Department of the Army
Pamphlet 600–8–1

Personnel–General

Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures

Headquarters
Department of the Army
Washington, DC
1 March 89

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 600–8–1
Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures

This change--

- o Changes title of this pamphlet from Unit Level Procedures to BNS1 Level Procedures.
- o Changes references to HILPERCEN to either PERSINCOM or PERSCOM as appropriate throughout the pamphlet.
- o Changes the acronyms MILPO to PSC and SIB/SID to PAS throughout the pamphlet.
- o Adds information pertaining to position number in the Arrival transaction (procedure 2-2).
- o Modifies the codes used for deletion of COAT (procedure 2-5).
- o Removes all references to the DA Form 2475-2 (PDC card) throughout the pamphlet.
- o Adds information to the GRCH transaction (Procedure 2-14).
- o Adds information to the Effective Date-1 of the JACT transaction (procedure 2-15.1).
- o Gives new processing action for the PTRU (P01) report (procedure 4-2).
- o Changes title of the P51 report and adds five new error message codes that may appear on the P51 report (procedure 4-9).
- o Adds a new SIDPERS report entitled Human Immunodeficiency Virus Screening Roster, PCN: ACC-C18 (procedure 4-11).
- o Changes title of SIDPERS 2, Sustaining (Base) Army Network (STARNET) to Army Standard Information Management System (ASIMS) (Chapter 6).
- o Revises CDAT figure example (fig 2-38).
- o Modifies report formats for the AAC-A11, AAC-P49, and AAC-P51 reports (figs 4-6, 4-9, and 4-10).
- o Adds new report formats for the AAC-C18 report (fig 4-12).
- o Modifies Unit Input Menu Screens (Peacetime and Wartime) (figs 6-10 and 6-11).
- o Modifies Enlisted DA Form 2A, Sections I and IV screens (figs 6-16 and 6-20).

- Modifies Officer/Warrant Officer DA Form 2B, Sections I, IV, and V screens (figs 6-23, 6-27, and 6-28).

- Modifies SIDPERS Data Query System screens (figs 6-42 thru 6-49.1).

- Adds two new references to Appendix A.

- Modifies Table C-1 to show changes for error mnemonics FL1, FL2, and PRC, and adds new error mnemonics IRR and STR.

- Adds nine new reports to Table E-1 and deletes DA Form 2475-2 Table E-2.

- Adds three new abbreviations to the glossary.

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Personnel–General

Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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Brigadier General, United States Army
The Adjutant General

History. This publication was last revised on 1 August 1986. Since that time, permanent Change 1 has been issued. In addition, interim Change 101 has been issued. As of 1 March 1989, permanent Change 1 remains in effect. This UPDATE printing incorporates that change into the text. This UPDATE printing publishes a Change 2, superseding the previous permanent and interim changes. The portions being revised by Change 2 are highlighted.

Summary. This pamphlet provides procedural guidance for unit level organizations serviced by the Standard Installation/Division Personnel System (SIDPERS). Also, this pamphlet contains the format of all personnel–type transactions to be submitted by units when SIDPERS is operating in the peacetime, mobilization, or wartime mode. This pamphlet contains procedures to be followed upon implementation of Systems Change Package 31–00(SCP 31–00).

Applicability. This pamphlet applies to the Active Army, the Army National Guard, and the U.S. Army Reserve when serving on Federal active duty other than active duty for training, unless otherwise stated in the applicable procedure.

Proponent and exception authority. The proponent agency of this pamphlet is the Deputy Chief of Staff for Personnel.

Impact on New Manning System. This pamphlet does not contain information that affects or implements the New Manning System.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by the Adjutant General's Office. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, PERSCOM (TAPC–FSS-F), Alexandria, VA 22332–0494.

Changes

Changes to the basic publication will be indicated using the strikethrough and underscore method, and the tint method. Strikethrough indicates material that is being deleted from or changed in the publication. Underscore is one method that is used to indicate new material being added since the previous printing. Tint, or a shaded portion, is another method used to show new material being added to the publication. Tint is also used to show material that has been greatly reorganized since the last printing.

Distribution. Active Army: A; ARNG: C; USAR:A.

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Glossary

Chapter 1
Introduction

1–1. Purpose

The purpose of this pamphlet is as follows:

a. To provide procedural guidance for unit level organizations and personnel administration centers (PAC) serviced by the Standard Installation/Division Personnel System (SIDPERS).

b. To define in general terms the responsibilities of commanders, first sergeants, personnel administration center supervisors, personnel staff NCOs (PSNCOs), and unit clerks with respect to SIDPERS.

c. To facilitate the Army–wide standardization of military personnel management and personnel administration procedures in a SIDPERS environment

d. To implement the Single Source Data (SSD) concept of sharing data between the finance and personnel systems.

1–2. References

Required and related publications and forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Scope

This pamphlet is one of the publications in the DA Pam 600–8– series designed to provide operating instructions and guidance for each specific functional level served by SIDPERS. This pamphlet provides administrative guidance and procedures to unit 1evel organizations and is organized as follows:

a. Chapter 1 contains general information on the purpose, use, background, objectives, descriptions, and special features of SIDPERS, including basic responsibilities at the unit level.

b. Chapter 2 provides guidance on SIDPERS changes required to be reported by units serviced by SIDPERS. Detailed procedures are provided for the preparation and submission of SIDPERS changes.

c. Chapter 3 discusses errors and provides guidance on the error correction functions in SIDPERS that pertain to unit level operations.

d. Chapter 4 contains information and procedures on the maintenance and processing of SIDPERS rosters, reports, registers, and other output documents received from the Personnel Automation Section (PAS).

e. Chapter 5 contains information on terminal area security.

f. Chapter 6 contains information pertaining to the Army Standard Information Management System (ASIMS) (formerly VIABLE)

1–5. Background

a. SIDPERS is a standard, automated, integrated personnel system designed to provide personnel data support at the division, installation, brigade, battalion, and unit levels.

b. Operationally, SIDPERS is designed as an integral part of the Army's Personnel Information Systems (PERSINS). Through the use of a standard personnel data record and reporting system, there is a two–way flow of personnel information between reporting organizations at the unit, BNSl, and PSC levels, and HQDA. The flow of information within a SIDPERS activity is explained in paragraph 1–9.

1–6. Objectives

SIDPERS is designed to accomplish the following objectives:

a. Support the personnel needs of the individual soldier.

b. Provide sufficient management information to the local commander to enable him or her to effectively manage personnel during peacetime and satisfy essential personnel strength and management information needs during periods of mobilization and wartime.

c. Support rapid accession of Reserve Components (RC).

d. Overcome hardware constraints in the current automatic data processing equipment (ADPE) environment.

e. Meet wartime, mobilization, and peacetime personnel automated needs in that order of priority.

f. Satisfy HQDA personnel data needs.

g. Interface with other automated systems.

h. Improve personnel data accuracy.

i. Provide a uniform system that can be easily adapted to changing requirements.

1–7. System description

a. Population serviced. The SIDPERS is designed to service Active Army personnel and other special component personnel that are assigned to permanent party units. Additionally, the system design–

(1) Provides for servicing trainees and students.

(2) Provides for servicing transient populations at the overseas replacement centers (OSRC), replacement regulating detachments (RRD), and separation transfer activities (STA).

(3) Does not provide for servicing other Services or foreign military personnel.

(4) Does not provide for servicing civilian personnel or maintaining civilian authorizations.

(5) Provides for servicing a maximum of 2,952 organizations and 68,544 personnel (active) during peacetime and 4,723 organizations and 251,328 personnel (active) during wartime.

b. Major functions to be performed. The SIDPERS will perform three major functions and support three specialized areas. The three major functions are–

(1) Strength accounting. Strength accounting includes the processing of transactions that reflect gains and losses to the Army strength at the accountable unit level. Strength accounting is affected by accessions, separations, dropped from rolls, deaths, and reassignments between accountable units.

(2) Personnel management. Personnel management includes the processing of transactions reflecting qualitative information on soldiers. Included are military qualification data (grade, MOSCISSI, ASI, SQI, language proficiency, etc.) and miscellaneous data (sex, race, marital status, etc.).

(3) System interface. The SIDPERS is designed to interface with–

(a) The officer master file (OMF) and the enlisted master file (EMF) maintained at PERSCOM.

(b) The Centralized Assignment Procedures III System (CAP III)-enlisted only.

(c) The HQDA MOS master file provided to the SIDPERS activities by PERSCOM.

(d) The Central Transient Accounting System (CTAS) maintained at PERSCOM– peacetime only.

(e) The Unit Status and Identity Report System (UNITREP) maintained by ODCSOPS.

(f) The Vertical The Army Authorization Document System (VTAADS) maintained by ODCSOPS.

(g) The Theater Army Roll-Up (TAPER) System.

(h) The Reception Station System (RESTAS).

c. Specialized supported areas. In addition to the three major functions that were just described, three special areas are supported by SIDPERS. They are–

(1) Mobilization personnel information. This information will assist commanders and their staffs in the event of mobilization by prepositioning unit (organization) and personnel data. To accomplish this task the Army locator data (Active and Reserve Component organization data) must be maintained by SIDPERS (Army-wide). Also, this support provides for cross–leveling, which will assist the personnel manager in filling early deployment requirements and will enhance the requisitioning process (automated or manual).

(2) Overseas replacement center support (OSRC). Where applicable, SIDPERS will provide strength accounting for the OSRC on an exception basis. SIDPERS interfaces will provide selected transactions and SPF extracts (during wartime) for TAPER and the various local SIDPERS in the Theater of Operations (TO).

(3) Automatic requisitioning information. This information will assist the personnel manager, in peacetime, to prepare requisitions by automatically generating requisition data pertaining to positions projected to be vacant during the entire requisition month.

d. General concept for SIDPERS– wartime. SIDPERS incorporates a baseline (heart–of–the–system) that is operational at all times (peacetime, mobilization, and wartime). This central core subset reduces drastically the amount of information required to be recorded and reported when the Army is in a mobilization or wartime environment.

(1) The conceptual model SIDPERS (see fig 1–1) consists of two subsets, one for wartime (SIDPERS–WT) and one that includes peacetime functions.

(a) The wartime central subset permits processing to support the strength accounting, personnel management, and system interface functions that are essential during a mobilization/wartime situation. Since these same functions will also be supported in peacetime, this subset will operate at all times. In mobilization and wartime, the system will accept only those input transactions that support essential mobilization and wartime functions.

(b) The peacetime subset will perform additional personnel management and reporting functions that need to be accomplished during peacetime, but are not considered critical in a mobilization or wartime environment.

(c) Under mobilization, SIDPERS can operate in the peacetime or wartime mode of operations, as directed, and the transaction processing will follow the same format rules (although limited by the types of transactions allowed). To HQDA, for example, the OMF/EMF data base processing will experience no changes from the normal procedures when SIDPERS is in the peacetime (mobilization mode. Under wartime (mobilization) operations, of course, the transactions are limited to available data.

(2) SIDPERS will continue to provide automated personnel support to commanders and staff for assigned and attached personnel in separate brigades, divisions, corps (nondivisional troops) and installations. It will provide data to

the OMF and EMF, other SIDPRS and TAPER. SIDPERS will receive data from CAP III, OMF, EMF, RESTAS, VTAADS, UNITREP, other SIDPERS, and the RC.

e. Scope of SIDPERS support during CONUS mobilization.

(1) The complexities associated with managing people in CONUS during mobilization demand that responsive, integrated, automated systems be available. These systems must be capable of providing the essential information necessary to make prudent personnel management decisions at all levels of command. This information must be accurate and timely because of its critical nature in making the important decisions about the distribution of the Army's personnel resources.

(2) SIDPERS will play an important new role during mobilization and must be capable of providing support as follows:

(a) Active Army Units. Support of Active Army units will be accomplished under procedures prescribed for mobilization and wartime. The amount of information recorded, maintained, and reported will be reduced drastically from the normal peacetime requirements.

(b) National Guard of the United States (NGUS) Units. Once activated under Federal control, NGUS are accessed to Active Army strength by activating designated prepositioned unit and personnel data. SIDPERS operations will be accomplished in accordance with Active Army procedures. If computer support is not available for NGUS divisions, it will be provided on a time–sharing basis at the designated mobilization stations, either on BASOPS hardware, hardware procured from the local civilian community, or a remote servicing activity that is designated to support that particular mobilization station. When deployed, NGUS divisions are supported by their own ADPE or designated alternate ADPE. NOUS units, which are not part of a division, will receive SIDPERS support from the SIDPERS servicing activity of the organization to which the NOUS unit is assigned upon activation and deployment.

(c) US Army Reserve Units (USAR). USAR units and assigned personnel are activated, and then, accessed to the Active Army strength by activating prepositioned unit and personnel data which is maintained at mobilization stations. These units will then receive SIDPERS support from the activity servicing the respective mobilization station. The output is hand–carried by the unit to the TO for subsequent processing of an intact unit gain. SIDPERS support is then provided in accordance with wartime operating procedures.

(d) Individual Ready Reservists (IRR). IRR personnel are preassigned to specific mobilization stations. When IRR personnel report to the mobilization station, personnel records are processed to the active SIDPERS files using prepositioned personnel data. SIDPERS support for IRR personnel is provided by the SIDPERS activity that services the unit to which the IRR personnel are assigned.

(e) Inductee/enlistees. These personnel are accessed to the Active Army by military entrance processing stations (MEPS). Accountability by SIDPERS begins when these personnel report to reception stations and continues throughout basic combat training (BCT), and advanced individual training (AIT). Once trained, strength accountability will be maintained by SIDPERS in accordance with procedures for controlling the replacement flow to the TO. If these personnel are assigned to units in CONUS, support will be provided by the SIDPERS activity servicing the unit.

(f) AWOLS/other nondeployables. This type of support pertains primarily to units that must deploy prior to regaining control of AWOL's and temporary nondeployables. These personnel will normally be reassigned prior to the units deployment. Once available for assignment, these personnel will be included in the replacement flow and will receive SIDPERS support accordingly.

(g) Replacements. The source of replacements will be IRR, standby and retired reserve, active units, training centers, and RC units. Control of the replacement flow will be supported by SIDPERS at the OSRC.

(3) While the above is not all inclusive, it is intended to present a brief overview of the scope of SIDPERS support required during a mobilization.

f. Data Base. The SIDPERS data base consists of 11 files plus a peacetime test model record capability. All the files are maintained during peacetime, but when SIDPERS is operating on a wartime footing, several changes will occur. Some files will be maintained without change. Some files will include certain data elements that will not be maintained. Some files will be reorganized and reduced to the essential elements only. Other files will be completely scratched. The SIDPERS files are–

(1) SIDPERS Active Army locator file (SAF). Supported without change, SIDPERS and SIDPERS–WT. The SAF (classified file) contains a record for each parent unit and subunit of the Active Component (AC) and RC. It is used for editing organizational data, for routing AUTODIN traffic, and for activating records on RC prepositioned files that support the processing of personnel who are being mobilized.

(2) SIDPERS organization master file (SOMF). File size will be reduced under SIDPERS-WT operations. The SOMF includes organizational data, such as, unit designation, and will contain an individual record for each AC unit serviced. The SOMF is used for validating UPC data. Level of classification will equal the highest level classification given to a unit on the SOMF.

(3) SIDPERS Reserve Component organization file (SROF). This classified file contains the same basic information as the SOMF. The record consists of prepositioned information to facilitate the rapid accession of RC personnel into the Active Army.

(4) SIDPERS authorized strength file (SASF). During wartime, this file will be reduced in size to the essential data

elements. The SASF includes data pertaining to each TOE/MTOE/TDA/MTDA position authorized, grade, MOSC, ASI, etc., and will contain a record for each individual position authorized at the local SIDPERS activity.

(5) SIDPERS personnel file (SPF). The SPF includes records for all officer (commissioned and warrant) and enlisted personnel that are supported by a particular SIDPERS. The SPF record will be considerably shorter for SIDPERS–WT to help accommodate the expected increases in serviced population by some organizations. At the same time, enough information mist be left on the record to support strength accounting, personnel management, and system interface functions, which are essential during a wartime/mobilization situation.

(6) SIDPERS military occupational specialty edit file (SMEF). No change between peacetime and wartime operations. The SMEF contains all authorized MOS/SSI and associated ASI. This file is used for editing SPF and SASF records for the active Army.

(7) SIDPERS error suspense file (SESF). This file will be resident during peacetime only. The SESF supports three basic functions in order to–

(a) Maintain tight controls on error conditions. The SESF contains records of erroneous changes and/or TDR transactions entered into the system which have not been resolved.

(b) Maintain tight controls on arrival/assigned–not joined/attached transactions which entered into the system without a TDR having successfully processed to the SPP. These controls are also applicable to miscellaneous personnel transactions entered into the system without a TDR (and/ or an arrival), assigned–not joined, or attached transactions having successfully processed to the SPF.

(c) Generate reports which enable management to monitor the unit, military personnel office (MILPO), individual performance, and the status of transactions written to the SESF.

(d) Identify weaknesses in reporting and enable management to initiate training needs or correct processing procedures.

(8) SIDPERS assignment instructions file (SMF). The SAIF is a peacetime only file (not supported by SIDPERS–WT) This file contains assignment instructions received from higher headquarters (e.g., CAP III), and requisitions pertaining to Active Army enlisted personnel. The SMF is used in conjunction with the SAF, SOMF, and SPF to project assets, provide suspense (to control movement), and create requisition status information.

(9) (Rescinded.)

(10) SIDPERS stacker file (SSF). The SSF is used to store transactions that have a future processing suspense date. The stacker file is for peacetime use only.

(11) SIDPERS report control file (SFCF). This file is used in conjunction with the Standard Entry Exit System (SEES) for providing SIDPERS output reports to remotely supported sites. These subactivities must have AUTODIN capability to receive traffic in tape or card format, and ADPE to translate input to hard copy. This file is maintained locally (reflecting each SIDPERS activities' special situation), and will be resident for both peacetime and wartime SIDPERS processing.

(12) Test model records. Test model records are temporary records that may be constructed on all files in the SIDPERS data base, when system testing is performed, to insure that changes have been correctly implemented in accordance with the functional requirements. Test model records may also be used for training purposes. Test model records are for peacetime use only.

1–8. Special features

The SIDPERS design includes certain special features which are highlighted here.

a. Wartime/peacetime operations. SIDPERS modification schedule is discussed under section 1–7.

b. Reporting requirements. Through the use of control parameters, SIDPERS can generate transactions from local input. (See AR 680–5, chapter 2.) The specific transactions that are forwarded to TAPER and/or PERSCOM will vary depending on the SIDPERS operating status (wartime/peacetime).

c. Mnemonic type transactions. Meaningful mnemonics are used for local input transactions. For example, changing a service member's grade requires the input of a GRCH transaction. From that input, SIDPERS will generate a transaction to PERSCOM that adheres to AR 680–29, and is in the format prescribed in AR 680–5m chapter 2.

d. Free form input. In some instances, local input to the SIDPERS is by Mark Sense Forms. These forms are designed to allow data to be entered in specified columns. Although the sequence of data elements are fixed, certain data elements can be omitted and the transaction will still process.

e. Dual updating. This feature permits the updating of records on more than one file, where appropriate, by the input of only one transaction.

(1) Mobilization personnel procedure. The SAF and SROF records are linked by UPC. When SIDPERS receives transactions from ODCSOPS, which activate a RC unit on the SROF, the corresponding record will be written to the SOMF. RC personnel data obtained from RCPAC is listed out in Fm Q card format so that accession/arrival transactions can be prepunched. In this way, the necessary transactions are ready to enter into the system as soon as the RC personnel arrive at the mobilization station.

(2) The SOMF and SPF records are linked by UPC. This permits both records to be updated, where appropriate, by inputting only one transaction.

(3) The SASF and SPF records are linked by UPC and position number during peacetime. Therefore, if a position number is changed on the SASF for a given UPC, records on the SPF will also be changed for the same position number and UPC by in putting only one transaction. This feature will not be available during wartime, since position number is not a wartime data element, hence the only link between the SASF and SPF will be UPC.

f. Assignment control. The SPF record contains positions for three units of assignment (two during wartime). Unit I is a service member's current unit of assignment, unit 2 is the next previous unit of assignment and so on for unit 3. When a service member is reassigned, the departure transaction will cause the potential gaining unit to he entered in unit 1, the losing unit (unit 1) to be shifted to unit 2, and the previous unit of assignment (unit 2) to be shifted to unit 3. This feature permits a tight control over strength accounting by identifying failure–to–gain and failure–to–lose conditions. It will also allow revocations of arrivals and departures transactions with minimum input of data.

g. Transfer data records (TDRs). Transfer data records provide a means of automatically transferring supplemental data from one SIDPERS activity to another or from PERSCOM to the gaining SIDPERS activity, thereby reducing data recreation efforts at a gaining activity. When properly utilized, the TDR can result in a substantial reduction in workload, strength (SSN/name) and management (won't process at HQDA if SSN/name differ) differences within the personnel community. The TDRs that enter a processing cycle will build a new record when no record is present or fill in/or overlay data if a TIDR is present. The normal situation for a gaining SIDPERS activity is to receive the FID L from HQDA. When the FID O is received from the losing SIDPERS via AUTODIN, the TDR completely overlays the FID L and replaces the activity record. If the input report date is not less than the SPF UPCl departure date, Fm N will be processed the same. The FID N is only used so that the data items present in the FID N can overlay the FID L and add additional data not contained in the FID L or build a new record when the FID O or FID L is not received. Sources for TDR and guidance for processing are outlined below.

(1) The reporting service member's Military Personnel Records Jacket (MPRJ-DA Form 201) should contain a FID N TDR. This TDR (card set format) is generated with an INQY transaction not earlier than 30 days prior to the service member's departure from the losing SIDPERS activity and is handcarried to the new unit of assignment. The data, except reporting date, UPC, and originator code should be processed as received even though it might not be current. Required changes should be made with appropriate mnemonic transactions at the time or after the individual is arrived. Adherence to the procedure is essential to maintain compatibility of the SIDPERS and DA data bases.

(2) A FID N TDR should be manually prepared by the gaining SIDPERS activity only when a TDR (FID N, 0, or L) has not been received. This TDR should only contain data printed (not annotated) on the individual's most current DA Form 2 or 4037. Annotated and other required changes must be reported with or after the individual is arrived.

(3) The FID 0 TDR is automatically generated by the losing SIDPERS activity processing of a DPRT transaction and is transmitted to the potential gaining SIDPERS activity via AUTODIN.

(4) The FID L TDR is provided via AUTODIN by PERSCOM based upon the processing of a CAP III (Centralized Assignment Procedure III) assignment for enlisted personnel, or OPUS(Officer Personnel Utilization System) assignment for officer personnel; or upon processing a SIDPERS arrival which requests a DA TDR.

h. Strength balancing. This feature will permit greater accuracy in strength accounting. The personnel transactions register by unit (PTRU) provides for comparing unit reported strength and SPF strength (by unit). Included in the totals will be those arrival, assigned–not joined, and attached transactions placed on the SESF because of the absence of a TDR on the SPF. Additionally, rejected strength transactions will be included in the total if the transaction was rejected for a nonstrength related reason or absence of a TDR after a specific period of time. This balance included all previously rejected strength transactions contained on the SESF.

i. Automatic error resolution. Certain PERSCOM error notices are resolved by the system without human intervention. For example, a PERSCOM error notice indicating a disagreement between the PERSCOM and SIDPERS files on a service member's data eligible to return from overseas (DEROS) will be resolved automatically by formatting a transaction for transmission which will change the PERSCOM (EMF/OMF) record to agree with the SPF. The automatically resolved PERSCOM error notice report will reflect the error notice and the transaction formatted to resolve it.

j. Local data. The SOMF, SASF, and the SPF records each contain a data field which has been set aside for local use. The length of the fields are 10 positions each on the SOMF and SASF records, and 40 positions on the SPF. This adds flexibility to the system by enabling users to add locally unique data. The 40 positions on the SPF record will not be available in the wartime environment.

1–9. Data flow

The general flow of data through SIDPERS is displayed graphically in figure 1–2. Briefly, the flow is as follows:

a. Inputs. SIDPERS input are derived from several sources and provided in several media as follows:

(1) Unit level. Primarily strength accounting information and duty status changes are submitted from this level. BNS1 clerks use SIDPERS change reports for the preparation of personnel and organizational data changes. These forms are forwarded to the servicing personnel Automation Section PAS where the data is reduced for input to the computer. Nits under ASIMS (formerly VIABLE) or DAS3 enter input via terminals.

(2) PSC level. SIDPERS changes for the preparation of personnel data changes are also sent to the servicing

Personnel Automation Section PAS by the PSC. Personnel management information is submitted primarily from the PSC. This information relates to personnel qualifications, characteristics and other facts concerning the individual. PSCs under ASIMS or DAS3 enter input via terminals.

(3) HQDA and PAS. External input is provided for the SAF and SMEF through periodic updated or replacement files from HQDA. TDRs are also received from HQDA and the losing SIDPERS activities.

b. Data base maintenance. Once input is provided to the system, the data elements are edited for errors and acceptable data elements update the appropriate SIDPERS file. Transaction registers (computer printout showing transactions processed and not processed, including all errors) are sent to the originator of the transactions for error resolutions.

c. Output. SIDPERS output is provided in hard copy (reports, rosters, registers, Personnel Qualification Records-Part I (DA Form 2)) and punched cards. Presently, much of the hard copy output is produced on microfiche for economy of space and paper.

1–10. Responsibilities

a. Commanders. Commanders of unit level organizations are responsible for personnel management and administration functions of their command. Unit level commanders have basic responsibility for aspects of SIDPERS operations and utilization that are performed by members of their organizations. (See SIDPERS Guide for Commanders and Staff, DA Pams 600–8–8 and SIDPERS Handbook for Commanders, DA Pam 600–8–20 for further details on commanders responsibilities).

b. First sergeants. First sergeants will conduct initial interviews with individuals requesting personnel assistance. They determine the level to which a particular action should be directed. First sergeants are required to be knowledgeable in all aspects of SIDPERS that pertain to the organization and provide advice to unit clerks. For actions not covered by this manual or in difficult cases, the first sergeant will seek the assistance of the servicing PSNCO.

c. Personnel staff NCO. The PSNCO assists the personnel administrator, the unit commander, and through personal liaison, the first sergeant and unit clerk. This assistance involves all personnel matters including the operations of SIDPERS at the unit level. The detailed duties of the PSNCO should be the same for the SIDPERS operations as outlined in chapter 8 and 9 to DA Pam 600–8, chapter 1.

d. BNS1 clerk. In addition to the detailed duties provided in chapters 8 and 9 of DA Pam 600–9, the clerk is responsible for prompt and accurate preparation of SIDPERS changes prepared at unit level, and the correction of errors. The BNS1 clerk's responsibilities in the normal personnel management and administrative functions apply to the SIDPERS function.

1–11. SIDPERS training

Unit level SIDPERS sustainment training is the responsibility of the PAS. It is also the responsibility of each unit commander/1SG/PSNCO/S1 to insure all functional SIDPERS personnel are adequately trained to support SIDPERS within their areas of SIDPERS responsibility. All unit level SIDPERS training requirements are to be coordinated with the PAS.

1–12. Letter of Instruction (LOI)

The PAS will disseminate operating instructions and file identification data to organizations/activities serviced by the SIDPERS through the media of Letter of instruction (LOI). The LOI is normally singular in subject matter to facilitate filing with related documentation. The LOI is numbered, starting with 001 for each calendar year. It remains in an active status until rescinded or superseded. Each PAS may design the LOT as appropriate to meet the needs and environment in which the PAS operates. As a minimum, the LOI will provide information and procedural guidance on the subjects listed below. Further information not published in a LOI may be obtained from the servicing PAS.

a. Local data usage.

b. Designation of report sequence codes.

c. SIRCUS procedures (Unique).

d. Assignment of originator codes.

e. Use of data access transaction mnemonics.

(1) INQY.

(2) OAUT.

f. Timeframe for SIDPERS input.

g. Timeframe for pick–up of SIDPERS output.

h. TDR override option procedures.

i. Submission of input procedures for OSTR transaction.

j. Unit processing codes serviced by the PAS.

Chapter 2
SIDPERS Input Reporting

Section I
General

2–1. References
The primary reference for reporting SIDPERS changes at the unit level will be this pamphlet. Other references cited in this pamphlet are listed in appendix A, to include referenced forms.

2–2. Description of SIDPERS Input forms
a. Reporting changes to SIDPERS at the unit level falls into two groups.

(1) Personnel changes. Submission of a personnel change is based upon a change in the individual's status or qualifications. This includes changes, additions, and deletions to be made to the SIDPERS Personnel File (SPF). An example would be the reporting of the physical departure of an individual from his unit of assignment based upon orders.

(2) Organization changes. Submission of an organization change is based upon accountable and/or attached strength changes. An example would be the reporting of a change to accountable strength due to the departure of an individual from his/her unit of assignment.

b. There is one SIDPERS Mark Sense Form used by the unit to report personnel changes. It is DA Form 3728, SIDPERS Input and Control Data, Personnel Change (Expanded) (Red Band). The DA Form 3728 is identified by the red band on the left side of the form.

c. The SIDPERS Mark Sense Form used at the unit level to report organizational changes is DA Form 3732, SIDPERS Input and Control Data, Organization Change (Abbreviated) (Orange Band). The DA Form 3732 is identified by the orange band on the left side of the form.

d. In addition to the two SIDPERS Mark Sense Forms described above, one SIDPERS Keypunch Form (Part I and Part II) is used when the SIDPERS Mark Sense Forms are not used because of local procedures. This form is DA Form 3813, SIDPERS Input and Control Data, Personnel/Organization Change (Keypunch). This form is used in place of the DA Form 3728 only upon the direction of the PAS. The DA Form 3813, Part II (Organization Change), is used in place of DA Form 3732 PAS procedures.

2–3. Terms used in the description of the SIDPERS Input forms
a. Numeric. Indicates numbers such as 1, 2, 3, 4, etc.

b. Alphabetic. Indicates the letters of the alphabet, such as A, B, C, D, etc.

c. Alphanumeric. Indicates a combination of numbers and letters, such as 1A, 2E, 5H, 9R.

d. Characters. Indicates one of the numbers 0 through 9; one of the letters of the alphabet A through Z; one of the special characters such as slash (/), period (.),asterisk (*), the equal sign (=), or a blank (b).

e. Block. A block is a set of upper and lower brackets used to indicate specific characters. The character is printed in each block for identification.

f. Column. A column consists of a series of blocks.

g. Response position. A response position consists of one or more columns. Generally, the shaded or white area on the SIDPERS Mark Sense Forms is a response position.

h. Box. A box is in the middle of the response position. It is used to enter the character that will be marked in a block.

i. SIDPERS input form. This is one of the SIDPERS Mark Sense or Keypunch Forms that are used to report an input transaction.

j. Data element. A data element indicates information pertaining to an individual or to a unit. Examples are an individual's social security number, the designation of a unit and the unit processing code (UPC).

2–4. Contents of the SIDPERS input forms
Each of the two SIDPERS mark sense forms and the SIDPERS keypunch form has two separate areas, the control data area and the action data area.

a. Control data area

(1) Is located in the upper left part of each of the SIDPERS Mark Sense Forms and in the left part of the SIDPERS keypunch forms.

(2) Contains data elements that identify the individual or the unit associated with the transaction.

b. Action data area

(1) Is located on both the SIDPERS mark sense form and keypunch form immediately following the control data area.

(2) Contains those data elements being reported to update or to be retrieved from the SIDPERS files.

2–5. Rules for entering characters in the boxes on the SIDPERS input forms.

To insure accurate input of SIDPERS changes to the PAS, it is important that certain rules for entering letters and numbers in the boxes on the forms be used. The rules area as follows:

a. Print the letters of the alphabet in capital letters; for example: A, D, C, D.

b. To avoid errors caused by letters and numbers that look alike (the letter 0 and the number zero; the letter I and the number one; the letter Z and the number two), the letters and numbers will be written as follows:

(1) Underline the letter 0.

(2) Draw a diagonal line through the number zero from the upper right to the lower left in this manner: 0

(3) Print bold horizontal lines at the top and bottom of the letter I.

(4) Underline the number one

(5) Draw a horizontal line through the center of the letter Z.

2–6. Rules for entering data elements in the boxes on SIDPERS input forms

Most of the data elements to be entered on SIDPERS input forms will be from codes obtained in AR 680-29. There are certain data elements to be entered on the forms which are not coded nor explained. These data elements, with appropriate coding instructions, are as follows:

a. Date (year, month, and day). The six character date in SIDPERS will always be entered as a two–position year, a two–position month and a two–position day, in that order. (See fig 2–1.) Date will be coded as follows:

(1) Year. The right two positions of the year will be entered. The left two positions that indicate the century will not be used. Example: 1982 is entered as 82.

(2) Month. The first nine months, January through September, will be entered as 0l through 09. The months, October through December, will be entered as 10 through 12.

(3) Day. MI days will be entered as two numbers. The days one through nine will be entered as 0l through 09. An example of the correct way to code 9 May 1982 is shown below:

b. Year and month. The four–character year and month in SIDPERS will always be entered as a two–position year and a two–position month, in that order. The rules for year and month, outlined in a(l) and (2)above, apply. An example of the correct way to code July 1982 is shown in figure 2–2.

c. Position number. The SIDPERS data element Position Number is a four–character code used to identify a specific position in an authorization document. It further identifies the position to which an individual is assigned. Position numbers in the 999X series are used to identify individuals in special categories.

d. Unit processing code (UPC). The SIDPERS data element unit processing code is a five–character code used to identify Active Army units. Each unit in the Active Army, to include split units (units which have elements at more than one geographical location), has a single unique UPC.

(1) The UPC consists of the following:

(a) Parent unit designator (PUD)–First three characters of the unit processing code.

(b) Descriptive designator (DD)–Fourth and fifth characters of the unit processing code.

(2) There are two rules to follow when coding the UPC:

(a) In the first, second, third, and fifth character of the UPC, always report a numeric 1 instead of the letter I and a numeric zero (0).

(b) The fourth character of the UPC may be alphabetic or numeric, to include the letter I.

(3) The UPC is always used in the Control Data Area of Organization Change Reports. The UPC is also used in certain circumstances in the action Data Area of Personnel Change Reports. There will be situations when the UPC will be needed but not available. In such situations, the UPC will be obtained through a manual process of changing the unit identification code (UIC). See (5) below for this code change procedure.

(4) The UIC is a six–character code. The six characters of data are as follows:

(a) 1st character—W—Service designator (W stands for US Army)

(b) 2nd–4th characters—2D1—Parent unit designator (PUD)

(b) 5th–6th characters—C0—Submit/descriptive designator (DD)

(5) Figure 2–3 shows an example of how to change a UIC to a UPC using the following steps:

(a) Obtain the UIC from the orders or other source document. Example: W2DlCO.

(b) Do not use the service designator when changing the UIC to a UPC. Example: 2D1CO. (The W was dropped.)

(c) Retain the parent unit designator just as it appears in the UIC. Example, 2D1 coded as 2D 1 in accordance with coding rule at (2)(a) above.

(d) Retain the subunit/descriptive designator just as it appears in the UIC. Example, CO coded as CO in accordance with coding rule at (2)(b) above.

UIC	=	W	2D1	C0
UPC	=		2D1	C0

Figure 2–3. Example of how to change a UIC to a UPC

e. Data elements. Normally, data elements that are variable in size will not have leading zeros entered in the boxes on the forms. Three data elements that fall into this group are as follows:

(1) Number of days leave. Two characters in length. If an individual was authorized 5 days leave, enter 5 and not 05.

(2) Number of days TDY. Three characters in length. If an individual was authorized 10 days 'TOY, enter 10 and not 010.

(3) Number of months served overseas. Two characters in length. If an individual served 9 months overseas, enter 9 and not 09.

2–7. Control data area–DA Form 3728 and DA Form 3813 (Part I)

The control data area of the DA Form 3728 and the DA Form 3813 (Part I) is composed of five data elements: Date, transaction mnemonic, name, social security number, and originator. The data elements vary in size and may be numeric, alphabetic, or alphanumeric. Entering data elements in the boxes in the Control Data Area will be done as follows:

a. Date. The first data element, date, consists of six boxes and is used for entering the transaction date. Boxes one and two are for entering the year; boxes three and four are for the month, and boxes five and six are for the day. See paragraph 2–6a for rules when entering the date. An example of the correct way to enter 8 July 1982 is shown at figure 2–4.

b. Transaction mnemonic. The second data element, transaction mnemonic, consists of four boxes. Transaction mnemonics used at the unit level will have two, three, or four letters. The first letter will always be entered in the left box. When a transaction mnemonic has two letters, the last two boxes will be left blank. When a transaction mnemonic has three letters, the last box will be left blank. See figure 2–5 for an example of the correct way to enter the three–letter transaction mnemonic ARR.

c. Name. The third data element, name, consists of five boxes and is used for entering the first five characters of the individual's last name. Six rules for entering the name in the control data area are:

(1) If the individual's last name has five or more letters, enter the last name using only the first five letters. For example, Fred James Carron is entered as shown in figure 2–6.

(2) If the individual's last name has four letters, enter the entire last name and leave the last box blank. For example, the name John Henry Luck is entered as shown in figure 2–7.

(3) If the individual's last name has less than four letters, enter the last name, leave the next box blank and enter as much of the first name as possible in the remaining boxes. For example, the name Don Juan Ho is entered as shown in figure 2–8.

(4) Compound names will be entered as one name. For example, the name David James De La Rosa is entered as shown in figure 2-9.

(5) Apostrophes ('), hyphens (-), and periods (.) will not be entered as part of the name. For example, the names James P. O'Malley and Jose Diaz-Rivera are entered as shown in figures 2–10 and 2–11, respectively.

(6) An individual's last name must contain at least two consecutive letters or the transaction will not be accepted.

d. Social security number (SSN). The fourth data element, social security number, consists of nine boxes. Social security numbers will never begin with a six or an eight; therefore, the six block and eight block are not printed in the left column of SSN on the DA Form 3728. An example of the correct way to enter an individual's SSN is shown in figure 2–12.

e. Originator. The fifth data element, originator, consists of two boxes. The originator code is a two-character code. Blocks of codes are assigned to unit personnel by the PAS. See figure 2–13 for an example of the correct way to enter the originator code.

f. Figures 2–14 and 2–15 give examples of a completed control data area on a DA Form 3728 and a DA Form 3813 (Part I).

2–8. Action data area-DA Form 3728 and DA Form 3813 (Part I)

a. DA Form 3728 and DA Form 3813(Part I) are used for reporting personnel changes. Each form can be used to report up to 41 characters in the boxes in the Action Data Area. The DA Form 3813 (Part I0 will be used in place of the DA Form 3728 per PAS procedures.

b. Action data area–coding rules. Each procedure of this chapter contains the coding rules that apply to the transaction. It will be necessary to know these coding rules when using the procedure to report a transaction. The rules are as follows:

(1) The source document for the data element being reported will be used as indicated in the appropriate procedure.

(2) Data elements and punctuation will be reported in the same order and format as shown in the appropriate procedure.

(3) The size of the data element reported at the unit level must agree with the requirements indicated in the applicable procedure.

(4) Each data element reported in the action data area will be followed by a slash (/) except as indicated in the applicable procedure.

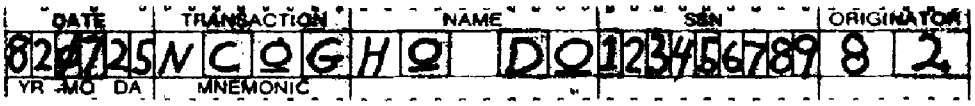

Figure 2–14. Control Data Area, DA Form 3728

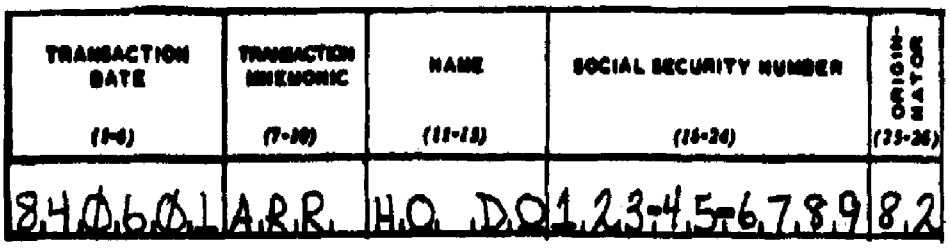

Figure 2–15. Control Data Area, DA Form 3813 (Part 1)

(5) If a data element is optional in a transaction and is not required to be reported, the slash (/) that would have followed the data element will be entered.

(6) An equal sign(=) will be used to blank out (delete) existing data in the local data fields of the SIDPERS Personnel File(SPF), SIDPERS Authorized Strength File (SASF) and the SIDPERS Organization Master File (SOMF).

(7) After entering the last data element required in the action data area for a transaction, enter a period (.) to end that transaction. All transactions reported at the unit level will end in a period (.). Remember, a transaction is never ended with a slash (/) followed by a period (.). To end a transaction, enter a period immediately following the last reported data element.

2–9. Control data area-DA Form 3732 and DA Form 3813 (Part II)

The control data area of the DA Form 3732 (orange band) and the DA Form 3813 (Part II) is composed of four data elements: Date, transaction mnemonic, unit processing code, and originator. The data elements vary in size and may be numeric (date), alphabetic (transaction mnemonic) or alphanumeric (unit processing code and originator code). Enter the data elements in the boxes in the control data area as follows:

a. Date. The first data element, date, consists of six boxes and is used for entering the date of the transaction. See

paragraph 2–9 for rules to be used for coding the date. The correct way to enter 15 September 1985 as the date in the control data area is shown in figure 2–16.

Figure 2–16.

b. Transaction mnemonic. The second data element, transaction mnemonic, consists of four boxes. See paragraph 2–7b for rules to be used for coding the transaction mnemonic. The correct way to enter OSTR as the transaction mnemonic in the control data area is shown in figure 2–17.

Figure 2–17.

c. Unit Processing code (UPC). The third data element, UPC, consists of five boxes. The UPC for the unit will be obtained from the letter of instruction published by the SIB See paragraph 2–6d for rules to be used for entering the UPC in the control data area. The correct way to enter the UPC in the control data area, is shown in figure 2–18.

Figure 2–18.

d. Blank. The next five boxes will be blank.

e. Originator. The fourth data element, originator, consists of two boxes. The originator code is a two character code assigned to the unit by the PAS. The correct way to enter the originator code in the control data area is shown in figure 2–19.

Figure 2–19.

f. Example. The example in figure 2–20 shows boxes completed for the data elements in the control data area on the DA Form 3732. Note that the five boxes between the unit processing code and the originator code are left blank.

2–10. Action data area–DA Form 3732 and DA Form 3813 (Part II).

a. DA Form 3732 (Abbreviated) (orange band) is used for reporting organizational changes. At the unit level, there are two transactions requiring the use of a DA Form 3732: the organization strength Report (OSTR) and the authorized strength file Inquiry (OAUT). See paragraph 2–b and procedures 2–20 and 2–18 for coding rules to be followed when submitting these transactions.

b. DA Form 3813 (Part II) (Keypunch) will be used in place of the DA Form 3732 per PAS procedures.

2–11. Marking the SIDPERS mark sense forms

a. Once the boxes of the control data area and action data area have been completed on the SIDPERS mark sense forms, the next step is to mark the forms. Once the marks have been placed in the correct blocks on the forms, they will be read (scanned) by a machine called the Optical Mark Page Reader (OMPR). The area that the OMPR reads is that part of the form above and below the boxes in the center of the response position. Additionally, the OMPR reads the heavy vertical lines along the top edge of the forms.

b. General rules for marking the SIDPERS mark sense forms are as follows:

(1) Always use a standard number 2 pencil with a rounded point.

(2) Place the mark in the correct block in the response position. The mark must be dark and cover the full length and width of the block. A line that is too light or too thin may not be read by the OMPR.

(3) Erase completely any erroneous marks and remark the block in the response position correctly. Do not be afraid to remove the printing on the form by erasing. Incomplete erasures or smudges caused by a dirty eraser, may be read by the OMPR, thus causing errors.

(4) Never mark along the top edge of the form where the heavy lines are located.

c. Marking special characters used in the action data area are guided by the following rules:

(1) The marking of special characters requires that two blocks be marked in the same column in the same response position in the action data area on the SIDPERS mark sense forms.

(2) Five special characters require marking of the two blocks. These are as follows:

(a) A slash (/): Mark the 0 block and the 1 block.

(b) A period (.): Mark the C block and the H block.

(c) A plus sign (+): Mark the F block and the H block.

(d) An equal sign (=): Mark the 6 block and the 8 block. (To be used only in the LOCO transaction).

(e) An asterisk (*): when coding blocks S through Z, mark the asterisk (*) block also.

d. Marking the DA Form 3732. An abbreviated version of coding is used in marking a block in the response position on the DA Form 3732. Only one block will be marked in a response position except when marking the special characters used in the action data area. The number or letter in the box in the center of the response position must agree with the number or letter in the center of the block that is marked.

e. Marking the DA Form 3728.

(1) An expanded version of coding is used when marking a block in the response position of the DA Form 3728. Only one block will be marked in a response position. The exceptions are:

(a) When marking the special character in the action data area.

(b) When marking the letters S through Z (the letters in red in the response positions). The asterisk (*) must be marked in addition to the letter. This note is shown on the right side of the center of the DA Form 3728.

(2) It will be noted, that when marking the letters J through R which are printed to the left of the red letters S through Z, the asterisk (*) will not be marked.

(3) The number or letter in the box in the center of the response position must agree with the number or letter in the center of the block that is marked.

f. Once the marks have been placed in the correct blocks on the forms, they will be read (scanned) by the optical mark page reader (OMPR). The OMPR will create a punched card which will be read by the computer, based upon the marks entered on the SIDPERS mark sense forms. Depending upon the transaction mnemonic being reported, that punched card will change the SIDPERS files.

2–12. Batch control-SIDPERS Input forms and error suspense cards

a. General. The DA Form 3815, SIDPERS input and control data, authentication and transmittal, is the form that will be used to control and transmit the SIDPERS changes and/or error suspense cards. See figure 2-21 for a sample of the DA Form 3815. This form will not be used when data is input via a terminal by the originator.

b. Reporting requirements.

(1) Negative reports will not be submitted. Therefore, each DA Form 3815 that is submitted must have a SIDPERS input form and/or error suspense card attached.

(2) SIDPERS changes for all nonduty days will be prepared and forwarded on the next duty day.

(c) Reporting period. A reporting period is the 24 hour period beginning at 0001 hours and ending at 2400 hours.

(d) Batch numbers. A batch number is to be used to control SIDPERS input forms and error suspense cards submitted by units. Batch numbers will start with 001 as the first batch of each calendar month, 002 for the second batch, 003 for the third batch and so on for each batch submitted through the calendar month. If two batches are sent on the same day for the same reporting period, they will have different numbers. For example, if 009 is used for the first batch, then 010 is used for the second batch. If there was one batch the next day, that number would be 011.

(e) Name and title of certifying officer.

(1) The DA Form 3815 normally will be signed by the commander of the unit or designated BnPAC representative (to include the individual who is authorized to sign the PDC card), however, the following exceptions are authorized and need not be in writing:

(a) Unit not operating in a PAC environment: Unit commanders are authorized to designate other unit commissioned officers, warrant officers, 1SG, DAC supervisors or senior enlisted personnel (E–6, E–7, E–8 and E–9).

(b) Units operating in a PAC environment: (1) Battalion commanders are authorized to designate individuals assigned to the BnPAC in grades listed in (a) above (1ess 1SG) as authorized representatives. (2) In addition, BnPAC supervisors are authorized to further designate personnel serving in paygrade E6 and who are occupying authorized PSNCO or BnPAC NCO positions as authorized representatives.

(2) The signature block should not be typed/printed until it is certain who will sign the DA Form 3815, so that the typed printed signature block and the written signature will be the same. Signatures should be in black or blue-black ink (to provide good reproduced copies) and rubber stamp signatures are not authorized.

f. Suspense requirements. The SIDPERS input forms will be prepared for the reporting period and will be combined with the error suspense cards corrected form the previous cycle. They will be forwarded to the PAS to arrive per PAS LOI.

g. Procedures. The SIDPERS input forms and error suspense cards are placed in one batch for submission to the PAS as follows:

(1) All SIDPERS input forms and error suspense cards that have been completed for a reporting period will be separated by form number followed by the error suspense cards and consolidated into one batch for each originator code.

(2) A DA form 3815 will be prepared for each batch of SIDPERS input forms, and error suspense cards as follows:

(a) Item 1, Date Prepared. Enter the current year, month and day. Example: 821004

(b) Item 2, Originator Code. Enter your originator code. Example: A1

(c) Item 3, Batch Number. Enter the next unused batch number. Example: 002

(d) Item 4. Thru Addresses.

PSNCO
1st Bn; 2nd Infantry
Ft. Fumble, VA 22310

(e) Item 5, Addressee. Enter the address of the servicing PAS. Example:

To: PAS
HQ, 2nd Infantry
Fort Fumble, VA 22310

(f) Item 6, From. Enter the exact reporting section, designation and telephone. Example:

From: Commander, Co A, 1st Bn
2nd Infantry
Fort Fumble, VA 22310
Telephone: 325-9318

(g) Item 7, Input Form. Count each of the SIDPERS input forms by type of form. Count the error suspense cards. Enter the count by type of form in the column titled count. For example: If 60 DA Forms 3728, 1 DA Form 3805, 1 DA Form 3806 and 4 DA Forms 3813 were prepared, you would enter a 60 in item 7a, a 1 in item 7c, a 7 in item 7d and a r in item 7i. Add up the amounts in the count column and enter the total on the total line. Example: 66.

(h) Item 8, Name and Title of Certifying Officer. Type the signature block of the individual who will sign the DA Form 3815.

(i) Item 9, Grade/Branch. Enter the grade and branch of the individual who signs the DA Form 3815.

(j) Items 10, 11, and 12. Leave blank.

(3) Attach a completed DA Form 3815 to each batch of forms. Do not staple or paperclip DA Form 3728 or DA Form 3732. Place them in a folder or envelope with completed DA Form 3815.

(4) Give the batches to the personnel sergeant.

(5) The 1SG/PSNCO will review the SIDPRES input forms and/or error suspense cards for accuracy and completeness. Check the count shown on the DA Form 3815. Obtain the signature of the commander or his/her designated representative as the certifying officer on the DA Form 3815. Return the batches to the BNS1 clerk.

(6) The BNS1 clerk will remove the carbon copy from between the original and the carbon copy of the DA Form 3815. Reverse the carbon copy and record (either typed or handwritten) the entries on the reverse side of the carbon and original of the DA Form 3815. These entries will identify specific SIDPERS changes and error suspense cards submitted in a batch to your PAS. If the batch contains more than 20 changes or error suspense cards, attach reproduced (photo copy) copies of the material in the batch to the carbon copy of the DA Form 3815. Originals are attached to the original DA Form 3815. Figure 2–22 shows how SIDPERS changes and error suspense cards will be recorded on the DA Form 3815. If there are individuals with the same surname, enter the last four digits of their social security number (SSN).

DA Form 3728	(4) —	GDAT	—Smith, T.R. 2219
		ERUP	—Smith, R.E. 9981
		GRCH	—Kearney, H.I.
		POSN	—Gonzales, W.H.
DA Form 3732	(1) —	OAUT	
Error Suspense Cards	(2) —	DB00025 DC00011	

Figure 2–22. Reverse side of DA Form 3815

(7) The BNSl clerk will submit both (original and carbon copies) of the annotated DA Forms 3815 with the batch to the PAS.

h. Retention/disposition. When the carbon copy of the DA Form 3815 is annotated with the date of receipt and returned from the PAS, file it in numerical order by batch number and retain per file instructions contained in appendix E. If reproduced copies of the DA Form 3813's are attached to the DA Form 3815, then they become a part of the DA Form 3815 and have the same disposition/retention as the DA Form 3815.

2–13. Classification and safeguarding personnel information

Classified SIDPERS documents will be handled in accordance with AR 380–5. Normally SIDPERS documents will not be assigned a security classification unless specifically authorized by HQDA; Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340–17 and AR 640–l0. Information of a personal nature may be disclosed or released under applicable directive only to authorized personnel in accordance with AR 340–17 and AR 340–2l series. Disposition of documents will he in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or another appropriate method.

2–14. Worksheet associated with ASIMS (formerly VIABLE)

Since every clerk will not always have immediate access to a ASIMS terminal, some type of transaction worksheet is needed to formulate transactions prior to submission via a terminal. If the source document is not retainable until you have access to a terminal, and if you do not have a local transaction worksheet, the DA Form 3813 may be used. The control data will be encoded in the usual way as indicated in paragraph 2–7 and 2–9 of this chapter. However, the action data area will be different. The individual clerk will only need to write those data elements that he/she intends to report. For example we will use the ARR transaction and the only data elements that we want to report are the reporting date, losing UPC, gaining UPC and then position number. All the clerk has to do, once the control data has been entered, is to write reporting date: 830524, losing UPC: l8SAA etc., in the action data area. Then once a terminal becomes available, the clerk will take the filled-in DA Form 3813 to the terminal and input the data.

Note. A DA Form 3815 is not prepared when data is input via a terminal.

When the data is input via the terminal, the information is placed immediately after the data element indicated on the DA Form 3813. Upon entering all the data, the clerk presses the enter key and then proceeds to the next transaction. Keep in mind that when

using the DA Form 3813, in this manner, slashes (/) do not have to be entered. The system will automatically generate slashes for those data elements not reported as well as generate a slash between data elements. A period will be generated once the enter key is pressed. When used in this manner, the DA Form 3813 should be retained until receipt of the P01 or P11 report which will confirm the input.

2–15. Input procedures

Detailed information on the preparation of SIDPERS changes to the SIDPERS data base is outlined in each of the input procedures that follow in this chapter. A screen format for each procedure, submitted via a terminal, is filed with the applicable procedure. The specific differences for processing transactions under ASIMS are addressed in chapter 6. Codes used for SIDPERS input are in AR 680–29.

Section II
Procedures

2–16. Procedure 2–1 General Input

a. The purpose of this procedure is to provide guidance needed to initiate all unit PAC level SIDPERS changes resulting from personnel and organizational events.

b. There are five categories of tables in which reportable events are contained. They are table 2–1–1, Duty Status; table 2–1–2, Personnel Data; table 2–1–3, Assignment Data; table 2–l–4, Position Data; and table 2–1–5, Organization Data C. Events are listed on the tables in column A with the appropriate source contained in column B. Other conditions involved making up the events are listed in the same manner (C, D, E, etc.) with the last column of each table given the reference for the appropriate procedure to use.

Table 2–1–1
Duty status changes

Step: 2
If individuals new status is: Temporary duty.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, SND, TRA or XLV.
New duty status code will be: TDY.
Go to procedure: 2–10

Step: 2
If individuals new status is: Leave, convalescent.
Based upon: source documents.
And old duty status code is: HOS, HOW, PDY.
New duty status code will be: CLV.
Go to procedure: 2–10

Step: 3
If individuals new status is: Leave, ordinary/emergency.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, PDY, SLV, SND, TDY, TRA, XLV SCA, SMA.
New duty status code will be: OLV.
Go to procedure: 2–10

Step: 4
If individuals new status is: Leave, special.
Based upon: source documents.
And old duty status code is: PDY.
New duty status code will be: SLV.
Go to procedure: 2–10

Step: 5
If individuals new status is: Leave, excess.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, SND, TDY or TRA.
New duty status code will be: XLV.
Go to procedure: 2–10

Step: 6
If individuals new status is: Hospital, non–battle.
Based upon: source documents.

Table 2–1–1
Duty status changes—Continued

And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, SCA, SMA, TDY, TRA or XLV.
New duty status code will be: HOS.
Go to procedure: 2–10

Step: 7
If individuals new status is: Hospital, battle incurred.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA or XLV, SCA, SMA.
New duty status code will be: HOW.
Go to procedure: 2–10

Step: 8
If individuals new status is: Sick, not in line of duty.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, OLV, SLV, TDY, TRA, XLV, SCA, SMA.
New duty status code will be: SND.
Go to procedure: 2–10

Step: 9
If individuals new status is: Administrative absence.
Based upon: source documents.
And old duty status code is: CLV, HOS, HOW, OLV, PDY, SLV, XLV, SCA, SMA.
New duty status code will be: ADM.
Go to procedure: 2–10

Step: 10
If individuals new status is: Confined, civil authorities.
Based upon: source documents.
And old duty status code is: ADM, CAP, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TRA, or XLV.
New duty status code will be: CCA.
Go to procedure: 2–10

Step: 11
If individuals new status is: Confined, military authorities.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, HOS, HOW, INT, MIA, OLV, PDY, SLV, SND, TDY, TRA, XLV.
New duty status code will be: CMA.
Go to procedure: 2–10

Step: 12
If individuals new status is: Absent Without Official Leave.
Based upon: source documents.
And old duty status code is: ADM, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA or XLV.
New duty status code will be: AWL.
Go to procedure: 2–10

Step: 13
If individuals new status is: Absent without official leave, confined in the hands of civil authorities.
Based upon: source documents.
And old duty status code is: ADM, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV.
New duty status code will be: AWC.
Go to procedure: 2–10

Step: 14
If individuals new status is: Missing in action.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIS, OLV, PDY, SLV, SND, SCA, SMA, TDY, TRA or XLV.
New duty status code will be: MIA.

Table 2–1–1
Duty status changes—Continued

Go to procedure: 2–10

Step: 15
If individuals new status is: Missing, other than enemy action.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV.
New duty status code will be: MIS.
Go to procedure: 2–10

Step: 16
If individuals new status is: Detained by a foreign power.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, HOS, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV.
New duty status code will be: INT.
Go to procedure: 2–10

Step: 17
If individuals new status is: Killed in action.
Based upon: source documents.
And old duty status code is: any duty status other than KIA
New duty status code will be: KIA.
Go to procedure: 2–10

Step: 18
If individuals new status is: Captured by enemy forces.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV.
New duty status code will be: PDY.
Go to procedure: 2–10

Step: 19
If individuals new status is: Present for duty.
Based upon: source documents.
And old duty status code is: ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDG, SLV, SHD, SCA, SMA, TDY, TRA, SCA, SMA.
New duty status code will be: PDY.
Go to procedure: 2–10

Step: 20
If individuals new status is: Dropped from the rolls of an organization. Dropped from the strength of the Army.
Based upon: source documents.
And old duty status code is: AWL, SCA, SMA, MIA, MIS, INT, CAP, PDY.
New duty status code will be: DFR.
Go to procedure: 2–7, DFR

Step: 21
If individuals new status is: Captured by enemy forces.
Based upon: source documents.
And old duty status code is: DFR.
New duty status code will be: CAP.
Go to procedure: 2–26, RDFR.

Step: 22
If individuals new status is: Missing in action.
Based upon: source documents.
And old duty status code is: DFR.
New duty status code will be: MIA.
Go to procedure: 2–26, RDFR.

Step: 23
If individuals new status is: Missing, other than enemy action.
Based upon: source documents.

Table 2–1–1
Duty status changes—Continued

And old duty status code is: DFR.
New duty status code will be: MIS.
Go to procedure: 2–26, RDFR.

Step: 24
If individuals new status is: Present for duty.
Based upon: source documents.
And old duty status code is: AWL,AWC.
New duty status code will be: PDY.
Go to procedure: 2–25, RAWL.

Step: 25
If individuals new status is: Corrected duty status.
Based upon: source documents.
And old duty status code is: any duty status.
New duty status code will be: any status code.
Go to procedure: 2–27, RDYS.

Step: 26
If individuals new status is: Present for duty.
Based upon: source documents.
And old duty status code is: Duty status SCA OR SMA.
New duty status code will be: PDY.
Go to procedure: 2–30, RSEN.

Step: 27
If individuals new status is: Attached.
Based upon: source documents.
And old duty status code is: any duty status.
New duty status code will be: ATC.
Go to procedure: 2–4, ATCH (INTRA).

Step: 28
If individuals new status is: Deceased.
Based upon: source documents.
And old duty status code is: any duty status.
New duty status code will be: DED.
Go to procedure: 2–6, DECD.

Step: 29
If individuals new status is: Reassigned.
Based upon: source documents.
And old duty status code is: any duty status.
New duty status code will be: RSG.
Go to procedure: 2–9, DPRT.

Table 2–1–2
Personnel data changes

Step: 1
If entry pertains to: Promotion
Based upon: source document
Then go to procedure: 2–14, GRCH

Step: 2
If entry pertains to: Reduction
Based upon: source document
Then go to procedure: 2–14, GRCH

Step: 3
If entry pertains to: Date of rank.

Table 2–1–2
Personnel data changes—Continued

Based upon: source document
Then go to procedure: 2–8, DOR

Step: 4
If entry pertains to: DA Form 2.
Based upon: determination of unit commander/1SG.
Then go to procedure: 2–15, INQY

Step: 5
If entry pertains to: On–the–job Training.
Based upon: determination of unit commander/1SG.
Then go to procedure: 2–19, OJT

Step: 6
If entry pertains to: To report in–service soldier's eligibility for reenlistment.
Based upon: source document
Then go to procedure: 2–11, ERUP.

Step: 7
If entry pertains to: To report an individual Officer's Current Duty Assignment Title.
Based upon: UMR/unit commander/1SG.
Then go to procedure: 2–5, CDAT.

Table 2–1–3
Assignment data changes

Step: 1
If the individual is: Reporting to gaining unit.
Based upon: source documents.
And: arrives on or prior to the reporting date.
Based upon: source documents.
Go to procedure: 2–2, ARR.

Step: 2
If the individual is: Failed to report to gaining unit.
Based upon: source documents.
And: did not arrive on or prior to the reporting date.
Based upon: source documents.
Go to procedure: 2–3, ASNJ.

Step: 3
If the individual is: Assigned–not–joined and arrives at the unit of assignment.
Based upon: source documents.
And: duty status code is not AWL or AWC. Arrives after the reporting date and Duty Status Code is either AWL or AWC.
Based upon: source documents.
Go to procedure: 2–16, JOIN and 2–10 DYST.

Step: 4
If the individual is: Reassigned (losing Unit).
Based upon: source documents.
And: departs on a PCS. Departs to confinement in excess of 30 days.
Based upon: source documents.
Go to procedure: 2–9, DPRT.

Step: 5
If the individual is: Reassigned (gaining unit).
Based upon: source documents.
And: erroneously reported as Assigned–Not–Joined or Arrived.
Based upon: source documents.
Go to procedure: 2–28, REVA.

Step: 6

Table 2–1–3
Assignment data changes—Continued

If the individual is: Reassigned (losing unit).
Based upon: source documents.
And: erroneously reported as departed.
Based upon: source documents.
Go to procedure: 2–29, REVD.

Step: 7
If the individual is: Attached (to a unit service by the same SIB).
Based upon: source documents.
And: arrived on or prior to the reporting date. Relieved from attached.
Based upon: source documents.
Go to procedure: 2–4, ATCH (Intra). 2–24 RATH..

Step: 8
If the individual is: Temporary duty status.
Based upon: source documents.
And: departs TDY station.
Based upon: source documents.
Go to procedure: 2–24, RATH.

Table 2–1–4
Position data changes

Step: 1
If Individual: Is pending gain.
Based Upon: source documents.
And: has been assigned to an authorized position.
Go to procedure: 2–17, MTDR.

Step: 2
If Individual: Position number and DMOS and/or DMOS ASI is to be changed.
Based Upon: source documents.
And: individual has been assigned to a unit.
Go to procedure: 2–22, POSN.

Table 2–1–5
Organization data changes

Step: 1
If entry pertains to: Accountable strength.
Based upon: gains. Losses.
Get: previous days accountable strength.
Based upon: personnel transaction register by unit.
Go to procedure: 2–20, OSTR.

Step: 2
If entry pertains to: Attached strength.
Based upon: gains. Losses.
Get: previous days attached strength.
Based upon: personnel transaction register by unit.
Go to procedure: 2–20, OSTR.

Step: 3
If entry pertains to: Authorized strength.
Based upon: position number.
Get: position number(s).
Based upon: unit manning report.
Go to procedure: 2–18, OAUT.

2–17. Procedure 2–2 Arrival(transaction mnemonic-ARR)(Applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the arrival of an individual or to report an individual being assigned who was previously attached.

(1) Required references used in this procedure are as follows:

(a) DA Pamphlet 600–8, procedure 9–7.

(b) AR 680–l.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Forms 647 and 647–1.

(c) (Rescinded.)

(d) Orders.

(e) AAC-C07, Unit Manning Report, Position and Incumbent Data.

b. This procedure pertains to all personnel. Individual may be arrived during peacetime without a TDR being present on the SPF by utilizing the TDR override option in accordance with PAS LOI.

2–18. Procedure 2-2 Action

a. Control Data (Data elements used are examples.)

(1) Date. Get the actual arrival date from the DA Form 647 or 647–1. Enter that date as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data (Data elements used are examples.)

Note.

1. If your SIDPERS is in the peacetime/mobilization operating mode and your PAS has not activated the TDR override option, go to subparagraph (1). (SPF record present/Input TDR present.)
2. If your SIDPERS is in the peacetime/mobilization operating mode and your PAS has activated the TDR override option and–
   a. Has the individual's SPF record present or the input TDR is present, go to subparagraph (1).
   b. Does not have the individual's SPF record present or input TDR is not present, go to subparagraph (2). (No SPF record present/no input TDR present.)
3. If your SIDPERS is in the wartime operating mode and the individual has an SPF record present or input TDR is present, go to subparagraph (3). (SPF record present/Input TDR present.)
4. If your SIDPERS is in the wartime operating mode and the individual does not have an SPF record present or no input TDR is present, go to subparagraph (4). (No SPF record present/no input TDR present.)

(1) Peacetime/mobilization (SPF record present/input TDR present) (fig 2–23).

(a) Reporting date. Find the reporting/availability date shown in the order. Enter that six character reporting date as year, month, and day, in that order. Enter a slash (/) in the next box.

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC) as the UPC, using the procedure outlined in paragraph 2-6d. Enter a slash (/) in the next box.

(c) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code (UIC) on the Assigned To line on the order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. Enter the five character gaining UPC. Enter a slash (/) in the next four boxes.

(d) Position number. Obtain from the unit/1SG the position to which the individual is to be assigned. Find the position number on the Unit Manning Report (UMR) for the position assigned. If the individual is not assigned to an authorized position, the ARR transaction must use a position number in the 999 OR series., A POSN transaction (see procedure 2-22 (POSN) this chap) must also be submitted. A POSN transaction should not be submitted when position number 9996 is used for student or trainee. The purpose for the POSN transaction is to provide HQDA with the Duty MOS/PSI as applicable. Enter four character position number. Enter a period (.) in the next box to end this transaction.

(2) Peacetime/mobilization (no SPF record present/no input TDR present) (fig 2–24).

(a) Reporting date. Find the reporting/availability date shown in the order. Enter the six character reporting date as year, month and day, in that order. Enter a slash (/)in the next box.

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC) as the UPC, using the procedures outlined in paragraph 26d. Enter a slash (/) in the next box.

(c) Gaining unit processing code (UPC). To get the gaining UPC, find the unit idem identification code (UIC) on the Assigned To line of the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d. Enter that five-character gaining UPC. Enter a slash (/) in the next box.

(d) Grade. Get the current grade from the DA Form 2. Enter that three character grade. Enter a slash (/) in the next box.

(e) Primary Military Occupational Specialty (PMOS), Specialty Skill Identifier (SSI)/Additional Skill Identifier–1 (ASI–1). If the individual is enlisted or warrant officer, enter the five-character PMOS shown on the DA Form 2. If the

individual is a commissioned officer, enter the three character SSI and two-character ASI (or O0 if no ASI is indicated) as shown on the DA Form 2 or orders. Enter a slash (/) in the next box.

(f) Sex. Enter the letter F for female or the letter M for male, whichever is appropriate. Enter a slash (/) in the next box.

(g) Position number. Obtain from the unit/ISO the position to which the individual is to be assigned. Find the position number on the Unit Manning Report (UMR) for the position assigned. If the individual is not assigned to an authorized position, the ARR transaction must use a position number in the 99 series, also, you must submit a POSN transaction. (See Procedure 2-22 (POSN) this chap.) The purpose for the POSN transaction is to provide HQDA with the Duty MOS/PSI as applicable. Enter four character position number. Enter a period (.) in the next box to end this transaction.

Note. If the POSNO is invalid or spaces, this transaction will generate a 9992 Position Number (POSN0). The correct POSNO must be entered by using the POSN transaction.

(3) Wartime (SPF record present/input TDR present) (fig 2–25).

(a) Reporting date. Find the reporting/availability date shown in the order. Enter that six character reporting date as year, month and day, in that order. Enter a slash (/) in the next box.

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC) as the UPC, using the procedures outlined in paragraph 2–6d. Enter a slash (/) in the next box.

(c) Gaining unit processing code (UPC). To get the Gaining UPC, find the unit identification code (UIC) on the Assigned To line on the order. Code that UIC as the UPC using the procedures outlined in paragraph 2–6d. Enter the five character gaining UPC. Enter a period in the next box 10 end this transaction.

(4) Wartime (no SPF record present/no input TDR present) (fig 2–26).

(a) Reporting date. Find the reporting availability date shown in the order. Enter that six character reporting date as year, month and day, in that order. Enter a slash (/) in the next box.

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC) as the UPC, using the procedures outlined in paragraph 2–6d. Enter a slash (/) in the next box.

(c) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code (UIC) on the Assigned To line of the order. Code the UIC as the UPC, using the procedures outlined in paragraph 2–6d. Enter the five character gaining UPC. Enter a slash (/) in the next box.

(d) Grade. Get the current grade from the DA Form 2 or DA Form 2475–2 Enter that three character grade. Enter a slash (/) in the next box.

(e) Primary military occupational specialty (PMOS), specialty skill identifier (SSI)/additional skill identifier–1 (AsI–1). If the individual is enlisted or warrant officer, enter the five character PMOS shown on the DA Form 2. If the individual is a commissioned officer, enter the three character SSI and two character ASI (or 00 if no ASI is indicated) as shown on the DA Form 2 or the orders. Enter a slash (/) in the next box.

(f) Sex Enter the letter F for female or the Letter M for male, whichever is appropriate. Enter a slash (/) in the next box to end this transaction.

(5) An OSTR transaction must be prepared. (See procedure 2–20.) Only one OSTR transaction will be submitted for the reporting period.

(6) An arrival transaction does not provide the current duty assignment of officers. When an arrival (ARR) transaction is submitted, you must submit a CDAT transaction (procedure 2–5) with the same transaction date as the date of Arrival. This will provide the officer's duty title to HQDA(OMF).

(7) Upon the arrival of an individual, determine under which unit status code the individual is to be reported. (AR 680–29 defines unit status codes). Each unit status code is associated with a UIC or a derivative UIC. Insure that each individual is assigned or attached to the UIC that corresponds with his/her particular category (i.e., an individual who is a student will be assigned or attached to the UIC or derivative UIC that has a unit status code–ST).

c. Format. See screen formats for this procedure at figures 2–27 and 2–28.

2–19. Procedure 2–3 Assigned-not-Joined (transaction mnemonic—ASNJ) (applicable during peacetime/ mobilization/wartime)

The purpose of this procedure is to report the reassignment (gain) of an individual who has not physically arrived at his/her unit of assignment on or prior to the reporting date shown in the orders. Pertains to all personnel.

a. Required references used in this procedure are as follows:

(1) AR 680-1.

(2) DA Pamphlet 600–8, Procedure 9–8.

b. Source documents used in this procedure are as follows:

(1) DA Form 2.

(2) Orders.

(3) AAC–C07.

2–20. Procedure 2–3 Action

a. Control data, (Data elements used are examples.)

(1) Get the actual reporting date from the individual's orders (i.e., the date the individual should have reported). When the order does not show a reporting date, use the availability date on the order. Report the member assigned-not-joined as of the 9th day after the availability date. Enter the date as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

Notes:

1. If your SIDPERS is in the peacetime/mobilization operating mode and your PAS has not activated the TDR override option, go to subparagraph (1). (SPF record present/Input TDR present.)

2. If your SIDPERS is in the peacetime/mobilization operating mode and your PAS has activated the TDR override option and

(a) Has the individual's SPF record present or the input TDR is present, go to subparagraph (1).

(b) Does not have the individual's SPF record present or input TDR is not present, go to subparagraph (2). (No SPF record present/no Input TDR present)

3. If your SIDPERS is in the wartime operating mode and the individual has an SPF record present or input TDR is present, go to subparagraph (3). (SPF record present/Input TDR present.)

4. If your SIDPERS is in the wartime operating mode and the individual does not have an SPF record present or no input TDR is present, go to subparagraph (4). (No SPF record present/ no input TDR present)

(1) Peacetime/mobilization (SPF record present/input TDR present). (See fig 2–29.)

(a) Reporting date. Find the reporting date shown in the individual's order. When the order does not show a reporting date, use the availability date on the order. Report the member assigned–not–joined as of the 9th day after the availability date. Enter date as year, month, and day in that order. Reporting/availability date must be equal to the transaction date. Enter a slash (/) in the next box.

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC) as the UPC, using the procedure outlined in paragraph 2–6d. Enter a slash (/) in the next box.

(c) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code (UIC) on the Assigned To line on the order. Code that UIC as the UPC, using the procedures outlined in paragraph 2-6d. Enter that five character gaining UPC. Enter a slash (/) in the next four (4) boxes.

(d) Position number. Obtain from the unit/ISG the position to which the individual is to be assigned. Find the position number on the unit manning report for the position assigned. If the individual is not assigned to an authorized position, the ASNJ transaction must use a position number in the 999 series. (See procedure 2-22 (POSN).) Enter the four character position number. Enter a period (.) in the next box to end this transaction.

(2) Peacetime/mobilization (No input TDR present).

(a) Reporting date. Find the reporting date shown in the individual's order. When the order does not show a reporting date, use the availability date on the order. Report the member assigned–not–joined as of the 9th day after the availability date. Enter the date as year, month, and day, in that order. Reporting/availability date must be equal to the transaction date. Enter a slash (/) in the next box. (See fig 2–30.)

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC), using the procedures outlined in paragraph 2–6d. Enter a slash (/)in the next box.

(c) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code (UIC) on the Assigned To line on the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d. Enter that five-character gaining UPC. Enter a slash (/) in the next box.

(d) Grade. Get the current grade from the DA Form 2 or the standard name line of the order. Enter that three character grade code. Enter a slash (/) in the next box.

(e) Primary military occupational specialty (PMOS), specialty skill identifier (SSI), additional skill identifier–1, if the individual is enlisted or warrant officer, enter the five character PMOS shown on the DA Form 2 or the order. If the individual is a commissioned officer, enter the three character SSI and two character ASI (or 00 if no ASI indicated) as shown on the DA Form 2 or the orders. Enter a slash (/) in the next box.

(f) Sex. Enter the letter F for female or the letter M for male. Enter a slash (/) in the next box.

(g) Position number. Obtain from the unit/lSG the position to which the individual is to be assigned. Find the position number on the unit manning report (UMR) for the position assigned. If the individual is not assigned to an authorized position, the ASNJ transaction must use a position number in the 999 series (See procedure 2–22 (POSN).) Enter the four-character position number. Enter a period (.) in the next box to end this transaction.

Note. If the POSNO is invalid or spaces, this transaction will generate a 9992 position number (POSNO). The correct POSNO must be entered by wing the POSN transaction.

(3) Wartime (TDR present).

(a) Reporting date. Find the reporting date shown in the individual's order. When the order does not show a reporting date, use the availability date on the order. Report the member assigned-not-joined as of the 9th day after the availability date. Enter the date as year, month, and day, in that order. Reporting/availability date must be equal to the transaction date. Enter a slash (/) in the next box. (See fig 2–31.)

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC), using procedures outlined in paragraph 2–6d. Enter a slash (/)in the next box.

(c) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code (UIC) on the Assigned To line on the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d. Enter the five character gaining UPC. Enter a period (.) in the next box to end this transaction.

(4) Wartime (no input TDR present).

(a) Reporting date. Find the reporting date shown in the individual's order. When the order does not show a reporting date, use the availability date on the order. Report the member assigned-not-joined as of the 9th day after the availability date. Enter the date as year, month, and day, in that order. Reporting/availability date must be equal to the transaction date. Enter a slash (/)in the next box. (See fig 2–32.)

(b) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that (UIC), using the procedures outlined in paragraph 2–6d. Enter a slash (/) in the next box.

(c) Gaining unit processing code (UPC). To get the Gaining UPC, find the unit identification code (UIC) on the Assigned To line on the order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d. Enter the five character gaining UPC. Enter a slash (/) in the next box.

(d) Grade. Get the current grade from the DA Form 2 or on the standard name line of the order. Enter that three character grade code. Enter a slash (/) in the next box.

(e) Primary military occupational specialty (PMOS), specialty skill identifier (SSI), additional skill identifier–1. If the individual is enlisted or warrant officer, enter the five character PMOS shown on the DA Form 2. If the individual is a commissioned officer, enter the three character SSI and two character ASI (or 00 if no ASI is indicated) as shown on the DA Form 2 or the orders. Enter a slash (/) in the next box.

(f) Sex. Enter the letter F for female or the letter M for male, whichever is appropriate. Enter a period (.) in the next box to end this transaction.

(5) An OSTR transaction must be prepared. (See procedure 2–20.) Only one OSTR transaction will be submitted for the reporting period.

(6) Upon completion of the transaction, comply with procedure 9–8 of DA Pamphlet 6008.

c. Formats. See screen formats for this procedure at figures 2–33 and 2–34.

2–21. Procedure 2–4 Attached (Intra) (Transaction mnemonic-ATCH) (Applicable during peacetime/ mobilization/wartime)

a. The purpose of this procedure is to report an individual as attached or further attached to a unit from another unit serviced by the same SIDPERS activity.

(1) Required references used in this procedure are as follows:

(a) AR 680–1.

(b) DA Pamphlet 600-8, Procedure 9–7.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Forms 647 and 647–1.

(c) (rescinded.)

(d) Orders.

b. Discussion pertaining to this procedure is as follows:

(1) This transaction pertains to all personnel. If an individual is attached to a unit using this procedure, the individual may be further attached to a unit, serviced by the same PAS, by utilizing this procedure. In the event an individual is attached to a unit which is serviced by a PAS that is different from the PAS that service his/her parent unit (i.e., unit of assignment), then notify the PSC inprocessing element that a transfer data record (TDR) needs to be processed for the individual. Have the individual report to the inprocessing element for processing of the TDR per instructions from the inprocessing element.

(2) In accordance with AR 680–1, once an individual is attached to a unit, the unit or PSC that services the unit of attachment is responsible for reporting all SIDPERS changes that occur during the period of attachment with the

exception of duty status changes. Duty status changes will be handled in accordance with procedure 9–1, DA Pamphlet 600–8. Procedure in this chapter will be followed in reporting changes to attached personnel.

2–22. Procedure 2-4 Action

a. Control data. (Data elements used are examples.)

(1) Get the actual arrival date from the DA Form 647 or 647–1. Enter that date as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Reporting date. Find the reporting date shown in the order. Enter that six character reporting date as year, month, and day, in that order. Enter a slash (/) in the next box.

(2) Losing UPC. To get the losing UPC (UPC of unit to which the individual is assigned) find the unit identification code (UIC) on the standard name line of the order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. Enter that five character losing UPC. Enter a slash (/)in the next box.

(3) Gaining UPC. To get the gaining UPC (UPC for the unit to which the individual is being attached), find the unit identification code (UIC) on the action lead line on the order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. Enter that five character gaining UPC. Enter a period (.) in the next box to end this transaction.

(4) OSTR transaction. Submit an OSTR transaction in accordance with procedure 2–20 of this chapter. Only one OSTR transaction will be submitted for the reporting period. (See fig 2–35.)

c. Format. See screen format for this procedure at figure 2–36.

2–23. Procedure 2-5 Current duty assignment title (Transaction mnemonic CDAT) (applicable during peacetime)

a. The purpose of this procedure is to report the officer's current duty title or duty special identifier/military occupational specialty every time it changes.

(1) Required references used in this procedure are as follows:

(a) DA Pamphlet 600–8, procedures 5–1 and 9–9.

(b) AR 600–20.

(c) AR 6l4–l00.

(2) Source documents used in this procedure are as follows:

(a) (Rescinded.)

(b) AAC–C07, Unit Manning Report, Position and incumbent Data.

(c) DF/Assignment Memorandum.

(d) DA Form 67–8–1.

b. This procedure pertains to officers only. Upon processing of this transaction through SIDPERS, the OMF is updated to reflect the officer's current duty title.

2–24. Procedure 2–5 Action

a. Control data (Data elements used are examples.)

(1) Enter the effective date the individual was assigned to the position as year, month, and day, in that order. This date should be the same date as the date of the POSN transaction (See Procedure 2–22 (POSN) this chap.) (See fig 2–97 at end of chap. 4.)

(2) Complete the remaining control data in accordance with paragraph 2–7.

b. Action data (Data elements used are examples.)

(1) Duty position specialty code/Duty military occupational specialty code. To report or change a duty position code for an officer, enter the three position primary duty specialty followed by the two position Secondary duty specialty. Enter a slash (/) in the next box. To report or change a duty military occupational specialty code for a warrant officer, enter the four position duty MOS followed by the one position special qualification identifier. Enter a slash (/) in the next box.

(2) Duty additional skill identifier. To report or change the duty additional skill identifier enter the appropriate two position code. Enter a slash (/) in the next box.

(3) Duty language identity code. To report or change the duty language identity code, enter the appropriate two position code. Enter a slash (/) in the next box.

(4) Current duty assignment title. Enter the current duty assignment title. Enter up to 24 alpha/numeric characters with not more than one blank space between multiword titles. Enter a period (.) in the next box to end this transaction. (See fig 2–37.)

(5) Deletion of CDAT. To cancel a previously reported CDAT, enter the following. Enter five (5) zeros followed by

a slash (/), enter two (2) zeros followed by a slash (/), enter YY followed by a slash (/), then enter six (6) zeros followed by a period (.) to end the transaction. (See fig 2–38.)

(6) Submission. This transaction will be submitted when an ARR transaction (procedure 2–2) or a POSN transaction (procedure 2–22) is being submitted.

c. Format. See screen format for this procedure at figure 2–39.

2–25. Procedure 2–6 Deceased (transaction mnemonic-DECO) (applicable during peacetime/ mobilization/wartime)

a. The purpose of this procedure is to report the death of an individual resulting from any cause.

(1) Required references used in this procedure are as follows:

(a) AR 600–l0.

(b) AR 680–1.

(c) DA Pamphlet 600–8, Procedure 4–9.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) (Rescinded.)

(c) DD Form 1300.

(d) Casualty Report.

b. This procedure pertains to all personnel. The death of an individual may be based upon notification from HQDA or another command through the PSC servicing your unit. If this is the case, once the death of the individual has been verified, submit the DECD transaction. If an individual has been previously DFR (TCN 942 or 950), notify the PAS analyst so he/she can process a pass record N type transaction.

2–26. Procedure 2–6 Action

a. Control data. (Data elements used are examples.)

(1) Get the actual date of death from the DD Form 1300, or casualty report. Enter the date as year, month, and day, in that order.

(2) Complete the remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Transaction change number (TCN). Enter the appropriate three character TCN (See AR 680–29, Sec V, Chap 4 for a list of TCNs). Enter a slash (/)in the next box.

(2) Unit processing code (UPC). Enter the five character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–40.)

(3) OSTR transaction Prepare an OSTR transaction in accordance with procedure 2–20 of this chapter. Submit only one OSTR transaction for the reporting period.

c. Format. See screen format for this procedure at figure 2–41.

2–27. Procedure 2-7 Dropped from the rolls (transaction mnemonic-DFR) (applicable during Peacetime/mobilization/wartime)

a. The purpose of this procedure is to report an individual dropped from the rolls of an organization.

(1) Required references used in this procedure are as follows:

(a) AR 630–l0.

(b) AR 680–1.

(c) DA Pamphlet 600–8, procedure 9–8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) (Rescinded.)

(c) AAC–C40, Unit Personnel Accountability Notices.

(d) Orders.

b. Discussion pertaining to this procedure is as follows:

(1) This procedure pertains to all personnel. In order for the DFR transaction to process, the individual's duty status must be based on the following reasons:

(a) DFR as a deserter duty status must be AWL.

(b) DFR as a military prisoner duty status must be PDY or CMA.

(c) DFR as missing or captured duty status must be CAP, MIA or INT.

(d) DFR to enter the US Military Academy (USMA) or other service academy duty status must be PDY.

(e) DFR-Individual was erroneously reported as revocation of dropped from the rolls (RDFR) as a deserter duty status must be other than AWL.

(f) DFR– Individual was erroneously reported as revocation of dropped from the rolls (RDFR) as missing or captured) –Duty status must be other than MIA, MIS, CAP or INT.

(2) This procedure will also be used when an individual was erroneously reported in one of the following conditions:

(a) Revocation of dropped from the rolls as a deserter.

(b) Restored to duty from dropped from the rolls as a military prisoner.

(c) Revocation of dropped from the rolls as missing or captured.

(3) This procedure will be used to report an individual who is being dropped from the strength of the army for the following reasons:

(a) Sentenced to a punitive discharge (DD and BCD) as result of a military court martial.

(b) Sentenced by a civil court for confinement of six months or more. If an individual is subsequently discharged or becomes deceased after being DFR (TCN 942 or 950), notify the SIB analyst so he/she can process a pass record type transaction N series transaction.

(4) An individual reassigned to the US Military Academy, or other service academy, will be reported as a departure (DPRT) to the appropriate academy. The unit of the academy to which the individual is assigned will prepare a DFR transaction on the day the individual becomes a cadet.

(5) The duty status (DYST) transaction changing an individual's duty Status may be submitted in the same batch as the DFR transaction. The date in the control data area of the DYST transaction must be the same date, or an earlier date, when compared to the date in the control date area of the DFR transaction.

2–28. Procedure 2-7 Action.

a. Control data (Data elements used are examples.)

(1) Enter the effective date of dropped from the rolls as year, month and day, in that order.

(2) Complete the remaining control data in accordance with paragraph 2–7.

b. Action data (Data elements used are examples.)

(1) Transaction change number (TCN). Enter the appropriate three character TCN. (See AR 680–29, Sec V, chap 4, for transaction change numbers and their definitions) Enter a slash (/) in the next box.

(2) Unit processing code (UPC).Enter the five character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–42.)

(3) OSTR transaction Prepare an OSTR transaction in accordance with Procedure 2–20 of this chapter. Submit only one OSTR transaction for the reporting period.

c. Format. See screen format for this procedure at figure 2–43.

2–29. Procedure 2-8 Date of rank (Transaction mnemonic-DOR) (Applicable during peacetime/ mobilization /wartime)

The purpose of this procedure is to report an individual's date of rank.

a. Required references used in this procedure are as follows:

(l) AR 600–20.

(2) AR 600–200.

(3) AR 624–l00.

(4) DA Pamphlet 600–8, procedures 3–l 1 and 3–30.

b. Source documents used in this procedure are as follows.

(1) Orders.

(2) DA Form 4187.

(3) AAC–CO1, En1isted Promotion Report.

(4) DA Form 2627.

2–30. Procedure 2–8 Action

a. Control data (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Grade abbreviation. Get the grade abbreviation from the source document. Enter that three character grade abbreviation. Enter a slash (/)in the next box.

(2) Date of rank. Get the date of rank from the source document. If no date of rank is shown on the source document, use the date of the source document as date of rank. Enter the six character date of rank as year, month, and day, in that order. Enter a period in the next box to end this transaction. (See fig 2–44.)

c. Format. See screen format for this procedure at figure 2–5.

2–31. Procedure 2–9 Departure (Transaction mnemonic–DPRT) (Applicable during peacetime/ mobilization/wartime).

The purpose of this procedure is to report the physical departure of an individual from his/her unit of assignment based upon orders. This procedure pertains to all personnel.

a. Required references used in this procedure are as follows:

(1) AR 680–l.

(2) DA Pamphlet 600–8, procedure 9–7.

b. Source documents used in this procedure are as follows:

(1) DA Form 2.

(2) DA Form 31.

(3) DA Forms 647 and 647–1.

(4) (Rescinded.)

(5) DD Form 1610.

(6) Orders.

2–32. Procedure 2–9 Action

a. Control data. (Data elements used are examples.)

(1) Get the actual date of departure from the DA Form 647 or 647–1. Enter that date as year, month and day, in that order.

Note. The departure date must be equal to or prior to the date the DPRT transaction is submitted. The transaction will not process if the transaction departure date is earlier than the SPF Duty Status date.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data–Peacetime/mobilization. (Data elements used are examples.)

(1) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d of this chapter. Enter that five character losing UPC.

Note. Do not enter a slash in the next box.

(2) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code UIC on the Assigned to line on the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d. Enter that five character gaining UPC. Enter a slash (/)in the next box.

(3) Reporting date. Find the reporting/availability date shown in the order to the gaining unit of assignment or ultimate gaining unit of assignment. If there is a date in the reporting date lead line, use it, if not, use the availability date plus 9 days. Enter the six character date as year, month and day, in that order. If the individual is reporting to a Transfer Point and terminal leave is involved, enter the ETS date.

(a) If the ultimate gaining UPC is to be reported, enter a slash (/) in the next box.

(b) If the ultimate gaining UPC is not to be reported, enter a slash (/) in the next two boxes.

(4) Ultimate gaining unit processing code. To get the ultimate gaining UPC, find the unit identification code UIC) on the orders. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. Enter that five character ultimate gaining UPC, and enter a slash (/) in the next box.

(5) Movement designator code (MDC). Get the MDC from the MDC line of the order. Enter the first two characters of that MDC (e.g., 4A). Then do one of the following.

(a) If prior to signing out, an individual's duty status was other than present for duty (PDY) or the individual was authorized leave and/or TDY, enter a slash (/) in the next box.

(b) If the individual was present for duty and was not authorized leave or TDY, enter a period (.) in the next box to end this transaction. (See fig 2–46.)

(6) Duty status-present for duty (PDY). If prior to signing out, the duty status was present for duty (PDY), enter a slash (/) in the next box.

(7) Duty status–other than present for duty. If prior to signing out, the duty status was other than present for duty, enter that three character duty status code. Then do one of the following:

(a) Enter a slash (/) in the next box if the individual was authorized leave; or the individual was authorized TDY.

(b) Enter a period (.) in the next box to end this transaction if leave or TDY was not authorized. (See fig 2–47.)

(8) Number of days leave–no leave authorized. Enter a slash (/) in the next box.

(9) Number of days leave-authorized leave. Enter that one or two character number of days leave and then do one of the following.

(a) If the individual was authorized TDY, enter a slash (/) in the next box.

(b) If the individual was not authorized TDY, enter a period (.) in the next box to end this transaction. (See fig 2–48.)

(1) Number of days TDY. Enter that one, two or three character number of days TDY. Enter a period (.) in the next box to end this transaction. (See fig 2–49.)

c. Action data-Wartime. (Data elements used are examples.)

(1) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the standard name line of the order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. Enter that five character UPC.

Note. Do not enter a slash (/)in the next box

(2) Gaining unit processing code (UPC). To get the gaining UPC, find the unit identification code (UIC) on the Assigned To line of the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d of this chapter. Enter that five character gaining UPC. Enter a slash (/)in the next box.

(3) Reporting date. Find the reporting/availability date shown in the order to the gaining unit of assignment. If there is a date in the reporting date lead line, use it, if not, use the availability date plus 9 days. Enter the six character date as year, month and day, in that order.

Note. If the individual is reporting to a transfer point and terminal leave is involved, enter the ETS date.

(a) If the ultimate gaining UPC is to be reported, enter a slash (/) in the next box.

(b) If the ultimate gaining UPC is not to he reported, enter a slash (/) in the next two boxes.

(4) Ultimate gaining unit processing code. To get the ultimate gaining UPC, find the unit identification code (UIC) on the orders. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. Enter that five character ultimate gaining UPC. Enter a slash (/) in the next box.

(5) Movement designator code (MDC). Get the MDC from the MDC line on the order. Enter the first two characters of the MDC. Then do one of the following:

(a) If prior to signing out on the DA Form 647 or 647-1, the individual's duty status was other than present for duty (PDY), enter a slash (/) in the next box.

(b) If prior to signing out on the DA Form 647 or 647–1 the individual's duty status was present for duty (PDY), enter a period (.) in the next box to end this transaction. (See fig 2–50).

(6) Duty status code. Enter the three character duty status code. Enter a period (.) in the next box to end this transaction. (See fig 2–51.)

d. Notification. If the individual's duty status was prior to being signed out on the DA Form 647, the unit to which the individual was TDY will be notified to submit a relieved from attached (RAWL) transaction (fig 2–52).

e. OSTR. An OSTR transaction must be prepared. (See procedure 2–20.) Only one OSTR transaction will be submitted for the reporting period.

f. Formal See screen format for this procedure at figures 2–53 and 2–54.

2–33. Procedure 2–10 Duty Status (Transaction mnemonic–DYST) (Applicable during peacetime/ mobilization/Wartime)

a. The purpose of this procedure is to report a change to an individual's duty status.

(1) Required references used in this procedure are as follows:

(a) AR 630–5.

(b) AR 630–l0.

(c) AR 680–1.

(d) DA Pamphlet 600–8, procedures 9–1 and 9–8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Form 31.

(c) DA Forms 647 and 647–1.

(d) DA Form 2475–2.

(e) DA Form 4187.

(f) DD Form 1610.

(g) Orders.

(h) AR 600–8–1

(i) AR l5–6

b. This procedure pertains to all personnel. Figure 2–55 shows duty status required to be reported, based upon the change of one duty status to another. (See AR 680–29, Sec III, chap IV, for Duty Status codes and definitions.)

(1) A DYST transaction is not required for reporting the departure on, or return from, ordinary leave (OLV). When a member on OLV enters into another duty status (i.e., AWOL, hospital, confinement, etc.) prior to returning to duty from OLV, all duty status changes beginning with the original PDY to OLV will be reported. This also applies to the duty status change of hospital/PDY to convalescent leave (HOS/PDY/CLV) and convalescent leave to hospital/PDY

(CLV/HOS/PDY). In such instances, the submission of a DYST transaction is not required unless the member's duty status changes while on CLV.

(2) When reporting an individual AWOL (duty status code AWL or AWC), the period of absence must he in excess of 24 hours.

(3) Patients assigned to medical holding activities are considered present for duty (PDY) as a patient.

(4) Prisoners assigned to prisoner holding detachments are considered present for duty (PDY as a prisoner.)

2–34. Procedure 2–10 Action

a. Control data. (Data elements used are examples.)

(1) Enter the effective date of the duty status change from the source document or information received from the lSG. Enter that date as year. month and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Old duty status code. Find the old duty status code if current duty status is other than PDY. Enter that three character old duty status code or PDY. Enter a slash (/) in the next box.

(2) New duty status code. Determine the new duty status code from AR 680–29, Section III, chapter 4, based upon the appropriate source document or information received from the lSG. Enter that three character new duty status code. Enter a slash (/) in the next box.

Note. If the new duty status code is AWL or AWC, comply with procedure 9–8 in DA Pamphlet 600–8.

(3) Effective time of change. Get the time of the duty status change from the source document or lSG. Enter that four character hour of the duty status change using military time. Enter a slash (/) in the next box.

(4) Unit processing code (UPC). Get the UPC for the individual's unit assignment. Enter that five character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–56.)

c. DA Form 4187. Prepare and distribute DA Form 4187 in accordance with procedure 9–1, DA Pamphlet 600–8

d. Format. See screen format for this procedure at figure 2–57.

2–35. Procedure 2–11 Eligibility for immediate enlistment/reenlistment (transaction mnemonic-ERUP) (applicable during peacetime/mobilization)

The purpose of this procedure is to report enlisted personnel who are eligible or not eligible to reenlist.

a. Required references used in this procedure are as follows:

(1) AR 601–280.

(2) DA Pamphlet 600–8, procedure 9–l2.

b. Source document used in this procedure is DA Form 1315.

2–36. Procedure 2–11 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.) Eligibility for immediate enlistment/reenlistment–Get the two character code for reenlistment eligibility from AR 680–29. Enter that two character code. Enter a period (.)–in the next box to end this transaction.

Note. Codes 10 and 9A through 9Z are the only valid codes for this transaction. Other reenlistment eligibility codes are valid for the SEP transaction only. (See procedure 2–31.)

c. Format. See screen format for this procedure at figure 2–58.

2–37. Procedure 2–12 Field determined personnel security status (Transaction mnemonic–FDPS) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report the highest level of personnel security access to classified defense information for a soldier that is established by the field commander.

a. Required references used in this procedure are as follows:

(1) AR 604–5.

(2) AR 604–10.

b. Source documents used in this procedure are as follows:

(1) DIS Form 1.

(2) DA Form 5247–R.

(3) DD Form 398–2.

(4) DD Form 1879.

(5) AAC–CO7.

2–38. Procedure 2-12 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data (Data elements used are examples.)

(1) Field determined personnel security status. Get the degree of access from unit authorization document or unit manning report (CO7). Get the field determined personnel security status code from chapter 1, AR 680–29, based upon the degree of access. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig. 2–59.)

(2) See screen format for this procedure at figure 2–60.

2–39. Procedure 2–13 Suspension of favorable personnel action (Transaction mnemonic–FLAG) (Applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the suspension of favorable personnel actions on an individual based upon the completion and submission of Section I (Initial Report) of the DA Form 268. This procedure is also used to report the removal of the suspension of favorable personnel actions on an individual based upon the completion and submission of Section III (Final Report) of the DA Form 268.

(1) Required references used in this procedure are as follows:

(a) AR 600–31.

(b) DA Pamphlet 600–8, Procedure 9–19.

(2) Source document used in this procedure is DA Form 268.

b. This procedure pertains to all personnel. This transaction will be submitted by the Unit/PAC based upon the completion of Section I or Section III of the DA Form 268. A SIDPERS removal transaction is not required if the individual is being reassigned to another servicing PERSINS Processing Activity (PPA). If there are two flag actions on an individual and a third flag action occurs, a hard copy DA Form 268 will be forwarded to DA. If this transaction is being used to delete an erroneously submitted flag action and to report a new flagging action at the same time, the flagging action being deleted should be reported first to ensure there will be enough space available to report the new flagging action.

2–40. Procedure 2–13 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Flag–1 for suspension of favorable personnel action. Enter the appropriate one digit suspense of favorable personnel action reason code found in AR 680–29. Then do one of the following.

(a) Enter the one digit code that describes what type of report is being entered (A=initial report,C= final favorable report, D=final unfavorable report, and E=final other report).

(b) To delete a flag action that has been erroneously reported, use the appropriate suspense of favorable personnel action reason code followed by a Z. Enter a period (.) in the next box to end this transaction. (See fig 2–61)

(2) Flag–1 date for suspension of favorable personnel action. Enter the six digit (YYMMDD) effective date for flag–l for suspension of favorable personnel action and do one of the following.

(a) If no further data elements are to be reported, enter a period (.) in the next box to end this transaction. (See fig 2–62.)

(b) If reporting further data elements, enter a slash (/) in the next box and go to subparagraph b(3) and b(4).

(3) Flag–2 for suspension of favorable personnel action. Use this data element in addition to the preceding elements when two separate flagging actions are being submitted at the same time. Enter the appropriate one digit suspense of favorable personnel action reason code as found in AR 680-29. Then do one of the following.

(a) Enter the one digit code that describes what type of report is being entered (A=initial report,C=final favorable report, D=final unfavorable report, and E=final other report).

(b) If this transaction is being used to delete two erroneously submitted flag transactions, then the second flag action to be deleted should be entered into this position by first entering the appropriate suspense of favorable personnel action reason code followed by a Z. Enter a period in the next box to end this transaction. (See fig 2-63.)

(4) Flag–2 date for suspension of favorable personnel action. If this data element is not to be reported, this transaction should have been ended with a period (.) after the last data element reported. If this data element is to be reported, do one of the following.

(a) Enter the six digit (YYMMDD) effective date in Flag–2 for suspension of favorable personnel action. Enter a period (.) in the next box to end this transaction. (See fig 2–64.)

(b) If this transaction is being used to delete an erroneously submitted flag action and to report a new one, the flagging action being deleted should be reported first, followed by the reporting of the new flag action. (See fig 2–65 at end of chap. 4.)

(c) Format See screen format for this procedure at figure 2–66.)

2–41. Procedure 2–14 Grade change– Promotion/reduction (Transaction mnemonic GRCH) (Applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the advancement of enlisted personnel up to grade and the reduction to all grades.

(1) Required references used in this procedure are as follows:

(a) AR 600–200.

(b) AR 27–10.

(c) DA Pamphlet 600–8, procedures 9–1 and 3–30–1.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Form 2627.

(c) DA Form 4187.

(d) Orders.

(e) AAC–C01, Enlisted Promotion Report.

b. Discussion pertaining to this procedure is as follows:

(1) The reduction transactions for all grades will be submitted by the BNS1 or equivalent organization responsible for the input of SIDPERS.

(2) When required, requests for orders to change PMOS/SMOS will be submitted to the MILPO by separate correspondence.

(3) All GRCH transactions with a future effective–date–of–pay–grade (not more than 2 months greater than cycle date) will be posted–to the SIDPERS stacker file (SSF).

(4) This transaction will not process if individual is in a flagged status unless a reduction in grade is being reported.

(5) If RSC is P, the GRCH transaction will not generate a transaction to DA or the U.S. Army Finance and Accounting Center (USAFAC). A JACT transaction must also be processed on the individual if not assigned to another unit, in order to generate a transaction to DA and USAFAC.

2–42. Procedure 2-14 Action

a. Control data (Data elements used are examples.)

(1) Enter the date transaction is being prepared.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data (Data elements used are examples.)

(1) New grade abbreviation. Find the new grade title on the source document and get the new grade abbreviation from AR 680–29 based upon that new grade title. Enter that three character grade abbreviation. Enter a slash (/) in the next box.

(2) Grade how acquired code. Get the how acquired code for the new grade from AR 680–29, based upon the current grade abbreviation and the new grade title on the source document. Enter the appropriate one character how acquired code. Enter a slash (/) in the next box.

(2.1) Effective date of pay grade. Enter the six character (YYMMDD) date that the pay grade actually became effective. Note that if GRCH if being utilized to report an erroneous promotion (Grade How Acquired Code K or M), or an erroneous reduction (Grade How Acquired Code L) the effective date of pay grade must equal the original submission date. Enter a slash (/) in the next box.

(3) Date of rank (DOR). Get the date of rank from the source document. Enter that six character date as year, month, and day, in that order. For date of rank changes only, use the DOR transaction, procedure 2–8.

(a) Enter a slash (/) in the next box if the PMOSC and/or ASI are changed based on an order.

(b) Enter a period (.) in the next box to end this transaction if the PMOSC and/or ASI are not changed by an order. (See fig 2–67.)

(4) PMOSC. Find PMOSC in the order. Enter that five character PMOSC. If the fifth position of the PMOS (the special qualification identifier (SQI) contains a zero or an alphabetic O, always code an alphabetic O and not a zero.

(a) If the ASI does not appear in the order enter a period (.) in the next box to end this transaction (See fig 2–68.)

(b) I the ASI does appear on the order, enter a slash (/) in the next box.

(5) PMOS ASI. Find the condition that applies and enter the appropriate character(s).

(a) If the PMOSC has an AI on the order which is different form the one previously held, enter the new two character ASI. Enter a period (.) in the next box to end this transaction. (See fig 2–69.)

(b) If the ASI has been withdrawn and is not awarded by the order, enter a zero (0) in the next tow boxes. Enter a period (.) in the next box to end this transaction (See fig 2–70.)

(c) See screen format for this procedure at figure 2–71.

2–43. Procedure 2–15 Inquiry DA Form 2 (Transaction mnemonic– INQY) (applicable during peacetime/mobilization/wartime)

The purpose of the INQY transaction is to request the DA Form 2, Personnel Qualification Record–Part 1, on an individual. This procedure pertains to all personnel.

a. Required reference used in this procedures is AR 640–2–1.

b. Source documents used in this procedure as follows:

(1) (Rescinded.)

(2) DA Form 2.

(3) PAS LOI.

2–44. Procedure 2–15 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Enter the number 1. Enter a slash (/) in the next box.

(2) Enter the letter L. Enter a slash (/) in the next box.

(3) Voucher Number– Voucher number consists of the following

(a) Get your PPA code shown AR 680–29. Enter your two character PPA code.

(b) Get your originator code from the LOI published by your PAS. Enter your two character originator code. Enter a period (.) in the next box to end this transaction (see fig –72.)

c. Format. See screen format for this procedure at figure 2–73.

2–44.1. Procedure 2–15.1 JUMPS Army corrector transaction (Transaction mnemonic–JACT) (Applicable during peacetime/mobilization/wartime.)

a. The purpose of this procedure is to report to the U.S. Army Finance and Accounting Center 9USAFAC), the correct information pertaining to an individual's grade (E1–E4). This transaction will only be used to change the USAFAC Master Military Pay File (MMPF) when the SPF already reflect s accurate grade data.

(1) Required references used in this procedure are as follows:

(a) AR 600–200.

(b) DA Pamphlet 600–8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Form 4187.

(c) Orders.

b. When a soldier has a pay complaint due to an error in grade (E1–E4) and the SPF reflects accurate grade, or when the clerk is resolving JUMPS feedback notices (AAC–P51), it is the responsibility of the BNS1 to do the research necessary to correct the grade discrepancy. The following guidelines are provided to assist in resolving grade discrepancies.

(1) Check soldier's grade as reflected on the Leave and Earning Statement (LES).

(2) Check for proper submission and subsequent generation of the appropriate JUMPS transaction (AAC–P01 and AAC–P49).

(3) Check the JUMPS Error Notice Listing (AAC–P51) to see if the grade transaction submitted on the individual is listed as incorrect by finance.

2–45.2. Procedure 2–15.1 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Type of action. Enter one of the following and then enter a slash (/) in the next box.

(a) PROM (Promotion).

(b) PROX (erroneous Promotion).

(c) REDU (Reduction).

(d) REDX (Erroneous Reduction).

(2) Grade abbreviation and code. Enter the appropriate grade abbreviation and code. Get the grade abbreviation and code form AR 680–29. If type of action equal PROM or REDU, enter the actual grade promoted or reduced to. If type of action equals PROX or REDX, enter the grade individual was erroneously promoted under the PROM or REDU transaction (See AAC–P49). Enter a slash (/) in the next box.

(3) Effective Date–1. Obtain the effective date from the source document. If the type of action equals PROX or REDX, the effective–date–1 must equal the original PROM or REDU submission date. Enter that date as year, month, and day, in that order and do one of the following:

(a) If this transaction is not being prepared to correct a previously submitted effective date, enter a period (.) in the next box to end this transaction.

(b) If this transaction is being prepared to correct a previously submitted effective date, enter a (/) in the next box.

(4) Effective Date–2. Enter the effective date as previously submitted on the original PROM/REDU transaction. This is the date determined to be erroneous. Note that if 2 effective dates are reported, 2 5–card transactions will be prepared. Enter a period (.) in the next box to end this transaction. (See fig 2–73.1.)

c. Format. See screen format for this procedure at figure 2–73.2.

2–45. Procedure 2–16 Joined (Transaction mnemonic– JOIN) (applicable during peacetime/ mobilization/wartime)

a. The purpose of this transaction is to report the physical arrival at the unit of assignment of an individual who has been previously reported as assigned–not joined ASNJ.

(1) Required references use din this procedure are as follow:

(a) AR 680–1.

(b) DA Pamphlet 600–8, procedure 9–7.

(2) Source documents used in this procedure as follows:

(a) DA Form 2.

(b) (Rescinded.)

(c) DA Forms 647 and 647–1.

(d) Orders.

b. This procedure pertains to all personnel. A DYST transaction, Procedure 2–10, this chapter, must be submitted in place of this transaction if the individual's previous duty status is AWC (absent without leave- confined in the hands of civil authorities) or AWL (absent without leave)l.

2–46. Procedure 2–16 Action

a. Control data. (Data elements used are examples.)

(1) Get the actual date of arrival form the DA Form 647 or 647–1. Enter that date as year, month and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Find the reporting/availability date on the order. Enter that six–character reporting date as year, month, and day, in that order. Enter a slash (/) in the next box.

Note. the reporting date must be prior to the arrival date of the individual.

(2) Get the UPC for the individual's unit of assignment. Enter a (.) in the next box to end this transaction. (See fig 2–74.)

(3) This transaction does not provide the current duty assignment title for officers When the transaction is submitted, you must also submit a CDAT transaction, procedure 2–5, with the same transaction date as this JOIN transaction.

(4) If the individual was not assigned to an authorized position when the ASNJ transaction was input, submit a POSN transaction, procedure 2–22.

c. Format. See screen format for this procedure at figure 2–75.

2–47. Procedure 2–17 Move transfer data record (Transaction mnemonic–MTDR) (Applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to change the unit and/or position number within that unit for a pending gain.

(1) Required reference used in this procedure is DA Pamphlet 600–8–10.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) AAC–C07, unit manning report position and incumbent data.

(c) Orders.

b. This procedure pertains to all personnel. The MTDR transaction can be used to locally assign an individual who is a pending gain (POSN 9999) or awaiting assignment (POSN 9992) as reflected on the unit manning report (UMR), to a position in which the individual will be properly utilized.

2–48. Procedure 2–17 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data–Peacetime/mobilization/wartime. (Data elements used are examples.) To get the gaining UPC, find the unit identification code (UIC) on the assigned to line of the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d of this chapter. Enter that five character gaining UPC.

(1) Peacetime/mobilization. Enter a slash (/) in the next box.

(2) Wartime. Enter a period (.) in the next box to end this transaction. (See fig 2–76.)

c. Action data–Peacetime/mobilization. Find the position number on the UMR for the position to which the individual will be assigned. Enter that four character position number. Enter a period (.) in the next box to end this transaction. (See fig 2–77.)

d. Formats. See screen formats for this procedure at figures 2–78 and 2–79.

2–49. Procedure 2–18 Authorized strength file inquiry by unit (Transaction mnemonic–OAUT) (applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to obtain unit authorization data based on authorization document. Submit the OAUT transaction only after the UMR has been considered as the source of data:

a. Required reference used in this procedure is AR 310–49.

b. Source documents used in this procedure are as follows:

(1) AAC–C07, unit manning report (UMR) position and incumbent data.

(2) PAS LOI.

2–50. Procedure 2–18 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) For the output code, enter the letter L–List only; C–cards only; or M–both list and cards. Enter a slash (/) in the next box;

(2) The voucher number consists of the following:

(a) Get your PPA code shown in AR 680–29. Enter your two character code.

(b) Enter your originator code.

(3) Enter a period (.) or a slash (/)in the next box based upon the following conditions:

(a) If the request is for information pertaining to a reserve component unit, enter a slash (/) in the next box. Enter an R and then enter a period (.)in the next box which ends this transaction. (See fig 2–80.)

(b) If the request for information does not pertain to a reserve component unit, enter a period in the next box. (See fig 2–81.)

c. Format. See screen format for this procedure at figure 2–82.

2–51. Procedure 2–19 On the–Job–training (Transaction mnemonic OJT) (Applicable during peacetime/mobilization)

a. The purpose of the procedure is to report the year and month an individual is to complete on–the–job training (OJT) status.

(1) Required references used in this procedure are as follows:

(a) AR 600–200.

(b) DA Pamphlet 600–8, procedure 3–23.

(2) Source documents used in this procedure are as follows:

(a) (Rescinded.)

(b) DA Form 2.

(c) AAC–C07, unit manning report (UMR), position and incumbent data.

b. Discussion pertaining to this procedure is as follows:

(1) When an individual is reported in an OJT status, the POSN transaction must be submitted with this transaction. (Procedure 2–22, this chap.)

(2) To report a change or correction to an earlier reported year and month of completion of OJT, the third position of the POSN must be 9.

2–52. Procedure 2-19 Action

a. Control data. (Data elements used are examples.)

(1) Enter the date the transaction is prepared as year, month, and day, in that order. This date must be at least 1 day later than the control date used to report POSN transaction.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.) Get the year and month OJT is to be completed from the lSG. This must be a future date. (See fig 283.) Enter the year and month the OJT is to be completed. Enter a period (.) in the next box which ends this transaction.

(1) If year/month 03T is to be blanked, enter 0000 in place of year and month. Enter a period (.) in the next box which ends this transaction. (See fig 2–84.)

(2) OJT year/month completion date will be blanked upon submission of a PMOS transaction by the PSC provided the reported DMOS is the same as the PMOS.

c. Format. See screen format for this procedure at figure 2–85.

2–53. Procedure 2–20 Organization strength report changes (Transaction mnemonic–OSTR) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report accountable and/or attached strength of a unit.

(1) Required reference used in this procedure is AR 680–1.

(2) Source documents used in this procedure are as follows:

(a) AAC–P0l, Personnel Transaction Register by Unit.

(b) AAC–Pl I, Personnel Transaction Summary by Originator.

(c) AAC–C61, Daily Strength Summary.

(d) AAC–C27, Personnel Strength Zero Balance Report.

b. Strength figures, assigned or attached, are reported by military personnel class (MPC). This means that the strength figures are, reported separately for commissioned officers, warrant officer and enlisted personnel.

(1) Strength figures reported in this transaction are arrived at through the occurrence of several events. Some of these events are as follows:

(a) Arrivals and departures.

(b) Separation, discharges, and retirements.

(c) Death.

(d) Dropped from the rolls.

(2) The Personnel Transaction Register by Unit, AAC–P01,is the basic source document to be used to complete this transaction. Gains will be added and losses will be subtracted from the strength information contained in the previous cycles P01. The figures will be used as action data in this transaction.

(3) Effective date of loss for personnel being eparated/discharged/retired (SEP transaction, Procedure 2–1, this chap), is the date following date of separation/discharge/retirement. These individuals must be counted on the rolls of the active Army strength up to 2400 hours on the established separation/discharge/retirement date.

(4) An OSTR is required any time there is an accountable or attached (gain or loss or both) strength change. For example, if a unit has a gain or loss for a given day, an OSTR must be prepared. However, this action does not preclude local commanders/ PAS from imposing the requirement for submitting OSTR transactions the last day of the calendar month if desired.

2–54. Procedure 2–20 Action

a. Control data (Data elements used are examples.) Enter the date of the reporting period (24-hour period beginning at 0001 hours and ending at 2400 hours) for which this transaction is being submitted, as year, month and day, in that order.

b. Action data (Data elements used are examples.) Action data is used to report accountable strength and attached strength for commissioned officer, warrant officer, and enlisted personnel. Strength data is entered for each field from one to five digit numbers (0 through 99999).

(1) Commissioned officer, reported assigned strength.

(a) If no change to actual assigned strength, enter a slash (/) and continue to subparagraph (2).

(b) If assigned strength has changed and attached strength for commissioned officer or assigned or attached strength for warrant officer or enlisted personnel has changed, enter the actual assigned strength number (0 through 99999). Enter a slash (/) in the next block and continue to subparagraph (2).

(c) If assigned strength has changed and attached strength for commissioned officer or assigned or attached strength for warrant officer or enlisted personnel has not changed, enter the actual assigned strength number (0 through 99999). Enter a period (.) in the next block to end this transaction. (See fig 2–86.)

(2) Warrant officer reported assigned strength.

(a) If no change to actual assigned strength, enter a slash (/) and continue to subparagraph (3).

(b) If assigned strength has changed and assigned strength for enlisted personnel or attached strength for commissioned officer, warrant officer or enlisted personnel has changed, enter actual assigned strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (3).

(c) If assigned strength has changed and assigned strength for enlisted personnel or attached strength for commissioned officer, warrant officer or enlisted personnel has not changed, enter the actual assigned strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2–87.)

(3) Enlisted reported assigned strength.

(a) If no change to actual assigned strength, enter a slash (/) and continue to subparagraph (4).

(b) If assigned strength has changed and changes are required for any attached strength (commissioned officer, warrant officer and enlisted personnel), enter the actual assigned strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (4).

(c) If assigned strength has changed and no change is required for any attached strength (commissioned officer,

warrant officer or enlisted personnel) enter the actual assigned strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2–88.)

(4) Commissioned officer attached strength.

(a) If no change to attached strength, enter a slash (/) and continue to subparagraph (5).

(b) If attached strength has changed and a change is required for attached strength for warrant officer or enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (5).

(c) If attached strength has changed and no change is required for attached strength for warrant officer or enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a period in the next block to end this transaction. (See fig 2–89.)

(5) Warrant officer attached strength.

(a) If no change to attached strength, enter a slash (I) and continue to subparagraph (6).

(b) If attached strength has changed and a change is required for attached strength for enlisted personnel, enter the actual strength number (0 through 99999). Enter a slash (/) and continue to subparagraph (6).

(c) If attached strength has changed and no change is required for attached strength for enlisted personnel, enter the actual attached strength number (0 through 99999). Enter a period (.) in the next block to end this transaction. (See fig 2–90.)

(6) Enlisted personnel attached strength.

(a) Enter the actual strength number (0 through 99999).

(b) Enter a period in the next block to end this transaction. (See fig 2–91.)

(7) Do not immediately follow a slash (/) with a period (.). A period will immediately follow the last strength entered (0 through 99999) when no change is required to following strength fields. If more than five slashes (/) are used, then format is prepared incorrectly.

(8) Only one OSTR transaction will be submitted for the reporting period.

c. Formats. See screen format for this procedure at figure 2–92.

2–55. Procedure 2–21 Promotion bar (Transaction mnemonic–PBAR) (applicable during peacetime)

a. The purpose of this procedure is to report those individuals who are restricted from automatic advancement to PV2, PFC, and E4 and to remove the restriction from the SIDPERS data base.

(1) Required references used in this procedure are as follows:

(a) AR 600–200.

(b) DA Pamphlet 600–8, Procedure 3–30.

(2) Source document used in this procedure is DA Form 4187.

b. This transaction will be submitted by the Unit based upon the request of the local commander. A SIDPERS removal transaction is not required if the individual is being assigned to a transfer point for separation or if the individual is being reassigned to another servicing PERSINS Processing Activity (PPA).

2–56. Procedure 2–21 Action

a. Control data (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Promotion bar. Enter a R to report that an individual is restricted from automatic advancement to PV2, PFC, or E4. Enter a period (.) in the next box to end this transaction. (See fig 2–93 at end of chap. 4.)

(2) To remove the restriction on advancement to PV2, PFC, or E4, enter a Z. Enter a period (.) in the next box to end this transaction.

c. Formal. See screen format for this procedure at figure 2–94.

2–57. Procedure 2–22 Position number change (Transaction mnemonic–POSN) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the authorized duty position the individual is assigned to. Also, to identify individuals by special category who are not assigned to an authorized position.

(1) Required references used in this procedure are as follows:

(a) AR 600–200.

(b) AR 6l4–200.

(c) DA Pam 600–8, procedure 9–9.

(2) Source documents used in this procedure are as follows:

(a) Assignment memorandum.

(b) (Rescinded.)

(c) DA Form 2496.

(d) AAC–C07, Unit Manning Report Position and Incumbent Data.

(e) DA Form 2.

b. This procedure pertains to all personnel. Individuals who are not assigned to an authorized duty position will be reported by a special category position number in the 999 series as follows:

(1) 9990–Identifies reassignable over strength personnel who should be assigned to another local unit.

(2) 9991-–dentifies surplus/excess personnel who cannot be effectively utilized and who have been reported to HQDA for reassignment.

(3) 9992–Identifies incoming/assigned personnel who are awaiting assignment to an authorized position.

(4) 9993–Identifies known losses. It may be used by reporting units which desire to remove known loss personnel from authorized positions in order to more effectively evaluate unit status.

(5) 9994–Used only as system generated when processing an inter or intra attachment transaction to attach an individual and the unit to which an individual is being attached has authorized positions. This position number will not be assigned using POSN transaction.

(6) 9995–Reserved for future use.

(7) 9996–Identifies assigned temporary status personnel. It is used by replacement detachments for incoming replacements when the individuals arrive and specific assignments have not been determined prior to their arrival. In addition, all non–permanent party assigned personnel will be reported in this position number, to include the following:

(a) Enlisted personnel assigned to a basic combat training (BCT) unit and advanced individual training (AIT units).

(b) Personnel assigned to officer candidate schools (OCS) and warrant officer candidate schools.

(c) Personnel assigned to formal Army service schools and courses, schools of other services or allied armed forces, and joint colleges and projects. This excludes personnel on temporary duty.

(d) Personnel attending civilian institutions for the purpose of receiving instructions. This excludes personnel on temporary duty.

(e) Personnel being separated from the Active Army by a unit other than a transfer activity.

(f) Personnel returned to military control and assigned to a personnel control facility (PCF)

(g) Active Army prisoners includes personnel assigned to correctional training facilities (CTF), Army correctional holding detachments, or US Disciplinary Barracks.

(8) 9997–Used only as system generated when processing an inter or intra attachment transaction to attach an individual and the unit to which the individual is being attached does not have authorized positions. This position number will not be assigned using POSN transaction.

(9) 9998–Reserved for future use.

(10) 9999–Identifies all potential gains. This code does not apply to personnel in an assigned–not–-joined status.

2–58. Procedure 2–22 Action

a. Control data (Data elements used are examples.)

(1) Enter date individual was assigned to the POSN as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Position number. Get the position the individual is being assigned to from the unit/lSG. Find the position number on the UMR based upon that assigned position. Special category codes defined by the series 999 are displayed in Part 2 of the UMR. Assigned personnel will not be double slotted or assigned to a 9999 position. Enter that four character position number. Enter a slash (/)in the next box.

(2) Unit processing code (UPC). Enter that five character UPC. Enter a period (.) or a slash (/) in the next box based on one of the following conditions.

(a) If the individual is assigned to a valid POSN from the UMR and is not performing OJT, enter a period in the next box to end this transaction. (See fig 2–95.)

(b) If an individual is assigned to a valid POSN and is performing OJT, enter a 9 in the third position of the POSN. Enter a slash (/) in the next box.

(c) If the individual is assigned to a special category 999 series, enter a slash (/) in the next box.

(3) Duty military occupational specialty (Duty MOS)/position specially code (Duty PSC). Find the authorized MOS/PSC on the UMR for which the individual will be performing duties. If the individual is not assigned to an authorized position and is being reported in special category position number 9990, 9991 or 9993, determine the duty MOS or duty specialty using AR 611–201, AR 611–101, or AR 611–112 that is closely related to the duties being performed by the individual. Enter the five character MOS/PSC as the Duty MOSI PSC (enter the number 0 in the fourth position of the MOS if the Duty MOS is one in which the individual is receiving on-the-job training (OJT)). If the Duty MOS/PSC does not have five characters, use the following procedures as applicable.

(a) Commissioned officer (No secondary position specialty code). Enter the number 00 in the last two position of the PSC if the Duty PSC does not have a secondary position specialty code. Enter a slash (/) in the next box.

(b) Warrant officer (No SQI). Enter the number 0 in the last position of the MOS if the duty MOS does not have an SQI. Enter a slash (/) in the next box.

(c) Enlisted (No SQI). Enter the letter 0 in the last position of the MOS if the duty MOS does not have an SQI. Enter a slash (/) in the next box.

(4) Duty additional skill identifier (duty ASI). If the individual's duty assignment requires an ASI, enter the two character ASI for the position in which the individual will be working. If not applicable, enter the numbers 00. Enter a slash (/) in the next box.

(5) Duty language identity code (Duty LIC). If the individual's duty assignment requires an LIC, enter the two character LIC for the position in which the individual will be working. If not applicable, enter the numbers 00. Enter a period (.) in the next box to end this transaction. (See fig 2–96.)

c. If the individual is assigned to an unauthorized position (9990, 9991, or 9993 series POSN), submit a DF per procedure 9–9, DA Pamphlet 6000–8.

d. A position number change (POSN) transaction does not provide the current duty assignment title for officer personnel. When a POSN transaction is submitted which causes a change in the individual's duty tile, you must submit a CDAT transaction (Procedure 2–5, this chap) with the same transaction date as the date of the PSN transaction. This will provide the officer's new duty title to HQDA (OMF). If the POSN change is being submitted based on a documentation change affecting the position number only, do not submit a CDAT transaction as individual's duty title will not be affected.

e. See screen format for this procedure at figure 2–97.

2–59. Procedure 2–23 Personnel reliability program assignment status (Transaction mnemonic-PRPA) (applicable during peacetime/mobilization)

The purpose of this procedure is to report an individual's standing relative to training and duty under the Nuclear Weapon, Chemical, and Automatic Data Processing Personnel Reliability Program.

a. Required references used in this procedure are as follows:

(1) AR 604–5.

(2) AR 604–10.

(3) AR 50–5.

(4) AR 50–6.

(5) AR 380–380.

b. Source documents used in this procedure are as follows:

(1) DIS Form 1.

(2) DA Form 5247–R.

(3) DA Form 3180.

(4) DD Form 398–2.

(5) DD Form 1879.

2–60. Procedure 2–23 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.) Personnel reliability program assignments status. This code is determined by the individual's unit commander. The appropriate codes can be found in AR 680–29. Enter that one character code. Enter a period (.) in the next box to end this transaction. (See fig 2–98.)

c. Format. See screen format for this procedure at figure 2–99.

2–61. Procedure 2–24 Relieved form attached (Transaction mnemonic–RATH) (Applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report an individual relieved from attachment.

(1) Required references used in this procedure are as follows:

(a) AR 680–1.

(b) DA pamphlet 600–8, procedure 9–7.

(1) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Forms 647 and DA Form 647–1.

(c) (Rescinded.)

b. This procedure pertains to all personnel. This transaction is used for the following:

(1) To relieve an individual from attachment at one organization for the purpose of attachment at another organization. When an individual is currently in an attached status and is further attached to a second unit, the first unit of attachment will submit a RATH transaction. The first unit of attachment will insure that the further attachment has processed before submitting a RATH transaction.

(2) To relieve an individual form inter–attachment at one organization for the purpose of assignment/reassignment to that or another organization, within the same PERSINS processing activity (PPA). (See procedure 2–2 (ARR).)

(1) To correct an erroneously submitted attached (ATCH) transaction.

2–62. Procedure 2–24 Action

a. Control data. (Data elements used are examples.)

(1) Date–Get the actual date of departure form DA Form 647 or 647–1. Enter that date as year, month and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Get the UPC from the lead line on the order. Enter that five character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–100.)

(2) Prepare an OSTR transaction in accordance with procedure 2–20. Only one OSTR transaction will be submitted for the reporting period.

c. Format. See screen format for this procedure at figure 2–101.

2–63. Procedure 2–25 Revocation of AWOL and return (Transaction mnemonic–RAWL) (Applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to revoke the reports when an individual has been wrongly reported as absent without leave (AWOL) and also reported as returned to a duty status other than AWOL.

(1) Required references used in this procedure are as follows:

(a) AR 680–1

(b) DA Pamphlet 600–8, procedure 9–8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) AAC–C40, Unit Personnel Accountability Notices.

(c) AAC–C03, Weekly Report of AWOLs by Name.

b. This procedure pertains to all personnel. The RAWL transaction will no be used to revoke an AWOL when that report was in error. The RDYS transaction, Procedure 2–27, this chapter may be used for that action.

2–64. Procedure 2–25 Action

a. Control data. (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) First erroneous duty status. Get the three–character duty status code for the firs erroneously reported duty status. Enter that three character duty status code. Enter a slash(/) in the next box.

Note. The duty status code must be AWL (AWOL) or AWC (AWOL and confined by civilian authorities).

(2) Effective date of first erroneous duty status. Get the effective date of the first erroneously reported duty status. Enter that date as year, month, and day, in that order. Enter a slash(/) in the next box.

(3) Second erroneous duty status. Get the second erroneously reported duty status. Duty status codes are listed in AR 680–29, Enter that three character duty status code. Enter a slash (/) in the next box.

Note. The duty status code must be other than AWL or AWC. The duty status code must be equal to the current duty status code on the SPF.

(4) Effective date of second erroneous duty status. Get the effective date of the second erroneously reported duty status. Enter that date as year, month, and day, in that order. Enter a slash (/) in the next box.

(5) Unit processing code (UPC). Get the UPC enter that five–character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–102.)

c. Format. See screen format for this procedure at figure 2–103.

2–65. Procedure 2–26 Revocation of dropped from rolls (Transaction mnemonic-RDFR) (applicable during peacetime/mobilization)

a. The purpose of this procedure is to report the revocation of dropped from the rolls when an individual was erroneously reported as dropped form the rolls on an earlier DFR transaction.

(1) Required references used in this procedure are as follows:

(a) AR 630–10.

(b) AR 680–1.

(c) DA Pamphlet 600–8, Procedure 9–8.

(2) Source documents used in this procedure are as follows:

(a) DA From 2.

(b) (Rescinded.)

(c) AAC–C40, Unit personnel Accountability Notices.

(d) Orders.

b. This procedure pertains to all personnel. In order for the RDFR transaction to process, the following applies.

(1) An RDFR transaction may be submitted only if the date of the original DFR transaction is 60 days or less form the current date.

(2) If the current date is greater than 60 days and/or if the RDFR transaction is rejected because of an error mnemonic of EUNM, meaning unmatched to the SIDPERS Personnel File (SPF), prepare a Disposition Form (DF) (fig 2–104) to the records element of the Personnel Service Center (PSC). In this DF, request the preparation of a Da Form 3805 or 3806 (SIDPERS Input and Control Data, Officer/Enlisted Accession).

(3) When the accession has processed for the individual, prepare an OSTR transaction to adjust the unit strength.

2–66. Procedure 2–26 Action

a. Control data. (data elements used are examples.)

(1) Enter the date the individual was originally dropped from rolls as year, month, and day, in that order. This date must be the same date as shown in the control data portion of the original DFR transaction.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action Data. (Data elements used are examples.)

(1) Unit processing code (UPC). Get the UPC. Enter that five character UPC. enter a period (.) or a slash (/) in the next box based upon the following conditions:

(a) If the individual's duty status was not CAP (captured), MIA (missing in Action), or MIS (missing) on the effective date dropped from the rolls, enter a period (.) in the next box which ends the transaction. (See fig 21–05.)

(b) If the individual's duty status was one of the above, on the effective date dropped from the rolls, enter a slash (/) in the next box.

(2) Duty status code. Get the duty status code. Enter that three character duty status code of the individual's duty status on the effective date dropped form the rolls. duty status must be CAP, MIA or MIS. Enter a slash in the next box.

(3) Effective date. Get the effective date of the individual's previous duty status. Enter that date as the effective date of dropped form rolls as year, month, and day, in that order. Enter a period (.) in the next box which ends this transaction. (See fig 2– 106.)

(4) OSTR transaction. Prepare an OSTR transaction in accordance with procedure 2–20 of this chapter. Only on OSTR transaction will be submitted for the reporting period.

c. Format. See screen format for this procedure at figure 2–107.

2–67. Procedure 2–27 Revocation of wrong duty Status (Transaction mnemonic– RDYS) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to revoke or correct a wrong duty status.

(1) Required references used in this procedure are as follows:

(a) AR 630–5

(b) AR 630–10.

(c) DA Pamphlet 600–8, procedures 9–1 and 9–8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) DA Form 31.

(c) DA Forms 647 and 647–1.

(d) DA Form 4187.

(e) DD Form 1610.

(f) Orders.

b. This procedure pertains to all personnel. The following additional instructions apply:

(1) When a member has been reported as absent without leave (duty status code AWL) and later it is discovered that the member was never absent, the RDYS transaction will be used.

(2) When a member has been wrongly reported as absent without leave and also reported as returned from absent without leave, the RAWL transaction (procedure 2–25) will be used.

2–68. Procedure 2–27 Action

a. Control data (Data elements used are examples.)

(1) Get the effective date of the duty. Enter that effective date as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Erroneous duty status code. Get the three–character erroneously reported duty status code. Enter that three–character code. Enter a slash (/) in the next box.

(2) Correct duty status. Get the correct duty status from the unit/1SG. Enter that duty status as listed in AR 680–29, chapter 4, section III. Enter a slash (/) in the next box.

(3) Time of correct duty status. Get the effective time of the correct duty status. Enter that four character time. Enter a slash (/)in the next box.

(4) Effective date of correct duty status. Get the effective date of the correct duty status. Enter that effective date as year, month, and day, in that order. Enter a slash (/) in the next box. This date will be the control date as reflected in the original erroneous duty status transaction.

(5) Unit Processing code (UPC). Get the UPC. Enter that five character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–108.)

c. Format. See screen format for this procedure at figure 2–109.

2–69. Procedure 2–28 Revocation of arrival/assigned–not–joined (Transaction mnemonic–REVA) (Applicable during peacetime/mobilization/wartime)

The purpose of this procedure is to report the revocation of an arrival (ARR) or signed–not– joined (ASNJ), or to correct an erroneous report of arrival or assigned–not–joined transaction. This procedure pertains to all personnel.

a. Required references used in this procedure are as follows:

(1) AR 680–1.

(2) DA Pamphlet 600–8, procedures 9–7 and 9–8.

b. Source documents used in this procedure are as follows:

(1) DA Form 2.

(2) DA Forms 647 and 647–1.

(3) (Rescinded)

(4) Orders.

(5) AAC–C07, Unit Manning Report, Position and Incumbent Data.

2–70. Procedure 2–28 Action

a. Control data (Data elements used are examples.)

(1) Get the original reporting date of the ARR or ASNJ transaction. Enter that six character date as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) Arrival date. Get the original arrival date of the ARR or ASNJ transaction. Enter that six character date as year, month, and day, in that order. Enter a slash (/) in the next box.

Note. Date must be the same date reported in the control data area of this change report.

(2) Potential gaining unit processing code (UPC). To get the potential gaining UPC, find the unit identification code (UIC) on the standard name line of the order. Code the UIC as the UPC, using procedures outlined in paragraph 2–6d. Enter that five character potential gaining UPC. The UPC must match the losing UPC reported in the original arriva1/ assigned–not–joined transaction. Enter a slash (/)in the next box.

(3) Losing unit processing code (UPC). Get the losing UPC from the assigned to line on the order. Code that UIC as the UPC, using procedures outlined in paragraph 2–6d of this chapter. Enter the five position losing UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–110.)

(4) OSTR transaction. Prepare an OSTR transaction in accordance with procedure 2–20. Only one OSTR transaction will be submitted for the reporting period.

c. Format. See screen format for this procedure at figure 2–111.

2–71. Procedure 2–29 Revocation of departure (Transaction mnemonic–REVD) (Applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the revocation of a departure when an individual's assignment has been revoked or to correct an erroneous submission of a departure DPRT transaction.

(1) Required references used in this procedure are as follows:

(a) AR 680–1.

(b) DA Pamphlet 600–8–l0.

(2) Source documents used in this procedure are as follows

(a) DA Form 2

(b) DA Forms 647 and 647–1.

(c) (Rescinded)

(d) DA Form 31

(e) DA Form 1610

(f) Orders.

b. This procedure pertains to all personnel. If the REVD transaction is rejected because of an error mnemonic of EUMN, meaning unmatched to the SIDPERS Personnel File (SPF), prepare a Disposition Form (fig 2–112) to the records element of the Personnel Service Center (PSC) requesting the preparation of a Form 3807 or 3808 (SIDPERS Input and Control Data, Officer/Enlisted Transfer Data Record). When the TDR FID N has processed, prepare the ARR transaction, using Procedure 2–2, this chapter.

2–72. Procedure 2–29 Action

a. Control data (Data elements used are examples.)

(1) Enter the six-character departure date shown on the DA Form 647 or DA Form 647–1 as year, month, and day, in that order.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data–peacetime/mobilization. Data elements used are examples.)

(1) Reporting date. Find the reporting/availability date shown in the order. Enter that six–character reporting date as year, month, and day, in that order. Enter a slash (/) in the next box.

(2) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the assigned to line of the original order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. This UPC must match the potential gaining UPC in the DPRT transaction being revoked. Enter that five character losing UPC. Enter a slash (/) in the next box.

(3) Gaining unit processing code (UPC). Get the individual's unit of assignment. Enter that five character UPC. Enter a slash (/) in the next box.

(4) Position number. Enter the four character position number shown in the Unit Manning Report (UMR) to which the individual is assigned. Enter a period (.) in the next box to end this transaction. (See figure 2–113.)

c. Action data–wartime. (Data elements used are examples.)

(1) Reporting date. Find the reporting date shown in the order. Enter that six character reporting date as year. month, and day, in that order. Enter a slash (/) in the next box.

(2) Losing unit processing code (UPC). To get the losing UPC, find the unit identification code (UIC) on the assigned to line of the original order. Code that UIC as the UPC, using the procedures outlined in paragraph 2–6d of this chapter. This UPC must match the potential gaining UPC in the DPRT transaction being revoked. Enter that five character losing UPC. Enter a slash (/) in the next box.

(3) Gaining unit processing code (UPC). Get the individual's unit of assignment. Enter that five character UPC. Enter a period (.) in the next box to end this transaction. (See fig 2–114.)

d. OSTR transaction Prepare an OSTR transaction in accordance with procedure 2–20 of this chapter. Only one OSTR transaction will be submitted for the reporting period.

e. Format. See screen format for this procedure at figures 2–115 and 2–116.

2–73. Procedure 2–30 Revocation of a sentence by a civil/military court and return (transaction mnemonic–RSEN) (applicable during peacetime/mobilization/wartime).

a. The purpose of this procedure is to correct or change a previous erroneous report of duty status SCA or SMA and returned as PDY. The RDYS transaction (procedure 2–27) should be used if an individual was wrongly reported as SCA or SMA.

(1) Required references used in this procedure are as follows:

(a) AR 635–200.

(b) AR 630–l0.

(c) AR 680–l.

(d) DA Pamphlet 600–8, procedures 9–l and 9–8.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) (Rescinded.)

(c) DA Form 4187.

b. This procedure pertains to all personnel. This procedure will revoke previous reported (not current) SCA and SMA actions. SCA is a duty status code which applies to an individual who has been convicted and sentenced by a civil court (foreign and domestic) for a period of more than 30 days but less than 6 months. SMA is a duty status code which applies to an individual who has been convicted and sentenced for 30 days or more and not sentenced to a had conduct or dishonorable discharge by military authorities.

2–74. Procedure 2–30 Action

a. Control data (Data elements used are examples.) Complete control data in accordance with paragraph 2–7.

b. Action data. (Data elements used are examples.)

(1) First erroneous duty status. Get the three character duty status code for the first erroneously reported duty status. Code must be SCA or SMA. Enter a slash (/) in the next box.

(2) Effective date of erroneous duty status. Get the effective date of the first erroneous duty status. Enter the date as year, month, and day, in that order. Enter a slash (/) in the next box.

(3) Second erroneous duty status. Get the second erroneous duty status. This duty status must be PDY. Enter that three character code. Enter a slash (/) in the next box.

(4) Effective date of second erroneous duty status. Get the effective date of the second erroneous duty status. Enter that date as year, month, and day, in that order. Enter a slash (/) in the next box.

(5) Unit processing code (UPC). Get the UPC. Enter that five character UPC. Enter a period (.) in the next box to end this transaction (See fig 2–117.)

c. Format. See screen format for this procedure at figure 2–118.

2–75. Procedure 2–31 Separation/discharge/retirement (transaction mnemonic-SEP) (applicable during peacetime/mobilization/wartime)

a. The purpose of this procedure is to report the separation, discharge or retirement of an individual from active duty.

(1) Required references used in this procedure are as follows:

(a) AR635–l0.

(b) AR 680–1.

(c) DA Pamphlet 600–8, procedure 9–7.

(d) DA Pamphlet 600–8–11.

(2) Source documents used in this procedure are as follows:

(a) DA Form 2.

(b) (Rescinded.)

(c) DD Form 214.

(d) Orders.

b. This procedure pertains to all personnel. The following instructions apply:

(1) Personnel separated, discharged, or retired at a separation transfer point will not be reported by the unit.

(2) If an individual is being separated for the purposes of a change in his/her military personnel class (e.g., enlisted to warrant officer), the individual will be separated in one cycle and accessed in his/her new status in the next cycle. Close coordination must be maintained with records element of the individual's serving PSC to insure an accession TDR (FID Q) is prepared in the individual's new status and processed in the first SIDPERS cycle after the separated transaction is processed.

(3) If a service member has been previously DFR (TCN 942 or 950), notify the SIB analyst so he/she can process a pass record N type transaction.

2–76. Procedure 2–31 Action

a. Control data (Data elements used are examples.)

(1) Get the effective date of separation/discharge/retirement from the DD Form 214. The following procedures apply.

(a) If the individual is being separated for the purpose of a change in military personnel class (e.g., enlisted to warrant officer) then the date remains the same as indicated on the DD Form 214. The individual will be accessed in his/her new status as of 0001 hours on the date following the established date of separation.

(b) If the individual is being separated from the service for reasons other than those stated in (a) above, then add one day to the date indicated on the DD Form 214 (e.g., if the effective date of separation is 30 June 1984, adding one day makes the date 1 July 1984). The reason one day is added to the effective date of separation/discharge/retirement is because Active Army personnel separated/discharged/retired must be counted on the rolls of the Active Army strength until 2400 hours on the established separation/discharge/retirement date. These individuals are losses from the Active Army strength as of 0001 hours on the date following the established separation/discharge/retirement date.

(c) If the effective date of separation/discharge/retirement is different from the date that this transaction is submitted, enter the date of the transaction here and the actual effective date of separation/discharge/re tirement in the action data.

(2) Complete remaining control data in accordance with paragraph 2–7.

b. Action data–peacetime/mobilization. (data elements used are examples.)

(1) Unit processing code (UPC). Get your UPC from the PAS LOI published at Personnel Automation Section (PAS). Enter that five character UPC and enter a slash (/) in the next box.

(2) Type of transfer or discharge. Find the type of transfer or discharge on the DD Form 214. Get the corresponding

code for the type of separation from AR 680–29. Enter that one character code. Enter a slash (/)in the next box. In cases of mobilized individuals of the Army National Guard and US Army Reserve being released from Active Duty for the purpose of reentering on Active Duty as a member of a mobilized unit, enter the code K, followed by a period to end this transaction.

(3) Separation program designation (SPD). Get the individual's SPD from the DD Form 214. If no DD Form 214 was issued, get the TCN from AR 680–29. Enter that three character SPD/TCN and enter a slash (/) in the next box.

(4) Separation document issued/character of service. Find the separation document issued/character of service on the individual's DD Form 214, or separation orders, as appropriate. Get the corresponding character of separation code from AR 680–29. Enter a slash (/) in the next box.

(5) Servicemen's Group Life insurance coverage. Get the amount of SGLI coverage at the time of separation from Item 10 on the individual's DD Form 214. Get the corresponding code for the SGLI coverage from AR 680–29. If no coverage was selected, code 00 should be entered. Enter a slash (/) in the next box. This data element must be reported.

(6) Eligibility for immediate reenlistment. Find the eligibility for immediate enlistment/reenlistment code on the DD Form 214. Get the corresponding code for the eligibility for immediate enlistment/ reenlistment from AR 680–29. Enter that two character code and enter a slash (/) in the next box. If the individual is an officer, enter a slash (/).

(7) Assignment code of last major command. Do one of the following:

(a) If this data element is not being reported, enter a slash (/)in the next box.

(b) If this data element is to be reported, find the last duty assignment and major command on the DD Form 214. Get the corresponding assignment code of the last major command from AR 680–29. Enter that two character code. Enter a slash (/) in the next box.

(8) Date of separation is the same as the date of this transaction. Enter that date and then do one of the following.

(a) If the individual is an officer, enter a period (.) in the next box to end this transaction (See fig 2–119.)

(b) If the individual is enlisted and the type of separation is not Code A, enter a period (.) in the next box to end this transaction. (See fig 2–120.)

(c) If the individual is enlisted and the type of transaction is code A but the individual has/does not have a reserve obligation and does not desire immediate enlistment in the Individual Ready Reserve, enter a period (.) in the next box to end this transaction. (See fig 2–121.)

(d) If none of the above apply, enter a slash (/) in the next box.

(9) Effective date of separation is different from the date of this transaction. Get the effective date of separation from the DD Form 214. Follow the guidance outlined in paragraph a(l)(a) of this procedure and enter the effective date as year, month, and day, in that order. After the data has been entered, do one of the following.

(a) If the individual is an officer, enter a period (.) in the next box to end this transaction. (See fig 2–122.)

(b) If the individual is enlisted and the type of separation is not code A, enter a period (.) in the next box to end this transaction. (See fig 2–123.)

(c) If the individual is enlisted and the type of separation is code A but the individual has/does not have a reserve obligation and does not desire immediate enlistment in the Individual Ready Reserve (IRR), enter a period (.) in the next box to end this transaction. (See fig 2–124.)

(d) If none of the above apply, enter a slash (/) in the next box.

(10) Peacetime only separation to the Individual Ready Reserve (IRR) Indicator code. If the individual who is being separated from the Active Army has no Reserve obligation and desires to be immediately enlisted/accessed in the Individual Ready Reserve (IRR), enter the one character code R. code R may only be entered if the type of separation is code A. Enter a period (.) in the next box to end this transaction. (See fig 2–125.)

c. Action data– Wartime. (Data elements used are examples.)

(1) Unit processing code (UPC). Get your UPC from the PAS LOI published at your local Personnel Automation Section (PAS). Enter that five character UPC and enter a slash (/) in the next box.

(2) Type of transferor discharge. Find the type of transfer or discharge from the DD Form 214. Get the corresponding code for the type of separation from AR 680–29. Enter that one character code. Enter a slash (/)in the next box.

Note. In cases of mobilized individuals of the Army National Guard and US Army Reserve being released from Active Duty for the purpose of reentering on Active Duty as a member of a mobilized unit, enter the code K followed by a period to end the transaction.

(3) Separation program designator (SPD). Get the individual's SPD from the DD Form 214. Enter that three character SPD. If no DD Form 214 was issued, get the TCN from AR 680–29, chapter 4, section V. Enter that three character TCN.

(4) Separation document issued/character of service. Find the separation document issued/character of service on the individual's DD Form 214, or separation orders as appropriate. Get the corresponding codes from AR 680-29. Enter a slash (/) in the next box.

(5) Servicemen's group life insurance coverage. Get the amount of SGLI coverage at the time of separation from Item 10 on the individual's DD Form 214. Get the corresponding code for the servicemen's Group Life insurance coverage from AR 680–29. If no coverage was selected, code 00 should be entered. Enter a period (.) in the next box to end this transaction. (See fig 2–126.)

d. OSTR transaction. Prepare an OSTR transaction in accordance with Procedure 2–20, this chapter. Only one OSTR transaction will be submitted for the reporting period.

e. Format. See screen format for this procedure at figures 2–127 through 2–129.

Chapter 3
Error Identification and Resolution

3–1. General

The accuracy and timeliness of data elements in the SIDPERS Personnel File (SPF) depends primarily on the accurate and prompt submission of the SIDPERS change reports discussed in chapter 2. An important aid in this regard is the validity and compatibility edit feature of SIDPERS. This editing feature provides that each erroneous transaction will be rejected by the automated system and that the error must be resolved by the originator prior to file update. This feature also provides the originator of a SIDPERS change with timely identification of errors. This chapter discusses the types of errors identified, how the errors are reported hack to the originator and the action required by the originator to correct the errors.

3–2. SIDPERS reporting of errors

Initially, errors resulting from the submission of a SIDPERS change or submission of data via a terminal are reported to the originator by SIDPERS output formats. They are as follows:

a. The personnel transaction requester by originator (PTRO) (P11) (Procedure 4–1). The P11 shows the originator's submission of transactions to the Personnel Automation Section (PAS) or submission via a terminal including those that contain error conditions and did not process. On the last page of this report is a summary of the SIDPERS transactions submitted in a cycle by an originator. This summary is called the personnel transaction summary by originator (PTSO). The number of transactions processed, processed with errors, unprocessed, and total late entries are also shown opposite each transaction mnemonic.

b. There are two other SIDPERS reports involving unprocessed transactions which are returned by the PAS to the originator. They are as follows:

(1) The error deletions processed–local input (P41) (procedure 4–3). This report shows the error deletions which were processed to the SIDPERS error suspense file (SESF) whether they were deleted by error suspense cards or deleted via a terminal.

(2) Unresolved error report (P29). (Procedure 4–4). This report identifies transactions which contain error conditions that remain unresolved.

c. The discussion of errors in this chapter, using the sample P11 shown in figure 4–1, will apply to errors resulting from personnel and organization transactions submitted by SIDPERS change reports.

3–3. Error identification

a. general Errors identified on the P11 which affect the SPF, are classified in two categories as essential or nonessential errors.

(1) Essential errors. Essential Errors are transaction data elements which were identified during the SPF processing cycle as containing erroneous data and preclude all data elements in the transaction from updating the SPF. This condition results when the data elements required in a transaction are invalid, missing or incompatible with other data elements in the transaction, or on the SPF record. The erroneous transactions are shown on the P11 and returned to the originator. Corrections must be made before the transaction can be entered into the system for processing and updating to the SPF. It is extremely important that all error conditions be immediately resolved and either submitted to the PAS for input to the next processing cycle or submitted via a terminal. If changes are not processed expeditiously to the SPF, the data elements in the automated file will remain inaccurate. The reports that are produced from the SPF will not reflect the unprocessed data elements.

(2) Nonessential errors. Nonessential errors are transaction data element errors which were identified during the SPF and SASF processing cycle and do not preclude acceptance of valid data elements in the transaction to update the SPF. This condition results when data elements in the transaction are invalid or incompatible with other data elements in the transaction or on the SPF record. The data elements in error are not essential for processing the transaction to the SPF. The valid data elements are processed to the SPF, but the erroneous data elements are not.

b. Error categories. Essential and nonessential errors are further identified in the SIDPERS edit routine according to validity or compatibility.

(1) Essential validity errors. Essential indicates that the error condition must be solved before the transaction can be processed. Validity refers to the accuracy of the data element in the transaction. Essential validity errors normally result from incorrect transcribing or coding of data elements on a SIDPERS change or error suspense cards from the P11 or on a terminal. An example of an essential validity error is the wrong coding of the authorized identity W as X.

(2) Essential compatibility errors. Again, essential indicates that the error condition must be resolved before the transaction can be processed. Compatibility refers to the input data elements being in proper relationship to data elements already contained in the SPF or to other data elements in the transaction. Essential compatibility errors result from data elements that are not in the proper relationship to a data element in the transaction or in the SPF record. An example of an essential compatibility error is when the PMOSC contained in the transaction is 74D40 and the grade code in the SPF is SSG. A transaction containing a PMOSC of 74D40 indicates an NCO grade level. Therefore, the grade code in the SPF must be changed from SSG to SFC in order to correct an essential compatibility error.

(3) Nonessential validity error. Nonessential indicates that the error condition will not stop valid data elements from processing to the SPF. Five or more nonessential errors in a single transaction, or 20 or more in transfer data records (TDRs) will create an essential error condition and the transaction will not process. If only one data element is in the action data area of a SIDPERS change, a nonessential error will create an essential format error (EFMT) condition. Again, validity refers to the correctness of the data elements in the transaction. The data elements in error will be rejected and will not update the SPF. An example of this type of error would be a DMOS transaction reporting the DMOSC and DMOS ASI in the action data area. If the DMOS ASI was not valid (for example, 'MM' instead of 'M6'), and the DMOS was correct, the DMOXC would change the SPF while the DMOS ASI would not.

(4) Nonessential compatibility error. Again, nonessential indicates that the error condition will not stop a transaction from processing. Compatibility refers to the input data elements being in proper relationship to data elements already contained in the SPF record or to other data elements in the transaction. An example of nonessential compatibility error is when the date of rank contained in the GRCH transaction is a later date than the cycle date (see glossary for explanation of cycle date). For example, a date of rank of 840620 and cycle date of 840610 would result in a nonessential compatibility error.

c. Error mnemonics.

(1) The P11 will show the SIDPERS transaction exactly as it was entered from the SIDPERS change or as it was entered via a terminal. The P11 will reflect the appropriate error mnemonic identifying the type of error. An error mnemonic is composed of a none position prefix to identify the classification of the error and a three position error mnemonic code to identify the actual data element which caused the error condition. See appendix C for a listing and description of error mnemonics.

(2) For an example of the use of the appropriate error mnemonic, go to figure 3–1 and locate the error mnemonic CDYS in column 1 on line 3, located under the heading: ESS/Nonessential messages. Go to figure 3–2 and locate the same error mnemonic listed in the extract of appendix C. you will note , only DYS is shown. The first letter C stands for an essential compatibility error. As noted in the extract of appendix C, the DYS indicates that the duty status in the input transaction is in error. In this example, there is a compatibility error where the duty status in the SIDPERS input is not compatible with the duty status contained in the SPF record.

(3) Shown below are the four classifications of errors which are indicated by a one position error mnemonic prefix.

Table 3–3

Transaction Error: Essential Validity **Prefix:** E
Transaction Error: Essential Compatibility **Prefix:** C
Transaction Error: Non–Essential Validity **Prefix:** N
Transaction Error: Non–Essential Compatibility **Prefix:** M

d. Compatibility printline.

(1) When a compatibility error occurs, whether nonessential or essential, a compatibility printline will be shown on the P11 as the last line of print for that individual or position number. This printline will consist of data elements already contained in the SPF which compare to the transaction that was entered into the system. The purpose of the compatibility printline is to give the transaction originator the opportunity to identify erroneous data elements together with the appropriate error mnemonic and resolve error conditions.

(2) The compatibility printline provides the originator with most of the data elements on the SPF that resulted in the data elements in the transaction not being compatible with data elements on the SPF.

(3) For ease in reading an SPF compatibility printline, there is a plastic ruler which contains a printline format of all the data elements appearing on the compatibility printline. This ruler is called a SIDPERS compatibility printline ruler for use with the compatibility printline on the P11 and may be obtained from the servicing PAS.

e. Unprocessed transaction. An unprocessed transaction is caused by one of the following conditions:

(1) Data elements containing essential validity errors.

(2) Data elements containing essential compatibility errors.

(3) A combination of five nonessential validity or compatibility errors (20 such errors are required for TDR processing only).

(4) Data elements containing more than five nonessential validity or compatibility errors. This error condition will be identified in addition to the nonessential validity or compatibility error mnemonics, with the error mnemonic EFMT (essential format error).

3–4. SIDPERS error resolution

a. General. As previously stated, SIDPERS identifies erroneous data elements present in transactions which were entered into the system. The erroneous data elements in the transactions will be corrected and the transactions resubmitted to update the SPF.

b. SIDPERS error suspense file (SESF). The SESF contains transactions that did not process, or that processed with errors in the transaction. The SESF contains the entire original transaction, plus an error control number which is assigned by SIDPERS. The SESF provides an automated means of identifying and controlling error conditions and corrective action taken to purify data elements in the SPF.

c. Error suspense cards.

(1) The system produces one error suspense card for each SIDPERS change that contained an error or errors. The error suspense card is sent to the originator along with the P11 that shows the error condition.

(2) The error suspense card contains an error control number which is punched in card columns 74–80 of the error suspense card. (See fig 3–3.)

(3) The error suspense card also contains the transaction created from the SIDPERS personnel change which is shown on the top line of the error suspense card. This line shows the transaction exactly as shown on the P11, to include the erroneous data elements.

(4) Directly beneath the transaction line on the error suspense card are the card columns for each position of a data element. The related card columns are shown on the fourth line.

(5) Figure 3–3 shows an example of an error suspense card as it looks when received by an originator. The error suspense card is used by an originator to correct the erroneous data elements in the transaction and to resubmit the transaction.

(6) The acceptable reasons for errors to be deleted are:

(a) Repetitious data element–Trying to change a data element that was previously changed For example, submitting a GRCH transaction to SSG when the SPF presently shows SSG.

(b) The deletion of an error suspense card created by a nonessential error which is to be corrected with another transaction. For example, a GRCH transaction with a date of rank (DOR) error. The error is deleted and anew transaction submitted.

(c) The processing of an DYST transaction against an inactive record. Record status code (RSC) equals X. For example, a DYST transaction against an individual who has been reassigned outside the servicing SIB.

(7) Each error suspense card received will be resolved and submitted on the work day following receipt. Errors not resolved within the required lapsed cycle time (see glossary for definition) will be shown on the unresolved error report by originator (P29) which is forwarded through an originator's supervisor to the originator for resolution using Procedure 4–4.

d. Error deletion cards. When a transfer data record (TDR) fails to process due to one or more of the conditions outlined in paragraph 3–3e, then the system will automatically generate an error deletion card. The error deletion card will have a D in column 73 and an error control number in columns 74-80. Upon return of the TDR with the error deletion card, every effort should be made to find and correct the error. The originator should get with his/her PAS analyst to determine how best to correct the error. Submit the error deletion card and the corrected TDR and/or transactions in accordance with the procedures outlined in paragraph 2–12.

e. P11 Error resolution procedure. All errors will be resolved by indicating the correction on the error suspense card, submitting a new SIDPERS change and by placing a D/73 on the error suspense card. The processing of the correction annotated on the error suspense card will delete the unprocessed transaction from the SESF. (The transactions shown in the TRANSACTIONS NOT PROCESSED portion of the P11.) The reason being that transactions in the TRANSACTIONS NOT PROCESSED portion, if not corrected immediately, may cause another transaction to be rejected. The error resolution procedure is as follows:

(1) Locate the error control number shown in the last column on figure 3–l. The number is KG00621.

(2) Locate the error suspense card that matches the error control number. The matching error control number is shown on the error suspense card. (See fig 3–3). The data elements printed on top of the error suspense card matches the data elements shown on the print line on the P11.

(3) Locate the error mnemonic shown in figure 3–1 which is to the left of the error control number. On the sample, one error mnemonic is shown: CDYS.

(4) Go to figure 3–2 and find the error mnemonic listed. Read from the figure the explanation of the error mnemonic identified in the P11. By following the explanation in the figure, you will see that the CDYS error mnemonic is listed with the words RDFR, RAWL, REVD, SEP, JOIN, ARR, ASNJ. This means that the reason column is used for the specified transactions of this type and corrective action is required.

f. CNME. In the CNME example the C indicates a compatibility error, therefore, a compatibility printline was printed on the P11. (See fig 3–1.) A comparison of the data elements shown on the error suspense card (fig 3–3) with the information on the print line in the P11 shows the individual's duty status on in the SPF as PDY as reported.

(1) After completing the above step, correct the error condition by writing the correct data on the error suspense card as shown in figure 3–4. In the example, for error control number KG00621, print OLV on the right side of the card and identify the card column number in the card field that is to be corrected. When the data elements to be corrected are on the right side of the error suspense card, print the corrected data on the left side of the card. The same procedure applies to error suspense card data contained on the left side of the card. Corrections must be printed on the right side of the card. The reason for writing in corrections on the opposite side of the card is to allow the cardpunch operator clear view of changed data in order to punch the required corrections in a new card.

(2) To delete the error suspense card, a D in card column 73 must be printed on the left side of the card and the reason for the deletion printed on the right side. An example is shown at figure 3–5. Error suspense cards that are to be deleted are processed in accordance with the batch control procedures outlined in paragraph 2–12.

g. Error resolution via a terminal

(1) If you have a validity error, your transaction will not process. The transaction screen will reappear with your error blanked out and the character indicators highlighted (brighter). Also the following message will appear at the bottom of the screen: EDIT ERROR–PLEASE CORRECT ALL HIGHLIGHTED FIELDS. The error must be corrected before the transaction will process. (Recheck the procedure for the transaction to find your error and correct it.) Press the Enter Key after you correct the error.

(2) If you are correcting a compatibility error by a terminal, follow the access procedures indicated in appendix F. When you arrive at the Transaction Menu Screen, enter the mnemonic D/73 and press Enter. The screen shown at figure 3–6 will then appear. Enter a D for the error delete code and the error control number and press Enter. This action will delete the error control number suspense from the system. Return to the Transaction Menu Screen and resubmit the original transaction with the necessary corrections, so that the transaction will now process in accordance with the transaction formats in chapter 2. Annotate P11 as to the action taken.

(3) If you are deleting an error via a terminal, follow the access procedures indicated in appendix F. When you arrive at the Transaction Menu Screen, enter the mnemonic D/73 and press Enter. The screen shown in figure 3–6 will then appear. Enter a D for the error delete code and the error control number and press the Enter key. This action will delete the error control number suspense from the system.

3–5. Disposition of error suspense cards and resolved errors

a. When an error condition appears on the P11 and matching error suspense card cannot be located (either lost or not received), advise the PSNCO of the missing error suspense card. Normally, the PSNCO can readily obtain the error suspense cards from the PAS and advise the transaction originator of the appropriate steps to take at that time.

b. If the error suspense cards are not readily obtainable through the PSNCO, prepare a SIDPERS change using appendix C instructions to correct the erroneous data elements in the transaction. The SIDPERS change will not delete the erroneous transaction from the SESF, therefore, accomplish one of the following actions.

(1) Complete a blank punch card (when available) by printing a D/73 on the left side of the card as shown in figure 3–7. Also print the error control number (which is obtained from the P11) on the left portion of the card and print, below the seven character error control number, 74–80, which stands for card columns 74–80. This is also illustrated in figure 3–7. Indicate the reasons for deletion on the right side of the card as shown in figure 3–7.

(2) If blank punch cards are not available, prepare a DA Form 2496 as follows.

(a) Enter the heading information such as the subject, to addressee, from originator, and date.

(b) Enter a brief statement of justification describing the action to be taken by the PAS and list the error control number for the error suspense card to be deleted.

(c) Forward the completed SIDPERS change report together with either the error suspense cards or the DA Form 2496 (attached to the SIDPERS change report) in accordance with the batch control instructions outlined in paragraph 2–12

Chapter 4
SIDPERS Output

4–1. General

This chapter provides information and detailed procedural guidance on the maintenance, use and disposition of printed

output documents and punched cards received at the unit level. Descriptions of outputs received at the unit but not covered in this pamphlet may be found in DA Pamphlet 600–8. These outputs are provided by the servicing Personnel Automation Section (PAS) or Personnel Service Center (PSC).

4–2. Types of output

SIDPERS provides users with three ways to obtain desired information in printed form as follows.

a. Recurring reports. The system furnishes computer printed reports in relatively fixed formats. These reports are produced on a regular schedule (i.e., cyclic, daily, monthly, and quarterly). They may also be produced based upon a special request. Recurring reports will appear as rosters, listings, reports, registers and DA Forms 2 Personnel Qualification Records– Part I. Reports will be produced in hardcopy, card or microfiche in accordance with the PAS production schedule.

b. Inquiries. A more limited way for users to obtain printed information is through a file query. This is a user-coded request (through the use of an appropriate transaction mnemonic as discussed in chap 2), directed to a specific SIDPERS files. The computer printed output will show data in a standard format and the data will only be from the file to which the inquiry was addressed.

c. Standard Information Retrieval Capability for Users (SIRCUS). This medium will produce a report specially prepared by the PAS according to a user request. This is designed to provide users with a one-time information requirement which cannot be satisfied through existing reports or an inquiry. Request for SIRCUS output will be processed in accordance the PAS LOI.

4–3. Format of output

The report format for description of SIDPERS output is divided in two distinct areas. One area is referred to as the Report Heading. This area contains information that identifies the output; e.g., report title and report number. The other area is known as the Report Contents. This portion of the output shows data that are usable at the unit level to assist the commander and staff in fulfilling their personnel management and data accuracy responsibilities. The format for each SIDPERS output received at the unit level is discussed in more detail in the procedures that follow in this chapter. Codes used for SIDPERS output are contained in AR 680–29.

4–4. Report sequence option

Reports are normally produced by name, unit processing code or military personnel class. In addition, reports are available, optionally, by report sequence code.

a. The report sequence code permits the sequencing and summarizing of data from one to three separate organization levels as follows:

(1) Minor: Report totals will be accumulated at minor, intermediate and major or organizational levels.

(2) Intermediate: Report totals will be accumulated at intermediate and major organizational levels.

(3) Major: Report totals will be accumulated at the major organizational level only.

b. The servicing PAS will explain and assist in the use and need of the various report sequence options;

4–5. Use of outputs

SIDPERS outputs for the unit level are produced to give data to the unit commander, first sergeant, servicing PSNCO and BNSl clerk to assist them in performing their personnel management and data accuracy responsibilities. The outputs are used more specifically as follows:

a. To provide sufficient management information to the local commander to enable him/her to effectively manage personnel.

b. To provide the individual a copy of his/her Personnel Qualification Record–Part I (DA Form 2) so he/she may know exactly what information is contained on his/her automated record in the SIDPERS files. The individual will be given the opportunity to verify the information and have the missing and incorrect data items quickly corrected.

c. To indicate that the unit's input was received and processed in a SIDPERS cycle.

d. To provide the originator and his/her immediate supervisor a check on his/her work.

e. To indicate certain actions that must be taken at the unit level.

4–6. Classification and safeguarding personnel Information

Classified SIDPERS documents will be handled in accordance with AR 380–5. Normally SIDPERS documents will not be assigned a security classification unless specifically authorized by HQDA. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340–17 and AR 640–10. Information of a personal nature may be disclosed or released under applicable directive only to authorized personnel in accordance with AR 340–17 and AR 340–21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate methods.

4–7. Distribution and frequency of recurring reports

Distribution and frequency of recurring reports will be in accordance with PAS distribution and cycle schedule. Request for copies of recurring reports or change in frequency of recurring reports will be submitted to the PAS with justification.

4–8. Retention/disposition of output

Reports will be retained in accordance with file instructions contained in appendix E.

4–9. Output report procedures

Specific details of each SIDPERS output received at unit level, to include purpose, description, and required action are described in the procedures that follow in this chapter.

4–10. Procedure 4–1 Personnel Transaction Register By Originator (PTRO) PCN: AAC–P11

a. The purpose of this procedure is contained in the following.

(1) To provide an originator with a listing of SIDPERS transactions that processed or failed to process during a particular SIDPERS update cycle.

(2) To provide managers/supervisors with a summary of transactions (processed and unprocessed) as a tool to monitor the quality and quantity of SIDPERS transactions submitted by their originator.

(3) Provides managers/supervisors with a means of reviewing processed transactions for accuracy, timeliness, and conformity with existing regulations, when data is being processed in SIDPERS via a terminal.

b. Required reference used in this procedure is DA Pamphlet 600–8, Procedure 9–ll.

c. For the purpose of this procedure, SIDPERS transactions include manually prepared SIDPERS Change Reports and/or Error Suspense Cards submitted to the PAS and SIDPERS transactions transmitted to a SIDPERS cycle by remote terminal. If no transactions were submitted for a cycle then a PTRO will not be generated.

d. The personnel transaction register by originator (PTRO) shows SIDPERS transactions (processed and unprocessed) submitted in a cycle by an originator. Information is printed identifying the report, the originator, the date of the report, and SIDPERS transactions submitted by an originator. The PTRO is divided into two sections as follows:

(1) Section I-Transactions Processed. This section of the PTRO contains transactions that successfully processed to include those transactions that processed with nonessential validity errors (identified by the prefix N to the error mnemonics) or nonessential compatibility errors (identified by the prefix M to the error mnemonics). This means that the transactions successfully processed and caused a change to the SIDPERS personnel file (SPF), except for those data elements that were in error.

(2) Section II-Transactions Not Processed. This section of the PTRO contains those transactions that failed to process as a result of essential validity errors (identified by the prefix E to the error mnemonics), an essential compatibility error (identified by the prefix C to the error mnemonics) and/or five or more nonessential errors. This means that the transactions did not change/update a SIDPERS file.

e. All errors (essential or nonessential) must be corrected using the error suspense cards that accompanied the PTRO, or by input by remote terminal. Failure to resolve t he errors causes the errors to be reported on the Unresolved Error Report (Procedure 4–4)

f. A sample of the personnel transaction register by originator is shown in figure 4–1.

g. When a compatibility error occurs, whether nonessential or essential, a compatibility printline will be shown on the PTRO as the last line of print for that individual.

h. On the last page of this report is a register of the transaction mnemonics of the SIDPERS transactions submitted to a cycle by originator. The number of transactions processed, processed with errors, unprocessed, and total late entries are also shown opposite each transaction mnemonic.

Table 4–11
Procedure 4–1 Action

Step: 1
Action required by: Immediate supervisor of the originator
Description of actions: Upon receipt of the original and one copy of the P11 do the following:
a. Combine the original of the P11 with the applicable:
(1) Error suspense cards.
(2) Error deletions Processed Report if applicable (P41).
b. Forward the original copy of the P11 and applicable cards, P41, to the appropriate cards, P41, to the appropriate originator.

Step: 2
Action required by: Immediate supervisor of the originator
Description of actions: Using the remaining copy of the P11, review for the following:
a. Insure that the type of transactions that are being submitted are valid and conform to existing rules and regulations, as well as check for existing errors. This is especially important when data is submitted via a terminal since it cannot be reviewed.

Table 4–11
Procedure 4–1 Action—Continued

b. To ascertain whether or not transactions are being submitted the first duty day after occurrence of an event, check the date of cycle and effective date of transactions.
c. To determine if originator is complying with input and error resolution procedures. Check the number of transactions that were submitted to the cycle and number unprocessed.
d. Establish suspense procedures to insure all errors (essential or nonessential) are resolved and submitted the next duty day after receipt of the P11.
e. Destroy the copy of the P11 when no longer needed to monitor transactions.

Step: 3

Action required by: Immediate supervisor of the originator

Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives and local procedures.

Step: 4

Action required by: Originator

Description of actions: Upon receipt of the P11, cards and P41, take the following actions:
a. If error conditions are present on the P11 and error suspense cards were not received along with the P11. advise your immediate supervisor. Note: Supervisor will obtain the error suspense cards from the PAS.
b. Verify that you have received the correct error suspense cards.
c. If transactions are entered via a terminal go to step 6 for error resolution. If not, continue.
d. Balance the total transactions contained on the P11 and the error Deletions Process Report (P41) to the DA Form 3815 as follows:
(1) Add the total Transactions Processed to the Total Transactions Not Processed.
(2) To the above sum, add the number of error suspense records that were deleted as shown on the Error Deletions Processed Report
Note: Deleted error suspense records are shown on the error deletions processed report with a 'D' to the left of the error control number.
(3) Subtract the above sum from the total of the SIDPERS change reports (DA Forms 3728, 3805, 3806, 3807 and 3808) and error suspense cards shown on the DA Form 3815 and accomplish the following:
(a) If unequal to zero, and out-of-balance conditions exists, go to step 6.

Step: 5

Action required by: Originator

Description of actions: Out of balance conditions require that the appropriate SIDPERS change report or error suspense card be prepared in accordance with chapter 2, and chapter 3. Go to step 6.
Note: SIDPERS Change reports/error suspense cards will be prepared and forwarded on the next duty day.

Step: 6

Action required by: Originator

Description of actions: Error resolutions will be accomplished as follows:
It will be noted that the following steps pertain to resolving a transaction with one error. To resolve transactions with multiple errors, merely repeat the steps.
a. Find the first transaction with an error mnemonic. Turn to appendix C and find the error mnemonic and transaction mnemonic that match the erroneous transaction on the P11.
b. Find the error suspense card based upon the error control number for that transaction on the P11.
NOTE: If an error suspense card is not available, see chapter 3 for instructions if a card is needed.
c. Correct the error as required by instructions in the action column of appendix C as follows:
(1) If correction of error suspense cards is indicated, go to step 7.
(2) if deletion of error suspense cards is indicated go to step 8.

Step: 7

Action required by: Originator

Description of actions: a. If errors are being corrected via a terminal go to step 9.
b. Correct the error suspense card as follows: (See examples in chap 3.)
(1) Write the correct data element on the face of the error suspense card.
(2) Underline the correct data element
(3) Write on the error suspense card the card columns in which the correct data elements need to be entered.
c. Annotate P11 as to action taken.
d. Go to step 11.

Step: 8

Action required by: Originator

Description of actions: a. If errors are being deleted via a terminal go to step 10.
b. Delete the error suspense card as follows: (See examples in chap 3.)
(1) Write D173 on the left portion of the face of the error suspense card.
(2) Prepare a SIDPERS Change Report if indicated by Appendix C.

Table 4–11
Procedure 4–1 Action—Continued

c. Annotate PTRO as to action taken.
d. Go to step 11.

Step: 9
Action required by: Originator
Description of actions: Correct errors via a terminal as follows:
a. If correcting an error by a terminal, follow the access procedures indicated in chapter 6. When you arrive at the Transaction Menu Screen, enter the mnemonic D173 and press enter. The screen shown as figure 36 will then appear. Enter a D for the error delete code and the error control number and press enter. This action will delete the error control number suspense from the system. Return to the transaction, menu screen and resubmit the original transaction with the necessary corrections, so that the transaction will now process in accordance with the transaction formats in chapter 2.
b. Annotate P11 as to action taken.
c. Go to step 11.

Step: 10
Action required by: Originator
Description of actions: Delete errors via a terminal as follows:
a. If you are deleting an error via a terminal, follow the access procedures indicated in chapter 6. When you arrive at the transaction Menu Screen, enter the mnemonic D173 and press enter. The screen shown as figure 36 will then appear. Enter a D for the error delete code and the error control number suspense from the system.
b. Annotate PTRO as to action taken.

Step: 12
Action required by: Originator
Description of actions: Upon completion of previous steps, do the following:
a. If not using a terminal, forward the completed SIDPERS Change Reports, Error Suspense Cards to be deleted, and corrected Error Suspense Cards through your supervisor to the PAS. in accordance with chapter 2.
b. Retain the original copy of the P11 and P41 in accordance with the retention and disposition instructions.

Step: 13
Action required by: Immediate supervisor of the originator
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives and local procedures.

Step: 14
Action required by: PAS data analyst
Description of actions: Review P11 and P41 for the following:
a. To insure the originators are only submitting transactions that they are authorized to submit, (e.g., an unit submitting a PMOS change). Advise your immediate supervisor of any questionable transactions immediately.
b. To identify transaction processing problems.
c. To determine if originators are submitting transactions on the first duty day after the occurrence of an event, by checking the number and effective dates of transactions being submitted in a cycle.
d. To determine if originators are submitting an unusual number of the same type of transactions over the month that may be questionable (e.g., a large number of INQY transactions from a unit).
e. To determine if an originator is taking action to D/73 errors on reports and is not correcting the errors.
f. Advise the immediate supervisor of any problems or trends.

Step: 15
Action required by: PAS data analyst
Description of actions: Assist the originators in resolving errors.

Step: 16
Action required by: PAS data analyst
Description of actions: Retain a copy of the P11 and P41 in accordance with the retention and disposition instructions.

Step: 17
Action required by: Immediate supervisor of PAS analyst
Description of actions: Maintain close supervisory control to assure that required tasks are accomplished in accordance with applicable directives and local procedures. Advise supervisor of any problems or trends that cannot be resolved with the unit PSC element.

4–12. Procedure 4–2 Personnel Transaction Register by Unit (PTRU) PCN: AAC–P01

a. The purpose of this report is to provide the unit commander with information on the successful or unsuccessful

processing of personnel transactions (SIDPERS change reports) and an accountable strength summary of assigned and attached personnel.

b. Required reference used in this procedure is DA Pamphlet 600–8, Procedure 9–11.

c. The PTRU will be generated any time any action is taken which affects personnel assignments to the unit.

d. The personnel transaction register by unit (PTRU) reflects all personnel transactions originating at unit level, PSC level and PAS level. The transfer data records (TDR) prepared at the PSC are also shown on the PTRU. Additionally change notification, receipt notification, and TDRs from Department of the Army and losing PDAs will appear on the PTRU. The PTRU is divided into three sections as described in subparagraphs e through g below.

e. Section I–Processed Transactions. This section of the PTRU contains transactions that successfully processed and includes those transactions that processed with non essential validity errors (identified by the prefix N to the error mnemonic). This means that the transaction successfully processed and caused a change to the SIDPERS personnel file (SPF), except for those data elements that were in error. These changes will appear under the unit header of the UPC before change. The UPC change display is illustrated in figure 4–3.

f. Section II–Transactions Not Processed. This section of the PTRU includes all transactions that failed to process as a result of essential validity errors (identified by the prefix E to the error mnemonic) or essential compatibility errors (identified by the prefix C to the error mnemonic). This means that the transaction did not change the SPF.

g. Section III–Accountable Strength Summary. The accountable strength summary shows the following:

(1) SPF strength of the previous cycle.

(2) Number of gain and loss transactions that processed or failed to process during this cycle.

(3) Adjusted SPF strength.

(4) The reported accountable strength (contents of the action data Area of the organization strength transaction OSTR).

(5) Difference between the reported and adjusted strength.

(6) Strength categories are shown for assigned and attached personnel. The categories of each are as follows:

(a) UNK (Unknown) This category is based upon a TDR not being present on the SPF; therefore, since the military personnel class (MPC) is not present in the transaction, the MPC is unknown.

(b) OFF (Officers)-This category is commissioned officers or an MPC of O.

(c) WO (warrant officers) This category is warrant officers or an MPC of W.

(d) ENL (enlisted personnel) This category is enlisted personnel or an MPC of E.

(e) AGG (Aggregate) The total of the UNK, OFF, WO, and ENL for assigned and attached.

(7) This section shows strength totals by the categories indicated above before and after gain and loss type transactions have processed and affected the SPF. The categories and an explanation of each are as follows:

(a) SPF strength previous cycle–This line shows the accountable and attached strength of the unit as of the last update cycle.

(b) Processed gains (plus) –This line shows the totals of transactions that processed and caused an increase to the assigned and attached strength.

(c) Processed losses (minus) –This line shows the totals of transactions that processed and caused a decrease to the assigned and attached strength.

(d) SPF present cycle This line represents the SPF strength previous cycle, plus the Processed Gains and minus the Processed Losses.

(e) Unprocessed gains (plus) This line shows the total of the gain type transactions that were input but did not process. It is noted that the unprocessed gains represent only those unprocessed gains in this cycle. These transactions would have increased the accountable and attached strength.

(f) Unprocessed losses (minus) –This line shows the total of the loss type transactions that were input but did not process. It is noted that unprocessed losses represent only those unprocessed losses in this cycle. These transactions would have decreased the accountable and attached strength.

(g) Adjusted SPF strength– This is the current SPF accountable strength plus the unprocessed gains minus the unprocessed losses.

(h) Reported accountable strength– This line reflects the contents of the action data area of the OSTR transaction. This strength represents what the SPF strength would be if all transactions that affected strength had processed to include this cycle and previous cycles.

(i) Difference (required resolution)-This line reflects a plus (+) or minus (−) showing the difference between the reported strength and the adjusted strength. This figure represents the number of out of balance conditions and will require research.

(h) A sample of the PTRU with explanation is shown in figure 4–2

(i) When a compatibility error occurs, whether nonessential or essential, a compatibility printline will be shown on the PTRU as the last line of print for that individual.

Table 4–13
Procedure 4–2 Action

Step: 1
Action required by: 1SG/BNS1/PSNCO
Description of actions: Upon receipt of the original and copy one of the PTRU accomplish the following:
a. Forward the original copy of the PTRU along with the following, if applicable, to appropriate unit:
(1) Personnel transaction register by originator (PTRO).
(2) Error suspense cards.
(3) Error Deletions Processed Report.
(4) Unresolved Error Report
b. Review and file copy one in battalion files.

Step: 2
Action required by: Unit/BNS1 clerk
Description of actions: a. If the PTRO and allied reports/cards are received along with the PTRU from the PSNCO, go to step 4.
b. If the PTRO and allied report/cards are not received along with the PTRU from the PSNCO, accomplish the following:
(1) Find the Latest Unit Source Document Date.
(2) If that date is the same as the Latest Unit Source Document Date on the previous PTRU, go to step 9.
(3) If that date is not the same as the Latest Unit Source Document Date on the previous PTRU, advise your PSNCD that the condition exists. The PSNCO will obtain the PTRO and allied reports/cards from the PAS.

Step: 3
Action required by: PSNCO
Description of actions: a. When the unit clerk advises that the Latest Unit Source Document Date is not the same as the Latest Source Document Date on the previous PTRU, contact the data analyst at the PAS to obtain the PTRO and allied reports/cards. This situation indicates that the PTRO and allied reports/cards were prepared: however, they were not forwarded along with the PTRU.
b. Upon receipt of PTRO and allied reports/cards, forward to appropriate unit.

Step: 4
Action required by: BNS1 Clerk
Description of actions: Find the accountable strength summary, which will always be on the last page of the PTRU. Based upon the Difference Requires Resolution line, accomplish the following:
a. If that line is equal to zeroes in all categories of assigned and attached personnel, the unit is in balance, go to step 9.
b. If that line is not equal to zeroes in all categories of assigned and attached personnel, go to step 5.

Step: 5
Action required by: BNS1 Clerk
Description of actions: Verify that the Reported Accountable Strength is correct, using OSTR (Procedure 2-20, this pamphlet).
a. if the Reported Accountable Strength line as shown on the PTRU is not correct and if that line as corrected would result in the Difference Requires Resolution line being equal to zeroes in all categories of assigned and attached personnel, submit a new OSTR transaction (Procedure 2-20) on the next work day correcting the erroneous OSTR. Go to step 9.
b. If the above action does not result in the Difference Requires Resolution line being all zeroes, go to step 6.

Step: 6
Action required by: BNS1 Clerk
Description of actions: Check the previous PTROs based upon required lapsed cycle time for gain/loss type transactions:
a. If the gain/loss type transactions have been corrected and submitted, but have not been received on a PIRO and those corrections would result in the Difference Requires Resolution line as shown on the PTRU being equal to zeroes in all categories of assigned and attached personnel, the unit will be in balance. Go to step 9.
b. If the gain/loss type transactions have not been corrected, correct and submit in accordance with Procedure 4-l, this chapter. Go to step 7.

Step: 7
Action required by: BNS1 Clerk
Description of actions: a. If the gain/loss type transactions submitted at Step 6b will result in the Difference Requires Resolution line on the PTRU being equal to zeroes in all categories of assigned and attached, the unit is in balance. Go to step 9.
b. If the above is not true, go to step 8.

Step: 8
Action required by: BNS1 Clerk
Description of actions: a. If the gain/loss type transactions have been corrected and submitted, but have not been received on a PTRO and those corrections would result in the Difference Requires Resolution line as shown on the PTRU being equal to zeroes in all categories of assigned and attached personnel, the unit will be in balance. Go to step 9.
b. If the gain/loss type transactions have not been corrected, correct and submit in accordance with Procedure 4-1, this chapter. Go to step 9.

Step: 9
Action required by: BNS1 Clerk

Table 4–13
Procedure 4–2 Action—Continued

Description of actions: Review the transactions processed for unit personnel. Refer to AR 680-29 as necessary for an explanation of transaction mnemonics. In event that a significant number of change data has been reported since last quarterly DA Form 2 was produced, unit/BNS1 may obtain an updated copy of the DA Form 2 by submitting an INQY transaction in accordance with Procedure 2-15, this pamphlet.

4–14. Procedure 4–3 Error Deletions Processed–Local Input by Originator PCN: AAC–P41

a. The purpose of this procedure is to identify errors contained in previously processed SIDPERS update cycles which have been corrected and to identity the error control number of the corrected erroneous transactions which have been deleted from the SIDPERS error suspense file (SESF). This procedure is also used to identify errors contained in previously processed cycles that were deleted from the SESF by D/73 input.

b. Deletion from the SESF is accomplished during processing of a SIDPERS update cycle, by matching the error control number contained in the input to the error control number on the SESF When a matching condition exists, the record is deleted from the SESF and will appear on this report. The following also apply.

(1) Erroneous transactions that were deleted by D/73 input can be identified by a D preceding the error control number on the report.

(2) The submission of an error suspense card that contained errors, even if all of the errors were not corrected, will cause the records to be deleted from the SESF and a new record with a new error control number to be added to the SESF. In addition, those uncorrected errors will be listed on the unresolved error report, P29 (Procedure 4–4, this chap).

c. The report is sequenced by originator code and within originator code by error control number. The control data area and the action data area of the transaction are shown in the exact format as submitted on a SIDPERS change report or entered via a remote terminal. The acceptable reasons for errors to be deleted are:

(1) Repetitious data element–trying to change a data element that was previously changed. For example, submitting a GRCH transaction to PFC when the SIDPERS Personnel File (SPF) presently shows PFC.

(2) The deletion of an error suspense card created by a nonessential error which is to be corrected with another transaction. For example, a GRCH transaction with a date of rank (DOR) error. The error is deleted and a new transaction submitted.

(3) The processing of a transaction against an inactive record. Record status code (RSC) equals X. For example, a DYST transaction against an individual who has been reassigned outside the servicing SIB's area of responsibility.

d. A sample of the report is shown in figure 4–3.

e. This report is to be used in the processing of Procedure 4–l, PTRO.

4–15. Procedure 4–4 Unresolved Error Report by Originator PCN: AAC-P29

a. The purpose of this procedure is to provide commanders/supervisors and PAS managers with a listing by originator of unresolved errors from previously processed SIDPERS update cycles which have not been corrected in a timely manner.

b. Errors identified during a SIDPERS update cycle must be corrected by the originator and entered into the system on a priority basis i.e. next duty day after receipt of personnel transaction register by originator (PTRO) (Pl1). The following apply.

(1) Unresolved errors greatly impact upon strength accountability, personnel records accuracy and unit PSC element SIDPERS performance.

(2) The chief of the PAS determines an elapsed cycle time for the report (e.g., errors from AA cycle would not appear on the report until AD cycle, if elapsed cycle time was 2 cycles). However, the elapsed cycle time for resolution of errors can not exceed a maximum of three cycles, before the unresolved error is automatically listed on the report.

(3) Errors will continue to appear on the report until they have been corrected.

c. The report is sequenced by originator code and within originator code by error control number. The following apply.

(1) The total number of unresolved errors by originator that have not been corrected within the timeframe established by the PAS are shown on this report.

(2) The erroneous data elements shown on this report are the same as submitted on a SIDPERS change report or entered via a remote terminal.

(3) A sample of the unresolved Error Report is shown in figure 4–4.

Table 4–16
Procedure 4–4 Action

Step: 1
Action required by: Unit commander/1SG/BNS1 supervisor/ PSC element OIC/NCOIC
Description of actions: a. Review report with the originator to determine why errors are not being corrected and entered into the system the next duty day after receipt of the PTRO (P11).
b. Review/revise BNS1 office SIDPERS processing procedures as appropriate.
c. Request assistance from battalion/brigade PSNCO to resolve errors if appropriate.
d. Insure errors appearing on the report are corrected the next duty day after receipt of the P29.
e. Request assistance form PAS analyst to resolve errors if necessary.
f. Have original copy of the P29 retained on file in accordance with the retention and disposition and disposition instructions.

Step: 2
Action required by: Bn/Bde PSNCO
Description of actions: a. Review P29s, for the originators, for your battalion/ brigade units and provide assistance to resolve errors.
b. If unresolved errors continue to be repeated and/or excessive, review BNS1 SIDPERS processing procedures and provide assistance in revising procedures.
c. Request assistance from PAS Analyst to resolve errors if necessary.
d. Destroy copy of P29 when all errors are corrected or no longer needed for reference.

Step: 3
Action required by: PAS chief NOCOIC
Description of actions: a. Have senior analyst review P29s with unit/PSC element analysts to determine reasons for unresolved errors.
b. Have senior analyst review P29s with you.
c. Provide assistance to units/PSC elements as necessary to resolve errors.
d. If unresolved errors continue to be repeated and/or excessive, schedule the unit/PSC element for an assistance visit by the training NCO.
e. Coordinate with commander/PSC element OICs as necessary regarding originator performance problems.
f. Schedule originator for refresher training at the PAS.
g. Advise PSC chief of originator performance problems and action taken if unresolved errors continue.
h. Have a copy of the P29s retained on file in accordance with retention and disposition instructions.

4–17. Procedure 4–5 Authorized Strength inquiry Report PCN: AAC–A11

a. The purpose of this procedure is to provide the unit commander/military personnel management officer with information that is maintained on the SIDPERS authorized strength file (SASF) based on the TOE, MTOE, or TDA authorization documents.

b. Required reference used in this procedure is AR 310–49.

c. The Authorized Strength Report is produced based on the submission of an OAUT transaction to the PAS or input of an OAUT transaction via a remote terminal. The commander/military personnel management officer may use the authorize strength inquiry report when he/she needs current information on personnel authorizations. It should be noted that most information contained on this report is also available on the Unit Manning Report.

d. The report is sequenced by voucher number, unit processing code (UPC) and within UPC, position number. It contains detailed information on positions authorized in a particular unit.

e. A sample of the Authorized Strength Inquiry Report, in the Peacetime format, is shown in figure 4–5. The Wartime format is shown in figure 4–6.

Table 4–18
Procedure 4–5 Action

Step: 1
Action required by: Supervisor
Description of actions: Submit to requestor.

Step: 2
Action required by: Requestor
Description of actions: File in accordance with retention/disposition.

4–19. Procedure 4–6 Monthly Edit Report Personnel Master File MOS Verification PCN:AAC–C23

a. The purpose of this procedure is to provide unit commanders with a listing of erroneous data elements in the SIDPERS Personnel File (SPF) so those errors may be corrected.

b. The only data elements required to be corrected at unit level are–

(1) DY–PSC not reported.

(2) DY-PSC invalid.

(3) DY–PSC vs Sex invalid.

(4) DMOS blank.

(5) DMOS invalid.

(6) DMOS vs Sex invalid.

c. The monthly edit report matches all active SPF records against the SIDPERS MOS edit file (SMEF) for validity and compatibility. If any of the data elements on the SPF do not pass the edit criteria and appear as an essential or nonessential compatibility error, all of the items will be printed to assist in correction.

d. A sample of the Monthly Edit Report with explanation is shown in figure 4–7.

e. Any error conditions detected will be indicated under data elements column (item 30). If one of the elements indicated in paragraphs a through f of Discussion is depicted under item 30, units should submit appropriate changes to correct the error.

4–20. Procedure 4–7 Personnel Transaction Summary by Transaction Mnemonic by Originator PCN: AAC-P15

a. The purpose of this procedure is to provide Commanders/Supervisors and PAS Managers with a listing of transactions processed in a SIDPERS update cycle during the month. This information is sorted by originator and by type of transaction processed.

b. This report is used for review and quality control purposes.

c. This report is produced monthly during the last cycle of the month. The report provides the total number of transactions, by type of transaction, that are processed during the SIDPERS update cycles through out the month. Included are transactions that processed with nonessential errors and those unprocessed because of essential errors, with an aggregate total of each– The 'late entry' category of transactions are included as accumulated in SIDPERS based upon the formula: transaction date, – plus mail lag, plus 5 days (10 days if first cycle of the month) equals a late entry if the sums are earlier than the cycle date.

d. A sample of the personnel transaction summary by transaction mnemonic by originator is shown in figure 4–8.

Table 4–21
Procedure 4–7 Action

Step: 1

Action required by: BNS1 commander/1SG/PSC element OIC/NOIC

Description of actions: a. Review report with originator to determine if originator is meeting the established SIDPERS performance goals.
b. Review/revise Unit/BNS1 office SIDRERS processing procedures as appropriate.
c. Request assistance from Bn/Bde PSNCO if originator is not meeting established SIDPERS performance goals as appropriate.
d. Request assistance from PAS if appropriate.
e. Have original copy of P15 destroyed when no longer needed for reference.

Step: 2

Action required by: Bn/Bde PSNCO

Description of actions: a. Review P15s of originators for your battalion/brigade units and provide assistance to improve SIDPERS performance.
b. Advise Bn/Bde commander of originator performance and action being taken and/or required as appropriate.
c. Have copy of P15 destroyed when no longer needed for reference.

Step: 3

Action required by: PAS Chief NCOIC

Description of actions: a. Have senior analyst review P15s with unit/PSC element analysts to determine reasons for poor performance.
b. Have senior analysts review P15s with you and determine the following:
(1) If down time during the month for the computer, or other systems problems is the cause for unprocessed transactions or late entries.
(2) What assistance has been provided by the PAS for the originator who has been having problems meeting the performance standards.
(3) To insure that the originators are only submitting transactions that they are authorized to submit.
(4) Check to see if originators are submitting an unusual number of the same type of transactions over the period of the month. This may be abnormal when compared to other originators.
(5) Check to see if originators are submitting an unusual number of INQY transactions when the PAS is providing a sufficient number of DA Form 2's (as a result of inprocessing procedures and/or OPER transactions).
c. Provide assistance to the unit/PSC elements as necessary.
d. Schedule assistance visits by the training NCO for units/PSC elements that continue to have problems meeting the performance standards.
e. Coordinate with commanders/PSC element OICs as necessary regarding an originators performance problem.
f. Advise the PSC chief of any computer down time or system problems that could affect SIDPERS performance.
g. Advice PSC chief of originator performance problems and action taken to improve performance.

Table 4–21
Procedure 4–7 Action—Continued

h. Use the statistics of this report to prepare the monthly performance report.
i. Have a copy of the P15 retained on file in accordance with the retention and disposition instructions.

Step: 4
Action required by: PSC chief
Description of actions: a. Review monthly SIDPERS performance statistics with PAS Chief.
b. Coordinate with battalion staff officers as necessary regarding unit originator performance.
c. Review performance of PSC originators with section chiefs. With assistance from the PAS chief, determine causes and corrective action to be taken for late entries and unprocessed transactions. Encourage supervisors to monitor originator's performance throughout the month as the PTRO (P11) is received.
d. Review with appropriate staff officer, originator performance of activities outside of the PSC (e.g., reenlistment office, officer management, etc.)
e. Advise the AG of unit performance problems and the action taken to improve performance.

Step: 4
Action required by: AG
Description of actions: a. Review monthly SIDPERS performance statistics with the PSC Chief.
b. Coordinate with battalion commanders as necessary regarding unit performance.
c. Coordinate with principal installations/division staff officer regarding originator performance as appropriate (e.g., G1 for officer management).
d. Advise the G1/DPCA of unit performance problems and action taken to improve performance.

Step: 6
Action required by: G1/DPCA
Description of actions: a. Review monthly SIDPERS performance statistics with the AG.
b. Coordinate with brigade/senior commanders as necessary regarding unit performance.
c. Advise installation/division commander of unit performance problems and action taken and/or required to improve performance.

4–22. Procedure 4–8 Cyclic JUMPS transaction register PCN: AAC–P49

a. The purpose of this procedure is to provide the BNS1 with information on the successful processing of FID U GRCH or JACT transactions and the subsequent generation of a 5–card transaction to the U.S. Army Finance and Accounting Center (USAFAC) for updating of the Master Military Pay File (MMPF).

b. The AAC–P49 and cards are generated anytime a GRCH or JACT transaction processes and the cycle control card contains a 'Y' in position 28.

c. The AAC–P49 reflects all advancements/promotions/reductions originating at FAC level and the subsequent transactions generated to USAFAC JUMPS. The report displays the SIDPERS FID U GRCH or JACT transactions in print positions 1–80. Print positions 52–131 will display the transaction generated to USAFAC JUMPS.

d. A sample of the AAC-P49 report is shown in figure 4–9.

Table 4–23
Procedure 4–8 Action

Step: 1
Action required by: Unit commander, 1SG, or BNS1 Supervisor
Description of actions: a. Review report with originator to determine if originator is meeting the established SIDPERS performance goals.
b. Request assistance from the PAS analyst to resolve errors if necessary.
c. Request assistance from local finance office if appropriate

Step: 2
Action required by: unit BNS1 Clerk
Description of actions: File report in accordance with retention and disposition instructions.

4–24. Procedure 4–9 JUMPS Receipt Notice Listing PCN: AAC–P51

a. This procedure is used by the U.S. Army Finance and Accounting Center (USAFA) to provide the BNSl with information as to the errors in the JUMPS grade transactions (5–card), that have been identified for resolution by SIDPERS.

b. The AAC–P51 is generated anytime a FID 'Y,' 'Y5' transaction is received from USAFAC. The 'Y5' (receipt notice) identifies specific JUMPS transactions that processed at USAFAC.

c. A sample of the JUMPS Receipt Notice Listing, with explanation, is shown in figure 4–l0.

4–25. Procedure 4–9 Action

a. The ’Y5’ appears on the AAC–P51 report with the error mnemonic CNME present in positions 112–115. This indicates that the individual’s name on the SPF was changed during the period between processing of the original transaction at USAFAC and local receipt of the error notice. Error resolution procedures are as follows:

Table 4–25

Step: 1

Action required by: BNS1 Clerk

Description of actions: Check to see if a FID X NAME or LNAM transaction processed.

(1) If a NAME or LNAM processed, contact the local FAO to determine the individual’s NAME on JACS.

(2) If the individual’s NAME on JACS equals the SPF NAME, continue at paragraph c to determine the cause for rejection of the JUMPS transaction.

(3) If the individual’s NAME on the JACS does not equal the SPF NAME, contact finance to determine which file has the accurate NAME and then initiate corrective action to synchronize files. SPF and JACS NAME must agree before you can proceed to paragraph c to determine original causes of JUMPS transaction rejection.

b. The Y5 appears on the AAC-P51 report with the error mnemonic EUMN present in positions 112–115. This indicates that the SSN present in the Y5 did not match the SSN on the SPF. Please note that for this error there will be no compatibility printline due to the fact that no SPF record can be found. Error resolution procedures are as follows:

(1) Compare SSN and name on the AAC-P51 with the current alpha roster (AAC–C11) to determine if there is a similar name or SSN present. If there is a similar SSN present and the name in the Y5 matches the name on the alpha roster, check to see if a SSAN transaction processed on the individual. If a SSAN transaction was processed, contact the local Finance and Accounting Office (FAO) to determine the individual’s SSN on JACS. If the individual’s SSN on JACS equals the SPF SSN. continue at paragraph c to determine the cause for rejection of the JUMPS transaction.

(2) If the individual’s SSN on JACS does not equal the SPF SSN, contact finance to determine which file has the accurate SSN and then initiate corrective action to synchronize files. The SPF and JACS SSN must agree before you can proceed to paragraph c to determine the original cause of the JUMPS transaction rejection.

(3) If there is no similar SSN or name present on the AAC–C11, research the previous AAC–C11’s, and annotate the AAC–P51 with the UPC and date of reassignment, or date of ETS/ESA.

c. The Y5 will appear on the AAC–P51 with one of the following error message codes:

(1) MSG code 301account identification does not match. This code means that the name and/or the SSN of the 5 card transaction did not match the Master Military Pay File (MMPF). which created a Y5 error rejection. The individual’s grade has been changed on the SPF but not on the MMPF. To resolve this error, contact the local FAO to determine the correct Name/SSN. If the error occurs because of a mismatch on name, and if it is determined the FAO’s files are incorrect, have the local FAO submit an ADM NAME transaction to correct and update the MMPF. After the ADM change ahs been processed on the MMPF, input a JACT transaction to SIDPERS which will report the grade change to the MMPF. If it is determined that the FAO has the correct Name/SSN, contact the PSC SIDPERS clerk and have a NAME/LNAM transaction submitted to SIDPERS. After correction of the SPF, input a JACT transaction to SIDPERS which will report the grade change to the MMPF. In the case where a mismatch occurs because of SSN, work out the difference, submit the necessary SSN transaction to bring files into sync, and resubmit a JACT transaction.

(2) MSG code 304– action/item code is in error. This code means that a blank or invalid item code was used, or item and action code were used together. To resolve this error, contact the local FAO to determine the individual’s current status on JACS. Ascertain if the action code is valid with status on JACS. Prepare the proper transaction (JACT or GRCH) to remedy the erroneous situation.

(2.1) MSG code 308– card invalid. This code means that card column 1 0f the 5 card pay change input sent to USAFAC did not contain the proper character of 5 and was rejected. This error indicates there is a systemic problem that needs to be researched. To resolve this error, the PAS should contact the SIDPERS FACTS team at AV 221–9410 to report receipt of this error.

(3) MSG code 310–date code is blank or invalid. This code means that a pay change transaction was submitted with an effective date prior to EAD date, or a pay change transaction was submitted with an invalid effective date, the date field was blank, off punched, contained an invalid or future date, or the date was more than one year past. To resolve this error, prepare a JACT transaction with proper effective date.

(3.1) MSG code 311–duplicate input. This code means that input was a duplicate input entry to an item that soldier was already receiving. For instance, entry is for promotion to E4 with effective date of 881011, however, soldier is already an E4 effective 880911, To resolve this error, contact the FAO to determine pay grade and effective date on the MMPF. If the FAO is correct, disregard this notice. If the FAO is incorrect, input a JACT or GRCH transaction as appropriate.

(4) MSG code 312–DSSN/FIDN is blank or invalid. This code means that input was received with card columns 77–80 either blank or containing invalid characters. To resolve this error, contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that must be researched.

(4.1) MSG code 317–item/date/amt not on MMPF. This code means a correction X (PROX, REDX) was input to an item not on the MMPF. For instance, entry is for PROX with effective date of 881011, however, no PROM existed on the individual with an effective date of 881011, but a PROM does exist with an effective date of 881001. To resolve this error, contact the FAO to review account. Determine the correct entries required and process a JACT transaction if appropriate.

(4.2) MSG code 318/418–identification invalid. This code means that the SSN and/or name contained blanks or invalid characters for pay change input entry (5 card). This error should occur on all AAC–P51 reports for the SEES text header only. USAFAC cannot strip off SEES test, but treats it as an input transaction. Disregard this error. If the 318/418 error is generated for other than the SEES textheader, there is a systemic problem. Take action to contact the SIDPERS FACTS team at AV 221–9410.

(5) MSG code 320–member’s status caused transaction to be rejected. This code means that the absence or duty status of the individual

Table 4–25
—Continued

precludes acceptance of the pay change item. To resolve this error, contact the FAO to determine duty status. If FAO duty status is erroneous. wait until duty status has been corrected and submit a JACT transaction to update the MMPF. If SPF duty status is erroneous, prepare a GRCH transaction to change the SPF grade and a DYST transaction to change the duty status.
(6) MSG code 321–grade is in error or questionable. This code means that the PROM/REDU entry contained a blank or invalid pay grade and was rejected. To resolve this error, contact the FAO to determine grade and effective date of pay on JACS. Determine proper grade and effective date of pay and prepare a JACT or GRCH transaction as appropriate.
(7) MSG code 326/626–promotion/reduction is erroneous or needs to be verified. This cede can mean one of several things. It can mean a PROX or REOX correction entry with a different grade than original entry was input, or that two changes in pay grade with same effective date were submitted and first change was posted to the account but second change was rejected. The code can mean that the individual was PROM/REDU from one category to another (E3 to 1LT), the individual was PROM/REDU to same grade on prior update with different effective date, or that the individual was PROM/REDU to a higher/lower grade respectively. To resolve this error, contact the FAO to determine grade and effective date on JACS. Determine the proper grade and effective date and submit a GRCH or JACT transaction as appropriate.
(7.1) MSG code 339/639–member's ID changed. This code indicates previous input was submitted to change individual's ID. The pay change (5 card) reflected the old ID. If error code is 339, the pay change was rejected. If error code is 639, the pay change was accepted. To resolve this error, ensure individual's ID is accurate on the MMPF and SPF. If SPF is incorrect, correct the ID. If JACS is incorrect, have the FAO correct the ID. Future input must contain the new ID if JACS is correct.
(8) MSG code 629–substantiating document number is invalid. This code means that invalid characters were used in card columns 70–76. To resolve this error, contact the local PAS and report receipt of this error. This error indicates there is a systemic problem that needs to be researched.
(9) MSG code 638–accepted month of ETS. This is an advisory notice and means that finance has accepted your input, however, you are being notified that the grade transaction was submitted during the last month of the soldier's ETS. To resolve this error, contact the local FAO to determine if the ETS date is the same on the MMPF and SPF. If an error does exit, take the necessary action to report the correct ETS.
(10) (Rescinded.)
(11) MSG code 664–rejected, member separated. This code means that an entry has been received against an account that has been transferred off the finance system. To resolve this error, contact the FAO to determine if the account was properly transferred off the system. If the account was erroneously removed, have the FAO reestablish the account. After the account has been reestablished, submit a JACT transaction to correct the MMPF. If individual has separated, prepare the SEP transaction.
(11.1) MSG code 666–accepted. This code means that the transaction processed with no errors.
(12) (Rescinded.)

Step: 2
Action required by: BNS1 Clerk
Description of actions: File report in accordance with retention and disposition instructions.

4–26. Procedure 4–10 Report of BASD–PEBD adjustment PCN: AAC–P84

a. The purpose of this procedure is to provide the unit commander with information pertaining to change/ adjustments in an individual's BASD/PEBD.

b. The AAC–P84 is generated anytime a 5F transaction is received form PERSCOM and successfully processes.

c. The AAC–P84 reflects all individuals on whom a 5F type transaction processes. The report is sequenced by Mail Code, UPC12, MPC, Name (27 positions) and SSN page change on NAME/SSN.

d. The AAC–P84 report is provided for information only. Retain the report for 45 days and then destroy.

e. A sample of the Report of BASD-PEBD Adjustment, with explanation, is shown at figure 4–11.

4–27. Procedure 4–11 Human Immunodeficiency Virus Screening Roster PCN: AAC–C18

a. The purpose of this procedure is to display individuals who need human immunodeficiency virus (HIV) screening.

b. The HIV screening roster provides the name, social security number, grade of individuals, and their HIV test date status. The HIV screening roster will proved the date of the last HIV screening test, and will indicate what suspense action is necessary.

c. A sample of the HIV screening roster is shown at figure 4–12.

Table 4–28
Procedure 4–11 Action

Step: 1
Action required by: BNS1
Description of actions: Screen C–18 to determine which soldiers require testing.

Step: 2

Table 4–28
Procedure 4–11 Action—Continued

Action required by: BNS1
Description of actions: Post date tested to the right of each soldier's name on the C-18 for those who have documentation reflecting a recent test date which has not yet been updated on the SPF.

Step: 3
Action required by: BNS1
Description of actions: Coordinate with the Medical Treatment Facility (MTFA) to schedule soldiers for testing.

Step: 4
Action required by: BNS1
Description of actions: Notify soldier of date/time or test.

Step: 5
Action required by: MTFA
Description of actions: Test scheduled soldiers

Step: 6
Action required by: MTFA
Description of actions: Notify BNS1 of the soldiers tested and those who did not show.

Step: 7
Action required by: BNS1
Description of actions: Research reason for no-shows and reschedule soldiers for testing.

Step: 8
Action required by: BNS1
Description of actions: Coordinate with MTFA to resolve blank/Incorrect test data not earlier than 120 days after test.

Step: 9
Action required by: BNS1
Description of actions: File C–18 in BNS1 files for 6 months or until all annotated test dates are updated on the SPF.

Chapter 5
Terminal Access and Area Security

5–1. General

Each installation that has a Distributed Processing Center (DPC) will have an Automatic Data Processing System Security Officer (ADPSSO). The ADPSSO who is normally assigned to the DPC is the installation's point of contact for all aspects of security for ASIMS.

5–2. Terminal area security officer (TASO) procedures

An officer, noncommissioned officer or DA Civilian assigned to the PAS will be appointed in writing as the Terminal Area Security Officer for SIDPERS' terminals. Responsibilities and duties of the TASO are:

a. Ensure that instructions specifying security requirements and operating procedures for each terminal area are issued.

b. Identify and make known to the Assistant TASO existing regulations and procedures governing usage of the terminal (e.g., para 3–l1, AR 380–380; para 1–12, AR 340–21; officer procedures, etc.)

c. Provide instructions to terminal users on the operating procedures of the terminal (e.g., procedures for signing on/off, protection of user IDS and Passwords from disclosure when entering the system, protection of output containing privacy data, etc.)

d. Request user IDs and passwords through the installation ADPSSO to the Army Security Officer at the host Regional Data Center (RDC). A separate request must be submitted for access related to classified and unclassified processing. Passwords granting access during classified processing will be classified SECRET. An example of a suggested request form is in the ASIMS Users Guide. Such forms should be available from the installation ADPSSO. The TASO will assist their users in the preparation of this request form.

e. Assist the installation ADPSSO in the dissemination of User IDs and Passwords for the users of terminals IAW AR 380–380, paragraph 5–3b. Reference the ASIMS User Guide for an example of a Password List which is received from the Army Security Officer at the host RDC through the installation ADPSSO. The users guide also shows an

example of the Password Notice which is given to the user. This notice has the same date as the Password List, and possesses a number which is keyed to the Password list. Once the user receives his password, a Notice and Receipt is prepared. The individual user reads a non-disclosure statement and signs in the block next to his/her name. The TASO forwards this form to the ADPSSO. A verification of Notification notice is prepared by the TASO and forwarded to the ADPSSO for his/her signature once. (This is done once the User ID/Password has been delivered to the individual.) A sample of the Verification of Notification is included in the ASIMS Users Guide.

f. Ensure that each terminal user's identity, need–to–know, level of clearance and access authorization is established commensurate with the data available from that terminal.

g. Inspect terminals periodically in accordance with command policy. Utilize the suggested TASO terminal area inspection checklist, figure 5–1.

h. Report to the installation Automatic Data Processing System Security Officer (ADDPSD), as soon as recognized, all practices' dangerous to overall system security and all instances of system security violations.

5–3. Assistant terminal area security officer (ATASO) procedures

An assistant terminal area security officer (ATASO) will be appointed in writing for each remote terminal or group of terminals that are located in the same physical area (i.e., PSC or BNS1). Responsibilities and duties of the Assistant TASO are:

a. Develop and publish in–house security requirements and operating procedures.

b. Make known to terminal users existing regulations and procedures governing usage of the terminal.

c. Ensure terminal users receive instructions on the operating procedures of the terminal.

d. Implement controls to prevent entry of unauthorized transactions or data (e.g., classified data over unsecured data transmission lines) through the terminal.

e. Work closely with section chiefs to identify users who will be using the terminal and users departing, transferring, etc.

f. Request User ID's and passwords from the TASO for all terminal users in accordance with the procedures established by the command.

g. Inform the TASO of users departing, transferring, etc.

h. Maintain a list of all individuals authorized to use the terminals, etc.

i. Be aware of what terminal users are doing with the system and how they are doing it (e.g., monitor access to terminal, terminal usage, etc.).

j. Ensure terminal is positioned in such a manner to prevent viewing of entry features by unauthorized personnel (i.e., positioning so the operator's back is toward the wall of inclosure).

k. Report to the TASO, as soon as recognized, all practices dangerous to overall system security and all instances of system security violations.

l. Inform all terminal users of their duties.

5–4. Terminal User Procedures

Responsibilities and duties of the user are:

a. Comply with the security regulations and procedures for the terminal.

b. Protect your user ID and password from being known by unauthorized personnel.

c. Handle all information received through the terminal containing personal privacy information as sensitive data.

d. Report suspected/actual terminal Security violations to your assistant terminal area security officer (ATASO) immediately.

e. Prior to signing on to the terminal prepare, check, and verify the work you will be doing through the terminal. This action will reduce the connect time to the RDC, afford maximum work in a shorter timeframe, and permit other users greater opportunities to access the system.

Chapter 6
Army Standard Information Management System (ASIMS) (formerly VIABLE)

6–1. The terminal

Under ASIMS, information will be entered in SIDPERS via a terminal. The Raytheon PTS–2OOO and the Curier 270 are the two types of terminals that will be used in the ASIMS/SIDPERS environment. Detailed instructions on the operation and function of these two terminals are contained in the operator's manual which is provided by the terminal vendor. Copies of the manuals should be available at each terminal site.

6–2. The printer

Some terminals will have access to a printer. Detailed instructions on the operation and function of the printer are in

the operator's manual. Copies of this manual should be available at the printer site. The printer can provide a hard copy of input by pressing the Print key and then the Enter key after all the data is entered on the individual input screens.

6–3. System sign–on

When the power switch to the terminal is turned on, Figure 6–1 will appear on the screen. You now type SIGNON and press the Enter key. The system will accept your command and then the screen shown as Figure 6–2 will appear. You now enter your user ID, your six character password and accounting code and press the Enter key. The next screen will appear and you will now enter the code for your desired selection as shown in Figure 6–3. The next screen will appear and you will type TAPS as shown in Figure 6–4 and press the Enter key. The first TAPS menu screen will then appear. You will need to press Enter again to see the second half of the TAPS menu. Enter the number of the system that you wish to use and press Enter (Figure 6–5) and the initial TAPS screen will appear. On the initial TAPS screen enter your operator number and password (Figure 6–6) and press the Enter key. Note that when you initially sign–on, the initial TAPS screens will not appear and will only appear when you have entered SO on the action line and want to enter TAPS again. You are now signed on to the system and onto TAPS.

6–4. Instruction codes

With the use of a terminal there are codes which tell the system that certain action is desired. These codes are two characters which will enable you to return to the master menu screen, return to the transaction menu screen, and sign off the system. Depending on what you wish to do, you move the cursor (the cursor is a symbol which is displayed on the screen and indicates where the next character is to be typed) to the action line which is in the lower left–hand corner of the screen and do one of the following:

a. Master Menu–If you desire to return to the master menu, enter the code CF on the action line and press the Enter key.

b. Transaction Menu–If you desire to return to the transaction menu, enter the code CM on the action line and press the Enter key.

c. Sign Off–If you desire to sign off the system, enter the code SO on the action line and press the Enter key.

6–5. Master menu screen

The master menu screen (figure 6–5) will appear after you have successfully entered your operator's number and password. You will now enter the two character code for the task you wish to perform, as shown below, and then press the Enter key. Then do one of the following:

a. If you are going to perform Data Entry, go to paragraph 6–6.

b. If you are going to perform a DA Form 2 Query, go to paragraph 6–l 1.

c. If you are going to utilize Transaction Generation, go to paragraph 6–l2.

d. If you are going to perform an AD HOC Query, go to paragraph 6–l3.

e. If you are going to view the Data Dictionary, go to paragraph 6–l4.

f. If you are going to sign off the system, enter SO as indicated in paragraph 6–4.

6–6. SIDPERS data entry screen

You will be performing data entry and you need to select a processing mode. Figure 6–7 shows the screen format which will allow you to select your processing mode. Enter the processing mode code, and enter a X after transaction format. Press the Enter key. If the mnemonic AACDE appears on your screen, it means you are not authorized access to the SIDPERS data base. Recheck to see that you have entered your codes correctly. If no errors are found, contact the assistant terminal area security office (ATASO). (See Chapter 5 for further information on terminal security.) If the user has access to both unit and PSC screens, the screen at Figure 6–8 will appear indicating that the user is to enter a X to indicate a menu choice of unit or PSC. Information regarding this access level may be obtained from the user's local Personnel Automation Section (PAS). You must also enter a X next to your data entry choice (either DA Form 2 update or transaction format), Figure 6–9. After all the data is entered, press the Enter key. If you select peacetime, go to paragraph 6–7. If you Select mobilization, go to paragraph 6–8 and if you select wartime, go to paragraph 6–9. You also have the option of not processing any further, in which case you enter the appropriate code as indicated in paragraph 6–4.

6–7. Unit input menu screen (Peacetime)

Since you will be entering data in a peacetime mode, Figure 6–10 will be the next screen that you see. Enter the transaction mnemonic for the transaction that you wish to input and press the enter key. The screen format for that transaction will then appear. If you do not wish to input a mnemonic, you may return to the master menu (code CF), or sign off the system (code SO) as in dictated in paragraph 6–4.

6–8. Unit Input menu screen (Mobilization)

Since you will be entering data in a mobilization mode, Figure 6–l 1 will be the next screen that you see. Enter the transaction mnemonic for the transaction that you wish to input and then press the Enter key. The screen format for

that transaction will then appear. If you do not wish to input a mnemonic, you may return to the master menu (code CF), or sign off the system (code SO) as indicated in paragraph 6–4.

6–9. Unit input menu screen (Wartime)

Since you will be entering data in a wartime mode, Figure 6–l2 will be the next screen that you see. Enter the transaction mnemonic for the transaction that you wish to input and then press the Enter key. The screen format for that transaction will then appear. If you do not wish to input a mnemonic, you may return to the master menu (code CF), or sign off the system (code SO) as indicated in paragraph 6–4.

6–10. Transaction format screen

Once you have successfully entered the desired transaction mnemonic, the screen format for that transaction will appear. You can input the transaction in accordance with the appropriate procedure in chapter 2 of this pamphlet or DA Pamphlet 600–8–2. (A screen format for each transaction in Chapter 2 is filed with the procedure for that transaction.) Keep in mind that a slash (/) will be generated for each data element not being reported in the transaction. A period will automatically be generated when you press the Enter key after the last data element you have entered. After all the data that is to be reported is entered on the screen, then you press the Enter key. To obtain an input audit trail, the Print key must be pressed prior to the Enter key. Once you have pressed the Enter key, one of the following things will occur:

a. If your transaction successfully passed the validity edits, the screen format for the transaction that you just entered will reappear minus data. You may enter data for the same transaction on another soldier or enter either CF, CM or SO as indicated in paragraph 6–4.

b. If your transaction did not successfully pass the validity edits, the transaction screen will reappear with your error(s) blanked out and the character indicators highlighted (brighter). Also, the following message will appear at the bottom of the screen: Edit Error–Please Correct All Highlighted Fields. The error(s) must be corrected before the transaction will process. (Recheck the procedure for the transaction to find your error and correct it.) Press the Enter key after you correct the error.

6–11. DA Form 2(A/B) query

a. Once you have indicated that you will be executing a DA Form 2(A/B) Query, the screen shown as Figure 6–13 will appear. Enter the numeric code for your desired selection (in this case 1) and press the Enter key. Figure 6–l4 will appear. Enter the social security number (SSN) of the soldier whose DA Form 2(A/B) you wish to review. If the soldier is attached to your activity, you will also enter an A in the space provided in Figure 6–l4. If the soldier is assigned to your activity, then you leave this area blank. Press the Enter key and the screen shown as Figure 6–15 will appear. If an error has been made in entering the soldier's SSN, one of the following messages will appear: No Record Found For This SSN. Please Retype or No Attached Record Found For This SSN. Please Retype. Recheck the soldier's SSN, and reenter it.

b. If you are operating in the peacetime mode or mobilization mode, you will enter the mnemonic for the particular section of the DA Form 2(A/B) that you wish to review in the space provided and press the Enter key. If you are operating in the wartime mode, you will enter the mnemonic WAR, press the Enter key and the entire wartime DA Form 2(A/B) will appear.

c. Figure 6–l6 through 6–22 shows you examples of the Enlisted Personnel Qualification Record (PQR), DA Form 2A. Figures 6–23 through 6–29 shows you examples of the Officer/Warrant Officer Personnel Qualification Record (PQR), DA Form 2B. Figure 6–30 is the Enlisted, Wartime, DA Form 2A, and Figure 6–3l is the Officer/Warrant Officer, Wartime, DA Form 2B.

d. Upon pressing the Enter key, the screen for the particular section you requested will appear. It will display all the data pertaining to the soldier whose SSN you entered. You may view the DA Form 2(A/B) and then do one of the following:

(1) If you wish to review another section of the DA Form 2(A/B), on the same soldier, press the Enter key. This will bring you back to the DA Form 2 Menu Screen (Figure 6–l5). Enter the appropriate mnemonic on the DA Form 2 Menu Screen.

(2) If you wish to execute a DA Form 2(A/B) Query on another soldier, enter CM in the lower left–hand corner of the screen and press the Enter key. Note that the action line does not appear on the Form 2(A–B) Query screens; however, the cursor automatically goes to the lower left-hand corner and the ability to go to the Form 2 menu screen, go to the master menu screen or to sign off the system (as indicated in paragraph 6–4) remains. This will bring you back to the screen shown in Figure 6–l4, where you will enter the soldier's social Security number. From this screen (Figure 6–l4), you may execute any one of the options indicated in paragraph 6–4.

6–12. Transaction generation from the DA Form 2(A/B)

a. From the screens shown as Figures 6–5 or 6–6 enter the two character code for SIDPERS data entry and press the Enter key. The screen shown as Figure 6–7 will appear. Enter the code for your processing mode, your originator code, your PPA code and enter a X after DA Form 2 (PQR) Update (Figure 6–32) and press the Enter key. Figure 6–33 will

appear. Enter the SSN of the soldier whose DA Form 2(A/B) you wish to edit and press Enter. Figure 6–l5 will appear. Select the appropriate mnemonic for the section of the DA Form 2(A/B) you wish to edit and press the Enter key. The requested section will appear on the screen. Once you have come to the section of a soldier's DA Form 2(A/B) you wish to edit, you may make any required changes as authorized to the data elements. Note that the cursor will only go to the data elements that you are allowed to change; unit clerks can only make changes to Sections II and VI. Remember that if you are working on a DAS3 terminal, you must press the Home key to get the cursor to the top of the page before you can make any changes to the DA Form 2(A/B).

b. When you have finished making your changes and are ready to create a transaction, press the Enter key to create that particular transaction. If more data is required to build a transaction from what you have already entered on the DA Form 2 (A/B) screen, or from what is on the SPF, a transaction screen will appear with the requested information highlighted. Enter the requested data and press the Enter key. Once the edit process has been completed, the DA Form 2 menu screen reappears (Figure 6–15). If more changes are required, you may do one of the following:

(1) If you wish to change another section of the DA Form 2(A/B), on the same soldier, enter the appropriate mnemonic and press the Enter key.

(2) If you want to change the DA Form 2(A/B), on another soldier, enter CM in the lower left–hand corner of the screen, and press the Enter key. Note that the action line does not appear on the DA Form 2(A/B) screens; however, the cursor automatically goes to the lower left-hand corner and the ability to go to the DA Form 2 menu screen, go to the master menu screen, or to sign off the system (as indicated in paragraph 6–4) remains. This will bring you back to the screen shown in Figure 6–33, where you will enter the soldier's social security number and, press Enter. Also from this screen (Figure 6–33), you may enter CF or SO on the action line as indicated in paragraph 6–4. Note that you may not enter CQ on the action line of any of the transaction generation screens (see paragraph 6–l6).

6–13. Basic ad hoc query

a. This query is to be used to obtain information, in roster format, from either the SIDPERS personnel file (SPF), the SIDPERS authorized strength file (SASF), the SIDPERS organization master file (SOMF), or the SIDPERS assignment instruction file (SAIF).

b. In order to perform the AD HOC query, you must first go to the master menu screen. Once there, enter the two character number that corresponds to SIDPERS query (Figure 6–5) and press the Enter key. Figure 6–l3 will appear. Enter the one character code for the action desired. (In this case you wish to perform an AD HOC query, so enter 3–Figure 6–34.) Press enter and the screen as Figure 6–35 or 6–36 will appear. Enter the desired number which corresponds to the file that you wish to query. You may do one of two things. You may also enter DD on the action line and press Enter, or you may just press the Enter key. You also have the following options:

(1) Enter CF on the action line to return to the master menu.

(2) Enter CM on the action line to return to the query menu.

(3) Enter SO on the action line to exit TAPS.

c. If you enter DD (Figure 6–37) on the action line, this will allow you to view the data dictionary for the file that you have selected to query and use that dictionary to formulate your query. As a result of entering DD on the action line and pressing the Enter key, Figure 6–38 will appear. You have the option to either press the Enter key to continue viewing the data dictionary or scrolling through the dictionary to a particular page. To scroll through the dictionary of a given file, enter the number of pages you wish to move forward or backward after SCRN (top right-hand corner) and a + or − next to the page number (Figure 6–39). Note that if you try to scroll forward beyond the last page of a given dictionary, an error message will appear as illustrated in Figure 6–40. You also have the option of entering TF on the action line to terminate the data dictionary function. This will cause the AD HOC query screen to appear (Figure 6–41).

d. In order to use the data dictionary to formulate a query, type Al next to the data element you want to appear in Section A, item 1 of the AD HOC query screen (Figure 6–41). Type A2 next to the data element that you want to appear in Section A, item 2 of the AD HOC screen and so on until you have identified all the items pertaining to your query. (Figures 6–41 through 6–49 show examples of how you would formulate an ad hoc query from the SPF data dictionary.) Note that... VIEW... DD which appears on the data dictionary means to continue viewing the data dictionary, press the Enter key. When you have finished formulating your query, enter TF on the action line and press the Enter key. Figure 6–50 will appear. Enter data in the From and To Range area of Section A (see Figure 6–51 for an example). After entering the data, check to see that your query is formulated correctly and then press the Enter key to execute your query. Remember that if you want a copy of your query, on ASIMS, you must press the Print key before you press Enter. On DAS3, you do not have the print capability.

e. If you just press Enter without entering DD on the action line of the screen shown as Figure 6–35 or 6–36, the system will take you to the AD HOC query screen (Figure 6–4l). The cursor will then be on the action line. Move the cursor to item 1 under the field entitled Data Elements by pressing the Tab key. In this field, you will choose from 1 to 3 data elements for which you desire the system to search. In the Data dictionary, those elements that have an I next to them in the column labeled DEI are indexed. When formulating an AD HOC Query, one of those data elements must appear in section A of the query. If you do not have an indexed data element in section A, you will receive an error

message. No constraints exist for section B and C. To identify indexed data elements use the view data dictionary option. In our example used below, the first data element chosen is UPC1 (see Figure 6–52). You do not have to type in the length of the data element. A value will appear in the column LGN only if the data element you enter does not pass the edit criteria as listed in the data dictionary for that particular file.

f. As a further explanation of the AD HOC query, let us use the scenario that a company commander within your battalion desires to know which E4s within his unit, have a date of rank (DOR) between 1 July 1983 and 30 June 1984. The following data explains how this query would be prepared.

(1) The first data element the system would be required to search for would be company commander's unit and his unit only. Therefore, you would enter UPC1 and press the Tab key which would cause the cursor to move to the right, under the field entitled From Range. Enter the UPC of the unit whose data base you want to query and press the Tab key. The cursor will be under the field entitled To Range. The system will automatically enter the UPC of the unit entered in the From Range. You will enter a UPC only if your query is to look at more than one unit. Press the Tab key. By entering the same UPC in both From and To range, you are informing the system that you want to look at that unit and only that unit (see Figure 6–53).

(2) Now that you have identified the unit to be queried, the next logical data element you need to search for would be the grade. Therefore, enter GR. Once this has been done, press the Tab key and the cursor will move to the From Range. In this field, you will enter SP4, then press the Tab key which will move the cursor to the To Range and enter CPL (see Figure 6–54). In order to get to the next data field, press the Tab key. If you were to enter only SP4, the system would skip over CPLs; therefore, not giving you accurate/complete data as requested by your commander.

(3) At this point, you are telling the system to search for your unit and all of the E4s within your unit. In order to complete the report, the last data element which needs to be researched will be the date of rank (DOR). In our example, we desire to look at personnel with a DOR between a certain time frame, such as 1 July 1983 to 30 June 1984. Therefore, you would then enter 830701 in the From Range and 840630 in the To Range (Figure 6–55). This will give you a list of personnel who have a DOR between said dates only. With the 3 data elements requested, the system will search for all E4s within your unit who have a DOR of between 1 July 1983 and 30 June 1984.

(4) In the field entitled Define Primary/ Secondary Order of Display, you enter your desired logical sequence. In our example, the commander would like the roster to be in DOR sequence and alphabetically within DOR. Hence, you entered DOR for Primary and Name for the Secondary sort sequence (Figure 6–56). At this point, you will press the Tab key. Note that you must enter a value in item 1 of Section A, B, and C of Figure 6–41 for a valid query.

(5) The field entitled Define AD HOC Query Display Elements is self explanatory. In this particular case you want the report to display the following:

NAME, SSN, GR, PMOS, DOR, BSD, PEBD.

Therefore, you will enter (pressing the Tab key after each entry) in item 1–Name, 2–SSN, 3–GR, 4–PMOS, 5–DOR, 6–BASD and 7–PEBD, (see Figure 6–57). Upon completing this field (no matter where you complete it, item 1 through 7), you have the following options:

(a) If you desire to execute your query, press the Enter key. Remember that if you want a copy of your query, on ASIMS, you must press the Print key before you press Enter. On DAS3, you do not have the print capability.

(b) If you desire to view the data dictionary, enter DD on the action line and press the Enter key (see paragraph 6–l4).

(c) If you desire to sign off the system, enter SO on the action line and press the Enter key (see paragraph 6–3).

(d) If you desire to return to the master menu, enter CF on the action line and press the Enter key (see paragraph 6–3).

(e) If you desire to return to the query menu, enter QM on the action line and press the Enter key.

(6) If you choose to execute your query, the screen shown as Figure 6–58 will appear, once the system has completed the sorting process. This screen shows you the following:

(a) The number of records that were within the parameters of your query.

(b) The number of records that were within the parameters of your query but you are not authorized access to them.

(c) The number of records that were available for display.

(d) The number of screens that are needed to display the records that fit your query.

(7) If the number of records that will satisfy your query exceed 1000 records, you will receive the following message: AACDQ Error: Query Exceeds 1000 Rcds, Redefine Query Selection Criteria. Query Terminated Enter CF, CM, or SO on Action Line (Figure 6–59). You must redefine your query selection criteria or you have the following options:

(a) Enter CF on the action line to return to the master menu.

(b) Enter CM on the action line to return to the query menu.

(c) Enter SO on the action line to exit TAPS.

(d) Press the Enter key to continue the display.

(8) Once you have pressed the Enter key to execute the query, the system will automatically collect the requested data from the appropriate file. If the print capability is exceeded (i.e. 79 columns across the screen), an error message will appear similar to the one shown in Figure 6–60. Note that length (LGN) values will appear. Recheck to ensure that these values do not exceed 79. If the print capability was not exceeded, your query will process and a screen similar to Figure 6–6l will appear with all the data that you originally requested. Continue to press the Enter key to view all the screens needed to display the results of your query. Remember that if you want a copy of your query, on ASIMS, you must press the Print key before you press Enter. On DAS3, you do not have the print capability. You may use the scroll function which was previously explained to review the query display. When you have reached the end of your query display, a message will appear on the screen similar to that shown as Figure 6–62. After your review, you have the following options:

(a) Enter CF on the action line to return to the master menu.

(b) Enter CM on the action line to return to the query menu.

(c) Enter SO on the action line to exit TAPS.

(d) Press the Enter key to continue the display.

6–14. Data dictionary

The user has the capability to only view the data dictionary, of a particular file. From Figure 6–l3, enter the number 2 and press the Enter key. The View Data Dictionary screen (Figure 6–63 or 6–64) will appear. Enter the number that corresponds to the file elements that you wish to view and press the Enter key to view the data dictionary Figure 6–65). Figure 6–66 shows an example of the SPF Data Dictionary. Continue to press the Enter key to view all the screens. You may use the scroll function which was previously explained to review the dictionary. Note that if you try to scroll forward beyond the last page of a given dictionary, an error message will appear as illustrated in Figure 6–67. You also have the option of entering TF on the action line and pressing Enter to terminate the data dictionary function. This will take you back to Figure 6–63 or 6–64, the View Data Dictionary Screen. From this screen, you have the option to either:

a. Select to view the data dictionary of another file.

b. Enter CF on the action line to return to the master menu.

c. Enter CM on the action line to return to the query menu.

d. Enter SO on the action line to exit TAPS.

6–15. Originator review of the queue

a. A queue is that area of the database where transactions in a batch are held until that batch is processed in a cycle.

b. You, as the originator, have the capability to review transaction which you have put into the system. To do this, you merely enter CQ on the action line as shown in Figure 6–68 and press the Enter key. CQ may be entered on the action line of any screen, except when performing transaction generation from the DA Form 2(A/B) (see below). When you are executing transaction generation (paragraph 6–l3), you must first enter CF on the action line to get to the master menu screen, Figure 6–5. You then enter the appropriate code for data entry and press Enter. Figure 6–7 will appear. Put an X after transaction format and enter CQ on the action line (Figure 6–9). Then follow the procedures outlined above. Once you have done this, a screen similar to Figure 6–70 will appear. You will enter a relative batch number (RBN) of the batch that you wish to review (Figure 6–71). The RBN 001 has been entered in Figure 6–7l. Once you have chosen the number of the batch that you wish to review, a screen similar to Figure 6–72 will appear. There are four transactions in the batch shown on Figure 6–72. The transactions will appear in an eighty card column format. If you desire to delete a particular transaction, move the cursor to the transaction image and enter a D on the line next to the transaction number, and press the Enter key. You may also get a copy of the transactions in your batch by pressing the Print key, prior to pressing the Enter key. This action will only work if your terminal has access to a printer and will help you maintain an audit trail. Once you have finished, press the Enter key. The screen that you were on when you executed the CQ will appear (in our example, Figure 6–68). You may then follow any of the options listed in paragraph 6–4.

6–16. Column shift (CS# #)

Whenever a CQ is performed, you, as the originator, can execute a column shift CS. To execute a column shift, enter CS on the action line and the number of the column where you want the shift to begin. In Figure 6–72, you will note that CS74 has been entered on the action line. CS stands for column shift and 74 is the number of the column where viewing will begin. Once CS and a number have been entered on the action line, press the Enter key. A screen similar to Figure 6–73 will appear. In our example, you can see that there is no data in columns 74 through 80 in all four transactions. You can press the Enter key and the system will return you to the screen that you were originally on before executing a CS # #.

6–17. Sign off procedures

After you have finished your input and you desire to sign off the system, enter the code SO on the action line which is in the lower left–hand corner of the screen. Press the Enter key. The screen shown in Figure 6–74 will appear. Press

the Clear key. A blank screen will now appear and upon it, you type in the upper left–hand corner CSSF LOGOFF and press the Enter key (Figure 6–75). The system will accept your command and give you the following message: DFH35061 10:38:47: Sign Off Is Complete (Figure 6–76). Then the screen shown as Figure 6–l will appear. You are now off the system.

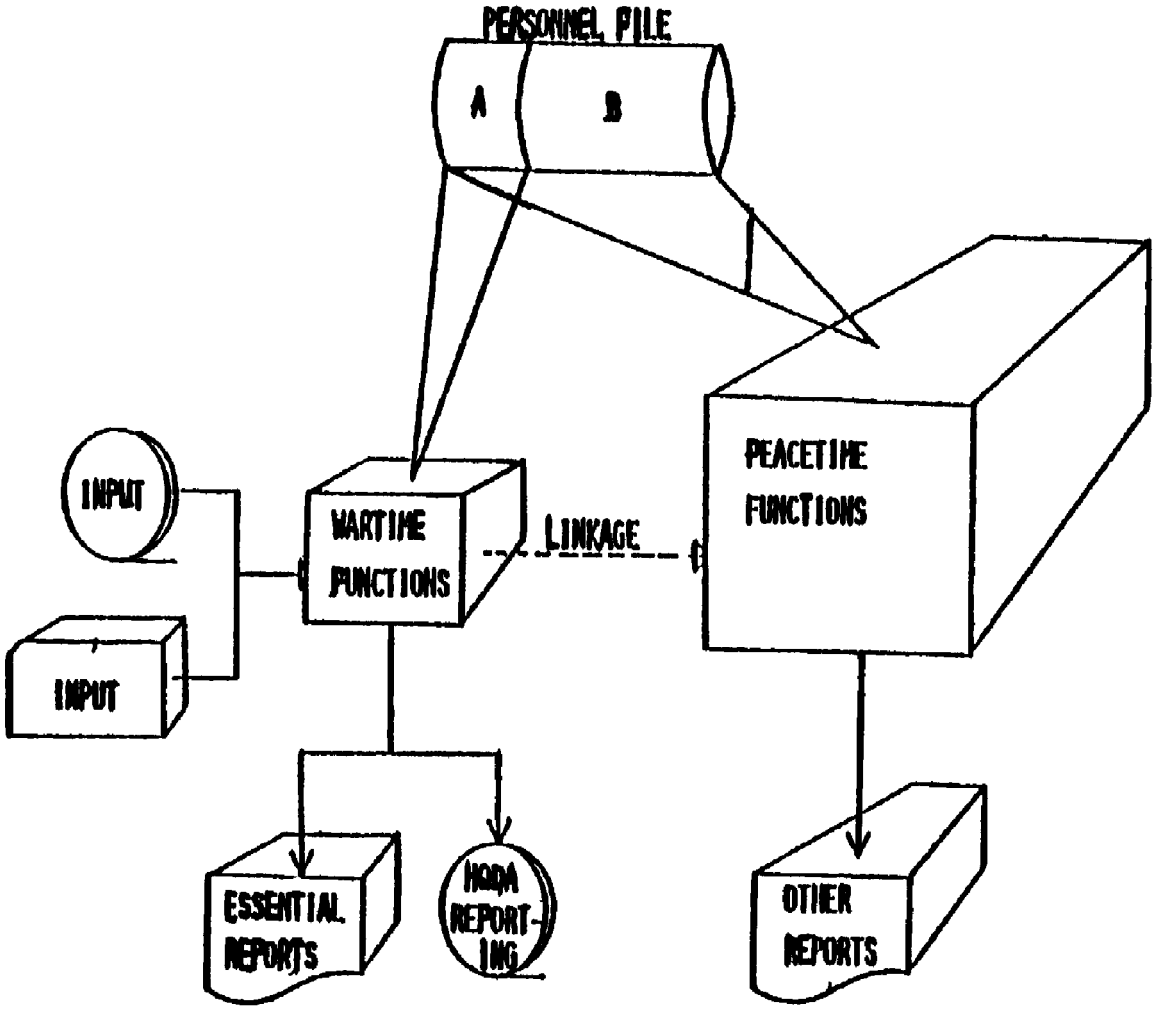

Figure 1–1. The SIDPERS concept

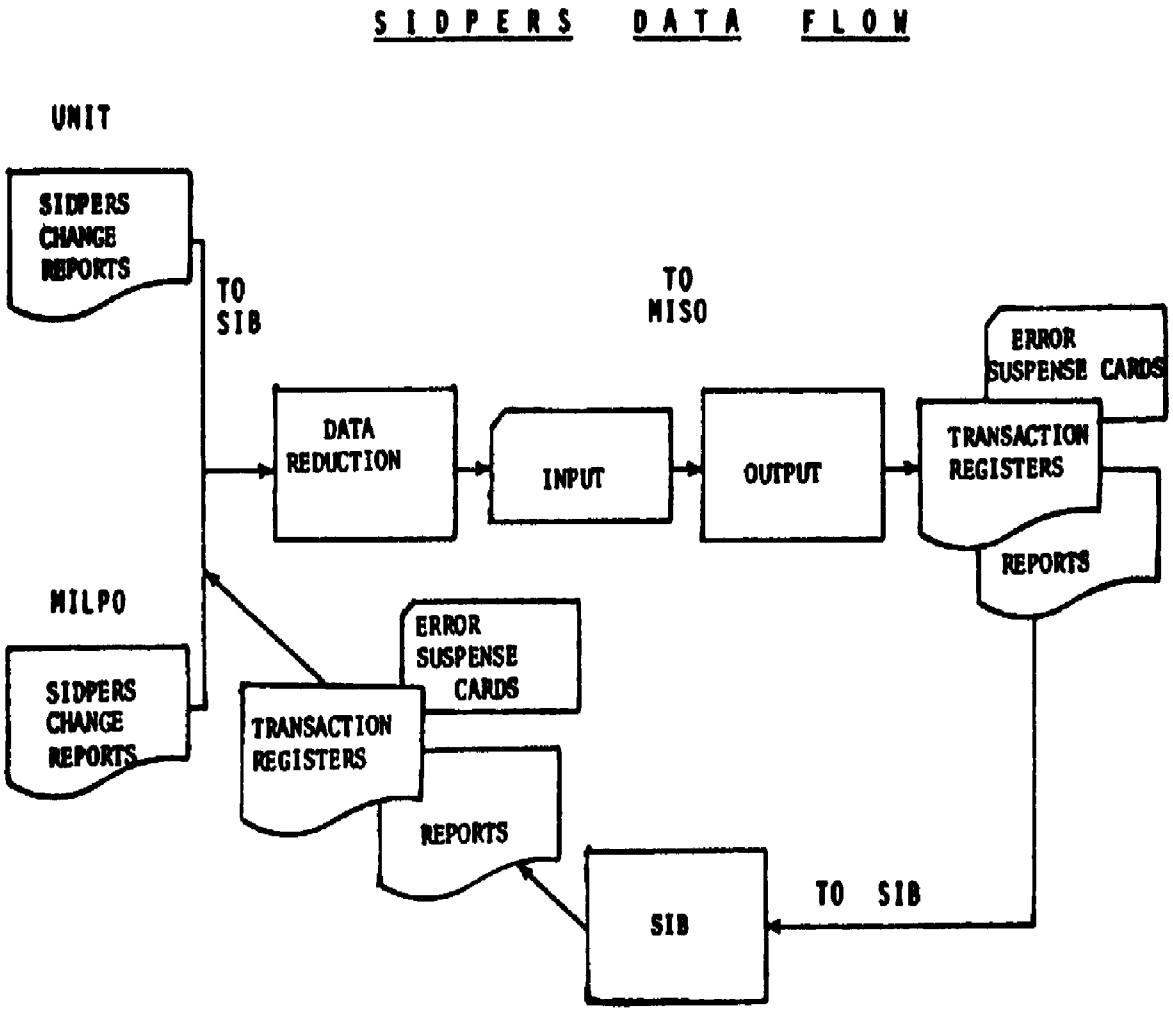

Figure 1–2. SIDPERS data flow

Figure 2–1.

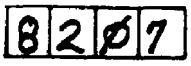

Figure 2–2.

Figure 2–4.

Figure 2–5.

Figure 2–6.

Figure 2–7.

Figure 2–8.

Figure 2–9.

Figure 2–10.

Figure 2–11.

Figure 2–12.

A1

Figure 2–13.

85Ø9L5QSTRØJ4AA 99

Figure 2–20.

SIDPERS INPUT AND CONTROL DATA-AUTHENTICATION AND TRANSMITTAL	1. DATE PREPARED 821ØØ4	2. ORIG CODE A1	3. BATCH NO ØØ2	REQUIREMENT CONTROL SYMBOL MILPC 27
4. THRU: PSNCO 1st Bn, 2nd Infantry Ft. Fumble, VA 22310	5. TO: SIB HQ, 2nd Infantry Ft. Fumble, VA 22310		6. FROM: (Reporting Unit Designation (Section) and Telephone Number) Commander, Co A, 1st Bn 2nd Infantry Fort Fumble, VA 22310 Telephone: 325-9318	

7. ATTACHED SIDPERS INPUT FORMS HAVE BEEN VERIFIED AS COMPLETE AND ACCURATE.

INPUT FORMS	COUNT
a. Personnel Change (Expanded), DA Form 3728	6Ø
b. Organization Change (Abbreviated), DA Form 3732	
c. Officer Accession, DA Form 3805	1
d. Enlisted Accession, DA Form 3806	1
e. Officer Transfer Data Record, DA Form 3807	
f. Enlisted Transfer Data Record, DA Form 3808	
g. Organization Transfer Data Record, DA Form 3809	
h. Organization Statistics, DA Form 3810	
i. Personnel/Organization Change (Keypunch), DA Form 3813	4
j. Error Suspense Cards	
k.	
l.	
m.	
n.	
o.	
p.	
q.	
r.	
TOTAL	66

8. NAME AND TITLE OF CERTIFYING OFFICER	9. GRADE/BRANCH	10. SIGNATURE
ISAAC D. KARD, Commander	CPT/INF	
11. DATE PROCESSED AT DP BRANCH	12. ADP OPERATOR'S INITIALS	

DA FORM JAN 82 3815 EDITION OF 1 JAN 75 IS OBSOLETE. For use of this form, see AR 680-1, and DA Pams 600-8-1, and 600-8-2; the proponent agency is MILPERCEN.

Figure 2–21. Example of a completed DA Form 3815 (May be typed or printed in black or blue-black ink)

84Ø6Ø1/1E8AA/ØJ4AA////AA3Ø.

Figure 2–23.

84Ø6Ø1/1E8AA/ØJ4AA/MAJ/61F9B/M/AA3Ø.

Figure 2–24.

84Ø6Ø1/1E8AA/ØJ4AA.

Figure 2–25.

84Ø6Ø1/1E8AA/ØJ4AA/MAJ/61F9B/M.

Figure 2–26.

```
                    TRANSACTION MNEMONIC:  ARR

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

REPORTING DATE:  ------

LOSING UPC:  -----

GAINING UPC:  -----

GRADE ABBREVIATION:  ---

PMOS (ENL/WO) PSSI/ASI-1(OFF):  -----

SEX:  -

POSN:  ----


ACTION:  --
```

Figure 2–27. Example of an arrival (ARR) peacetime screen format

```
                    TRANSACTION MNEMONIC:  ARR

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG: --
REPORTING DATE:  ------
LOSING UPC:  -----
GAINING UPC:  -----
GRADE ABBREVIATION:  ---
PMOS (ENL/WO) PSSI/ASI-1(OFF):  -----
SEX:  -

ACTION:  --
```

Figure 2–28. Example of an arrival (ARR), wartime screen format

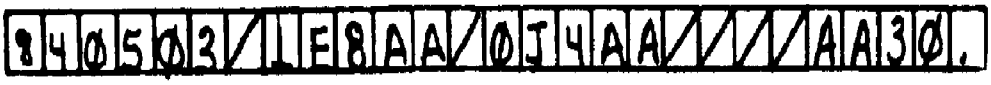

Figure 2–29.

8 4 Ø 5 Ø 3 / 1 E 8 A A / Ø J 4 A A / M A J / 6 1 F 9 B / M / A A 3 Ø .

Figure 2–30.

8 4 Ø 5 Ø 3 / 1 E 8 A A / Ø J 4 A A .

Figure 2–31.

8 4 Ø 5 Ø 3 / 1 E 8 A A / Ø J 4 A A / M A J / 6 1 F 9 B / F .

Figure 2–32.

```
                    TRANSACTION MNEMONIC:  ASNJ

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

REPORTING DATE:  ------

LOSING UPC:  -----

GAINING UPC:  -----

GRADE ABBREVIATION:  ---

PMOS (ENL/WO) PSSI/ASI-1(OFF):  -----

SEX:  -

POSN:  ----



ACTION:  --
```

Figure 2–33. Example of an assigned–not joined (ASNJ) peacetime screen format

```
                    TRANSACTION MNEMONIC:  ASNJ

DATE:  ______   NAME:  _____   SSN:  _________   ORIG: __

REPORTING DATE:  ______

LOSING UPC:  _____

GAINING UPC:  _____

GRADE ABBREVIATION:  ___

PMOS (ENL/WO) PSSI/ASI-1(OFF):  _____

SEX:  _

ACTION:  __
```

Figure 2–34. Example of an assigned not-joined (ASNJ) wartime screen format

```
840601/1E8AA/0J4AA.
```

Figure 2–35.

```
                    TRANSACTION MNEMONIC:  ATCH

DATE:  ______   NAME:  _____   SSN:  _________   ORIG:  __

REPORTING DATE:  ______

LOSING UPC:  _____

GAINING UPC:  _____


ACTION:  __
```

Figure 2–36. Example of an attached (Intra) (ATCH) screen format

5 1 A 1 5 / 1 X / R Q / P H Y S I C A L S C I E N T I S T .

Figure 2–37.

Ø	Ø	Ø	Ø	Ø	/	Ø	Ø	/	Y	Y	/	Ø	Ø	Ø	Ø	Ø	Ø	.

Figure 2–38.

```
                    TRANSACTION MNEMONIC:  CDAT
DATE: ------  NAME: ------  SSN: ----------  ORIG: --
DUTY POSITION SPEC CODE/DUTY MOS: ------  DUTY ASI: --  DUTY LIC: --
CURRENT DUTY ASSIGNMENT TITLE: ----------------------

ACTION: --
```

Figure 2–39. Example of a current duty assignment title (CDAT) transaction screen format

945/1E8AA.

Figure 2–40.

```
                    TRANSACTION MNEMONIC:  DECD

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

TCN:  ---

UPC:  -----


ACTION:  --
```

Figure 2–41. Example of a deceased transaction (DECD) screen format

950/1E8AA.

Figure 2–42.

```
                    TRANSACTION MNEMONIC:  DFR

DATE:  ______   NAME:  _____   SSN:  _________   ORIG:  __

TCN:  ___

UPC:  _____


ACTION:  __
```

Figure 2–43. Example of a dropped from the rolls (DFR) transaction screen format

PFC/840115.

Figure 2–44.

```
                    TRANSACTION MNEMONIC:  DOR

DATE:  ______   NAME:  _____   SSN:  _________   ORIG:  __

GRADE ABBREVIATION:  ___

DOR:  ______


ACTION:  __
```

Figure 2–45. Example of a date of rank (DOR) transaction screen format

1E8AA2N4AA/84Ø5Ø1/3N6AA/4A.

Figure 2–46.

1E8AA2N4AA/84Ø5Ø1/3N6AA/4A/HQS.

Figure 2–47.

1E8AA2N4AA/84Ø5Ø1/3N6AA/4A/HQS/3Ø.

Figure 2–48.

1E8AA2N4AA/84Ø5Ø1/3N6AA/4A/HQS/3Ø/7.

Figure 2–49.

1E8AA2N4AA/84Ø5Ø1/3N6AA/4A.

Figure 2–50.

1E8AA2N4AA/84Ø5Ø1/3N6AA/4A/HQS.

Figure 2–51.

DISPOSITION FORM S: 20 Jan 82

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AEIOU	Relieved from Attached Status

TO CDR, Co D, 2nd Bn
10th Inf
Ft Board, FL 00990

FROM CDR, Co A, 2nd Bn
2nd Inf
Ft Defense, VA 22310

DATE 4 Jan 82 CMT 1

1. The individual(s) in paragraph 2 was/were reassigned from this unit.

2. Request that you relieve the individual(s) from attachment and return him/her to this parent organization based upon the orders at inclosures:

DOE, John W., PFC, 232-33-4444
KARD, Isaac D., SP4 , 938-44-5555

1 Incl
Assignment Order

TERRY E. LEADER
Captain, Infantry
Commanding

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 2–52. Relieved from attached status

```
                    TRANSACTION MNEMONIC:  DPRT

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
LOSING UPC:  -----
GAINING UPC:  -----
REPORT DATE:  ------
ULTIMATE GAINING UPC:  -----
MDC:  --
DUTY STATUS:  ---
NUMBER OF DAYS LEAVE:  --
NUMBER OF DAYS TDY:  ---


ACTION:  --
```

Figure 2–53. Example of a departure (DPRT) transaction peacetime screen format

```
                    TRANSACTION MNEMONIC:  DPRT

DATE:  ______   NAME:  _____   SSN:  _________   ORIG:  __

LOSING UPC:  _____

GAINING UPC:  _____

REPORT DATE:  ______

ULTIMATE GAINING UPC:  _____

MDC:  __

DUTY STATUS:  ___



ACTION:  __
```

Figure 2–54. Example of a departure (DPRT) transaction wartime screen format

OLD DUTY STATUS CANNOT BE:

IF NEW DUTY STATUS IS:	ADM	ATC	AWC	AWL	CAP	CCA	CLV	CMA	DCH	DED	DFR	HOS	HOW	INT	KIA	MIA	MIS	OLV	PDG	PDY	REL	RET	RSG	SCA	SLV	SMA	SND	TDY	TFR	TMA	TRA	XLV
NOTE		(1)							(2)	(2)	(2)				(2)				(3)		(2)	(2)	(2)						(2)	(2)	(4)	
ADM	X	X	X	X	X	X		X	X	X	X			X	X	X	X		X		X	X	X	X		X	X	X	X	X	X	
AWC		X	X		X				X	X	X				X				X		X	X	X	X		X		X	X	X		
AWL		X		X	X				X	X	X				X				X		X	X	X	X		X			X	X		
CAP		X			X				X	X	X				X				X		X	X	X	X		X			X	X		
CCA		X	X	X		X			X	X	X			X	X				X		X	X	X	X		X			X	X		
CLV	X	X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X
CMA		X						X	X	X	X				X				X		X	X	X	X		X			X	X		
HOS		X							X	X	X	X			X				X		X	X	X	X		X			X	X		
HOW		X							X	X	X		X		X				X		X	X	X	X		X			X	X		
INT		X							X	X	X			X	X				X		X	X	X	X		X			X	X		
MIA		X							X	X	X				X	X			X		X	X	X	X		X			X	X		
MIS		X							X	X	X				X		X		X		X	X	X	X		X			X	X		
OLV		X		X	X				X	X	X				X	X	X	X	X		X	X	X	X		X			X	X		
PDY		X							X	X	X				X				X	X	X	X	X						X	X	X	
SCA		X							X	X	X				X				X		X	X	X	X		X			X	X		
SLV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X		X
SMA	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X
SND		X							X	X	X				X	X	X		X		X	X	X	X		X	X		X	X		
TDY		X							X	X	X				X	X	X		X		X	X	X	X		X		X	X	X		
XLV		X			X				X	X	X				X	X	X		X		X	X	X	X		X			X	X		X

NOTE: These Duty Status Codes cannot be changed with "DYST" Transaction.

Duty Status Reporting Restrictions

The following notes explain some restrictions on change of duty status by reporting DYST transaction.

1. ATC, attached, duty status can only be changed by reporting ATCH or RATH transactions.

2. Duty status DCH, DED, DFR, KIA, REL, RET, RSG, TFR and TMA all indicate departed or deceased individuals no longer accountable to this SIDPERS activity. The DYST transaction cannot be used to report sign-of-life.

Duty Status	Meaning	Reported by	Revoked by
DCH	Discharged	SEP	Accession
DED	Deceased	DECD	Accession
DFR	Dropped from Rolls	DFR	RDFR
KIA	Killed in Action	DECD	Accession
REL	Released	SEP	Accession
RET	Retired	SEP	Accession
RSG	Reassigned	DPRT	REVD
TFR	Inter-service Transfer	TRAN	RDFR
TMA	Transfer Military	DFR	RDFR

(Accessions are reported at MILPO level.)

3. Duty status PDG, pending gain, means a transfer data record (TDR) is on the SPF. To indicate accountability, you must report an ARR, or an ASNJ transaction.

4. Duty status TRA, intransit, is caused only by an ASNJ transaction or by a DPRT transaction to another unit serviced by your SIDPERS activity.

Figure 2–55. Duty status listing

PDY/AWL/2Ø45/1E8AA.

Figure 2–56.

```
                    TRANSACTION MNEMONIC:  DYST

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
OLD DYST CODE:  ---
NEW DYST CODE:  ---
TIME OF DYST:  ----
UPC:  -----

ACTION:  --
```

Figure 2–57. Example of a duty status (DYST) transaction screen format

```
                    TRANSACTION MNEMONIC:  ERUP

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
ELIG IMMEDIATE ENLISTMENT/REENLISTMENT:  --


ACTION:  --
```

Figure 2–58. Example of an eligibility for immediate enlistment/reenlistment (ERUP) transaction screen format

Figure 2–59.

```
                    TRANSACTION MNEMONIC:  FDPS

DATE: -------- NAME: ---- SSN: --------- ORIG: --

FIELD DETERMINED PERSONNEL SECURITY STATUS: -


ACTION: --
```

Figure 2–60. Example of field determined personnel security status (FDPS) transaction screen format

K	Z	.		

Figure 2–61.

KA/85Ø615.

Figure 2–62.

HZ//BZ.

Figure 2–63.

HA/84Ø115/BA/84Ø124.

Figure 2–64.

HZ//BA/84Ø124.

Figure 2–65.

```
                    TRANSACTION MNEMONIC:  FLAG

DATE: ------  NAME: -----  SSN: ---------  ORIG: --

FLAG-1: --  FLAG -1 DATE: ------  FLAG-2: --  FLAG-2 DATE: ------

ACTION: --
```

Figure 2–66. Example of suspension of favorable personnel action (FLAG) transaction screen format

```
SP4/D/870302/870302.
```

Figure 2–67.

SP4/D/87Ø3Ø2/87Ø3Ø2/95B2O.

Figure 2–68.

SP4/D/87Ø3Ø2/87Ø3Ø2/95B2O/V5.

Figure 2–69.

SP4/D/87Ø3Ø2/87Ø3Ø2/95B2O/ØØ.

Figure 2–70.

```
                    TRANSACTION MNEMONIC:  GRCH
DATE: ------  NAME: ------  SSN: ---------  ORIG: --
NEW GRADE: ---
GRADE-HOW-ACQUIRED: -
EFFECTIVE-DATE-OF-PAY-GRADE: -------
DOR: -------
PMOS: ------
PMOS ASI: --

ACTION: --
```

Figure 2–71. Example of a grade change (GRCH) transaction screen format

1/L/KA99.

Figure 2–72.

```
                    TRANSACTION MNEMONIC:  INQY

DATE:  ______   NAME:  ____   SSN:  _________   ORIG:  __

FILE QUERIED CODE:  _

OUTPUT CODE CHECK:  _

VOUCHER NUMBER:  ____


ACTION:  __
```

Figure 2–73. Example of an inquiry (INQY) transaction sreen format

PROM/SP4M/870123/860112.

Figure 2–73.1.

```
                    TRANSACTION MNEMONIC: JACT
DATE ———— NAME: ——— SSN: ———— ORIG: —
TYPE OF ACTION: —— GRADE ABBREVIATION AND CODE: ——
EFFECTIVE-DATE-1: ——— EFFECTIVE-DATE-2: ———

ACTION:
```

Figure 2–73.2. Example of a JUMPS army corrector transaction (JACT) transaction screen format

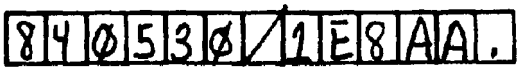

Figure 2–74.

```
                    TRANSACTION MNEMONIC:  JOIN

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
REPORT DATE:  ------
UPC:  -----


ACTION:  --
```

Figure 2–75. Example of a joined (JOIN) transaction screen format

1E8AA.

Figure 2–76.

1E8AA/AA65.

Figure 2–77.

```
                    TRANSACTION MNEMONIC:  MTDR

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
UPC:  -----
POSN:  ----


ACTION:  --
```

Figure 2–78. Example of a move transfer data record (MTDR) transaction peacetime screen format

```
                    TRANSACTION MNEMONIC:  MTDR

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
UPC:  -----


ACTION:  --
```

Figure 2–79. Example of a move transfer data record (MTDR) wartime transaction screen format

L/KA99/R.

Figure 2–80.

L/KA99.

Figure 2–81.

```
                    TRANSACTION MNEMONIC:  OAUT

DATE:  ------   UPC:  -----   ORIG:  --

OUTPUT CODE:  -

VOUCHER NUMBER:  ----

RESERVE COMPONENT FILE INDICATOR:  -



ACTION:  --
```

Figure 2–82. Example of an authorized strength file inquiry by unit (OAUT) transaction screen format

8312.

Figure 2–83.

ØØØØ.

Figure 2–84.

```
                    TRANSACTION MNEMONIC:  OJT

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
YEAR-MONTH OJT COMPLETED:  ----



ACTION:  --
```

Figure 2–85. Example of an on the job training (OJT) transaction screen format

Figure 2–86.

Figure 2–87.

Figure 2–88.

Figure 2–89.

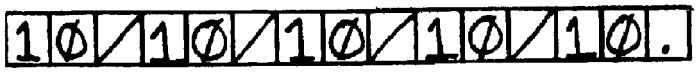

Figure 2–90.

1Ø/1Ø/1Ø/1Ø/1Ø/1Ø.

Figure 2–91.

```
                    TRANSACTION MNEMONIC:  OSTR

DATE:  ------   UPC:  -----   ORIG:  --
REPORTED ACCOUNTABLE STRENGTH (OFF):  -----
REPORTED ACCOUNTABLE STRENGTH (WO):  -----
REPORTED ACCOUNTABLE STRENGTH (ENL):  -----
REPORTED ATTACHED STRENGTH (OFF):  -----
REPORTED ATTACHED STRENGTH (WO):  -----
REPORTED ATTACHED STRENGTH (ENL):  -----

ACTION:  --
```

Figure 2–92. Example of an organization strength report change (OSTR) transaction screen format

R.

Figure 2–93.

```
                    TRANSACTION MENMONIC:  PBAR

DATE:  ------  NAME:  -----  SSN:  ---------  ORIG:  --

PROMOTION BAR:  -



ACTION:  --
```

Figure 2–94. Example of promotion bar (PBAR) transaction screen format

AA45/1E8AA.

Figure 2–95.

AA93/1E8AA/75BØØ/ØØ/GE.

Figure 2–96.

```
                    TRANSACTION MNEMONIC:  POSN

DATE:  ______   NAME:  _____   SSN:  _________   ORIG:  __

POSN:  ____

UPC:  _____

DMOS:  _____

DUTY ASI:  __

DUTY LANGUAGE IDENTITY:  __


ACTION:  __
```

Figure 2–97. Example of a position number change (POSN) transaction screen format

S.

Figure 2–98.

```
                    TRANSACTION MNEMONIC:  PRPA

DATE: ------  NAME: -----  SSN: ---------  ORIG: --

PERSONNEL RELIABILITY PROGRAM ASSIGNMENT STATUS: -


ACTION: --
```

Figure 2–99. Example of personnel reliability program assignment status (PRPA) transaction screeen format

1E8AA.

Figure 2–100.

```
                    TRANSACTION MNEMONIC:  RATH

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
LOSING UPC:  -----

ACTION:  --
```

Figure 2–101. Example of a relief from attached (RATH) transaction screen format

AWL/830625/PDY/830628/1E8AA.

Figure 2–102.

```
                    TRANSACTION MNEMONIC:  RAWL

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

FIRST ERRONEOUS DYST:  ---

EFFECTIVE DATE OF FIRST ERRONEOUS DYST:  ------

SECOND ERRONEOUS DYST:  ---

EFFECTIVE DTE OF SECOND ERRONEOUS DYST:  ------

UPC:  -----


ACTION:  --
```

Figure 2–103. Example of a revocation of AWOL and return (RAWL) transaction screen format

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMINC	Request for Preparation of DA Form 3805/3806

TO	FROM	DATE	CMT 1
MILPO 99th Inf Div Ft. Defense, VA 22310	Co A, 1st Bn 2nd Inf Ft. Defense, VA 22310	24 Jul 82 SP4 Dowright/kh/789-6380	

1. Reference AR 630-10, Absence Without Leave and Desertion.

2. The following individual has been erroneously reported as Dropped From the Rolls of this unit:

Name/Grade/SSN	Correct Duty Status
Guy S. FOXX, SFC, 123-45-6789	

3. Request the preparation and submission of DA Form 3805/3806, SIDPERS Input and Control Data -- Officer/Enlisted Accession, in order to return the individual to the active rolls.

ISAAC D. KARD
Captain, Infantry
Commanding

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 2–104. Request for preparation of DA Form 3805/3806

1E8AA.

Figure 2–105.

1E8AA/MIS/840302

Figure 2–106.

```
                    TRANSACTION MNEMONIC:  RDFR

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
UPC:  -----
DYST:  ---
EFFECTIVE DATE DYST:  ------


ACTION:  --
```

Figure 2–107. Example of revocation of dropped from rolls (RDFR) transaction screen format

AWL/HQS/2045/840419/1E8AA.

Figure 2–108.

```
                    TRANSACTION MNEMONIC:  RDYS

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

ERRONEOUS DYST:  ---

CORRECT DYST:  ---

EFFECTIVE TIME DYST:  ----

EFFECTIVE DATE OF CORRECT DYST:  ------

UPC:  -----

ACTION:  --
```

Figure 2–109. Example of revocation of erroneous duty status (RDYS) transaction screen format

84Ø5Ø9/1E8AA/2N4AA.

Figure 2–110.

```
                    TRANSACTION MNEMONIC:  REVA

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --
ARRIVAL DATE:  ------
GAINING UPC:  -----
LOSING UPC:  -----


ACTION:  --
```

Figure 2–111. Example of a revocation of arrival/assigned–not joined (REVA) transaction screen format

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AMINC	Request Preparation of DA Form 3807/3808

TO MILPO
99th Inf Div
Ft Defense, VA 22310

FROM CDR, Co A, 1st Bn
2nd Inf
Ft Defense, VA 22310

DATE 4 Jan 00

CMT 1

1. The SIDPERS Personnel File (SPF) processed a Revocation of Departure Transaction to SGT Guy S. Foxx, 123-45-6789, this organization. This transaction rejected because the individual would not match the SPF.

2. This office verifies the correctness of the individual's personnel data and requests the preparation of a DA Form 3807/3808, Transfer Data Record. This is necessary to arrive the above individual to this unit.

ISAAC D. CARD
Captain, FA
Commanding

DA FORM AUG 80 2496 PREVIOUS EDITIONS WILL BE USED

Figure 2–112. Request preparation of DA form 3807/3808

8 4 Ø 7 Ø 1 / 1 E 8 A A / Ø J 4 A A / A A 3 Ø .

Figure 2–113.

8 4 Ø 7 Ø 1 / 1 E 8 A A / Ø J 4 A A .

Figure 2–114.

TRANSACTION MNEMONIC: REVD

DATE: ------ NAME: ----- SSN: --------- ORIG: --

REPORTING DATE: ------

LOSING UPC: -----

GAINING UPC: -----

ACTION: --

Figure 2–115. Example of a revocation of departure (REVD) peacetime screen format

```
                    TRANSACTION MNEMONIC:  REVD

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

REPORTING DATE:  ------

LOSING UPC:  -----

GAINING UPC:  -----

POSN:  ----


ACTION:  --
```

Figure 2–116. Example of a revocation of departure (REVD) wartime screen format

SCA/84Ø62Ø/PDY/84Ø63Ø/3N6AA.

Figure 2–117.

```
                    TRANSACTION MNEMONIC:  RSEN

DATE:  ------   NAME:  -----   SSN:  ---------   ORIG:  --

FIRST ERRONEOUS DYST:  ---

EFFECTIVE DATE FIRST ERRONEOUS DYST:  ------

SECOND ERRONEOUS DYST:  ---

EFFECTIVE DATE SECOND ERRONEOUS DYST:  ------

UPC:  -----

ACTION:  --
```

Figure 2–118. Example of a revocation of a sentence by a civil/military court and return (RSEN) screen format

```
1E8AA/A/BDK/AA/35//EB/83Ø7Ø1.
```

Figure 2–119.

Figure 2–120.

Figure 2–121.

Figure 2–122.

Figure 2–123.

Figure 2–124.

1E8AA/A/JFP/AA/15/30/E8/830615/RL.

Figure 2–125.

1E8AA/A/JFP/AA/25.

Figure 2–126.

```
                    TRANSACTION MNEMONIC: SEP
DATE: ------  NAME: ------  SSN: ---------  ORIG: --
UPC: ----
TYPE OF TRANSFER OR DISCHARGE: -
SPD: ---
SEPN-DOC-ISSUED/CHAR-SVC: --
SGLI-COVG: --
ELIG-IMMED-ENL-REENL: --
ASSIGNMENT CODE LAST MAJOR CMD: --
DATE OF SEPARATION: -------
SEPARATION TO IRR INDICATOR CODE: -
ACTION: --
```

Figure 2–127. Example of a separation/discharge/retirement (SEP), peacetime screen format

```
                    TRANSACTION MNEMONIC: SEP

DATE: ------  NAME: -----  SSN: ----------  ORIG: --

UPC: -----

TYPE OF TRANSFER OR DISCHARGE: -

SPD: ---

SEPN-DOC-ISSUED/CHAR-SVC: --

SGLI-COVG: --

ELIG-IMMED-ENL-REENL: --

ASSIGNMENT CODE LAST MAJOR CMD: --

DATE OF SEPARATION: -------


ACTION: --
```

Figure 2–128. Example of a separation/discharge/retirement (SEP) mobilization screen format

```
                    TRANSACTION MNEMONIC: SEP
DATE: ——— NAME: ——— SSN: ———————— ORIG: —
UPC: ———
TYPE OF TRANSFER OR DISCHARGE: —
SPD: ——
SEPN-DOC-ISSUED/CHAR-SVC: —
SGLI-COVG: —

ACTION: —
```

Figure 2–129. Example of a separation/discharge/retirement (SEP) wartime screen format

```
Line
 No
  1  TRANSACTIONS NOT PROCESSED                                   F   ESS/NON-ESSENTIAL      ERROR
                                                                      ERROR MESSAGES      CONTROL NUM
  2                                                               D
  3  84Ø115REVDCONNO363485545998 4Ø1Ø6/1E8AA/Ø34AA/AA3Ø           U   [CDYS]              [KG00621]
  4  CONNO E 363485545V SP60 R 6 850614 74D20  5A PDY 830140 8301101E8AA   530524 730615 SB A K
  5  TOTAL TRANSACTIONS NOT PROCESSED   1
```

Figure 3–1. Example of a separation/discharge/retirement (SEP) wartime screen format

ERROR MNEMONIC	TRANSACTION	REASON AND REQUIRED ACTION
xDYS	RDFR	1. SPF TCN=943 and transaction duty status is not MIA, MIS or CAP. Correct and resubmit. 2. SPF duty status is not equal to DFR or TMA and TCN is 943. Correct and resubmit.
	RAWL	1. First original erroneous duty status not equal to AWL or AWC. Correct and resubmit. 2. First original erroneous duty status is equal to second erroneous duty status. Correct and resubmit.
	REVD	Duty Status on the SPF is PDY. Original Departure transaction was not processed. Correct and resubmit.
	SEP	Individual's duty status on the SPF is CAP, INT or MIA. Correct and resubmit.
	JOIN	Duty Status on SPF is AWL or AWC. Correct and resubmit.
	ARR, ASNJ	1. A Transfer Data Record (TDR) has been processed buth the SPF duty status is not PDG (Pending Gain). Correct and resubmit. 2. Record is inactive and duty status on the SPF is DED or KIA. Correct and resubmit. 3. Unit Status Code is PS (Separation/Transfer Point). Correct and resubmit.

Figure 3–2. Extract from appendix C

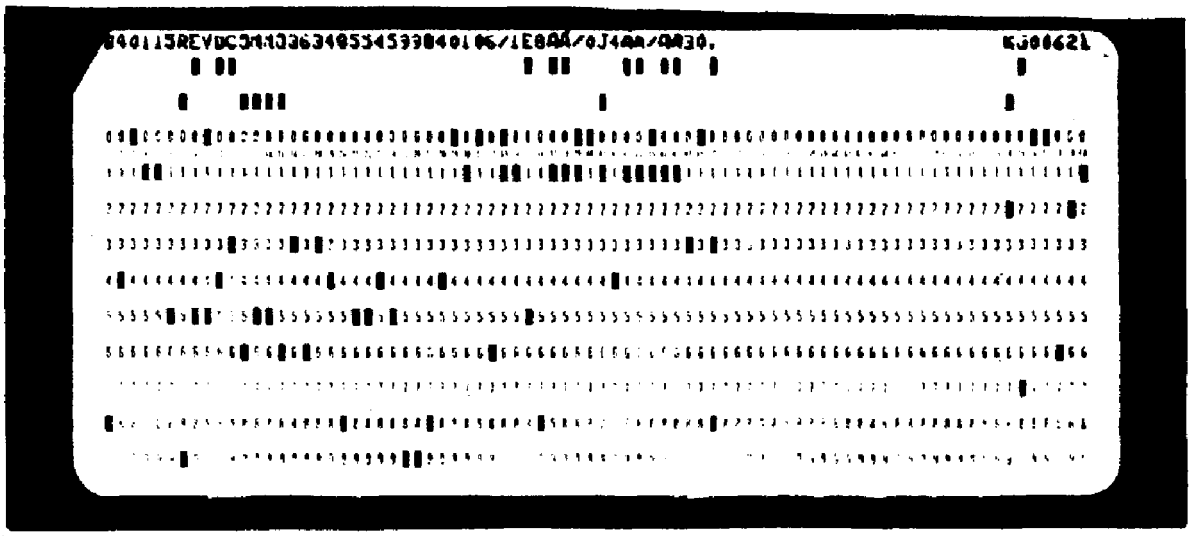

Figure 3–3. Example of an error suspense card with the error control number

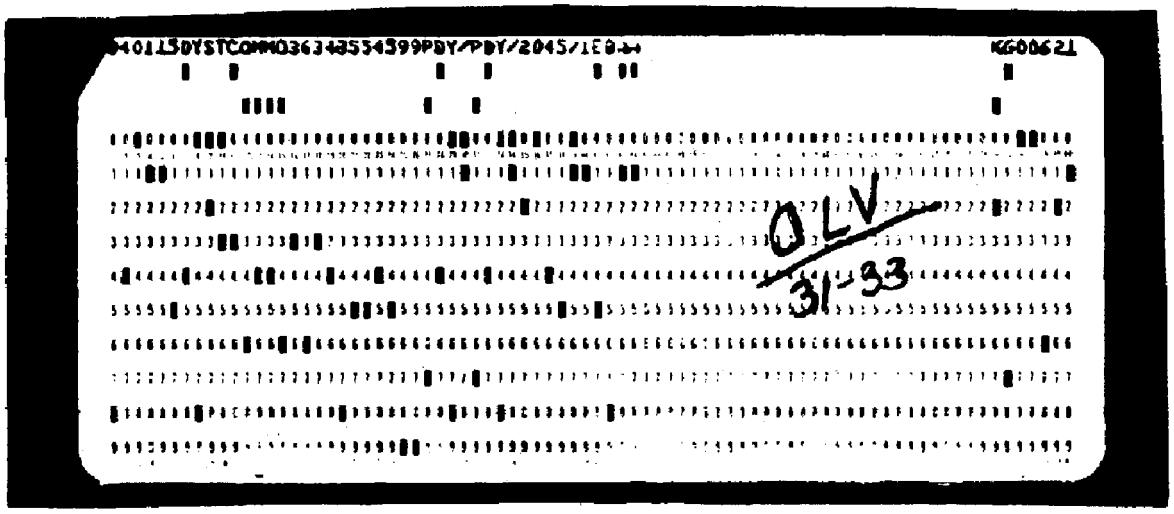

Figure 3–4. Example of an error suspense card with a corrected error condition

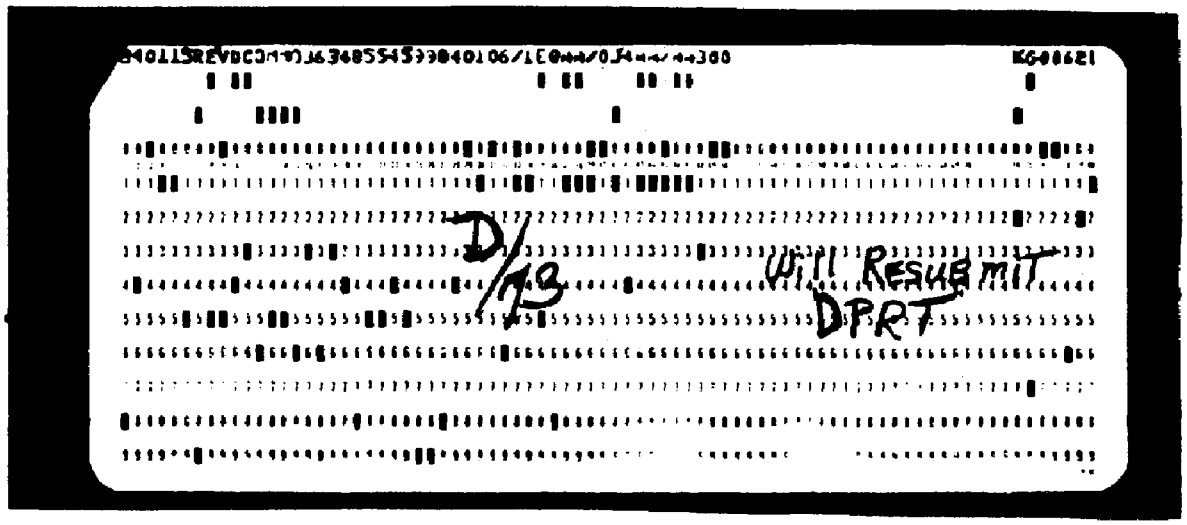

Figure 3–5. Example of the correct way to delete an error suspense card

```
                    TRANSACTION MNEMONIC:  D/73

ERROR DELETE CODE:  _

ERROR CONTROL NO:  _______


ACTION:  __
```

Figure 3–6. Example of a deletion of an error suspense card screen format

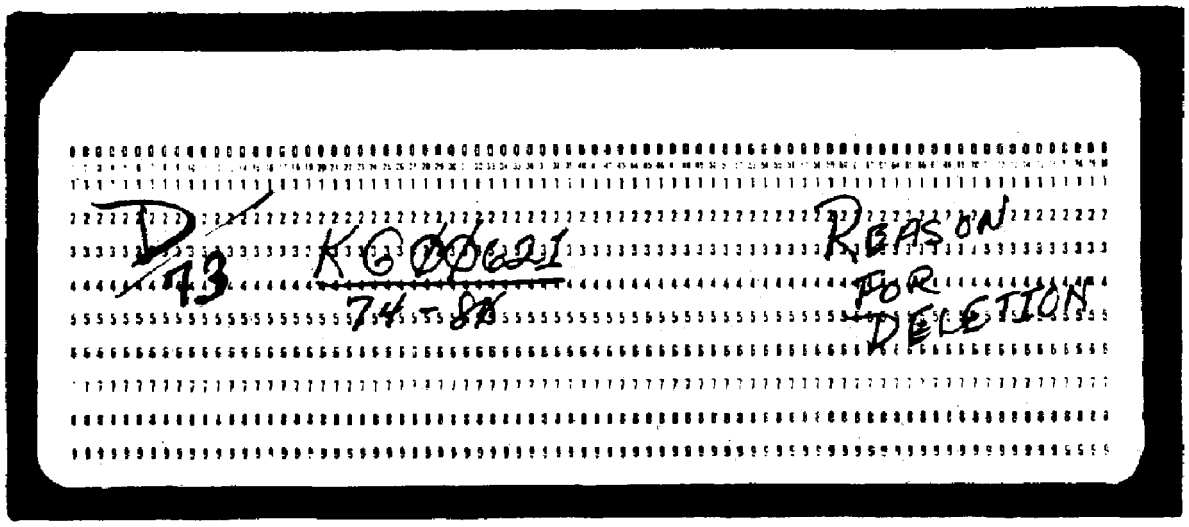

Figure 3–7. Example of a manual preparation of an error suspense deletion card

```
PREPARED XX XXX XX  PCN: AAC-P11                PERSONNEL TRANSACTION REGISTER                    CD XX XXX XX SCN XX PAGE  XXX
                                                     ORIGINATOR CODE XX

PPA XX

TRANSACTIONS PROCESSED                                                    F      NON-ESSENTIAL              ERROR
                                TRANSACTION DATA                          D      ERROR MESSAGES           CONTROL NUM

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX
XXXXXX X XXXXXXXXXX XXXXXX X XXXXXX XXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX$XX X XXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX
XXXXXX X XXXXXXXXXX XXXXXX X XXXXXX XXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX$XX X XXX

TOTAL TRANSACTIONS PROCESSED XXX


TRANSACTIONS NOT PROCESSED                                                F     ESS/NON-ESSENTIAL           ERROR
                                TRANSACTION DATA                          D      ERROR MESSAGES           CONTROL NUM

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX
XXXXXX X XXXXXXXXXX XXXXXX X XXXXXX XXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX$XX X XXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  X  XXXX XXXX XXXX XXXX XXXX       XXXXXXX

XXXXXX X XXXXXXXXXX XXXXXX X XXXXXX XXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX$XX X XXX

TOTAL TRANSACTIONS NOT PROCESSED XXX
```

Figure 4–1. Example of the personal transaction register by originator

```
PREPARED XX XXX XX   PCN: AAC-P01                PERSONNEL TRANSACTION REGISTER                CD XX XXX XX SCN XX PAGE XXXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    MC XX DA CODES-ASG XX STATUS XX AREAX XXX  UIC W XXX XX MPC XXXXX ANALYST X RPT SEQ CODE XXX
PPA XX
LATEST UNIT SOURCE DOCUMENT DATE XXXXXX    PREVIOUS UNIT SOURCE DOCUMENT DATE XXXXXX

TRANSACTIONS PROCESSED                                                                 NON-ESSENTIAL      ERROR     F  GAIN/LOSS
                          TRANSACTION DATA                                             ERROR MESSAGES     CON  NUM  D UNK  O  W  E

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX  XXXXXXX    X  XX XX XX XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX  XXXXXXX    X  XX XX XX XX
XXXXXX X XXXXXXXXX XXXXXX X XXXXXX XXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX*XX X XXX

XXXXX XXXXXXXXX   XXXXXXXXXXXXX  OLD UPC - XXXXX   NEW UPC - XXXXX   XXXXX

XXXXX XXXXXXXXX   UNIT 1 POSNO  OLD POSNO - XXXX  NEW POSNO - XXXX  PONO

XXXXX XXXXXXXXX               UPC 1 XXXXX    OMF REC TYPE CHANGED FROM T TO X:  DEPARTURE REQUIRED

TOTAL TRANSACTIONS PROCESSED      XXX

TRANSACTIONS NOT PROCESSED                                                             ESS/NON-ESSENTIAL  ERROR     F  GAIN/LOSS
                          TRANSACTION DATA                                             ERROR MESSAGES     CON  NUM  D UNK  O  W  E

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX  XXXXXXX    X  XX XX XX XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX XXXX XXXX XXXX XXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX X XXXXXXXXX XXXXXX X XXXXXX XXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XXXXXX*XX X XXX

TOTAL TRANSACTIONS UNPROCESSED    XXX
```

Figure 4–2. Sample format for personnel transaction register by unit (PTRU)

```
PREPARED XX XXX   PCN: ACC-P41              ERROR DELETIONS PROCESSED              CD XX XXX XX SCN XX PAGE XXXX

                                                 LOCAL INPUT
                                               ORIGINATOR NR XX

          CONTROL NUMBER
          X XXXXXXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          X XXXXXXX       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ORIGINATOR TOTAL XXXXX

AGGREGATE TOTAL  XXXXX
```

Figure 4–3. Sample of the error deletions processed–local input by originator–AAC–P41

```
PREPARED XX XXX XX   PCN: AAC-P29            UNRESOLVED ERROR REPORT              CD XX XXX XX SCN XX PAGE XXXX
PPA XX
          ORIGINATOR XX                  SIDPERS DATA WITH ORIGINATOR CODE

                        ERROR CONTROL NUMBER                      UNRESOLVED ERROR
                            XXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            XXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            XXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ORIGINATOR TOTAL XXXX

SIDPERS TOTAL    XXXX
```

Figure 4–4. Sample of the unresolved error report by originating-AAC-P-29

C L A S S I F I C A T I O N

1 PREPARED XX XXX XX 2 PCN AAC-A11 3 AUTHORIZED STRENGTH INQUIRY REPORT 4 CD XX XXX XX 5 SCN XX 6 PAGE XXXX

7 PPA XX 8 PART XXX

9 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX 10 MC XX 11 DA CODES ASG XX 12 STATUS XX 13 LOC XXX 14 UIC X XXX XX 15 UPC XXXXX 16 ANALYST X 17 RPT SEQ CODE XXX

18 VOUCHER NO. XXXX

19 UPC	20 PSC	21 PSD	22 POSNO	23 RESL POSNO	24 PARA NUM	25 LIN NUM	26 AUTH ID	27 AUTH BR	28 AUTH GR	29 AMOS/ PSC	30 AUTH ASI	31 POS ASI	32 RQRD LANG	33 LVL DTY	34 CON TVL STA	35 PPS	36 PPS	37 PPS	38 RNK CD1	39 RNK CD2	40 DATE TRANS	41 LAST TRANS	42 POSITION TITLE	43 LOCAL DATA
XXXXX	X	XXXXXX	XXXX	XXXX	XXXX	XXX	X	XX	XXXX	XXXXX	XX	X	XX	XX	X	X	X	X	XX	XX	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXX	X	XXXXXX	XXXX	XXXX	XXXX	XXX	X	XX	XXXX	XXXXX	XX	X	XX	XX	X	X	X	X	XX	XX	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
XXXXX	X	XXXXXX	XXXX	XXXX	XXXX	XXX	X	XX	XXXX	XXXXX	XX	X	XX	XX	X	X	X	X	XX	XX	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	
XXXXX	X	XXXXXX	XXXX	XXXX	XXXX	XXX	X	XX	XXXX	XXXXX	XX	X	XX	XX	X	X	X	X	XX	XX	XXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXX	

44 TOTAL AUTHORIZATIONS (POS STATUS A L R T U)

OFFICERS	O	K	L	B	D	F	TOT	WARRANTS	W	P	Y	G	H	J	TOT	ENLISTED	E	A	I	M	N	Q	TOT	TOTAL AUTHORIZATIONS
	XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXXXX

45 TOTAL PROJECTED AUTHORIZATIONS (POS STATUS G)

OFFICERS	O	K	L	B	D	F	TOT	WARRANTS	W	P	V	G	H	J	TOT	ENLISTED	E	A	I	M	N	Q	TOT	TOTAL AUTHORIZATIONS
	XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXXXX

C L A S S I F I C A T I O N

Figure 4–5. Sample of the peacetime authorized strength inquiry report-AAC-A11

Table 4–5
Report elements are identified as follows: (1) through (18A)–Report Heading, (19) through (46)–Report contents

ITEM NUMBER	EXPLANATION OF ITEM
(1)	PREPARE-The date the report was actually prepared.
(2)	PCN: AAC-A11 The production control number of the report.
(3)	MONTHLY EDIT REPORT-The title of the report
(4)	CD-Cycle Date. The as of date of the SIDPERS processing cycle that produced the report
(5)	SCN-Shipment Control Number. The shipment control number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE-The page number of the report
(7)	PPA-PERSINS Processing Activity.
(8)	PART-Either Part I, II, or III.
(9)	UNIT- The name of the unit.
(10)	MC- Mail Code. A code assigned by the SIDPERS interface Branch, that identifies the PSC that services the unit.
(11)	DA CODES ASG- A code indicating the major command to which the unit is assigned.
(12)	STATUS-Status Code. A code used to classify the status of active Army organizations, personnel, and equipment. Reference AR 680-29.
(13)	LOC- A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas, the LOC CODE is the abbreviation of the country in which the unit is located.
(14)	UIC- Unit identification Code.
(15)	UPC- Unit Processing Code.
(16)	Analyst- Analyst code. A code assigned by the PAS to group certain units in order to assign a group of units to a specific analyst in the PAS.
(17)	RPT SEQ CODE-Report Sequence Code. A code assigned by the PAS to group units in a desired sequence for report purposes.
(18)	VOUCHER NUMBER-The Voucher Number of the requestor or submittor of the inquiry transaction. The first two positions identify the servicing SIDPERS. The second two positions, the originator code.
(19)	UPC-Unit Processing Code.
(20)	PSC -Position Status Code. A code used to identify the current status of a position. Records the future addition of deletion.
(21)	PSD-Position Status Date. The effective year and month of the current status of the position.
(22)	POSNO-Position Number. A code used to identify a particular position within a paragraph and line number.
(23)	RESL POSNO-Reslot Posno. An alphanumeric field containing the position number that is to be assigned to a position when the position changes from future status to current status.
(24)	PARA NUM-Paragraph Number. The paragraph number is a four position code which identifies a paragraph of a TOE, MTOE or TDA document
(25)	LINE NUM-Line Number. The line number is a three position code which identifies a particular line of a paragraph number.
(26)	AUTH ID-Authorized Identity. The authorized identity code of a particular position.
(27)	AUTH BR-Authorized Branch. A code used to identify the authorized branch of a particular position.
(28)	AUTH GR-Authorized Grade. The abbreviation of the authorized grade and code for a particular position.
(29)	AMOS/PSC-Authorized Military Occupational Specialty and Position Status Code. The military occupational specialty code and position status code that is authorized for a particular position.
(30)	AUTH ASI-Authorized Additional Skill identifier. The authorized MOS additional skill identifier that is authorized for a particular position.
(31)	POS ASI-Position Additional Skill Identifier. The additional skill identifier that is authorized for a particular position.
(32)	RQRD LANG-Required Language. A code used to identify the language identity code required for a particular position.

Table 4–5
Report elements are identified as follows: (1) through (18A)–Report Heading, (19) through (46)–Report contents—Continued

ITEM NUMBER	EXPLANATION OF ITEM
(33)	LVL DUTY- A code used to denote the type of assignment and the level of duty within that assignment associated with a given position with a particular authorization. See AR 680-29 for the identification of code shown.
(34)	CON TVL STATUS-Indicates whether concurrent travel of dependents is available/ authorized for the area in which the unit/position is located.
(35)	PPSS-Position Personnel Security Status. The highest level of personnel security eligibility for access to classified defense information required for a specific duty position.
(36)	PPSR-Position Personnel Security Requirement. The unique personnel security requirement for a specific duty position.
(37)	PSIR-Personnel Security investigation Required. The type of personnel security investigation which is needed for a specific duty position.
(38)	REMARKS CODE-1-Code documented in TAADS which conveys information of a unique nature regarding an authorized position.
(39)	REMARKS CODE-2-Code documented in TAADS which conveys information of a unique nature regarding an authorized position.
(40)	DATE TRAN-Date Transaction. The date of the last transaction that was submitted and processed to the SIDPERS authorized strength file (SASF).
(41)	LAST TRAN- Last Transaction. The type of the last transaction that was submitted and processed to the SIDPERS authorized strength file (SASF).
(42)	POSITION TITLE-A description of the authorized position.
(43)	LOCAL DATA-Determined by local procedure.
(44)	TOTAL AUTHORIZATIONS-The total strength authorizations by MPC.
(45)	TOTAL PROJECTED AUTHORIZATIONS-The total projected strength authorizations by MPC.

C L A S S I F I C A T I O N

1 PREPARED XX XXX XX 2 PCN: AAC-A11 3 AUTHORIZED STRENGTH INQUIRY REPORT 4 CD XX XXX XX 5 SCN XX 6 PAGE XXXX

7 PPA XX 8 PART XXX

9 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 10 MC XX 11 DA CODES ASG XX 12 STATUS XX 13 LOC XXX 14 UIC X XXX XX 15 UPC XXXXX 16 ANALYST X 17 RPT SEQ CODE XXX

18 VOUCHER NO. XXXX

19 UPC	20 POS STAT	21 POS DATE	29 AMOS/ PSC	30 AUTH ASI	32 RQRD LANG	27 AUTH BR	28 AUTH GR	26 AUTH ID	35 PPSS	36 PPSR	TOTAL REQUIRED
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX
XXXXX	X	XXXXXX	XXXXX	XX	XX	XX	XXXX	X	X	X	XXXXX

44 TOTAL AUTHORIZATIONS (POS STATUS A L R T U)

OFFICERS	O	K	L	B	D	F	TOT	WARRANTS	W	P	V	G	H	J	TOT	ENLISTED	E	A	I	M	N	Q	TOT	TOTAL AUTHORIZATIONS
	XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXXXX

45 TOTAL PROJECTED AUTHORIZATIONS (POS STATUS G)

OFFICERS	O	K	L	B	D	F	TOT	WARRANTS	W	P	V	G	H	J	TOT	ENLISTED	E	A	I	M	N	Q	TOT	TOTAL AUTHORIZATIONS
	XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXXXX

C L A S S I F I C A T I O N

Figure 4-6. Sample of the wartime authorized strength inquiry report-AAC-A11

```
 1                 2                                   3                                                   4     5     6
PREPARED YY MMM DD  PCN: AAC-C23                   MONTHLY EDIT REPORT                                CD YY MMM DD SCN XX PAGE XXXX
                                                 PERSONNEL MASTER FILE MOS VERIFICATION
7UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX     8
                                        MC XX DA CODES ASG XX STATUS XX AREAX XXX  UIC X XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX
16PPA XX                                          9            10          11          12          13          14          15

17SEQ OPTION IS XXX-???

                                                                  24                  25                  26          27  28                30
        18                  19      20      21   22   23   PSSI/ASI/LNG        ASSI/ASI/LNG        DMOS/ASI/LNG CBR PROM                DATA ELEMENTS
        NAME                MPC     SSN     VSSSN GRD SEX   PMOS                SMOS/CMOS           DPSC         CS  MOSC  29 RSC      INVALID OR BLANK

XXXXXXXXXXXXXXXXXXXXXXXXXXX X   XXX-XX-XXXX X    XXX  X    XXXXX XX XX         XXXXX XX XX         XXXXX XX XX  XX  XXXX  X   XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXX X   XXX-XX-XXXX X    XXX  X    XXXXX XX XX         XXXXX XX XX         XXXXX XX XX  XX  XXXX  X   XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXX X   XXX-XX-XXXX X    XXX  X    XXXXX XX XX         XXXXX XX XX         XXXXX XX XX  XX  XXXX  X   XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXX X   XXX-XX-XXXX X    XXX  X    XXXXX XX XX         XXXXX XX XX         XXXXX XX XX  XX  XXXX  X   XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXX X   XXX-XX-XXXX X    XXX  X    XXXXX XX XX         XXXXX XX XX         XXXXX XX XX  XX  XXXX  X   XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
                                                                                                                                XXXXXXXXXXXXXXXXXXXX
```

Figure 4-7. Sample format for Monthly Edit Report Personnel Master File MOS Verification

Table 4–7
Report elements are identified as follows: (1) through (30)–Report heading, () through ()–Report contents

ITEM NUMBER	EXPLANATION OF ITEM
(1)	PREPARED-The date the report was actually prepared.
(2)	PCN: AAC-C23-The Production Control Number of the report.
(3)	MOTHLY EDIT REPORT- The title of the report.
(4)	CD-Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
(5)	SCN-Shipment Control Number. The shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE XXXX-The page number of the report.
(7)	UNIT XXXXXXXXXXXXXXX-The name of the unit.
(8)	MC XX-Mail Code. A code indicating the major command to which the unit is assigned.
(9)	DA CODES-ASG XX-A code assigned by the Personnel Automation Section (PAS) that identifies the Personnel Service Center (PSC) that services the unit.
(10)	STATUS XX-Status Code. A code used to classify the status of Active Army organizations, personnel and equipment. Reference AR 680-29.
(11)	AREAX XXX-A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas, the AREAX CODE is the abbreviation of the country in which the unit is located.
(12)	UIC X XXX XX- Unit Identification Code.
(13)	UPP XXXXX-Unit processing Code.
(14)	ANALYST X-Analyst Code. A code assigned by the PAS to group certain units in order to assign a group of units To a specific analyst in the PAS.
(15)	RPT SEQ CODE XXX- Report Sequence Code. A code assigned by the PAS to group units in a desired sequence for report purposes.
(16)	PPA XX-PERSINS Processing activity.
(17)	SEQ OPTION-The optional sequence determined by the user.
(18)	NAME- The names of the individuals.
(19)	MPC-Military Personnel Class (MPC). A code used to identify personnel as commissioned officers, warrant officers or enlisted personnel.
(20)	SSN-Social Security Account Number. The individual's Social Security Account number.
(21)	VSSSN-Verification Status Social Security Number. A code used to indicate an individuals Social Security Number has/has not been verified with the Social Security Administration.
(22)	GRADE-The abbreviation and code of the individuals current grade.
(23)	SEX- The sex of the individual (male, female).
(24)	PSSI/ASI/LNG/PMOS. Primary Specialty Skill identifier for commissioned officers. Primary Military Occupational Specialty Code and ASI for warrant officers and enlisted personnel. First Language Identity for all personnel.
(25)	ASSI/ASI/LNG/SMOS/CMOS. Alternate Specialty Skill identifier for commissioned officers. Secondary Military Occupational Specialty Code and ASI for warrant officers and enlisted personnel. Control Military Occupational Specialty for warrant officers. Second language Identity for all personnel.
(26)	DMOS/ASI/LNG/DPSC. Duty Military Occupational Specialty Code and ASI for warrant officers and enlisted personnel. Duty Specialty Code for commissioned officers. Duty Language Identity for all personnel.
(27)	CTL BR. Control Branch for warrant officers. Control Specialty for commissioned officers.
(28)	PROM MOSC-Promotion MOS. The MOS in which an individual is recommended for promotion based upon an approved promotion list (local and Department of the Army Promotion List) or the Progression MOS.
(29)	RSC-Record Status Code.
(30)	DATA ELEMENTS-Indicates whether an item is blank or invalid.

PREPARED YY MMM DD PCN: AAC-P15 — PERSONNEL TRANSACTION SUMMARY — CD XX XXX XX SCN XX PAGE XXX

PPA XX — ORIGINATOR CODE XX

TRANSACTION MNEMONIC	PROCESSED	PROCESSED WITH ERRORS	UNPROCESSED	TOTAL	LATE ENTRIES
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
XXXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
AGGREGATE TOTALS	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX

Figure 4–8. Sample format for Monthly Edit Report Personnel Master File MOS Verification

```
1                   2                         3                                              4           5      6
PREPARED XX XXX XX  PCN: AAC-P49              CYCLIC JUMPS TRANSACTION REGISTER              CD XX XXX XX SCN XX PAGE XXXX
7PPA XX

8               9            10
MAIL CODE XX    UPC XXXXX    MPC X

11                    SIDPERS INPUT TRANSACTION GENERATED
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                          12   JUMPS TRANSACTIONS GENERATED AS RESULTS OF GRCH OR JACT PROCESSING
                          C   13   14   15ACT 16ITEM 17EFFECTIVE                     18PR 19  20
                          I   SSN  NAME  CDE  CODE   DATE                           MTH SDN FIDN
                          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                          21
                          TOTAL JUMPS TRANSACTIONS    X,XXX
```

Figure 4–9. Sample format for Monthly Edit Report Personnel Master File MOS Verification

Table 4–9
Report elements are identified as follows: (1) through (10)–Report Heading, (11) through (21)–Report contents

Item No	Explanation of Item
(1)	PREPARED-The date the report was actually prepared.
(2)	PCN: AAC-P49- The production control number of the report.
(3)	MONTHLY EDIT REPORT-The title of the report.
(4)	CD-Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
(5)	SCN-Shipment Control Number. The shipment control number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE-The page number of the report.
(7)	PPA- PERSINS Processing Activity.
(8)	MC-Mail Code. A code indicating the major command to which the unit is assigned.
(9)	UPC-Unit Processing Code.

Table 4–9
Report elements are identified as follows: (1) through (10)–Report Heading, (11) through (21)–Report contents—Continued

Item No	Explanation of Item
(10)	MPC-Military Personnel Class. A code used to identify personnel as commissioned officers, warrant officers or enlisted personnel.
(11)	Display of SIDPERS input mnemonic GRCH or JACT transaction. (12-20) JUMPS-Army Promotion or Reduction (5 Card). Output created by the SIDPERS Cycle as a result of a GRCH/JACT transaction processing and input to JUMPS to change the individual grade on the USAFAC Master Military Pay File (MMPF)
(12)	CI-Card Identification Code. System generated “5”.
(13)	SSN-Individual’s social security account number.
(14)	Name-First four positions of individual’s last name.
(15)	ACT CDE-Action Code. An input code which is used to designate kind of action to be take with respect to the grade change.
(16)	ITEM CODE-An input code which is used to identify the item of pay (Pay Grade).
(17)	EFFECTIVE DATE-The actual date of a grade change.
(18)	PR MO-System generated cycle month.
(19)	SDN-Substantiating Document Number. System generated Positions 1 and 2 will be cycle control number of original input, position 3 will be a constant 0, and positions 4 and 5 will be the cycle year.
(20)	FIDN-This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output form the JUMPS-Army Computer System.
(21)	TOTAL JUMPS TRANSACTIONS-Total transactions generated to JUMPS, by successful processing of GRCH or JACT transactions.

```
1                    2                                  3                                                  4        5     6
PREPARED XX XXX XX   PCN: AAC-P51                       JUMPS RECEIPT NOTICE LISTING                       CD XX XXX XX SCN XX PAGE XXXX
7PPA XX  8FIDN XXXX
9                    10
MAIL CODE XX         MPC XXXXX
                     13      14    15      16                 18     19    20
   11        12      ACTION  ITEM  EFFECT  PROC      17       TYPE   TRAN  MESSAGE                21          22    23
   SSN       NAME    CODE    CODE  DATE    MONTH     FIDN     TRAN   DATE  NUMBER                 MESSAGE     SDN   ERROR

XXXXXXXXX  XXXX   XXXX   XXXX  XXXXXX   XX    XXXX  XX   XXXXXX    XXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX
   SPF GRADE ABBR/CODE XXXX  SPF EFFECTIVE DATE OF PAY GRADE XXXXXX  SPF GRADE HOW ACQUIRED CODE X
24XXXXXX X XXXXXXXXXX XXXXXX X XXXXXX XXXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XX X XXX

XXXXXXXXX  XXXX   XXXX   XXXX  XXXXXX   XX    XXXX  XX   XXXXXX    XXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX
   SPF GRADE ABBR/CODE XXXX  SPF EFFECTIVE DATE OF PAY GRADE XXXXXX  SPF GRADE HOW ACQUIRED CODE X
XXXXXX X XXXXXXXXXX XXXXXX X XXXXXX XXXXXXXXX XXX XXXXXX XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX XX X XXX

 25TOTAL NOTICES X,XXX
```

Figure 4–10. Sample of the JUMPS error notice listing–AAC–P51

Table 4–10
Report elements are identified as follows: (1) through (10)–Report Heading, (11) through (25)–Report contents

Item No	Explanation of Item
(1)	PREPARED-The date the report was actually prepared.
(2)	PCN: AAC-P51-The Production control number of the report.
(3)	JUMPS ERROR NOTICE LISTING-The title of the report.
(4)	CD-Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
(5)	SCN-Shipment Control Number. The shipment control number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE-The page number of the report.
(7)	PPA-PERSINS Processing Activity.
(8)	FIDN-This number serves as a means of controlling and identifying organizations submitting input to and/or receiving output from the JUMPS Army Computer System.
(9)	MC-Mail Code. A code indicating the major command to which the unit is assigned.

Table 4–10
Report elements are identified as follows: (1) through (10)–Report Heading, (11) through (25)–Report contents—Continued

Item No	Explanation of Item
(10)	UPC-Unit Processing Code.
(11)	SSN-Individual's social security account number.
(12)	NAME-First four positions of individual's last name.
(13)	ACTION CODE-An input code which is used to designate the kind of action to be taken with respect to the grade change.
(14)	ITEM CODE-An input code which is used to identify the item of pay (pay grade).
(15)	EFFECTIVE DATE-The actual date of grade change.
(16)	PROC MO-System generated cycle month.
(17)	FIDN-This number serves as means of controlling and identifying organizations submitting input to and/or receiving output form the JUMPS-Army Computer System.
(18)	TYPE TRAN-Type transaction "Y5".
(19)	TRAN DATE-Date Finance generated "T5" transaction.
(20)	MESSAGE NUMBER-A code related to a specific error message.
(21)	MESSAGE-Error Message. A plain English description of message code.
(22)	SUBSTANTIATING DOCUMENT NUMBER-A five character code that identifies the cycle control number in positions 1 and 2, position three is a constant 0, and positions 4 and 5 indicate the cycle year.
(23)	ERROR-Transaction error mnemonic generated where a Y5 is unmatched to the SPF by name or SSN.
(24)	SPF-compatibility print line.
(25)	TOTAL NOTICES-Total error notices processed.

```
1                    2                    3                                          4          5     6
PREPARED:  XX XXX XX   PCN: AAC-P84        REPORT OF BASD-PEBD ADJUSTMENT             CD XX XXX XX SCN XX PAGE XXXX
PPA: XX $UPC OF ASSIGNMENT:  XXXXX $MC: XX
        10                  11      12        13              14              15              16          17
        NAME                GRADE   SSN       ADJUSTED BASD   ADJUSTED PEBD   TYPE CHANGE     PLUS DAYS   MINUS DAYS

XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX   XXX-XX-XXXX  XXXXXX          XXXXXX          XXXXXXXXXXXXXX  XXX         XXX

19                          18                          20
ADJUSTED DOR                ADJUSTED DEROS              ADJUSTED ETS

XXXXXX                      XXXXXX                      XXXXXX
```

Figure 4–11. Sample of the report of BASD–PEBD adjustment–AAC–P84

Table 4–11
Report elements are identified as follows: (1) through (9)–Report Heading, (10) through (20)–Report contents

Item No	Explanation of Item
(1)	PREPARED- The date the report was actually prepared.
(2)	PCN: AAC-P84-The production control number of the report.
(3)	REPORT OF BASD-PEBD ADJUSTMENT-The title of the report.
(4)	CD-Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
(5)	SCN-Shipment Control Number. The shipment control number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE-The page number of the report.
(7)	PPA-PERSINS Processing Activity.
(8)	UPC-Unit Processing Code.
(9)	MC-Mail Code. A code indicating the major command to which the unit is assigned.
(10)	NAME-The names of the individuals.
(11)	GRADE-The abbreviation and code of the individual's current grade.
(12)	SSN- Social Security Account Number. The individual's social security account number.
(13)	ADJUSTED BASD-The date from which the individual's active federal service creditable for retirement is computed.
(14)	ADJUSTED PEBD-The date that is used to compute total service for pay purpose.
(15)	TYPE CHANGE-A literal that indicates the type of correction or adjustment to BASD/PEFD. Type of change will either be "administrative" or "Gain loss Time".
(16-17)	PLUS DAYS/MINUS DAYS-Indicates the number of days plus or minus that the BASD and or the PEBD are being adjusted.
(18)	ADJUSTED DOR-An adjusted date of rank caused by an adjustment to individual's BASD
(19)	ADJUSTED DEROS-An adjusted DEROS caused by an adjustment to an individual's BASD.
(20)	ADJUSTED ETS-An adjusted ETS caused by an adjustment to an individual BASD.

```
1                  2                    3                                                  4              5     6
PREPARED YY MMM DD PCN: AAC-C18         HUMAN IMMUNODEFICIENCY VIRUS SCREENING ROSTER      CD YY MMM DD SCN XX PAGE XXXX
7                                       8   9                   10        11        12          13        14        15
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   MC XX DA CODES-ASG XX STATUS XX AREAX XXX  UIC W XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX
16
PPA XX
17
SEQUENCE OPTION: XXX XXX
          18                    19        20    21                  22                          23            24
          NAME                  SSN       GRADE LAST HIV SCREEN     SUSPENSE ACTION             TEST DATE     REMARKS

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX  XXX        XXXX          ANNUAL HIV SCRN TEST DUE

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX  XXX        XXXX          ANNUAL HIV SCRN TEST PAST DUE

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX  XXX                      DATE LAST HIV SCRN TEST BLANK
```

Figure 4–12. Sample of the human immunodeficiency virus screening roster–AAC–C18

Table 4–12
Report elements are identified as follows: (1) through (17)–Report Heading, (18) through (24)–Report contents

Item No	Explanation of Item
(1)	PREPARED-The date the report was actually prepared.
(2)	PCN:AAC-C18-The production control number of the report.
(3)	HUMAN IMMUNODEFICIENCY VIRUS SCREEENING ROSTER-The title of the report.
(4)	CD-Cycle Date. The as of date of the SIDPERS processing cycle that produced the report.
(5)	SCN-Shipment Control Number. A two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE-The page number of the report.
(7)	UNIT-The name of the unit.
(8)	MC- Mail Code. A code indicating the major command to which the unit is assigned.
(9)	DA CODES-ASG. A code assigned by the Personnel Automation Section (PAS) that identifies the Personnel Service Center (PSC) that services the unit.
(10)	STATUS-Status Code. A code used to classify the status of Active army organizations, personnel and equipment.
(11)	AREAX. A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions represent the state in which the unit is located. If the unit is located overseas, the AREAX code is the abbreviation of the country in which the unit is located.
(12)	UIC-Unit Identification Code.
(13)	UPC-Unit Processing Code.
(14)	ANALYST-Analyst Code. A code assigned by the PAS to group certain units in order to assign a group of units to a specific PAS analyst.
(15)	RPT SEQ CODE-Report Sequence Code. A code assigned by the PAS to group unit in a desired sequence for report purposes.
(16)	PPA-PERSINS Processing Activity.
(17)	SEQ OPTION. The optional sequence determined by the user.
(18)	NAME-Individual's name.
(19)	SSN-Individual's social security number.
(20)	GRADE-Individual's grade.
(21)	LAST HIV SCREEN-Year and month the human immunodeficiency virus screen test was last administered.
(22)	SUSPENSE ACTION. A message advising what suspense action needs to be taken.
(23)	TEST DATE. Column to be used to insert the date individual has been scheduled to take the human immunodeficiency virus screening test.
(24)	REMARKS. Column to be used to insert any remarks deemed appropriate.

LOCATION	FUNCTIONAL AREA	DATE		
		RESULTS		
ITEM NO.	REQUIREMENT/ACTION	YES	NO	COMMENTS
1.	Is (are) terminal(s) signed-on and unattended?			
2.	Is (are) user ID(s) and Password(s) posted in the area?			
3.	Is the area fire and water damage protected?			
4.	Are appropriate security regulations and procedures available to user(s) in the area?			
5.	Is access to the area limited/controlled?			
6.	Is the user privacy provided when using the terminal?			
7.	Is terminal output containing sensitive data left at terminal unattended?			
8.	Is (are) terminal(s) being used for other than authorized entry/query access authorizations?			
9.	Is (are) only authorized users using the terminal(s)?			
10.	Is the terminal area secure visual or locked when the terminal(s) are not in use?			

Figure 5–1. Example of a suggested TASO terminal area inspection check list

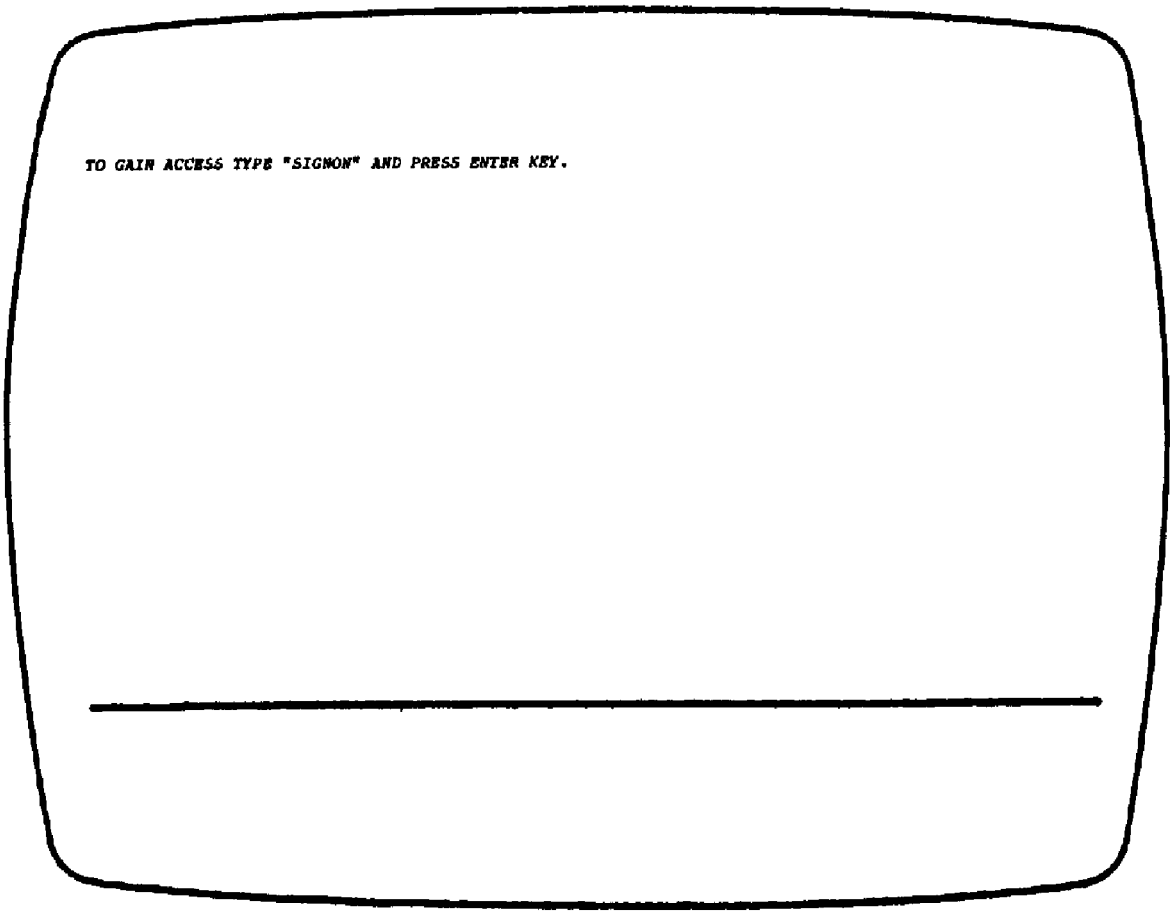

Figure 6–1. Example of the screen that appears when the terminal is turned on

```
                                   VIABLE

                              * * W A R N I N G * *

                    ACCESS RESTRICTED TO AUTHORIZED USERS ONLY

               ALL ATTEMPTED UNAUTHORIZED ACESS IS BEING RECORDED

*************************************************************************
*    PLEASE ENTER REQUESTED ACCESS INFORMATION (FOR HELP PRESS PF KEY 1).   *
*                                        HOST:  WASHDC                     *
*     USER ID:                           TERM:  WTWAM2                     *
*     PASSWORD:                          DATE:  11/22/85                   *
*                                        TIME:  13:07:32                   *
*     ACCOUNTING CODE:  ------           HELP:  800 368-388                *
*                                        NET:   AV 221-8994                *
*************************************************************************
ENTER OPTIONAL INITIAL SELECTION BELOW.

SELECTION=>
```

Figure 6–2. Example of the screen that will appear after you have typed SIGON and pressed the (ENTER) key

```
TERM:      WTWAM2       DATE:  11/21/85    HELP:  800 368-3388
LOGMODE:  D4A32782      TIME:  13:09:20    NET:   AV 221-8994
***************************** WASHDC  APPLICATIONS ***********************************
01 ROSCOE 2                0600/2300 ROS2  13
02 PROMIS                  0000/2400 PROM  14
03 CBI                     0000/2400 CBI   15
04 CICS DEVELOPMENT        0600/2300 CICT  16
05 CICS TEST 2             0600/2300 CIT2  17
06 CICS DEII DEVELOP       0600/2300 DE2T  18
07                                         19
08                                         20
09                                         21
10                                         22
11                                         23
12                                         24
********************************** NETWORK NODES *************************************
25 WASHINGTON        DC        29 LOUISVILLE      KY          33
26 ATLANTA           GA        30 WASHDC DEVEL    SDC         34
27 KILLEEN           TX        31                             35
28 MONTEREY          CA        32                             36
******************************************************************************************
PLEASE ENTER SELECTION BELOW (PRESS PF KEY 1 FOR HELP)

SELECTION => 4
```

Figure 6–3. Example which shows where you enter the code for y our selection

```
TAPS
VVV     VVV     IIIII     AAAAAAA     BBBBBBB     LLL          EEEEEEEEE    TERMINAL:
VVV     VVV     IIIII     AAA   AAA   BBBBBBBBB   LLL          EEEEEEEEE    WAN2
VVV   VVV       III       AAA   AAA   BBB     BB  LLL          EEE          DATE:
VVV  VVV        III       AAAAAAAAA   BBBBBBBBB   LLL          EEEEEEEEE    11/22/85
VVV VVV         III       AAAAAAAAA   BBBBBBBBB   LLL          EEEEEEEEE    TIME:
VVVVVV          III       AAA   AAA   BBB     BB  LLL          EEE          13:10:41
VVVVV           IIIII     AAA   AAA   BBBBBBBBB   LLLLLLLLL    EEEEEEEEE    USER-ID:
VVVV            IIIII     AAA   AAA   BBBBBBBB    LLLLLLLLL    EEEEEEEEE    R150C5
-------------------------------------------------------------------------------------
      CCCCCCC     IIIII    CCCCCCC     SSSSSSS          VVV     VVV     SSSSSSS
     CCCCCCCCC    IIIII   CCCCCCCCC   SSSSSSSSS         VVV     VVV    SSSSSSSSS
    CCC     CC     III    CCC     CC   SSS   SS          VVV   VVV     SSS    SS
   CCC            III    CCC            SSS      ***     VVV VVV        SSS
  CCC            III    CCC             SSS     ***     VVVVVV          SSS
 CCC    CC      III    CCC     CC   SS    SSS            VVVVV     SS    SSS
CCCCCCCCC     IIIII   CCCCCCCCC  SSSSSSSSS               VVVV    SSSSSSSSS
CCCCCCCC      IIIII   CCCCCCCC    SSSSSSS                VVV      SSSSSSS

KEY IN TRANSACTION CODE AND PRESS ENTER
DFH3504I SIGN ON COMPLETE


WELCOME TO RDC PRODUCTION SYSTEM #2 -- CICS RELEASE 1.6
```

Figure 6–4. Example of where you enter TAPS

```
*********************************************
*  T A P S 2   S Y S T E M S   M E N U  1  *
*  RDC WASHINGTON     DEVELOPMENT REGION    *
*********************************************

01-SIDPERS          17-RESERVED        33-IFS                49-AFMIS DFO
02-PWIS             18-RESERVED        34-DSTD - WTE         50-AFMIS FSA
03-TAPS DEMO SYS    19-RESERVED        35-SIDPERS SECURITY   51-RESERVED
04-TAPS CONTROL     20-RESERVED        36-SIDPERS QUERY      52-FSRO
05-RESERVED         21-RESERVED        37-RESERVED           53-FSRO
06-IFS ENTRY        22-RESERVED        38-RESERVED           54-FSRO
07-AFMIS            23-RESERVED        39-RESERVED           55-FSRO
08-ASAC             24-RESERVED        40-STANFINS           56-FSRO
09-RESERVED         25-RESERVED        41-DPLS               57-FSRO
10-DM BUILDER       26-RESERVED        42-RESERVED           58-ESSD
11-RESERVED         27-RESERVED        43-RESERVED           59-ESR
12-FSRO             28-RESERVED        44-RESERVED           60-RESERVED
13-RESERVED         29-RESERVED        45-RESERVED           61-RESERVED
14-RESERVED         30-RESERVED        46-SIDPERS            62-RESERVED
15-RESERVED         31-IFS             47-AFMIS TISA OFF     63-RESERVED
16-RESERVED         32-IFS             48-AFMIS TISA WARE    64-RESERVED

PLEASE ENTER THE SYSTEM NUMBER YOU WISH TO USE:  1--

ACTION  --
```

Figure 6–5. Example of where you enter the code of the system that you wish to use

```
*********************************************
*  T E R M I N A L   A P P L I C A T I O N  *
*                                           *
*     P R O C E S S I N G   S Y S T E M     *
*                                           *
* RDC WASAHINGTON DC        DEVELOPMENT REGION *
*********************************************

        ENTER YOUR OPERATOR`NUMBER  2

        ENTER YOUR PASSWORD         A2XY4ZB


        TAPS -- INFORMATICS, INC.

ACTION: --
```

Figure 6–6. Example of where you enter your operator number and password on the initial TAPS screen

```
                    SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
                    1) -- PEACETIME
                    2) -- MOBILIZATION
                    3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: -

ENTER YOUR ORIGINATOR CODE: --

ENTER YOUR PPA CODE: --


ENTER AN X BY DATA ENTRY CHOICE:  DA FORM 2 (PQR) UPDATE - TRANSACTION FORMAT -

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.     PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM   ENTER "SO" ON ACTION LINE.     PRESS "ENTER" KEY.


ACTION: --
```

Figure 6–7. Example of the screen upon which you enter your processing mode, originator code and PPA code

```
                    SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
                    1) -- PEACETIME
                    2) -- MOBILIZATION
                    3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: -

ENTER YOUR ORIGINATOR CODE: --

ENTER YOUR PPA CODE: --

ENTER AN X BY MENU CHOICE:  MILPO -  UNIT -

ENTER AN X BY DATA ENTRY CHOICE:  DA FORM 2 (PQR) UPDATE - TRANSACTION FORMAT -

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.     PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM   ENTER "SO" ON ACTION LINE.     PRESS "ENTER" KEY.

ACTION: --
```

Figure 6–8. Example of the SIDPERS Data Entry System Processing Screen if you have access to both Unit and PSC screens

```
                    SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
                    1) -- PEACETIME
                    2) -- MOBILIZATION
                    3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: I

ENTER YOUR ORIGINATOR CODE: XX

ENTER YOUR PPA CODE: LL


ENTER AN X BY DATA ENTRY CHOICE:  DA FORM 2 (PQR) UPDATE - TRANSACTION FORMAT X

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.     PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM   ENTER "SO" ON ACTION LINE.     PRESS "ENTER" KEY.


ACTION:
```

Figure 6–9. Example which shows how to indicate your choice under data entry

```
                    UNIT INPUT (PEACETIME)

PLEASE ENTER THE TRANSACTION MNEMONIC DESIRED: ---- PRESS ENTER.

          ARR       DPRO      JACT      PRPA      SEP
          ASNJ      DYST      JOIN      RATH      TDRN
          ATCH      ERUP      MTDR      RAWL
          CDAT      FDPS      OAUT      RDFR
          D/73      FLAG      OJT       RDYS
          DPCD      GRCH      OSTR      REVA
          DFR       HTV       PBAR      REVD
          DOR       INQY      POSN      RSEN

TO RETURN TO THE MASTER MENU, ENTER "CP" ON THE ACTION LINE.  PRESS ENTER.

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE.  PRESS ENTER.



ACTION: --
```

Figure 6–10. Example of the screen that appears when the terminal is turned on

```
                    UNIT INPUT (MOBILIZATION)

PLEASE ENTER THE TRANSACTION MNEMONIC DESIRED: ---- PRESS ENTER.

        ARR     DPR     FDPS    JACT    OSTR    RDPR    SRP
        ASNU    DOR     FLAG    JOIN    POSN    RDYS    TDRN
        ATCH    DPKT    GRCH    MTDR    PRPA    REVA
        D/73    DYST    HIV     OAUT    RAth    REVD
        DECD    ERUP    INQY    OJT     RAWL    RSEN

TO RETURN TO MASTER MENU, ENTER "CF" ON THE ACTION LINE.  PRESS ENTER

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE.  PRESS ENTER.



ACTION: --
```

Figure 6–11. Example of Unit Input Menu (Mobilization)

```
                    UNIT INPUT (WARTIME)

PLEASE ENTER THE TRANSACTION MNEMONIC DESIRED: —— PRESS ENTER.

    ARR       DOR       INQY      OSTR      REVD
    ASNU      DPRT      JACT      RATH      RSEN
    ATCH      DYST      JOIN      RAWL      SEP
    DECD      FDPS      MTDR      RDYS      TDRN
    DFR       GRCH      OMIT      REVA

 TO RETURN TO THE MASTER MENU, ENTER "CF" ON THE ACTION LINE.  PRESS ENTER.

 TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE.  PRESS ENTER.



ACTION: —
```

Figure 6–12. Example of the Unit Input Menu (Wartime)

```
                    SIDPERS DATA QUERY SYSTEM
                       MENU SELECTION

                 SELECT DESIRED NUMBER AND ENTER: -

                    1        DA FORM 2 QUERY

                    2        VIEW DICTIONARY

                    3        AD-HOC QUERY


***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
                 SO=EXIT_TAPS            CF=RTN_TO_MSTR_MENU
ACTION: --
```

Figure 6–13. Example of the first screen that appears after you have selected Data Query

```
                    DA FORM 2 QUERY

TO CONTINUE PROCESSING, ENTER THE DESIRED SSN:  __________ PRESS "ENTER KEY".

IF APPLICABLE, AND AN ATTACHED DISPLAY IS DESIRED, ENTER "A": _
    PRESS "ENTER KEY".

***** SELECT AND ENTER DESIRED ACTION  __  PRESS "ENTER" KEY TO ACTIVATE  *****
      SO=EXIT TAPS              CP=RTN MSTR MENU              CN=RTN RACDQ MENU

ACTION: __
```

Figure 6–14. Example of the screen where you enter the SSN of the soldier whose DA Form 2 you wish to query

```
                              DA FORM 2 MENU

            PEACETIME:                                          WARTIME:

MNEMONIC:                        MNEMONIC:                      MNEMONIC:

PED-PERSONAL DATA                QAL-QUALIFICATION DATA         WAR
UID-UNIT DATA                    SVD-SERVICE DATA
PSD-POSITION DATA                LCD-LOCAL DATA

PLEASE ENTER THE MNEMONIC DESIRED: ---  . PRESS "ENTER" KEY.

TO RETURN TO THE MASTER MENU, ENTER "CF" ON THE ACTION LINE. PRESS "ENTER" KEY.

TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE.  PRESS "ENTER" KEY.

TO SEE DA FORM 2 FOR ANOTHER INDIVIDUAL, ENTER "CM" ON THE ACTION LINE.
            PRESS "ENTER" KEY.


ACTION: --
```

Figure 6–15. Example of the screen where you select what section of the DA Form 2 you wish to view

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION I -- PERSONAL DATA
PPA: --                                                  CD: ------- SCN: --
NAME:     ----------------------------------------   RSC:          -
SSN:                xxx-xx-xxxx                      TYPE RECORD: ----------------
VSSSN CODE:         -
MPC/CODE:           ---------- -
SEX CODE:           -------- -
RACE/CODE:          ------- -
DATE OF BIRTH:      YYMMDD
NUMBER DEPENDENTS:  --
NO ACMP CSDEP PCS:  --
NO ACMP NCSDEP PCS: --
ETH GRP/CODE:       ------------- -
CITZSHP CODE:       -------------- -
MRTL STS/CODE:      -------------- -
REL PREF/CODE:      ------------------------------------- --
SSN-MIL-SPOUSE:     xxx-xx-xxxx
MIL-PERS-CLASS-AD-SPOUSE: ------------- -
DOD-COMP-AD-SPOUSE: ------------- -
```

Figure 6–16. Example of the DA Form 2A, Enlisted Section I

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION II - QUALIFICATION DATA
PPA: --      TO VIEW QUAL SCREEN 2 PRESS ENTER KEY        CD: ------ SCN: --
NAME:  ------------------------------      RSC:
SSN:              xxx-xx-xxxx              TYPE RECORD:              ----------
GRADE/CODE:       --- -                    DUAL SVC COMP/CODE:       ---- -
DATE OF RANK:     YYMMDD                   SMOS/ASI:                 ----- --
SVC/COMP CODE:    ---- -                   DUTY MOS/ASI:             ----- --
PMOS/ASI:         ----- --                 BONUS MOS/EFF DATE:       -- YYMMDD
FIRST-LANG/CODE:  ------------------ --    PROM/PROG MOS:            ----
SECD-LANG/CODE:   ------------------ --    SP-DY-ASG-PAY-STATS:      -------- -
PULHES:           -----                    SPAY1/SPAY2:              ---- ----
PHYS CAT CODE:    -                        IPAY1/IPAY2:              ---- ----
GT SCORE:         ---                      SQT MOS:                  ----
OJT COMP DATE:    YYMM                     SQT DATE-1:               YYMM
MIL EDUC/CODE:    ------------- -          SQT DATE-2:               YYMM
CIV EDUC/CODE:    -------- -               SQT PERCENTAGE:           --
PROMOTION IND:    -                        SQT RATING/CD:  ------------------- -
DUAL SVC GR/CD:   --- -                    SQT SCORE:                ---
                                           PROM PTS-C/DATE:          -- YYMM
                                           PROM PTS-P/DATE:          -- YYMM
                                           REEN ELIG/INELIG:  ------------ --
```

Figure 6–17. Example of the DA Form 2A, Enlisted Section II

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION II QUALIFICATION DATA (CONT'D)
PPA: --                                                CD: ------ SCN: --
NAME: ---------------------------        RSC:          -
SSN:  xxx-xx-xxxx                        TYPE RECORD:  ---------------
PER SCTY INV INIT/DATE:  - YYMMDD
PER SCTY INV COMP/DATE:  - YYMMDD
FLD DETMD PER SCTY STS:  ------------------ -
DPT DETMD PER SCTY STS:  ------------------ -
PER RLBTY PGM ASGN STS:  ------------------ -
PERS SCTY INV INIT STS:  ------------------ -
PERS SCTY INV COMP STS:  ------------------ -
```

Figure 6–18. Example of the DA Form 2, Enlisted Section II (continued)

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION III - UNIT DATA
PPA: --                                                    CD: ------ SCN: -
NAME:    ---------------------------   RSC:          -
SSN:           XXX-XX-XXXX             TYPE RECORD:   ----------------
UPC:           -----
UNIT NAME:     ------------------------------
REPORT DATE:   YYMMDD
ARRIVAL DATE:  YYMMDD
DEPART DATE:   YYMMDD
GAINING UPC:   -----
LOSING UPC:    -----
REGT AFFIL:    ---- --
REGT HOMEBASE: -------------------- --
```

Figure 6–19. Example of the DA Form 2A, Enlisted Section III

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION IV - SERVICE DATA
                                                    CD: ------- SCN: --
PPA: --
NAME: ------------------------------------          RSC:                  -
SSN:                    xxx-xx-xxxx                 TYPE RECORD:          ----------------
PEBD:                   --------                    LAST CBT TOUR/DATE:   ---------- - ----
BASD:                   --------                    CURR/LAST PST/CODE:   ---------- -
ETS:                    --------                    TRAVEL STATUS:        --------
CURR TERM SVC/CODE:     ------ -                    OVERSEAS PREF/CODE:   1.---------- --
DELAY IN SEP/CODE:      ---- -                                            2.---------- --
DATE LAST PCS:          ----                                              3.---------- --
DATE OF LAST EER:       ----                        CONUS PREF/CODE:      ---------- --
EER DATE VERIF:         ---------- -                YR MO HIV SCRN TEST LAST ADMIN: ----
DATE OF LAST PHOTO:     ----
DATE ELIG AFRM:         ----
DATE ELIG COMPL:        ----
PHA ZLIG IND:           --
DLOS:                   -------
DROS/DEROS:             --------
AEA/TERM DATE:          --------
```

Figure 6–20. Example of the DA Form 2A, Enlisted Section IV

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION V - POSITION DATA
PPA: --                                          CD: ------ SCN: -
NAME:          ------------------------------   RSC:        -
SSN:             XXX-XX-XXXX                    RECORD TYPE: ----------
POSITION NO:     ----
POSITION TITLE:  ------------------
AUTH MOS/ASI:    ------ --
AUTH GRADE/CODE: --- -
RQRD-LANG/CODE:  ------------------ --
```

Figure 6–21. Example of the DA Form 2A, Enlisted Section V

```
DA FORM 2A - ENLISTED - PEACETIME - SECTION VI - LOCAL DATA
PPA: --                                          CD: ------ SCN: --
NAME: ------------------------------  RSC: -
SSN:        xxx-xx-xxxx               RECORD TYPE: ----------------
-----------------------------------
-
```

Figure 6–22. Example of the DA Form 2A, Enlisted Section VI

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: --        SECTION I - PERSONAL DATA                    CD: ------ SCN: --
NAME:          ------------------------------ RSC:          -
SSN:                 xxx-xx-xxxx              TYPE RECORD: ----------
VSSSN CODE:          -
MPC/CODE:            --------- -
SEX/CODE:            -------- -
RACE/CODE:           ------- -
DATE OF BIRTH:       YYMMDD
NUMBER DEPENDENTS:   --
NO ACMP CSDEP PCS:   --
NO ACMP NCSDEP PCS:  --
ETH GRP/CODE:        ---------- -
CITZSHP/CODE:        ---------- -
MRTL STS/CODE:       ---------- -
REL PREF/CODE:       ------------------------------ --
SSN-MIL-SPOUSE:      xxx-xx-xxxx
MIL-PERS-CLASS-AD-SPOUSE: --------- -
DOD-COMP-AD-SPOUSE: ---------- -
```

Figure 6–23. Example of the DA Form 2B, Officer/Warrant Officer, Section I

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: —        SECTION II - QUALIFICATION DATA              CD: ——— SCN: —
NAME:         ———————————————————————— RSC:                  -
SSN:                  xxx-xx-xxxx        TYPE RECORD:      ——————————
GRADE/CODE (W):       —— -
AD GRADE/CODE (O):    —— -               PULHES:                  ———
DATE OF RANK (W):     YYMMDD             PHYS CAT CODE:           -
AD DATE OF RANK (O): YYMMDD              DUAL SVC GRADE/CODE (W): —— -
SVC COMP/CODE:        ——— -              DUAL SVC COMP/CODE (W):  ——— -
PSSI/ASI1/ASI2 (O):   —— —— —             CONTROL SPEC (O):        —
SEC SSI/ASI 3                            DUTY SSI/ASI (O):        ——— —
 ASI 4 (O):           —— —— ——           BASIC BRANCH (O):        —
PMOS/ASI (W):         ——— —              CMOS/ASI (W)             ——— —
PERM GRD/CODE (W):    —— -               DUTY MOS/ASI (W):        ——— —
PERM DOR (W):         YYMMDD             CONTROL BRANCH:          —
FIRST-LANG/CODE: ——————————————— —       SPAY1/SPAY2:             ——— ———
SECD-LANG/CODE:  ——————————————— —       IPAY1/IPAY2:             ——— ———
MIL EDUC/CODE:        ————————— -        ACT FED SVC:             —— MONTHS
CIV EDUC/CODE:        ————————           ACT FED COM SVC:     —— MONTHS — DAYS
PROMOTION IND:        -                  AFS VER CODE:            ———————— -

TO VIEW REMAINDER OF QUALIFICATION DATA PRESS "ENTER KEY".
```

Figure 6–24. Example of the DA Form 2B, Officer/Warrant Officer, Section II

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME -
PPA: --        SECTION II - QUALIFICATION DATA (CONT'D)        CD: ------ SCN: --
NAME:  ---------------------------        RSC:          -
SSN:   xxx-xx-xxxx                        TYPE RECORD:  ----------------
PER SCTY INV INIT/DATE:  - YYMMDD
PER SCTY INV COMP/DATE:  - YYMMDD
FLD DETMD PER SCTY STS:  ------------------ -
DPT DETMD PER SCTY STS:  ------------------ -
PER RLBTY PGM ASGN STS:  ------------------ -
PERS SCTY INV INIT STS:  ------------------ -
PERS SCTY INV COMP STS:  ------------------ -
```

Figure 6–25. Example of the DA Form 2B, Officer/Warrant Officer, Section II

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: --        SECTION III - UNIT DATA                        CD: ------ SCN: --
NAME:       --------------------------        RSC:            -
SSN:            XXX-XX-XXXX                   TYPE RECORD: ----------------
UPC:            -----
UNIT NAME:      ------------------------------
REPORT DATE:    YYMMDD
ARRIVAL DATE:   YYMMDD
DEPART DATE:    YYMMDD
GAINING UPC:    -----
LOSING UPC:     -----
REGT AFFIL:     ---- --
REGT HOMEBASE:   -------------------- --
```

Figure 6–26. Example of the DA Form 2B, Officer/Warrant Officer, Section III

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: —       SECTION IV - SERVICE DATA                          CD: ——— SCN: —
NAME:        ———————————————————————— RSC:                    -
SSN:                 xxx-xx-xxxx        TYPE RECORD:            ——————————
PEBD:                ———                OVERSEAS PREF/CODE: 1.——————— —
BASD:                ———                                    2.——————— —
RSA:                 ———                                    3.——————— —
SVC AGRMT/CODE:      ——————————— -  YR MO HIV SCRN TEST LAST ADMIN: ——
DELAY IN SEP/CODE:   ——— -
DATE LAST PCS:       ——
DATE OF LAST ER:     ——
DATE OF LAST PHOTO:  ——
DATE ELIG AFRM:      ——
PPN:                 —
FHA ELIG IND:        —
DLOS:                ———
DROS/DEROS:          ———
LAST CBT TOUR/DATE:  ————————— - ——
```

Figure 6–27. Example of the DA Form 2B, Officer/Warant Officer, Section IV

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: —        SECTION V -POSITION DATA                    CD: ——— SCN: —
NAME:          ———————————————————— RSC:          —
SSN:               XXX-XX-XXXX        TYPE RECORD: ——————————
POSITION NO:       ——
POSITION TITLE:    ——————————————
AUTH SSI/ASI (O):  ——— —
AUTH MOS/ASI (W):  ——— —
AUTH GRADE/CODE:   —— -
AUTH BRANCH:       —
RORD-LANG/CODE:    ——————————— —
```

Figure 6–28. Example of the DA Form 2B, Officer/Warrant Officer, Section V

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - PEACETIME
PPA: —        SECTION VI -LOCAL DATA                    CD: ——— SCN: —
NAME: ————————————————————————          RSC:        -
SSN:                xxx-xx-xxxx         TYPE RECORD: ————————————
————————————————————————————————————
-
```

Figure 6–29. Example of the DA Form 2B, Officer/Warrant Officer, Section VI

```
DA FORM 2A - ENLISTED - WARTIME
PPA: --                 SECTION I - PERSONAL DATA          CD: ------ SCN: --
NAME:   ------------------------------  RCS:          -
SSN:        xxx-xx-xxxx                 RECORD TYPE:  ----------------
VSSSN CODE: -                           MPC/CODE:     ---------- -
SEX/CODE:   -------- -                  RACE/CODE:    ------ -

                        SECTION II - QUALIFICATION DATA
GRADE CODE:     -                       DATE OF RANK:    YYMMDD
SVC COMP/CODE:  ---- -                  PMOS/ASI:        ----- --
FIRST-LANG/CD:-------------------- --   SECD-LANG/CD: -------------------- --
PULHES:         ------                  PHYS CAT CODE:   -
PER SCTY INV COMP/CODE:  ------------------ -
FLD DETMD PER SCTY STS:  ------------------ -

                        SECTION III - UNIT DATA
UPC:            ----                    ARRIVAL DATE:  YYMMDD
NAME: ------------------------------    DEPART DATE:   YYMMDD
REPORT DATE:  YYMMDD                    GAINING UPC:   ----
```

Figure 6–30. Example of the DA Form 2A, Enlisted Wartime

```
DA FORM 2B - OFFICER AND WARRANT OFFICER - WARTIME
PPA: —                SECTION I - PERSONAL DATA                CD: ——— SCN: —
NAME: ————————————————————————        RSC:                  -
SSN:                  xxx-xx-xxxx     TYPE RECORD:          ——————————
VSSSN CODE:           -               SEX CODE:             ——— -
MPC/CODE:             ———— -          RACE/CODE:            ——— -

                      SECTION II - QUALIFICATION DATA
GRADE/CODE (W):       —— -            PMOS/ASI (W):         ——— —
AD GRADE/CODE (O):    —— -            FIRST-LANG/CODE:      ———————————— —
DATE OF RANK (W):     YYMMDD          SECD-LANG/CODE:       ———————————— —
AD DATE OF RANK (O):  YYMMDD          PULHES:               ———
SVC COMP/CODE:        —— -            PHYS CAT CODE:        -
PSSI/ASI1/ASI2 (O):   ——— —
PER SCTY INV COMP/CODE: ————————— -
FLD DETMD PER SCTY STS: ————————— -

                      SECTION III - UNIT DATA
UPC:                  ———             ARRIVAL DATE:         YYMMDD
NAME: ————————————————————————        DEPART DATE:          YYMMDD
REPORT DATE:          YYMMDD          GAINING UPC:          ———
```

Figure 6–31. Example of the DA Form 2B, Officer/Warrant Officer, Wartime

```
                    SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
                    1) -- PEACETIME
                    2) -- MOBILIZATION
                    3) -- WARTIME

ENTER YOUR SELECTED PROCESSING MODE: 1

ENTER YOUR ORIGINATOR CODE: KW

ENTER YOUR PPA CODE: LL


ENTER AN X BY DATA ENTRY CHOICE:  DA FORM 2 (PQR) UPDATE X TRANSACTION FORMAT -

TO RETURN TO MASTER MENU ENTER "CP" ON ACTION LINE.     PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM   ENTER "SO" ON ACTION LINE.     PRESS "ENTER" KEY.

ACTION: --
```

Figure 6–32. Example of the screen which shows you how to indicate that you wish to perform a PQR update(Transaction Generation)

```
*************************************************************************
*                                                                       *
*                          DATA FORM 2 QUERY                            *
*                                                                       *
* TO CONTINUE PROCESSING, ENTER THE DESIRED SSN: --------- PRESS "ENTER KEY". *
*                                                                       *
* IF APPLICABLE, AND AN ATTACHED DISPLAY IS DESIRED ENTER "A": _        *
*     PRESS "ENTER KEY".                                                *
*                                                                       *
* TO RETURN TO THE MASTER MENU, ENTER "CF" ON THE ACTION LINE,          *
*     PRESS "ENTER KEY".                                                *
*                                                                       *
* TO SIGN OFF THE SYSTEM, ENTER "SO" ON THE ACTION LINE, PRESS "ENTER KEY". *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*                                                                       *
*  ACTION: —                                                            *
*************************************************************************
```

Figure 6–33. Example of the screen in PQR update, where you enter a soldier's SSN

```
                    SIDPERS DATA QUERY SYSTEM
                       MENU SELECTION

                 SELECT DESIRED NUMBER AND ENTER: 3

                    1       DA FORM 2 QUERY

                    2       VIEW DICTIONARY

                    3       AD-HOC QUERY


***** SELECT AND ENTER DESIRED ACTION -- PRESS "ENTER" KEY TO ACTIVATE *****
                 SO=EXIT_TAPS            CP=RTN_TO_MSTR_MENU
ACTION: --
```

Figure 6–34. Example which shows you where to enter the code for Ad-Hoc-Query

```
                    SIDPERS DATA QUERY SYSTEM
                          AD-HOC QUERY
                       DEFINITION PHASE

          ENTER DESIRED NUMBER AND PRESS "ENTER" KEY: -

                          1   QUERY SOMF

                          2   QUERY SASF

                          3   QUERY SPF

                          4   QUERY SAIF


***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
__=DEFINE_QUERY:  DD=VIEW_DICTIONARY CF=RTN_TO_MSTR MENU:  CM=RTN_TO_QUERY_MENU: SQ=EXIT_TAPS:

ACTION: --
```

Figure 6–35. Example of screen where you indicate the file that you wish to query in the Peacetime mode

```
                    SIDPERS DATA QUERY SYSTEM
                         AD-HOC QUERY
                       DEFINITION PHASE

          ENTER DESIRED NUMBER AND PRESS "ENTER" KEY: -

                          1   QUERY SONF

                          2   QUERY SASF

                          3   QUERY SPF



***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
__=DEFINE_QUERY;  DD=VIEW_DICTIONARY CP=RTN_TO_MSTR MENU;  CM=RTN_TO_QUERY_MENU; SO=EXIT_TAPS;

ACTION: --
```

Figure 6–36. Example of the screen where you indicate the file that you wish to query in Wartime mode

```
                    SIDPERS DATA QUERY SYSTEM
                          AD-HOC QUERY
                       DEFINITION PHASE

          ENTER DESIRED NUMBER AND PRESS "ENTER" KEY: 3

                          1   QUERY SOMF

                          2   QUERY SASF

                          3   QUERY SPF

                          4   QUERY SAIF


***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
__=DEFINE_QUERY:  DD=VIEW_DICTIONARY CF=RTN_TO_MSTR MENU:  CM=RTN_TO_QUERY_MENU: SO=EXIT_IAPS:

ACTION: DD
```

Figure 6–37. Example of you indicate the file you wish to query and also enter 'DD' on the Action Line

```
                          SIDPERS DATA QUERY SYSTEM            SCRN: 01_
DEFINE                  DATA DICTIONARY SPF  ELEMENTS    ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY    ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____       ____________________   ___________________________________________
_____       AEA                    ASSIGNMENT ELIGIBILITY & AVAILABILITY
_____       AFSCOMSVS              ACTIVE FEDERAL COMMISSIONED SERVICE
_____       AFS                    ACTIVE FEDERAL SERVICE
_____       ASSI                   ALTERNATE SPECIALTY SKILL IDENTIFIER
_____       AFST                   AREA CURRENT/LAST FOREIGN SERVICE TOUR
_____       ALCT                   AREA OF LAST COMBAT TOUR
_____       ARRDATE1               ARRIVAL/STRENGTH DATE 1
_____       ARRDATE2               ARRIVAL/STRENGTH DATE 2
_____       ASI1                   ADDITIONAL SKILL IDENTIFIER-1
_____       ASI2                   ADDITIONAL SKILL IDENTIFIER-2
_____       ASI3                   ADDITIONAL SKILL IDENTIFIER-3
_____       ASI4                   ADDITIONAL SKILL IDENTIFIER-4
_____       ATTACHINDOUT           ATTACHED INDICATOR
_____       AWOLIND                ABSENT WITHOUT LEAVE REPORT INDICATOR
_____       BASD                   BASIC ACTIVE SERVICE DATE

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
                TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–38. Example of the SPF Data Dictionary, page 1

```
                          SIDPERS DATA QUERY SYSTEM            SCRN: 05+
DEFINE                  DATA DICTIONARY SPF  ELEMENTS    ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY   ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____      ___________________    ____________________________________________
_____      AEA                    ASSIGNMENT ELIGIBILITY & AVAILABILITY
_____      AFSCOMSVS              ACTIVE FEDERAL COMMISSIONED SERVICE
_____      AFS                    ACTIVE FEDERAL SERVICE
_____      ASSI                   ALTERNATE SPECIALTY SKILL IDENTIFIER
_____      AFST                   AREA CURRENT/LAST FOREIGN SERVICE TOUR
_____      ALCT                   AREA OF LAST COMBAT TOUR
_____      ARRDATE1               ARRIVAL/STRENGTH DATE 1
_____      ARRDATE2               ARRIVAL/STRENGTH DATE 2
_____      ASI1                   ADDITIONAL SKILL IDENTIFIER-1
_____      ASI2                   ADDITIONAL SKILL IDENTIFIER-2
_____      ASI3                   ADDITIONAL SKILL IDENTIFIER-3
_____      ASI4                   ADDITIONAL SKILL IDENTIFIER-4
_____      ATTACHINDOUT           ATTACHED INDICATOR
_____      AWOLIND                ABSENT WITHOUT LEAVE REPORT INDICATOR
_____      BASD                   BASIC ACTIVE SERVICE DATE

***** SELECT AND ENTER DESIRED ACTION  —  PRESS "ENTER" KEY TO ACTIVATE  *****
                TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: —
```

Figure 6–39. Example of how you scroll through the data dictionary

```
                          SIDPERS DATA QUERY SYSTEM            SCRN: 11_
DEFINE                  DATA DICTIONARY SPF  ELEMENTS    ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY   ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____      ___________________    ____________________________________________
_____      YRVERFSMOS             YR VERIFIED/RETAINED SECONDARY MOS



AACDQ ERROR:  END OF DICTIONARY-SELECT APPROPRIATE SCROLL OR ACTION
***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
                 TP=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–40. Example of error message that you will see if you try to scroll beyond the last page of the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                    SIDPERS SPF FILE

                              SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS                LGN     FROM RANGE          TO RANGE
1. ____________________         ___  1. _________       1. _________
2. ____________________         ___  2. _________       2. _________
3. ____________________         ___  3. _________       3. _________

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
      P._____________________     S._____________________

       SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 ____________________ __ 2 ____________________ __ 3 ____________________ __
4 ____________________ __ 5 ____________________ __ 6 ____________________ __
7 ____________________ __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–41. Example of the AD Hoc Query Screen

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 01_
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____         ____________________   ___________________________________________
_____         AEA                    ASSIGNMENT ELIGIBILITY & AVAILABILITY
_____         AFSCOMSVS              ACTIVE FEDERAL COMMISSIONED SERVICE
_____         AFS                    ACTIVE FEDERAL SERVICE
_____         ASSI                   ALTERNATE SPECIALTY SKILL IDENTIFIER
_____         AFST                   AREA CURRENT/LAST FOREIGN SERVICE TOUR
_____         AFSV                   ACTIVE FEDERAL SERVICE VERIFICATION CODE
_____         ALCT                   AREA OF LAST COMBAT TOUR
_____         ARRDATE1               ARRIVAL/STRENGTH DATE 1
_____         ARRDATE2               ARRIVAL/STRENGTH DATE 2
_____         ASI1                   ADDITIONAL SKILL IDENTIFIER-1
_____         ASI2                   ADDITIONAL SKILL IDENTIFIER-2
_____         ASI3                   ADDITIONAL SKILL IDENTIFIER-3
_____         ASI4                   ADDITIONAL SKILL IDENTIFIER-4
_____         ATTACHINDOUT           ATTACHED INDICATOR
_____         AWOLIND                ABSENT WITHOUT LEAVE REPORT INDICATOR
_____

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
              TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–42. Example of how you formulate an AD–HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 02
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_______       ____________________   ___________________________________________
_______       BSD                    BASIC ACTIVE SERVICE DATE
_______       BASICBR                BASIC BRANCH
_______       CITZ                   CITIZENSHIP STATUS
_______       CIVEDUCLVL             CIVILIAN EDUCATION LEVEL
_______       CTRLBR                 CONTROL BRANCH
_______       CTRLMOS                CONTROL MILITARY OCCUPATIONAL SPECIALTY
_______       CLTSPEC                CONTROL SPECIALTY
_______       CONUSAREAPREF          CONUS AREA OF PREFERENCE
_______       CURRPROMPTSYRMO        CURRENT PROMOTION POINTS YR & MO
_______       DASI                   DUTY ADDITIONAL SKILL IDENTIFIER
_______       DATEPSINVESCOMPL       DATE PERSONNEL SECURITY INVEST COMPLETED
_______       DATEPSINVESINIT        DATE PERSONNEL SECURITY INVEST INIT
_______       DATETTPERS             DATE OF TYPE TRANSACTION-PERSONNEL
_______       DATETYPETRANMRECSTR    DATE TYPE TRANS MOST RECENT STRENGTH
_______       DDATE1                 DEPARTURE DATE 1

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
                TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–42.1. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 03_
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____         ____________________   ___________________________________
_____         DDATE2                 DEPARTURE DATE 2
_____         DEPTDETMPSSTAT         DEPT DETERMINED PERS SECURITY STATUS
_____         DEROS                  DATE ELIGIBLE TO RETURN FROM OVERSEAS
_____         DLOS                   ANTICIPATED DATE OF LOSS
_____         DMOS                   DUTY MILITARY OCCUPATIONAL SPECIALTY
_____         DOB                    DATE OF BIRTH
_____         DODCOMPADSPOUSE        DOD COMPONENT OF ACTIVE DUTY SPOUSE
A3B1C5        DOR                    DATE OF RANK
_____         DROS                   DATE RETURN FROM OVERSEAS
_____         DSEP                   DELAY IN SEPARATION CODE
_____         DTESQTADMIN1           DATE SQT ADMINISTERED 1
_____         DTESQTADMIN2           DATE SQT ADMINISTERED 2
_____         DUALSVCCOMP            DUAL SERVICE COMPONENT STATUS
_____         DUALSVCCOMPGR          DUAL SERVICE COMPONENT GRADE AND CODE
_____         DYLIC                  DUTY LANGUAGE IDENTITY CODE

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
              TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–43. Example of how you formulate an Ad Hoc Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 04_
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____         ____________________   ___________________________________
              DYPRISPCD              DUTY PRIMARY SPECIALTY CODE
_____         DYSECSPCD              DUTY SECONDARY SPECIALTY CODE
_____         DYSI                   DUTY SKILL IDENTIFIER
_____         DYSTATUS               DUTY STATUS
_____         EER/SEER               EER/SEER VERIFICATION CODE
_____         EFFDATEDYSTATUS        EFFECTIVE DATE OF DUTY STATUS
_____         EFFDATEPAYGR           EFFECTIVE DATE OF PAY GRADE
_____         EGD                    ETHNIC GROUP DESIGNATOR
_____         ELIGIMMEDENLREENL      ELIGIBILITY IMMEDIATE ENLISTMENT/REUP
_____         ENLPROMIND             ENLISTED PROMOTION INDICATOR
_____         ENLREENBONUSIND        ENLISTMENT/REENLISTMENT BONUS INDICATOR
_____         ESA                    EXPIRATION SERVICE AGREEMENT
_____         ETS                    EXPIRATION TERM OF SERVICE
_____         FHAIELIG               FHA INSURANCE ELIGIBILITY CERTIFICATE
_____         FIRSTLANGID            FIRST LANGUAGE IDENTITY

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
                TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–44. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 05_
DEFINE        DATA DICTIONARY SPY  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
              ____________________   ___________________________________
_____         FLAG1CODE              FLAG 1 SUSPENSION FAVORABLE PERS ACTIONS
_____         FLAG2CODE              FLAG 2 SUSPENSION FAVORABLE PERS ACTIONS
_____         FLAG1DATE              FLAG 1 DTE SUSPENSION FAVORABLE PERS ACT
_____         FLAG2DATE              FLAG 2 DTE SUSPENSION FAVORABLE PERS ACT
_____         FLDDETPSSTAT           FIELD DETERMINED PERSONNEL SECURITY STAT
_____         GR                     GRADE
_____         GRCODE                 GRADE CODE
_____         GRHOWACQCODE           GRADE HOW ACQUIRED CODE
_____         GTAS                   GENERAL TECHNICAL APTITUDE SCORE
_____         IPAY1                  INCENTIVE PAY 1
_____         IPAY2                  INCENTIVE PAY 2
_____         MARTLSTATS             MARTIAL STATUS
_____         MDC1                   MOVEMENT DESIGNATOR CODE 1
_____         MDC2                   MOVEMENT DESIGNATOR CODE 2
_____         MILEDUCLVL             MILITARY EDUCATION LEVEL

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
            TP=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: __
```

Figure 6–45. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    STDMERS DATA QUERY SYSTEM          SCRN: 06
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
              ____________________   ___________________________________
              MOSRECSTRTT            MOST RECENT STRENGTH TYPE TRANSACTION
              MPC                    MILITARY PERSONNEL CLASS
              MPCADEPOUSE            MPC OF ACTIVE DUTY SPOUSE
D2C1          NAME                   NAME, INDIVIDUAL
              NCOACADGRAD            NCO ACADEMY GRADUATE
              NOACMPCDEPPCS          NUM ACCOMPANYING SPONSORED DEP PCS
              NOACMPNCSDEPPCS        NUM ACCOMPANYING NON-SPONSORED DEP PCS
              NODAYSLV1              NUMBER DAYS LEAVE 1
              NODAYSLV2              NUMBER DAYS LEAVE 2
              NODAYSTDY1             NUMBER DAYS TEMPORARY DUTY 1
              NODAYSTDY2             NUMBER DAYS TEMPORARY DUTY 2
              NODEPN                 NUMBER OF DEPENDENTS
              OSEASASGPREF1          OVERSEAS ASSIGNMENT PREFERENCE 1
              OSEASASGPREF2          OVERSEAS ASSIGNMENT PREFERENCE 2
              OSEASASGPREF3          OVERSEAS ASSIGNMENT PREFERENCE 3

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
              TE=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–46. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 07_
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____         ____________________   ___________________________________________
              PASI                   PRIMARY ADDITIONAL SKILL IDENTIFIER
07____        PEBD                   PAY ENTRY BASIC DATE
_____         PERCEN                 PERCENTILE STANDING
_____         PERMDOR                PERMANENT DATE OF RANK
_____         PERMGRADE              PERMANENT GRADE
_____         PERMGRCD               PERMANENT GRADE CODE
_____         PHYSCATCODE            PHYSICAL CATEGORY CODE
_____         PMOS                   PRIMARY MILITAORY OCCUPATIONAL SPECIALTY
_____         POSNO1                 POSITION NUMBER 1
_____         POSNO2                 POSITION NUMBER 2
_____         POTGAINUPC1            POTENTIAL GAINING UPC 1
_____         POTGAINUPC2            POTENTIAL GAINING UPC 2
_____         PPN                    PROGRAM PROCUREMENT NUMBER
_____         PREVPROMPTSYRMO        PREVIOUS PROMOTION POINTS YR & MO
_____         PRIVACTDISPREC         PRIVACY ACT DISPSUTED RECORD

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
              TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–47. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 08
DEFINE          DATA DICTIONARY SPF  ELEMENTS          ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY        ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____           ____________________   ___________________________________
_____           PROMBAR2/3             PROMOTION BAR TO PV2/PFC
_____           PROMIND                PROMOTION INDICATOR
_____           PROMMOS                PRIMARY MILITARY OCCUPATIONAL SPEC
_____           PROMPTSCURR            PROMOTION POINTS CURRENT
_____           PROMPTSPREV            PROMOTION POINTS PREVIOUS
_____           PRPASGSTAT             PERS RELIABILITY PROG ASSIGNMENT STATUS
_____           PRWCJCONTPROGDATE      PREVIOUS WEIGHT CONTROL PROGRAM DATE
_____           PSINVESCOMPL           PERS SECURITY INVESTIGATION COMPLETED
_____           PSINVESINIT            PERSONNEL SECURITY INVESTIGATION INIT
_____           PSSI                   PRIMARY SPECIALTY SKILL IDENTIFIER
_____           PUTHES                 PHYSICAL PROFILE
_____           RACE                   POPULATION GROUP
_____           REGAFFIL               REGIMENTAL AFFILIATION
_____           REGAFFILBR             REGIMENTAL AFFILIATION BRANCH
_____           REGAFFILNO             REGIMENTAL AFFILIATION NUMBER

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
              TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: __
```

Figure 6–47.1. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 09
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
____          ____________________   ___________________________________
____          REGHOMEBASE            REGIMENTAL HOME BASE
____          RELDENOM               RELIGIOUS DENOMINATION
____          REPTDATE1              REPORT DATE 1
____          REPTDATE2              REPORT DATE 2
____          RSC                    RECORD STATUS CODE
____          SASI                   SECONDARY ADDITIONAL SKILL IDENTIFIER
____          SDAP                   SPECIAL DUTY ASSIGNMENT PAY
____          SECONDLANGID           SECOND LANGUAGE IDENTITY
____          SEX                    SEX, INDIVIDUAL
____          SMOS                   SECONDARY MILITARY OCCUPATIONAL SPEC
____          SPD                    SEPARATION PROGRAM DESIGNATOR
____          SPAY1                  SPECIAL PAY 1
____          SPAY2                  SPECIAL PAY 2
____          SQT CODE               SQT CODE
____          SQTDESIG               SQT DESIGNATOR

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
            TP=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: __
```

Figure 6–48. Example of how you formulate an AD Hoc Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 10_
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
              ____________________   ___________________________________________
              SQTSCORE               SQT SCORE
C2            SSN                    SOCIAL SECURITY NUMBER
              SSNMILSPOUSE           SSN, MILITARY SPOUSE OF A SERVICE MEMBER
              SVCAGR                 SERVICE AGREEMENT
              SVCCOMP                SERVICE COMPONENT
              TRMOFSVE               TERM OF SERVICE
              TYPETRANPERS           TYPE OF TRANSACTION-PERSONNEL
              ULTGAINUPC             ULTIMATE GAINING UPC
A1            UPC1                   UNIT PROCESSING CODE 1
              UPC2                   UNIT PROCESSING CODE 2
              VRBDATE                VARIABLE REENLISTMENT BONUS DATE
              VRBMOS                 VARIABLE REENLISTMENT BONUS MOS
              VSSSN                  VERIF STATUS OF SOCIAL SECURITY NUMBER
              WEIGHTCTRFLAG1         WEIGHT CONTROL FLAG 1
              WEIGHTCTRFLAG2         WEIGHT CONTROL FLAG 2

***** SELECT AND ENTER DESIRED ACTION  —  PRESS "ENTER" KEY TO ACTIVATE  *****
                 TF=TERMINATE FUNCTION;          __=VIEW_DD
ACTION: —
```

Figure 6–49. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 11_
DEFINE        DATA DICTIONARY SPF  ELEMENTS            ENTER SCRN +/- SCROLL
ELEMENTS
TO QUERY      ELEMENT ABBREVIATION      ELEMENT DESCRIPTION
_______       ____________________      ___________________________________
              YRMOCOMPLLASTCBTTUR       YR & MO COMPLETED LAST COMBAT TOUR
              YRMOELIGAFRM              YR & MO ELIG ARMED FORCES RESERVE MEDAL
              YRMOER                    YR & MO EFFICIENCY REPORT SUSPENSE
              YRMOGCSUSP                YR & MO GOOD CONDUCT MEDAL SUSPENSE
              YRMOHIVSCRNTESTLASTADMIN  YR & MO HUMAN IMMUNODEFICIENCY VIRUS
                                         LAST ADMINISTERED
              YRMOLSTPCS                YR & MO LAST PERMANENT CHANGE OF STATION
              YRMOPHOTOSUSP             YR & MO OF PHOTOGRAPH SUSPENSE
              YRMOTERMOFAEA             YR & MO TERMINATION OF AEA
              YRMOCOMPOJT               YR & MO COMPLETION OF OJT

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
                TF=TERMINATE FUNCTION:          __=VIEW_DD
ACTION: --
```

Figure 6–49.1. Example of how you formulate an AD HOC Query using the Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                        SIDPERS SPF FILE

                              SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS                LGN     FROM RANGE          TO RANGE
1. UPC1                          __   1. _________       1. _________
2. GR                            __   2. _________       2. _________
3. DOR                           __   3. _________       3. _________

      SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
       P. DOR                          S. NAME

       SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 NAME                  __ 2 SSN                  __ 3 GR                  __
4 PMOS                  __ 5 DOR                  __ 6 BASD                __
7 PEBD                  __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
 __=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–50. Example of the screen that will appear once you have formulated your query using Data Dictionary

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                       SIDPERS SPF FILE

                          SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS              LGN     FROM RANGE          TO RANGE
1. UPC1                        __   1. 2MS02          1. 2MS02
2. GR                          __   2. SP4            2. CPL
3. DOR                         __   3. 830701         3. 840630

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
      P. DOR                    S. NAME

      SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 NAME                 __ 2 SSN                 __ 3 GR                 __
4 PMOS                 __ 5 DOR                 __ 6 BASD               __
7 PEBD                 __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CP=RTN_TO_MSTR_MENU;CM=RTN_TO QUERY MENU
ACTION: __
```

Figure 6–51. Example which shows where to enter the data in the Form and To Range areas

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                        SIDPERS SPF FILE

                              SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS                LGN     FROM RANGE          TO RANGE
1. UPC1                         ___  1. _________       1. _________
2. ____________________         ___  2. _________       2. _________
3. ____________________         ___  3. _________       3. _________

      SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
       P._____________________      S._____________________

        SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 ____________________ __ 2 ____________________ __ 3 ____________________ __
4 ____________________ __ 5 ____________________ __ 6 ____________________ __
7 ____________________ __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–52. Example of the first data element chosen in an AD–HOC query

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                    SIDPERS SPF FILE

                              SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS              LGN     FROM RANGE          TO RANGE
1. UPC1                        __   1. 2MS02          1. 2MS02
2. ______________________      __   2. _________      2. _________
3. ______________________      __   3. _________      3. _________

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
      P._____________________      S._____________________

       SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 ____________________ __ 2 ____________________ __ 3 ____________________ __
4 ____________________ __ 5 ____________________ __ 6 ____________________ __
7 ____________________ __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MEMU
ACTION: __
```

Figure 6–53. Example which shows the From and To Range of the first date element in your query

```
                    SIDPERS DATA QUERY SYSTEM
                     AD-HOC QUERY DEFINITION

                        SIDPERS SPF FILE

                          SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS              LGN     FROM RANGE          TO RANGE
1. UPC1                        ___  1. 2MS02          1. 2MS02
2. GR                          ___  2. SP4            2. CPL
3. ____________________        ___  3. ________       3. ________

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
      P._____________________      S._____________________

      SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 ____________________ __ 2 ____________________ __ 3 ____________________ __
4 ____________________ __ 5 ____________________ __ 6 ____________________ __
7 ____________________ __

***** SELECT AND ENTER DESIRED ACTION  —  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–54. Example which shows the second data element in your query with data in the From and To ranges

```
                    SIDPERS DATA QUERY SYSTEM
                     AD-HOC QUERY DEFINITION

                       SIDPERS SPF FILE

                          SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS          LGN     FROM RANGE          TO RANGE
1. UPC1                   __   1. 2M502          1. 2M502
2. GR                     __   2. SP4            2. CPL
3. DOR                    __   3. #30701         3. #40630

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
       P._____________________   S._____________________

       SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 ____________________ __ 2 ____________________ __ 3 ____________________ __
4 ____________________ __ 5 ____________________ __ 6 ____________________ __
7 ____________________ __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–55. Example which shows the third data element in your query with data in the From and To ranges

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                        SIDPERS SPF FILE

                              SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS              IGN     FROM RANGE          TO RANGE
1. UPC1                        ___  1. 2MS02          1. 2MS02
2. GR                          ___  2. SP4            2. CPL
3. DOR                         ___  3. 830701         3. 840630

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
      P. DOR                    S. NAME

      SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 ____________________ __ 2 ____________________ __ 3 ____________________ __
4 ____________________ __ 5 ____________________ __ 6 ____________________ __
7 ____________________ __

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
__=EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CF=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–56. Example which shows the sort of data of your query

```
                    SIDPERS DATA QUERY SYSTEM
                     AD-HOC QUERY DEFINITION

                       SIDPERS SPF FILE

                          SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS          LGN     FROM RANGE          TO RANGE
1. UPC1                   ___  1. 2MS02          1. 2MS02
2. GR                     ___  2. SP4            2. CPL
3. DOR                    ___  3. 830701         3. 840630

     SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
      P.   DOR                  S.   NAME

      SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
1 NAME                 2 SSN                 3 GR
4 PMOS                 5 DOR                 6 BASD
7 PERD

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
 =EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CM=RTN_TO_MSTR_MENU;CM=RTN_TO_QUERY_MENU
ACTION: __
```

Figure 6–57. Example which shows that Display Elements of your query

```
                    SIDPERS DATA QUERY SYSTEM
              SIDPERS SPF FILE DATA QUERY STATUS


          NUMBER OF FILE RECORDS SELECTED:          ____

          NUMBER OF FILE RECORDS NOT
          AUTHORIZED ACCESS BY USER:                ____

          NUMBER OF FILE RECORDS FOR DISPLAY:       ____

          NUMBER OF SCREENS TO VIEW:                ____


***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
 CF=RTN_TO_MSTR_MENU  CM=RTN_TO_QUERY_MENU  __=CONTINUE_DISPLAY  SO=EXIT_TAPS
ACTION: __
```

Figure 6–58. Example of the Data Query Status screen

```
                    SIDPERS DATA QUERY SYSTEM
                 SIDPERS SPF FILE DATA QUERY STATUS


            NUMBER OF FILE RECORDS SELECTED:          _____

            NUMBER OF FILE RECORDS NOT
            AUTHORIZED ACCESS BY USER:                _____

            NUMBER OF FILE RECORDS FOR DISPLAY:       _____

            NUMBER OF SCREENS TO VIEW:                _____


AACDQ ERROR: QUERY EXCEEDS 1000 RCDS, USE SIRCUS(VIABLE)/IQF(DAS3) FOR QUERY
             QUERY TERMINATED-ENTER CF OR CN OR SO ON ACTION LINE


***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
 CF=RTN_TO_MSTR_MENU  CN=RTN_TO_QUERY_MENU  __=CONTINUE_DISPLAY  SO=EXIT_TAPS
ACTION: __
```

Figure 6–59. Example of the Data Query Status Screen with an error message

```
                    SIDPERS DATA QUERY SYSTEM
                    AD-HOC QUERY DEFINITION

                        SIDPERS SPF FILE

                              SECTION A
          DEFINE AD-HOC QUERY SELECTION ELEMENTS AND RANGES

   DATA ELEMENTS              LGN     FROM RANGE          TO RANGE
1. UPC1                        5   1. 2MS02            1. 2MS02
2. GR                          3   2. SP4              2. CPL
3. DOR                         6   3. 830701           3. 840630

      SECTION B - DEFINE PRIMARY/SECONDARY ORDER OF DISPLAY
        P. DOR                      S. NAME

      SECTION C - DEFINE AD-HOC QUERY DISPLAY ELEMENTS.
I  NAME                27 2  SSN                11 3  GR
4  PMOS                 5 5  DOR                 6 6  BASD
7  PEBD                 6
AACDQ ERROR:  PRINT CAPABILITY EXCEEDED - RECHECK QUERY DISPLAY ELEMENT LENGTH
***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
 =EXEC_QUERY;DD=VIEW_DD;SO=EXIT TAPS;CP=RTN_TO_MSTR_MENU;CN=RTN_TO_QUERY_MENU
ACTION:
```

Figure 6–60. Example of an AD–Hoc Query Definition Screen with the print capability error message

```
CD: 851215 SCN: 05          SIDPERS DATA QUERY SYSTEM            SCRN: 01_
                             SIDPERS SPF  FILE DATA        ENTER SCRN +/- SCROLL

NAME                                SSN        GR  PMOS  DOR      BASD     PEBD

XXXXXXX, XXXXXXX XXXX               999999999  SP4 91R10 830901   810808   801212
XXXXXXX, XXXXXXX XXXX               888888888  SP4 91R10 831011   811019   811017
XXXXXXX, XXXXXXX XXXX               777777777  SP4 91R10 831101   820226   820223
XXXXXXX, XXXXXXX XXXX               666666666  SP4 91R10 831112   820811   820308
XXXXXXX, XXXXXXX XXXX               555555555  SP4 91R10 831201   830203   821108
XXXXXXX, XXXXXXX XXXX               444444444  SP4 91R10 831209   811228   811029
XXXXXXX, XXXXXXX XXXX               333333333  SP4 91R10 840110   810804   810710
XXXXXXX, XXXXXXX XXXX               222222222  CPL 75F10 840219   760714   760714
XXXXXXX, XXXXXXX XXXX               111111111  CPL 75F10 840324   770714   760714
XXXXXXX, XXXXXXX XXXX               212121212  CPL 75F10 840410   780714   760714
XXXXXXX, XXXXXXX XXXX               324224242  CPL 75F10 840424   790714   760714
XXXXXXX, XXXXXXX XXXX               121212121  CPL 75F10 840510   800714   760714
XXXXXXX, XXXXXXX XXXX               434343434  CPL 75F10 840524   760804   760714
XXXXXXX, XXXXXXX XXXX               456224567  CPL 75F10 840604   760804   760714
XXXXXXX, XXXXXXX XXXX               678332678  CPL 75F10 840701   760804   760714

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
 CF=RTN_TO_MSTR_MENU:  CM=RTN_TO_QUERY_MENU:  __=CONTINUE_DISPLAY SO=EXIT_TAPS
ACTION: __
```

Figure 6–61. Example of a completed query in which the requester data is displayed

```
CD: 851215 SCN: 05          SIDPERS DATA QUERY SYSTEM            SCRN: 01
                             SIDPERS SPF  FILE DATA        ENTER SCRN +/- SCROLL

NAME                                 SSN         GR   PMOS  DOR      BASD     PEBD

XXXXXXX, XXXXXXX XXXX                999999999   SP4  91R10 830901   810808   801212
XXXXXXX, XXXXXXX XXXX                888888888   SP4  91R10 831011   811019   811017
XXXXXXX, XXXXXXX XXXX                777777777   SP4  91R10 831101   820226   820223
XXXXXXX, XXXXXXX XXXX                666666666   SP4  91R10 831112   820811   820308
XXXXXXX, XXXXXXX XXXX                555555555   SP4  91R10 831201   830203   821108
XXXXXXX, XXXXXXX XXXX                444444444   SP4  91R10 831209   811228   811029
XXXXXXX, XXXXXXX XXXX                333333333   SP4  91R10 840110   810804   810710
XXXXXXX, XXXXXXX XXXX                222222222   CPL  75F10 840219   760714   760714
XXXXXXX, XXXXXXX XXXX                111111111   CPL  75F10 840324   770714   760714
XXXXXXX, XXXXXXX XXXX                212121212   CPL  75F10 840410   780714   760714
XXXXXXX, XXXXXXX XXXX                324224242   CPL  75F10 840424   790714   760714
XXXXXXX, XXXXXXX XXXX                121212121   CPL  75F10 840510   800714   760714
XXXXXXX, XXXXXXX XXXX                434343434   CPL  75F10 840524   760804   760714
XXXXXXX, XXXXXXX XXXX                456224567   CPL  75F10 840604   760804   760714
XXXXXXX, XXXXXXX XXXX                678333678   CPL  75F10 840701   760804   760714
AACDQ ERROR:  END OF QUERY-SELECT APPROPRIATE SCROLL OR ACTION
***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
 CF=RTN_TO_MSTR_MENU:  CM=RTN_TO_QUERY_MENU:  __=CONTINUE_DISPLAY SO=EXIT_TAPS
ACTION: __
```

Figure 6–62. Example of the end–of–query display error message

```
                    SIDPERS DATA QUERY SYSTEM
                            VIEW
                       DATA DICTIONARY

          SELECT DESIRED NUMBER AND ENTER: -

                    1    VIEW SOMF ELEMENTS

                    2    VIEW SASF ELEMENTS

                    3    VIEW SPF ELEMENTS

                    4    VIEW SAIF ELEMENTS



***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
      SO=EXIT_TAPS            CP=RTN_TO_MSTR_MENU     CM=RTN_TO_AACDQ_MENU
ACTION: --
```

Figure 6–63. Example of the view Data Dictionary Screen–Peacetime

```
                    SIDPERS DATA QUERY SYSTEM
                            VIEW
                       DATA DICTIONARY

          SELECT DESIRED NUMBER AND ENTER: -

                    1    VIEW SOMF ELEMENTS

                    2    VIEW SASF ELEMENTS

                    3    VIEW SPF ELEMENTS



***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
      SO=EXIT_TAPS              CP=RTN_TO_MSTR_MENU      CM=RTN_TO_AACDQ_MENU
ACTION: --
```

Figure 6–64. Example of the View Data Dictionary Screen–Wartime

```
                    SIDPERS DATA QUERY SYSTEM
                            VIEW
                        DATA DICTIONARY

          SELECT DESIRED NUMBER AND ENTER: - 3

                    1    VIEW SOMF ELEMENTS

                    2    VIEW SASF ELEMENTS

                    3    VIEW SPF ELEMENTS

                    4    VIEW SAIF ELEMENTS


***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE  *****
      SO=EXIT_TAPS              CF=RTN_TO_MSTR_MENU      CM=RTN_TO_AACDQ_MENU
ACTION: --
```

Figure 6–65. Example which shows where to enter your selection code

```
                    SIDPERS DATA QUERY SYSTEM            SCRN: 01_
                     SPF  DICTIONARY ELEMENTS      ENTER SCRN +/- SCROLL

        ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
        ____________________   ___________________________________________
        AFSCONSVS              ACTIVE FEDERAL COMMISSIONED SERVICE
        AFS                    ACTIVE FEDERAL SERVICE
        ASSI                   ALTERNATE SPECIALTY SKILL IDENTIFIER
        AEA                    ASSIGNMENT ELIGIBILITY & AVAILABILITY
        AFST                   AREA CURRENT/LAST FOREIGN SERVICE TOUR
        ALCT                   AREA OF LAST COMBAT TOUR
        ARRDATE1               ARRIVAL/STRENGTH DATE 1
        ARRDATE2               ARRIVAL/STRENGTH DATE 2
        ASI1                   ADDITIONAL SKILL IDENTIFIER-1
        ASI2                   ADDITIONAL SKILL IDENTIFIER-2
        ASI3                   ADDITIONAL SKILL IDENTIFIER-3
        ASI4                   ADDITIONAL SKILL IDENTIFIER-4
        ATTACHINDOUT           ATTACHED INDICATOR
        AWOLIND                ABSENT WITHOUT LEAVE REPORT INDICATOR
        BASD                   BASIC ACTIVE SERVICE DATE

***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
                                          TF=END_FUNCTION      __=VIEW_DD
ACTION: --
```

Figure 6–66. Example for the SPF Data Dictionary, page 1

```
                    SIDPERS DATA QUERY SYSTEM          SCRN: 11_
                     SPF  DICTIONARY ELEMENTS      ENTER SCRN +/- SCROLL

ELEMENT ABBREVIATION   ELEMENT DESCRIPTION
_____________________  ___________________________________________________
YRVERFSMOS             YR VERIFIED/RETAINED SECONDARY MOS


AACDQ ERROR:  END OF DICTIONARY-SELECT APPROPRIATE SCROLL OR ACTION
***** SELECT AND ENTER DESIRED ACTION  --  PRESS "ENTER" KEY TO ACTIVATE *****
                                          TP=END_FUNCTION      __=VIEW_DD
ACTION: __
```

Figure 6–67. Example of error message that you will receive if you try to scroll past the last page of the data dictionary

```
                    TRANSACTION MNEMONIC: DFR

DATE: ------  NAME: -----  SSN: ---------  ORIG: --

TCN: ---

UPC: -----


ACTION: CQ
```

Figure 6–68. Example which shows were you enter "CQ"

```
                    SIDPERS DATA ENTRY SYSTEM

THERE ARE THREE (3) PROCESSING MODES:
                    1) — PEACETIME
                    2) — MOBILIZATION
                    3) — WARTIME

ENTER YOUR SELECTED PROCESSING MODE: 1

ENTER YOUR ORIGINATOR CODE: KH

ENTER YOUR PPA CODE: LL


ENTER AN X BY DATA ENTRY CHOICE:  DA FORM 2 (PQR) UPDATE   TRANSACTION FORMAT X

TO RETURN TO MASTER MENU ENTER "CF" ON ACTION LINE.     PRESS "ENTER" KEY.
TO SIGN OFF THE SYSTEM   ENTER "SO" ON ACTION LINE.     PRESS "ENTER" KEY.


ACTION: CQ
```

Figure 6–69. Example which shows you how to enter CQ from the SIDPERS Data Entry Screen

RBN	YY/MM/DD	HH:MM:SS	SBN	SPN	ORC	PPA	DPI	TERMID
001	84/02/07	07:50:51	1	1	AA	LJ	US	WAMR
002	84/02/07	08:31:56	2	1	AA	LJ	US	WAMR
003	84/02/07	08:43:55	3	1	AA	LJ	US	WAMR
004	84/02/10	14:21:33	1	1	AA	LJ	US	WAMR
005	84/02/07	07:54:19	1	1	AA	LJ	US	WAMR
006	84/02/07	12:43:02	1	1	AA	LJ	US	WAMR
007	84/02/06	12:45:04	2	1	AA	LJ	US	WAMR
008	84/02/07	06:57:50	1	1	AA	LJ	US	WAMR
009	84/02/06	09:45:37	1	1	AA	LJ	US	WAM9
010	84/02/06	09:02:06	2	1	AA	LJ	US	WAM9
011	84/02/15	10:39:50	1	1	CB	LJ	US	WAMJ
012	84/02/14	10:31:07	1	1	EB	LJ	US	WAMJ
013	84/02/14	12:49:42	2	1	EB	LJ	US	WAMJ
014	84/02/14	13:08:06	3	1	EB	LJ	US	WAMJ
015	84/02/13	13:34:45	1	1	EB	LJ	US	WAMR
016	84/02/13	14:58:40	1	1	EB	LJ	US	WAM9
017	84/02/14	14:10:16	1	1	EB	LJ	US	WAM9
018	84/02/14	14:46:13	2	1	EB	LJ	US	WAM9
019	84/02/10	14:41:47	1	1	JB	LJ	US	WAMJ
020	84/02/09	15:25:44	1	1	JB	LJ	US	WAMR

ENTER RELATIVE BATCH NUMBER (RBN):

ACTION: --

Figure 6–70. Example of the Relative Batch Number Screen

RBN	YY/MM/DD	HH:MM:SS	SBN	SPM	ORC	PPA	DPI	TERMID
021	84/02/10	07:59:51	1	1	JB	LJ	US	WAMR
022	84/02/10	08:16:46	1	1	JB	LJ	US	WAM9
023	84/02/10	08:37:14	1	1	JB	LJ	US	WAM9
024	84/02/15	10:41:59	1	1	JL	LJ	US	WAMC
025	84/02/10	13:33:11	1	1	LB	LJ	US	WAML
026	84/02/10	13:51:30	2	1	LB	LJ	US	WAML
027	84/02/07	10:53:16	1	1	LB	LJ	US	WAMR
028	84/02/07	10:58:53	2	1	LB	LJ	US	WAMR
029	84/02/07	11:12:53	3	1	LB	LJ	US	WAMR
030	84/02/13	10:25:24	1	1	LB	LJ	US	WAMR
031	84/02/09	07:26:23	1	1	LB	LJ	US	WAMR
032	84/02/09	07:48:03	2	1	LB	LJ	US	WAM9
033	84/02/09	07:53:08	3	1	LB	LJ	US	WAM9
034	84/02/14	14:13:52	1	1	LL	LJ	US	WAMJ
035	84/02/14	16:22:04	1	1	LL	LJ	US	WAM9
036	84/02/14	16:58:13	2	1	LL	LJ	US	WAM9
037	84/02/15	10:27:34	1	1	LL	LJ	US	WAM9
038	84/02/11	13:09:05	1	1	SX	LJ	US	WAM8
039	84/02/11	13:10:20	2	1	SX	LJ	US	WAM8
040	84/02/06	13:38:44	1	1	WZ	LJ	US	WAMR

ENTER RELATIVE BATCH NUMBER (RBN): 001

ACTION: --

Figure 6–71. Example of the Relative Batch Number screen which shows you where to enter the RBN

```
RECORD IMAGE 84/02/15 11:15:45
----+----1----+----2----+----3----+----4----+----5----+----6----+----7---

_0001 840215ARR DOE J123456789978402 17/1E8AA/MAJ/6IF9B/M/AA30
_0002 840215CDATDOE J123456789 97PERSONNEL OFFICER
_0003 840215DYSTLEE J23298765497PDY/AWL/1200/1E8AA
_0004 840215DFR KIM L78954123097950/1E8AA
..... RBN 001 END OF DATA



TO DELETE RECORD, ENTER A "D" BY THE RECORD IMAGE

ACTION:  CS74
```

Figure 6–72. Example of the screen which shows the contents of a batch and where to enter the column shift codes

```
RECORD IMAGE 84/02/15 11:15:45
-+----8
_0001
_0002
_0003
_0004
..... RBN 001 END OF DATA


TO DELETE RECORD, ENTER A "D" BY THE RECORD IMAGE

ACTION: --
```

Figure 6–73. Example of a screen that will appear once a CS# # has been executed

```
*****************************************
*                                       *
*  T E R M I N A L   A P P L I C A T I O N  *
*                                       *
*    P R O C E S S I N G   S Y S T E M  *
*                                       *
*****************************************

                THIS TERMINAL IS

                AVAILABLE FOR USE

            CLEAR SCREEN  ENTER TAPS

            FOR SIGN-ON INSTRUCTIONS

            TAPS -- INFORMATICS, INC.

ACTION: —
```

Figure 6–74. Example of the screen that will appear once you have entered "SO" on the Action Line

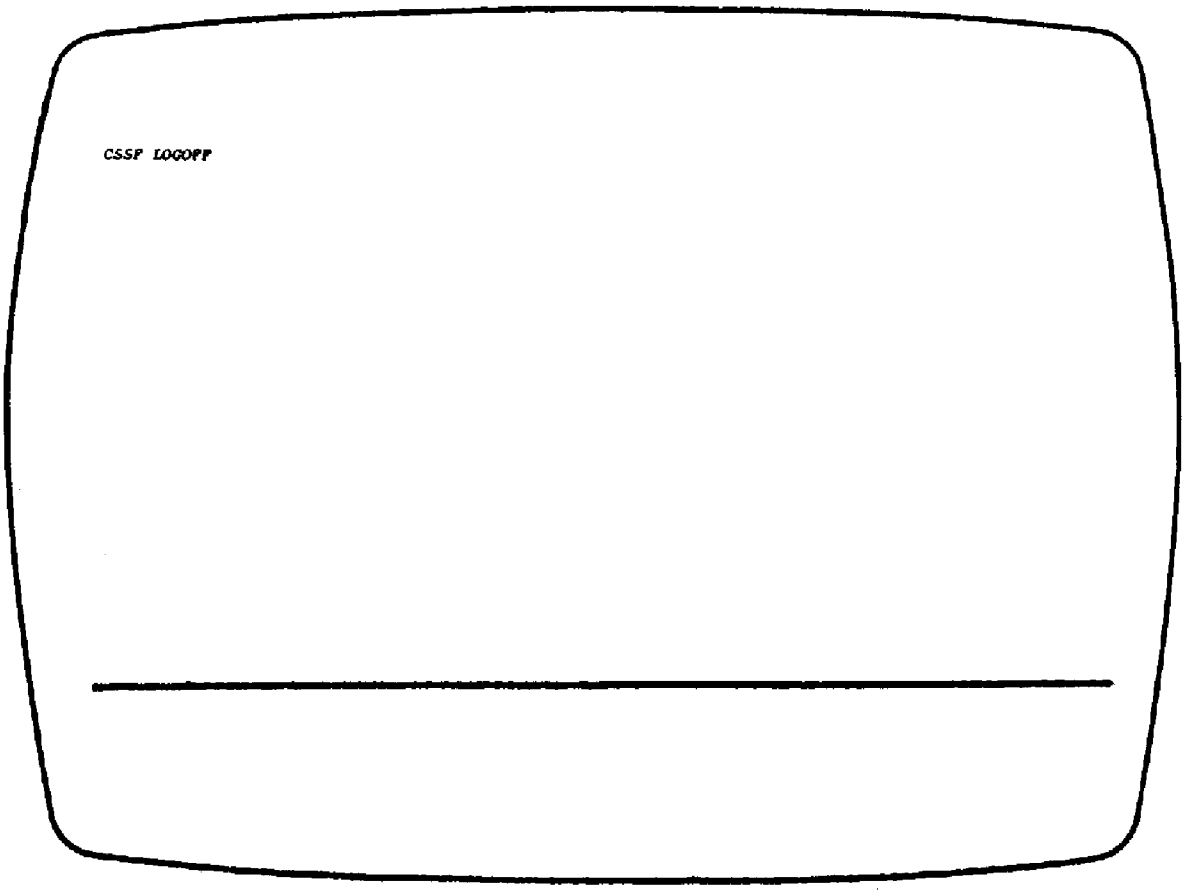

Figure 6–75. Example of a screen where you have typed "CSSF LOGOFF"

```
DP3506I  10:30:47  SIGN-OFF IS COMPLETE.
```

Figure 6–76. Example of the message that you will receive once you have signed off the system

Appendix A
References

Section I
Required Publications

AR 15–6
Procedures for Investigating Officers.(Cited in procedure 2–10.)

AR 27–10
Military Justice. (Cited in procedure 2–12.)

AR 220–1
Unit Status Reporting. (Cited in procedure 4–2l.)

AR 310–49
The Army Authorization Documents System (TAADS).(Cited in procedures 2–16 and 4–5.)

AR 340–17
Release of Information and Records from Army File.(Cited in paras 2–13 and 4–6.)

AR 340–21
The Army Privacy Program.(Cited in paras 2–13 and 4–6.)

AR 380–5
Department of the Army Information Security Program. (Cited in paras 2–3 and 4–6.)

AR 600–110
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigations. (Cited in procedure 2–10.)

AR600–9
The Army Weight Control Program. (Cited in procedure 4–28.)

AR 600–10
The Army Casualty System. (Cited in procedure 2–5.)

AR 600–31
Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and other Investigations or Proceedings. (Cited in procedures 4–l2, 4–25, and 4–28.)

AR 600–200
Enlisted Personnel Management System. (Cited in procedures 2–12, 2–17, 2–19, 4–l2, 4–l3, and 4–2l.)

AR 601–280
Army Reenlistment Program. (Cited in procedure 2–1l.)

AR 614–30
Oversea Service. (Cited in procedure 4–l8.)

AR 614–100
Officers. (Cited in procedures 2–19 and 4–2l.)

AR 614–185
Requisitions and Assignment Instructions for Officers. (Cited in procedure 4–l4.)

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment. (Cited in procedures 4–l4 and 4–l8.)

AR 621–5
Army Continuing Education System (ACES). (Cited in procedures 4–11, 4–17, and 4–27.)

AR 624–100
Promotion of officers on Active Duty. (Cited in procedure 4–9.)

AR 630–5
Leave, Passes, Permissive Temporary Duty, and Public Holidays. (Cited in procedures 2–1 and 2–23.)

AR630–10
Absence Without Leave and Desertion. (Cited in procedures 2–6, 2–10, 2–21, 2–22, 2–23, 2–26, and 4–24.)

AR 635–10
Processing Personnel for Separation. (Cited in procedures 2–27 and 4–l4.)

AR 635–200
Enlisted Personnel. (Cited in procedure 2–26.)

AR 640–2–1
Personnel Qualification Records. (Cited in procedures 2–13, 4–7, and 4–l7.)

AR 640–10
Individual Military Personnel Records. (Cited in paras 2–13 and 4–6.)

AR 680–1
Unit Strength Accounting and Reporting. (Cited in procedures 2–2, 2–3, 2–4, 2–5, 2–6, 2–9, 2–10, 2–14, 2–18, 2–20, 2–21, 2–22, 2–23, 2–24, 2–25, 2–26, 2–27, and 4–6.)

AR 680–5
Direct Exchange of Personnel Data Between the PERSCOM and the SIDPERS (Minimize (RCS MILPC–27)). (Cited in para 1–8b and c.)

AR 680–29
Military Personnel, Organization, and Type of Transaction Codes. (Cited in paras l–8c, 2–6, 2–15, and 4–3 and procedures 2–2, 2–6, 4–2, 4–7, and 4–28.)

AR 680–31
Military Personnel Asset Inventory and Information Reconciliation. (Cited in procedure 4–6.)

DA Pam 600–8
Military Personnel Management and Administrative Procedures. (Cited in para 1–lOc and procedures 2–2, 2–3, 2–4, 2–5, 2–6, 2–7, 2–8, 2–9, 2–10, 2–11, 2–12, 2–14, 2–17, 2–19, 2–20, 2–21, 2–22, 2–23, 2–24, 2–25, 2–26, 2–27, 4–l, 4–2, 4–6, 4–7, 4–9, 4–l1, 4–l2, 4–l4, 4–23, 4–24, 4–25, and 4–27.)

DA Pam 600–8–8
SIDPERS Guide for Commanders and Staff. (Cited in para 1–10.)

DA Pam 600–8–10
Management and Administrative Procedures Individual Assignment and Reassignment Procedures. (Cited in procedures 2–15 and 4–l4.)

DA Pam 600–8–11
Military Personnel Office Separation Processing Procedures. (Cited in procedures 2–27 and 4–l4.)

DA Pam 600–8–20
SIDPERS Handbook for Commanders. (Cited in para 1–10.)

Section II
Related Publications

AR 310–10
Military Orders

AR 310–25
Dictionary of United States Terms

AR 310–50
Catalog of Abbreviations and Brevity Codes

AR 351–1
Individual Military Education and Training

AR 611–101
Commissioned Officer Specialty Classification System

AR 611–112
Manual of Warrant Officer Military Occupational Specialties

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties

Section III
Prescribed Forms

DA Form 2 Series
Personnel Qualification Record, Part I

DA Form 31
Request Authority for Leave

DA Form 201
Military Personnel Records Jacket, US

DA Form 647
Personnel Register

DA Form 647–1
Personnel Register

DA Form 1315
Reenlistment Data Card

DA Form 2496
Disposition Form

DA Form 2627
Record of Proceeding Under Article 15, UCMJ

DA Form 3728
SIDPERS Input and Control Data-Personnel change (Expanded)

DA Form 3732
SIDPERS Input and Control Data–Organization change Abbreviated

DA Form 3805
SIDPERS Input and Control Data–Officer Accession

DA Form 3806
SIDPERS Input and Control Data–Enlisted Accession

DA Form 38O7
SIDPERS Input and Control Data–Officer Transfer Data Record

DA Form 3808
SIDPERS Input and Control Data–Enlisted Transfer Data Record

DA Form 3813
SIDPERS Input and Control Data–Personnel/Organizational Change (Key Punch)

DA Form 3815
SIDPERS Input and Control Data–Authentication and Transmittal

DA Form 4187
Personnel Action

DD Form 1300
Report of Casualty

DD Form 1610
Request and Authorization for TDY Travel of DOD Personnel

Appendix B
SIDPERS Transaction Mnemonics

This appendix provides a list of the SIDPERS transaction mnemonics, cited in this pamphlet, the data elements within those transactions, and the applicable procedure in this pamphlet. Also it indicates whether these transactions and data elements are applicable during peacetime (PT), mobilization (MOB) or wartime (WT).

Table B–1
SIDPERS Transaction Mnemonic

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
ARR:	X	X	X	2–2
Reporting date	X	X	X	
Gaining Unit Processing Code	X	X	X	
Position Number	X	X		
Losing Unit Processing Code	X	X	X	
Grade	X	X	X	
PMOS/SSI/ASI–1	X	X	X	
Sex	X	X	X	
ASNJ:	X	X	X	2–3
Reporting Date	X	X	X	
Losing Unit Processing Code	X	X	X	
Gainig Unit Processing Code	X	X	X	
Position Number	X	X		
Grade	X	X	X	
PMOS/SSI/ASI–1	X	X	X	
Sex	X	X	X	
ATCH (Intra):	X	X	X	2–4
Reporting Date	X	X	X	
Losing Unit Processing Code	X	X	X	
Gaining Unit Processing Code	X	X	X	
CDAT:	X			2–5
Duty Position Specialty Code/Duty MOS code	X			
Duty Additional Skill Identifier	X			
Duty Language Indicator Code	X			
Current Duty Assignment Title	X			
DECD:	X	X	X	2–6
Transaction Change Number	X	X	X	
Unit Processing Code	X	X	X	
DFR:	X	X	X	2–7
Transaction Change Number	X	X	X	
Unit Processing Code	X	X	X	
DOR:	X	X	X	2–8
Grade Abbreviation	X	X	X	
Date of Rank	X	X	X	
DPRT:	X	X	X	2–9
Losing Unit Processing Code	X	X	X	
Gaining Unit Processing Code	X	X	X	
Reporting Date	X	X	X	
Ultimate Gaining Unit Processing Code	X	X	X	
Movement Designator Code	X	X	X	
Duty Status Code	X	X	X	
Number of Days Leave	X	X		
Number of Days TDY	X	X		
DYST:	X	X	X	2–10
Old Duty Status Code	X	X	X	
New Duty Status Code	X	X	X	
Effective Time of Change	X	X	X	
Unit Processing Code	X	X	X	
ERUP:	X	X		2–11
Eligibility for Immediate Enlistment/Reenlistment	X	X		
FDPS:				
Field determined personnel security status	X	X	X	2–12
FLAG:				
Flag–1 for suspension of favorable personnel action	X	X		2–13

Table B–1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Flag–1 date for suspension of favorable personnel action	X	X		
Flag–2 for suspension of favorable personnel action	X	X		
Flag–2 date for suspension of favorable personnel action	X	X		
GRCH:	X	X	X	2–14
New Grade Abbreviation	X	X	X	
Grade How Acquired Code	X	X	X	
Effective date of pay grade	X	X	X	
Date of Rank	X	X	X	
PMOS Code	X	X	X	
PMOS ASI	X	X	X	
INQY:	X	X	X	2–15
Personnel File Inquiry Code	X	X	X	
Voucher Number	X	X	X	
Output Code	X	X	X	
JACT:	X	X	X	2–15.1
Type of action	X	X	X	
Grade abbreviation and code	X	X	X	
Effective date–1	X	X	X	
Effective date–2	X	X	X	
JOIN:	X	X	X	2–16
Reporting Date	X	X	X	
Unit Processing Code	X	X	X	
MTDR:	X	X	X	2–17
Gaining Unit Processing Code	X	X	X	
Position Number	X	X		
OAUT:	X	X	X	2–18
Output Code	X			
Voucher Number	X			
Reserve Component File Indicator	X			
OJT:	X	X		2–19
Year and Month OJT is to be completed	X	X		
OSTR:	X	X	X	2–20
Commisioned Officer Reported Accountable Strength	X	X	X	
Warrant Officer Reported Accountable Strength	X	X	X	
Enlisted Reported Accountable Strength	X	X	X	
Commisioned Officer Attached Strength	X	X	X	
Warrant Officer Attached Strength	X	X	X	
Enlisted personnel Attached Strength	X	X	X	
PBAR:	X	X		2–21
Promotion Bar	X			
POSN:	X	X		2–22
Position Number	X	X		
Unit Processing Code	X	X		
Duty MOS	X	X		
Duty ASI	X	X	X	
Duty Language Identity Code	X	X		
PRPA:				
Personnel reliability program assignment status	X	X		2–23
RATH:	X	X	X	2–24
Unit Processing Code	X	X	X	
RAWL:	X	X	X	2–25
First Erroneous Duty Status	X	X	X	
Effective Date of First Erroneous Duty Status	X	X	X	
Second Erroneous Duty Status	X	X	X	
Effective Date of First Erroneous Duty Status	X	X	X	
Unit Processing Code	X	X	X	
RDFR:	X	X		2–26
Unit Processing Code	X	X		
Duty Status Code	X	X		
RDYS:	X	X	X	2–27

Table B–1
SIDPERS Transaction Mnemonic—Continued

Transaction Mnemonic/Data Element(s)	PT	MOB	WT	Procedure
Erroneous Duty Status Code	X	X	X	
Correct Duty Status	X	X	X	
Time of Correct Duty Status	X	X	X	
Effective Date of Correct Duty Status	X	X	X	
Unit Processing Code	X	X	X	
REVA:	X	X	X	2–28
Arrival Date	X	X	X	
Potential Gaining Unit Processing Code	X	X	X	
Losing Unit Processing Code	X	X	X	
REVD:	X	X	X	2–29
Reporting Date	X	X	X	
Losing Unit Processing Code	X	X	X	
Gaining Unit Processing Code	X	X	X	
Position Number	X	X		
RSEN:				
First Erroneous Duty Status	X	X	X	2–30
Effective Date of Erroneous Duty Status	X	X	X	
Second Erroneous Duty Status	X	X	X	
Effective Date of Second Erroneous Duty Status	X	X	X	
Unit Processing Code	X	X	X	
SEP:	X	X	X	2–31
Unit Processing Code	X	X	X	
Type of Transfer of Discharge	X	X	X	
Separation Program Designator	X	X	X	
Separation Document Issued/Character of Service	X	X	X	
Servicemens Group Life Insurance Coverage	X	X	X	
Eligibility for Immediate Enlistment/Reenlistment	X	X		
Assignment Code of Last Major Command	X	X		
Date of Separation	X	X		
Separation to the Individual Ready Reserve Indicator Code	X			

Appendix C
Error Mnemonics Applicable at the Unit Level

Table C

Error Mnemonic Prefixes	Definition of Abbreviations and Terms
E	Essential Validity Error–Data element in transaction is invalid and must be corrected before transaction will process.
C	Essential Compatibility Error–Data Element in transaction is not compatible with one or more data items on the SIDPERS file that is being updated. The transaction and the file must be brought into agreement before transaction will process.
N	Non–Essential Validity Error–Data element in transaction was invalid but transaction processed. Action must be taken to correct erroneous data, normally via a separate transaction.
M	Non–Essential Compatibility Error–Data element in transaction was incompatible with data on the file, hut the transaction did process. Action must be taken to correct this incompatible situation.
FID CODES	
FID L	DA Assignment Transfer Data Record (via AUTODIN)
FID N	Manually prepared Transfer Data Record (TDR) a. DA Form 3807, SIDPERS Input and Control Data–Officer/Warrant Officer Transfer Data Record b. DA Form 3808, SIDPERS Input and Control Data–Enlisted Transfer Data Record
FID O	Transfer Data Record cards contained in the MPRJ.
FID P	SIDPERS Intact Unit Gains/Losses
FID Q	SIDPERS Accessions and Administrative Adds a. DA Form 3805, SIDPERS Input and Control Data–Officer/Warrant Officer Accession b. DA Form 3806, SIDPERS Input and Control Data–Enlisted Accession
Files Reference	Definition and Abbreviations and Terms
SAF	SIDPERS Active Army Locator File
SOMF	SIDPERS Organization Master File
SPF	SIDPERS Personnel File
SROF	SIDPERS Reserve Component Organization File
SESF	SIDPERS Error Suspense File
SMEF	SIDPERS Military Occupational Specialty Edit File
SYMBOLS	
=	Equal, i.e. 3=3
=	Unequal, i.e. 3=4

Notes:
For a complete list of the SIDPERS error mnemonics consult DA Pamphlet 600–8–5, SIDPERS User Manual–AS Level Procedures Reference Handbook, Section 2.

Table C–1
Required actions for errors in unit level transactions

Error Mnemonic	Transaction	Reason and Required Action
xADT	ARR, ASNJ, RDFR, REVA	Arrival date is invalid. Must be numeric in year/month/day in that order. Correct and resubmit.
xAIE	FID U	AIE=ALL ITEMS IN ERROR. Input transaction is missing valid data (blank detected) or data is erroneous. Correct and resubmit.
xASD	FLAG	Initial report is being entered for Flag–1 or Flag–2 for Suspension of Favorable Personnel Action, however, SPF reflects this report has already been entered in either the Flag–1 or Flag–2 position and has not been finalized. Correct and resubmit.Flag–1 or Flag–2 for Suspension of Favorable Personnel Action is being reported, however, SPF indicates this transaction Flag–1 or Flag–2 code has already been reported as final.
xASG	OSTR	Officer/warrant officer/enlisted number of personnel data is invalid. Must be numeric. Year must be in the range 01 through 99. Months in the range 01 through 12; days in the following ranges: if the month is code 01, 03, 05, 07, 08, 10 or 12, the range is 01 through 31; if the month is code 04, 06, 09, 11, the range is 01 though 30; if the month is code 02 then the range is 01 through 29. Correct and resubmit.
xASI	ARR, ASNJ, GRCH, POSN, FID P	Additional skill identifier is invalid or incompatible with the MOS SMEF ASI. May not be blank. First position is numeric; the second is alphabetic. Correct and resubmit.
xAWL	DOR, GRCH, JOIN, POSN	SPF has the individual in an AWL or AWC duty status which is not compatible with the type of transaction or SPF MPC. GRCH transaction will not process with the sysytem in a wartime mode and the duty status is AWL or AWC; will process if change is DA directed.
xBPE	DOR	Date of rank is earlier than the pay entry basic date (PEBD). Research the unit order. Resubmit corrected date of rank (DOR) and/or notify the PSC of apparent inconsistency of the PEBD.
	GRCH	Date of rank is earlier than PEBD. Research the unit order. Date error suspense card and submit DOR transaction if DOR was incorrect. Notify PSC if PEBD is inconsistent.
xC–D	All Transactions	Transaction date is later than the cycle date. Change date to equal or be earlier than the next cycle date.
xCOI	ARR	CONUS to overseas indicator code is not equal to blank or 1.
xDAS	POSN, CDAT	Duty additional skill identifier is invalid. Correct and resubmit.
xDDS	DFR, DYST	Transaction date is earlier than the last effective duty status date on the SPF. Correct using effective date on the Compatibility Printline.
xDMS	DMOS, POSN, CDAT	Invalid MOS Code exists. Correct and resubmit. Duty MOS is incompatible with the military personnel class or DMOS on SPF. Correct and resubmit.
xDOA	ARR	Date of arrival is invalid. Correct and resubmit.
xDOR	DOR, GRCH	Date of rank is blank, invalid or later than the transaction date. Correct and resubmit. Transaction DOR is incompatible with the control branch, grade, PEBD and/or MPC. Correct and resubmit.
xDOS	OSTR	Reported strength data is less than reported strength data on the SOMF. Correct and resubmit.
xDPG	ARR, ASNJ	Individual was previously assigned to the unit submitting the transaction but no DPRT transaction was submitted on reassignment. Submit a DPRT transaction.
xDP2	ARR, ASNJ	UPC is incompatible with SPF record status code. Correct and resubmit.
xDPS	POSN, CDAT	Duty position specialty code is invalid. Positions 1 and 2 must be numeric. Position 3 must be alpha. Positions 4 and 5 must be numeric. Correct and resubmit. Duty position specialty is incompatible with the SMEF. Correct and resubmit. Duty position specialty code for commissioned officers in spaces. Correct and resubmit.
xDPT	DFR, DPRT	Departure date is invalid. Correct and resubmit.
xDPZ	ATCH, ARR, ASNJ	Error is between the attached UPC and the UPC and the SPF. Correct and resubmit. Error is between the departure date and the SPF UPC. Correct and resubmit.
xDSD	DYST, RAWL, RDYS, DPRT	Transaction date is incompatible with duty status effective date and/or arrival date at current unit and/or duty status effective date on the SPF. Correct and resubmit. Incompatibility exists with the first and second erroneous duty status date. Correct and resubmit. Transaction date is not equal to the duty status on the SPF.

Table C–1
Required actions for errors in unit level transactions—Continued

Error Mnemonic	Transaction	Reason and Required Action
xDTE	ASNJ, JOIN, RATH, RDFR, REVA	Reporting date later than transaction date. Correct and resubmit. Arrival (JOIN) date is later than the transaction date. Correct and resubmit.
xDT1	FLAG	Invalid date code used for Flag–1 Date for Suspension of Personnel Action. Correct and resubmit.
xDT2	FLAG	Invalid date code used for Flag–2 Date for Suspension of Favorable Personnel Action. Correct and resubmit.
xDYS	DPRT, REVA, DYST, RDYS	Transaction duty status does not equal duty status on SPF and duty status on SPF is not PDY. Correct and resubmit. Duty status on the SPF is AWC or AWL. The unit status code cannot be PS (transfer point). Individual must be removed from AWL or AWC status.
	DFR	If the TCN in the transaction is 941, old duty status on the SPF must be AWL. Correct and resubmit. If the TCN in the transaction is 942, old duty status on the SPF must be PDY or CMA. Correct and resubmit.
xDYS	DFR	If TCN is 943, old duty status on the SPF must be MIA, CAP or INT. Correct and resubmit. If TCN is 948 or 949, old duty status must be PDY. Correct and resubmit. If TCN is 971, 972 or 973, then old duty status cannot be AWC, AWL, CAP, INT or MIA. Correct and resubmit.
	RDFR	SPF TCn=943 and transaction duty status is not MIA, MIS or CAP. Correct and resubmit. SPF duty status is not equal to DFR or TMA and TCN is 943. Correct and resubmit.
	RAWL	First original erroneous duty status not equal to AWL or AWC. Correct and resubmit. First original erroneous duty status is equal to second erroneous duty status. Correct and resubmit.
	REVD	Duty Status on the SPF is PDY. Original Departure transaction was not processed. Correct and resubmit.
	SEP	Individual's duty status on the SPF is CAP, INT or MIA. Correct and resubmit.
	JOIN	Duty status on SPF is AWL or AWC. Correct and resubmit.
xDYS	ARR, ASNJ	A Transfer Data Record (TDR) has been processed but the SPF duty status is not PDG (pending gain). Correct and resubmit. Record is inactive and duty status on the SPF is DED or KIA. Correct and resubmit. Unit status code is PS (separation/transfer point). Correct and resubmit. Duty status on SPF is not TRA. Correct and resubmit. Duty status on SPF is PDY and departure date is present. Correct and resubmit.
xEAR	ARR, ASNJ, DPRT	Transaction date is earlier than SPF arrival date. Correct and resubmit.
xEDP	GRCH	Invalid effective date of pay grade code used. Correct and resubmit.
xED1	JACT	Erroneous date code used to report date of actual promotion or reduction. Correct and resubmit.
xED2	JACT	Erroneous date code used to change incorrect effective date or promotion or reduction on JUMPS. Correct and resubmit.
xEFR	SEP, ERUP	Eligibility for immediate enlistment/reenlistment code invalid. Valid codes are: Blandk or 10, 1A, 1B, 1C, 20, 2A, 2B, 2C, 2D, 2E, 2F, 30, 3A, 3B, 3C, 3D, 3E, 3F, 40, 4A, 4B, 4R. Correct and resubmit.
xERC	SEP	Transaction eligibility for reenlistment code is not compatible with the transaction SPD. Appendix D, table 1 gives the compatiblity. Correct and resubmit.
xFCD	FLAG	Invalid Flag–1 or Flag–2 code equal to KB is used. The second position code K (Weight Control Program). Correct and resubmit.
xFDS	FDPS	Invalid code used to report Field Determined Personnel Security Status. May be blank. If not blank, must be A, B, C, D, E, F, G, H, J, K, L, M, N, P, or Y. Correct and resubmit.
xFID	All FIDs	Formal identification code is invalid. Correct and resubmit.
xFLG	GRCH	Promotion to E2 or E3 restricted. Transaction will not process until SPF flag code is removed. Correct and resubmit.
xFLG	FLAG	Transaction Flag–1 (Position 1) is equal to Transaction Flag–2 (Position 1) and report is not equal to an interim weight and control report.

Table C–1
Required actions for errors in unit level transactions—Continued

Error Mnemonic	Transaction	Reason and Required Action
xFL1	GRCH, RAPT, RENL, FLAG	Flag–1 present on SPF and has not been finalized. Transaction will not process. Erroneously reported Flag–1 is being removed but transaction Flag–1 date is not equal to spaces. Correct and resubmit. Invalid code used to report Flag–1 for Suspension of Favorable Personnel Action. First position must be A, B, C, D, E, F, G, H, K, or J, and second position must be A, C, D, E, or Z. Correct and resubmit. Type report code 'E' can only be used with code K (Weight Control Program). Correct and resubmit. Code is submitted to remove an erroneously submitted Flag–1 for Suspension of Favorable Personnel Action, however, there is no such existing code on the SPF to remove. Correct and resubmit. Flag–1 action is being reported, however, tow previous flag action are already reported on the SPF. Submit hard copy DA Form 268. Flag action is being submitted with Type Report Code of other than initial, but the Reason Code does not match a previously reported code on the SPF. Correct and resubmit. Flag&1 Date for Suspension of Favorable Personnel Action has been erroneously entered as part of the delete transaction. Correct and resubmit. Transaction Flag–1 is equal to spaces or zeros. Correct and resubmit. Reason code equals K for weight control, but action code does not equal A, E, or Z. Correct and resubmit. Valid reason code is being reported but Flag–1 code is blank.
xFL2	GRCH, RAPT, RENL, FLAG	Flag–2 present of SPF and has not been finalized. Transaction will not process. Invalid code used to report Flag–2 for Suspension of Favorable Personnel Action. May be blank, if not, first position must be A, B, C, D, E, F, G, H, J, or K, and second position must be A, C, D, E, or Z. Correct and resubmit. Invalid code used in Flag–2 for Suspension of Favorable Personnel Action to remove an erroneously submitted flag action as it does not match an already existing Flag–1 or Flag–2 code on the SPF. Initial flagging action is being reported, however, SPF indicates Flag–1 and Flag–2 are already reporting flagging actions. If a third flag action occurs, forward a hard copy DA Form 268 to DA. Flag–2 Date for Suspension of Favorable Personnel Action has been erroneously entered as part of the delete transaction. Correct and resubmit. Flag–2 for Suspension of Favorable Personnel Action is being submitted with a code of other than the initial but the code does not match a previously reported code on the SPF. Correct and resubmit. Type report code 'E' can only be used with code 'K' (Weight Control Program). Correct and resubmit. Transaction Flag–2 is equal to spaces or zeros. Correct and resubmit. Reason code equals K for weight control, but action code does not equal A, E, or Z. Correct and resubmit. Valid reason code is being reported but Flag–2 date is blank.
xFMT	All transactions.	Format of transaction is invalid. Correct and resubmit.
xFSQ	FLAG	Flag–1 or Flag–2 for Suspension of Favorable Personnel Action Reason Code is equal to reason code on the SPF, however, Type Report Code is not compatible with SPF Type Report Code that has been previously reported. Correct and resubmit.
xGHA	GRCH	Grade how Acquired is invalid. Correct and resubmit. Transaction grade code is not one grade higher than SPF grade code and transaction how acquired code is not compatible with SPF grade code. Correct and resubmit.
xGLU	ARR, ANSJ, ATCH, REVD	Transaction gaining UPC equals transaction losing UPC. Correct and resubmit.
xGRD	ARR, ASNJ, ATCH, REVD, DOR, POSN, GRCH, FID P, Q, JACT	Transaction grade is incompatible with SPF grade. If transaction grade is correct, submit a GRCH transaction to correct SPF. If transaction grade is incorrect, correct and submit transaction. Transaction grade code is incompatible with SPF authorized grade. Correct and resubmit.
xGRD	ARR, ASNJ, ATCH, REVD, DOR, POSN, GRCH, FID P, Q	Transaction grade and/or MPC is incompatible with SPF control branch/MOS. Correct and resubmit.
xGUC	ARR, ASNJ, ATCH REVD	Transaction gaining UPC does not have a matching SOMF record. Correct and resubmit. Transaction gaining UPC equals the attached SPF UPC 1. Correct and resubmit.
xHBA	FID N, L, O, P, Q	Transaction regimental homebase code is spaces or invalid. Correct and resubmit.
xIRR	SEP	Invalid separation to IRR indicator code is used. Correct and resubmit.

Table C–1
Required actions for errors in unit level transactions—Continued

Error Mnemonic	Transaction	Reason and Required Action
xLCT	FID N, O, P, Q, L	Area of last combat tour is invalid. May be blank. If not blank must be B, C, D, L, S, T, U, V, W or Z. Correct abd resubmit.
xLIC	CDAT	Language Indicator Code is invalid. Correct and resubmit.
xLTC	FID, P, Q	Duty language code is invalid. Correct and resubmit.
xLMC	SEP	Last command of assignment code is invalid. Correct and resubmit.
xLUC	ARR, ASNJ	Error found between the SPF RSC and SPF duty status. Correct Error found between SPF gaining UPC and the SAF (SIDPERS Active Army Locator File). Correct and resubmit.
	ARR, ASNJ, ATCH, REVD	Losing UPC does not have matching UPC on the SAF (AALOC). Correct and resubmit.
xMAT	OAUT	Input control UPC is not the SASF (SIDPERS authorized strength file). Correct and resubmit.
xMDC	DPRT	Movement designator code is invalid. Check orders and/or AR 310–10 for valid codes. (Use first two characters e.g., 7A).
xMOS	ARR, ASNJ, GRCH, POSN, FID L, N, O, P, Q, CDAT	Error found between MPC, SMEF EPMS designator, record status code and/or transaction date. Have the PSC take the necessary corrective action. MOS is incompatible with SPF MPC. Correct and resubmit. MOS is incompatible with SMEF implementation/recession date. Correct and resubmit. Transaction is incompatible with SMEF record status code (RSC). Correct and resubmit.
xMPC	General	Military personnel class (MPC) code is invalid. Correct and resubmit. Incompatibility exists between MPC, grade, branch, MOS and/or CONUS/OCONUS area of preference (APRF). Correct and resubmit.
	FLAG	Transaction Flag–1 or Flag–2 is being submitted wiith code of KC (final favorable weight control report for officer), however, MPC does not equal 'O'. Transaction Flag–1 or Flag–2 is being submitted with code of KE (final favorable weight control report for enlisted or warrant officer), however, MPC does not equal "E" or "W".
xMSO	DPRT	Months served in current overseas tour code is invalid. May be blank; if not must be in the range 01 through 99. Correct and resubmit.
xNDL	DPRT	Number of days leave code is invalid. May be blank. If blank generates 00. Must be in the range 00 through 99. Correct and resubmit.
xNIU	GRCH	GRCH Transaction submitted with a grade that matches SPF Grade. Correct and resubmit.
xNME	All transactions	Name in the control data area does not match the name on the SPF. (Transaction SSN does match). Correct and resubmit.
xO–C	INQY	Transaction output code is invalid. Valid codes are: C, L, M, R, S.
xOAP	FID L, N, O, P, Q	Overseas assignment preference #1, #2, or #3 code is invalid. Correct and resubmit.
xOJT	OJT	Year and Month of on–the–job training completion is invalid. Correct and resubmit.
xOMF	ARR, ASNJ, ATCH, DPRT, REVA, REVD, FID q	Transaction gaining UPC is not compatible with SOMF record type. Correct and resubmit.
xORC	FID L, N, O, P, Q, R, U	Originator code is invalid. Correct and resubmit.
xP–S	POSN, ARR, ASNJ, REVD, FID I, P, Q	Position status code is invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.
xPAD	FID U	Privacy Act disputed record code is invalid. See Ar 680–29 for valid codes. Correct and resubmit.
xPCS	DPRT, FID P	Year and month of Last PCS code is invalid. Correct and resubmit. Year and month of last PCS in incompatible with transaction date. Correct and resubmit.
xPGU	DPRT, REVA	Potential gaining unit processing code (UPC) is invalid. Check orders. Check orders, correct and resubmit. Potential gaining UPC is not compatible with SIDPERS Active Army Locator File (SAF) organizational status codes (OESTS). See AR 680–29 for valid codes and explanations. Correct and resubmit. Potential gaining UPC is equal to losing UPC. Correct and resubmit.
xPID	ARR, ASNJ, ATCH, REVD	Parent unit identifier code is blank or invalid. See AR 680–29 for valid codes and explanations. Correct and resubmit.

Table C–1
Required actions for errors in unit level transactions—Continued

Error Mnemonic	Transaction	Reason and Required Action
xPMI	FID L, N, O, P, Q	Promotion indicator is incompatible with grade and control branch. Promotion indicator is invalid.
xPMS	ARR, ASNJ, GRCH, FID P, Q	Primary military occupational specialty code is invalid. Correct and resubmit.
xPMS	ARR, ASNJ, GRCH, FID P, Q	Pro pay is incompatible with SPF record and PMOS. Correct and resubmit.
xPNO	ARR, ASNJ, POSN, REVD, OAUT, UM	Error found in the match between the transaction position number, transaction SASF gaining UPC, SASF position number, SASF record identity, SPF, MPC, SASF authorized MOS, SQI and/or SPF PMOS SQI. Position number is invalid. Correct and resubmit.
xPRC	INQY	File queried code is invalid. Valid codes are: 1, 2, 3, 4 ,5, 6, or 7. Correct and resubmit.
xPUD	FDI L, N, O, P, Q, R, U	Parent unit designator is invalid. Correct and resubmit.
xRGT	FID L, N, O, P, Q	Regimental affiliation data is blank or incompatible with the regimental affiliation table.
xREP	ARR, ASNJ, DPRT, REVD	Report date is invalid. Date should be based on departure date, plus leave, plus TDY, plus travel time. Correct and resubmit. Incompatibility exists between transaction reporting date, cycle date and/or transaction date. Correct and resubmit.
xRPA	PRPA	Invalid code used to report Personnel Reliablity Program Assignment Status. May be blank. If not blank, must be A, B, D, E, G, J, K, M, N, P, Q, R, S, V, W, X, Y, or Z. Correct and resubmit.
xRSC	All transactions.	Record status code is invalid. Correct and resubmit.
xRSC	All transactions.	Incompatibility exists between transaction RSC and SPF RSC, and/or SPF unit status code. See AR680–29 for valid codes and explanations.
xSDI	SEP	Separation Document Issued and/or Character of Service Code are invalid. Correct and resubmit.
xSEC	FID N, O, P, Q	Individual security clearance code is invalid. Correct and resubmit. Suspension of favorable actions (FLAG) is incompatible with individual's security clearance.
xSEX	ARR, ASNJ, GRCH, POSN, SEP, FID L, N, O, P, Q, CDAT	Sex code is invalid. Correct and resubmit. Sex code is not compatible with the SMEF authorized identity. Correct and resubmit. Sex code incompatible with SPD. See appendix D for compatible codes. Correct and resubmit.
xSFC	FID Q	State from which entered active duty code is invalid. Correct and resubmit.
xSGI	SEP FID K	Servicemen's Group Life Insurance Coverage code is blank or invalid. Correct and resubmit.
xSIQ	FID E, F	Special instructions or qualifications code is invalid. See AR 614–185 and AR 614–200. Correct and resubmit.
xSIS	FID L, N, O, P, Q, U	Security investigation status code is invalid. Correct and resubmit.
xSMA	FID U	Individual is in a SMA duty status which is not compatible with the type of transaction or SPF MPC.
xSMA	FID U	GRCH transaction will not process with the system in a wartime mode and the duty status either SCA or SMA, unless change is DA directed.
xSMS	FID L, N, O, P, Q	Secondary MOS code is invalid. Correct and resubmit.
xSPD	DECD, DFR, RDFR, SEP	Separation program designator (SPD) Code is invalid. Correct and resubmit. Separation program designator is incompatible with SPF MPC.
xSQI	GRCH, POSN, ARR, ASNJ, FID, L, N, O, P, Q, CDAT	Special qualifications identifier code is invalid. Correct. SQI is incompatible with MOS on the SMEF and/or SPF. Correct. SQI is incompatible with authorized grade code on SASF and/or SMEF. Correct and resubmit.
xSQT	FID P	Date SQT administered, SQT percentile, SQT code and/or SQT score is blank. Correct and resubmit.
xSSI	FID L, O, P, Q	VSSN is invalid. May be blank; if not, must be B, H, I, N, P, R, U, V.
xSSN	All transactions	Social security number is invalid. Correct and resubmit.

Table C–1
Required actions for errors in unit level transactions—Continued

Error Mnemonic	Transaction	Reason and Required Action
xSVC	General	Service agreement is invalid. Correct and resubmit.
xSTR	OSTR	Invalid reported strength code. Correct and resubmit.
xSTT	OSTR	Reported strength is invalid. Correct and resubmit.
xSTT	FID P	Most recent strength T–T Code is invalid. May be blank; if not blank, must be: B, C, D, L, S, T, U, V, W, or Z.
xT–D	SASF transactions	Transaction date is incompatible with cycle date. Correct and resubmit.
xT–T	REVD, FID, Q, All transactions	Type of transaction is invalid for MPC. Correct and resubmit. SPF Departure dates are blank. Correct and resubmit.
xTCN	DECD, DFR, SEP	Transaction change number (TCN) is not compatible with T–T. Correct and resubmit. TCN is invalid. Correct and resubmit.
xTDY	DPRT	Number of days TDY is invalid. Correct and resubmit.
xTIM	DYST, RDYS	Time of duty status is invalid. Must be in the range 0001 through 2400. Correct and resubmit.
xTOA	JACT	Type of action code is invalid. Correct and resubmit.
xTRD	DPRT, RATH, ARR, REVA, REVD, OJT, ASNJ	Transaction date is incompatible with the arrival strength date, unit status code and/or replacement activity indicator. Correct and resubmit. Transaction date is later than the cycle date and/or is incompatible with the Departure Date on the SPF. Correct and resubmit.
xUGU	DPRT	Ultimate gaining unit processing code (UPC) is invalid. (1) Parent unit designator (PUD), position 1 through 3, must be blank or alpha/numeric except: (a) Position 1 must not be Z, I or O. (b) Positions 2 and 3 must not contain I or O. (2) Descriptive designator (DD) positions 4 and 5 must be blank or alpha/numeric except: (a) Position 4 may contain alpha I or O. (b) Position 5 must not contain alpha I or O.
xUMN	All transactions	This error indicates an unmatched condition when the input transaction is matched against current SIDPERS files (SPF, SMEF, etc.) e.g., name and/or social security number. Correct and resubmit.
xUPC	All transactions	Unit processing code (UPC) is invalid or incompatible when matched against the SPF, SAF, SROF, SOMF. Correct and resubmit. Unit processing code is incompatible with the record status code (RSC) (See chap 2, para 2–8e for information on the UPC). Correct and resubmit.
xVNR	INQY	Transaction voucher number does not match the PPA Code. Correct and resubmit.
xVOU	INQY	Voucher number is invalid. Correct and resubmit.

Appendix D
SPD Codes

D–1.

Enlisted separation program designator chart and valid codes for service component, sex, reenlistment eligibility, character of separation, and type transaction.

D–2.

This table provides enlisted transaction guidance when DD Form 214 is prepared. See AR 680–29 section V, for transaction guidance when no DD Form 214 is prepared.

Table D–1
Enlisted separation program designator chart and valid codes

SPD	Service Component	Sex	Elig for reelistment	SEPN DOCUMENT ISSUED/ Character of Service	Type transaction
JBK	G, V, R, T	M, F	10, 1A, 1B, 1C, 20, 2A, 2B, 30, 3C, 40, 4A	AA, HY	NA
JBM	G, V, R, T	M, F	1B, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, HY	NA
JCC	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, HY	NA
JCM	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB	NA
JCP	G, V, R, T	M, F	40, 4A	AA, BB	NA
JDA	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, EE, HY	NA
JDG	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C,	AA, BB, HY	NA
JDK	G, V, R, T	M, F	40, 4A	AA, BB, EEHY	NA
JDN	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
JFB	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C	HY	NA
JFC	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, HY	NA
JFF	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C	AA, BB, HY	NA
JFL	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
JFP	G, V, R, T	M, F	40, 4A	AA, BB	NA
JFR	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB	NA
JFS	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, EE	NA
JFT	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
JFV	G, V, R, T	M, F	30, 3A, 3B, 3C	AA, BB, HY	NA
JFX	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
JGA	G, V, R, T	M, F	30, 3A, 3B, 3C	HY	NA
JHJ	G, V, R, T	M, F	30, 3A, 3B, 3C	AA, BB	NA
JJC	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	DD, FF	NA
JJD	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	DD, FF	NA
JKB	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, EE, HY	NA
JKD	G, V, R, T	M, F	3B, 3C	AA, BB, EE, HY	NA
JKF	G, V, R, T	M, F	3B, 3C	AA, BB, EE, HY	NA

Table D–1
Enlisted separation program designator chart and valid codes—Continued

SPD	Service Component	Sex	Elig for reelistment	SEPN DOCUMENT ISSUED/ Character of Service	Type transaction
JKK	G, V, R, T	M, F	30, 3A, 3B, 3C	AA, BB, EE, HY	NA
JKM	G, V, R, T	M, F	30, 3A, 3B, 40, 4A	AA, BB, EE, HY	NA
JKN	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, EE, HY	NA
JKQ	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, EE, HY	NA
JND	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
JPC	G, V, R, T	M, F	30, 3A, 3B, 3C	AA, BB, HY	NA
JPD	G, V, R, T	M, F	30, 3A, 3B, 3C	AA, BB, HY	NA
JRA	G, V, R, T	M, F	40	AA, BB, EE	NA
JRB	G, V, R, T	M, F	40	AA, BB, EE, HY	NA
JRC	G, V, R, T	M, F	40	AA, BB, EE	NA
KBH	V	M, F	30, 3A, 3B, 3C	AA, HY	NA
KCL	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB	NA
KCM	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB	NA
KCQ	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KDB	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KDF	G, V, R, T	F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KDG	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KDH	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KDK	G, V, R, T	M, F	40, 4A, 4B	AA, BB, EE	NA
KDS	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, HY	NA
KFF	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, HY	NA
KFN	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KFT	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, BB, HY	NA
KGF	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, HY	NA
KGL	G, V, R, T	M, F	20, 2A, 2B, 2C	AA, HY	NA
KGN	G, V, R, T	M, F	20, 2A, 2B, 2C	AA, HY	NA
KGX	G, V, R, T	M, F	20, 2A, 2B, 2C	AA	NA
KHC	G, V, R, T	M, F	10, 1A	AA, HY	NA
LBK	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
LBM	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
LCC	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
LDG	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C	HA, HY	NB
LDN	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
LFC	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
LFF	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
LFT	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	HA, HY	NB

Table D–1
Enlisted separation program designator chart and valid codes—Continued

SPD	Service Component	Sex	Elig for reelistment	SEPN DOCUMENT ISSUED/ Character of Service	Type transaction
LFV	G, V, R, T	M, F	30, 3A, 3B, 3C	AA, BB, HA, HY	NA
LGA	G, V, R, T	M, F	30, 3A, 3B, 3C	HA, HY	NB
LHJ	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	HA	NB
MCD	V, R	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MCQ	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MDB	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MDF	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MDG	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MDH	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MDN	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MDSF	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA, HY	NB
MFF	G, V, R, T	M, F	10, 1A, 20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HA	NB
RBD	G, V, R	M, F	40, 4A, 4R	GA	NC
SFJ	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A, 4R	GA	NC
SFK	G, V, R, T	M, F	40, 4A, 4R	GA	NC
VBK	G, V, R	M, F	40, 4A, 4R	AA	NA
YDA	G, V, R, T	M, F	30, 3A, 3B, 3C, 40, 4A	AA, BB, EE, HY	NA
YDN	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C	AA, BB, HY	NB
YFB	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	HY	NA
YFC	G, V, R, T	M, F	20, 2A, 2B, 2C, 30, 3A, 3B, 3C, 40, 4A	AA, HY	NA

D–3.

This table provides Officer/warrant officer transaction guidance when DD Form 214 is prepared. See AR 600-29, section V, for transaction guidance when no DD Form 214 is prepared.

Table D–2
Officer/warrant officer separation program designator chart

SPD	Service component	Sex	Type transaction
BDK	G, V, R, T	M, F	NA
BFS	G, V, R, T	M, F	NA
BHK	G, V, R, T	M, F	NA
BNC	G, V, R, T	M, F	NA
BRA	G, V, R, T	M, F	NA
BRB	G, V, R, T	M, F	NA
BRC	G, V, R, T	M, F	NA
DFS	G, V, R, T	M, F	NA
FDF	G, V, R	F	NA
FDL	G, V, R, T	M, F	NA

Table D–2
Officer/warrant officer separation program designator chart—Continued

SPD	Service component	Sex	Type transaction
FFT	G, V, R, T	M, F	NA
FGM	R	M, F	NA
FHC	G, V, R, T	M, F	NA
FHG	G, V, R, T	M, F	NA
FND	G, V, R, T	M, F	NA
JCM	G, V, R, T	M, F	NA
JDK	G, V, R, T	M, F	NA
JDL	G, V, T	M, F	NA
JDN	G, V, R, T	M, F	NA
JFF	G, V, R, T	M, F	NA
JFG	G, V, R, T	M, F	NA
JFL	G, V, R, T	M, F	NA
JFP	G, V, R, T	M, F	NA
JFR	G, V, R, T	M, F	NA
JFV	G, V, R, T	M, F	NA
JGB	G, V, R	M, F	NA
JHF	G, V	M, F	NA
JHK	G, V, R, T	M, F	NA
JKD	G, V, R, T	M, F	NA
JKF	G, V, R, T	M, F	NA
JKK	G, V, R, T	M, F	NA
JNC	G, V, R, T	M, F	NA
JRA	G, V, R, T	M, F	NA
JRB	G, V, R, T	M, F	NA
JRC	G, V, R, T	M, F	NA
KCL	G, V, R, T	M, F	NA
KCM	G, V, R, T	M, F	NA
KCQ	G, V, R, T	M, F	NA
KDK	G, V, R, T	M, F	NA
KFF	G, V, R, T	M, F	NA
KFN	G, V, R, T	M, F	NA
KHK	G, V, R, T	M, F	NA
KNC	G, V, R, T	M, F	NB
LBB	G, V, T	M, F	NB
LBC	G, V, T	M, F	NB
LBB	G, V, T	M, F	NB
LBC	G, V, T	M, F	NB
LBK	G, V, T	M, F	NB
LCC	G, V, T	M, F	NB
LDL	G, V, T	M, F	NB
LFF	G, V, T	M, F	NB
LFV	G, R, T, V	M, F	NB

Table D–2
Officer/warrant officer separation program designator chart—Continued

SPD	Service component	Sex	Type transaction
LGB	G, V, T	M, F	NB
LGC	G, V, T	M, F	NB
LGH	G, V, T	M, F	NB
LGJ	G, V, T	M, F	NB
LHH	G, V, T	M, F	NB
LND	G, V, T	M, F	NB
MBK	G, V, T	M, F	NB
MCF	G, V, T	M, F	NB
MCQ	G, V, T	M, F	NB
MDB	G, V, T	M, F	NB
MDF	G, V, T	F	NB
MDJ	G, V, T	M, F	NB
MFF	G, V, T	M, F	NB
MGM	G, V, R	M	NJ
MGP	G, V, R, T	M, F	NB
MGR	G, V, T	M, F	NB
MGU	G, V, T	M	NB
MHC	G, V, R, T	M, F	NB
MND	G, V, T	M, F	NB
PJD	G, V, R, T	M, F	NA
PKB	G, V, R, T	M, F	NA
PKF	G, V, R, T	M, F	NA
RBD	G, V, R	M, F	NC
RDL	G, V, T	M, F	NC
RHK	G, V, R	M, F	NA
RNC	G, V, R, T	M, F	NC
RRA	G, V, R, T	M, F	NA
RRB	G, V, R, T	M, F	NC
RRC	G, V, R, T	M, F	NC
SBB	R	M, F	NC
SBC	R	M, F	NC
SCC	R	M, F	NC
SFJ	G, V, R, T	M, F	NC
SFK	G, V, R, T	M, F	NC
SGB	G, V, R	M, F	NC
SHK	G, V, R	M, F	NC
SNC	G, V, T	M, F	NC
VBK	G, V, T	M, F	NA
WFJ	G, V, R	M, F	NC
WFK	G, V, R	M, F	NC
WFQ	G, V, R	M, F	NC
YDN	G, V, R, T	M, F	NA

Table D–2
Officer/warrant officer separation program designator chart—Continued

SPD	Service component	Sex	Type transaction
Rescinded:			
BKC	LFR	VNF	
JFS	MCG		
KCR	PJB		
LFT	RBB		

Appendix E
SIDPERS Related Documents

E–1.

This appendix provides guidance for the identification, maintenance, and disposition of SIDPERS related documents per AR 340–series. Retention periods do not pertain to PAS.

E–2.

Folders and file labels will be prepared progressively on a monthly, quarterly, semi–annual or annual basis, as prescribed by the disposition instructions for each file. When documents are filed in flexible binders, file labels will be affixed in the appropriate position along the top fastened edge of the binder in the same manner prescribed for manila file folders. To conserve paper resources, old folders may be reused in the process of updating folder labels.

E–3.

Privacy Safeguards: Documents containing personal information on individuals will be stored and safeguarded in the same manner prescribed in AR 340–17 for FOUO material. Provisions of the Freedom of Information Act (AR 340–17) and Privacy Act (AR 340–21) apply.

E–4.

Classified documents will be destroyed per AR 380–5.

E–5.

Unclassified documents marked FOR OFFICIAL USE ONLY will be destroyed per AR 340–17.

E–6.

All other documents to be destroyed will be screened to insure they do not contain material subject to the Privacy Act. If they contain Privacy Act information, destruction will be per AR 340–21 series.

E–7.

References:

a. AR 340–2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve.

b. AR 340–17, Release of Information and Records from Army Files.

c. AR340–18–7, Maintenance and Disposition of Military Personnel Functional Files.

d. AR 340–21, The Army Privacy Program.

Table E–1
SIDPERS Reports

RCS/PCN	Report Title	Disposition/Retention	Distribution	File No.
#AAC–A11	Authorized Strength	Cyclic report. Destroy upon receipt of new report.	Orig to requestor.	715–07
#AAC–C01	Enlisted Personnel Eligible for Promotion Consideration	Monthly report. Destroy after three months except where file #717–65, AR 340–18–7 or file 717–06, AR 340–2 applies.	Unit, Bn, PSC Bde, local selection board recorder.	715–07
#AAC–C02	Veterans Educational Assistance Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit and EDCEN.	715–07
#AAC–C03	Weekly report of AWOLS by name	Weekly report. Destroy upon receipt of new report.	Unit, Bn, PSC, FAO PMO, G2/S2.	715–07
#AAC–C05	Unit Strength Recap	Weekly report. Cut off monthly, hold one month and destroy.	Unit, Bn, Bde, PSC, DPCA/G1.	715–07
#AAC–C07	Unit Manning Report Position and incumbent Data	Semi–monthly report. Cut off monthly, hold one month and destroy.	Unit, Bn, PSC.	715–07
#AAC–C09	AWOL Statistical Report	Monthly report. Cut off monthly, hold one month and destroy.	Bn, Bde, PSC, DPCA/G1, AG.	715–07

Table E–1
SIDPERS Reports—Continued

RCS/PCN	Report Title	Disposition/Retention	Distribution	File No.
#AAC–c10	Recommended List for Promotion of Enlisted Personnel	Monthly report. Destroy after three months except where file #717–65, AR 340–18–7, or file #717–06, Ar 340–2 applies.	Orig to requestor.	715–07
#AAC–C11	Alpha Roster	Monthly report. Destroy upon receipt of new report.	PSC, DPCA/G1, Post Locator.	715–07
#AAC–C13	Loss Roster	Monthly report. Destroy upon receipt of new report.	Bn, PSC, FAO, AG, TRF PT, REENL Ofc.	715–07
#AAC–C15	Projected DEDROS Roster	Monthly report. Destroy upon receipt of new report.	Unit, PSC, DPCA/G1 AG, Trans Ofc.	715–07
#AAC–C17	Educational Level Survey	Semi-annual report. Destroy upon receipt of new report.	Bn, Bde, PSC, EDCEN.	715–07
#AAC–C18	Human Immunodeficiency Virus Screening Roster	Monthly report. Destroy upon receipt of new report.	Unit, Hospital.	715–07
#AAC–C19	Enlisted Skill Inventory and Projected by MOS	Monthly report. Destroy upon receipt of new report.	Unit, Bn, Bde, PSC.	715–07
#AAC–C20	Personnel Actions Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715–07
#AAC–C21	Officer Skills Inventory and Projection	Monthly report. Destroy upon receipt of new report.	Bn, Bde, PSC, DPCA/G1.	715–07
#AAC–C22	Personnel Photo Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715–07
#AAC–C23	Monthly Edit Report SPF MOS Verification	Monthly report. Cut off monthly, hold one month and destroy.	Unit and PSC.	715–07
#AAC–C24	Good Conduct Medal Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715–07
#AAC–C26	Personnel Medical Suspense Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715–07
#AAC–C27	Personnel Strength Zero Balance Report	Monthly report. Cut off annually or when the reporting unit/activity is reduced to zero strength, and then transfer to the In–Active file, for an additional year. After the inactive period, the AAC–C27 will be destroyed.	Unit/Bn.	715–08
#AAC–C28	Personnel Dental Suspense Roster	Monthly report. Destroy upon receipt of new report.	Orig to requestor.	Unit, Bn, PSC
#AAC–C29	Organizational Master List	Monthly report. Cut off monthly hold one month and destroy.	PSC, DPCA/G1, G3.	715–07
#AAC–C30	Personnel Qualification Reports Check SUspense	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715–07
#AAC–C31	Enlisted MOS Inventory Part 1, by Name	Monthly report. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C32	Weight Control Program Report	Monthly report. Cut off monthly hold one month and destroy.	DPCA/G1, Brigade, Battalion, Unit.	715–07
#AAC–C33	Enlisted MOS Inventory	Monthly report. Destroy upon receipt of new report.	Orig to requestor.	715–07
#AAC–C35	Authorized/Accountable Strength by UPC	As requested. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C37	Personnel Qualification Roster	Monthly report. Destroy upon receipt of new report.	Unit, Bn, Bde, PSC, G2/S2.	715–07
#AAC–C40	Unit Personnel Accountability Notices	Semi–monthly report. Unit and PSC destroy upon completion of error resolution. Bn and Bde cut off monthly hold one month and destroy previous months upon receipt of a new report.	Unit, Bn, Bde, PSC.	715–07

Table E–1
SIDPERS Reports—Continued

RCS/PCN	Report Title	Disposition/Retention	Distribution	File No.
#AAC–C45	Company Grade Officer/ Warrant Officer Eligible for Promotion	Monthly report. Destroy upon receipt of new report.	Bn and PSC.	715–07
#AAC–C47	Roster of Senior Enlisted Personnel	Monthly report. Destroy upon receipt of new report.	Bn, Bde, PSC, DPCA/ G1, AG.	715–07
#AAC–C49	Roster of Officers	Monthly report. Destroy upon receipt of new report.	Bn, Bde, PSC, DPCA/ G1, AG.	715–07
#AAC–C51	SAF File Listing	Monthly report. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C60	Personnel Eligible for Immediate Enlistment/ Reenlistment	As required. As requested by user.	Career Counselr.	715–07
#AAC–C61	Daily Strength Summary	Cyclic report. Cutt of monthly, hold one month and destroy.	Bn, Bde, PSC, DPCA/ G1, AG.	715–07
#AAC–C75	Personnel Eligible for Skill Qualification Test (SQT)	As required. Cut off at end of month, hold one month and destroy record copy.	PSC or TCO.	715–07
#AAC–C76	Civilian Education Counseling Report	As required. To be determined by PSC.	PSC and EDCEN.	715–07
#AAC–C77	Civilian Education Statistical Report	As required. To be determined by PSC.	PSC.	715–07
#AAC–C78	SPF Data Sampling	Monthly report. Destroy upon receipt of new report.	Unit, Bn, PSC.	715–07
#AAC–C82	SIDPERS Personnel File Edit Report	Quarterly report. Destroy when no longer needed.	Originator and PSC.	715–07
#AAC–C87	DA Form 2, Reconciliation Personnel Qualification Record Part 1 (Promotion)	As required. Destroy after selection has been accomplished.	PSC.	715–07
#AAC–C89	Potential Assignment Report–Part I, Vacant Positions	As requested. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C90	Potential Assignment Report–Part II, Personnel in Erroneous Positions	As requested. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C91	Potential Assignment Report–Part III, Personnel Multi–slotted	As requested. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C86	Potential Assignment Report–Part IV, Personnel mal–slotted	Monthly report. Destroy upon receipt of new report.	PSC.	715–07
#AAC–C93	Personnel Qualification Record–Part I, DA Form 2	Quarterly report. Destroy upon receipt of new report.	Indiv, Unit, Bn PSC.	715–07
#AAC–C94	DA Form 2, Reconciliation Listing	Monthly, upon request. Cut off end of the year, hold one year and destroy.	PSC.	715–07
#AAC–C95	Suspension of Favorable Personnel Actions Roster MOS	Monthly report. Destroy upon receipt of new report.	Unit, PSC.	715–07
#AAC–M05	Master File List	Monthly report. Destroy upon receipt of new report.	PSC, DPCA/G1.	715–07
#AAC–P01	Personnel Transaction Register by Unit (PTRU)	Cyclic report. Cut off quarterly, hold three months and destroy.	Unit, Bn, PSC.	715–07
#AAC–P11	Personnel Transaction Register by Originator (PTRO)	Cyclic report. Cut off quarterly, hold three months and destroy.	Originator, PSC, Bn.	715–07
	Personnel Transaction Summary by Originator	Cyclic report. Cut off quarterly hold three months and destroy.	Originator, PSC.	715–07

Table E–1
SIDPERS Reports—Continued

RCS/PCN	Report Title	Disposition/Retention	Distribution	File No.
#AAC–P15	Personnel Transaction Summary by Transaction Mnemonic by Originator	Monthly report. Cut off quarterly, hold three months and destroy.	Bn/Bde, PSC.	715–07
#AAC–P29	Unresolved Error Report Part II, SIDPERS by Originator	Each processing cycle, if applicable. Originator destroy when all errors have been corrected. Bn and PSC cut off monthly, hold one month and destroy.	Originator, Bn, PSC.	715–07
#AAC–P42	Error Deletions Processed–Local Input	Cyclic report. Cut off quarterly, hold three months and destroy.	Originator, Bn, PSC.	715–07
#AAC–P49	Cyclic JUMPS Transaction Register	Cyclic report. Hold six months and destroy.	BNS1, PSC, PAS.	715–07
#AAC–P51	JUMPS Error Notice Listing	Cyclic report. Hold six months and destroy.	BSN1, PSC, PAS.	715–07
#AAC–P84	Report of BASD/PEBD	Cyclic report. Hold for three months and destroy.	BSN1, PSC, PAS.	715–07
#AAC–P85	Report of Change Notice	Cyclic report. File in MPRJ. Destroy upon receipt of evidence that change has occurred.	PSC.	715–07
#AAC–P87	SQT Transmittal Roster	As required by the TCO. Cut off at end of one month, hold one month, and destroy record copy.	TCO and PAS.	715–07
#AAC–P94	TDR Inquiry Request Report	Monthly report. Destroy upon receipt of new report.	PSC.	715–07
#AAC–P97	SPF Record Inquiry File Listing	Cyclic report. Destroy upon receipt of new listing.	As required.	715–07

Table E–2
Forms/SIDPERS Forms

DA FORM NO.	FORM TITLE	DISPOSTION/RETENTION	FILE NO.
2632	Miscellaneous Code Layout For Key Punching	COFF cyclic, hold three cycles and destroy.	715–05
3728	Personnel Change (Expanded) (Red Band)	COFF cyclic, hold three cycles and destroy.	715–05
3732	Organization Change (Abbr) (Orange Band)	COFF cyclic, hold three cycles and destroy.	715–05
3813	Personnel/Organization Change (Key Punch)	COFF cyclic, hold three cycles and destroy. Note: If copies of DA Form 3138 are attached to and submitted with the DA Form 3815, then disposition/retention will be the same as for the DA Form 3815.	715–05
3815	Authentication and Transmittal	COFF cyclic, hold three cycles and destroy.	715–05

Glossary

Section I
Abbreviations

AC
active component

ADPE
automotive data processing equipment

AEA
assignment eligibility and availability

AIT
advanced individual training

ASI
additional skill identifier

ASIMS (formerly VIABLE)
Army Standard Information Management

AUTODIN
Automatic Digital Network

AWOL
absence without leave

BASOPS
Base Operating Information System

BCT
basic combat training

CONUS
Continental United States

CTAS
Central Transient Accounting System

DAS3
Decentralized Automated Service Support Systems–Division/Corps

DEROS
date eligible to return from overseas

DF
disposition form

FAO
finance and accounting office

HIV
human immunodeficiency virus

HQDA
Headquarters, Department of the Army

IRR
Individual Ready Reservist

JACS
JUMPS Automated Computer System

JUMPS
Joint Uniform Military Pay System

LES
leave and earnings statement

MEPS
Military Entrance processing Station

MMPF
master military pay file

MOSC
military occupational specialty code

MPRJ
Military Personnel Records Jacket, US Army

MPSM
military personnel strength monitor

MTDA
modification table of distribution and allowance

MTOE
modification table of organization and equipment

NGUS
National Guard of the United States

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

OMPR
optical mark page reader

OPUS
Officer Personnel Utilization System

OSRC
overseas replacement center

PAC
personnel administration center

PAS
personnel automation section

PDC
personnel data card

PDY
present for duty

PPA
PERSINS processing activity

PSC
Personnel Service Center

PSNCO
Personnel staff NCO

RC
Reserve Components

RCPAC
United States Army Reserve Components Personnel and Administration Center

RESTAS
Reception Station System

RRD
replacement regulating detachment

SAF
SIDPERS Active Army locator file

SAIF
SIDPERS assignment instructions file

SASF
SIDPERS authorized strength file

SEES
Standard Entry Exit System

SESF
SIDPERS error suspense file

SIDPERS
Standard Installation/Division Personnel System

SIDPERS–WT
Standard Installation/Division Personnel System–Wartime

SMEF
SIDPERS military occupational specialty edit file

SOMF
SIDPERS organization master file

SPF
SIDPERS personnel file

SQI
special qualification identifier

SRCF
SIDPERS report control file

SROF
SIDPERS reserve component organization file

SRNF
SIDPERS requisition note file

SSD
Single Source Data

SSF
SIDPERS stacker file

SSI
specialty skill identifier

SSN
social security number

STA
separation transfer activities

PERSCOM
U.S. Total Army Personnel Agency

TCN
transaction change number

TDA
tables of distribution and allowances

TDR
transfer data record

TO
theater of operations

TOE
table of organization and equipment

UMR
Unit Manning Report

UNITREP
Unit Status and Identity Report System

USAFAC
U.S. Army Finance and Accounting Center

USAR
United States Army Reserve

VIABLE
Vertical Installation Automation Baseline

Section II
Terms

Action data area
A designated area on SIDPERS change reports (SIDPERS Mark Sense and Keypunch Forms), containing data elements needed to report information to or obtain information from the SIDPERS file.

Audit trail
A trail beginning with the original documents, transaction entries, records posting and is competed with the output produced. Validity test of records are achieved by this method.

Batching
Batching is a method of grouping SIDPERS change reports and other related documents as a single unit for the purpose of further processing.

Centralized assignment procedures (CAP III)
CAP III makes worldwide assignments for all enlisted personnel grades E1 through E8. SIDPERS will receive notification of incoming personnel and assignment instructions for departing personnel.

Card
Paperboard material in uniform size and shape that is designed to be punched and sensed electronically or visually. Normally referred to as a punch card.

Character
One of the decimal digits 0 through 9, letters A through Z, or punctuation and other marks which a computer may read, store or print.

Coding
A system of symbols for meaningful communication (related to instruction). A system of symbols for representing data or instructions in a computer. To express a program in a code that a specific computer was programmed to interpret and execute.

Coding forms
Documents used for sending information to the servicing PAS to report personnel and organizational changes.

Command and staff reports.
SIDPERS command and staff reports display data contained in various files to satisfy information needs to each operating echelon at a division, or installation. Reports are provided to support personnel management at each level from unit to division.

Control data area
A designated area on SIDPERS charge reports (SIDPERS mark sense and keypunch forms), containing specific data elements used for controlling, identifying, and batching or input transactions.

Cycle
Matching processing of file maintenance data submitted to the data processing installation (DPI), data processing activity (DPA), division data center (DDC), or management information systems office (MISO).

Cycle date
A date determined by the servicing PAS for the purpose of frequency of IDPERS computer update.

Data base
All of the data files that are included in the SIDPERS

Decision logic table (DLT)
A method of arranging a detailed narrative statement of “if–then” relationships in a tabular format to help the reader select the pertinent information.

Enlisted Master File (EMF)
A file that contains the official computer status record of each enlisted person of the Active Army. The record is maintained at HQDA.

Error
a. Essential error. One that precludes processing of a transaction.
b. Nonessential error. One that does not prevent a transaction from processing. The data element containing the error will not be updated in the SIDPERS file. Five or more of these errors will preclude the transaction from processing. The erroneous data element must be corrected and the appropriate transaction must be reentered into the processing cycle for proper update.

Error notification
Error notice transmittal to the SIDPERS as a result of errors detected during edit and update operations performed at HQDA or the servicing SIDPERS.

Field
A set of one or more characters treated as a whole; a set of one or more columns on a punch card consistently used to record similar information. A specified area of a computer file record used for a particular category of data; e.g., a group of card columns to represent the data element, name, or SSN.

Format Identification (FID)
FID is a one position code assigned to each input transaction to be processed in the computer. The FID is the means of identifying the type of change desired so the computer can locate and process the change within the automated file.

Gaining unit processing code (UPC)
The unit to which the individual is assigned or reassigned.

Inquiry
A request for printed information from a particular file in SIDPERS. Inquiries may be produced without special programming.

Letter of instruction (LOI)
LOI is prepared at the PAS to provide detailed instruction to originators and users on any SIDPERS related subject, such as to establish code identities.

Literal
A set of alphanumeric characters that has been previously set up in an automated storage area. Used to identify data elements or actions on printed record.

Local data field
Additional record space on the SPF, SOMF, and SASF designed to record locally desired data.

Losing unit processing code (UPC)
The unit from which the individual is reassigned.

Major Army command (MACOM)
A command, composed of those organized elements designated to operate in a specific geographic area, that are placed under a single commander.

Mark sense
A technique and a system which provide for the capture and reduction of data at the source. The technique employs mark sense forms similar to machine-scored test answer sheets.

Military personnel class (MPC)
Categorization of personnel into commissioned officer (O), warrant officer (W) and enlisted (E) groupings.

Mnemonic code
Abbreviated form of a word that looks like the word being abbreviated, e.g., ARR (arrival), DPRT (departure). This is an instruction code using conventional abbreviations to facilitate easy recognition.

Officer master file (OMF)
OMF contains the official computer status record of each officer in the Active Army. The record is maintained in HQDA.

Originator code
Identifies the organization, section, or individual requesting data from or submitting data to SIDPERS. It consists of two characters and is assigned by the PAS.

Pass record
A pass record is a data input record that results in a specific output. The input record may be in an inquiry, a correction to a record previously processed, or an addition/deletion to OMF/EMF.

Personnel Information Systems (PERSINS)
PERSINS is applicable to Active Army organizations that are charged with reporting and processing of data concerning Active Army personnel.

Personnel data
Identifies an individual or individual's qualifications.

Position number (POSNO)
A four character code to identify a specific position within an authorization document. It further identifies the position to which an individual is assigned. It is assigned within the local SIDPERS environment. Position numbers in the 999 series will be used to identify individuals. by special category who are not assigned to an authorized position.

Report sequence code (RSC)
A one to three character code which is assigned by the Personnel Automation Section (PAS) to group units in a desired sequence for report purposes.

SIDPERS change Report (SCR)
A completed SIDPERS input and control data form containing data elements for use in reporting personnel or organization changes.

Standard Information Retrieval Capability for Users (SIRCUS)
Retrieval capability controlled by the local PAS to supplement the standard report and inquiry capabilities of the SIDPERS.

Standard header lines
Data elements, as shown below, that are used for report identification on all SIDPERS reports.
a. (STHL) Standard Title Header Line
b. (PUHL) Standard Parent Unit Header Line (sequenced by PUD).
c. (SUHL) Standard Subunit Header Line (sequenced by unit).

Standard reports
a. Maintenance Reports. Reports in relatively fixed format that provide information for the maintenance of SIDPERS files.
b. Informational Reports. SIDPERS reports which contain information of interest to a wide range of users.

Strength data
Identifies information produced in the form of numeric totals.

Theater Army Personnel Roll Up (TAPER)
The automated personnel file within Europe.

Transaction
Report of the occurrence of an event (e.g., promotion) or data change.

Transaction mnemonics
A meaningful code established in an automated program to execute a specific type of transaction.

TYPE OF RECORD (Item 6 on the DA Form 2, Personnel Qualification Record-Part I)
The condition under which a DA Form 2 is prepared based on the following:
a. RECONCILIATION–produced quarterly or when an individual is an accession to the Army based upon the submission of Report Schedule Card. (A four copy set.)
b. INCOMING PERS–L–produced quarterly or when an individual is an accession to the Army based upon the submission of Report Schedule Card. (A four copy set.)
c. INCOMING PERS–N–produced form processing of a SIDPERS TDR, locally coded or hand carried by the individual form his or her old unit of assignment. (A two copy set.)
d. INCOMING PERS–O–produced from processing of a SIDPERS TDR received by AUTODIN from the individual's old unit of assignment. (A two copy set.)
e. INQUIRY–produced based upon the submission of an "INQY" or "OPER" transaction. The RECONCILIATION DA Form 2 (four copy set) will be produced for the INQUIRY.

Type transaction (TT)
Refers to a type transaction mnemonic used in conjunction with or without a file identification (FID) mnemonic. (This term is only used in a narrative description of file maintenance actions to be performed.)

Ultimate gaining unit
The unit an individual is to be assigned to after processing through an interim unit en route.

Unit processing code (UPC)
A five character code used to identify Active Army units. Each unit in the Army has a single unique UPC.

Update
To modify a master file with current information according to a specified procedure. To apply all current changes, additions and deletions to a master file.

Voucher number
A four position code for controlling and routing inquiry transactions. It permits the user to match the inquiry with the response back to the appropriate SIDPERS.

Vertical/The Army Authorization Document System (VTAADS)
System that provides for automating unit authorizations. SIDPERS will extract organizational structure and personnel authorizations for the system.

Section III
Special Abbreviations and Terms
This section contains no entries.

USAPA

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER .WIN32 Version 158

PIN:	032047–000
DATE:	08- 6-01
TIME:	16:46:46
PAGES SET:	258

DATA FILE:	C:\WINCOMP\p600-8-1.fil
DOCUMENT:	DA PAM 600–8–1
DOC STATUS:	NEW PUBLICATION