
PTB Issuance Transmittal Log- Form Instructions

TO BE COMPLETED BY RESERVIST PROGRAM MANAGER/SUPERVISOR OF RECORD

¹ **Review for Issuance of Position Task Book**

Candidate: PTB will be issued

² **Section A. Employee Information**

³ Enter employees full name (First, MI, Last)

⁴ Enter employee Personal Identification Number (PID)

⁵ Select the appropriate type of employee

⁶ Enter the employees current FQS title

⁷ Enter 4 letter mnemonic for the position (i.e. HUGS- Housing Unit Group Supervisor)

⁸ Check the current proficiency level

⁹ Enter the position title for PTB Issuance

¹⁰ Enter 4 letter mnemonic for the position (i.e. HUGS- Housing Unit Group Supervisor)

¹¹ Enter the PTB number

¹² Enter the date the PTB was assigned

¹³ **Section B. Reservist Program Manager/Supervisor of Record**

¹⁴ Enter date package received by Reservist Program Manager/Supervisor of Record

¹⁵ After reviewing documentation/request received indicate if recommendation was Forwarded or Not Forwarded

¹⁶ Enter date forwarded to Certifying Official

¹⁷ If recommendation is not to forwarded- Check appropriate reason and enter detailed explanation

¹⁸ Reservist Program Manager/Supervisor of Record - Print Name

¹⁹ Reservist Program Manager/Supervisor of Record - Signature

²⁰ Enter date of decision

TO BE COMPLETED BY CERTIFYING OFFICIAL

²¹ **Section C. Certifying Official (CO)**

²² CO enters date recommendation was received from Reservist Program Manager/Supervisor of Record

²³ Indicate if recommendation is to issue PTB

²⁴ Enter Date decision is forwarded to Reservist Program Manager/Supervisor of Record

²⁵ If decision is not to issue, provide detailed explanation

²⁶ CO- Print name

²⁷ CO- Sign name

²⁸ Enter date signed

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²⁹ **Section G. Notification of Decision: Final Actions**

³⁰ Check off if decision is sent to IQCS Data Entry

³¹ Date sent to IQCS Data Entry

³² Check off if decision is sent to FQS Unit/ADD

³³ Date sent to FQS Unit/ADD

³⁴ Check off if SF52 is forwarded to Human Capital. (when there is a Cadre change or Salary change)

³⁵ Date sent to Human Capital

³⁶ Check off if decision letter is sent to Employee

³⁷ Date Decision Letter sent