efficiency and clarity in communications require the use of simple and consistent unit designations. The designation of an MTOE unit usually consists of a number, a branch (or function in the absence of a specified branch), and echelon of command. The official designation is prescribed by an CMH (ATMH) memorandum bearing the authority line: By Order of the Secretary of the Army. Normally the designation is taken from the designation line of the appropriate table of organization and equipment (TOE). In the event of a disagreement between the TOE and the CMH (ATMH) memorandum, the official designation will be as prescribed in the CMH (ATMH) memorandum.
- (1) Where the designation includes a parenthetical identification, that portion not in parentheses is the official designation. Redesignation of a unit is not required when a change is made in the parenthetical identification. When further identification of the type of unit is desirable, additional descriptive words may be added parenthetically, as approved by DCS, G–3/5/7 (for example 1st Battalion (Airborne), 504th Infantry Regiment; Headquarters and Headquarters Detachment, 264th Support Battalion (Combat Sustainment)).
  - (2) The CMH will control the issue of all numbers used in unit designations; will allot the numbers to the Regular Army, ARNG, and USAR; and will maintain a consolidated record of all unit numbers in the U.S. Army. The CNGB, will sub allot numbers for ARNG units to states, territories, and the District of Columbia.
- (a) Armies are numbered in series beginning with “First” (for examples, First Army, Eighth Army).
  - (b) Corps are numbered in series beginning with Roman numeral “I” (for example, I Corps, XVIII Airborne Corps). Corps do not include branches in their designations.
  - (c) Divisions; brigades (except those designated as divisional brigades); regiments; groups; battalions; squadrons; separate companies, troops, batteries, platoons, and detachments; and other separate units

are numbered in series within a branch, beginning with "1st" (for example, 1st Infantry Division, 2d Field Artillery Regiment, 3d Transportation Battalion, 4th Medical Detachment).

(d) Combined arms brigades and brigade combat teams that are designated as divisional brigades will normally be numbered in series within the division beginning with "1st" (for example, 1st Brigade Combat Team, 1st Infantry Division). Non-combined arms brigades that are designated as divisional brigades will be named based on their branch or function (for example, Combat Aviation Brigade, 1st Infantry Division).

(e) U.S. Army unit designations use the ordinal number abbreviations "2d" and "3d," not "2nd" or "3rd" (for example, 2d Infantry Division, 703d Support Battalion).

(3) Parent regiments organized under the Combat Arms Regimental System (CARS) or U.S. Army Regimental System (USARS), with the exception of TOE regiments, will consist of a variable number of active elements, depending upon Army force structure requirements. As of 1 October 2005, the word "regiment" is included in a unit's official designation (for example, 1st Battalion, 3d Infantry Regiment; 3d Battalion, 3d Infantry Regiment).

(a) Within battalions and squadrons the headquarters element will be designated headquarters company, detachment, battery, or troop, as appropriate. Other elements of the battalion or squadron will ordinarily be lettered alphabetically, beginning with "A." Correct usage is "Company A," not "A Company."

(b) The letter "J" is not used to designate companies, troops, batteries, and so forth in the U.S. Army.

(c) Separate lettered companies, batteries, or troops may be organized within parent regiments. These units are considered to be separate elements of the parent regiment (for example, Battery A, 94th Field Artillery Regiment; Company F, 1st Aviation Regiment; Troop D, 5th Cavalry Regiment). The letter used for a separate lettered company, battery, or troop of a USARS regiment does not duplicate the equivalent number of an active battalion of the same regiment (for example, Company A and the 1st Battalion of a regiment cannot be active at the same time). Separate companies should not be confused with similarly lettered companies, batteries, or troops of numbered battalions or squadrons of the same regiment (for example, Company E, 1st Aviation Regiment, is not the same as Company E, 1st Battalion, 1st Aviation Regiment).

(4) Companies and corresponding units that are organically included within separate battalions and squadrons will be designated as prescribed in paragraph 2-3d(3)(a).

(5) Regiments designated as "tactical" Armored Cavalry and Cavalry Regiments have both numbered and named squadrons, with the functional squadrons named after the prominent branch (for example, Support Squadron, 11th Armored Cavalry Regiment). Lettered troops of numbered squadrons are assigned to those squadrons by long-standing Army tradition so that the troop's assignment is implied by its letter (four consecutively lettered troops in each of the 1st through 3d Squadrons; the 4th Squadron may have more than four lettered troops). Therefore, the squadron number will not be included in the troop's official designation (for example, Troop I, 2d Cavalry Regiment is part of the regiment's 3d Squadron). If only two or three active lettered troops are required by the squadron's force structure, then the unused letters will remain inactive and not be used in the next squadron. Lettered troops organic to named squadrons sometimes duplicate the letters belonging to troops of numbered squadrons. Therefore, the squadron name is part of the official designation (for example, Troop A, Engineer Squadron, 3d Cavalry Regiment).

(6) When elements of a unit are split, that is, operating independently or away from the parent unit, the detachments will be numbered consecutively beginning with "1" (for example, Detachment 1, 169th Engineer Company; Detachment 2, 169th Engineer Company).

(7) MTOE units organized at an echelon below company-level, and that have a parent (AA-level) UIC, are designated as detachments or platoons. The term "team" may be used for derivative UICs, but will not be used for parent (AA-level) UICs (except for brigade combat teams, in which case "brigade" is the functional echelon).

e. An MTOE unit is inactivated when it is no longer required in the active force structure. The designation reverts to the inactive rolls maintained by CMH (ATMH-FPO) until the unit is reactivated or disbanded. ARNG units once inactivated leave the force and cannot be reactivated.

f. CMH will disband inactive MTOE units when it determines their retention on the rolls no longer serves the needs of the Army.

g. CMH will determine the lineage and honors of MTOE units in accordance with AR 870-5.



## **2–4. Organization, designation, and discontinuance of table of distribution and allowances units and activities**

- a. A TDA unit or activity is organized and/or discontinued in accordance with AR 71–32.
- b. Designations for TDA units with parent (AA-level) UICs may be suggested well in advanced of their organization by the head of an HQDA agency or by an ACOM, ASCC, or DRU commander. These designations must be approved by CMH. Designations for TDA units with derivative UICs do not require CMH approval, with the exception of those units identified in paragraph 2–4d.
- c. The designation of a TDA unit or activity will be sufficiently descriptive to identify the unit or activity with its command or agency, its mission, and/or its echelon of command. The term “U.S. Army” will be used in the designation of the unit or activity to identify the Service, except for TDA augmentations to MTOE units and other exceptions as approved by CMH, such as the United States Military Academy.
- d. TDA units and activities (to include derivative UIC units) will not be designated with a number, except specified units of training centers, specified units in the Regular Army training base, specified USAR training units, ARNG regional training institutes, ARNG troop commands, and other exceptions as approved by CMH. Such exceptions will apply only to units that directly conduct training and to ARNG troop commands. To differentiate among TDA units and activities bearing similar designations, the location of the unit may be added to the designation (for example, U.S. Army Medical Department Activity, Fort Gregg-Adams; U.S. Army Medical Department Activity, Fort Carson).
- e. TDA unit and activity designations will be followed in parentheses by the complete UIC (for example, U.S. Army Garrison, Fort George G. Meade (W0USAA)). The UIC must be used as a means of positive identification.
- f. A TDA unit is discontinued when it is no longer required in the active force structure, and removed from the rolls of the Army. Discontinued TDA units will not be reorganized, or connected in a lineal sense to any newly organized unit. TDA units are not normally entitled to lineage and honors certificates per AR 870–5.

## **2–5. Organization, designation, and discontinuance of provisional units**

- a. The head of an HQDA agency or the commander of an Army unit may organize and designate a provisional unit using the personnel assigned to their command. These actions are not subject to approval by HQDA, and provisional units are not formally recognized by HQDA. The descriptive title of the unit will include the word “provisional” as part of its designation. Provisional unit designations will not duplicate the designation of any historic unit, or imply a historical connection to any historic unit, regardless of whether the historic unit is active or inactive. Provisional units are not entitled to lineage and honors certificates, and will not perpetuate the lineage and honors of any active or inactive unit. Provisional units will not be perpetuated in the lineage of any officially recognized unit. Provisional units will be organized for limited periods, not to exceed 2 years. At the end of the 2 years, the organizing authority will determine if the organization should remain in provisional status, if recommendations should be made through appropriate channels to permanently organize the unit (see AR 71–32), or if it should be discontinued. Organization and discontinuance of provisional units will be reported to ATMH–FPO.
- b. Provisional units are composed of personnel temporarily detached from their assigned positions in MTOE or TDA units, as required. Organizations providing personnel to form provisional units will not be refilled from replacement sources by reason of these attachments. Promotion, reduction, or reassignment of an individual attached to a provisional unit is the responsibility of the commander of the MTOE or TDA unit to which the individual is permanently assigned. Commanders of provisional units created as rear or home elements of deployed units may have promotion or reduction authority.
- c. Organization of a provisional unit is not a change in the force structure. Provisional units will not be accounted for on strength returns, since the personnel of these units are accounted for in the strength of the organizations to which they are permanently assigned.
- d. Organization of a provisional unit is not a basis for requisitioning personnel, supplies, or equipment from agencies outside the command in which the unit is organized. Organization of a provisional unit is not a basis for requesting changes to the designation of the HQDA-recognized sourcing unit or units.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 5–10**

Stationing (Cited in table 2–1.)

###### **AR 71–32**

Force Development and Documentation Consolidated Policies (Cited in para 1–4a(3).)

###### **AR 140–1**

Mission, Organization, and Training (Cited in para 1–4d(1).)

###### **AR 220–1**

Army Unit Status Reporting and Force Registration–Consolidated Policies (Cited in para 1–4a(3).)

###### **AR 500–5**

Army Mobilization (Cited in table 2–1.)

###### **AR 600–8–105**

Military Orders (Cited in table 2–1.)

###### **AR 870–5**

Military History: Responsibilities, Policies, and Procedures (Cited in paras 2–3g and 2–4f.)

###### **Center of Military History memorandum, dated 18 December 1986**

Authority Line in the Name of the Secretary of the Army—Action Memorandum (Cited in table 2–1.)  
(Available at [https://history.army.mil/html/forcestruc/docs/sa\\_sig\\_auth\\_cmh.pdf](https://history.army.mil/html/forcestruc/docs/sa_sig_auth_cmh.pdf).)

###### **CJCSI 3401.02B**

Force Readiness Reporting (Cited in para 2–2e.) (Available at <https://www.jcs.mil/library/cjcs-instructions/>.)

###### **NGR 10–1**

Organization and Federal Recognition of Army National Guard Units (Cited in para 1–4c(2).) (Available at <https://www.ngbpmc.ng.mil/ngr/>.)

#### **Section II**

##### **Prescribed Forms**

This section contains no entries.

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation are the documentation of unit status changes and unit designations in the U.S. Army.

#### **B-2. Purpose**

The purpose of this evaluation is to assist publishers of unit status change permanent orders in evaluating the key internal controls outlined in paragraph B-4. It is not intended to cover all controls.

#### **B-3. Instructions**

The key internal controls must be formally evaluated at least once every 5 years. Certification that evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification). Answers must be based on the actual testing of internal controls (such as document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation.

#### **B-4. Test questions**

- a. Did the proper approving authority approve the unit status change?
- b. Were permanent orders published, if required, to document the unit status change?
- c. Were the permanent orders complete and accurate?
- d. Did the permanent order include the correct official unit designation?

#### **B-5. Supersession**

This evaluation replaces the evaluation previously published in AR 220-5, dated 22 August 2019.

#### **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to [usarmy.mcnair.cmh.mbx.answers@army.mil](mailto:usarmy.mcnair.cmh.mbx.answers@army.mil).

## **Glossary of Terms**

### **Activate**

To transfer a constituted Regular Army or USAR MTOE unit from the inactive to the active rolls of the Army. Normally the unit is stationed at a specific location and assigned personnel and equipment; however, a unit may be active at zero strength. Also see organize.

### **Allot**

To assign a unit to one of the components of the Army.

### **Army National Guard**

In this regulation, ARNG refers to both the ARNG and the ARNG of the United States. See Title 32 and Title 10, United States Code.

### **Army Reserve**

A Federal force consisting of individual reinforcements and units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency. Army Reserve is commonly referred to as USAR.

### **Assign**

To make a unit part of a larger organization and place it under that organization's command and control until it is relieved from assignment.

### **Attach**

To place a unit under the command and control of another organization on a temporary basis.

### **Combat Arms Regimental System**

The concept under which combat arms (infantry, artillery, armor, and cavalry (except armored cavalry regiments)) were organized between 1957 and their reorganization under the USARS (see USARS).

### **Consolidate**

To merge or combine two or more units into one new unit. The new unit may retain the designation of one of the original units, or it may have a new designation, but it inherits the history and honors of all units affected by the merger.

### **Constitute**

To place the designation of a new MTOE unit on the official rolls of the Army.

### **Designate**

To give a unit an official number and/or name.

### **Disband**

To remove the designation of a Regular Army or USAR unit from the official rolls of the Army. Disbandment is intended to be permanent and irreversible except in extraordinary circumstances. The word is also applicable to ARNG units prior to World War I. Since then, the phrase "withdraw Federal recognition" is used for ARNG units rather than "disband."

### **Discontinue**

To terminate the existence of a TDA or provisional unit.

### **Inactivate**

To place a Regular Army or USAR MTOE unit that is not currently needed in the active force structure in an inoperative status without assigned personnel or equipment for a limited period of time.

### **Long name**

A data field in the DRRS–A database which represents the official designation of a unit.

### **Modification table of organization and equipment**

A document that prescribes the modification of a basic TOE necessary to adapt it to the needs of a specific unit or type of unit. Also see TOE.

### **Organize**

To assign personnel and equipment to a unit and make it operative, that is, capable of performing its mission. This term was used instead of activate prior to 1921 and is still used for ARNG units. Also see Activate.

**Parent regiment**

An administrative entity organized under the CARS or the USARS to perpetuate the history of the elements of the organization.

**Parenthetical identification**

A word or phrase, usually referring to a function, added in parentheses after an organization's official designation, for example, 1st Battalion, 504th Infantry Regiment (Airborne).

**Permanent change of station**

The transfer of a unit from one location to another under orders that do not provide for termination of assignment.

**Provisional unit**

A unit organized, either under an MTOE or TDA, from military personnel on temporary duty from their assigned positions in other MTOE or TDA units. Recognition of the provisional unit does not extend beyond the jurisdiction of the command by which it is organized.

**Reconstitute**

To restore to the official rolls of the Army a disbanded MTOE unit or one whose Federal recognition has been withdrawn. The reconstituted unit may have a new designation, but it retains its former history, lineage, and honors.

**Redesignate**

To change a unit's official number and/or name.

**Reflag**

To replace one unit's designation, lineage and honors, flag and heraldic items, with those of a different unit, either through activation/inactivation or transfer, while retaining the original unit's UIC, personnel, and equipment.

**Regular Army**

Permanent army maintained in peace as well as in war; standing army.

**Reorganize**

To change the structure of a unit in accordance with a new MTOE or TDA.

**Reserve Components of the U.S. Army**

See ARNG and USAR.

**Table of distribution and allowances**

A document that prescribes the organizational structure and the personnel and equipment authorizations and requirements of a military unit to perform a specific mission for which there is no appropriate TOE.

**Table of organization and equipment**

A document that prescribes the official designation, normal mission, organizational structure, and personnel and equipment requirements for a military unit and is the basis for an authorization document. Also see MTOE.

**Transfer less personnel and equipment**

To move the designation of a unit from one location to another without moving its personnel and equipment.

**Transfer to Headquarters, Department of the Army control**

a. The action of transferring to the Department of the Army the designation of a unit that has been inactivated.

b. The action of transferring to the Department of the Army the designation of a unit that is surplus to current force structure requirements but for which there will be a need in the foreseeable future. The action has the effect of retaining in active but unfilled and inoperative status a unit for which a requirement is foreseen.

**U.S. Army Regimental System**

See AR 870–21. In this regulation, the term applies only to the following combat regiments: Air Defense Artillery, Armor, Aviation, Cavalry, Field Artillery, Infantry, Rangers, and Special Forces.

**Unit**

Any military organization whose structure is prescribed by a competent military authority and that has its own UIC.

**Unit identification code**

A six-character symbol, beginning with W and ending with AA, identifying each unit in the Army.

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