

INCLUDES BASIC AND CHANGE 1

Personnel-General
STANDARD INSTALLATION/DIVISION
PERSONNEL SYSTEM
UNIT LEVEL USER MANUAL



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

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Personnel-General

STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM
UNIT LEVEL USER MANUAL

Summary. This pamphlet provides procedures, responsibilities, and administrative instructions for the unit level organizations serviced by the Standard Installation/Division Personnel System - Army National Guard (SIDPERS-ARNG). Wherever the word "he" is used in this regulation it is intended to include both the masculine and feminine genders, unless otherwise indicated.

Applicability. This pamphlet applied only to the Army National Guard (ARNG).

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

Internal Control Systems. This pamphlet is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal reviews. These checklists are being developed and will be published at a later date.

***Supplementation.** Supplementation of this pamphlet is not authorized unless prior approval is granted by the Chief, National Guard Bureau. Recommendations should be submitted to the Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 4501 Ford Avenue, Alexandria, VA 22302-1450.

***Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blank Forms), to the Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 4501 Ford Avenue, Alexandria, VA 22302-1450.

This pamphlet supersedes NGB Pam 600-8-1, 1 October 1984

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CHAPTER 1

INTRODUCTION

1-1. Purpose

a. To provide procedural guidance for unit level organizations (companies, batteries, troops, detachments, battalions and separate brigades) serviced by the Standard Installation/Division Personnel System (SIDPERS).

b. To define in general terms the responsibilities of commanders, first sergeants, personnel staff NCO's and unit clerks with respect to SIDPERS.

c. To facilitate the Army National Guard and US Army-wide standardization of military personnel management and personnel administration procedures in a SIDPERS environment.

1-2. Explanation of Terms

AR 310-25, AR 310-50 and ARNG Data Element Dictionary explain some of the military terms, acronyms and abbreviations used in this manual. Explanation of terms, acronyms and abbreviations not listed in above references are included in the glossary.

1-3. Contents

a. The NGB Pamphlet 600-8 series consists of the various SIDPERS manuals which provide operating instructions and guidance to be used by each organizational level served by SIDPERS. This pamphlet provides administrative guidance and procedures to unit level organizations without reference to the other pamphlets in the series and is organized as follows:

(1) Chapter 1 contains general information regarding the purpose, use, background, objectives, descriptions and special features of SIDPERS, to include basic responsibilities at the unit level.

(2) Chapter 2 provides guidance and procedures for utilization of transmittal documents and discusses source documents.

(3) Chapter 3 discusses errors and provides guidance on the error correction functions in SIDPERS as pertains to unit level operations.

(4) Chapter 4 contains information and procedures relative to outputs provided by SIDPERS, their uses and disposition.

(5) Chapter 5 contains information and instruction on the Retirement Points Accounting System (RPAS) as pertains to unit level.

b. Organization and subject titles for the other publications published in the SIDPERS series are outlined in Appendix C.

1-4. Background

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

b. Operationally, SIDPERS is designed as an integral part of the Army National Guard Personnel Information System. Through the use of a standard personnel data record and reporting system, there is a two-way flow of personnel information between reporting organizations at the unit, PAC, MILPO, NGB and HQ DA levels. The flow of information within the ARNG SIDPERS system is explained in paragraph 1-8.

1-5. Objectives

- a. Support the personnel needs of the soldier.
- b. Provide sufficient management information to commanders at all levels and enable them to effectively manage their personnel.
- c. Satisfy NGB and HQ DA personnel data needs.
- d. Interface with other automated systems.
- e. Improve personnel data accuracy.
- f. Provide a uniform system which can be easily adapted to changing requirements.
- g. Provide essential personnel strength and management information needs during periods of mobilization.
- h. Provide accurate retirement points accounting to the commander and soldier.

1-6. System Description

a. The SIDPERS-ARNG is designed to service all members of the Army National Guard and special component personnel, i.e., Inactive ARNG.

- b. The SIDPERS-ARNG will perform three major functions which are:
- (1) Strength accounting as affected by accessions, separations, deaths and reassignments between units.
 - (2) Personnel management is the processing of transactions reflecting qualitative information on soldiers.
 - (3) System Interface. The SIDPERS-ARNG is designed to interface with other automated systems, i.e., JUMPS-RC.

1-7. Special Features

The SIDPERS-ARNG design includes certain special features as follows:

- a. Compatibility with SIDPERS-RC and SIDPERS-ARMY.
- b. Reduce the current manual workload at the unit.
- c. Provide increased accuracy of personnel data in master data bases.

1-8. Data Flow

The general flow of data through SIDPERS-ARNG is displayed graphically in Figure 1-1. Briefly, the flow is as follows:

- a. Input. Unit, including Bn, Bde, Gp, etc., level inputs are primarily accession packets, strength accounting information and duty status changes. All source documents are channeled to the SIB for review/edit and input through data entry terminals. A listing of acceptable source/substantiating documents for these changes, as well as the means of transmitting them to the SIB, is provided in Chapter 2 of this pamphlet.

- b. Data Base Maintenance.

- (1) Once input related source/substantiating documents have been provided to the SIB, the information on them will be verified for validity, correctness and completeness. If the information is found to be acceptable, it will be translated into the appropriate data elements which will then be input into the system to update the appropriate SIDPERS file. However, if it is determined that the documentation is erroneous or incomplete, every effort will be made at the SIB level to rectify the problem by direct communication with the originator. If the error cannot be resolved in this manner, the document in question will be returned to the originator for resolution.

- (2) Originators will be provided with a daily Personnel Transaction Register (PCN GPF 0880) in the form of a computer printout (see Appendix E), which will provide them with a record of transactions that were processed or were not processed due to rejection caused by compatibility edits.

- c. Output. SIDPERS-ARNG output is provided in hard copy reports, rosters, registers, and in some instances, on MICROFICHE. See Chapter 4 for details relative to outputs.

1-9. Responsibilities

a. Commanders. Commanders of unit level organizations are responsible for the personnel management and personnel administrative functions of their command as directed by higher level authority. Accordingly, unit level commanders have the basic responsibility for the aspects of SIDPERS operations and utilization which are performed by members of their organization. (See SIDPERS Handbook for Commanders, NGB Pam 600-8-20, for further details on how commanders execute their responsibilities).

b. First Sergeants/Full Time Support NCOIC. The First Sergeants/Full Time Support NCOIC in their normal personnel management and administrative responsibilities, conduct the initial interview with individuals requesting personnel assistance and determine the level to which a particular action should be directed. First Sergeants/Full Time Support NCOIC are required to be knowledgeable in all aspects of SIDPERS as pertains to the organization and advise the unit clerks when necessary. For actions not covered by this manual or in difficult cases, the First Sergeant/Full Time Support NCOIC will seek the assistance of the servicing Personnel Staff NCO (PSNCO).

c. Personnel Staff NCO (PSNCO). The PSNCO assists the personnel officer/SI, the unit commander, and through personal liaison, the First Sergeant/Full Time Support NCOIC and the unit clerk. This assistance involves all personnel matters including the operations of SIDPERS at the unit level.

d. Unit/PAC Clerk. The unit/PAC clerk's responsibilities in the personnel management and administrative areas, as they apply to the SIDPERS function, are to insure the prompt and accurate preparation of transmittal forms and documentation to update the SIDPERS system.

1-10. SIDPERS Training.

The scheduling and conducting of unit level SIDPERS initial and sustainment training is the responsibility of the SIDPERS Interface Branch (SIB). It is the responsibility of the unit commander/Full Time Support Supervisor to insure that all personnel involved in SIDPERS are properly trained and functionally competent in their areas of SIDPERS responsibility. It is the responsibility of the unit Training NCO to coordinate all unit level SIDPERS training requirements with the SIB.

1-11. Letter of Instruction (LOI).

a. The SIB will disseminate operating instructions and file identification data to organizations serviced by the SIDPERS through "Letter of Instruction" (LOI), or circulars. The LOI is normally singular in subject matter to facilitate filing with related documentation. The LOI is numbered, starting with 001 for each calendar year. It remains in an active status until rescinded or superseded as directed by the State Adjutant General.

b. Each SIB may design the LOI or circular, as appropriate, to meet the needs and environment in which the SIB operates. At a minimum, the LOI or circular will provide information and procedural guidance on the subject listed below. Further information not published in a LOI or circular may be obtained from the servicing SIB.

- a. Local data usage.
- b. Mail codes.
- c. Payroll numbers.
- d. DAMPRE procedures (unique).
- e. Assignment or originator codes and UPC.
- f. Use of local data access transaction mnemonics.
- g. Designation of report sequence codes.

CHAPTER 2

SIDPERS INPUT PROCEDURES

2-1. General

This chapter provides detailed guidance for unit/intermediate headquarters level input of new or changed information into the SIDPERS-ARNG System. SIDPERS requires changes in the individual's status or qualification to be reported directly to the SIB from the activity where the change took place (i.e. battalion level promotions are submitted directly from battalion headquarters to the SIB). However, certain actions will continue to be reported from the unit level (i.e. unit level advancement/promotion, address change, change in marital status, etc.).

2-2. References

The primary reference for reporting SIDPERS changes at the unit level will be this Pamphlet. Other references cited in this pamphlet are listed in Appendix C.

2-3. Description of Source/Substantiating Documents Source/substantiating documents requiring changes to SIDPERS at the unit level fall into the following groups:

a. Personnel changes. Submission of a personnel change transaction is based on a change in the individual's status or qualifications to include an accession and separation. Documents categorized as source/substantiating documents are:

- (1) Accession packets (Off/WO/EM).
- (2) Discharges/Transfer orders.
- (3) Promotion/Reduction orders.
- (4) Extension of Enlistment (DA Form 4836).
- (5) MOS change orders.
- (6) Initial Entry Training (IET) departure/return orders.
- (7) Full Time Training Duty (FTTD) departure/return orders.
- (8) Security clearance certificate (DA Form 873).
- (9) Military education completion certificate.

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(10) Personnel Action (DA Form 4187). This form serves as a source document for transactions for which substantiating documents are not usually duplicated or no other identified form is available. Examples of items which may be reported on DA Form 4187 are:

- (a) Marital status/dependency changes.
- (b) Change tax exemptions/withholding.
- (c) Change duty position/status.
- (d) Advancement of grade.
- (e) Change of civilian education level or status.
- (f) Change of employer/occupation.
- (g) Miscellaneous changes (i.e. religious denomination).
- (h) Miscellaneous corrections (i.e. date of birth, ethnic group/race, etc).

b. Organizational changes. MTOE/TDA changes will be provided to SIDPERS from the Readiness Management Officer; Plans, Operation and Training Section at the STARC Headquarters. Reorganizations, additions and deletions must be made to the SIDPERS Organizational File (SOF) and the SIDPERS Authorized Strength File (SASF) as appropriate. These files are an integral part of output products produced by SIDPERS-ARNG. As an example, the Unit Manning Report is produced from information on:

SIDPERS Personnel File (SPF): Name, Social Security Number, Grade, Branch, Sex, MOS data, First Language Identity, Duty MOS, Duty Position Qualification, Security Clearance, Attached Payroll Number, and Local (State) Data.

SIDPERS Authorized Strength File (SASF): Authorized MTOE/TDA paragraph and line number, position title, Unit Identification Code (UIC) and Required/Authorized Position.

SIDPERS Organizational File (SOF): Unit Designation and Unit Payroll Number (PRN).

2-4. Transmittal of SIDPERS Input

a. The NGB Form 3815, SIDPERS Input and Control Data - Authentication and Transmittal will be used to transmit source documents, personnel actions (DA Form 4187) and other miscellaneous type documents.

b. Reporting requirements:

(1) Input will be transmitted each day that an action occurs that substantiates a change in SIDPERS. Originators will not accumulate input for weekly or biweekly transmittals. Only one NGB Form 3815 should be used for all actions that occur within a day. There should never be a reason for two transmittals to be submitted on the same day.

(2) Negative reports will not be forwarded for days in which SIDPERS actions do not occur.

c. Batch numbers. A batch number will be used to control SIDPERS-ARNG input. Batch numbers will begin with 001 at the start of each calendar year. Batches will be sequentially numbered throughout the calendar year (e.g., 002 for the second batch, 003 for the third batch). The first batch for each calendar year will have a statement in the remarks section identifying the last batch submitted for the previous calendar year (e.g. Batch 305, dated 30 Dec 87, was the last batch for CY 87).

2.5 Preparation of NGB Form 3815

This form (Figure 2-1) will be prepared in triplicate. The original and copy 2 will be forwarded to the SIB. Copy 3 will be retained in suspense until copy 2 is returned from the SIB acknowledging receipt of the transmittal. This form will be completed as follows:

- a. **Item 1 DATE PREPARED** - Enter the date the transmittal is prepared.
- b. **Item 2 ORIGINATOR CODE** - Enter the originator code assigned to the unit, headquarters, staff section, etc.
- c. **Item 3 BATCH NO** - Enter the appropriate batch number as outlined in paragraph 2-4c, above.
- d. **Item 4 THRU** - Normally not applicable. Used if originators are required to submit transmittal through intermediate command, etc.
- e. **Item 5 TO** - Enter SIDPERS-ARNG and the appropriate address.
- f. **Item 6 FROM** - Enter the unit/other applicable designation.

g. **Item 7 ATTACHED SOURCE DOCUMENTS AND ACTIONS HAVE BEEN VERIFIED AS COMPLETE AND CORRECT** - Enter the name of each soldier for whom a source document is transmitted in the space provided (by type) and the number of soldiers for whom source documents are transmitted in the "count" column. The number in the count column must reflect the number of soldiers, not the number of orders, etc. that are transmitted. Transmittal of documents not reflected in the input forms column should be added starting with item "k". The "Remarks" section will be used to enter additional comments/remarks/clarifications as necessary.

h. **Item 8 NAME AND TITLE OF CERTIFYING OFFICER** - Enter the name and title of the person certifying the information/count/transmittal. The commander may delegate the authority to the unit administrator, unit clerk, military personnel technician, administrative officer, or other administration personnel.

i. **Item 9 GRADE** - Enter the grade of the person certifying the transmittal.

j. **Item 10 SIGNATURE** - Person identified in item 8 will authenticate the transmittal.

2-6. Completion of Personnel Actions (DA Form 4187). Each DA Form 4187 (Figure 2-2) will be completed as follows:

a. **Block THRU** - Normally not applicable. Enter intermediate command, if required.

b. **Block TO** - Enter SIDPERS/SIB and appropriate address.

c. **Block FROM** - Enter unit/headquarters/other originator designation and originator code.

d. **Section I - PERSONNEL IDENTIFICATION** - Enter soldier's name (Last, First, MI), rank for all personnel, primary MOS (applies to enlisted only) and SSN in the appropriate blocks.

e. **Section II - DUTY STATUS CHANGE** - Enter appropriate information as required when the change has an impact on strength accounting, pay entitlements, and certain other administrative actions.

f. **Section III - REQUEST FOR PERSONNEL ACTION** - Identify appropriate personnel action being accomplished.

g. **Section IV - REMARKS** - To be used to provide additional information pertinent to Section II and III. If no entry is required, leave blank.

h. **Section V - CERTIFICATION/APPROVAL/DISAPPROVAL** - Check the appropriate block and enter the required information pertaining to the certification/authentication. The commander may delegate the authority to certify the DA Form 4187 to appropriate administrative personnel.

2-7. Alphabetic and Numeric Characters that Look Alike.

To avoid errors caused by numbers and letters that look alike (the number 1 and the letter I, the number 2 and the letter Z, etc.) , the number and letters will be written as follows:

<u>CHARACTER</u>	<u>TYPE</u>	<u>ANNOTATE</u>
1	NUMERIC	1
I	ALPHABETIC	I
2	NUMERIC	2
Z	ALPHABETIC	Z
0	NUMERIC	0
0	ALPHABETIC	<u>0</u>

2.8 SIDPERS-ARNG Personnel Interview Fact Sheet.

Although accession packets (i.e., DD Form 4/1, DD Form 1966 series, NGB Form 62) contain much of the information required to process gain transactions, SIDPERS requires data not normally contained within this documentation. Examples are tax withholding status, additional tax withholding, SGLI coverage, civilian occupation and name of employer. Figure 2-3 is a Personnel Interview Fact Sheet that SIDPERS may use to capture data. A unit type enlistment would require the submission of a completed fact sheet (or other State form) so that SIDPERS can accomplish an accurate and timely accession.

2-9. Classification and Safeguarding Personnel Information.

Information/source documents to support SIDPERS will not be classified. Source documents, military personnel records, and information of a personal nature will be stored, handled, and transmitted in accordance with AR 640-10. Information of a personal nature may be disclosed or released only to authorized personnel in accordance with AR 340-17 and AR 340-21. Documents will be disposed of under applicable directive or by destruction once they have served their purpose. Destruction should be accomplished by burning, shredding, or other appropriate means.

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8 and AR 600-1; the proponent agency is MILPERCEN.			
DATA REQUIRED BY THE PRIVACY ACT			
Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Use: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.			
THRU: (Include ZIP Code)	TO: (Include ZIP Code) SIDPERS Interface Branch (Use office symbol as directed by State)	FROM: (Include ZIP Code) COMMANDER Co D 4/144 Inf #009 Mercedes, TX 78570	
SECTION I - PERSONAL IDENTIFICATION			
NAME (Last, First, MI) LEE, MEEK E.	GRADE OF RANK/PMOS (Enl only) PV2 11B10	SOCIAL SECURITY NUMBER 555-55-5555	
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)			
The above member's duty status is changed from <u>Attendance at IET</u>			
to <u>Returned to drill status</u>			
effective _____ hours, <u>21 Jan</u> <u>19 88</u>			
SECTION III - REQUEST FOR PERSONNEL ACTION			
I request the following action:			
	Procedure		Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Asgmt of Perm with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		Other (Specify)	
SIGNATURE OF MEMBER (When required)			DATE
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Individual assigned to DMOS: <u>11B10 MTOE Para 302 Line 06</u>			
Attached is DD Form 214 and MOS awarding order.			
Individual advanced as follows:			
Grade of Rank advanced to: <u>PV2</u>			
Effective date: <u>1 Jan 88</u>			
Authority: <u>Para 6-15, NGR 600-200</u>			
Additional Instructions: <u>Individual received accelerated advancement at REP training (Attached letter)</u>			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> IS APPROVED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> IS DISAPPROVED <input type="checkbox"/> RECOMMEND DISAPPROVAL			
COMMANDER/AUTHORIZED REPRESENTATIVE Rene E. Garcia, CPT, Inf	SIGNATURE <i>Rene E. Garcia</i>	DATE 29 Jan 88	

Figure 2-2

SIDPERS-ARNG PERSONNEL INTERVIEW FACT SHEET

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: TITLE 10 USC 504, 505, 508, 510 AND EXECUTIVE ORDER 9397.
 PRINCIPAL PURPOSE: TO PROVIDE INFORMATION FOR SIDPERS AUTOMATED PERSONNEL RECORDS SYSTEM.
 ROUTINE USES: IF ACCESSED, THIS FORM BECOMES A SOURCE DOCUMENT FOR AND PART OF YOUR MILITARY PERSONNEL RECORD, TO SUBSTANTIATE ITEMS REQUIRED BY SIDPERS FOR WHICH NO OTHER SOURCE DOCUMENT IS PROVIDED.
 DISCLOSURE: VOLUNTARY. HOWEVER, FAILURE TO ANSWER ALL QUESTIONS MAY RESULT IN DENIAL OF YOUR ACCESSION.

NAME: _____ SSN: _____
(LAST) (FIRST) (MIDDLE) (SUFFIX)

UIC: _____ PAYROLL NUMBER: _____ DMOS: _____
(INCLUDE ASI, BSI, ETC)

DMOS QUALIFIED: YES ___ NO ___ PARA/LINE NO.: _____ POSITION NUMBER EXCESS: _____
(MUST BE SHOWN FOR ALL PERSONNEL TO INCLUDE THOSE CARRIED EXCESS)

RACE/POPULATION GROUP: _____ ETHNIC GROUP: _____

CITIZENSHIP STATUS, US ORIGIN: _____ RELIGIOUS DENOMINATION: _____

MARITAL STATUS: ANNULLED ___ DIVORCED ___ INTERLOCUTORY ___ LEGALLY SEPARATED ___ WIDOWED ___
 (CHECK ONE) MARRIED ___ SINGLE ___

NUMBER OF DEPENDENTS: _____ NUMBER WITHHOLDING EXEMPTIONS: _____ ADDITIONAL WITHHOLDING AMOUNT: _____

ENTER ONLY ONE ADDRESS FOR EACH INDIVIDUAL:

INDIVIDUAL ADDRESS
 STREET ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP CODE: _____

FOREIGN ADDRESS
 STREET ADDRESS: _____
 CITY: _____
 COUNTRY OF RESIDENCE, CURRENT: _____

APO/FPO ADDRESS
 UNIT DESIGNATION: _____
 APO/FPO IDENTIFICATION: _____

CIVILIAN EMPLOYER: _____
 CIVILIAN OCCUPATION: _____

SGLI: YES ___ NO ___ IS INDIVIDUAL RECEIVING: RETIRED MILITARY PAY ___ VA BENEFITS ___
 AMOUNT _____ NUMBER OF DAYS BENEFIT PAY WAIVED _____

HIGHEST LEVEL OF EDUCATION & YEARS COMPLETED: _____ STILL ATTENDING: YES ___ NO ___

MAJOR SUBJECT COLLEGE EDUCATION: _____

LOCAL DATA:

CERTIFYING OFFICIAL: _____
(NAME) (DATE)

CHAPTER 3

ERROR/OMISSION IDENTIFICATION AND RESOLUTION

3-1. General

The accuracy and timeliness of data elements in the SIDPERS Personnel File (SPF) depends primarily on the accurate and prompt submission of the documentation discussed in Chapter 2. The unit plays an important role in the flow of data through the SIDPERS system. An important aid in this regard is the validity and compatibility edit feature of SIDPERS. The unit will only be concerned with the compatibility edit. This editing feature provides that each transaction input will be subject to these edits and if not accurate, will be rejected by the automated system. This rejected transaction (hereafter referred to as unprocessed transactions) must be resolved by the SIB or originator. This feature also provides the originator with immediate identification of unprocessed transactions. This chapter discusses the types of unprocessed transaction/omission identified, how they are reported back to the originator and also the actions required by the originator.

3-2. Responsibility for Accurate Information within SIDPERS.

Data processed into SIDPERS is accomplished by personnel within the SIB. They will attempt to ensure that all the information is accurate. However, it is the soldier, the commander, and the unit administrator/clerk who has the responsibility to ensure that the soldiers SIDPERS record is correct.

3-3. Validity and Compatibility Edits

Each transaction input into SIDPERS is subject to a series of edits before being permitted to update or change the personnel file. Initially, the transaction is subject to a check of authorized values and valid SIDPERS codes. This edit is called validity. Validity edits prevent the transaction from being input. This would occur while the transaction is being input at the SIB level. If the transaction passes the edit, it would then be ready for updating. During the update, the transaction is subject to a second series of edits called compatibility. Compatibility compares the transaction for accuracy based on regulations, pamphlets, directives, etc. If rejected by compatibility edits during the update cycle, they do not update the personnel file and appear as unprocessed transactions.

3-4. Omissions

Units will be furnished a Personnel Transaction Register by Unit (GPDF-0880) and/or Monthly Summary Transaction Register by Unit (GPFM-1210) on all transactions processed/unprocessed to include those transactions submitted by higher commands/agencies. Units should monitor these reports to see that all transactions submitted on transmittal letters (NGB Form 3815) or those that should have been submitted by higher commands/agencies, i.e. promotion action by battalion, have been processed. Units should make it a practice to match their transmittals against these output products to validate the data that was input. If the unit discovers an omission, they should immediately notify the SIB identifying the transmittal letter number that the action was submitted on.

3-5. Unprocessed Transaction Identification

SIDPERS produces three unit level automated reports that identify error conditions within the system. They are:

- a. The Personnel Transaction Register by Unit (PCN: GPDF-0880).
- b. The Monthly Summary Transaction Register by Unit (PCN: GPFM-1210).
- c. The Unresolved Error Report by Unit (PCN: GPFM-1460).

3-6. GPDF-0880, Personnel Transaction Register by Unit (PTRU)

The PTRU is produced following each update cycle, normally daily. It includes a listing of all processed/unprocessed transactions for the update cycle. Upon receipt in the SIB, the SIB Data Analyst will review the listing for all units that he/she is responsible and take the following actions:

- a. Review the PTRU and verify that all transactions have been successfully entered. When the PTRU reflects error conditions, the Personnel Data Analyst will make the appropriate corrections, if possible. If the information is not available within the SIB or MILPO a telephone call will be made to the originator attempting to resolve the error. If the correction can be accomplished by either of the above methods, a line will be drawn through the entry and initialed. Should the correction not be made the error will not be lined off the PTRU and returned to the unit for corrective action.

- b. Upon receipt, the unit will review the PTRU and take the following actions:

- (1) Verify entries on NGB Form 3815 against the transactions that were successfully processed (Transactions Processed Section).

(2) Review the Transactions Unprocessed Section of the PTRU. If any error conditions remain uncorrected, the unit will take appropriate action to correct the error. Each error condition is identified by an error mnemonic. Appendix B of this pamphlet contains a listing of error mnemonics, their meanings, and the procedure that must be used to correct the error condition.

3-7. GPFM-1210, Monthly Summary Register by Unit

This report contains a listing of all transactions processed or unprocessed for a particular month. Use the procedure outlined in para 3-6 above for resolution of unprocessed actions which have not been previously corrected.

3-8. Unresolved Error Report by Unit

The GPFM-1640 Unresolved Error Report by unit is produced at the end of each calendar month and lists all error conditions that remain unresolved for the unit. If all corrections have been made or if the unit did not have error conditions the report will not be forwarded to the unit.

a. When the Personnel Data Analyst receives this report, and unresolved error conditions are identified, he/she will take the same actions as outlined in paragraph 3-6a. If the report contains error conditions that cannot be resolved in the SIB, it will be forwarded to the unit concerned for correction.

b. If an Unresolved Error Report by Unit is received at the unit, the unit must take the same actions to resolve the error conditions as outlined in paragraph in 3-6b.

3-9. Resolution

Reference Appendix C and the examples at Figures 3-1 and 3-2 to resolve unprocessed transactions.

For Official Use Only Privacy Act Data
 Personnel Transaction Register By Unit
 GPF 0880

Prepared YYMMDD (A) Personnel Transaction Register By Unit PCN GPF 0880 As of YYMMDD Page xxx

Unit (B) xxxxxxxxxxxxxxxxxxxxxxxx Location xxxxxxxxxxxxxxxxxxxx State xx UIC Wxxxxx Analyst xx MC xx

Transactions Processed----(C)

(D) Date	(E) Name/ UPC	(F) SSN	(G) Mnemonic	(H) Orig Code	(I) Transaction Data	(J) Control Number	(K) Document Number
YYMMDD	xxxxxx	xxx-xx-xxxx	xxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxx	xxxxxxxxxx
YYMMDD	xxxxxx	xxx-xx-xxxx	xxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxx	xxxxxxxxxx

Total Transactions Processed xxxxx

Transactions Unprocessed----(L)

Date	Name/ UPC	SSN	Mnemonic	Orig Code	Transaction Data	(M) Error Mnemonic	Control Number	Document Number
YYMMDD	xxxxxx	xxx-xx-xxxx	xxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxx	xxxxxxx	xxxxxxxxxx
YYMMDD	xxxxxx	xxx-xx-xxxx	xxxx	xxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxx	xxxxxxx	xxxxxxxxxx

Total Transactions Unprocessed xxxxx

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure 3-1

EXPLANATION AND CORRECTIVE ACTION TO BE TAKEN TO PROCESS UNRESOLVED
TRANSACTIONS ON GPFD-0880 (Personnel Transaction Register) Figure 3-1

Refer to TRANSACTIONS UNPROCESSED - The lower portion of the report indicating unprocessed transactions.

DATE - Year, Month and Day of transaction.

NAME/UPC - If the transaction is a personnel transaction, the transaction name will be printed, if an organization, UPC will be printed.

SSN - Social Security Number

MNEMONIC - Transaction mnemonic input by SIB.

ORIG CODE - Originator Code (in most cases payroll number)

TRANSACTION DATA - The first line indicates data input from the transaction. The second line indicates data currently on the Personnel File that caused the transaction to not process.

ERROR MNEMONIC - Code identifying error mnemonic of rejected transactions. Error mnemonics are listed in Appendix C of this pamphlet.

CONTROL NUMBER - Sequentially generated number assigned to transactions input into the system.

DOCUMENT NUMBER - Optional code used by SIB.

TOTAL TRANSACTION UNPROCESSED - Identifies the number of transactions that were not processed.

CORRECTIVE ACTION:

1. Review the "ERROR MNEMONIC" column to identify the error. In this example the error mnemonic is "MDTQ".
2. Refer to Appendix C, this Pamphlet and find the error mnemonic "MDTQ". Match "MDTQ" to the unprocessed transaction GRCH. Refer to the column "REASON AND REQUIRED CORRECTIVE ACTION". In part this column reads: "DY-POSN-QUAL on SPF (SIDPERS Personnel File) indicates member not qualified in duty MOS...".
3. The second line indicates what is currently on the Personnel File. This example indicates that the member has a primary MOS of 71L10 and a duty position qualification of L (NOT QUALIFIED - ON-THE-JOB-TRAINING).

Figure 3-2

4. Check NGR 600-200 for requirements of duty position qualification as it relates to promotions/advancements. Currently, the individual needs to be duty position qualified for advancement to E4.

5. If SMITH is in fact not duty position qualified, the advancement must be revoked.

6. If SMITH is qualified, check transmittal letters (NGB Form 3815) to see if a recent duty position qualification change has been submitted for SMITH.

a. If a duty position change has already been submitted, inform SIDPERS and furnish the transmittal letter number in which it was submitted.

b. If not, a change in duty position qualification to code "Q" or "P" (QUALIFIED) must be submitted by the unit on a transmittal letter to SIDPERS. The meanings for duty position qualification codes are explained in NGB Pam 25-10. Upon receipt, SIDPERS will input a "DPOS" transaction as explained in Appendix C. After the SIDPERS Personnel File (SPF) for the "DPOS" change has been updated, SIDPERS will reinput the "GRCH" transaction.

7. Monitor Personnel Transaction Register by Unit (GPFD-0880) and Personnel Transaction Register by Unit - Monthly Report (GPFM-1210) to ensure that this transaction has been processed and that the data base has been properly updated.

Figure 3-2 continued

CHAPTER 4

SIDPERS OUTPUT

4-1. General

This chapter provides information and detailed procedural guidance on the maintenance, use and disposition of printed output documents at the unit level. These outputs are provided by the servicing SIDPERS Interface Branch (SIB).

4-2. Output Media

SIDPERS provides users with desired information in printed form called Recurring Reports. The system furnishes computer/microfiche printed reports in relatively fixed formats. These reports are produced on a regular schedule; i.e., cyclic, daily, monthly, quarterly. They may also be produced based upon a special request. Recurring reports will appear as rosters, listings, reports, registers and Personnel Qualification Record (GPFR 1790). A complete list of outputs are reflected in Appendix E.

4-3. Format

The format for description of SIDPERS output is divided into two distinct areas. One area is referred to as the "Report Heading." This area contains information that identifies the output; i.e., report title and report number. The other area is known as the "Report Contents". This portion of the output shows data that are usable at the unit level to assist the commander and staff in fulfilling their personnel management responsibilities. Outputs may be identified by title or Product Control Number (PCN). A detailed description of PCN follows:

- a. Position 1 - Alpha character "G" identifies organizational entity as Guard.
- b. Position 2 - Alpha character "P" denotes type of report as Personnel related.
- c. Position 3 - Alpha character "F" identifies report as Field level output, meaning report is for State level. Code "H" would mean Headquarters (NGB level).
- d. Position 4 - Alpha character that identifies the scheduled frequency output report is produced.
 - (1) "D" - Daily
 - (2) "W" - Weekly
 - (3) "M" - Monthly
 - (4) "Q" - Quarterly

- (5) "S" - Semi-annually
- (6) "A" - Annually
- (7) "R" - Upon request

e. The last four (4) positions are numeric characters which identify each output.

4-4. Use of Outputs

SIDPERS outputs for the unit level are produced to give data to the unit commander, first sergeant, servicing Personnel Staff NCO (PSNCO) and unit clerk to assist them in performing their personnel management responsibilities. The outputs are used more specifically as follows:

- a. To provide sufficient management information to the local commander to enable him to effectively manage personnel.
- b. To provide the individual a copy of his/her Personnel Qualification Record (GPER 1790) so he/she may know exactly what information is contained on his/her automated record in the SIDPERS files. The individual will be given the opportunity to verify the information and have any missing and incorrect data items quickly corrected.
- c. To indicate that the unit's input was received and processed at the servicing SIB.
- d. To provide the unit commander and unit clerk a check on their work.
- e. To indicate certain actions that must be taken at the unit level.

4-5. Security Protection of SIDPERS Outputs

a. Security protection to preclude unauthorized disclosures and to prevent access to information of a personal nature by unauthorized persons must be provided for all printed outputs containing military personnel information. FOR OFFICIAL USE ONLY markings are required under circumstances where marking is essential to insure protection of personal information. The provisions of AR 340-16 apply in general to storage, handling and transmission of personnel reports.

b. Requests for personnel data will not be released to individuals or activities which are not a component part of the organization. When such requests are received at the organization, it is necessary to receive approval from the appropriate functional manager of the data base before requested data is compiled or released.

4-6. Procedures

Specific details of each SIDPERS output received at unit level, to include purpose, frequency, disposition and required action are described in Appendix D.

CHAPTER 5

RETIREMENTS POINTS ACCOUNTING SYSTEM

5-1. **General.** The Retirement Points Accounting System (RPAS) is designed to automate methods of ensuring timely recording, verifying, and accounting of all retirements points earned by Army National Guard soldiers. NGR 680-2 (Automated Retirement Points Accounting System) must be referred to for detailed instructions: it contains responsibilities and procedures for establishing and maintaining RPAS forms and records.

5-2 **System Configuration.** Programs have been developed to establish a computerized master record upon appointment or enlistment in the Army National Guard. NGB forms cited herein are displayed in NGR 680-2.

a. **Prior Service Gain.** Master RPAS records are created upon accession into the SIDPERS-ARNG data base. Prior service data is entered based on information recorded on NGB Form 23E (RPAS Capture Worksheet). This form is prepared by the Unit Administrator or as directed by a SIB SOP and will account for service member's prior service periods. It must be forwarded with enlistment/appointment package to the SIB. Upon receipt of the package, the RPAS NCO will enter information necessary into the automated system to establish the retirement point accounting record. Subsequent correction or verification of questionable data must be forwarded to the RPAS NCO with source document(s) for input into the system.

b. **Non-Prior Service Gain.** Creation of Master RPAS records for non-prior service gains are automatically generated when enlistment/appointment is entered in the SIDPERS-ARNG system.

c. Once the automated retirement points accounting record is established, the system will produce several forms as follows:

(1) **NGB Form 23A, Army National Guard Current Annual Retirement Points Statement.** This statement is provided to soldiers at the end of each retirement year or upon separation. It is a complete listing of all retirement points earned throughout the career. This form also provides an unofficial statement indicating approximately how much retired pay the soldier would be entitled to at age 60.

(2) **NGB Form 23A1, Army National Guard Retirement Points Supplemental Detailed Report.** This is a detailed report of retirement points earned during the last retirement year. It includes dates of Inactive Duty for Training (IDT), Active Duty (AD), Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Full Time Training Duty (FTTD), and Army Correspondence Course completion information.

(3) **NGB Form 23B, Army National Guard Retirement Points History Statement.** This is a statement provided the soldier upon initial establishment of the RPAS record or upon request. Statement will provide a complete listing of all retirement points earned throughout their career.

(4) NGB Form 23C, Army National Guard Retirement Points Statement.

This is a statement showing a complete listing of all retired points earned and is provided the soldier upon application for retired pay. The statement will also include a "certification of accuracy statement" signed by the SIB Chief or RPAS NCO. This statement will be attached to DD Form 108 (Application for Retired Pay Benefits) when soldier applies for his retirement.

(5) NGB Form 23D, Notification of Eligibility for Retired Pay at Age

60. This certificate notifies soldiers of their eligibility for retired pay at age 60. Like all other NGB Forms 23 mentioned in this chapter, this computer generated form will be forwarded to soldiers upon attainment of 20 years of creditable service. It will be accompanied by NGB Form 23B, ARPERCEN Pam 135-2 (Handbook on Retirement Services for Army Reserve Component Personnel and their Families), and the Survivors Benefit Plan summary.

5-3. System Maintenance. After the RPAS record has been established, all future entries will automatically be generated through interfaces with SIDPERS-ARNG, ADAPS, JUMPS-RC and ACCP or manual data entry by the RPAS NCO. Main source documents necessary to award retirement points are:

a. DA Form 1379. This form is the primary source document for awarding retirement points. Commanders, unit administrators, or unit clerks must ensure the soldier receives credit for all retirement points earned.

b. Army Correspondence Course Program completion certificates.

c. Non-pay status certificate. Once a soldier performs IDT/AT/ADT/ADSW in a non-pay status for retirement points only, this certificate will be prepared and forwarded to the SIB for input.

5-4. Soldier Assigned to the Inactive Army National Guard (ING). When a soldier assigned to the ING attends a must drill or annual training (AT), he is entitled to retirement points for that attendance. Commanders will ensure appropriate entries are made on DA Form 1379 in accordance with NGR 680-1. He will follow procedures established by the State SIB to ensure soldier receives credit for all retirement points earned.

5-5. Separations, Interstate Transfers, or Transfers to the Inactive National Guard before Retirement Year Ending Date. If a soldier separates from the ARNG, goes on an interstate transfer, or transfers to the ING before his retirement year ending date, copies of the latest NGB Forms 23A and 23A1 must be included in the MPRJ. Shipment of the MPRJ will not be delayed awaiting receipt of the final RPAS record. Supplemental reports of RPAS records will be forwarded in accordance with NGR 680-2.

**ARMY NATIONAL GUARD CURRENT ANNUAL RETIREMENT
POINTS ACCOUNTING STATEMENT**

(Rank) (Name)
(SSN)
(Unit)

DATE PREPARED: _____
 RYE: _____
 BASD: _____
 CLOSE-OUT DATE: _____
 OUTPUT REASON: _____
 REVIEWED: _____
 (Individuals initials
 on MPRJ copy only)

THIS SUMMARY IS A STATEMENT OF YOUR POINTS EARNED TOWARDS RETIREMENT. YOU SHOULD REVIEW ALL ENTRIES AND REPORT ANY DISCREPANCIES TO YOUR UNIT CLERK. PARTICULAR ATTENTION SHOULD BE GIVEN TO ANY PERIOD OF SERVICE WITH A VERIFICATION STATUS (VS) B, C or D SINCE POINTS ARE NOT CREDITED UNTIL VERIFIED.

BEG DATE (yyymmdd)	END DATE (yyymmdd)	MMSI	IDT	MEM	ACCP	ADT	VS	TOTAL CAREER POINTS	TOTAL PTS FOR RET PAY	CREDITABLE SVC FOR RET PAY (yyymmdd)
-----------------------	-----------------------	------	-----	-----	------	-----	----	---------------------------	-----------------------------	---

GRAND TOTALS

NON CREDITABLE PERIODS OF SERVICE

FROM DATE	TO DATE	REASON
-----	-----	CIVILIAN BREAK (IF MMSI=H3)
-----	-----	INACTIVE NATIONAL GUARD (IF MMSI=B5)
-----	-----	USAR CONTROL GROUP (IF MMSI=E1THRU E7)

Figure 5-1

15 July 1988

STATEMENT FOR SOLDIERS WITH LESS THAN 20 YEARS SERVICE

AS OF THIS DATE, YOU HAVE ACCUMULATED _____ RETIREMENT POINTS AND (yyymmdd) CREDITABLE SERVICE TOWARD BEING ELIGIBLE FOR RETIRED PAY. BASED UPON YOUR CURRENT GRADE AND PAY SCALE, AND ASSUMING YOU EARN A MINIMUM OF 75 POINTS PER YEAR FOR THE NEXT _____ YEARS, WHICH WILL ESTABLISH 20 YEARS OF CREDITABLE SERVICE, YOU COULD RECEIVE APPROXIMATELY \$ _____ PER MONTH AT AGE 60. SHOULD YOU ELECT TO REMAIN IN AN ACTIVE STATUS IN THE ARMY NATIONAL GUARD UNTIL YOU REACH AGE 60, AND EARN A MINIMUM OF 75 POINTS PER YEAR, YOUR RETIREMENT PAY COULD BECOME APPROXIMATELY \$ _____ PER MONTH.

STATEMENT FOR SOLDIERS WITH MORE THAN 20 YEARS SERVICE

AS OF THIS DATE, YOU HAVE ACCUMULATED _____ RETIREMENT POINTS AND (yyymmdd) CREDITABLE SERVICE TOWARD BEING ELIGIBLE FOR RETIRED PAY. SHOULD YOU ELECT TO RETIRE TODAY, BASED UPON YOUR CURRENT GRADE AND PAY SCALE, YOU COULD RECEIVE APPROXIMATELY \$ _____ PER MONTH AT AGE 60. HOWEVER, IF YOU REMAIN IN AN ACTIVE STATUS IN THE ARMY NATIONAL GUARD UNTIL YOU REACH AGE 60, AND EARN A MINIMUM OF 75 POINTS PER YEAR, YOUR RETIREMENT PAY COULD BECOME APPROXIMATELY \$ _____ PER MONTH.

1 Encl
Supplemental Detailed Report

DISTRIBUTION:
1 Soldier
1 MPRJ (Only latest copy)
1 State Hq

Figure 5-1 continued

NGB FORM 23A
1 October 1987

ARMY NATIONAL GUARD RETIREMENT POINTS
SUPPLEMENTAL DETAILED REPORT

(Rank) (Name)
(SSN)
(Unit)

DATE PREPARED: _____
RYE: _____
CLOSE OUT DATE: _____
OUTPUT REASON: _____
REVIEWED: _____
(Individuals initials
on MPRJ copy only)

THIS IS A DETAILED REPORT OF RETIREMENT POINTS EARNED DURING THE PERIOD INDICATED. YOU SHOULD REVIEW THIS REPORT FOR ACCURACY. ANY DISCREPANCIES SHOULD BE REPORTED TO YOUR UNIT CLERK.

INACTIVE DUTY TRAINING

DATE (yyymmdd)	NUMBER OF ASSYS/POINTS	TYPE	SOURCE
-----	-----	-----	PAID JUMPS-RC
-----	-----	-----	PAID MANUAL INPUT
-----	-----	-----	NON-PAID MANUAL INPUT

ACTIVE DUTY/ACTIVE DUTY TRAINING/FULL TIME TRAINING DUTY

BEG DATE (yyymmdd)	END DATE (yyymmdd)	NUMBER OF POINTS	TYPE	SOURCE
-----	-----	-----	-----	ADAPS
-----	-----	-----	-----	MANUAL INPUT
-----	-----	-----	-----	NON-PAID MANUAL INPUT

ARMY CORRESPONDENCE PROGRAMS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	SOURCE
TOTAL HOURS:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	USATSC
TOTAL HOURS:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	MANUAL INPUT
TOTAL POINTS:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

DISTRIBUTION:

- 1 Soldier
- 1 MPRJ (Permanent)
- 1 State Hq

Figure 5-2

ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT

(Rank) (Name)
 (SSN)
 (Unit)

DATE PREPARED: _____
 RYE: _____
 BASD: _____
 CLOSE-OUT DATE: _____
 OUTPUT REASON: _____

THIS SUMMARY IS A STATEMENT OF YOUR POINTS EARNED TOWARDS RETIREMENT. YOU SHOULD REVIEW ALL ENTRIES AND REPORT ANY DISCREPANCIES TO YOUR UNIT CLERK. PARTICULAR ATTENTION SHOULD BE GIVEN TO ANY PERIOD OF SERVICE WITH A VERIFICATION STATUS (VS) B, C or D SINCE POINTS ARE NOT CREDITED UNTIL VERIFIED.

BEG DATE (yyymmdd)	END DATE (yyymmdd)	MMSI	IDT	MEM	ACCP MISC PTS	ADT	VS	TOTAL CAREER POINTS	TOTAL PTS FOR RET PAY	CREDITABLE SVC FOR RET PAY (yyymmdd)
-----------------------	-----------------------	------	-----	-----	---------------------	-----	----	---------------------------	-----------------------------	---

GRAND
 TOTALS

NON CREDITABLE PERIODS OF SERVICE

FROM DATE	TO DATE	REASON
-----	-----	CIVILIAN BREAK (IF MMSI=H3)
-----	-----	INACTIVE NATIONAL GUARD (IF MMSI=B5)
-----	-----	USAR CONTROL GROUP (IF MMSI=E1THRUE7)

DISTRIBUTION:
 1 Soldier
 1 Requestor
 1 State Hq

Figure 5-3

15 July 1988

NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY AT AGE 60

(Rank) (Name)
 (SSN)
 (Unit)

DATE PREPARED: _____
 RYE: _____

1. This is to notify you that, having completed the required years of service, you will be eligible for retired pay upon application at age 60 in accordance with the provisions of Title 10, U. S. Code, Chapter 57. Your eligibility for retired pay may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of creditable service performed unless it resulted directly from fraud or misrepresentation on your part. Notwithstanding the foregoing, the number of years of creditable service upon which retired pay is computed may be adjusted to correct any error, miscalculation, or administrative determination, and when such a correction is made you will be eligible for retired pay in accordance with the number of years of creditable service, as corrected, from the date retired pay is granted.

2. In the event you are now or later become entitled under any other provisions of the law to retired pay from an armed force or retained pay as a member of the Fleet Reserve or Fleet Marine Corps Reserve, you will not be entitled to retired pay under the provisions of 10 U.S.C. 1331.

3 Encls

- 1. NGB Form 23B (RPAS History Statement)
- 2. Survivor Benefit Plan Summary
- 3. NGB Pam 600-5

 (Typed Name/Grade)
 Military Personnel Officer
 State of _____

DISTRIBUTION:

- 1 Soldier
- 1 MPRJ (less Encls 2 and 3)
- 1 State Hq (less Encls)

Figure 5-5

NGB FORM 23D
 1 October 1987

APPENDIX A

TRANSACTION MNEMONICS AND DATA ELEMENTS
REPORTABLE AT THE UNIT LEVEL

MNEMONIC	INPUT TITLE
ADMA	Administrative Addition
ADMD	Administrative Deletion
ADRI	Address Mailing, Individual
AWC	Appointment Waiver Conditions
AFTS	Armed Forces Qualification Test Percentile Score
ALCD	Assignment/Loss Reason and Date
ASTE	Authorized Strength
ATCH	Attached
AVDA	Aviation Date
BSWC	Benefit Status Waiver Code
CITZ	Citizenship Status, U. S. Origin
CEDL	Civilian Education Level
CIVO	Civilian Occupation
CWSD	Commission/Warrant Officer Service Date
CREL	Condition Release
COCD	Current Organization Identification
CPSD	Current Procurement and Date
DOB	Date of Birth
DERC	Date of Initial Entry Into a Reserve Component
DOR	Date of Rank - Reserve
DECD	Deceased

MNEMONIC	INPUT TITLE
DSCH	Discharge
DPOS	Duty Position
ENOP	Enlistment Option Period
ERBR	Enlistment/Reenlistment Bonus - Reserve
EWCD	Enlistment Waiver Condition
EADT	Enter Active Duty Training
EGD	Ethnic Group
EERF	Evaluation Report
EXDA	Expiration Date of Attachment
ERRO	Expiration Ready Reserve Obligation Date
ESMO	Expiration Statutory Military Obligation Date
EXT	Extension
FRG	Federal Recognition Identification
GRCD	Grade Abbreviation and Code
GRCH	Grade Change
GRWV	Grade Change Waiver
IPAY	Incentive Pay
IADT	Initial Active Duty Training
IPCD	Initial Procurement and Date
OIUG	Intact Unit Gain
OIUL	Intact Unit Loss
LANG	Language Identity
LDP	Local Data - Personnel
LDPA	Local Data - Personnel

MNEMONIC	INPUT TITLE
MPBR	Mandatory Promotion Board Results
MRD	Mandatory Removal Reason and Date
MARS	Marital Status
MLED	Military Education Completed
MILE	Military Education Enrolled
MOS	Military Occupational Specialty Code
MISC	Miscellaneous
NAME	Name, Individual
MGIB	Montgomery G.I. Bill
NPSG	Non-Prior Service Gain
PEBD	Pay Entry Basic Date
PHYS	Physical Examination
PRSC	Previous Record Status and Date
PSG	Prior Service Gain
PADR	Privacy Act Disputed Record and Agency Identification
PPAY	Proficiency Pay
PPED	Projected Promotion Eligibility Date
PCC	Promotion Consideration Code
QSRC	Qualitative/Selective Retention Identifier and Date
RACE	Race/Population Group
RENL	Reenlistment
RTD	Rejected Transaction Deletion
RADT	Release from Active Duty Training
RELG	Religious Denomination

MNEMONIC	INPUT TITLE
ROTC	Reserve Officer Training Corps Identification
RTWV	Retention Waiver
RYE	Retirement Year Ending Date
RING	Return from Inactive National Guard
SCYC	Security Clearance
SEP	Separation
SGLI	Serviceman's Group Life Insurance Election
SEX	Sex
SPAY	Special Pay
SQT	Skill Qualification Test
SSN	Social Security Number, Service Member
SSI	Specialty Skill Identifier
SBP	Survivor Benefit Plan Election
TAX	Tax Information Individual
TOER	Term of Enlistment - Reserve
TING	Transfer to Inactive National Guard
TRF	Transfer Within State
TYCS	Twenty Year Certificate Status

APPENDIX B

ERROR MNEMONICS

These mnemonics are coded error conditions that were discovered as a result of compatibility edits performed by the system. Transactions containing these errors will be listed as "Unprocessed Transactions" on output products PCN: GPFD-0880, Personnel Transaction Register By Unit and GPFM-1460, Unresolved Error Report by Unit. The type of transaction, reason for the error condition and required corrective action is shown below.

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MADW	NPSG PSG	Transaction ADD-WH-TAX not compatible with transaction NBR-EXEM. Member must have "0" exemptions to request additional withholding. Input "TAX" transaction with corrected data.
	TAX	Transaction ADD-WH-TAX not compatible with NBR-EXEM on SPF. Member is requesting ADD-WH-TAX and NBR-EXEM on SPF does not indicate "0" exemptions. Correct NBR-EXEM with "TAX" transaction.
MAFQ	NPSG	Transaction CIV-EDUC-LEVEL is not compatible with AFQT-PCTL. A CIV-EDUC-LEVEL of "9" requires an AFQT-PCTL score of "021" or higher. Input "AFTS" to correct,
		or
		Transaction CIV-EDUC-LEVEL is less than high school senior and requires an AFQT-PCTL score of "031" or higher. Input "AFTS" trans to correct.
MAPD	FRG	AUTH-PARA-DSG/AUTH-LINE-DSG on SPF is blank or in error. Input "DPOS" transaction to correct and re-input "FRG"/"GRCH" transaction.
MBBR	NPSG PSG	Transaction SRC-CMSN-WRNT not compatible with BASIC-BR. SRC-CMSN-WRNT "6" requires BASIC-BR to be AN, CH, DE, JA, MC or VC. Input "MISC" to correct BASIC-BR or input "IPCD" to correct SRC-CMSN-WRNT.
MBPE	CWSD	PEBD on SPF is in error \emptyset or blank. Input "PEBD"
	EXT	transaction to correct and re-input
	RENL	transaction that failed.
	FRG	
	GRCH AVDA	

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MBSW	PSG	Transaction BENEF-STAT-WVR-CODE not compatible with transaction DAYS-WVD. Input of "2" or "4" requires DAYS-WVD to contain a numeric value. Input "BSWC" transaction to correct.
MCAR	IPAY	Transaction Incentive Pay Number One Code is awarding flight pay to an individual who does not have a current Aeronautical rating on the SPF. Input "AVDA" transaction to correct prior to re-input of "IPAY" transaction.
MCAX	IPAY	Transaction Incentive Pay Number Two Code is awarding flight pay to an individual who does not have a current Aeronautical rating on the SPF. Input "AVDA" transaction to correct prior to re-input of "IPAY" transaction.
MCED	CEDL	Transaction CIV-EDUC-LEVEL not compatible with MAJ-SUBJ-COL-EDUC. CIV-EDUC-LEVEL indicates college level and requires input of MAJ-SUBJ-COL-EDUC.
	GRCH	Transaction GR-ABBR-CODE not compatible with CIV-EDUC-LEVEL on SPF. Promotion to grade E6 and above requires high school completion. (NOTE: Alaska Scouts are exempt). Input "CEDL" transaction to correct prior to re-input of "GRCH" transaction.
	PSG	Transaction CIV-EDUC-LEVEL not compatible with transaction GR-ABBR-CODE. Grade of E6 or higher requires CIV-EDUC-LEVEL of high school or higher. Input "CEDL" transaction to correct,
	MGIB	CIV-EDUC-LEVEL on SPF indicates member not eligible for Montgomery G.I. Bill. Re-input MGIB transaction with correct MGIB-ELIG-STAT.
MCGR	CIVO	Transaction CIV-GR not compatible with Transaction TECH-SSVC-CODE. CIV-GR requires TECH-SSVC-CODE of M, T, U or Z. Re-input "CIVO" transaction to correct,

or

Transaction CIV-GR not compatible with TECH-SSVC-CODE on SPF. CIV-GR requires TECH-SSVC-CODE of M, T, U or Z. Re-input "CIVO" transaction to correct.

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MCIT	NPSG PSG	Transaction CTZSP-STAT-US-ORGN not compatible with MIL-PERS-CLASS. MIL-PERS-CLASS of 'O' or 'W' must be US citizen. Input "CITZ" transaction to correct.
MCPP	PSG	Transaction PROCURE-PROG of CURR-PROC not compatible with MIL-PERS-CLASS. <ul style="list-style-type: none"> a. MIL-PERS-CLASS of 'E' requires a PROCURE-PROG of AA, AB, AC, AD, AE, AG, AH, AJ, AX, BA, BB, BF, BG, BH, BI, BJ or BM. b. MIL-PERS-CLASS of 'W' requires a PROCURE-PROG of AE, AT, AU, AV, AW, BF, BG, BH, BK or BM. c. MIL-PERS-CLASS of 'O' requires a PROCURE-PROG of AE, AF, AI, AK, AL, AM, AN, AO, AP, AQ, BC, BD, BE, BF, BG, BH BL or BM. Input "CPSD" transaction to correct.
MCSD	CWSD FRG	Transaction QMSND-WO-SVC-DATE not compatible with PEBD on SPF. QMSND-WO-SVC-DATE cannot be prior to PEBD except for the following professional branches: AN, CH, DE, JA, MC, MS, SP, VC. Input "PEBD" transaction to correct Pay Entry Basic Date or re-input "CWSD" transaction with correction,
		or
	PSG	Transaction QMSND-WO-SVC-DATE not compatible with transaction PEBD. QMSND-WO-SVC-DATE cannot be prior to PEBD except for the following professional branches: AN, CH, DE, JA, MC, MS, SP, VC. Input "CWSD" or "PEBD" transaction to correct.
MCWSD	CWSD DOR DOB NPSG PSG FRG	The CMSWD-WO-SVC-DATE field is "0's" on the HSDSPFF. To correct, input a "CWSD" transaction, run update, and then re-input the transaction that failed.

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MDALR	ADMA EXT RENL GRCD RADT ALCD	The ASG-LOSS-RSN-DATE field is "0's on the SPF. To correct, input ALCD transaction, run update, and then re-input the transaction that failed.
MDOB	EXT	DOB on SPF is in error or blank. Input "DOB" transaction to correct and re-input "EXT" transaction,
		or
		Transaction ETS-DATE not compatible with DOB on SPF. Member will be 60 yrs or older on new ETS-DATE. Waiver required.
	NPSG	Transaction DOB indicates member is too old for enlistment/appointment,
		or
		Transaction DOB indicates member is too young for enlistment/appointment.
	CWSD DOR	The DOB field is "0's" on the SPF. To correct, input DOB transaction, run update, and then re-input the transaction that failed.
MDGI	DECD DSCH SEP EADT ERBR ADMA TING MGIB CEDL	The Montgomery GI Bill Eligibility Start Date is "0" and the Montgomery GI Bill Eligibility Status is "1" on the SPF. To correct, input MGIB transaction to add a start date, run update, and then reinput transaction that failed. (NOTE: Input the date on which the individual became eligible for the GI Bill. This start date is not necessarily the date on which the individual signed the NOBE. The recording of this date, pending the processing of the NOBE, is necessary since NGB is required to report to DOD the date on which the individual became eligible for the GI Bill, whether a NOBE has been completed or not).

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MDOR	FRG CWSD DOB GRCH	The DOR-RES field is "0" on the SPF. To correct, input DOR transaction, run update, and then re-input transaction that failed.
MDPE	TING	DATE-PROJ-PROM-ELIG on SPF is in error or blank. Input "PPED" transaction to correct and re-input "TING" transaction.
MDTQ	GRCH	DY-POSN-QUAL on SPF indicates member not qualified in duty MOS. Input "DPOS" transaction to correct DY-POSN-QUAL and re-input "GRCH" trans.
MEDA	EXDA	TY-ATCH on SPF is blank. Input "ATCH" transaction to attach member.
MERE	NPSG	Transaction ENLSTMT-REENL-BONUS-ENTL is not compatible with transaction ENL-OPT-PD. ENLSTMT-REENL-BONUS-ENTL of "A" or "B" requires ENL-OPT-PD of 1, 4 or 5. Input "ENOP" to correct ENL-OPT-PD or "ERBR" to correct ENLSTMT-REENL-BONUS-ENTL.
METS	EXT	ETS-DATE on SPF is blank or "0". Input "TOER" transaction to correct and re-input "EXT" transaction.
MGQS	FRG GRCH	QUAL-SEL-RET-IDENT on SPF is in error or "D". Input "QSRC" transaction to correct and re-input "FRG"/"GRCH". If QUAL-SEL-RET-IDENT is "D", member not eligible for favorable personnel action.
MGRD	FRG GRCD GRCH IADT PCC TING	GR-ABBR-CODE on SPF is in error.
	IADT	Transaction TNG-STAT not compatible with GR-ABBR-CODE on SPF. GR-ABBR-CODE on SPF is greater than PFC3. Member must be reduced to grade PFC3 prior to departing on IADT.
	FRG	When using GRADE-HOW-ACQUIRED-CODE of "B" the GR-ABBR-CODE on transaction must be greater than GR-ABBR-CODE on SPF. Verify GR-ABBR-CODE and re-input FRG transaction.

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MGRD cont	GRCD	Transaction GR-ABBR-CODE not compatible with GR-ABBR-CODE on SPF. First three characters of GR-ABBR-CODE must equal. Correct and re-input "GRCD" transaction.
	TING	GR-ABBR-CODE on SPF is 2LT. Ineligible for transfer to Inactive National Guard, (ING).
MGRH	FRG	Transaction GR-HOW-ACQ-CODE of "B" not compatible with GR-ABBR-CODE on SPF. GR-ABBR-CODE on transaction must be 1LTF, CW2W or 1LT6. Correct transaction and reinput.
	GRCH	Transaction GR-HOW-ACQ-CODE not compatible with GR-ABBR-CODE on SPF. GR-HOW-ACQ-CODE is "C" and GR-ABBR-CODE on input is not less than GR-ABBR-CODE on SPF. Correct and re-input transaction,
or		
	FRG GRCH	Transaction GR-HOW-ACQ-CODE not compatible with GR-ABBR-CODE on SPF. GR-HOW-ACQ-CODE is "D" and GR-ABBR-CODE on input is not greater than GR-ABBR-CODE on SPF. Correct and re-input transaction.
	GRCH	Transaction GR-HOW-ACQ-CODE not compatible with PAY-GR on SPF. GR-HOW-ACQ-CODE is "E" and PAY-GR for GR-ABBR-CODE on input does not equal PAY-GR for GR-ABBR-CODE on SPF.
MGRW	FRG GRCH	Member is in an excess position and GR-CH-WVR not on input. Correct and re-input transaction..
MIPP	IADT	Transaction TNG-STAT is "D" and PROCURE-PROG of INIT-PROC on SPF is in error. Input "IPCD" transaction to correct and re-input "IADT" transaction,
or		
		Transaction TNG-STAT not compatible with PREV-ORG-IDENT on SPF. TNG-STAT "D" requires PREV-ORG-IDENT to be A, B, C, E, G, K thru P, R thru V, X, Y or Z. Input "IPCD" transaction to correct and re-input "IADT" transaction,

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MIPP cont		<p>or</p> <p>Transaction TNG-STAT not compatible with PREV-ORG-IDENT of INIT-PROC on SPF. TNG-STAT "H" requires PREV-ORG-IDENT to be F, H, I or J. Input "IPCD" transaction to correct and re-input "IADT" transaction,</p> <p>or</p> <p>INIT-PROC on SPF is in error. Input "IPCD" transaction to correct and re-input "IADT" transaction.</p>
	NPSG	Transaction PROCURE-PROG of INIT-PROC not compatible with MIL-PERS-CLASS. Input "IPCD" transaction to correct.
MIPX	AVDA PSG	Transaction Current Aeronautical Rating is equal to spaces or "Y" individual is being awarded an Incentive Pay Number One for flight pay. Re-verify individuals Current Aeronautical Rating or eligibility to receive incentive pay. If "PSG" gain in error input "AVDA" or "IPAY" transaction to correct. If "AVDA", verify and re-input transaction.
MIPY	AVDA PSG	Transaction Current Aeronautical Rating is equal to spaces or "Y" individual is being awarded an Incentive Pay Number Two for flight pay. Re-verify individuals Current Aeronautical Rating or eligibility to receive incentive pay. If "PSG" gain in error input "AVDA" or "IPAY" transaction to correct. If "AVDA", verify and re-input transaction.
MMEL	TING	HI-MIL-COL-CR-COMPL on SPF does not indicate officer has met the military education requirements for promotion to next grade. Input "MLED" transaction to correct and re-input "TING" transaction, <p>or</p> <p>DATE-PROJ-PROM-ELIG on SPF indicates member is within one year of mandatory consideration for promotion. Not eligible for transfer to ING.</p>

<u>ERROR MNEEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MMRD	FRG	DATE-MAND-REM on SPF is in error or blank. Input 'MRD' transaction to correct and re-input 'FRG' transaction,
		or
		DATE-MAND-REM on SPF is prior to TRANS-DATE. Promotion authorized if TRANS-DATE is not more than 2 years past DATE-MAND-REM.
MMRR	MRD QSRC PCC	Transaction MAND-REM-RSN not compatible with EXPN-STAT-MIL-OBLIG-DATE on SPF. MAND-REM-RSN of 'J' indicates member has completed statutory military obligation,
		or
		EXPN-STAT-MIL-OBLIG-DATE on SPF is in error. Input 'ESMO' transaction to correct and re-input transaction.
MMRR	FRG MRD PCC QSRC	MAND-REM-RSN is in error on SPF. Input 'MRD' to correct. MAND-REM-RSN not compatible with TWENTY-YR- CERT-STAT on SPF. MAND-REM-RSN of 'H' indicate member has received Twenty Year Certification,
		or
		Transaction MAND-REM-RSN not compatible with CIV- EMPL on SPF. MAND-REM-RSN of 'P' indicates member is being retained past MRD to complete 20 years federal civil service. CIV-EMPL does not indicate employment by Federal civil service,
		or
		Transaction MAND-REM-RSN not compatible with CIV- EMPL on SPF. MAND-REM-RSN of 'Q' indicates member is being retained past MRD to complete State civil service retirement. CIV-EMPL on SPF does not indicate State civil service retirement.
MNBE	PSG TAX	Transaction NBR-EXEM not compatible with transaction ADD-WH-TAX. ADD-WH-TAX cannot be withheld unless NBR-EXEM indicates zero. Input 'TAX' transaction to correct. TAX Transaction NBR-EXEM not compatible with ADD-WH-TAX on SPF. NBR-EXEM indicates other than zero and ADD-WH-TAX on SPF contains other than zero. Correct and re-input 'TAX' transaction.

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MPCC	GRCH	POSN-NBR-EX-IND on SPF indicates member in an excess position. Waiver of "D2" required,
	FRG PCC	Transaction PROM-CONS-CODE not compatible with GR-ABBR-CODE on SPF. GR-ABBR-CODE of 1LT, CPT or MAJ must have a PROM-CONS-CODE of NC, NI, NO, PO, PP, PS, PT, or SP. Correct and re-input "PCC" transaction,
	TING	PROM-CONS-CODE on SPF is PO, NS, PS, or PT. Officer not eligible for transfer to ING,
		or
		PROM-CONS-CODE on SPF is in error or blank. Input "PCC" transaction to correct and re-input "TING" transaction.
MPHS	IADT NPSG PHYS PSG	Transaction PHYS-CAT not compatible with transaction PHYS-PRFL-SER. PHYS-CAT of "A" requires 1 in all positions of PHYS-PRFL-SER. PHYS-CAT of "B" requires a 2 in at least one of the positions of PHYS-PRFL-SER. PHYS-CAT "C" requires a 3 in at least one of the positions of PHYS-PRFL-SER. Correct and re-input transaction. Input "PHYS" to correct NPSG/PSG,
	or	
		Transaction WGT-IND is not in the legal range IAW AR 600-9. Weight of less than 90 lbs or greater than 267 lbs requires a waiver.
MPMS	PPAY	DMOSD-ENLD on SPF is in blank or high values. Input "MOS" transaction to correct and re-input "PPAY" transaction.
MPPS	PPAY	Transaction PRO-PAY-STAT not compatible with DMOSD-ENLD on SPF. PRO-PAY-STAT of 0, 3, 4 or 5 must have a DMOSD-ENLD of 00E. Input "MOS" transaction to correct/award and re-input "PPAY" transaction,

or

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MPPS cont		Transaction PRO-PAY-STAT not compatible with DMOSD-ENLD on SPF. PRO-PAY-STAT of 0 or 2 must have a DMOSD-ENLD of 79D. Input 'MOS' transaction to correct/award and re-input 'PPAY' transaction.
MQSR	TING	QUAL-SEL-RET-IDENT on SPF is in error. Input 'QSRC' transaction to correct and re-input 'TING' transaction, or QUAL-SEL-RET-IDENT on SPF is 'D'. Member not eligible for transfer to ING.
MRWC	EXT	Transaction MO-CURR-EXT is not 36, 48, 60 or 72. RET-WVR required for members with 10 yrs or more of service. or Transaction ETS-DATE not compatible with PEBD on SPF. PEBD indicates member has 10 years or more of service and must reenlist/ext for a minimum 3 years.
MSAP	NPSG PSG	Transaction SRC-CMSN-WRNT not compatible with CJRR-AERO-RT on SPF. SRC-CMSN-WRNT is '8' and CJRR-AERO-RT is not 1, 2, or 3. Input 'AVDA' to correct CJRR-AERO-RT or input 'IPCD' transaction to correct SRC-CMSN-WRNT.
MSCL	GRCH MOS	SCTY-CLNC on SPF is in error. Input 'SCYC' transaction to correct and re-input transaction, or SCTY-CLNC on SPF is not compatible for PMOSD-ENLD on the SIDPERS MOS Edit File (SMEF). Action must be taken to award required security clearance.
	NPSG PSG	Transaction PMOSD-ENLD not compatible with transaction SCTY-CLNC. SCTY-CLNC-REQD on the SIDPERS MOS Edit File (SMEF) indicates PMOSD-ENLD requires a SCTY-CLNC. Action must be taken to award SCTY-CLNC. Input 'MOS' transaction with 0 skill level to correct, or

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MSCL cont		Transaction GR-ABBR-CODE not compatible with transaction SCTY-CLNC. GR-ABBR-CODE of MSG8, 1SGY, SGMR or CSM9 requires a minimum clearance of Secret or favorable NAC completed. Action must be taken to award proper clearance or security investigation status. Input 'SCYC' transaction to correct.
MSIS	NPSG PSG	Transaction SCTY-INVES-STAT not valid. ENTNAC/NAC required to be initiated or completed. Input 'SCYC' transaction to correct/award.
MSQF	SQT	MOS-TEST-FAILED on SPF is in error. Re-input 'SQT' transaction with corrected MOS-TEST-FAILED.
MSQS	SQT	MOS-TEST-SCORE on SPF is in error. Re-input 'SQT' transaction with corrected MOS-TEST-SCORE.
MTFD	PSG AVDA	Transaction TFOS-DATE not compatible with PEBD. TFOS-DATE cannot be prior to PEBD. Input 'AVDA' transaction to correct,
MTNG	IADT	Transaction TNG-STAT not compatible with TNG-STAT on SPF. Input of TNG-STAT 'I' requires TNG-STAT on SPF not to be A, B, C, D, E, H or K. Input 'MISC' transaction to correct SPF and re-input 'IADT' transaction,
		or
		Transaction TNG-STAT not compatible with TNG-STAT on SPF. Input of TNG-STAT 'C' requires TNG-STAT on SPF not to be A, B, E, H or I. Input 'MISC' transaction to correct and re-input 'IADT' transaction,
		or
		TNG-STAT on transaction is in error. You can not use codes 'D', 'E', or 'H' on 'IADT' transaction,
		or
		Transaction TNG-STAT is not compatible with TNG-STAT on SPF. Input of TNG-STAT 'K' requires TNG-STAT on SPF not to be A, B, C, D, E, H or T. Input 'MISC' transaction to correct and re-input 'IADT' transaction,

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MTNG cont		<p style="text-align: center;">or</p> <p>Transaction TNG-STAT not compatible with TNG-STAT on SPF. Input of TNG-STAT "T" requires TNG-STAT on SPF not to be C, D, F, H, I or K. Input "MISC" transaction to correct and re-input "IADT" transaction.</p>
MTOE	RENL EXT	<p>ETS-DATE on SPF is in error or blank. Input "TOER" transaction to correct and re-input "RENL" transaction,</p> <p style="text-align: center;">or</p> <p>Transaction ETS-DATE not compatible with PEBD on SPF. PEBD indicates member has 10 years or more of service and must reenlist/ext for a minimum of 3 years,</p>
	NPSG	<p>Transaction ETS-DATE minus PEBD on SPF does not equal TERM-ENLSMT-RES. Input "RENL" with correct TERM-ENLSMT-RES.</p>
MTSC	CIVO NPSG PSG	<p>Transaction TECH-SSVC-CODE not compatible with transaction CIV-EMPL. TECH-SSVC-CODE of M, T, U or Z must have a CIV-EMPL of "K". Input "CIVO" transaction to correct.</p>
	CIVO	<p>Transaction TECH-SSVC-CODE not compatible with CIV-EMPL on SPF. Input of TECH-SSVC-CODE of M, T, U or Z requires CIV-EMPL on SPF to be "K". Input "CIVO" transaction to correct,</p> <p style="text-align: center;">or</p> <p>Transaction CIV-EMPL not compatible with TECH-SSVC-CODE on SPF. TECH-SSVC-CODE on SPF is M, T, U or Z and input CIV-EMPL is not "K". Input "CIVO" transaction to correct.</p>
MTYC	SBP	<p>Transaction not compatible with TWENTY-YR-CERT-STAT on SPF. TWENTY-YR-CERT-STAT on SPF is blank or in error. Soldier member has been issued letter of certification of twenty years and input "TYCS" to correct prior to re-input of "SBP" transaction.</p>

<u>ERROR MNEMONIC</u>	<u>TRANS- ACTION</u>	<u>REASON AND REQUIRED CORRECTIVE ACTION</u>
MTYC cont	TYCS	Transaction TWENTY-YR-CERT-STAT not compatible with total years satisfactory service for retirement. SPF indicates soldier has less than 20 years service.
MUPC	FRG	"States of US" or current UPC on SPF is high values.
	OIUL	UPC not on file.

APPENDIX C

REGULATIONS, PAMPHLETS AND FORMS REFERENCED IN THE PAMPHLET

This Appendix identifies the regulations, pamphlets, and forms that are referenced in this pamphlet as follows:

National Guard Regulations:

NGR 10-1	Organization and Federal Recognition of Army National Guard Units
NGR 10-2	State Area Command, Army National Guard
NGR 37-104-3	Military Pay and Allowances, Army National Guard
NGR 40-501	Medical Examination for Members of the Army National Guard
NGR 310-10	Military Orders
NGR 335-10	Army National Guard Reports Control System
NGR 350-1	Army National Guard Training
NGR 351-5	Officer Candidate Training
NGR 600-2	Army National Guard Screening
NGR 600-100	Commissioned Officers - Federal Recognition and Related Personnel Actions
NGR 600-101	Warrant Officers - Federal Recognition and Personnel Actions
NGR 600-102	Commissioned and Warrant Officers Assigned to Selective Service Sections, State Area Commands.
NGR 600-200	Enlisted Personnel Management
NGR 614-1	Inactive Army National Guard
NGR 635-102	Officer and Warrant Officer Selective Retention
NGR 680-1	Personnel Assets Attendance and Accounting
NGR 680-2	Automated Retirement Points Accounting System

National Guard Bureau Pamphlets:

NGB Pam 25-10	SIDPERS-ARNG Data Element Dictionary
NGB Pam 37-104-3	Unit Level Military Pay Procedures - Army National Guard
NGB Pam 600-3	Implementation of the Officer Personnel Management System System for the Army National Guard

National Guard Bureau Pamphlets:

NGB Pam 600-8-1 ARNG SIDPERS Interface Branch Unit Level User Manual
NGB Pam 600-8-3 ARNG SIDPERS Interface Branch SIB Level User Manual
NGB Pam 600-8-20 SIDPERS-ARNG Handbook for Commanders

Army Regulations:

AR 18-12 Catalog of Standard Data Elements and Codes
AR 18-12-1 Catalog of Standard Data Elements and Codes - General Administration
AR 18-12-3 Catalog of Standard Data Elements and Codes - Army Defense Systems
AR 18-12-4 Catalog of Standard Data Elements and Codes - Personnel
AR 18-12-5 Catalog of Standard Data Elements and Codes - Logistics
AR 18-12-10 Catalog of Standard Data Elements and Codes - Security and Intelligence
AR 25-5 Information Management for the Sustaining Base
AR 37-104-1 Payment of Retired Pay to Members and Former Members of the U. S. Army
AR 37-104-3 Military Pay and Allowance Procedures - Joint Uniform Military Pay System (JUMPS-ARMY)
AR 37-104-10 Military Pay and Allowance Procedures for Reserve Components of the Army
AR 40-501 Standards of Medical Fitness
AR 135 Series Army National Guard and Army Reserve
AR 340-17 Release of Information and Records from Army Files
AR 340-21 The Army Privacy Program
AR 380-5 Department of the Army Information Security Program
AR 601-110 Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program
AR 611-6 Army Linguist Program
AR 611-101 Commissioned Officer Speciality Classification System

AR 611-112	Manual of Warrant Officer Military Occupational Specialities
AR 611-201	Enlisted Management Fields and Military Occupational Specialities
AR 621-5	Army Continuing Education System (ACES)
AR 623-105	Officer Evaluation Reporting System
AR 640-3	Identification Cards, Tags, and Badges
AR 680-29	Military Personnel, Organization and Type of Transaction Codes

Department of the Army Pamphlets:

DA Pam 25-30	Consolidated Index of Army Publications and Blank Forms
DA Pam 25-400-2	Modern Army Recordkeeping System (MARKS) for Certain Other Unit of the Army
DA Pam 600-8	Military Personnel Management and Administrative Procedures
DA Pam 600-11	Warrant Officer Professional Development

ARPERCEN Pamphlets:

ARPERCEN Pam 135-2	Handbook on Retirement Service for Army Reserve Component Personnel and their Families
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Reg 350-2	Reserve Component Training
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Department of Army Forms:

DA Form 4187	Personnel Action
NGB Form 3815	SIDPERS Input and Control Data Authentication and Transmittal
NGB Form 23A	Army National Guard Current Annual Retirement Points Accounting Statement
NGB Form 23A1	Army National Guard Retirement Points Supplemental Detailed Report
NGB Form 23B	Army National Guard Retirement Points History Statement

APPENDIX D

IDENTIFICATION, MAINTENANCE AND DISPOSITION
OF SIDPERS RELATED DOCUMENTS

This appendix provides guidance for the identification, maintenance, and disposition of SIDPERS related documents IAW AR 340 series.

Folders and file labels will be prepared progressively on a monthly, quarterly, semi-annual or annual basis, as prescribed by the disposition instructions for each file. When documents are filed in flexible binders, file labels will be affixed in the appropriate position along the top fastened edge of the binder in the same manner prescribed for manila file folders. To conserve paper resources, old folders may be reused in the process of updating folder levels. Unless stated otherwise, documents will be placed in File No. 715-07 of TAFSS.

Pages E-2 thru E-3 contain descriptive explanations for each unit related output consisting of the Program Control Number (PCN), Output Title, Purpose of Output and Disposition/Retention.

Security and Privacy: Military personnel records and documents containing information of a personal nature will be stored, handled, transmitted, released, disclosed, and destroyed in accordance with AR 340-17, AR 340-21 series and AR 640-10.

<u>PCN</u>	<u>OUTPUT TITLE</u>	<u>PURPOSE</u>	<u>DISPOSITION/RETENTION</u>
GPFM-0600	Enlisted Suspense Roster Gained but not Joined	To provide a suspense roster showing Interstate Transfer and/or Inservice recruited service member(s) with a "Date of Assignment" over 60 or over 90 days old and has not yet reported to assigned unit.	Monthly report. Destroy upon receipt of new report.
GPFM-0700	Enlisted Alpha Roster Gained but not Joined.	Provides an alphabetic roster showing enlisted service members gained through Inservice recruiting and/or Interstate transfers but has not joined unit as yet.	Monthly report. Destroy upon receipt of new report.
GPFM-0230	Awaiting IADT listing	Gives commanders a listing of personnel awaiting initial active duty training.	Monthly report. Destroy upon receipt of new report.
GPFM-0860	Personnel Action Past Due	Gives commanders specific personnel actions which have not been acted upon during their processing time.	Monthly report. When referenced personnel actions are processed, hold one and destroy.
GPFM-0880	Personnel Transaction Register by Unit	Provides a record of all personnel transactions by unit and their status either processed or unprocessed to include error mnemonic for unprocessed transactions.	Cyclic report. COFF quarterly, hold three months and destroy.
GPFM-0930	Qualitative Retention Consideration Roster	Provides commanders with the names of personnel selected for consideration and whether they have been previously selected.	Cyclic report. Destroy upon receipt of new roster.
GPFM-1010	Selective Retention Consideration Roster	Provides commanders with a listing of officers selected by the successful processing of a Qualitative Selection Retention Board transaction to be considered by the Selective Retention Board.	Cyclic report. Destroy upon receipt of new roster.
GPFM-1200	Strength Accountability	Provides users with a recaptulation of current strength by MPC within an organization and a total by State.	Cyclic report. Destroy upon receipt of new report.
GPFM-1210	Monthly Summary Register	This is a monthly summary of all trans-Monthly actions, processed and unprocessed.	Monthly report. Destroy upon receipt of new report.

<u>PCN</u>	<u>OUTPUT TITLE</u>	<u>PURPOSE</u>	<u>DISPOSITION/RETENTION</u>
GPFQ-1240	Officer/Warrant Officer Suspense Listing - Master	Provides list of Off/WO by unit with personnel action due during next calendar quarter.	Quarterly report. COFF quarterly hold three months and destroy.
GPFM-1420	Unit Record of Reserve Training (DA Form 1379)	Provides overprint of Unit Personnel assigned and attached for the purpose of recording Attendance Status.	Monthly report. COFF monthly dispose IAW NGR 680-1.
GPFM-1510	ETS Loss and Gain Report	Monthly summary of Enlisted gains, losses and extensions.	Monthly report. Destroy upon receipt of new report.
GPRQ-1620	Enlisted Suspense Listing Master	Provides listing of Personnel Actions which expire during the second calendar quarter following report "As of Date".	Quarterly report. Destroy
GPRQ-1630	Expiration Term of Service Report	Provides listing of personnel with enlistments which expire during the next calendar quarter.	Quarterly report. Destroy upon receipt of new report.
GPRQ-1640	Enlisted Promotion Consideration Report	Provides listing of Enlisted personnel eligible for promotion consideration to include those eligible with a waiver.	Quarterly report. Destroy
GPRQ-1650	Enlisted Non-Qualified Duty MOS Report	Provides commander with listing of all enlisted personnel not designated as duty position qualified plus the percentage of non-qualified.	Quarterly report. Destroy
GPFM-1670	Enlisted Evaluation Report	Alerts commander that EER is due on individual and provides a partially completed DA Form 2166-6, one month before annual report ending date.	Cyclic report.
GPFM-1680	Enlisted Evaluation Report Check Sheet	Provides commanders a check sheet to ensure they are aware of EER due for their personnel and provides a method to ensure a rating chain is developed.	Cyclic report, one month prior to end of annual evaluation period by pay grade. Destroy when no longer required.
GPFM-1710	Unit Manning Roster	Provides commander with a roster of Required/Authorized positions by MTOE/TDA and Personnel assigned, attached, INC and excess or overstrength.	Cyclic report. Destroy upon receipt of new report.
GPFM-1720	Enlisted Personnel JUMPS Base File List	Provides unit a listing of personnel data elements that relate to military pay entitlements.	Monthly report. Destroy upon receipt of new list.
GPFM-1780	Personnel Qualification Roster	To provide intermediate level commanders a listing of qualifications	Monthly report. Destroy upon receipt of new roster.
GPR-1790	Personnel Qualification Record	Provides unit a complete 'DUMP' of the personnel file of each individual.	Cyclic report. Destroy upon receipt of new record.

APPENDIX E

OUTPUTS

<u>OUTPUT</u>	<u>PCN</u>	<u>PAGE</u>
Enlisted Suspense Roster, Gained but not Joined	GPFM-0060	E-2
Enlisted Alpha Roster, Gained but not Joined	GPFM-0070	E-4
Awaiting Initial Entry Training (IET) Listing	GPFM-0230	E-6
Personnel Actions Past Due	GPFM-0860	E-8
Personnel Transaction Register By Unit	GPFD-0880	E-10
Qualitative Retention Consideration Roster	GPFA-0930	E-12
Selective Retention Consideration Roster	GPFA-1010	E-14
Strength Accountability	GPFR-1200	E-16
Monthly Summary Register by Unit	GPFM-1210	E-19
Officer/Warrant Officer Suspense Listing - Master	GPFQ-1240	E-21
Unit Record of Reserve Training (DA Form 1379)	GPFM-1420	E-23
Enl Gains, Losses and Extensions	GPFM-1510	E-25
Enlisted Suspense Listing Master	GPFQ-1620	E-28
Expiration Term of Service Report	GPFQ-1630	E-30
Enlisted Promotion Consideration Report	GPFQ-1640	E-32
Enlisted Non-Qualified Duty MOS Report	GPFQ-1650	E-34
Enlisted Evaluation Report	GPFM-1670	E-36
Enlisted Evaluation Report Check Sheet	GPFM-1680	E-38
Unit Manning Roster	GPFM-1710	E-40
JUMPS Base File List	GPFM-1720	E-44
Personnel Qualification Roster	GPFM-1780	E-47
Personnel Qualification Record	GPFR-1790	E-52

<p>PCN: GPFM-0060</p> <p>REPORT TITLE: ENLISTED SUSPENSE ROSTER GAINED BUT NOT JOINED</p> <p>PURPOSE: To provide a suspense roster showing Interstate Transfer and/or Inservice recruited service member(s) with a "Date of Assignment" over 60 or over 90 days old and has not yet reported to assigned unit.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header line.
B	PART I: 60 TO 89 DAYS - - PART II 90 DAYS AND OVER
C	<u>UIC</u> - Current Unit Processing Code.
D	<u>NAME</u> - Name of individual service member(s) reported.
E	<u>SSN</u> - Social Security Number of service member(s) reported.
	<u>GAIN DATE</u> - Effective date of assignment to current organization. (Same as "Date of Assignment/Loss Reason").

ENLISTED SUSPENSE ROSTER GAINED BUT NOT JOINED
GPFM - 0060

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

(A) PREPARED YYYMMDD ENLISTED SUSPENSE ROSTER GAINED BUT NOT JOINED PCN GPFM-0060 AS OF YYYMMDD PAGE XXX

PART I: 60 TO 89 DAYS

(B) UIC: XXXXXX

(C) NAME

(D) SSN

(E) GAIN DATE

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXX
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PART II: 90 DAYS AND OVER

NAME

SSN

GAIN DATE

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

<p>PCN: GPFM-0070 REPORT TITLE: ENLISTED ALPHA ROSTER GAINED BUT NOT JOINED. PURPOSE: Provides a alphabetic roster showing enlisted service members gained through Inservice recruiting and/or Interstate transfers but has not joined unit as yet.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header Line.
B	<u>UIC</u> - Current Unit Processing Code.
C	<u>NAME</u> - Name of reported service member.
D	<u>GRADE</u> - First three positions of Grade Abbreviation.
E	<u>SSN</u> - Social Security Number of reported service member.
F	<u>SEX</u> - Sex of reported service member.
G	<u>MOS</u> - First five characters of Duty Position.
H	<u>GAIN DATE</u> - Effective date service member gained to current organization. (This date is same as "Date of Assignment/Loss Reason").

PCN: GPFM-0230 REPORT TITLE: AWAITING INITIAL ENTRY TRAINING(IET) LISTING PURPOSE: Provides managers a listing of personnel awaiting Initial Entry Training by specific periods.	
COLUMN	LINE
	A
	B
	C
	D
	E
	F
	G
	H
	I
	J

DESCRIPTION

Standard Title Header Line.

PARTS I through VI lists service members within applicable category.

NAME - Name of reported service member.

SSN - Social Security Number of reported service member.

GRADE - Grade of service member.

DUTY MOS - Duty Military Occupational Specialty of service member.

GAIN DATE - Date of assignment. Same as "Date of Assignment Loss Reason".

TNG/PAY/RET CODE - Training/Pay/Retired Category code.

TNG STAT DATE - Training Status Date. This is the date which reflects the initial or change in training status.

TOTAL BY UIC - Summary of totals by specific periods by UIC.

TOTAL BY STATE - Summary of totals by specific periods for entire State.

PCN: GPFM-0860 REPORT TITLE: Personnel Actions Past Due PURPOSE: Gives commanders specific personnel actions which have not been acted upon during their regular processing time and are now past due.		DESCRIPTION
COLUMN	LINE	
A		Standard Title Header and Unit Identification Lines.
B		PART I - ASSIGNED.
C		<u>TRANS NAME</u> - First 5 letters of last name.
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individual's grade.
F		<u>EXPIR TERM SVC</u> - Date Expiration Term of Service.
G		<u>ATTACH EXPIRED</u> - Date Expiration of Attachment.
H		<u>DATE END EVALUATION PERIOD</u> - End of Evaluation Period date.
I		<u>DATE LAST PHYSICAL</u> - Year and Month of Last Physical Examination.
J		<u>QUAL/SEL RETENTION EXPIRED</u> - Date of Qualitative/Selective Retention Identifier.
K		<u>MANDATORY REMOVAL DATE</u> - Date of Mandatory Removal.
L		<u>CON RELEASE OVER 90 DAYS</u> - Conditional Release Date over 90 days using data from Date of Record Status.
M		<u>UNIFORM ALLOWANCE DATE</u> - Date of Uniform Allowance Entitlement.
N		PART II - ATTACHED.

<p>PCN: GPFD-0880</p> <p>REPORT TITLE: Personnel Transaction Register By Unit</p> <p>PURPOSE: Provides hardcopy daily record of all personnel/unit transactions processed and unprocessed by unit plus a monthly summary of all processed and all unprocessed transactions remaining on the file.</p>		
COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
	C	TRANSACTION PROCESSED - First portion of report for processed transactions.
D		<u>DATE</u> - Year, month and day of transaction date.
E		<u>NAME/UPC</u> - If the transaction is a personnel transaction, the transaction name will be printed, if the transaction is an organization transaction, the transaction UPC will be printed.
F		<u>SSN</u> - Social Security Number.
G		<u>MNEMONIC</u> - Transaction Mnemonic for processed transaction.
H		<u>ORIG CODE</u> - Originator Code.
I		<u>TRANSACTION DATA</u> - Action data from the transaction.
J		<u>CONTROL NUMBER</u> - Generated Transaction Identification Number.
K		<u>DOCUMENT NUMBER</u> - Optional Code used by the SIB.
	L	<u>TRANSACTION UNPROCESSED</u> - Second portion of report for transactions that did not process due to errors.
M		<u>ERROR MNEMONIC</u> - Code identifying error mnemonic of rejected transaction.

<p>PCN: GPFA-0930</p> <p>REPORT TITLE: Qualitative Retention Consideration Roster</p> <p>PURPOSE: List those Enlisted personnel selected by the successful processing of a Qualitative Selective Retention Board transaction provides commanders and the State MILPO with the names of personnel selected for consideration and whether they have been previously selected.</p>	
<p>COLUMN</p>	<p>LINE</p>
<p>A</p>	<p>Standard Title Header Line.</p>
<p>B</p>	<p>Unit Identification Line.</p>
<p>C</p>	<p><u>NAME</u> - Name of individual</p>
<p>D</p>	<p><u>SSN</u> - Social Security Number.</p>
<p>E</p>	<p><u>GRADE</u> - Individual's grade.</p>
<p>F</p>	<p><u>PREVIOUSLY CONSIDERED</u> - Identifies with "YES" or "NO" as applicable if individual was previously considered for Qualitative Retention.</p>
<p>DESCRIPTION</p>	

<p>PCN: GPFA-1010</p> <p>REPORT TITLE: Selective Retention Consideration Roster</p> <p>PURPOSE: Provides the commander and MILPO with a listing of officers selected by the successful processing of a Qualitative Selection Retention Board transaction to be considered by the Selective Retention Consideration Board.</p>		<p>DESCRIPTION</p>
COLUMN	LINE	
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
C		<u>NAME</u> - Name of individual
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individual's grade.
F		<u>BASIC BRANCH</u> - Basic branch only will print for Commissioned Officer, will be blank for Warrant Officers.
G		<u>PREVIOUSLY CONSIDERED</u> - "YES" if individual was previously considered for mandatory promotion. "NO" if individual was not previously considered.

<p>PCN: GPFR-1200</p> <p>REPORT TITLE: Strength Accountability</p> <p>PURPOSE: To provide an account of current strength by MPC within an organization and a total by State.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header Lines.
B	PART I
C	<u>REPORT SEQ CODE</u> - Report Sequence Codes.
D	<u>UNIT NAME</u> - Organizational Unit Identification.
E	<u>UIC</u> - Unit Identification Code preceded by a "W".
F	<u>OFFICER AUTH ASGD +/-</u> - Commissioned Officers authorized; assigned with over (+) or short (-) indicator.
G	<u>WARRANT OFF AUTH ASGD +/-</u> - Warrant Officers authorized; assigned with over (+) or short (-) indicator.
H	<u>ENLISTED AUTH ASGD +/-</u> - Enlisted authorized; assigned with over (+) or short (-) indicator.
I	<u>TOTAL AUTH ASGD +/-</u> - Grand total of OFF/WO/EM authorized; assigned with over (+) or short (-) indicator.
J	<u>PERCENT AUTH ASGD</u> - Percentage of total authorized vs assigned.
	PART II
	<u>STATEWIDE RECAP</u> - Statewide recapitulation header line.

COLUMN	LINE	DESCRIPTION
K		<u>OFFICER AUTH ASGD +/-</u> - State total of Officers authorized; assigned with over (+) or short (-) indicator.
L		<u>WARRANT OFF AUTH ASGD +/-</u> - State total of Warrant Officers authorized; assigned with over (+) or short (-) indicator.
M		<u>ENLISTED AUTH ASGD +/-</u> - State total of Enlisted authorized; assigned with over (+) or short (-) indicator.
N		<u>TOTAL AUTH ASGD +/-</u> - State total of OFF/WO/EM authorized; assigned with over (+) or short (-) indicator.
O		<u>PERCENT AUTH ASGD</u> - State strength percentage of total authorized vs assigned.

PCN: GPFR-1200 (cont'd)

REVISED 13 DEC 85 DOC 0001h PAGE

STRENGTH ACCOUNTABILITY
GPR - 1200
PCN GPR 1200 AS OF YMMDD

PREPARED YMMDD STRENGTH ACCOUNTABILITY

PART I - UNIT - DIVISION

REPT SEQ CODE	UNIT NAME	UIC	OFFICER AUTH	ASGD	+/-	WARRANT OFF AUTH	ASGD	+/-	ENLISTED AUTH	ASGD	+/-	TOTAL ASGD	+/-	PERCENT AUTH/ASGD
(UNIT)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(BATTALION)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(UNIT)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(BATTALION)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(UNIT)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(BATTALION)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(BRIGADE)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
(DIVISION)	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXXX	XXX	XXXX	XXX	XXX.XX

PART II - STATEWIDE RECAP

AUTH	OFFICER ASGD	+/-	WARRANT OFF AUTH	ASGD	+/-	ENLISTED AUTH	ASGD	+/-	TOTAL ASGD	+/-	PERCENT AUTH/ASGD
XXXXX	XXXXX	XXX	XXXXX	XXXXX	XXX	XXXXX	XXXXX	XXX	XXXXX	XXXXX	XXX.XX

<p>PCN: GPFM-1210</p> <p>REPORT TITLE: Monthly Summary Register by Unit.</p> <p>PURPOSE: This is a monthly summary of all transactions, processed and unprocessed.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header Line.
B	<u>TRANSACTION PROCESSED</u>
C	<u>DATE</u> - Transaction date (YYMMDD).
D	<u>NAME/UPC</u> - Transaction name, first five positions of individuals last name or transaction unit processing code.
E	<u>SSN</u> - Transaction Social Security Number.
F	<u>MNEMONIC</u> - Transaction mnemonic for processed transaction.
G	<u>ORIG CODE</u> - Identifies individual making initial input.
H	<u>CONTROL NUMBER</u> - Generated transaction identification number.
I	<u>TRANSACTION DATA</u> - Action data from the transaction.
J	<u>TRANSACTION UNPROCESSED</u>
	<u>ERROR MNEMONIC</u> - Mnemonic for error condition which caused unprocessed transaction.
	<u>FILE DATA</u> - Any data from the data base that is used in a compatibility edit.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

MONTHLY SUMMARY REGISTER BY UNIT
GPFM - 1210

PREPARED YYMMDD MONTHLY SUMMARY REGISTER BY UNIT (A) PCN GPFM 1210 AS OF YYMMDD PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXXXX STATE XX UIC WXXXXX ANALYST XX

TRANSACTIONS PROCESSED

(B) DATE	(C) NAME/ LPC	(D) SSN	(E) MNEMONIC	(F) ORIG CODE	(G) CONTROL NUMBER	(H) TRANSACTION DATA
YYMMDD	XXXXX	XX-XX-XXXX	XXXX	XXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
YYMMDD	XXXXX	XX-XX-XXXX	XXXX	XXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

TOTAL TRANSACTIONS PROCESSED XXXX

TRANSACTIONS UNPROCESSED

DATE	NAME/ LPC	SSN	MNEMONIC	ORIG CODE	CONTROL NUMBER	TRANSACTION DATA	(I) ERROR MNEMONIC	(J) FILE DATA
YYMMDD	XXXXX	XX-XX-XXXX	XXXX	XXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXXXX
YYMMDD	XXXXX	XX-XX-XXXX	XXXX	XXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXXXXXXXXXXXXXXXXXXX

TOTAL TRANSACTIONS UNPROCESSED XXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

<p>PCN: GPFQ-1240</p> <p>REPORT TITLE: Officer/Warrant Officer Suspend Listing-Master</p> <p>PURPOSE: Provides list of Commissioned and Warrant Officers by unit with Personnel Action due during next calendar quarter.</p>		
COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
	C	<u>PERIOD OF YYMMDD - YYMMDD</u> - Time frame when action came due.
	D	<u>NAME</u> - Name of individual.
	E	<u>GRADE</u> - Individual's grade.
	F	<u>RECORDS AUDIT</u> - Date of Birth of designate records audit is due.
	G	<u>PHYSICAL</u> - Date of last physical.
	H	<u>OER</u> - Date of End of Evaluation Report.
	I	<u>UNIFORM ALLOWANCE</u> - Date of Uniform Allowance Entitlement.
	J	<u>EXPIRED READY RESERVE OBLIGATION</u> - Date of Expiration Ready Reserve Obligation.
	K	<u>EXPIRATION OF ATTACHMENT</u> - Date of Expiration Date of Attachment.

<p>PCN: GPFM-1420</p> <p>REPORT TITLE: Unit Record of Reserve Training (DA Form 1379)</p> <p>PURPOSE: Provides overprint of Unit Personnel assigned and attached for the purpose of recording Attendance Status.</p>	
<p>COLUMN</p>	<p>DESCRIPTION</p>
<p>a</p>	<p>FOR OFFICIAL USE ONLY - PRIVACY ACT DATA (Top and Bottom of form).</p>
<p>b</p>	<p>UNIT DESIGNATION AND LOCATION - Unit name/title. STREET ADDRESS, street address of unit. ADDRESS CITY: STATE, ZIP CODE, UIC, and PAYROLL NUMBER.</p>
<p>c</p>	<p>In "FOR MONTH OF" block, YYMMDD (For Annual Training) or MMDD thru MMDD (For Inactive Duty Training).</p>
<p>d</p>	<p>TNG-PAY-RET-CAT - In column "e" heading: Training, Pay, Retirement Category.</p>
<p>e</p>	<p>NAME - First 19 characters from Name, individual.</p>
<p>f</p>	<p>GRADE - Grade abbreviation from Grade Abbreviation and Code.</p>
<p>g & h</p>	<p>SOCIAL SECURITY NUMBER - Social Security Number of service member.</p>
	<p>MOS/SSI - First five characters of Duty Position.</p>
	<p>TNG-PAY-RET-CAT - Entry reflects the data from Training/Pay/Retired Category status code.</p>
	<p>ETS DATE - Expiration Term of Service Date.</p>
	<p>Preprinted codes and remarks in these columns reflects the status of individual based on information contained in the data base, i.e.. Current UPC: TNG-PAY-RET-CAT; ACT STA PROGRAM; ATCH CODE.</p>
	<p>NOTE: Last Page will contain a recapitulation by grade.</p>

<p>PCN: GPFM-1510 REPORT TITLE: ENLISTED GAINS, LOSSES AND EXTENSIONS PURPOSE: To provide a monthly summary of Enlisted Gains, Losses and Extensions categorized by Race, Sex, Civilian Education level and Armed Forces Qualification Test Score groups.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header and Unit Identification lines.
B	<u>RACE</u> - Total of enlisted gains, losses and extension by Race categories.
C	<u>SEX</u> - Total of enlisted gains, losses and extensions by Sex categories.
D	<u>EDUCATION</u> - Total of enlisted gains, losses and extensions by Education categories.
E	<u>TEST CATEGORY</u> - Total of enlisted gains, losses and extensions by Test categories.
F	<u>YEARS OF EXTENSION</u> - Total of extension of enlistments by number of years extended categories.

ENL GAINS, LOSSES AND EXTENSIONS
GPFM-1510

PCN GPFM-1510 AS OF YTMDD PAGE XXX

PREPARED YTMDD ENL GAINS, LOSSES AND EXTENSIONS

(A)

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXXXXXXXX STATE XX

UIC WXXXXX

	ENLISTMENT OPTION 8 X 0	ENLISTMENT OPTION 6 X 2	ENLISTMENT OPTION 4 X 4	ENLISTMENT OPTION 3 X 5	PS ENL	REENL/ EXT	ETS LOSSES	NON- ETS LOSSES
WHITE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
BLACK	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
YELLOW	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
RED	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
OTHER	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
UNKNOWN	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOTAL	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
MALE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
FEMALE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOTAL	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
EDUCATION								
NON-HS GRADUATE (NOT ATTENDING)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
NON-HS GRADUATE (STILL ATTENDING)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
HS SENIOR (SCH TO GRADUATE CURRENT YEAR)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
GED HS LEVEL	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
HS GRADUATE (STILL ATTENDING)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
1 YR COLLEGE (NO DEGREE)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
2 YRS COLLEGE (NO DEGREE)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
ASSOCIATE DEGREE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
3 YRS COLLEGE (NO DEGREE)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
4 YRS COLLEGE (NO DEGREE)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
COLLEGE DEGREE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
1 OR MORE YRS GRADUATE STUDY (NO DEGREE)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
MASTERS DEGREE RECEIVED	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
DOCTORATE DEGREE RECEIVED	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOTAL	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

(B)

RACE

(C)

SEX

(D)

EDUCATION

<p>PCN: GPFQ-1620</p> <p>REPORT TITLE: Enlisted Suspense Listing-Master</p> <p>PURPOSE: Provides Listing of Personnel Actions which expire during the second calendar quarter following the report "As of Date".</p>	
COLUMN	DESCRIPTION
A	Standard Title Header Line.
B	Unit Identification Line.
C	PERIOD OF YYMMDD - YYMMDD - Period of report which is the 3 month calendar quarter second following the report "As of Date."
D	<u>NAME</u> - Name, individual
E	<u>GRADE</u> - Grade Abbreviation.
F	<u>RECORDS AUDIT DATE</u> - YYMMDD for date records audit is due based on individual's date of birth.
G	<u>ETS</u> - YYMMDD Expiration Term of Service Date.
H	<u>EER</u> - YYMMDD Enlisted Evaluation Report due date.
I	<u>PHYSICAL</u> - YMM Physical examination is due.
J	<u>EXPIRED READY RESERVE OBLIG</u> - YYMMDD Expiration Ready Reserve Obligation Date.
K	<u>EXPIRATION OF ATTACHMENT</u> - YYMMDD of Expiration Date of Attachment.

<p>PCN: GPFQ-1630</p> <p>REPORT TITLE: Expiration Term of Service Report</p> <p>PURPOSE: Provides listing of personnel with enlistments which expire during the next calendar quarter.</p>		<p>DESCRIPTION</p>
COLUMN	LINE	
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
	C	<u>NAME</u> - Name of individual.
	D	<u>SSN</u> - Social Security Number.
	E	<u>GRADE</u> - Individual's grade.
	F	<u>MOS</u> - Primary Military Occupational Specialty Designator - Enlisted.
	G	<u>PEBD</u> - Pay Entry Basic Date.
	H	<u>EXP RES OBL</u> - Expiration Statutory Military Obligation Date.
	I	<u>TECH</u> - Technician/Selective Service Code.
	J	<u>ETS</u> - Expiration Term of Service Date.
	K	<u>BONUS</u> - If individual had less than nine years of service than "ELIG" is printed.
	L	<u>REC STAT</u> - Record Status.

<p>PCN: GPFQ-1640</p> <p>REPORT TITLE: Enlisted Promotion Consideration Report</p> <p>PURPOSE: Provides Listing of Enlisted Personnel Eligible for Promotion Consideration to include those eligible with a waiver.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header.
B	Unit Identification Line.
C	<u>NAME</u> - Name of service member.
D	<u>SSN</u> - Social Security Number of individual.
E	<u>CURR RANK</u> - Current rank of individual.
F	<u>PMOSD</u> - Primary Military Occupational Specialty Designator.
G	<u>DMOSD</u> - Duty Military Occupational Specialty Designator.
H	<u>DOR</u> - Date of Rank.
I	<u>MOS TIG REQD</u> - Months Time in Grade Required.
J	<u>PEBD</u> - Pay Entry Basic Date.
K	<u>YRS TIS REQD</u> - Years Time in Service Required.
L	<u>WAIVER REQUIRED TIG TIS</u> - Waiver Required for Time In Grade or Time In Service.
M	<u>CIV ED LEV</u> - Civilian Education Level.
N	<u>NCO ED</u> - Non-commission Officer Education.
O	<u>SCTY CLNC</u> - Degree of Security Clearance.

<p>PCN: GPFQ-1650</p> <p>REPORT TITLE: Enlisted Non-Qualified Duty MOS Report</p> <p>PURPOSE: Provides the commander a listing of all Enlisted personnel not designated as duty position qualified plus the percentage of non-qualified.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header Line.
B	Unit Identification Header Line.
C	<u>NAME</u> - Name of individual.
D	<u>SSN</u> - Social Security Number.
E	<u>GRADE</u> - Individual's grade.
F	<u>EXPIR TERM SVC</u> - Expiration Term of Service Date.
G	<u>TRNG PAY RET CAT</u> - Training Pay/Retired Category data.
H	<u>DUTY MOS</u> - Duty Military Occupational Specialty Designator Enlisted.
I	<u>PRIMARY MOS</u> - Primary Military Occupational Specialty Designator Enlisted.
J	<u>SECONDARY MOS</u> - Secondary Military Occupational Specialty Designator Enlisted.
*K	<u>DY POSN QUAL CODE</u> - Duty Position Qualification Code.
L	<u>REMARKS</u> - Left blank.

<p>PCN: GPFM-1670</p> <p>REPORT TITLE: Enlisted Evaluation Report</p> <p>PURPOSE: Alerts commander that EER is due on individual and provides a partially completed Enlisted Evaluation Report, DA Form 2166-6, three months before annual report ending date.</p>		<p>DESCRIPTION</p>	
COLUMN	LINE		<p><u>BLOCK A - NAME</u> - Name of individual</p> <p><u>BLOCK B - SSN</u> - Social Security Number.</p> <p><u>BLOCK C - RANK</u> - Individual's grade.</p> <p><u>BLOCK D - DATE OF RANK</u> - Date of Rank-Reserve.</p> <p><u>BLOCK G - UNIT</u> - Name of Unit.</p> <p><u>BLOCK E - PRIMARY MOSC</u> - Primary Military Occupational Specialty Designator - Enlisted.</p> <p><u>BLOCK F - SECONDARY MOSC</u> - Secondary Military Occupational Specialty Designator - Enlisted.</p> <p><u>BLOCK O - STATION - ZIP CODE</u> - Address City, State, and Zip Code. To the right in Block O is UIC, a "W" followed by Current Unit Processing Code.</p> <p><u>BLOCK I - PERIOD OF REPORT</u> - Month and year of the beginning and ending month of report period.</p> <p><u>BLOCK B - DUTY MOSC</u> - Duty Military Occupational Specialty Designator - Enlisted.</p>

PCN: GPFM 1670

See Privacy Act Statement in AR 623-208, APPENDIX E.		ENLISTED EVALUATION REPORT (AR 623-205)		Preparation agency for this form is the US Army Military Personnel Center				
PART I. ADMINISTRATIVE DATA								
A. LAST NAME - FIRST NAME - MIDDLE INITIAL X-----X			B. SSN XXX-XX-XXXX	C. RANK (ASB) XXX	D. DATE OF RANK YYMMDD			
E. PRIMARY MOSC XXXXX	F. SECONDARY MOSC XXXXX	G. UNIT, ORGANIZATION, STATION, ZIP CODE APO, MACOM X-----X XX X-----X			WXXXXX			
H. CODE TYPE OF REPORT	I. PERIOD OF REPORT		J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES			
	FROM	YEAR MONTH	THRU	YEAR MONTH				
		YY MM		YY MM				
PART II. DUTY DESCRIPTION								
A. PRINCIPAL DUTY TITLE				B. DUTY MOSC XXXXX				
C. DESCRIPTION OF DUTIES								
PART III. EVALUATION OF PROFESSIONALISM AND PERFORMANCE								
RATER	INDORSER	A. PROFESSIONAL COMPETENCE		SCORING SCALE (High) 5 4 3 2 1 0 (Low)	RATER	INDORSER	B. PROFESSIONAL STANDARDS	
		1	Demonstrates initiative				1	Integrity
		2	Adapts to change				2	Loyalty
		3	Seeks self improvement				3	Moral courage
		4	Performs under pressure				4	Self-discipline
		5	Attains results				5	Military appearance
		6	Displays sound judgment				6	Earning respect
		7	Communicates effectively				7	Supports EO/EEO
		8	Develops subordinates					
		9	Demonstrates technical skills					
		10	Physical fitness					
		SUBTOTALS				SUBTOTALS		
(Add the Rater's SUBTOTALS (ASB) and enter sum in the appropriate box -- PART VI, SCORE SUMMARY. Do the same for Indorser.)								
C. DEMONSTRATED PERFORMANCE OF PRESENT DUTY								
1. Rater's Evaluation								
2. Indorser's Evaluation								

DA FORM 2166-6

REPLACES DA FORM 2166-5A OCT 79 WHICH IS OBSOLETE

<p>PCN: GPFM-1680 REPORT TITLE: ENLISTED EVALUATION REPORT CHECK SHEET PURPOSE: Provides commanders a check sheet to make them aware of Enlisted Evaluation Reports for their personnel are due annual evaluations and provides a method to develop a rating chain.</p>	
COLUMN	DESCRIPTION
A	Standard Title Header line.
B	Unit Identification Header line.
C	<u>NAME</u> - Name of individual.
D	<u>SSN</u> - Social Security Number.
E	<u>GRADE</u> - Individuals grade.
F-I	Columns for RATER, INDORSER, REVIEWER, and SUBMISSION DATE are for use by commanders.

<p>PCN: GPFM-1710</p> <p>REPORT TITLE: Unit Manning Report</p> <p>PURPOSE: Provides hardcopy Roster of Required - Authorized Positions by unit by MTOE/TDA and Personnel Assigned, Attached, Inactive NG, and Excess or Overstrength.</p>	
COLUMN	LINE DESCRIPTION
A	<u>UNIT</u> - Name of Organization from SIDPERS Organizational File.
B	<u>UIC</u> - Last five positions of Unit Identification Code.
C	<u>PR NBR</u> - Unit Payroll Number.
D	<u>DOCUMENT NBR</u> - Document Number.
E	<u>POSN NBR</u> - Code identifying the Position Number for Excess Individuals (See NGB Pam 680-29 for Code ID).
F	<u>PARA</u> - Paragraph Designator of authorized position as shown in MTOE/TDA.
G	<u>LIN</u> - Line Designator of authorized position as shown in MTOE/TDA.
H	<u>PARA TITLE</u> - MTOE/TDA Paragraph Title (lead line).
	<u>POSITION TITLE</u> - MTOE/TDA Authorized Position Title.
I	<u>NAME</u> - Name of Individual assigned reference MTOE/TDA position (27 character max).
	<u>SSN</u> - Social Security Number of service member.
J	<u>GR</u> - First line - Grade Authorized by MTOE/TDA. Second line - First three positions of grade abbreviation and code of individual occupying position.

PCN: GPFM-1710 (cont)

COLUMN	LINE	DESCRIPTION
K		<p><u>BR</u> - Identifies Branch for Officers - Blank for Warrant Officers - Blank for Enlisted if the first three characters of Grade Abbreviation and Code are other than for Specialist. "NC" indicates all grades E5 thru E9.</p>
L		<p><u>ID</u> - Authorized personnel identity as shown in MTOE/TDA.</p>
M		<p><u>SEX</u> - Code identifying individual as Male or Female.</p>
N		<p><u>POSC</u> - First line - Indicates authorized Primary Occupational Specialty Code from MTOE/TDA.</p>
O		<p><u>PSSI</u> - <u>PMOSD</u> - Second line - Indicates assigned individual <u>Primary Specialty Skill Identifier</u> for Commissioned or <u>Primary Military Occupational Specialty Duty</u> for Warrants or Enlisted.</p>
P		<p><u>ASI</u> - Identifies Additional Skill Identifier.</p>
Q		<p><u>LIC</u> - Identifies Duty Language Identity.</p>
R		<p><u>SSSI</u> - Secondary Specialty Skill Identifier.</p>
S		<p><u>AMOSD</u> - Additional MOS for Warrant Officers.</p>
T		<p><u>SMOSD</u> - Secondary MOS for Enlisted Personnel.</p>
U		<p><u>DSSI</u> - Duty Specialty Skill Identifier.</p>
V		<p><u>DMOSD</u> - Duty MOS for Warrant Officer or Enlisted Personnel.</p>
		<p><u>QUAL</u> - Code signifies Duty Position Qualification.</p>
		<p><u>CLNC</u> - Indicates Security Clearance condition.</p>
		<p><u>ATCH</u> - Indicates Unit Payroll Number for Attached Personnel.</p>
		<p><u>REMARKS</u> - "MOS MISMATCH" will be printed when there is a mismatch of POSC between SASF and PF.</p>
		<p><u>LOCAL DATA</u> - Local Data Personnel (for local use only).</p>
		<p>9992 - Code indicating Position Number of Excess Individual Assigned Extra TDA position.</p>

PCN: GPFM-1710 (cont)

COLUMN	LINE	DESCRIPTION
	W	<u>STANDARD TITLE HEADING</u> followed with personnel/data for individuals assigned to extra TDA positions.
	X	<u>STANDARD TITLE HEADING</u> followed with personnel/data for attached personnel.
	Y	<u>RECAP BY GRADE</u> - Recapitulation by grade to include totals of Officers, Warrants, Enlisted and Aggregate totals.
	Z	<u>TOTAL REQD</u> - This line shows the <u>TOTAL</u> of positions <u>required</u> by grade in MTOE/TDA
	3	<u>TOTAL AUTH</u> - This line shows the <u>TOTAL</u> of positions <u>authorized</u> by grade in MTOE/TDA
	4	<u>ASSIGNED</u> - This line shows the <u>TOTAL</u> of <u>assigned</u> individuals by grade.
	5	<u>QUALIFIED</u> - This line shows the <u>TOTAL</u> of <u>qualified</u> individuals by grade
	6	<u>EXTRA TDA</u> - This line shows the <u>TOTAL</u> number of individuals by grade <u>assigned</u> to extra TDA positions.
	7	<u>ING</u> - This line shows the <u>TOTAL</u> Number of individuals by grade <u>assigned</u> to the Inactive Army National Guard.
	8	<u>ATTACHED</u> - This line shows the <u>TOTAL</u> number of individuals by grade <u>attached</u> to the unit

<p>PCN: GPFM-1720</p> <p>REPORT TITLE: JUMPS Base File List</p> <p>PURPOSE: To provide listing of personnel data elements that relate to military pay entitlements.</p>	
COLUMN	DESCRIPTION
LINE	A
B	Standard Title Header Line and Unit Identification Line.
C	SSN - Social Security Number.
D	NAME - Transaction Name.
E	SEX - Sex.
F	ST TAX CD - State Tax Code.
G	TNG PAY RET CAT - Identifies the training/pay/retired category if other than an "1." If it is an "1," the data code is changed to a "Y" because it is not acceptable code for JUMPS.
H	NBR EXEM - Identifies the first and last position of "Number of Exemptions" if nine or less claimed. Over nine exemptions, position one and a "9" is shown.
I	GR CODE - Individual's grade abbreviation and code.
J	PEBD - Pay Entry Basic Date.
K	SGLI - Servicemen's Group Life Insurance Election.
L	EMPL STATE CODE - Code generated from the data elements of Technician/Selective Service Code and Civilian Employer.
M	SPEC PAY - Special Pay.
	IPAY NBR ONE DATE - Indicates the type and effective date of incentive pay the individual receives over and above basic pay.

PCN: GPFM-1720 (con't)

COLUMN	LINE	DESCRIPTION
N		<u>IPAY NBR TWO DATE</u> - Indicates a second incentive pay an individual is receiving.
O		<u>CURR INC/TERM STAT</u> - Current Incentive/Termination Status.
P		<u>ASED</u> - Aviation Service Entry Date.
Q		<u>TFOS</u> - The Total Federal Officer Service Date which is used to determine incentive pay rate for aviators.
R		<u>BEN STAT</u> - Code generated for JUMPS from the data element Benefit Status Waiver Code.
S		<u>WVR CD</u> - Code generated for JUMPS from the data element Benefit Status Waiver Code.
T		<u>DAYS WVD</u> - The number of days waived when an individual has other than 0 for the data element "Benefit Status Waiver Code."
U		<u>ADD WH TAX</u> - Dollar amount to be withheld for Federal income tax in addition to the amount withheld based upon earnings.
V		<u>ETS/UNIF ALLOW DATE</u> - The Expiration Term of Service date for Enlisted; and the Uniform Allowance Entitlement date when next due for officers.
W		<u>UIC OF ATCH</u> - The unit processing code, preceded by a "W," that an individual is attached to and receives pay.
X		<u>ATCH PR NBR</u> - The payroll number of the unit to which the individual is attached for pay.
Z	Y	<u>ATTACHED</u> - This section identifies the individuals who are attached and receives their pay from the unit of the report. The column information is explained above except for the following: <u>CURR UIC</u> - The individual's current unit processing code, preceded by a "W," to which the person is assigned.
AA		<u>EXPN DATE ATCH</u> - Date on which the individual's attachment to the unit will expire.

PCN: GPFM-1780		REPORT TITLE: Personnel Qualification Roster		PURPOSE: To provide intermediate level commanders a listing of qualification by individual.	
COLUMN	LINE	DESCRIPTION			
	A	Standard Title Header and Unit Identification Lines.			
	B	This line identifies the organizational entity of the report. PART I = State level; PART II = Division Level; PART III = Brigade Level; PART IV = Battalion level.			
	C	These lines identifies the three sections of each respective report. SECTION A = Commissioned Officers; SECTION B = Warrant Officer; SECTION C = Enlisted.			
D	1	<u>NAME</u> - Name of individual.			
D	2	<u>SSN</u> - Social Security Number of individual.			
D	3	<u>PSSI-ASI</u> - Section A = Primary Specialty Skill Identifier and Additional Skill Identifier.			
		<u>PMOSD-ASI</u> - Sections B & C = Primary Military Occupational Specialty Designator and Additional Skill Identifier.			
E	2	<u>GR ABBR CODE</u> - Grade Abbreviation and Code.			
E	3	<u>SSSI-ASI</u> - Section A = Secondary Specialty Skill Identifier and Additional Skill Identifier.			
		<u>AMSOD-ASI</u> - Section B = Additional Military Occupational Specialty Designator and Additional Skill Identifier.			
		<u>SMOSD-ASI</u> - Section C = Secondary Military Occupational Specialty Designator and Additional Skill Identifier.			
F	2	<u>DOR RES</u> - Date of Rank Reserve.			

PCN: GPFM-1780 (cont)

COLUMN	LINE	DESCRIPTION
F	3	<u>UPC</u> - Unit Processing Code.
G	1	<u>POSN NBR EX-IND</u> - Position Number for Excess Individual.
G	2	<u>DSSI AND DY QUAL</u> - Section A = Duty Specialty Skill Identifier and Duty Position Qualification. <u>DMOS AND DY QUAL</u> - Section B & C = Duty Military Occupational Specialty and Duty Position.
G	3	<u>TOE/TDA PARA/LIN</u> - Authorized Paragraph Designator and Authorized Line Designator.
H	1	<u>PHYSICAL CAT-DATE</u> - Physical Category and Year and Month of Last Physical Examination.
H	2	<u>PHY PRFL SERIAL</u> - Physical Profile Serial.
H	3	<u>HGT-WGT</u> - Height and Weight.
I	1	<u>RACE</u> - Race Population Group.
I	2	<u>ETH GP</u> - Ethnic Group.
I	3	<u>SEX</u> - Sex.
J	1	<u>BR SCH ENRL</u> - Section A & B - Branch School Enrollment.
J	2	<u>NCO ED ENRL</u> - Section C = Non-Commission Officer Education Enrollment.
J	3	<u>MARTL STAT</u> - Marital Status.
K	1	<u>LANG CODE</u> - Language Code.
K	2	<u>CIV ED</u> - Civilian Education Level. <u>BR SCH COMPL</u> - Section A & B = Branch School Completion.
K	3	<u>NCO ED</u> - Section C = Non-Commission Officer Education. <u>HI MIL COL CR</u> - Section A & B = Highest Military College/Course Completed.

PCN: GPFM-1780 (cont)

COLUMN	LINE	DESCRIPTION
L	1	<u>REENL BONUS</u> - Section C = Enlistment/Reenlistment Bonus-Reserve-Entitlement.
L	2	<u>CSMD WO SVC DATE</u> - Section A & B = Commissioned/Warrant Officer Service Date.
L	3	<u>SQT SCORE AND DATE</u> - Section C = Skill Qualification Test Score and Date of test.
M	1	<u>IPAY ONE AND DATE</u> - Incentive Pay Indicator Number One and Date effective.
M	2	<u>CURR INC AND DATE</u> - Current Incentive/Termination Status and Date.
M	3	<u>DATE ENDEVAL PD</u> - Date of End of Evaluation Period.
N	1	<u>PEBD</u> - Pay Entry Basic Date.
N	2	<u>DOB</u> - Date of Birth.
N	3	<u>QUAL - SEL RET</u> - Qualitative/Selective Retention Identifier.
O	1	<u>SCTY CLNC</u> - Security Clearance.
O	2	<u>TNG PAY RET CAT</u> - Training/Pay/Retired Category.
O	3	<u>DATE EXP OBL</u> - Expiration Ready Reserve Obligation Date.
P	1	<u>ATCH TO</u> - Unit Processing Code of Attachment if attached.
P	2	<u>MAND REM DATE</u> - Section A & B = Mandatory Removal Date for Officer and Warrant Officer.
P	3	<u>ETS</u> - Section C = Expiration Term of Service for Enlisted personnel.
P	1	<u>FT SPT STAT</u> - Full-time Support Status.
P	2	<u>TOT YRS SVC RET</u> - Total Years Satisfactory Federal Service for Retirement.
P	3	<u>TWENTY YR CERT</u> - Twenty Year Certificate Status.

PCN: GPFM-1780 (cont)

COLUMN	LINE	DESCRIPTION
Q	2	<u>SBP STAT</u> - Survivor Benefit Plan Election Status.
Q	3	<u>RYE DATE</u> - Retirement Year Ending Date, Month and Day.

<p>PCN: GPFR-1790</p> <p>REPORT TITLE: Personnel Qualification Record</p> <p>PURPOSE: Provides User/Individual Member a hardcopy printout of all information in the SIDPERS data base file.</p>	
COLUMN	DESCRIPTION
A	SECTION A - PERSONAL DATA - Unique data applicable to OFF/WO/EM.
1	MPC/CODE - Military Personnel Class and Data Code.
2	SSN-SM - Social Security Number, service member.
3	NAME-IND - 27 characters of Last name, First name, Middle Initial as room permits.
4	SEX/CODE - Service member's sex and code.
B	SECTION B - GRADE DATA - Unique data applicable to OFF/WO/EM.
1	PAY GRADE - Two character pay grade identifier.
2	GR ABBR/CODE - Grade Abbreviation and Code.
3	EFF DATE GR - Effective Date of Grade.
4	DOR RES - Date of Rank Reserve.
5	GR CH WVR - Grade Change Waiver.
6	GR HOW ACQ-CODE - Grade How Acquired and Code.
C	SECTION C - ORGANIZATION DATA - Unique data applicable to OFF/WO/EM.
1	PREV UPC - Unit Processing Code of the unit to which an individual was previously assigned.

PCN: GPR-1790 (con't)

COLUMN	LINE	DESCRIPTION
	2	<u>CURR-UPC</u> - Unit Processing Code of the unit to which an individual is <u>currently assigned</u> .
	3	<u>DY POSN</u> - Duty Position.
	4	<u>POSN NBR EX IND/CODE</u> - Position Number Excess Individual and Code.
	5	<u>DY POSN QUAL/CODE</u> - Duty Position Qualification and Code.
	6	<u>ASG LOSS RNS/DATE/CODE</u> - Assignment Loss Reason/Date/Code reassignment.
	7	<u>CURR ORGN IDENT/CODE</u> - Current Organization Identification.
	8	<u>AUTH LINE DSG</u> - Authorized Line Designator.
	9	<u>AUTH PARA DSG</u> - Authorized Paragraph Designator.
	10	<u>ATCH/CODE</u> - Attachment Code.
	11	<u>TYPE-ATCH/CODE</u> - Type Attachment and Code.
	12	<u>UPC ATCH</u> - Unit Processing Code of Attachment.
	13	<u>EFF DATE OF ATCH</u> - Effective Date of Attachment.
	14	<u>EXPN DATE OF ATCH</u> - Expiration Date of Attachment.
	15	<u>CURR PROC</u> - Current Procurement.
	16	<u>DATE CURR PROC</u> - Date of Current Procurement.

PCN: GPFR-1790 (con't)

COLUMN	LINE	DESCRIPTION
		<u>SECTION C - ORGANIZATION DATA (con't)</u>
	17	<u>INIT PROC</u> - Initial Procurement.
	18	<u>DATE INIT PROC</u> - Date of Initial Procurement.
	19	<u>EXPN RDY RES OBLIG DATE</u> - Expiration Ready Reserve Obligation Date.
	20	<u>EXPN STAT MIL OBLG DATE</u> - Expiration Statutory Military Obligation Date.
	D	<u>SECTION D - PAY DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>PEBD</u> - Pay Entry Basic Date.
	2	<u>ADD WH TAX</u> - Additional Withholding Tax.
	3	<u>UNIF AL ENTLMNT DATE</u> - Uniform Allowance Entitlement Date.
	4	<u>ST TAX CODE</u> - State Tax Code.
	5	<u>NBR EXEM</u> - Number of Exemption(s).
	6	<u>SGLI ELEC/CODE</u> - Servicemen's Group Life Insurance Election and Code.
	7	<u>CURR AERO RT/CODE</u> - Current Aeronautical Rating and Code.
	8	<u>IPAY NBR ONE/DATE</u> - Incentive Pay Number One and Date.
	9	<u>IPAY NBR TWO/DATE</u> - Incentive Pay Number Two and Date.
	10	<u>TNG/PAY/RET CAT/CODE</u> - Training Pay Retire Category and Code.
	11	<u>BENEF STAT WVR/CODE</u> - Benefit Status Waiver and Code.
	12	<u>DAYS WVD</u> - Days Waived.

PCN: GPFR-1790 (cont)

COLUMN	LINE	DESCRIPTION
		<u>SECTION D - PAY DATA (cont)</u>
	13	<u>ATCH PR NBR</u> - Attachment Payroll Number.
	14	<u>CURR INC TERM STAT/CODE</u> - Current Incentive Termination Status and Code.
	15	<u>DATE INC TERM STAT</u> - Date of Incentive Termination Status.
	16	<u>SP PAY/CODE</u> - Special Pay and Code.
	E	<u>SECTION E - TRAINING/EDUCATION DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>TNG STAT/DATE/CODE</u> - Training Status, Date, and Code.
	2	<u>CIV EDUC LEVEL/CODE</u> - Civilian Education Level and Code.
	3	<u>MAJ SUBJ COL EDUC/CODE</u> - Major Subject College Education and Code.
	F	<u>SECTION F - INDIVIDUAL DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>DOB</u> - Date of Birth.
	2	<u>RACE POP GRP/CODE</u> - Race Population Group and Code.
	3	<u>ETH GRP/CODE</u> - Ethnic Group and Code.
	4	<u>STREET ADDR</u> - Street Address of individual.
	5	<u>ADDR CITY</u> - Address City of individual.
	6	<u>ST-CNTRY/ZIP</u> - State and Country and Zip Code.
	7	<u>MARTL STAT/CODE</u> - Marital Status and Code.
	8	<u>DEPN NBR</u> - Number of Dependents.

PCN: GPFR-1790 (cont)

COLUMN	LINE	DESCRIPTION
		<u>SECTION F - INDIVIDUAL DATA (cont)</u>
	9	<u>NBR MO ACT FED SVC</u> - Number of Months of Service.
	10	<u>REL DENOM/CODE</u> - Religious Denomination and Code.
	11	<u>BREAK MIL STAT/CODE</u> - Break in Military Status and Code.
	12	<u>DATE INIT ENT RC</u> - Date of Initial Entry Into a Reserve Component.
	13	<u>CIV EMPL/CODE</u> - Civilian Employer and Code.
	14	<u>CIV OCC/CODE</u> - Civilian Occupation and Code.
	15	<u>RET WVR/CODE</u> - Retention Waiver and Code.
	16	<u>DATE END EVAL PD</u> - Date of End of Evaluation Period.
	17	<u>PRIV ACT DSP RCD</u> - Privacy Act Disputed Record and Code.
	18	<u>LOCAL DATA PERS</u> - Local Data Personnel.
	19	<u>QUAL SEL IDENT/DATE</u> - Qualitative/Selective Retention Identifier and Date.
	G	<u>SECTION G - ENLISTED UNIQUE DATA</u>
	1	<u>ETS DATE</u> - Expiration Term of Service Date.
	2	<u>SRC-ORIG-ENLSTMT-INDCTN</u> - Source of Original Enlistment/Induction and Code.
	3	<u>ENLSTMT OPT PD/CODE</u> - Enlistment Option Period and Code.
	4	<u>TERM ENL RES</u> - Term of Enlistment Reserve.
	5	<u>NBR EXT ENL</u> - Number of Extensions of Enlistment.

PCN: GPFR-1790 (cont)

COLUMN	LINE	DESCRIPTION
		<u>SECTION G - ENLISTED UNIQUE DATA (cont)</u>
	6	<u>CUM MOS EXT</u> - Cumulative Months of Extension.
	7	<u>MOS CURR EXT</u> - Months of Current Extension.
	8	<u>PRO PAY STAT/CODE/DATE</u> - Proficiency Pay Status, Code, and Effective Date.
	9	<u>AFQT PCTL</u> - Armed Forces Qualification Test Percentile Score.
	10	<u>AFQT SCORE GPS/CODE</u> - Armed Forces Qualification Test Score Group and Code.
	11	<u>NCO EDUC/CODE</u> - NCO Education and Code.
	12	<u>NCO EDUC ENRLD/CODE</u> - NCO Education Enrolled and Code.
	13	<u>ENLSTMT WVR COND/CODE 1</u> - Enlistment Waiver Condition and Code 1.
	14	<u>ENLSTMT WVR COND/CODE 2</u> - Enlistment Waiver Condition and Code 2.
	15	<u>ENLSTMT WVR COND/CODE 3</u> - Enlistment Waiver Condition and Code 3.
	16	<u>PMOSD ENLD</u> - Primary Military Occupational Specialty Designator.
	17	<u>ASI PMOSD ENLD</u> - Additional Skill Identifier Primary Military Occupational Specialty Designator.
	18	<u>PMOSD ENLD BASIS ACQ/CODE</u> - Primary Military Occupational Specialty Designator - Enlisted - <u>Basic for Acquiring and Code.</u>
	19	<u>SMOSD ENLD</u> - Secondary Military Occupational Specialty Designator.
	20	<u>ASI SMOSD ENLD</u> - Additional Skill Identifier - Secondary Military Occupational Specialty Designator.
	21	<u>AMOSD ENLD</u> - Additional Military Occupational Specialty Designator.

PCN: GPR-1790 (cont)

COLUMN	LINE	DESCRIPTION
		<u>SECTION G - ENLISTED UNIQUE DATA (cont)</u>
	22	<u>ASI AMOSD ENLD</u> - Additional Skill Identifier to a Additional Military Occupational Specialty Designator.
	23	<u>SQT MOS/DATE/SCORE</u> - Skill Qualification Test Military Occupational Specialty, Date of Test, and Score attained.
	24	<u>MOS TEST FAILED</u> - Military Occupational Specialty Test Failed.
	25	<u>ENLSTMT REENL BONUS ENTL/CODE</u> - Enlistment or Reenlistment Bonus Entitlement and Code.
	26	<u>ENLSTMT REENL BONUS AUTH/CODE</u> - Enlistment or Reenlistment Bonus Authorization and Code.
	27	<u>DATE ENLSTMT REENL BONUS</u> - Date of Enlistment/Reenlistment Bonus Entitlement.
	28	<u>ENLSTMT REENL BONUS MOS</u> - Enlistment/Reenlistment Bonus MOS.
	29	<u>NBR ENLSTMT REENL BONUS</u> - Number of Enlistment/Reenlistment Bonus.
		<u>SECTION G - OFFICER - WARRANT OFFICER UNIQUE DATA</u>
	1	<u>SRC CMSN WRNT/CODE</u> - Source Commission/Warrant and Code.
	2	<u>MAND REM RSN/CODE</u> - Mandatory Removal Reason and Code.
	3	<u>DATE MAND REM</u> - Date of Mandatory Removal.
	4	<u>DATE PROJ PROM ELIG</u> - Date of Projected Promotion Eligibility.
	5	<u>APT WVR COND/CODE 1</u> - Appointment Waiver Condition and Code 1.
	6	<u>APT WVR COND/CODE 2</u> - Appointment Waiver Condition and Code 2.

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COLUMN	LINE	DESCRIPTION
		<u>SECTION G - OFFICER - WARRANT OFFICER UNIQUE DATA (con't)</u>
	7	<u>APT WVR COND/CODE 3 - Appointment Waiver Condition and Code 3.</u>
	8	<u>APT WVR COND/CODE 4 - Appointment Waiver Condition and Code 4.</u>
	9	<u>CMSND WO SVC DATE - Commissioned/Warrant Officer Service Date.</u>
	10	<u>AVN SVC ENTRY DATE - Aviation Service Entry Date.</u>
	11	<u>COMD STA/CODE - Command Status and Code.</u>
	12	<u>HI MIL COL CRS COMPL - Highest Military College/Course Completed.</u>
	13	<u>BR SCH ENRL - Branch School Enrolled.</u>
	14	<u>BR SCH COMPL - Branch School Completed.</u>
	15	<u>CRS LEVEL ENRL - Course Level Enrolled.</u>
	16	<u>TFOS - Total Federal Officer Service Date.</u>
		<u>SECTION G - WO UNIQUE DATA</u>
	1	<u>PMOSD WO - Primary Military Occupational Specialty Designator.</u>
	2	<u>ASI PMOSD WO - Additional Skill Identifier Primary Military Occupational Specialty Designator.</u>
	4	<u>ASI AMOSD WO - Additional Skill Identifier to an Additional Military Occupational Specialty Designator.</u>
		<u>SECTION G - CO UNIQUE DATE</u>
	1	<u>BASIC BR - Basic Branch.</u>
	2	<u>DTL BR - Detail Branch.</u>

PCN: GPFR-1790 (cont)

COLUMN	LINE	DESCRIPTION
		<u>SECTION G - CO UNIQUE DATE (cont)</u>
	3	<u>ASI PSSI</u> - Additional Skill Identifier - Primary Specialty Skill Identifier.
	4	<u>ASI SSSI</u> - Additional Skill Identifier - Secondary Specialty Skill Identifier.
	5	<u>ASI ASSI</u> - Additional Skill Identifier to a Additional Specialty Skill Identifier.
	6	<u>PROM CONS/DATE/CODE</u> - Promotion Consideration and Date and Code.
	7	<u>PSSI</u> - Primary Specialty Skill Identifier.
	8	<u>SSSI</u> - Secondary Specialty Skill Identifier.
	9	<u>ASSI</u> - Additional Specialty Skill Identifier.
	10	<u>DSG CONT SP</u> - Designated Control Specialty.
	11	<u>PROF MIL ED</u> - Professional Military Education.
	H	<u>SECTION H - FULL-TIME DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>ACT GRD RES IDENT/CODE</u> - Active Guard/Reserve (AGR) Identifier and Code.
	2	<u>ACT STAT PROG/CODE</u> - Active Status Program and Code.
	3	<u>FT SPT STAT/CODE</u> - Full-Time Support Status and Code.
	4	<u>TECH SSVC/CODE</u> - Technician/Selective Service Code.
	5	<u>CIV GR</u> - Civilian Grade.

PCN: GPR-1790 (con't)

COLUMN	LINE	DESCRIPTION
	I	<u>SECTION I - SECURITY-DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>SCTY INVES STAT/CODE</u> - Security Investigation Status and Code.
	2	<u>SCTY CLNC/CODE</u> - Security Clearance and Code.
	3	<u>DATE SCTY CLNC</u> - Date of Security Clearance.
	4	<u>CTZSP STAT US ORGN/CODE</u> - Citizenship Status, United States, Origin and Code.
	J	<u>SECTION J - PHYSICAL DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>YR MO LAST PHY EX</u> - Year and Month of Last Physical Examination.
	2	<u>PHY PRFL SER</u> - Physical Profile Serial
	3	<u>WT IND</u> - Weight of Individual
	4	<u>HT IND</u> - Height of Individual in inches.
	5	<u>PHY CAT</u> - Physical Category.
	K	<u>SECTION K - RETIREMENT DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>RYE DATE</u> - Retirement Year Ending Date.
	2	<u>CUM RET PT</u> - Cumulative Retirement Points.
	3	<u>SUR BEN OPT/CODE</u> - Survivor Benefit Plan Option selected and Code.
	4	<u>SUR BEN ELECT COV/CODE</u> - Survivor Benefit Plan Election Coverage and Code.
	5	<u>SUR BEN ELEC STAT/CODE</u> - Survivor Benefit Plan Election Status and Code.
	6	<u>DATE SBP ELECT STAT</u> - Date of Survivor Benefit Plan Election.

PCN: GPFR-1790 (cont)

COLUMN	LINE	DESCRIPTION
	7	<u>SECTION K - RETIREMENT DATA (cont)</u>
	8	<u>TOT YR SAT SVC RT - Total Years Satisfactory Federal Service for Retirement.</u>
		<u>TWENTY YR CER STAT/CODE - Twenty Year Certificate Status and Code.</u>

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
GPFR-1790

PCN GPFR-1790 AS OF YYMMDD PAGE XXX

PREPARED YYMMDD PERSONNEL QUALIFICATION RECORD

SECTION A - PERSONAL DATA

1 MPC/CODE XXXXXXXXXXXXXXXXXXXX X
2 SSN-SM XXX-XX-XXXX
3 NAME-IND XXXXXXXXXXXXXXXXXXXX
4 SEX/CODE XXXXX X

SECTION B - GRADE DATA

1 PAY GRADE XX
2 GR ABBR/CODE XXX X
3 EFF DATE GR YYMMDD
4 DOR RES YYMMDD
5 GR CH WVR XXXXXXXXXXXXXXXXXXXX
6 GR HOW ACG-CODE XXXXXXXXXXXXXXXXXXXX X

SECTION C - ORGANIZATION DATA

1 PREV UPC XXXX
2 CURR-UPC XXXX
3 DY POSN XXXXXXXX
4 POSN NBR EX IND/CODE XXXXXXXXXXXXXXXXXXXX XXX
5 DY POSN QUAL/CODE XXXXXXXX X
6 ASG LOSS RNS/DATE/CODE XXXXXXXXXXXXXXXXXXXX YYMMDD XX
7 CURR ORGN IDENT/CODE XXXXXXXXXXXXXXXXXXXX X
8 AUTH LINE DSG XXX
9 AUTH PARA DSG XXXX
10 ATCH/CODE XXXXXXXXXXXXXXXXXXXX X
11 TYPE-ATCH/CODE XXXXXXXXXXXXXXXXXXXX XX
12 UPC ATCH XXXX
13 EFF DATE OF ATCH YYMMDD
14 EXPN DATE OF ATCH YYMMDD
15 CURR PROC XXXX
16 DATE CURR PROC YYMMDD
17 INIT PROC XXXX
18 DATE INIT PROC YYMMDD
19 EXPN RDY RES OBLG DATE YYMMDD
20 EXPN STAT MIL OBLG DATE YYMMDD

SECTION D - PAY DATA

1 PEBD YYMMDD
2 ADD WH TAX XXX
3 UNIF AL ENTLMT DATE YYMMDD
4 ST TAX CODE XX
5 NBR EXEM XXX
6 SGLI ELEC/CODE XXXXXXXX X
7 CURR AERO RT/CODE XXXXXXXXXXXXXXXXXXXX X
8 IPAY NBR ONE/DATE XXXX YYMMDD
9 IPAY NBR TWO/DATE XXXX YYMMDD
10 TNG PAY RET CAT/CODE XXXXXXXXXXXXXXXXXXXX X
11 BENEF STAT WVR/CODE XXXXXXXXXXXXXXXXXXXX X
12 DAYS WVO XXX
13 ATCH PR NBR XXX
14 CURR INC TERM STAT/CODE XXXXXXXXXXXXXXXXXXXX X
15 DATE INC TERM STAT YYMMDD
16 SF PAY/CODE XXXXXXXXXXXXXXXXXXXX X

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PCN GPFER-1790 AS OF YMMDD PAGE XXX

PREPARED YMMDD PERSONNEL QUALIFICATION RECORD

NAME: XXXXXXXXXXXXXXXXXXXX SSN: XX-XX-XXXX

SECTION E - TRAINING/EDUCATION DATA

1 TNG STAT/DATE/CODE XXXXXXXXXXXXXXXXXXXX YMMDD X 4 ROTC IDENT/CODE XXXXX XXXXXXXXXXXXX X YEARS XXX
 2 CIV EDUC LEVEL/CODE XXXXXXXXXXXXXXXXXXXX X
 3 MAJ SUBJ COL EDUC/CODE XXXXXXXXXXXXXXXXXXXX XXX

SECTION F - INDIVIDUAL DATA

11 BREAK MIL STAT/CODE XXXXXXXXXXXXXXXXXXXX X
 12 DATE INIT ENL RC YMMDD
 13 CIV EMPL/CODE XXXXXXXXXXXXXXXXXXXX X
 14 CIV OCC/CODE XXXXXXXXXXXXXXXXXXXX XXX
 15 RET MVR XXXXXXXXXXXXXXXXXXXX XX
 16 DATE END EVAL PD YMMDD
 17 PRIV ACT DSP RCD XXXXXXXXXXXXXXXXXXXX X
 18 LOCAL DATA PERS XXXXXXXXXXXXXXXXXXXX
 19 GUAL SEL IDENT/DATE X YMMDD

SECTION G - ENLISTED UNIQUE DATA

1 ETS DATE YMMDD
 2 SRC ORIG ENLSTMT INDCTN XXXXXXXXXXXXXXXXXXXX X
 3 ENLSTMT OPT PD/CODE XXXXXXXXXXXXXXXXXXXX X
 4 TERM ENL RES XXX
 5 NBR EXT ENL X
 6 CUM MOS EXT XXX
 7 MOS CURR EXT XXX
 8 PRO PAY STAT/DATE XXXXXXXXXXXXXXXXXXXX X
 9 AFQT PCTL XXX
 10 AFQT SCORE GPS/CODE XXXXXXXXXXXX X
 11 NCO EDUC/CODE XXXXXXXXXXXXXXXXXXXX X
 12 NCO EDUC ENRLD/CODE XXXXXXXXXXXXXXXXXXXX X
 13 ENLSTMT WVR COND/CODE 1 XXXXXXXXXXXXXXXXXXXX X
 14 ENLSTMT WVR COND/CODE 2 XXXXXXXXXXXXXXXXXXXX X
 15 ENLSTMT WVR COND/CODE 3 XXXXXXXXXXXXXXXXXXXX X

16 PMOSD ENLD XXXX
 17 ASI PMOSD ENLD XX
 18 PMOSD ENLD BASIS ACQ/CODE XXXXXXXXXXXXXXXXXXXX X
 19 SMOSD ENLD XXXX
 20 ASI SMOSD ENLD XX
 21 ASI SMOSD ENLD XX
 22 ASI AMOSD ENLD XX
 23 SGT MOS/DATE/SCORE XXXX YMM XXX
 24 MOS TEST FAILED X
 25 ENLSTMT REENL BONUS ENTL/CODE XXXXXXXXXXXXXXXXXXXX X
 26 ENLSTMT REENL BONUS AUTH/CODE XXXXXXXXXXXXXXXXXXXX X
 27 DATE ENLSTMT REENL BONUS YMMDD
 28 ENLSTMT REENL BONUS MOS XXX
 29 NBR ENLSTMT REENL BONUS XXX X

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PCN GPR-1790 AS OF YYMMDD PAGE XXX

PREPARED YYMMDD PERSONNEL QUALIFICATION RECORD

SECTION H - FULL-TIME DATA (H)

1 ACT GRD RES IDENT/CODE XXXXXXXXXXXXXXXXXXXX X
 2 ACT STAT PROG/CODE XXXXXXXXXXXXXXXXXXXX X
 3 FT SPT STAT/CODE XXXXXXXXXXXXXXXXXXXX X
 4 TECH SSVC/CODE XXXXXXXXXXXXXXXXXXXX X
 5 CIV GR XXXX

SECTION I - SECURITY-DATA

1 SCTY INVES STAT/CODE XXXXXXXXXXXXXXXXXXXX X
 2 SCTY CLNC/CODE XXXXXXXXXXXXXXXXXXXX X
 3 DATE SCTY CLNC YYMMDD
 4 CTZSP STAT US ORGN/CODE XXXXXXXXXXXXXXXX X

SECTION J - PHYSICAL DATA (J)

1 YR MO LAST PHY EX YYMM
 2 PHY PRFL SER XXXXX
 3 WT IND XXX
 4 HT IND XX
 5 PHY CAT X

SECTION K - RETIREMENT DATA

1 RYE DATE MMDD
 2 CUR RET PT XXXX
 3 SUR BEN OPT/CODE XXXXXXXXXXXXXXXXXXXX X
 4 SUR BEN ELEC CDV/CODE XXXXXXXXXXXXXXXXXXXX X
 5 SUR BEN ELEC STAT/CODE XXXXXXXXXXXXXXXXXXXX X
 6 DATE GBP ELEC STAT YYMMDD
 7 TOT YR SAT SVC RT XX
 8 TWENTY YR GER STAT/CODE XXXXXXXXXXXXXXXXXXXX X

APPENDIX F

GLOSSARY

Purpose. This glossary includes definition of terms, acronyms and abbreviations which are used in this pamphlet. This glossary attempts only to provide a standard meaning for those terms that have some special significance in a SIDPERS environment. Cross referencing between entries is minimized to reduce the overall length of the glossary, however, it may be necessary to look under a second entry to find a desired item. Terms and definitions explained in AR 310-25 and AR 310-50 are not included in this glossary.

SIDPERS TERMS AND DEFINITIONS

Audit Trail. A trail beginning with the original documents, transaction entries, records posting and is completed with the output produced.

Batching. Batching is a method of grouping SIDPERS related documents as a single unit for the purpose of transmitting for further processing.

Cyclic Report. A cyclic report is identified as an annual output, but is produced throughout a twelve (12) month period for the different grades or needs.

Data Base. All of the data files that are included in the SIDPERS.

Dump. The term DUMP means all information in the SIDPERS Data Base file is printed on a hard copy printout.

Error Notification. Error notice transmitted to the unit as a result of errors detected during edit and update operations performed at the SIB.

Literal. A set of alpha/numeric characters which has been previously set up in an automated storage area. Used to identify data elements as actions on printed records.

Mnemonic Code. Abbreviated form of a word (pronounced like "new" "mnemonic") which looks like the word being abbreviated, e.g., ARR (arrival), DPRT (departure). This is an instruction code using conventional abbreviations to facilitate easy recognition.

Originator Code. Identifies organization, section or individual requesting data from or submitting data to SIDPERS. It consists of two characters and is assigned by the SIB.

Personnel Data. Identifies an individual or individual's qualifications.

Retirement Points Accounting System (RPAS). The automated method utilized to ensure timely recording and verifying of all retirement points earned during an Army National Guard soldier's retirement year.

SIDPERS Interface Branch (SIB). SIB is based on the structure of the organization. In accordance with the operating TOE/TDA, the interface element of SIDPERS may be a division, a branch or an element (satellite unit). SIB consists of three organizational elements: Headquarters, Input-Output Control and Files Management. The SIB controls and monitors the SIDPERS operations.

Transactions. Report of the occurrence of an event (e.g., promotion) or data change.

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

Type Transaction. This term is only used in a narrative description of file maintenance actions to be performed.

Unit Processing Code. UPC is a five character code used to identify ARNG units. Each unit in the ARNG has a single unique UPC.

Update. To modify a master file with current information according to a specified procedure. To apply all current changes, additions and deletions to a master file.

Voucher Number. A four position code for controlling and routing inquiry transactions. It permits the user to match the inquiry with the response back to the appropriate SIDPERS Branch.

15 July 1988

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By Order of the Secretary of the Army:

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Chief, National Guard Bureau

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