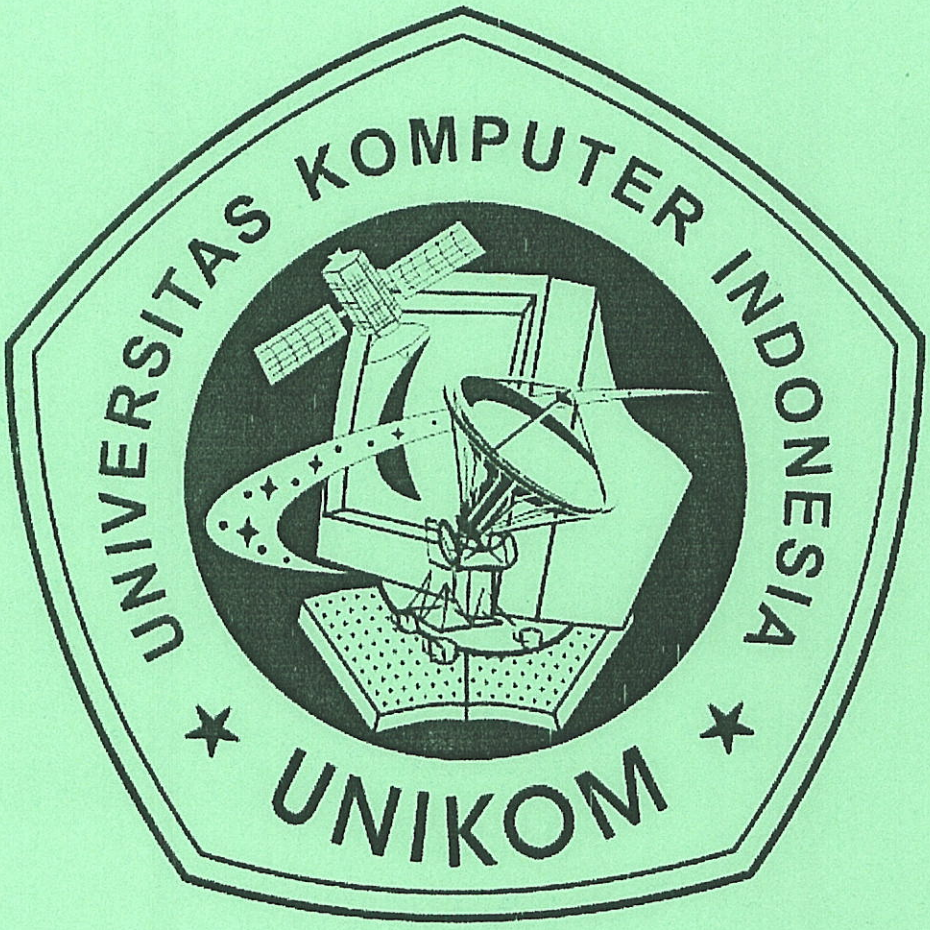
# DAFTAR PUSTAKA


1. Penyelenggaraan Surat Menyurat Dinas di Lingkungan TNI AD, Markas Besar TNI AD Kodiklat,Bandung,2000.
2. Tata Cara Penandatanganan dan Legalisasi Penggandaan di Lingkungan TNI AD, Markas Besar TNI AD Direktorat, Bandung, 1995.


UNIVERSITAS KOMPUTER INDONESIA
UNIKOM

# FORMULIR A1

## ABSENSI KEHADIRAN MAHASISWA/I UNIKOM

Nama Intansi : Staf Dirlat Kodiklat TNI AD.
Alamat Intansi : Jl Aceh No. 50 Bandung.
Pembimbing di Intansi : Pns Surono.
Nama Mahasiswa/I : Idik Nursidik.
NIM : 108. 00. 065.

| No | Hari/Tanggal | Jam masuk | Paraf | Jam pulang | Paraf | Paraf Pembimbing |
|---|---|---|---|---|---|---|
| 1 | 2-9-02 | 08.00 WIB | | 14.30 WIB | | |
| 2 | 3-9-02 | | | | | |
| 3 | 4-9-02 | | | | | |
| 4 | 5-9-02 | | | | | |
| 5 | 6-9-02 | | | | | |
| 6 | 9-9-02 | | | | | |
| 7 | 10-9-02 | | | | | |
| 8 | 11-9-02 | | | | | |
| 9 | 12-9-02 | | | | | |
| 10 | 13-9-02 | | | | | |
| 11 | 16-9-02 | | | | | |
| 12 | 17-9-02 | Sakit | | Sakit | | |
| 13 | 18-9-02 | | | | | |
| 14 | 19-9-02 | | | | | |
| 15 | 20-9-02 | | | | | |
| 16 | 23-9-02 | | | | | |
| 17 | 24-9-02 | | | | | |
| 18 | 25-9-02 | | | | | |
| 19 | 26-9-02 | | | | | |
| 20 | 27-9-02 | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
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| 24 | | | | | | |
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| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |

Bandung 27 September 2002

Mengetahui
Koordinato Kerja Praktek

Yefri Handoko Putra, MT

Pejabat Penilai
**A.n. DIREKTUR LATIHAN**
**KEPALA TATA USAHA & URUSAN DALAM**

KODIKLAT TNI AD
DIREKTUR
STAF PEMBINA LATIHAN

**ENG NUROCHMAN**
**MAYOR CAJ NRP 33300**

# FORMULIR A2

## PENILAIAN KERJA PRAKTEK

Nama Mahasiswa : Idik Nursidik.
NIM : 108. 00. 065.
Jurusan : Teknik Komputer.
Alamat Intansi & Telepon : Jl Aceh No. 50 Tlp.
Waktu Kerja Praktek : 08. 00 s. d 14. 30 WIB.
Nama Pejabat Penilai : Daeng Nurochman.
Jabatan : Kepala Tata Usaha dan Urusan Dalam.

| NO | ASPEK YANG DINILAI | NILAI | INDEK PRESTASI |
|---|---|---|---|
| 1 | Disiplin Dalam Kerja | 78 | B |
| 2 | Kemampun menyelesaikan Tugas | 77 | B |
| 3 | Prestasi Kerja | 79 | B |
| 4 | Inisiatif | 75 | B |
| 5 | Kepribadian | 76 | B |

**JUDUL LAPORAN KERJA PRAKTEK**

Pembuatan surat - menyurat di lingkungan Dirlat Kodiklat TNI AD

Komentar Pejabat Penilai Atas Prestasi Kerja Mahasiswa/ I UNIKOM

Yang bersangkutan telah melaksanakan PKL di Staf Dirlat Kodiklat TNI AD dengan sungguh - sungguh.

| NILAI | INDEKS | KETERANGAN |
|---|---|---|
| 80 < NA < 100 | A | Sangat Baik |
| 70 < NA < 79 | B | Baik |
| 55 < NA < 69 | C | Cukup |
| 41 < NA < 54 | D | Kurang |
| 0 < NA < 40 | E | Buruk |

Bandung 27 September 2002

Mengetahui
Koordinato Kerja Praktek

Yefri Handoko Putra, MT

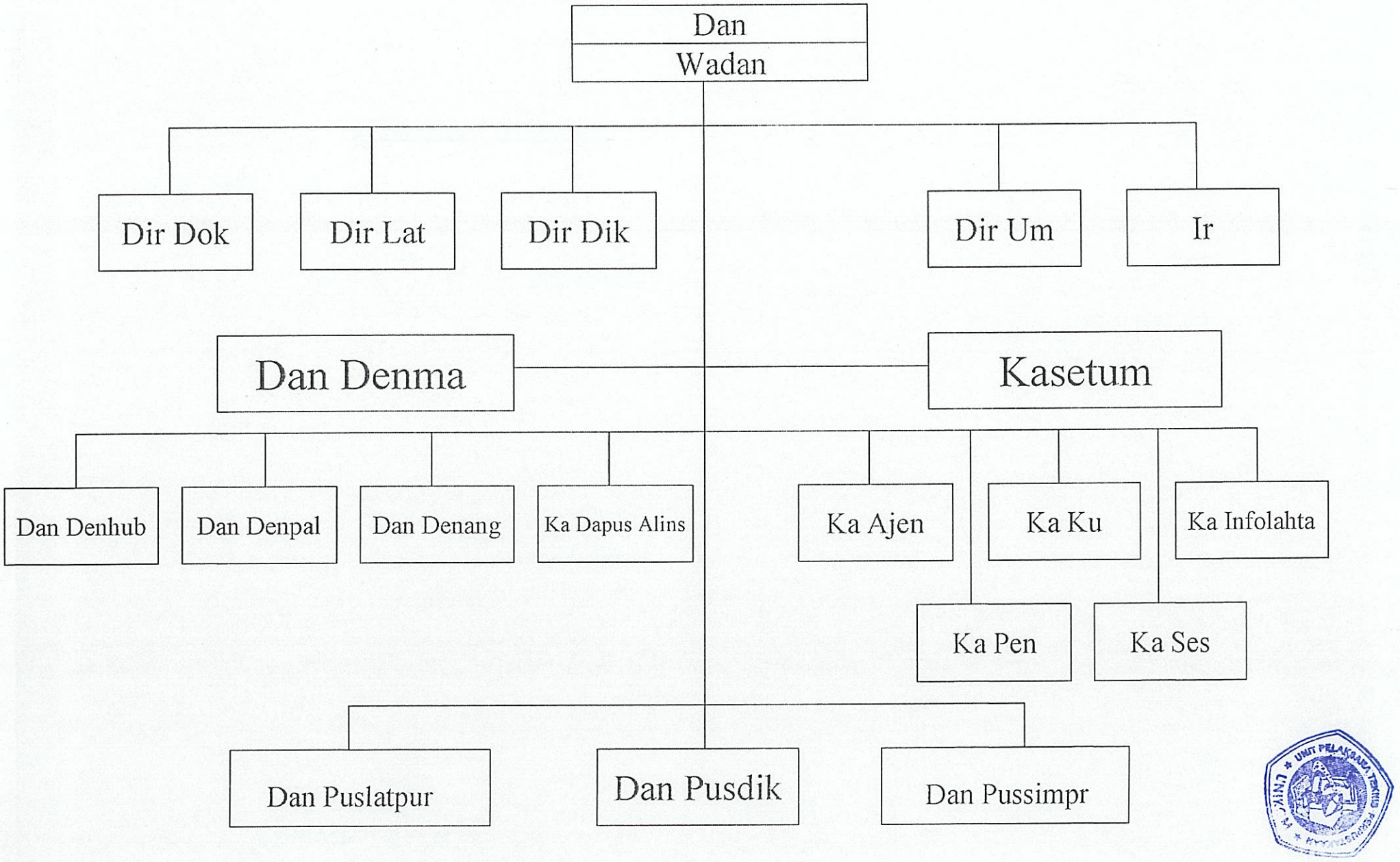
Pejabat Penilai
**A.n. DIREKTUR LATIHAN**
**KEPALA TATA USAHA & URUSAN DALAM**

KODIKLAT TNI AD
DIREKTUR
STAF PEMBINA LATIHAN

**DAENG NUROCHMAN**
**MAYOR CAJ NRP 33300**


UNIVERSITAS KOMPUTER INDONESIA
UNIKOM

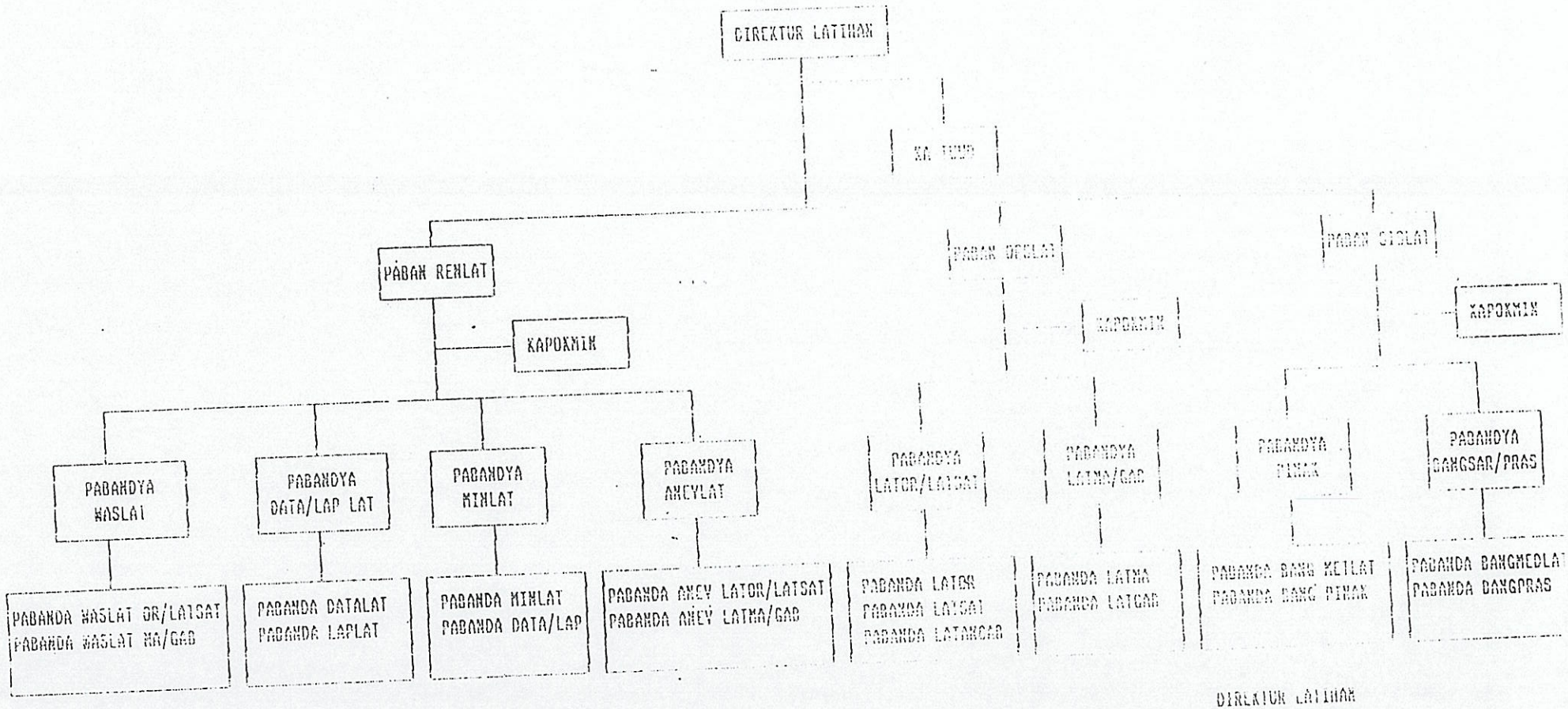
Struktur staf Kodiklat TNI Angkatan Darat



LAMPIRAN-1

XODIKLAT TNI ANGKATAN DARAT
STAF PEMBINA LATIHAN

STRUKTUR ORGANISASI STAF DIREKTUR LATIHAN
XODIKLAT TNI ANGKATAN DARAT




DIREKTUR LATIHAN

HADI WAKUTO, S.IP
BRIGADIR JENDERAL TNI

# DAFTAR SUSUNAN PERSONIL SDIRLAT
# KODIKLAT TNI AD

| NOMOR UNIT | NOMOR JAB | URAIAN | PANGKAT | PENDIDIKAN | ID | JUMLAH | KET |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 01 | | SDIRLAT: | | | | | |
| | 01 | Dirlat | Brigjen | Seskoad | M | 1 | |
| | 02 | Kapokmin | Plt | Susjurba | M | 1 | |
| | 03 | Bamin | Sersan | Susjurba | M | 1 | |
| | 04 | Turmin | II | Susminu | PNS | 1 | |
| | 05 | Operator Komputer | II | Susminu | PNS | 1 | |
| | 06 | Pengemudi | II/a-c | Susmudi | PNS | 1 | |
| | 07 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 7 | |
| 02 | 01 | Paban Renlat | Kolonel | Seskoad | M | 1 | |
| | 02 | Kapokmin | Plt | Susjurba | M | 1 | |
| | 03 | Bamin | Sersan | Susjurba | M | 1 | |
| | 04 | Turmin | II | Susminu | PNS | 1 | |
| | 05 | Operator Komputer | II | Susminu | PNS | 4 | |
| | 06 | Pengemudi | II/a-c | Susmudi | PNS | 2 | |
| | 07 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 11 | |
| | 01 | Pabandya Data/Lap Lat | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |
| | 04 | Pabanda Datalat | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Data Lat | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Lap Lat | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Lap Lat | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 01 | Pabandya Min Lat | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |

/04 Pabanda .....

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| | 04 | Pabanda Minlat | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Minlat | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Data/Lap | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Data/Lap | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Lap | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 01 | Pabandya Waslat | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |
| | 04 | Pabanda Waslator/ Latsat | Mayor | Suslapa II | M | 1 | |
| | 05 | Bawaslator/Latsat | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Waslatma/ Gab | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Waslat Ma/Gab | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 01 | Pabandya Anevlat | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |
| | 04 | Pabanda Anev Lat or/Latsat | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Anev Lator/Lat sat | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Anev Lat- ma/Gab | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Anev Lat Ma/ Gab | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| 03 | 01 | Paban Opslat | Kolonel | Seskoad | M | 1 | |
| | 02 | Kapokmin | Plt | Susjurba | M | 1 | |
| | 03 | Bamin | Sersan | Susjurba | M | 1 | |
| | 04 | Turmin | II | Susminu | PNS | 1 | |
| | 05 | Operator Komputer | II | Susminu | PNS | 2 | |
| | 06 | Pengemudi | II/a-c | Susmudi | PNS | 2 | |
| | 07 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 9 | |

/01 Pabandya .....

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| | 01 | Pabandya Lator/ Latsat | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |
| | 04 | Pabanda Lator | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Lator | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Lat Sat | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Lat Sat | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 10 | Pabanda Lat Ancab | Mayor | Suslapa II | M | 1 | |
| | 11 | Ba Lat Ancab | Sersan | Susjurba | M | 1 | |
| | 12 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 01 | Pabandya Lat Ma/ Gab | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |
| | 04 | Pabanda Lat Ma | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Lat Ma | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Lat Gab | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Lat Gab | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| 04 | 01 | Paban Sislat | Kolonel | Seskoad | M | 1 | |
| | 02 | Kapokmin | Plt | Susjurba | M | 1 | |
| | 03 | Bamin | Sersan | Susjurba | M | 1 | |
| | 04 | Turmin | II | Susminu | PNS | 1 | |
| | 05 | Operator Komputer | II | Susminu | PNS | 2 | |
| | 06 | Pengemudi | II/a-c | Susmudi | PNS | 2 | |
| | 07 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 9 | |
| | 01 | Pabandya Pinak | Letkol | Seskoad | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 3 | |

/04 Pabanda .....

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| | 04 | Pabanda Bangmet - lat | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Bangmetlat | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Bangpinak | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Bangpinak | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 01 | Pabandya Bangsar/ Pras | Mayor | Suslapa II | M | 1 | |
| | 02 | Turmin | II | Susminu | PNS | 1 | |
| | 03 | Pesuruh | IIa-c | SMA | PNS | 1 | |
| | | | | | | 3 | |
| | 04 | Pabanda Medlat | Mayor | Suslapa II | M | 1 | |
| | 05 | Ba Bangmedlat | Sersan | Susjurba | M | 1 | |
| | 06 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| | 07 | Pabanda Bangpras | Mayor | Suslapa II | M | 1 | |
| | 08 | Ba Bangpras | Sersan | Susjurba | M | 1 | |
| | 09 | Tur Data/Juk | II | Susminu | PNS | 1 | |
| | | | | | | 3 | |
| 05 | 01 | Ka Tuud | Letkol | Suslapa-II | M | 1 | |
| | 02 | Pesuruh | II/a-c | SMA | PNS | 1 | |
| | | | | | | 2 | |
| | 03 | Pa Urtu | Letnan | Sussarcab | M | 1 | |
| | 04 | Ba Urtu | Plt | Susjurba | M | 1 | |
| | 05 | Turmin | II | Susminu | PNS | 1 | |
| | 06 | Operator Komputer | II | Susminu | PNS | 1 | |
| | 07 | Taban Min | Kopral | Sustamin | M | 1 | |
| | | | | | | 5 | |
| | 08 | Pa Urdal | Letnan | Sussarcab | M | 1 | |
| | 09 | Ba Urdal | Plt | Susjurba | M | 1 | |
| | 10 | Turmin | II | Susminu | PNS | 1 | |
| | 11 | Taban Urdal | Kopral | Sustamin | M | 1 | |
| | | | | | | 4 | |
| | | | | | | 122 | |

KETERANGAN :

| | | |
|---|---|---|
| Militer | : 61 | orang |
| PNS | : 61 | orang |
| Jumlah | : 122 | orang |