

Instructions for completing A-M Form 14, 21 MARCH 2022

1. The following explain the uses of each section or block on the A-M Form 14, 21 MARCH 2022:

- a. Date – The date for which the numbers are being reported.
- b. Reporting Unit/Organization – The unit/organization completing the form.
- c. Address – The mailing address of the unit/organization completing the form
- d. Telephone – The telephone number for a POC should there be a need to clarify information on the form.
- e. On Post Hq Bldg No – The building number on Camp Atterbury where the unit/organization is conducting business from.
- f. Post Phone Ext – The four digit extension for location where the unit/organization is conducting business from.
- g. Completing the table:
 - (1) Unit – The unit/organization for which the numbers on this line apply
 - (2) (D)UIC – The (derivative) unit identification code for military units
 - (3) Training Status – Select or input a code from those listed in the Training Status box. If the unit is in more than one status use additional lines
 - (4) Total the number of personnel present for that line.
- h. Certification – the name, signature and dated certifying that the information provided on the form is correct and accurate to the best of their knowledge.
- i. Received By – Is the name, signature and date for the person to whom the form was turned into. If the form is placed in a drop box, indicate this information before leaving the form. (A copy of this form should be retained by the reporting unit/organization.)

2. It is the responsibility of the reporting unit/organization to ensure the reported information is as accurate as possible. Additionally, the reporting unit should keep a copy of the form for historical reference and in the case it may need to be resubmitted.