Army Regulation 600–8–23

Personnel—General

Standard Installation/Division Personnel System (SIDPERS) Database Management

Headquarters
Department of the Army
Washington, DC
1 March 1992

UNCLASSIFIED

SUMMARY of CHANGE

AR 600–8–23
Standard Installation/Division Personnel System (SIDPERS) Database Management

This new regulation--

- Contains parts of AR 680-5 and DA Pam 600-8-3, DA Pam 600-8-4, DA Pam 600-8-5, and DA Pam 600-8-6.

- Updates the acronyms UIS/FORSTAT and UNITREP to SORTS throughout this regulation.

- Consolidates SIDPERS responsibilities that previously were contained in five separate Army publications (chap 2).

- Explains SIDPERS operating modes, reporting system changes, and reporting functional problems (chap 3).

- Discusses the basic organizational structure of the Personnel Automation Section, and its operations and SIDPERS performance standards (chap 4).

- Outlines how SIDPERS interfaces with various other personnel systems throughout the Army (chap 5).

- Explains various special features contained in SIDPERS (chap 6).

- Relates how SIDPERS is transmitted via the Automatic Digital Network and how SIDPERS uses the Standard Entry or Exit System (chap 7).

- Describes the Tactical Army Combat Service Support Computer System and Army Standard Information Management System (chap 8).

Headquarters
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***Army Regulation 600–8–23**

Effective 1 April 1992

Personnel—General

Standard Installation/Division Personnel System (SIDPERS) Database Management

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This UPDATE printing publishes a new Department of the Army publication. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation consolidates several publications that cover the concepts and requirements of the Standard Installation/Division Personnel System (SIDPERS) for both peacetime and wartime. It documents input requirements at the various levels supported by SIDPERS, governs the exchange of personnel data between the U.S. Total Army Personnel Command and SIDPERS, and prescribes for the SIDPERS analyst the complete structure of the SIDPERS database.

Applicability. This regulation applies to personnel in all elements of 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.

Proponent and exception authority. Not applicable

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-ZXI), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, PERSCOM, ATTN: TAPC-FSO, Alexandria, VA 22332-0495.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2279, intended for command level C for Active Army, Army National Guard, and U.S. Army Reserve.

Contents (Listed by paragraph and page number)

*This regulation, together with DA Pam 600-8-23, supersedes AR 680-5, 1 March 1989; DA Pam 600-8-3, 15 January 1982; DA Pam 600-8-4, 1 March 1989; DA Pam 600-8-5, 1 March 1989; and DA Pam 600-8-6, 1 March 1989.

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RESERVED

Chapter 1
Introduction to Personnel Database Management

1–1. Purpose

a. This regulation defines the Standard Installation/Division Personnel System (SIDPERS) Interface Division (SID) and Personnel Automation Section (PAS) (formerly SIDPERS Interface Branch) and provides guidance for SID and PAS managers and operating personnel. It presents the total system design of SIDPERS interfaces between U.S. Total Army Personnel Command (PERSCOM) and other sites worldwide and of interfaces between SIDPERS and other Army automated systems.

b. This regulation—

(1) Prescribes guidance to PAS managers on the mission, functions, organization, staffing, and control of the PAS.

(2) Prescribes standards and guidance for SIDPERS performance management.

(3) Provides guidance for data transmission between PERSCOM and SIDPERS via the automatic digital network (AUTODIN).

c. SIDPERS mobilization guidance is contained in DA Pam 600-41, chapter 4.

1–2. References

Required and related publications and referenced 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. Any code used herein is contained in AR 680-29 or in an accompanying table.

1–4. Primary levels of work

a. For manpower resources, this regulation prescribes the work centers required to perform the function of personnel database management.

b. Most personnel work in the field is performed at two primary levels: battalion and installation (or the equivalent in the tactical force).

c. Guidance in this regulation focuses on PAS-level work.

1–5. SIDPERS

SIDPERS is a standard automated integrated personnel system that provides personnel information support at division, installation, brigade, battalion, and separate company levels. A personnel data record and reporting system provides a direct flow of personnel information between reporting organizations at the battalion level, PERSCOM, and interfacing activities. As an integral part of the Army Personnel Information System (PERSINS), SIDPERS is designed to—

a. Support the personnel needs of the individual soldier.

b. Provide the local commander with sufficient information to manage personnel effectively during peacetime and to satisfy personnel strength and management information needs during mobilization and wartime.

c. Support rapid accession of Reserve Components.

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

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

f. Reduce ADPE run time in mobilization and wartime.

g. Facilitate system changes through a subset design.

h. Satisfy PERSCOM personnel data needs.

i. Continue interfaces with other automated systems.

j. Continue improvement of personnel data accuracy.

k. Provide a uniform system that is easily adaptable to changing requirements.

l. Provide a data entry system that—

(1) Eliminates punched cards as input media to SIDPERS.

(2) Reduces input errors in transferring data from source documents into ADPE.

(3) Facilitates data handling at the functional reporting level by—

(a) Reducing the number of hard-copy reports required at each functional level.

(b) Providing limited retrieval capability at appropriate organizational levels.

(c) Reducing data transmission requirements by retaining information at the input device level.

(4) Facilitates user training at various organizational levels by using the tutorial mode of input to and retrieval from the system.

1–6. Functional principles

Personnel database management is a wartime military personnel function that is deployed with the tactical force. It is resourced in the table(s) of organization and equipment (TOE) Personnel Service Company (PSC), the tables of distribution and allowances (TDA) Military Personnel Division (MPD), the personnel group, and PERSCOM. This function—

a. Consolidates current and projected personnel information on soldiers and units in several command databases (for example, SIDPERS) as the basis for command decisions and projected battlefield requirements.

b. Extracts combat-essential personnel information from the command databases and provides consolidated databases to corps and theater-level strength, casualty, and postal managers.

c. Supports the Army's personnel life-cycle function of sustainment.

1–7. Functional standards

a. Personnel information is stored electronically at the local level (for example, the SIDPERS database), the corps and theater levels (for example, combat-essential extracts), and the top of the system (for example, the enlisted master file (EMF) and the officer master file (OMF)).

b. Local personnel databases can run 12 completed cycles monthly in peacetime and every other day on the battlefield.

c. Database updates move within the theater and between the theater of operations and PERSCOM whether electronic means are available or not.

1–8. Standards for the objective system

The objective personnel database management system can—

a. Accept and exchange information on unit moves within 24 hours anywhere in the system (at the PSC or MPD, the personnel group, the theater, or PERSCOM).

b. Move units quickly between command databases to support a variety of task organizations.

c. Enable corps and theater Army to obtain information about battlefield-essential personnel to manage the force and to control personnel accounting information.

Chapter 2
Responsibilities

2–1. Deputy Chief of Staff for Personnel

The Deputy Chief of Staff for Personnel will—

a. Serve as the policy proponent for SIDPERS (DAPE–ZXI).

b. Designate the Commanding General, PERSCOM, for functional design and Army staff supervision responsibility for SIDPERS, with duties assigned to the Deputy Commanding General for Information Management, PERSCOM, Field Systems Directorate (FSD). FSD is the proponent agency for SIDPERS (TAPC–FS).

c. Designate the Commanding General, PERSCOM, to develop and establish PERSINS performance standards for field activities under the auspices of the Commanders Involvement Program.

2–2. Deputy Chief of Staff for Operations and Plans

The Deputy Chief of Staff for Operations and Plans (DCSOPS) will—

a. Ensure that the Command and Control Support Agency (CCSA) collects and maintains standard information about every

organization (unit) within the Active Army, Army National Guard, and U.S. Army Reserve, and that the CCSA provides this information to SIDPERS.

b. Ensure that The Army Authorization Documents System (TAADS) is current and accurate. Force development officers at all levels are responsible for input to TAADS.

2–3. Deputy Commanding General for Information Management, U.S. Total Army Personnel Command

The Deputy Commanding General for Information Management, PERSCOM, is responsible for developing and establishing PERSINS performance standards for field activities under the auspices of the Commanders Involvement Program.

2–4. Director, Field Systems Directorate, U.S. Total Army Personnel Command

The Director, FSD, PERSCOM, will—

a. Serve as the principal staff adviser to Commander, PERSCOM, and Commander, U.S. Army Personnel Information Systems Command (PERSINSCOM), on matters pertaining to field military personnel and administrative information systems (MPAS).

b. Serve as the proponent for the interface processing, table maintenance, systems maintenance, and organization and authorization maintenance functions of the automated field MPAS.

c. Perform all requirements necessary to test and validate system changes, enhancements, redesign, and implementation of modifications to current baselines of the automated field MPAS.

d. Serve as the proponent agent for the SIDPERS Standard Army Management Information System by—

(1) Coordinating with and reviewing EMF and OMF system interface outputs for SIDPERS to ensure data accuracy before release to the field.

(2) Providing daily assistance to users through the Field Assistance and Contact Team—SIDPERS (FACTS) at Defense Switched Network (DSN) 221-9410 or Defense Data Network electronic mail.

(3) Assisting major Army commands (MACOMs) to establish and realign SIDPERS databases as appropriate.

e. Plan, program, coordinate, and control all tasks to extend to the total Army any new equipment and associated functional software that supports MPAS.

f. Serve as the proponent for Army regulations, Department of the Army (DA) pamphlets, and user manuals that govern or contain procedural guidance for operating the PAS.

g. Provide ongoing sustainment training assistance for the automated field MPAS by visiting users, conducting noncommissioned officer (NCO) workshops, and developing, fielding, and maintaining sustainment training tools (newsletter and training packages).

h. Monitor all operational aspects of automated field MPAS mobilization (exercises and actual mobilization), and operate the SIDPERS Mobilization Operations Center.

2–5. Commander, U.S. Army Information Systems Engineering Command

The Commander, U.S. Army Information Systems Engineering Command (USAISEC), will provide technical functions of SIDPERS, such as computer programming and operating instructions. USAISEC is the assigned responsible agency in accordance with AR 25–3.

2–6. Directors, data processing installations

The Directors of Information Management, division data center, Distributed Processing Center, regional data center (RDC), or chief of the organic computer facility will provide ADPE support for SIDPERS. (These directors will collectively be referred to as the directors of data processing installations (DPIs) throughout the remainder of this regulation.) The directors of DPIs will—

a. Provide sufficient computer time for scheduling and processing SIDPERS cycles, and coordinate with the PAS chief on all aspects of PAS interface with the DPI.

b. Coordinate with the USAISEC to ensure receipt of centralized computer programs through software change packages and other ADP hardware and software changes that have an impact on SIDPERS processing.

c. Implement a standard performance measurement system, and ensure that subordinate or satellite units meet these standards when the DPI operates a PERSINS processing activity (PPA).

d. Process the standard entry or exit system (SEES) entry routine after receiving incoming AUTODIN traffic, and produce hard-copy SEES entry report for the PAS.

e. Produce SEES AUTODIN output tape regardless of any data transmission. When applicable, generate negative report to PERSCOM.

f. Appoint an ADP systems security officer (ADPSSO) to serve as the installation's point of contact for all ADP security.

2–7. Chiefs, telecommunications centers

The chief of the installation telecommunications center (TCC) will ensure that the AUTODIN telecommunications system interfaces with SEES to process SIDPERS traffic.

2–8. Unit identification code information officers

The unit identification code information officer (UICIO) designated for each MACOM is responsible for unit identification data of all units within the command. The Office of Administrative Assistant, Secretary of the Army, serves as the UICIO for Headquarters, Department of the Army (HQDA), staff agencies. Installation UICIOs will further delegate authority and responsibility for units assigned by either the United States Army Forces Command or United States Army Training and Doctrine Command (TRADOC). The designated local UICIO will ensure that all required unit information is entered into the Status of Resources and Training System (SORTS).

2–9. Commanders

All commanders are responsible for successful SIDPERS operation within their command. Commanders will—

a. Ensure that personnel under their jurisdictions perform their SIDPERS-related tasks per system policy and procedures to maintain data integrity and security.

b. Encourage direct communication between SIDPERS operational personnel and all commands although daily operations are conducted with a degree of variance.

c. Monitor the SIDPERS performance of subordinate elements.

d. Ensure that personnel receive available publications, have appropriate sustainment training, and participate in scheduled workshops and conferences.

e. Explain to new subordinate personnel managers their roles in the SIDPERS system.

2–10. Commanders, Personnel Service Companies, and Chiefs, Military Personnel Divisions

PSC commanders and MPD chiefs will—

a. Maintain the PAS activity as an organizational element of the PSC or MPD and manage the division and installation military personnel database management function.

b. Monitor performance standards to evaluate originator performance, and resolve deficiencies.

c. Monitor security and privacy protection of SIDPERS file data.

d. Ensure that accurate and complete records are maintained and that transactions are submitted on time.

2–11. Chiefs, SIDPERS Interface Divisions

The SID chiefs will manage and maintain the local SIDPERS database and ensure interface with other automated systems. In addition, the SID chiefs will—

a. Service two or more PASs.

b. Serve as the controlling element responsible for maintaining the SIDPERS databases for the supported PASs.

c. Collect data from all serviced PASs and forward the data for update.

d. Maintain all supporting files.

e. Process all SIDPERS update cycles and forward the SIDPERS-generated output to the appropriate servicing PAS.

f. Establish performance management requirements.

g. Promote Army-wide automated system standardization.

2–12. Chiefs, Personnel Automation Sections

PAS chiefs will—

a. Support as many commands as appropriate.

b. Perform as both SID and PAS if there is only one PAS.

c. Control SIDPERS data processing cycles and administer SIDPERS files and unique personnel data processing requests.

d. Monitor unit strength accountability and assist the military personnel strength monitors and units.

e. Document and publicize SIDPERS locally specific procedures and updates or changes received from PERSCOM.

f. Provide users with technical guidance and formal training on SIDPERS policies and procedures.

g. Administer security access to and privacy protection of SIDPERS files data and reports.

h. Prepare and submit engineering change proposals—software as required, and review all SIDPERS-related or MPAS-related suggestions submitted through the installation's Army Suggestion Program.

2–13. Adjutant general of the installation, Director of Personnel and Community Activities, adjutants, personnel staff noncommissioned officers

Unique command operating conditions based on geographical, organizational, and other considerations determine each official's precise responsibilities in the SIDPERS environment.

a. The adjutant general of the installation and the Director of Personnel and Community Activities will—

(1) Serve as the principal staff assistant to the commander in administration and personnel management.

(2) Monitor the quality assurance program to evaluate user performance, and resolve deficiencies.

(3) Conduct semiannual surveys to determine whether the SIDPERS-generated reports effectively support personnel management and strength accounting functions within supported units and staff activities.

(4) Encourage command emphasis by providing information about ongoing system changes and by actively promoting SIDPERS as a dependable, time-saving system that eliminates manually prepared data reports.

b. Adjutants will—

(1) Ensure accuracy, validity, and timely submission of SIDPERS data originating at their levels.

(2) Monitor security and privacy protection of SIDPERS files data.

(3) Establish an internal program at brigade or battalion levels to monitor standard performance measurements, evaluate user performance, and resolve deficiencies.

c. Personnel staff NCOs (PSNCOs) will—

(1) Provide the communication link between the battalion S1 (BNS1) and PAS.

(2) Review input forms or worksheets with source documents for data accuracy, completeness, and timeliness.

(3) Ensure that input is delivered to the PAS or is entered daily in the system through a remote terminal per the PAS memorandum of instruction.

(4) Monitor unit strength reports, and resolve strength imbalances.

(5) Monitor transaction registers, unresolved error reports, and unit personnel accountability notices, and resolve error notices.

(6) Monitor unit manning reports to ensure that duty position changes and assignments are submitted promptly.

(7) Establish a desk-top standing operating procedure for SIDPERS originator(s).

(8) Personally sign DA Form 3815 (SIDPERS Input and Control Data—Authentication and Transmittal) (AR 680–1) or the Tactical Army Combat Service Support Computer System (TACCS) transaction listing, each time input is prepared. The PSNCO does not presign these forms.

(9) Ensure that the BNS1 posts the AAC–C27 (Personnel Strength Zero Balance Report) daily to maintain strength accountability.

(10) Request assistance from the PAS or SID when problems surface.

2–14. Data originators

To maintain SIDPERS, data originators at the BNS1 and in PSC or MPD elements submit timely and accurately coded personnel and organizational data.Procedural guidance and transaction formats are contained in appropriate Army regulations and DA Pam 600–8–1, DA Pam 600–8–2, DA Pam 600–8–11, DA Pam 600–8–23, and DA Pam 600–41. In addition to submitting initial data, originators will—

a. Ensure prompt resolution and resubmission of unprocessed transactions.

b. Maintain files, output reports, and source documents for SIDPERS operations.

c. Coordinate with other data originators to report personnel and strength data properly.

d. Safeguard classified and personal privacy information in hardcopy or electronic media.

e. Comply with security regulations and procedures for the terminal, and immediately report suspected and actual terminal security violations to the assistant terminal area security officer (ATASO).

Chapter 3
Operational Modes, System Changes, and Functional Problems

3–1. Overview

This chapter provides information on operational modes within the database, appropriate system changes (including engineering change proposals—software) for SIDPERS, and the database relationship to SIDPERS operations.

3–2. SIDPERS operating modes

SIDPERS is designed to consider the operations described in *a* through *d* below.

a. Peacetime operations and numerous personnel management functions that need support.

b. Peacetime operations with a partial or limited mobilization for emergencies.

c. Total mobilization in peacetime or usual business in most of the world.

d. Wartime operations, including total mobilization requirements, in an emergency environment in which only necessary processing can be undertaken.

3–3. Database relationship to SIDPERS operations

The system has two operating modes: peacetime and wartime. (See fig 3–1.)

a. During the peacetime operating mode, the system accepts all required inputs, performs all functions, generates all necessary outputs, and makes available the complete database with all files.

b. During the wartime operating mode, an actual indicator within the system is turned on. The SIDPERS manager notifies the DPI to execute this option, which requires PERSCOM approval. The SIDPERS manager should initially contact PERSCOM, TAPC–FSO–T, DSN 221-9410. At this point, the system modifies the database by reducing the data in some files, leaving other files as in peacetime, and totally removing other files. This operation rebuilds the database rather than just limiting access or availability to certain data. This wartime database restructuring limits acceptable inputs,

performs only wartime functions, and produces only essential outputs. (Table 3–1 compares the sizes of the peacetime and wartime databases.)

Table 3–1
Database file comparison

File: SIDPERS personnel file (SPF) **Peacetime extents:** 68,544 **Wartime extents:** 251,328
File: SIDPERS authorized strength file (SASF) **Peacetime extents:** 68,240 **Wartime extents:** 150,144
File: SIDPERS organization master file (SOMF) **Peacetime extents:** 2,952 **Wartime extents:** 4,723
File: SIDPERS Reserve organization master file (SROF) **Peacetime extents:** 1,440 **Wartime extents:** Not applicable
File: SIDPERS Active Army locator file (SAF) **Peacetime extents:** 34,560 **Wartime extents:** 34,560
File: SIDPERS military occupational specialty edit file (SMEF) **Peacetime extents:** 4,800 **Wartime extents:** 4,800
File: SIDPERS report control file (SRCF) **Peacetime extents:** 768 **Wartime extents:** 768
File: SIDPERS assignment instruction file (SAIF) **Peacetime extents:** 26,880 **Wartime extents:** Not applicable
File: SIDPERS error suspense file (SESF) **Peacetime extents:** 19,968 **Wartime extents:** Not applicable
File: SIDPERS stacker file (SSF) **Peacetime extents:** 20,160 **Wartime extents:** Not applicable

3–4. Reporting system changes and functional problems

When deemed appropriate for SIDPERS, DA Form 5005–R (Engineering Change Proposal—Software) is prepared and submitted in accordance with AR 25–3.

a. Personnel users who identify possible system problems or wish to propose enhancements submit DA Form 5005–R and supporting documentation to the PAS.

b. The PAS or SID either—

(1) Resolves the problem locally or by telephone with FACTS at FSD, PERSCOM, DSN 221-9410, and returns DA Form 5005–R to the initiator.

(2) Or further completes DA Form 5005–R per AR 25–3, obtains the originator number from the DPI, and forwards the form and supporting documentation through the DPI to the MACOM.

c. The MACOM reviews the form and if appropriate forwards it to FSD.

3–5. Other Army Personnel Information System documentation

a. USAISEC prepares and distributes documentation related to SIDPERS computer programs and operation.

b. PERSCOM monitors the following publications that govern SIDPERS functional operations:

(1) AR 680–1.

(2) AR 680–31.

(3) AR 680–29 pertaining to Active Army personnel.

(4) DA Pam 600–8.

(5) DA Pam 600–8–23.

(6) DA Pam 600–41.

(7) SIDPERS User Manual (DA Pam 600–8–1, DA Pam 600–8–2, and AR 600–8–11). PERSCOM is the proponent for user manual content.

3–6. Regulatory support for SIDPERS

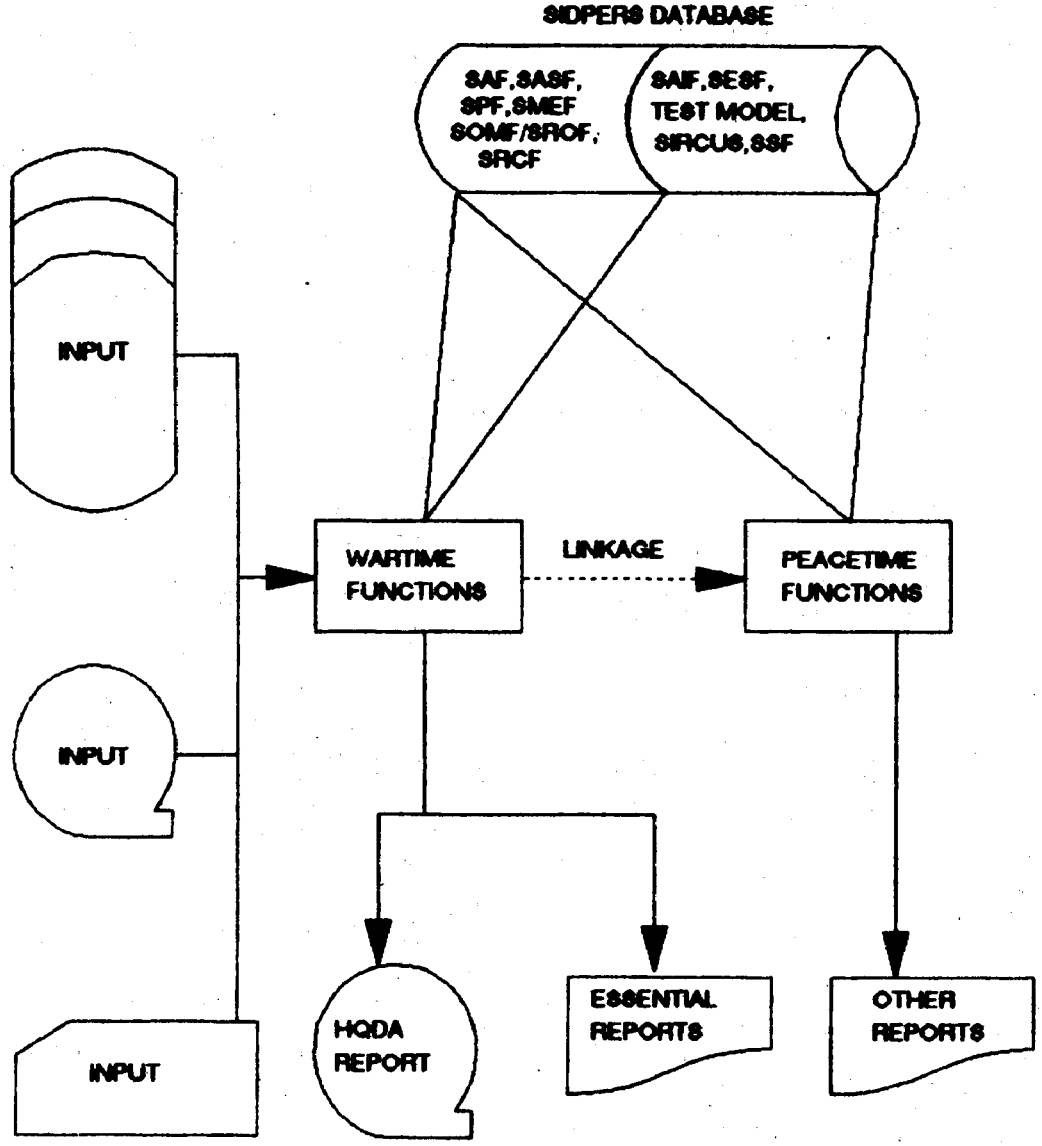
Regulatory support is essential for maximum effectiveness and standardization of SIDPERS. AR 680–1 provides regulatory support for DA Pam 600–8–1, DA Pam 600–8–2, and AR 600–8–11.

3–7. Report control symbol

Report control symbol MILPC–27 is assigned to the data exchanges prescribed by this regulation.

3–8. Protecting personnel information

Current Army policy for safeguarding identifiable personnel information is contained in AR 25–55 and AR 340–21. All automated and manual personnel data in the PERSINS are maintained for official use and are treated for official use only to ensure necessary safeguarding. To determine practical safeguarding measures, responsible personnel elements balance security requirements with the need for official access to data, available resources, and risk of compromise.



Legend for Figure 3-1;
SAF=SIDPERS Active Army locator file
SAIF=SIDPERS assignment instruction file
SASF=SIDPERS authorized strength file
SESF=SIDPERS error suspense file
SIRCUS=SIDPERS standard information retrieval capability for users
SMEF=SIDPERS military occupational specialty edit file
SOMF=SIDPERS organization master file
SPF=SIDPERS personnel file
SRCF=SIDPERS reports control file
SROF=SIDPERS Reserve organization master file
SSF=SIDPERS stacker file

Figure 3-1. The SIDPERS concept

Chapter 4
Organization, Operations, and Performance Standards of the Personnel Automation Section or SIDPERS Interface Division

Section I
Organization

4–1. Place in military personnel system
The PAS or SID falls within the managerial framework and field unit organization of the military personnel system.

4–2. Personnel and equipment requirements and authorizations
Requirements for and authorizations of personnel and equipment needed for the PAS or SID mission are published under TAADS in either a modification TOE or a TDA. The PAS or SID manager reviews the authorization document and decides if it is adequate for the assigned mission and is current based on revisions of HQDA governing regulations (for example, changes to the enlisted military occupational specialty (MOS) structure contained in AR 611–201). If the authorization document needs to be adjusted, the manager staffs and documents the changes. Policy and procedures regarding changes to the modification TOE or TDA are contained in AR 310–49.

4–3. Mobilization tables of distribution and allowances for mobilization station
If the PAS or SID is located on an installation or services a mobilization station, the PAS or SID manager reviews the Mobilization Station Planning System and the installation mobilization plans—normally maintained by the installation Director of Plans and Training—to determine if the current authorizations for PAS or SID personnel and equipment are adequate for the mobilization mission(s).

4–4. Structure
The PAS is composed of a headquarters element, a distribution and data reduction element, a strength accounting and personnel file maintenance element, and a supporting files maintenance element. When the PAS has organic computer hardware—for example, Decentralized Automated Service Support System ADPE—it also has a machine operations element. The PAS chief may modify this structure when beneficial because of personnel, units serviced, or organic computer hardware.

Section II
Operations

4–5. Headquarters element
The headquarters element plans, directs, controls, and coordinates the PAS operation. This element normally includes the PAS chief, NCO in charge (NCOIC), programmer or analyst, training NCO, and clerk typist, if available. If the organization has no PAS chief, the NCOIC performs those duties unless otherwise directed. The NCOIC is involved in all functional aspects of the PAS, not just in its administration.

a. PAS leaders publish and strictly enforce standing operating procedures that clearly define responsibilities in each operational area and provide detailed procedural guidance.

b. Each PAS publishes memorandums of instruction about its operations for local administrators and SIDPERS users. At a minimum, in addition to standard information retrieval capability for users (SIRCUS) and terminal access and area security, these memorandums—

(1) Monitor the use of assignment codes, including mail code, analyst code, originator code, and report sequence code (RSC), and unit processing codes (UPCs).

(2) Monitor the use of local data access transactions (inquiry (INQY), authorized strength inquiry (OAUT), SIDPERS organization master file (SOMF) or SIDPERS Reserve organization master file (SROF) inquiry (OMEX), unit personnel inquiry (OPER), local data change (LOCO), authorized strength file change (ASLC), and add, change or delete local data codes (OLDA) of the SOMF or SROF records).

(3) Monitor the use of SIDPERS personnel file (SPF) record or error suspense actions (administrative addition (ADMA), administrative deletion (ADMD), move transfer data record (TDR) (MTDR), revocate TDR (RTDR), and error suspense delete transaction.

c. The PAS systematically disseminates to users the SIDPERS procedural updates and changes received from PERSCOM in messages, bulletins, and other publications.

d. The PAS chief develops contingency plans for use during partial or full mobilization, civil disorder, war, and natural disasters.

e. To manage the SIDPERS database, the headquarters element—

(1) Constantly reviews system input and output to ensure that required processing and direct reporting to PERSCOM comply with higher headquarters procedures.

(2) Reviews user processing procedures and directs the SIDPERS performance monitoring and measuring program to ensure accuracy and timeliness of data. (See paras 4–11 through 4–20.)

(3) Monitors requests for and distribution of SIDPERS output.

f. To control SIDPERS cycles, the headquarters element—

(1) Prepares the AUTODIN schedule, report schedule, cycle control sheet, and other cycle parameter formats. Ensures that the PAS, in coordination with the DPI, processes no fewer than 12 SIDPERS cycles monthly.

(2) Prepares cycle and report schedules and sends them to users.

(3) Coordinates with other PAS elements about the volume of transactions for cycle processing and special processing requirements.

(4) Manages and schedules AUTODIN and SEES as pertains to the PAS, and requests TCC service for SEES exit and if SEES entry traffic indicates missing or garbled data. Ensures that the PAS picks up incoming AUTODIN traffic each workday at the TCC.

g. To administer the local SIRCUS, the headquarters element—

(1) Maintains the SIRCUS library by—

(a) Adding or deleting the program deck in numerical or alphabetical sequence.

(b) Maintaining a current list of all SIRCUS programs inventory.

(c) Preparing input to library update run.

(2) Reviews SIRCUS output for accuracy and completeness.

(3) Evaluates SIRCUS request(s) for need by—

(a) Coordinating with the user of SIRCUS to identify unique needs and develop program format.

(b) Evaluating existing SIRCUS program alternatives and implementing if appropriate.

(4) Develops unique SIRCUS programs that are accurate and logical.

(5) Performs associated administrative functions for the SIRCUS program by—

(a) Researching system SIRCUS problems and notifying the appropriate software agency.

(b) Ensuring that SIRCUS data requirements are processed on time by applying basic methods of processing data.

(c) Scheduling command or staff SIRCUS program for each cycle.

(d) Releasing SIRCUS input for cycle preparation to the Director of Information Management.

h. The headquarters element manages the Computer Output Microfilm/Microfiche (COM) system as pertains to the PAS and submits changes to the production control table.

i. The headquarters element administers the TACCS library by—

(1) Maintaining an installation-unique TACCS software library for Director of Information Management connection.

(2) Maintaining a backup copy of TACCS files.

(3) Reviewing TACCS output to ensure proper format, forms, and quantity.

j. The headquarters element provides administrative support to the PAS or SID. The headquarters element—

(1) Maintains and controls functional files, classified documents, and the action correspondence control suspense system.

(2) Maintains PAS library publications and the reference file of PERSCOM SIDPERS messages and bulletins, and provides working copies to other PASs.

(3) Procures, stores, controls, and ensures maintenance of PAS supplies and office equipment.

(4) Handles distribution, and provides typing and reproduction support.

k. The headquarters element budgets temporary duty funds for participation in certain activities as applicable. The headquarters element—

(1) Budgets funds for PERSCOM Army-wide PSC or MPD SIDPERS and mobilization conferences.

(2) Budgets funds for NCO training workshops.

(3) Budgets funds for assistance visits to remote sites and satellite units and activities.

l. Training NCOs assess the quality of data and originator input to identify training requirements. They must have the tools to become knowledgeable in all areas of BNS1, PSC or MPD, and PAS or SID-level procedures. The training NCO—

(1) Conducts assistance visits to BNS1 quarterly unless the BNS1 requests additional assistance. Recommends that the PAS analyst designated for the unit accompany the training NCO on the assistance visit.

(2) Schedules quarterly sustainment training classes, and gives priority to BNS1 with problems and newly assigned BNS1 clerks.

(3) Schedules classes or informational briefings for different levels of responsibility, such as commanders, PSNCOs, first sergeants, and battalion adjutants or S1s, BNS1 clerks, PAS or SID analysts, and PSC or MPD clerks and supervisors.

(4) Facilitates cross-training among PAS personnel.

m. The terminal area security officer (TASO) is appointed by the PAS chief in accordance with AR 380–380. To administer security access to SIDPERS, the TASO—

(1) Ensures that ATASOs are appointed in writing for each remote terminal or group of terminals in the TASO's area of responsibility.

(2) Issues instructions on security requirements and operating procedures for each terminal area to the ATASOs. The ATASOs accomplish this task by—

(a) Developing and publishing in-house security requirements and standing operating procedures that supplement existing regulations and procedural instructions as necessary (for example, AR 380–380, para 3–11, and AR 340–21, para 1–12).

(b) Informing users about terminal operations.

(c) Implementing controls to prevent entry of unauthorized transactions or data.

(d) Learning from section chiefs the names of those using the terminal(s) and the names of departing or transferring users. Giving this information to the TASO.

(e) Ensuring that each terminal user's access authorization corresponds to the user's identity, need-to-know, clearance level, and the data available from that terminal.

(f) Requesting user identifications and passwords from the TASO for all terminal users according to procedures established by the command.

(g) Monitoring terminal security and immediately correcting or reporting to the TASO all practices dangerous to overall system security and all instances of system security violations.

(3) Requests Army Standard Information Management System (ASIMS) user identifications and passwords through the installation ADPSSO to the Army Security Officer at the host RDC. The ADPSSO normally has the necessary forms. The TASO assists users in completing forms and helps the installation ADPSSO distribute user identifications and passwords. The ASIMS User Guide contains examples of a suggested request form, a password list received from the Army Security Officer at the host RDC through the installation ADPSSO, a password notice given to the user, and a verification of notification. The password notice has the same data as the password list and is keyed by a number to that list. Upon receiving a password, the user reads and signs a nondisclosure statement. The TASO forwards the nondisclosure statement and a verification of notification form for signature to the ADPSSO.

(4) Inspects terminals periodically per command policy. The ASIMS User Guide contains a recommended TASO terminal area inspection checklist.

(5) Reports to the installation ADPSSO all practices dangerous to overall system security and all instances of system security violations as soon as they are recognized.

n. The PAS or SID manager—

(1) Coordinates with commanders, first sergeants, PSNCOs and BNS1 clerks. The PAS or SID chief or NCOIC visit separate company-, battalion-, and brigade-level users when possible to foster good rapport with customers, gain support for using the system properly, and recruit students for the PAS or SID initial and sustainment training.

(2) Coordinates with PSC and MPD elements to learn their support and training requirements. The PAS or SID coordinates by—

(a) Producing DA Form 2 (Personnel Qualification Record—Part I) (AR 640–2–1) because the PSC or MPD depends on these forms for record updates.

(b) Supporting timely processing and reports distribution for system interface, for example, Enlisted Distribution Assignment System (EDAS).

(c) Correcting rosters and special printouts so that PSC or MPD personnel can plan their workloads.

(3) Coordinates with UICIOs to learn about all unit changes that may affect SIDPERS operations.

(4) Coordinates with the Force Development Office to ensure that the PAS or SID receives the personnel authorization file (PAF) tape for the Vertical—The Army Authorization Documents System (VTAADS) interface and knows of all unit authorization changes that may affect SIDPERS operations.

(5) Coordinates with the TCC to ensure SIDPERS traffic is transmitted over AUTODIN per telecommunications system procedures and local procedures for the SEES interface.

(6) Works with the DPI to coordinate closely with key areas, including computer time schedules for SIDPERS processing; possible machine malfunctions or program logic causing erroneous data; ADP software (program) or ADPE problems at the DPI; special processing requirements for SIDPERS cycles; procedures for delivering input and picking up output, including specific responsibilities for delivering the PERSCOM output tape to the TCC; contingency plans for data conversion support, decollation, and breakdown of printed reports during emergencies or equipment failure; and contingency plans for SIDPERS processing during wartime, mobilization, and contingency operation and exercises.

(7) Coordinates with other PPAs regarding intact unit transfers between the databases, database splits, confirmation of related file transfers, and pending gain or expired reporting date notices or other shared concerns.

(8) Coordinates with PERSCOM before making local changes to the SIDPERS MOS edit file (SMEF) and when the EDAS cycle is not received intact.

4–6. Distribution and data reduction element

The distribution and data reduction element—

a. Produces initial data reduction from manually prepared documents by terminal or microcomputer operations, when relevant.

b. Maintains and operates all ADPE assigned to the element.

c. Receives and maintains cycle input from other PAS elements, and helps to prepare the cycle for processing. In a TACCS environment, this effort involves consolidating data on floppy disks for upload or transmission to the RDC through the PAS communications TACCS.

d. Delivers cycle input to and picks up cycle output from the DPI.

e. Picks up and delivers AUTODIN traffic to the TCC.

f. Receives and inventories cycle and SIRCUS output, and performs appropriate quality checks on downloaded files.

g. Delivers COM tape to and picks up microfiche output from the COM system processing activity (if not performed by DPI).

h. Processes requests for SIDPERS output, and maintains distribution lists for SIDPERS reports.

i. Performs required breakdown and distribution for all output, including maintenance of necessary sign-out sheets.

j. Maintains PAS file copies of reports, and distributes them to PAS sections as the PAS chief directs.

k. As the installation PAS in a continental United States environment at a division with a separate brigade with a PAS, maintains control of and distributes cycle input and output.

4–7. Strength accounting and personnel file maintenance element

The strength accounting and personnel file maintenance element maintains overall accuracy and validity of the SPF and—

a. Controls all source documents used to monitor units and PSC or MPD elements transaction registers, and verifies units and PSC or MPD elements input received by the PAS or SID.

b. Controls, verifies accuracy, and initiates required processing of all input received from units and other PSC or MPD elements. In a TACCS environment, PAS analysts review the TACCS transaction file listing when customers submit their input on floppy disks.

c. Reviews the following output to assist originators in resolving unprocessed transactions, errors, and notices:

(1) Personnel Transaction Register by Unit, product control number (PCN): P01.

(2) Personnel Transaction Register by Originator, PCN: P11.

(3) Unresolved Error Report, PCN: P29.

(4) Personnel Accountability Notice, PCN: C40.

d. Monitors and controls all strength-related transactions to help each unit maintain a strength variance of zero. Ensures that the BNS1 SIDPERS clerks properly annotate the Personnel Strength Zero Balance report, PCN: AAC–C27, to maintain the necessary audit trail of this type of transaction. Uses the AAC–C27 report to resolve discrepancies.

e. Verifies presence of a TDR on the SPF so that an arrival (ARR) transaction can be submitted.

f. Maintains the Alpha Roster, PCN: AAC–C11.

g. Resolves differences between the SPF, PERSCOM, and Defense Finance and Accounting Service—Indianapolis Center databases by reviewing personnel records and preparing and submitting appropriate input transactions.

h. Provides statistical data for preparing originator performance reports.

i. Assists the training NCO on assistance visits.

4–8. Supporting files maintenance element

a. The supporting files maintenance element maintains the accuracy and validity of the following SIDPERS support files: SIDPERS Active Army locator file (SAF), SOMF, SROF, SIDPERS authorized strength file (SASF), SMEF, SIDPERS assignment instruction file (SAIF), SIDPERS error suspense file (SESF) for all supporting files, and SIDPERS report control file (SRCF).

b. The supporting file maintenance element—

(1) Controls all source documents used to update supporting files.

(2) Prepares and maintains input for established files.

(3) Reviews data for accuracy before updating files, and resolves any differences.

(4) Reviews supporting files output, corrects PERSCOM feedback identified in the Unresolved PERSCOM Error Notice Report (PCN: P21), and resolves unprocessed transactions. Coordinates with proper channels to ensure that corrective action is taken if external agencies are involved.

(5) Ensures resolution of the SPF MOS Edit Report (PCN: C23).

(6) Monitors the SIDPERS stacker file (SSF) by reviewing SIDPERS reports to ensure proper receipt of data.

(7) Establishes and maintains SIDPERS assignment codes, including mail codes, analyst codes, originator codes, RSCs, and position numbers.

4–9. Machine operations element

The machine operations element provides data processing services for the PAS. Machine operations element personnel—

a. Operate the computer system to process data, prepare reports, and establish and maintain files.

b. Compile test programs.

c. Schedule equipment operations based on established priorities.

d. Provide technical assistance in planning and developing projects.

e. Receive, schedule, control, and process input data.

f. Decollate, burst, and edit output data.

g. Maintain ADPE assigned to the element.

4–10. Operational requirements

Certain operational requirements are the responsibility of each level of operation (that is, BNS1, PSC or MPD, and PAS or SID). Operational requirements for each level of operation are identified in *a* through *c* below.

a. The BNS1 level—

(1) Ensures that new clerks are adequately trained before they submit information to SIDPERS.

(2) Reports personnel and organizational strength changes to the PAS or SID on time.

(3) Monitors the quality of input to SIDPERS.

(4) Works through the PSNCO.

(5) Reviews and takes corrective action after receiving SIDPERS- generated reports.

(6) Keeps SIDPERS regulations and pamphlets posted as changes are received.

(7) Ensures that the correct UPC is shown on changes submitted to SIDPERS.

(8) Performs weekly reconciliation or certification of strength reflected on the Personnel Strength Zero Balance report (AAC–C27).

(9) Ensures that DA Form 647 (Personnel Register) and DA Form 647–1 (Personnel Register) are prepared correctly during in-processing.

(10) Provides answers to soldiers about their SIDPERS-generated records (DA Form 2).

(11) Does not hold transactions before forwarding to the PAS.

(12) Does not ignore SESF notices.

(13) Asks the PAS or SID for help.

(14) Has the PAS or SID conduct assistance visits to identify weaknesses.

(15) Does not allow arbitrary deletions of error transactions from the SESF.

b. The PSC and MPD level—

(1) Communicates and coordinates closely with the serviced BNS1 and with the PAS.

(2) Recognizes that SIDPERS is a valuable tool that can provide considerable assistance in accomplishing the mission.

(3) Establishes adequate manual quality controls to ensure that change data are promptly reported to SIDPERS.

(4) Ensures that each data originator has an updated copy of the DA Pam 600–8 series and that it is being used properly.

(5) Ensures that attendance is encouraged for the sustainment training programs offered by the PAS.

(6) Ensures that DA Form 647 or 647–1 is accurately prepared during processing.

(7) Provides answers to soldiers about their SIDPERS-generated record (DA Form 2).

(8) Does not hold transactions before forwarding to the PAS or SID.

(9) Does not neglect SIDPERS to maintain local manually prepared reports and rosters.

(10) Does not allow the arbitrary deletions of error transactions from the SESF.

(11) Does not abuse the feature of SIRCUS over standard reports.

c. The SID and PAS level—

(1) Manages the SIDPERS database.

(2) Establishes internal control procedures to ensure that input and output are properly accounted for and distributed.

(3) Ensures that security measures are exercised when input and output for classified units are handled.

(4) Communicates and coordinates with customers.

(5) Makes frequent assistance visits to users.

(6) Maintains close liaisons with the servicing PSC, MPD, PAS, or SID and the finance office.

(7) Maintains a training program for newly assigned personnel and sustainment training for all data originators.

(8) Establishes performance standards for units serviced.

(9) Establishes control for distribution of locally published SIDPERS publications.

(10) Reports DA Pam 600–8 deficiencies and recommends changes to PERSCOM in writing on DA Form 2028 (Recommended Changes to Publications and Blank Forms) (AR 25–30).

(11) Reports functional and technical incidents through DPI to USAISEC (AR 25–3).

(12) Provides documentation (sample reports, records, and so on) when reporting functional and technical incidents.

(13) Does not hold strength-related transactions.

(14) Does not allow unresolved errors to continue.

(15) Does not allow strength accountability notices to become too numerous.

(16) Does not ignore user needs.

(17) Tries to cross-train all internal PAS personnel.

Section III
Performance Standards

4–11. U.S. Total Army Personnel Command and command performance guidelines

All affected agencies within the SIDPERS environment comply with the worldwide standards that PERSCOM establishes for performance at PPA, PAS, and originator levels. Commanders may authorize local supplements, but not deviations, to these standards. A copy of supplements should be provided to the Commander, PERSCOM, ATTN: TAPC–FSO–T, 200 Stovall Street, Alexandria, VA 22332-0495. To achieve and maintain high standards of personnel service, the military personnel community must monitor its performance in a positive, constructive manner so that leaders can recognize outstanding achievements, correct deficient areas, and assess special training needs. Commanders may develop and use appropriate and effective measurement techniques. The installation or division commander provides detailed guidance for standards of performance and monitors techniques to all units and PSCs or MPDs serviced by the PAS. Paragraphs 4–12 through 4–20 contain recommended, established methods to measure SIDPERS performance achievements.

4–12. Performance standards and measurement techniques

While the adjutant general of the installation or PAS chief may want to monitor other areas, the principal areas to monitor for performance measurement are—

a. Transaction acceptance rate (TAR).

b. Number of outstanding unresolved errors.

c. Strength variance conditions.

d. Quality of individual items on the SPF.

e. Quality of SIDPERS and HQDA data interface.

f. Timeliness of data input.

4–13. Transaction acceptance rate

The TAR is the number of transactions by transaction mnemonic that are successfully processed against the SPF. The TAR is expressed as a percentage (number of transactions processed divided by the total number submitted) and may be computed on a cyclic or monthly basis by using different reports.

a. The following standards apply to BNS1, PSC or MPD, and PPA, respectively: BNS1-level originator, 95 percent; PSC- or MPD-level originator, 98 percent; and PPA overall level, 96.5 percent.

b. The following method is used to collect and analyze performance data:

(1) The chief, files management section, and the PAS chief review the Personnel Transaction Register by Originator, PCN: AAC–P11, or Personnel Transaction Summary by Transaction Mnemonic, PCN: AAC–P03. After each cycle, they consider the following criteria:

(a) Overall TAR is equal to or better than the standards.

(b) Each transaction originator meets or exceeds the standard.

(c) Each type transaction meets or exceeds the standard.

(2) PAS personnel also consider the following possibilities to determine reasons for performance standard failures:

(a) An error in the PAS operation that caused the rejections (for example, a data reduction problem).

(b) An automated systems malfunction (for example, an error in a software change package).

(c) A DPI problem (for example, combined input caused the deficiency).

(3) After determining the cause of an error, the PAS takes immediate action to have the deficiency corrected.

(4) To facilitate comparisons between cycles, each PAS can maintain a TAR log for each cycle processed during the month. Table 4–1 provides an example of this log.

Table 4–1
Sample format of TAR log by cycle

Cycle	Orig	Submitted	Processed	Percentage	Errors
CA	AB	10	9	90.0	1
	BD	12	6	50.0	6
	CA	11	10	90.9	1
	EG	15	10	66.7	5
	FC	20	17	85.0	3
	GD	9	7	77.8	2
	HE	16	12	75.0	4
CB	AB	11	9	81.8	2
	BD	10	8	80.0	2
	CA	9	8	88.9	1
	EG	13	8	61.5	5
	FC	14	10	77.4	4
	GD	16	13	81.3	3
	HE	20	14	70.0	6

(5) To prepare a monthly summary of TARs, each PAS uses the Personnel Transaction Summary (by originator), PCN: AAC–P15, or Monthly Personnel Transaction Summary by Transaction Mnemonic, PCN: AAC–P05. The PAS chief maintains a cumulative log by month for each calendar year. Table 4–2 provides an example of this log.

Table 4–2
Sample format of monthly summary of TARs and unresolved errors

Month	Number cycles	Total transactions	Total transactions processed	Initial TAR	Unresolved errors
Jan	(750*SS)/ 100013	100,000	90,000	90%	10,000
Feb	(750*SS)/ 100013	91,480	87,368	96%	4,112
Mar	(750*SS)/ 100013	95,237	92,439	97%	2,798
Apr	(750*SS)/ 100012	92,329	89,674	97%	2,655
May					
Jun					
Jul					
Aug					
Sep					

Table 4–2
Sample format of monthly summary of TARs and unresolved errors—Continued

Month	Number cycles	Total transactions	Total transactions processed	Initial TAR	Unresolved errors
Oct					
Nov					
Dec					
Average	12.5	94,762	89,870	95%	4,892

4–14. Unresolved errors

Unprocessed transactions are assigned an error control number and posted to the SESF. If the data originator does not correct errors within the elapsed cycle time prescribed in the cycle control card, errors automatically appear on the Unresolved Error Report—Part II (by originator), PCN: AAC–P29. They continue to appear on this report each cycle until corrected.

a. The PAS chief determines the prescribed elapsed cycle time to enter in the cycle control card for each cycle. Under no circumstances will this window exceed three cycles.

b. The error suspense delimiter in the cycle control card indicates the cycle at which uncorrected errors become unresolved errors listed on the AAC–P29 report.

c. On a cyclic basis, a system audit of the SESF determines if there are error conditions that meet the criteria discussed in *(b)* above. If such conditions exist, an AAC–P29 report is produced.

d. The standard of error-free processing is vital to ensure reliable data in the automated personnel files at all echelons. Accordingly, the standard is zero outstanding unresolved errors at the end-of-month cycle.

4–15. Strength variance

The following situations require immediate resolution: an out-of-balance strength variance between the reported strength figure in an organizational strength report (OSTR) transaction submitted by a BNS1 clerk and the accountable strength figure based on processed gains and losses and found on the SOMF.

a. The objective of Army strength reporting is zero strength deviation. If a unit exceeds a strength variance of 0.5 percent between reported and file strength and cannot administratively reach a zero balance within 3 workdays after receiving the Personnel Strength Zero Balance report, PCN: AAC–C27, the unit must compare by name the most current Personnel Strength Zero Balance report with DA Form 647 or DA Form 647–1 (AR 680–1) entries that date from the last time that the unit balanced. If a unit still cannot balance its reported and file strengths, the commander must seriously consider conducting a 100-percent physical count of personnel.

b. The strength variances are reflected on the Personnel Transaction Register by Unit, PCN: AAC–P01, and the Personnel Strength Zero Balance report, PCN: AAC–C27.

c. To determine any variances, analysts must collect and analyze strength data as described in (1) through (3) below.

(1) The PAS or SID produces the Personnel Transaction Register by Unit each cycle on microfiche (on paper when microfiche is not available) for the SPF analyst supervisor and each analyst for certification. The analysts—

(a) Review the strength summary for differences.

(b) Review the unit's processed and unprocessed transactions to identify those affecting the strength summary.

(c) Determine corrective actions needed to balance the unit.

(d) Transfer to the records holding center for permanent retention a copy of each AAC–P01, the midmonth and end-of-month Personnel Strength Zero Balance report, and the certification.

(2) The PAS or SID produces the Personnel Strength Zero Balance report on paper for the midmonth and end-of-month cycles. The unit reconciles, authenticates, and files a copy of the report monthly. The unit's authenticated copy is retained in the current files for the active year plus 1 additional year and then is destroyed.

(3) Although they do not reflect strength variances numerically, the Unit Personnel Accountability Notices, PCN: AAC–C40, and AAC–P29 report may contain error conditions that generate strength variances. PAS analysts will review these two reports when they analyze strength variances.

4–16. Quality of individual items on the SIDPERS personnel file

Conducting a data sampling and comparing information on the SPF with data contained in authoritative record sources, such as special orders, forms, and other primary source documents, indicate the quality of the SPF information. For the purpose of this comparison, qualifications records, such as DA Form 2, are not authoritative record sources.

a. Accuracy standards for individual SPF data elements are as follows:

(1) Identification data (category I)—name and social security number—must be 100 percent accurate.

(2) Data elements associated with the Military Personnel Project to Improve Data Element Accuracy must be 99.5 percent accurate. These data elements may change from calendar year to calendar year.

(3) All other data elements on the SPF must be 98 percent accurate (categories II and III).

b. The PAS chief can assist the chief of the PSC or MPD personnel records branch during quality assurance checks by extracting sample data from the database for records maintenance personnel to compare with source documents.

c. A legitimate automated record sample can be obtained by using table 4–3 to determine minimum sample size based on the size of the military population serviced.

Table 4–3
Minimum record requirements for data sampling

Military population	Sample size
1–150	20 percent of population
151–300	45 records
301–500	60 records
501–2,000	75 records
2,001–5,000	100 records
5,001–10,000	125 records
10,001–15,000	150 records
15,001 and above	200 records

d. The PAS uses either the SPF Data Sampling Report, PCN: AAC–C78, written in SIRCUS language, or the PAS—

(1) Randomly selects two numbers as the last two digits of individual social security numbers to select the SPF records.

(2) Reports data elements separately as shown in the SPF systematic data sampling table per recommendations and needs of the personnel records branch.

(3) Requests the SPF extract (using SIRCUS) from the servicing DPI.

(4) If the resulting sample size is too small, repeats (1) through (3) above with a different, randomly selected number combination. If the sample size is too large, reduces it by—

(a) Dividing the desired sample size (for example, 100) by the number of records in the SIRCUS listing (for example, 237).

(b) Using the result (for example, 2.37 or 2 (rounded)) as the selection interval.

(c) Selecting a random starting point on the SIRCUS list between numbers 1 and 237 (for example, number 51). Beginning with the 51st record, selecting every second record in the list (for example, 53, 55, 57, and so forth). At the end of the list, returning to the beginning and continuing to select every other record until the sample includes 100 records.

e. When conducting the data element survey, the records branch uses only authoritative source documents. If these documents are not available, the branch verifies data with the individual soldier during an in-person audit. In the comparisons, there should be no blank data element fields. When the SPF record contains a blank data element field, the source document is checked for a negative or "none" type of data element. The data codes in AR 680–29 are used to determine the true status of blank data element fields.

f. Once the blank or inaccurate data have been identified and verified, the necessary SIDPERS transactions are submitted to correct the data elements.

g. Error rate percentages for each category of the element and each data element are computed by dividing the number of erroneous plus blank data elements by the total number of categories or individual type of elements checked.

h. The survey results should be included as part of the monthly SIDPERS performance report.

4–17. Personnel research information data extract system

The personnel research information data extract (PRIDE) system is a management information system used primarily to monitor the validity of selected personnel data elements and to improve the integrity of DA personnel databases. The basic PRIDE system consists of an edit program for each database; a tabulation of error, miscellaneous information counts; and extract programs used to list individual error records for research and correction purposes. The PRIDE system produces two reports that PERSINSCOM mails to the field for research and correction.

a. The PRIDE MACOM statistical report falls under the commander involvement program. PERSINSCOM produces this report bimonthly in the months following the monthly audit data reconciliation records 1 and 2. The report provides the MACOMs with validity statistics for the PRIDE-monitored OMF and EMF data elements and shows separate statistics for each PSC or MPD with a MACOM summary. These top-of-the-system statistics reveal problem areas that need to be corrected.

b. Produced six times each year for each PSC or MPD, the PRIDE error listings are by-name listings of errors on the DA files of individual soldiers.

4–18. Quality of SIDPERS and U.S. Total Army Personnel Command interface

a. Strength variances between PERSCOM master files and the SIDPERS SPF are most critical and require immediate resolution.

b. With expeditious updates and frequent error resolutions, the SIDPERS database files are more accurate and current than the PERSCOM files. The PAS promptly processes SIDPERS file data to PERSCOM and accurately resolves and promptly processes PERSCOM feedback on data incompatibility. The chief, files management branch, and the PAS chief review DA Error Notice Listings (AAC–P19, AAC–P21, and AAC–P22) and the Unresolved Error Report, Part I (PCN:AAC–P27) to ensure that the PERSCOM file data match data in the SIDPERS files.

c. Personnel information acceptability at PERSCOM is calculated as described in (1) through (4) below.

(1) The rate of personnel information acceptability is an average percentage for all MACOMs using an average of aggregate volume figures. This figure shows the percentage of submitted transactions that successfully updated either the OMF or EMF.

(2) The updated percentage equals the total number of processed transactions divided by the total number of transactions submitted. These totals are from the PERSCOM edit and update processing cycles. The standard for a successful update of either the OMF or EMF is 99.5 percent of the transactions edited.

(3) Type transactions used in computing PERSCOM acceptability are listed in table 4–4. This list excludes certain type transactions that are not considered valid indicators of acceptability performance and all identifiable top-of-the-system transactions for officer and enlisted personnel.

Table 4–4
Type transactions [1] used in computing acceptability percentages

Description/type transaction	Officer	Enlisted
Accessions:		
Entry on active duty	HU, HS, HT, HW, HY, HV, HZ	HA, HB, HC, HD, HF, HG, HJ, HK, HL, HM, HP, HQ, HR, HT, HU, HV, HW, HY, HZ
Immediate reenlistment	None	H1, H3, H4, H7
Return to military control	GA, GB, GC, GD, GE, GH	GA, GB, GC, GF, GD, GE, GH
Losses to the Army:		
Discharge and relief from active duty	NA, NB, NJ, NH	NA, NB, NC, PF, NH
Dropped from rolls	PA, PB, PC	PA, PB, PC
Erroneously reported as returned to military control	PD, PE, PH	PD, PE, PH
Miscellaneous changes in status:	1B, 1K, 21, 2J, 2L, 2M, F9, UB, UC, UE, UF, UG, UJ, UL, UM, UN, UR, VV, VL, W5, 90	1X, 21, 2J, 2L, 2M, 3F, 3G, 3H, F9, DD, DL, HH, S1, S2, UH, UM, VV, VL, W4, 34, 3B
Reassignment departures:	45	45
Reassignment arrivals:	46, 47	46, 47
Promotion/reduction:	1B, 1K	1X (with how-acquired code "D")

Notes:
[1] See AR 680–29 for type transaction codes and how-acquired codes.

(4) Field volume input includes no duplicate and nonprocessed or nonerror transactions. These transactions pass the validity and compatibility edit but are not processed to the OMF and EMF for the following reasons:

(a) Data are already in the master files, for example, generated by monthly audit data reconciliation records 1 and 2.

(b) A later dated transaction was processed to the master files.

(c) Transactions are not required to update master files but are required by a supplemental database, such as the Central Transient Accounting System (CTAS).

4–19. Timeliness of data

Data timeliness is the average age of all transactions when received at PERSCOM and is as important as data accuracy. PERSINSCOM determines the age of a transaction, and because the section is staffed 24-hours-a-day, 7-days-a-week, cycle transmission must not be delayed. PAS chiefs monitor and compile timeliness data on a cyclic basis.

a. Method of computation.

(1) The age of information is computed as the difference between the transaction's effective date and the actual date of receipt by PERSCOM.

(2) The average age is computed by adding the age of information for all transactions, then dividing that result by the total volume of transactions transmitted to PERSCOM.

(3) The date of a transaction is defined as the effective date, the date of change, or the date of "event" in record positions 63 to 68 of all type transactions.

b. Standards.

(1) The average age of information between date of transaction and receipt at PERSCOM must not exceed 7 days, with a goal of 4 days.

(2) Each PAS determines local standards for average age of information between originators and the PAS.

c. Applicable reports and transactions.

(1) Only reports of accessions, separations, reassignment departures and arrivals, grade changes, miscellaneous status changes, and changes in servicing responsibility that are forwarded to PERSCOM are used to compute the average age. Table 4–5 lists the type transactions used in computing timeliness.

Table 4–5
Type transactions [1] used in computing timeliness

Description/type transaction	Officer	Enlisted
Accessions:		
Entry on active duty	HE, HS, HT, HU, HW, HY	HA, HB, HC, HD, HE, HF, HG, HJ, HK, HL, HM, HP, HQ, HR, HT, HU, HW, HY
Immediate reenlistment	None	H1, H3, H4, H7
Return to military control	GA, GB, GC	GA, GB, GC, GF
Losses to the Army:		
Discharge and relief from active duty	NA, NB, NC, NJ, NK	NA, NB, NC, NK, PF
Dropped from rolls	PA, PB, PC	PA, PB, PC
Deaths	NF, HG	NF, HG
Miscellaneous changes in status:	1B, 1C, 1D, 21, 2M, F9, UH, VV, VL, W5, 90, 9Z, UM	1X, 21, 2M, 3F, 3G, 3H, F9, DD, DL, HH, S1, S2, UH, UM, VV, VL, W4, 34, 3B
Reassignment arrivals:	46,47	46,47
Reassignment departures:	45	45

Notes:
[1] See AR 680–29 for type transaction codes.

(2) Excluded from age computations are transactions that are not considered valid indicators of a MACOM's performance and field transactions that by regulations reflect previous dates of action (for example, revocations). All identifiable top-of-the-system inputs are also excluded.

d. The PERSINS timeliness performance reports. The PERSINS timeliness performance reports are published monthly by PERSCOM and highlight the timeliness of strength-related data arriving at the top of the system. Bar graphs show PPA timeliness compared with other PPAs within the MACOM and MACOM timeliness compared with the Army-wide average for a reporting month. An Army-wide trend chart depicts processing trends related to the PERSCOM timeliness standard over a period.

4–20. Rating originators

The performance standards and measurement techniques reflect the operating performance of SIDPERS at division or installation levels. To achieve these PERSCOM standards, the PAS must develop a local SIDPERS performance report.

a. The locally prepared SIDPERS performance report allows users to compare their performance with PERSCOM standards. This performance report identifies training and assistance needs and emphasizes improved accuracy and timeliness. This monthly report is usually divided into the following four parts:

(1) Part I, command summary, tabulates performance for a separate company to brigade level (or equivalent) and shows the following information by command:

(a) Processed and unprocessed SIDPERS transactions.

(b) Status of unresolved errors.

(c) Strength variances and requirements for corrective action (for example, personnel accountability formations).

(2) Part II, unit level, provides performance information in the same areas described in *(a)* through *(c)* above but is tabulated to battalion and brigade levels.

(3) Part III, PSC or MPD level, shows a summary of PSC or MPD transaction processing similar to the unit level summary. A summary of the monthly data sampling survey as described in *(a)* through *(c)* below is as important as the processing rate.

(a) Identification data, category I (name and social security number).

(b) Key personnel data, category II (primary MOS, additional skill identifier, expiration term of service, and other data elements).

(c) Other data elements, category III (marital status, dependency data, and other data elements).

(4) Part IV, PAS level, presents processing data and servicing information used in the overall system analysis, including—

(a) Number of cycles processed.

(b) Number of units serviced.

(c) Number of PSC or MPDs serviced.

(d) SPF strength.

b. Originators can be rated directly by visiting them at the place of duty. The SIDPERS representative uses a locally designed checklist when conducting a SIDPERS assistance visit at the BNS1 level. The SIDPERS representative checks the minimum items listed in (1) through (19) below to ensure that the BNS1 is effectively accomplishing its SIDPERS responsibilities.

(1) Unit visited, including date.

(2) SIDPERS representative, including name and rank.

(3) Type of inspection (routine, requested, or other).

(4) SIDPERS clerk's background and training, including name and rank, primary MOS, school where trained or on-the-job training and date trained, and SIDPERS training and date trained.

(5) Commander or sergeant major SIDPERS training or briefing.

(6) Current versions of the following publications (on hand or requisitioned): AR 630–5, AR 630–10, AR 680–1, AR 680–29, DA Pam 600–8–1, DA Pam 600–8–20, and all appropriate local publications.

(7) Local SIDPERS bulletins or information media received.

(8) Clerks' comments on local SIDPERS media.

(9) SIDPERS performance reports and their use.

(10) Availability of a SIDPERS desktop SOP.

(11) Properly completed DA Form 3815 in accordance with DA Pam 600–8–1. The SIDPERS representative determines—

(a) If the form is filed sequentially by control number starting with 001 at the beginning of each month (DA Pam 600–8–1, para 2–12(h)).

(b) If the BNS1 is submitting an OSTR transaction for all strength changes (DA Pam 600–8–1, para 2–20).

(c) If actions from DA Form 647 are recorded on DA Form 3815 or Valid Transaction Listing by the next duty day.

(d) If DA Form 3815 is retained in accordance with current retention periods outlined in DA Pam 600–8–1, app E.

(12) PCN: AAC–P11, Personnel Transaction Register by Originator (DA Pam 600–8–1, procedure 4-1). The SIDPERS representative determines—

(a) If each Personnel Transaction Register by Originator is annotated with actions taken on processed and unprocessed transactions.

(b) If all transactions are being posted to Part II of the Personnel Strength Zero Balance report, PCN: AAC–C27.

(c) If each Personnel Transaction Register by Originator is retained in accordance with current retention period (DA Pam 600–8–1, app E).

(13) PCN: AAC–P29, Unresolved Error Report, Part II (DA Pam 600–8–1, procedure 4-4). The SIDPERS representative determines—

(a) If the current report reflects only recent cycle errors and if corrective action has been taken (DA Pam 600–8–1, chap 4).

(b) If the report is retained in accordance with current retention periods (DA Pam 600–8–1, chap 4).

(14) PCN: AAC–P01, Personnel Transaction Register by Unit (DA Pam 600–8–1, procedure 4-2). The SIDPERS representative determines—

(a) If the strength summary has been closely monitored on a cyclic basis for gains and losses, if out-of-balance conditions indicate no action for several cycles, and if reports are missing based on a required retention (DA Pam 600–8–1).

(b) If the report is retained in accordance with current retention periods (DA Pam 600–8–1, app E).

(15) ACC–C27, Personnel Strength Zero Balance report, conditions, including assigned and attached total accountable strength, report accountable strength, and the difference. The SIDPERS representative determines—

(a) If any out-of-balance condition reflected on the latest Personnel Strength Zero Balance report is being adjusted (DA Pam 600–8–1, chap 4).

(b) If the input is compared by reviewing the annotation on the AAC–C27 with DA Form 3815 and the Valid Transactions Listing only if an out-of-balance condition exists.

(16) PCN AAC–C40: Unit Personnel Accountability Notice. The SIDPERS representative determines—

(a) If corrective action is being taken to resolve accountability notices.

(b) If this report is retained in accordance with current retention periods (DA Pam 600–8–1, app E).

(17) PCN AAC–C07: Unit Manning Report, Position and Incumbent Data. The SIDPERS representative determines—

(a) If the unit is having difficulty properly reflecting personnel utilization on the Unit Manning Report (for example, in accordance with TDA or TOE).

(b) If the "999" series of position numbers is properly utilized.

(c) If the Unit Manning Report is retained in accordance with current retention periods (DA Pam 600–8–1, app E).

(18) DA Form 2: The SIDPERS representative determines—

(a) If the unit keeps a copy, no later than 3.5 months old, on file for each soldier assigned and/or attached (DA Pam 600–8, chap 5). If in a TACCS environment, this retention is not required.

(b) If each copy of DA Form 2 is annotated and signed by the individual assigned and attached and if missing forms are indicated by name and SSN.

(c) If the BNS1 actively uses the INQY transaction for review of update of the unit DA Form 2 file (AR 640–2–1). (TACCS users cannot submit INQY transactions.)

(d) If the BNS1 file copy section II 19, and section V reflects the same data or annotated corrections as that of the latest Unit Manning Report.

(e) If DA Form 2 is placed in a suspense file until all annotated changes and corrections (BNS1 and PSC or MPD) have been processed.

(f) If the Personnel Transaction Register by Unit is used on a cyclic basis to ensure that all annotated corrections and changes to DA Form 2 have been processed by the PSC or MPD.

(g) If the BNS1 uses AR 680–29 to determine the meaning of PSC- or MPD-level transactions and other definitions to the codes of related items on DA Form 2.

(19) Final comments: The SIDPERS representative indicates the overall rating. (If the unit is rated unsatisfactory, a reinspection is scheduled 30 days from the date of this inspection.) The unit commander or authorized representative comments on the visit.

c. After the inspection, the SIDPERS representative debriefs the unit commander, first sergeant or command sergeant major, or the PAC supervisor, and the SIDPERS clerk to ensure that they fully understand all comments contained on the inspection checklist. The SIDPERS representative furnishes a copy of the completed inspection checklist to the commander or the authorized representative.

Chapter 5
System Interface

5–1. Overview

SIDPERS has three important types of internal interfaces, and it interfaces externally with several other automated systems. The interfaces within the worldwide SIDPERS community are the SIDPERS-to-PERSCOM interface, the PERSCOM-to-SIDPERS interface, and the SIDPERS-to-SIDPERS interface. (Paras 5–6 through 5–10 describe the external interfaces.)

a. SIDPERS-to-PERSCOM interface. Each SIDPERS worldwide sends data to PERSCOM as individual transactions that are batched together during local SIDPERS processing for transmission to PERSCOM. The transactions can be catalogued as PERSCOM pass record transactions and PERSCOM processed transactions. Both

types of transactions undergo extensive local and PERSCOM compatibility and validity editing. (See DA Pam 600–8–23.)

b. PERSCOM-to-SIDPERS interface. The primary communication from PERSCOM is in the form of error notices, changes, and inquiries. There are numerous PERSCOM error feedback and notifications. See DA Pam 600–8–23 for specific descriptions and procedures for submitting responses to these messages.

c. SIDPERS-to-SIDPERS interface through TDR processing. The TDR is used to transfer information about personnel. Specific format identification (FID) codes are described in DA Pam 600–8–23.

5–2. U.S. Total Army Personnel Command officer and enlisted master files

a. Although SIDPERS is designed as a field system, most of the information on the local databases is provided to PERSCOM through AUTODIN to update the PERSCOM OMF and EMF databases. DA staff and MACOMs use these databases and approximately 350 regularly scheduled DA-level reports and other forms of output data to develop procurement, retention, and separation policies, and the budgetary allocation for the total force. Therefore, SIDPERS data accuracy and timeliness are important to every soldier.

b. HQDA staff constantly reassesses month-end personnel strength figures to determine what revisions are required in established reenlistment goals, projected requirements for commissioned officers and warrant officers, training requirements and programs, personnel distribution and priorities, and the funding necessary to accomplish these programs. Congress receives data about the Army's strength to monitor statute limitations on grade and authorization ceilings. These same reports are used to determine funding for active duty pay and allowances, the impact of proposed future pay raises, and established separation and retirement forecasts. Data entered on the EMF and OMF by SIDPERS also greatly affect sustainment programs, such as promotions, assignments, and reassignments, and additional military and civilian educational opportunities.

5–3. The Army Personnel Roll-up System

a. The Army Personnel Roll-up System (TAPER) is a computer application designed so that the TAPER activity can obtain and use automated media from supporting operational systems to satisfy personnel strength and management information needs. It consolidates individual personnel data extracted directly from SIDPERS at the operating echelons to form a TAPER personnel database as of a specific date. In addition, TAPER provides for the EDAS distribution process. The TAPER activity functional manager determines computer programming, system maintenance, and use of the TAPER information. See figure 5–1 for a flowchart of the organizations that submit data to make up TAPER.

b. Seven database files are involved in TAPER. One file is the primary source of personnel information (SPF), three files are source input files used to access information to TAPER (SPF extract, TTTF, and TPMF), and three files actually make up TAPER (SMEF, AALOC, and SOMF). They are described in (1) through (6) below.

(1) *SPF.* The SPF contains personnel information for each Active Army member assigned or attached to an organization serviced by a SIDPERS activity. The SPF is the source from which specific personnel information is extracted for use by TAPER.

(2) *SPF extract.* The SPF extract is the only medium to convey information from SIDPERS to TAPER.

(3) *TAPER type transaction file (TTTF).* The TTTF consists of selected PERSCOM type transactions from each SIDPERS cycle. SIDPERS activities forward the TTTF to the TAPER activity when each update cycle is completed.

(4) *TAPER personnel master file (TPMF) consolidated.* When received at the TAPER activity from the supporting SIDPERS activities, SPF extracts are merged to form the TPMF consolidated. This consolidation allows only one record for each individual. If a soldier is accountable to two or more databases or PPAs, the first two records received are combined into one record for the TPMF consolidated.

(5) *TAPER MOS edit file (TMEF).* The TMEF contains a record of each enlisted and warrant officer MOS and commissioned officer specialty skill identifier identical to the SMEF. The TMEF is created from the master file maintained at PERSCOM. PERSCOM transmits the master file to the TAPER activity every 2 months through AUTODIN.

(6) *TAPER organizational master-worldwide locator file.* This file is a combination of the Active Army locator file (AALOC) provided by SORTS for units outside the TAPER activity and an SOMF for units serviced by SIDPERS activities supporting the TAPER activity. File reconciliation processes and a local update capability are provided to ensure system discipline.

c. Three processing routines available in SIDPERS are used to support TAPER: TTTF, TPMF (AAC–C96), and the TAPER Daily Extract (AAC–P96). See DA Pam 600–8–23 for procedural guidance to produce these files.

5–4. Enlisted Distribution Assignment System

EDAS is the online, interactive database used to manage and distribute the enlisted force. The Enlisted Personnel Management Division, PERSCOM, generates assignments based on the personnel database. EDAS is a PERSCOM-to-SIDPERS interface as shown in figure 5–2.

5–5. Central Transient Accounting System

PERSCOM uses the CTAS to control transient personnel by tracking departures and arrivals. CTAS is a PERSCOM-to-SIDPERS interface.

a. The following three possibilities are flagged by CTAS and cause SIDPERS to receive a notice:

(1) PERSCOM received a departure transaction from SIDPERS, but the corresponding arrival and reporting data transaction was not received in the allotted time.

(2) PERSCOM received an arrival transaction but was never notified of a departure action.

(3) PERSCOM received an arrival transaction properly, but further required action did not occur.

b. DA Pam 600–8–23 provides procedures for resolving PERSCOM feedback.

5–6. Joint Uniform Military Pay System

The United States Army Finance and Accounting Center maintains the Joint Uniform Military Pay System (JUMPS) and the military master pay file. SIDPERS automatically interfaces with JUMPS, or vice versa, through name, sex, basic active service date, pay entry basic date, grade, and dual service component status data elements. Figures 5–3 through 5–9 are data flow diagrams showing how these data elements are updated in relation to JUMPS.

5–7. SIDPERS Active Army locator file

The PERSINS produces the SAF from an extract from the SORTS, which CCSA maintains at HQDA. This information satisfies requirements for personnel authorization accounting within the PERSINS. The PASs and UICIOs of staff agencies, MACOMs, U.S. Army Forces Command, and TRADOC maintain close liaisons to ensure prompt resolution of common problems regarding data accuracy within the SIDPERS databases and the SORTS.

5–8. Status of Resources and Training System

The UICIO submits SORTS data in accordance with JCS PUB 1–03.3 but not over a direct computer communication link. The UICIO notifies the CCSA of necessary changes, and then the CCSA updates the database at PERSCOM and prepares an add, change, or delete record for worldwide distribution. This notification is sent through AUTODIN as an AALOC information record to all SIDPERS PPAs. When received, the input AALOC record updates the local SIDPERS databases and reconciles the SORTS and the SAF. Each SIDPERS activity receives a complete new AALOC file four

times a year. Force development, DCSOPS, and the CCSA cooperate closely to correlate DCSOPS authorized strengths and personnel community data. See figure 5–10.

5–9. The Army Authorization Documents System

a. Each position in the Army is supported by a document authorizing an organization to carry that position. TAADS is the Army-wide system of procedures, policies, and automated files containing these documents prescribed by AR 310–49. TAADS objectives include—

(1) Centralizing control of personnel and equipment requirements and authorizations for active and RC units worldwide.

(2) Recording unit organizational structure at HQDA.

(3) Providing a single source of information at HQDA, MACOMs, and installations for planners, programmers, and resource managers.

(4) Providing processing interfaces between various echelons.

b. VTAADS is the multicommand system between MACOMs and the United States Army Force Integration Support Agency, a field operating agency of DCSOPS. Installation—The Army Authorization Documents System is the extension of VTAADS from MACOM to installation. The basic automated authorization document, either modification TOE or TDA, contains personnel by identity, MOS, grade, branch, and Army Management Structure data, and equipment by line item number and nomenclature.

c. The installation or division level usually originates changes for authorization updates and then processes them through the MACOMs. The MACOM updates VTAADS and sends the information to United States Army Force Integration Support Agency for approval during the management of change windows (usually two annually). HQDA merges data located in a particular geographic location but assigned to other MACOMs and places the information on a "pass" tape. VTAADS sites receive monthly pass record tapes containing tenant units belonging to other MACOMs.

d. Using the MACOM cycle IV authorization data extract program, each MACOM merges the pass file along with a copy of its own master file. This program produces one PAF that is furnished to the SIDPERS activity providing personnel actions support for the units. The PAF contains one current approved document and the first projected approved document for each unit identification code not to exceed 13 months in the future. The MACOM transfers the PAF to the PPA monthly. The accuracy of this file is critical to effective maintenance of the SASF by the PAS. Figure 5–11 depicts the SIDPERS-to-VTAADS interface.

5–10. Reception Battalion Automated Support System

a. At the reception station, the Reception Battalion Automated Support System (RECBASS) produces the first automated record that is used by a SIDPERS activity. RECBASS, a TRADOC standard system, supports each installation that functions as a reception station. Where applicable, the system facilitates automated processing of the receptee.

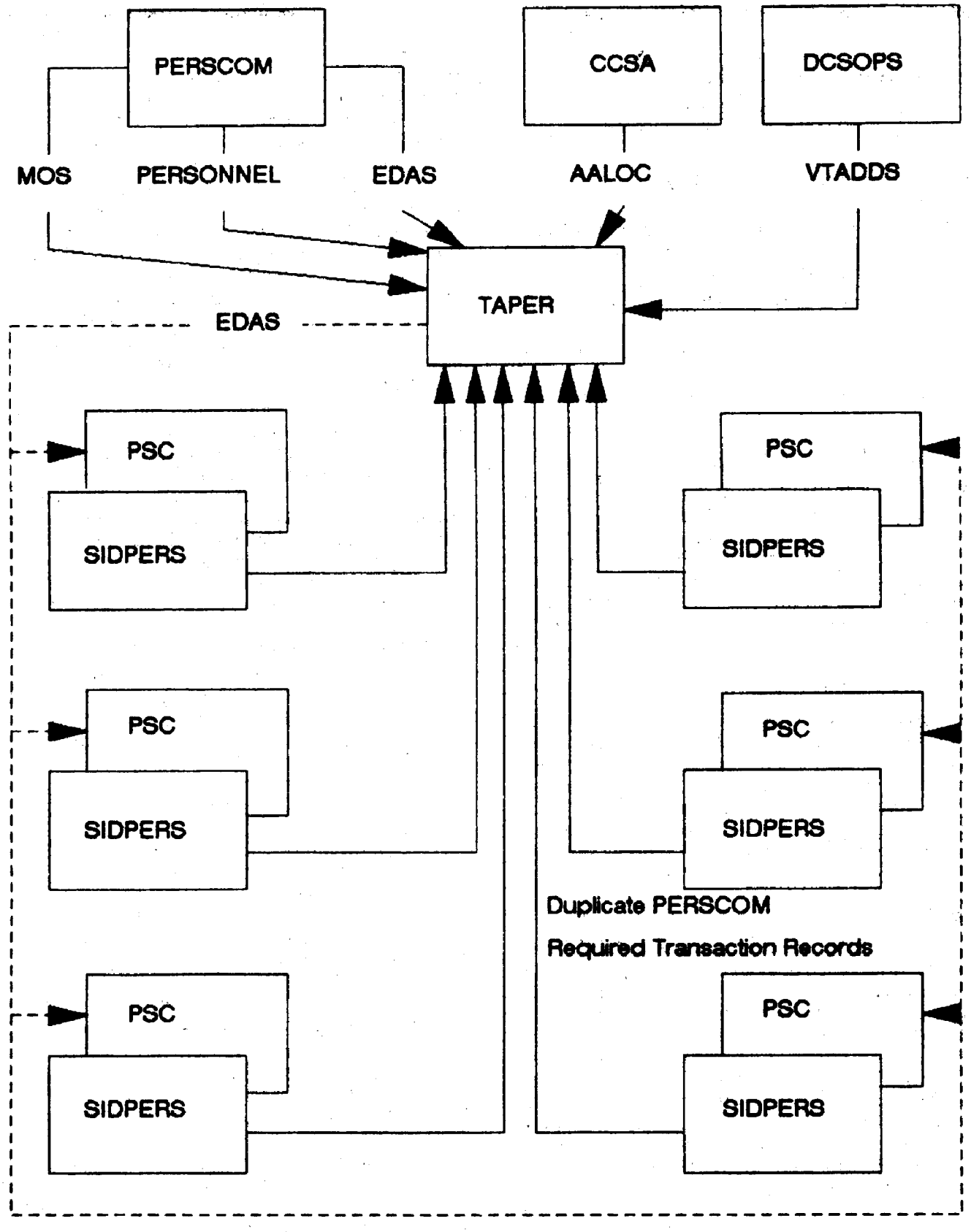
b. RECBASS is designed to use data created at the Military Entrance Processing Stations through the Military Entrance Processing Reporting System while preparing service agreements for enlistees. The United States Military Enlistment Processing Command transmits this information over AUTODIN to theInformation Systems Command—Pentagon TCC. The Information Systems Command—Pentagon transmits this information to TRADOC for download into RECBASS and PERSCOM for accession on the EMF. See figure 5–12 for a depiction of this interface.

c. A basic data card is entered into RECBASS, and a SIDPERS TDR is produced from this initial processing. When a receptee arrives, a reception station clerk produces a SIDPERS ARR transaction. The actual accession is handled by the United States Army Recruiting Command, not SIDPERS.

d. On the day a receptee departs for basic combat training or permanent party assignment, another basic data card is entered into RECBASS and forces a JUMPS transaction, a departure transaction from the reception station, and a SIDPERS ARR transaction at basic combat training.

e. Locally, the reception station uses RECBASS for many of its needs. The four transactions produced for SIDPERS are not the driving force behind the RECBASS design. Processing rosters, tracking pending arrivals, and scheduling events and other pay-related and identification functions are some of the tasks that this system performs.

f. In this area of interest, two systems do not directly interface with SIDPERS but are important in the overall functional exchange of information: the U.S. Army Recruit Quota System and the U.S. Army Reenlistment System. Refer to the respective user guides for information on these systems.



Legend for Figure 5-1;
AALOC=Active Army locator file

Figure 5-1. The Army Personnel Roll-up System

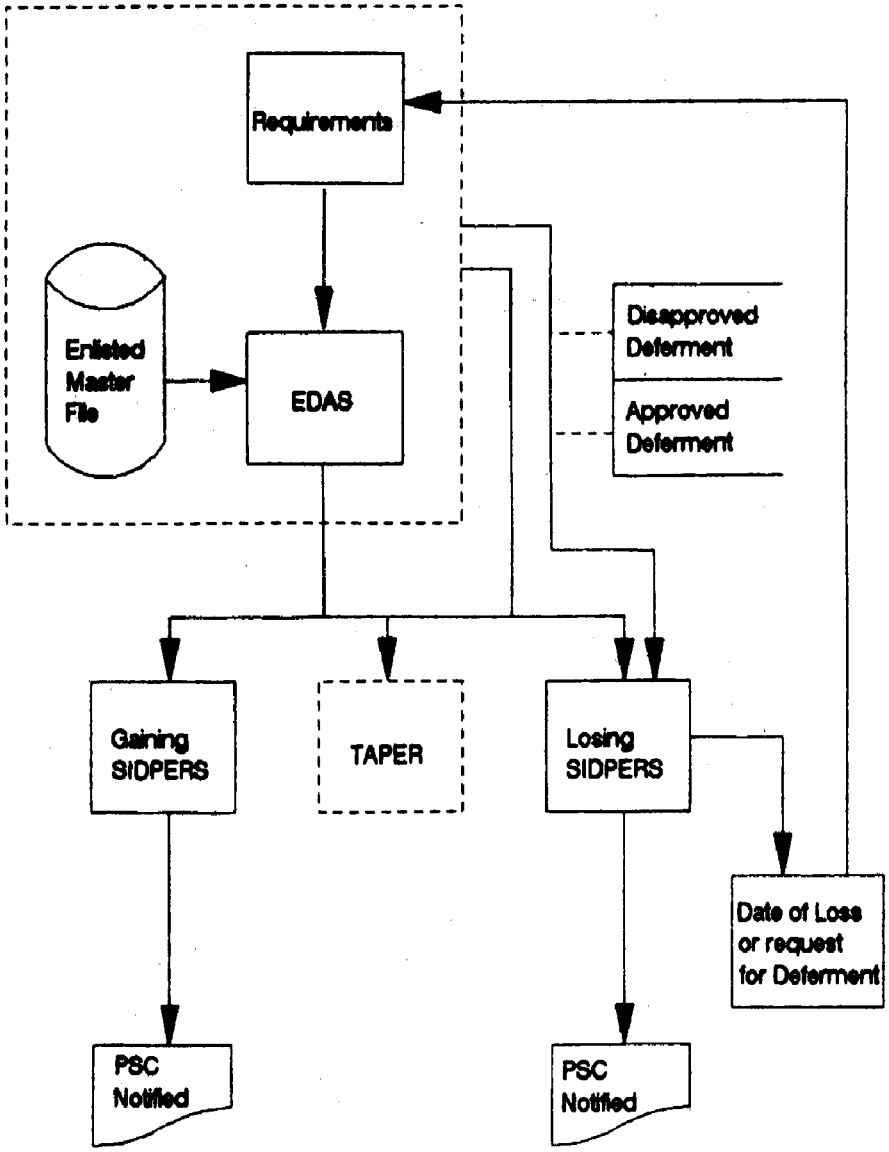
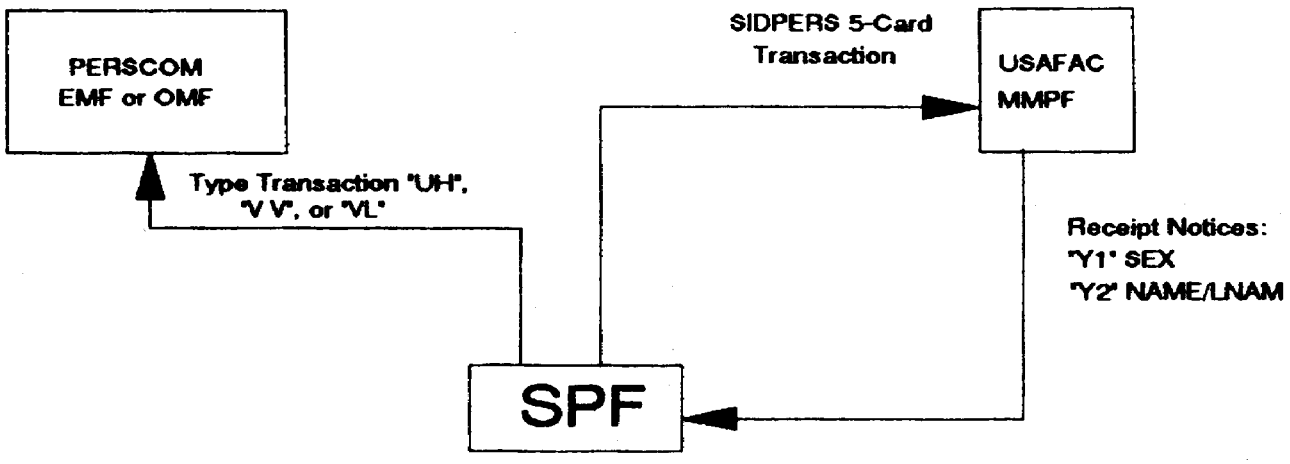


Figure 5-2. Enlisted Distribution Assignment System



Legend for Figure 5-3;
USAFAC=U.S. Army Finance and Accounting Center
MMPF=master military pay file

Figure 5-3. How sex and name or legal name change data elements are updated

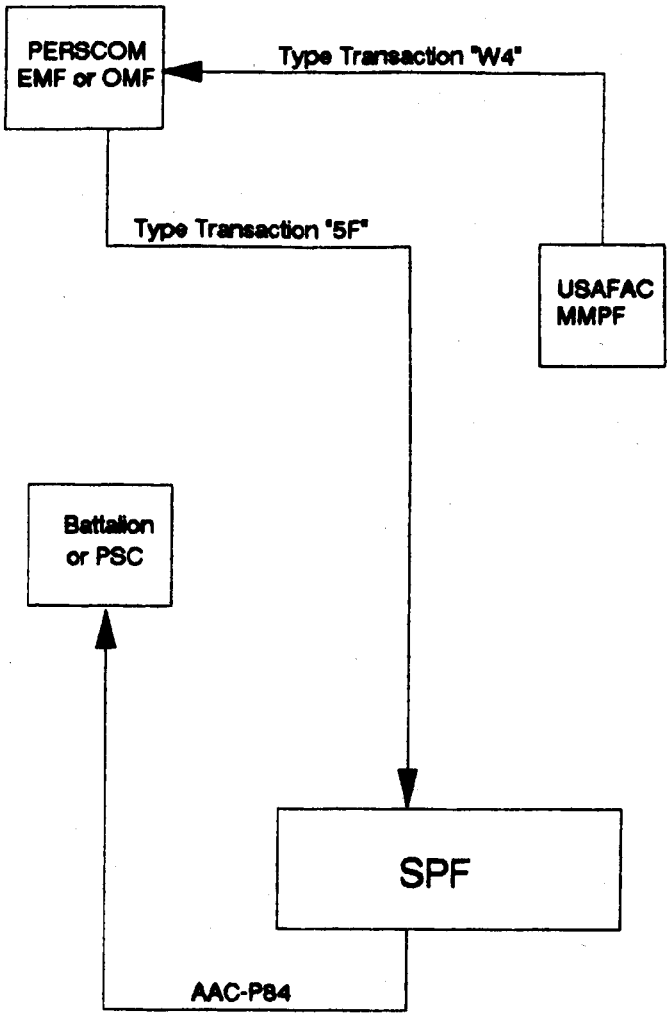


Figure 5-4. How the basic active service date data element is updated

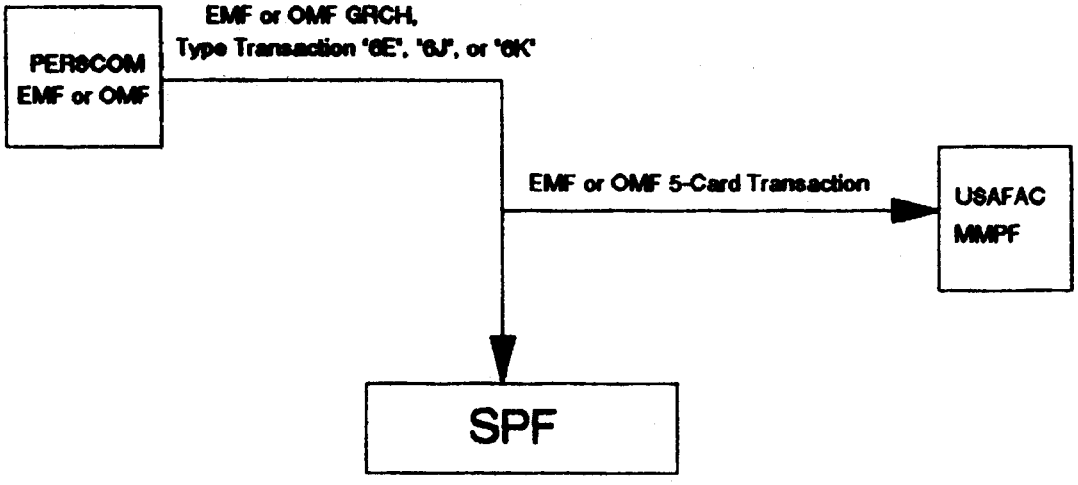


Figure 5-5. How the grade data element is updated (grades E2, E7, E8, E9, O3, and above)

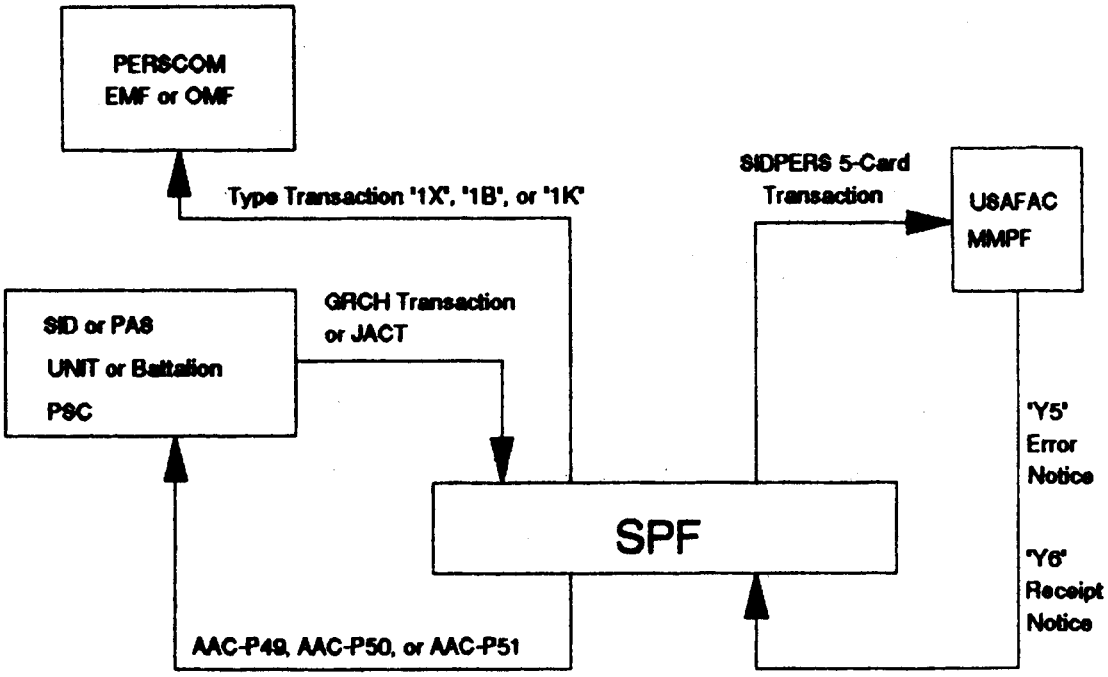


Figure 5-6. How the grade data element is updated (grades E2, E3, E4, E5, E6, CW2, and ILT)

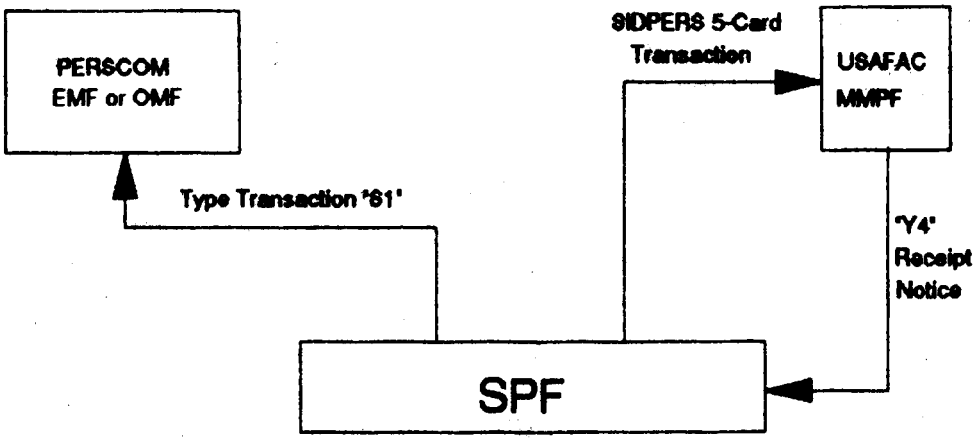


Figure 5-7. How the dual service component status data element is updated

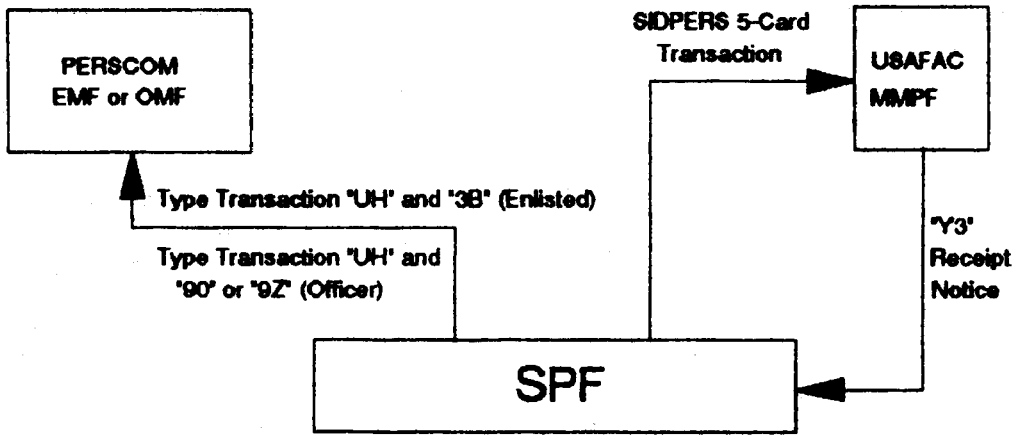


Figure 5-8. How the service component data element is updated

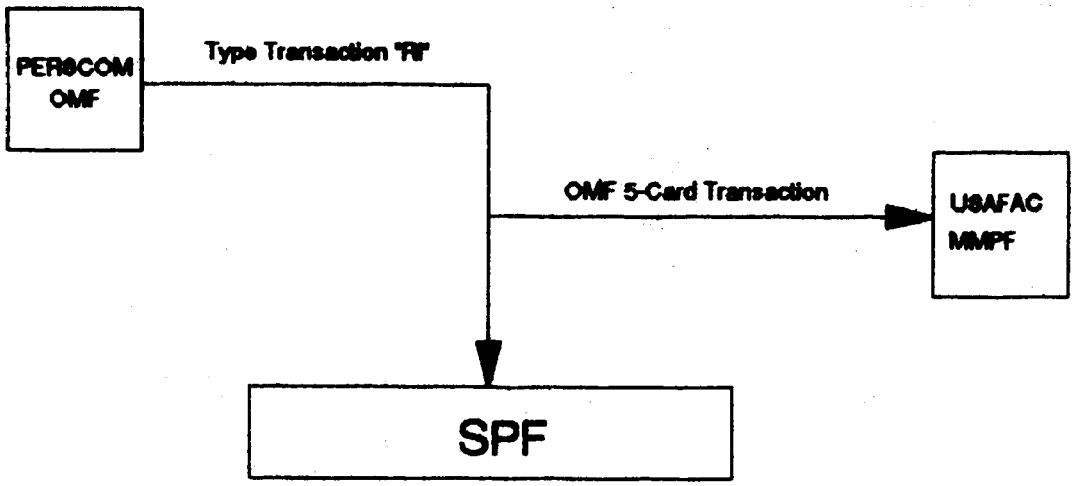


Figure 5-9. How the officer Regular Army appointment component data element is updated

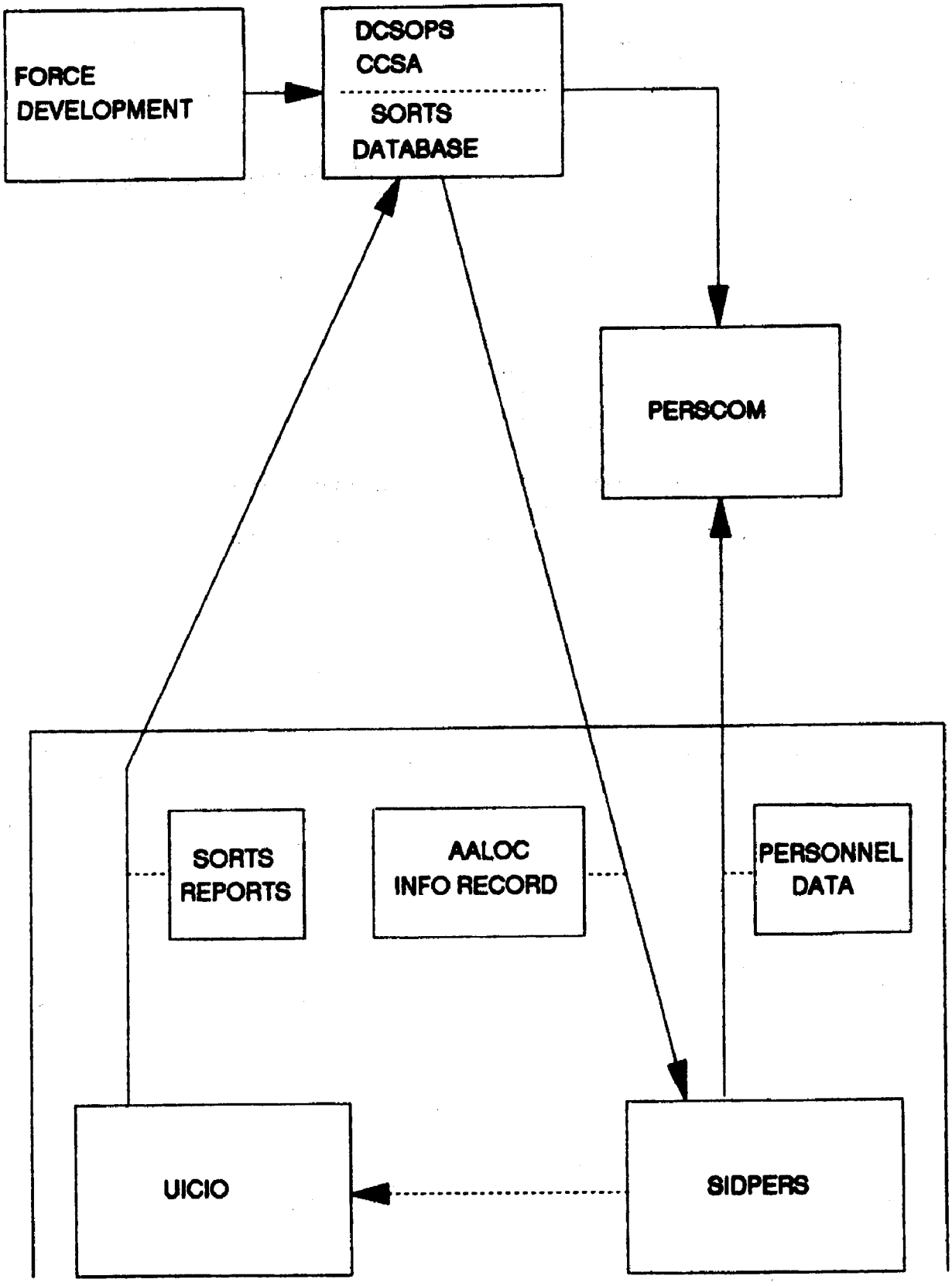


Figure 5-10. SIDPERS-SORTS interface data flow

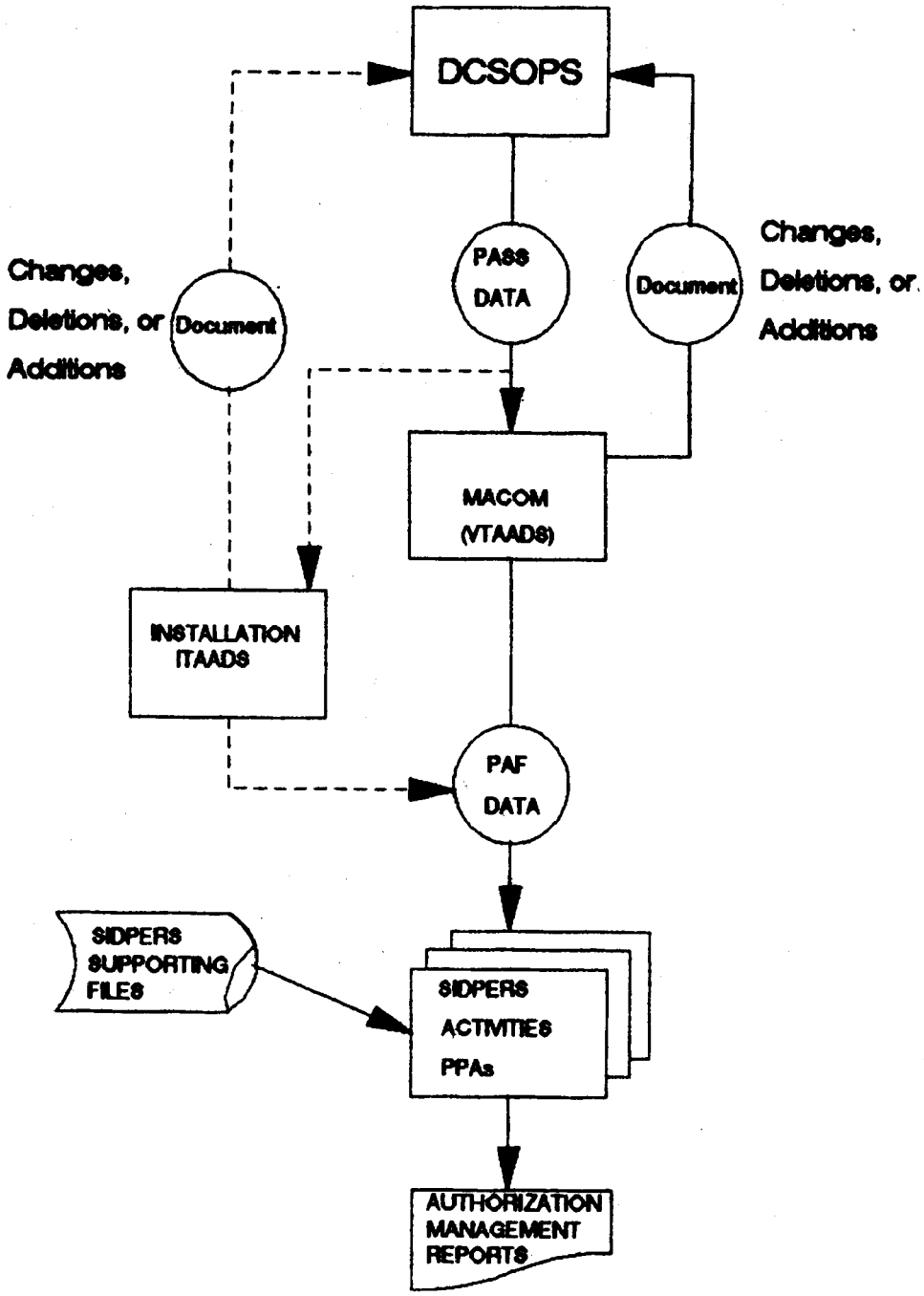


Figure 5-11. The Army Authorization Documents System

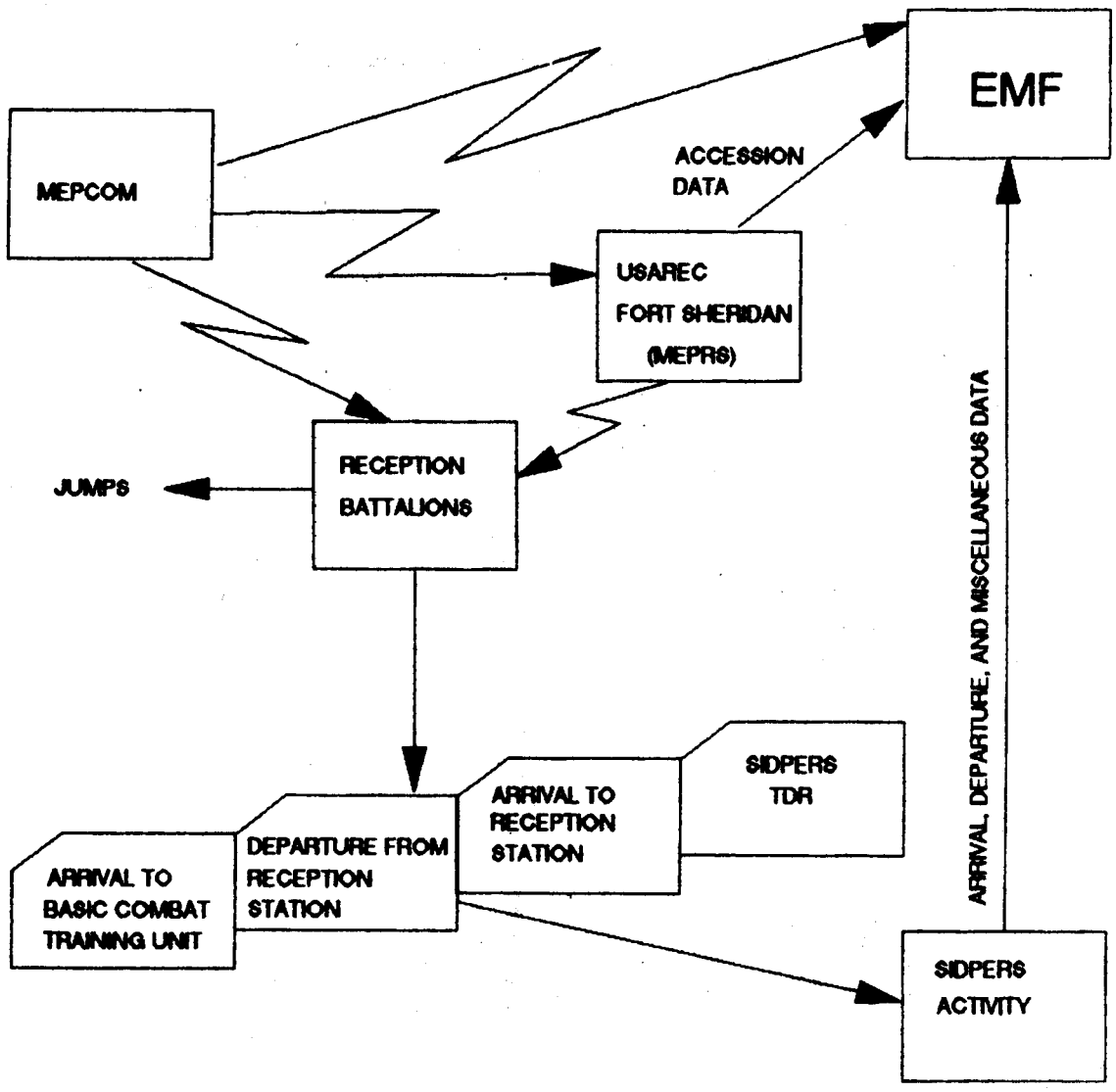


Figure 5-12. Reception Battalion Automation Support System (RECBASS)-to-SIDPERS interface

Legend for Figure 5-12:
MEPCOM=U.S. Military Enlistment Processing Command
MEPRS=Military Entrance Processing Reporting System
USAREC=U.S. Army Recruiting Command

Chapter 6
Special Features

6–1. Local data option feature

a. Local option capabilities. Local option capabilities, a special feature of SIDPERS, allow users to add their locally unique data to the SIDPERS database. Although SIDPERS is a standard, automated system, unique codes and options are needed for full use of the system in different environments. Each SPF, SOMF, and SASF record includes local data fields available only in the peacetime operating mode. Specific organizations develop and use the codes for unique local requirements.

b. Local option data fields. While SIDPERS tries to meet the information needs of local management, its database may not satisfy all local requirements. To meet most unique local requirements, a designated number of data fields have been allocated to the three more commonly used SIDPERS files—the SPF, SASF, and SOMF. This SIDPERS special feature allows the local commander to choose certain unique data elements of the specific organization and environment and to supplement, not duplicate or bypass, data already maintained on existing SIDPERS files. The system provides the transactions necessary to enter, extract, or delete data from these local data fields as described in (1) through (3) below.

(1) *SPF local data field.* Both the officer and enlisted personnel SPF records include a 40-position, local option data field. Data elements in this field are established, updated, or deleted by using the input transaction mnemonic LOCO. The LOCO transaction contains 5 data elements of control data followed by 40 positions of action data. See DA Pam 600–8–2 for the format for this input transaction.

(2) *SASF local data field.* The SASF record includes a 10-position, local option data field. Data elements in this field are established, updated, or deleted by using the transaction mnemonic ASTE or ASLC. See DA Pam 600–8–23 for the card format for this input transaction.

(3) *SOMF local data field.* The SOMF record includes a 10-position, local option data field. Data elements in this field are established, updated, or deleted by using the transaction mnemonic OLDA. This transaction contains five data elements of control data

followed by 10 positions of action data. See DA Pam 600–8–23 for the card format for this input transaction.

c. Establishment and maintenance of local option data.

(1) *Establishment.* Commanders control the local data fields associated with their organizational and personnel data records. The data in the local data fields are established by coordinating with the servicing PAS. On occasion,the PAS may need to use the local data field to meet unique operational requirements but not if the commander needs these fields. The local data field may contain any agreed-upon unique data elements within its capacity that are not already contained on corresponding SIDPERS files.

(2) *Record layout.* When local data fields are established, specific positions of the field should be identified as common data positions (for example, telephone number), and the remaining positions should be identified as unique to the type of records. A record layout sheet is prepared for the local data field in each of the three SIDPERS files. The record layout sheet should identify the type of data to be placed in the fields and the record positions to be occupied so that the PAS can effectively retrieve and maintain the data.

(3) *Examples.* Examples of data elements that may be placed in the local data fields are physical training test scores, avocation, and blood type.

(4) *Changes.* The PAS changes or adds new data to the local data field by entering the data into the system using SIDPERS change reports.

d. Input procedures. The LOCO, ASLC, and OLDA transactions may be used by all SIDPERS originators. Local option data may be entered on a number of coding devices as defined in (1) through (3) below.

(1) *SPF LOCO transactions.* Use the SIDPERS change reports, DA Form 3728 (SIDPERS Input and Control Data—Personnel Change (Expanded)) (AR 680–1) or DA Form 3813 (SIDPERS Input and Control Data—Personnel/Organization Change) (AR 680–1), to input local option data to the SPF.

(2) *SASF ASLC and authorized strength file (ASTE) transactions.* Local option data may be established at the time the record is initially created by using the ASTE transaction. Local data may be added later by using the ASLC transaction.

(3) *SOMF OLDA transactions.* Local option data may be established when the record is initially created by using the organization statistics transaction, DA Form 3810 (SIDPERS Input and Control Data—Organization Statistics) (AR 680–1). The SIDPERS change reports, DA Form 3732 (SIDPERS Input and Control Data—Organization Change (Abbreviated)) (AR 680–1) or DA Form 3812 (SIDPERS Input and Control Data—Organization Change), can be used to add local data later.

e. Output procedures. Data elements in the local data field can be extracted by using SIRCUS or designated inquiry transactions.

(1) *SIRCUS.* SIRCUS is the primary tool for preparing unique reports from the data in the local data fields. SIRCUS offers an excellent method of extracting information from the local data field in report format from the various SIDPERS files. The details for such processing of SIRCUS are discussed in paragraph 6–3.

(2) *Inquiry transactions.* SIDPERS has four types of inquiry input transactions that can be used to extract data from the appropriate SIDPERS file: INQY, OPER, OAUT, and OMEX. These transactions can also be used to output the data elements in the local data fields as described in *(a)* through *(c)* below.

(a) The SPF local data can be extracted by using the transactions INQY and OPER. Both inquiry transactions can output SPF data in DA Form 2 format. (See DA Pam 600–8–2.)

(b) The SASF local data can be extracted by using the inquiry transaction OAUT. This transaction can output the entire authorized strength record. (See DA Pam 600–8–23.)

(c) The SOMF local data can be extracted by using the inquiry transaction OMEX. This transaction can output the entire organization record. (See DA Pam 600–8–23.)

f. Assignment and use of local codes. Some local codes in SIDPERS are assigned by the servicing PAS. The local codes are designed so that the local commander can better control SIDPERS input and output transactions and so that local applications have increased flexibility. The codes and their uses are discussed in (1) through (6) below.

(1) *Originator code.* The unique originator code identifies each organization, section, or individual requesting data from and submitting data to the PAS. The code is assigned as a control device to track the sources of data into and the destination of data extracted from the designated SIDPERS file. The code consists of two characters that can be numeric, alphabetic, or alphanumeric. A unique originator code may be assigned to any organization or activity within a SIDPERS environment.

(a) The PAS must be able to identify who submits SIDPERS change reports and data requests. The PAS assigns originator codes for all sources of data within the division (for example, each reporting BNS1, PSC or MPD record clerk, and PAS data analyst). This information is published in a memorandum of agreement or circular. All transactions processed to the system contain the assigned originator codes, except PERSCOM feedback and pass record transactions.

(b) When SIDPERS outputs are produced, the PAS can determine by originator code who submitted the transaction and who should receive the output. For example, the originator code will identify the BNS1 clerk or PSC or MPD records clerk to whom the error is returned. This code is also used to determine who is required to correct the errors.

(2) *Voucher number.* The voucher number is a four-character alphanumeric code used to identify the individual requesting an inquiry. It controls and routes inquiry transactions and permits the user to match the inquiry with its response back to the PAS. The voucher number is constructed as defined in *(a)* and *(b)* below.

(a) The first and second characters of the voucher number identify the servicing PAS's PPA. The appropriate code can be found in AR 680–29. This part of the voucher number is used to route the response to PERSCOM inquiries back to the appropriate PAS.

(b) The third and fourth characters of the voucher number enable the PAS to route responses to the appropriate requestor. This part of the voucher number is the originator code assigned by the local PAS.

(3) *Position number.* A four-position alphanumeric code for position number in SIDPERS provides a method to associate individuals with their authorized position within an organizational structure. In previous computer systems, paragraph and line numbers from TOE, modification TOEs, or TDAs have been commonly used, but this method did not identify the unique position for each individual authorization. The position number provides this identification. The position number further identifies the position to which an individual isassigned. It is assigned within the local SIDPERS environment. Position numbers in the "999" series are used to identify individuals, by special category, who are not assigned to an authorized position.

(a) For example, a typical modification TOE will group positions of like grade and MOS within an unit. Thus, a section of truck drivers who have the same grade and MOS appears on a modification TOE as the total number authorized within the specific paragraph and line number. The position number permits the separation of the total authorized number into individual, unique authorizations for each position.

(b) By using a position number, the commander and the PSC or MPD have a faster and better way of associating the individual to his or her assigned position. The position number is initially assigned by SIDPERS. The PAS can also change or assign a position number. Reslot-position numbers may be automatically assigned when the SASF is updated during the VTAADS interface.

(c) The PAS may change these position numbers in coordination with unit commanders, the adjutant general of the installation, or the Director of Personnel and Community Activities. However, some predefined codes are reserved for other uses.

(d) A position number is assigned manually by considering the following:First, the numbering scheme of position numbers should relate to the existing organization structure as shown by TOE, modification TOE, or TDA. The positionnumbers in a sequence should

be assigned to allow logical structure of TOE, modification TOE, or TDA groupings. Second, the position number should be assigned to allow for expansion. For example, if a 100-soldier unit was assigned position numbers "0001" through "0100," any change made to the organization, such as adding new positions, would force restructuring of the SASF for all positions of that unit following the new position number. However, if the first character was used to designate major elements within the unit, such as headquarters, first platoon, and so on, and subsequent characters were used to further break out positions within smaller organizational elements, the changes to the position numbers need to be made only at the last defined subelement of the code. If used properly, the position number is a meaningful code that further enhances the personnel management system at any organizational level.

(4) *Analyst code.*

(a) The analyst code is a one-position alphanumeric code that the PAS assigns to group-designated units for processing and to assign responsibility for these BNS1s to a specific PAS data analyst. The code is assigned when the SIDPERS files are created.

(b) The analyst code allows the PAS data analyst responsible for the BNS1 input to identify output for separate units or groups of units. The use of the code provides a better workload tasking to the PAS data analysts or PSC or MPD record clerks. For example, an installation with several small units may have one PAS data analyst handling the BNS1 input transactions. An analyst code would then be assigned to the unit's records on the SOMF.

(5) *RSC.* The RSC is a one- to three-character code assigned to each unit on the SOMF so that units are grouped in a desired sequence for reports. The RSC permits the sequencing and summarizing of data for up to three separate levels (major, intermediate, and minor). The structure of the RSC and the organizational levels are interrelated. In the three-position code, the first position is for the major level, the second position is for the intermediate level, and the third position is for the minor level. These levels of RSC are described in *(a)* through *(c)* below.

(a) The three-character minor code denotes a minor sequence and causes report totals to be accumulated at minor, intermediate, and major organizational levels. Minor levels denote the most detailed summary level. Table 6–1 includes an example of a three-character RSC.

Table 6–1
Examples of a three-character RSC, two-character RSC, and one-character RSC

Code	Unit or level
	Three-character RSC
3A1	1st Brigade, AA Division
3A2	2nd Brigade, AA Division
3B3	3rd Brigade, BB Division
AVN	U.S. Air Force Units (Army)
2NT	Troop Command (Corps)
	Two-character RSC
3A	AA Division
3B	BB Division
AU	Non-division (Army)
3N	Non-division (Corps)
	One-character RSC
3	Corps
A	Army

(b) The two-character intermediate code signifies an intermediate sequence and causes report totals to be accumulated at intermediate and major organizational levels. Intermediate levels denote the next higher summary level within the code. Table 6–1 includes an example of a two-character RSC.

(c) The one-character major code signifies a major sequence and causes report totals to be accumulated only at major organizational levels. Major levels denote the highest summary level within the code. Table 6–1 includes an example of a one-character RSC.

(6) *Mail code.* The mail code is a two-character code that the PAS assigns to each of its servicing PSCs or MPDs. This code permits sequencing by PSC or MPD of the unit and personnel information to be grouped and totaled on reports. The mail code is an optional sequence that can be used instead of the RSC. If multiple PSCs or MPDs are assigned to a database, the PAS will give each PSC or MPD a different mail code. Sequencing of reports with either full mail code option or first position mail code option will depend on the number of PSCs or MPDs that are serviced by the PAS. Since most databases have only one PSC or MPD, only one mail code would be assigned. Therefore, the unit and personnel information grouping and totals on reports would remain the same when using either mail code option.

6–2. Test model feature

To cope with expected changes, SIDPERS has a self-checking feature called the test model. This feature provides training and adequate evaluation of additions, changes, and deletions to SIDPERS with no adverse impact on the database. This feature also makes changes easy to document and to distribute. The test model is applicable during the peacetime operating mode only. Its presence, however, does not mean that testing programs is the responsibility of the local SIDPERS activity. PERSCOM and USAISEC are responsible for program testing and validation. The test model is limited in scope and can be used to test programs, to train users on the SIDPERS system, and to provide supporting documentation for incidents relating to files maintenance. It is applicable to six of the SIDPERS files: SAF, SOMF, SASF, SPF, SAIF, and SESF.Nevertheless, its function is basic to any computerized operation and is critical to adequate system functioning.

a. Test model processing. The PAS alone must establish and update the test model. PERSCOM does not need to be notified before the test is implemented.

b. Configuration. The test model is not a special series of files within the SIDPERS database but relies on the use of records that are part of the normal database files. To allow this type of operation, the test model uses special reserved parent unit designators (PUDs). These special designators allow the system to identify the test model records and ignore them in normal processing unless specifically instructed to use them. The reserved designators for test model units are PUDs 0CQ and 0J4.

c. Establishment of test model records. Because the test model records are organic to the normal SIDPERS files, the procedures used to input records to the various files also apply to input of test model records. UPCs used are restricted to those containing one of the PUDs listed in *b* above. SIDPERS is programmed to reject all inputs containing test model PUDs unless the test model feature is operating. The test model feature is switched on by placing a "Y" in record position 35 of the cycle parameter card. See DA Pam 600–8–23 for input and processing procedures for SIDPERS files used by the test model.

d. Test model processing.

(1) The test model input is processed with all other transactions for that update cycle. The transactions are listed on all output reports and error registers as if they were transactions of an operating unit. For example, a test model SPF transaction appears on the AAC–PO1 report. Processed test model transactions that transfer information to PERSCOM, such as inter-SIDPERS departures, are automatically cleared when the receiving activity receives them. It is not necessary to try to delete this information from the output sent to other PPAs.

(2) In addition to the normal cyclic outputs produced by test model processing, the test model display is produced. The test model display provides a trace of the actual processing of an input transaction.This trace reveals processing errors and identifies incorrect editing or updating. This function is described in DA Pam 600–8–23.

e. Use of the test model for training.

(1) By using the test model with the SIDPERS sustainment training packages, the training NCO can submit input and produce output reports for instructional purposes. Students then have evidence of SIDPERS checks and balances.

(2) The training packages that can be used with the test model (described in *(a)* through *(c)* below) can be taught in a classroom or at the soldier's desk.

(a) The BNS1-level data originator is used to train BNS1 clerks in SIDPERS procedures, including input and output procedures and types of reports.

(b) The PSC-level data originator is used to enhance the PSC clerk's training on input and output procedures and output reports.

(c) The PERSINS management specialist is used to establish and maintain the test model on the database. This package can also be used to cross-train personnel in the PAS.

6–3. Standard information retrieval capability for users

SIDPERS SIRCUS produces specially prepared reports according to user requests. SIDPERS SIRCUS provides users with information available in a normal recurring report or inquiry. The SIRCUS report may consist of data from more than one SIDPERS file.

a. SIRCUS library maintenance. The SIDPERS SIRCUS source library management system provides SIDPERS SIRCUS users with a reliable and easy-to-use means for source program maintenance, extraction, and queuing for subsequent execution by the SIRCUS system.

b. Basic services. The SIDPERS SIRCUS source library management system provides the user with six basic services: catalog, delete, list, punch, update, and queue. These basic services all affect single source programs whether or not they were input for transfer to the SIRCUS system interface queue or for processing against the source library tape.

(1) *Catalog.* Adds user source program (a PCN) to library.

(2) *Delete.* Removes user source program from library.

(3) *List.* Generates an 80/80 listing of a user source program.

(4) *Punch.* Lists and punches an 80/80 copy of user source program.

(5) *Update*. Makes changes and lists changed user source program.

(6) *Queue.* Extracts or transfers valid user source input to the SIRCUS system interface queue.

c. Automatic services. In addition to the basic services, a new library tape, a SIRCUS system interface queue, and a SIRCUS Source Statement Management Report are automatically produced in each run. See DA Pam 600–8–23.

d. Overall processing requirements. The SIRCUS source library management system runs as a step within SIDPERS cycles or as a stand-alone job. Either run mode allows all services (except for queuing other than category I and category II SIRCUS) for subsequent report production within a SIDPERS cycle. SIRCUS source library management inputs are separated and identified by a run mode scheduled before the SIRCUS source library management input is sent to the DPI. See DA Pam 600–8–23.

6–4. Edits

SIDPERS contains several edits to improve the accuracy of the data maintained and reported. The system is designed so that errors are rejected and returned to the originator for correction before transmission to a higher level ADP system.

6–5. Transaction mnemonics

SIDPERS uses mnemonics for local input transactions. A mnemonic is a shortened word-type code that is easy to remember and use because it contains key letters of the original words. For example, ARR is the mnemonic used for an arrival transaction. Each mnemonic describes a special action to process data.

6–6. Assignment control

The SPF record contains positions for two units of assignment (current and one previous unit assignment). When an individual is reassigned, a departure transaction causes the potential gaining unit to be entered as the current unit, and the losing unit is shifted to the previous unit. This feature permits tight control over strength accounting and revocations of arrivals and departures with minimum input.

6–7. Transfer data record

In previous systems, arrivals at installations required that data be gathered from the soldier's personnel records and allied papers so that an automated record could be created. In SIDPERS, a TDR precedes an arrival at an installation and eliminates the need for recreating an individual soldier's personnel record at each reassignment that requires transfer of the soldier's record to a different SIDPERS database. In SIDPERS, there are two types of TDRs—

a. The inter-SIDPERS TDR is electrically transmitted from a losing SIDPERS activity when a soldier departs.

b. The PERSCOM TDR is sent to the gaining SIDPERS.

6–8. Audit trail

To maintain adequate control for the audit trail of data flow, the PAS chief and SID must set achievable acceptance standards for their operations and their originators and then deal with the exceptions.

6–9. Automatic error resolution

Some error notices from PERSCOM are resolved by the system without any intervention. For example, when a PERSCOM feedback notice is received, an acceptable condition exists on the SPF so that a pass record reply to PERSCOM corrects the OMF or EMF. This process is referred to as automatically resolved PERSCOM error notices. More information is contained in DA Pam 600–8–23.

6–10. Direct reporting

By introducing certain control parameters, SIDPERS can generate type transactions for local inputs. The transactions include accessions, separations, reassignment gains, miscellaneous changes, status requests, and reconciliation inquiries. This feature allows the local SIDPERS to report directly to PERSCOM.

6–11. Dual update

The master files of the system are linked together by the UPC.Through this linkage, the multiple files can be updated with only one input transaction. For example, if an individual is promoted to sergeant, the SPF transaction that changes the grade to sergeant also causes the grade totals in the SOMF to be adjusted by adding one to the sergeant totals and subtracting one from the corporal or specialist totals. This linkage occurs automatically in the system depending on the data element or elements and master file addressed.

6–12. Strength balancing

The personnel recordkeeping and reporting function can compare a unit's reported strength with its SPF strength. When possible, rejected strength transactions (rejected for a nonstrength-related reason) are included and shown as adjusted or pseudo-strength. This feature permits greater accuracy in strength accounting.

Chapter 7
Automatic Digital Network and Standard Entry or Exit System

Section I
Data Transmission Through the Automatic Digital Network

7–1. Directives

JANAP 128I and AR 105–26 are the basic directives for AUTODIN use. This chapter and DA Pam 600–8–23 supplement the basic

directives to the extent necessary for an automated PERSINS application.

7–2. Guidance

a. AUTODIN transmission of personnel data records prescribed by this regulation continue under a minimize condition (AR 25–10).

b. PERSCOM month-end operations are geared to the strength month concept. The strength month begins on the seventh workday and ends on the calendar day preceding the seventh workday of the next month.

c. The PAS completes the final SIDPERS cycle for a calendar month not earlier than the first calendar day but not later than the fourth workday of the next month. To process a final cycle after the fourth workday, the PAS must obtain advanced authorization from the Commander, PERSCOM, ATTN: TAPC–FSO–T, 200 Stovall St., Alexandria, VA 22332-0495 (DSN 221-9410).

d. SIDPERS transactions for PERSCOM are normally transmitted over AUTODIN at the completion of each cycle. The last three cycles of each strength month are transmitted on a priority basis. If SIDPERS is operating in the wartime or mobilization option, the last three cycles of each strength month warrant immediate precedence; all other SIDPERS cycles have priority precedence. The system automatically prepares negative reports and transmits them to PERSCOM as a normal cycle output. PERSCOM's servicing TCC must be notified when—

(1) The final cycle output for each month has been transmitted to PERSCOM, including the date of transmission, cycle identification, range of station serial numbers, date time group, PPA, and content indicator code (CIC).

(2) Cycles will not process on schedule because of hardware or software failures, deficiencies, or problems encountered at the AUTODIN terminal.

e. Cycle numbers are sequential for strength months of the year. The high order position of control numbers represents the months of the year. Regular SIDPERS strength months correspond to cycles A through L (that is, A=January, B=February, and so on). Mobilization SIDPERS strength months correspond to cycles M through X (that is, M=January, N=February, and so on). Within each strength month, the low order position of the cycle number is sequentially assigned starting with "A" for the first cycle and "B" for the second cycle through the alphabetic character representing the last cycle processed for that strength month. The cycle number and work or calendar day no longer correlate. Although *b* above states that the strength month begins on the seventh workday, the PAS may process and transmit the first cycle for a strength month to PERSCOM before the seventh workday. If the final cycle is completed on the first workday of the month, the initial cycle for the next strength month may be processed on the second workday.

7–3. Negative reports

If a cycle does not contain any data to be generated to PERSCOM for a particular data category, the system automatically generates a negative cycle indicator for that category.

7–4. Assembly of records for Automatic Digital Network transmission

Transactions to be transmitted between PERSCOM and SIDPERS are divided into shipments and batches, as described in DA Pam 600–8–23.

7–5. Transmitting data to U.S. Total Army Personnel Command

Using DD Form 1392 (Data Message Form) (JANAP 128I), the PAS must ensure that the transmission of data to PERSCOM occurs without error. See DA Pam 600–8–23 for required procedures.

7–6. Transmitting data from the U.S. Total Army Personnel Command or the Deputy Chief of Staff for Operations and Plans to SIDPERS

When batches are missing for transmissions (such as the AALOC from DCSOPS or master MOS edit file from PERSCOM), the local TCC should be contacted for service.

Section II
Standard Entry or Exit System

7–7. Standard entry or exit system overview

SEES is the Army's standard interface system controlling AUTODIN traffic used by or generated by multicommand systems. As it pertains to SIDPERS, SEES consists of three major components: the utility or functional subsystem, the entry subsystem, and the exit subsystem. Each subsystem is independent of the other and can be implemented and executed separately. Each component is briefly discussed in paragraphs 7-8 through 7-10. The basic procedures and guidelines for using the SEES components are contained in the appropriate software manual.

7–8. Utility or functional subsystem

The utility or functional subsystem is a one-time utility that performs at the queues data set used by the SEES queue definition and maintenance (U32ATU), SEES entry (U33ATU), and SEES data transfer (U34ATU). This subsystem also establishes the highest acceptable security classification of data. There is no limit on the number of queues data sets that an installation may initialize and maintain, but only one queues data set may be used during a single execution of either of these utilities.

a. Queue file initialization is the first and foremost one-time requirement in the establishment and execution of a SEES entry. This single program execution establishes each queue assigned for SIDPERS data.

b. The second requirement to execute entry is establishing the queues. This execution defines the name of the queues on the queue file. The name of the queue is a combination of the SIDPERS activity routing indicator code (RIC) and the CIC that the PAS assigns as the name of that queue. (For example, the name of queue 1 for the SIDPERS activity at Fort Backwoods would be ABCDEFGADJC, which means that all messages that entered SEES entry with a RIC of ABCDEFG and a CIC of ADJC would be routed to that queue on the queue file.) The number of CICs to be assigned to a particular queue is limited to five. However, the name of a queue is the first CIC assigned to it.

7–9. Entry subsystem

The entry subsystem accepts card or magnetic tape input AUTODIN messages that have been formatted in batches according to JANAP 128I. These batches are routed to functional subsystem queues maintained on the disk pack (queue file), as discussed in paragraph 7-8. Until the next scheduled update cycle, these queues are holding areas for the information that has been transmitted to SIDPERS. Problems encountered in nonreceipt or delay in transmission of AUTODIN are not caused by failure in the AUTODIN network; they are normally caused by malfunctioning equipment, bad tape, or improper handling or procedure.

7–10. Exit subsystem

The execution of a SEES exit performs the functions of accepting a SIDPERS subsystem output tape(s), routing all local output to a spool tape, sorting the remaining records into similar AUTODIN batches per JANAP 128I, creating another tape(s) containing output destined for AUTODIN, and creating a second spool tape containing report information and possible error cards for AUTODIN transmission to remote site locations. Remote site data are formatted into compressed reports that allow more rapid and accurate transmission from one site to another. The PAS SEES or AUTODIN data analyst audits the SEES exit cycle report to determine if any input records were rejected. An error code defines the reason for rejection. The analyst is responsible for keeping a control log of all outgoing transmissions from the servicing TCC. Close monitoring and a complete understanding of all SEES-related functions are essential for accurate and timely reporting of personnel and strength data to all

levels of command. However, these guidelines are intended to complement technical instructions furnished by both PERSCOM and USAISEC to the operating SIDPERS environment.

7–11. Updating the standard entry or exit system routing indicator code table

The RIC table in SEES is an integral part of SIDPERS. This table must be an exact copy of the RIC table that exists on the SIDPERS edit table file; therefore, any changes in one table must be matched by changes in the other. This task requires that the TCC notify the PAS immediately of RIC changes so that the PAS can then promptly notify FACTS, Commander, PERSCOM, ATTN: TAPC–FSO–T, 200 Stovall St., Alexandria, VA 22332-0495 (DSN 221-9410). RIC changes require at least 30 days to implement. Notification of RIC changes can be done by phone, electrical message, or written message. If the TCC and PAS fail to forward this information rapidly to PERSCOM, SIDPERS cannot send TDRs to the proper gaining unit or PPA.

Chapter 8
SIDPERS User Information

8–1. Tactical Army Combat Service Support Computer System

For PASs that have been converted to SIDPERS TACCS for data entry, detailed instructions on the operation of TACCS are contained in the appropriate user documentation.

8–2. Using the Tactical Army Combat Service Support Computer System

At the PAS level, TACCS is used to—

a. Support data entry and personnel qualification record updates for the PAS.

b. Support SIDPERS data entry and personnel qualification record updates for organizations not issued a TACCS device.

c. Analyze transactions submitted by the PSC or MPD and units.

d. Merge all transactions created by TACCS users into one file.

e. Interface with the ASIMS through an upload of these merged transactions to the servicing RDC for processing in the next SIDPERS cycle.

f. Receive updated SIDPERS files from the RDC through downloads after the SIDPERS cycle processing and provide these updated files to SIDPERS TACCS users.

8–3. Army Standard Information Management System

Under ASIMS, personnel enter information through an ASIMS terminal to SIDPERS. The appropriate user guide details instructions on the operation and function of these terminals. DA Pam 600–8–23 also contains procedures for inputting SIDPERS transactions.

Appendix A
References

Section I
Required Publications

AR 600–8–11
Reassignment. (Cited in paras 2-14, 3-5, and 3-6.)

AR 680–29
Military Personnel--Organization and Type of Transaction Codes. (Cited in paras 1-3, 3-5, 3-7, 4-16, 4-20, and 6-1.)

DA Pamphlet 600–8
Management and Administrative Procedures. (Cited in para 3-5 and table 4-1.)

DA Pamphlet 600–8–1
SIDPERS Unit Level Procedures. (Cited in paras 2-14, 3-5, 3-6, and 4-20.)

DA Pamphlet 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures. (Cited in paras 2-14, 3-5, 3-6, and 6-1.)

DA Pamphlet 600–8–23
Personnel Database Management Procedures. (Cited in paras 2-14, 3-5, 5-1, 5-3, 5-5, 6-1, 6-2, 6-3, 6-9, 7-1, 7-4, 7-5, and 8-3.)

DA Pamphlet 600–41
Military Personnel Managers Mobilization Handbook. (Cited in paras 1-1, 2-14, and 3-5.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 25–3
Army Life Cycle Management of Information Systems

AR 25–10
Reduction and Control of Information Transfer in an Emergency

AR 25–30
The Army Integrated Publishing and Printing Program

AR 25–55
The Department of the Army Freedom of Information Act Program

AR 105–26
Policy for AUTODIN Service

AR 310–49
The Army Authorization Document System (TAADS)

AR 340–21
The Army Privacy Program

AR 380–380
Automation Security

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties

AR 630–5
Leaves and Passes

AR 630–10
Absence Without Leave and Desertion

AR 640–2–1
Personnel Qualification Records

AR 680–1
Unit Strength Accounting and Reporting

AR 680–31
Military Personnel Asset Inventory and Information Reconciliation

DA Pamphlet 600–8–20
SIDPERS Handbook for Commanders

JANAP 128I
Automatic Digital Network (AUTODIN) Operating Procedures

JCS Pub 1–03.3
Joint Reporting Structure, Unit Status, and Identity Reports

Section III
Prescribed Forms

There are no entries in this section.

Section IV
Referenced Forms

DA Form 2
Personnel Qualification Record--Part I

DA Form 647
Personnel Register

DA Form 647–1
Personnel Register

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 3728
SIDPERS Input and Control Data--Personnel Change (Expanded)

DA Form 3732
SIDPERS Input and Control Data--Organization Change (Abbreviated)

DA Form 3810
SIDPERS Input and Control Data--Organization Statistics

DA Form 3812
SIDPERS Input and Control Data--Organization Change

DA Form 3813
SIDPERS Input and Control Data--Personnel/Organization Change

DA Form 3815
SIDPERS Input and Control Data--Authentication and Transmittal

DA Form 5005–R
Engineering Change Proposal--Software (ECP-S)

DD Form 1392
Data Message Form

Glossary

Section I
Abbreviations

AALOC
Active Army locator file

ADP
automatic data processing

ADPE
automatic data processing equipment

ADPSSO
automatic data processing systems security officer

ASIMS
Army Standard Information Management System

ATASO
assistant terminal area security officer

AUTODIN
automatic digital network

BNS1
battalion S1

CCSA
Command and Control Support Agency

CIC
content indicator code

COM
Computer Output Microfilm/Microfiche

CTAS
Central Transient Accounting System

DA
Department of the Army

DCSOPS
Deputy Chief of Staff for Operations and Plans

DPI
data processing installation

DSN
Defense Switched Network

EDAS
Enlisted Distribution Assignment System

EMF
enlisted master file

FACTS
Field Assistance and Contact Team—SIDPERS

FID
format identification

FSD
Field Systems Directorate

HQDA
Headquarters, Department of the Army

JUMPS
Joint Uniform Military Pay System

MACOM
major Army command

MOS
military occupational specialty

MPAS
military personnel and administrative information systems

MPD
Military Personnel Division

NCO
noncommissioned officer

NCOIC
noncommissioned officer in charge

OMF
officer master file

PAF
personnel authorization file

PAS
Personnel Automation Section

PCN
product control number

PERSCOM
U.S. Total Army Personnel Command

PERSINS
Army Personnel Information System

PERSINSCOM
U.S. Army Personnel Information Systems Command

PPA
PERSINS processing activity

PRIDE
personnel research information data extract

PSC
Personnel Service Company

PSNCO
personnel staff noncommissioned officer

PUD
parent unit designator

RDC
regional data center

RECBASS
Reception Battalion Automated Support System

RIC
routing indicator code

RSC
report sequence code

SAF
SIDPERS Active Army locator file

SAIF
SIDPERS assignment instruction file

SASF
SIDPERS authorized strength file

SEES
standard entry or exit system

SESF
SIDPERS error suspense file

SID
SIDPERS Interface Division

SIDPERS
Standard Installation/Division Personnel System

SIRCUS
standard information retrieval capability for users

SMEF
SIDPERS military occupational specialty edit file

SOMF
SIDPERS organization master file

SORTS
Status of Resources and Training System

SPF
SIDPERS personnel file

SRCF
SIDPERS report control file

SROF
SIDPERS Reserve organization master file

SSF
SIDPERS stacker file

TAADS
The Army Authorization Documents System

TACCS
Tactical Army Combat Service Support Computer System

TAPER
The Army Personnel Roll-up System

TAR
transaction acceptance rate

TASO
terminal area security officer

TCC
telecommunications center

TDA
tables of distribution and allowances

TDR
transfer data record

TMEF
The Army Personnel Roll-up System military occupational specialty edit file

TOE
table(s) of organization and equipment

TPMF
The Army Personnel Roll-up System personnel master file

TRADOC
United States Army Training and Doctrine Command

TTTF
The Army Personnel Roll-up System type transaction file

UICIO
unit identification code information officer

UPC
unit processing code

USAISEC
United States Army Information Systems Engineering Command

VTAADS
Vertical—The Army Authorization Documents System

Section II
Terms

Additional skill identifier
Further identifies and defines a position requirement for a particular MOS.

Army Personnel Information System (PERSINS)
An automated and manual system that provides personnel data to the soldier, commanders at all levels, DA, and other Government agencies involved in procurement, training, distribution, sustainment, and separation. Uses ADP personnel, equipment, and software for interaction with manual operations performed at the unit, PSC, and intermediate levels.

Automatic digital network (AUTODIN)
Signal communications network over which personnel data are electronically transmitted.

Central Transient Accounting System (CTAS)
A system used to account for personnel in a transient status as they move from one unit to another.

Character
One of the decimal digits "0" through "9," letters "A" through "Z," or punctuation and other marks that a computer may read, process, store, or print.

Command and staff reports
SIDPERS command and staff reports display data derived from or 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. To obtain, these reports must be scheduled.

Content indicator code (CIC)
A group of four alphabetical characters used in AUTODIN message headers to identify the message's content.

Cycle
Includes all actions necessary to update the SIDPERS database and to transmit prescribed input to the next PERSINS echelon.

Database
All data files that are included in SIDPERS.

Data processing detachment
Actual ADPE site in Combat Service Support System environment.

Data processing installation (DPI)
Actual ADPE site in base operating information system environment.

Direct reporting
A technique to facilitate the exchange of personnel data between SIDPERS and PERSCOM. Information is reported directly without interfacing with other local information systems.

Division data center
Operating DPI of an Army Division.

Engineering change proposal—software
A field engineering change proposal—software (or problem report) is an initial request from the field to modify or enhance the automated system. A PERSCOM engineering change proposal—software is a request made to USAISEC to make the actual modification or change to the automated system.

Enlisted Distribution Assignment System (EDAS)
An enlisted assignment system designed to assign all enlisted personnel. Through this system, SIDPERS receives notification of incoming enlisted personnel and assignment instructions for outgoing enlisted personnel.

Enlisted master file (EMF)
A file that contains the official computer status record of each enlisted person in the Active Army. The record is maintained at PERSCOM.

Enlisted master record
A PERSCOM automated personnel record established and maintained for each enlisted soldier on active duty or on active duty for training.

Inquiry
A request for printed information from a particular file in SIDPERS. Inquiries may be produced without special programming.

Losing unit processing code (UPC)
The unit from which the individual is reassigned or relieved from attachment.

Memorandum of instruction
Prepared at the PAS to provide detailed instruction to originators and users on any SIDPERS-related subject, such as establishing local codes.

Military personnel office
(See Personnel Service Company.)

MILPC–27
The report control symbol assigned specifically to identify the direct exchange of personnel information between PERSCOM and SIDPERS.

Officer master file (OMF)
Contains the official computer status record of each officer in the Active Army. The record is maintained in PERSCOM.

Pass record
Contains data required by PERSCOM to update only the OMF or EMF; it does not update the SIDPERS database because the data are either not stored in SIDPERS or the data are current on the SPF.

Personnel Automation Section (PAS)
Based on the structure of the organization. In accordance with the operating TOE or TDA, the interface element of SIDPERS may be a division, a branch, or an element (satellite unit). PAS consists of three organizational elements: headquarters, input and output control, and files management. The SID controls and monitors the PAS operations.

Personnel data
Covers all information maintained by the PERSINS and is reported over the automated PERSINS. Includes personnel organization or authorization data plus qualifications, characteristics, backgrounds, and other pertinent facts about Active Army personnel.

Personnel Service Company (PSC)
A separate company organized to provide personnel services for separate organizations.

Personnel Services Division
A part of the administrative company within a division organized to provide personnel services.

Potential gaining unit
The unit to which an individual is departing per reassignment orders.

Product control number (PCN)
Designator assigned to each automated output report.

Queue U32ATU
SEES definition and maintenance queue.

Queue U33ATU
SEES entry queue.

Queue U34ATU
SEES data transfer queue.

Reconciliation processing
SIDPERS processing that compares each reconciliation input record with the SAF and SOMF by unit identification code, PUD, and descriptive designator. This comparison is designed to keep the SAF and SOMF current with SORTS.

Record status code
A general classification assigned to each personnel record in the SIDPERS database relative to the individual's active or inactive nature.

Recruit Quota System
An online training space reservation system for recruit personnel.

Recurring reports
Computer-printed reports in relatively fixed format produced on a regularly scheduled SIDPERS cycle, that is, weekly, monthly, or quarterly. These reports may contain data from more than one SIDPERS file.

Reserve components
A term referring to both United States Army Reserve and Army National Guard.

SIDPERS Interface Division (SID)
Same as PAS except it is expanded during mobilization in a theatre operation.

SIDPERS report control file (SRCF)
File from SIDPERS database that contains records to control the selection of output reports slated for transmission to supported remote sites.

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 reports
a. Maintenance reports. Reports in relatively fixed format that provide information for maintaining SIDPERS files.
b. Informational reports. SIDPERS reports containing information of interest to a wide range of users.

Telecommunication center (TCC)
A communication facility that performs the function of both a communication center and a message center.

Transaction
ADP input or output of the occurrence of an event (for example, promotion) or data change.

Transaction mnemonics
A meaningful code established in an automated program to execute a specific type of transaction.

Transfer data record (TDR)
A personnel data record that is transmitted over AUTODIN between various SIDPERS activities and between PERSINSCOM and SIDPERS activities.

Ultimate gaining unit
The unit to which an individual is to be assigned after processing through an interim unit enroute.

Unit identification code
Six-position data chain that uniquely identifies each unit in the Active Army. The chain is made up of service designator, PUD, and descriptive designator.

Vertical—The Army Authorization Documents System (VTAADS)
Provides for automating unit authorizations. SIDPERS extracts organizational structure and personnel authorizations from VTAADS.

Section III
Special Abbreviations and Terms
There are no entries in this section.

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