

Department of the Army
Pamphlet 600-8-20

Personnel-General

**SIDPERS
HANDBOOK
for
COMMANDERS**

Headquarters
Department of the Army
Washington, DC
1 April 1986

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 600-8-20
SIDPERS HANDBOOK for COMMANDERS

This revision--

- o USE SIDPERS INSTEAD OF MANUAL REPORTS AND STATISTICS

RESERVED

FOREWORD

This handbook has been prepared for commanders down to company level. Two basic purposes are:

1. To serve as a quick, meaningful reference.
2. Provide an understanding of the system operation, capabilities and responsibilities to ensure system effectiveness.

The Standard Installation/Division Personnel System (SIDPERS) is a proven one, however dynamic. It requires trained participants and most importantly command involvement. To this end, we trust the handbook will assist you.

Personnel–General

SIDPERS HANDBOOK for COMMANDERS

By Order of the Secretary of the Army:

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History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. Not Applicable.

Applicability. Not Applicable.

Proponent and exception authority. The proponent agency of this regulation is the U.S. Army Military Personnel Center.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (ASNI-FSS-P), ALEX VA 22332-0400. Not Applicable.

Distribution. *Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A requirements for DA Pamphlets, Personnel General-A, B, C, D and E.

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Glossary

RESERVED

Chapter 1 An Overview of SIDPERS

1-1. SIDPERS Objectives

SIDPERS, The Standard Installation/Division Personnel System, has been designed to meet the primary objectives depicted in figure 1-1 below.

- ★ **SUPPORT THE COMMANDER**
- ★ **PROVIDE SERVICE TO THE SOLDIER**
- ★ **STRENGTH ACCOUNTABILITY**
- ★ **MOBILIZATION PLANNING**
- ★ **MAINTAIN ACCURATE AND TIMELY DATA**

Figure 1-1. The Objectives of SIDPERS

1-2. What is SIDPERS

SIDPERS is the Army standard automated soldier personnel information system operating at Installation and Division level. It is processed on mainframe computer systems such as the Decentralized Automated Service Support System (DAS3), Sustaining (Base) Army Network (STARNET) (formerly Vertical Installation Automation Baseline (VIABLE) or Base Operating Information System (BASOPS) computer configurations for division and garrison soldiers and on Corps Support Command (COSCOM) computers for Corps nondivisional troops. Installations whose troop populations are not large enough for computer support services are satellited on another installation for SIDPERS services.

1-3. Who Makes SIDPERS Work

Everyone in the U.S. Army has a key role in the success of the SIDPERS System.

a. The Individual Soldier. The effective management of the U.S. Army's most important asset, the individual soldier, requires him/her to take an active role in the SIDPERS program. He/she must provide certain selected personnel information for inclusion into the SIDPERS data base. In addition, he/she must verify the information contained in SIDPERS to ensure all data accurately reflects his/her current personal and professional qualifications.

b. The Commander. The Commander must ensure procedures are established to obtain and safeguard personnel data. The individual soldier cannot take the active role he/she should unless you, that soldier's commander, are committed to ensuring the system is being operated according to specified practices. Keeping SIDPERS meaningful can only be done if personnel transactions are processed in a timely manner so that you can use this data on a daily basis. Special emphasis must be given to prompt reporting of strength related personnel data, i.e., gains, losses, separations, DA feedback, etc. Your command involvement is the key to the overall success of the SIDPERS program.

c. The SIB. Your local SIDPERS Interface Branch or Division (SIB/SID) is the organizational element of the Military Personnel Office (MILPO) in the Adjutant General's Office that operates the system for you.

Note. The term SIB will be used in this handbook to refer to both SIBs and SIDs.

d. ODCSPER. The Deputy Chief of Staff for Personnel is the HQDA proponent for SIDPERS and sets the policy for changes to SIDPERS.

e. USAMILPERCEN. The U.S. Army Military Personnel Center (USAMILPERCEN) is the HQDA proponent agency for SIDPERS. The organization prepares the functional design specifications to SIDPERS for the U.S. Army, thereby keeping SIDPERS synchronized with Army regulations.

f. USAISEC. The U.S. Army Information Systems Engineering Command (USAISEC) provides the necessary programming support and technical expertise to ensure SIDPERS operates as designed. ISEC serves as the assigned systems developer for SIDPERS.

1-4. What SIDPERS Does

SIDPERS provides information to you about your people to help you better manage them individually and collectively to accomplish your mission. SIDPERS will provide this information in the form of cyclic or as-required reports. SIDPERS also:

- a. Feeds information to the automated personnel files (Officer and Enlisted Master Files (OMF/EMF) at USAMIL-PERCEN in the form of by-product transactions which are generated from your local SIDPERS update cycles.
- b. Receives information from the Vertical-The Army Authorization Documents System VTAADS, the Unit Status and Identity Reporting System (UNITREP) systems which are managed by the Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS), DA, the Officer Master File/Enlisted Master File and the Position Edit File.
- c. Supports the personnel management and assignment functions unique to a Theater Army through tailored extracts of SIDPERS files.
- d. Performs a strength accounting function at the unit level, i.e., arrivals, departures, attachments, AWOLs, dropped from the rolls, separated, etc.

1-5. SIRCUS-What IS IT?

SIRCUS, meaning Standard Information Retrieval Capability for Users, is “your eyes” to the information contained in your SIDPERS data base (other than DAS3.). SIRCUS provides the ability for you and other commanders at various levels, to obtain information that is not available on regularly scheduled reports. You may have heard that SIRCUS is time consuming and is a major contributor to the saturation of computer resources. When properly written, SIRCUS is as if not more efficient than COBOL (programming language used by USAISEC and not available locally for report generation). When poorly written or used indiscriminately, it is a major contributor to computer saturated resources. SIRCUS was developed for use with SIDPERS and other standard Army-wide automated information systems. This retrieval system gives the system user the capability to obtain information from the SIDPERS files in a wide variety of formats and summaries. Your local SIB can provide assistance with your unique requirements.

1-6. IQF-What IS IT?

IQF meaning *Interactive Query Facility*. IQF is the “window” to the information contained in your DAS3 SIDPERS data base. It provides the same retrieval capability to obtain information from the SIDPERS files as SIRCUS. The command and staff reports used in DAS3 SIDPERS have been converted from SIRCUS to IQF.

- a. On the division level, SIDPERS is processed on the DAS3. The system permits independent operation of the query facilities, thus reducing demands on the communications system while providing flexibility in the positioning of tactical data processing centers.
- b. IQF is an on-line dictionary driven system that can handle both report-writer and query generation requests. The simplicity of IQF allows programmers and nonprogrammers alike to create and execute simple queries with a minimum amount of training.
- c. IQF training is provided on an on-line training system stored on DAS3 hardware. This training package incorporates a hands on work shop that allows the trainee to build a test file via the IQF dictionary to create queries and generate reports. This approach allows the user to immediately apply the techniques learned on the system.

1-7. TAPER-The Personnel Roll-Up

TAPER provides personnel, organization and assignment support at the Installation, MACOM or Theater Army. TAPER also provides a common data base using as its source extracts from the SIDPERS data base. A standard information retrieval capability to support management information needs of the mission is available. TAPER is designed to presume that the HQDA transactions are correct; therefore, no editing occurs on these inputs.

- a. TAPER has been operating in Europe since 1978. In November 1982 TAPER was approved as a Class III Standard Army Multicommand Management Information System (STAMMIS) and extended to two Theaters, one MACOM and one Multi-SIDPERS installation.
- b. With the fielding of STARNET (formerly VIABLE) and DAS3, a separate SIDPERS data base for the division and garrison is required. Once the data bases are separated, the requirement for TAPER exists from a management perspective to provide personnel information for the entire post, Corps, MACOM or Theater Army.

1-8. SIDPERS-Wartime (SIDPERS-WT)

The objectives of SIDPERS-WT are to satisfy essential field information needs, provide rapid accession of reserve components, reduce computer runtime, allow for a rapidly expanding mobilization/wartime data base, and satisfy HQDA personnel data needs. Those objectives were met when SIDPERS-WT was fielded in October 1980. SIDPERS-WT reduces drastically the amount of information required to be recorded and reported when the Army is in a wartime environment. SIDPERS-WT will continue to provide automated personnel support to commanders and staff for assigned and attached personnel in separate brigades, divisions, corps (nondivisional troops), and installations support the functions of strength accounting, organization and personnel record keeping, and management reporting. A

significantly less amount of information will be available; however, that meets one of the basic SIDPERS-WT objectives, that of providing only essential field information needs.

1-9. SIDPERS Reports

SIDPERS can produce a great variety of reports to assist you in meeting your personnel management responsibilities (see app A). A number of SIDPERS reports are prepared using the Standard Information Retrieval Capability for Users (SIRCUS) or Interactive Query Facility (IQF) language. If local SIRCUS/IQF reports satisfy all use requirements, they may be run in lieu of SIDPERS Reports. HQDA and MACOM PERMAS Teams will accept this alternative. Ensure local SIRCUS/IQF are well documented.

1-10. SIDPERS Files

The SIDPERS files which constitute the data base are listed below. More specific information regarding the contents of each file is contained in appendix B.

- a. *SIDPERS Personnel File (SPF)*. Assigned and attached personnel are identified on this file.
- b. *SIDPERS Organizational Master File (SOMF)*. Each unit serviced by your SIB is identified on this file.
- c. *SIDPERS Active Army Locator File (SAF)*. All Active and Reserve Army units worldwide are identified on this file.
- d. *SIDPERS Authorized Strength File (SASF)*. Each authorized space in your unit is identified on this file.
- e. *SIDPERS Assignment Instruction File (SAIF)*. This file is a record of all assignment information.
- f. *SIDPERS MOS Master Edit File (SMEF)*. This file contains all approved officer specialties, warrant officer MOS and enlisted MOS.
- g. *SIDPERS Suspense File (SESF)*. All rejected personnel transactions due to validity or compatibility errors are on this file until corrected.
- h. *SIDPERS Reserve Organization Master File (SROF)*. This file contains unit data on Reserve Component Organizations for mobilization support by your SIB.
- i. *SIDPERS Reports Control File (SRCF)*. This file controls the preparations and distribution of reports for remote site support via AUTODIN.
- j. *SIDPERS Stacker File (SSF)*. The SSF is used to store transactions that have a future processing suspense date. Currently, the only transactions resident are grade change (GRCH), originator code "ZZ".

1-11. File Space Available for Local Use

There is limited space on the SIDPERS files which is available for local information items which may be unique to your particular installation or unit. These areas may be updated in a regular SIDPERS cycle, just like the rest of the file. The only limitation to the use of the local information areas is the ingenuity of the local system manager. See your SIB Chief for details.

1-12. SIDPERS Training

a. The United States Army Soldier Support Center, Fort Benjamin Harrison, IN teaches the Military Occupational Specialty Producing Personnel Courses. These courses give the student a basic working knowledge of SIDPERS. Officer and non-commissioned officer (NCO) resident courses provide a brief overview of SIDPERS.

b. Not all soldiers attend formal resident courses and those who do receive only a basic knowledge of the system. This, coupled with the fact that SIDPERS is an everchanging system, leads to the requirement for sustainment training. Each installation is required to provide this training to users. To assist the installation in this mission, training non-commissioned officers (NCO) assigned to the United States Army Military Personnel Center in Alexandria, VA have developed and fielded a set of seven SIDPERS sustainment training packages (STP). These packages address both the worker and manager levels as shown below.

**Table 1-1
SIDPERS Training**

Package Title	MOS/Job Title
Unit/PAC Data Originator	75B1/2 Unit Clerk
MILPO Data Originator	75C1/2, 75D1/2, 75E1/2 Personnel Management, Records, and Action Clerk
Personnel Information Systems (PERSINS) Management Specialist	75F1/2 SIDPERS Analyst
Unit/PAC Manager/Staff	75B3/75Z Personnel Staff NCO, First Sergeants, Adjutants, Commanders
MILPO Manager/Staff	75C3/75D3/75E3/75Z MILPO Supervisors
SIB/SID Manager	75F3/75Z all officers and NCO assigned as SIB/SID supervisors
Command and Staff	Commanders at battalion level or higher AG, DPCA, staff officers and NCO up to HQDA level

Notes:

These packages are written in an easy to follow handout type format that lends itself to adjustment by the local training NCO to meet local requirements. There are live training exercises for clerks using the Test Model feature of SIDPERS. The managerial packages are designed for use either in a classroom or as deskside references. All packages are updated as SIDPERS changes. Tremendous local benefits have been realized when these training packages are used as part of a comprehensive SIDPERS training program. These packages also support skill qualification test (SQT) training. It is your duty as a commander to support SIDPERS training the same as you support common skills training. Training material is available through your local SIB/SID or by writing to: Commander, Personnel Information Systems Command (PERSINSCOM), ATTN: ASNI-FSO, 200 Stovall Street, Alexandria, VA 22332-0400.

c. Computer Based Instruction. As SIDPERS progresses with more modern equipment, it is natural for training to progress and take advantage of the new technology. Since most clerks use computer terminals to input to SIDPERS, training should be given via these same terminals. MILPERCEN has procured a computer based instruction (CBI) software package for course development. This will allow users to receive training anytime, and anywhere they have access to a terminal. Users will receive training as soon as it is needed instead of waiting for a scheduled class. Additionally, training can be done one lesson at a time leaving the clerk free to continue performing normal duties. Also, training is geared to the individual student's needs.

Chapter 2 The Mechanics of SIDPERS

2-1. Sources of Data

Information for SIDPERS is received from many different agencies:

- a. Your unit or battalion Personnel and Administration Center (PAC) provides information on arrivals, departures, duty status changes and advancements to pay grades E2, E3 and E4.
- b. The servicing MILPO provides qualification and personnel management information.
- c. USAMILPERCEN furnishes information on enlisted assignments, promotions announced in Department of the Army orders, changes to officer control specialties and warrant officer primary and additional MOS, changes to officer service agreements, and other top-fed information.
- d. The U.S. Army Recruiting Command (USAREC) furnishes information to establish SIDPERS personnel records for all soldiers enlisted or inducted into the Army.
- e. The installation Separation Transfer Point/Activity provides individual separation information.
- f. Other SIDPERS activities worldwide transmit notification of transfer in the form of transfer data records (TDR). The TDR establishes the soldier's personnel record on the SPF at the new unit, and is also used to identify soldiers who have not been reported as arrivals within 15 days after prescribed reporting date, i.e., possible AWOL condition and cause for no show must be determined.

2-2. The SIDPERS Processing Cycle

a. *SIDPERS Files.* SIDPERS files are normally updated with a processing cycle at your servicing data processing activity every other workday, which means that three cycles will be run one week and two the next. Reports for unit or installation use may be scheduled as a part of each SIDPERS update cycle. (See app A). In addition to the scheduled reports, certain automatic reports are produced in each cycle. These reports display the results of the processing cycle, indicating the success or failure of the various transactions submitted by the unit/PAC, the MILPO, and the SIB. Any transactions rejected by the system must be corrected by the originator and resubmitted for processing in a later cycle. The SIDPERS processing cycle is depicted at figure 2-1. The last update cycle for a month is to be run on or before the fourth work day of the following month. The cycle output provides for reports to support local commanders and

their staff and provides transactions transmitted via AUTODIN to USAMILPERCEN to update the data base or the Top-of-the-System (TOS).

b. SIDPERS SIRCUS Cycles. SIDPERS SIRCUS cycles are run separate from the SIDPERS update cycles. The number of SIDPERS SIRCUS cycles will vary by SIDPERS activity; however, normally, an activity will run three (minimum) SIDPERS SIRCUS cycles per week. SIRCUS, currently, is not a part of SIDPERS-Wartime, but can be used locally if computer time is available.

c. SIDPERS Cycle Run Time. The average SIDPERS Update and SIRCUS cycle run time will vary depending upon the number of transactions and reports to be processed/output from a cycle. Additionally, the type of Automatic Data Processing Equipment (ADPE) that supports SIDPERS impacts upon the run time. Following are examples of run time:

**Table 2-1
SIDPERS Cycle Run Time**

ADPE Environment	Update Cycle		SIRCUS Cycle Peacetime
	Peacetime	Wartime	
IBM 360/50			
Medium Installation	8hrs	4hrs	3.5hrs
Large Installation	10hrs	5hrs	6hrs
IBM 360/65			
Large Installation	8hrs	4hrs	3hrs
IBM 4341			
Small Installation	3hrs	1.5hrs	1.5hrs
Medium Installation	5hrs	2.5hrs	4hrs
Honeywell Level 6	8hrs	6.5hrs	
AMDAHL 580	5hrs	3hrs	1hr

2-3. Files Reconciliation

The SIDPERS Personnel File (SPF) is currently reconciled against selected data on the Department of the Army data bases (OMF/EMF) every other month to ensure that like information is being used by the DA staff to make personnel management decisions. Discrepancies are provided to the local SIB for necessary update or correction. This is one of the many features of SIDPERS used to check accuracy and the timeliness of data.

2-4. SIDPERS-Wartime Impact from Data Processing Activity View

a. Background. SIDPERS-Wartime is the version used by the Army-in-the-Field to support the Personnel Community during mobilization and war. SIDPERS-Wartime is not a separate subsystem of SIDPERS. SIDPERS-Wartime and SIDPERS-Peacetime are the same system. There are no operational differences between SIDPERS-Peacetime and Wartime. When the Wartime mode is desired, a “switch” contained in one of the SIDPERS programs is changed from a Peacetime setting to a Wartime setting. When that “switch” is changed, several things occur.

(1) The records contained on the various SIDPERS files are truncated to an abbreviated record. For example, the SIDPERS Personnel File contains 118 Officer data elements and 130 enlisted data elements during Peacetime; however, only 35 data elements will be contained on the wartime version of the SIDPERS Personnel File.

(2) As a result of the reduction of the number of data elements, the number of input transactions will be significantly reduced when going from Peacetime to Wartime.

(3) Additionally, the number of reports produced by SIDPERS-Wartime is significantly reduced from 125 reports during Peacetime to 39 reports during Wartime.

b. SIDPERS-Wartime enables the field to run at 50% decrease in run time while permitting substantial increase in the number of units that can be serviced on a SIDPERS data base. In today’s environment, SIDPERS-Wartime is being used in two ways.

(1) USAMILPERCEN encourages installations to use the SIDPERS-Wartime mode on a quarterly basis to train and ensure the field is knowledgeable in the actual use of the Wartime mode. It is noted that the availability of ADPE run time must be taken into consideration.

(2) Normally, on an annual basis, specific installations are required by HQDA to participate in Mobilization exercises using SIDPERS-Wartime.

2-5. Problem Resolution

a. USAISEC is the Assigned Responsible Agency (ARA) for SIDPERS. USAISEC has the responsibility for developing, testing, extending, and maintaining all new Standard Army Multicommand Management Information Systems (STAMMIS) and for maintaining and testing existing systems, like SIDPERS, that already extended to their users.

b. USAISEC Customer Assistance Office.

(1) The purpose of the USAISEC Customer Assistance Office (CAO) is to provide the field with a 24-hour, 7 day a week means of reporting and recording data processing problems dealing with a STAMMIS.

(2) USAISEC CAOs are located in CONUS, USAREUR, the Pacific and Korea. Telephone numbers for each geographic location are:

(a) CONUS—AV364-5371/2280

(b) USAREUR—ZM 6495

(c) Pacific—AV 438-9377

(d) Korea—Yong-Son Mil 4387/5494

(3) Incident Reporting. Each incident is written up in the form of a “Problem Report.” Contained on the report is the problem, the installation at which the problem occurred, and other related information to include the criticality. The criticality categories are:

(a) *Emergency*. This report indicates that a “dead in the water” or unable to process situation exists. An emergency report requires the programmer to be notified immediately and a resolution to the problem must be made within seven days. Once a correction has been made, an Interim Change Package (ICP) is sent to the field. When an Emergency is called into the CAO, the installation must be available to receive the correction or alternative. If a problem is detected and classified as an Emergency, the ARA, regardless of day or hour, will make every attempt to resolve the problem; however, the installation analyst must also be available to receive the resolution.

(b) *Non-emergency*. This report indicates the user has a problem but can still process or a solution to get around the problem is available until such time as the program can be changed. This type of report is corrected and then sent out in the next Software Change Package (SCP).

(c) *Patching Service*. In some cases, problems can be resolved over the telephone with the installation. This is done through CAO via a “patching service” which enables them to connect the field user to the programmer, even after duty hours, for those emergency situations. Regardless of the type of problem, all efforts are made by USAISEC to ensure that when problems do occur, they are corrected in a timely and accurate manner.

c. *MILPERCEN Point of Contact*. MILPERCEN point of contact is SIDPERS FIELD ACTION TEAM (acronym “FACTS”). This element is within the Field Systems Operations Division, Personnel Information System Command. Its primary purpose is to provide functional assistance to all SIDPERS Interface Branches (SIBs). The telephone number is AUTOVON 221-9410 which is a rotary number with two additional lines. This division recently installed an automatic telephone answering/recording device to provide support to the field on a 24-hour operational, 7 day a week basis. The telephone number for the device is AUTOVON 221-9089 or Commercial area code 202/325-9089. A response will be provided the next duty day following recording of messages.

2-6. SIDPERS Publications

The publications and references regulating SIDPERS and SIDPERS transactions are listed in appendix C. A good library of SIDPERS publications is a necessity for a successful program.

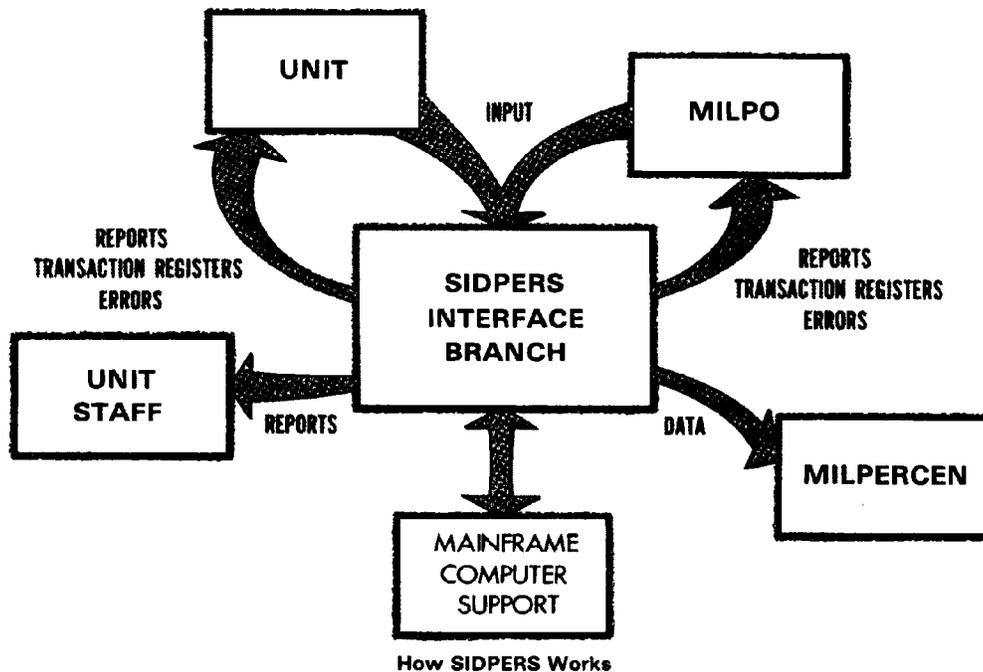


Figure 2-1. How SIDPERS Works

Chapter 3 Performance Management

3-1. General

PERSINSCOM is keenly aware of the value of performance measures in helping you correct adverse trends and exploit favorable trends in reporting soldier information from your command. Obviously, if the information put into SIDPERS is late or incorrect, it directly affects your ability to manage. We believe you need performance measures which are immediately helpful to you. Secondly, it is counterproductive to attempt comparing one division or installation to any other. This fosters competition for its own sake, and the reasons for striving for genuine improvement are lost in the shuffle. With these thoughts in mind, PERSINSCOM has devised a system of performance measuring which compares you with the Army-wide standards and averages. You will be able to use the tools discussed in this chapter to manage your SIDPERS Community of Interest resources (see fig. 5-1) in an attempt to meet your own standard of effectiveness.

3-2. SIDPERS Performance Report (Locally Generated)

This installation monthly report enables you and your staff to better analyze your unit/activities SIDPERS performance and timeliness so that additional emphasis can be directed towards those areas found to be marginal or deficient. It is distributed to all SIDPERS originators, including tenant and satellite activities serviced. This report consists of four parts (modifications are unauthorized but local supplement is encouraged);

a. Part I, Command Summary, provides a tabulation of unit level performance, summarized to brigade level or equivalent. It includes summaries for tenant and satellite activities. Reflected is the total number of SIDPERS transactions processed, unprocessed and status of unresolved errors, by command. Strength variances and personnel asset inventories (PAI) requirements by command are also shown.

b. Part II, Unit Level, depicts the unit level performance with summarization at battalion and brigade levels. It reflects the total number of SIDPERS transactions processed and status of unresolved errors by unit. Strength variances and PAI status by unit are also shown.

c. Part III, MILPO, presents a summary of MILPO performance. It reflects the processing rate in the same manner

as the Command Summary. This part also reflects the type of data elements sampled and the accuracy of the data on the SPF.

d. Part IV, SIB. presents processing and servicing information used in the overall analysis of SIDPERS statistical data. This reflects the number of cycles processed, number of units serviced, number of MILPOS serviced, and the SPF Strength.

3-3. PERSINS/SIDPERS Performance Report

a. This monthly report displays the timeliness of those SIDPERS transactions directly affecting unit strength, e.g., arrivals, departures, AWOLS, desertions and separations. Timeliness is measured by the number of days it takes information to arrive at PERSINSCOM from the date of its occurrence.

b. As a manager of people, you recognize that accuracy is a function of timeliness. Late or unreported information leads to inaccurate reports. This is true at every level of command. You must emphasize timely reporting of personnel information to manage promotions, unit strength, and all aspects of soldier and unit management effectively. An important point to remember is that strength-related information has a direct bearing on unit readiness and on Army recruiting and reenlistment policies.

3-4. PERSINS/SIDPERS Performance Graphs

These are prepared by PERSINSCOM and distributed monthly with PERSINS/SIDPERS Performance Report to each major command and installation commander. They show the strength timeliness for the reporting month for all the PERSINS Processing Activities (PPA) within a major command compared with the timeliness for all the major commands and for Army-wide. In addition, an Army-wide trend chart is distributed monthly and Army-wide, major command and PPA history graphs are distributed periodically. These graphs will assist you in determining the trends in reporting personnel information to update the automated data base: your local SPF and the Officer and Enlisted master Files at USAMILPERCEN.

3-5. Data Accuracy and Evaluation

a. The Data Accuracy and Evaluation Branch, PERSINSCOM, analyzes and monitors data extracted from the OMF/EMF master files. By the use of periodic assistance visits and direct contact with the major commands, PERSINSCOM identifies those PPA, MILPO and installations experiencing problems meeting the Department of the Army standards and goals established for these performance oriented programs. PERSINSCOM also identifies those PPA that are outstanding performers and recognized as such through their chain of command. Utilization of the commander involvement program is essential for successful performance measurement by the MACOM, PPA, MILPO, installation activity, or unit.

b. The Data Audit Branch maintains the Strength/Data Audit (MA1/MA2) system, an important data accuracy system in PERSINSCOM. The system contributes to increased data element compatibility by generation of numerous transactions, error notices, and change notices to bring the DA and field personnel files into closer alignment.

Chapter 4 Personnel Asset Inventory

4-1. General

A Personnel Asset Inventory (PAI) is a physical muster which accounts for assigned and attached soldiers and is conducted at unit/department levels. The accounting is by military personnel class and use name, grade, social security number, and unit as determinants. Figure 4-1 reflects the conditions under which a PAI must be conducted (AR 680-31, Military Personnel Asset Inventory and Information.)

-
- A PAI WILL BE CONDUCTED:**

 - 1. No later than 5 working days prior to change of commander.**
 - 2. Not to exceed fourteen calendar days prior to a unit move to another installation, inactivation, discontinuance, redesignation or temporary depletion to zero strength.**
 - 3. Direction of commanders in the chain of command.**
 - 4. When any unit strength variance is noted and validation of the Personnel Strength Zero Balance Report (C-27) fails to reconcile the variance.**
 - 5. No later than a year of the previous PAI.**
 - 6. No later than 30 days after activation and assignment of personnel to the unit.**

Figure 4-1. The Personnel Asset Inventory (AR 680-31)

4-2. Unit Strength Variance

Any strength variance detected and not reconcilable at the unit level will require the commander of that unit to conduct a PAT. Strength variance is defined as the difference between what the unit commander reports as assigned strength and the appropriate SIDPERS automated report.

4-3. PAI and SIDPERS

A successful PAI can be conducted only if adequate preparation is made. Your preparation should include:

- a.* Conducting a physical muster of all personnel assigned to a unit regardless of their duty status.
- b.* Matching personnel and Personnel Data Cards against the Personnel Strength Zero Balance Report (C-27), by name, grade and social security number.
- c.* Determining the by-name gains and losses which were reported between the date of the report and the effective date of the PAI.
- d.* Resolving any discrepancies between the Personnel Data Cards, the physical muster, and Personnel Strength Zero Balance Report.
- e.* Submitting correcting SIDPERS transactions to the SIB.

4-4. PAI Benefits

Your effectiveness as a commander can be evaluated by how well you manage your soldiers and your unit strength SIDPERS provides most of the management tools; it pays to use them well because:

- a.* Unit strength posture is a primary measure of unit readiness.
- b.* You must have accurate strength information to assure that you will receive your share of replacements.
- c.* For the Army overall, it is essential that strength be monitored closely for budgeting and force structure purposes. The PAI is a tool to assist you in obtaining accurate strength information. It reminds you of your soldier accountability responsibilities, and is the sole means available to interface the "real world" with the automated files. Accuracy and

soldier management start here: Ensure that a disciplined procedure is established and followed in order to accomplish proper accountability.

Chapter 5

What You Can Do To Help

5-1. Division/Installation Commander

SIDPERS need your active support to function effectively as one of your best personnel management tools. Here are some helpful hints:

a. Get involved. Know your SIB Chief. Have him/her personally brief you and your staff periodically on such critical areas as computer support, accuracy and timeliness of reported information, and error resolution. Take a personal interest in subordinate elements and supported satellite units of your command that consistently fail to measure up to reasonable standards of performance based on the SIDPERS Performance Report which you receive monthly (see chap. 3). Have your GI/AG or DPCA brief you and your commanders at staff meetings on unit SIDPERS performance. This will generate their interest/involvement.

b. Know all of the people who are involved in making SIDPERS a success at your installation. Figure 5-1 shows that members of the SIDPERS Community of Interest who have a "piece of the action" in system operations. While most of the responsibilities of the staff officers shown are easily identifiable with respect to their SIDPERS involvement, some of the others may not be quite so familiar. The Force Development staff is responsible for ensuring that personnel authorizations for all units on the installation are reflected on TAADS. The SIDPERS Authorized Strength File is directly supported by the system. The Unit Identification Code Information Officer (UICIO) is responsible for ensuring that all unit identification information is current and properly reflected on the UNITREP system. Each SIDPERS cycle uses an extract of this file which comprises the SIDPERS Army Locator File. The Military Personnel Strength Monitor (MPSM), as the name implies, is charged to monitor unit strength on the installation. He/she performs a quality assurance role in making sure strength imbalances are corrected and that a necessary Personnel Asset Inventory is conducted when required. Total involvement by the entire Community of Interest is essential to assure the best possible accountability of manpower.

c. Be sure your people are getting some help from SIDPERS. SIDPERS should be used to eliminate manual preparation of reports where possible and to provide staff elements with up-to-date data for preparation of required reports, utilization of personnel, readiness reporting, etc. The system should not be a time-consuming burden, but a key management system for personnel operations at the installation.

d. Establish mandatory SIDPERS training programs for unit commanders, sergeants major, first sergeants, staff officers, MILPO clerks, SIB personnel, and unit/PAC clerks. Your SIB can help.

e. Institute unit/MILPO inspections and assistance visits by SIB analysts. This will enable the analysts to meet with the originators of the information they process to discuss and resolve problems before they get out of hand, and will serve as a mutual education for both parties. It will also provide additional incentive for the analysts to monitor closely the input they receive from the units and the MILPO.

f. Figures 5-2 and 5-3 depict some of the common problems experienced in strength accountability affects such a broad base of unit actions you should direct your attention to these areas.

g. Management by ASI. Additional Skill Identifiers (ASI) identify specialized skills, qualifications and requirements that are closely related to and are in addition to those inherent to the MOS. You as a COMMANDER must ensure that ASI's are reported to SIDPERS immediately after they are awarded if we are to accurately match ASI personnel to the units requiring their skills in a timely manner. Additionally, you must be concerned about your authorization document and ensure that correct ASI's are contained on that document. If not, the soldier's you receive as a result of the CAP III system probably will not possess the correct skills (ASI's). For example, if your tank battalion has the new M1 tank, you must ensure an ASI of A8 to MOS 19K for the master gunner is contained on your authorization document versus an ASI of C5 to MOS 19E for the master gunner on M60A1 tank.

h. Ensure that your publication clerks completes the Subscription Card located in the back of the UPDATE handbooks and amends your DA form 12-9A (block 495) so that you can promptly receive the quantity you need of each UPDATE issue (see para C-7).

5-2. Commanders at All Levels

Your understanding of and personal involvement in SIDPERS procedures are the key to successful people management. You should:

a. Assure prompt reporting of soldier information. Next duty day reporting of strength information is mandatory, similar to morning report requirements of the past.

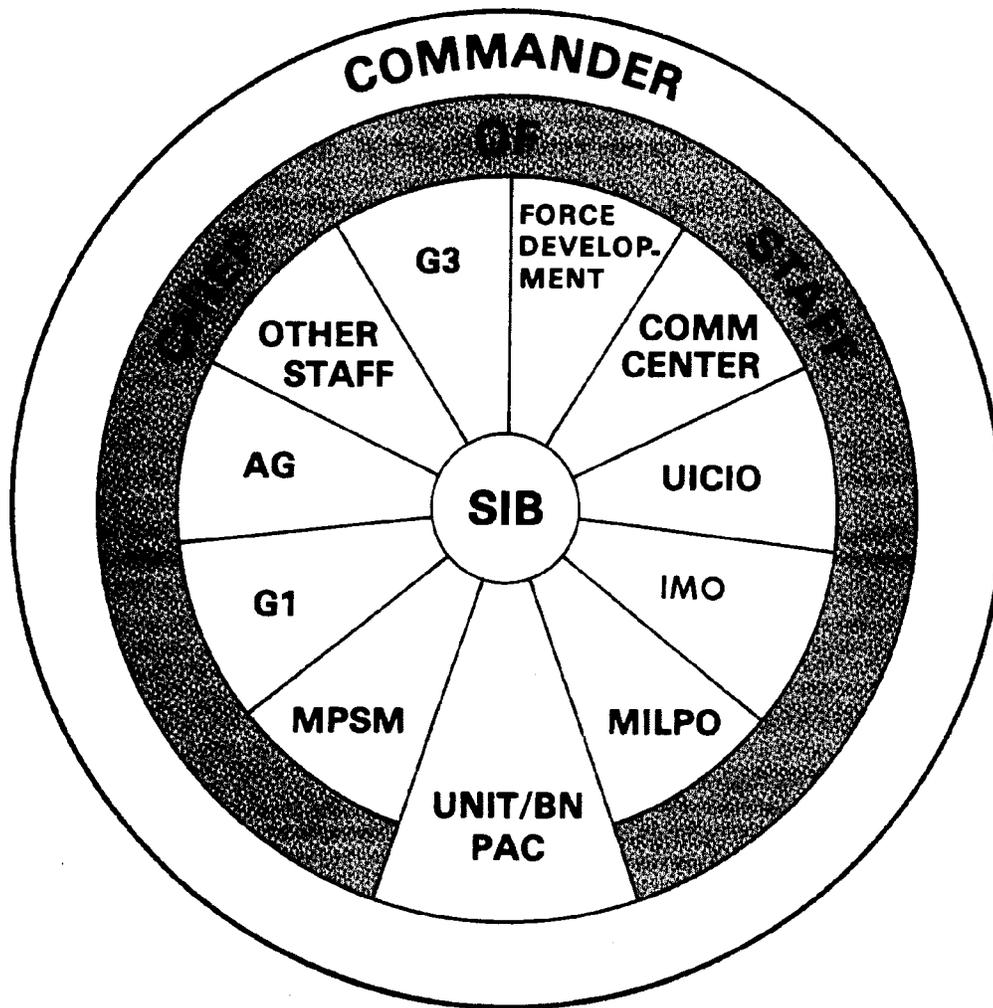


Figure 5-1. The SIDPERS Community of Interest

COMMON PROBLEMS EXPERIENCED IN STRENGTH ACCOUNTING

- Failure of unit/PAC personnel to properly reconcile the personnel strength zero balance report on a *monthly* basis.
- Failure to maintain the personnel data cards.
- Late and/or inaccurate reporting of strength transactions.
- Lack of *communications/coordination* between unit/MILPO/SIB.
- Inadequate procedures for *submission of grade of personnel changes*.
- Failure of unit commander to properly *conduct* a PAI.
- Military personnel strength monitor not controlling or reviewing PAI.

Figure 5-2. The SIDPERS Community of Interest—Continued

RECOMMENDATIONS TO OVERCOME COMMON PROBLEMS

- **Use Procedure 4-7, DA Pamphlet 600-8-1.**
- **Personnel data cards be properly maintained in accordance with Procedures 9-11, 9-11a, 9-11b, DA Pamphlet 600-8.**
- **Unit commanders ensure the timely and accurate submission of strength related transactions by the unit/BN PAC clerk.**
- **Unit/MILOP/SIB must work together.**
- **Must rigorously follow these procedures for grade changes: DA Pamphlet 600-8-1, 2-12, 4-1, 4-2.**
- **DA Pamphlet 600-8-2, 2-37, 4-1, 4-2.**
- **Commanders conduct PAI (AR 680-31).**
- **Military personnel strength monitor must get involved in details of all PAI.**

Figure 5-3. The SIDPERS Community of Interest—Continued

b. Insist on prompt resolution of errors, both error notices from USAMILPERCEN and those transaction errors discovered when a local cycle is run. Do not hesitate to point out a system error—we do not profess to be perfect, but we are committed to making the system serve you and us better.

c. Eliminate manual handling delays of inputs; e.g., deliveries from the unit or PAC to the SIB, to and from the servicing Data Processing Activity (where the computer is located) and to the communications center (insist on receipts and time of transmission).

d. Insist on a strong, effective Personnel Asset Inventory program (see chap. 4). A solid first step in that direction is to require that personnel be as rigorously accounted for in a change of command as property is required to be.

e. Assure validation of the Personnel Strength Zero Balance report (see app. A) which is furnished by the SIB to each serviced unit two times per month.

f. Insist on an aggressive, effective program for the individual's soldier's review and correction of his/her Personnel Qualification Record, DA Form 2 or Officer Record Brief (ORB).

g. Review the P15 report each month as it is prepared. This will give you a summary of originator performance and late submissions.

5-3. Commanders Originating SIDPERS Transactions

particular attention should be directed to several output reports generated and distributed to your organization. Among these are the Personnel Transaction Register by unit (P01), Personnel Transaction Register and Summary (P11), Personnel Strength Zero Balance Report (C27), and the Unit Manning Report and Incumbent data (C07). Through your routine, review of these reports, you can ensure the accuracy and timeliness of your unit's SIDPERS transactions and resolve discrepancies before they become serious personnel problems. Note also that missing data is just as invalid as erroneous data and can seriously jeopardize the quality of your management information.

Chapter 6 The Future of SIDPERS

6-1. SIDPERS-1

The current SIDPERS has been redesignated as SIDPERS-2.

6-2. SIDPERS-2

A number of enhancements to SIDPERS-2 have been gathered under the umbrella of SIDPERS-2. These include SIDPERS applications for the Decentralized Automated Service Support Systems (DAS3) and Sustaining (Base) Army Network (STARNET) (formerly VIABLE) projects.

a. SIDPERS-2.5 is designed to run on the Tactical Army Combat Service Support (CSS) Computer System (TACCS), providing the commander with a copy of the unit's personnel data base, called the deployment file. It does three things: automates data entry, puts report generating power in the hands of the user, and can operate in a standalone mode in the field, with a mainframe system, during training or upon mobilization. Most of the Ad Hoc reports currently generated through SIRCUS can be prepared immediately as required using the SIDPERS-2.5 Ad Hoc Query. The software has completed Software Acceptance Testing and has been fielded at the 24th Infantry Division, Fort Stewart and the 7th Infantry Division (Light), Fort Ord. SIDPERS-2.5 will be further distributed to MILPOs and to units down to battalion and separate company levels as TACCS are delivered.

b. SIDPERS-2.75 is a menu driven system which will automate a number of time consuming labor intensive functions found in the personnel arena. Examples include promotions (to include points computation and recomputation), orders, reassignment processing and suspense actions (such as Officer Evaluation Report (OER) and Senior Enlisted Evaluation Report (SEER)) preparation. It will be fielded in groups of functions called modules concurrently with SIDPERS-2.5 and will use the deployment file to improve accuracy, increase speed and reduce the number of keystrokes required for generating important personnel documents. In addition, the process of performing the function will automatically produce many of the SIDPERS transactions required to update the data base. The first module of SIDPERS-2.75 has been tested and fielded at the first SIDPERS-2.5 sites.

6-3. SIDPERS-3

Based on a full range of state-of-the-art technologies, SIDPERS-3 will replace SIDPERS-1 and 2, SIDPERS-USAR and SIDPERS-ARNG, providing support during peace, mobilization, war and combinations of these environments. It will do this by incorporating both Active and Reserve components in the same personnel reporting system.

a. *Concept*— SIDPERS-3 is a technology-based, administrative organization and personnel records keeping system that supports users by providing information for force sustainment, accounting decision support and operational requirements. It will be both a numerical information system (how many?) and a by-name system that deals with specific individuals (who?).

b. *Goals and Objectives*—

- (1) Integrate the field personnel systems of the Active Army, Army National Guard, and Army Reserve.
- (2) Provide a personnel system responsive to user needs at all echelons under conditions of war, mobilization, peace or a combination of these environments.
- (3) Increase productivity by introducing state-of-the-art automation technology.
- (4) Improve timeliness and accuracy of personnel data.
- (5) Expanded/archived personnel information, eliminating the need to reference Military Personnel Record Jackets and unit maintained personnel information files and cards.
- (6) Standardized information and reporting requirements for the Reserve Components and Active Army providing exchange of personnel and organizational information between all components of the Army without requiring conversion or translation.
- (7) SIDPERS-3 will be designed to support the field user in their day-to-day requirements and activities. It will provide updated information and reports to major commands and HQDA based on the daily maintenance performed by the field user.
- (8) SIDPERS-3 will provide structured (preformatted) and non-structured (user formatted) automated reports and inquiries which will support standard or unique mission requirements.
- (9) Will provide automated origination, storage and dispatching of most routine personnel actions.

c. *Environment*—

- (1) SIDPERS-3 will incorporate the operational and organizational concepts presently being developed by the DCSPER for the Army of Excellence Personnel System.
- (2) The principal hardware support system for the various echelons of SIDPERS-3 through 1990 will be a combination of STARNET (formerly VIABLE), DAS3 (D/C), CTASC, CAMIS (or its hardware replacement) and TACCS.
- (3) Where the current systems address only the division and installation, SIDPERS-3 will address personnel support levels starting with the individual soldier and ending just short of the Total Army Personnel Data Base (TAPDB).
- (4) There will be a core architecture that will provide a framework for systems development and operations regardless of component. This core will include integrated communications, document management, and data management systems and technologies; shared data elements and structure; common codes and screen formats; and control of change limited to a single agency, while providing instantaneous execution of changes across all components.
- d. *Management*- Designing SIDPERS-3 will be a joint venture involving a number of commands and agencies. DCSPER's SIDPERS-3 Task Force was responsible for the initial phase, including the preparation of the concept, economic analysis, functional description and data requirements document. USAMILPERCEN is now preparing systems specifications which will be used by USAISEC to provide support to the proponent agencies in programming, prototyping, testing and extending the new system.

e. Timeline-SIDPERS-3 will be developed in modules to expedite fielding. Based on current projections, the first module will be fielded in early 1987, with the system completely fielded by 1989.

6-4. Hardware-Replacement SIDPERS-2

a. *TACCS*. TACCS provides standard automation of personnel administration and management functions that eliminates coding of data sheets and keypunching of cards currently used to update the SIDPERS STAMMIS. It is a ruggedized, SDC-Burroughs microcomputer system which comes in two versions, the V1 model with one screen and processor, and the V2 model with two screens and processors. Both models have a 67 MB (million characters) on line storage capability, dot matrix printer and communications support. It provides the ability to operate in a standalone environment, without constant interface with a mainframe system. In its personnel applications TACCS will run SIDPERS-2.5 and SIDPERS-2.75. The devices will be distributed to separate company, battalion, brigade, G1/AG and military personnel office levels.

b. *CTASC*. Corps/Theater Automated Data Processing (ADP) Service Center (CTASC) is a van mounted IMB 4341-10 central processing unit with modern peripherals designed to provide mobile capability for Theater level data processing sites in USAREUR. CTASC was renamed from the Interim Theater ADP Service Center (ITASC) in September 1984 and reflects the decision of the Combat Service Support Automation Transition Plan Review Board not to place the DAS3 system at Corps level.

6-5. Information Input

The U.S. Army Training and Doctrine Command (TRADOC) is studying the replacement of current mark-sense and keypunch information input methods of the battlefield. TRADOC envisions the input of personnel and logistics data via battle-survivable remote entry devices.

6-6. SIDPERS-RC

One of the major objectives of the Department of the Army is to attain the most effective method of compatibility for the Active Army and Reserve Component automated personnel data processing systems. SIDPERS-ARNG and SIDPERS-USAR have been developed to achieve this objective. SIDPERS-RC is the term used when referring to the two systems jointly, the automated interfaces between the two and to their common base elements.

Appendix A SIDPERS Command and Staff Reports

A-1.

You should be aware of the KEY SIDPERS reports and the recommended command level of review. Those levels, reports, and the Production Control Number (PCN) of the reports are:

- a. Commanding General
 - (1) Weekly Report of AWOLS by Name—PCN AAC-C03
 - (2) AWOL Statistical Report—PCN AAC-C09
 - (3) Daily Strength Summary—PCN AAC-C61
- b. Brigade Commander (or comparable command level)
 - (1) Weekly Report of AWOLs by Name—PCN AAC-C03
 - (2) Unit Strength Recap—PCN AAC-C05
 - (3) AWOL Statistical Report—PCN AAC-C09
 - (4) Daily Strength Summary—PCN AAC-C61
- c. Battalion Commander (or comparable command level)
 - (1) Weekly Report of AWOLs by Name—PCN AAC-C03
 - (2) Unit Manning Report (Position & Incumbent Data)
 - (3) AWOL Statistical Report—PCN AAC-C09
 - (4) Enlisted Skills Inventory & Projection by MOS—PCN AAC-C19
 - (5) Officer Skills Inventory & Projection—PCN AAC-C21
 - (6) Enlisted MOS Inventory Statistics—PCN AAC-C33
 - (7) Daily Strength Summary—PCN AAC-C61

While the above represents only a partial list of the 69 command and staff reports in SIDPERS, they are considered the “key” reports for commanders at the echelons indicated.

Local SIRCUS/IQF which satisfies all user requirements may be run in lieu of a command and staff report.

You are encouraged to contact your DPCA/G1, or S1 as appropriate, so that these reports are provided for your review on a regular basis.

A-2.

The reports referenced in paragraph 1 above, are described below:

- a. AAC-C03. Weekly Report of AWOLS by name (Peacetime/Wartime) is a roster of personnel currently in an absent without leave status.
- b. AAC-C05. The Unit Strength Recap Report (Peacetime/Wartime) is a five part statistical display of the number of personnel authorized and assigned to a unit by duty status. Included are personnel assigned-not-joined and intra/inter attached and the number of intransit-in and out that are chargeable to a specific unit.
- c. AAC-C07. Unit Manning Report (Peacetime) is a report of position incumbent data. It is used by the unit commander to monitor utilization and assignment of personnel.
- d. AAC-C09. The AWOL Statistical Report (Peacetime) is a monthly report of AWOL/DFR statistics by unit. Report totals are accumulated from data on SIDPERS Organizational Master File (SOMF) and the SIDPERS Personnel File (SPF).
- e. AAC-C19. Enlisted Skills Inventory Projection by MOS (Peacetime) is a summary of enlisted spaces and faces by grade, MOS and ASI. Authorized and actual strength can be projected 12 months in the future. Separate totals are available for battalion, brigade or division installation. This report is used to forecast readiness status and is the basis for the enlisted requisition process.
- f. AAC-C21. Officer Skills Inventory and Projection Report (Peacetime/Wartime) is a summary of officer/warrant officer spaces and faces by control specialty or MOS.
- g. AAC-C33. Enlisted MOS Inventory (Peacetime/Wartime) is a companion report to C31 report. It is a summary of spaces and faces by MOS, ASI and grade with separate totals for each battalion. The report is used to identify overage and shortage skills.
- h. AAC-C61. The Daily Strength Summary Report (Peacetime) is a statistical report which provides cyclic strength status for units being serviced by SIDPERS. It reflects units authorized strength, reported accountable strength and percentage of actual strength as compared to authorized strength for each Unit Processing Code (UPC).

A-3.

A number of reports are available for SIDPERS to help you manage your unit strength and your soldiers effectively. In

addition to those reports prepared automatically as a by-product of a SIDPERS update cycle, certain reports are scheduled as required in a particular cycle. Some of the reports prepared by the regular SIDPERS programs are identified below as COBOL (Common Business Oriented Language, the standard computer language of the system). Others written in SIRCUS language, either Category I or Category II. SIRCUS Category I reports are maintained by local system users, and may be modified by the SIB to meet local requirements. SIRCUS Category II reports are maintained by USAMILPERCEN and USAISEC.

a. Company Level.

- (1) Personnel Transaction Summary by Transaction Mnemonic by Originator, P15.
- (2) Projected DEROS Roster, C15, is a summary by day for a 6 month period of soldier and accompanying dependents scheduled to depart from an oversea command. It is used to determine transportation requirements. (COBOL).
- (3) Monthly MOS Edit, C23, is a by-name list of soldier personnel records which contain inaccurate MOS data. (COBOL).
- (4) Personnel Strength Zero Balance, C27, is a display of SPF strength as compared to what the unit reported. It is used at company level to resolve strength discrepancies.
- (5) Personnel Qualification Roster, C37, is a listing of 26 selected items of personnel information for the soldiers in a Unit. (SIRCUS 1). (DAS3-IQF).
- (6) Unit Personnel Accountability Notices, C40, is a notification to a unit that it has failed to report the arrival or departure of a soldier. (COBOL).
- (7) Personnel Eligible for SQT Evaluation, C75, Part I is used to support the administration of Skills Qualification Testing (SQT). (COBOL).
- (8) Suspense Roster, C81, is a list of soldiers for whom one or more of 33 suspense-type actions is pending or past due. (SIRCUS 1). (DAS3-IQF).
- (9) Personnel Qualification Record, C93 Part I (DA Form 2), is the form used by the soldier to verify the content of his record on the SPF. Each officer and enlisted soldier assigned to a permanent party unit receives a DA Form 2 every 3 months. (COBOL).
- (10) Suspension of Favorable Personnel Actions, C95, lists soldiers whose records have been "flagged" under the provisions of AR 600-31. (SIRCUS 1). (DAS3-IQF).

b. Battalion Level.

- (1) Enlisted Promotion Report, C01.
- (2) Weekly Report of AWOLs By Name, C03-see paragraph a (1).
- (3) Unit Strength Recap, C-05-see paragraph a (2).
- (4) Unit Manning Report-Position and Incumbent Data, C07-see paragraph a(3).
- (5) AWOL Statistical Report, C09, is a monthly report of AWOLs and desertions and man-days lost by unit. (COBOL).
- (6) Loss Roster, C13, is a list of officers and enlisted soldiers scheduled for separation, reassignment, or DEROS at 30-day increments out to 300 days. (COBOL).
- (7) Education Level Survey, C17, is a summary of the education level of officers and enlisted soldiers by unit. (SIRCUS 1). (DAS3-IQF).
- (8) Enlisted Skills Inventory and Projection by MOS, C19-see paragraph a(5).
- (9) Officer Skills Inventory and Projection by Specialty, C21, is a projection by branch and control specialty (or

control MOS for warrant officers) of officer gains, losses, retainables, and authorizations. Projections are bimonthly out of 14 months.

(10) Personnel Strength Zero Balance, C27-see paragraph a(7).

(11) Personnel Qualification Roster, C37-see paragraph a(8).

(12) Unit Personnel Accountability Notices, C40-see paragraph a(9).

(13) Company Grade Officers/Warrant Officers Eligible for Promotion, C45, is a listing of 2LTs and WO1s who will be eligible for promotion in the following month. (SIRCUS 1). (DAS3-IQF).

(14) Roster of Senior Enlisted Personnel, C47, is a list of E7s, E8s and E9s with certain selected items of personnel information. (SIRCUS). (DAS3-IQF).

(15) Roster of Officers, C49, is a listing of officers with key personnel information items. (SIRCUS 1). (DAS3-IQF).

(16) Daily Strength Summary, C61, is a summary of the authorized and assigned strength of companies in a battalion. (SIRCUS 1). (DAS3-IQF).

(17) Personnel Eligible for SQT Evaluation, C75 Part I-see paragraph a (10).

(18) Personnel Qualification Record, C93 Part I (DA Form 2)-see paragraph a (12).

c. Brigade Level.

(1) Unit Strength Recap, C05-see paragraph a (2).

(2) AWOL Statistical Report, C09-see paragraph b (4).

(3) Education Level Survey, C17-see paragraph b (6).

(4) Enlisted Skills Inventory and Projection by MOS, C19-see paragraph a(5).

(5) Officer Skills Inventory and Projection by Specialty, C21-see paragraph b (8).

(6) Personnel Qualification Roster, C37-see paragraph a (8).

(7) Unit Personnel Accountability Notices, C40-see paragraph a(9).

(9) Roster of Senior Enlisted Personnel, C47-see paragraph b(13).

(9) Roster of Officers, C49-see paragraph b(14).

(10) Daily Strength Summary, C61-see paragraph b (15).

d. Division/Installation Level.

(1) Weekly Report of AWOLs By Name, C03--see paragraph a(1).

(2) Unit Strength Recap, C05-see paragraph a (2).

(3) AWOL Statistical Report, C09-see paragraph b (4).

(4) Alpha Roster, C11, is an alphabetic listing of SPF records by unit, giving name and other key information items.

(5) Loss Roster, C13-see paragraph b (5).

(6) Projected DEROS Roster, C15-see paragraph a(4).

(7) Enlisted Skills Inventory and Projection by MOS, C19-see paragraph a(5).

(8) Officer Skills Inventory and Projection by Specialty, C21-see paragraph b (8).

(9) Organization Master List, C29, is a listing of key information items for unit serviced by the SIB.

(10) Roster of Senior Enlisted Personnel, C47-see paragraph b(13).

(11) Roster of Officers, C49-see paragraph b(14).

(12) Daily Strength Summary, C61-see paragraph b (15).

(13) Military Labor Report, C73, is a report of company-level unit strength by grade prepared as input for the Standard Installation Finance Information System (STANFINS).

(14) Personnel Eligible for SQT Evaluation, C75 Parts I and 11, and Enlisted Evaluation Notification Roster, C77-see paragraph a (10).

Appendix B SIDPERS Files

B-1. SIDPERS Personnel File (SPF)

This is a file of every soldier assigned or attached to a unit or installation. Each soldier's management and qualification information (identification, qualifications, assignments, education, etc.) is stored here. The primary sources of information on the soldier are the unit, the servicing MILPO, and MILPERCEN (OMF/EMF). In the wartime mode, this file is substantially reduced.

B-2. SIDPERS Organizational Master File (SOMF)

This file contains a record of each unit serviced by the SIB. The organization master record includes unit identification, location, command assignment, unit status, and strength (assigned, attached, and authorized). Also, it contains such

local information as analyst code, originator code, and mail code for input/output management and distribution of reports. Source of input for unit information is the organization's Unit Identification Code Information Officer (UICIO) through the UNITREP System. In the wartime mode, this file is reduced in size.

B-3. SIDPERS Authorized Strength File (SASF)

This file contains a record of each authorized space in the units serviced by the SIB. The records includes such information as the authorized grade and the authorized MOS or specialty for the position. Update of the file is accomplished automatically through system interface with VTAADS. Each position in the Army must be supported by an authorization document that gives each organization the authority to carry the position. TAADS is an Army wide Office of the Deputy Chief of Staff for Operations (ODCSOPS) system designed with the authority. VTAADS is the name given to the extension of TAADS procedures and automated files from MACOM's to ODCSOPS and ITAADS is the name given to the same system as it applies from installation to MACOM. Both are used to provide a single source for personnel and equipment authorizations.

a. Under VTAADS/ITAADS, each unit's requirements and authorizations for personnel and equipment are contained in the basic automated authorization document, either as a Modification Table of Organization and Equipment (MTOE) or as a Table of Distribution and Allowances (TDA). These automated authorization documents contain information unit organization structure and capabilities, and are a source of data for budget and fiscal programming. The data contains personnel by identity, MOS, grade, branch and Army management structure and contains equipment by line item number and nomenclature.

b. TAADS is the single source of personnel authorizations within the Army. It provides an automated personnel authorization file (PAF) to each SIDPERS site. During the interface between SIDPERS and TAADS, the SIDPERS Authorized Strength File (SASF) is modified to conform to the PAF produced by TAADS. Normally the PAF is the only source of personnel authorizations for interface with SIDPERS.

c. The interface between SIDPERS and TAADS requires maximum coordination between force development and SIDPERS personnel at all levels of command. TAADS and SIDPERS Interface problems will be resolved, if possible, at the local level between the respective force development and SIDPERS personnel. Problems that can not be resolved at the local level will be forwarded to the next succeeding higher authority in force development channels until the problem is resolved.

B-4. SIDPERS Assignment Instruction File (SAIF)

This file is a record of each unfilled enlistment requisition. It also contains a record of each soldier projected for assignment to or from a unit serviced by the SIB. This information is received from USAMILPERCEN through the Centralized Assignment Procedure III (CAP III) system via the Automatic Digital Network (AUTODIN). This file is not available in the wartime mode.

B-5. SIDPERS Active Army Locator File (SAF)

This file contains a record of each Active Army unit worldwide. Unit information, such as unit name, location, command of assignment, and unit status, is maintained in every SAF record. Update is accomplished through Army Locator (AALOC) information records transmitted by U.S. Army Command and Control Support Agency (USACCSA) to the SIB via the Automatic Digital Network (AUTODIN).

B-6. SIDPERS MOS Master Edit File (SMEF)

This file is a record of each officer specialty skill identifier and each warrant officer and enlisted MOS used in SIDPERS and in VTAADS. Each record includes grade, branch, physical category, additional skill identifiers, special qualification identifiers, and other required information.

B-7. SIDPERS Error Suspense File (SESF)

This file contains a record of each personnel transaction rejected by the system because of validity and/or compatibility errors. The record remains on the SESF until corrective action is completed. This file is not available in the wartime mode.

B-8. SIDPERS Reserve Organization Master File (SROF)

This file contains data relating to USAR and ARNG units scheduled for mobilization support by local SIB. The local SIB, working with the G3/DPT mobilization planners will establish this local file to facilitate the process of accessing Reserve Component personnel. This file is available in both the peacetime and wartime mode.

B-9. SIDPERS Report Control File (SRCF)

The local SIB will establish this file to support satellited or remote site organizations with automatic or command and staff reports pertinent to that unit. For each cycle, requested reports will be prepared for AUTODIN transmission.

B-10. SIDPERS Stacker File (SSF)

This file is used to store transactions until the effective date has been reached for entering them into the proper processing cycle. This file is not available in the wartime.

Appendix C SIDPERS Publications

C-1. AR 680-1

Unit Strength Accounting and Reporting, governs mandatory requirements.

C-2. AR 680-5

Direct Exchange of personnel Data between the MILPERCEN and the SIDPERS, provides general requirements and record formats for the direct exchange of Active Army personnel data between the USAMILPERCEN and automated Personnel Information Systems (PERSINS) components in the field.

C-3. AR 680-29

Military Personnel, Organization, and Type of Transaction Codes, prescribes the data code structures used to report and record data via the automated Personnel Information Systems (PERSINS).

C-4. AR 680-31

Military Personnel Asset Inventory and Strength reconciliation, outlines the policies and procedures for reporting and accounting for military strength and for conducting personnel asset inventory (PAI); sets standards for reporting accurate personnel data; and assigns responsibilities at each command level.

C-5. SIDPERS Users Manuals

DA Pamphlet's 600-8-1 through 600-8-10 contain system concepts, requirements, and detailed operational procedures for all SIDPERS users.

a. DA Pam 600-8-1, Unit Level Procedures, provides guidance for responsibilities of commanders, first sergeants, personnel staff NCOs (PSNCOs), and unit clerks.

b. DA Pam 600-8-2, Military Personnel Office Level Procedures, provides guidance for the servicing MILPO, defining MILPO responsibilities in the SIDPERS environment.

c. DA Pam 600-8-3, SIB Level Procedures-Organization and Operations (General), defines the SIB responsibilities and provides procedural guidance for SIB Chiefs and operating personnel.

d. DA Pam 600-8-4, Supporting Files Records Keeping and Reporting, contains procedural guidance for SIB personnel relating to certain SIDPERS files; i.e., the SAF, the SOMF, the SASF, and the SMEF. It also covers systems design, systems interface, relationship of SIDPERS files to each other and maintenance procedures.

e. DA Pam 600-8-5, SIB Level Procedures-Personnel Records Keeping and Reporting, covers the remaining SIDPERS files: the SPF, the SAIF, and the SESF. It also contains general information relating to the OMF and the EMF at USAMILPERCEN, which are supported by SIDPERS reporting, and assists the SIB/SID analyst in obtaining information necessary to process transactions and resolve errors.

f. DA Pam 600-8-6, SIB Level Procedures-Special Features and Command and Staff Reports, discusses SIDPERS standard scheduled reports, local information option capabilities, the SIDPERS Test Model File, and SIRCUS library maintenance.

g. DA Pam 600-8-10, Individual Assignment and Reassignment Procedures provides guidance relating to USAMILPERCEN's CAP III system operating in a SIDPERS environment.

h. DA Pam 600-8-20, SIDPERS Handbook for Commanders. This handbook is for all commanders down through company level. It is used to provide a general overview of the SIDPERS program and a quick, ready reference.

C-6. SIDPERS Information Bulletin

This bulletin is an unofficial publication of the Field Systems Directorate, Personnel Information Systems Command, (PERSINSCOM), USAMILPERCEN, that is published to coincide with preparation and shipment of the Software Change Package (SCP). It is used to disseminate a variety of information to the SIB about the system in general and about the contents of the next SCP. Information may be extracted locally, reproduced in any form, and furnished to MILPO, unit, etc., as appropriate.

C-7. UPDATE

The Army Publications Directorate, Assistant Chief of Staff for Information Management has developed a new system for publishing Army Regulations and pamphlets which is called UPDATE. All administrative regulations and some DA Pamphlets are being converted from standard two-column loose leaf format to the three column UPDATE Format.

Under UPDATE, the needs of the user in the field were considered above all other considerations. All SIDPERS regulations and pamphlets are published in UPDATE, but separately (standalone handbooks), while other UPDATE publications are organized as functional handbooks. The UPDATE method eliminates the need for posting of changes. Once a new handbook is received, the old issue may be thrown out. New handbooks will be published to coincide with major SIDPERS Change Packages (SCP). There is a subscription card in the back of each publication. This card is used to increase or decrease the copies of UPDATE publications received. Therefore, it must be complete or amend your DA Form 12-9 (block 496) to receive the quantity of handbooks needed, since there is a limited resupply available from the Baltimore publications center.

C-8. Local Publications

Your local SIB will normally provide certain information regarding SIDPERS procedures and performance on a periodic basis. Distribution of these publications, newsletters, bulletins, etc., usually is to originating unit level.

Glossary

Section I Abbreviations

AALOC

Army Locator (File)

ARNG

Army National Guard

AUTODIN

Automatic Digital Network

BASOPS

Base Operating Information System

CAMIS

Continental Army Management Information System

CAP III

Centralized Assignment Procedure III

COBOL

Common Business Oriented Language

CA3

Combat Service Support System

CTASC

Corps theater Army Automation Service Center

DAS3

Decentralized Automated Service Support Systems

DEFI

Data Entry/File Inquiry

DPCA

Director of Personnel and Community Affairs

EMF

Enlisted Master File

FACTS

Field Action Teams

HQDA

Headquarters, Department of the Army

IMO

Information Management Office

IQF

Interactive Query Facility

JUMPS

Joint Uniform Military Pay System

LOGEN

US Army Logistics Center

MILPO

Military Personnel Office/Officer

MOS

Military Occupational Specialty

MPSM

Military Personnel Strength Monitor

ODCSOPS

Office of the Deputy Chief of Staff for Operations and Plans

ODCSPER

Office of the Deputy Chief of Staff for Personnel

OMF

Officer Master File

PAC

Personnel and Administrative

PAI

Personnel Asset Inventory

PERMIS

Personnel Support Management Information Systems

PERSINS

Personnel Information Systems

PERSINSCOM

Personnel Information Systems Command

PPA

PERSINS Processing Activity

PRIDE

Project to Improve Data Element Accuracy

PSNO

Personnel Staff Noncommissioned Officer

SAF

SIDPERS Active Army Locator File

SAIF

SIDPERS Assignment Instruction File

SASF

SIDPERS Authorized Strength File

SCP

Software Change Package

SESF

SIDPERS Error Suspense File

SIB

SIDPERS Interface Branch

SID

SIDPERS Interface Division

SIDPERS

Standard Installation/Division Personnel System

SIRCUS

Standard Information Retrieval Capablility for Users

SMEF

SIDPERS MOS Master Edit File

SOMF

SIDPPERS Organizatiional Master File

SPF

SIDPPERS Personnel File

SSF

SIDPPERS Stacker File

STANFINS

Standard Installation Finance Information System

STARNET (formerly VIABLE)

Sustaining (Base) Army Network

TACCS

Tactical Army Combat Service Support Computer System

TAPDB

Total Army Personnel Data Base

TAPER

The Army Personnel Roll-up

UNITREP

Unit Status and Identity reporting System

USAISEC

US Army Information Systems Engineering Command

USAMILPERCEN

US Army Military Personnel Center

USAR

US Army Reserve

USAREC

US Army Recruiting Command

UICIO

Unit Identification Code Installation Office/Officer

VTAADS

Vertical-The Army Authorization Documents System

Section II**Terms**

This section contains no entries.

Section III
Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 043320-000

USAPA

ELECTRONIC PUBLISHING SYSTEM

OneCol FORMATTER .WIN32 Version 1.12

PIN: 043320-000

DATE: 08-15-00

TIME: 15:37:29

PAGES SET: 30

DATA FILE: C:\wincomp\p600-8-20.fil

DOCUMENT: DA PAM 600-8-20

DOC STATUS: NEW PUBLICATION