FOR FURTHER TRAN

AD A055950

CONSOLIDATION OF MILITARY PAY AND PERSONNEL FUNCTIONS

(Short Title: COPPER)

ACN 21897

VOLUME II

FINAL REPORT

DEPARTMENT OF THE ARMY
Headquarters United States Army Training and Doctrine Command
Fort Monroe, Virginia 23651

ADMINISTRATION CENTER

1 MAY 1978

AD No.
DDC FILE COPY

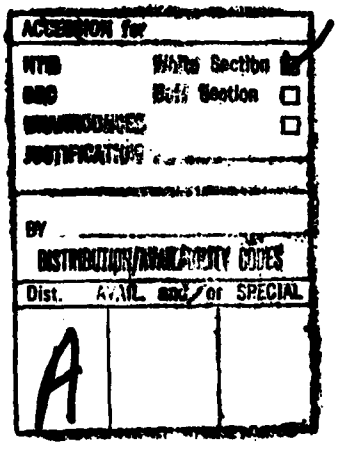
DDC
RECEIVED
JUN 14 1978
B

DISTRIBUTION STATEMENT.
Approved for public release-distribution unlimited.

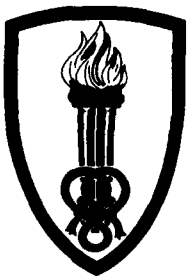
VOLUME II

CONTENTS

		Page
APPENDIX C -	COPPER USER MANUAL, 15 JULY 1977	C-1
APPENDIX D -	COPPER USER MANUAL, BRIGADE TEAM TEST SUPPLEMENT, 1 SEPTEMBER 1977	D-1
APPENDIX E -	COPPER USER MANUAL, INSTALLATION PPAB TEST SUPPLEMENT, 1 SEPTEMBER 1977.	E-1
APPENDIX F -	COPPER USER MANUAL, CONVERSION GUIDE 1 DECEMBER 1977.	F-1
APPENDIX G -	EXECUTIVE SUMMARY OF COPPER EVALUATION REPORT, FEBRUARY 1978 (TRADOC PROJECT NUMBER FO Ø96)	G-1
APPENDIX H -	MINUTES OF FINAL MERGER STEERING GROUP MEETING AT FORT BRAGG, NORTH CAROLINA, 7 FEBRUARY 1978.	H-1
APPENDIX I -	DISTRIBUTION	I-1



UNITED STATES ARMY
ADMINISTRATION CENTER
FORT BENJAMIN HARRISON, INDIANA 46216



COPPER USER MANUAL

PART I - CONCEPT OF OPERATIONS
PART II - STANDING OPERATING PROCEDURES

15 JULY 1977

THIS DRAFT USER MANUAL SUPERSEDES ALL PREVIOUS EDITIONS

DRAFT
C-1

USER MANUAL

CONTENTS

INTRODUCTION	PARA	PAGE
Purpose	1	1
Scope	2	1
Contents	3	1
Background	4	2
Objectives	5	2
General	6	3
Explanation of Terms	7	3
Recommended Changes and Comments	8	3
PART I - CONCEPT OF OPERATIONS		
Chapter 1 - General Organization and Responsibilities		
General	1-1	I-1-1
PPSD without Data Reduction Capability	1-2	I-1-1
PPSD Supporting other than Garrison Operations	1-3	I-1-2
Activation of a PPSD	1-4	I-1-2
Satellite TOE Unit	1-5	I-1-4
Responsibilities of Field Elements Inputing to the PPSD	1-6	I-1-4
Chapter 2 - Management of PPSD Performance		
General	2-1	I-2-1
Daily Activity Reports - General Comment	2-2	I-2-2
Daily Activity Report (DCRB)	2-3	I-2-4

	PARA	PAGE
Daily Activity Report (PMB)	2-4	I-2-6
Daily Activity Report (PPTB)	2-5	I-2-6
Daily Activity Report (AAB)	2-6	I-2-6
Daily Activity Report (SQIB)	2-7	I-2-7
Daily Activity Report (CSB)	2-8	I-2-7
Daily Activity Summary Report	2-9	I-2-8
Chapter 3 - PPSD Army Division		
Mission	3-1	I-3-1
Administration Company	3-2	I-3-1
Personnel & Pay Services Division	3-3	I-3-4
Functions & Responsibilities, PPSD	3-4	I-3-4
General Flow of Documents/Data within a Consolidated Environment	3-5	I-3-23
Chapter 4 - Differences between Installation PPSD & Army Division, PPSD		
Mission of Installation, PPSD	4-1	I-4-1
Command & Staff Relationship	4-2	I-4-1
Organization & Functions	4-3	I-4-1
Flow of Documents/Data	4-4	I-4-5
Personnel Staffing	4-5	I-4-5
Chapter 5 - Differences Between Area Support PPSD 7 Army Division PPSD		
Mission of Area Support PPSD	5-1	I-5-1
Administration Company	5-2	I-5-1
Personnel & Pay Services Division	5-3	I-5-4

	PARA	PAGE
Chapter 6 - Tentative Personnel Staffing Guidance		
General	6-1	I-6-1
Methodology for Determining Tentative PPSD Staffing	6-2	I-6-2
Computation of Number of Direct Workers (TOE & TDA)	6-3	I-6-3
Proposed Distribution of Personnel Spaces	6-4	I-6-3
Chapter 7 - Contingency Plan		
Policy	7-1	I-7-1
Types of Emergencies	7-2	I-7-1
JUMPS Center Computer Site	7-3	I-7-1
Temporary Loss of Computer Support	7-4	I-7-1
Deployment Without Records	7-5	I-7-2
Deployment by Echelon	7-6	I-7-3
Deployment at Full Strength	7-7	I-7-4
Concept of Fast Operations	7-8	I-7-4
Contingency Planning for Regional PPSDs	7-9	I-7-5
Chapter 8 - Support of Personnel Control Facility (PCF)		
General	8-1	I-8-1
Personnel Control Facility Concept of Operations, Pre-PPSD	8-2	I-8-1
Organization of PPSD with PFC Responsibility	8-3	I-8-1
Functions & Responsibilities, PFC Processing Section	8-4	I-8-3
Concept of Operations, PFC Processing Section	8-5	I-8-5

	PARA	PAGE
Support of Non-active Army Personnel: Concept of Operations	8-6	I-8-6
General	8-7	I-8-6
References	8-8	I-8-6
PART II - STANDING OPERATING PROCEDURES		
Chapter 9 - Administrative Section		
General	9-1	II-9-1
Utilization of Existing Regulations	9-2	II-9-1
References	9-3	II-9-1
Chapter 10 - Document Control & Records Branch		
General	10-1	II-10-1
Utilization of Existing Regulations	10-2	II-10-1
SOP No. 1, Records Filing Procedures	10-3	II-10-2
SOP No. 2, Distribution Breakdown	10-4	II-10-5
SOP No. 3, Processing File Only Documents	10-5	II-10-7
SOP No. 4, Processing UTLs and Contents	10-6	II-10-9
SOP No. 5, Processing OTLs	10-7	II-10-10
SOP No. 6, Processing Requests for Loaned Records	10-8	II-10-12
SOP No. 7, Processing Action Documents	10-9	II-10-15
SOP No. 8, Processing Returning Duplicate Block Tickets	10-10	II-10-22
SOP No. 9, Processing Returning Original Block Tickets	10-11	II-10-25
SOP No. 10, Processing Returning Original and Duplicate Block Tickets	10-12	II-10-26

	PARA	PAGE
SOP No. 11, Locator Document Procedures	10-13	II-10-29
SOP No. 12, Processing Substantiating Documents	10-14	II-10-33
References	10-15	II-10-35
Annex	10-16	II-10-35
Chapter 11 - Personnel Management Branch (PMB)		
General	11-1	II-11-1
Utilization of Existing Regulations	11-2	II-11-1
SOP No. 1, PMB	11-3	II-11-1
References	11-4	II-11-6
Annex	11-5	II-11-6
Chapter 12 - Personnel & Pay Transaction Branch (PPTB)		
General	12-1	II-12-1
Utilization of Existing Regulations	12-2	II-12-1
SOP No. 1, PPTB General Document Flow	12-3	II-12-1
References	12-4	II-12-3
Annex	12-5	II-12-3
Chapter 13 - Customer Service Branch (CSB)		
General	13-1	II-13-1
Utilization of Existing Regulations	13-2	II-13-1
SOP No. 1, Processing Inquiry Type Actions	13-3	II-13-1
SOP No. 2, Processing a Travel Action	13-4	II-13-4
SOP No. 3, Separation Processing	13-5	II-13-4A
SOP No. 4, Inprocessing	13-6	II-13-6

	PARA	PAGE
SOP No. 5, Outprocessing	13-7	II-13-8
References	13-8	II-13-11
Annex	13-9	II-13-11
Chapter 14 - Actions and Affairs Branch (AAB)		
General	14-1	II-14-1
Utilization of Existing Regulations	14-2	II-14-1
SOP No. 1, AAB	14-3	II-14-1
References	14-4	II-14-4
Annex	14-5	II-14-4
Chapter 15, Systems Quality Interface Branch (SQIB)		
General	15-1	II-15-1
Utilization of Existing Regulations	15-2	II-15-2
SOP No. 1, UTL Processing	15-3	II-15-2
SOP No. 2, DA Form 3815 Processing	15-4	II-15-4
SOP No. 3, Processing Incoming BT to the SQIB	15-5	II-15-8
SOP No. 4, Audit Section Processing of Audit Blocks	15-6	II-15-9
SOP No. 5, TES Processing of BT	15-7	II-15-9
SOP No. 6, Processing BT after Edit or Audit	15-8	II-15-11
SOP No. 7, Initial Processing Incoming BT/Unit Input into I/OC Section	15-9	II-15-12
SOP No. 8, Processing mixed Input BT	15-10	II-15-13
SOP No. 9, Processing SIDPERS Input BT and Unit SIDPERS Input	15-11	II-15-17

	PARA	PAGE
SOP No. 10, Processing JUMPS Input BT	15-12	II-15-19
SOP No. 11, Processing Local Pay Cards	15-13	II-15-21
SOP No. 12, Processing the JUMPS Ready for Message Suspense File & JUMPS Cards	15-14	II-15-22
SOP No. 13, Processing the SIDPERS Ready for Cycle Suspense File and SIDPERS Cards	15-15	II-15-24
SOP No. 14, Processing SIDPERS/JUMPS Interface Substantiating Documents	15-16	II-15-25
SOP No. 15, Processing of SIDPERS and JUMPS-Army Error Listings (DJUOL, JMCOL, PTRU, and UPAN).	15-17	II-15-27
References	15-18	II-15-28
Annex	15-19	II-15-28
Chapter 16 - Quality Assurance Section (QAS)		
General	16-1	II-16-1
Utilization of Existing Regulations	16-2	II-16-1
SOP No. 1, QAS	16-3	II-16-1
References	16-4	II-16-6
Chapter 17 - Disbursing Branch		
General	17-1	II-17-1
Utilization of Existing Regulations	17-2	II-17-1
References	17-3	II-17-1
APPENDICES		
A GLOSSARY		A-1
B ABBREVIATIONS		B-1

		PARA	PAGE
C	TOPICAL INDEX		C-1
D	FIGURES		D-1
E	FORMS		E-1

ABSTRACT

INTRODUCTION

1. PURPOSE. The purpose of this Personnel and Pay Services Division (PPSD) User Manual is to provide the concept of operations and procedures required for the commander and his staff to organize and operate a element that consolidates personnel and pay functions in an effective manner. More specifically, this manual provides:

(a) Organizational structure and functional responsibilities within a PPSD environment;

(b) Operating procedures for a PPSD at the Army division, installation and corps level in support of Project COPPER (Consolidation of Military Pay and Personnel Functions); and

(c) A basis for the development of revisions to existing regulatory and guidance documents.

ABSTRACT

2. SCOPE. This user manual applies only to the PPSD. When conflict of direction exists between content of this user manual and Army directives, the contents of this manual will take precedence. Actions, reports, and controls currently prescribed by existing directives but not specifically addressed within this manual will continue to be performed and/or submitted as prescribed in the governing directive. It is emphasized that this user manual is designed to address only those areas of military pay and personnel where consolidation of the two functions resulted in changes or modification to existing methods of operation.

3. CONTENTS. The user manual is published in four parts organized as follows:

a. Part I - CONCEPT OF OPERATIONS. This part identifies the organizational structure, functional responsibilities, and personnel staffing of PPSDs established for a division, a COSCOM, and an installation.

b. Part II - STANDING OPERATING PROCEDURES. This part contains various SOPs that identify the controls established over records and tranactions and the flow of those records and transactions within a PPSD. These SOPs do not identify how personnel and finance documents are prepared. Preparation of those documents are not changed by the consolidation of personnel and pay functions.

c. Part III - MANAGER'S HANDBOOK. This part identifies those aspects of management that are unique to a PPSD and will assist with the daily control of transactions and documents.

d. Part IV - CONVERSION GUIDE. This part of the user manual describes actions required to convert military personnel offices and military pay elements to a consolidated configuration.

4. BACKGROUND. In early 1972, the Chief of Staff, Army approved a Department of the Army, Deputy Chief of Staff for Personnel (DA DCSPER) recommendation that an overall study be made of the Army Personnel Services Support System (PS3). The resultant PS3 study (under MG Sparrow) included as one of its recommendations that the Army move toward the integration of military pay and military personnel functions and recognized standardized one-stop administration and pay services for the soldier as a highly desirable objective. In April 1974, the DA DCSPER proposed that the overall concept of the functions integration be approved and that the Commander, Training and Doctrine Command (TRADOC), develop the necessary merger plans. In May 1974, Commander, Administration Center (ADMINCEN), concurred and proposed to TRADOC and DA DCSPER that the study group (with ADMINCEN providing the nucleus) include members of interested DA elements. Pertinent DA staff officers approved the overall concept of the functions integration and the tasking directive was published on 4 September 1974. Supplemental guidance was issued on 13 January 1977, by the Vice Chief of Staff, Army.

5. OBJECTIVES. The organization of the PPSD is designed to accomplish the following objectives:

a. Provide for one-stop military personnel and pay services to the soldier.

b. Improve the personnel and pay services to the individual soldier.

c. Provide sufficient management information to the commander to enable him to effectively manage his personnel.

d. Serve as an instrument for implementing the SIDPERS/JUMPS-Army interface program.

e. Improve the accuracy of personnel and pay data.

6. GENERAL. The PPSD provides a means for the commander and his staff to execute their personnel and pay support responsibilities; however, as in any system, the commander and staff must perform their roles in providing information in a timely and accurate manner.

a. Concepts pertaining to the PPSD currently apply only to the active Army.

b. The PPSD can operate during normal and contingency operations.

c. Necessary orders will be published appointing a commissioned officer as Chief, PPSD (para 2-6, AR 37-103 and para 2-6, AR 340-15 apply).

7. EXPLANATION OF TERMS. AR 310-25 and AR 310-50 explain some of the military terms, acronyms, and abbreviations used in this manual. Explanations of terms, acronyms, and abbreviations not listed in the above referenced regulations are included in Appendix A - GLOSSARY. The words "he" and "his" are intended to include the masculine and feminine genders. Exceptions to this use of the words "he" or "his" will be so noted.

8. RECOMMENDED CHANGES AND COMMENTS. Users of this manual are encouraged to submit recommended changes and comments to improve the publication. Comments should be keyed to the specific page, paragraph, and line of the text in which the change is recommended. Reasons should be provided for each comment to insure understanding and complete evaluation. Comments should be prepared on DA Form 2028 (Recommended Changes to Publications) and forwarded directly to Commander, ADMINCEN, ATTN: ATZI-CD-C, Fort Benjamin Harrison, Indiana 46216.

PART I

CONCEPT OF OPERATIONS

CHAPTER 1

GENERAL ORGANIZATION AND RESPONSIBILITIES

1-1. GENERAL: The Personnel and Pay Services Division (PPSD) has three organizational structure designs: Army Division (TOE); area support (TOE) for troops/units within a Corps, Army, or Theater area; and installation (TDA).

A. Each PPSD is designed to employ the Forward Area Support Team (FAST) concept, when appropriate.

B. Each PPSD will continue to perform those personnel and pay functions that there is no direct impact as a result of the consolidation of pay and personnel, in the same manner as those functions were performed previously (e.g., processing local pay, request for attendance at OCS).

1-2. PPSD WITHOUT DATA REDUCTION CAPABILITY: Usually the installation level (TDA) PPSD is assigned a data base management and a data reduction capability. The following applies when that capability is not organic to a PPSD:

A. The PPSD (-) will be satellited on a PPSD with data base management and data reduction responsibility.

B. The PPSD (-) will process documents and data using routine procedures through all steps up to and including the editing function performed in the SystemsQuality Interface Branch (SQIB). At that point, the following actions will take place:

1. SIDPERS input will be returned to the Document Control and Records Branch (DCRB) for dispatch to the supporting PPSD.

2. Substantiating documents will be retained by the DCRB for routine forwarding to United States Army Finance and Accounting Center (USAFAC).

3. DCRB will maintain a suspense file for SIDPERS input dispatched to the supporting PPSD pending receipt of transmission record from that PPSD.

4. The SQIB will be augmented with keypunch operators to fully process JUMPS only transactions.

1-3. PPSD SUPPORTING OTHER THAN GARRISON OPERATIONS: When the PPSD is tasked to provide support for a reception station, training center, personnel control facility, Reserve or National Guard unit, a separate branch/section will be established in the PPSD for this support and should be staffed IAW applicable DA staffing guide tables.

1-4. ACTIVATION OF A PPSD:

A. A PPSD will be activated only with advance approval of Headquarters, Department of the Army. Requests for activation of a PPSD will be submitted through command channels to the DA proponent.

B. A PPSD organized during or after the proliferation of COPPER concepts must be responsible for and must maintain the personnel and the pay record of each individual supported. This policy remains in effect regardless of the number of units subsequently supported as tenant or satellited units.

C. The installation Finance and Accounting Officer (FAO) serves as accountable disbursing officer (ADO) to a PPSD organized from a TDA. The FAO provides disbursing support by physically locating cashiers within the Customer Service Branch (CSB) of that PPSD. The FAO may physically locate cashiers within two or more CSBs or a Class B agent may be appointed when conditions warrant organization of more than one PPSD having a large volume of payments of a specialized nature (such as at a separation center). A Class B agent may also be appointed when a PPSD is organized to support an installation or activity that does not warrant a FAO.

D. Figure 1-1 shows how functions assigned to current finance sections and to a Personnel Services Division (PSD) of an AG Company are transferred to form a PPSD organized to support an Army division. A similiar transfer of functions occurs when an installation PPSD is organized.

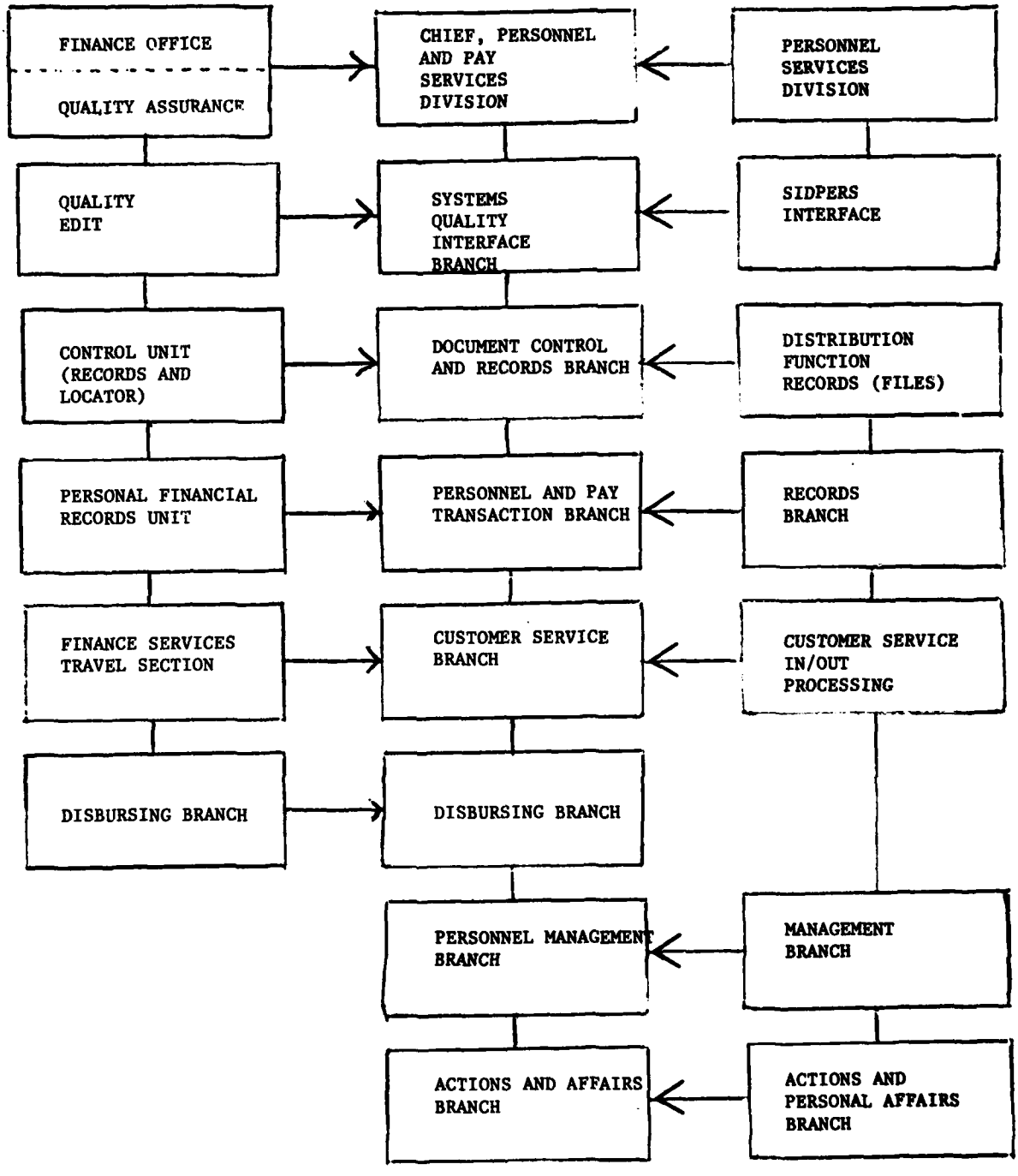


FIGURE 1-1 TRANSFER IN FUNCTIONS TO ORGANIZE A PPSD FORMED BY A T(

COPPER

1-5. SATELLITE TOE UNITS:

A. It is desirable for each PPSD formed from a TOE to maintain its organizational integrity while in garrison and to pattern its operations after those conducted in the field. This concept minimizes disruption and insures continuity of action upon deployment. However, funding and personnel restrictions may necessitate that category I, II, and III units be satellited while in garrison upon a TDA organized PPSD. Satelliting of a TOE unit on TDA organized PPSD does not change the command channels of the PPSD. Support provided to the satellite TOE unit will be agreed on by the affected commands.

B. A commander of a TOE unit with a PPSD that is activated but unfilled will receive personnel and/or equipment direction when that PPSD is organized.

C. A commander of a TOE unit with an activated PPSD that is consolidated with a TDA organized PPSD will maintain unit records identifying personnel and/or equipment assigned to the consolidated PPSD. That chapter or annex of the tactical SOP pertaining to personnel and pay functions will be augmented to identify procedures for reassignment and control of the activated PPSD upon deployment. The tactical SOP will continue to reflect operational concepts, reports, functions, and loading plans (dependent upon policy) of the activated PPSD.

1-6. RESPONSIBILITIES OF FIELD ELEMENTS INPUTING TO THE PPSD:

A. General Responsibilities of Originator. These responsibilities include prompt and accurate submission of data/documents and the prompt resolution of errors.

B. Specific Responsibilities of Originator. These responsibilities include:

1. Unit commanders. Responsible for the personnel management functions of their commands as directed by higher level authority and for preparation of informal personnel and pay input to the Personnel Administration Center (PAC) and PPSD.

2. First Sergeants. The first sergeant (1SG) conducts the initial interview with service members requesting personnel and pay assistance and determines the level that a particular action should be directed. The 1SG's are required to be familiar in personnel and pay matters as pertains to unit level operations. For actions out of his realm of responsibility or in difficult cases, the 1SG will seek the assistance of the servicing PAC or PPSD.

3. PAC. The PAC is responsible for accepting informal personnel and pay input from the unit and converting that input into formal documentation to be routed to the PPSD. The PSNCO and other members of the PAC will provide, based upon available documents, personnel and pay advice to the unit and will provide liaison between the unit and the PPSD.

CHAPTER 2

MANAGEMENT OF PPSD PERFORMANCE

2-1. GENERAL:

A. The C, PPSD and subordinate supervisors will achieve a successful PPSD operation only if there is a means for analyzing accomplishments, backlogs, and potential problem areas. Commander involvement, continuous training, and direct supervision are ingredients required for a successful PPSD operation. One of the most effective tools for managing workload is the Daily Activity Report (DAR).

B. The concept of workload management begins with preparation of input to the DAR by each section supervisor. This input is used by the pertinent branch chief in preparation of the branch reports that are handcarried to the Quality Assurance Section (QAS) for consolidation into one PPSD Daily Activity Summary Report. The QAS will attach branch reports to the consolidated PPSD report.

C. Each report is designed to furnish the branch chief and C, PPSD with pertinent information needed to manage the transaction oriented COPPER system. The reports contain both work count data and manhour data. The daily work count data is broken out to show beginning balance, workload received, amount processed, and the ending balance.

D. Similiar items identified on each DAR must be counted at the same time to permit preparation of the PPSD summary report by the QAS. However, there is no intent to prohibit each branch chief from gathering additional data that will assist him in isolating problem areas and improving the management of his branch.

E. Data reported at the section level are readily available within the required control logs and suspense files required by this user manual.

F. The C, PPSD, will establish a cutoff time that permits submission of all reports and the PPSD summary to him NLT one hour before close of business. The primary purpose of the reports is to permit the managers at each level of operation to make knowledgeable and timely decisions affecting the next day's operations. Therefore, to be useful, each report must identify the workload status at the beginning of the next workday. It is essential that:

1. Each section and branch must cutoff at the same time to insure that the reports are compatible and reliable for analysis. Cutoff must be sufficiently prior to daily staff meetings to allow for analysis of data by the branch chiefs.

2. All completed work will be transferred before the cutoff time to the next subelement in the processing cycle.

3. The C, PPSD, will schedule a daily staff meeting at a time that will permit an analysis of each subelement's operations before the close of business. Each analysis must contribute to decisions relative to the next day's operation. The analysis must be sufficiently complete to isolate problem areas, identify production capabilities, permit establishment of priorities, and shift personnel/pay specialists to eliminate bottlenecks. The mobility concept used in JUMPS will be continued in each PPSD.

2-2. DAILY ACTIVITY REPORTS - GENERAL COMMENTS:

A. Each branch chief is responsible for completing and analyzing the DAR developed specifically for his branch.

B. Each DAR is constructed to permit easy consolidation of data into one PPSD Daily Activity Summary Report. The report contains the following identical columnar headings which are completed as follows:

1. On Hand Begin (OHB) - data inserted is copied from the On Hand End (OHE) of the previous report.

2. REC - the total number of documents/records, identified to each category, received since the previous report.

3. PROC - the total number of documents/records, identified to each category, processed since the previous report.

4. On Hand End (OHE) - the total number of documents/-records, identified to each category that must be processed on a subsequent day. The OHB plus the received minus the processed equals the OHE (OHB + REC - PROC = OHE).

5. Strength.

a. AUTH - identify the assigned strength to the organizational level required for meaningful analysis.

b. DUTY - identify the present for duty strength as of start of this day's business. Identification will be to the same level shown in paragraph 5a above.

6. Total Hours - these manhours represent the time expended by all members assigned, attached or detailed without regard to position (e.g., supervisor, direct worker or indirect worker).

a. PROD - identify the total productive manhours (supervisors, indirect workers, and direct workers expended.

b. NON-P - insert the total non-productive manhours (supervisors, indirect workers, and direct workers) that are chargeable to leave or to duty in the areas outside the PPSD.

C. Aging of the workload is a direct responsibility of each supervisor in the chain of command. The workload with one exception will be processed on a first-in/first-out basis. That exception represents workload identified by supervisory personnel as requiring expeditious handling. The C, PPSD may identify certain actions that will continually require expeditious processing. In some instances, aging is implied in preparation of the DAR. Two examples are entries to record the status of DJUOLs and the status of block tickets (BT).

2-3. DAILY ACTIVITY REPORT - DCRB (Appendix E).

A. The DCRB is subdivided into three sections - Distribution, Control, and Records Filing. Each section chief will provide input for that portion of this DAR that pertains to his section.

1. Distribution Section and Control Section. Each column is outlined in paragraph 2-2B, above. Entries to each column will be generated by a physical inventory by category of documents received, processed, and on-hand end of the work day. The remarks part of the DAR will be used to identify documents not processed within one day after receipt.

2. Records Filing Section (RFS). Completion of each column is outlined in 2-2B, above. Entries in each column will be generated by a physical inventory by category of documents received, processed, and on-hand at the end of the work day. Entries for categories "MPRJ Filed/Pulled" and "PFR Filed/Pulled" represent records to be filed and records to be pulled.

B. The following indicate specific instructions for completion of the DCRB DAR:

1. Distribution Section:

a. Other Transmittal Letters (e.g., from Housing, Laundry, Post Exchange) are accounted for on the Other Transmittal Letter Log. Column completion is outlined in paragraph 2-2B above, with the column "PROC" referring to those transmittal letters from which all documents have been distributed.

b. Deficiency Letters (DL) are accounted for on the Other Transmittal Control Log. Column completion is outlined in paragraph 2-2B, above. "REC" refers to those DLs prepared and forwarded to the unit/PAC by the Distribution Section and "PROC" refers to those DLs returned IAW established suspenses.

c. The word "documents" applies to the accounting of all separate documents received and forwarded to the Control Section, with the indicated classification as "ACTION" documents or "FILE ONLY" documents. Column completion is outlined in paragraph 2-2B above, with "PROC" referring to those documents actually accepted/received by the Control Section.

2. Control Section:

a. "RECORDS" with subcategories "MPRJ" and "PFR", refers to the total number of records received and processed by the Control Section. Column completion is outlined in paragraph 2-2B, above. "REC" refers to all records obtained from the Records Filing Section and all records returned/forwarded from other PPSD branches. This information is available on the BT Control Log maintained by the DCRB. "PROC" refers to all records blocked and released to other PPSD branches and to all records returned to the Records Filing Section.

b. "DOCUMENTS" refers to all documents received and processed by the Control Section. Column completion is outlined in paragraph 2-2B above. The documents will be subcategorized into "file" and "action" documents, with further subcategorization as indicated for all action documents. "PROC" for file documents refers to those documents actually forwarded to the Records Filing Section and "PROC" for action documents refers to those blocked and released to other PPSD branches.

c. "RECYCLE ACT DOCS" beginning balance is determined by an actual physical counting of documents in the recycle file. "REC" refers to those documents placed in the recycle file and "PROC" refers to those documents removed from the file and reblocked.

d. "LOANED RECORDS" refers to all records loaned outside the PPSD. "REC" will be requests received; "PROC", will be requests processed. On hand balances are determined as indicated in paragraph 2-2B, above.

3. Records Filing Section:

a. "RECORDS" refers to all records filed and pulled, with on hand balances determined as indicated in the paragraph 2-2B, above. "REC" refers to those records obtained from the Control Section and "PROC" refers to those filed and

pulled as required.

b. "FILE ONLY DOCS" refers to the actual physical count of file documents received and processed. "PROC" is those documents appropriately filed in the respective records, with on hand balances determined as indicated in the paragraph 2-2B, above.

c. "RECYCLE FILE DOCS" balances,and work received and processed,are determined in a manner similiar to that used for recycle action documents.

d. The accounting process for "LOCATOR" is accomplished by a physical count of documents/cards received and processed.

e. "LES FILING" refers to the physical counting of LESs with "PROC" referring to those LESs actually filed in their respective records.

4. BLOCK TICKETS (Aging by Days). This portion is used to show aging by low and high number BT. Low Number BTs are to be completely processed in five work days. Suspense for High Number BTs is determined based on category by the C, PPSD.

2-4. DAILY ACTIVITY REPORT - PMB (Appendix E): Because of the similiarity in accounting for records and documents, the PMB DAR is prepared as outlined in paragraph 2-2B, above. Other entries on the report which are unique to the PMB will be obtained from physical counting.

2-5. DAILY ACTIVITY REPORT - PPTB (Appendix E):

A. A PPTB may be organized into teams. When teams are formed they will normally perform identical tasks and the team chiefs will submit input for the DAR prepared by the Chief, PPTB.

B. All other data will be collected in a manner similiar to that described in paragraph 2-2B, above.

2-6. DAILY ACTIVITY REPORT - AAB (Appendix E): This DAR is prepared in the same manner as outlined in paragraph 2-2B, above.

2-7. DAILY ACTIVITY REPORT - SQIB (Appendix E):

A. This branch is subdivided into the following sections: Transaction Edit, Audit, Input/Output Control, and Data Base Management. The section chiefs are responsible for preparation of input into that portion of the SQIB DAR that pertains to their individual section.

B. Status of Error Trans - Each line entry on error listing (DJUOL, JMCOL, PTRO and UPAN) that is on hand, received, or processed during the day will be shown on a separate line. Each listing will be identified by the date of the listing, the date the listing was received, the total number of open transactions processed, and the percent completed.

C. The Input/Output Control Section will prepare the SIDPERS Cycle Report (Appendix E) for each SIDPERS cycle processed. This report will be attached and submitted with SQIB DAR to the QAS.

D. Entries for the SQIB DAR will be developed using the instructions in paragraph 2-2B, above.

2-8. DAILY ACTIVITY REPORT - CSB (Appendix E):

A. This branch is composed of three sections - Inquiry, In/Out Processing, and Travel. Column completion in paragraph 2-2B, above. The following indicates specific instructions for completion of the CSB DAR:

1. "RECORDS" refers to the total number of records received and processed by the CSB. "REC" refers to the total number of records received via BT and from inprocessing personnel and "PROC" refers to those records forwarded/logged out to other PPSD branches and to those records actually released to individuals/agencies through the Outprocessing Section.

2. "ACTIONS" refers to all actions received by and/or initiated/generated by the CSB, and will correspond with BT entries; subcategorization of actions will be accomplished as indicated. "PROC" refers to those forwarded/released via BT to other PPSD branches.

3. "ARV PCS" refers to the preparation of manual DA Form 3684 JUMPS Arrive PCS transactions.

4. "TDR" refers to those Transfer Data Records compiled by the Inprocessing Section.

5. Inprocessing entries are correlated with records accountability. "REC" refers to those records received from inprocessing personnel. "PROC" refers to all records actually released to individuals/agencies.

6. Outprocessing entries are correlated with records accountability. "REC" refers to all records received from outprocessing. "PROC" refers to all records actually released to individuals/agencies.

B. All other entries are accomplished by physical accountability. Document preparation data is collected from all personnel assigned to the CSB.

2-9. DAILY ACTIVITY SUMMARY REPORT - (Appendix E): Each branch will handcarry its DAR to QAS at a time prescribed by the C, PPSD. The QAS is responsible for preparing the Summary Report and for attaching all branch reports to this summary. The C, PPSD, can identify fluctuations in backlogs and possible future problem areas by comparing the current DAR to prior reports. Each report serves primarily as an indicator which should prompt more detailed discussion with the branch chief before responsive management decisions are made.

CHAPTER 3

PERSONNEL AND PAY SERVICES DIVISION

ARMY DIVISION

3-1. MISSION: A PPSD, Administration Company (ADMINCO), is established for each Army division to provide military personnel and pay staff support to the division commander and his staff and to provide direct personnel and pay services for all personnel assigned or attached.

3-2. ADMINISTRATION COMPANY:

A. Organization. The PPSD is organized as an organic part of the ADMINCO (Fig 3-1), Division Support Command (DISCOM). A TOE has not been approved for the ADMINCO or for the PPSD. Chapter 6, this manual, contains personnel staffing guidance prepared in a modified TOE format that can be used to identify the distribution of personnel spaces within a PPSD, ADMINCO.

B. Organizational Concepts.

1. General. The ADMINCO, DISCOM serves as a carrier unit to provide administrative and logistical support to the PPSD and to those units reporting to the Office of the AG. The ADMINCO is organized so that the C, PPSD, may devote his primary energy to providing technical advice to the division and directly supervising the consolidated personnel and pay operations.

2. Command and Control.

a. The ADMINCO commander exercises command authority over the enlisted personnel assigned or attached to all elements of the PPSD. He is responsible for rations, quarters, and company management. He exercises jurisdiction for non-judicial punisment under Article 15, UCMJ for enlisted personnel.

b. The DISCOM commander exercises court martial and non-judicial punishment jurisdiction over all officers and warrant officers of the PPSD.

3. Relationship to DISCOM. The ADMINCO is assigned to the DISCOM and when deployed is normally located in the division rear in an area adjoining the facilities occupied by the Division Data Center (DDC). The DISCOM commander is responsible for tactical, security, movement, administrative, logistical, and

COPPER

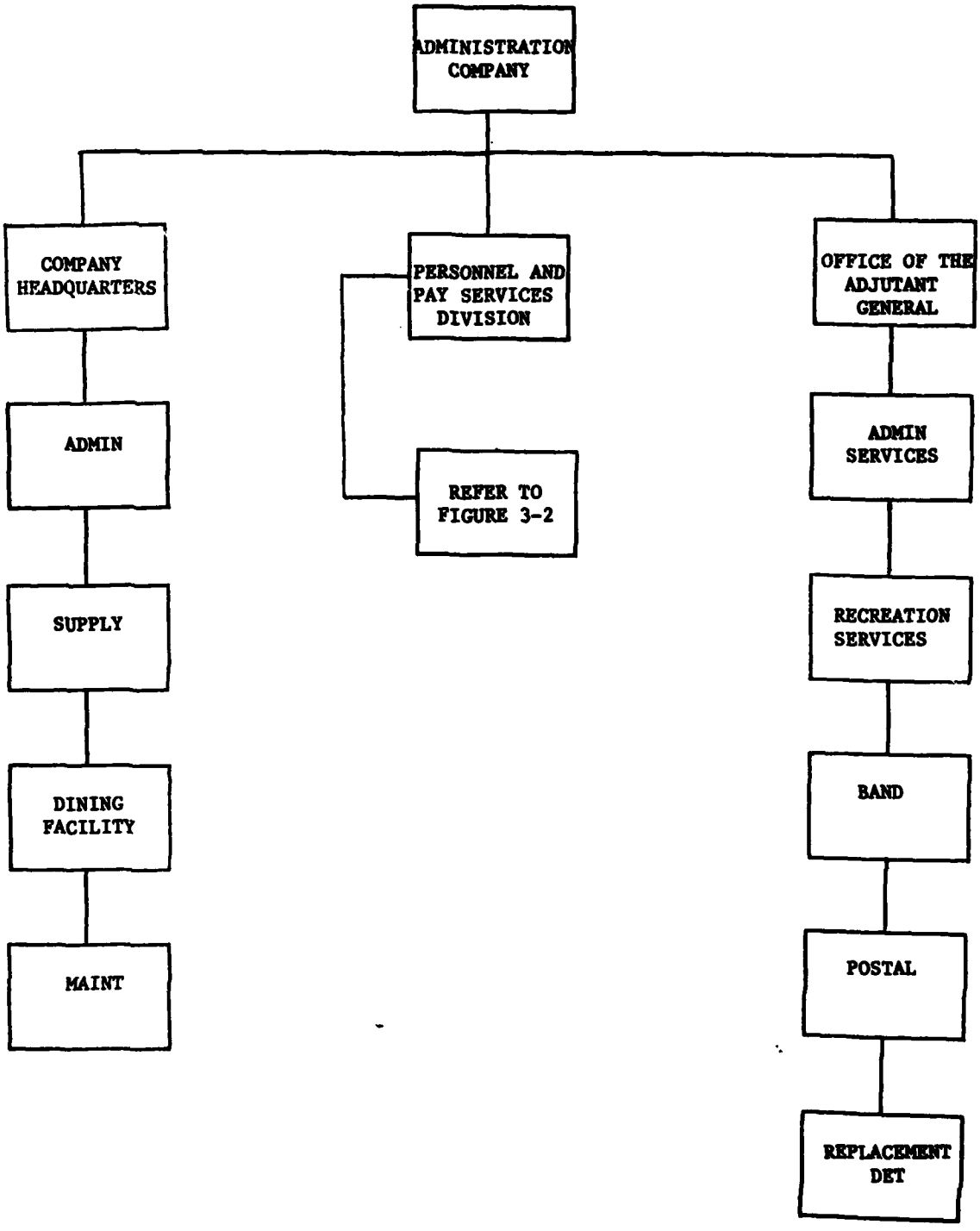


FIGURE 3-1 ADMINISTRATION COMPANY, ARMY DIVISION

computer support of the PPSD. Operational control of the PPSD is exercised by the division chief of staff.

4. Support to Chief, PPSD.

a. Training Support:

(1) The ADMINCO commander is responsible for conducting all aspects of general military training. The training program is carried out under the direction of the DISCOM commander or OIC, Division Rear. When the location of the ADMINCO permits, the tactical instruction and training of its personnel in certain subjects may be coordinated and consolidated with that of other organizations.

(2) The ADMINCO commander prepares appropriate training programs, schedules training periods in coordination with the Chief, PPSD, and details personnel qualified to instruct.

(3) The PPSD is responsible for providing technical training to assigned personnel and pay specialists; however, the ADMINCO commander is responsible for providing administrative support for this training requirement.

b. Logistical Support. The ADMINCO commander is responsible for furnishing logistical support to all elements of the PPSD. Supplies and equipment are requisitioned in accordance with local supply policies.

(1) Supply Section. The functions of the supply section are to requisition, receive, store, issue, and turn-in organizational, individual and office equipment and supplies, and to maintain required supply records pertaining to equipment and supplies.

(2) Dining Facility. The ADMINCO commander is responsible for the operation of a unit dining facility. The OIC, Division Rear, will determine after coordination with all commanders concerned when a consolidated dining facility will be operated in the field.

(3) Transportation. The ADMINCO organic vehicles will be utilized for immediate operational needs only. Additional transportation for tactical displacement of the company will be requested from the DISCOM.

(4) Maintenance. The ADMINCO commander is responsible for the maintenance of organizational equipment. He is also responsible for the organizational maintenance of equipment used by the PPSD. He insures that maintenance instructions and procedures are complied with.

c. Administrative support is tasked to provide unit mail service and inspects personnel, equipment and billets.

3-3. PERSONNEL AND PAY SERVICES DIVISION:

A. Organization. The PPSD (Fig. 3-2) is organized to provide a system for internal control by separating the functions of document/voucher preparation from the final product (record update or cash payment) and by forming a quality assurance element supervised directly by the C, PPSD. Each subelement within the PPSD is composed of homogenous functions, thereby creating a transaction oriented organization.

B. Organizational Concepts. The Army division chief of staff supervises and directs the activities of the C, PPSD (Fig. 3-3). The C, PPSD, serves as a member of the division special staff and in that capacity provides staff personnel and finance advice to the division commander, to members of the division staff, and to commanders of assigned or attached units. The C, PPSD, is formally delegated operational control of the division personnel and finance activities and provides leadership to all personnel and finance officers assigned to the PPSD.

3-4. FUNCTIONS AND RESPONSIBILITIES, PPSD:

A. General. The PPSD is organized in a functional branch configuration to provide direct personnel and pay services to all personnel assigned or attached to the command. The PPSD does not reorganize to accomplish special or one time personnel and finance direct support tasks.

B. C, PPSD. The C, PPSD is responsible for the technical operations of the PPSD. He will direct and control the operations of the PPSD and coordinate with other supporting elements of the division concerning personnel and pay operations. The Chief of a PPSD formed by a TOE is designated as the Accountable Disbursing Officer (ADO). He is further responsible for:

1. Insuring operations are accomplished in an efficient and timely manner.

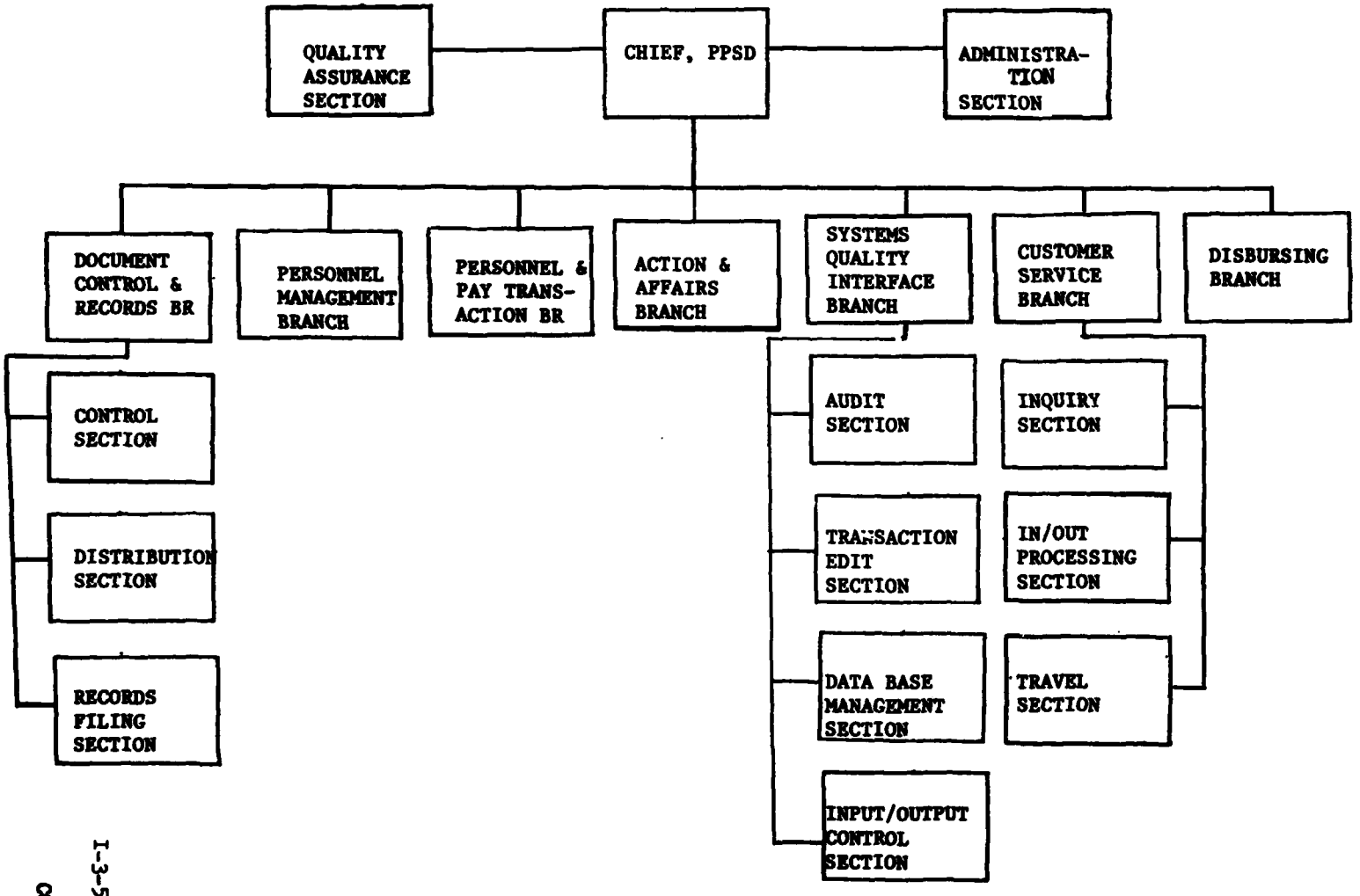
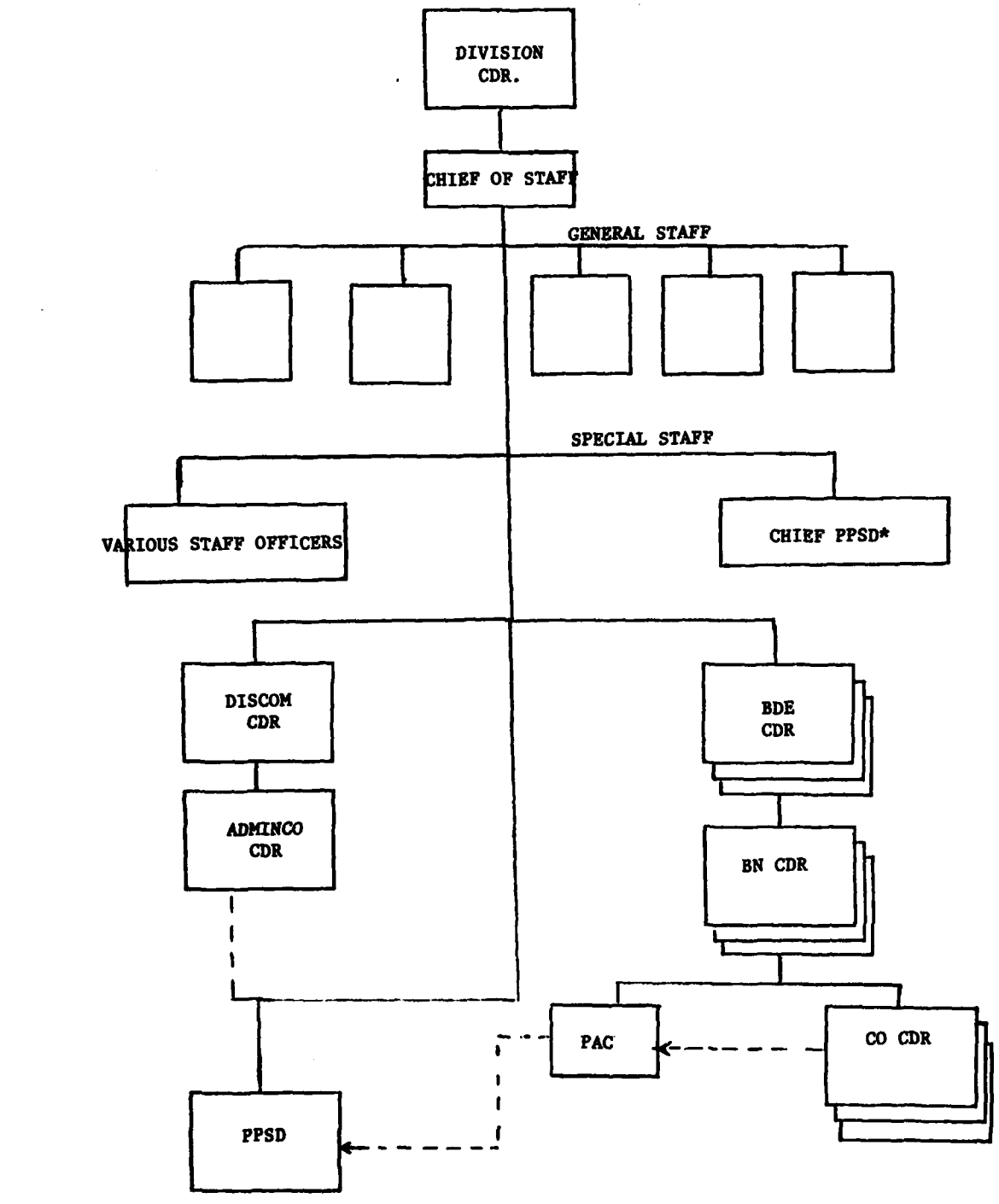


FIGURE 3-2 PPSD, FORMED FROM TOE

COPPER

FIGURE 3-3, PPSD in Army Division



2. Disbursements made to satisfy valid obligations subject to laws and regulations set forth in the AR 37-series, DOD Military Pay Allowances Entitlement Manual, Joint Travel Regulations, Army Procurement Procedures, and Comptroller General Decisions. As ADO, the C, PPSD is solely accountable for the execution of government funds disbursing, collecting, and depositing procedures. The authority to perform certification as to accuracy and entitlement may be delegated in writing by the C, PPSD.

3. Exercising supervisory control throughout the PPSD with emphasis on problem trends.

4. Preparing contingency plans for operation of personnel and pay functions.

5. Assuring that standing operating procedures (SOP) are maintained on a current basis. Approval for changes to SOP contained in this manual will be made only by the DA proponent.

6. Obtaining authority for designated persons to authenticate "FOR THE COMMANDER" IAW AR 340-15.

7. Authenticating significant correspondence (e.g., general officer correspondence, congressional inquiries, and similar actions) insofar as it does not conflict with his duties as ADO.

8. Authenticating Letters of Instruction (LOI) and supplements to regulatory directives.

9. Authenticating disapproval for designated personnel and pay actions.

10. Authenticating correspondence to commanders whose document/data input are below prescribed quality standards.

11. Advising on plans, policies, and procedures of personnel and pay support elements of the division.

12. Recommending to the division G1 the allocation of individual and unit replacements and issuing appropriate instructions.

13. Coordinating with other supporting elements of the division which provide support services (e.g., the Administrative Services Division (ASD) which issue necessary orders pertaining to individuals, and the DDC which processes personnel and pay transactions).

14. Insuring that attached personnel receive adequate personnel and pay support.

15. Being constantly alert to probable changes or trends in command strength and unit composition, geographical dispersion of division element, mission assignment, and other related factors which may have direct impact upon requirements for personnel and pay support.

16. Planning personnel and administrative programs and/or projects so as to minimize any adverse impact on the training or tactical mission of the division.

17. Establishing and monitoring a continuous training program for personnel performing duty within the PPSD.

18. Providing instructions to agent officers.

19. Initiating requests for appointments of deputies and cashiers and authority to keep cash on hand in accordance with AR 37-103.

20. Insuring new or revised personnel or pay programs receive division-wide publicity.

21. Organizing, training and coordinating the deployment of the FAST.

22. Insuring that the MPRJ and PFR are accurately maintained IAW DA regulation and guidance. Each action branch is responsible for records maintenance for the actions for which they are responsible.

C. QAS. This section operates as a separate and independent entity directly responsible to the Chief, PPSD, and represents that function of management by which conformance to standards is assured. The QAS is formed to improve the quality, accuracy, and timeliness of personnel and financial services and to identify training deficiencies and recommend appropriate action. Functions assigned to this section include:

1. Reviews personnel and pay records to insure that they are accurately maintained.

2. Reviews corrective action taken as result of finance and military personnel assistance visits.

3. Verifies that updates of personnel and pay automated records are promptly and correctly prepared and transmitted.

4. Verifies that actions taken to resolve all individual inquiries (in person, written, or telephonic) are responsive.

5. Insures that the SIDPERS and JUMPS data bases are reconciled semiannually for accuracy and compatibility to assure that the interface is not being bypassed.

6. Determines that disbursement vouchers are accurate and properly substantiated.

7. Verifies that necessary corrective actions are promptly and correctly taken to resolve errors appearing upon SIDPERS and JUMPS error listing.

8. Conducts in-house validation of operating procedures and identify necessary technical training or clarification of procedures for personnel assigned to PPSD.

9. Consolidates DAR for C, PPSD.

D. Administrative Section. This section is responsible for furnishing administrative service to the entire PPSD. Functions of this section include:

1. Receipt and distribution of incoming mail for individuals.

2. Preparation of outgoing nonroutine correspondence for mailing.

3. Maintenance of central files of correspondence/documents not retained by the operating elements of the PPSD.

4. Maintenance of central library of regulating and guidance documents required to operate the PPSD.

5. Requisition, storage and issue of supplies and forms.

6. Maintenance of records and preparation of reports pertaining to civilian personnel, if any.

7. Preparation of reports of operations or other reports that pertain to the PPSD as an element.

E. DCRB. The DCRB is responsible for:

1. The control of personnel and pay records of assigned and attached personnel.

2. The control and distribution of all incoming documents (except UTL, DA 3815, and their respective contents; and evaluation reports).

3. The control and distribution of all internally generated and outgoing documents (except SIDPERS output).

4. The insurance that all documentation is processed in a timely manner.

F. Distribution Section. This section is responsible for receiving and dispatching all incoming and outgoing documents and data forms except UTLs and DA Form 3815. Functions of this section include:

1. Receives and date stamps, as appropriate, documents and correspondence entering the PPSD.

2. Routes incoming action, file, and information documents to appropriate subelements.

3. Forwards all output documents, correspondence, and reports going outside the PPSD, except SIDPERS output.

4. Insures UTLs and contents are received sequentially from the SQIB.

5. Accounts for and logs OTLs received by the PPSD.

6. Prepares and controls DLs for errors noted on OTLs.

G. Control Section. This section establishes control over all actions and substantiating documents and maintains the Locator Files. Functions performed are:

1. Prepares BT and maintains related control and suspense logs.

2. Assigns and accounts for BT numbers furnished to other branches and sections.

3. Maintains the Recycle Suspense File and insures that it is current.

4. Maintains the Substantiating Document File and insures that these documents are forwarded to USAFAC in a timely manner.

5. Follows up on BT with records to insure that records are out-of-file for only 3 work days and to insure that these BT are processed within 5 days.

6. Follows up on loaned records to insure that they are not loaned for more than 3 work days.

7. Follows up on BT with actions (no records) to insure they are processed with the suspense established by C, PPSD.

8. Maintains the Active and Inactive Locator Files and insures these files are current.

H. Records Filing Section. This section is responsible for the filing of the personnel and the pay field record. Functions performed are:

1. Maintains the centralized A-Z file.

2. Prepares and maintains a charge out record for each PFR and MPRJ the PPSD is responsible for.

3. Files nonaction forms and documents into and purges documents from the field records.

4. Compares in-file suspense copies with entries on LES and identifies discrepancies to the Control Section.

5. Insures that LES are filed in a timely manner.

6. Maintains File Only Recycle Suspense File and insures that it is current.

7. Charges out and files PFRs and MPRJs.

8. Maintains an access roster for the files area and insures that only personnel on the access roster are allowed into the files area.

9. Insures that the files area is physically secure when unattended.

10. Insures that the charge out records are properly completed.

11. Verifies entries on new incoming DA Form 2 to data on the existing Form 2 in file and notifies Control Section of discrepancies requiring blocking of the MPRJ to an action branch.

12. Files incoming DA Form 2.

I. PMB. This branch basically performs the same functions as the PMB in a COMPACT/PSD and as outlined in DA Pam 600-8 series. The following is a list to include but not limited to the functions performed by PMB.

1. Determine and adjust local MOS shortages and overages.

2. Submit personnel requisitions in response to approved personnel authorization documents.

3. Monitor utilization of personnel.

4. Monitor proficiency pay programs.

5. Monitor MOS strength and statistical information as required.

6. Prepare DAR for PMB.

7. Maintain BT control within PMB.

8. Administer Army personnel testing.

9. Administer Skill Qualification Testing.

10. Administer Army surveys.

11. Process intra-unit assignments and reassignments.

12. Request port call instructions.

13. Process CAP III assignment instructions IAW DA Pam 600-8-10.

14. Conduct overseas replacement processing as prescribed in procedure 3-24, DA Pam 600-8.

15. Monitor military sponsor program.

16. Perform classification and reclassification actions pertaining to military personnel.

17. Administer the officer and enlisted evaluation system.

18. Process applications for schooling, training, assignments, reassignments and details.

19. Process promotions of assigned personnel.

20. Monitor promotion board results.

21. Perform transaction coding and records posting for actions processed in PMB.

22. Monitor surplus reporting.

23. Process requests for extension or curtailment of current service tour.

J. PPTB: This branch is normally composed of transaction teams which prepare manual record (PFR & MPRJ) entries and/or automated coding input. Functions assigned to this branch are:

1. Maintains accountability of records being processed within the branch.

2. Insures processing is accomplished in an orderly (first in, first out) manner.

3. Processes pay options.

4. Processes pay entitlement documents.

5. Processes collections and deduction documents, less pay adjustment documents.

6. Processes dependency and administrative changes.

7. Resolves errors detected by USAFAC, which are monitored by the SQIB.

8. Files documents in and purges documents from the records, when required as a part of the action being processed.

9. Processes SIDPERS data base changes as required.

10. Verifies information recorded on monthly and supplemental SIDPERS reports and prepares submission of missing/erroneous data.

11. Resolves all PPSD PTROs which are monitored by the SQIB.

12. Monitors personnel suspense actions as required.

13. Researches advisory messages.

14. Posts manual changes to DA Form 2-1.

15. Resolves DA reconciliation rosters.

16. Prepares DAR.

K. AAB. This branch basically performs the same functions as the AAB in a COMPACT and as outlined in DA Pam 600 series. The following is a list to include but not limited to the functions performed by AAB.

1. Process enlistment/reenlistment.

2. Process casualty reporting.

3. Process line of duty investigations.

4. Review and expedite board actions.

5. Process awards and decorations.

6. Process release from active duty. To include processing administrative type and elimination discharges; dependency or hardship separations for EM; request relief from AD, retirements, early separations to attend school and other early out programs plus scheduling the appropriate physical exams; extension/declination of AD for reserve personnel; counseling retired SM on entitlements and benefits; and counseling career personnel on retirement programs and referral.

7. Process compassionate reassignments.

8. Process correspondences related to naturalization and citizenship of military personnel and dependents.

9. Administer and assist in the survivor assistance program.

10. Process officers and W/O initial appointments, branch transfer requests, and details for commissioned officers.

11. Process non CONUS and emergency leaves.

12. Process name, SSN and birth data changes.

13. Administer the SGLI and GLI program, voting, counseling the Army Retirement Service, and REFERRAL.

14. Process locally generated QMP actions.

15. Prepare DAR.

16. Perform necessary data conversion coding for documents processed entirely within the branch before submission of SQIB and post changes to the individual field record.

17. Perform transaction coding and records posting for actions processed in AAB.

L. CSB. The CSB is composed of Inquiry, In and Out Processing (I/OP), Travel, and Separation Section when applicable. The CSB is responsible for:

1. Insuring all individuals supported by the PPSD receive complete one-stop personnel and pay service.

2. Providing assistance regarding all types of pay or personnel related inquiries.

3. In and out processing all individuals assigned or attached to the organization.

4. Determining pay and travel entitlements.

5. Implementing internal management practices and policies.

M. Inquiry Section. This section is responsible for processing all personal, telephonic, and written inquiries. Functions performed are:

1. Serves as the primary point of contact for customers and provides one-stop service for military pay and military personnel inquiries.

2. Schedules and controls customers' appointments.

3. Performs those types of record review actions which require an interview with service member.

4. Answers all visitors' inquiries of a general nature.

5. Obtains customer's PFR/MPRJ or assistance of functional expert when responding to unusual or complicated problems.

6. Routes action documents that are initiated by customer during his inquiry.

7. Processes all valid emergency or miscellaneous type pay actions when individual makes request in person.

8. Processes pay adjustments to include maintaining Pay Adjustment Log.

9. Controls and issues identification and privilege cards to military and other authorized persons, also processes requests for replacement of ID cards.

10. Prepares required section feeder reports.

11. Performs necessary data conversion coding and records posting for actions completed.

12. Certifies entitlements for those transactions specified by PPSD supervisor.

13. Processes re-enlistment vouchers, and makes SIDPERS input.

14. Provides general type information and referral service for retired and reserve.

N. In and Out Processing (I/OP) Section. Primary responsibility of this section is to assure that data contained within

the MPRJ and the PFR of the arriving and departing assigned/attached individuals are correct and in agreement. Functions assigned to this section are:

1. Conducts necessary in and out processing interviews.

2. Assures that all field records being inprocessed and outprocessed are complete.

3. Prepares and processes documents pertaining to local payments and to pay related actions, when initiated during in or out processing.

4. Completes required checklists.

5. Prepares a JUMPS locator card as soon after SM's arrival as possible.

6. Prepares necessary correspondence pertaining to arrivals without records.

7. Maintains necessary files and logs for letters of transmittal.

8. Performs necessary data conversion coding and records posting for in or out processing actions completed.

9. Assures that orders and processing documents are in agreement with contents of PFR/MPRJ.

10. Prepares required feeder reports.

11. Initiates local security validation action for incoming personnel.

12. Relays local policies to new arrivals.

13. Initiates temporary records when necessary.

14. Forwards health and dental records to MEDDAC.

15. Schedules PCS and ETS appointments.

16. Certifies entitlements for disbursement as specified by PPSD supervisor.

17. Prepares records and related documents for transfer.

18. Reconciles SIDPERS/JUMPS data bases utilizing DA Form 4188-R, to include MPRJ and PFR during inprocessing. Prepares necessary correction documents.

19. Initiates notification to AAB for required verification of security classification.

20. Prepares necessary input for SIDPERS and JUMPS update.

21. Reviews individual's eligibility for separation.

22. Conducts preprocessing actions less audits IAW AR 635-10 for separations.

O. Travel Section. Functions performed by this section are the same as those performed by the Travel Section of a finance company for military personnel. Those functions are as follows:

1. Prepares, examines, computes, and verifies military vouchers pertaining to individual travel (PCS/TDY), dependent travel, trailer allowance, and dislocation allowance.

2. Initiates and maintains record of travel payment.

3. Computes days delayed in route that are chargeable as leave.

4. Computes estimated travel costs for commitment purposes.

5. Prepares required section reports.

6. Performs necessary data conversion coding for actions completed.

P. Separation Section. Performs functions as outlined in AR 635-10.

Q. SQIB. This branch is organized into Audit, Transaction Edit, Data Base management, and Input/Output Control Sections. This branch is responsible for assuring that the automated personnel and pay systems are updated with accurate information. The following functions are identified to each section:

R. TES. The TES is responsible for reviewing PPSD generated actions/transactions that flow through the SQIB to insure the appropriate action was taken and properly posted. These reviews include:

1. Performing an edit IAW AR 37-101-1 and AR 37-104-3 for JUMPS-Army transactions, performing an edit IAW DA Pam 600-8-2 and AR 680-29 for SIDPERS transactions, and verifying that hard copy documents are correctly posted. Particular attention should be paid to inprocessing BT to insure necessary actions were taken by the I/OP of CSB. A review of the CSB inprocessing SOP should be made by edit clerks to enhance their review of inprocessing blocks.

2. Assigning substantiating document numbers and/or identifying substantiating documents for SIDPERS/JUMPS interface transactions (so the I/OC can assign the SIDPERS cycle number to the substantiating document number once the transaction has processed through the SIDPERS cycle).

3. Verifying that attached transactions are in agreement with the type of action identified by the BT.

4. Red-lining errors on DA Form 3684 (JUMPS Army Report of Pay Changes), and SIDPERS key punch guide forms when corrections are made during the edit. A clerk error critique file will be maintained for both JUMPS and SIDPERS transactions. The procedures to be followed are outlined in AR 37-101-1. A weekly summary of errors will be made and the red-lined transactions will be returned to the appropriate supervisors. One copy of the summary will be forwarded to the QAS for analysis.

5. Insuring all SIDPERS D73 transactions generated for PPSD level input are authorized by the Chief, SQIB or a designated supervisor before release to data reduction. The SQIB NCOIC will review the Error Deletions Processed Report (P41) to insure that no unauthorized D73 transactions process. All D73 transactions will be annotated on back of card and on the Personnel Transaction Register by Originator (P11) with justification.

6. Insuring DA Form 3684 for local pay collections. are accounted for separately.

a. A copy of all paid DA Forms 2139 (Military Pay Voucher) attached to the DD Form 117 (Military Pay Voucher Identification and Certification Sheet) will be furnished by Disbursing Branch/Section to the SQIB control clerk.

b. The edit clerk will edit the DA Forms 3684 against the DA Forms 2139 and resolve any errors in coordination with the Disbursing and/or the CSB.

S. Audit Section. The Audit Section will perform all detailed audits/reviews of the PFR and MPRJ, except ORB and annual record reviews which are conducted by the Inquiry Section of CSB.

1. The following is the categories of records subject to detailed audits:

a. Random selection on a periodic basis.

b. Personnel in-processing.

c. Individuals scheduled for separation (PFR and MPRJ must be audited 90 days before separation). This also includes the audit of expeditious discharges.

d. Individuals scheduled to reenlist.

e. Individuals identified by CSB that have complex pay or personnel problems which appear to extend over a period of time.

f. Individuals identified by commanders.

g. Individuals who request a detailed audit.

2. Audit clerks are responsible for preparing input and posting records for changes that are the results of an audit.

T. Data Base Management Section.

1. Manages the overall SIDPERS/JUMPS systems at the division/installation level, and conducts and monitors the command SIDPERS information program.

2. Maintains all automated files and records (example: AALOC, MOS Master Edit File, Authorized Strength File).

3. Monitors the interface between SIDPERS and other automated systems at installation/division level (SIDPERS/JUMPS, SIDPERS/VTAADS).

4. Maintains section test model files where applicable.

5. Writes and maintains SIRCUS programs (Standard Information Retrieval Capability for Users).

6. Serves as liaison between the PPSD and AUTODIN terminals for incoming and outgoing SIDPERS and JUMPS AUTODIN traffic.

7. Serves as a liaison between PPSD and the servicing computer support facility.

8. Responsible for unit SIDPERS training.

9. Follows procedures for Data Base Management IAW the DA Pamphlet 600-8-1 through 10.

10. Responsible for JUMPS-Army Message Control Log.

U. The I/O Control (I/OC) Section.

1. Maintains DA Form 3815 Control Logs, DA Form 31 Control Logs, and UTL Control Logs.

2. Receives and edits all unit and other non-PPSD SIDPERS input prior to data reduction.

3. Prepares Deficiency Letters to units on matters pertaining to DA Form 3815, UTL and DA Form 31 control.

4. Collects and reviews unit and PPSD SIDPERS input prior to the SIDPERS cycle.

5. Corrects unit level SIDPERS errors in conjunction with the SIDPERS clerk.

6. Coordinates with SIDPERS clerks in maintaining accurate unit personnel accountability.

7. Edits JUMPS input in data-reduced format prior to transmission to USAFAC.

8. Responsible for data reduction of SIDPERS and JUMPS input as well as other data reduction in support of the PPSD.

9. Insures that all SIDPERS D73 transactions generated for unit level input are authorized by the Chief, SQIB or a

designated supervisor before release for data reduction. The SQIB NCOIC will review the Error Deletions Processed Report (P41) to insure that no unauthorized D73 transactions process. All D73 transactions will be annotated on back of card and on Personnel Transaction Register by Originator (P11) with justification.

10. Responsible for breakdown and distribution of SIDPERS and JUMPS output.

11. Annotates SIDPERS/JUMPS interface substantiating documents with proper substantiating document number.

V. Disbursing Branch. Functions performed by this branch are the same as those assigned to the Disbursing Branch of a finance company.

1. Pays properly prepared and certified vouchers.

2. Prepares and, if required, makes delivery of checks.

3. Prepares and maintains DAR.

4. Prepares payrolls for Class A agents.

5. Maintains records and accounts for funds as identified in AR 37-103.

6. Requisitions, stores and issues supplies, equipment and blank forms required by the branch.

7. Prepares cash collection vouchers.

3-5. GENERAL FLOW OF DOCUMENTS/DATA WITHIN A CONSOLIDATED ENVIRONMENT.

A. General. The series of flow charts in this paragraph outline the flow of different types of actions/documents/data within a PPSD. The charts and narrative are simple by design; the more detailed action/document data flow is covered in Part II of this manual. The emphasis of these flow charts is on procedures and document control. Figure 3-4 provides an explanation of the flow chart symbols that will be used throughout this manual.

B. Processing Unit/PAC SIDPERS Input (Fig 3-5).

1. Outside Activity. The outside activity is the unit/PAC, which prepares the UTL in three copies and attaches documents to the UTL. The unit/PAC will complete the DA Form 3815 (SIDPERS Input and Control Data, Authentication and Transmittal) in two copies and attach the coded SIDPERS input. The DA Form 3815 will be listed as an inclosure to the UTL. The entire documentation (UTL, documents, DA Form 3815, and coded SIDPERS input) will be forwarded to the SQIB.

2. SQIB.

a. Initial UTL and DA Form 3815 processing. The SQIB will receive, review, and edit the UTL, documents, DA Form 3815, and coded SIDPERS input. After the documentation has passed all edits, both the UTL, DA Form 3815, and any DA Form 31 (Request Authority for Leave) will be logged in. Substantiating documents for the unit/PAC SIDPERS input will be identified. The documentation will then be separated and processed as follows:

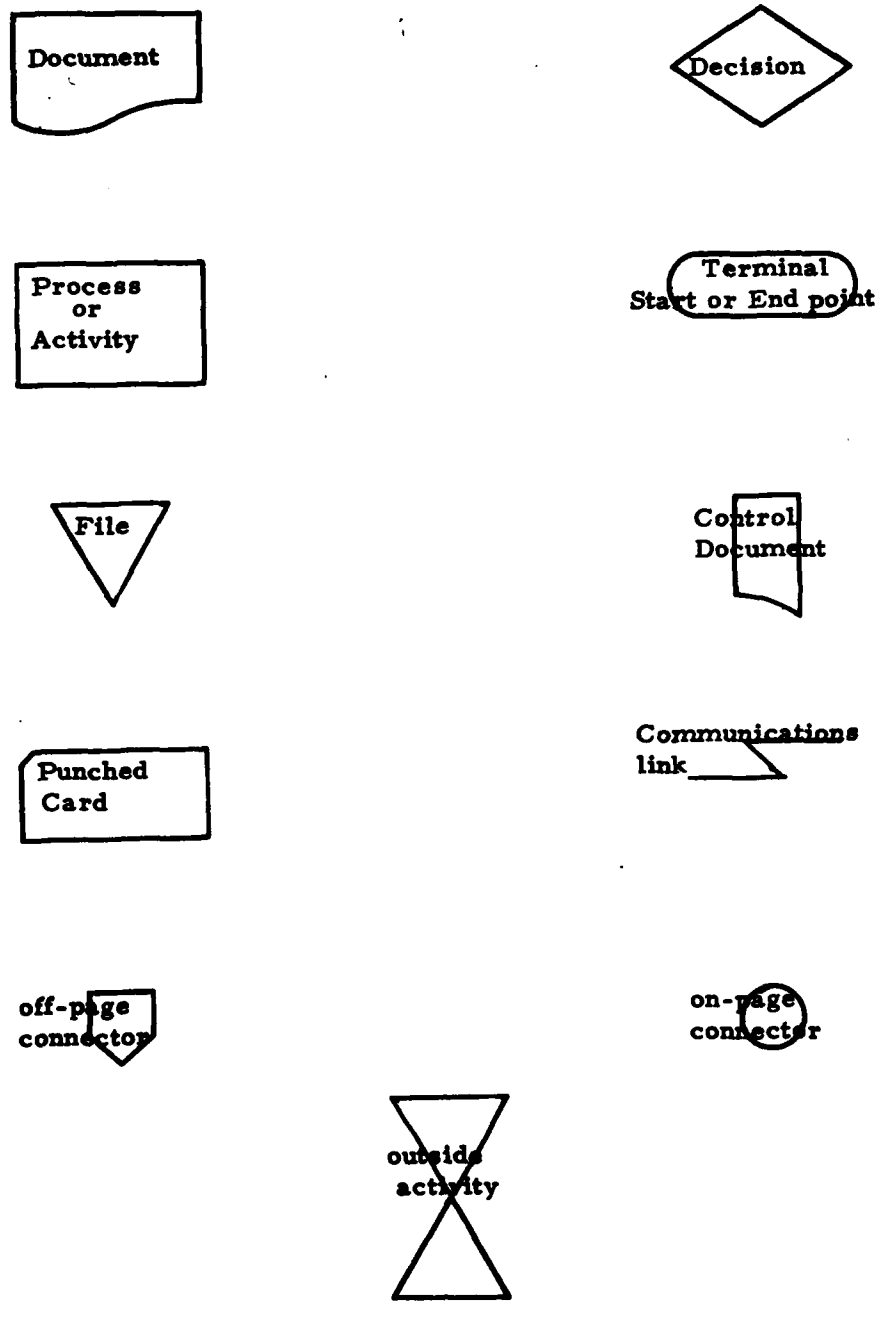
(1) The original copy of the UTL and DA Form 3815 will be forwarded back to the unit/PAC.

(2) The duplicate UTL and DA Form 3815 will be filed.

(3) The triplicate copy of the UTL and documents (less those copies identified as substantiating documents) will be forwarded to the DCRB. The DCRB processing of these documents is outlined in Fig 3-6 through 3-11 and the accompanying narrative.

b. Data Reduction. The SIDPERS input documents will be data reduced, producing punched cards. The coded input documents will then be filed. The punched cards will be batched

FIGURE 3-4, Flow Chart Symbols



for the SIDPERS cycle run. The batched cards will be forwarded to the data processing activity (DPA) where the SIDPERS cycle will be run.

c. Processing after SIDPERS cycle run. The DPA will forward the JUMPS by-product cards and the SIDPERS output back to the SQIB. Uniquely identified as a part of the SIDPERS output is the P-49 Report (JUMPS Transaction Register). The substantiating documents will be numbered from the P-49 Report. A JUMPS message will be prepared. The message and cards will be transmitted via AUTODIN to USAFAC. The P-49 Report and substantiating documents will be forwarded to the DCRB. Distribution will be made of the other SIDPERS output.

3. The DCRB. The DCRB will receive and review the substantiating documents and the P-49 Report. After review and once correct, the P-49 and substantiating documents will be filed. On a JUMPS processing month basis, the substantiating documents will be forwarded by mail to USAFAC.

C. Processing JUMPS-Only Documents (Fig 3-6).

1. The unit/PAC will prepare and forward the UTL in triplicate with the attached documents to the SQIB.

2. Documents will be forwarded to the DCRB by the command and outside activities.

3. The SQIB will receive and review the UTL. Once correct, the UTL will be logged in. The documentation will be separated and processed as follows:

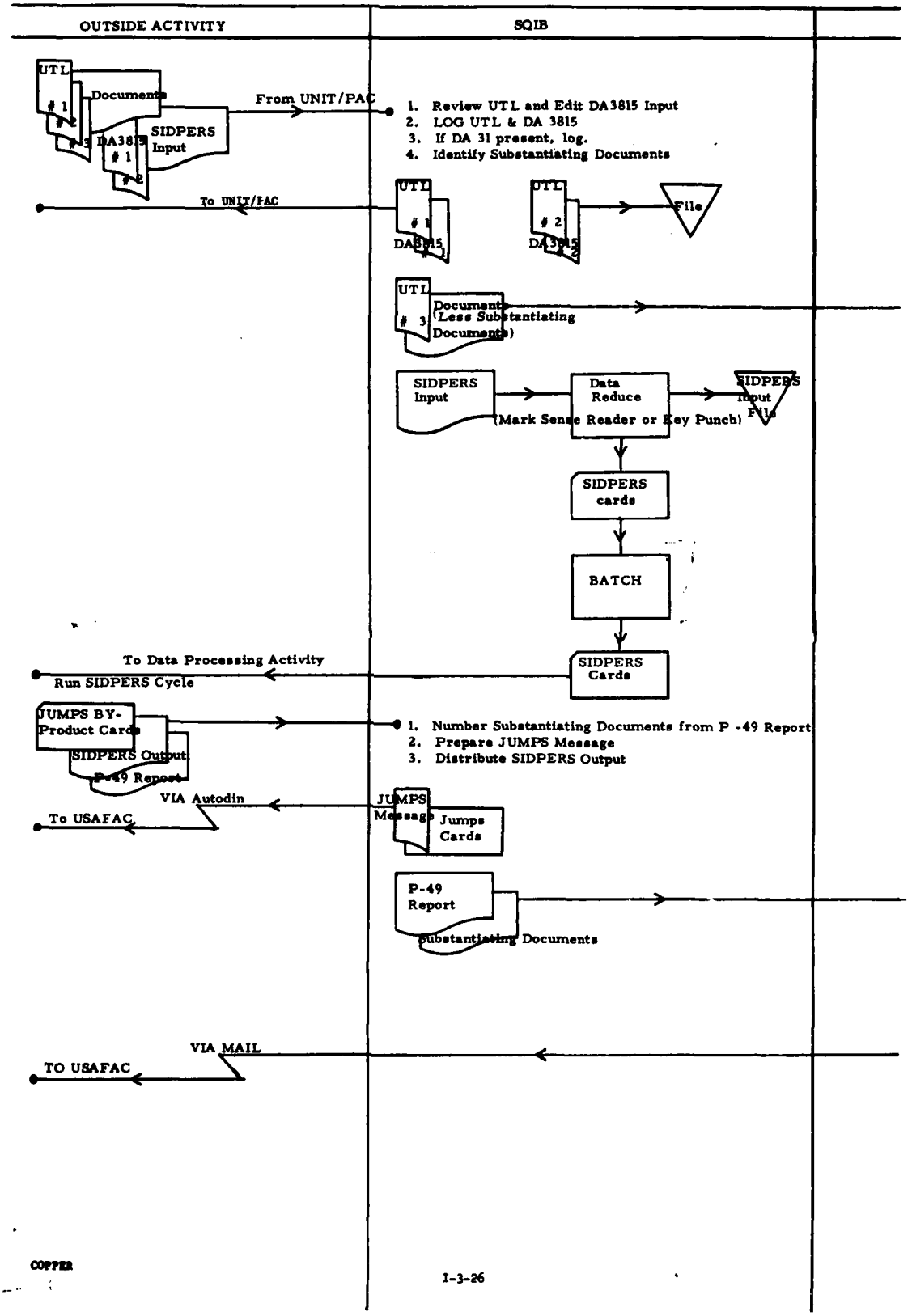
a. The original UTL will be returned to the unit/PAC.

b. The duplicate copy of the UTL will be filed.

c. The triplicate copy of the UTL and documents will be forwarded to the DCRB.

4. The DCRB will receive and review the documentation. Documents will be separated IAW the routing guide contained as Annex B to Chapter 10, this manual. This particular narrative and flow chart outline the flow of JUMPS-only documents. These documents are action documents that result in automated JUMPS input only. The BT will then be prepared in duplicate. The PFR will be attached to the BT along with the JUMPS-only action document. The BT will then be logged out to the PPTB.

FIGURE 3-5, PROCESSING UNIT/PAC SIDPERS INPUT



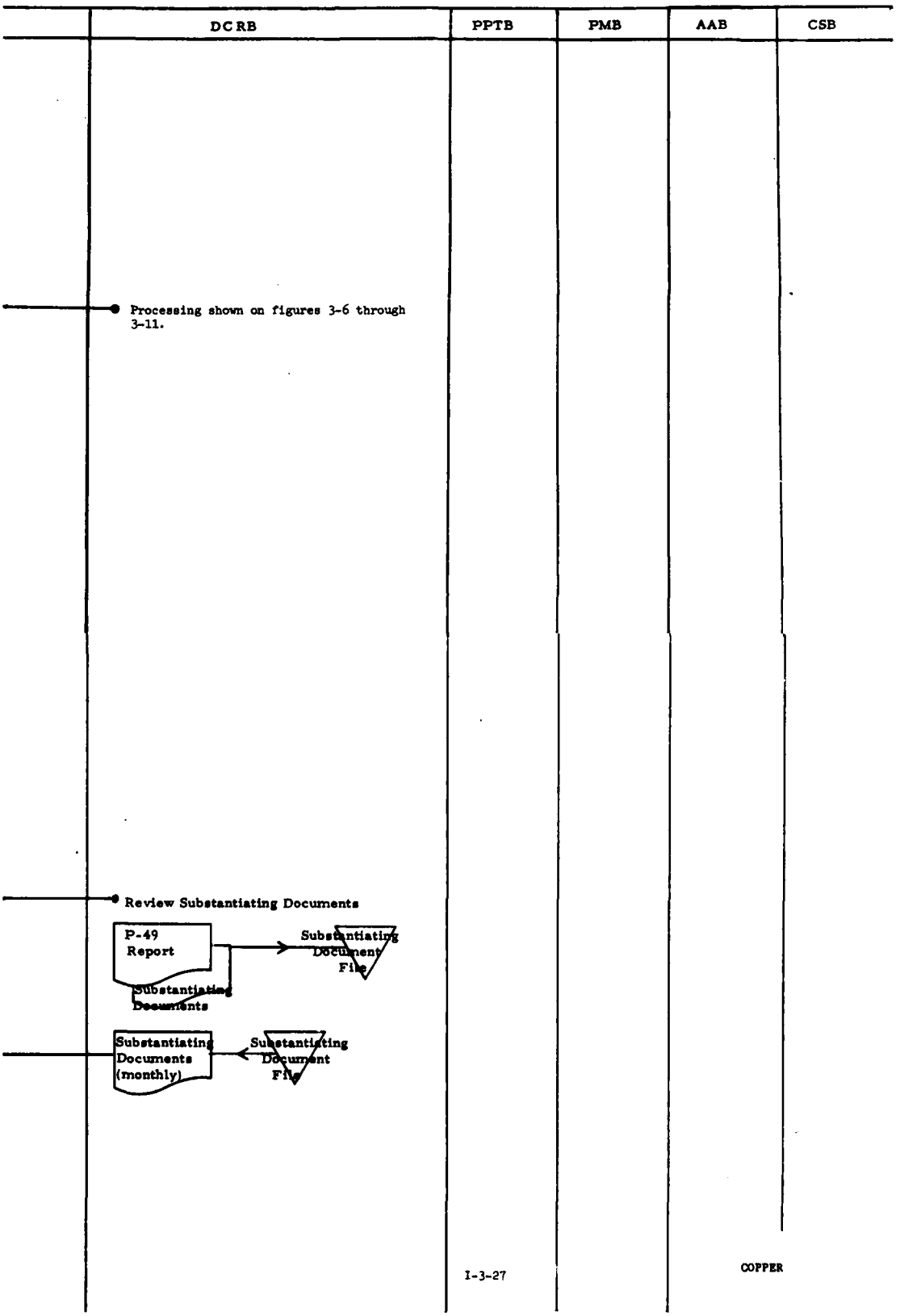
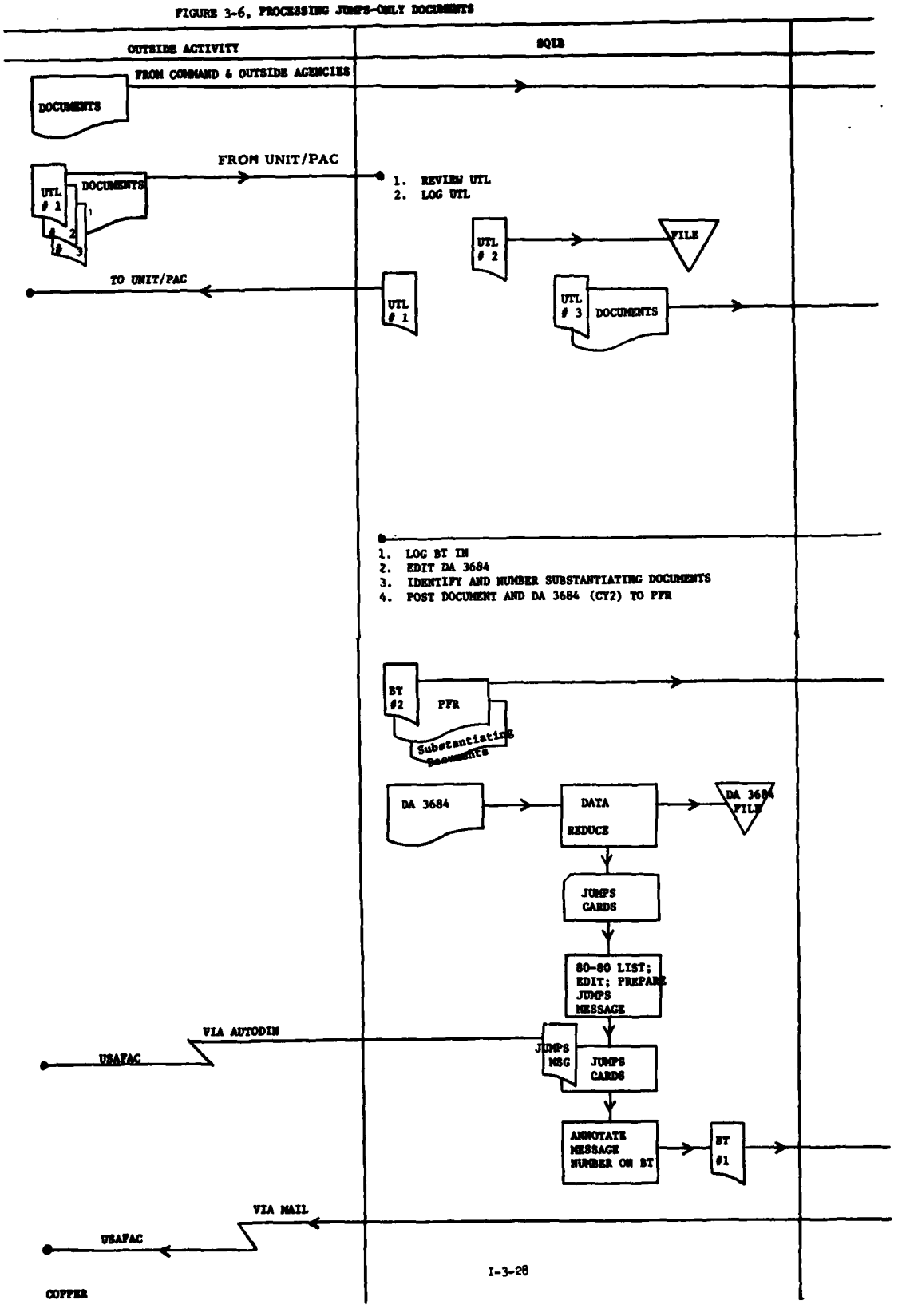
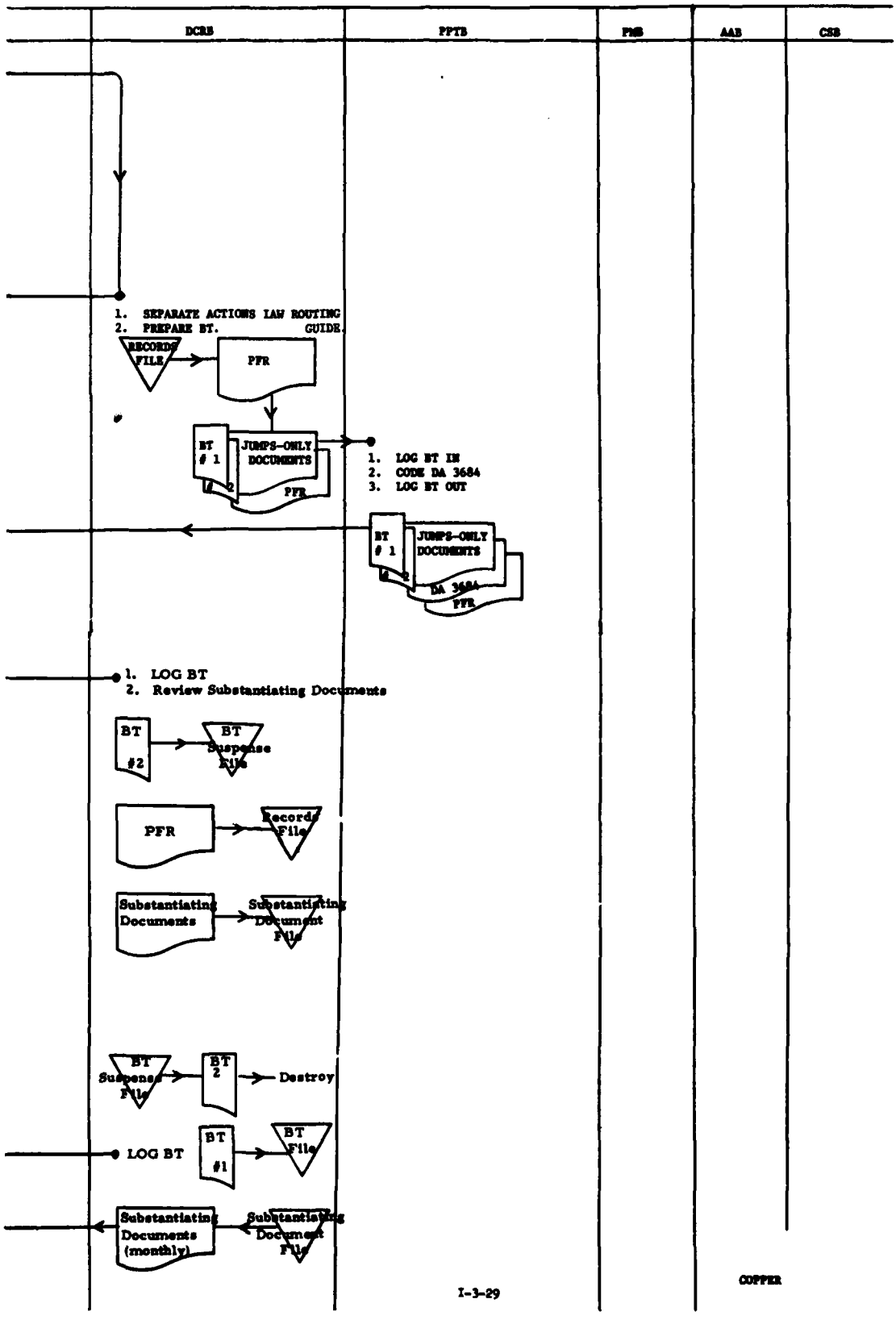

DC RB
PPTB
PMB
AAB
CSB
Processing shown on figures 3-6 through 3-11.
Review Substantiating Documents
P-49 Report
Substantiating Documents
Substantiating Document File
Substantiating Documents (monthly)
Substantiating Document File

FIGURE 3-6, PROCESSING JUMPS-ONLY DOCUMENTS



COPPER


DCRB
PPTB
PMB
AAB
CSB
1. SEPARATE ACTIONS IAW ROUTING GUIDE.
2. PREPARE BT.
RECORDS FILE
PFR
BT # 1
JUMPS-ONLY DOCUMENTS
#2
PFR
1. LOG BT IN
2. CODE DA 3684
3. LOG BT OUT
BT # 1
JUMPS-ONLY DOCUMENTS
#2
DA 3684
PFR
1. LOG BT
2. Review Substantiating Documents
BT #2
BT Suspense File
PFR
Records File
Substantiating Documents
Substantiating Document File
BT Suspense File
BT 2
Destroy
LOG BT
BT #1
BT File
Substantiating Documents (monthly)
Substantiating Document File

COPPER

5. The PPTB will log the BT in and will code the DA Form 3684 (JUMPS-Army Report of Pay Change). The BT with accompanying documentation will be logged out to the SQIB.

6. The SQIB will log the BT in. The DA Form 3684 will be edited. Substantiating documents will be identified and numbered. A copy of the action document and the DA Form 3684 (copy 2) will be posted to the PFR. The duplicate of the BT, PFR, and substantiating documents will be logged out to the DCRB.

7. The DCRB will receive the BT and log it in. The substantiating document will be reviewed to insure it is correct. The documentation will be separated and processed as follows:

a. The duplicate BT will be placed in the BT Suspense File.

b. The PFR will be returned to the records file.

c. The substantiating documents will be placed in the Substantiating Document File.

8. The SQIB will data reduce the DA Form 3684 (copy 1) to a punched card. The DA Form 3684 (copy 1) will then be filed. The punched cards will be 80-80 listed and edited for data reduction errors. Once the cards are correct, a JUMPS message will be prepared. The JUMPS message and cards will be transmitted to USAFAC via AUTODIN. The JUMPS message number will be annotated on the original BT. The BT will then be logged out to the DCRB.

9. The original BT will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original will be placed in the BT File. On a JUMPS processing month basis, the substantiating documents will be forwarded via mail to USAFAC.

D. Processing SIDPERS-Only Documents (Fig 3-7).

1. The unit/PAC will prepare and forward the UTL in triplicate with the attached documents to the SQIB.

2. Documents will be forwarded to the DCRB by the command and outside activities.

3. The SQIB will receive and review the UTL. Once correct, the UTL will be logged in. The documentation will be separated and processed as follows:

a. The original UTL will be returned to the unit/PAC.

b. The duplicate copy of the UTL will be filed.

c. The triplicate copy of the UTL and documents will be forwarded to the DCRB.

4. The DCRB will receive and review the documentation and separate IAW the routing guide contained as Annex B to Chapter 10, this manual. This particular narrative and flow chart outline the flow of SIDPERS-only documents. These documents are action documents that result in automated SIDPERS input only. The BT will then be prepared in duplicate. The MPRJ will be attached to the BT along with the SIDPERS-only action document. The BT will be logged out to the action branch. This action is shown for the PPTB but the action branch may also be PMB or AAB depending on the type action.

5. The PPTB will log the BT in, code the SIDPERS input, and prepare any necessary documentation to be forwarded. The MPRJ will be posted. The BT will be logged out to the SQIB.

6. The SQIB will receive the BT, log it in, and edit the transaction. After edit, the duplicate BT, forwarding documentation, and the MPRJ will be logged out to the DCRB.

7. The DCRB will receive the BT and log it in. The documentation will be separated and processed as follows:

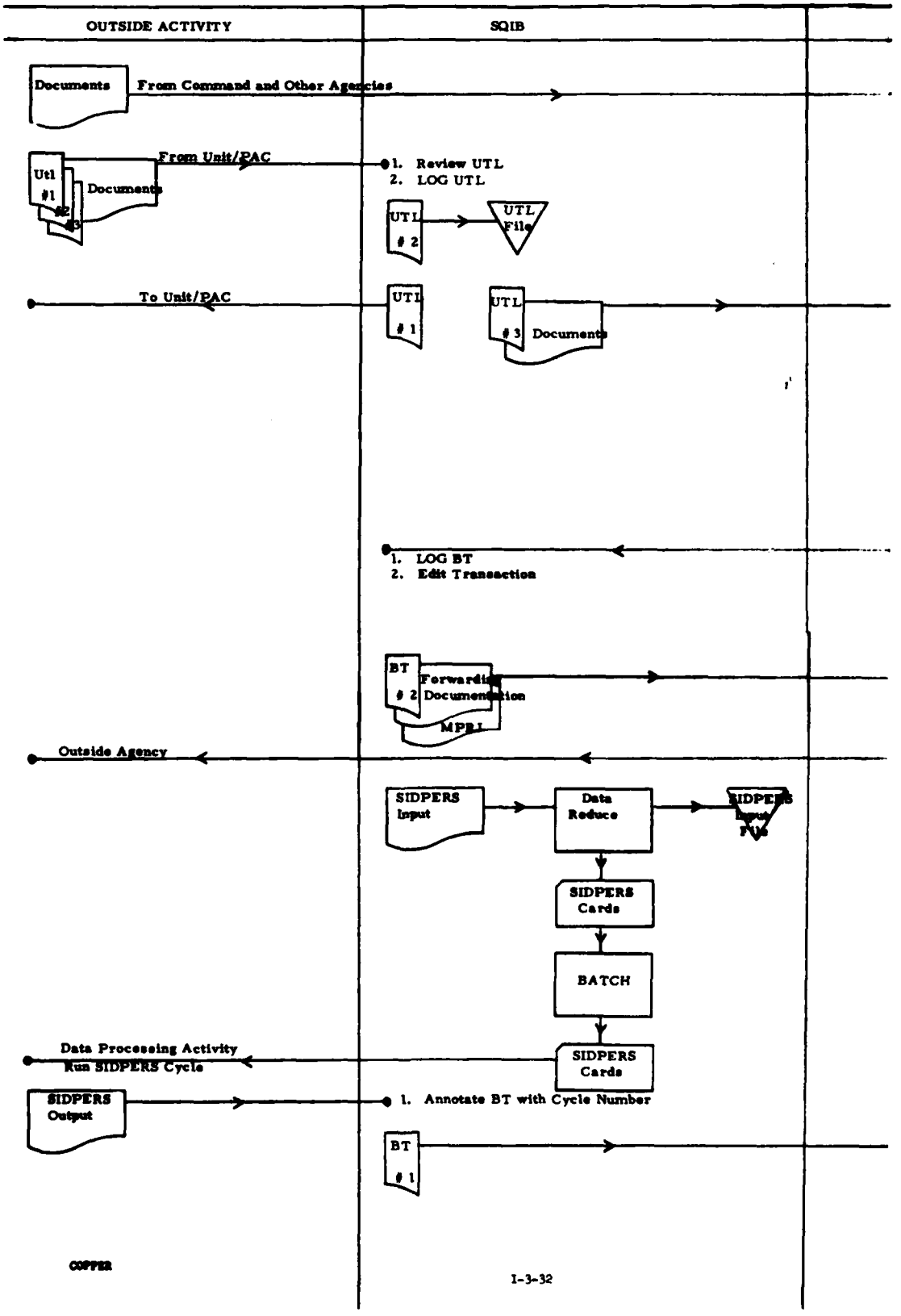
a. The duplicate BT will be placed in the BT Suspense File.

b. The MPRJ will be returned to the records file.

c. The forwarding documentation will be sent to the addressee.

8. SQIB (Data Reduction and SIDPERS Run).

FIGURE 3-7, PROCESSING SIDPERS - ONLY DOCUMENTS



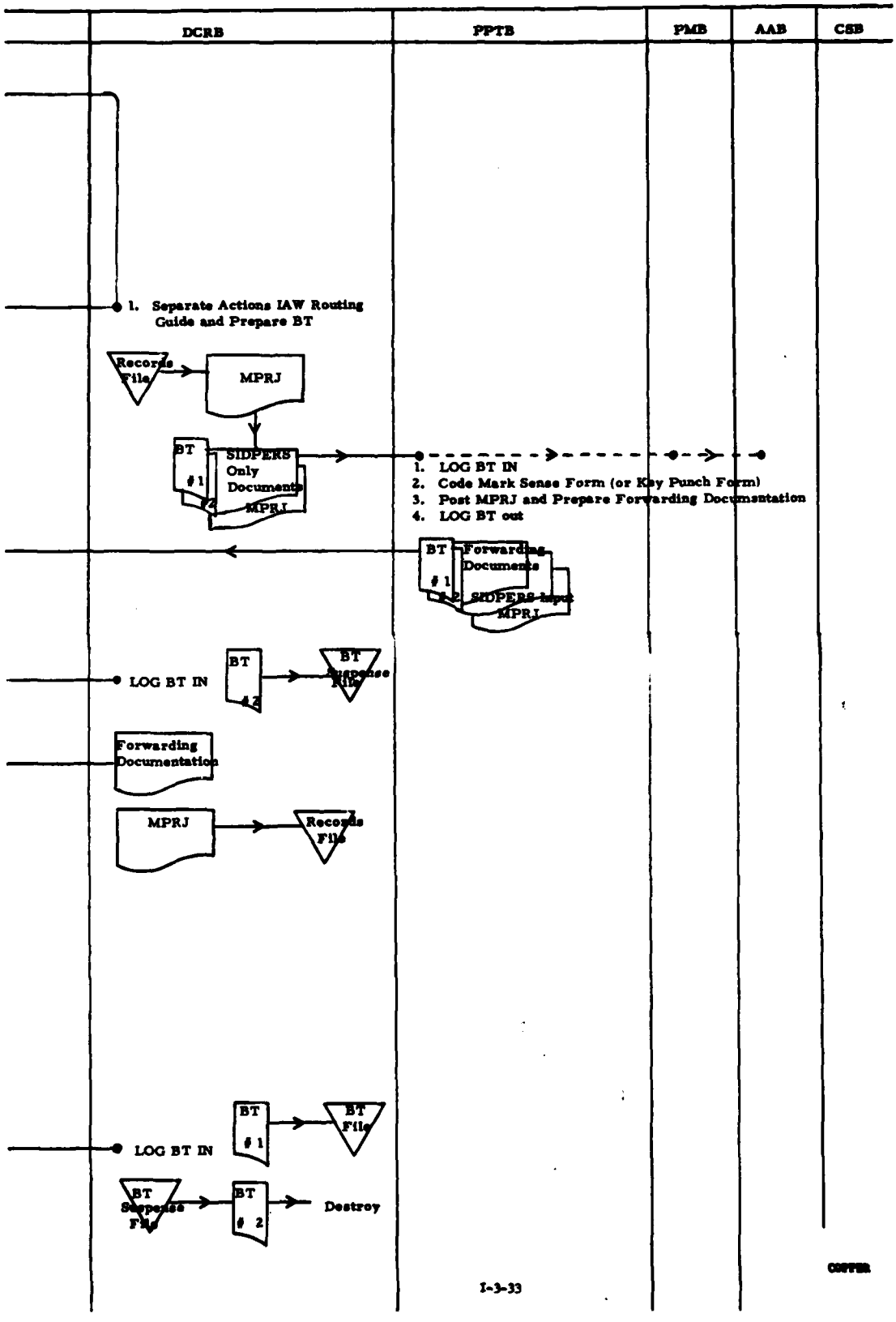
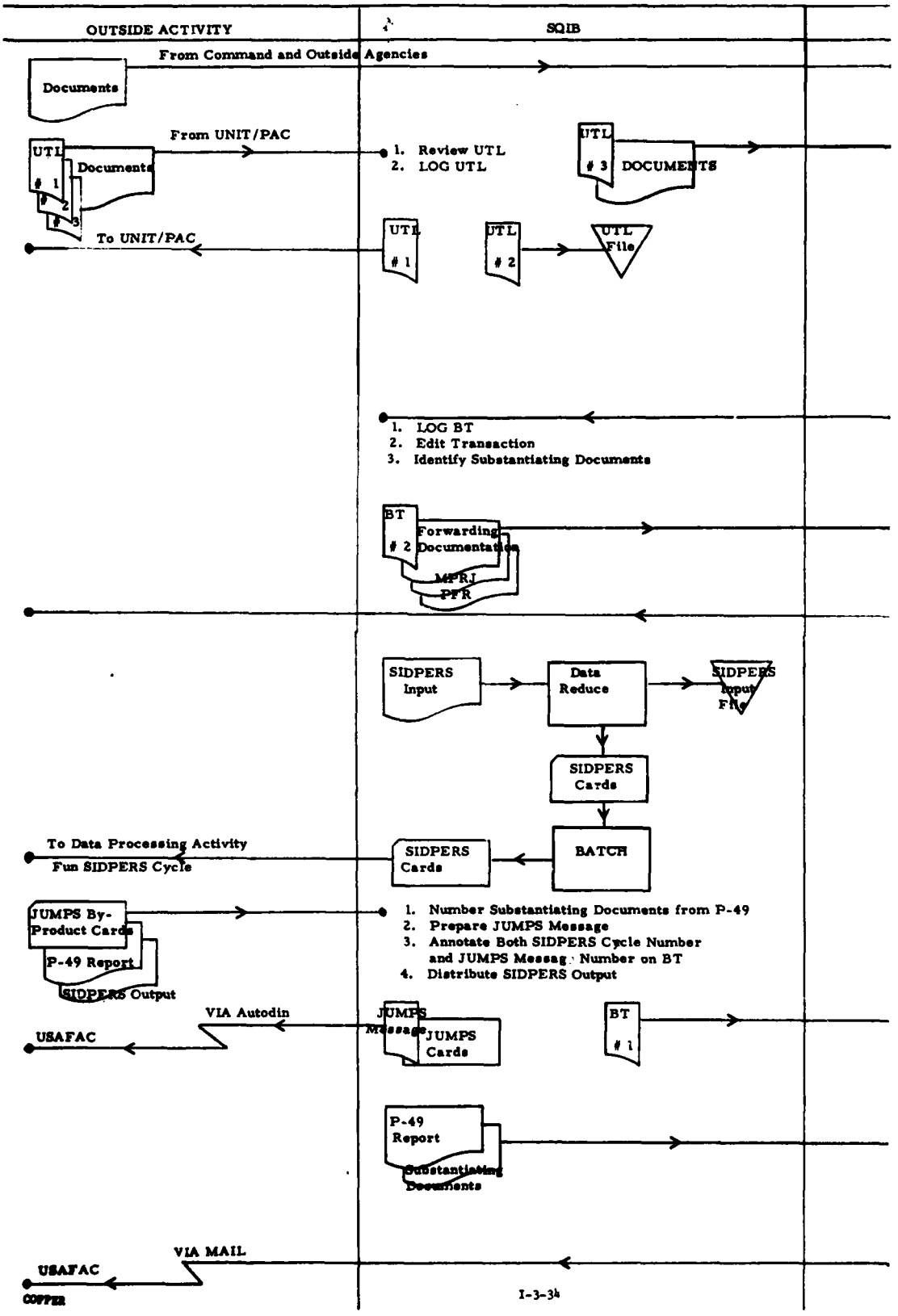
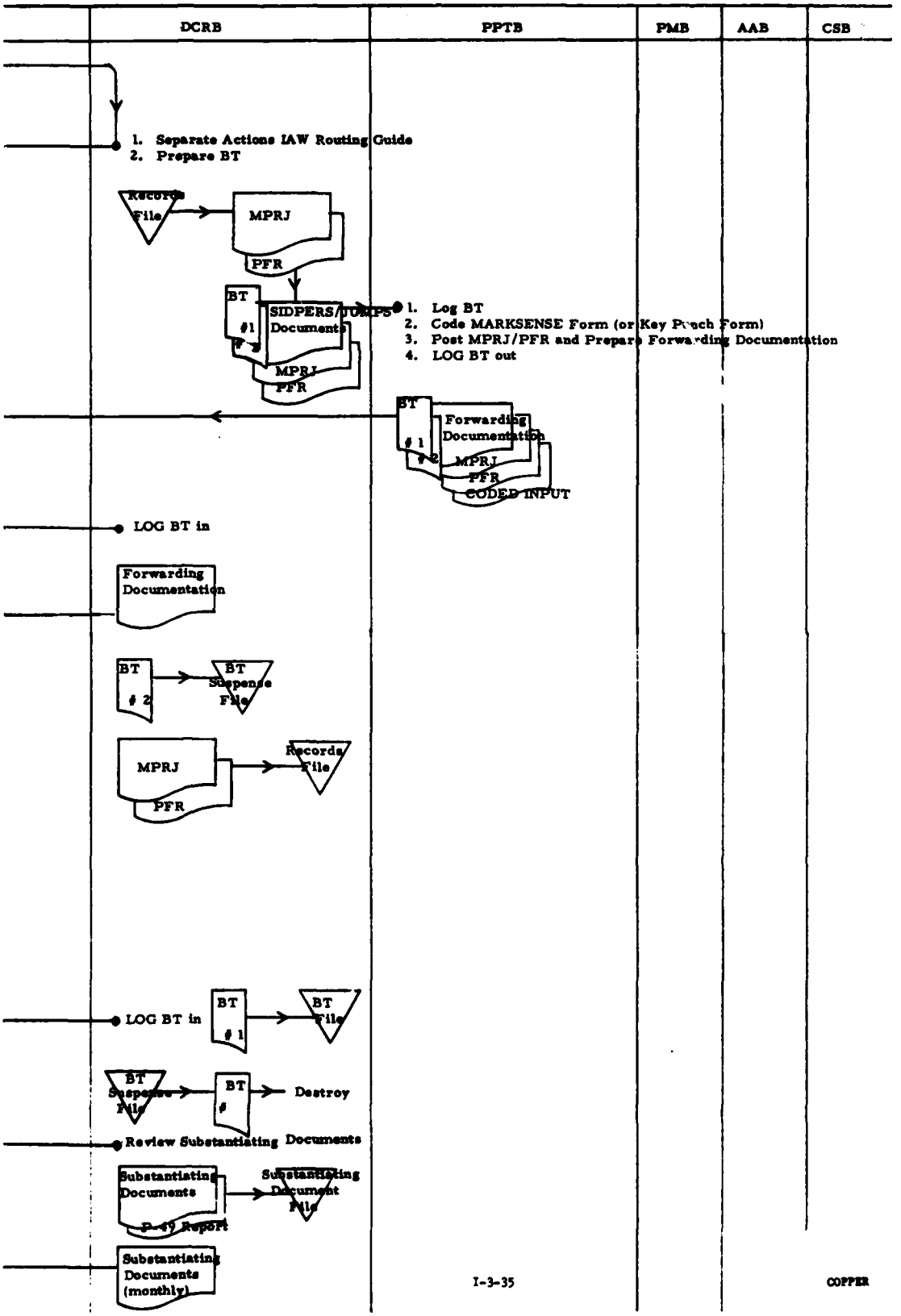

DCRB
PPTB
PMB
AAB
CSB
1. Separate Actions IAW Routing Guide and Prepare BT
Records File
MPRJ
BT #1
#2
SIDPERS Only Documents
MPRJ
1. LOG BT IN
2. Code Mark Sense Form (or Key Punch Form)
3. Post MPRJ and Prepare Forwarding Documentation
4. LOG BT out
BT #1
#2
Forwarding Documents
SIDPERS Input
MPRJ
LOG BT IN
BT #2
BT Suspense File
Forwarding Documentation
MPRJ
Records File
LOG BT IN
BT #1
BT File
BT Suspense File
BT #2
Destroy

FIGURE 3-8. PROCESSING SIDPERS/JUMPS DOCUMENTS




DCRB
PPTB
PMB
AAB
CSB
1. Separate Actions IAW Routing Guide
2. Prepare BT
Records File
MPRJ
PFR
BT
#1
#2
SIDPERS/JUMPS Documents
MPRJ
PFR
1. Log BT
2. Code MARKSENSE Form (or Key Punch Form)
3. Post MPRJ/PFR and Prepare Forwarding Documentation
4. LOG BT out
BT
#1
#2
Forwarding Documentation
MPRJ
PFR
CODED INPUT
LOG BT in
Forwarding Documentation
BT
#2
BT Suspense File
MPRJ
PFR
Records File
LOG BT in
BT
#1
BT File
BT Suspense File
BT
#
Destroy
Review Substantiating Documents
Substantiating Documents
P-4Y Report
Substantiating Document File
Substantiating Documents (monthly)

a. Data Reduction. The SIDPERS input documents will be data reduced producing punched cards. The coded input documents will then be filed. The punched cards will be batched for the SIDPERS cycle run. The batched cards will be forwarded to the DPA where the SIDPERS cycle will be run.

b. Processing after cycle run. The DPA will forward the SIDPERS output back to the SQIB. The SQIB will make distribution of the SIDPERS output and annotate the SIDPERS cycle number on the BT (copy 1) and forward it to the DCRB.

9. The original BT will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original placed in the BT File.

E. Processing SIDPERS/JUMPS Documents (Fig 3-8).

1. The unit/PAC will prepare and forward the UTL in triplicate with the attached documents to the SQIB.

2. Documents will be forwarded to the DCRB by the command and outside activities.

3. The SQIB will receive and review the UTL. Once correct, the UTL will be logged in. The documentation will be separated and processed as follows:

a. The original UTL will be returned to the unit/PAC.

b. The duplicate copy of the UTL will be filed.

c. The triplicate copy of the UTL and documents will be forwarded to the DCRB.

4. The DCRB will receive and review the documentation. Documents will be separated IAW the routing guide contained as Annex B to Chapter 10, this manual. This particular narrative and flow chart outline the flow of SIDPERS/JUMPS documents. These documents are action documents that result in the initial coding of SIDPERS input. This input, through the SIDPERS cycle run, produces JUMPS by-product cards for input to JUMPS. The BT will then be prepared in duplicate. The PFR and the MPRJ will be attached to the BT along with the SIDPERS/JUMPS action document. The BT will then be logged out to the PPTB.

5. The PPTB will log the BT in, code the SIDPERS input, and prepare any necessary documentation to be forwarded. The MPRJ/PFR will be posted. The BT will be logged out to the SQIB.

6. The SQIB will receive the BT and log it in and edit the transaction. Substantiating documents will be identified. After edit, the duplicate BT, forwarding documentation, and the MPRJ and PFR will be logged out to the DCRB.

7. The DCRB will receive the BT and log it in. The documentation will then be separated and processed as follows:

a. The duplicate BT will be placed in the BT Suspense File.

b. The MPRJ and PFR will be returned to the records file.

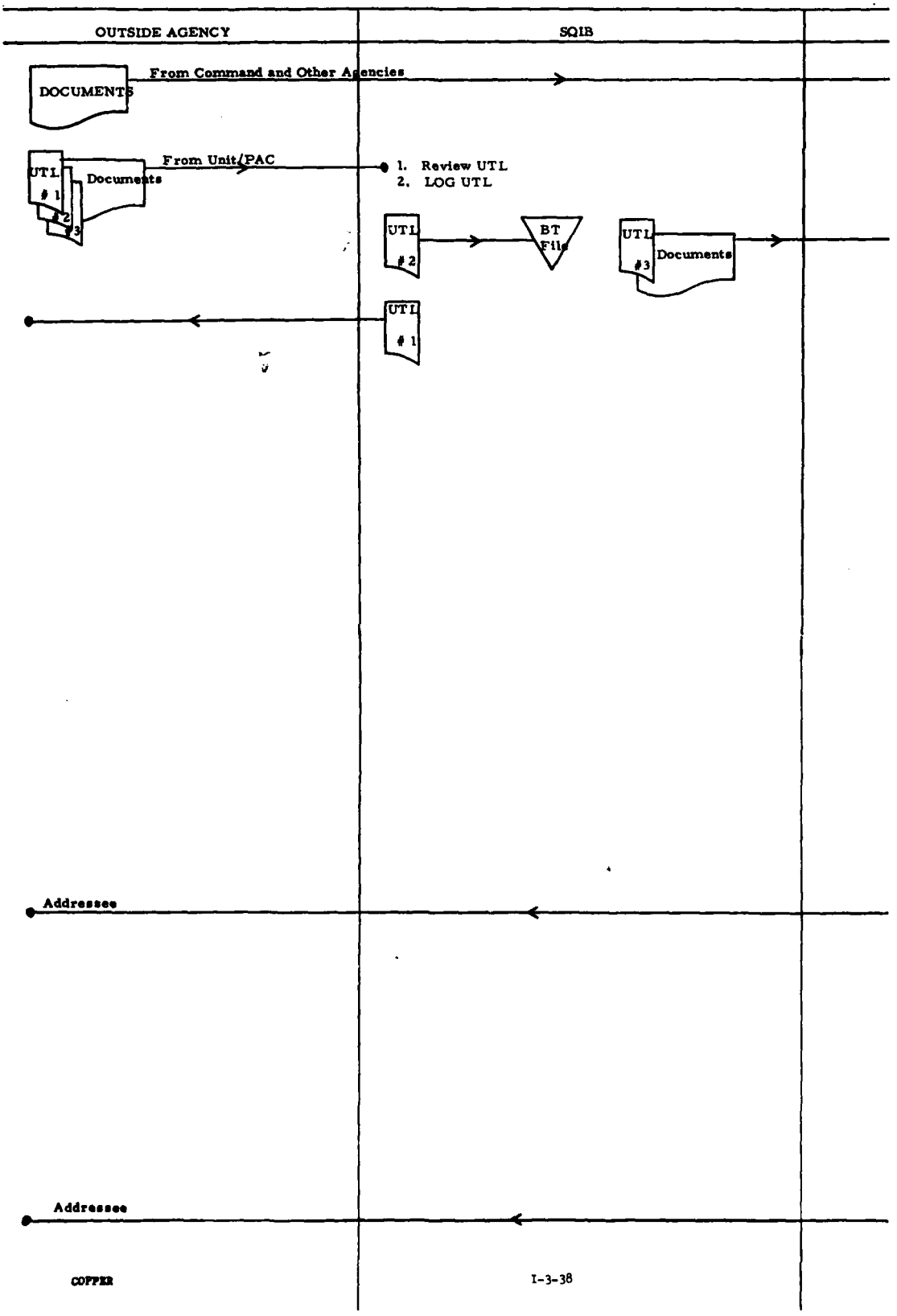
c. The forwarding documentation will be sent to the addressee.

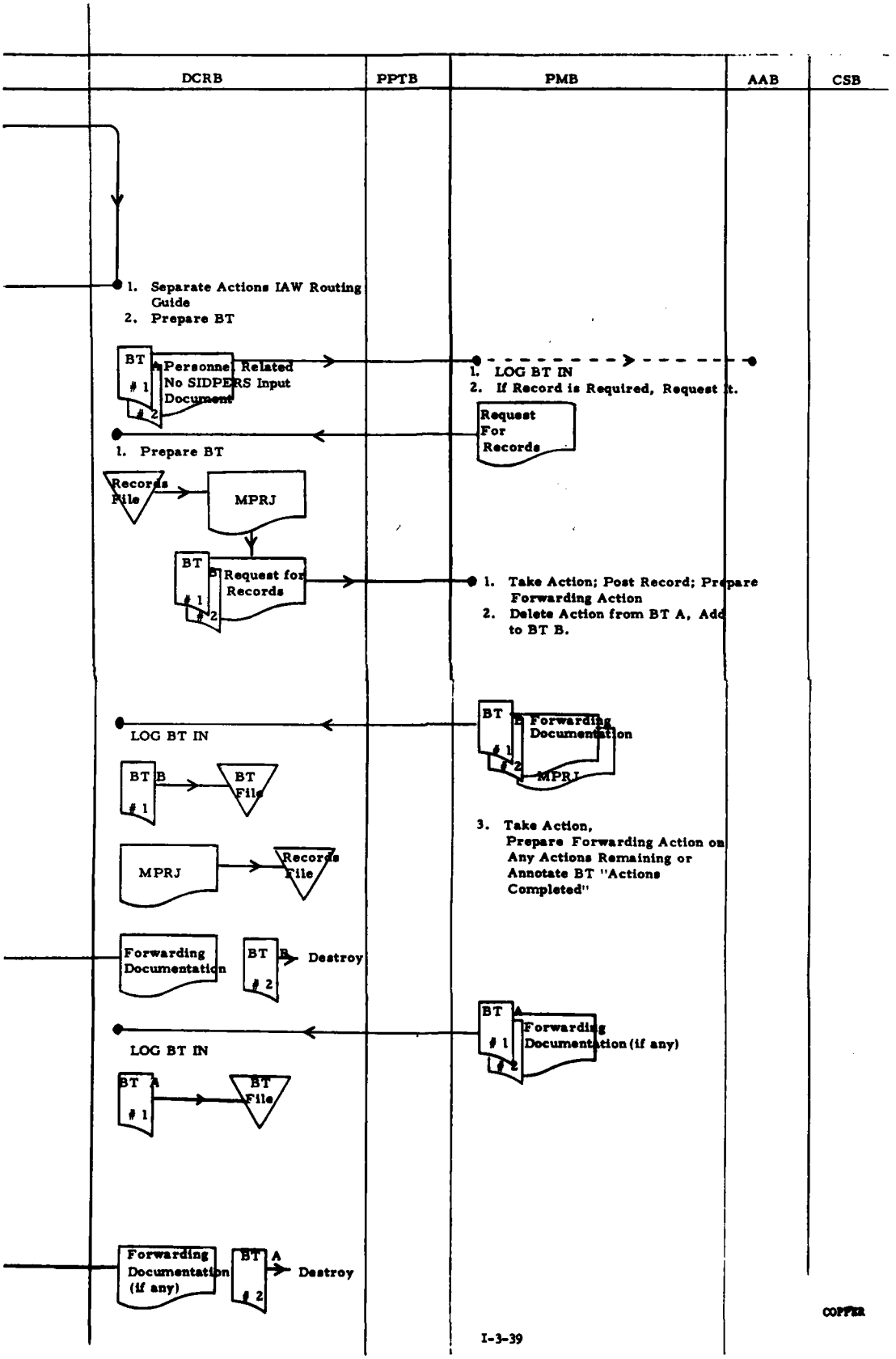
8. SQIB (Data Reduction and SIDPERS Run).

a. Data Reduction. The SIDPERS input documents will be data reduced producing punched cards. The coded input documents will be filed. The punched cards will be batched for the SIDPERS cycle run. The batched cards will be forwarded to the DPA where the SIDPERS cycle will be run.

b. Processing after SIDPERS cycle run. The DPA will forward the JUMPS by-product cards and the SIDPERS output back to the SQIB. The P-49 Report is uniquely identified as a part of the SIDPERS output. The substantiating documents will be numbered from the P-49 Report. A JUMPS message will be prepared. The message and cards will be transmitted via AUTODIN to USAFAC. Both the SIDPERS cycle number and the JUMPS message number will be annotated on the original BT. The annotated BT will then be forwarded to the DCRB. The P-49 Report and substantiating documents will be forwarded to the DCRB. Distribution will be made of the other SIDPERS output.

FIGURE 3-9. PROCESSING PERSONNEL RELATED - NO SIDPERS INPUT DOCUMENTS




DCRB
PPTB
PMB
AAB
CSB
1. Separate Actions IAW Routing Guide
2. Prepare BT
BT A # 1 # 2 Personnel Related No SIDPERS Input Document
1. LOG BT IN
2. If Record is Required, Request It.
Request For Records
1. Prepare BT
Records File
MPRJ
BT B # 1 # 2 Request for Records
1. Take Action; Post Record; Prepare Forwarding Action
2. Delete Action from BT A, Add to BT B.
LOG BT IN
BT B # 1 # 2 Forwarding Documentation
MPRJ
BT B # 1
BT File
3. Take Action, Prepare Forwarding Action on Any Actions Remaining or Annotate BT "Actions Completed"
MPRJ
Records File
Forwarding Documentation
BT B # 2
Destroy
LOG BT IN
BT A # 1 # 2 Forwarding Documentation (if any)
BT A # 1
BT File
Forwarding Documentation (if any)
BT A # 2
Destroy

COPPER

9. The DCRB.

a. Processing the original BT. The original BT will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original will be placed in the BT File.

b. Processing substantiating documents. The DCRB will receive and review the substantiating documents and the P-49 Report. After review and once correct, the P-49 and substantiating documents will be filed. On a JUMPS processing month basis the substantiating documents will be forwarded by mail to USAFAC.

F. Processing Personnel Related - No SIDPERS Input Documents. (Fig 3-9)

1. The unit/PAC will prepare and forward the UTL in triplicate with the attached documents to the SQIB.

2. Documents will be forwarded to the DCRB by the command and outside activities.

3. The SQIB will receive and review the UTL. Once correct, the UTL will be logged in. The documentation will be separated and processed as follows:

a. The original UTL will be returned to the unit/PAC.

b. The duplicate copy of the UTL will be filed.

c. The triplicate copy of the UTL and documents will be forwarded to the DCRB.

4. The DCRB will receive and review the documentation. Documents will be separated IAW the routing guide contained as Annex B to Chapter 10, this manual. This particular narrative and flow chart outline the flow personnel related action documents that do not require automated input. These actions will be forwarded to the action branch under BT control but without records. The DCRB will prepare the BT(A) in duplicate and forward the action document to the action branch.

5. This action is shown for the PMB but may also be AAB, depending on the type action. The PMB will receive the BT and log it in. When the branch is ready to process the action and the record is required, they will request the record from the DCRB.

6. The DCRB will receive the request for records. They will prepare the BT(B) in duplicate and attach the MPRJ, which they pulled from the records file. They will log the BT(B), request for records, and MPRJ out to the requesting branch.

7. Upon receipt of the requested records, PMB will take the required action, post the record, and prepare any required forwarding documentation. They will delete the initial action document from BT(A) and add it to BT(B). The BT(B), forwarding documentation, and MPRJ will then be logged out to the DCRB.

8. The DCRB will receive BT(B) and log it in. The documentation will then be separated and processed as follows:

a. The original BT will be placed in the BT File.

b. The MPRJ will be returned to the records file.

c. The forwarding documentation will be forwarded to the addressee.

d. The duplicate BT will be destroyed.

9. PMB. (Processing BT(A)). If any actions remain on BT(A), they will be worked and forwarding documentation prepared. If no actions remain, annotate "actions completed" in the Remarks Section of the BT. The BT and forwarding documentation (if any) will be logged out to DCRB.

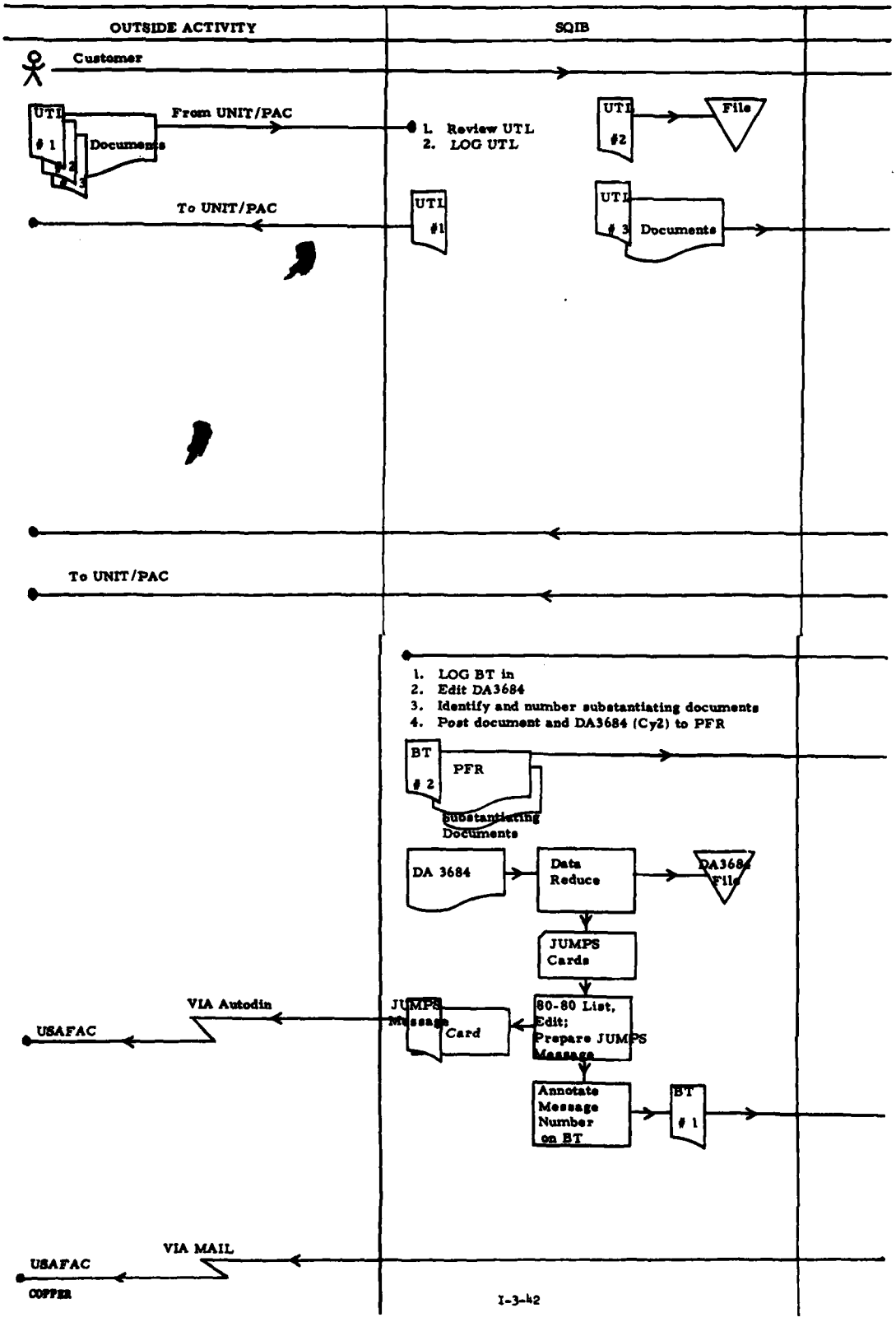
10. The DCRB will receive BT(A) and log it in. The documentation will then be separated and processed as follows:

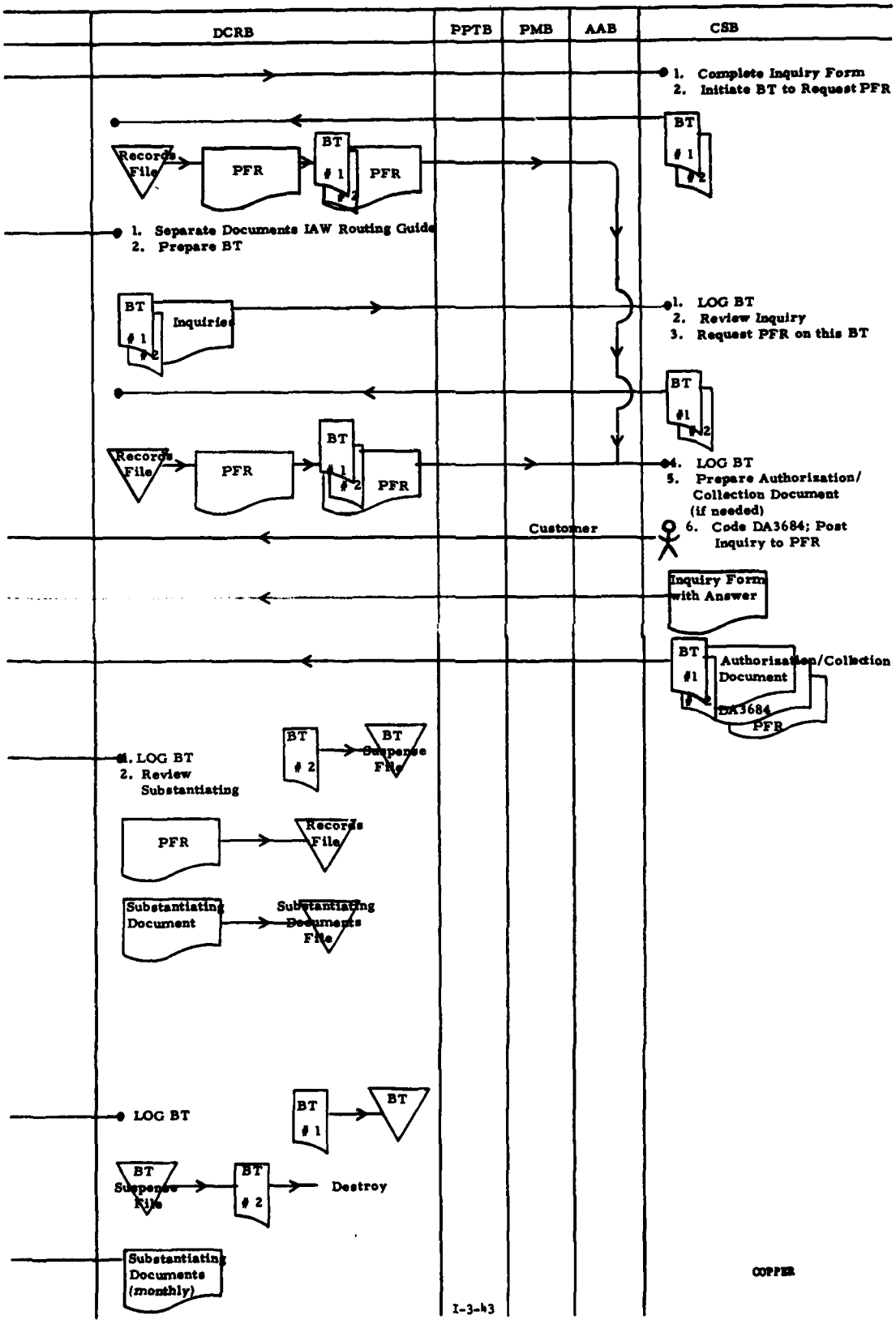
a. The original BT will be placed in the BT File.

b. The forwarding documentation (if any) will be forwarded to the addressee.

c. The duplicate BT will be destroyed.

FIGURE 3-10, PROCESSING INQUIRIES WHICH RESULT IN JUMPS INPUT




DCRB
PPTB
PMB
AAB
CSB
1. Complete Inquiry Form
2. Initiate BT to Request PFR
BT
1
2
Records File
PFR
1. Separate Documents IAW Routing Guide
2. Prepare BT
Inquiries
1. LOG BT
2. Review Inquiry
3. Request PFR on this BT
4. LOG BT
5. Prepare Authorization/ Collection Document (if needed)
6. Code DA3684; Post Inquiry to PFR
Customer
Inquiry Form with Answer
Authorization/Collection Document
DA3684
1. LOG BT
2. Review Substantiating
BT Suspense File
Substantiating Document
Substantiating Documents File
LOG BT
Destroy
Substantiating Documents (monthly)
COPPER

G. Processing Inquiries Which Result in JUMPS Input (Fig 3-10)

1. The customer may physically come to the CSB on an appointment basis, as a walk-in, or as a part of in/out processing. Once in the CSB, the customer will fill out an inquiry form. The CSB will review the form and request the appropriate record via a preassigned BT number. An inquiry could result in request of MPRJ, PFR, or both. This paragraph and associate flow chart will process an action requiring a PFR and resulting in JUMPS input.

2. The unit/PAC will prepare and forward the UTL in triplicate with the attached documents to the SQIB.

3. Documents will be forwarded to the DCRB by the command and outside activities.

4. The SQIB will receive and review the UTL. Once correct, the UTL will be logged in. The documentation will be separated and processed as follows:

a. The original UTL will be returned to the unit/PAC.

b. The duplicate copy of the UTL will be filed.

c. The triplicate copy of the UTL and documents will be forwarded to the DCRB.

5. The DCRB will receive and review the documentation. Documents will be separated IAW the routing guide contained as Annex B to Chapter 10, this manual. This particular narrative and flow chart outline the flow inquiries that result in JUMPS-only input. Inquiries will be forwarded to the CSB under BT control but without records. The DCRB will prepare a BT in duplicate and forward the inquiry to CSB.

6. CSB. CSB will receive the BT and log it in. They will review the inquiry to determine if records are required. If records are required, the appropriate record(s) will be requested using the BT number that was just received. The flow will show only the PFR being requested but the MPRJ or both records are also possible combinations of records requests.

7. The DCRB will pull the requested PFR from the records file and add it to the BT. The BT, PFR, and request will then be logged out to the CSB.

8. The CSB will receive and log in the BT. They will prepare authorization/collection documents, if required. They will also code the DA Form 3684 and post a copy of the inquiry to the PFR. The customer will depart the CSB. Another copy of the inquiry annotated with answer or action taken will be forwarded to the customer's unit. The BT, authorization/collection document (if any), the DA Form 3684, and PFR will be logged out to the SQIB.

9. The SQIB will log the BT in. The DA Form 3684 will be edited. Substantiating documents will be identified and numbered. A copy of the authorization/collection document and the DA Form 3684 (copy 2) will be posted to the PFR. The duplicate of the BT, PFR, and substantiating documents will be logged out to the DCRB.

10. The DCRB will receive the BT and log it in. The substantiating document will be reviewed to insure it is correct. The documentation will then be separated and processed as follows:

a. The duplicate BT will be placed in the BT Suspense File.

b. The PFR will be returned to the records file.

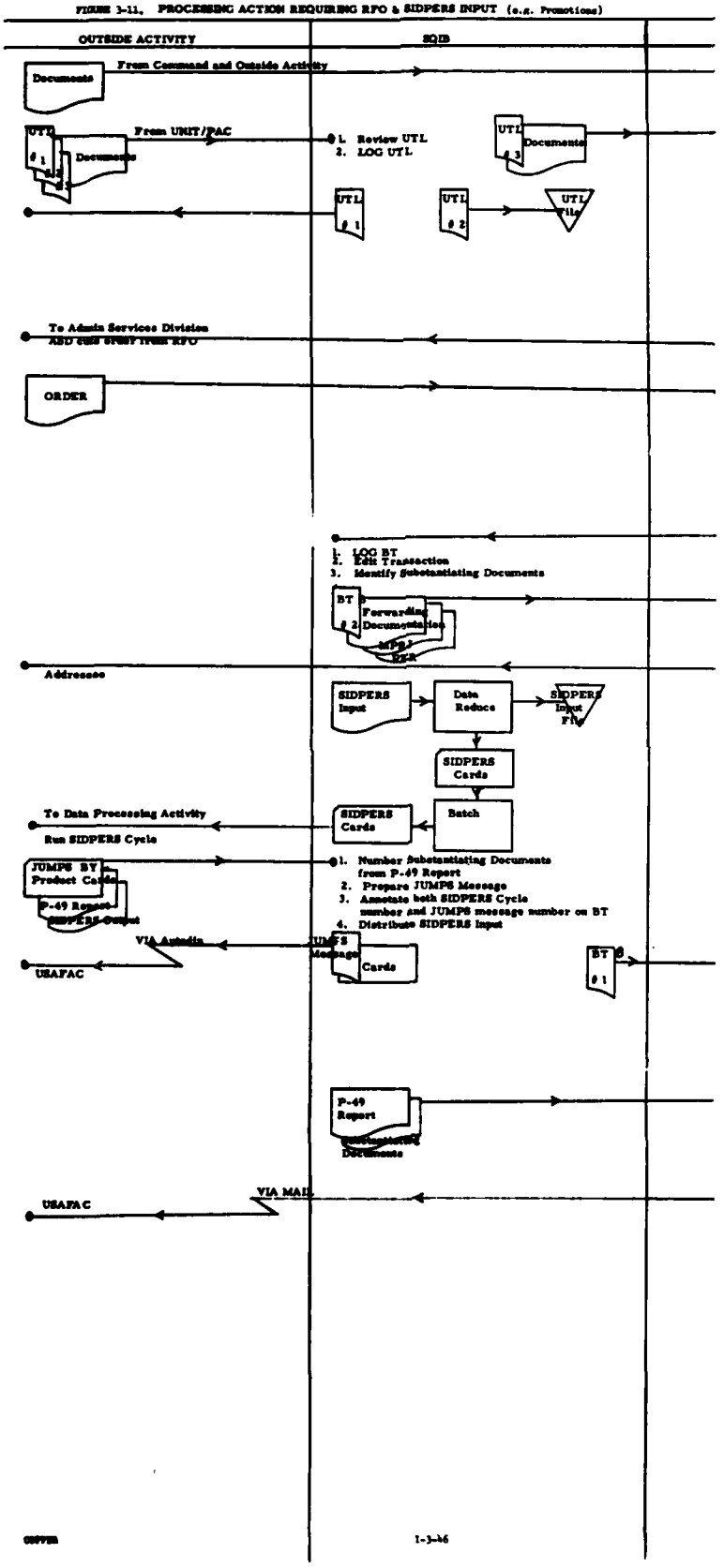
c. The substantiating documents will be placed in the Substantiating Document File.

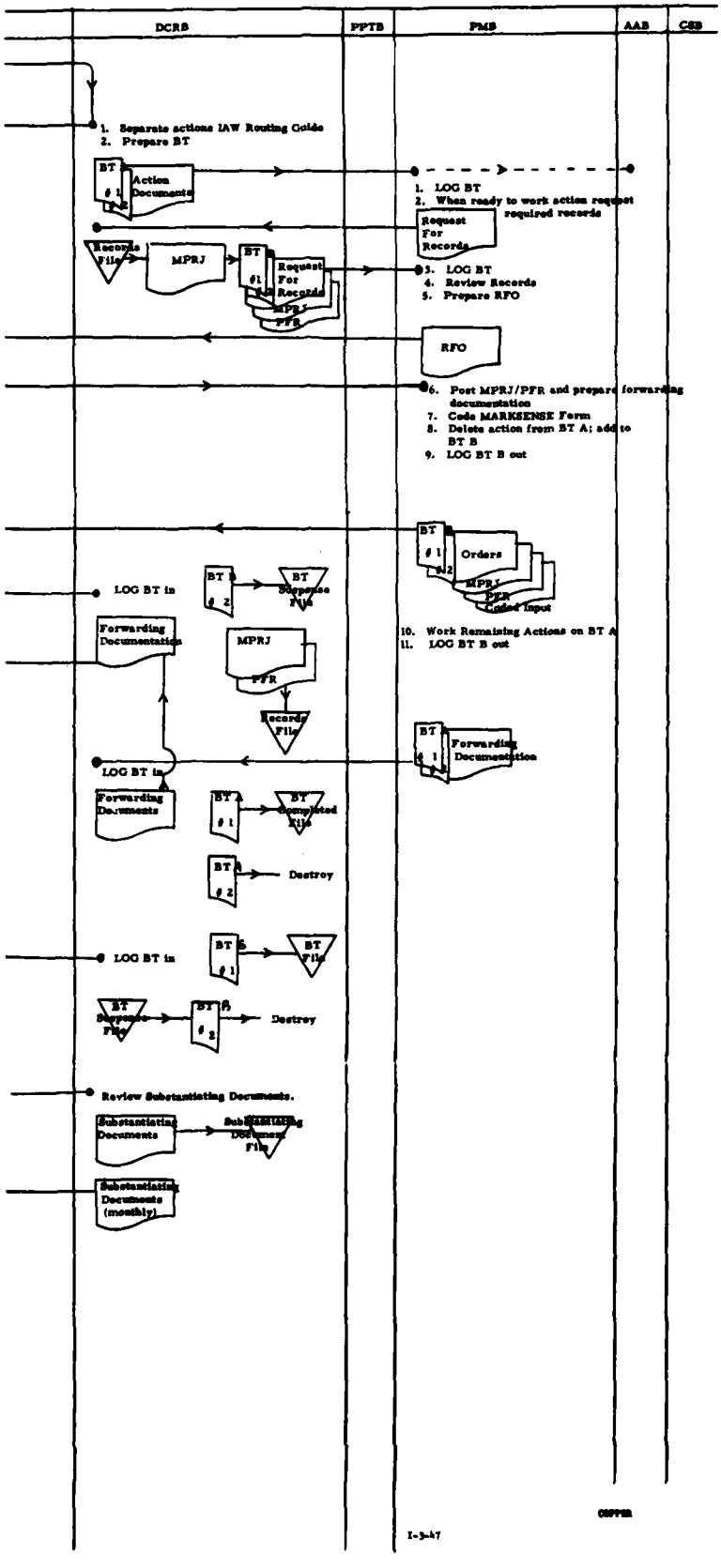
11. The SQIB will data reduce the DA Form 3684 (copy 1) to a punched card and then file it. The punched cards will be 80-80 listed and then edited for data reduction errors. Once the cards are correct, a JUMPS message will be prepared. The JUMPS message and cards will be transmitted to USAFAC via AUTODIN. The JUMPS message number will be annotated on the original BT. The BT will then be logged out to the DCRB.

12. The original BT will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original placed in the BT File. On a JUMPS processing month basis, the substantiating documents will be forwarded via mail to USAFAC.

H. Processing Actions Requiring RFO and SIDPERS Input (e.g., promotions) (Fig 3-11)

FIGURE 3-11. PROCESSING ACTION REQUIRING RFO & SIDPERS INPUT (e.g. Promotions)




DCRB
PPTB
PMB
AAB
CSB
1. Separate actions IAW Routing Guide
2. Prepare BT
BT
Action Documents
1. LOG BT
2. When ready to work action request required records
Request For Records
Records File
MPRJ
Request For Records
3. LOG BT
4. Review Records
5. Prepare RFO
RFO
6. Post MPRJ/PFR and prepare forwarding documentation
7. Code MARKSENSE Form
8. Delete action from BT A; add to BT B
9. LOG BT B out
Orders
MPRJ
PFR
Coded Input
10. Work Remaining Actions on BT A
11. LOG BT B out
LOG BT in
BT Suspense File
Forwarding Documentation
MPRJ
PFR
Records File
Forwarding Documentation
LOG BT in
Forwarding Documents
BT Completed File
Destroy
LOG BT in
BT File
BT Suspense File
Destroy
Review Substantiating Documents.
Substantiating Documents
Substantiating Documents File
Substantiating Documents (monthly)
OPR
I-3-47

1. The unit/PAC will prepare and forward the UTL in triplicate with the attached documents to the SQIB.

2. Documents will be forwarded to the DCRB by the command and outside activities.

3. The SQIB will receive and review the UTL. Once correct, the UTL will be logged in. The documentation will be separated and processed as follows:

a. The original UTL will be returned to the unit/PAC.

b. The duplicate copy of the UTL will be filed.

c. The triplicate copy of the UTL and documents will be forwarded to the DCRB.

4. DCRB. The DCRB will receive and review the documentation. Documents will be separated IAW the routing guide contained as Annex B to Chapter 10, this manual. This particular narrative and flow chart outline the flow action documents requiring RFO and SIDPERS input. This narrative will show the processing of a local promotion as an example of this type of processing. Promotions require both records and result in both SIDPERS and JUMPS input. Other actions may require only a single record and may result in input to only one of the two data bases. The actions will be forwarded to the action branch under BT control but without the records. The DCRB will prepare BT(A) in duplicate and forward the action document to the action branch.

5. This action is shown for the PMB but may also be AAB, depending on the type action. The PMB will receive the BT and log it in. When the branch is ready to work the action and the records are required, they will request the record from the DCRB.

6. DCRB (request for records). The DCRB will receive the request for records. They will prepare the BT(B) in duplicate and attach the MPRJ and PFR that they pulled from the records file. They will log BT(B), request for records, MPRJ, and PFR out to the requesting branch.

7. Upon receipt of the requested records, PMB will review the records and prepare an RFO. The RFO will be sent to the ASD, where the order is published. The published order will be distributed to PMB where they will process the required action, code the SIDPERS input, post the records, and prepare any

required forwarding documentation. They will delete the initial action document from BT(A) and add it to BT(B). The BT(B), forwarding documentation, coded input, and records will be logged out to the SQIB.

8. The SQIB will receive the BT and log it in and edit the transaction. Substantiating documents will be identified. After edit, the duplicate BT, forwarding documentation, and the MPRJ and PFR will be logged out to the DCRB.

9. The DCRB will receive BT(B) and log it in. The documentation will then be separated and processed as follows:

a. The duplicate BT(B) will be placed in the BT Suspense File.

b. The MPRJ and PFR will be returned to the records file.

c. The forwarding documentation will be sent to the addressee.

10. SQIB (Data Reduction and SIDPERS Run)

a. Data Reduction. The SIDPERS input documents will be data reduced producing punched cards. The coded input documents will be filed. The punched cards will be batched for the SIDPERS cycle run. The batched cards will be forwarded to the DPA where the SIDPERS cycle will be run.

b. Processing after SIDPERS cycle run. The DPA will forward the JUMPS by-product cards and the SIDPERS output back to the SQIB. The P-49 Report is uniquely identified as a part of the SIDPERS output. The substantiating documents will be numbered from the P-49 Report. A JUMPS message will be prepared. The message and cards will be transmitted via AUTODIN to USAFAC. Both the SIDPERS cycle number and the JUMPS message number will be annotated on the original BT. The annotated BT will then be forwarded to the DCRB. The P-49 Report and substantiating documents will be forwarded to the DCRB. Distribution will be made of the other SIDPERS output.

11. The DCRB.

a. Processing the original BT(B). The original BT(B) will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original placed in the BT File.

b. Processing Substantiating Documents. The DCRB will receive and review the substantiating documents and the P-49 Report. After review and once correct, the P-49 and substantiating documents will be filed. On a JUMPS processing month basis, the substantiating documents will be forwarded by mail to USAFAC.

12. If any actions remain on BT(A), they will be worked and forwarding documentation prepared. If no actions remain, annotate "actions completed" in the remarks section of the BT. The BT and forwarding documentation (if any) will then be logged out to the DCRB.

13. The DCRB will receive BT(A) and log it in. The documentation will be separated and processed as follows:

a. The original BT will be placed in the BT File.

b. The forwarding documentation (if any) will be sent to the addressee.

c. The duplicate BT will be destroyed.

I. Processing Local Payments (Fig 3-12).

1. The customer will come to the CSB as a walk-in, on an appointment basis, or as a part of in/out processing. The customer will fill out an inquiry form. Should a local pay be warranted, the CSB will use a preassigned BT to request the PFR.

2. The DCRB will receive the request for records on the preassigned BT. They will pull the PFR from the records file, add it to the BT, and log the BT out to CSB.

3. Upon receipt of the PFR, the CSB will prepare a DA 2139 (Military Pay Voucher) for the local pay. They will code the DA Form 3684 for collection and code any additional required DA Form 3684s. The supervisor will then review the voucher and approve it. The customer will be escorted to Disbursing Branch for payment of the DA Form 2139.

4. Disbursing Branch will pay the customer. The customer is given copy 4 of the DA Form 2139. Copy 2 of the DA Form 2139 is forwarded to the CSB. Disbursing then completes DD Form 117 (Military Pay Voucher) (i.e., it is annotated with a preassigned JUMPS message number A, the number will be received from the SQIB). The documentation will then be separated and processed as follows:

a. Copy 5 of the DD Form 117 and Copy 5 of the DA Form 2139 will be forwarded to the SQIB, where they will be filed in the DD Form 117 File.

b. Copy 3 of the DD Form 117 and Copy 3 of the DA Form 2139 will be filed in the Disbursing Branch.

c. Copy 2 and 4 of the DD Form 117 and copy 1 of the DA Form 2139 will be forwarded via mail to USAFAC.

d. Copy 1 of the DD Form 117 will be forwarded to Accounting.

5. Upon receipt of copy 2 of the DA Form 2139, the BT, DA Form 3684 for collection, and PFR will be logged out to the SQIB.

6. The SQIB will log the BT in. The DA Form 3684s will be edited. Substantiating documents will be identified and numbered. Copy 2 of the DD Form 2139 and the DA Form 3684s (copy 2) will be posted to the PFR. The duplicate of the BT, PFR, and substantiating documents will be logged out to the DCRB.

7. The DCRB will receive the BT and log it in. The substantiating document will be reviewed to insure they are correct. The documentation will be separated and processed as follows:

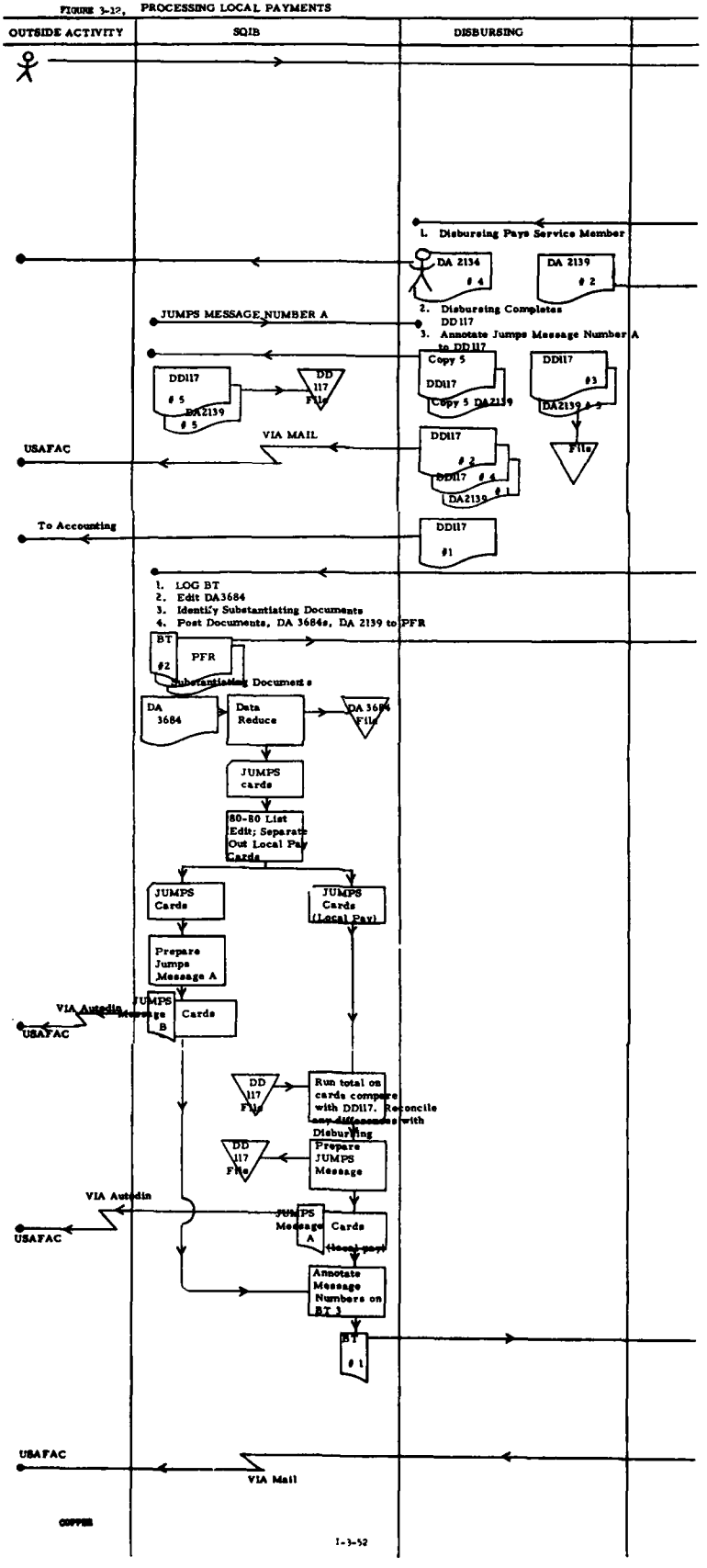
a. The duplicate BT will be placed in the BT Suspense File.

b. The PFR will be returned to the records file.

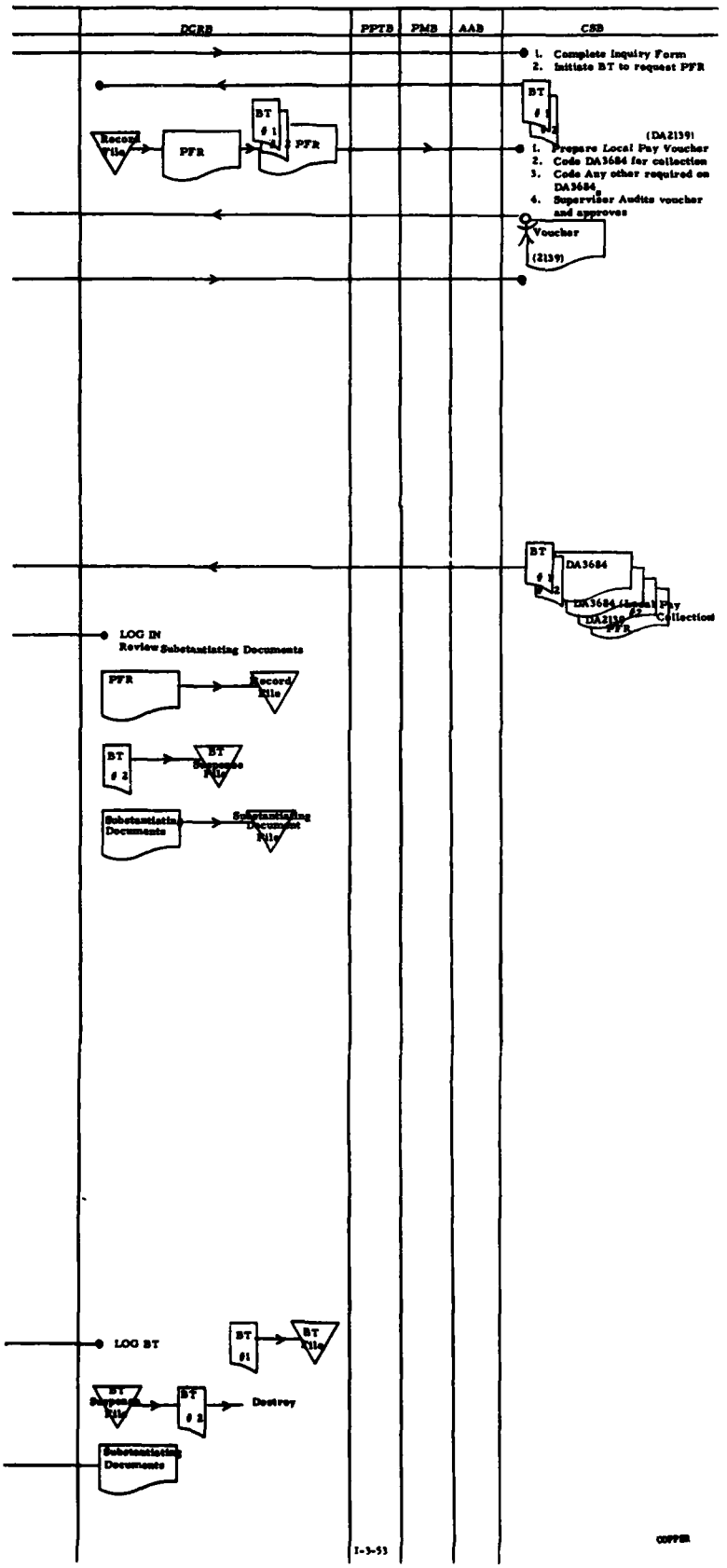
c. The substantiating documents will be placed in the Substantiating Document File.

8. The SQIB will data reduce the DA Form 3684s (copy 1) to punched cards. The DA Form 3684 (copy 1) will be filed. The punched cards will be 80-80 listed and then edited for data reduction errors. The cards for collection of local pay

FIGURE 3-12, PROCESSING LOCAL PAYMENTS



COPPER


DCRB
PPTB
PMB
AAB
CSB
1. Complete Inquiry Form
2. Initiate BT to request PFR
BT
Record File
PFR
PFR
(DA2139)
1. Prepare Local Pay Voucher
2. Code DA3684 for collection
3. Code Any other required on DA3684
4. Supervisor Audits voucher and approves
Voucher
(2139)
BT
DA3684
LOG IN
Review Substantiating Documents
PFR
Record File
BT
BT Suspense File
Substantiating Documents
Substantiating Document File
LOG BT
BT
BT File
BT Suspense File
Destroy
Substantiating Documents
I-3-53
COPPER

will be separated from the remainder of the punched cards and processed as follows:

a. Local pay cards. The sums on these cards will be totaled and compared with the DD Form 117 in the DD Form 117 File. Should there be any discrepancies in the total of the cards and the DD Form 117, the SQIB will reconcile the differences with Disbursing Branch. A JUMPS message will be prepared using the same number preassigned for the DD Form 117. The DD Form 117 will be refiled. The message and cards will be transmitted via AUTODIN to USAFAC. The JUMPS message number will be annotated on the original BT.

b. Remainder of JUMPS cards. A JUMPS message will be prepared for the remainder of the cards using a message number B. The message and cards will then be transmitted via AUTODIN to USAFAC. This JUMPS message number will also be annotated on the original BT.

c. Original BT. The annotated BT will be forwarded to DCRB.

9. The original BT will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original placed in the BT File. On a JUMPS processing month basis the substantiating documents will be forwarded via mail to USAFAC.

J. Processing Error Listings (Fig 3-13).

1. The error listing will be received in duplicate from the communications center or DPA.

2. SQIB.

a. The SQIB will receive and review the error listings. The SQIB will annotate both copies of the listings for items requiring corrections.

b. If corrections can be made without the records, the SQIB will take the following actions:

(1) Request a BT number from the DCRB.

(2) Prepare a BT in duplicate using the BT number received from the DCRB.

(3) The automated input will then be coded on the appropriate form.

(4) Both copies of the error listing will be annotated "corrections made," the BT number, and the date for all errors corrected at this point in time.

(5) The coded input will then be data reduced and processed as follows:

(a) JUMPS-only input will be data reduced and processed IAW paragraph 3-5C, above and figure 3-6.

(b) SIDPERS-only input will be data reduced and processed IAW paragraph 3-5D, above and figure 3-7.

(c) SIDPERS/JUMPS input will be data reduced and processed IAW paragraph 3-5E, above and figure 3-8.

(6) If error will be processed in a new JUMPS processing month and requires a substantiating document, that previously numbered document will be retrieved from the DCRB and renumbered.

(7) The JUMPS message number and/or SIDPERS cycle number will be annotated on the BT. The BT and substantiating documents will then be forwarded to the DCRB.

3. The BT will be received by the DCRB from the SQIB. The original BT will be placed in the BT file and the duplicate will be destroyed. Any substantiating documents will be filed in the substantiating document file.

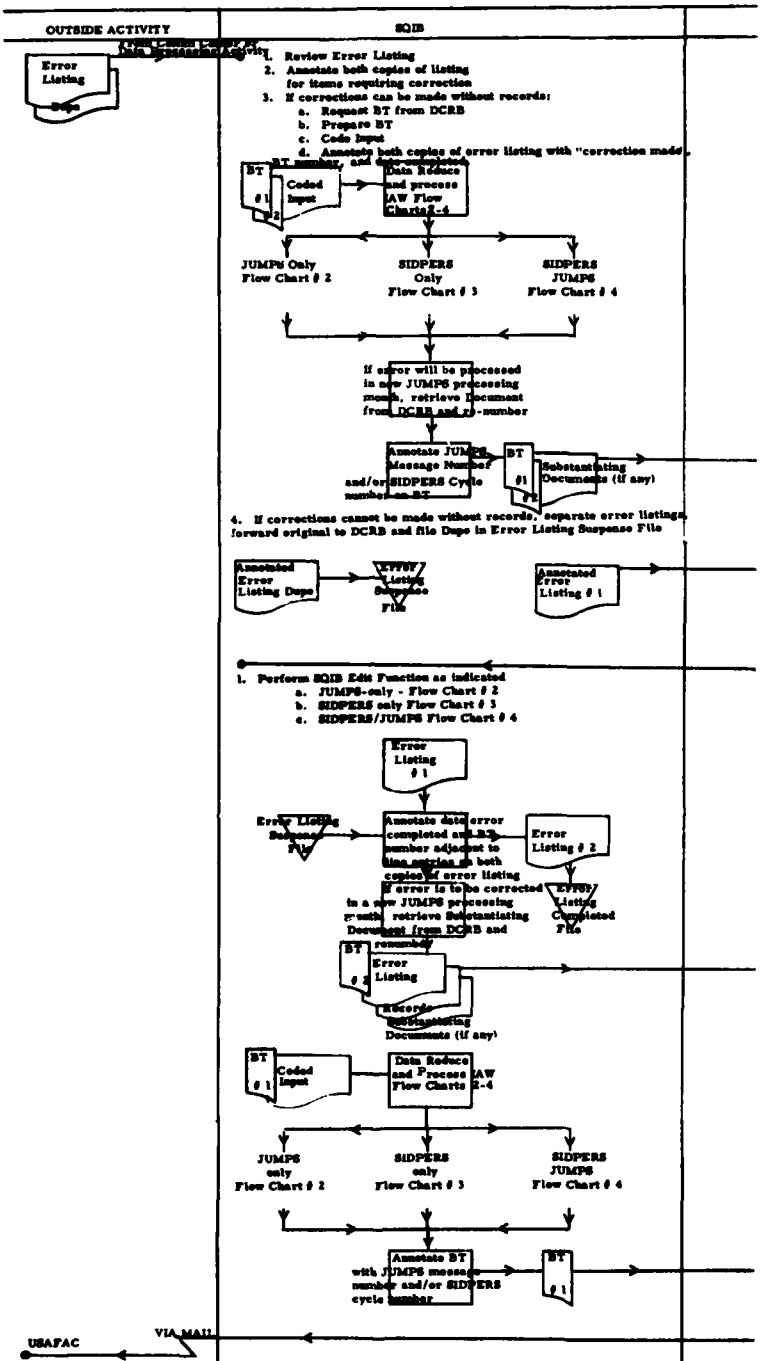
4. For those errors that require the records to be reviewed in order to make the required corrections, the SQIB will forward the original error listing (annotated as to which records are required) to the DCRB. The duplicate copy of the error listing will be placed in the Error Listing Suspense File.

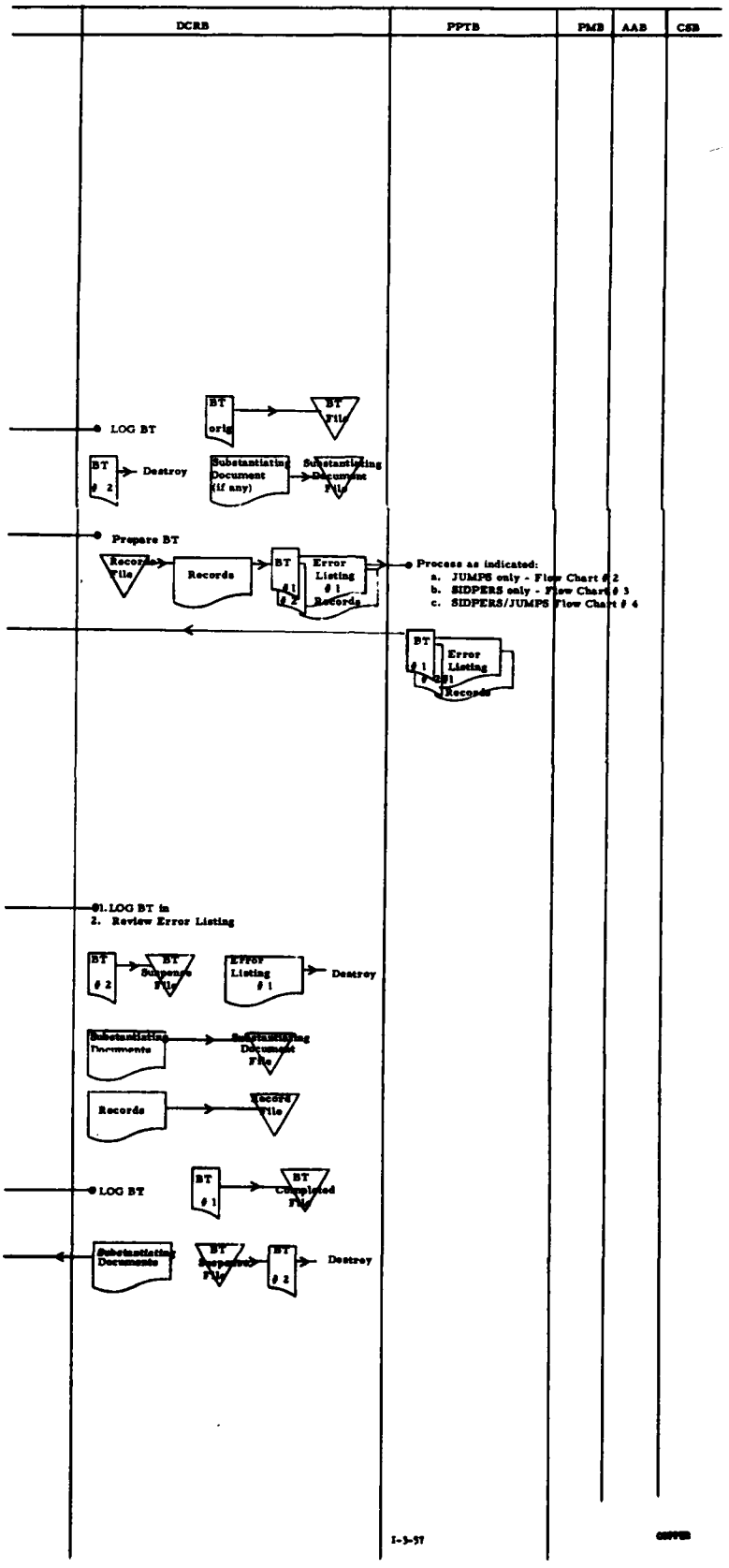
5. The annotated error listing will be treated by the DCRB as an action document. The BT will be prepared in duplicate and the records indicated on the error listing will be pulled from the records file. The BT, error listing, and records will be logged out to PPTB.

6. The PPTB will take the appropriate action to correct the error. Input will be prepared as follows:

COPPER

FIGURE 3-13, PROCESSING ERROR LISTINGS




DCRB
PPTB
PMB
AAB
CSB
LOG BT
BT orig
BT File
BT # 2
Destroy
Substantiating Document (if any)
Substantiating Document File
Prepare BT
Records File
Records
BT # 1 # 2
Error Listing # 1
Records
Process as indicated:
a. JUMPS only - Flow Chart # 2
b. SIDPERS only - Flow Chart # 3
c. SIDPERS/JUMPS Flow Chart # 4
BT # 1 # 2
Error Listing # 1
Records
1. LOG BT in
2. Review Error Listing
BT # 2
BT Suspense File
Error Listing # 1
Destroy
Substantiating Documents
Substantiating Document File
Records
Records File
LOG BT
BT # 1
BT Completed File
Substantiating Documents
BT Suspense File
BT # 2
Destroy

a. For JUMPS-only input, processing will be IAW paragraph 3-5C, above and figure 3-6.

b. For SIDPERS-only input, processing will be IAW paragraph 3-5D, above and figure 3-7.

c. For SIDPERS/JUMPS input, processing will be IAW 3-5E, above and figure 3-8.

Once action is taken and input coded, the BT, error listings, and coded input will be logged out to the SQIB.

7. SQIB (Edit).

a. The SQIB will receive the BT and log it in.

b. SQIB will then perform edits as follows:

(1) For JUMPS-only input, edit IAW paragraph 3-5C, above and figure 3-6.

(2) For SIDPERS-only input, edit IAW paragraph 3-5D, above and figure 3-7.

(3) For SIDPERS/JUMPS input, edit IAW paragraph 3-5E, above and figure 3-8.

c. After edit, the error listing (copy 1) will be matched with the duplicate in the Error Listing Suspense File. The original and duplicate copy will be annotated with the date error corrected and BT number adjacent to the corrected line entry. After all errors are corrected, the duplicate error listing will be filed in the Error Listing Completed File. If the error is processed in a new JUMPS processing month and requires a substantiating document, that previously numbered document will be retrieved from the DCRB and renumbered. The duplicate BT, error listing (copy 1), records, and substantiating documents (if any) will be logged out to the DCRB.

8. The DCRB will receive the BT and log it in. The substantiating document will be reviewed to insure it is correct. The documentation will then be separated and processed as follows:

a. The duplicate BT will be placed in the BT Suspense File.

b. The records will be returned to the records file.

c. The substantiating documents will be placed in the Substantiating Document File.

d. The original error listing will be destroyed after review.

9. SQIB (Data Reduction)

a. The SQIB will data reduce the input documents as follows:

(1) For JUMPS-only input, data reduce IAW paragraph 3-5C, above and figure 3-6.

(2) For SIDPERS-only input, data reduce IAW paragraph 3-5D, above and figure 3-7.

(3) For SIDPERS/JUMPS input, data reduce IAW paragraph 3-5E, above and figure 3-8.

b. After data reduction, the SIDPERS cycle run, and transmission of JUMPS messages, the BT will be annotated with the SIDPERS cycle number and/or the JUMPS message number. The original BT will be logged out to the DCRB.

10. The original BT will be received by the DCRB and logged in. The original BT will be matched with the duplicate BT in the suspense file. The duplicate will be destroyed and the original placed in the BT File. On a JUMPS processing month basis the substantiating documents will be forwarded via mail to USAFAC.

CHAPTER 4

DIFFERENCES BETWEEN INSTALLATION

PPSD AND ARMY DIVISION PPSD

4-1. MISSION OF INSTALLATION PPSD: The installation PPSD provides direct personnel and pay services support for all persons assigned or attached to the installation.

4-2. COMMAND AND STAFF RELATIONSHIPS:

A. Assignment. The Chief, PPSD is responsible to the Director, DPCA for the technical operation of the PPSD and is rated by the Director (Fig 4-1).

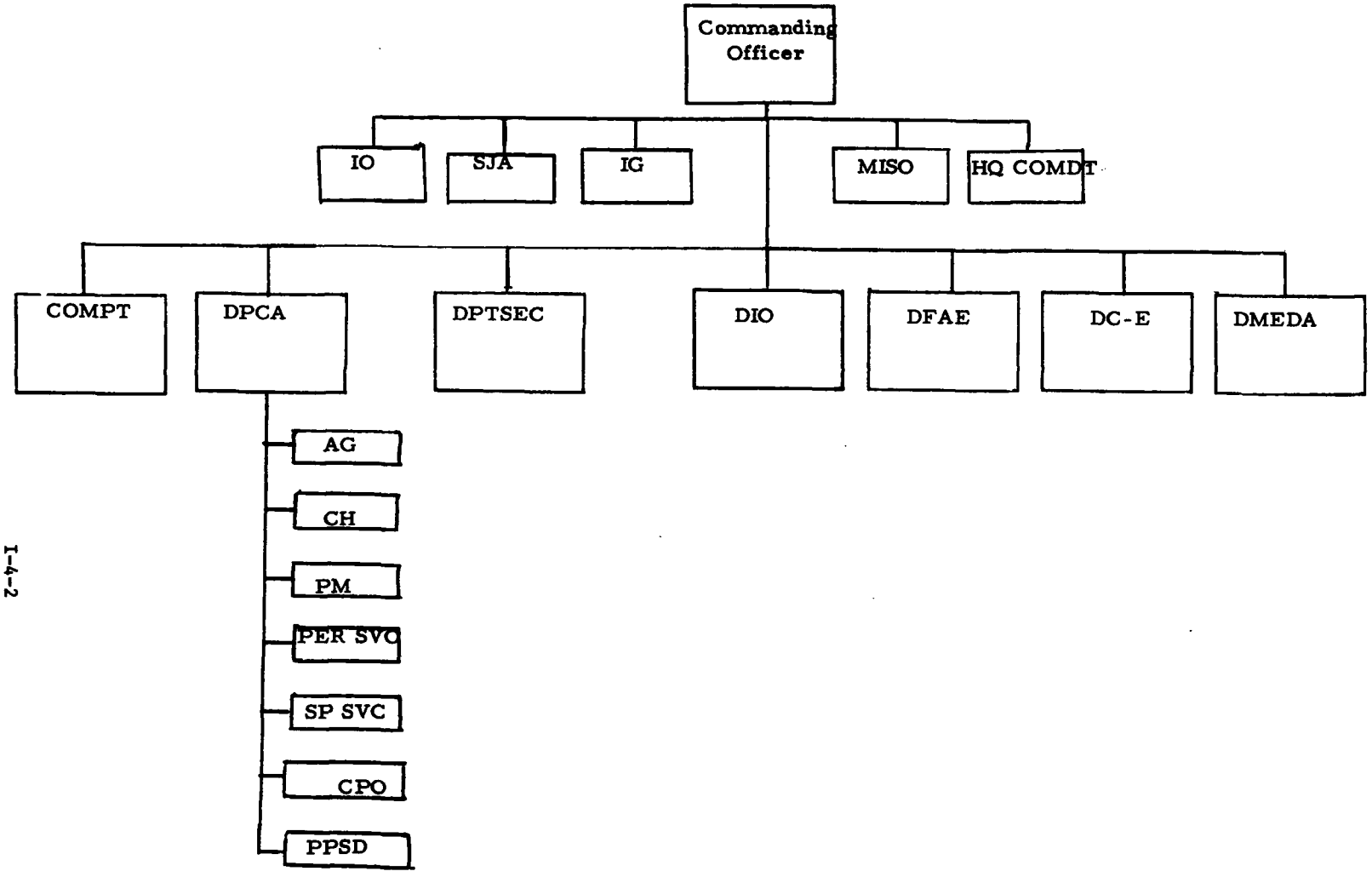
B. Disbursing Function. The Chief of an installation PPSD, unlike his counterpart in an Army division, does not serve as an ADO. Responsibility for the disbursing function remains with the installation finance and accounting office (FAO). The FAO will physically locate a disbursing capability within the working area of the CSB of the PPSD to assist in providing responsive one-stop service to the individual soldier. That disbursing capability remains under the operational control and supervision of the FAO. The ADO, Centralized Pay Operations, USAFAC, is authorized to accomplish actions based on JUMPS input submitted by the PPSD. The Chief, PPSD is appointed by the installation commander as certifying officer for vouchers prepared by the PPSD and paid by the installation FAO. Authority to certify may be delegated in writing by the PPSD to selected branch chiefs in the PPSD. Validation and authentication of a certifying officer will be IAW AR 37-103.

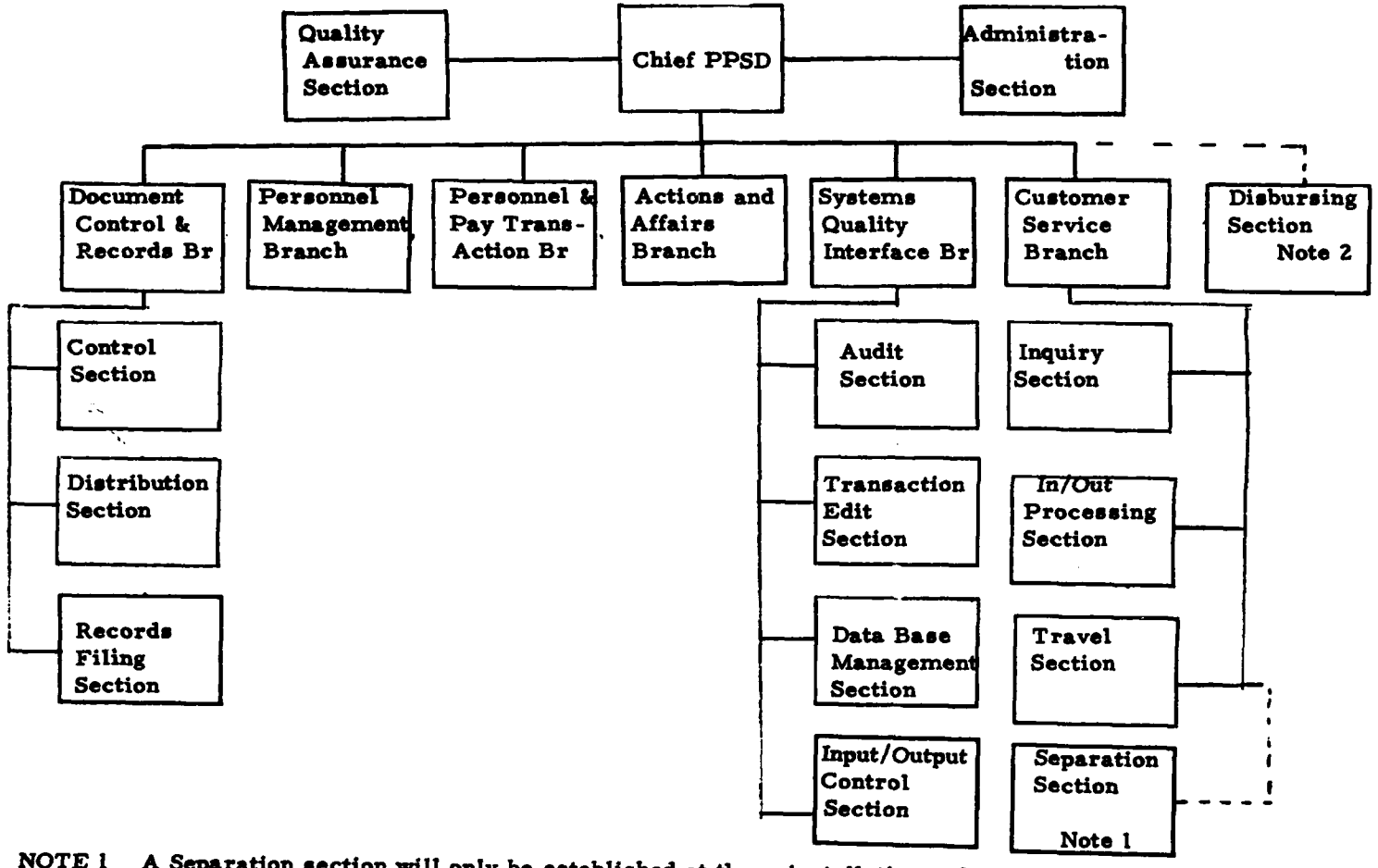
C. Administrative and Logistical Support. Personnel performing duties in the installation PPSD are assigned to Headquarters Company, HQ Commandant, US Army Garrison. The Headquarters Company Commander exercises command authority over the enlisted personnel assigned or attached to the PPSD and is responsible for rations, quarters, administration, and UCMJ.

4-3. ORGANIZATION AND FUNCTIONS:

A. Organization. The organizational structure of the installation PPSD parallels that of the Army division PPSD (Fig 4-2). Significant differences between the installation PPSD (TDA) and the Army division PPSD (TOE) are as follows:

FIGURE 4-1, TYPE D INSTALLATION





NOTE 1 A Separation section will only be established at those installations where the transfer point responsibility has been assigned to the PPSD.

NOTE 2 Physically located within Customer Service Branch but assigned to and functioning under the operational and technical control of the Installation FAO.

FIGURE 4-2, Installation PPSD

COPPER

1. The Disbursing Branch is replaced by a Disbursing Section which is under direct operational and technical control of the installation FAO. The Disbursing Section is located in the same facility with the CSB.

2. A separation section is formed in the CSB to process separations from the Army.

3. The PPSDs may be located on small installation/activities that are not organized to provide computer support. When this condition exists, the personnel staffing of the DCRB will be augmented to control the flow of computer input documents between the PPSD and the installation providing the computer support. Paragraph 1-2, this manual furnishes guidance pertaining to a PPSD without data reduction capability.

B. Functions. Functional responsibilities of the installation PPSD are essentially identical to those performed by the Army division PPSD. Differences between the installation and the division PPSDs are primarily identified to the separation section identified in preceding subparagraph 4-3A above. Disbursing and collection functions of the Disbursing Section are identical to those performed by the Disbursing Branch supporting an Army division. Activity of the Disbursing Section is reported on the money account papers to the FAO.

Functions of the Separation Section are as follows:

1. Review individual's eligibility for separation.

2. Accomplish final disposition of individual's records and reports.

3. When required, provide logistical support (e.g., billeting, messing, transportation) for personnel being separated.

4. Provide counseling concerning personal problems incident to transition from military to civilian life.

5. Perform necessary data conversion coding for actions completed.

6. Complete final separation.

7. Certify disbursement transactions specified by Chief, PPSD.

8. Prepare and compute final separation vouchers.

4-4. FLOW OF DOCUMENTS/DATA: Reference is made to paragraph 3-5, this manual. Documentation flow within the installation PPSD is identical to the documentation flow within a division PPSD. This standardization among PPSDs simplifies the training of personnel and finance specialists and permits an individual to PCS between PPSDs without loss of time required to become familiar with new procedures.

4-5. PERSONNEL STAFFING: Chapter 6, this manual contains personnel staffing guidance prepared in a modified TDA format that can provide assistance in identifying the proposed distribution of personnel spaces in a PPSD.

CHAPTER 5

DIFFERENCES BETWEEN AREA SUPPORT PPSD AND ARMY DIVISION PPSD

5-1. MISSION OF AREA SUPPORT PPSD: A PPSD, ADMINCO, is established to provide military personnel and pay support on an area/population basis to all nondivisional military personnel and units. When authorized, the PPSD with MTOE or TDA augmentation will pay local national, Department of Army civilians (DAC), allied troops, and Prisoners of War.

5-2. ADMINISTRATION COMPANY:

A. Organization. The area support PPSD is organized as an organic part or the ADMINCO (Figure 5-1), Personnel and Administration Battalion (P&A Bn). A TOE has not been approved for the area support PPSD and the ADMINCO, however, preliminary proposed staffing guidance in TOE format is provided in Chapter 6, this manual.

B. Organizational Concepts.

1. General. The ADMINCO (P&A Bn) is organized to provide only unit administration to the PPSD. Based upon geographical and population constraints, there may be more than one ADMINCO assigned to a P&A Bn. However, each corps and field army will be assigned only one P&A Bn (Fig 5-2).

2. Command and Control. Unit administration responsibilities of the company commander are the same as those performed by his counterpart in the Army division.

3. Relationship to P&A Bn. The commander of the P&A Bn is under the command of the COSCOM/FASCOM/TACOM commander, whichever is appropriate. The P&A Bn is not routinely included in the personnel and pay channel between the PPSD and the supported headquarters or unit. The P&A Bn provides logistical, administrative, and maintenance support or coordination to the ADMINCO. The P&A Bn commander exercises special court martial and nonjudicial punishment jurisdiction over all officers and warrant officers assigned/attached to the PPSD and ADMINCO.

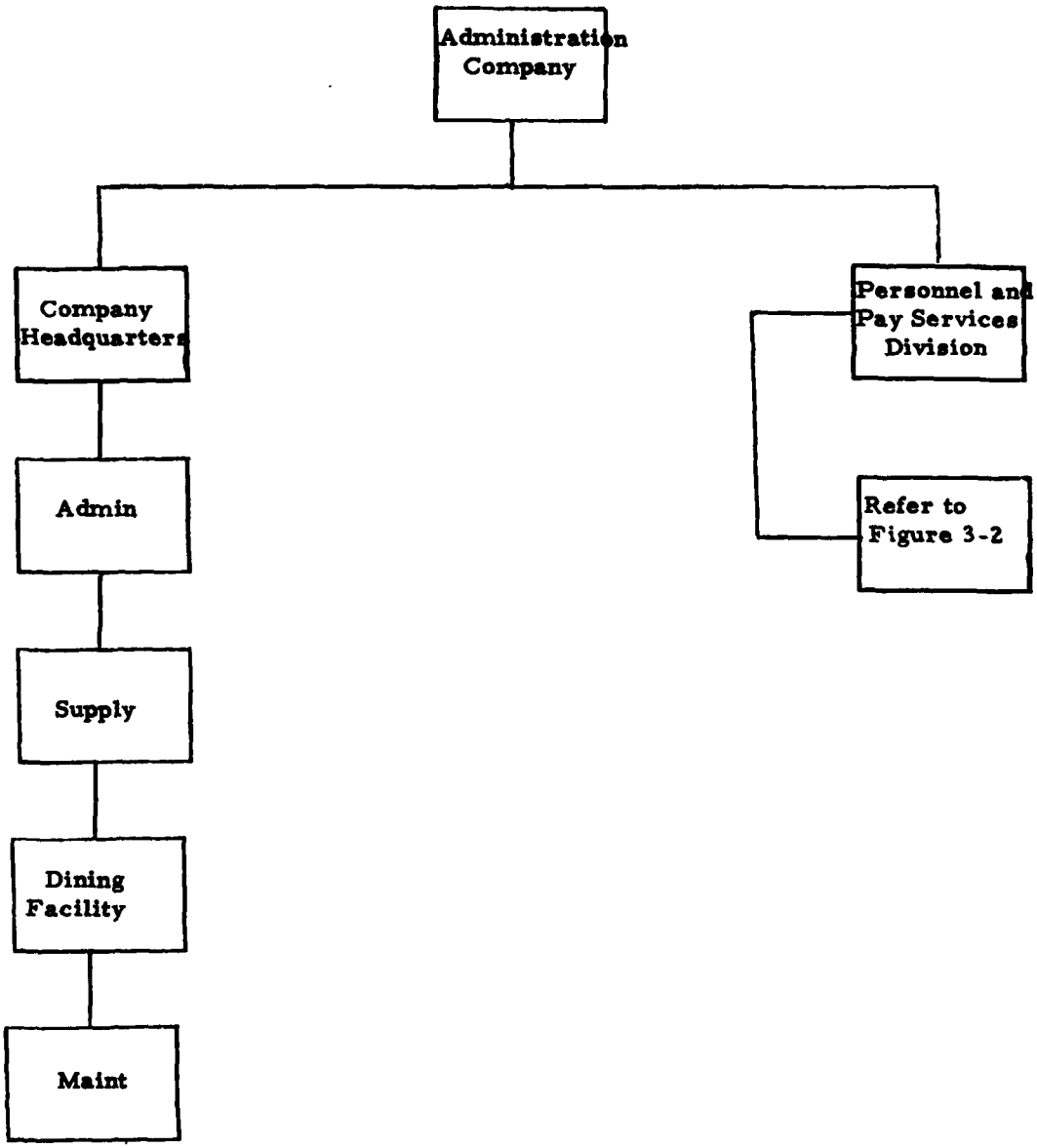
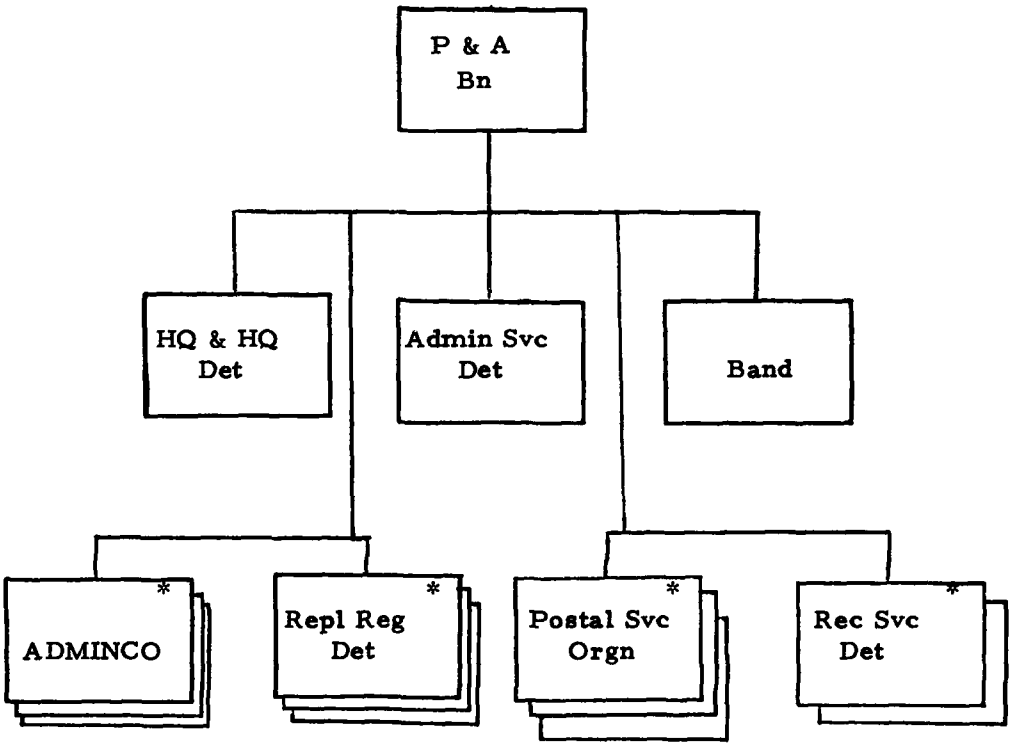


FIGURE 5-1 ADMINISTRATION COMPNAY,
PERSONNEL AND ADMINISTRATION BN



* Number and type of units vary with type of conflict and strength of units supported.

FIGURE 5-2. COSCOM or Higher Level Organization Personnel and Administration Battalion

5-3. PPSD:

A. Organization and Functions. The area support PPSD is organized in a manner identical to that of the division PPSD (Fig 3-2). Functions performed by the area support PPSD are also identical to those assigned to the division PPSD (refer to para 3-4, this manual).

B. Flow of Documents/Data. The standardized flow of information and data within the division PPSD also pertains to the area support PPSD.

C. Relationship to Supported Commanders. Unit commanders receiving support from the area support PPSD retain the authority and responsibility inherent to commanders in the personnel management of individuals in their commands without the authority to supervise the PPSD providing personnel and pay support. The area support PPSD will assist the unit commanders by providing responsive and accurate personnel and pay support.

CHAPTER 6

TENTATIVE PERSONNEL STAFFING GUIDANCE

6-1. GENERAL.

A. A PPSD is formed by consolidating a PSD/COMPACT unit and the military pay functions (to include military travel function) of a FAO. Personnel staffing of the PPSD, however, is not simply a transfer of individuals and their related tasks from the old personnel and pay elements. The consolidation has established controls and edits that are new to the personnel functions and has also resulted in a newly structured document work flow. For example, the former Personnel Records Branch is dissolved upon consolidation and its functions are distributed among the DCRB, PPTB, and CSB, while its personnel are distributed throughout the PPSD. Since the PPSD services the same population as that supported by the former elements, it is possible to determine the total staffing requirements from the available performance standards; however, it is not impossible to use those same standards to distribute or breakdown the total personnel staffing among the branches and sections of the PPSD. The performance standards dictated by AR 570-2 (Fig 6-1) represent only the methodology for determining total PPSD direct worker staffing guide in Figure 6-2 represents a distribution based upon a combination of traditional staffing, DA guidelines, and lessons learned.

B. Development and approval of a Manpower Authorization Criteria (MACRIT) before preparation of a TOE involves a detailed, complex project as described in AR 570-2. Accomplishment of a MACRIT study for personnel staffing of a PPSD requires the collection and analysis of historical data that was not available at the time this manual was published. Exact TOE authorizations can not be developed until several PPSDs are organized and a sufficient broad base has been formed to obtain MACRIT data.

C. TOE personnel staffing is determined by computing the number of direct workers by using the performance standards in Chapter 10, AR 570-2. Supervisory personnel spaces are added by a judgment based on the number and MOS of the number of direct workers computed.

D. TDA personnel staffing is derived by computing from the appropriate DA Pamphlet in the 570 series, the total number of spaces to be assigned. The number of direct workers when needed is obtained by deducting the supervisors and indirect workers from the total staffing.

6-2. METHODOLOGY FOR DETERMINING TENTATIVE PPSD STAFFING.

A. The methodology employed in AR 570-2 was employed to develop tentative personnel staffing guidance for each type PPSD (division, COSCOM, and TDA).

B. Performance standards for determining the number of direct workers for the following PPSD work activities were taken directly from Section I, Chapter 10, AR 570-2.

Work Activity	Performance Standards
Personnel Records	.9297 manhours per pers served per month
Personnel Actions	.3151 manhours per pers served per month
Personnel Management	.3899 manhours per pers served per month

C. Performance standards for the finance work activities were taken from HQ TRADOC Organization Directorate Bulletin #10-76, 1 Oct 76.

Category	Performance Standard for One Year
II	9.5916
III	9.5004

D. A MTOE performance standard of 9.0480 for finance work activities was obtained by deleting the wartime allowance factors (e.g., manhours expended by units participating in MACRIT - strength serviced x 12 months = standard for peacetime operations).

E. Performance standards for SIDPERS/data reduction and data base management were computed from the contents of the letter, DAAG-PAP-A (M) (8 May 74) DAPC-PSF-M, dated 8 May 1974, Subject: Implementation of the Consolidation of Military Personnel Activities (COMPACT).

Work Activity	Yardstick
SIDPERS	13 direct workers

F. Productive manhours for direct worker positions were obtained from paragraph 2-7 of AR 570-2 and paragraph 2-17 of DA Pam 570-4.

Category	Productive Manhours Per Year
II	2700
III	3100
TDA/Garrison Operations	1807

G. Supervisor and indirect worker personnel spaces were obtained from the prototype.

6-3. COMPUTATION OF NUMBER OF DIRECT WORKERS (TOE & TDA).

A. The formula for determining the number of direct workers required to staff a PPSD is as follows:

Monthly performance standard x 12 months (Note: finance has a yearly standard) x number of troops supported ÷ number of productive manhours = total number of direct workers.

B. Using the above formula, the number of direct workers required for each type PPSD supporting 16,000 troops is computed as shown in figure 6-1.

6-4. PROPOSED DISTRIBUTION OF PERSONNEL SPACES.

Figure 6-2 contains an example of distribution of personnel spaces in the three types of PPSDs, each supporting 16,000 troops. Using the formula in paragraph 6-3, above and adjusting for the number of troops supported, a staffing distribution can be computed for any size PPSD. The number of personnel spaces required for a division or a COSCOM PPSD in garrison is identical for like work activities as a PPSD formed as a TDA element supporting the same number of troops. Each PPSD uses the same procedures and number of productive manhours while in garrison.

EXTRACT: COPPER USER MANUAL, 1 MAR 77

Work Activity	Performance Standard Per Month	Performance Standard Per Year	Number of Troops	Total	Cat. II Productive Manhours	Number of Direct Workers	Performance Standard Per Year	Cat. III Productive Manhours	Number of Direct Workers	MTOE Standard Per Year	MTOE/TDA Prod Mnhrs in Garrison	Number of Direct Workers
Personnel Records	.9297	11.1564	16000	178502	2700	66	M/C	3100	58	M/C	1807	99
Actions & Affairs	.3151	3.7812	16000	60499	2700	22	M/C	3100	19	M/C	1807	33
Personnel Management	.3099	4.6788	16000	74860	2700	28	M/C	3100	24	M/C	1807	41
Finance Services: Travel, Control,PPR, Edit/Audit, Disbursing & Quality Assurance	-	9.5916	16000	153466	2700	57	9.5004	3100	49	9.0480	1807	80
SIDPERS		1.4681	16000	13.490	2700	9		3100	8		1807	13
Total Number of Direct Workers for Each Type PPSD						182			158			266
Supervisors (Per Prototype Test at Fort Bragg, NC)						39			39			47
Indirect Workers (Per Prototype Test at Fort Bragg, NC)						13			11			15
Total Personnel Staffing for each type PPSD						234			208			328

FIGURE 6-1 COMPUTATION OF NUMBER OF DIRECT WORKERS

PROPOSED

PERSONNEL STAFFING

GUIDE FOR TOE AND TDA PPSDs

SERVICING 16,000 SM*

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
01		COMPANY HQ									
02		OFFICE OF AG									
03		ADMIN SVCS DIV						+	+		
04		RECREATION SVCS DIV									
05		POSTAL DIV									
06		REPLACEMENT DIV									
07		BAND									
08		PERS & PAY SVCS DIV									
	01	Chief, PPSD	LTC	44/42		1	1	1	1	1	1
	02	Asst Chief	MAJ	42/44		1	1	1	1	1	2
	03	PPSD NCO	E9	75Z50/NC 73Z50		1	1	1	1	1	
	04	CLK TYPIST	E5	71L20		1	1	1	1	1	2
		PARA TOTAL				4	4	4	4	4	

* This proposed staffing guide is not designed to support the number of direct workers per work activity as established by the performance standards outlined in figure 6-1. It is designed as a workable distribution of the total number of supervisors, direct and indirect workers for each type PPSD in figure 6-1.
+ A PPSD providing area support and formed from a Personnel Service Co and a Finance Co (TOE 12-67H and 14-500 H respectively) will be staffed to perform functions for which the ADM Svcs Div is responsibile. When this occurs, total staffing of the COSCOM PPSD is increased by the 16 personnel spaces authorized by TOE 12-67 and is decreased by the number of personnel spaces identified in paragraph 09 (Adm Sec) appearing on page I-6-6 of this user manual.

Figure 6-2

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
09		ADMIN SEC									
	01	ADMIN SUPV	E6	71L30	NC		1		1	1	2
	02	CLK TYPIST	E4	71L10		1	2	1	2	2	2
	03	CLK TYPIST	E3	71L10		2	3	2	3	3	2
		PARA TOTAL				3	6	3	6	6	
10		Q^A SEC									
	01	SEC CHIEF	E7	73C40	NC	1	1	1	1	1	2
	02	QUALITY ASSURANCE SGT	E6	75Z30	NC	1	1	1	1	1	2
	03	QUALITY ASSURANCE SP	E5	73C20		1	1	0	1	1	2
	04	PERS RCDS SP	E4	75D10		1	2	1	2	2	2
	05	PERS ACTIONS SP	E4	75E10		1	1	1	1	1	2/7
		PARA TOTAL				5	6	4	6	6	
11		DOC CON & RCDS BR									
	01	BR CHIEF	CPT	44		1	1	1	1	1	2
	02	PERS SUPV	E8	75Z50	NC	1	1	1	1	1	2
	03	CLK TYPIST	E4	71L10		1	1	1	1	1	2
		PARA TOTAL				3	3	3	3	3	
12		RCDS FILING SEC									
	01	SEC CHIEF	LT	42		1	1	1	1	1	2/3
	02	SR PAY SGT	E6	73C30	NC	1	1	1	1	1	2
	03	SR PAY SP	E5	73C20		2	3	2	3	3	2
	04	PAY SP	E4	73C10		4	5	3	5	5	2

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	05	PAY SP	E3	73C10	NC	3	3	3	3	3	2
	06	SR PER RECD SP	E5	75D20		3	4	3	4	4	2
	07	PER RECD SP	E4	75D10		5	4	4	4	4	2
	08	PERS RCDS SP	E3	75D20		4	6	4	6	6	2
		PARA TOTAL				23	27	21	27	27	
13		CONTROL SEC									
	01	SEC CHIEF	E7	73C30	NC	1	1	1	1	1	2
	02	FINANCE SP	E5	73C20		2	2	2	2	2	2
	03	FINANCE SP	E4	73C10		1	3	1	3	3	2
	04	SR PERS RECD SP	E5	75D20		2	2	2	2	2	2
	05	PER RECD SP	E4	75D10		2	3	2	3	3	
		PARA TOTAL				8	11	8	11	11	
14		DISTRIBUTION SECTION									
	01	SEC CHIEF	E6	71L30	NC	1	1	1	1	1	2
	02	ADMIN SP	E5	71L20		1	2	1	2	2	2
	03	ADMIN SP	E4	71L10		3	4	3	4	4	2
	04	DISTR CLK	E3	71L10		2	2	2	2	2	2
		PARA TOTAL				7	7	6	9	9	
15		PERS & PAY TRANSACTION BR									
	01	BR CHIEF	LT	44		1	1	1	1	1	2
	02	PERS SGT	E7	75Z40	NC	1	1	1	1	1	2
	03	SR PAY SGT	E6	73C30	NC	1	1	1	1	1	2

PROPOSED PERSONNEL STAFFING GUIDE

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	04	SR PAY SP	E5	73C20		2	4	2	4	4	2
	05	PAY SP	E4	73C10		5	7	4	7	7	2
	06	PAY SP	E3	73C10		3	4	2	4	4	2
	07	PERS RCDS SP	E5	75D20		3	5	3	5	5	2
	08	PERS RCDS SP	E4	75D10		4	7	3	7	7	2
	09	PERS RCDS SP	E3	75D10		3	5	3	5	5	2
	10	CLK TYPIST	E3	71L10		1	1	1	1	1	2
		PARA TOTAL				24	36	21	36	36	
16		ACTIONS & AFFAIRS BR									
	01	BR CHIEF	WO	711A		1	1	1	1	1	2
	02	PERS SGT	E7	75Z40	NC	1	1	1	1	1	1
	03	PERS ACTIONS SGT	E6	75Z30	NC	1	2	1	2	2	2
	04	SR PERS ACTION SP	E5	75E20		4	5	4	5	5	2
	05	PERS ACTIONS SP	E4	75E10		8	11	6	11	11	2
	06	PER ACTIONS SP	E3	75E10		6	6	4	6	6	2
	07	PERS RECD SP	E4	75D10		1	1	1	1	1	2
	08	PERS RECD SP	E3	75D10		2	2	1	2	2	2
	09	CLK TYPIST	E3	71L10		1	1	1	1	1	2
		PARA TOTAL				25	30	20	30	30	
17		PERS MGT BR									
	01	BR CHIEF	CPT	42		1	1	1	1	1	
	02	TEST CONTROL OFF	WO	711A			1		1	1	
	03	SR PERS MGMT SUPV	E8	75Z50	NC	1	1	1	1	1	2

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	04	PERS MGMT SUPV	E7	75Z40	NC	1	1	1	1	1	2
	05	PERS MGMT SUPV	E6	75Z30	NC	2	3	2	3	3	2
	06	PERS MGT SP	E5	75C30		8	10	8	10	10	2
	07	PERS MGT SP	E4	75C10		9	12	9	12	12	2
	08	PERS MGT SP	E3	75C10		8	11	8	11	11	2
	09	PERS RCDS SP	E4	75D10		2	3	1	3	3	2
	10	PERS RCDS SP	E3	75D10		1	1	0	1	1	2
	11	CLK TYPIST	E4	71L10		1	1	1	1	1	2
		PARA TOTAL				34	45	32	45	45	
18		SYS QUAL & INTERFACE BR									
	01	BR CHIEF	CPT	42		1	1	1	1	1	
	02	DATA PROCESSING WO	WO	741		1	1	1	1	1	
	03	FIN OPNS CHIEF	E8	73Z50	NC	1	1	1	1	1	
	04	CLK TYPIST	E4	71L10		1	1	1	1	1	2
		PARA TOTAL				4	4	4	4	4	
19		TRANSACTION EDIT SEC									
	01	SEC CHIEF	E7	75Z40	NC	1	1	1	1	1	2/7
	02	FINANCE SGT	E6	73C30	NC	1	1		1	1	2
	03	FINANCE SP	E5	73C30		4	6	3	6	6	2
	04	FINANCE SP	E4	73C10		3	5	2	5	5	2
	05	FINANCE ASST	E3	73C10		1	2	1	2	2	
	06	PERS RCDS SP	E5	75D30		2	3	2	3	3	2/7

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	07	PERS RCDS SP	E4	75D10		2	4	2	4	4	2/7
	08	PER RCDS SP	E3	75D10		1	2	0	2	2	
		PARA TOTAL				15	24	11	24	24	
20		AUDIT SECTION									
	01	SEC CHIEF	E7	73C30	NC	1	1	1	1	1	2
	02	SR PERS RECD SP	E6	75Z20		3	3	3	3	3	2
	03	SR FINANCE SP	E6	73C20		2	3	2	3	3	2
		PARA TOTAL				6	7	6	7	7	
21		INPUT/OUTPUT CONTROL SECTION									
	01	SEC CHIEF	E7	75Z30	NC	1	1	1	1	1	2/7
	02	DISTR SP	E5	71L20		1	1	1	1	1	2
	03	DISTR SP	E4	71L20		3	3	2	3	3	2
	04	SR PERS RECD SP	E5	75D20		2	3	2	3	3	2/7
	05	PERS RECD SP	E4	75D10		2	3	2	3	3	2/7
	06	CARD PUNCH OP	E4	74B20		2	3	2	3	3	2
	07	CARD PUNCH OP	E3	74B20		3	3	2	3	3	2
		PARA TOTAL				14	17	13	17	17	
22		DATA BASE MGT SEC									
	01	SEC CHIEF	E6	75Z30	NC	1	1	1	1	1	2/7
	02	PROGRAMMER ANALYST	E5	74F20		1	1	1	1	1	2/2
	03	DATA ANALYST	E5	75D20		2	3	1	3	3	2/7
	04	DATA ANALYSIS SP	E5	73C20		1	2	1	2	2	2/7

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	05	DATA ANALYSIS SP	E4	75B10		1	2	1	2	2	2/7
	06	DATA ANALYSIS SP	E3	75D10		1	1	1	1	1	1
		PARA TOTAL				7	10	6	10	10	
23		CUSTOMER SVC BR									
	01	BR CHIEF	CPT	44		1	1	1	1	1	
	02	SR PERS SGT	E8	75Z40	NC	1	1	1	1	1	
	03	CLK TYPIST	E4	71L10		1	1	1	1	1	2
		PARA TOTAL				3	3	3	3	3	
24		INQUIRY SEC									
	01	SEC CHIEF	E7	73C40	NC	1	1	1	1	1	2
	02	PERS SGT	E6	75Z40	NC	1	1	1	1	1	2
	03	SR PAY SP	E5	73C20		2	3	2	3	3	2
	04	PAY SP	E4	73C20		5	6	4	6	6	2
	05	PAY SP	E3	73C20		2	3	1	3	3	
	06	SR PERS RCDS SP	E5	75D20		1	1	1	1	1	
	07	PERS RCDS SP	E4	75D10		1	2	1	2	2	2
	08	PERS RCDS SP	E3	75D10		2	2	1	3	3	
	09	PERS ACTIONS SP	E4	75E20		1	2	1	2	2	2
	10	PERS MGT SP	E4	75C20		1	2	1	2	2	2
		PARA TOTAL				17	23	14	24	24	2
25		IN/OUT PROCESSING SEC									
	01	SEC CHIEF	E7	75Z40	NC	1	1	1	1	1	2
	02	FINANCE SGT	E6	73C30	NC	1	1	1	1	1	2

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	03	SR PAY SP	E5	73C20		1	2	1	2	2	2
	04	PAY SP	E4	73C10		2	3	2	3	3	2
	05	PAY SP	E3	73C10		1	2	1	2	2	
	06	PERS RCDS SP	E5	75D20		2	4	2	4	4	2/7
	07	PERS RCDS SP	E4	75D10		5	7	4	7	7	2/7
	08	PERS RCDS SP	E3	75D10		6	7	5	7	7	
	09	PERS MGT SP	E4	75C10		1	2	1	2	2	2
	10	PERS MGT SP	E3	75C10		1	1		1	1	
		PARA TOTAL				21	30	18	30	30	
26		TRAVEL SEC									
	01	SEC CHIEF	E6	73C30	NC	1	1	1	1	1	2
	02	TRAVEL SP	E5	73C20		2	3	2	3	3	2
	03	TRAVEL ASST	E4	73C10		2	3	1	3	3	2
	04	TRAVEL CLK	E3	73C10		1	1	1	1	1	
		PARA TOTAL				6	8	5	8	8	
27		SEPARATION SEC									4
	01	SEC CHIEF	CPT	42						1	
	02	PERS SGT	E7	75Z40	NC					1	2
	03	FINANCE SGT	E6	73C30	NC					1	2
	04	SR PAY SP	E5	73C20						2	2
	05	PAY SP	E4	73C10						5	2
	06	PAY SP	E3	73C10						2	

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	07	PERS RCDS SGT	E6	75Z30	NC					1	2
	08	PERS RCDS SGT	E5	75D20						2	2
	09	PERS RCDS SP	E4	75D10						5	2
	10	PERS RCDS SP	E3	75D10						4	
		PARA TOTAL								24	
28		DISBURSING BR									5
	01	BR CHIEF	LT	44		1	1	1	1		
	02	FINANCE SGT	E6	73C30	NC	1	1	1	1		2/6
	03	DISBURSING SP	E5	73C20		3	5	3	5		2/6
		PARA TOTAL				5	7	5	7		
		PPSD TOTAL				234	310	280	311	328	

NOTES:

1. This is a major slot in a PPSD organized by a TDA.
2. TDA space may be filled by civilian.
3. This is a E-7 75D40 space in a PPSD organized by a TDA
4. Only a PPSD organized by a TDA.
5. Only a PPSD organized from a TOE. A PPSD organized by a TDA receives disbursing support from the installation Finance and Accounting Office.
6. Additional personnel staffing must be added if TOE element is assigned responsibility for a commercial accounts function.
7. Must have an ASI of W5.

BREAKOUT BY GRADE AND MOS

OF PROPOSED PERSONNEL STAFFING

GUIDE FOR TOE AND TDA PPSD SERVICING

16,000 SM.

	TOE		TDA	
GRADE	NUMBER	PERCENTAGE	NUMBER	PERCENTAGE
E3	55	23%	76	23%
E4	82	35%	126	38%
E5	53	22%	75	22%
E6	18	7%	23	7%
E7	10	4%	11	3%
E8	4	2%	4	1%
E9	1	*%	1	*%
WO	2	1%	3	1%
O1	3	1%	2	1%
O3	4	2%	5	1%
O4	1	*%	1	*%
O5	1	*%	1	*%
Totals:	234	100%	328	100%
MOS				
42	4	2%	5	2%
44	5	2%	4	1%
75Z	19	8%	23	7%
71L	21	8%	26	8%
73C	64	27%	94	28%
75D	65	27%	103	31%
711A	1	*%	2	*%
75E	19	8%	24	7%
741	1	*%	1	*%
73Z	1	*%	1	*%
74B	5	2%	6	2%
74F	1	*%	1	*%
75C	28	12%	38	11%
Totals:	234	100%	328	100%

* less than 1%

COPPER

CHAPTER 7

CONTINGENCY PLAN

7-1. POLICY: Formation of a PPSD does not degrade the capability of the personnel support services system (SIDPERS and JUMPS-Army) to respond to various emergency conditions.

7-2. TYPES OF EMERGENCIES: For purposes of this manual, emergency conditions encompass the following situations: the JUMPS central computer facility is unable to update the master file or to prepare LES for the PPSD; a computer facility updating SIDPERS in the field cannot function as required; a unit deploys to an area of operations (AO) without its personnel and pay records; elements of a unit deploy to an AO in phases; and a unit deploys in full strength to an AO.

7-3. JUMPS CENTRAL COMPUTER SITE: Section III, Chapter 7, AR 37-101-1 identifies actions to be taken by the field finance unit when the JUMPS central computer facility becomes inoperative or payment documents are not received by the field finance office; that section also applies to the PPSD. The PPSD has the same capability as a finance unit operating in a separate mode to reconstruct pay record and to make local payments when the central computer is inoperative.

7-4. TEMPORARY LOSS OF COMPUTER SUPPORT: Under the COPPER concept, inability of a computer facility to support division or corps troops for a short period of time will not only prevent updating of the SIDPERS records, but will also prevent preparation of SIDPERS/JUMPS interface cards. It is anticipated that when the division or corps computer facility is inoperative there will be sufficient computer support from other elements to maintain only the logistical function. Computer support for the military personnel and pay functions may therefore be given secondary priority. As a result and as an interim measure until computer support is restored or additional computer support is obtained, the affected PPSDs must manually prepare all personnel/pay actions and temporarily suspend normal personnel reporting procedures required under SIDPERS.

A. Manual Processing of Pay Actions.

1. Originators of JUMPS only transactions and pay related actions that would normally be generated by the SIDPERS-JUMPS interface will follow the procedures as currently outlined in Part III, this manual. The only change in processing these actions through the PPSD is the action branches will manually code DA Forms 3684 for personnel pay related input that would normally be produced by the interface.

2. The manually prepared DA Forms 3684 will be attached to and an annotation made on the BT that is controlling the flow of the related SIDPERS document. The BT with the SIDPERS input forms and added DA Forms 3684 will be processed to the SQIB for edit and preparation of the punch card.

3. The punch cards are transmitted to the USAFAC by the normal manner. The BT will be annotated accordingly and held in suspense with the SIDPERS input forms until computer support is restored or obtained.

B. Suspension of Personnel Reporting.

1. Originating and processing DA Forms 3815 will be IAW Part II, this manual, except that BTs with the SIDPERS Input Forms will be placed in suspense in the SQIB until computer support is restored or obtained. Manual updating of SIDPERS reports will be initiated to monitor strength accounting information.

2. Once computer support is restored, the SIDPERS Input Forms held in suspense will be separated from the BT and processed IAW Part II, this manual. JUMPS input cards produced as a by-product of updating the SIDPERS will be machine matched with previously transmitted JUMPS cards held in suspense. Matched cards are destroyed. Mismatches are reconciled and the JUMPS master file corrected as appropriate.

7-5. DEPLOYMENT WITHOUT RECORDS:

A. Proposed concepts for military pay and personnel support of a deployed US Army unit to an AO, which does not have an existing administrative base or developed US military facility, provides that the unit will be deployed with abbreviated

personnel/pay records (APPR). Under such conditions, the MPRJ/PFR for personnel of divisions and of separate brigades will remain at the administrative base. The MPRJ/PFR for personnel of other units will be maintained by the Corps PPSD at the administrative base. The MPRJ/PFR for individual replacements will be hand-carried by the replacements to the CONUS staging area where the APPR will be separated for the MPRJ (or prepared if available). The MPRJ/PFR will be sent to the appropriate custodian of the records. The individual replacements will hand-carry the APPR to the AO. Military personnel located in the AO will receive direct support from a FAST that will file and maintain the APPR for each deployed individual. The APPR will contain a copy of the DA Form 2 and may contain copies of DA Form 41 and the leave and earning statements (LES).

B. Responsibilities and composition of a FAST, during initial phase of deployment, is contingent upon availability of aircraft flights and electronic communications, strength of the deployed forces, and security of the AO support base. It is anticipated that initial priority will be placed upon strength accounting, casualty reporting and replacement operations. Recommendations for promotions, awards and decorations, etc., will be forwarded to force administrative base for processing. As a minimum, the FAST must be capable of performing the following functions:

1. Casualty reporting.

2. Personnel/pay inquiries processing.

3. Military pay functions to include limited commercial transaction support.

4. Replacement processing.

5. Strength accounting.

6. Miscellaneous personnel services.

7. Records/document control.

7-6. DEPLOYMENT BY ECHELON: Units deploying in phases to an AO will also be supported by a FAST. Strength of a FAST will be

increased as additional elements (battalion or brigade size) are phased into the AO. A determination as to when the Chief of the PPSD, the MPRJ/PFR, and the remainder of the PPSD are deployed is influenced by the commander's estimate as to length of the emergency, intensity of the conflict, and possible changes to the contingency force's objective. Conceptually, the entire PPSD should be deployed when it is apparent that the support unit(s) will be in the AO for an extended period and the environment will permit the PPSD to operate as designed.

7-7. DEPLOYMENT AT FULL STRENGTH: The PPSD will operate without procedural changes within the AO when fully deployed with the supported unit(s). Curtailment of responsibilities by deleting of tasks or reports will be directed by DA. Ideally, a deployed PPSD will be geographically located close to the supporting computer facility. When the situation requires that all deployed PPSDs be located in a centralized area of the corps rear, the PPSDs will use the FAST concept for providing service to the supported unit(s).

7-8. CONCEPT OF FAST OPERATIONS:

A. The personnel and pay direct support mission of the PPSD is not changed. A PPSD FAST will be deployed with the supported unit to administer direct support to the SM. The FAST operates as the deployed unit's coordinating point for all PPSD actions.

B. FAST personnel management functions will be limited to personnel strength reporting, casualty reporting, and replacement processing.

1. Actions taken in response to personnel reporting requirements will be primarily those that support the readiness posture of the unit in the AO. Unit manning reports will be monitored to insure adequacy of personnel fill. Personnel requirements will be forwarded to the PPSD (-) for requisitioning action.

2. Assignment/reassignment actions of personnel in the AO will be performed by the FAST as directed.

3. Promotions, awards, ITT requests, discharges and such other personnel generated actions will be received by the FAST, but forwarded to the PPSD (-) for completion of action.

4. Personnel and pay systems information changes will be input, as they occur, by the FAST to the PPSD (-) for updating appropriate systems records. Unit input will be processsed to the FAST by each battalion PAC.

5. All management information regarding personnel in the AO will be provided by automated reports prepared by the PPSD (-) and forwarded to the FAST.

6. The DA Form 2 will be the principle document maintained in the APPR. It will be used principally as a locator document filed by UIC. Copies of individual personnel and pay actions and inquiries generated in the AO will be filed in the APFR.

C. Military Pay. The FAST will operate as a Class B agent office of the parent PPSD. Finance actions accomplished by the FAST will include processing cash payments and collections, providing services for carrying conversion transactions and supporting limited commercial account actions such as small claims, daily hire of local nationals, and administering imprest funds.

D. Administrative and logistical support of the FAST will be provided by the support element supporting the deployed unit.

7-9. CONTINGENCY PLANNING FOR REGIONAL PPSDs:

A. General Description. Regional PPSDs are elements that provide personnel service support and military pay support to commanders and personnel of the United States Army, Europe, and tenant units (when applicable) stationed in its geographic area of responsibility. Personnel service support and military pay support is provided on a geographic basis and cuts across command lines.

B. Authorization Document Formulation. Authorization documents will be formulated for all commands authorized a PPSD. Slots from these authorization documents will then be transferred to the TDA authorization document for the regional PPSD.

Annotations will be made in the remarks section of the command's authorization document as to which regional PPSD the slots were transferred. Additionally, annotations will be made in the regional PPSDs' authorization document as to the command from which these slots were received. Care must be taken to insure the incumbent performs duty in the precise slot and MOS that was transferred from the command authorization document. This is necessary to preclude retraining, should contingency plans require the dissolution of the regional PPSD and the reconstitution of the command PPSD. Slots from the command authorization document will be allocated to the regional PPSDs in proportion to the portion of the command serviced by each regional PPSD.

C. Contingency Plan I - Regional PPSDs remain intact and displace on order. These PPSDs will continue to provide personnel service support and military pay support on a regional basis in the new AO. Should a serviced unit move from the area of support of regional PPSD-1 to the area of support of regional PPSD-2, the MPRJ and PFR of that serviced unit and the proportional number of PPSD slots of the major command supported by regional PPSD-1 will be transferred to regional PPSD-2. Additionally, the incumbents in the transferred slots will also be transferred and appropriate annotations made on the authorization documents of both the gaining regional PPSD and the major command's PPSD authorization document.

D. Contingency Plan II - Regional PPSDs are dissolved and command PPSDs reconstituted. On order, the positions, incumbents, and MPRJ and PFR of the various regional PPSDs will be transferred back to the command from which they originated. The command PPSD will then be constituted and provide, along command lines rather than by geographic area, personnel service and military pay support for the command. Retraining will be minimal as all personnel will have been used in their proper position and MOS. (e.g., before contingency, Division A has zero-balanced its command PPSD authorization documents and has allocated those slots, incumbents, and records to three regional PPSDs (RPPSD-1, RPPSD-2, and RPPSD-3)). At this time, Division A receives support from RPPSD-1, RPPSD-2, and RPPSD-3 on a geographic basis.

Hostilities erupt and Contingency Plan II is put into operation. RPPSD-1, RPPSD-2, and RPPSD-3 transfer slots, incumbents, and records back to Division A and division PPSD will be reconstituted. This division PPSD then provides support along command lines.)

CHAPTER 8

SUPPORT OF PERSONNEL CONTROL FACILITY

AND NON-ACTIVE ARMY PERSONNEL

8-1. GENERAL: The basic responsibility of the PPSD is to provide military pay and personnel support to the active Army. A PPSD assigned responsibility to support a personnel control facility (PCF) or US Army Reserve (USAR) and National Guard (NG) units must receive additional personnel staffing IAW applicable DA staffing guides.

8-2. PERSONNEL CONTROL FACILITY: Concept of Operations, Pre-PPSD. Current directives identifying the organizational structure and personnel staffing guidance of a PCF provide for establishment of a Personnel Processing Branch. This branch contains an I/OP Section, Personnel Actions and Affairs Section, and a Personnel Records Section. Finance support to the PCF is provided by the installation FAO in a normal manner with one exception: i.e., the filing of the PFR of persons held in the control facility. These PFRs are flagged and maintained in a file area separate from the other records.

8-3. ORGANIZATION OF PPSD WITH PCF RESPONSIBILITY:

A. A PPSD will not be formed solely to provide military pay and personnel support to a PCF (See Fig. 1-1 and para 4-3, this manual). Responsibility for providing that support will be given to a PPSD formed from a TDA and having primary responsibility to support an installation. During organization of a new PPSD having the additional responsibility of supporting a PCF, the personnel and material assets of the existing Personnel Processing Branch will be added to those transferred from the FAO and MILPO.

B. The Personnel Processing Branch will be redesignated as the PCF Processing Section, and operate as a subelement of the CSB (See Fig. 8-1).

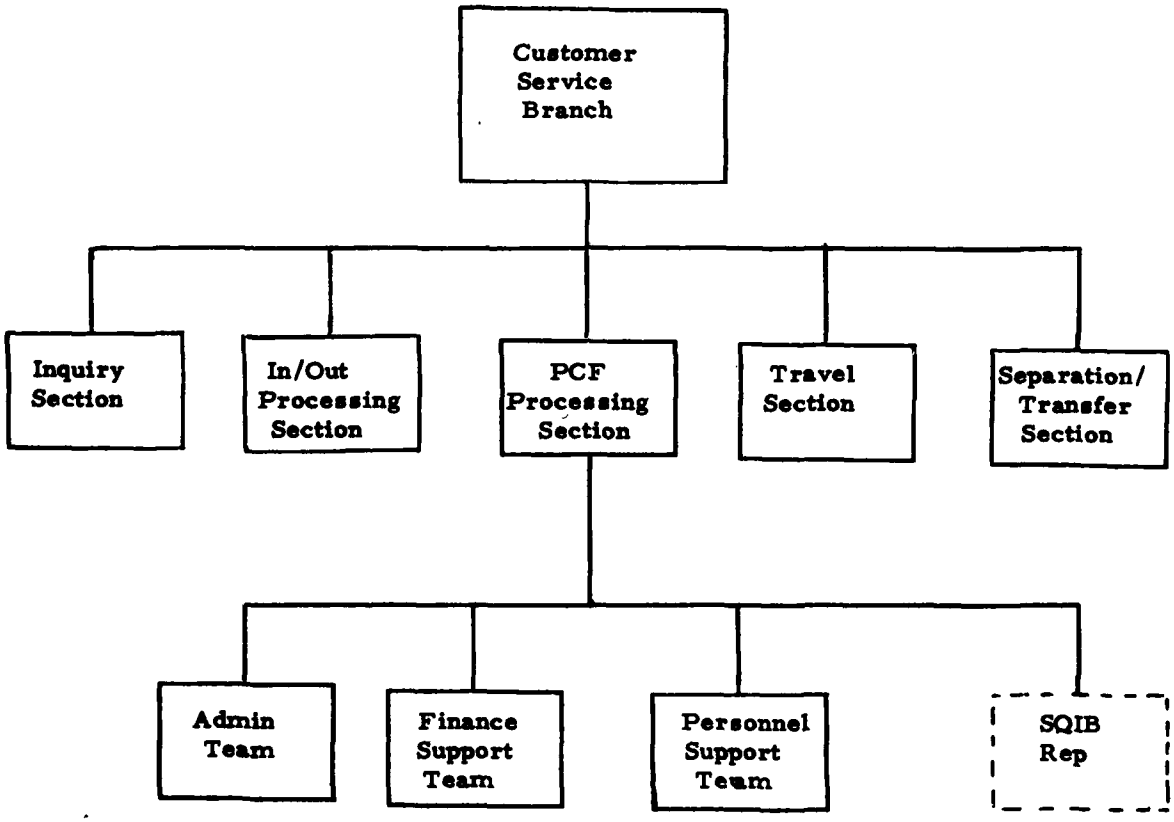


FIGURE 8-1 CUSTOMER SERVICE BRANCH WITH PCF PROCESSING SECTION

C. Tasking the PPSD with the support of PCF does not imply that the PPSD is responsible for accounting and controlling prisoner's personal property and funds. Provisions of AR 210-174 remain in effect after organization of a PPSD.

8-4. FUNCTIONS AND RESPONSIBILITIES, PCF PROCESSING SECTION:

A. The PCF Processing Section is organized into the Administration Team, Finance Support Team, and Personnel Support Team. This specific organizational alignment is necessitated by the procedural concepts of manual pay, SIDPERS processing without utilization of the SIDPERS-JUMPS interface (accomplished by utilizing the Confinement Facility UIC, not the PCF permanent party UIC, to inhibit production of SIDPERS-JUMPS interface by-product cards), separate A-Z file for personnel (MPRJ) and finance (PFR) records, and organic administrative support.

B. Chief, PCF Processing Section. Reporting directly to the Chief, CSB, the section chief supervises the timely processing of personnel returned to military control from unauthorized absence and directs personnel and pay services necessary to support judicial or administrative disposition of these returned personnel.

C. Administrative Team. Provides administrative and SIDPERS support to the PCF Commander and the PCF Processing Section. The team performs the following functions pertaining to the returnee:

1. Prepares and publishes all orders.

2. Prepares SIDPERS input DA Pam 600-8-1 and maintains applicable SIDPERS reports and Personnel Data Cards.

a. Submits arrival transactions.

b. Submits organizational strength reports (OSTR).

c. Submits duty status changes (DYST).

d. Submits departure transactions (DPRT) to the Separation/Transfer Point or unit of reassignment as applicable.

e. Receives and processes DA Forms 4187 from the PCF Operations Section.

3. Coordinates medical services, transportation, and personal services.

D. Finance Support Team (FST). Provides military pay support for returnees. Functions listed as follows:

1. Accomplishes PFR in and out processing.

a. Obtains PFR or necessary information required to establish pay account.

b. Prepares temporary finance records as required.

c. Processes all pay documents.

2. Maintains PFR in a secured A-Z file and insures corresponding charge-out cards are forwarded to the DCRB reflecting location of the PFRs.

3. Processes and coordinates all pay related inquiries.

E. Personnel Support Team (PST). Provides military personnel support for returnees. Functions listed as follows:

1. Accomplishes MPRJ in and out processing.

a. Obtains MPRJ or necessary information required to establish personnel file.

b. Prepares temporary MPRJ as required.

c. Prepares SIDPERS input (DA Pam 600-8-2) as required.

d. Processes all personnel related documents.

2. Maintains MPRJ in a secured A-Z file, and insures corresponding charge-out cards are forwarded to the DCRB reflecting location of the MPRJs.

3. Obtains and processes reassignment instructions/ orders for those returnees reinstated to active Army duty status.

4. Processes and coordinates all personnel related inquiries for returnees.

5. Coordinates/insures accomplishment of physical examinations.

6. Coordinates scheduling of ID Card and ID Tags service from CSB.

8-5. CONCEPT OF OPERATIONS, PCF PROCESSING SECTION:

A. A PCF Processing Section is designated as a subelement of the CSB and operates as a mini-CSB within a remote area. The Chief, PCF Processing Section may be delegated voucher certifying authority.

B. The general flow of records and transactions within a PCF Processing Section for processing incoming personnel are identified as follows:

1. The Administrative Section will receive returnee and accomplish necessary assignment orders and SIDPERS input. Appropriate transmittal letters to forward SIDPERS input to the PPSD (DCRB) will be accomplished. Returnees are then escorted to the FST and PST.

2. Members of the FST and PST will conduct initial interviews, prepare temporary MPRJs and PFRs as required, prepare necessary action documents and automated input forms, and if appropriate request the returnees' parent PPSD to forward his/her records to the PCF, complete inprocessing audits and actions, place PFRs and MPRJs in their respective A-Z files, and forward SIDPERS input to the Administrative Team (the Administrative Team will forward PST input to the PPSD (DCRB)). Pay vouchers will be forwarded through the Administrative Team to Disbursing for appropriate payments provided the Chief, PCF Processing Section has certifying authority; otherwise, vouchers will be forwarded to the Chief, CSB, for certification.

8-6. SUPPORT OF NON-ACTIVE ARMY PERSONNEL: Concept of Operations. A PPSD having the additional responsibility of supporting non-active Army personnel will accomplish pay and personnel services support by maintaining the personnel (MPRJ) and finance records(Financial Data Records Folder (FDRF)) separately within the CSB; in this instance the CSB must receive additional personnel staffing IAW applicable DA staffing guides to form a Special Actions Section.

8-7. GENERAL: Maintenance and processing of non-active Army pay and personnel records will be accomplished as follows:

A. In and outprocessing will be accomplished in the same manner indicated in this manual for active Army personnel by Special Actions Section personnel.

B. Records maintenance and pay voucher preparation will be the responsibility of this element.

C. Procedures for FDRF records maintenance are indicated in Part 8, AR 37-104-3.

D. Procedures for MPRJ records maintenance are indicated in applicable AR 600 series regulations.

E. For all records maintained by this element, corresponding charge-out cards will be forwarded for file to the DCRB reflecting the location of the respective records.

8-8. REFERENCES:

A. AR 37-101-1

B. AR 37-104-3

C. AR 640-2-1

D. AR 640-10

E. DA Pam 600-8 series

PART II

STANDING OPERATING PROCEDURES

CHAPTER 9

ADMINISTRATIVE SECTION

9-1. GENERAL. The Administrative Section is organized to provide routine administrative support to the PPSD. This section is not intended to provide total support but serves to reduce administrative workload within the PPSD. When required, the Administrative Section will also provide reproduction, messenger support, and administrative processing for all printing.

9-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/ guidance which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

9-3. REFERENCES.

A. AR 340-15.

B. AR 340-18 Series.

C. AR 380-5.

CHAPTER 10

DOCUMENT CONTROL AND RECORDS BRANCH (DCRB)

10-1. GENERAL. The DCRB is organized into the Distribution, Records Filing, and Control Sections. Individual SOPs are prepared for unique procedures not identified in existing regulations and guidance. Those SOPs that outline document flow are supported by flow charts included as Annex A to this chapter. The functions and responsibilities of the DCRB are outlined in Chapter 3 of this manual. Preparation of the branch DAR is covered in paragraph 2-3, this manual.

10-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/guidance which will continue to be used. When a conflict exists between the manual and cited references, the provisions of this manual will prevail.

10-3. SOP NUMBER 1, RECORDS FILING PROCEDURES.

A. General. The three types of files that will be maintained in every PPSD are Centralized A-Z, Sensitive Record File, and Suspended Records File (for those records suspended IAW AR 600-31 and/or AR 37-104-3). Some PPSDs may have additional separate files for student personnel; Reserve Component personnel; personnel assigned to a PCF; and personnel assigned to Nuclear Surety positions. In all cases, both the MPRJ and the PFR will be maintained in the same file and cross-referenced in the Centralized A-Z file by the use of the charge out records. Records maintained in different files may not be combined on the same BT.

B. Centralized A-Z File.

1. The records of personnel will be filed alphabetically without regard to unit, grade, or personnel status in this file except when blocked, loaned, or located in one of the other files discussed below.

2. The individual's PFR will be filed immediately behind his MPRJ within the same file drawer or shelf.

3. Should two (or more) SM have the same name, the records will be filed within full name from low to high SSN using the entire nine digits. For example, if a PPSD serviced the following five SM, their records would be filed in the following order:

SMITH, JOHN PETER	897-52-5311	MPRJ
SMITH, JOHN PETER	897-52-5311	PFR
SMITH, JOHN THOMAS	341-87-6414	MPRJ
SMITH, JOHN THOMAS	341-87-6414	PFR
SMITH, JOHN THOMAS	518-91-3232	MPRJ
SMITH, JOHN THOMAS	518-91-3232	PFR
SMITH, JOHN THOMAS	841-37-1987	MPRJ
SMITH, JOHN THOMAS	841-37-1987	PFR

SMITH, JOHN VICTOR	131-14-8714	MPRJ
SMITH, JOHN VICTOR	131-14-8714	PFR

4. An access roster will be maintained in the Records Filing Section. Only those personnel listed on this roster will be allowed access to the A-Z files.

5. During those times that the A-Z file is unattended, the files area will be secured.

C. Sensitive Records File.

1. The records of personnel assigned to the PPSD and records of senior personnel deemed to be sensitive by C, PPSD will be filed in this separately maintained A-Z file.

2. Records will be filed in a locked container under the control of one primary and one alternate person designated by C, PPSD.

3. Records will be filed IAW paragraph 10-3B 1, 2 and 3, above.

D. Suspended Records File.

1. The records of personnel suspended IAW AR 600-31 or AR 37-104-3 will be filed in a separately maintained A-Z file.

2. These records will be filed in a separate locked container under the control of one primary and one alternate person designated by C, PPSD.

3. Records will be filed IAW paragraph 10-3B 1, 2, and 3, above.

E. Additional Files.

1. In some PPSDs, additional separate files may be required for student personnel, personnel assigned to a PCF, Reserve Components personnel, and personnel assigned to Nuclear Surety positions. A separate file may be maintained for personnel in each of the categories listed.

2. Each file will be maintained in a locked container under the control of one primary and one alternate person designated by C, PPSD.

3. Records will be maintained in these files IAW paragraph 10-3 B 1, 2 and 3 above.

F. Charge Out Records.

1. A charge out record will have the SM's full name and SSN typed or neatly printed in the upper left corner. The upper right corner will be annotated with either "MPRJ" or "PFR" depending on the type of record being prepared. A properly completed charge out record will be maintained for each record filed in the PPSD.

2. In addition, records that are filed IAW paragraph 10-3 C, D or E, above will also have charge out records in the centralized A-Z file showing which file the record is physically being maintained (e.g., records maintained in the Suspended Records File will have their A-Z charge out record annotated "Suspended Records").

3. When records are out of a given file, the charge out record will be placed in the vertical position with the "out" visible. When a record is in file, the charge out record will be placed in the horizontal position inside the record so the "out" will not be visible.

a. When a record is out on a normal block, the charge out record will be annotated with the BT number and the date charged out.

b. When a record is out on loan, the charge out record will be annotated with the words "Loaned Record," the BT number, and the date charged out.

c. When a record is blocked to CSB for out processing, the charge out record will be annotated with the words "Out processing," the BT number, the appointment date, and the date charged out.

d. When a record returns to file, the last blocked out entry will be lined out on the charge out record.

10-4. SOP NUMBER 2, DISTRIBUTION BREAKDOWN.

A. General. This SOP covers the responsibilities of the Distribution Section. The Distribution Section is responsible for initial processing of all distribution received from outside the PPSD with the exception of the initial processing of the UTL and the entire processing of the DA Form 3815 (ref Chapter 15, this manual). This SOP is supported by flow chart contained in Annex A to this chapter.

B. Date/Time Stamp. Documents will be stamped, if appropriate. A perforator type stamp is desirable. Care must be taken not to date stamp all documents (e.g., OERs, SEERs, EERs, MSF, and information documents).

C. Sorting Categories. Distribution will be sorted into the following categories: information documents; documents to be filed in the MPRJ, PFR, or both; UTLs and contents; requests for loaned records; efficiency reports; actions that are suspensed by DA Form 2445 (snowflake); and action documents.

1. Information Documents. These are documents that do not require action. A copy of this type of document is not required to be filed in either the MPRJ and/or PFR, (e.g., SOLDIERS magazines, regulations, changes to regulations, information messages, DA pamphlets, DA circulars, copies of SIDPERS output that are used as reference rather than action, daily/weekly bulletins, and policy letters.) These documents are distributed to the appropriate branch without control.

2. Documents to be filed in MPRJ, PFR, or both. These documents are required to be filed in one or both of the records and may not require additional action (e.g., letters of commendations, certificates of achievement, and some copies of DA Form 4187 after unit input has been made). These documents are processed IAW paragraph 10-5, below.

3. UTLs and contents. A UTL is used by units (PACs under the CABL concept) to forward documentation to the PPSD. Initial processing of the UTL is accomplished in the SQIB and covered in Chapter 15. The Distribution Section will receive copy 3 of the UTL and the UTL contents from the SQIB. The UTL and contents are processed IAW paragraph 10-6, below. An example of a UTL is shown in Appendix E.

4. OTLs. An OTL is used to forward documentation to the PPSD from an element other than a unit (e.g., housing office, laundry, etc). These documents are processed IAW paragraph 10-7, below. An example of an OTL is shown in appendix E.

5. Requests for loaned records. These requests are used by a unit commander, JAG, etc., to request the loan of a record outside the PPSD. A DA Form 543 is used for this request and processed IAW paragraph 10-8, below.

6. Evaluation reports. Evaluation reports are normally handcarried directly to the PMB by the PSNCO or other staff members. Should the Distribution Section receive any evaluation reports, they will be handcarried to the PMB.

7. Actions suspensed by DA Form 2445(snowflake). Actions that come into the PPSD under DA Form 2445 suspense will be forwarded to an action branch as designated by C, PPSD. No BT control is required for these items.

8. Action Documents. An action document requires the PPSD to take some action other than filing in either the MPRJ or PFR or both (allotment changes, requests for schooling, flagging actions, AEA code changes). These documents are processed IAW paragraph 10-9, below.

10-5. SOP NUMBER 3, PROCESSING FILE ONLY DOCUMENTS.

A. General. This SOP covers the processing of documents to be filed in the MPRJ, PFR, or both and that no other actions need be taken. This SOP is supported by flow charts contained in Annex A to this chapter.

The Distribution Section is responsible for separating these documents and forwarding them to the Control Section.

B. Control Section Actions.

1. All documents to be filed in either the MPRJ, PFR, or both will be reviewed by the Control Section before being forwarded to the Records Filing Section.

2. The Control Section will identify all "file only" documents as either File-MPRJ or File-PFR. Should the document require filing in both records, it is the Control Section's responsibility to insure two copies of the document are present and to identify one File-MPRJ and the other File-PFR.

3. The identified documents will then be forwarded to the Records Filing Section.

C. Records Filing Section Actions.

1. If the appropriate record is in file, documents will be filed IAW AR 640-10 for "File-MPRJ" documents, and AR 37-104-3 for "File-PFR" documents.

2. If the appropriate record is not in file and charge out record indicates either that record is on a normal block or a loaned record block, the following actions will be taken:

a. The BT number to which the record is charged out will be annotated in the upper right corner of the file document.

b. This document will then be placed in the File-only Recycle Suspense File. This is a file maintained in the Records Filing Section for file documents awaiting the return of records charged out on BT. Documents will be filed numerically from low to high by BT number annotated in the upper right corner

of the file document. The Records Filing Section Supervisor will review this file weekly to insure it is current. Clearing of this suspense file is covered in Paragraph 10-10, below.

3. If the appropriate record is not in file and the charge out record indicates that the record is in the outprocessing section and the appointment date shown on the charge out record has not passed, annotate "CSB" in the upper right corner of the document. Forward the document to Control Section. Control Section will forward these documents to the outprocessing section of CSB.

4. If the appropriate record is not in file and the charge out record indicates that the record is in the Outprocessing Section and the appointment date shown on the Charge Out Record has passed, the document will be annotated "Locator" in upper right corner. These documents will be forwarded to the locator element of the Control Section. Procedures for these documents are covered in paragraph 10-13, below.

5. If the appropriate record is not in file and the charge out record indicates that the record is being maintained in another file (Suspended Records File, Sensitive Record File, etc.), the document will be annotated in the upper right corner as to the file the record is being maintained. These documents will then be forwarded through the Control Section to the person responsible for the maintenance of those files.

6. If the appropriate record is not in file and there is no charge out record in file, annotate "Locator" in upper right hand corner of the document and forward to locator element of the Control Section. Procedures for these documents are covered in paragraph 10-13, below.

10-6. SOP NUMBER 4, PROCESSING UTL AND CONTENTS.

A. General. The SQIB is responsible for the initial processing of the UTL and its contents. Once the SQIB has completed its portion of the processing, they will forward the triplicate copy of the UTL and contents to the Distribution Section of the DCRB. The SQIB may make annotations as to additions and deletions. This SOP is supported by flow charts contained in Annex A of this chapter.

B. Distribution Section Actions.

1. The SQIB will forward the UTL and contents to the Distribution Section, where the following edits will be conducted:

a. Insure the UTL is in sequence for that unit/PAC by comparing with the UTL file for that unit/PAC.

b. Insure that the documents shown to be present on the face of the UTL are indeed present.

2. Should any discrepancies arise during edits, the Distribution Section will coordinate with the SQIB to resolve them.

3. The documents of the UTL will then be separated and processed as follows:

a. The UTL will be filed sequentially in a file maintained for each unit/PAC.

b. Information documents will be forwarded to the appropriate branch/section without control.

c. File only documents will be processed IAW paragraph 10-6, above.

d. Action documents will be processed IAW paragraph 10-9, below.

e. Requests for loaned records will be processed IAW paragraph 10-8, below.

10-7. SOP NUMBER 5, PROCESSING OTLs.

A. General. Input from elements other than units or PACs (housing, laundry, etc.) must forward documentation to the PPSD on a sequentially numbered OTL. This SOP is supported by flow charts contained in Annex A of this chapter.

B. Edits and Processing. The distribution clerk will make the following edits:

1. Check sequence of OTL.

2. Verify inclosures to OTL to insure agreement with information contained on the OTL itself.

3. If there are errors that the distribution clerk can correct, he will do so. If errors are uncorrectable, a DL will be prepared IAW paragraph 10-7, below.

4. If the OTL contains a DL from a previous OTL, the clerk will insure that errors have been corrected.

a. If errors have not been corrected, a new DL will be prepared IAW paragraph 10-7c, below.

b. If errors have been corrected, the DL Suspense File will be cleared.

(1) Match the original DL from the unit with the duplicate contained in the DL Suspense File.

(2) Destroy the duplicate DL.

(3) File the original DL and the duplicate OTL in the OTL Completed File.

5. With exception of those OTLs that a DL must be prepared, the following actions will be taken after edits:

a. Log OTL in OTL Log. (See appendix E for an example of an OTL and the OTL Log)

b. Sign OTL.

c. Return original OTL to originating element.

d. File duplicate OTL in OTL completed file.

e. Separate remaining documents into categories and processes as indicated.

(1) Documents to be filed in MPRJ, PFR, or both. These documents will be forwarded to the Control Section (See paragraph 10-5, above).

(2) Action Documents. These documents will be forwarded to the control section. (See paragraph 10-9, below).

(3) Information Documents. Information documents will be forwarded to the appropriate branch/section without control.

C. DL Processing. If errors are found on the OTL that are uncorrectable a DL in duplicate must be prepared. (An example of a DL is shown in Appendix E.)

1. The OTL Log will be annotated to show that a DL was prepared for the OTL number.

2. The original DL, duplicate OTL, and any documents in error will be returned to the originating element.

3. The OTL will be annotated to show those documents that are correct and will be processed.

4. The duplicate DL and the original OTL will be filed in the DL Suspense File.

5. The correct documents will be processed by separating them into categories and processing IAW paragraph 10-7B 5e, above.

10-8. SOP NUMBER 6, PROCESSING REQUESTS FOR LOANED RECORDS.

A. General. A DA Form 543, Request for Records, will be prepared for every record requested from the PPSD. Tight control procedures and follow up are required on these records since no actions can be accomplished for that SM while they are out of file. This SOP is supported by flow charts contained in Annex A of this chapter.

B. Control Section Actions.

1. The Control Section of the DCRB will receive all requests for records to be loaned outside of the PPSD. If request is not on a DA Form 543, Control Section clerk will prepare one for each record requested.

2. A BT number from the DCRB Control Log will be assigned to each DA Form 543 and annotated on that form. The Remarks Section of the DCRB Control Log will be annotated "Loaned Record." (See Appendix E for an example of the DCRB Control Log)

3. The DA Form 543 will then be forwarded to the Records Filing Section.

C. Records Filing Section Actions. The Records Filing Section clerk will ascertain if the record is present in the files.

1. If record is present, it will be added to the DA Form 543 and the charge out record will be annotated with the BT number, the words "Loaned Record", and the Date record charged to that BT number.

2. If record is not present, annotate BT number to which record is charged out in the upper right corner of the DA Form 543.

3. Forward DA Form 543 and record or annotated DA Form 543 back to Control Section.

D. Control Section Action.

1. If record was out on BT the clerk will notify requestor. Clerk will ask requestor if they would like to have request recycled or the record at a later date.

a. If requestor wants request recycled, Control clerk will take the following actions:

(1) Close out log entry for BT number assigned to the DA Form 543.

(2) Place DA Form 543 in recycle suspense file. (For further information on processing the Recycle Suspense File see paragraph 10-13, below.)

b. When requestor wants to request records at later date, take following actions:

(1) Close out log entry for BT number assigned to DA Form 543.

(2) Return DA Form 543 to requestor.

c. When record is returned to Control Section on a returning BT and a DA Form 543 is in the Recycle Suspense File for that record, the clerk will take the following actions:

(1) Returning BT will be closed out IAW paragraph 10-13, below.

(2) A new BT number will be assigned to the DA Form 543.

(3) After returning from the Records Filing Section, record and DA Form 543 will be handled as discussed in the next paragraph.

2. If record is attached to the DA Form 543, the clerk will take the following actions:

a. Complete remainder of DA Form 543.

b. Assign a suspense date for the return of the record. (Suspense will normally be 3 work days).

c. Forward original and duplicate DA Form 543 and record to requestor.

d. File copy 3 of the DA Form 543 in the Loaned Records Suspense File.

E. Control Sections actions after return of a loaned record. The Control Section clerk will:

1. Match returning original DA Form 543 with copy 3 in the Loaned Records Suspense File.

2. Sign original and copy 3 of DA Form 543 for receipt.

3. Return original DA Form 543 to requestor as a receipt.

4. Copy 3 of the DA Form 543 and the record are handled as a returning BT and records (See paragraph 10-13 below).

F. Follow-up on loaned records.

1. Loaned Records Suspense File will be reviewed daily.

2. When records are overdue, its clerk will contact requestor to return records.

3. If requestor wants a reasonable extension, grant it and refile DA Form 543 by new suspense date. If requestor wants an unreasonable extension, the clerk will deny extension.

4. After the third request for return of the records to the PPSD the clerk will notify branch chief to take appropriate action.

10-9. SOP NUMBER 7, PROCESSING ACTION DOCUMENTS.

A. General. This SOP covers the processing of action documents and the subsequent processing of outgoing BT. This SOP is supported by flow charts in Annex A.

B. Routing Guide. A detailed routing guide is in Annex B to this chapter. This routing guide will be used in the blocking of actions and records described in succeeding paragraphs of this SOP.

1. Blocking categories: The categories of S, NS, J, NJ, and SJ will be used. These category letters are used to prefix the BT number. The letters stand for:

A. S - SIDPERS only input (i.e., contains action documents that will result in SIDPERS input only).

B. NS - Personnel related no SIDPERS input (i.e., contains action documents related to personnel but that do not require SIDPERS Input).

C. J - JUMPS-only input (i.e., contains action documents that will result in JUMPS only input).

D. NJ - Finance Related no JUMPS input (i.e., contains action documents related to Finance but that do not require JUMPS input).

E. SJ - SIDPERS/JUMPS input (i.e., contains action documents that will result in input to both SIDPERS and JUMPS).

2. Blocks. In addition to the separations by type of action and category, BT may be described by their contents.

a. Blocks with actions and records are prepared and initially routed with both action documents and records. These BT will be numbered 0001 to a cut off point determined by C, PPSD (e.g., 0001 - 7,999). When there is automated input, the records must be returned to file on the duplicate BT within three days. The original BT must be returned to DCRB within five days. When there in no automated input, the records must be returned to

file on the original BT within three days. This time is measured from the date the BT is forwarded from the DCRB until the duplicate BT and record returns.

b. Blocks with actions only are prepared and initially routed with only action documents (no records). These BT will be numbered from the cutoff point discussed in the above paragraph (e.g., 8,000-9,999). The suspense for these BT depends upon the actions on the blocks. The C, PPSD will establish and publish suspenses for these actions.

c. Blocks with records only will be initiated upon a request for records from a given branch/section. They will contain the request for records and records only. These BT will be numbered as described in paragraph 10-6 B 2a, above. These blocks will usually have actions added to them in an action branch or section. Therefore, these blocks are to be completely processed in five work days. The time for the record out of file is to be three work days. This time is measured from the date the block is forwarded from the DCRB until the duplicate BT and record returns.

C. Additions or Deletions to/from BT.

1. Action branch/section. Should an action branch/section wish to add or delete an action/record to a block, the following steps must be taken:

a. Deletions, annotate the remarks sections of the BT to show: "LAST NAME, FIRST INITIAL, LAST FOUR NUMERALS OF SSN, type of action, removed to (place new BT number)." (e.g., Jones, L. 0144, promotion, removed to 6324.)

b. Additions, annotate the remarks section of the BT to show: "LAST NAME, FIRST INITIAL, LAST FOUR NUMERALS OF SSN, type of action, added from (place original BT number)." (e.g., Jones, L. 9144, promotion, added from 8,918)

2. Control Section of DCRB. When processing outgoing blocks in the Control Section, the addition/deletion process for actions may be abbreviated (e.g., remarks section may be annotated "2 documents to Recycle Suspense File", "4 documents to locator", "3 documents to BT 843", "3 documents from BT 1,868," etc.). These annotations must be accompanied by a corresponding increase or decrease in the number of actions in block 11 of the BT.

D. Control Section Actions.

1. The control clerk will separate action documents into types using the Routing Guide (see Annex B).

2. Each document will be identified with "Action-Personnel," Action-Finance" or "Action-Personnel/Finance," as applicable.

3. Separate documents into individual documents and computer listings.

a. Computer listings.

(1) Listings will be broken down into pages.

(2). Pages will be grouped for blocking. A block may be made up of as few as one page. Pages may be combined on a BT provided the total number of records on the BT will not exceed 20.

b. Individual documents. The clerk will:

(1) Alphabetize each group by last name.

(2) Break large groups of the same type of documents into groups of not more than 20.

(3) Combine small groups of documents into larger groups not to exceed 20, provided documents are:

(a) The same category (S, J, NS, NJ, SJ).

(b) To the same action branch.

(c) Require the same record(s).

4. Prepare BT in duplicate.

5. When the routing guide indicates that records are not required, the clerk will take the following actions:

a. Assign next sequential number to the BT from the second set of numbers. Two sets of numbers will be used.

The first set will be for BT with records and the second set for BT without records. (e.g., the first set could be 1-7,999; the second set, 8,000-9,999. The break point between the two sets will be determined by the C, PPSD based on relative volume of each of these two types of BT.)

b. Assign suspense date for BT. Suspense date in excess of five work days may be assigned to BT which have no records. Suspenses by action types will be established and published by C, PPSD.

c. Specify routing to action branch shown in the Routing Guide.

d. Enter type(s) of action(s) in lower part of the BT. The number will be the number of line items to be worked on the BT.

e. List the number of actions on the BT.

f. Log BT out to action branch.

6. If according to the routing guide records are required, the clerk will take the following actions:

a. Assign next sequential number to the BT from the first set of numbers. (See paragraph 10-12 c(4)(a), above, for explanation of the two sets of numbers).

b. Specify routing per routing guide.

c. Identify to Records Filing Section which record is to be pulled for the BT.

d. Enter type(s) of action(s) in lower part of BT.

e. List the number of actions on the BT.

f. Forward BT to Records Filing Section.

E. Records Filing Section Actions. This section will receive and process only those BTs requiring records. The records clerk will take the following actions:

1. Check A-Z files. If records are in file, the records clerk will take the following actions:

a. Records will be pulled from files and added to BT.

b. The BT number and date will be placed on the charge out record. For those records being pulled to an outprocessing BT, the word "outprocessing" and the appointment date will also be annotated on the charge out record.

c. The charge out record will be placed in the vertical position, "Out" up.

d. The number of records will be annotated in the actions section of the BT.

2. If the record is not in file and there is no charge out record, the clerk will enter "Locator" and date in the left corner of document. For computer listings, enter "no record" adjacent to the line entry.

3. If the record is not in file and the charge out record shows record is on a normal block or a loaned record block, the BT number the record is on will be placed in the upper right corner of the document by the clerk. For computer listings, the BT number will be placed adjacent to the line entry.

4. If the record is not in file and charge out record shows record on an outprocessing block and appointment date has not passed, the clerk will write "CSB" and the BT number in the upper right corner of the document. For computer listings, enter the same information adjacent to the line entry. If appointment date has passed, write "Locator" in upper right corner of the document.

5. If the record is not in file and the charge out record shows record to be in one of the other files maintained within the PPSD, the clerk will annotate that file in the upper right corner of the document (e.g., Suspended Records File and "Sensitive Records File", etc.)

6. All documents will then be forwarded with the BT back to the Control Section.

F. Control Section Actions.

1. Control Section clerk will receive and review BT, records, and documents.

2. If there are any documents marked with a BT number in the upper right corner or computer listings with BT number adjacent to the line entry, the clerk will take the following actions:

a. The number of this type of document (line entries) will be subtracted from the number of actions shown in the Action Section of the BT and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to Recycle Suspense File."

c. The documents will be filed in a Recycle Suspense File. For computer listings, a copy of the listing must be reproduced for each line item to be placed in the Recycle Suspense File. This file consists of action documents awaiting the return of records currently under BT control. The documents are filed sequentially by the number reflected in the upper right corner of the document. The clearing of this file is covered in paragraph 10-10, below. This file will be reviewed weekly by the Control Section supervisor to insure it is current.

3. If there are any documents marked "Locator," the clerk will take the following actions:

a. The number of this type of document will be subtracted from the number of actions shown in the Action Section of the BT, and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to Locator."

c. These documents will be given to the locator element of the Control Section and processed IAW paragraph 10-13, below.

4. If there are any documents marked "CSB", the clerk will take the following actions (no action required for those line entries marked "CSB" on computer listings):

a. The number of this type of document will be subtracted from the number of actions shown in the Action Section of the BT and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to CSB."

c. A new BT will be prepared in duplicate. These documents will be attached to this BT. This BT will be treated as a BT having actions (no records) and processed IAW paragraph 10-9 D 4a-f, above.

5. If there are any documents marked showing record to be maintained in a file other than the centralized A-Z file, the clerk will take the following actions (no actions for those line entries on computer listings marked showing records in another file. The action branch section receiving the listing will be responsible for insuring the actions are completed for those SM whose records are maintained in a separate file):

a. The number of this type of document will be subtracted from the number of actions shown in the Action Section of the BT and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to "(e.g.,"x documents to Suspended Records File," "x documents to Sensitive Records File").

c. A new BT will be prepared in duplicate for each type of file that documents must be processed. The documents will be attached to this BT. This BT will be treated as a BT having action (no records) and processed IAW paragraph 10-9 D 4 a-f, above.

6. If the record BT is for uotprocessing , the corresponding locator card for those records will be pulled from the locator file and added to the BT.

7. After the above actions, the following steps will be taken by the clerk:

a. Complete block 1 (date) on BT.

b. Assign Suspense date (block 4) on BT.

c. Update the control log to insure any new totals agree with out going BT.

d. Log BT out to actions branch/section.

10-10. SOP NUMBER 8, PROCESSING RETURNING DUPLICATE BLOCK TICKETS WITH RECORDS.

A. General. This SOP covers the processing of returning duplicate BT with records. This is one of three ways BTs can be returned to the DCRB. The other two methods are discussed in paragraphs 10-11 and 10-12, below. This SOP is supported by flow charts in Annex A.

B. Control Section Actions. The clerk will:

1. Review BT to insure it is correct. If not, coordinate with last addressee to resolve discrepancy.

2. Log correct BT in control log.

3. Forward documents for outgoing distribution to Distribution Section.

4. Process JUMPS-only substantiating documents IAW paragraph 10-14, below.

5. File locator cards from outprocessing (these will be annotated active deck cards that were pulled when records were sent to outprocessing) in the temporary card locator file (AR 37-101-1).

6. Match the 2d copy of the BT and records against the Recycle Suspense File.

a. If there are any actions pending the return of this BT, the clerk will pull actions from the Recycle Suspense File and prepare a new BT for that action. (Preparation of BT covered in paragraph 10-9, above.)

b. If there have been any records removed from this BT and there are actions pending under the returning BT number for those removed records, the clerk will check the Recycle Suspense File for the BT number to which the record was added.

The clerk will erase the old BT number in the upper right corner of the document. In pencil, he will write the BT number from which the record has been deleted in its place and refile the document in the Recycle Suspense File by the new BT number.

c. If there have been any records added to this BT, match the old BT number (shown in the Remarks Section of the BT) with the Recycle Suspense File. If there are any actions pending for records on the returning BT filed under the old BT number, prepare a new BT for these actions or add these actions to the BT prepared in either paragraph 10-10 b 6a2 or 10-10 B 6b2(b), above.

d. At the completion of the above steps, both old and new BT with records will be forwarded to the Records Filing Section.

C. Records Filing Section Actions. Upon the receipt of these BTs and records, the Records Filing Section clerk will take the following actions:

1. Match the BT number with the File Only Recycle Suspense File.

2. If there are any file documents pending, file them IAW AR 640-10 for MPRJ and AR 37-104-3 for PFR.

3. If there have been any actions added to this BT, match the old BT number shown in the Remarks Section of the BT with the File Only Recycle Suspense File. If there are any documents pending in the file by the old BT number for which records are returning on this BT, file them in the MPRJ IAW AR 640-10 and in the PFR IAW 37-104-3.

4. If the record for which a file document filed by this returning BT number has been deleted to another BT, erase the old BT number shown in the upper right corner of the document

and replace that number with the BT number to which the record was deleted. The document will then be refiled in the File Only Recycle Suspense File by the new number shown in the upper right corner of document.

5. After the above actions have been taken, the documents will be separated and processed as follows:

a. The new BT and records will be forwarded to Control Section. Control Section will process this IAW paragraph 10-9, above (i.e., outgoing BT with records).

b. The records will be filed in the A-Z file. The last line entry will be crossed off the charge out record. The charge out record will be placed in the down position inside the record.

c. The Remarks Section of the BT will be reviewed. Charge out records will be updated to reflect deletions to other BT.

d. The duplicate BT will be forwarded to the Control Section.

D. Control Section Actions.

1. The Control Section will match the duplicate BT against the BT Control Log.

2. If the original BT has already returned, the duplicate will be destroyed.

3. If the original has not returned, the duplicate will be filed by its number in the BT Suspense File.

10-11. SOP NUMBER 9 PROCESSING RETURNING ORIGINAL BLOCK TICKETS.

A. General. This SOP covers the processing of returning original BTs. This is one of three ways BTs can be returned to the DCRB. The other two are duplicate BT with records (paragraph 10-10, above) and original and duplicate BT (paragraph 10-12, below). This SOP is supported by flow charts contained in Annex A of this chapter.

B. Control Section Actions.

1. Control Section will receive and review the original BT. If the BT is incorrect, Control Section will coordinate with previous addressee to resolve.

2. Once correct, the BT will be logged in the BT control log.

3. The BT will be matched against the duplicate in the BT Suspense File. The duplicate will be destroyed and the original filed in the BT Completed File. If no duplicate BT is in the BT Suspense File, then just file the original BT in the BT Completed File.

10-12. SOP NUMBER 10, PROCESSING RETURNING ORIGINAL AND DUPLICATE BLOCK TICKETS.

A. General.

1. This SOP covers the processing of returning original and duplicate BTs returning together. This is one of the three ways BTs can be returned to the DCRB. The other two are duplicate BTs with records (para 10-10, above) and original BTs (para 10-11, above).

2. Original and duplicate BTs will return together when the block is returned without going through the SQIB (i.e., BT without automated input). Examples are:

a. After record review, BTs for records requests that do not require automated input.

b. BTs that were initially processed out of the DCRB as BT with actions (no records). The BT is returned if all actions were deleted from the action BT and added to a records BT or all actions were worked without records.

c. BTs for which all records were deleted to the outprocessing service member and no automated input was required.

B. Control Section Actions.

1. Control Section will receive and review the original and duplicate BT along with any accompanying documentation. If the BT is incorrect, Control Section will coordinate with the previous addressee to resolve any discrepancies.

2. Once correct, the BT will be logged in the BT Control Log.

3. If there are any documents for outgoing distribution, they will be separated and forwarded to the Distribution Section where the appropriate distribution will be made.

4. If there are any locator cards from outprocessing, they will be separated and placed in the temporary locator deck by the locator element of the Control Section. (NOTE: These are annotated active locator deck cards that were pulled from the locator deck when records were requested for outproces-

sing. Outprocessing will have annotated these cards IAW 37-101-1 to show new information on the SM and returned via this BT to Control Section.)

5. If there are any records, the BT will be processed as follows:

a. The original BT will be filed in the BT Completed File.

b. The duplicate BT and records will be processed as outlined in paragraph 10-10, above.

6. If there are no records, the BTs will be processed as follows:

a. The original will be filed in the BT Completed File.

b. The duplicate will be processed as follows:

(1) If records have not been deleted from the BT, the duplicate will be destroyed. If records have been deleted, the BT will be matched with the Recycle Suspense File.

(2) If documents are not pending for the BT in the Recycle Suspense File, the duplicate will be forwarded to Records Filing Section where it will be processed IAW paragraph 10-10 C, above.

(3) If documents are pending for this BT, the clerk will take the following actions:

(a) The old BT number shown in the upper right corner of the document will be erased. The number will be replaced by the BT number to which the record was deleted (This will be shown in the Remarks Section of the BT.) This document will be filed by the new BT number in the Recycle Suspense File.

(b) The duplicate of the BT will be forwarded to the Records Filing Section.

C. Records Filing Section Actions.

1. Records Filing Section will match this BT to the File Only Recycle Suspense File.

2. If documents are not pending, the charge out records will be updated and the duplicate BT forwarded to Control Section. Control Section will process IAW paragraph 10-10D, above.

3. If any actions are pending, the BT number shown in the upper right corner of that document will be erased. It will be replaced with the BT number to which the record was deleted as shown in the Remarks Section of this BT. The charge out records will then be updated to reflect all records deletions.

a. The document will be replaced in the File Only Recycle Suspense File by the new BT number.

b. The duplicate BT will be forwarded to Control Section and processed IAW paragraph 10-10D, above.

10-13. SOP NUMBER 11, LOCATOR DOCUMENT PROCEDURES.

A. General. The maintenance of the Locator File is the responsibility of the Control Section of the DCRB (Reference AR 37-101-1). This SOP covers the processing of documents that are annotated "locator" by the Records Filing Section. (i.e., the procedures for processing both action documents and file documents for those SM whose records are not in file and there is no charge out record.) Additionally, this SOP outlines the procedures for handling both action and file documents for SM who have either PCSed or ETSed. This SOP is supported by flow charts contained in Annex A to this chapter.

1. Action documents will be forwarded to the Control Section on top of the BT with which they were forwarded into the files area. Control Section will delete these actions from the BT. The BT will then be processed IAW paragraph 10-9 of this chapter.

2. File only documents will be forwarded to the Control Section where they will be given to the locator element.

3. The Records Filing Section will have marked both action and file documents with "locator" in the upper right corner for identification.

B. Locator Element Actions.

1. Locator clerk will review documents.

2. Locator clerk will check SIDPERS Alpha Roster to ascertain if SM is assigned to a unit serviced by this PPSD.

3. If SM is shown by Alpha Roster to be assigned, the following actions will be taken:

a. Check files to see if records were misfiled.

b. Search PPSD area to locate records.

c. If records are found, take the following actions:

(1) For action documents:

(a) Prepare charge out records, if necessary.

(b) Control Section will prepare a BT to the action branch.

(c) The BT number and date will be annotated on charge out records.

(d) The BT will be logged out to the action branch.

(e) The charge out records will be forwarded to Records Filing Section where they will be placed in the A-Z file.

(2) For file documents:

(a) Prepare charge out records, if necessary.

(b) Forward Record, charge out record, and document to Records Filing Section.

(c) Records Filing Sections will file document in the records and the records in the record files.

4. If SM is not shown on the Alpha Roster, check Inactive Locator Deck.

5. If SM is not shown in the Inactive Locator Deck, take the following actions:

a. Prepare a DA Form 3684 "ADM LOC" transaction.

b. Forward the original DA Form 3684 to Data Reduction in the SQIB.

c. File the duplicate DA Form 3684 in LOC Suspense File.

d. Answer to LOC will be received via DJUOL.

e. When answer is received, clear suspense file and destroy duplicate DA Form 3684.

f. If DJUOL shows no record of SM, destroy document.

g. If DJUOL shows SM being serviced by another PPSD, take the following actions:

(1) Prepare envelope, address to servicing PPSD shown on DJUOL.

(2) Forward envelope and document to Distribution Section.

h. If DJUOL shows SM has ETSed, take the following actions:

(1) For finance documents:

(a) If an entitlement authorization or a collection action, prepare an envelope addressed to USAFAC. Forward envelope and document to Distribution Section.

(b) If not an entitlement authorization or collection document, destroy it.

(2) For personnel documents:

(a) If a part of the SM's permanent record, prepare an envelope addressed to RCPAC, St. Louis. Forward envelope and document to Distribution Section.

(b) If document is not to be a part of the permanent record, destroy it.

6. If document is not an "Action-PFR" document, process IAW paragraph 10-13B 5b, above.

7. If card in the inactive locator is not temporary or shows SM to have ETSed, process IAW paragraph 10-13B 5f, above.

8. If more than the departure processing month plus one additional processing month have elapsed, process IAW paragraph 10-13B 5f, above.

9. If document is an "Action-PFR document and the card in the locator deck is a temporary card showing SM to have PCSed and less than processing month of departure plus one processing month have elapsed, take the following actions:

a. Prepare an OF 41 indicating that input can be made.

b. Control Section clerk will prepare BT.

c. The BT document and OF 41 will be logged out to PPTB for action.

10-14. SOP NUMBER 12, PROCESSING SUBSTANTIATING DOCUMENTS.

A. General. This SOP is supported by flow charts contained in Annex A of this chapter. AR 37-101-1 and AR 37-104-3 cover the processing of substantiating documents. The major difference between those regulations and COPPER procedures is the way the DCRB receives the substantiating documents from the SQIB and that there are two types of substantiating documents:

1. JUMPS-only. These documents will be received from the SQIB via the duplicate BT. All documents will be identified by the SQIB IAW AR 37-101-1 and AR 37-104-3. Each document will have a unique number.

2. Interface substantiating documents. These documents will be received by the DCRB from the SQIB by a P-49 Report (JUMPS Transaction Register) as a transmittal letter. This P-49 Report and substantiating documents will be received on a periodic basis as SIDPERS cycles are run. These documents will be identified by the SQIB IAW AR 37-101-1 and AR 37-104-3. However, these documents will all have the same substantiating document number. That number is internally generated during the SIDPERS cycle run and is reflected by line item entry on the P-49 report.

B. Control Section actions.

1. JUMPS-only substantiating documents. These documents will be received, reviewed, and placed in numerical sequence in the Substantiating Document File.

2. Interface substantiating documents. Each line entry of the P-49 report that requires a substantiating document will be matched with a substantiating document attached to the P-49 report. If all required substantiating documents are not present, the Control Section will coordinate with the SQIB to resolve all discrepancies. If all substantiating documents are present or, after coordination has been made to correct discrepancies, the control section clerk will insure documents are in alphabetical order and file documents and P-49 report in the Substantiating Document File.

3. During the month, the Control Section will periodically review the Substantiating Document File. If any documents or numbers are missing, the Control Section will coordinate with the SQIB to resolve the discrepancies.

4. On a JUMPS processing month basis, the substantiating documents will be forwarded to USAFAC IAW AR 37-101-1 and AR 37-104-3. The following steps will be taken in the preparation of these documents for transmittal to USAFAC:

a. A final review will be made. If any documents or numbers are missing, the Control Section will coordinate with the SQIB to resolve.

b. The documents will be prepared for transmittal and the transmittal letter will be prepared.

c. The transmittal letter and documents will be forwarded to the Distribution Section for mailing to USAFAC.

10-15. REFERENCES.

A. AR 37-101-1

B. AR 37-104-3

C. AR 640-2-1

D. AR 640-10

E. DA Pam 600-8 series

F. All Points Bulletins

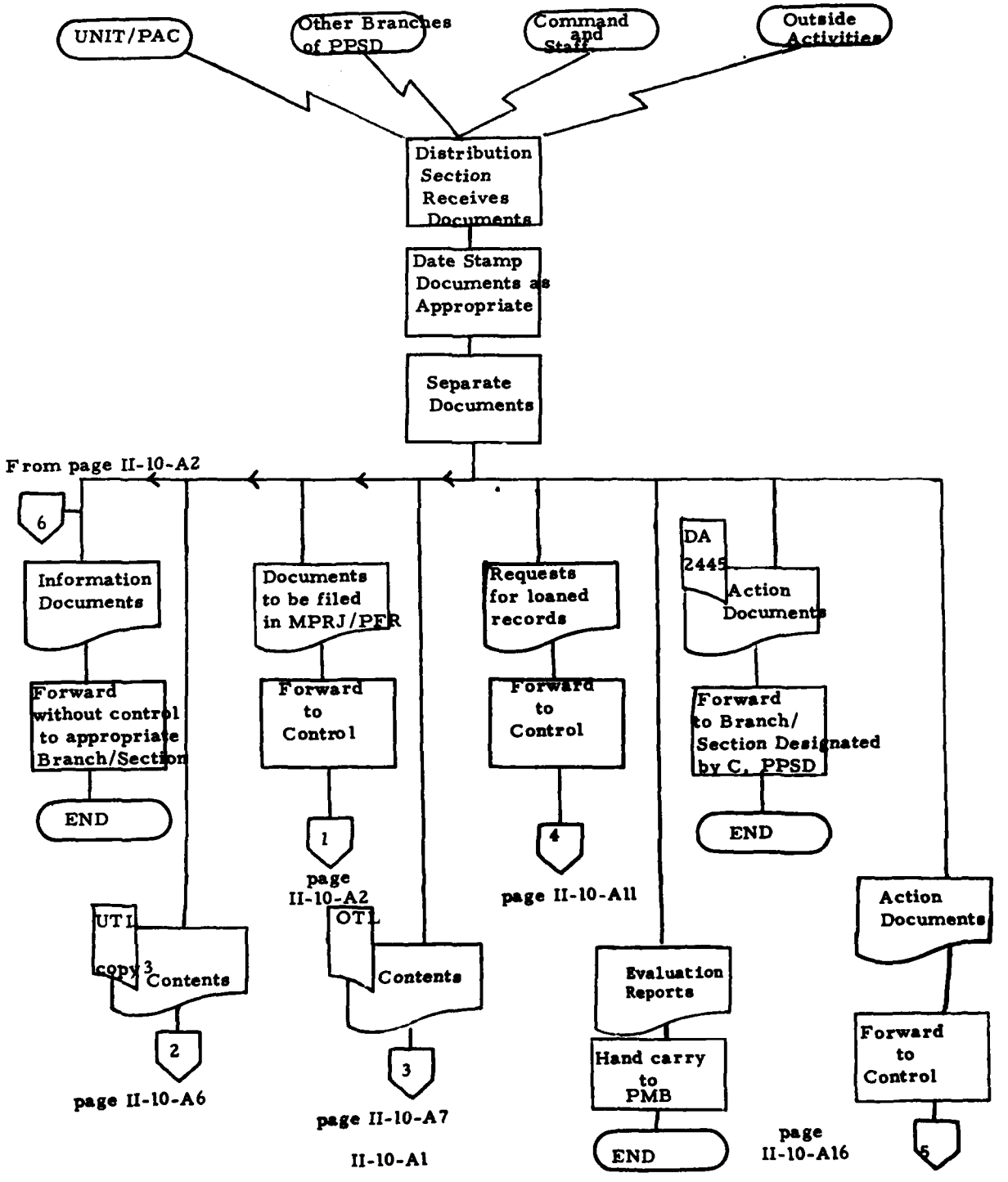
10-16. ANNEXES.

A. Annex A - Flow Charts (DCRB)

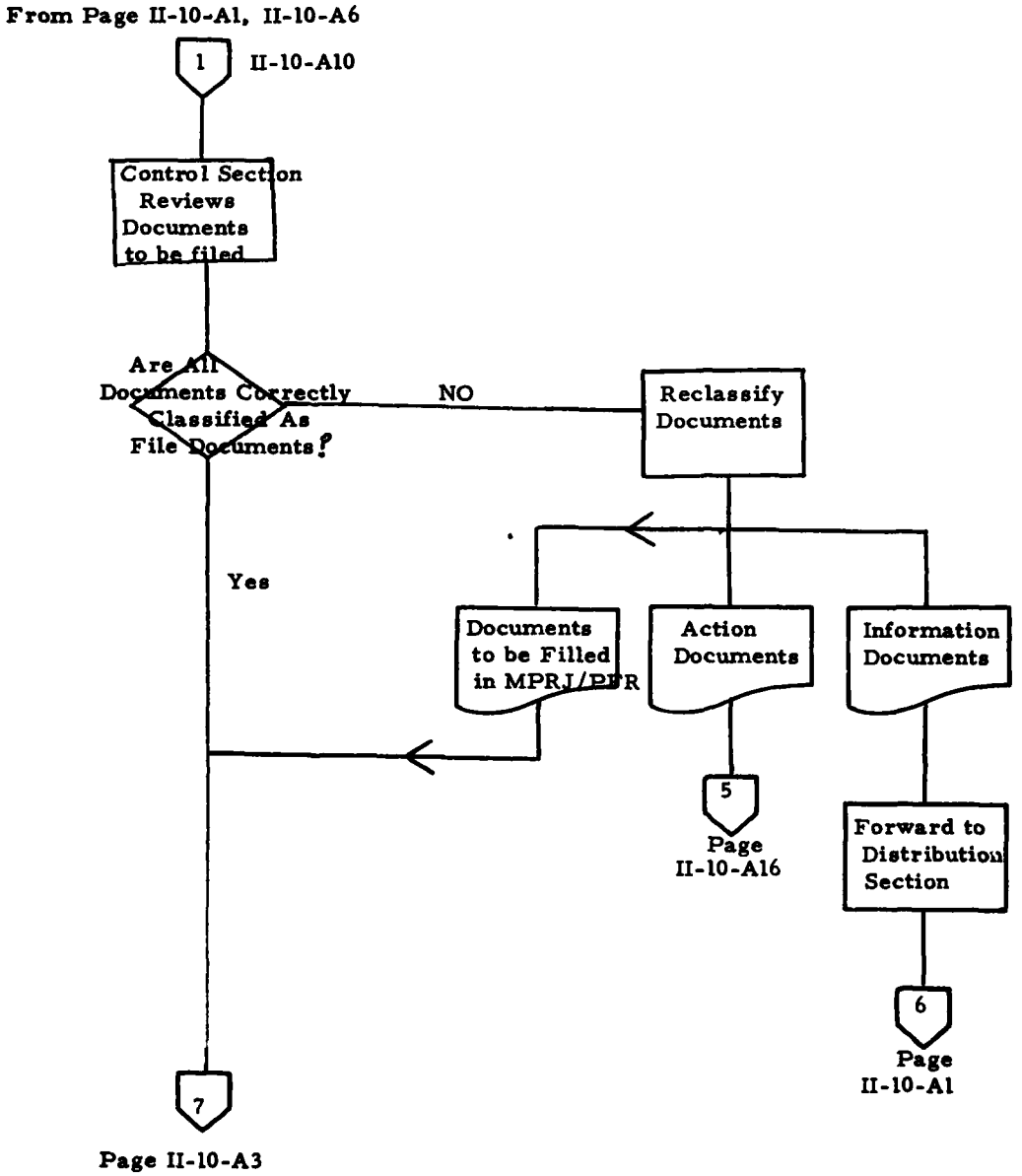
B. Annex B - Routing Guide

Distribution
Breakdown

ANNEX A - FLOW CHARTS (DCRB)

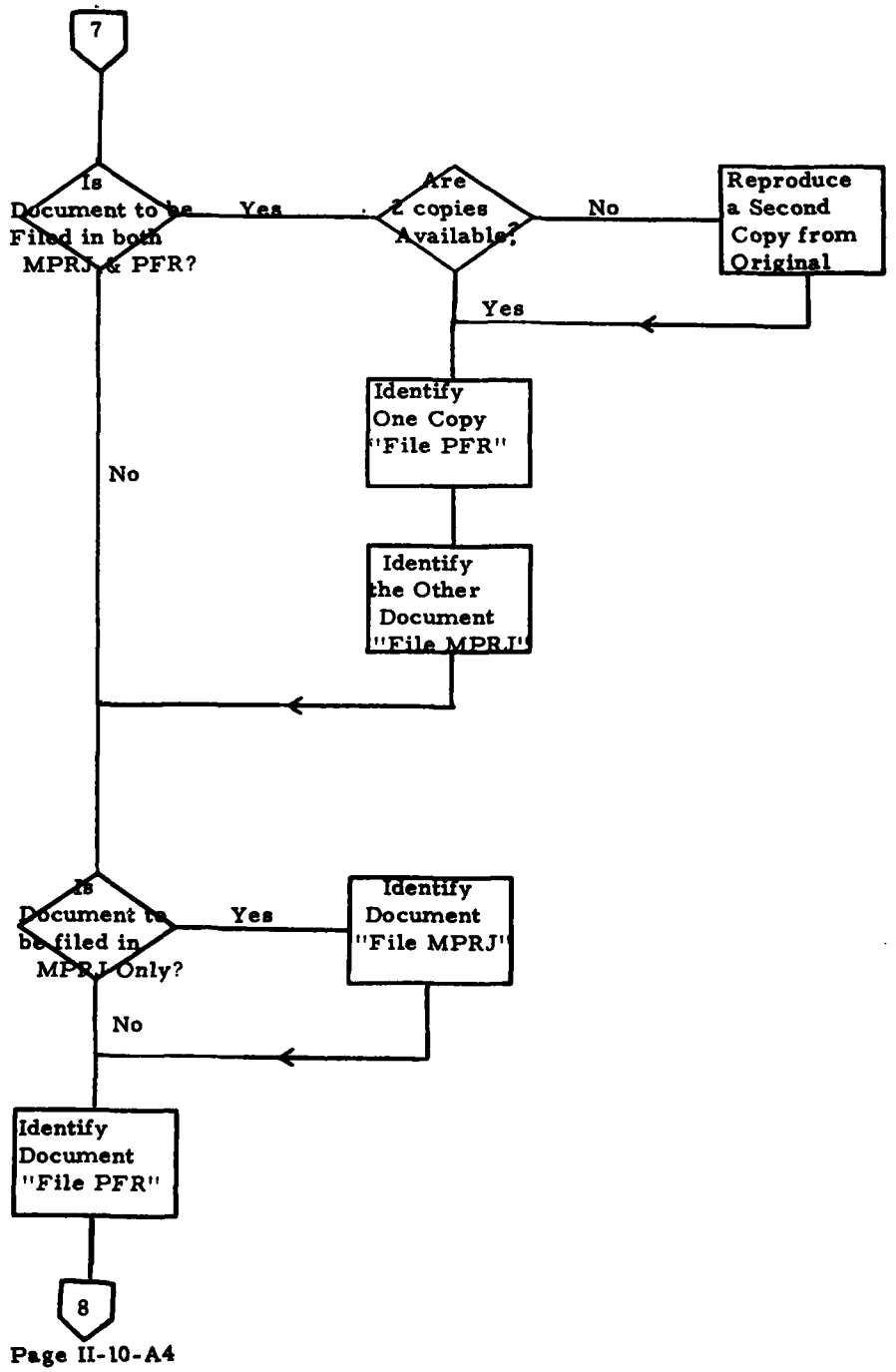


Processing File Only
Documents



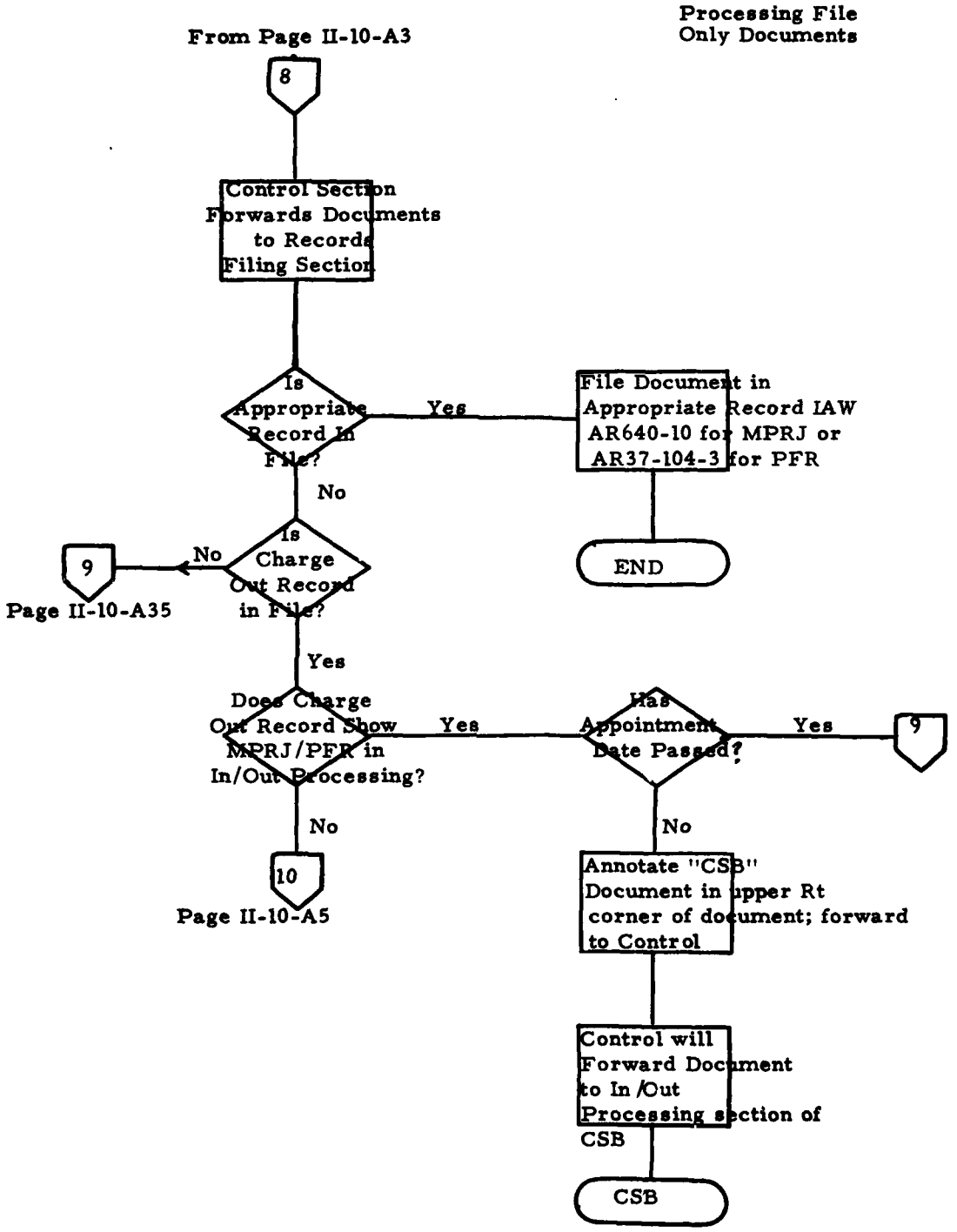
Processing File
Only Documents

From Page II-10-A2

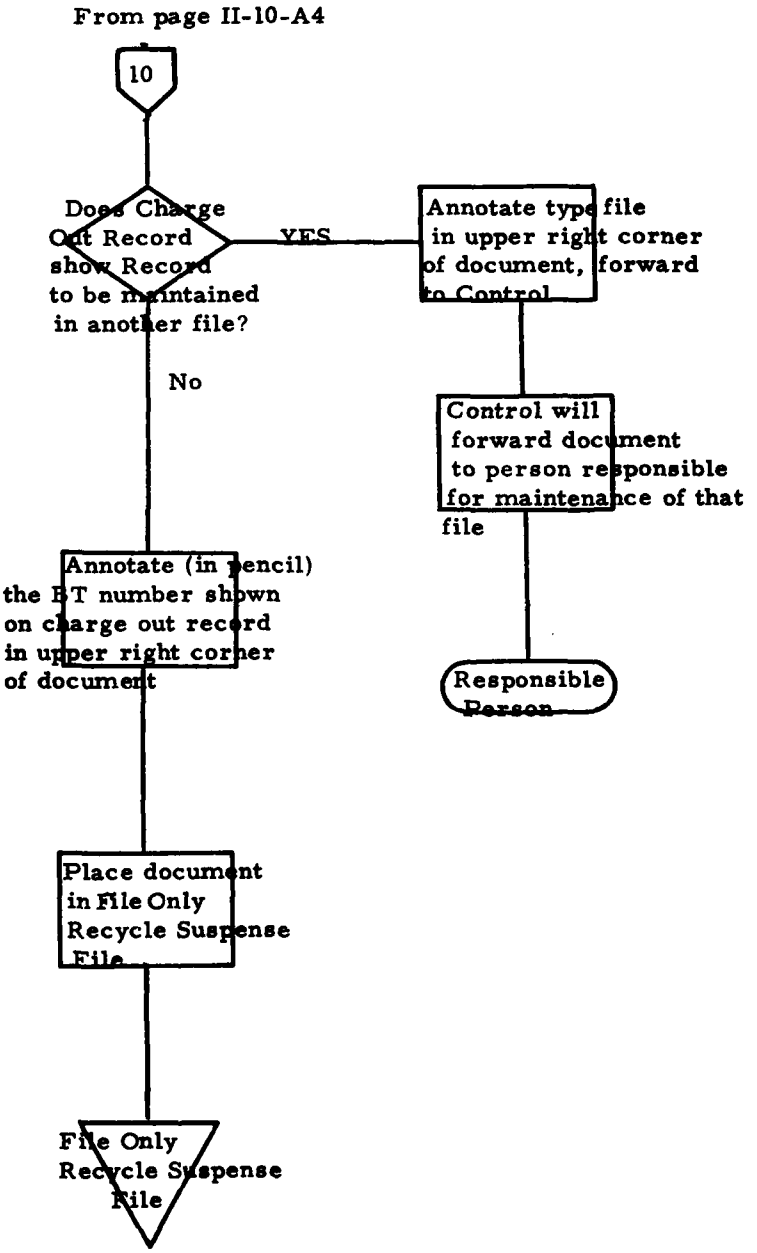


Page II-10-A4

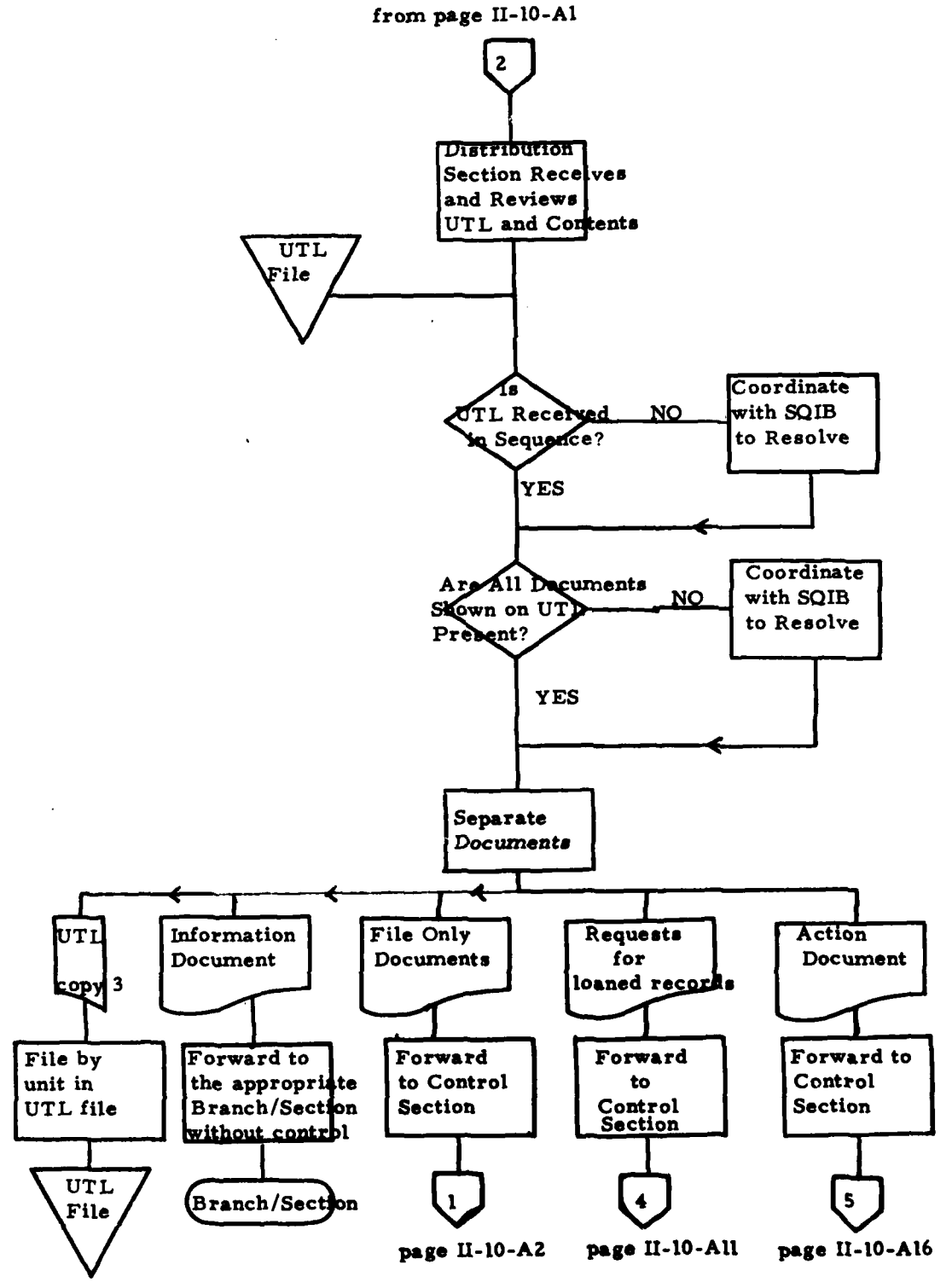
COPPER

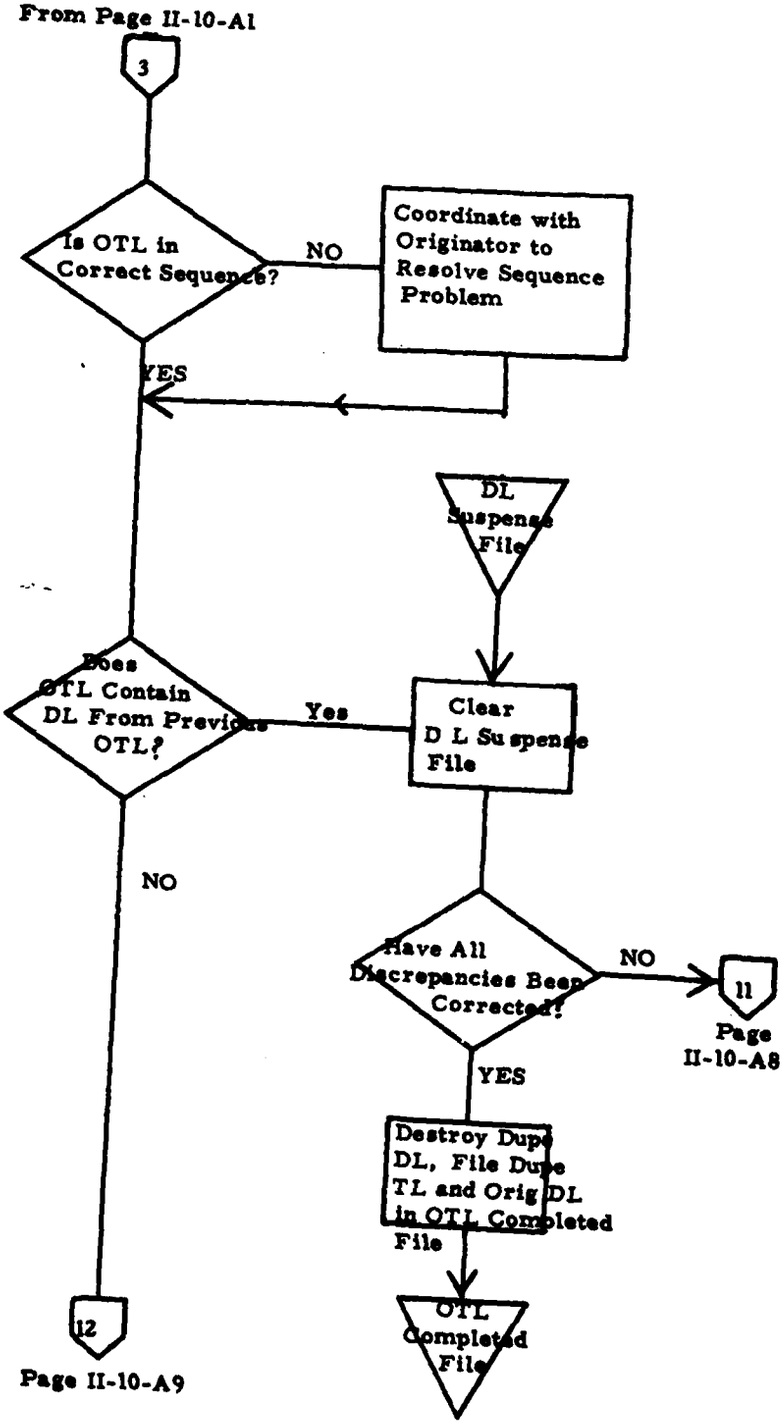

Processing File
Only Documents
From Page II-10-A3
8
Control Section
Forwards Documents
to Records
Filing Section
Is
Appropriate
Record In
File?
Yes
File Document in
Appropriate Record IAW
AR640-10 for MPRJ or
AR37-104-3 for PFR
END
No
Is
Charge
Out Record
in File?
No
9
Page II-10-A35
Yes
Does Charge
Out Record Show
MPRJ/PFR in
In/Out Processing?
Yes
Has
Appointment
Date Passed?
Yes
9
No
10
Page II-10-A5
No
Annotate "CSB"
Document in upper Rt
corner of document; forward
to Control
Control will
Forward Document
to In /Out
Processing section of
CSB
CSB

Processing File Only Documents

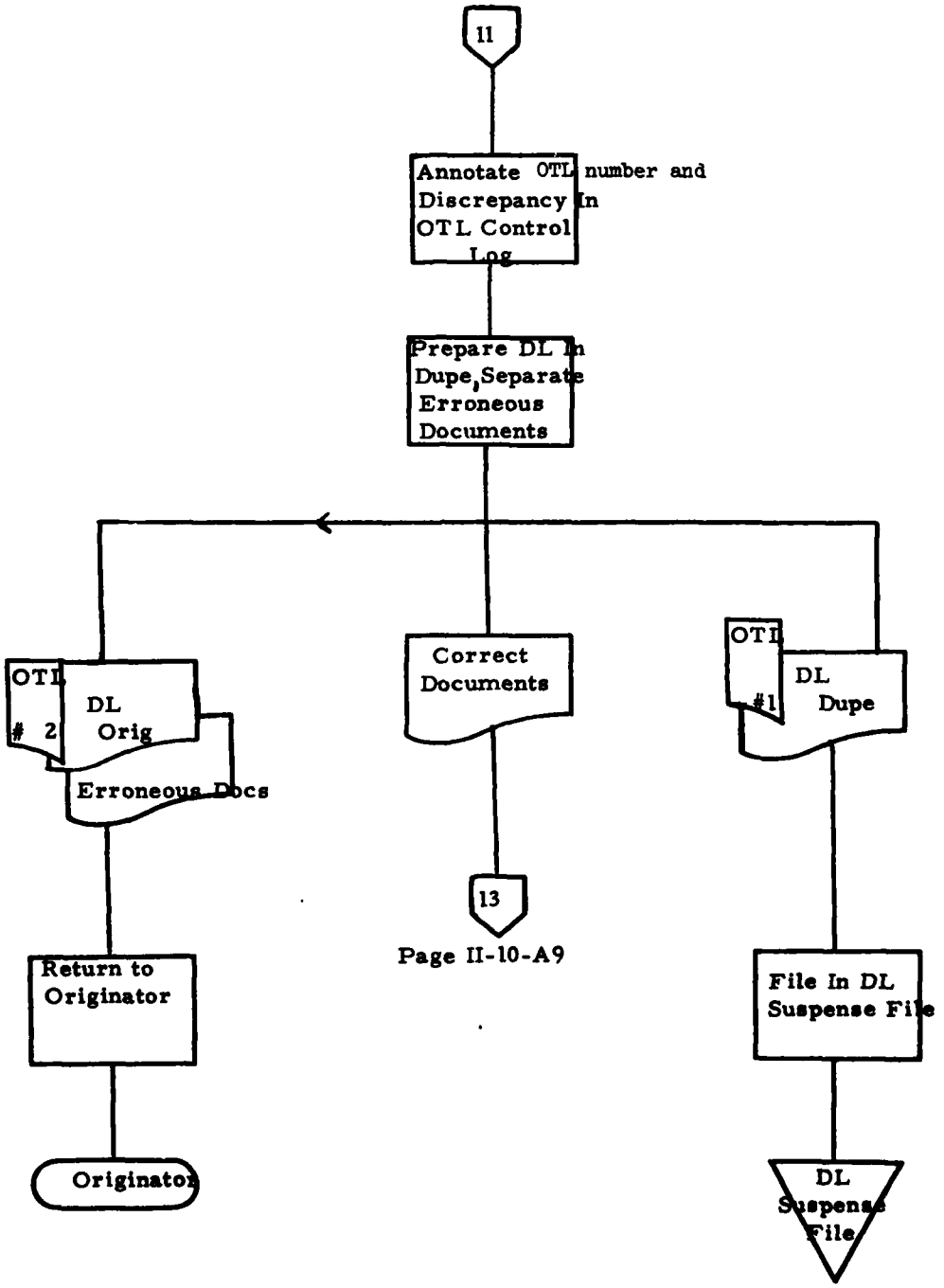


Processing UTL
and Contents

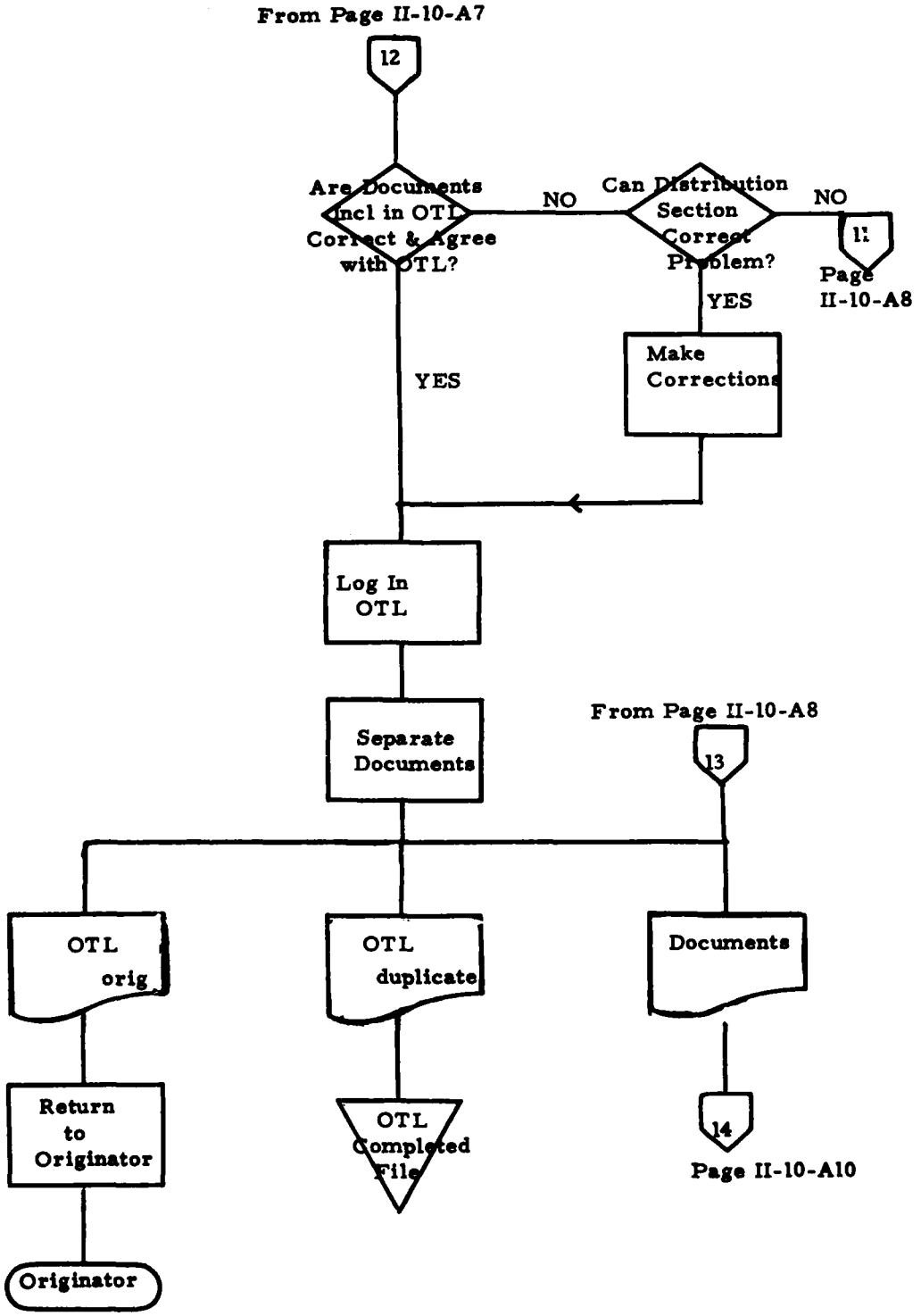



From Page II-10-A1
3
Is OTL in Correct Sequence?
NO
Coordinate with Originator to Resolve Sequence Problem
YES
DL Suspense File
Does OTL Contain DL From Previous OTL?
Yes
Clear D L Suspense File
NO
Have All Discrepancies Been Corrected?
NO
11
Page II-10-A8
YES
Destroy Dupe DL, File Dupe TL and Orig DL in OTL Completed File
OTL Completed File
12
Page II-10-A9

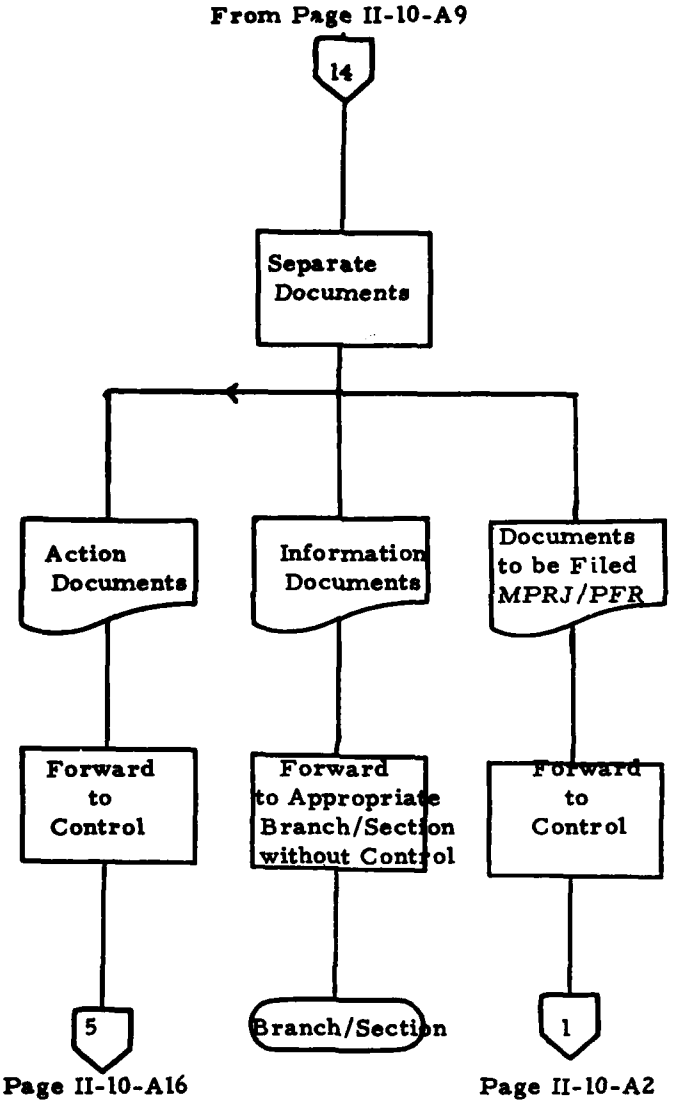
From Page II-10-A7, II-10-A9



Processing OTLS

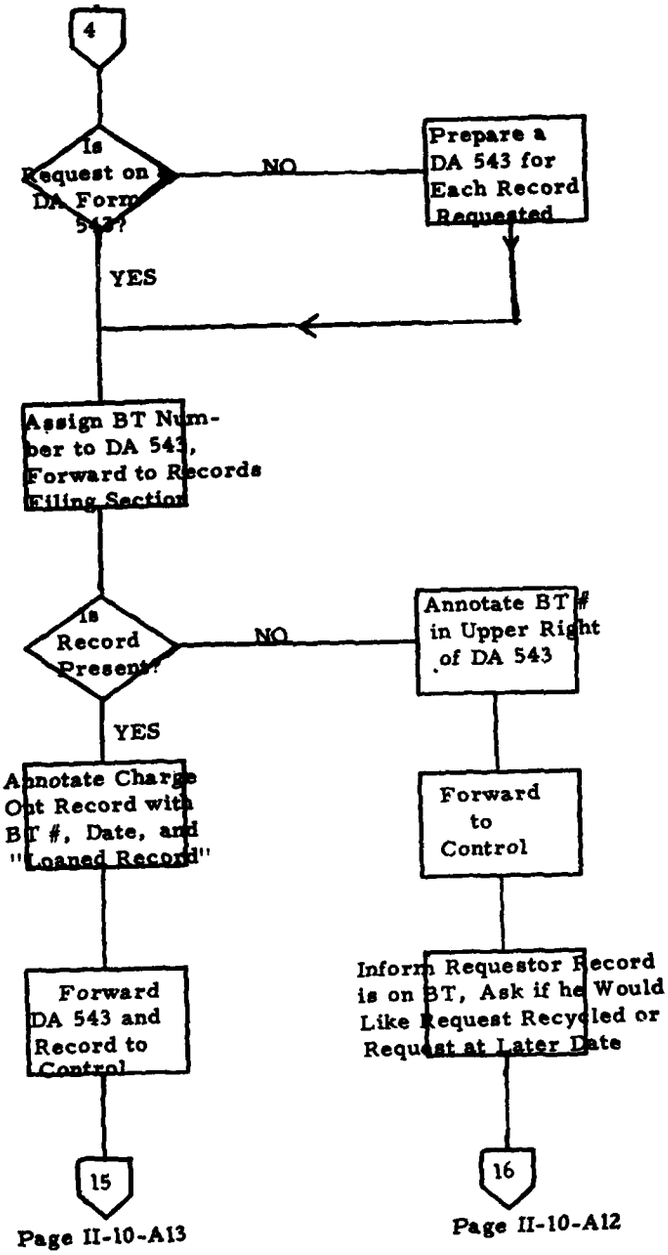


COPPER


From Page II-10-A9
14
Separate Documents
Action Documents
Information Documents
Documents to be Filed MPRJ/PFR
Forward to Control
Forward to Appropriate Branch/Section without Control
Forward to Control
5
Branch/Section
1
Page II-10-A16
Page II-10-A2

Processing
Requests for Loaned Records

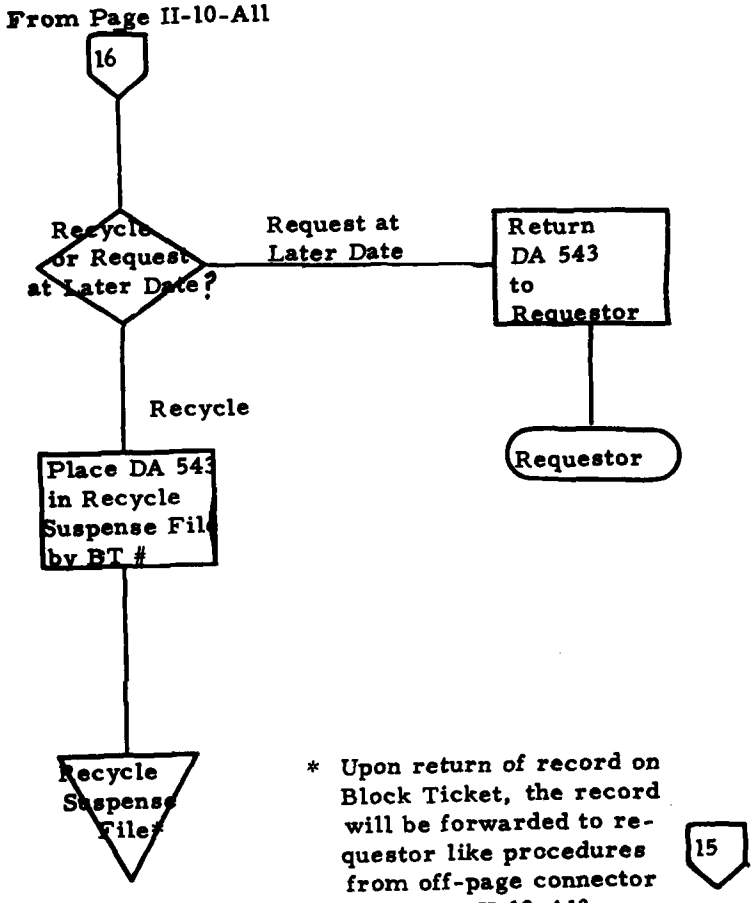
From Page II-10-A1, II-10-A6



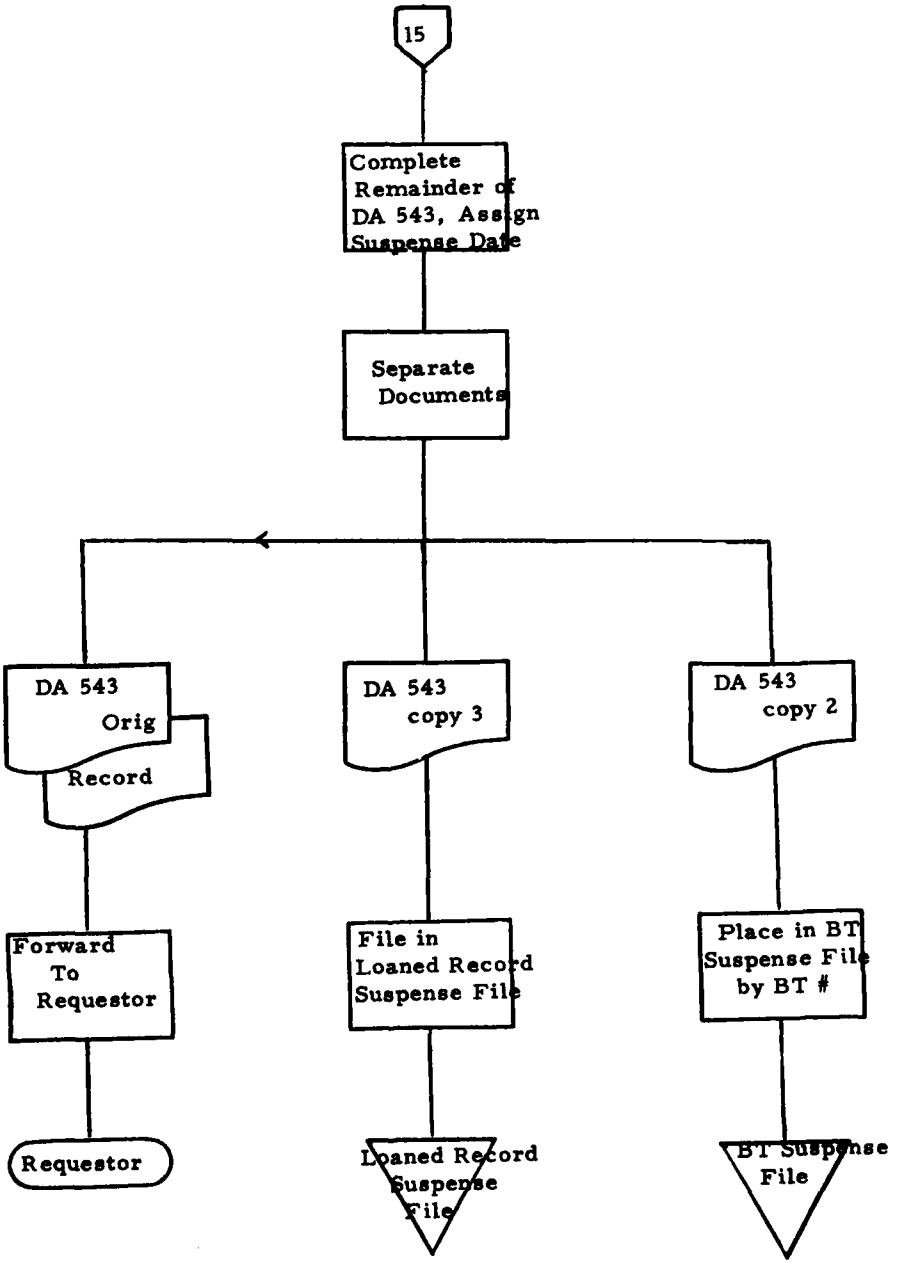
Page II-10-A13

Page II-10-A12

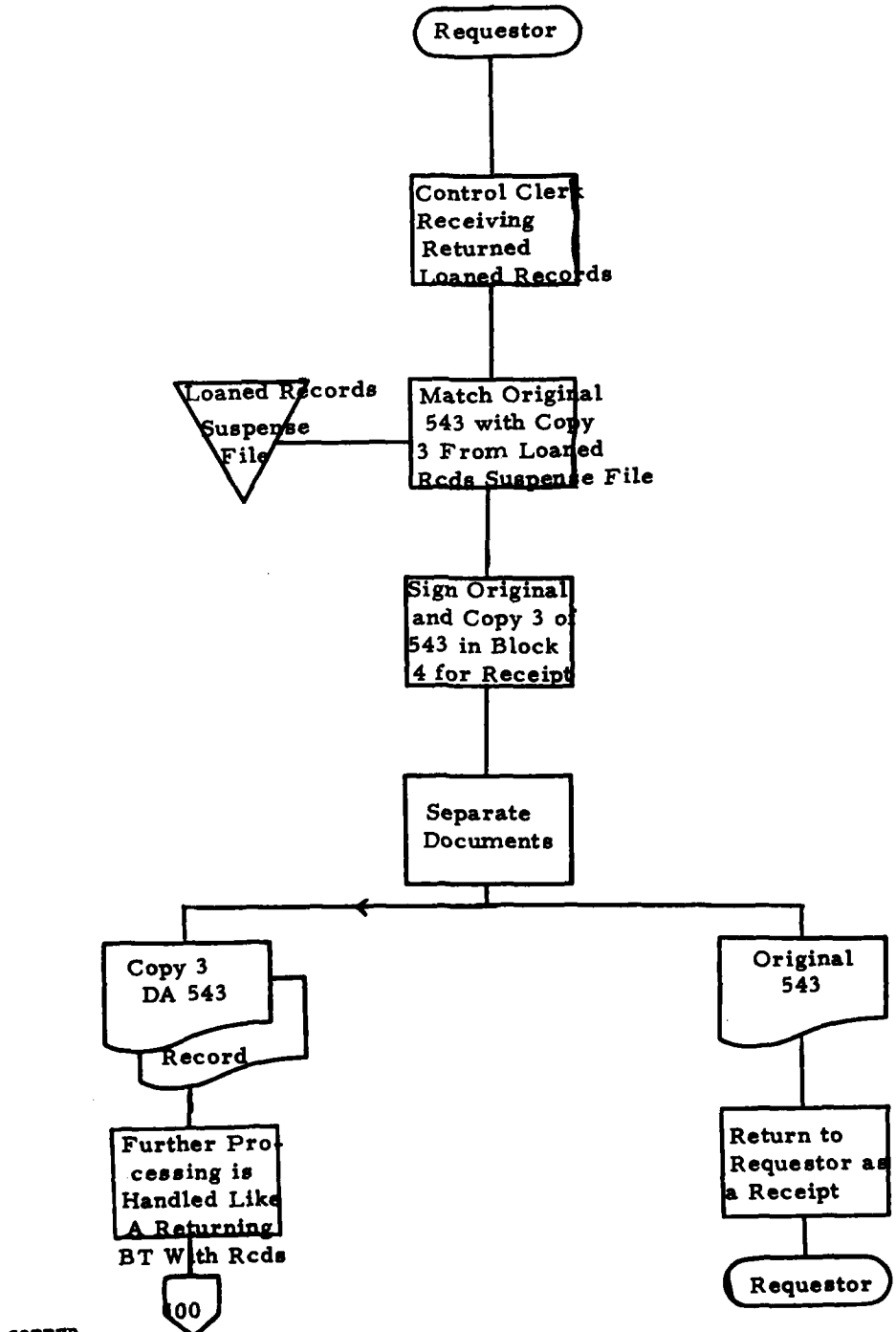
COPPER


From Page II-10-A11
16
Recycle or Request at Later Date?
Request at Later Date
Return DA 543 to Requestor
Requestor
Recycle
Place DA 543 in Recycle Suspense File by BT #
Recycle Suspense File*
* Upon return of record on Block Ticket, the record will be forwarded to requestor like procedures from off-page connector on. Page II-10-A13
15

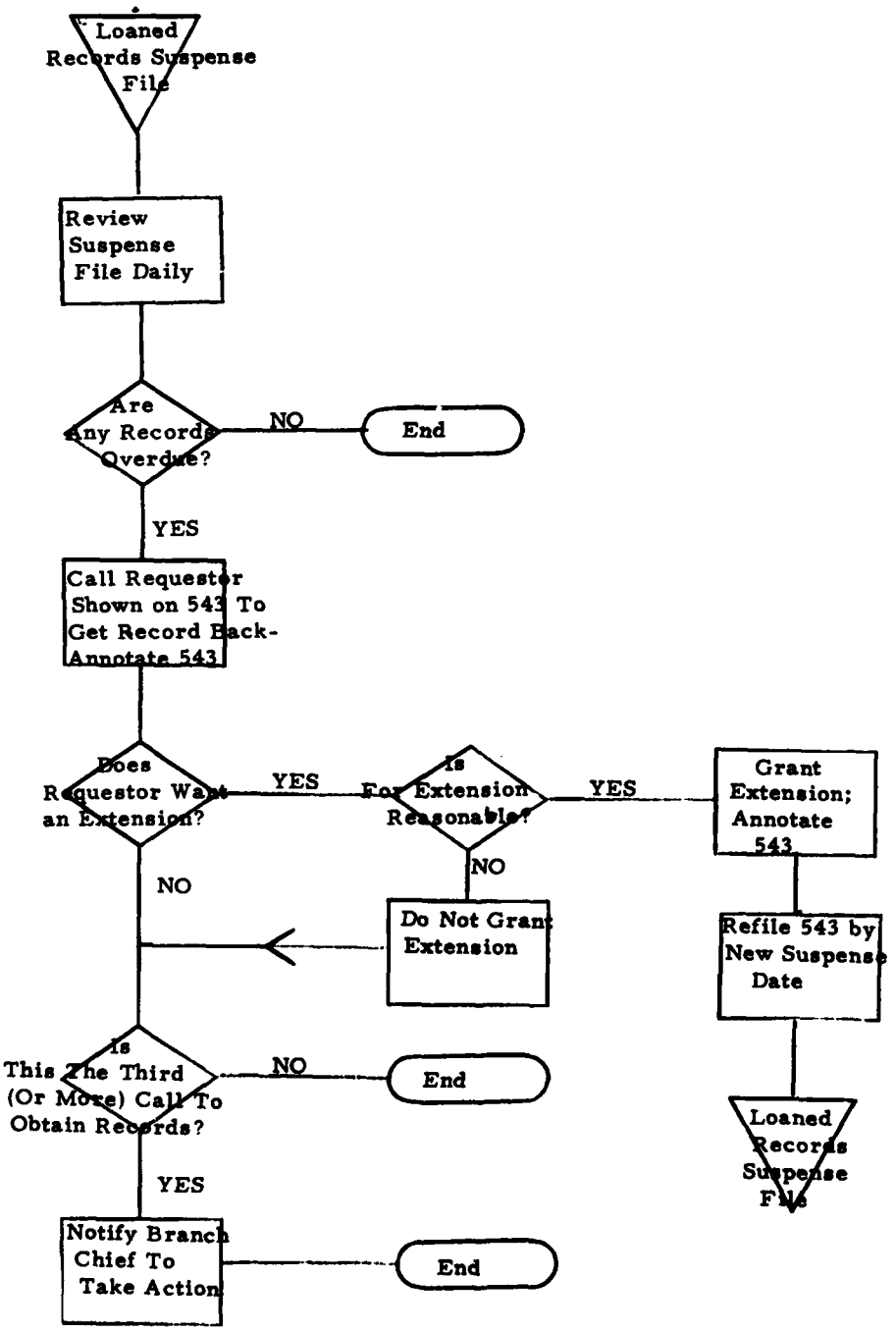
From Page II-10-A11



COPPER

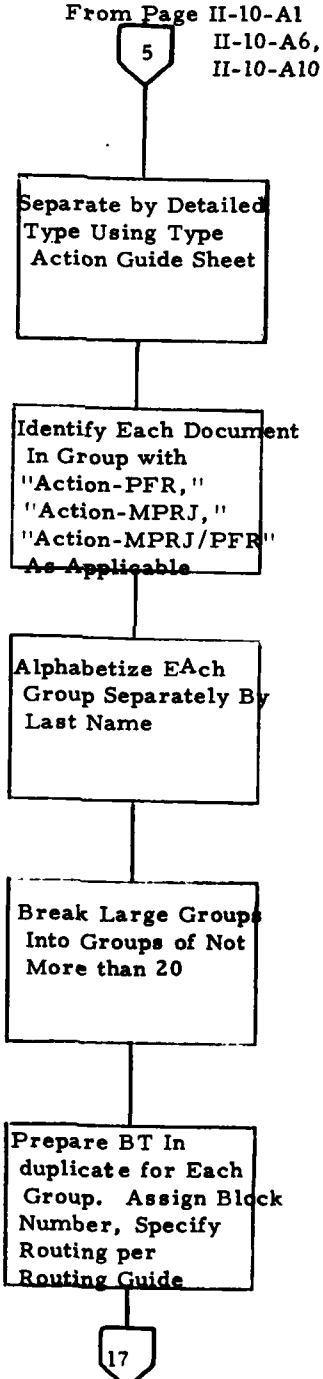

Requestor
Control Clerk Receiving Returned Loaned Records
Loaned Records Suspense File
Match Original 543 with Copy 3 From Loaned Rcds Suspense File
Sign Original and Copy 3 of 543 in Block 4 for Receipt
Separate Documents
Copy 3 DA 543
Record
Original 543
Further Processing is Handled Like A Returning BT With Rcds
Return to Requestor as a Receipt
100
Requestor

Processing Requests
For Loaned Records



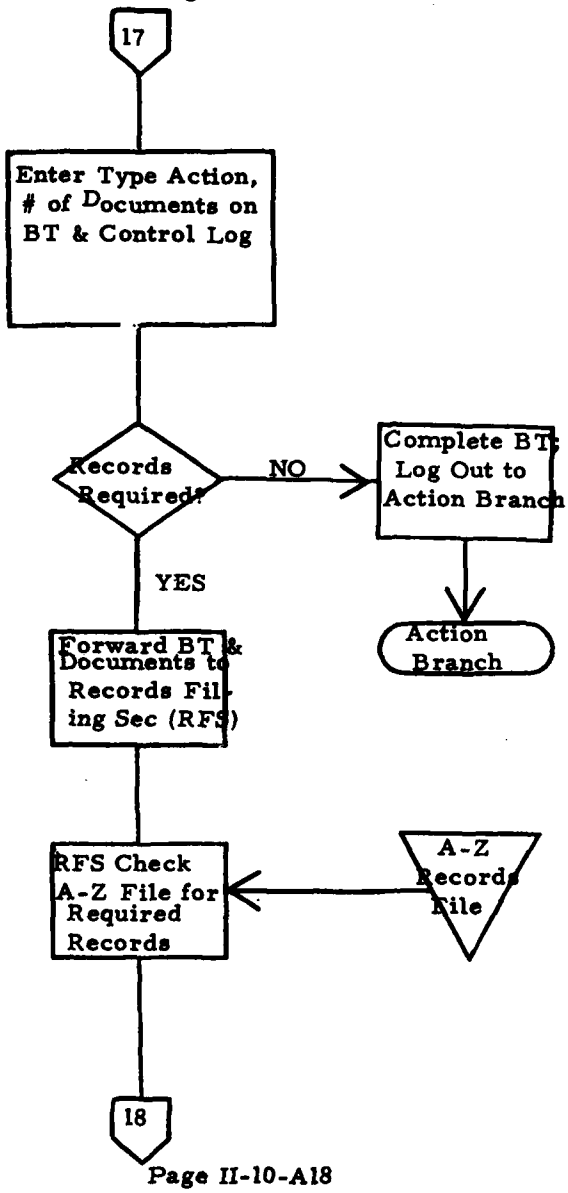
COPPER

From Page II-10-A1
II-10-A6,
II-10-A10

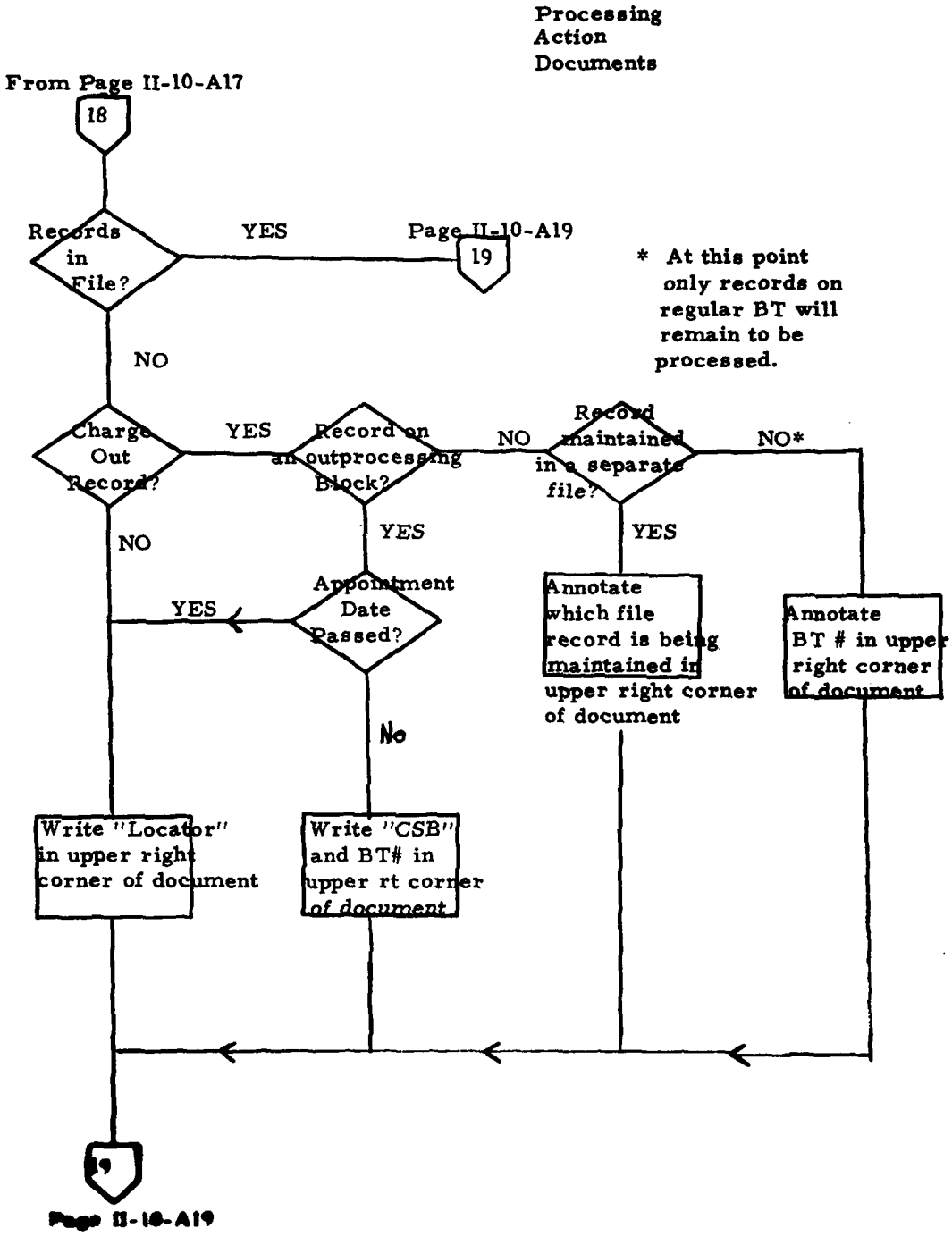


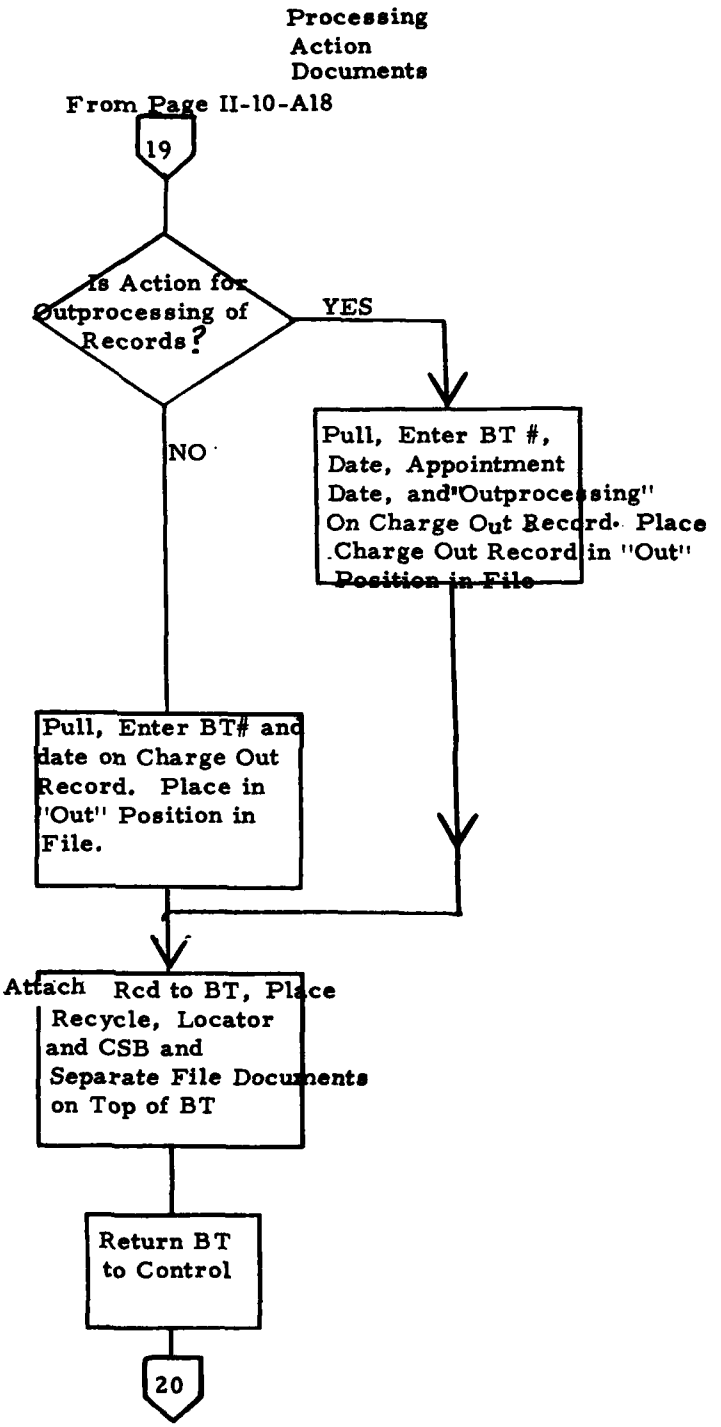
Page II-10-A17

From Page II-10-A16

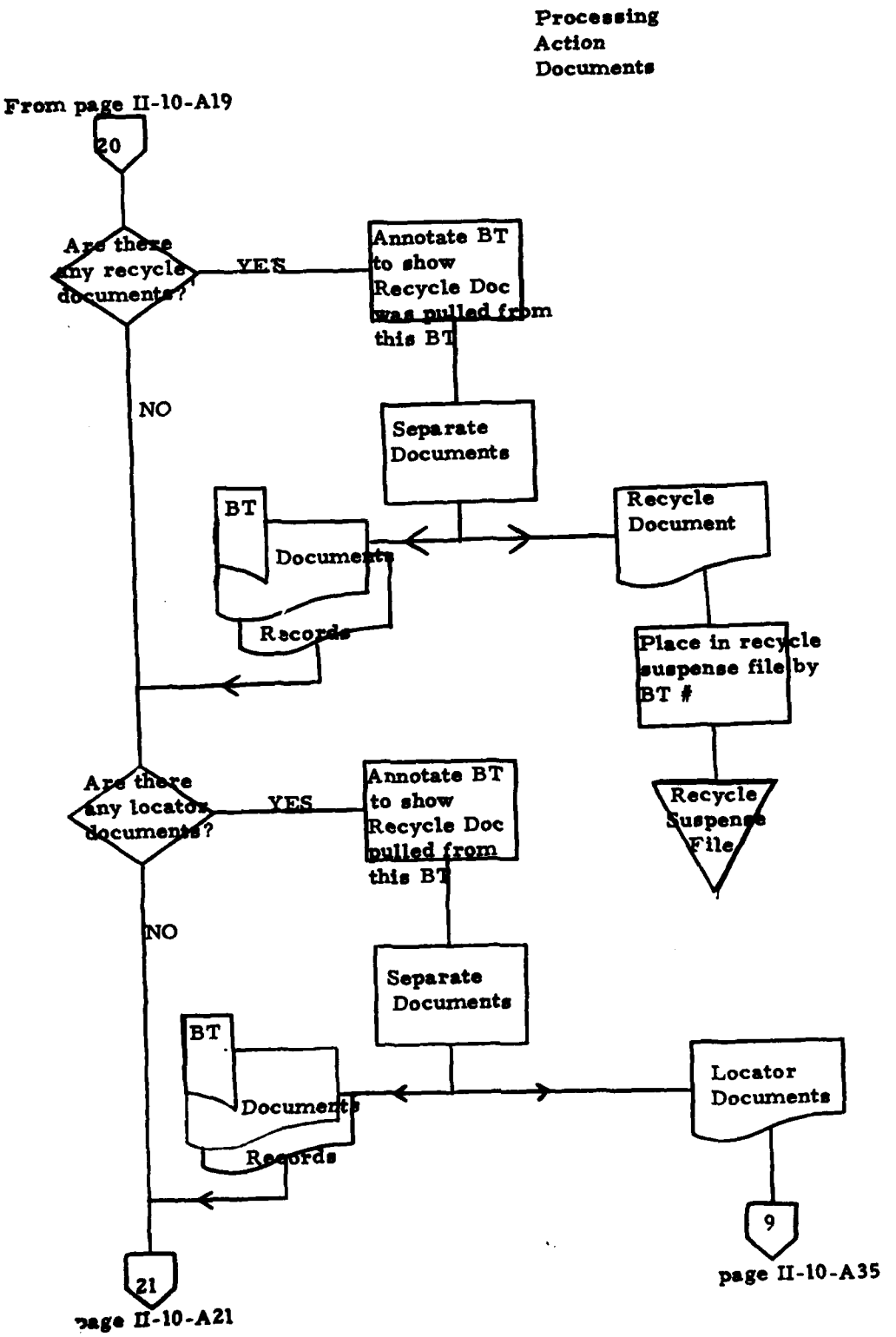


Page II-10-A18

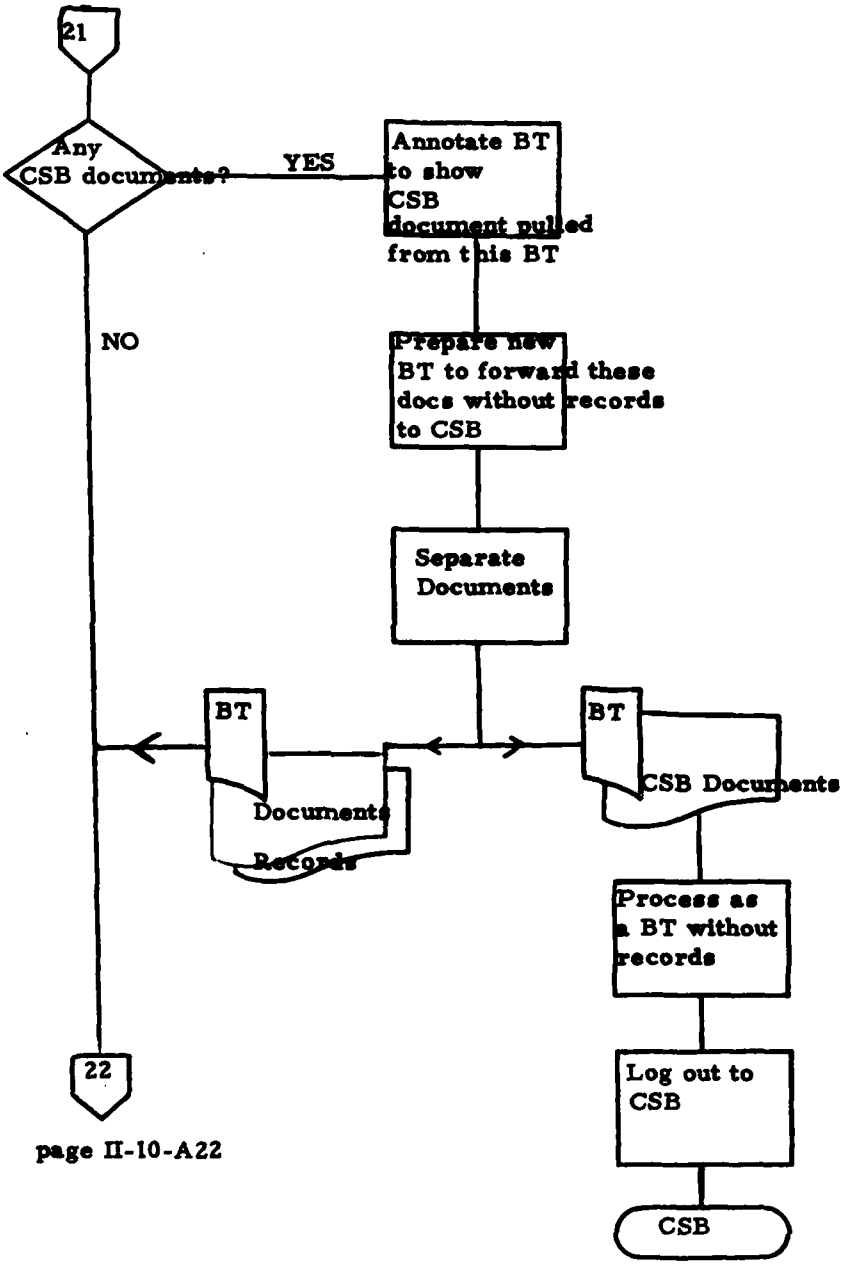

Processing Action Documents
From Page II-10-A17
18
Records in File?
YES
Page II-10-A19
19
* At this point only records on regular BT will remain to be processed.
NO
Charge Out Record?
YES
Record on an outprocessing Block?
NO
Record maintained in a separate file?
NO*
NO
YES
YES
Appointment Date Passed?
YES
No
Annotate which file record is being maintained in upper right corner of document
Annotate BT # in upper right corner of document
Write "Locator" in upper right corner of document
Write "CSB" and BT# in upper rt corner of document
9
Page II-10-A19



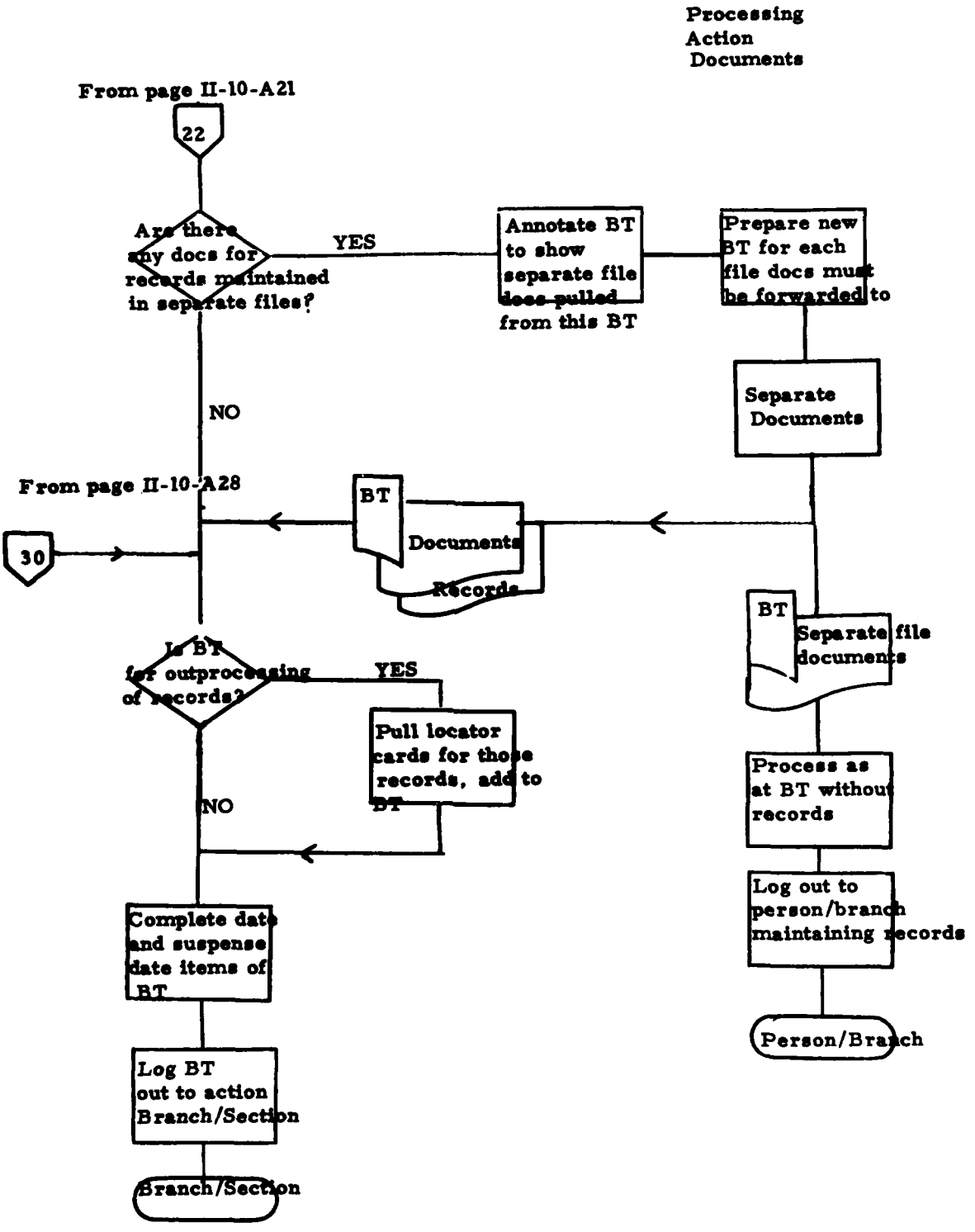
Page II-10-A20


Processing Action Documents
From page II-10-A19
20
Are there any recycle documents?
YES
Annotate BT to show Recycle Doc was pulled from this BT
NO
Separate Documents
BT
Documents
Records
Recycle Document
Place in recycle suspense file by BT #
Recycle Suspense File
Are there any locator documents?
YES
Annotate BT to show Recycle Doc pulled from this BT
NO
Separate Documents
BT
Documents
Records
Locator Documents
9
page II-10-A35
21
page II-10-A21

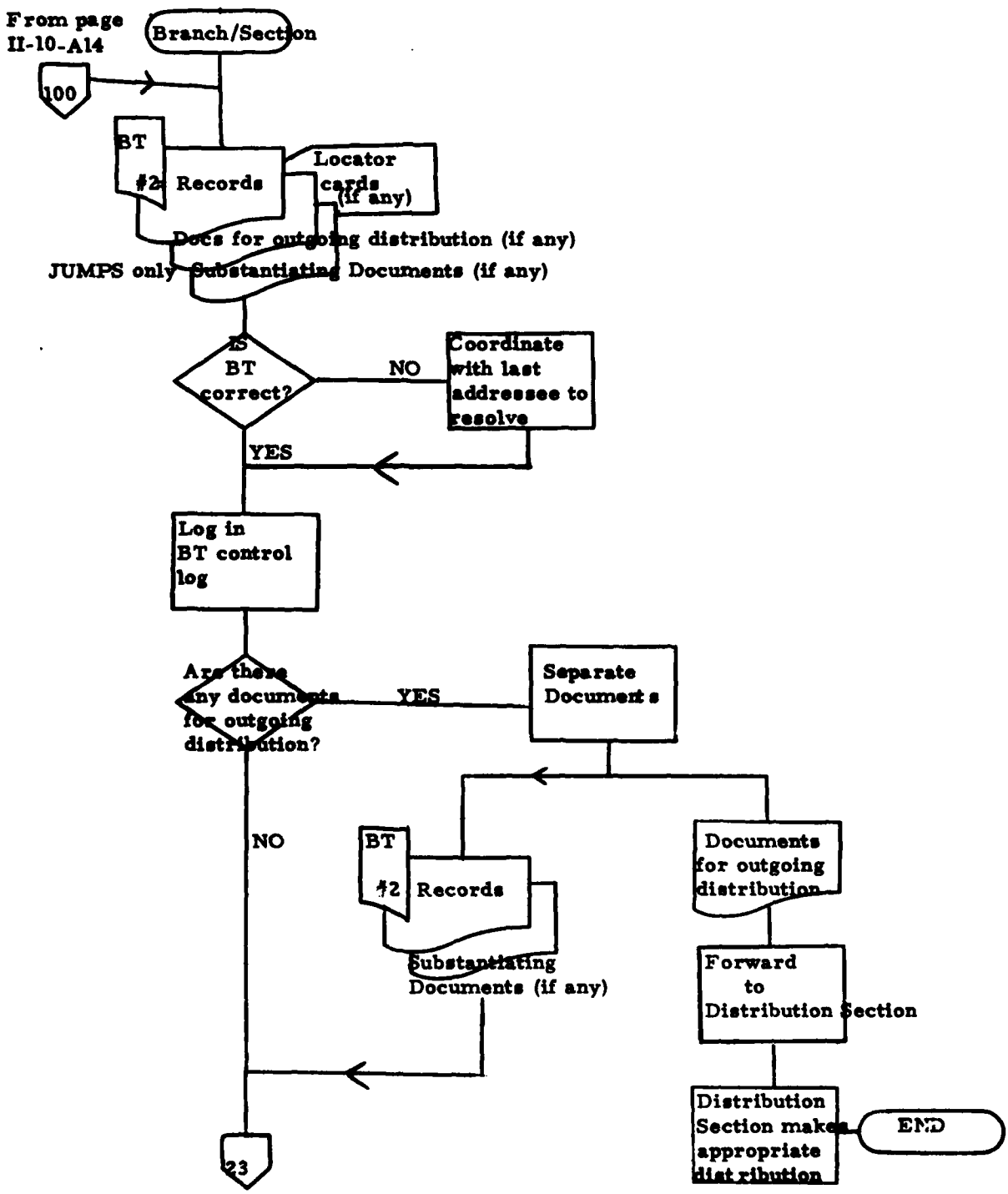
From page II-10-20



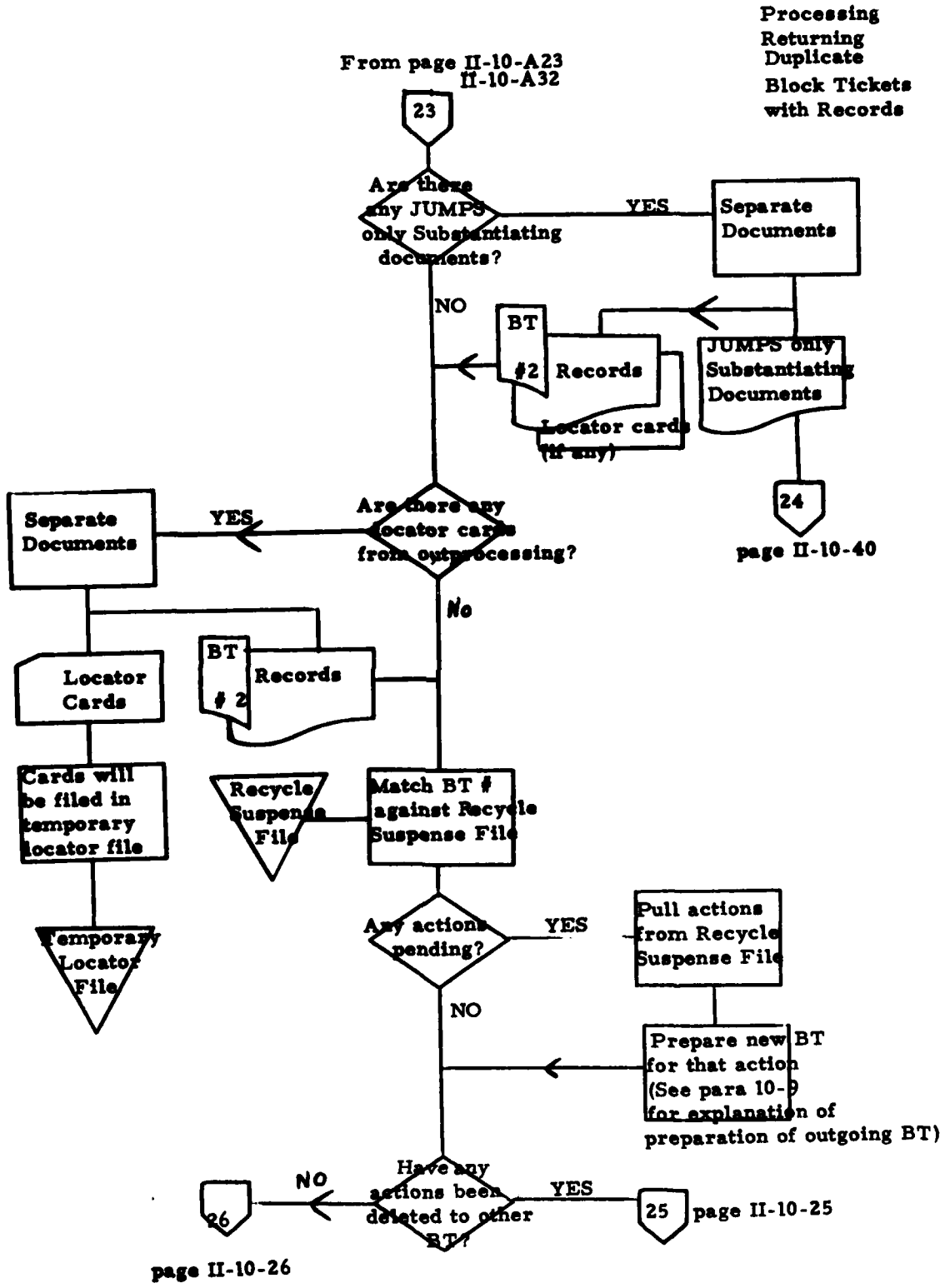
page II-10-A22

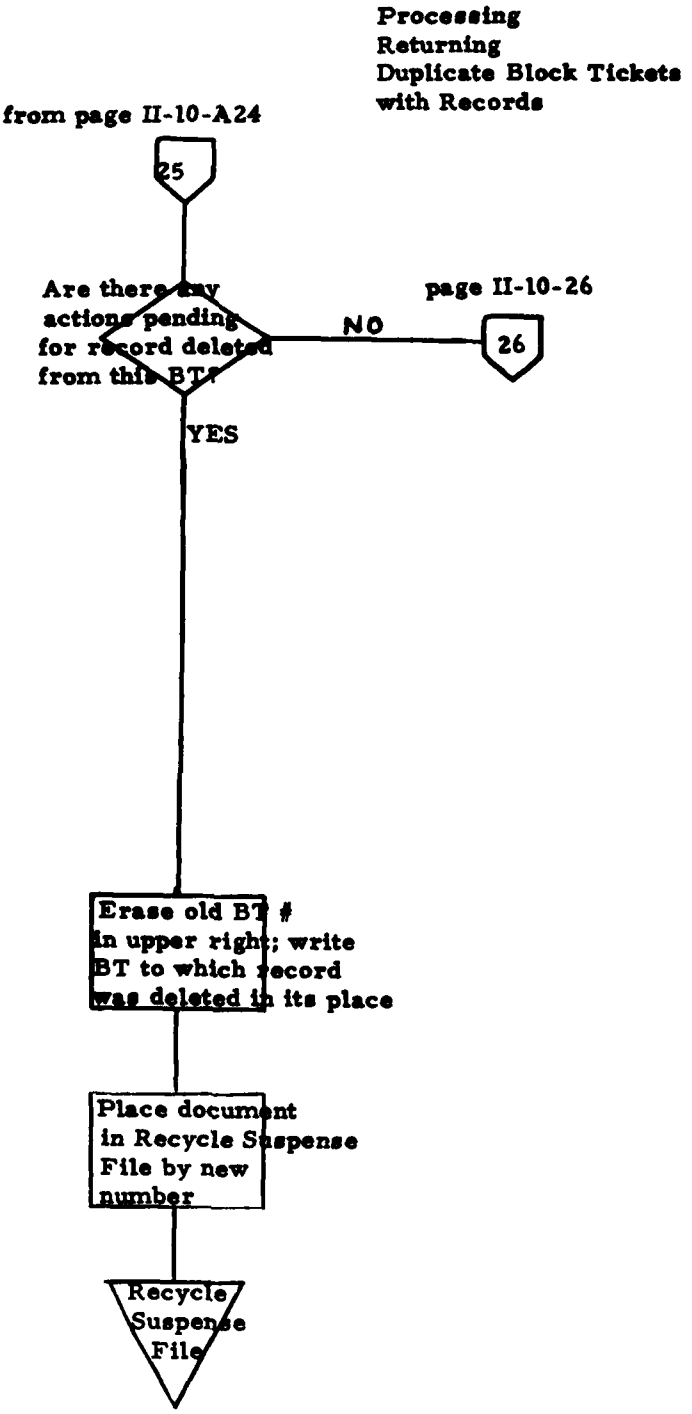

Processing Action Documents
From page II-10-A21
22
Are there any docs for records maintained in separate files?
YES
Annotate BT to show separate file docs pulled from this BT
Prepare new BT for each file docs must be forwarded to
Separate Documents
NO
From page II-10-A28
30
BT
Documents
Records
BT
Separate file documents
Is BT for outprocessing of records?
YES
Pull locator cards for those records, add to BT
Process as at BT without records
NO
Log out to person/branch maintaining records
Complete date and suspense date items of BT
Person/Branch
Log BT out to action Branch/Section
Branch/Section

Processing Returning
Duplicate Block Tickets
With Records

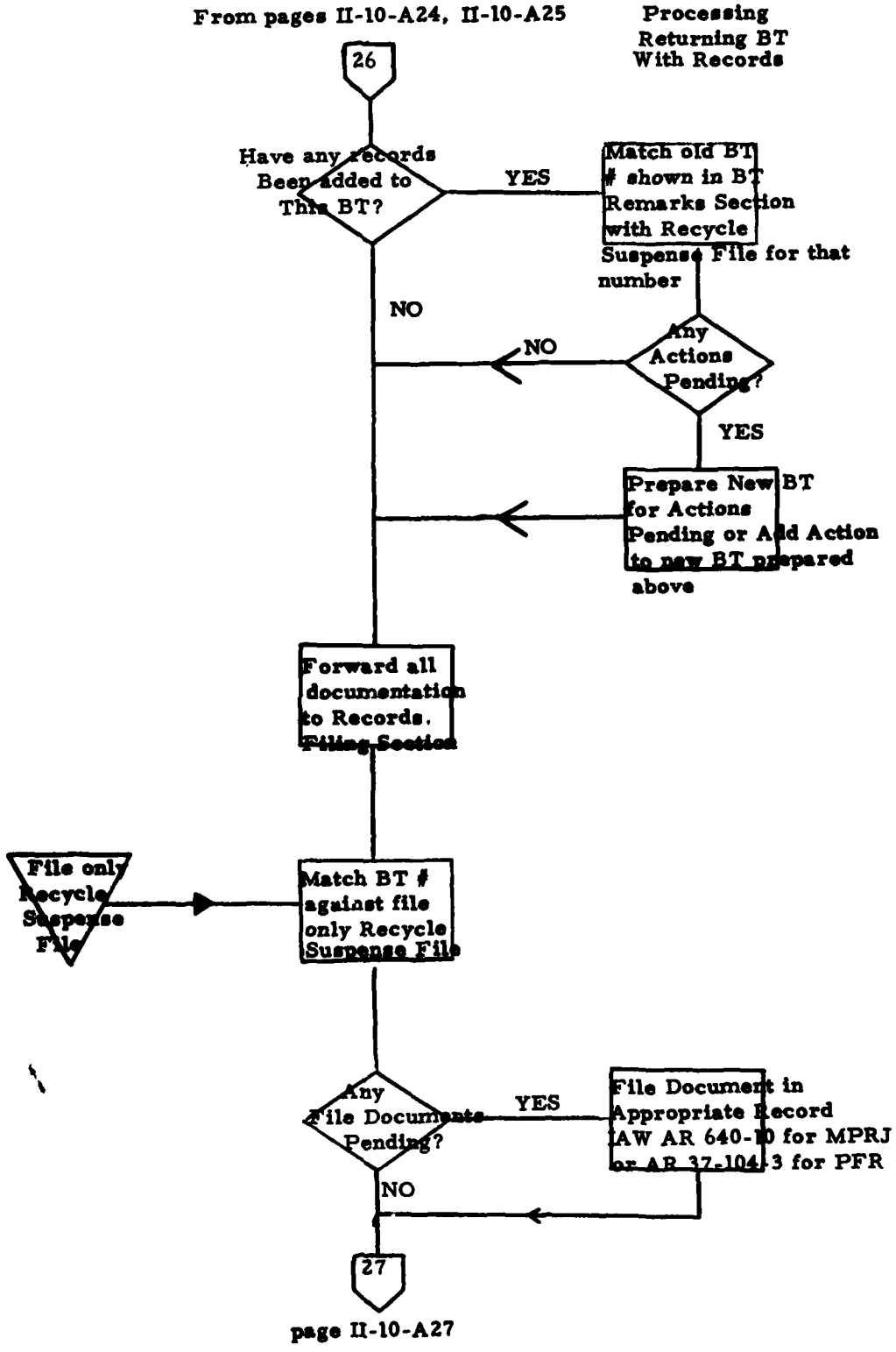


COPPER


Processing Returning Duplicate Block Tickets with Records
From page II-10-A23 II-10-A32
23
Are there any JUMPS only Substantiating documents?
YES
Separate Documents
NO
BT #2 Records
Locator cards (if any)
JUMPS only Substantiating Documents
24
page II-10-40
Separate Documents
YES
Are there any locator cards from outprocessing?
No
Locator Cards
BT # 2 Records
Cards will be filed in temporary locator file
Temporary Locator File
Recycle Suspense File
Match BT # against Recycle Suspense File
Any actions pending?
YES
Pull actions from Recycle Suspense File
NO
Prepare new BT for that action (See para 10-9 for explanation of preparation of outgoing BT)
Have any actions been deleted to other BT?
NO
YES
26
page II-10-26
25
page II-10-25

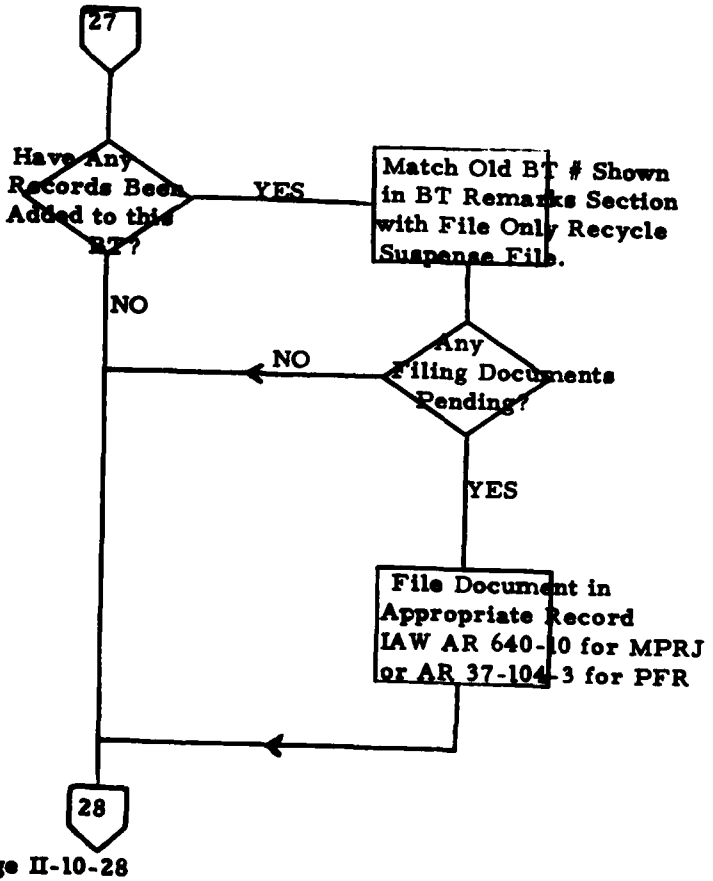

Processing
Returning
Duplicate Block Tickets
with Records
from page II-10-A24
25
Are there any actions pending for record deleted from this BT?
NO
page II-10-26
26
YES
Erase old BT # in upper right; write BT to which record was deleted in its place
Place document in Recycle Suspense File by new number
Recycle Suspense File

COPPER


From pages II-10-A24, II-10-A25
Processing Returning BT With Records
26
Have any records Been added to This BT?
YES
Match old BT # shown in BT Remarks Section with Recycle Suspense File for that number
NO
Any Actions Pending?
NO
YES
Prepare New BT for Actions Pending or Add Action to new BT prepared above
Forward all documentation to Records. Filing Section
File only Recycle Suspense File
Match BT # against file only Recycle Suspense File
Any File Documents Pending?
YES
File Document in Appropriate Record IAW AR 640-10 for MPRJ or AR 37-104-3 for PFR
NO
27
page II-10-A27

Processing Returning Block Tickets with Records

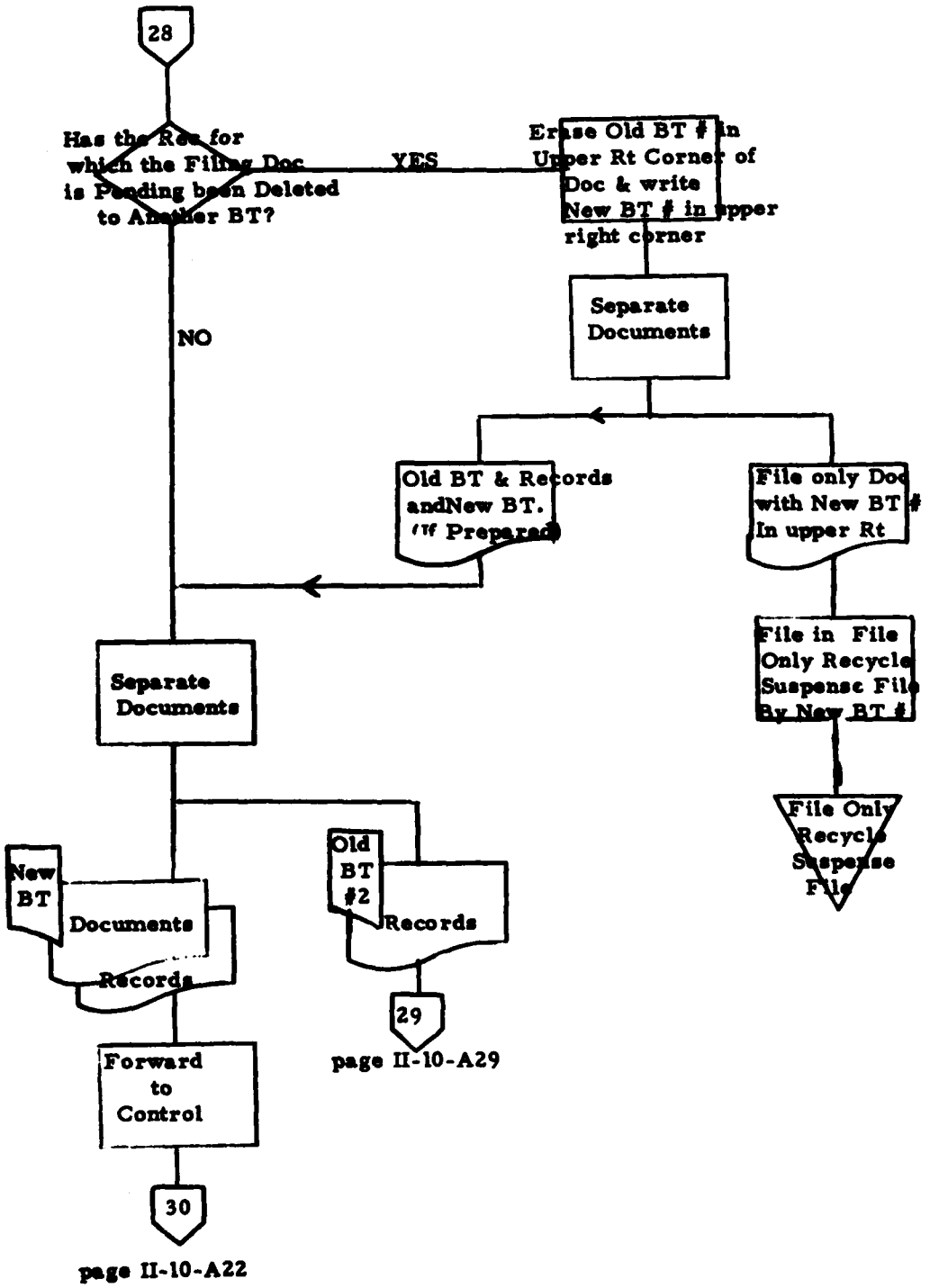
from page II-10-A26



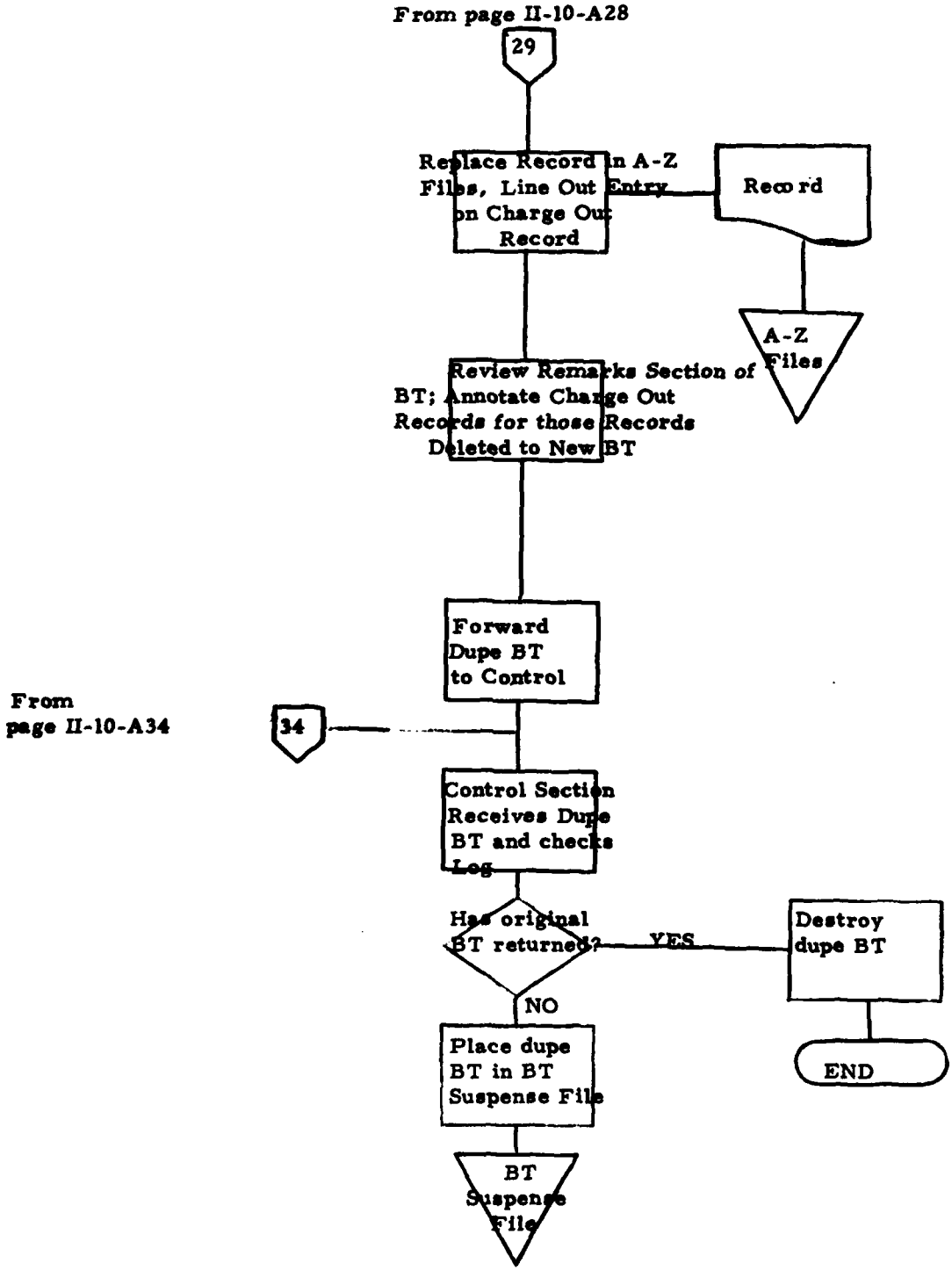
page II-10-28

Processing Returning Block Tickets with Records

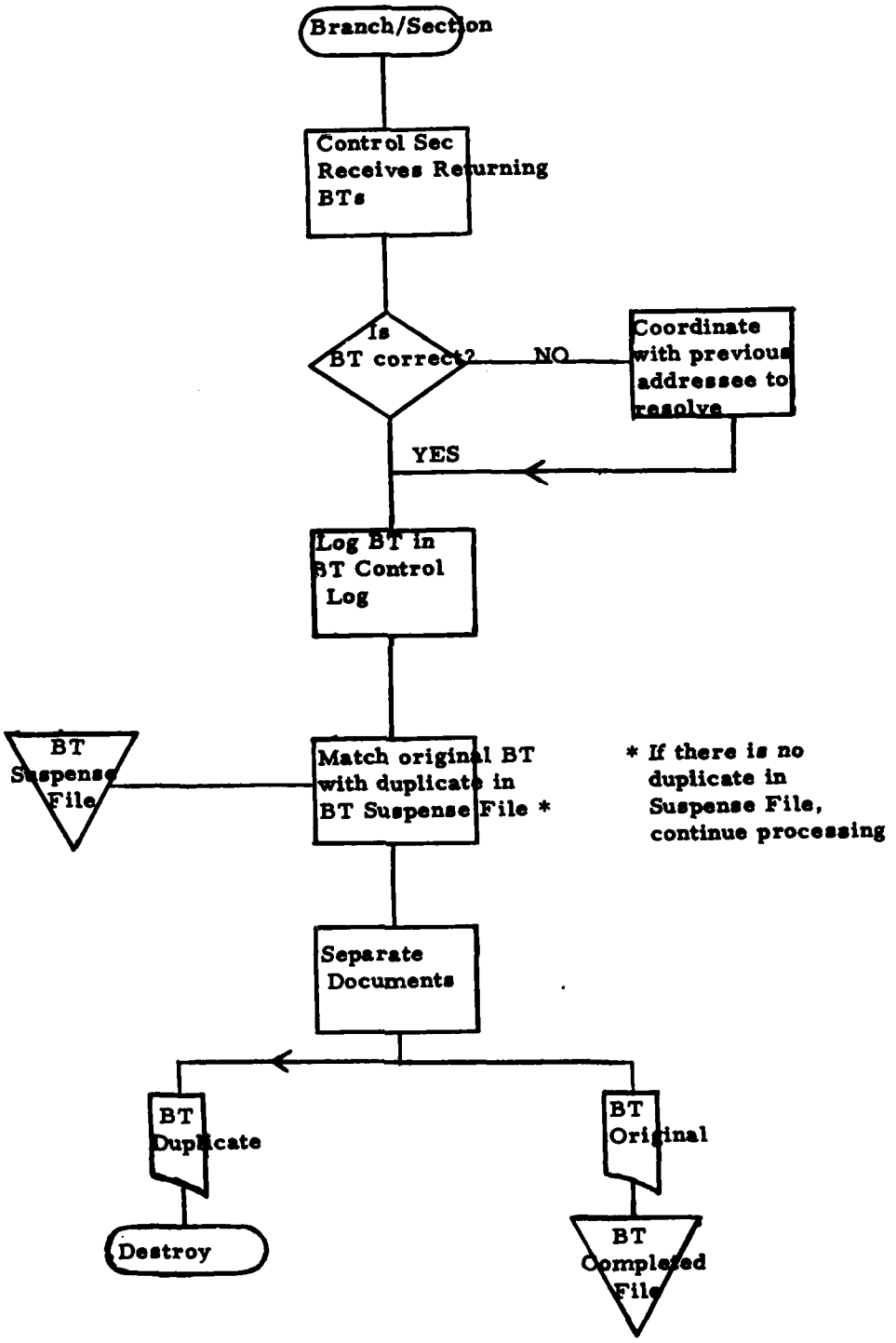
From Page II-10-A27



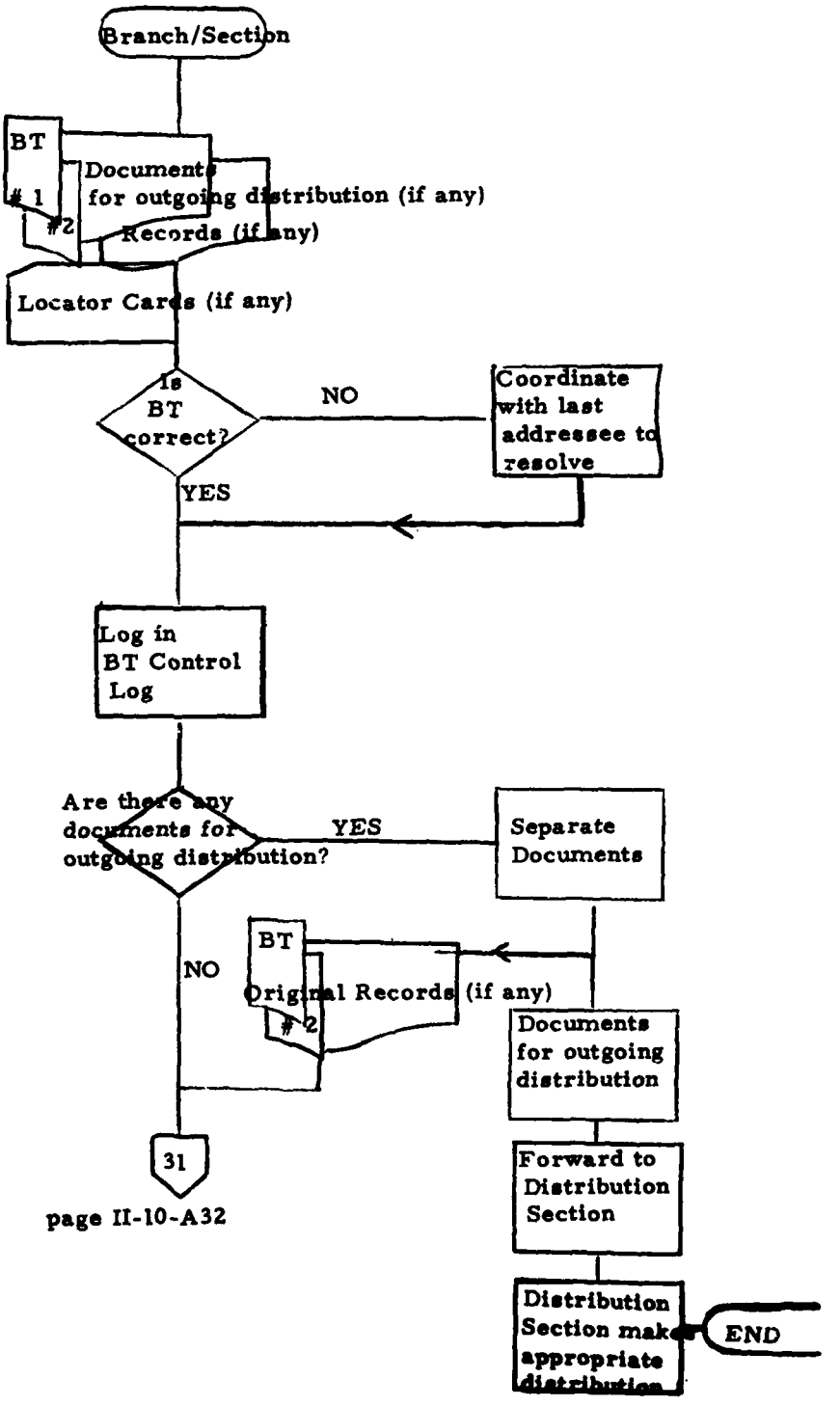
Processing Returning Block Tickets with Records



Processing Returning Original Block Tickets



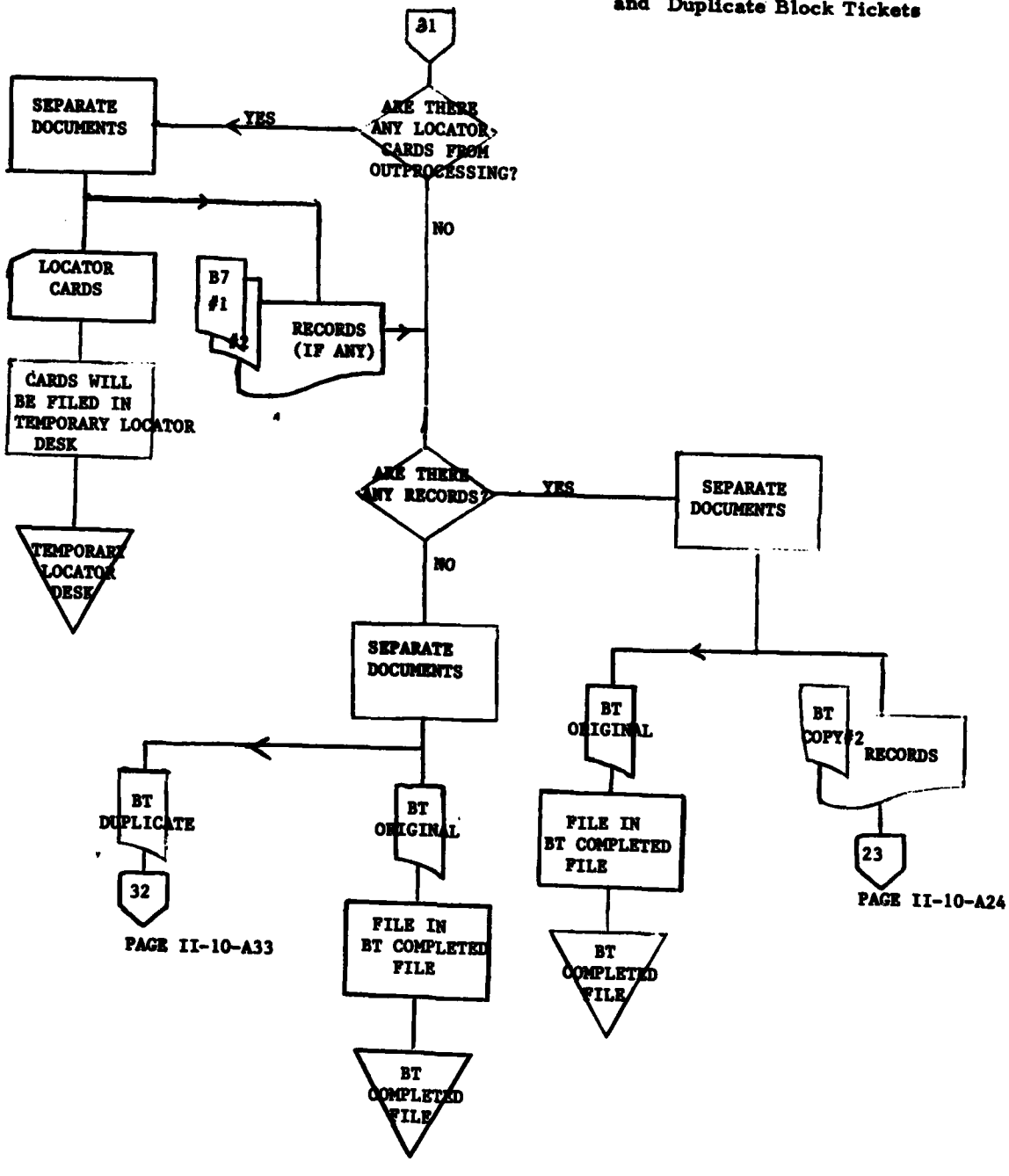
Processing Returning Original and Duplicate Block Tickets

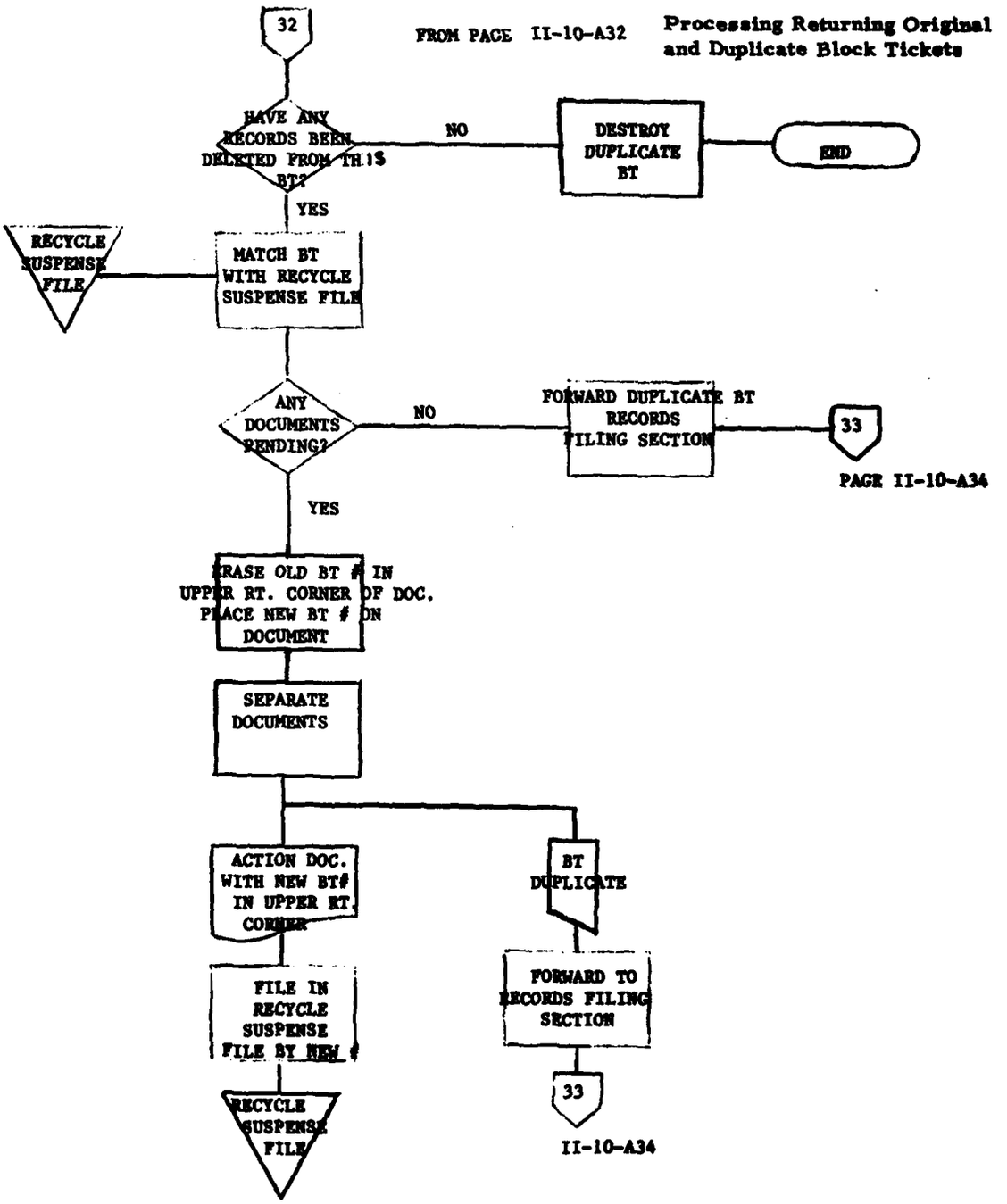


COPPER

FROM PAGE II-10-A31

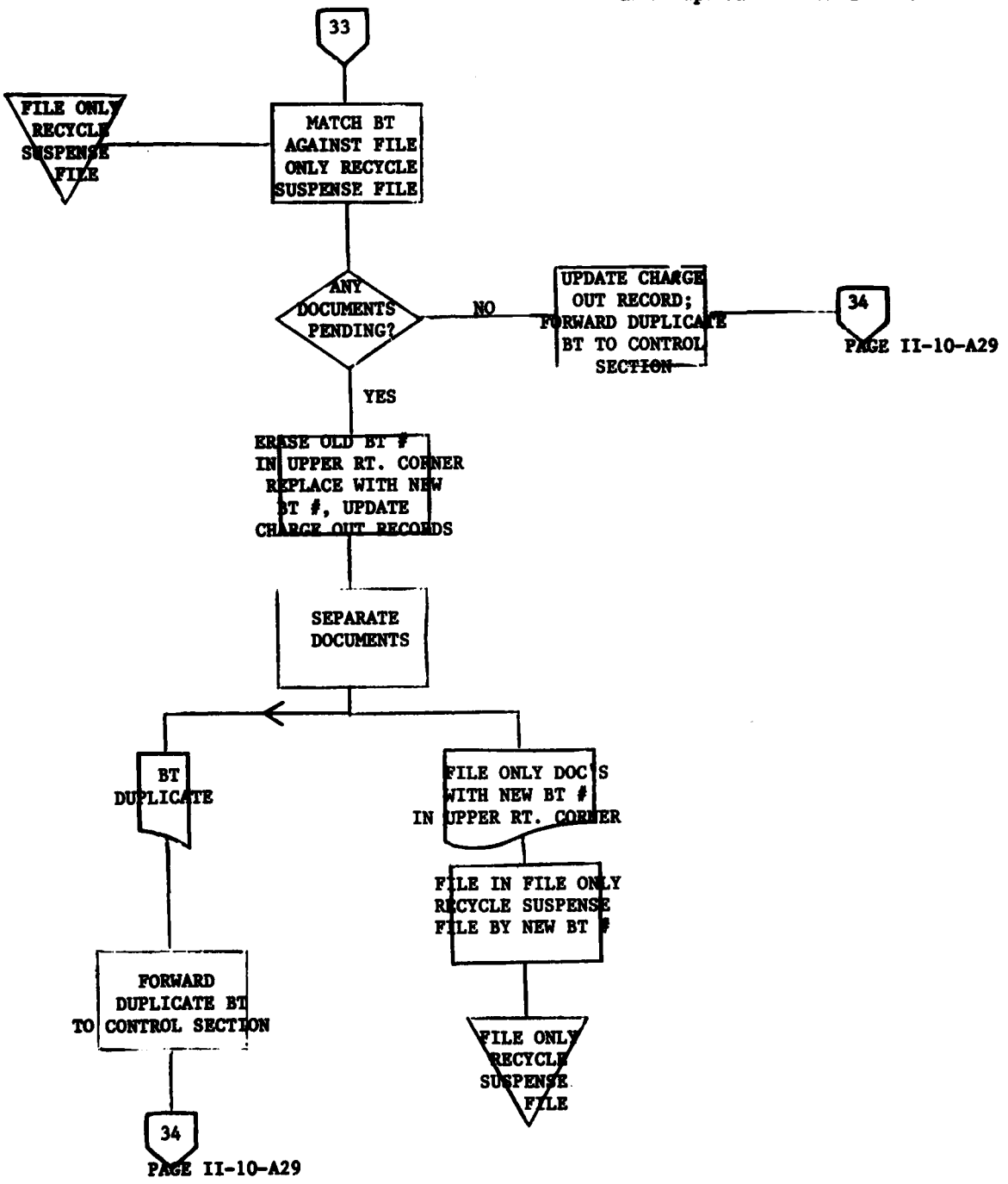
Processing Returning Original and Duplicate Block Tickets



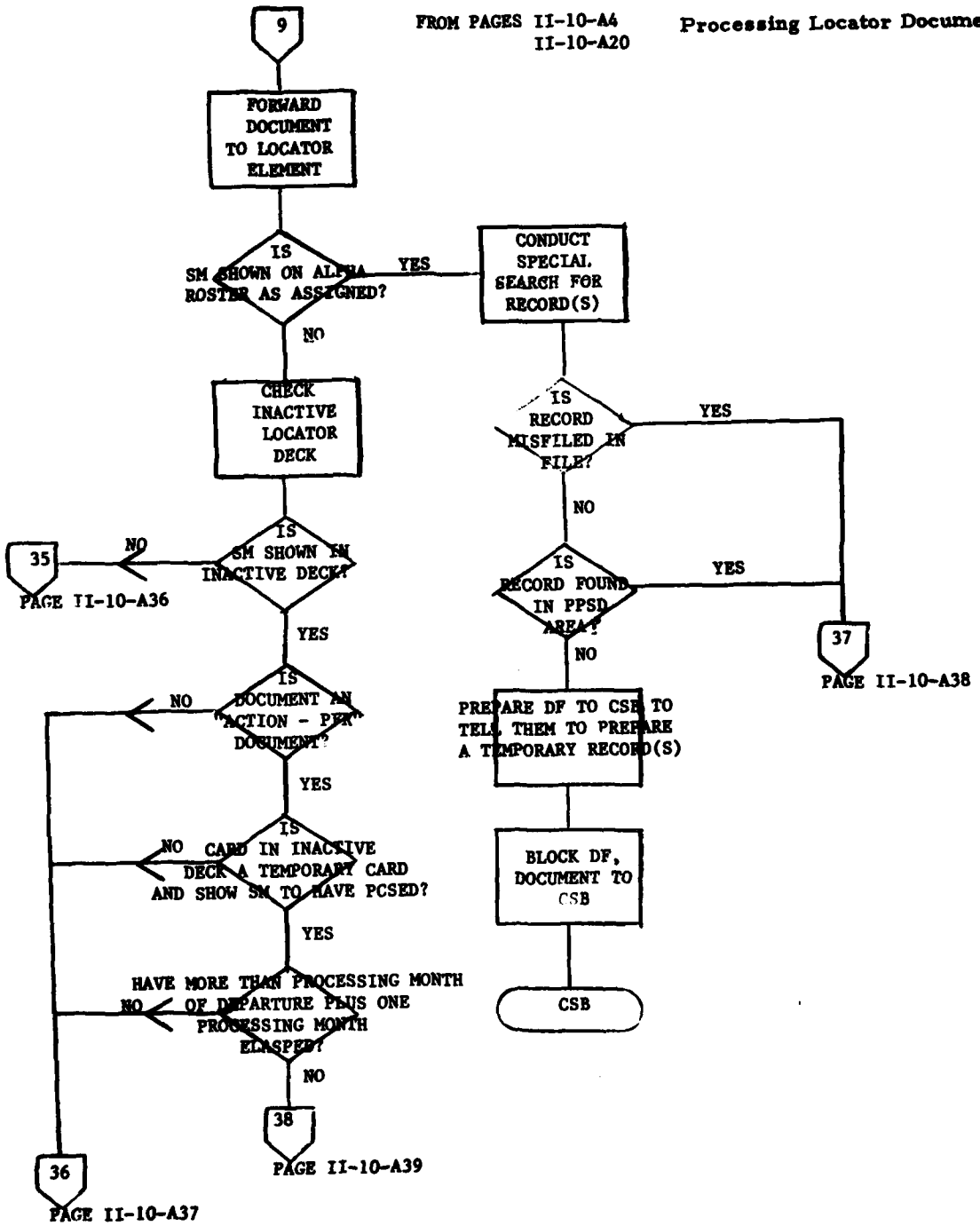

32
FROM PAGE II-10-A32
Processing Returning Original and Duplicate Block Tickets
HAVE ANY RECORDS BEEN DELETED FROM THIS BT?
NO
DESTROY DUPLICATE BT
END
YES
RECYCLE SUSPENSE FILE
MATCH BT WITH RECYCLE SUSPENSE FILE
ANY DOCUMENTS PENDING?
NO
FORWARD DUPLICATE BT RECORDS FILING SECTION
33
PAGE II-10-A34
YES
ERASE OLD BT # IN UPPER RT. CORNER OF DOC. PLACE NEW BT # ON DOCUMENT
SEPARATE DOCUMENTS
ACTION DOC. WITH NEW BT# IN UPPER RT. CORNER
BT DUPLICATE
FILE IN RECYCLE SUSPENSE FILE BY NEW #
FORWARD TO RECORDS FILING SECTION
RECYCLE SUSPENSE FILE
33
II-10-A34

FROM PAGE II-10-A33

Processing Returning Original and Duplicate Block Tickets

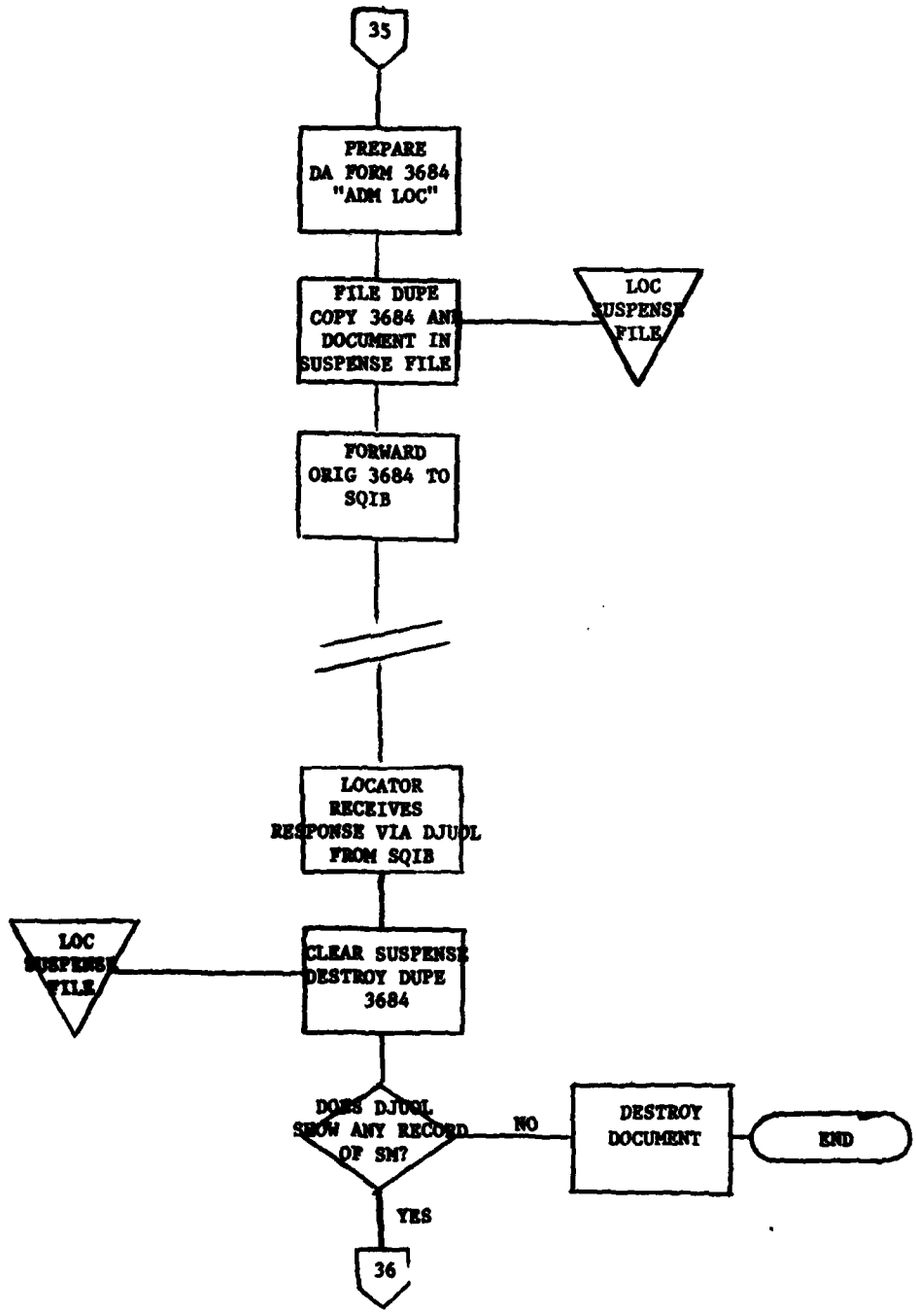


Processing Locator Documents

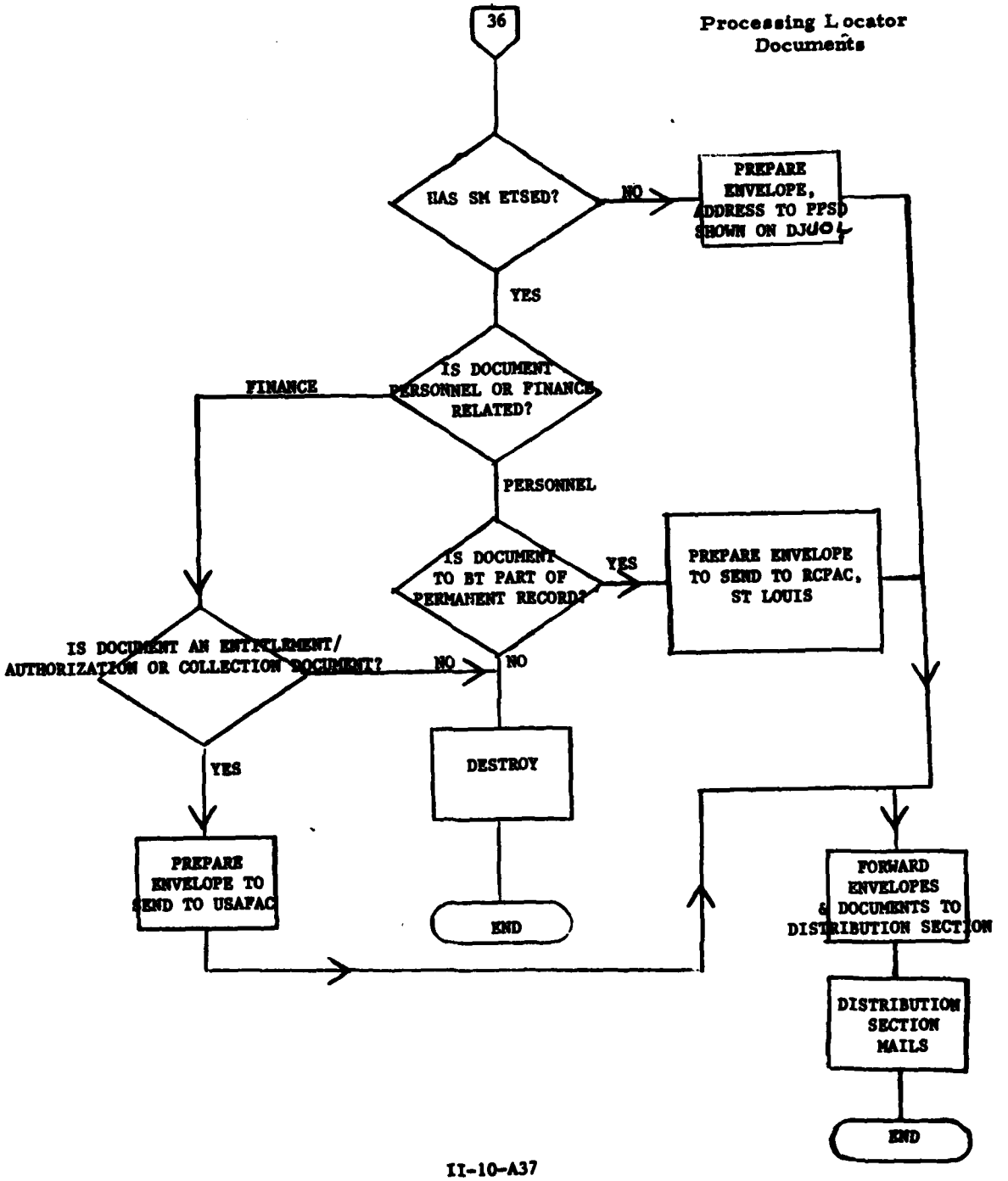


FROM PAGE II-10-A35

Processing Locator Documents



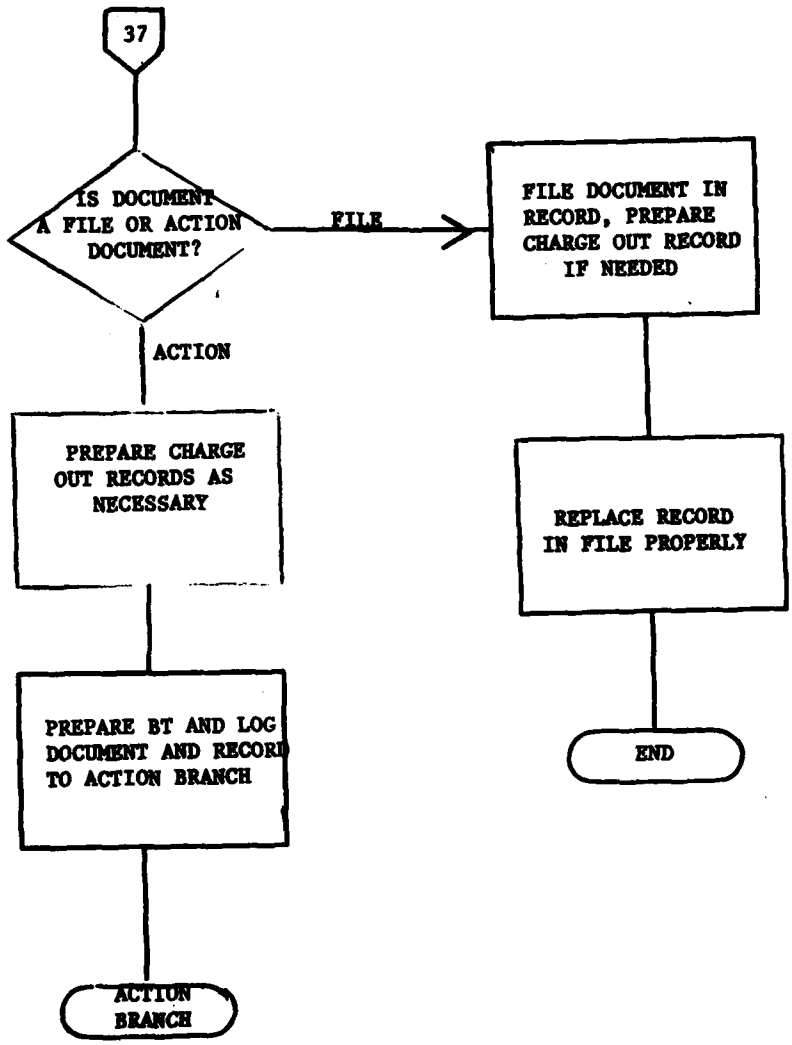
FROM PAGES II-10-A35
II-10-A36



COPPER

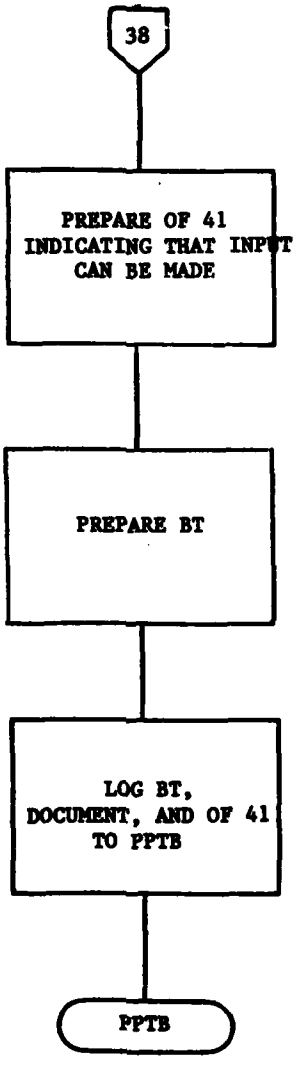
FROM PAGE II-10-A35

Processing Locator Documents



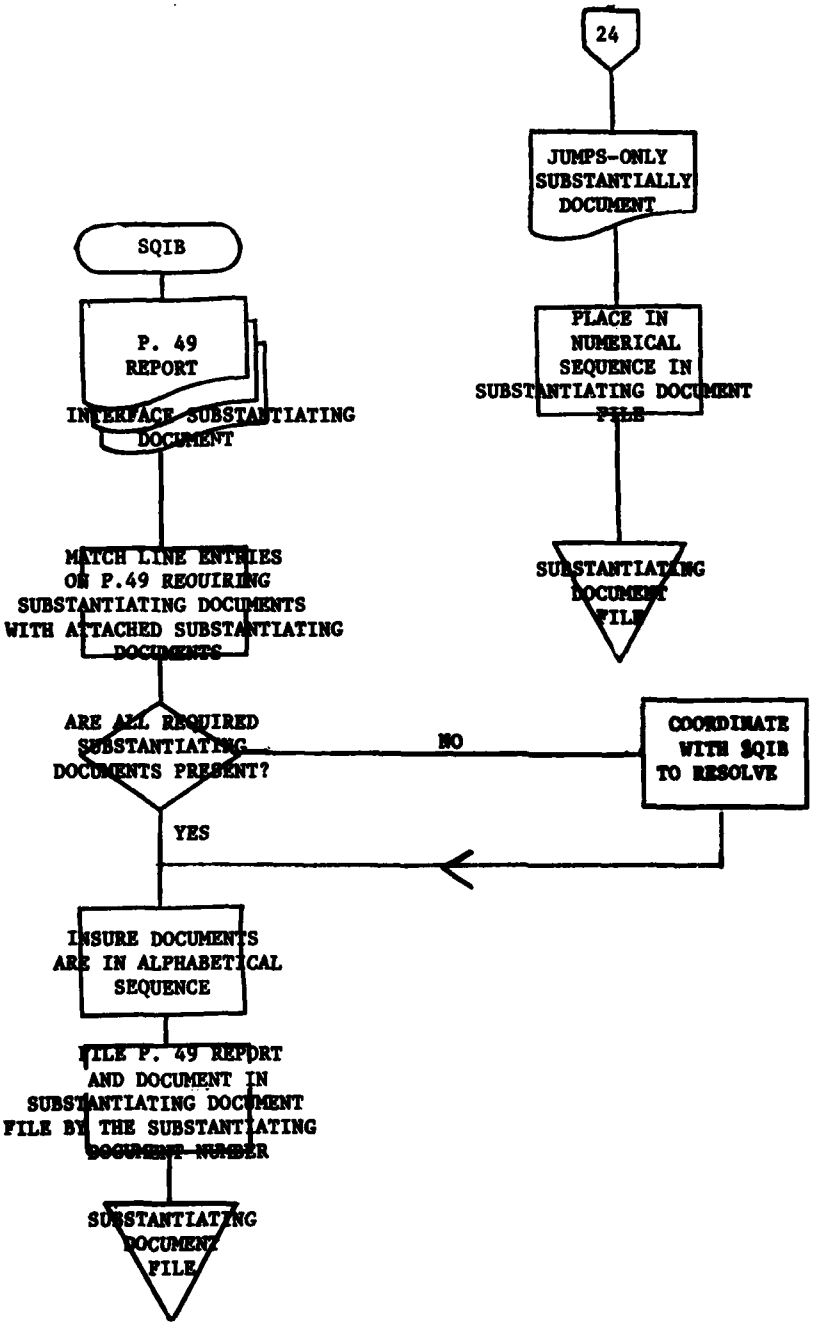
FROM PAGE II-10-A35

Processing Locator Documents

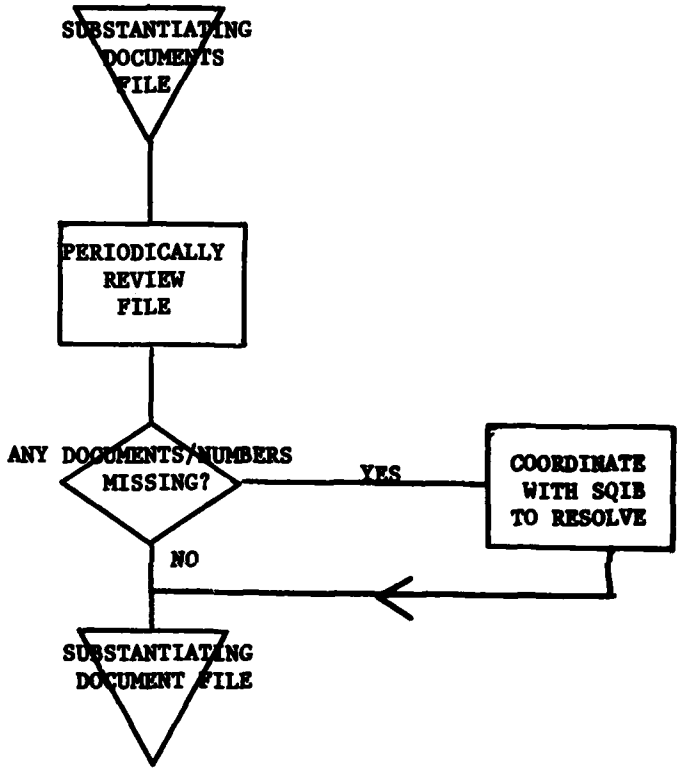


FROM PAGE II-10-24

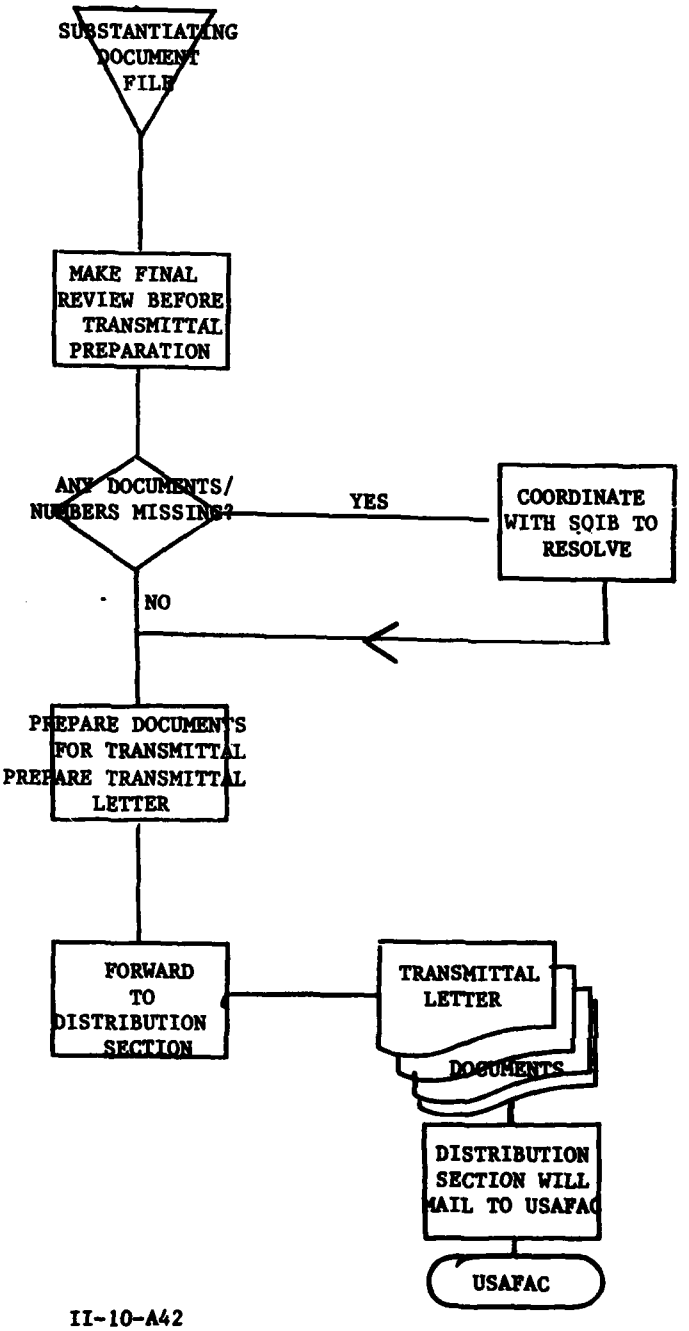
Processing Substantiating Documents



Processing Substantiating Documents



Processing Substantiating Documents



ANNEX B

ROUTING GUIDE

Part 1 - Contains a routing guide by form numbers

Part 2 - Contains a routing guide by type of action

LEGEND

Form No.	Self Explanatory
Form Description	Self Explanatory
Reference Procedure	Cross Reference number to routing guide text
Control Mode	Block Ticket (BT)
BT Type	NS - Non-SIDPERS S - SIDPERS J - JUMPS SJ - SIDPERS-JUMPS NA - Not Applicable
Type Record	P - MPRJ F - PFR P/F - Both NA - Not Applicable

ROUTING GUIDE

Part 1

COPPER

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 2	PERS QUAL REC	5-4			.	SEE REM	INQUIRY CY-ORIGINATOR RECONCILIATION CY-FILES
							FID-O-INPROCESSING FID-N-FILES
							FID-L-FILES
31	REQUEST FOR LEAVE	4-8				DCRB	EMERGENCY/NONCONUS LEAVES TO AAB REF DA 4187
41	REC OF EMERG DATA	5-7	BT	NS	P	CSB	
61	APPL FOR APPOINTMENT	4-1 4-10	BT	NS	NA	AAB	
67-7	OER	5-15				PMB	HAND CARRIED TO PMB TRACERS ARE ON BT NS TO PMB
71	OATH OF OFFICE	4-1	BT	NS	NA	AAB	REF DA 61
78	RECOMMENDATION FOR OFFICER PROMOTION	3-11 3-47	BT	NS	NA	PMB	CPT MAJ MSC 1LT/CW2 ONLY
87	CERTIFICATE OF TRAINING						FORWARD TO SM
152	CERTIFICATE COMPLETION OF TRAINING		BT	NS	P	PPTB	MORE THAN 40 HRS
261	REPT OF INVESTIGATION LINE OF DUTY	4-49	BT	NS	NA	AAB	
268	REPT SUSPENDED FAVORABLE PERS ACT	4-12 4-60 5-25	BT	NS	NA	AAB	INTERM IS BT NS TO AAB

11-10-84

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 330	LANG PROFICIENCY QUESTION	3-26	BT	S	P	PMB	
428	ID CARD APPLICATION	4-23				CSB	
483	OFFICER ASSIGNMENT PREFERENCE STATEMENT	5-21				PMB	
504	HEALTH AND COMFORT CHARGE		BT	J	F	CSB	PAY ADJUSTMENTS
613	POR CHECKLIST	3-24	BT	NS	NA	PMB	
638	RECOMMENDATION FOR AWARD	4-13	BT	NS	NA	AAB	
873	CERTIFICATE CLEARANCE OR SECURITY DETERMINATION		BT	S	P	PPTB	
1172	UNIFORM SERVICE ID/PRIVILEGE CARD	4-18	BT	NS	NA	CSB	
1341	JUMPS-ALLOTMENT		BT	J	F	PPTB	
1584	DOD NATIONAL AGENCY CHECK	3-21	BT	S	P	PPTB	
1695	OATH ENLISTED EXTENSION	4-3	BT	SJ	P/F	AAB	
1882	SBP - ELECTION CHANGE	4-21	BT	SJ	P/F	AAB	REF DA 4240
1884	SBP - APPL ANNUITY	4-21	BT	SJ	P/F	AAB	REF DA 4240
1885	SBP - MINIMUM INCOME CLAIM	4-21	BT	SJ	P/F	AAB	REF DA 4240

COPPER

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 2142	PERSONNEL/PAY INQUIRY		BT	SJ	NA	CSB	NEW FORM ADMINCEN 6035-R
2165- R	TRANSMITTAL ROSTER		BT	NS	P	PMB	ATTN: MOS TESTING
2166-5	EER	3-2				PMB	HAND CARRIED TO PMB IF RETURNED FROM EREC, BT NS TO PMB
2166-5A	SEER	3-2				PMB	HAND CARRIED TO PMB IF RETURNED FROM EREC, BT NS TO PMB
2339	APPL FOR VOLUNTARY RETIREMENT	4-25	BT	NS	NA	AAB	REF DA 4187
2476	APPL FOR SEPARATION	4-15	BT	NS	NA	AAB	REF DA 4187
2496	DISPOSITION FORM						
	RECOMMEND FOR AWARD	4-13	BT	NS	NA	AAB	REF DA 638
	REPT OF PHOTO TAKEN	4-6	BT	S	P	PPTB	
	ASSIGNED/TERMINATION OF QUARTERS		BT	J	F	PPTB	
	SURPLUS REPT	3-4	BT	NS	NA	PMB	
	REQ FOR TESTING	3-3	BT	NS	NA	PMB	
	RECOMMEND FOR PROMOTION	3-30	BT	NS	NA	PMB	
	ADMIN ELIMINATION	4-16 4-17	BT	NS	NA	AAB	

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 2496	DISPOSITION FORM						
	IMMUNIZATION, X-RAY TINE TEST	5-19				DCRB	
	WEAPONS QUAL		BT	NS	P	PPTB	
2533-R	REENLISTMENT BONUS INQ		BT	NS	NA	CSB	
2627	REC OF ART 15 PROCED	3-40	BT	SJ	P/F	PPTB	
2635	ENLISTMENT PREFERENCE STATEMENT	5-21	BT	S	P	PPTB	
3072	WAIVER DISQUALIFICATION TO REENLISTMENT		BT	NS	NA	AAB	
3180	NUCLEAR SURETY SCREENING	3-1	BT	NS	P	PMB	
3286	STATEMENT FOR ENLISTMENT	4-3 4-4	BT	NS	P	AAB	REF DD 4
3298	START/STOP BAQ CREDIT		BT	J	F	PPTB	IF INQUIRY, CSB
3339	EXTENSION OF CURRENT ACTIVE DUTY	4-2	BT	NS	NA	AAB	
3340	RA ENLISTMENT/REENLISTMENT	4-3	BT	NS	NA	AAB	
3349	MEDICAL CONDITION PHYSICAL PROFILE REC	5-18	BT	S	P	PMB	

COPPER

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 3355-R	PROMOTION BOARD WORKSHEET	3-30	BT	NS	NA	PMB	
3356-R	BOARD MEMBERS APPRAISAL WORKSHEET	3-30	BT	NS	NA	PMB	
3357-R	BOARD RECOMMENDATION	3-30	BT	NS	NA	PMB	
3421	ANSWER SHEET SURVEY ARMY PERS		BT	NS	NA	PMB	
3508-R	PERMISSION/CANCELLATION OF INDEBTEDNESS		BT	J	F	CSB	PAY ADJ
3565	CERTIFICATE APPRECIATION		BT	NS	P	PPTB	TO INCLUDE LETTERS APPRECIATION/COMMENDATION
3585	JUMPS - PAY ELECTION		BT	J	F	PPTB	
3685	LES				F	SEE REM	END-OF-MONTH CY
							INTERM CY TO LOCATOR
3739	EXTREME FAMILY PROBLEMS	3-16	BT	NS	NA	AAB	COMPASSIONATE REASSIGNMENT REF DA 4187
3799	LAUNDRY PAYROLL DEDUCTIONS		BT	J	F	PPTB	
4036	MEDICAL/DENTAL POR	3-24	BT	NS	NA	DCRB	REF DA 613
4126R	BAR TO ENLISTMENT	4-5	BT	S	P	AAB	
4148R	APPL FOR WAIVER OF ERRONEOUS PAY		BT	J	F	CSB	PAY ADJ

11-10-86

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 4187	PERSONNEL ACTIONS						
	LV TO/OUTSIDE CONUS	4-8	BT	NS	NA	AAB	REF DA 31
	OCS APPL	4-10	BT	NS	NA	AAB	
	CHANGE NAME/SSN/DOB	4-11	BT	SJ	F	AAB	
	SEPARATION	4-15	BT	NS	NA	AAB	DEPN/HARDSHIP
	ID CARD APPL	4-23	BT	NS	NA	CSB	
	ID TAGS	4-24	BT	NS	NA	CSB	
	BRANCH TRANSFER	4-40	BT	NS	NA	AAB	
	SEPARATE RATS	5-27	BT	J	F	PPTB	
	PROMOTION PV2	5-27	BT	SJ	P/F	PMB	ACCELERATED PROMOTION
	RETESTING ACB	3-25	BT	NS	NA	PMB	MOS TESTING
	EM INTEL CAREER DEVEL PROG	3-33	BT	NS	NA	PMB	
	DRILL SGT CAREER DEVELOP PROG	3-34	BT	NS	NA	PMB	
	MOS CLASS/RECLASS	3-41	BT	NS	NA	PMB	

COPPER

COPPER

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 4187	PERSONNEL ACTIONS	5-27					
	SERVICE SCHOOL	3-10	BT	NS	NA	PMB	
	ROTC/NGUS DUTY	3-12	BT	NS	NA	PMB	
	DETERMENT FROM FOREIGN SERVICE	3-13	BT	NS	NA	PMB	
	RANGER TNG	3-15	BT	NS	NA	PBM	
	REASSIGNMENT FAMILY PROBLEM	3-16	BT	NS	NA	AAB	REASSIGNMENT COMPASSIONATE REF DA 3739
	REASSIGNMENT MARRIED ARMY COUPLE	3-32	BT	NS	NA	PMB	IF APPROVED, BT S TO PMB
	EXCHANGE ASSIGNMENTS - EM	3-18	BT	NS	NA	PMB	
	AIRBORNE TNG	3-19	BT	NS	NA	PMB	
	OJT	3-23	BT	NS	NA	PMB	
	EXTENSION OTRA	4-3	BT	NS	NA	AAB	
	EXCESS/ADV LV	4-8					REF DA 31
	VOLUNTEER FOR FOREIGN SERVICE	3-14	BT	NS	NA	PMB	

11-10-810

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DA 4187	PERSONNEL ACTIONS						
	REHAB REASSIGN		BT	NS	NA	PMB	
	REQUEST ASSIGN TO RECRUITING CMD		BT	NS	NA	PMB	
	REQUEST ASSIGN TO GO PERS STAFF		BT	NS	NA	PMB	
	OFFICER AVN TNG		BT	NS	NA	PMB	
	APPL CID APPRENTICE		BT	NS	NA	PMB	
	EXTENSION OFFICER ACTIVE DUTY SERVICE	4-2	BT	NS	NA	AAB	
	VOLUNTARY EM RETIREMENT	4-25	BT	NS	NA	AAB	
	OFFICER SEPARATION		BT	NS	NA	AAB	
	ESTABLISH MEMBER OF HOUSEHOLD		BT	NS	NA	AAB	
4240	DATA PAYMENT RETIRED PERS	4-21	BT	SJ	P/F	AAB	
4319R	AMEDD PQR	5-2					FORWARD TO SM

COPIER

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
DD 4	ENLISTMENT CONTRACT	4-3 4-4	BT	NS	P	AAB	REF DA 3286 REENLISTMENT PACKET
13	STATEMENT OF SERVICE		BT	NS	NA	SEE REM	ROUTED TO REQUESTOR
122	HAZARDOUS DUTY PERFORMANCE CERTIFICATE		BT	SJ	P/F	PPTB	
139	PAY ADJUSTMENT AUTHORITY		BT	J	F	CSB	PAY ADJ
200	REPT OF SURVEY		BT	J	F	CSB	PAY ADJ
261	LINE OF DUTY		BT	NS	NA	AAB	
398	STATEMENT OF PERSONAL HISTORY					DCRB	
802	FED HOUSE AUTH INSURANCE ELIGIBILITY	4-20	BT	S	P	AAB	STARTS ELIGIBILITY
803	FED HOUSE AUTH INSURANCE ELIGIBILITY	4-20	BT	S	P	AAB	TERMINATES ELIGIBILITY
1278	APPL PETITION NATURALIZATION	4-22	BT	NS	NA	AAB	

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
MISC IRS W-4	EMPLOYMENT WITHHOLDING ALLOWANCE		BT	J	F	PPTB	
USAFEC-10	MOS EVALUATION	3-2 3-3					
	FROM UNIT		BT	S	P	PMB	MOS TESTING
VA FORM 29-8285	REQUEST FOR INSURANCE	4-26	BT	NS	NA	AAB	REF DA 4240
VA FORM 29-8286	SGLI - ELECTION	4-26	BT	SJ	P/F	PPTB	REF DA 4240
SF 88	REPT MEDICAL EXAM	5-18	BT	S	P	PPTB	
SF 93	REPT MEDICAL HISTORY	5-18	BT	S	P	PPTB	REF SF 88
FB FL 93R	ASVAB (BAT TEST)	3-41	BT	S	NA	PMB	
FS 176	APPL PASSPORT REQUEST	4-47	BT	NS	NA	AAB	REF AE FL 2276
FS 240	REPT BIRTH ABOARD	4-47	BT	NS	NA	AAB	REF AE FL 2276
FS 299	APPL AMEND PASSPORT	4-47	BT	NS	NA	AAB	REF AE FL 2276
IRS 2159	AUTHORITY FED TAX DEDUCT		BT	J	F	CSB	PAY ADJ
AE FL 2276	REQUEST FOR "NO FEE" PASSPORT	4-47	BT	NS	NA	AAB	

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
USAFAC 1611	PAY ADJUSTMENT AUTHORITY		BT	J	F	CSB	
25-52	NOTICE CLAIM DEPN CREDIT OF BAQ	4-53	BT	SJ	P/F	PPTB	
31-60A	IDENTIFICATION DISCREPANCY RESOLUTION		BT	SJ	P/F	PPTB	
EXTERNAL ORDERS	ATTACHMENT		BT	NA	P	SEE REMARK	ATTACHMENT FORWARDED TO BRANCH THAT INITIATED RFO
	PMOS/SMOS	3-41	BT	NA	P	PMB	REF DA 4187
	GOOD CONDUCT MEDAL	4-13	BT	NA	P	AAB	REF DA 638
	OTHER AWARDS/DECORATION	4-13	BT	NA	P	AAB	REF DA 638
	REASSIGNMENT					SEE REMARK	INTRAPOST - 3 CY PMB INTRAPOST - 1 CY I/OP
	HAZARDOUS DUTY		BT	NA	P/F	AMB	REF DD 122
	COURT MARTIAL	5-6	BT	NA	P/F	PPTB	

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
ORDERS	PROMOTION/REDUCTION	3-11 3-30	BT	SJ	NA	PMB	DA 78 DA 2644R REF DA 2496 DA 493 DA 2627
		3-40 3-47					
	PRO/INCENTIVE/ SPECIAL PAY	3-28	BT	SJ	NA	PMB	
	RECLASSIFICATION	3-41	BT	S	NA	PMB	REF DA 4187
	BOARD MEMBERS					DCRB	
	UNIT REDESIGNATION		BT	S	NA	PMB	
	PERSONNEL RETENTION	4-2 4-3	BT	SJ	NA	AAB	REF DA 3339 DA 4187
	RETIREMENT/SEPARATION ELIMINATION	4-15 4-16	BT	SJ	NA	SEE REMARK	PROCESS PAPERWORK-AAB FINAL PROCESSING-CSB REF DA 4187
		4-17 4-23 4-44					
	OTHERS						IF INTERNAL GENERATED, FORWARD TO BRANCH THAT INITIATED RFO
							IF EXTERNAL, FORWARD TO LOCATOR

II-10-R15

COPPER

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
ROSTERS	CAP III					PMB	
	PTRO		BT	S	P	PPTB	SQIB WILL ANNOTATE ITEMS REQUIRING CORRECTIVE ACTION AND MPRJ
	UPAN		BT	S	P	PPTB	SQIB WILL ANNOTATE ITEMS REQUIRING CORRECTIVE ACTION AND MPRJ
	DJUOLS		BT	J	F	PPTB	SQIB WILL ANNOTATE ITEMS REQUIRING CORRECTIVE ACTION AND MPRJ
	JMCOL		BT	J	F	PPTB	SQIB WILL ANNOTATE ITEMS REQUIRING CORRECTIVE ACTION AND MPRJ
	SHRED OUT		BT	J	F	PPTB	SQIB WILL ANNOTATE ITEMS REQUIRING CORRECTIVE ACTION AND MPRJ

FORM NO.	FORM DESCRIPTION	REF PROC 600-8	CON MODE	BT TYPE	TYPE REC	RESP SEC	REMARKS
MISC ACTIONS	PREGNANCY DISCHARGE	4-17	BT	NS	NA	AAB	
	MEDICAL DISCHARGE	4-17	BT	NS	NA	AAB	
	CONSC OBJECTOR		BT	NS	NA	AAB	
	PROMOTION PACKETS	3-30					
	PRIOR BOARD		BT			PMB	
	AFTER BOARD		BT	NS	NA	PMB	
	STANDING LIST					PMB	
	LTR APPRECIATION/ COMMENDATION		BT	NS	P	PPTB	PEF DA 3563
	OVERPRINTED DF		BT	NS	NA	SEE REMARKS	OVERPRINTED DF WITH COMPLETED INFO FROM SM WILL BE FORWARDED TO APPROPRIATE/INITIATING BRANCH/ SECTION.

COPPER

ROUTING GUIDE

Part 2

COPPER

TYPE ACTION CAREGORY	RESP SECTION	REFERENCES				REMARKS
		PROC 600-8	USER MANUAL	FORMS	REGULATIONS	
1. ASSIGN-REASSIGNMENT	PMB		CH. 11			
A. REQ FOR ASSIGNMENT		3-14		DA 4187	AR 55-46	THIS CATEGORY ALSO
				DA 483	AR 614-30	INCLUDES CAP III
				DA 2635		ROSTERS.
		3-18		DA 4187	AR 614-200	
B. DEFERM'T FROM ASSIGNMENT		3-13		DA 4187	AR 612-2	
				DA 3739	AR 614-101	
					AR 614-200	
2. EVALUATION REPORTS	PMB		CH. 11			
A. ENLISTED		3-2		DA 2165-3	AR 600-200	HAND-CARRIED TO PMB
				DA 2166-5	DA PAM 623	
				DA 2166-5A	DA PAM 600-8 SERIES	
B. OFFICER		5-15		DA 67-7	AR 623-105	HAND-CARRIED TO PMB
3. PERSONNEL UTILIZATION/ MANAGEMENT	PMB		CH. 11			
A. REQ FOR RECLASS		3-4		DA 2496	AR 600-200	
					AR 614-200	
B. RECLASS ACTION				INDORSEM'T		
C. REQUISITIONS		3-8		DA 477	AR 614-200	
		3-9		DA 872	AR 614-102	
					AR 614-185	
4. TRAINING/EDUCATION	PMB		CH. 11			
A. OJT/SPECIAL PROGRAMS		3-12		DA 4187	AR 611-50	
		3-15		DA 4187	DA PAM 351-4	
		3-19		DA 4187	AR 614-110	
		3-21		DA 6256	AR 611-85	
		3-22		DA 4187	AR 614-162	
		3-23		DA 4187	AR 350-1	
					AR 600-200	
B. ARMY/CIVILIAN		3-10		DA 4187	AR 614-200	
					DA PAM 351-4	

11-10-819

TYPE ACTION CAREGORY	RESP SECTION	REFERENCES				REMARKS
		PROC 600-8	USER MANUAL	FORMS	REGULATIONS	
5. PROMOTION/REDUCTION	PMB		CH. 11			
A. PROMOTION		3-11		DA 78	AR 624-100	
		3-29		DA 2644-R	AR 600-200	
		3-30		DA 2644-R	AR 600-200	
B. REDUCTION				DA 493	AR 27-10	
				DA 2627	AR 600-31	
6. PERSONNEL OVERSEA REPLACEMENTS	PMB	3-24		DA 613	AR 612-2	
					AR 614-30	
					AR 614-200	
7. INCENTIVE/SPECIAL PAY	PMB	3-28		DA 20	AR 600-200	
8. TESTING	PMB					
A. MOS TESTING		3-3	CH. 11	USAFAC-10	AR 600-200	
					AR 611-201	
B. DLAT		3-26		DA 330	AR 611-6	
		3-27		DA 330	AR 611-6	
C. ACB		3-25		DA 4187	AR 611-5	
9. COMPASSIONATE REASSIGNMENT	AAB	3-16	CH. 14	DA 3739	AR 614-100	
				DA 4187		
10. PERSONNEL RETENTION	AAB	4-2	CH. 14	DA 2496	AR 135-215	
11. ENLISTMENT/REENLISTMENT	AAB		CH. 14			
A. REQ FOR EXTENSION		4-3		DA 4187	AR 601-280	
		4-4		DA 3339 R	AR 601-280	
				DA 3340		
B. BARS TO REENLISTMENT		4-5		DA 4126 R	AR 601-280	
12. APPLICATION FOR RA/WO	AAB	4-1	CH. 14	DA 4187	AR 601-100	
				DA 61		
13. RETIREMENT/SEPARATION	AAB		CH. 14			
A. RETIREMENT		4-7		DA 4240	AR 635-10	
					AR 635-100	
		4-25		DA 2339	AR 635-5	
				DA 2339	AR 635-5	

TYPE ACTION CAREGORY	RESP SECTION	REFERENCES				REMARKS
		PROC 600-8	USER MANUAL	FORMS	REGULATIONS	
B. SEPARATION/DISCHARGE		4-15		DA 2476	AR 635-200	
		4-16		DA 2446	AR 635-212	
		4-17		DA 2496	AR 635-200	
14. CASUALITY REPORTING	AAB	4-9		DD 1300	AR 600-10	
15. AWARDS & DECORATIONS	AAB	4-13	CH. 14	DA 638	AR 672-5-1	
16. DEPN DATA	AAB		CH. 14			
		4-18		DD 1172	AR 606-5	
		4-22		DA 1278	AR 600-290	
					AR 608-3	
17. NAME, SSN AND BIRTH DATA CHANGES	AAB	4-11	CH. 14	DA 4187	AR 600-2	
18. SUSPEND FAVORABLE PERSONNEL ACTION	AAB	4-12	CH. 14	DA 268	AR 600-31	
19. PERSONNEL ID	CSB					
A. ID CARDS		4-23		DA 428	AR 606-5	
B. ID TAGS		4-24		DA 4187	AR 606-5	
20. LEAVES AND ABSENSES	DCRB	4-18	CH. 15	DA 31	AR 630-5	NONCONUS AND EMERGENCY LEAVES ARE PROCESSED BY AAB
21. IN PROCESSING	CSB		CH. 13		DA PAM	
			SOP NO.4		600-8-9	
					600-8-2	
					AR 37-101-1	
					AR 37-104-3	
22. OUT PROCESSING	CSB		CH. 13		DA PAM	
			SOP NO.5		600-8-9	
					600-8-2	
					AR 37-101-1	
					AR 37-104-3	

TYPE ACTION CAREGORY	RESP SECTION	REFERENCES				REMARKS
		PROC 600-8	USER MANUAL	FORMS	REGULATIONS	
23. PAY ACTION DOCUMENTS						
A. ALLOWANCES	PPTB		CH. 10		AR 37-101-1	ACTIONS MAY ALSO
B. ENTITLEMENTS	PPTB		CH. 10		AR 37-104-3	BE PROCESSED BY CSB
C. ALLOTMENTS	PPTB		CH. 10			REF: CH. 13, SOP NO 1, COPPER USER MANUAL
D. TRAVELING RELATED POSTING PAYMENTS	CSB		CH. 13 SOP NO. 2			
E. MISC ACT DOCUMENTS	PPTB		CH. 10			SEE REMARKS FOR 23 A, B, C.
F. ADV/LOCAL PAY	CSB		CH. 13			
G. REENLIST VOUCHERS	CSB		CH. 13			REF AR 601-280
H. DEATH GRAVITY PAY	CSB		CH. 13			REF AR 608-2
I. SEPARATION	CSB		CH. 13 SOP NO. 3			
J. PYMT TO OTHER SERVICES	CSB		CH. 13			
24. INQUIRIES	CSB		CH. 13 SOP NO. 1		AR 37-101-1 AR 37-104-3	
25. PAY ADJUSTMENT AUTHORITY	CSB		CH. 13	USAFAC-1611 IRS 669 DD 139	AR 37-101-1 AR 37-104-3	
26. UNIT INPUT	SQIB		CH. 15	DA 3815		
27. ERROR LISTING						
A. ROSTER REVIEW	SQIB		SOP NO. 15		AR 37-104-3 DA PAM 600-8 SERIES	
28. PAY/PERSONNEL RECORD AUDIT	SQIB		CH. 15 SOP NO. 4		AR 37-101-1 AR 37-104-3	
29. RECONCILIATION OF FM 2	PPTB		CH. 12	FM 2	AR 37-104-3 DA PAM 600-8 SERIES AR 640-2-1	

CHAPTER 11

PERSONNEL MANAGEMENT BRANCH (PMB)

11-1. GENERAL.

A. Organizational Structure. The PMB organizational structure remains unchanged under the COPPER configuration.

B. Control of Documents. Since COPPER is designed to be a controlled environment, all action documents and records flowing in/out of PMB will be controlled by a BT. The two types of BT used are:

1. Action Document BT. Contains action documents only. The C, PMB will coordinate with the C, DCRB and develop standard suspense periods by type action. These BT are numbered as described in paragraph 10-9, this manual.

2. Records BT. Contains MPRJ and/or PFR that have been requested by PMB personnel. The suspense date indicated on the BT is established by the DCRB.

11-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/guidance which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

11-3. SOP NUMBER 1, PMB.

A. Purpose. The purpose of this SOP is to prescribe procedures that insure document control in PMB.

B. Policies.

1. Transaction coding and MPRJ/PFR posting.

a. SIDPERS transactions and records posting will be initiated by PMB if the action is not the responsibility of another branch/section in the PPSD.

b. All SIDPERS transactions will be prepared IAW DA Pam 600-8-2.

c. All MPRJ posting will be accomplished IAW AR 640-10 and AR 640-2-1.

d. All PFR posting will be accomplished IAW AR 37-104-3 and AR 37-101-1.

2. The PMB DAR will be prepared IAW paragraph 2-11, this manual.

3. All evaluation reports will be handcarried to PMB.

4. SIDPERS suspense notice actions for PMB will be accomplished IAW steps 14 thru 17, 32 and 33, procedure 4-32, DA Pam 600-8-2.

C. Operating Procedures - Document Processing.

1. Incoming BT processing. Upon receipt of incoming BT from DCRB, the BT control clerk will (flow chart, page II-11-A1):

a. Review BT and associated documentation for completeness and coordinate with previous addressee to resolve any discrepancies.

b. If BT contains records only, log in BT control log and forward it and attached documentation to the personnel management clerk that requested the records.

c. For action document BT, review and log in the BT control log and then forward to appropriate supervisor.

2. Processing action document BT (flow chart, page II-11-A2).

a. Upon receipt of an action document BT, the section supervisor must review and distribute BT with action documents to the appropriate clerk.

b. The personnel management clerk will:

(1) Submit a written request to the DCRB for actions that require records.

(2) If all actions require records, hold the action document BT until receipt of records BT, then follow procedures in paragraph C3, below; if all actions do not require records, continue processing.

(3) Process those actions that do not require records IAW existing policies and procedures; place completed

actions on duplicate copy of action document BT; annotate original copy of action document IAW paragraph 11-3C6, below, to show that actions were completed and forwarded on the duplicate copy of the action document BT.

(4) Separate original and duplicate copies of action document BT; foward duplicate BT and documentation to supervisor and hold original BT and documentation until receipt of requested records.

(5) Upon receipt of records BT, follow procedures in paragraph 11-3C3, below.

c. Upon receipt of completed actions and the duplicate copy of the action document BT, the supervisor will insure completed actions are correct and forward the duplicate BT and documentation to the BT control clerk.

d. The BT control clerk will follow the procedures in paragraph 11-3C5, below.

3. Processing records BT by the personnel management clerk (flow chart page II-11-A4):

a. Upon receipt of the BT containing the requested records, match the records with the associated action documents on the action document BT.

b. Delete action documents from action document BT and add to records BT IAW paragraph 11-3C5, below.

c. Process action IAW existing policies and procedures.

d. If a RFO is required, take the following actions:

(1) Prepare and place one copy in MPRJ.

(2) Forward remaining copies to Orders Section for publication. Hold records until receipt of published order.

(3) Upon receipt of published order, match order with records and remove RFO.

(4) If there are BT with records past due the suspense from DCRB, notify supervisor immediately. Supervisor must coordinate with DCRB Control Section and resolve the BT suspense.

(5) If there are actions on records BT that do not have published order, locate the order immediately. Upon receipt of order, continue processing.

e. If a SIDPERS change report is required, prepare transaction IAW DA Pam 600-8-2.

f. If forwarding indorsements are required, prepare indorsements.

g. Forward records BT, action document BT,and all associated documentation to supervisor.

h. Supervisor will insure processed actions are correct and determine if all actions on the original action document BT are complete. If all actions have been deleted, forward the original action document BT, records BT, with associated documentation to the BT control clerk. If all actions are not completed, separate action document BT and records BT. Forward records BT with associated documentation to the BT control clerk. Take the action document BT and reprocess following procedures established in paragraph 11-3C2, above.

i. BT control clerk will follow procedures in paragraph 11-3C5, below.

4. Processing evaluation reports (flow chart page II-11-A7).

a. Upon receipt of completed evaluation report, the personnel management clerk will submit a written request to DCRB for the MPRJ.

b. Upon receipt of MPRJ, match record against evaluation report.

c. If there is not a MPRJ for each evaluation report, review report suspense date, take necessary action to locate MPRJ or resubmit written request to DCRB.

d. Process evaluation reports and prepare SIDPERS change report, forwarding envelope and indorsements as required.

e. Forward records BT and all associated documentation to supervisor.

f. Supervisor reviews actions. If all MPRJs do not have evaluation reports attached or there are other errors, return BT with documents to the clerk for correction.

g. After correction, supervisor obtains necessary initials/signatures from personnel officer, seals evaluation report in envelope and forwards records BT with associated evaluation reports to BT control clerk.

h. Block ticket control clerk follows procedures in paragraph 11-3C5, below.

5. BT control clerk processing procedures for outgoing BT (flow chart page II-11-A10). If BT contains a SIDPERS change report, log out on BT control log to SQIB; if it does not, log out to the DCRB.

6. Adding and deleting actions/records from a BT.

a. Remove the action/record from the original BT and attach to the new BT.

b. Annotate the Remarks Section of the original BT in the following manner: "LAST NAME, FIRST, INITIAL, LAST FOUR of SSN, type action, removed to (place new BT number)."

c. Annotate the remarks section of the new BT as follows: "LAST NAME, FIRST, INITIAL, LAST FOUR of SSN, type action, added from (place original BT number)."

d. If it is necessary to suspend the action beyond existing BT suspenses, DCRB control section will be notified so that appropriate action can be taken.

11-4. REFERENCES.

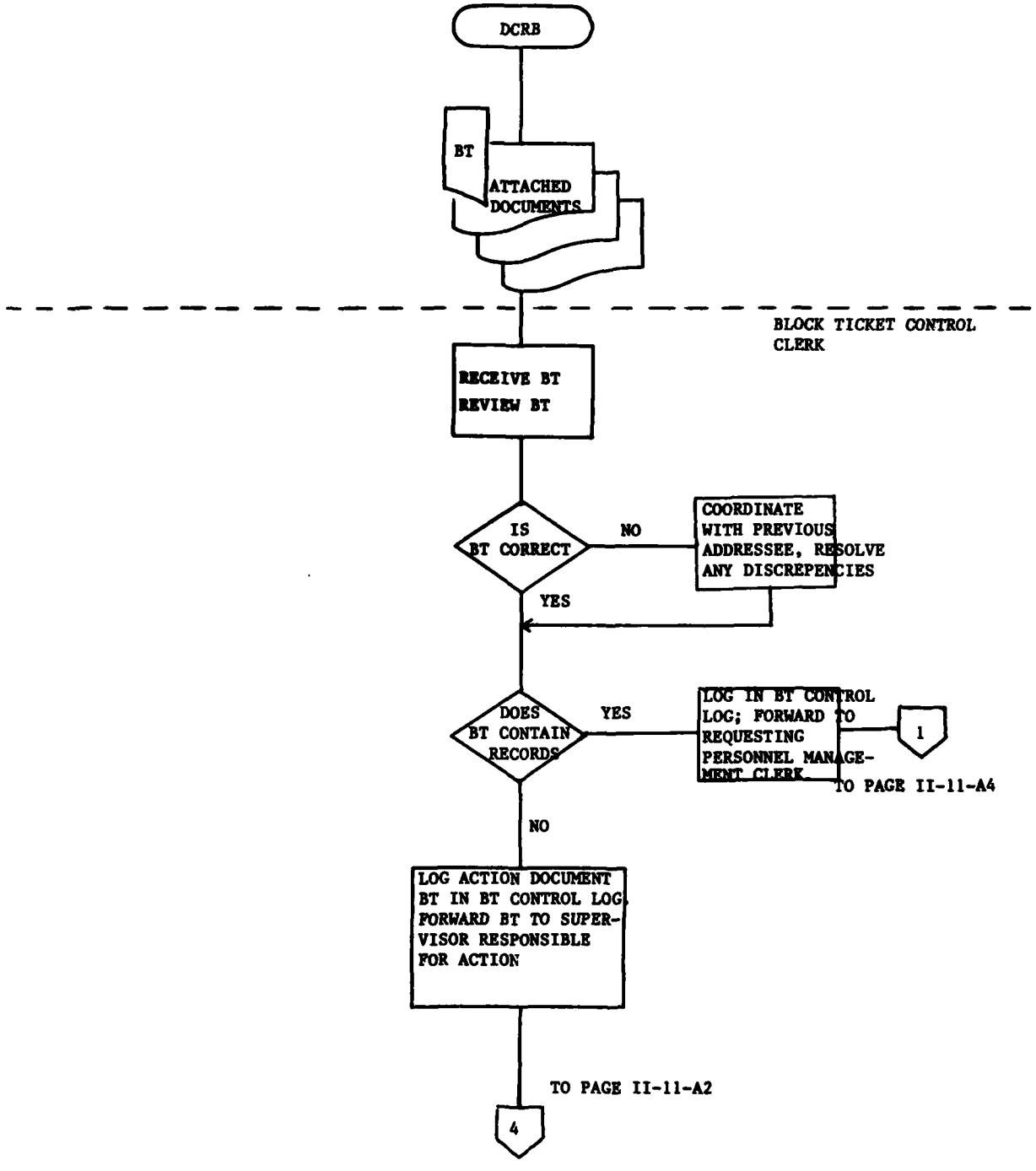
A. AR 640-2-1

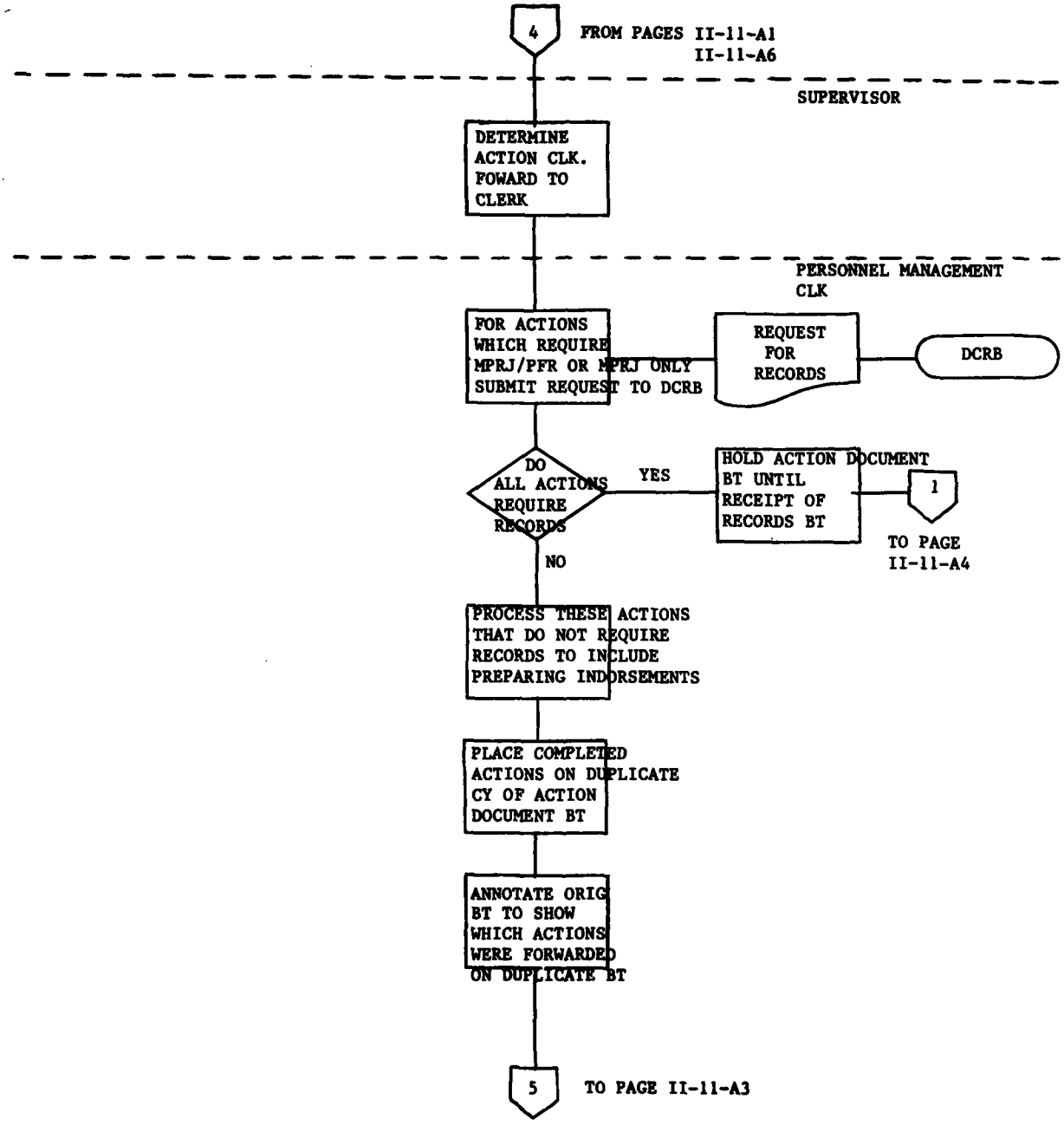
B. AR 640-10

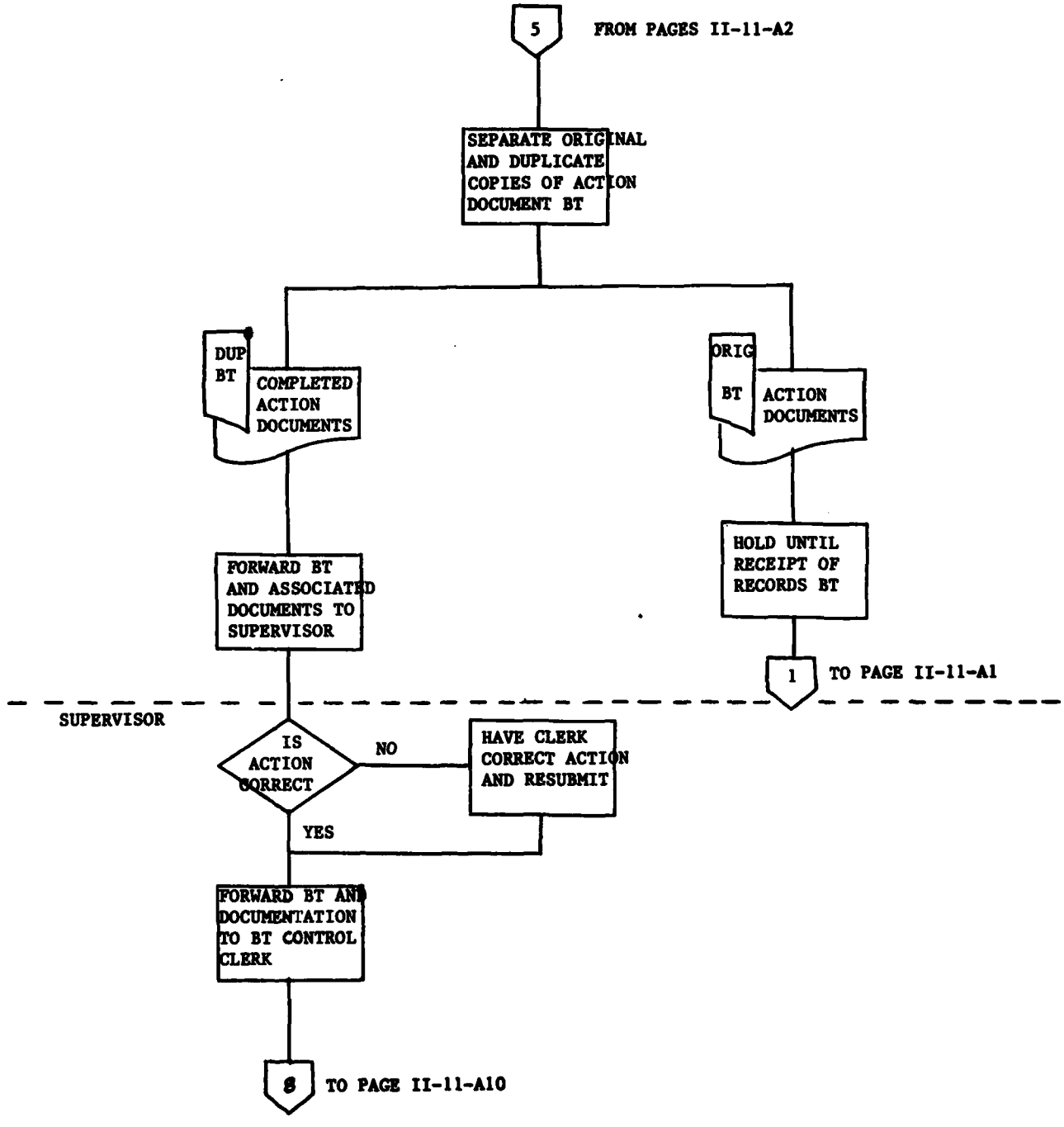
C. DA Pam 600-8 series.

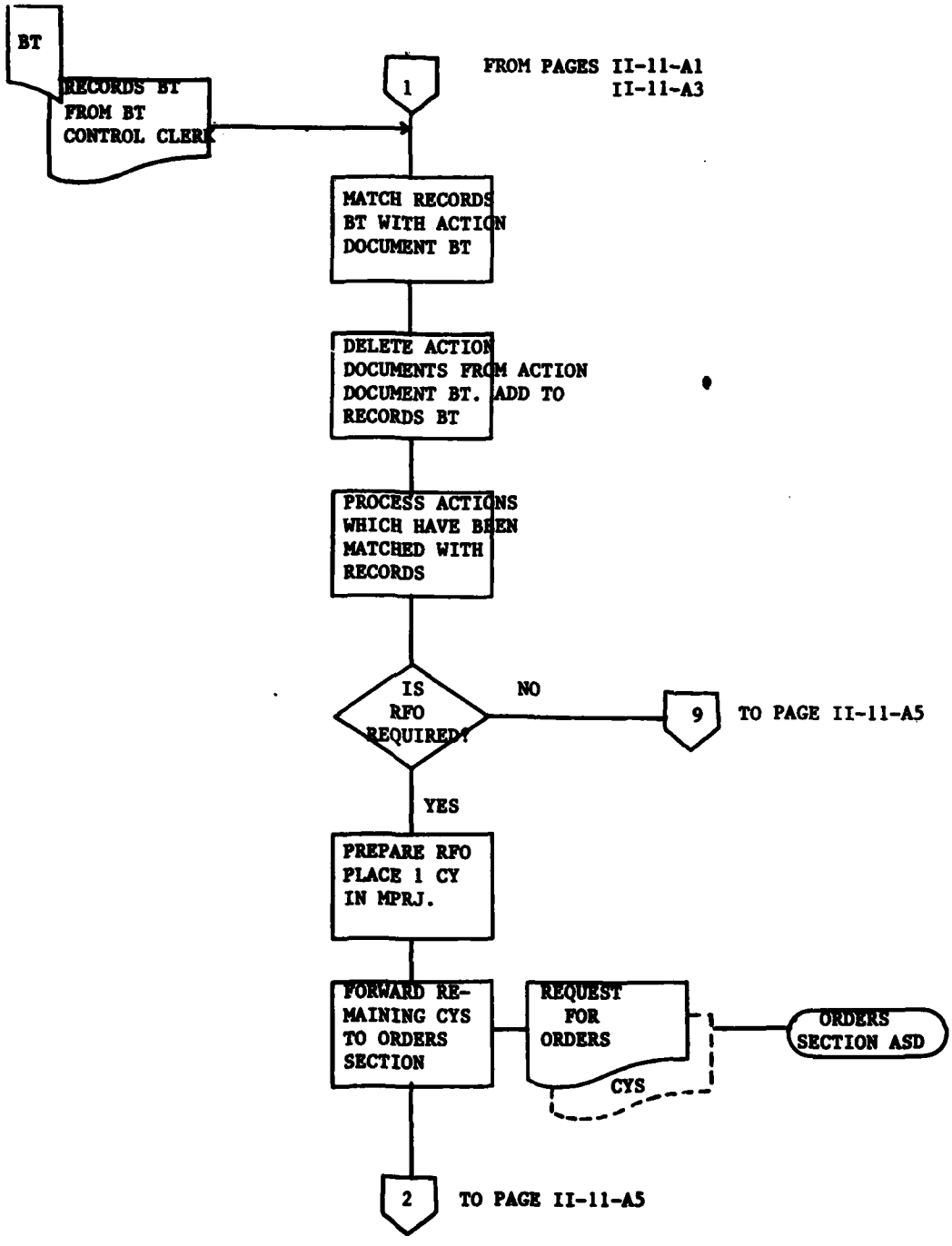
11-5. ANNEX:

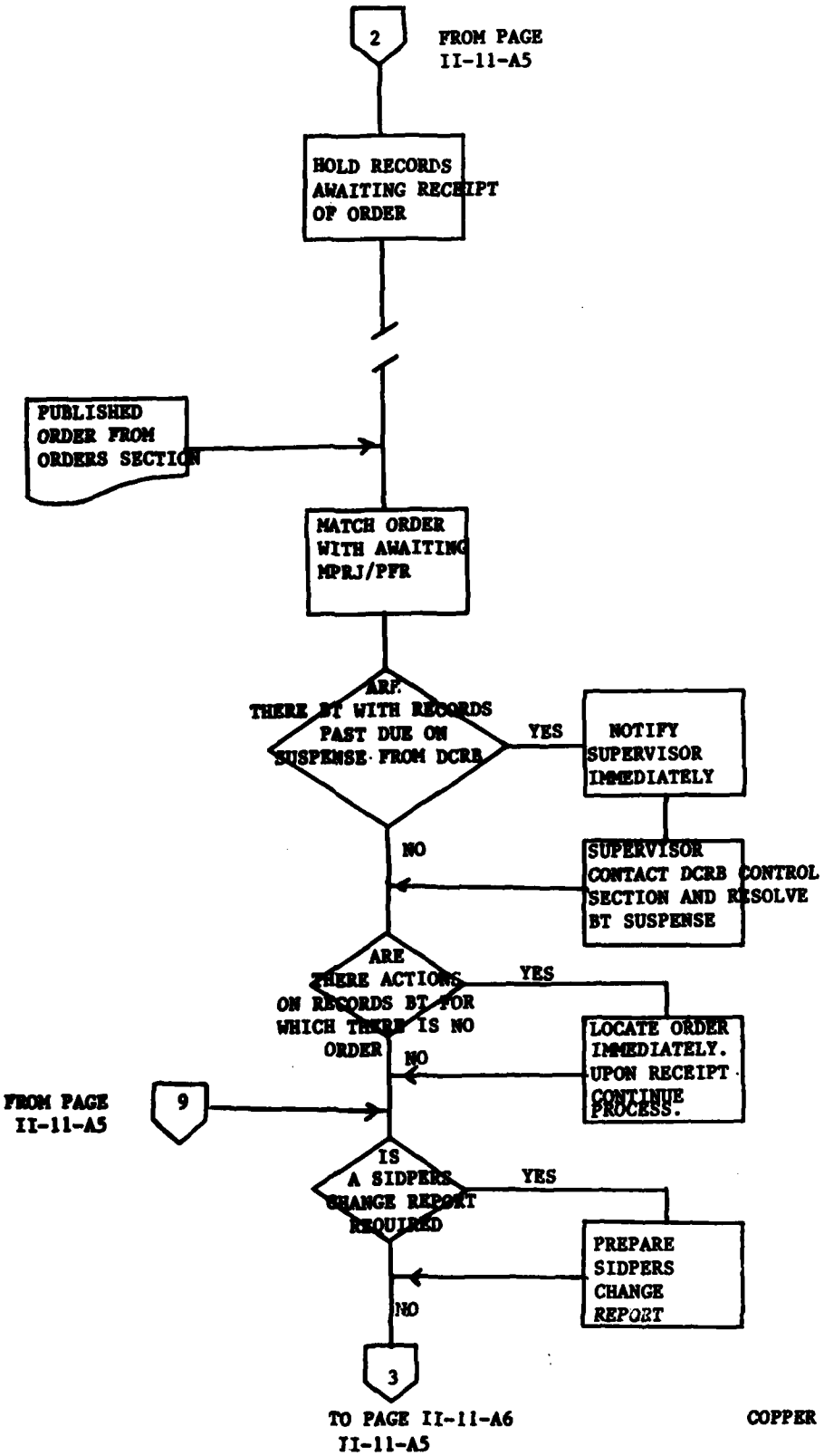
A. ANNEX A - Document Flow Within PMB

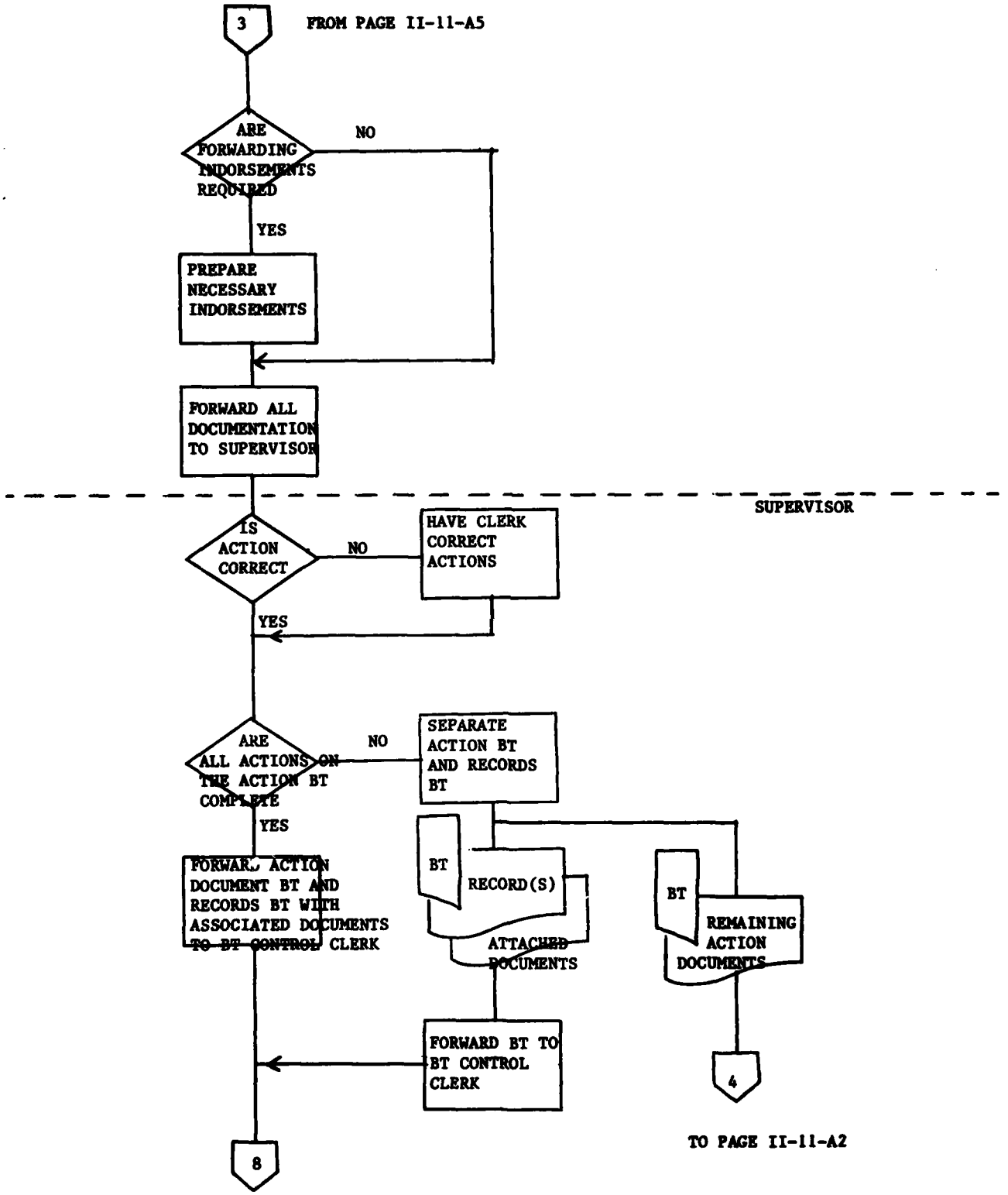

DCRB
BT
ATTACHED DOCUMENTS
BLOCK TICKET CONTROL CLERK
RECEIVE BT
REVIEW BT
IS BT CORRECT
NO
COORDINATE WITH PREVIOUS ADDRESSEE, RESOLVE ANY DISCREPENCIES
YES
DOES BT CONTAIN RECORDS
YES
LOG IN BT CONTROL LOG; FORWARD TO REQUESTING PERSONNEL MANAGEMENT CLERK
1
TO PAGE II-11-A4
NO
LOG ACTION DOCUMENT BT IN BT CONTROL LOG. FORWARD BT TO SUPERVISOR RESPONSIBLE FOR ACTION
TO PAGE II-11-A2
4


4
FROM PAGES II-11-A1
II-11-A6
SUPERVISOR
DETERMINE ACTION CLK. FOWARD TO CLERK
PERSONNEL MANAGEMENT CLK
FOR ACTIONS WHICH REQUIRE MPRJ/PFR OR MPRJ ONLY SUBMIT REQUEST TO DCRB
REQUEST FOR RECORDS
DCRB
DO ALL ACTIONS REQUIRE RECORDS
YES
HOLD ACTION DOCUMENT BT UNTIL RECEIPT OF RECORDS BT
1
TO PAGE II-11-A4
NO
PROCESS THESE ACTIONS THAT DO NOT REQUIRE RECORDS TO INCLUDE PREPARING INDORSEMENTS
PLACE COMPLETED ACTIONS ON DUPLICATE CY OF ACTION DOCUMENT BT
ANNOTATE ORIG BT TO SHOW WHICH ACTIONS WERE FORWARDED ON DUPLICATE BT
5
TO PAGE II-11-A3


5
FROM PAGES II-11-A2
SEPARATE ORIGINAL AND DUPLICATE COPIES OF ACTION DOCUMENT BT
DUP BT
COMPLETED ACTION DOCUMENTS
ORIG BT
ACTION DOCUMENTS
FORWARD BT AND ASSOCIATED DOCUMENTS TO SUPERVISOR
HOLD UNTIL RECEIPT OF RECORDS BT
1
TO PAGE II-11-A1
SUPERVISOR
IS ACTION CORRECT
NO
HAVE CLERK CORRECT ACTION AND RESUBMIT
YES
FORWARD BT AND DOCUMENTATION TO BT CONTROL CLERK
8
TO PAGE II-11-A10

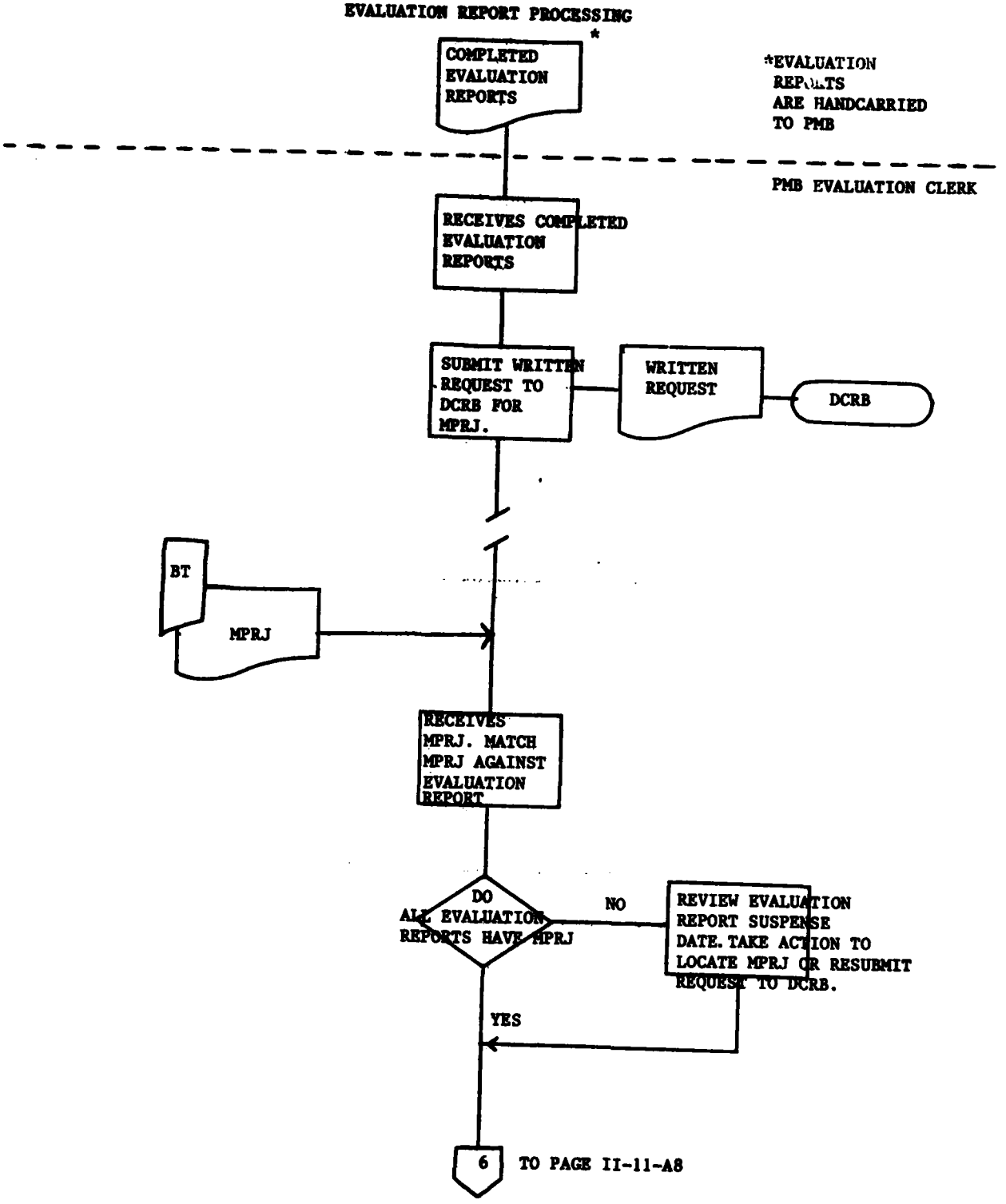

BT
RECORDS BT FROM BT CONTROL CLERK
1
FROM PAGES II-11-A1
II-11-A3
MATCH RECORDS BT WITH ACTION DOCUMENT BT
DELETE ACTION DOCUMENTS FROM ACTION DOCUMENT BT. ADD TO RECORDS BT
PROCESS ACTIONS WHICH HAVE BEEN MATCHED WITH RECORDS
IS RFO REQUIRED?
NO
9
TO PAGE II-11-A5
YES
PREPARE RFO PLACE 1 CY IN MPRJ.
FORWARD REMAINING CYS TO ORDERS SECTION
REQUEST FOR ORDERS
CYS
ORDERS SECTION ASD
2
TO PAGE II-11-A5

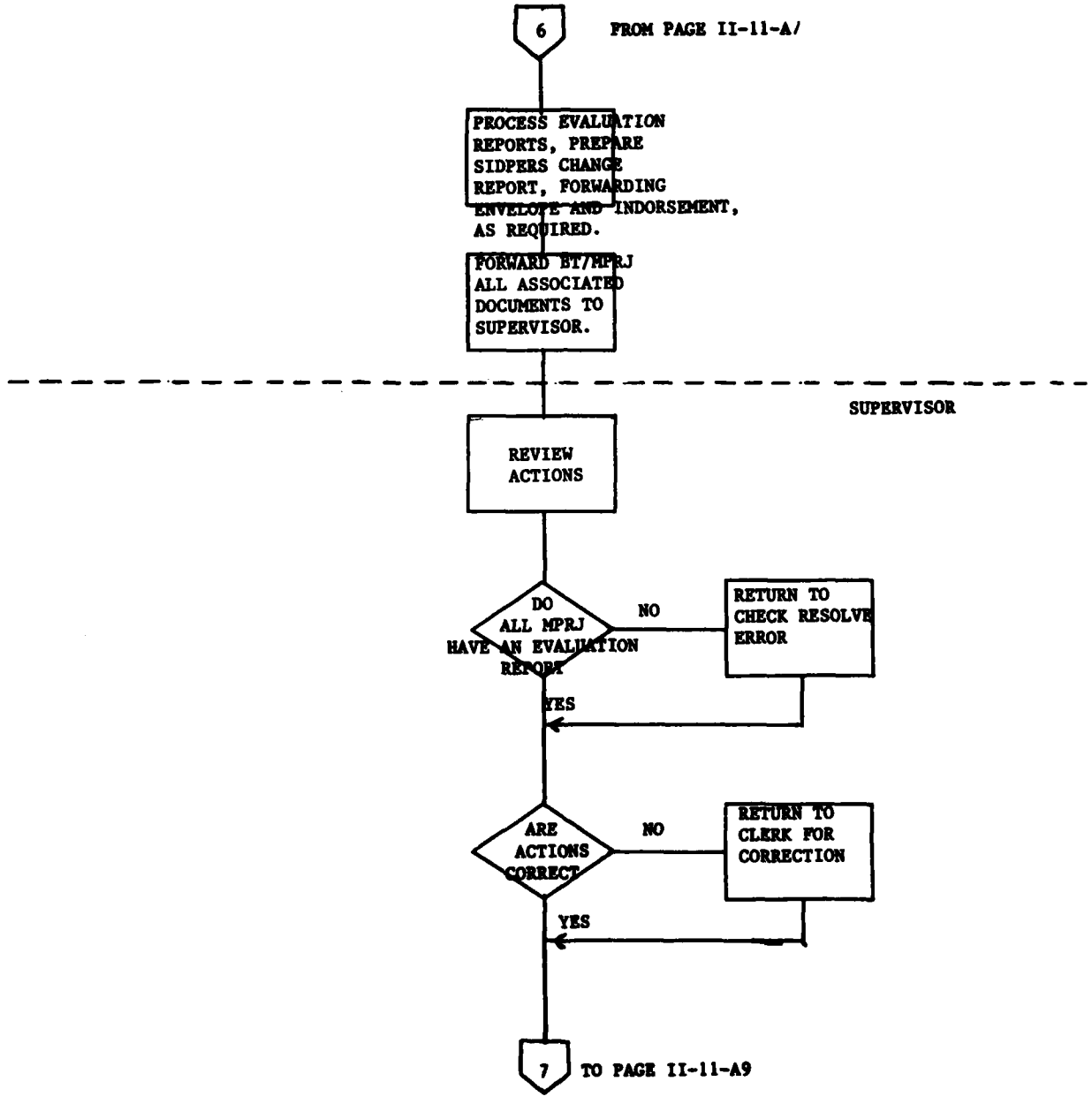

2
FROM PAGE II-11-A5
HOLD RECORDS AWAITING RECEIPT OF ORDER
PUBLISHED ORDER FROM ORDERS SECTION
MATCH ORDER WITH AWAITING MPRJ/PFR
ARE THERE BT WITH RECORDS PAST DUE ON SUSPENSE FROM DCRB
YES
NOTIFY SUPERVISOR IMMEDIATELY
NO
SUPERVISOR CONTACT DCRB CONTROL SECTION AND RESOLVE BT SUSPENSE
ARE THERE ACTIONS ON RECORDS BT FOR WHICH THERE IS NO ORDER
YES
LOCATE ORDER IMMEDIATELY. UPON RECEIPT CONTINUE PROCESS.
NO
FROM PAGE II-11-A5
9
IS A SIDPERS CHANGE REPORT REQUIRED
YES
PREPARE SIDPERS CHANGE REPORT
NO
3
TO PAGE II-11-A6
II-11-A5
COPPER

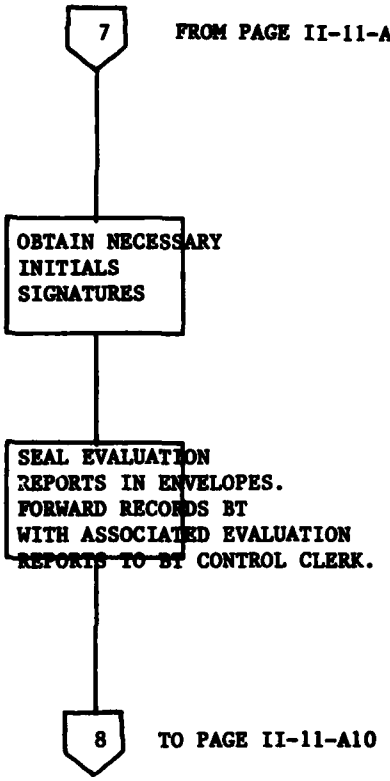

3
FROM PAGE II-11-A5
ARE FORWARDING INDORSEMENTS REQUIRED
NO
YES
PREPARE NECESSARY INDORSEMENTS
FORWARD ALL DOCUMENTATION TO SUPERVISOR
SUPERVISOR
IS ACTION CORRECT
NO
HAVE CLERK CORRECT ACTIONS
YES
ARE ALL ACTIONS ON THE ACTION BT COMPLETE
NO
SEPARATE ACTION BT AND RECORDS BT
YES
FORWARD ACTION DOCUMENT BT AND RECORDS BT WITH ASSOCIATED DOCUMENTS TO BT CONTROL CLERK
BT
RECORD(S)
ATTACHED DOCUMENTS
BT
REMAINING ACTION DOCUMENTS
FORWARD BT TO BT CONTROL CLERK
4
8
TO PAGE II-11-A2
TO PAGE II-11-A10

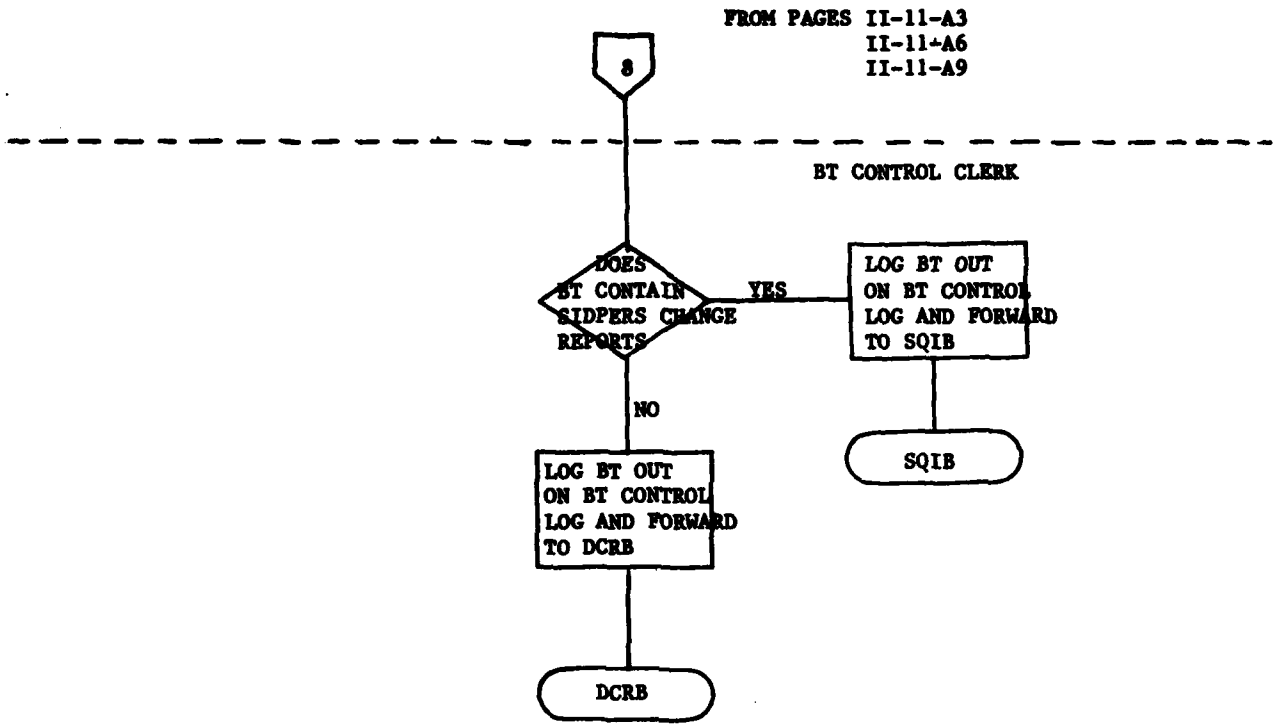
COPPER

EVALUATION REPORT PROCESSING




6
FROM PAGE II-11-A/
PROCESS EVALUATION REPORTS, PREPARE SIDPERS CHANGE REPORT, FORWARDING ENVELOPE AND INDORSEMENT, AS REQUIRED.
FORWARD BT/MPRJ ALL ASSOCIATED DOCUMENTS TO SUPERVISOR.
SUPERVISOR
REVIEW ACTIONS
DO ALL MPRJ HAVE AN EVALUATION REPORT
NO
RETURN TO CHECK RESOLVE ERROR
YES
ARE ACTIONS CORRECT
NO
RETURN TO CLERK FOR CORRECTION
YES
7
TO PAGE II-11-A9


7
FROM PAGE II-11-A9
OBTAIN NECESSARY
INITIALS
SIGNATURES
SEAL EVALUATION
REPORTS IN ENVELOPES.
FORWARD RECORDS BT
WITH ASSOCIATED EVALUATION
REPORTS TO BT CONTROL CLERK.
8
TO PAGE II-11-A10


FROM PAGES II-11-A3
II-11-A6
II-11-A9
8
BT CONTROL CLERK
DOES BT CONTAIN SIDPERS CHANGE REPORTS
YES
LOG BT OUT ON BT CONTROL LOG AND FORWARD TO SQIB
NO
SQIB
LOG BT OUT ON BT CONTROL LOG AND FORWARD TO DCRB
DCRB

CHAPTER 12

PERSONNEL AND PAY TRANSACTION BRANCH (PPTB)

12-1. GENERAL. The basic function of the PPTB is to code pay and personnel actions. Workflow within the PPTB is monitored by PPTB BT control clerk to insure expeditious processing (first in, first out) of each BT.

12-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing pay and personnel regulations and guidance documents which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

12-3. SOP NUMBER 1, PPTB GENERAL DOCUMENT FLOW.

A. Purpose. This SOP prescribes step-by-step procedures to be employed in the PPTB. Document data flow is shown in Annex A to this chapter.

B. Policy.

1. To add and delete actions/records from a BT.

a. Remove the action/record from the original BT and attach the action/record to the new BT.

b. Annotate the Remarks Section of the original BT as follows: "LAST NAME, FIRST, INITIAL, LAST FOUR SSN, TYPE ACTION, Removed to (new BT number)."

c. Annotate the Remarks Section of the new BT as follows: "LAST NAME, FIRST, INITIAL, LAST FOUR SSN, TYPE ACTION, Added from (original BT number)."

d. If it is necessary to extend the action beyond existing BT suspense, the Control Section, DCRB will be notified.

2. Transaction coding and MPRJ/PFR posting.

a. All SIDPERS transactions will be prepared IAW DA Pam 600-8-2.

b. All MPRJ posting will be accomplished IAW AR 640-10 and AR 640-2-1.

c. All PFR posting will be accomplished IAW AR 37-104-3 and AR 37-101-1.

3. The PPTB DAR will be prepared IAW para 2-11, this manual.

4. SIDPERS suspense notice actions for PPTB will be accomplished IAW steps 8, 10, 11, 13, 18 and 19, procedure 4-32, DA Pam 600-8-2.

C. Operating Procedure.

1. The PPTB control clerk will review and route all incoming correspondence, routine information bulletins, memorandums etc., IAW local branch policy. He will separate SIDPERS suspense rosters/related documents not under BT control and forward them to the suspense control clerk.

2. The suspense control clerk will request all records required to complete suspense actions. A suspense record of these actions will be maintained. In addition, necessary correspondence will be prepared to affect the remaining branch suspense actions. Copies of the outgoing correspondence will be placed in the suspense file.

3. The PPTB control clerk will review all incoming BT to verify accurate/accountability of BT and attached documents/records. In the event a discrepancy exists, the clerk will resolve the disparity before accepting responsibility for the BT. The clerk will then:

a. Log in the BT.

b. Forward the BT to a transaction section supervisor.

c. Supervisor forwards the BT to a transaction section clerk.

4. The transaction clerk will review the BT to determine necessary action. If an action cannot be completed, the BT will be returned to the transaction section supervisor for appropriate processing after completing all possible actions.

5. The transaction clerk will manually post the DA Form 2-1 and the DA Form 3716 as required. In addition, enter in red, changes made to DA Form 2.

a. Prepare automated input (JUMPS/SIDPERS).

b. Prepare necessary forwarding documentation.

c. Prepare report of change to DA, if required.

d. Attach substantiating documents to PFR.

e. Assemble BT and forward to section supervisor.

6. The transaction section supervisor will review BT for completeness and accuracy.

a. Return incorrect action to clerk for corrections.

b. Obtain required authenticating signatures.

c. Forward completed BT to the PPTB control clerk.

7. The PPTB control clerk will review the BT for completness and withdraw copy of suspense roster, if attached. He will furnish it to suspense clerk.

8. The suspense control clerk will clear the suspense file after the source document has been reviewed for completeness. In the event records were not available and some suspense actions remain unprocessed, the clerk will annotate the suspense copy and prepare a request for the necessary records.

He will log out BT to appropriate branch. (See para 12-3C2, above).

12-4. REFERENCE.

A. AR 37-101-1

a. AR 37-104-3

B. AR 640-2-1

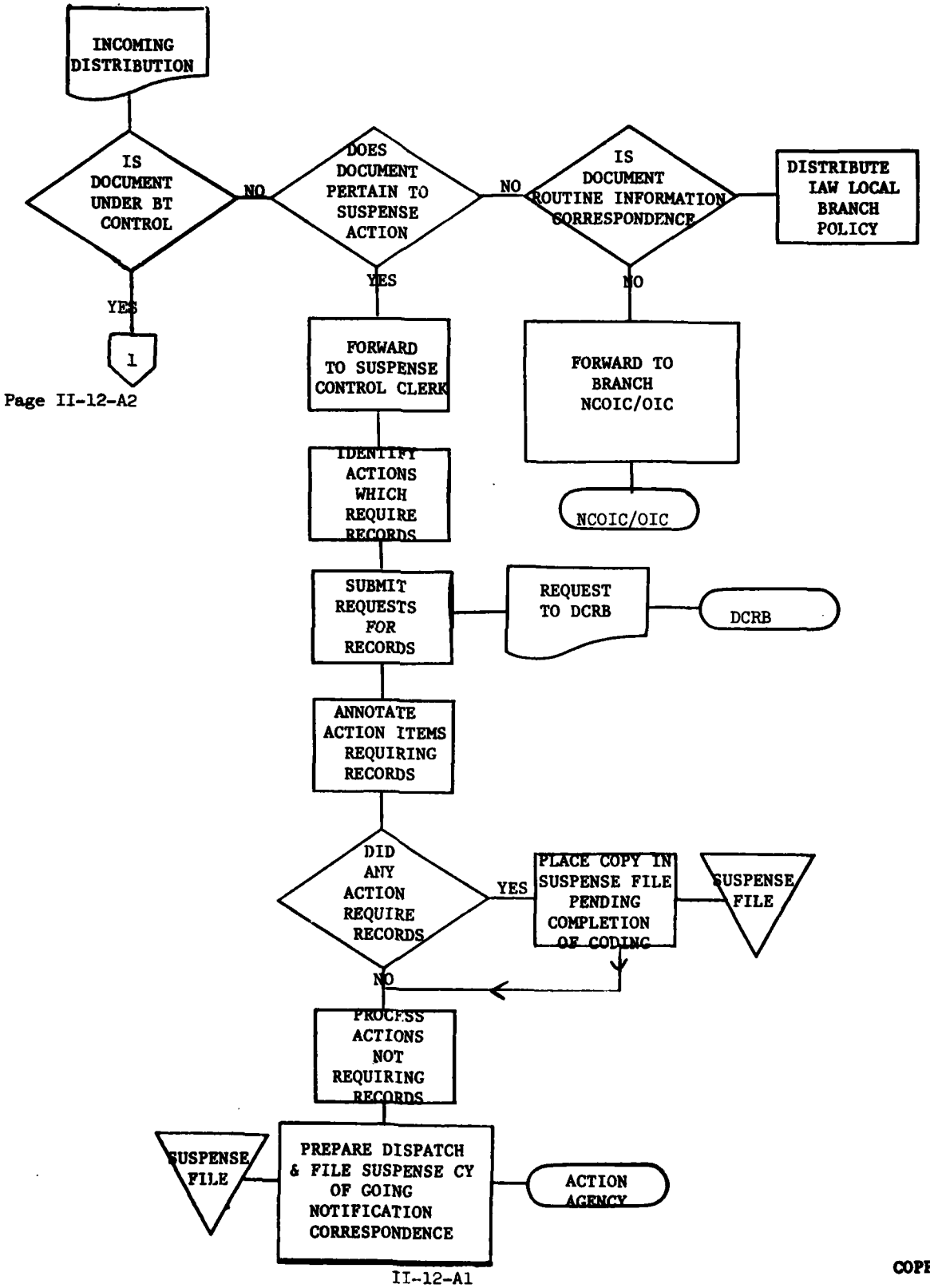
C. AR 640-2-1

D. AR 640-10

E. DA Pam 600 series

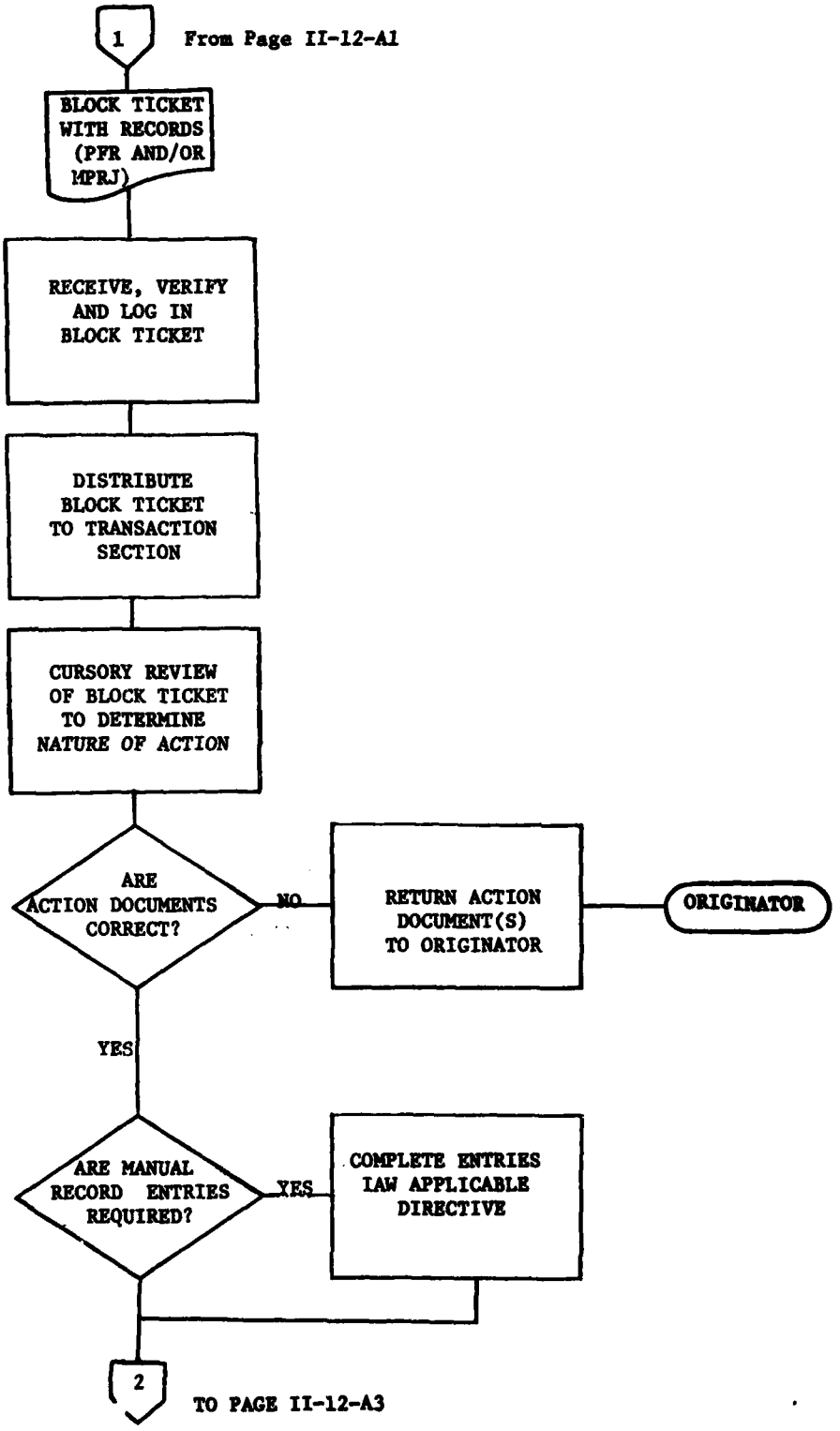
12-5. ANNEX.

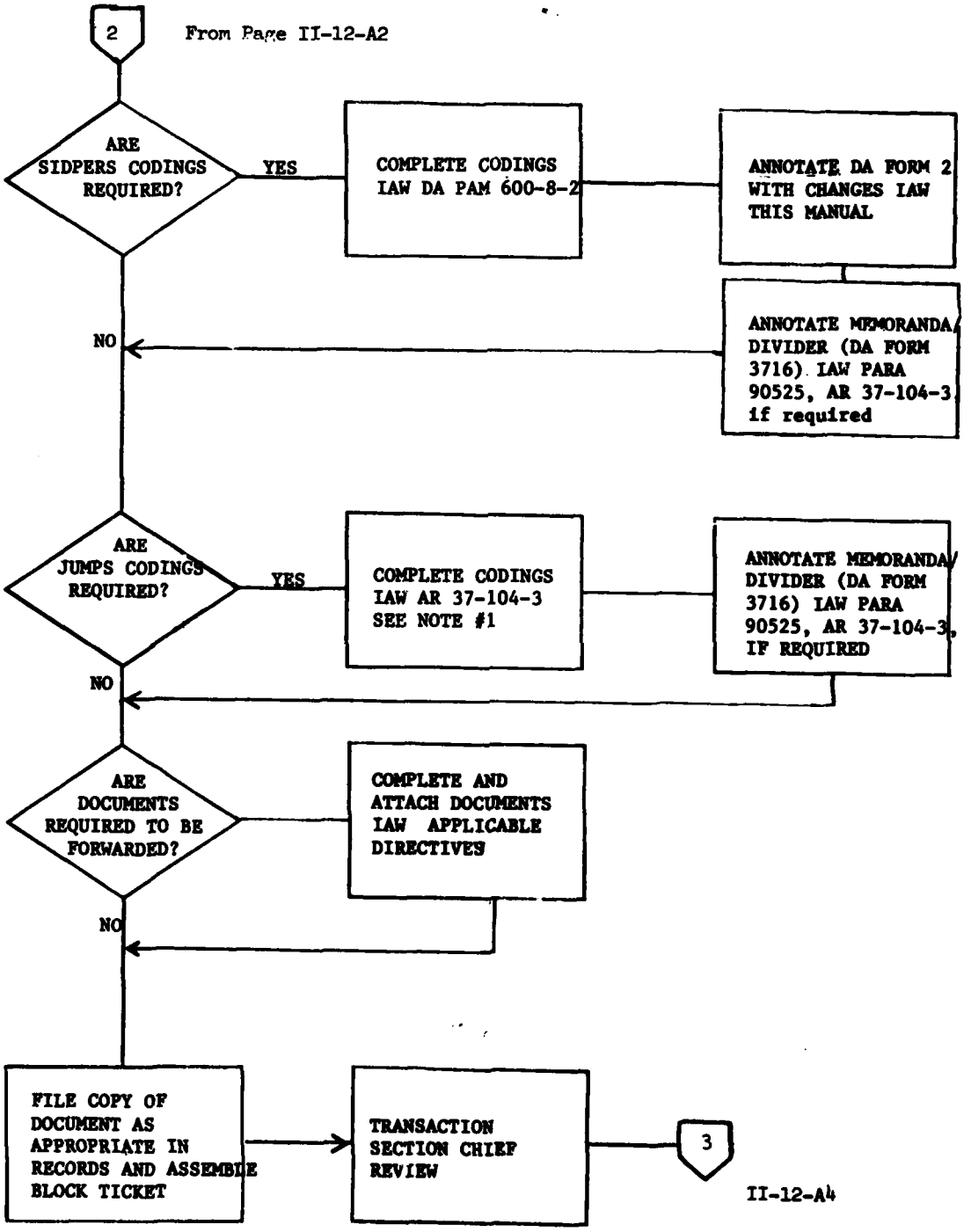
A. ANNEX A - General Flow

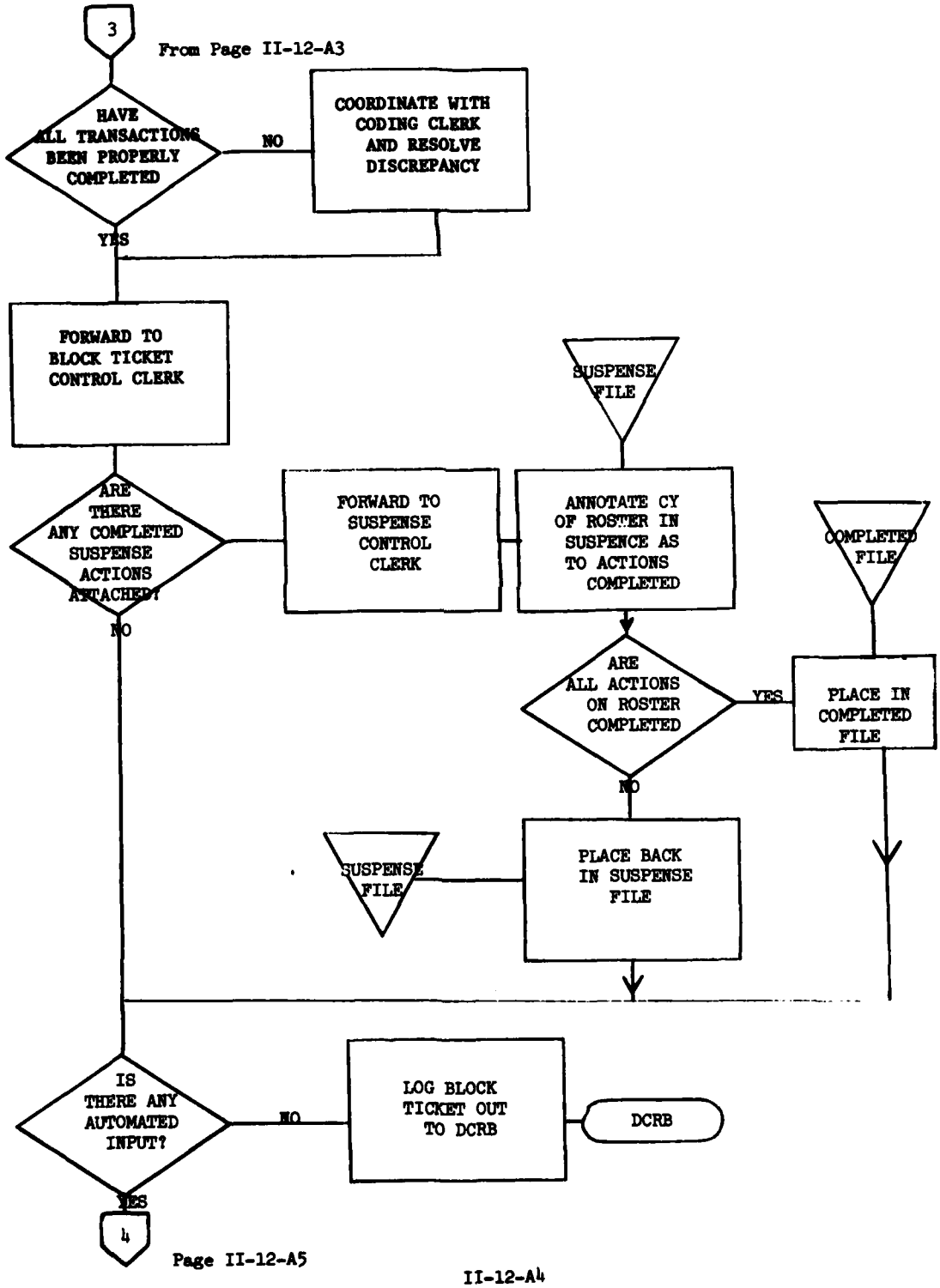


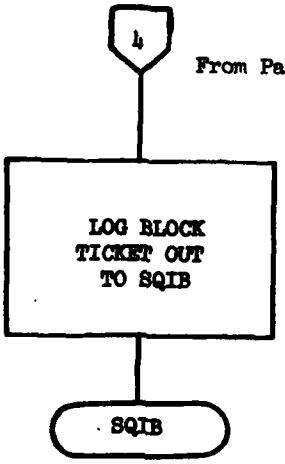
II-12-A1

COPPER


1
From Page II-12-A1
BLOCK TICKET WITH RECORDS (PFR AND/OR MPRJ)
RECEIVE, VERIFY AND LOG IN BLOCK TICKET
DISTRIBUTE BLOCK TICKET TO TRANSACTION SECTION
CURSORY REVIEW OF BLOCK TICKET TO DETERMINE NATURE OF ACTION
ARE ACTION DOCUMENTS CORRECT?
NO
RETURN ACTION DOCUMENT(S) TO ORIGINATOR
ORIGINATOR
YES
ARE MANUAL RECORD ENTRIES REQUIRED?
YES
COMPLETE ENTRIES IAW APPLICABLE DIRECTIVE
2
TO PAGE II-12-A3


2
From Page II-12-A2
ARE SIDPERS CODINGS REQUIRED?
YES
COMPLETE CODINGS IAW DA PAM 600-8-2
ANNOTATE DA FORM 2 WITH CHANGES IAW THIS MANUAL
NO
ANNOTATE MEMORANDA DIVIDER (DA FORM 3716) IAW PARA 90525, AR 37-104-3 if required
ARE JUMPS CODINGS REQUIRED?
YES
COMPLETE CODINGS IAW AR 37-104-3 SEE NOTE #1
ANNOTATE MEMORANDA DIVIDER (DA FORM 3716) IAW PARA 90525, AR 37-104-3, IF REQUIRED
NO
ARE DOCUMENTS REQUIRED TO BE FORWARDED?
COMPLETE AND ATTACH DOCUMENTS IAW APPLICABLE DIRECTIVES
NO
FILE COPY OF DOCUMENT AS APPROPRIATE IN RECORDS AND ASSEMBLE BLOCK TICKET
TRANSACTION SECTION CHIEF REVIEW
3
II-12-A4


3
From Page II-12-A3
HAVE ALL TRANSACTIONS BEEN PROPERLY COMPLETED
NO
COORDINATE WITH CODING CLERK AND RESOLVE DISCREPANCY
YES
FORWARD TO BLOCK TICKET CONTROL CLERK
SUSPENSE FILE
ARE THERE ANY COMPLETED SUSPENSE ACTIONS ATTACHED?
FORWARD TO SUSPENSE CONTROL CLERK
ANNOTATE CY OF ROSTER IN SUSPENCE AS TO ACTIONS COMPLETED
COMPLETED FILE
ARE ALL ACTIONS ON ROSTER COMPLETED
YES
PLACE IN COMPLETED FILE
NO
SUSPENSE FILE
PLACE BACK IN SUSPENSE FILE
IS THERE ANY AUTOMATED INPUT?
NO
LOG BLOCK TICKET OUT TO DCRB
DCRB
YES
4
Page II-12-A5


4
From Page II-12-A4
LOG BLOCK
TICKET OUT
TO SQIB
SQIB

CHAPTER 13

CUSTOMER SERVICE BRANCH (CSB)

13-1. GENERAL. The organizational structures of the CSB are illustrated in figure 3-2 (TOE units) and 4-2 (TDA or installation). When an installation PPSD services multiple commands, the separation/transfer function in the CSB may be assigned to an element outside the PPSD. The document/data flow charts for the functions in CSB are outlined in Annexes A through D this chapter.

13-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/ guidance which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

13-3. SOP NUMBER 1, PROCESSING INQUIRY TYPE ACTIONS.

A. Purpose. This SOP defines policy and prescribes operating procedures for processing all pay and/or personnel inquiry type actions by the Inquiry Section. Document/data flow is shown in Annex A to this chapter.

B. Policy.

1. Inquiries will be processed as expeditiously as possible. ADMINCEN Form 6035-R, (Personnel and/or Pay Inquiry) (ref Appendix E), will be initiated by the SM making the inquiry and will be routed for processing by the Inquiry Section.

2. An appointment system will be established by the local PPSD. The system will be disseminated thru command channels and to all units serviced by the PPSD.

3. All record reviews will be conducted by the Inquiry Section. A copy of the SIDPERS Suspense Roster will be obtained to insure that all record reviews are scheduled IAW step 9, procedure 4-32, DA Pam 600-8-2.

4. The Chief, Inquiry Section, will inform the Chief, CSB when serviced units are not fulfilling their personnel/pay support responsibilities.

5. The Chief, CSB will prepare a LOI detailing the proper procedures for completion and forwarding of the inquiry form to the PPSD. This letter will be distributed to all units serviced by the PPSD. This letter should also include the PPSD responsibilities and procedures for returning completed inquiry forms to originators.

6. All pay adjustment actions will be accomplished within the Inquiry Section IAW AR 37-101-1 and AR 37-104-3.

C. Operating Procedures.

1. Telephone inquiries. The receptionist of the Inquiry Section will receive the call and determine the nature of the inquiry. If it can be resolved telephonically, the receptionist or inquiry clerk will answer the inquiry and record information required for the DAR on a separate sheet of paper to be given to the supervisor at the conclusion of each work day. If a response cannot be resolved over the telephone, the caller will be advised to either submit the inquiry in writing or make an appointment IAW local SOP. The Inquiry Section supervisor will review the appointment list for requirements and will assign the actions to available clerks. The supervisor will return the annotated list to the receptionist for suspense of the appointment time/date. (NOTE: Care should be taken to preclude unauthorized disclosure of personal information.)

2. Walk-in inquiries. The receptionist will determine the nature of the inquiry and whether the individual is in possession of the ADMINCEN Form 6035-R. Procedures for processing a customer without that form will be published in a SOP format by the PPSD. Individuals having an appointment will be referred to the designated clerk. Individuals without an appointment will be referred to the next available inquiry clerk. After discussion with the customer without an appointment, the inquiry clerk will request the MPRJ or PFR, if necessary, with the necessary records/documents, and the inquiry clerk will process the action IAW 13-3.C.3c, below. After resolving the inquiry, the clerk will complete Section III of the inquiry form and forward it to the supervisor. The supervisor will review the action taken and return the SM's copy and record copy of the inquiry form to DCRB on a no records BT for disposition.

3. Written inquiries.

a. Written inquiries are received from DCRB under BT control without records. When the BT is received, the control clerk reviews and logs the BT and forwards the action to an inquiry clerk. If the BT is not correct, the control clerk resolves the discrepancy with DCRB.

b. The inquiry clerk reviews the inquiry and determines whether the records are required. For actions that require records, he submits a request to DCRB. For those actions on the BT that can be processed without records, the clerk will obtain a preassigned BT number, withdraw those actions that can be processed, annotate the original BT indicating actions that were withdrawn, and process actions IAW paragraph 13-3.C.3c, below.

c. When the inquiry clerk receives the MPRJ/PFR, he removes the actions from suspense and matches them with the appropriate records. Actions that can be processed are added to the records BT and deleted from the action BT. He processes all actions appearing on the record BT IAW paragraph 13-3.C.3d, below, and places the action BT with unprocessed actions in a suspense file awaiting receipt of records (ref: para 13-3.C.3b, above). The action BT is returned to the control clerk when all actions are completed. The control clerk will review and log out the original BT to the DCRB.

d. The clerk will process any SIDPERS input IAW DA Pam 600-8-2 and post the MPRJ IAW AR 640-10. He will process JUMPS automated input IAW AR 37-104-3 and process local payments IAW AR 37-101-1 and AR 37-104-3.

e. After the action is completed, the clerk will complete and sign Section III of the inquiry form. The record copy will be posted in the record. The block will then be forwarded to the supervisor for his review and signature.

f. Following the supervisor's review, the inquiry clerk will determine if the BT contains records. If there are no records, the BT will be returned with the SM's copy of the inquiry form to the DCRB. When records are present on the BT, those actions that do not require automated input will be removed to a preassigned BT number and forwarded with the records and the SM's copy of the inquiry form to the DCRB. When automated input is required, the BT will be forwarded with the records, coded

input, and the SM's copy of the inquiry form to SQIB. If a local payment was made, the clerk will direct the SM to disbursing IAW local SOP. One copy of all inquiry forms will be placed in an Inquiry File to be maintained by the inquiry supervisor.

g. The Inquiry File will be summarized and reviewed by the inquiry supervisor. Commanders and PPSD branches are notified of the types and numbers of inquiries in order that emphasis can be placed on identified problem areas.

4. Procedure for deleting actions/transactions from a BT. The supervisor will be informed when an action/transaction must be deleted from a BT. With the supervisor's concurrence the clerk will remove the action/transaction from the original BT and attach the action/transaction to an existing like BT (e.g., S, J, S/J, NS, NJ BT). The remarks section of the original BT will be annotated with the deletion in the following manner: Last name, first initial, last four of SSN, type of action, removed to (new BT number). The BT to which the action or transaction is added will also be annotated in the remarks section as follows: Last name, first initial, last four of SSN, type of action, added to (original BT number). In the event that a like BT does not exist to accomplish the deletion action, or it is deemed necessary to suspend the action beyond existing BT suspenses, the action (with records if appropriate) will be handcarried to the DCRB for preparation of a new BT; the annotations indicated in the foregoing will be accomplished as stated.

13-4. SOP NUMBER 2, PROCESSING A TRAVEL ACTION.

A. Purpose: The purpose of this SOP is to define policy and prescribe procedures and controls to be followed for processing PCS and TDY travel vouchers by the Travel Section, CSB. Document/data flow is shown in Annex B to this chapter.

B. Policy: Travel vouchers will be processed as expeditiously as possible. Other policies are prescribed in the JTR, applicable finance regulations, and model SOPs published by USAFAC in All Points Bulletins.

C. Operating procedures:

1. When paid copies of travel vouchers and the travel cards are received from Disbursing, the section control clerk will separate documents into four categories: PCS travel vouchers and attached PCS DA Form 31s, TDY travel vouchers, advance travel vouchers, and travel cards.

2. PCS travel vouchers and attached DA Form 31s will be assembled daily and forwarded on a preassigned action BT to DCRB for action.

3. TDY travel vouchers will be assembled daily and forwarded on a preassigned action BT to DCRB for action.

4. Advance travel vouchers will be forwarded to the travel supervisor for distribution to an appropriate clerk, who will process the suspense action IAW AR 37-106. If collection is required, the action will be forwarded on a preassigned action BT to DCRB for processing.

5. Travel cards will be forwarded to the travel supervisor for distribution to the appropriate clerk, who will file the travel cards IAW AR 37-106.

13-5. SOP NUMBER 3, SEPARATION PROCESSING.

A. Purpose: This SOP defines policy, and prescribes procedures to be followed by a Separation Section.

B. Policy:

1. When Transfer Point responsibility is assigned to the PPSD, a Separation Section will be established in the CSB. Internal PPSD control of records and/or input will be accomplished using BT. If the Separation Section supports other PPSD, OTLs will be used to control and receipt records from the serviced PPSD to the Separation Section in the servicing PPSD.

2. When the resposibility for a Transfer Point is not assigned to the PPSD, voucher processing will be accomplished in the Inquiry Section of the CSB. OTLs will be used to control and receipt records from the PPSD to the servicing Transfer Point or Separation Section. When Transfer Point responsibility is not assigned to any PPSD, the Transfer Point will submit automated

input on UTL and DA Form 3815 to the servicing SQIB.

C. Operating Procedure: The provisions of AR 37-101-1, AR 37-104-3, AR 635-10, and DA Pam 600-8-2, govern separation processing.

13-6. SOP NUMBER 4, INPROCESSING.

A. Purpose: This SOP prescribes guidance for the administrative processing of SM assigned/attached to units supported by the PPSD. Document/data flow is shown in Annex C to this chapter.

B. Policy:

1. All records (PFR/MPRJ) will be reviewed for completeness and accuracy during inprocessing.

2. Action will be taken to update records or correct discrepancies.

3. During inprocessing, care will be taken to insure a SIDPERS TDR is prepared for each SM not listed as a pending gain on the SIDPERS Alpha Roster. In addition, a JUMPS "ARV PCS" entry will be prepared for each SM. Both transactions will be submitted to SQIB in a timely fashion to insure that personnel and pay support is expeditiously initiated by the PPSD.

4. Finance and personnel checklists and associated forms that are defined in applicable regulations, will be completed during SM/records inprocessing. Required forms and procedures will not be repeated in this SOP.

C. Operating Procedures:

1. Inprocessing.

a. When the SM arrives for inprocessing, he will sign the Inprocessing Log. The receptionist will make a check to see if the PFR/MPRJ records are with the SM. If the SM does not have the records, a check of the Records Suspense File for inprocessing will be made in the event that the records were forwarded by other means to the Inprocessing Section. If the records are not in the suspense file, action will be taken by an inprocessinng clerk to construct a temporary MPRJ and/or PFR IAW

AR 640-2-1, AR 640-10, and AR 37-104-3. A records request will be made and forwarded to the losing station IAW local SOP. One copy of the records request will be filed in the temporary record. (NOTE: Anytime records require reconstruction, within the PPSD, the Inprocessing Section will initiate temporary records and inprocess the SM.)

b. Following the records check, the receptionist will obtain the assignment from PMB and will annotate three copies of the PCS order with unit of assignment. One copy of the order will be placed in the PFR and two copies will be placed in the MPRJ (one copy is for record and the other copy for the SQIB analyst). The receptionist will initiate one copy of MPRJ and PFR checklist IAW DA Pam 600-8-9 and AR 37-101-1.

c. The receptionist will complete all other actions required by local SOP and then direct SM to the next available inprocessing clerk or to the waiting area if clerks are not immediately available.

d. The inprocessing clerks will process both the PFR and MPRJ simultaneously. They will perform a records reconciliation and comparison of the DA Form 2 and latest LES, using DA Form 4188-R before individually processing the records. The clerks will make any necessary corrections and file the copy of the DA Form 4188-R in the PFR IAW AR 37-101-1.

e. The inprocessing clerk will inprocess the PFR IAW applicable finance regulations, make any casual payments that are required and, if appropriate, direct SM to the Travel Section for settlement of travel entitlement. Following inprocessing actions, the finance clerk will forward the records, coded input, checklists, and other documents to the inprocessing supervisor for review.

f. The inprocessing clerk will inprocess the MPRJ IAW applicable personnel regulations and prepare DFs to AAB or PMB, if action by these branches is required following inprocessing actions. Upon completion of inprocessing actions, the personnel clerk will forward the records, coded input, checklists, and other accompanying documents to the inprocessing supervisor for review.

g. The supervisor will match up the PFR and MPRJ and all associated actions for review. The supervisor will re-

view all actions/documents accomplished during inprocessing. If there are discrepancies he will direct the applicable clerk to make corrections. Upon completion of supervisor review, all records/documents wll be forwarded to the control clerk for disposition.

h. The control clerk will separate records and documents by action/destination group (e.g., charge-out cards/ temporary locator cards, transmittal letters, DFs to external elements, records, coded input, checklists, and any DFs to AAB/PMB for action; SIDPERS TDR cards/keypunch guide forms, plus one copy of PCS orders for the SQIB analyst to suspend arrivals). For each group of actions, a separate BT number will be obtained and a separate BT will be prepared.

i. The control clerk will review and log out all BTs. Charge out records, temporary locator cards, and transmittal letters to external elements will be forwarded to the DCRB for disposition. The records and associated documents plus the SIDPERS TDR and SQIB analyst's copy of PCS order will be forwarded to SQIB for disposition.

2. Procedure for deleting actions/transactions from a BT is outlined in paragraph 13-3C4, above.

13-7. SOP NUMBER 5, OUTPROCESSING.

A. Purpose: This SOP prescribes guidance for the administrative processing of SM being reassigned or attached to another organization not serviced by this PPSD. Document/data flow is shown in Annex D to this chapter.

B. Policy:

1. All records (PFR/MPRJ) will be reviewed for completeness and accuracy during outprocessing.

2. Action will be taken to update record or correct discrepancies.

3. Finance and personnel checklists and associated forms that are detailed in applicable regulations will be completed during the SM/records outprocessing. Required forms and procedures will not be repeated in this SOP.

4. The Outprocessing Section will receive a copy of each SIDPERS loss and suspense roster. Outprocessing will identify SM who are due for normal ETS. The Outprocessing Section will conduct all preprocessing actions, less audit, of the MPRJ/PFR that are required by Appendix D, AR 635-10 and step 12, procedure 4-32, DA Pam 600-8-2 for suspense roster.

C. Operating Procedures:

1. Outprocessing.

a. When a PCS/separation order is received by the Outprocessing Section, the clerk will contact the SM's unit to establish an appointment date/time for outprocessing. The clerk will then annotate the orders with appointment information and place in Appointment Suspense File by date. He will also annotate the appointment log with information required by local SOP for reference purposes.

b. The outprocessing clerk will determine whether a SIDPERS Inquiry DA Form 2 is required IAW DA Pam 600-8-9. If required, he will prepare a MSF to request an Inquiry DA Form 2 and forward that request to the control clerk to BT to SQIB.

c. Approximately five to seven days before the appointment date, the control clerk will remove the annotated orders from the suspense file and use those orders to prepare a records request. That request will identify the date of the outprocessing appointment. The original records request is sent to the DCRB and a copy with the annotated orders is placed in suspense pending receipt from DCRB.

d. When the records request is received from the DCRB, the control clerk will log in the BT. The control clerk will compare the records received with the records request and determine whether any records are missing. If records are missing, a new records request will be prepared; the original records request is annotated and the new records request will be processed IAW paragraph 13-7C.1c, above. The records and locator cards that were received will be processed by merging the orders from suspense file with records and disposing of the suspense copy of the records request IAW local SOP. The control clerk will annotate the BT to show that all records and locator cards were withdrawn for outprocessing. The control clerk will separate the documents, return the BT to DCRB, and forward the

records, locator cards, and records request to the supervisor after annotating the outprocessing log to show that the records were received. This annotation will serve as a control to identify which records are in the section.

e. The supervisor assigns the records to available clerks for outprocessing actions. At the same time, the supervisor annotates the original records request with the names of clerks to process the actions. The supervisor separates the documents and forwards the PFR and orders to the finance clerk and forwards the MPRJ and orders to the personnel clerk. The supervisor also places a copy of the annotated records request into a work assignment file for reference.

f. The outprocessing clerks review the records and orders to insure completeness of documentation. Each clerk prepares his assigned record IAW applicable finance/personnel regulations for outprocessing. Locator card will be processed IAW AR 37-101-1. Following this preparation, clerks file the records, and other documentation, in an appointment suspense file pending arrival of the SM for his appointment. (NOTE: Finance and personnel clerks should be sitting side by side to maximize the effect of one-stop processing.)

g. When the SM arrives, he will sign the Outprocessing Log. Clerks will withdraw the records and other documentation from the Appointment Suspense File and outprocess the records IAW applicable finance/personnel regulations. The outprocessing clerk will also process any local payments or adverse travel payments required by SM. Following records outprocessing, both records will be forwarded to the supervisor for his review.

h. The supervisor will review the records and associated outprocessing actions/documents. If corrections are required, the supervisor will direct the clerk to make necessary corrections. When the review is completed, the records will be returned to the outprocessing clerk who will separate the documents.

i. If the SM is reassigned to the Transfer Point, the records will be forwarded by OTL when the Transfer Point is not organic to the PPSD and by BT when it is organic. If the SM is not being reassigned to the Transfer Point, the records will be given to the SM when he is eligible to handcarry his records; otherwise, the records will be mailed to gaining station.

j. After supervisor review, the locator card, coded input, copy of the PCS/ETS order, and BT will be logged out to the SQIB.

2. Procedure for deleting actions/transactions from a BT is outlined in paragraph 13-3C4.

13-8. REFERENCES.

A. AR 37-101-1

B. AR 37-104-3

C. AR 37-106

D. AR 50-5

E. AR 310-10

F. AR 635-10

G. AR 640-2-1

H. AR 640-10

I. DA Pam 600-8 series

J. JTR, Volume 1

13-9. ANNEXES.

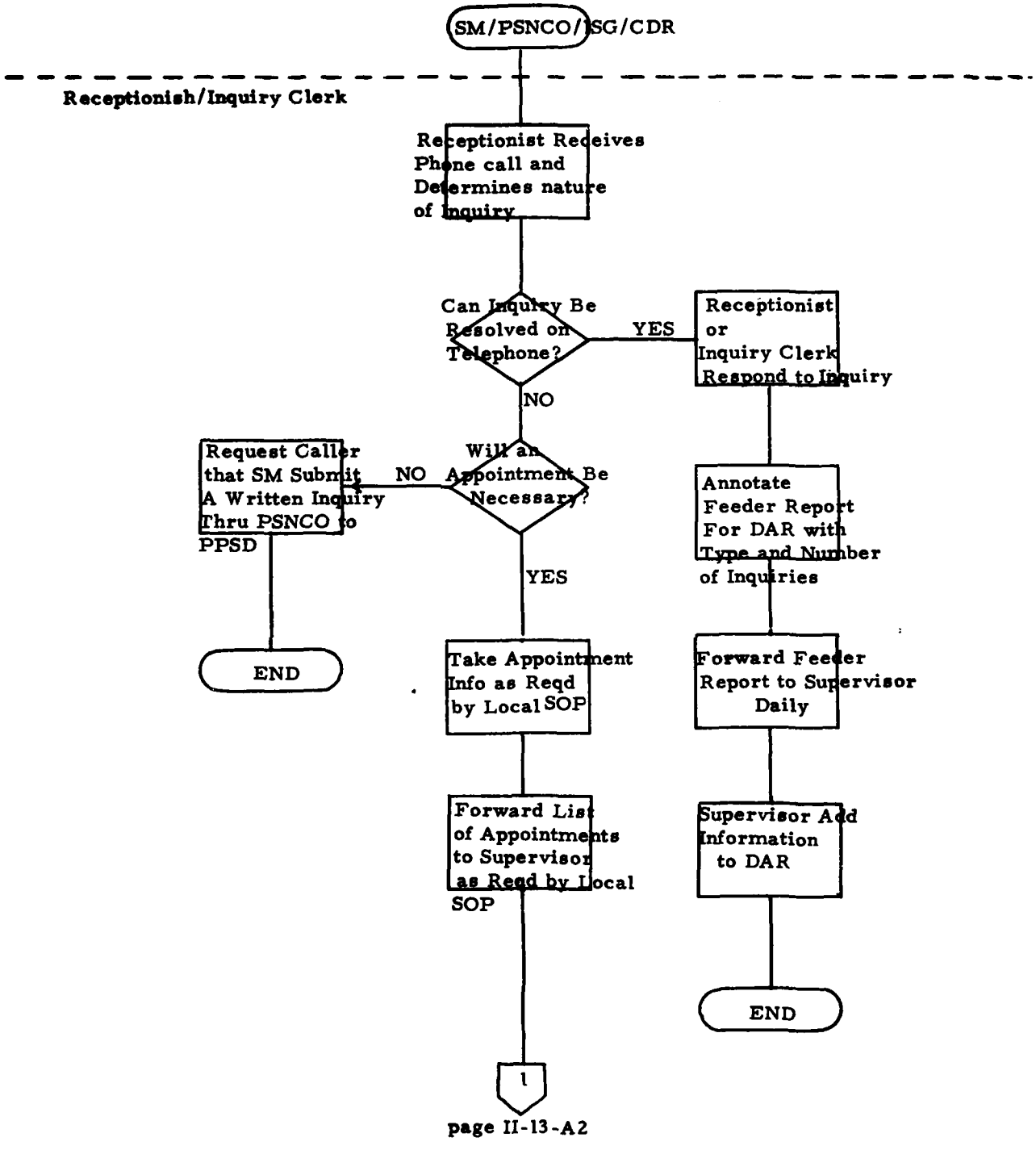
A. ANNEX A - Flow Chart, Inquiry Type Actions

B. ANNEX B - Flow Chart, Processing Paid Copies of Travel Vouchers

C. ANNEX C - Flow Chart, Inprocessing Actions

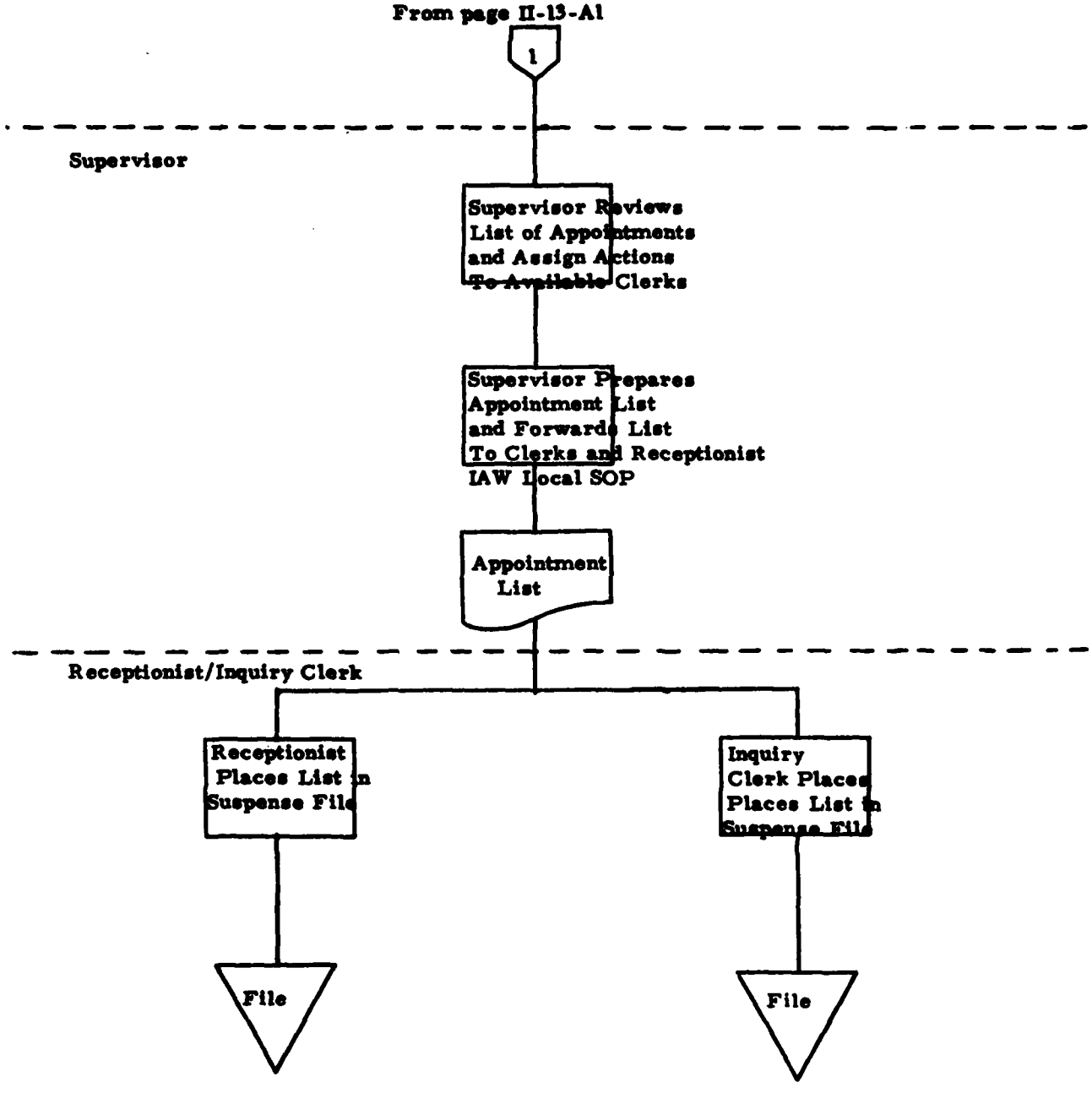
D. ANNEX D - Flow Chart, Outprocessing Actions

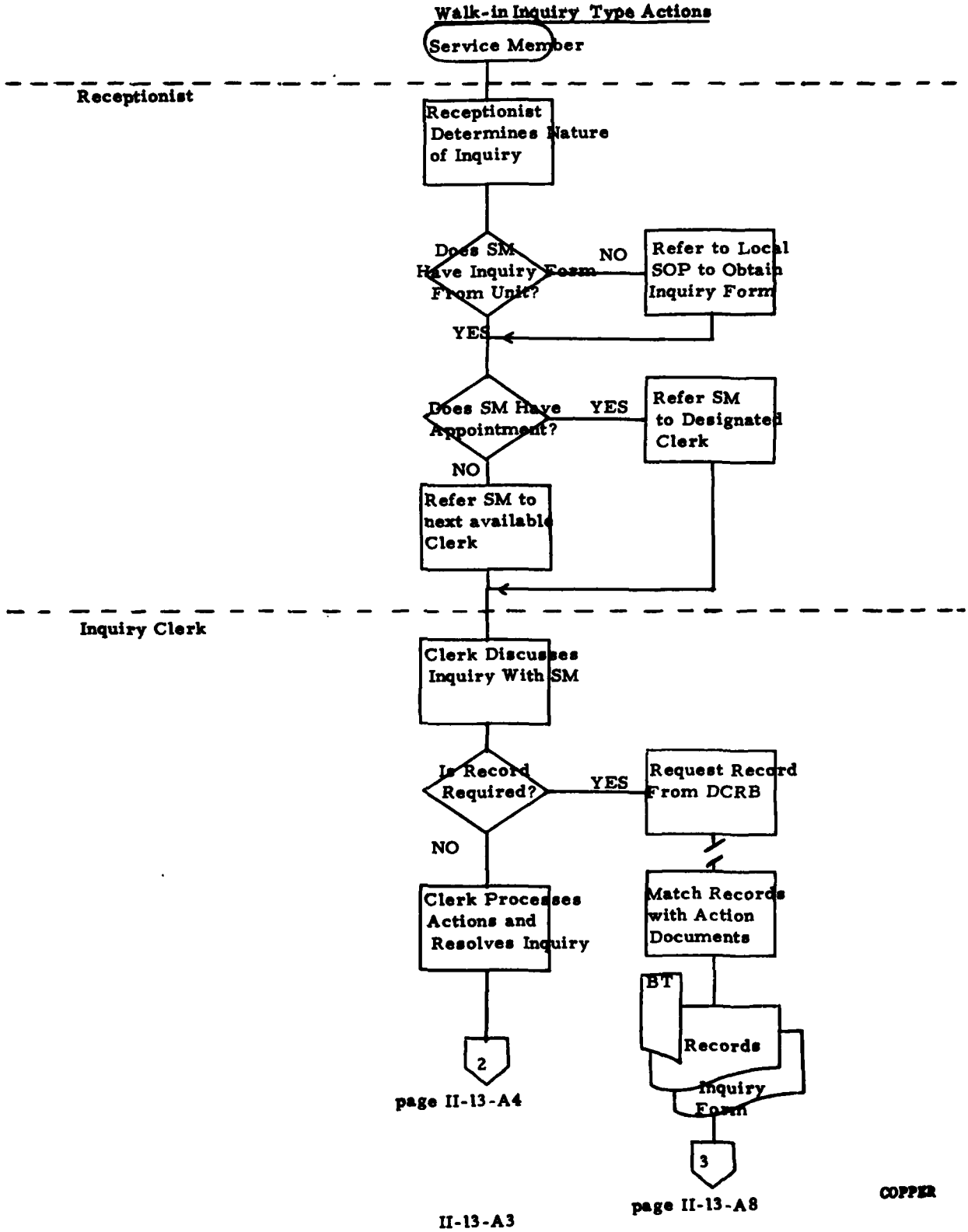
Annex A, Flow chart, Inquiry Type Actions (Para 13-3)



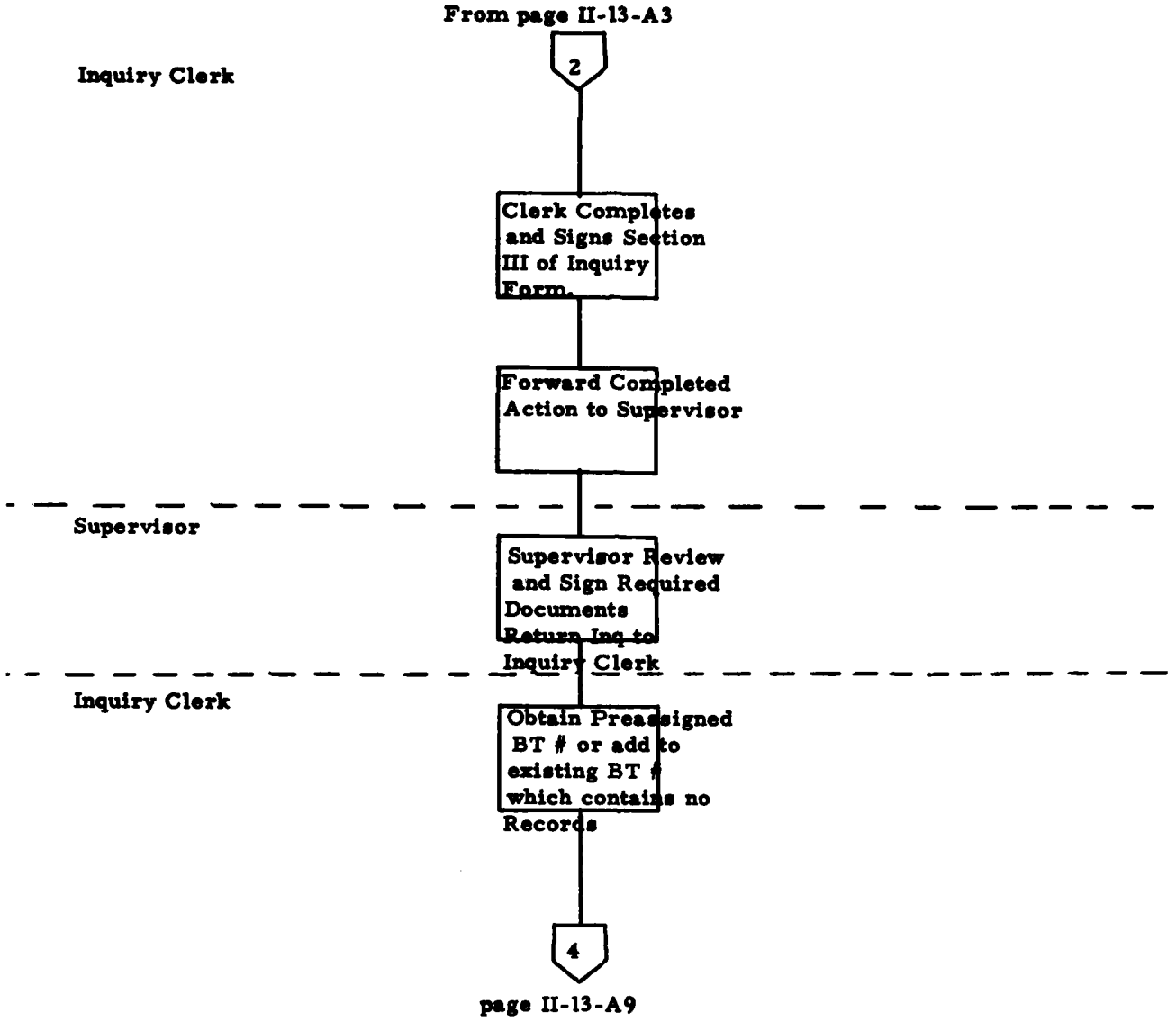
page II-13-A2

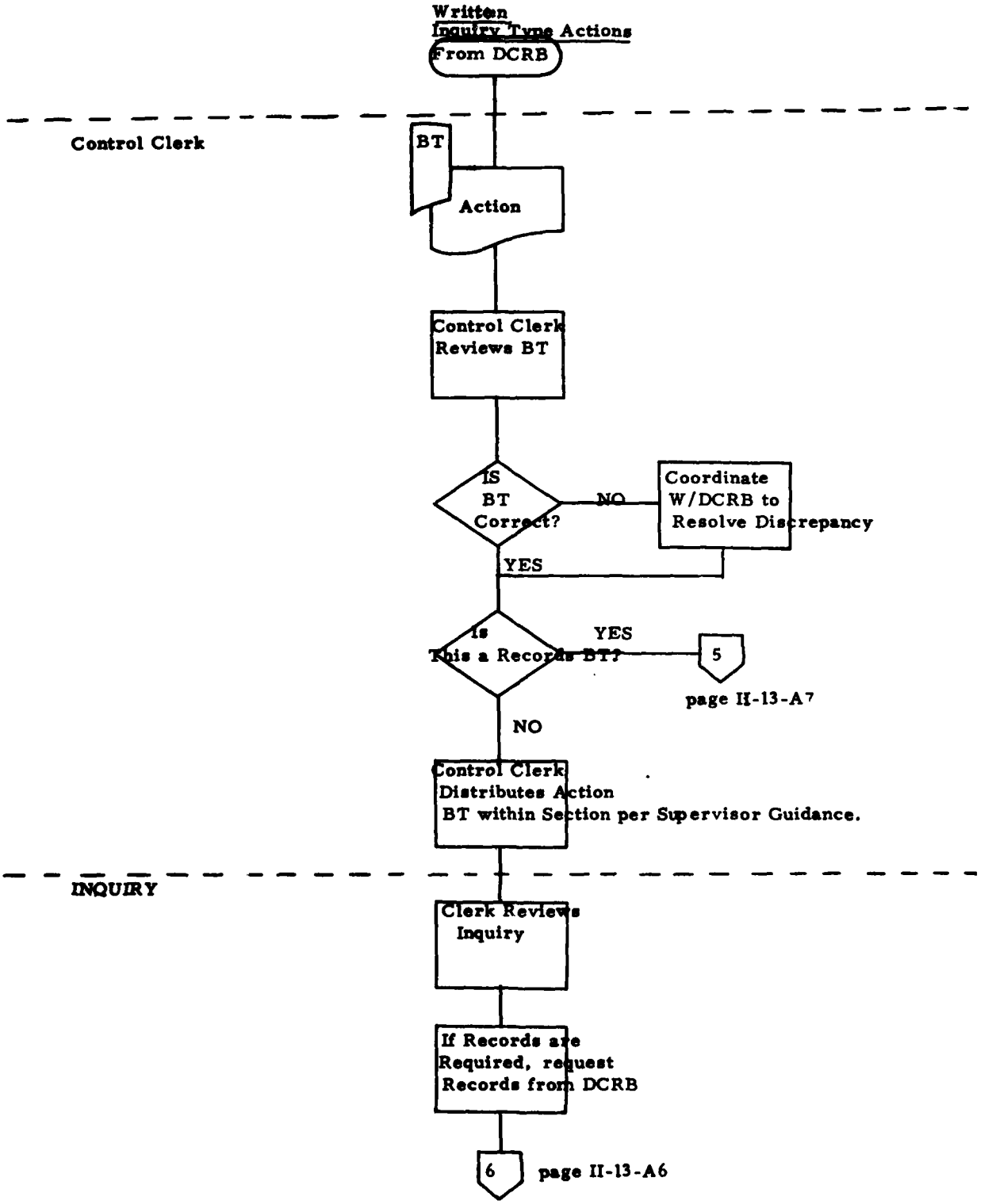
From page II-13-A1

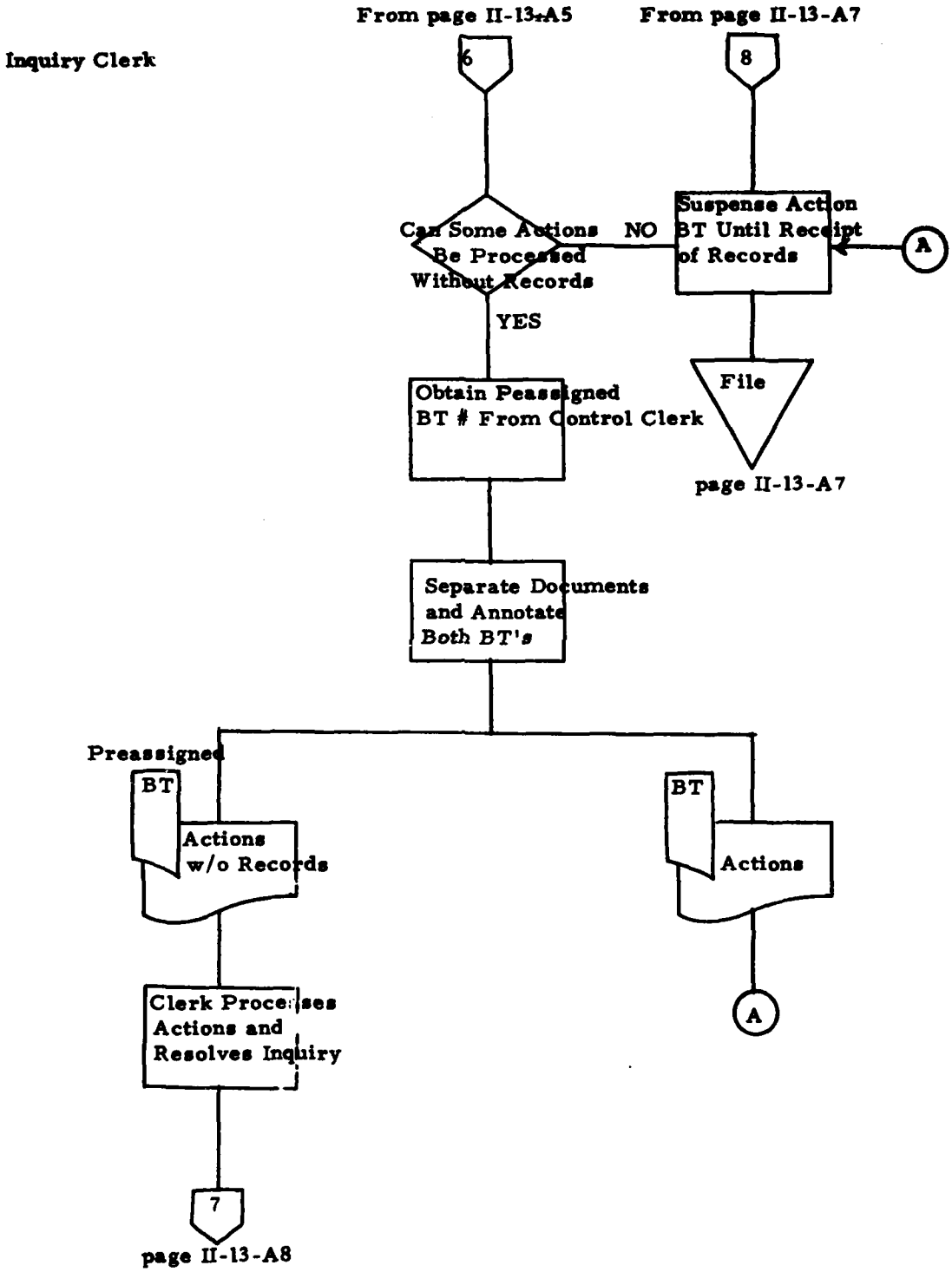


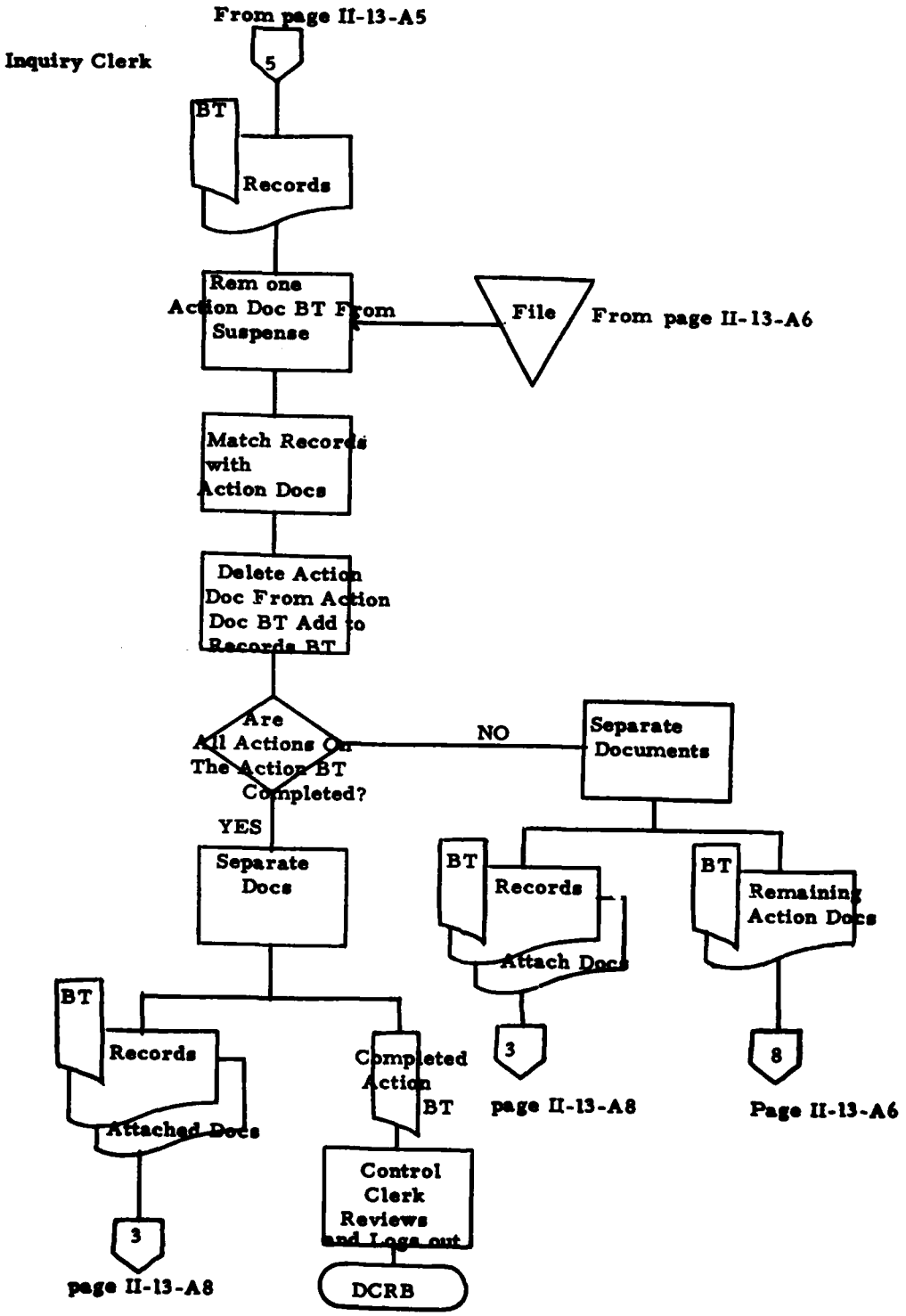

Walk-in Inquiry Type Actions
Service Member
Receptionist
Receptionist Determines Nature of Inquiry
Does SM Have Inquiry Form From Unit?
NO
Refer to Local SOP to Obtain Inquiry Form
YES
Does SM Have Appointment?
YES
Refer SM to Designated Clerk
NO
Refer SM to next available Clerk
Inquiry Clerk
Clerk Discusses Inquiry With SM
Is Record Required?
YES
Request Record From DCRB
NO
Clerk Processes Actions and Resolves Inquiry
Match Records with Action Documents
BT
Records
Inquiry Form
2
page II-13-A4
3
page II-13-A8

COPPER

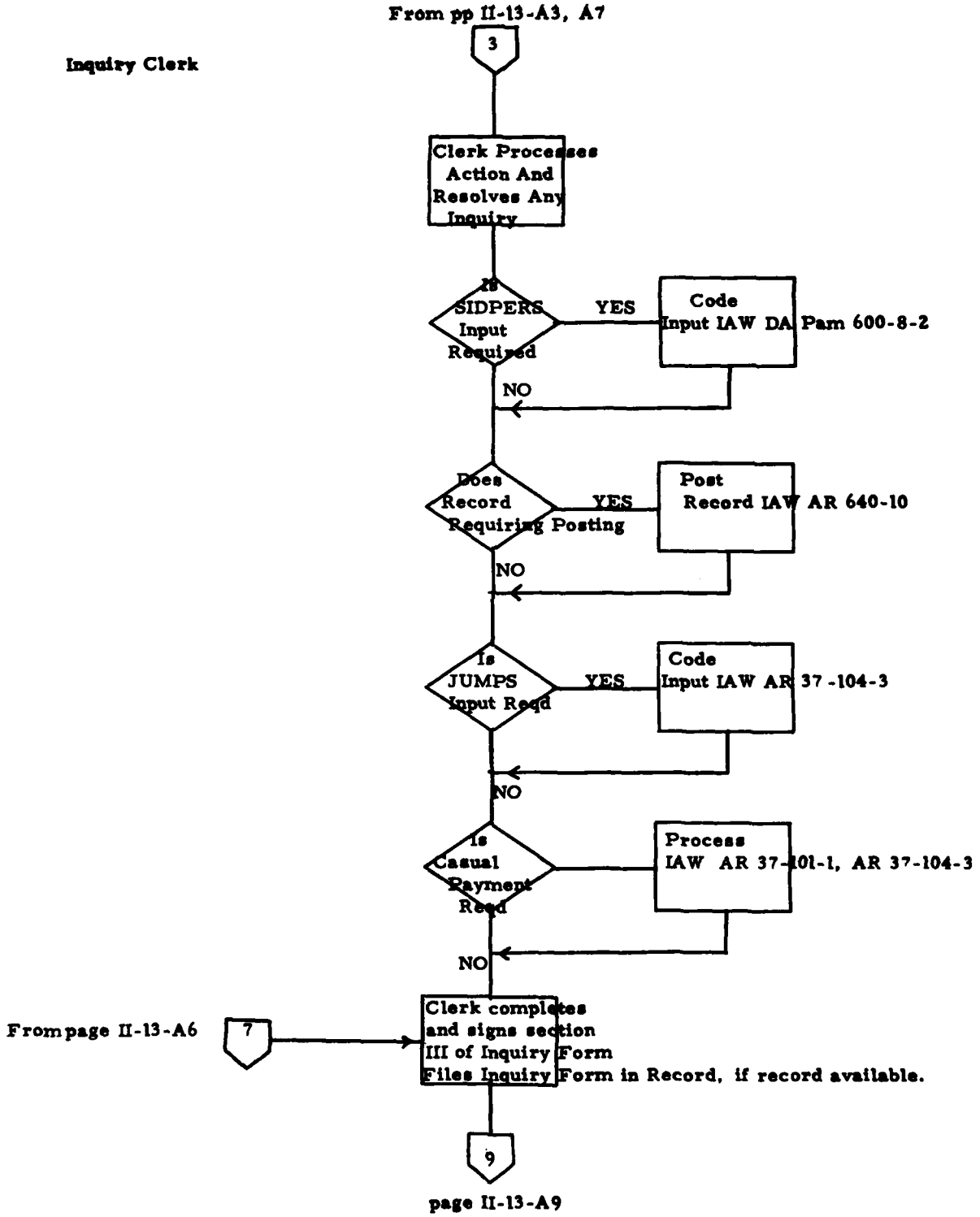

From page II-13-A3
2
Inquiry Clerk
Clerk Completes and Signs Section III of Inquiry Form.
Forward Completed Action to Supervisor
Supervisor
Supervisor Review and Sign Required Documents Return Inq to Inquiry Clerk
Inquiry Clerk
Obtain Preassigned BT # or add to existing BT # which contains no Records
4
page II-13-A9


Written Inquiry Type Actions From DCRB
Control Clerk
BT Action
Control Clerk Reviews BT
IS BT Correct?
NO
Coordinate W/DCRB to Resolve Discrepancy
YES
Is This a Records BT?
YES
5
page II-13-A7
NO
Control Clerk Distributes Action BT within Section per Supervisor Guidance.
INQUIRY
Clerk Reviews Inquiry
If Records are Required, request Records from DCRB
6
page II-13-A6

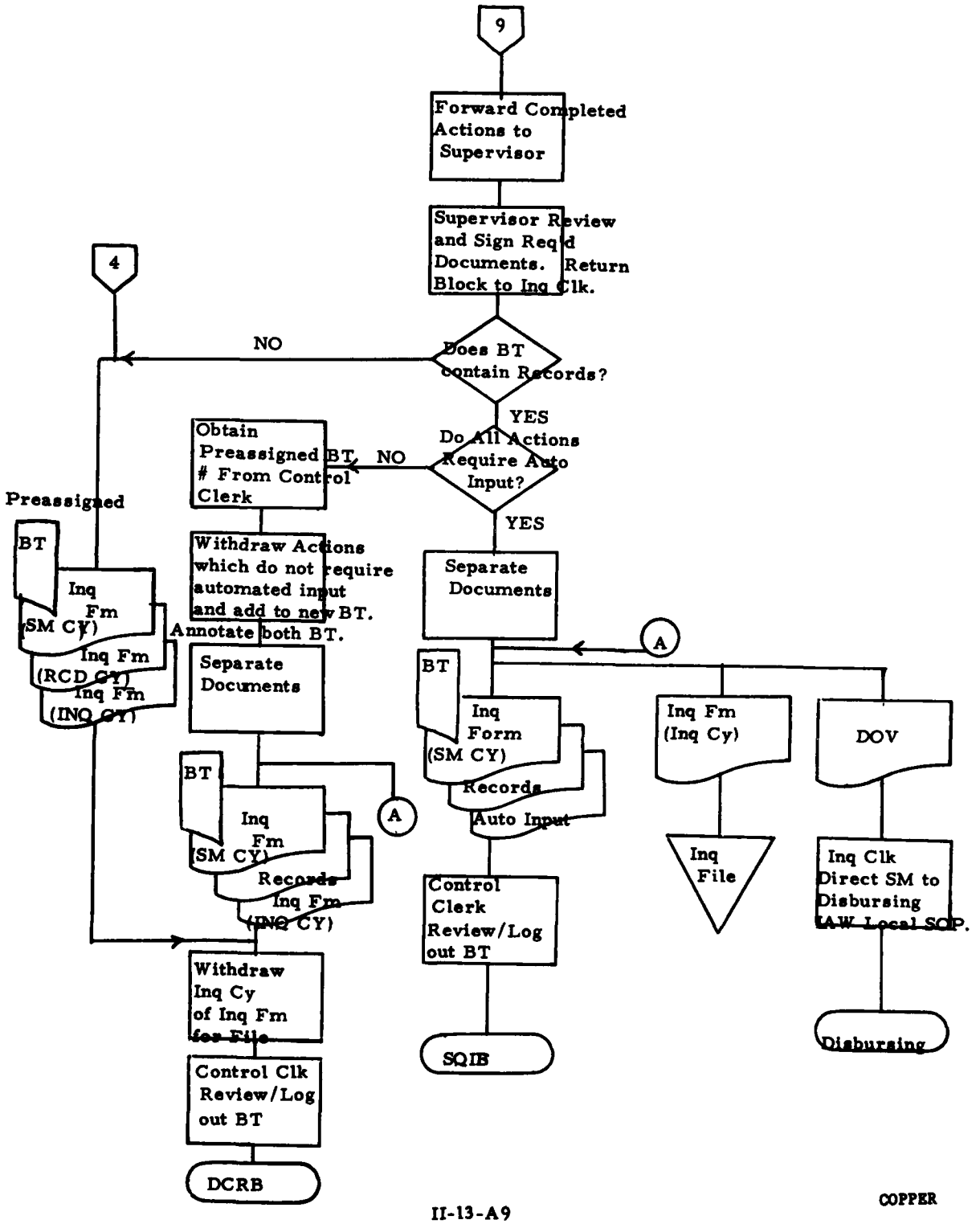

Inquiry Clerk
From page II-13-A5
From page II-13-A7
6
8
Can Some Actions Be Processed Without Records
NO
Suspense Action BT Until Receipt of Records
A
YES
Obtain Peassigned BT # From Control Clerk
File
page II-13-A7
Separate Documents and Annotate Both BT's
Preassigned BT
Actions w/o Records
BT
Actions
Clerk Processes Actions and Resolves Inquiry
A
7
page II-13-A8


From page II-13-A5
Inquiry Clerk
5
BT
Records
Rem one Action Doc BT From Suspense
File
From page II-13-A6
Match Records with Action Docs
Delete Action Doc From Action Doc BT Add to Records BT
Are All Actions On The Action BT Completed?
NO
Separate Documents
YES
Separate Docs
BT
Records
Attach Docs
BT
Remaining Action Docs
3
page II-13-A8
8
Page II-13-A6
BT
Records
Attached Docs
Completed Action BT
3
page II-13-A8
Control Clerk Reviews and Logs out
DCRB

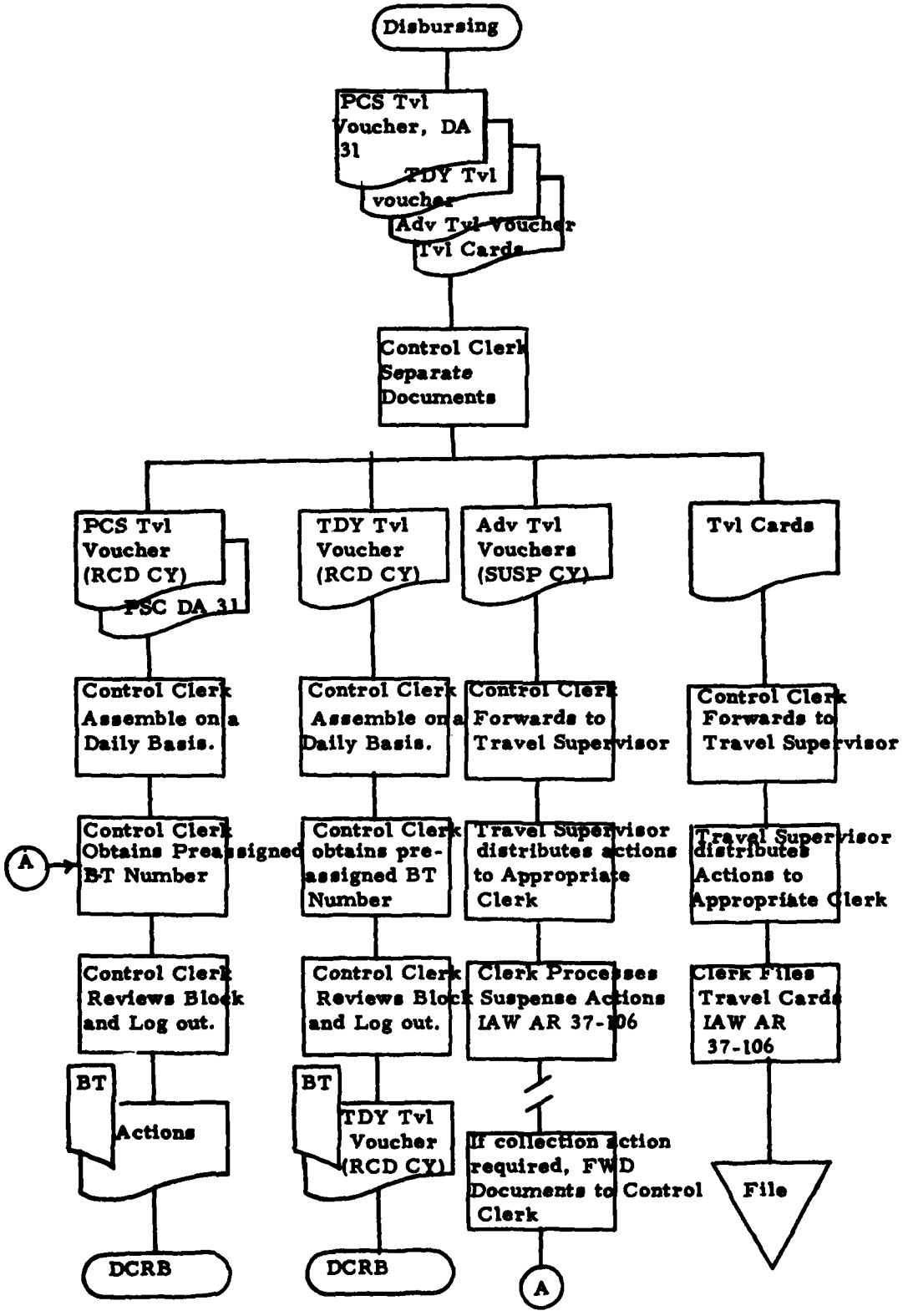
COPPER


From pp II-13-A3, A7
3
Inquiry Clerk
Clerk Processes Action And Resolves Any Inquiry
Is SIDPERS Input Required
YES
Code Input IAW DA Pam 600-8-2
NO
Does Record Requiring Posting
YES
Post Record IAW AR 640-10
NO
Is JUMPS Input Reqd
YES
Code Input IAW AR 37-104-3
NO
Is Casual Payment Reqd
Process IAW AR 37-101-1, AR 37-104-3
NO
From page II-13-A6
7
Clerk completes and signs section III of Inquiry Form
Files Inquiry Form in Record, if record available.
9
page II-13-A9

From Page II-13-A8

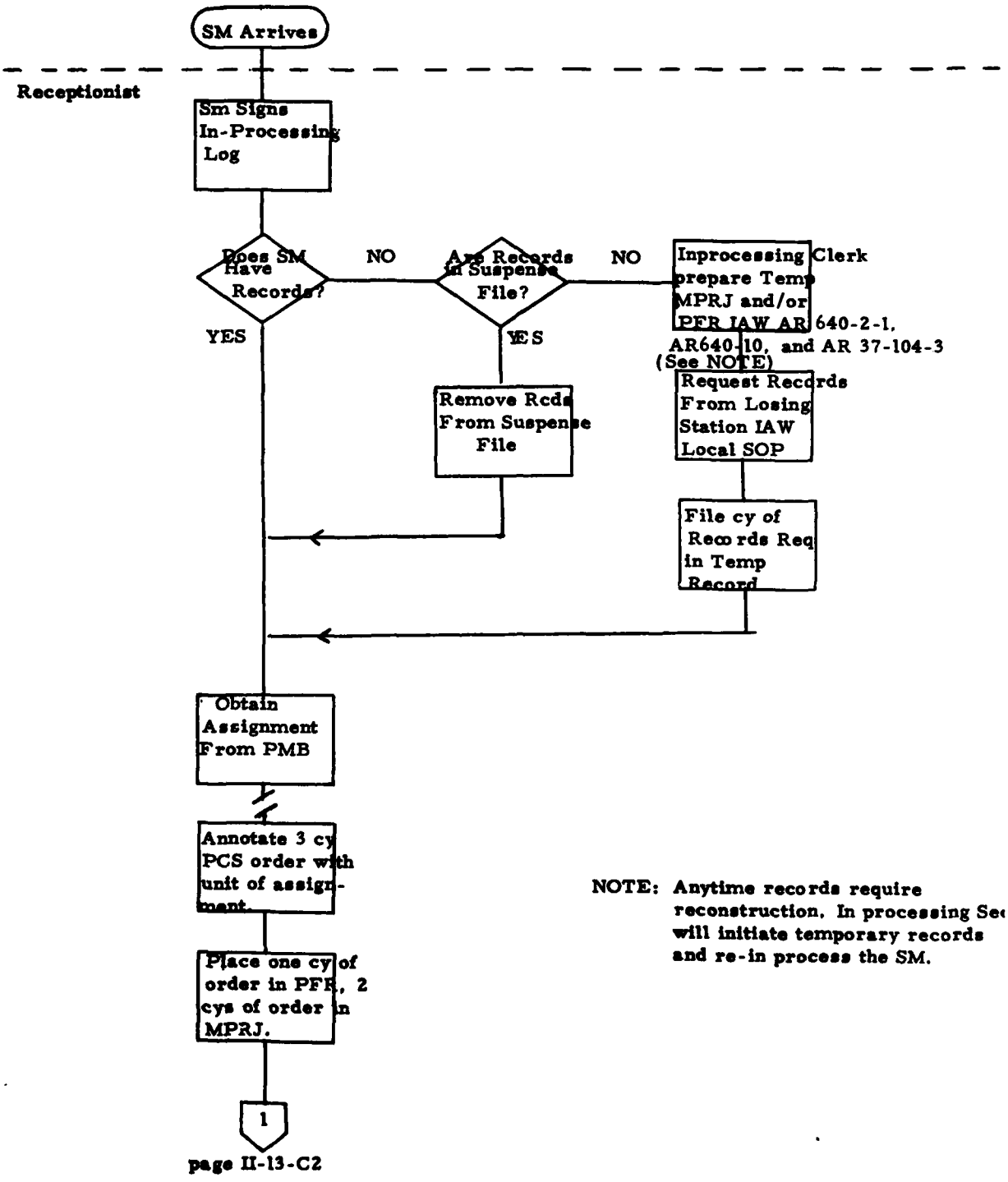


Annex B, Flow chart, Processing Paid Copies of Travel Vouchers (Para 13-4)



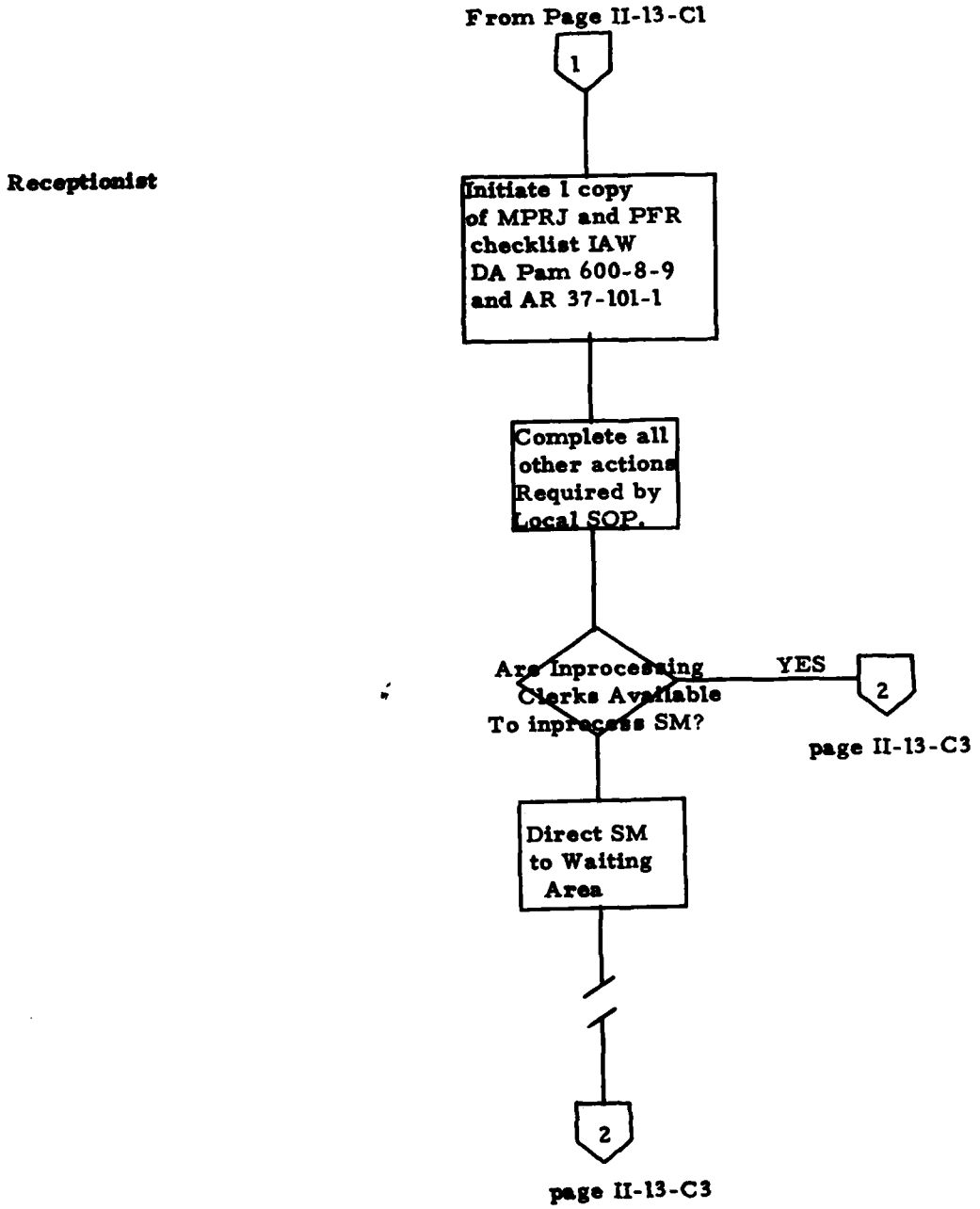
COPPER

Annex C, Flow chart, Inprocessing Actions (Para 13-6)

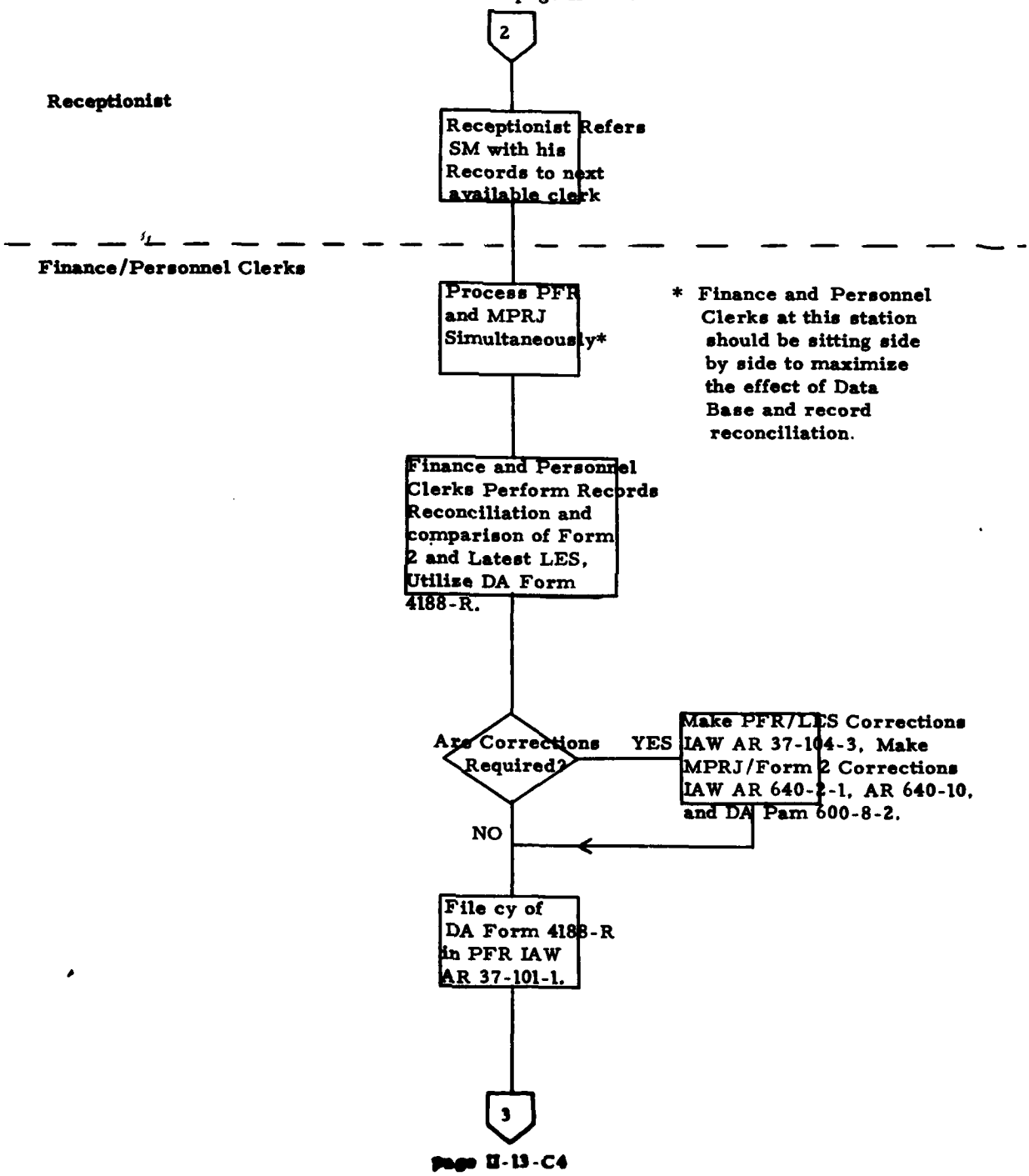


NOTE: Anytime records require reconstruction, In processing Sec will initiate temporary records and re-in process the SM.

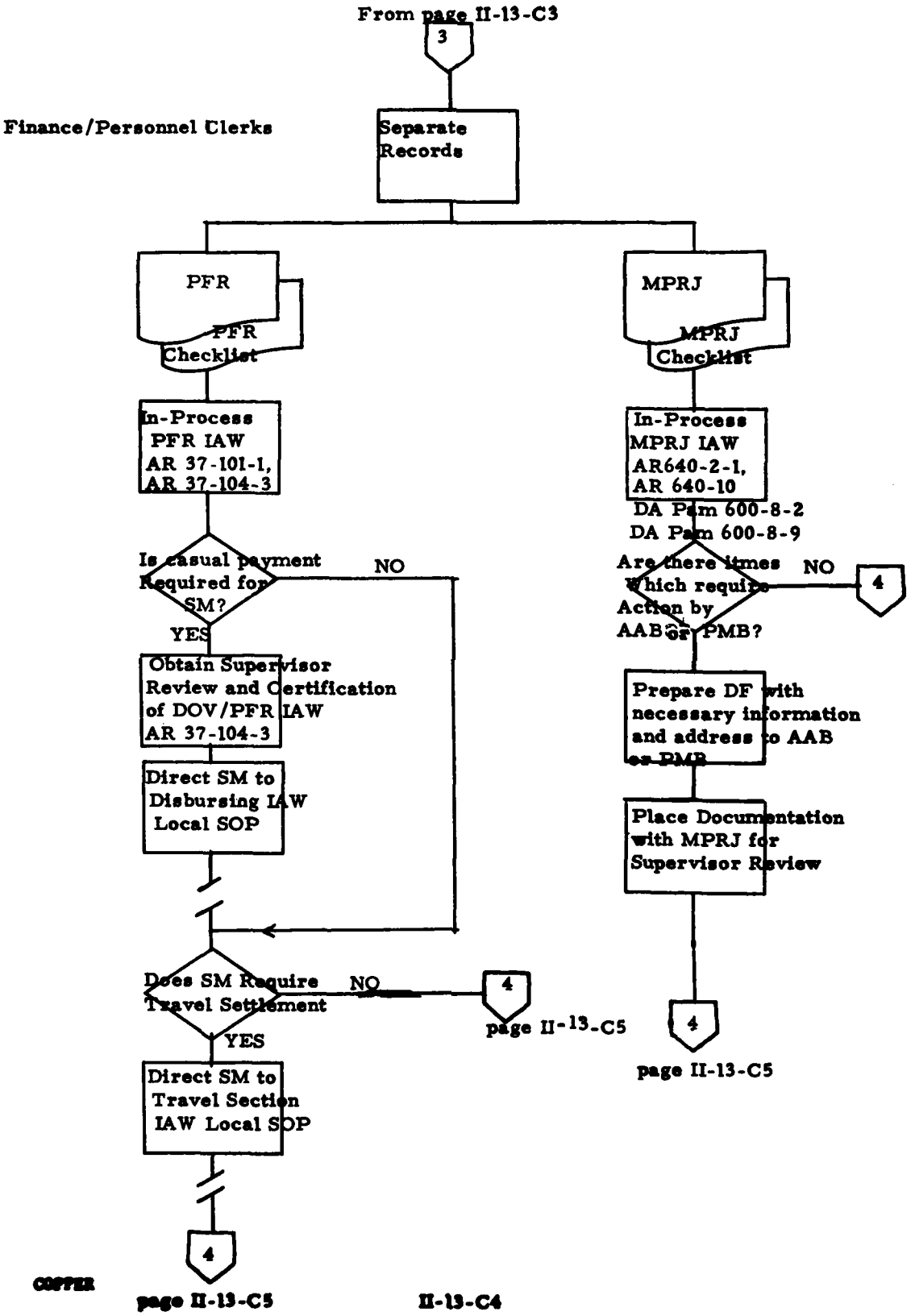
COPPER


From Page II-13-C1
1
Receptionist
Initiate 1 copy of MPRJ and PFR checklist IAW DA Pam 600-8-9 and AR 37-101-1
Complete all other actions Required by Local SOP.
Are Inprocessing Clerks Available To inprocess SM?
YES
2
page II-13-C3
Direct SM to Waiting Area
2
page II-13-C3

From page II-13-C2

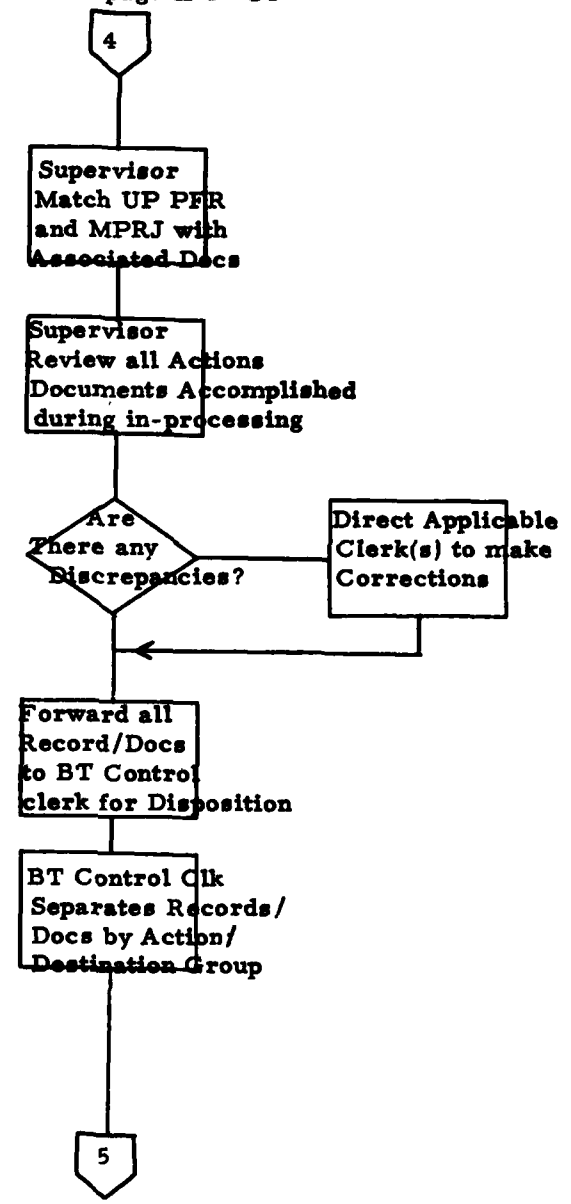


Page II-13-C4


From page II-13-C3
3
Finance/Personnel Clerks
Separate Records
PFR
PFR Checklist
MPRJ
MPRJ Checklist
In-Process PFR IAW AR 37-101-1, AR 37-104-3
In-Process MPRJ IAW AR640-2-1, AR 640-10
DA Pam 600-8-2
DA Pam 600-8-9
Is casual payment Required for SM?
NO
YES
Are there items which require Action by AAB or PMB?
NO
4
Obtain Supervisor Review and Certification of DOV/PFR IAW AR 37-104-3
Prepare DF with necessary information and address to AAB or PMB
Direct SM to Disbursing IAW Local SOP
Place Documentation with MPRJ for Supervisor Review
Does SM Require Travel Settlement
NO
4
page II-13-C5
YES
4
page II-13-C5
Direct SM to Travel Section IAW Local SOP
4
page II-13-C5

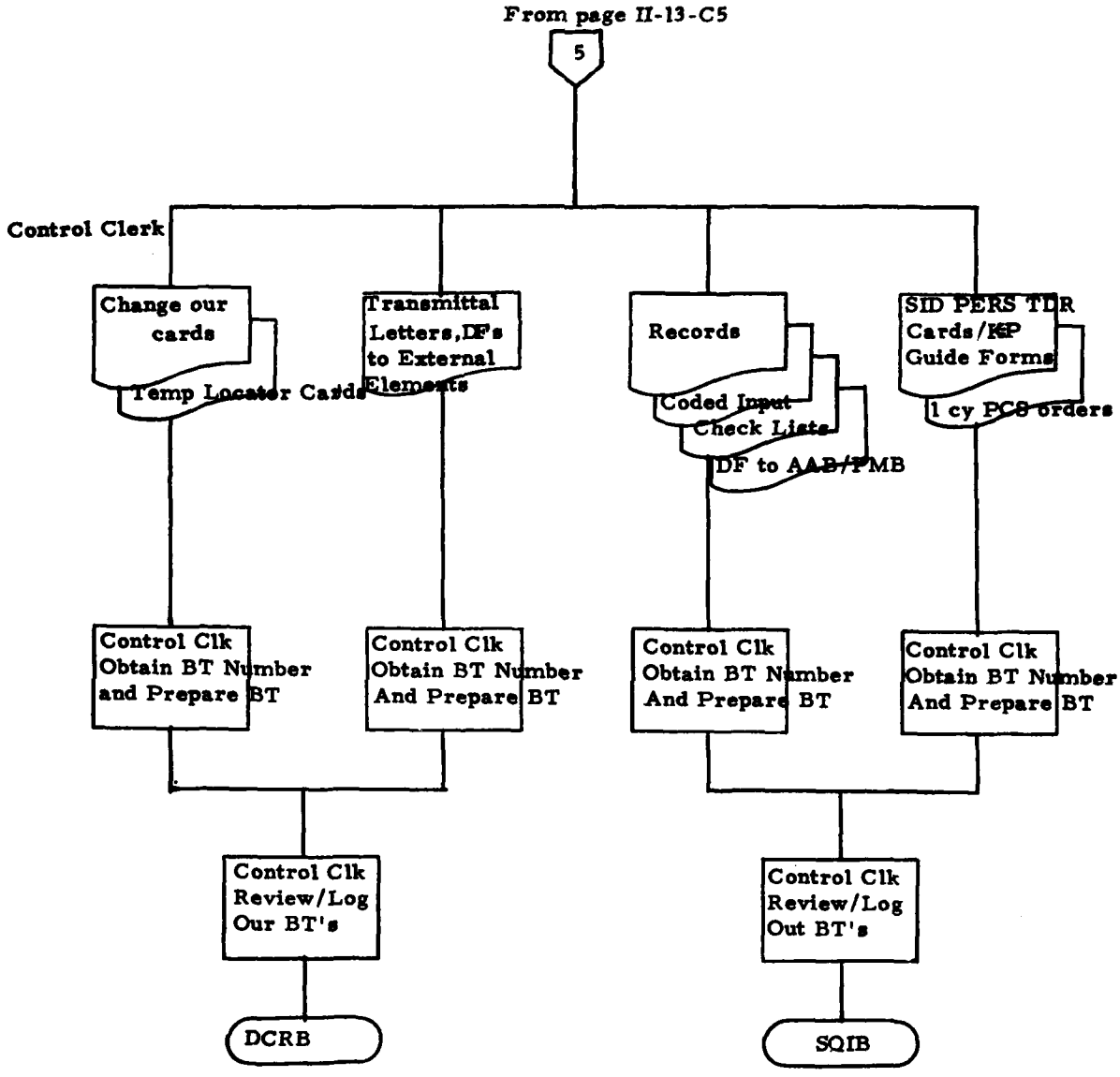
COPPER

From page II-13-C4

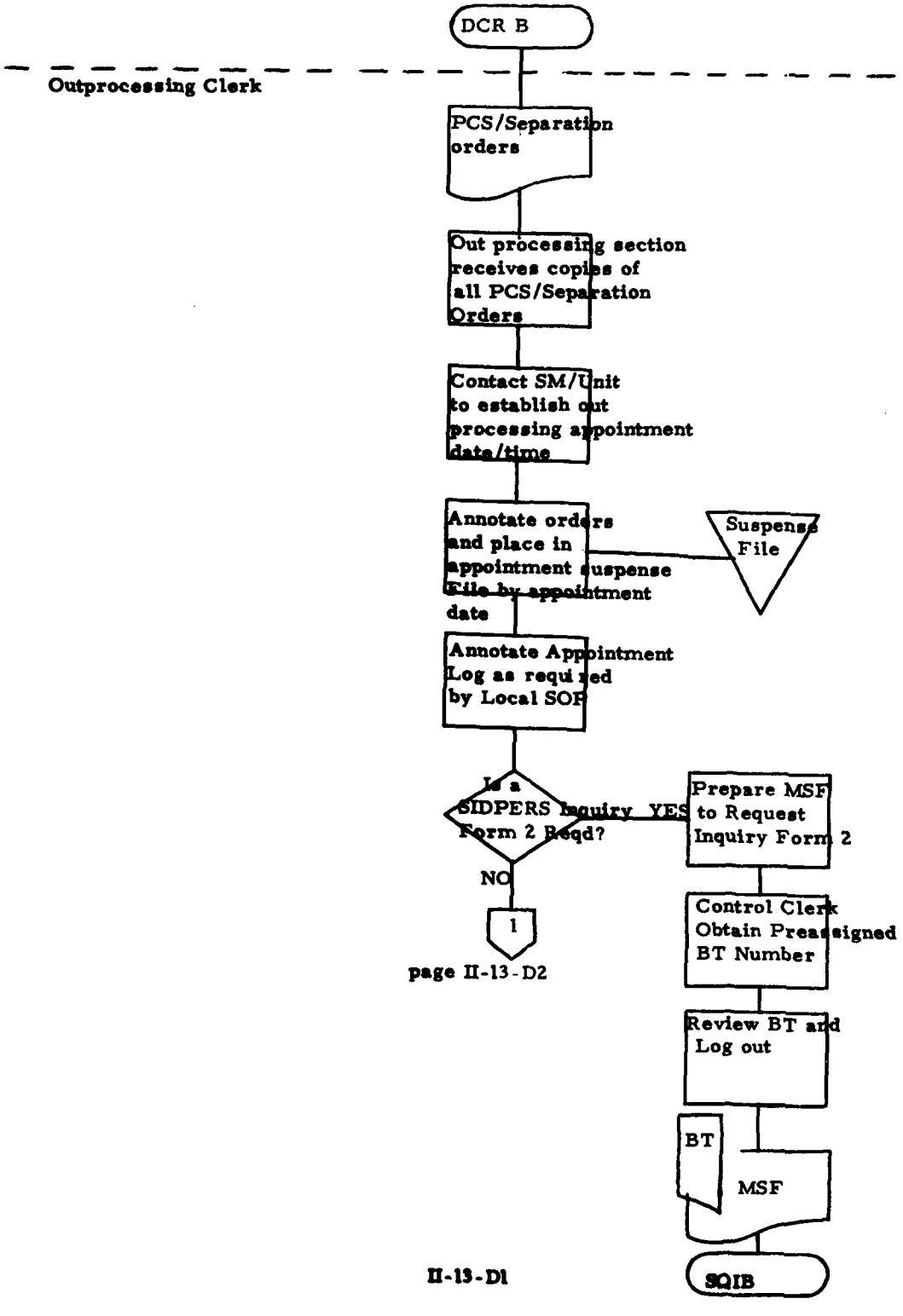


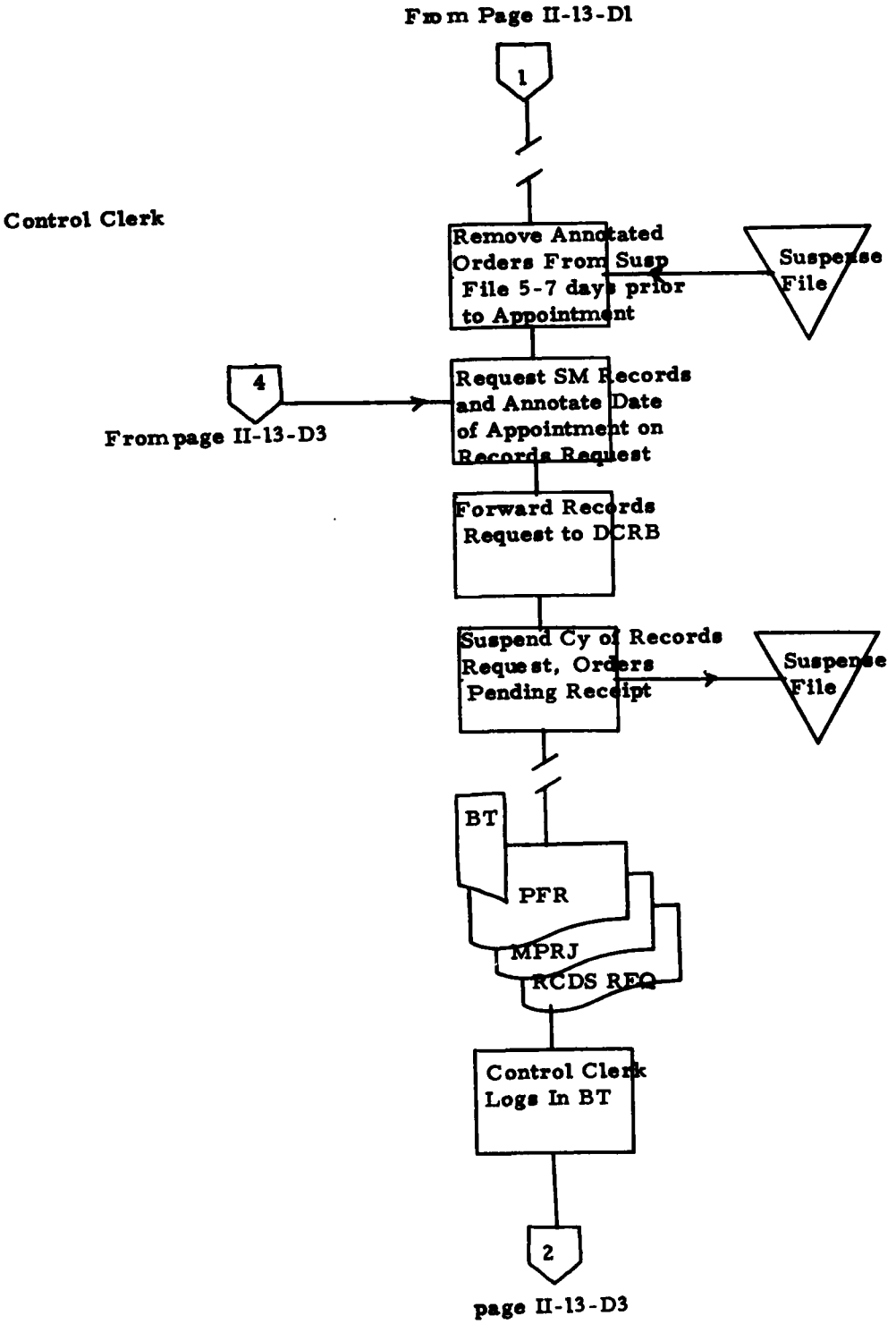
page II-13-C6

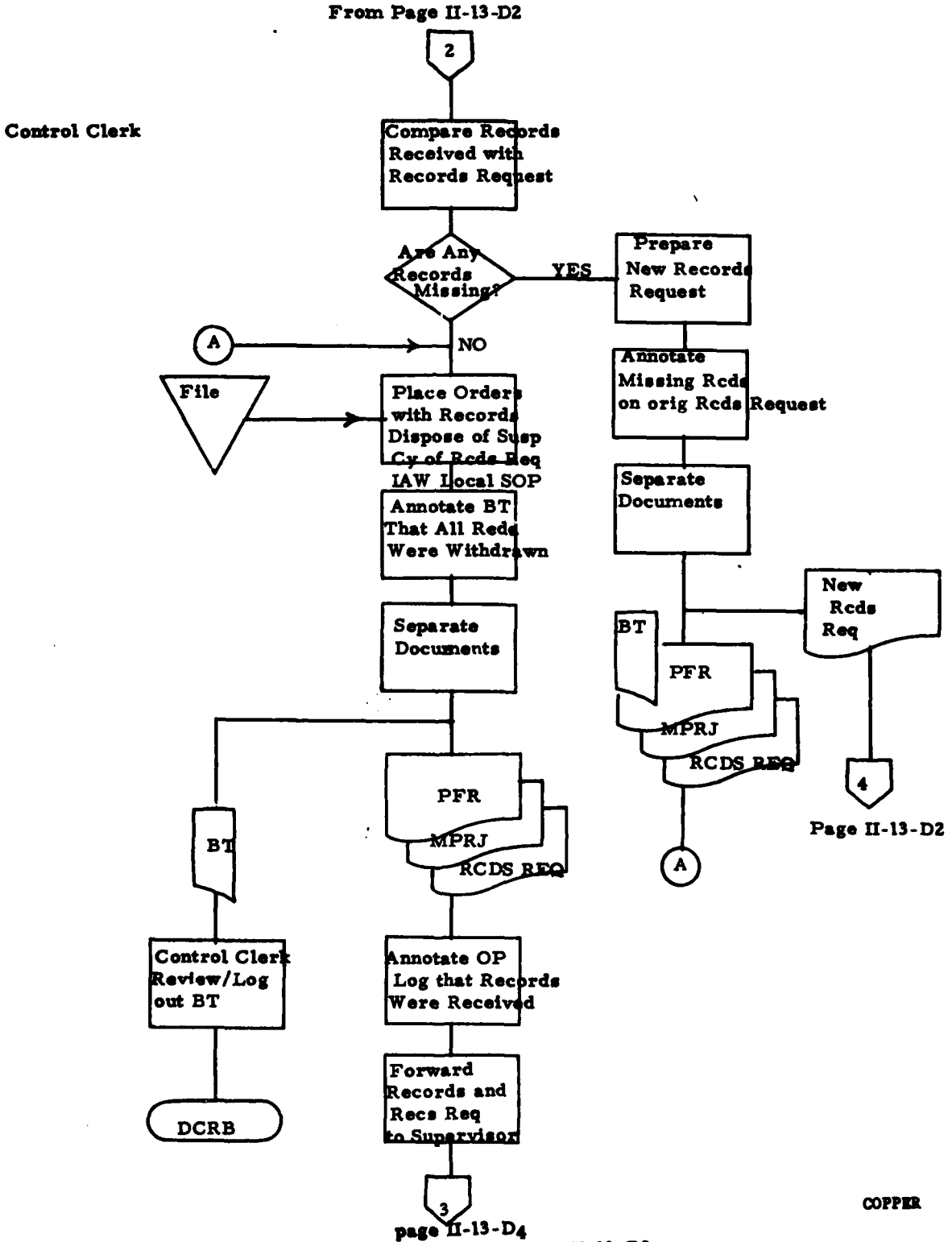
COPPER


From page II-13-C5
5
Control Clerk
Change our cards
Temp Locater Cards
Transmittal Letters,DFs to External Elements
Records
Coded Input Check Lists
DF to AAB/PMB
SID PERS TDR Cards/KP Guide Forms
1 cy PCS orders
Control Clk Obtain BT Number and Prepare BT
Control Clk Obtain BT Number And Prepare BT
Control Clk Obtain BT Number And Prepare BT
Control Clk Obtain BT Number And Prepare BT
Control Clk Review/Log Our BT's
Control Clk Review/Log Out BT's
DCRB
SQIB

Annex D, Flow chart, Out Processing Actions (Para 13-7)

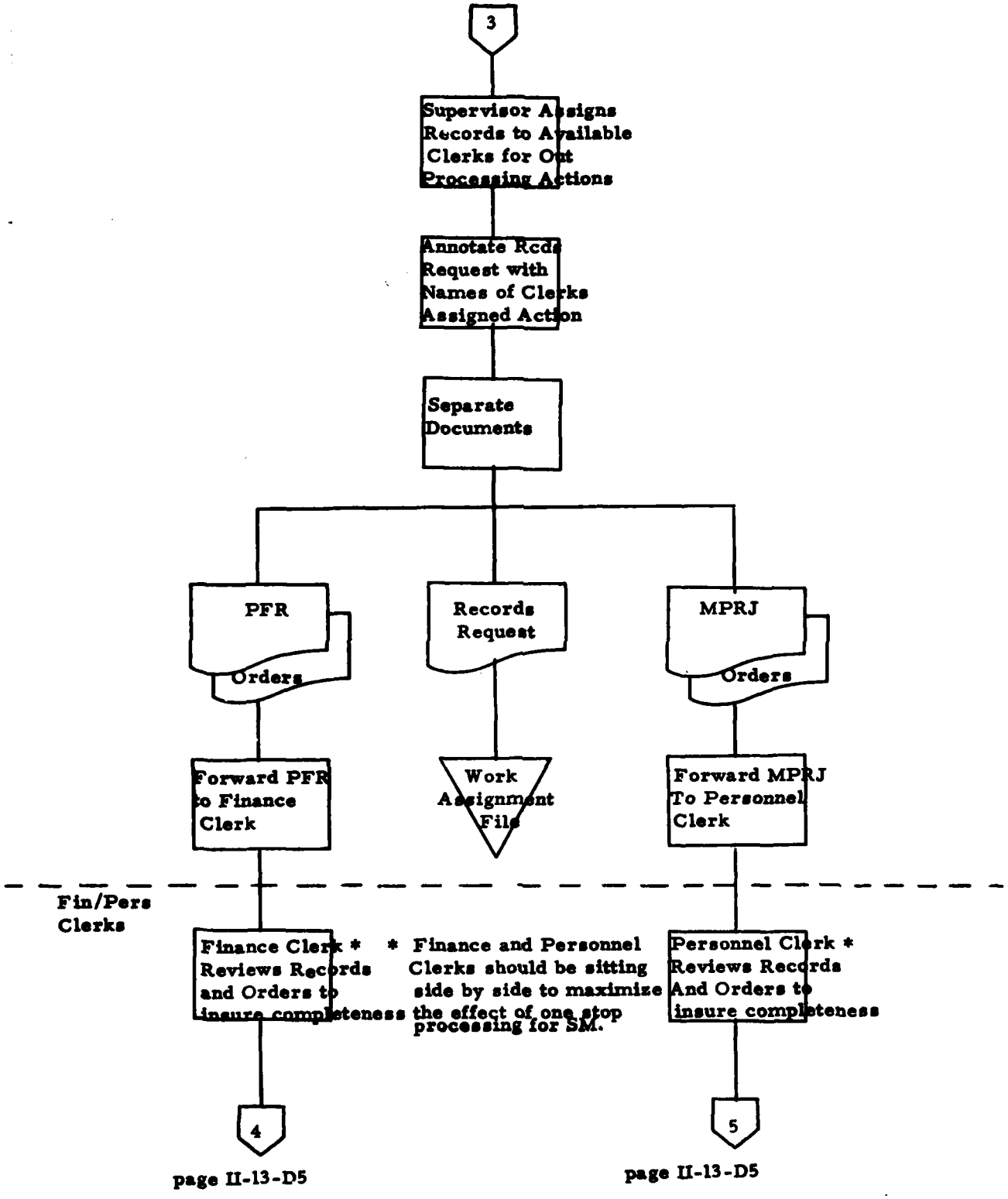



From Page II-13-D1
1
Control Clerk
Remove Annotated Orders From Susp File 5-7 days prior to Appointment
Suspense File
4
From page II-13-D3
Request SM Records and Annotate Date of Appointment on Records Request
Forward Records Request to DCRB
Suspend Cy of Records Request, Orders Pending Receipt
Suspense File
BT
PFR
MPRJ
RCDS REQ
Control Clerk Logs In BT
2
page II-13-D3


From Page II-13-D2
2
Control Clerk
Compare Records Received with Records Request
Are Any Records Missing?
YES
Prepare New Records Request
A
NO
File
Place Orders with Records Dispose of Susp Cy of Rcds Req IAW Local SOP
Annotate Missing Rcds on orig Rcds Request
Separate Documents
Annotate BT That All Reds Were Withdrawn
New Rcds Req
Separate Documents
BT
PFR
MPRJ
RCDS REQ
4
Page II-13-D2
PFR
MPRJ
RCDS REQ
BT
A
Control Clerk Review/Log out BT
Annotate OP Log that Records Were Received
DCRB
Forward Records and Recs Req to Supervisor
3
page II-13-D4

COPPER

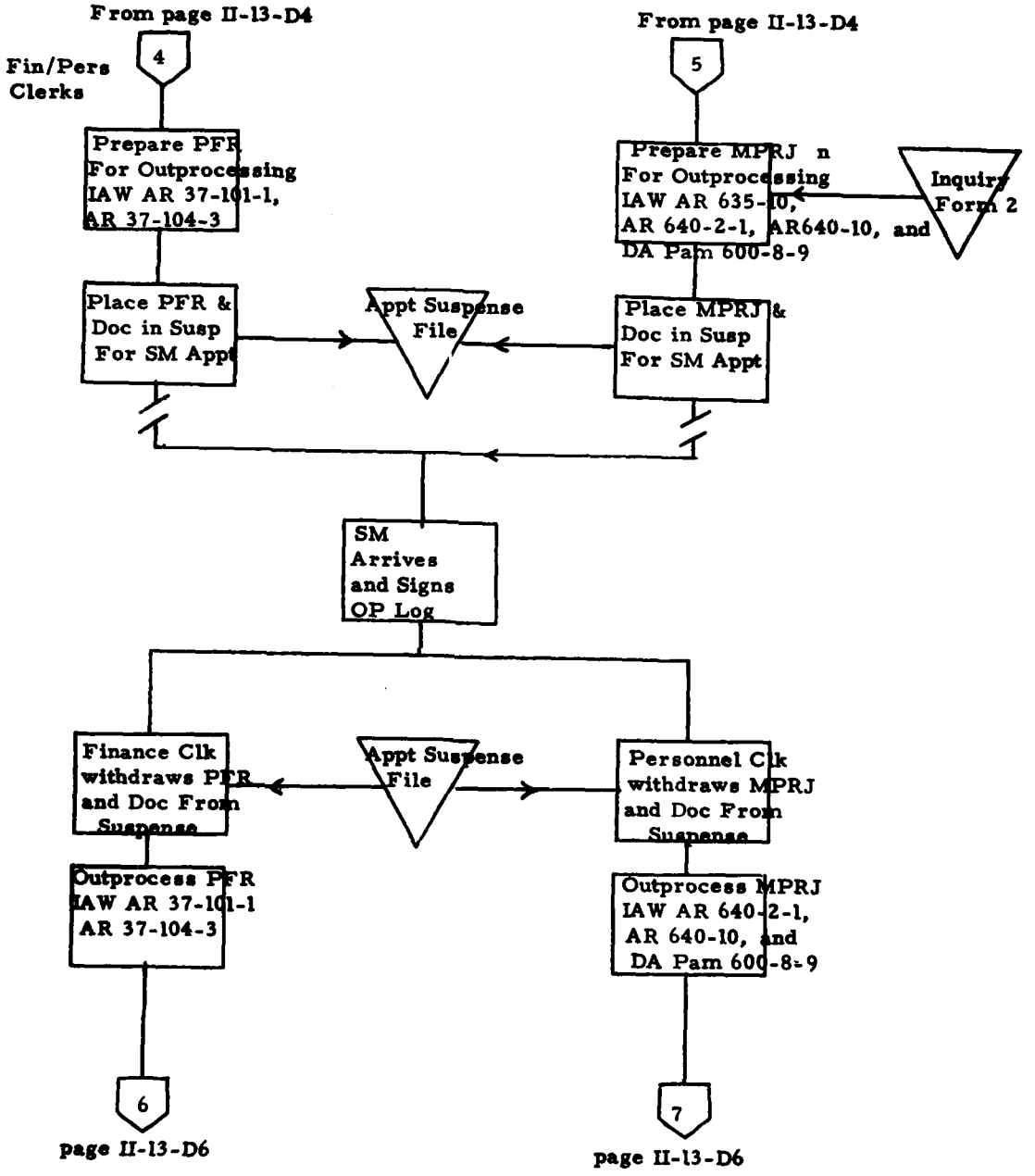
From page II-13-D3

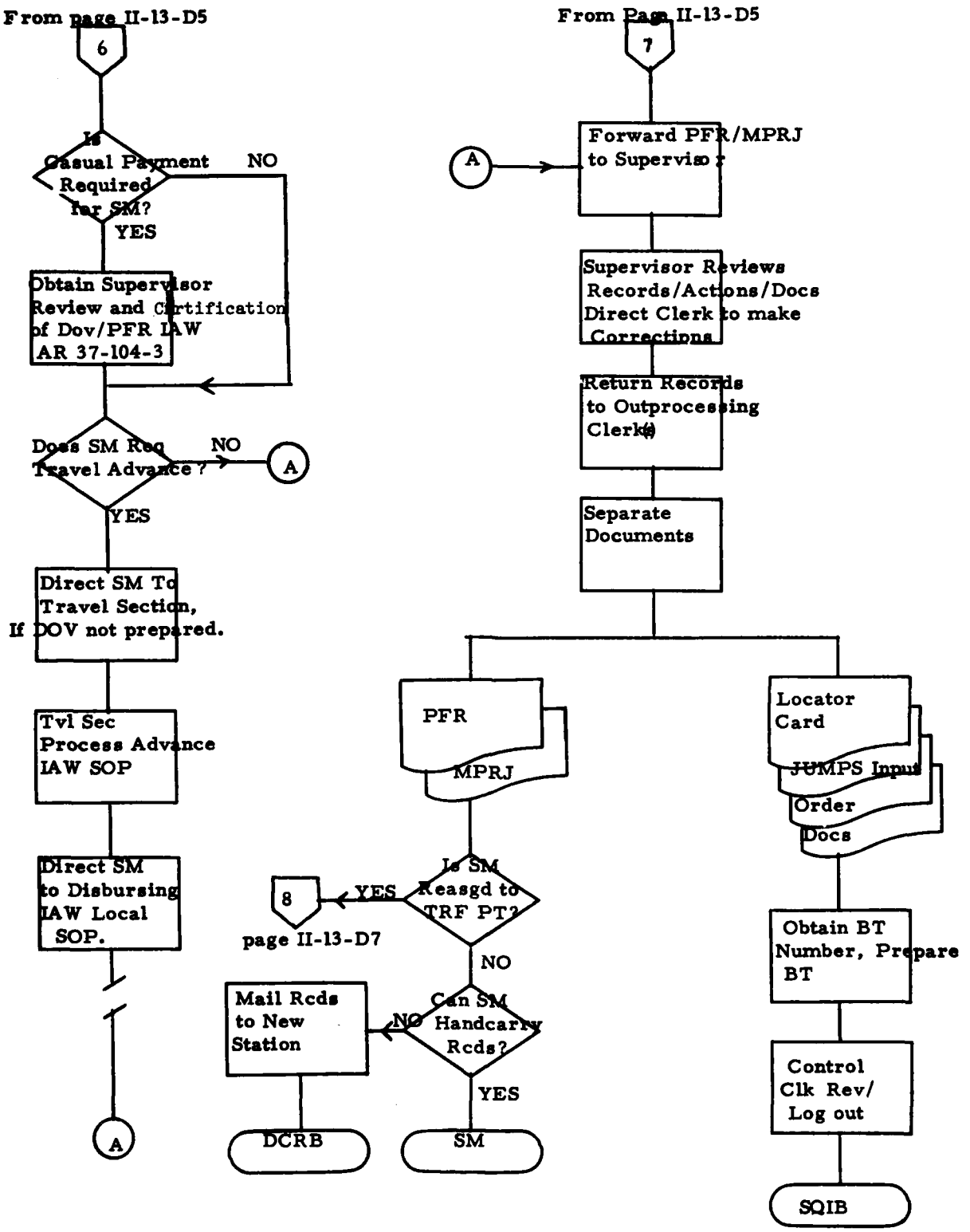


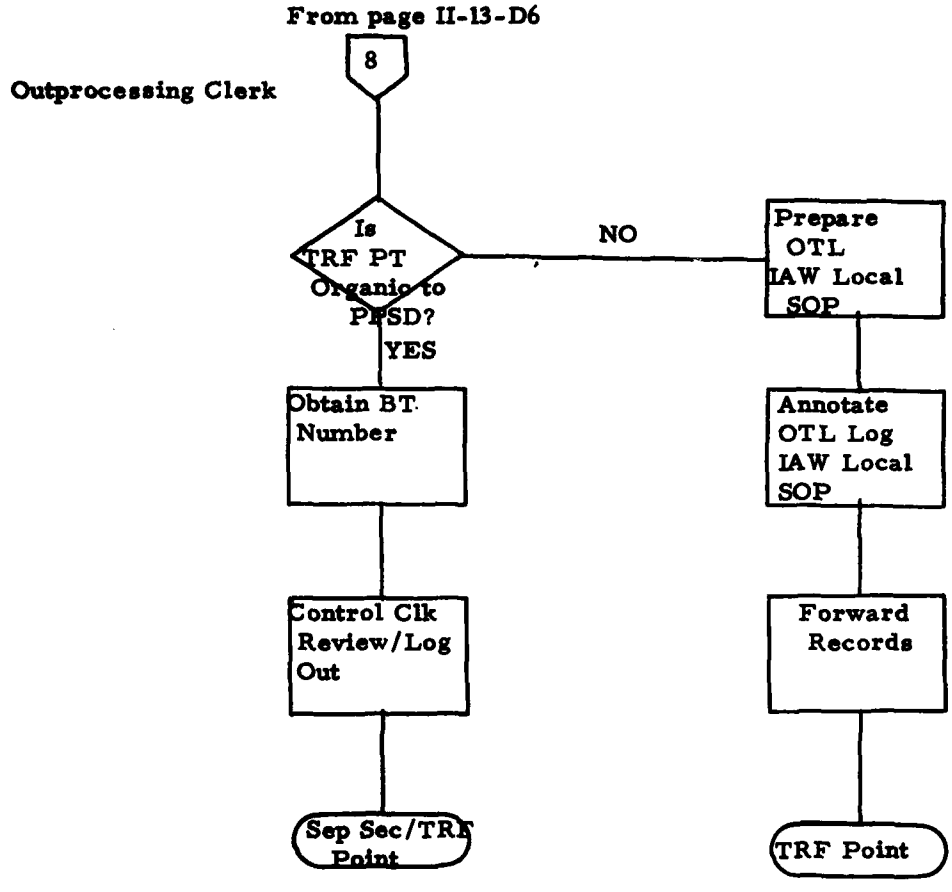
page II-13-D5

page II-13-D5

COPPER


From page II-13-D4
From page II-13-D4
Fin/Pers Clerks
4
5
Prepare PFR For Outprocessing IAW AR 37-101-1, AR 37-104-3
Prepare MPRJ n For Outprocessing IAW AR 635-10, AR 640-2-1, AR640-10, and DA Pam 600-8-9
Inquiry Form 2
Place PFR & Doc in Susp For SM Appt
Appt Suspense File
Place MPRJ & Doc in Susp For SM Appt
SM Arrives and Signs OP Log
Finance Clk withdraws PFR and Doc From Suspense
Appt Suspense File
Personnel Clk withdraws MPRJ and Doc From Suspense
Outprocess PFR IAW AR 37-101-1 AR 37-104-3
Outprocess MPRJ IAW AR 640-2-1, AR 640-10, and DA Pam 600-8-9
6
7
page II-13-D6
page II-13-D6


From page II-13-D5
6
Is Casual Payment Required for SM?
NO
YES
Obtain Supervisor Review and Certification of Dov/PFR IAW AR 37-104-3
Does SM Req Travel Advance?
NO
A
YES
Direct SM To Travel Section, If DOV not prepared.
Tvl Sec Process Advance IAW SOP
Direct SM to Disbursing IAW Local SOP.
A
From Page II-13-D5
7
A
Forward PFR/MPRJ to Supervisor
Supervisor Reviews Records/Actions/Docs Direct Clerk to make Corrections
Return Records to Outprocessing Clerk(s)
Separate Documents
PFR
MPRJ
Locator Card
JUMPS Input
Order
Docs
Is SM Reasgd to TRF PT?
YES
8
page II-13-D7
NO
Can SM Handcarry Rcds?
NO
Mail Rcds to New Station
YES
DCRB
SM
Obtain BT Number, Prepare BT
Control Clk Rev/ Log out
SQIB


From page II-13-D6
8
Outprocessing Clerk
Is TRF PT Organic to PPSD?
NO
YES
Prepare OTL IAW Local SOP
Obtain BT Number
Annotate OTL Log IAW Local SOP
Control Clk Review/Log Out
Forward Records
Sep Sec/TRF Point
TRF Point

CHAPTER 14

ACTIONS AND AFFAIRS BRANCH (AAB)

14-1. GENERAL.

A. Organizational Structure. The AAB may be subdivided into operating elements as designated by the C, PPSD. Overall, the AAB functions and mission remains unchanged under COPPER.

B. Document Control. In the AAB, the major difference between the COPPER system and current MILPO procedures is the degree of control. This control is achieved by BTs and is processed in two formats:

1. Action Document BT. Comprised entirely of action documents, this BT is governed by locally established suspense procedures and is controlled by the numbering scheme described in paragraph 10-9B2, this manual.

2. Records BT. This type BT contains exclusively records (MPRJ and/or PFR) that have been requested by AAB personnel. The suspense is established by DCRB and is indicated on the BT.

14-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/ guidance that will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

14-3. SOP NUMBER 1, AAB.

A. Purpose. The purpose of this SOP is to define procedures that will insure document control within AAB.

B. Policies.

1. Transaction coding and MPRJ/PFR posting.

a. SIDPERS transactions and records posting will be initiated by AAB personnel if the action is not the responsibility of another branch/section in the PPSD.

b. SIDPERS transactions will be prepared IAW DA Pam 600-8-2.

c. MPRJ posting will be accomplished IAW AR 640-10 and AR 640-2-1.

d. PFR posting will be processed IAW AR 37-101-1 and AR 37-104-3.

2. The AAB DAR will be prepared IAW paragraph 2-6, this manual.

3. The AAB is responsible for maintaining BT control within the branch.

4. SIDPERS output reports.

a. SIDPERS suspense notice actions will be accomplished IAW steps 20-31, procedure 4-32, DA Pam 600-8-2.

b. When processing is complete, the report will be retained until the update report is received.

C. Operating Procedure. The AAB performs duties as outlined in Chapter 4, DA Pam 600-8 and paragraph 3-4K, this manual, to include casualty reporting plus related personnel actions and affairs. The following narrative illustrates the document flow and control procedures for the AAB as outlined in Appendix A (page II-14-A1):

1. The AAB BT control clerk will receive the action BT and verify that all listed documents and records are attached. If not, coordinate with the forwarding branch to resolve any deficiency. When correct, log in the BT and determine which AAB clerk has responsibility for processing the action.

2. The action clerk will:

a. Review the documents to determine appropriate action.

b. Request the records, if they are required to process the action. It is important to note that the clerk does not have to request records for every action on the BT. The clerk may request only the number of records that he feels he can process at that time. The action BT is suspensed until the record BT is received. Once the record BT is received and logged by the control clerk, the action clerk will delete the appropriate actions from the action BT. The remark section of the action BT will be annotated with the deletion in the following manner: "last name, first initial, last four of SSN, type action, removed

to (place new BT number)." The record BT in turn will be annotated in the Remark Section as follows: "last name, first initial, last four of SSN, type action, added to (place original BT number)." In the event that the action BT needs to be suspended beyond the existing BT suspense, the action will be handcarried to the DCRB for preparation of a new BT. When all the actions have been deleted from the action BT, it will be routed through the BT control clerk and returned to DCRB. The actions and records on the record BT will then be processed as outlined in paragraph 2c, below. If only part of the actions were transferred to the record BT, then the balance on the action BT is suspensed pending receipt of requested MPRJ and the actions on the record BT are processed IAW paragraph 2c, below.

c. Determine whether the action is an initial or an indorsed document. When it is an initial action, then process per paragraph 2d, below; if not, process per paragraph 2e, below.

d. Determine who is the approving authority for the initial action. If the approving authority is either a board or a higher headquarters, the clerk will process the action IAW the appropriate personnel procedure, maintain a suspense file and forward necessary correspondence to the AAB supervisor. If the initial action can be approved locally, it is processed IAW paragraph 2e, below.

e. If the action has been approved/disapproved, recommended/not recommended and/or can be approved locally, the clerk must determine the approval status and the individual's eligibility. If the action was or is approved/recommended and the individual eligible, the clerk will complete the action and prepare an RFO, when appropriate. For those actions requiring an RFO, the clerk will place one copy in the record and forward the remaining copies to the orders section. The records will be held in a suspense file until the orders are received. Once the published order is received, the clerk will inventory orders against actions on the BT. When there are actions past due the established suspense, the clerk will immediately notify his supervisor, who will resolve the BT suspense discrepancy with the DCRB. When there are outstanding actions on the BT that still do not have published orders, the clerk will take immediate action to locate the orders and then continue processing. If he cannot locate the orders, the clerk will notify his supervisor. When there is a requirement for SIDPERS input, the clerk will make the necessary transactions. All documentation on the BT are assembled and forwarded to the supervisor for review.

f. If the action was or is not approved/ recommended and/or the individual is not eligible the clerk will complete the action and prepare an indorsement, when appropriate. For those actions requiring SIDPERS input, the clerk will make the necessary transactions. All documents on the BT are assembled and forwarded to the supervisor for review.

3. The AAB supervisor will:

a. Check each action and BT for accuracy and completeness.

b. Resolve any late suspense actions with the DCRB.

c. Forward the BT, action documents, records, indorsements, cover letters, RFOs and/or SIDPERS transactions to the BT control clerk.

4. The AAB BT control clerk will:

a. Verify that all listed documents and records are attached and that the BT is properly annotated, when required.

b. Forward BT with SIDPERS transactions to the SQIB and those without to the DCRB.

14-4. REFERENCES.

A. AR 360-5.

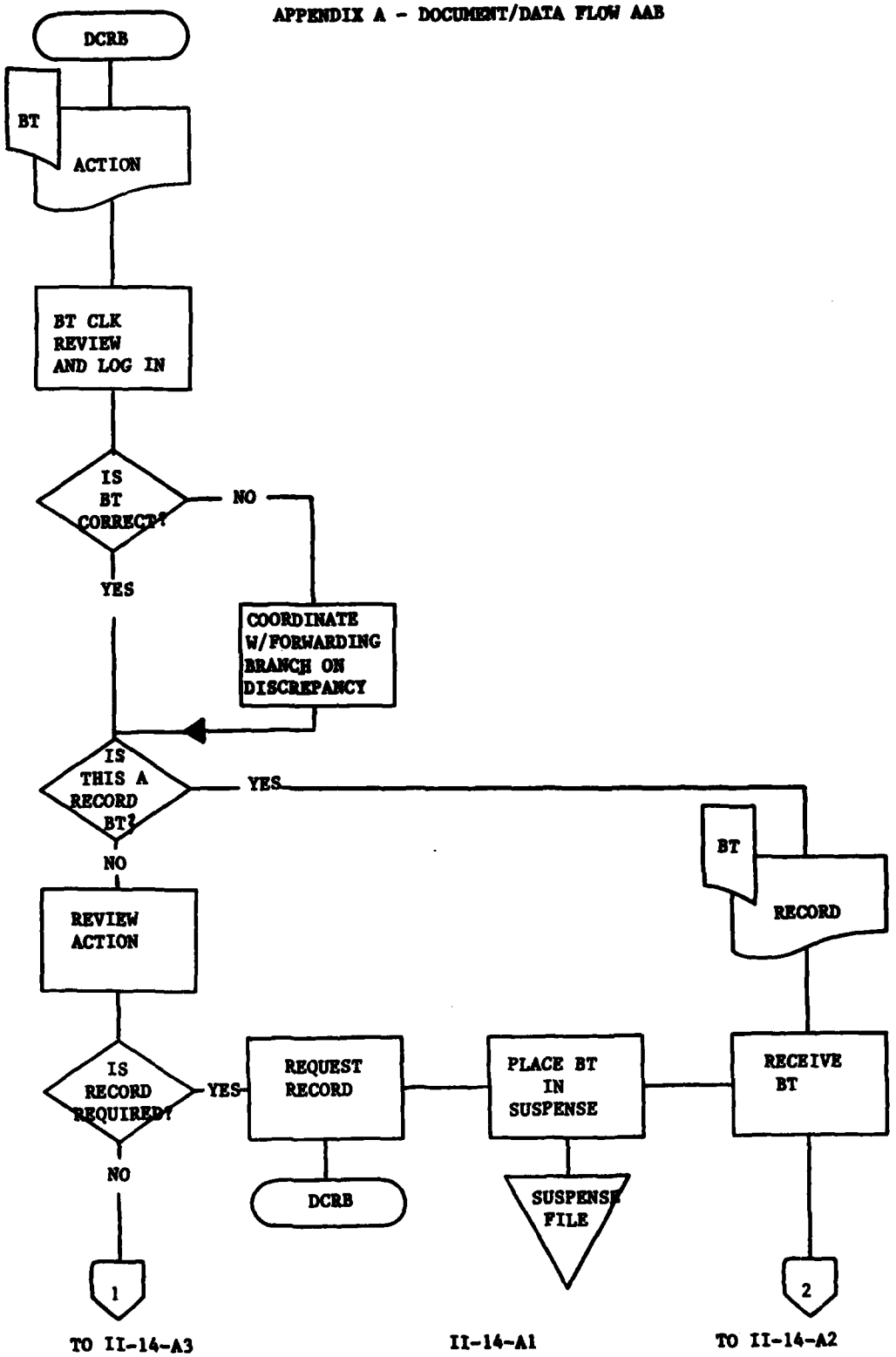
B. AR 600-10.

C. DA Pam 600-8 series.

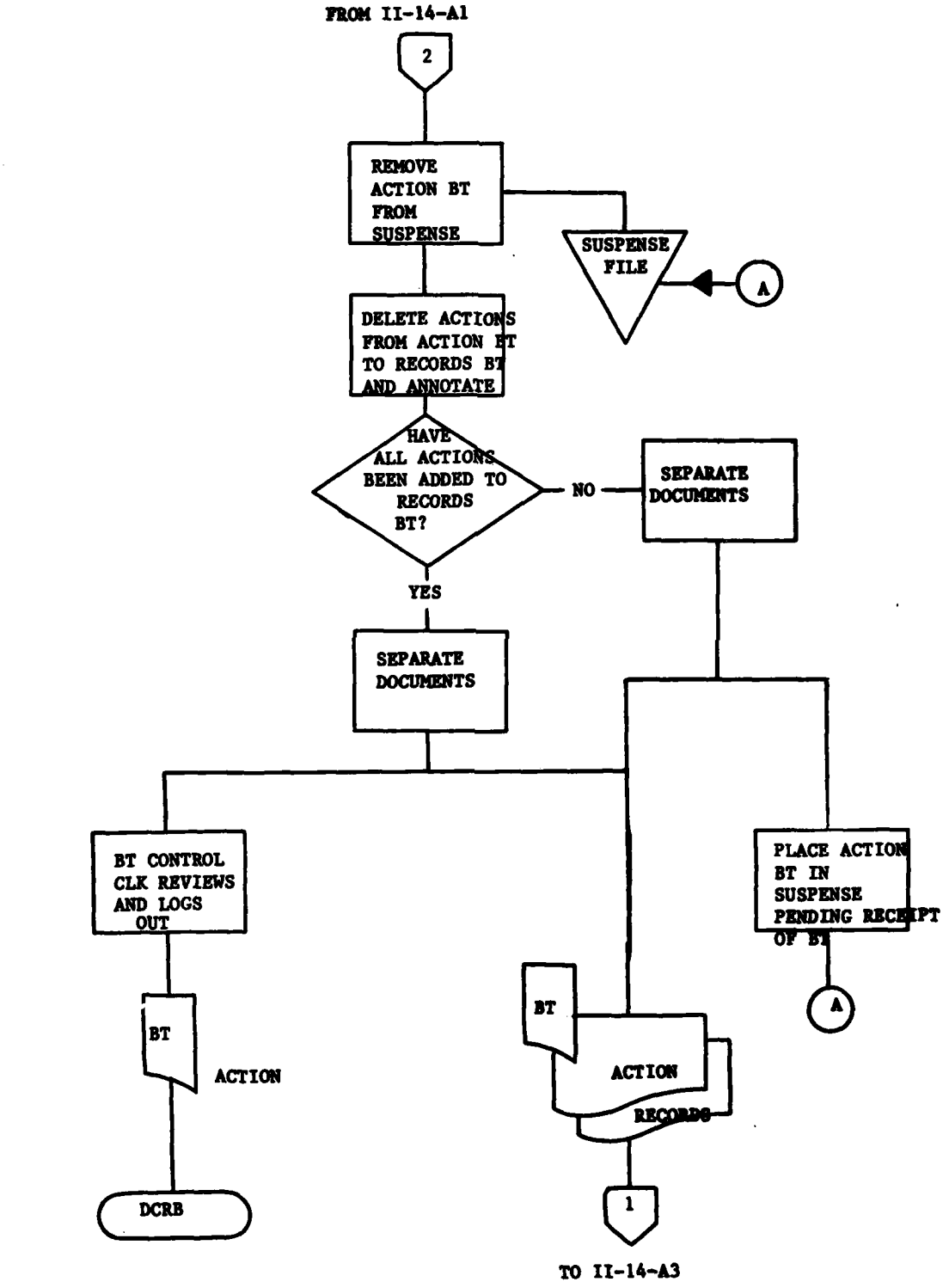
14-5. ANNEX.

A. Annex A - Document/Data Flow AAB

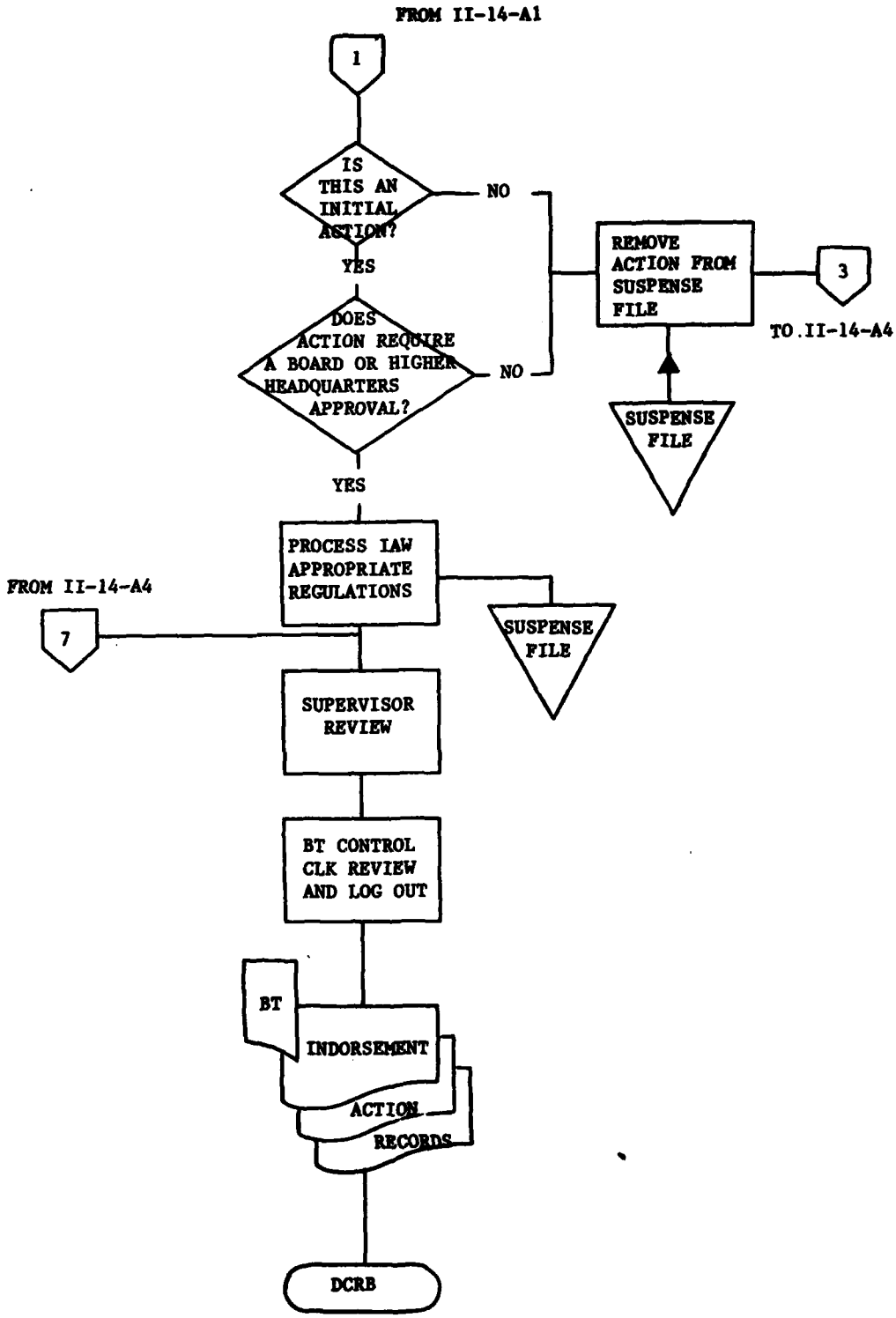
APPENDIX A - DOCUMENT/DATA FLOW AAB



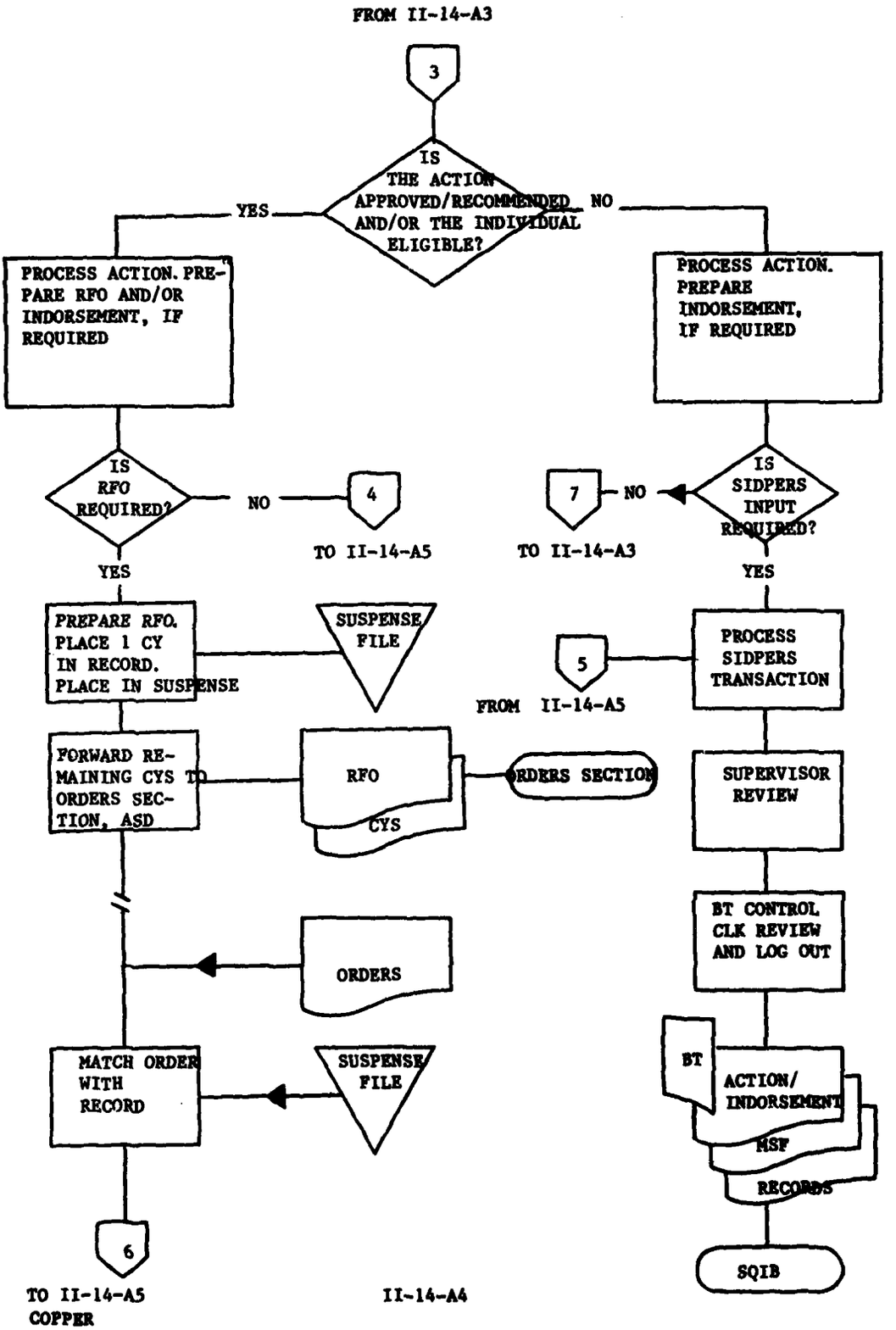
COPPER

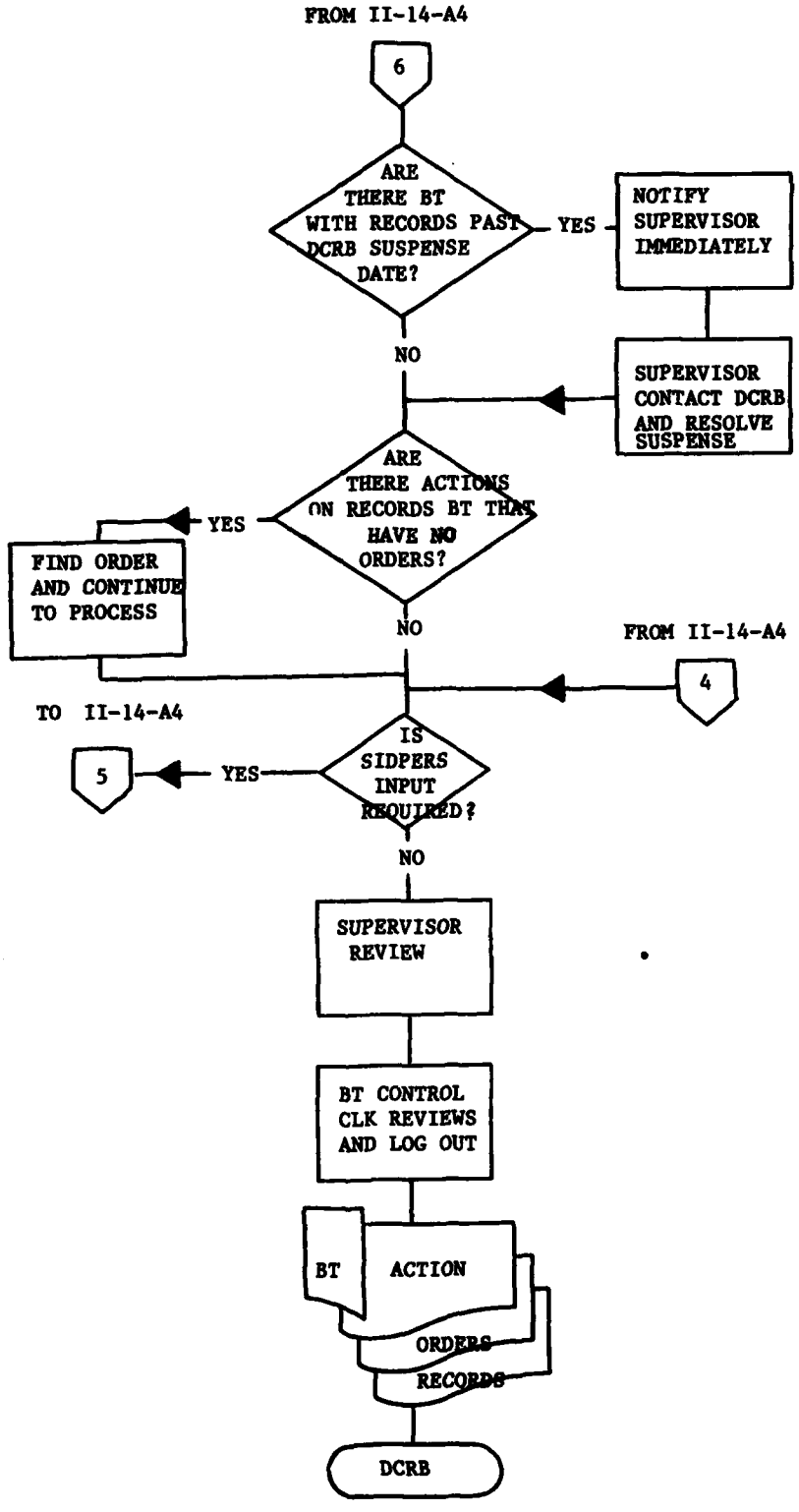

FROM II-14-A1
2
REMOVE ACTION BT FROM SUSPENSE
SUSPENSE FILE
A
DELETE ACTIONS FROM ACTION BT TO RECORDS BT AND ANNOTATE
HAVE ALL ACTIONS BEEN ADDED TO RECORDS BT?
NO
SEPARATE DOCUMENTS
YES
SEPARATE DOCUMENTS
BT CONTROL CLK REVIEWS AND LOGS OUT
PLACE ACTION BT IN SUSPENSE PENDING RECEIPT OF BT
A
BT
ACTION
BT
ACTION
RECORDS
DCRB
1
TO II-14-A3

COPPER


FROM II-14-A1
1
IS THIS AN INITIAL ACTION?
NO
YES
DOES ACTION REQUIRE A BOARD OR HIGHER HEADQUARTERS APPROVAL?
NO
YES
REMOVE ACTION FROM SUSPENSE FILE
3
TO .II-14-A4
SUSPENSE FILE
FROM II-14-A4
7
PROCESS IAW APPROPRIATE REGULATIONS
SUSPENSE FILE
SUPERVISOR REVIEW
BT CONTROL CLK REVIEW AND LOG OUT
BT
INDORSEMENT
ACTION
RECORDS
DCRB

COPPER


FROM II-14-A3
3
IS THE ACTION APPROVED/RECOMMENDED AND/OR THE INDIVIDUAL ELIGIBLE?
YES
NO
PROCESS ACTION. PREPARE RFO AND/OR INDORSEMENT, IF REQUIRED
PROCESS ACTION. PREPARE INDORSEMENT, IF REQUIRED
IS RFO REQUIRED?
NO
4
TO II-14-A5
7
NO
TO II-14-A3
IS SIDPERS INPUT REQUIRED?
YES
YES
PREPARE RFO. PLACE 1 CY IN RECORD. PLACE IN SUSPENSE
SUSPENSE FILE
5
FROM II-14-A5
PROCESS SIDPERS TRANSACTION
FORWARD REMAINING CYS TO ORDERS SECTION, ASD
RFO
CYS
ORDERS SECTION
SUPERVISOR REVIEW
BT CONTROL CLK REVIEW AND LOG OUT
ORDERS
MATCH ORDER WITH RECORD
SUSPENSE FILE
BT
ACTION/ INDORSEMENT
MSF
RECORDS
6
SQIB
TO II-14-A5
COPPER


FROM II-14-A4
6
ARE THERE BT WITH RECORDS PAST DCRB SUSPENSE DATE?
YES
NOTIFY SUPERVISOR IMMEDIATELY
NO
SUPERVISOR CONTACT DCRB AND RESOLVE SUSPENSE
ARE THERE ACTIONS ON RECORDS BT THAT HAVE NO ORDERS?
YES
FIND ORDER AND CONTINUE TO PROCESS
NO
FROM II-14-A4
4
TO II-14-A4
IS SIDPERS INPUT REQUIRED?
5
YES
NO
SUPERVISOR REVIEW
BT CONTROL CLK REVIEWS AND LOG OUT
BT
ACTION
ORDERS
RECORDS
DCRB

COPPER

CHAPTER 15

SYSTEMS QUALITY INTERFACE BRANCH (SQIB)

15-1. GENERAL. The organizational structure of the SQIB is divided into the Transaction Edit (TES), Audit, Data Base Management, and Input/ Output Control (I/OC) Sections. The SQIB is responsible for the following:

A. Specific functions and responsibilities as outlined in paragraph 3-4 Q through U, this manual.

B. Additions/deletions to BT. A clerk beleiving that a record/ transaction must be deleted from a BT will immediately explain the situation to their supervisor. With the supervisor's concurrence, the clerk will remove the action/transaction to an existing like BT (e.g., S, J, S/J, NS, NJ BT). The remarks section of the original BT will be annotated with the deletion in the following manner: "LAST NAME, FIRST INITIAL, LAST FOUR of SSN, type action, removed to (NEW BT NUMBER)". The BT that the action or transaction is added will also br annotated in the remarks section as follows: LAST NAME, FIRST INITIAL, LAST FOUR of SSN, type action, added from (original BT NUMBER)". In the event that a like BT does exist or it is deemed necessary to suspend the action beyond existing BT suspenses, the action (with records, if appropriate) will be handcarried to the DCRB for preparation of a new BT; the annotations indicated in the foregoing will be accomplished on the new BT in the same manner.

C. Forms and logs used within the SQIB as shown in Appendix E, this manual.

D. Document/data flows as charted in Annexes A through E to this chapter.

15-2. UTILIZATION OF EXISTING REGULATIONS.

This chapter is designed to supplement existing personnel and pay regulations/guidance which will continue to be used. When a conflict exists between this manual and cited references the provisions of this manual will prevail.

15-3. SOP NUMBER 1, UTL PROCESSING.

A. General. Unit input (or PAC under the CABL concept) will be forwarded to the PPSD on a UTL. Units having only DA Form 3815 input, will also attach that form to a UTL. Each UTL will be forwarded to the

PPSD in three copies. Document/data flow is shown in Annex A. An example of a UTL is shown in Appendix E.

B. Edits. The data analyst will make the following edits immediately upon receipt of the UTL.

1. Check sequence of UTL and date/time stamped documents as appropriate (e.g., items not to be date/time stamped are OERS, SEERs, MSFs, etc.).

2. Verify inclosures to UTL.

3. Resolve correctable errors. Errors that cannot be corrected will be processed IAW paragraph 15-3C, below.

4. Insure that errors have been corrected on DL pertaining to previous UTL.

a. If errors have not been corrected, prepare correspondence IAW paragraph 15-3C, Below.

b. If errors have been corrected, clear the DL Suspense File.

(1) Match the original DL from the unit with the duplicate contained in the DL Suspense File.

(2) Destroy the duplicate DL.

(3) File the original DL and the duplicate UTL in the UTL Completed File.

5. Process DA Form 3815 IAW paragraph 15-4, below.

6. The following actions will be taken after edits (except) on UTLs that DL must be prepared):

a. Log UTL in Control Log.

b. Sign UTL.

c. Return original UTL to unit.

d. Place duplicate in UTL Completed File.

e. Process triplicate UTL, DA Form 3815, and contents IAW paragraph 15-4, below.

C. DL Processing. If errors that cannot be corrected are found on the UTL, a duplicate will be prepared. An example of a DL is shown in Appendix E.

1. The UTL Log will be annotated to show that a DL was prepared for the UTL number.

2. The original DL, duplicate UTL, and any erroneous documents (to include DA Form 3815 and contents, if rejected) will be returned to the originator/unit.

3. The UTL will be annotated to show those documents that are correct and are to be processed.

4. The duplicate DL and the original UTL will be filed in the DL Suspense File.

5. The triplicate UTL, correct documents, and DA Form 3815 will be processed IAW paragraph 15-4C below.

15-4. SOP NUMBER 2, DA FORM 3815 PROCESSING.

A. General. The processing of the DA Form 3815 is accomplished by the data analyst in SQIB. Document/data flow is shown in Annex A.

B. DA Form 3815. This form will contain the unit SIDPERS input. The following documentation to support the named transactions must be present on the UTL:

TRANSACTION	SOURCE DOCUMENT REQUIRED
Flagging	DA Form 268 (Report for Suspension of Favorable Personnel Actions) for initial & final reports (otherwise NONE)
OSTR	NONE
DYST Changes	
DPRT LV	Susp cy of DA Form 31 (Request Authority for Leave)
RTN from LV	Orig DA Form 31
To and from HOSP	DA Form 4187 (Personnel Action)
To and from CONF (Mil and Civ)	DA Form 4187
RTN from TDY (EM only)	DA Form 4187
To and from AWOL	DA Form 4187
DFR	DA Form 4187
DECEASED	DA Form 4187
To and from ADMIN ABS	DA Form 4187
To and from ASGN not joined	DA Form 4187
Arrivals	NONE
Departures	NONE

C. Edits. The data analyst will make edits listed below, in the presence of the unit clerk (so that corrections can be more easily resolved and the clerk can be educated) whenever possible.

1. Check sequence number of DA Form 3815.

2. Insure DA Form 3815 is completed IAW DA Pam 600-8-1.

3. Verify contents with transactions forwarded on DA Form 3815. Insure supporting documents shown in paragraph 15-4B, above are included on the UTL.

4. Edit transactions using the supporting documentation and SIDPERS reports.

5. Insure propriety of deletion transaction (D73) IAW Appendix C, DA Pam 600-8-2 and obtain approval of C, SQIB or designated supervisor.

6. Verify PCS arrival transactions against PCS orders maintained in an Incoming/Outgoing Personnel Suspense File. This is a 31 day suspense file of PCS (both arrival and departure) orders that are received from the CSB via TES in the SQIB. Orders are filed by unit by suspense date.

a. If there is an order on file to support the arrival transaction, edit transaction against order and then destroy order. When there is no order on file, contact CSB to determine the SM status.

b. If SM has inprocessed, verify data on transaction with CSB and continue processing. When the SM has not inprocessed, notify unit to have SM do so. Suspend DA Form 3815 until notification is received from CSB that SM has been inprocessed, then continue processing.

7. Daily review the Incoming/Outgoing Personnel Suspense File for arrival PCS orders suspended for each unit.

a. If there are no orders suspended, continue editing; when there are orders suspended but no transaction, contact CSB to insure SM has inprocessed and was indeed assigned to the unit.

b. If SM was not assigned to the unit, obtain correct assignment from CSB and refile the order for the appropriate unit. If SM was assigned, notify unit and suspend DA Form 3815 until a transaction is received from the unit. Once transaction is received continue processing.

8. Verify PCS departure transactions, against PCS order maintained in the Incoming/Outgoing Personnel File.

a. If there is an order on file to support the departure transaction, edit the transaction against the order and then destroy the order; when there is no order, contact the CSB to ascertain if SM has out processed.

b. If the SM has out processed, verify data on transaction with CSB and continue processing. When an individual has not out processed, notify CSB of the SM departure so that CSB may take action to outprocess. Continue processing.

9. Daily review the Incoming/Outgoing Personnel Suspense File for departure PCS orders suspended for each unit.

a. If there are no orders suspended, continue processing; however, when there are orders suspended but no transaction, verify with CSB that SM did outprocess. If so, then ascertain from unit if there is a different "will proceed" date.

b. If there is a different "will proceed" date, annotate the order accordingly and refile in suspense under the new date. When there is no new "will proceed" date, suspend DA Form 3815 until unit prepares a departure transaction. When either of the two conditions are met, continue processing.

10. Verify accuracy of "OSTR" transaction.

11. Correct with unit clerk any errors found during edits that are possible to correct.

12. Pull erroneous transactions and add them to a DL or prepare a DL for return to the unit (15-3C, above).

13. Review the PTRO (P-11) with the unit clerk. Resolve all possible errors at this time and include corrections on DA Form 3815.

14. Log DA Form 3815 in DA Form 3815 Log.

15. Sign DA Form 3815 and return original copy unresolved error cards, and PTRO (P-11) to unit clerk. File the duplicate copy in the DA Form 3815 File.

16. Annotate the supporting documents on the UTL as follows:

a. Supporting documents: "Unit SIDPERS Input Made."

b. Supporting documents that are substantiating documents for dispatch to USAFAC: "Substantiating Document." These are documents supporting unit transactions which impact on pay matters.

17. Process remaining documents as follows:

a. Review documents.

b. Check whether there are any DA Form 31 contained in the documentation; if so, take the following actions:

(1) If a suspense copy, verify that DA Form 31 is in the proper sequence. If not, coordinate with the unit to resolve. If correct or once problem is resolved, log in DA Form 31 log.

(2) If original copy, verify that suspense copy has been received. If not, coordinate with the unit to resolve. Transfer information from original DA Form 31 to suspense copy.

c. Separate documents into the following categories and process as follows:

(1) Supporting Documents.

(a) Attach documents to triplicate copy of the UTL.

(b) Annotate the UTL (copy 3) to reflect the withdrawal of any documents.

(c) Annotate UTL to show the addition of the completed suspense copy of the DA Form 31 for personnel who have returned from leave. (d) Forward triplicate UTL with attachments to DCRB.

(2) Unit SIDPERS input and one copy of each JUMPS-Army substantiating document for that input will be forwarded to I/OC control clerk for further processing.

15-5. SOP NUMBER 3, PROCESSING INCOMING BT TO THE SQIB.

A. General. Incoming BT to the SQIB will be forwarded through the SQIB control clerk for initial processing. Document data flow is shown in Annex B.

B. Control Clerk Actions.

1. Receive all incoming BT and review contents. If there are any discrepancies, the control clerk will resolve these with the previous addressee shown on the BT.

2. Once the BT is determined to be correct, the clerk will take the following actions:

a. The date received will be annotated on the BT adjacent to the SQIB Process Block.

b. The SQIB Control Log will be annotated to show date received (block 2) and BT number (block 1), if not previously entered. (Logs should be prenumbered.) An example of the SQIB Control Log is shown in Appendix E.

c. The clerk will then separate audit block ("Audit" will be shown in Action Section (block 10) of BT), TDR blocks (also shown in block 10), and other blocks.

(1) The audit blocks will be forwarded to Audit Section of the SQIB and the BT Control Log annotated to show "Audit" in the SQIB Section (block 4).

(2) TDR blocks will be forwarded to I/OC Section and block 6 will be annotated with the date. There will be no entries in blocks 3,4, and 5 for these type blocks.

(3) All other BT will be forwarded to the TES and block 3 of the Control Log will be annotated.

15-6. SOP NUMBER 4, AUDIT SECTION PROCESSING OF AUDIT BLOCKS.

A. General. Audit Section will request records from DCRB. The DCRB will block records through the SQIB to the Audit Section. In all audits, both records will be requested and common data compared. Document/data flow is shown in Annex B.

B. Audit Clerk Actions.

1. Audit Section clerk will audit records using reference publications, and other guidance as prescribed by local SOP's.

2. Should errors be found, the clerk will initiate appropriate actions. This action will include coding of required SIDPERS and/or JUMPS input and posting of records as appropriate.

3. Upon completion of audit, the clerk will place his last name in the clerk block (block 7) of the BT.

4. When SIDPERS and/or JUMPS coded input is prepared, the BT will be forwarded to TES for action as required by paragraph 15-7, below.

5. If input is not prepared, the BT and attachments will be returned to the SQIB control clerk.

15-7. SOP NUMBER 5, TES PROCESSING OF BT.

A. General. Blocks will be forwarded to the TES by the SQIB control clerk. The TES supervisor will assign blocks for action to the edit clerks. Document/data flow is shown in Annex B.

B. Edit Clerk Actions.

1. When the BT is an inprocessing block, the clerk will take the following actions:

a. Complete SQIB portion of Inprocessing Checklist and post required copies to the records.

b. Review the Suspense Checklist to insure correctness. The original will be posted in the actions pending portion of the MPRJ and the duplicate forwarded to the TES supervisor. At least once a day, these checklists will be forwarded to the appropriate action branch.

c. Further processing is as follows:

2. If the BT contains error listings (i.e., DJUOL, JMCOL, PTRO, UPAN), it will be processed IAW paragraph 15-17, below and the remainder of this paragraph.

3. The clerk will edit transaction against source document. Clerk will insure that DA Forms 2 and 2-1 are posted, that action is IAW appropriate regulatory guidance, and the required supporting documentation is posted in the appropriate record.

4. When the transaction is incorrect and the clerk cannot correct it, he will coordinate with the action branch to establish the proper transaction. Once the transaction is corrected the clerk will take the following actions:

a. For DA Form 3684s (JUMPS-Army Report of Pay Change) the correction will be made in red on the original and duplicate. The form will be known as a red lined DA Form 3684.

b. For transactions on a key punch guide form, the line entry in error will be corrected by annotating in red. This document will be referred to as a red lined keypunch form.

c. For MSF the data in error will be erased and recoded. Short explanation will be annotated in colored portion of the form. This will be known as a red line MSF.

5. When the transaction requires a substantiating document, the clerk will take the following actions:

a. On DA Form 3684.

(1) A substantiating document number will be assigned from the Substantiating Document Control Log IAW AR 37-104-3.

(2) The document, to include the copy filed in the PFR, will be annotated "Substantiating Document" and the other data required by paragraph 90702, AR 37-104-3 will be annotated on the document.

(3) The document number will be coded on the DA Form 3684.

b. For transactions on a MSF, that via the SIDPERS/JUMPS interface will produce a JUMPS by-product card, the clerk will annotate the document "Substantiating Document" and attach it to the BT. The duplicate copy filed in the PFR will also be stamped. No further action will be taken on these documents at this time. The interface will assign the document number and I/OC Section will place the number on the USAFAC copy of the document after SIDPERS processing.

c. The total number of substantiating documents on a given block will be annotated in block 17 of the BT.

6. The edit clerk will enter the number of cards to be produced during data reduction in block 16 of the BT.

7. Once above actions are completed, the edit clerk will annotate the clerk block (block number 7) of the BT with his last name and forward the BT to the SQIB control clerk.

15-8. SOP NUMBER 6, PROCESSING BT AFTER EDIT OR AUDIT.

A. General. This SOP outlines actions of the SQIB control clerk in processing BT after edit and audit have completed their actions. Document/data flow is shown in Annex B.

B. SQIB Control Clerk Actions.

1. The clerk will review blocks and contents to insure no documents/records have been misplaced during SQIB processing. If a discrepancy is found, the clerk will coordinate with TES or Audit Section to resolve.

2. Once the blocks are correct, the clerk will separate the original BT and SIDPERS/JUMPS interface substantiating documents from the duplicate copy of the BT, JUMPS only substantiating documents, and documents for distribution. The clerk will process as specified below for the two groups. (For audit

blocks, the original and duplicate of the BT and the records will be logged out to the DCRB.)

a. Duplicate BT, PFRs and/or MPRJs, JUMPS only substantiating documents, and documents for distribution (due to their sensitive nature, OER/EER will be in sealed envelopes and will not be opened).

(1) The clerk will annotate date routed (block 8) of the BT adjacent to the SQIB.

(2) The clerk will annotate blocks 4, 5, and 7 of the SQIB Control Log to show: date records returned to file; the number of records by type (MPRJ and PFR) forwarded; and the number of actions by category (S, J, S/J, Error Listing Line).

(3) The BT, records, and documents will be forwarded to the DCRB.

b. Original BT, coded input, and SIDPERS/JUMPS interface substantiating document.

(1) The date forwarded to I/OC Section will be annotated in block 6 of the SQIB Control Log.

(2) These documents will then be forwarded to I/OC Section.

15-9. SOP NUMBER 7, INITIAL PROCESSING INCOMING BT/UNIT INPUT INTO I/OC SECTION

A. General. This SOP pertains to the initial processing of BT and the break down of those blocks/unit input into batches within the I/O Control Section. Document/data flow is shown in Annex C.

B. I/OC Section Control Clerk Actions.

1. The I/OC Section control clerk will review all incoming BT to insure they are complete. If not, the I/OC section control clerk will coordinate with the SQIB control clerk to correct.

2. The I/OC section control clerk will log the BT in by completing items 1 and 2 of the I/OC Section Control Log. (Logs should be prenumbered.) An example of this log is shown in Appendix E.

3. Unit SIDPERS input and the original copy of each SIDPERS/JUMPS interface substantiating document for unit input will be received from the data analyst.

4. The I/OC section control will separate the BT and unit input into the following categories:

a. Mixed input BT. A mixed input block is defined as containing both SIDPERS and JUMPS input forms.

b. SIDPERS input BT. A block containing only SIDPERS input forms (to include unit input).

c. JUMPS input BT. A block containing only JUMPS input forms.

15-10. SOP NUMBER 8, PROCESSING MIXED INPUT BT.

A. General. This SOP covers the procedures for processing mixed input BT in I/O Control Section. Document/data flow is shown in Annex C.

B. I/OC Section Control Clerk Actions.

1. The control clerk will initiate a Batch Control Sheet (See Appendix E) in triplicate by assigning a number from the Control Log of Batch Control Sheets. The clerk will circle that number on the Control Log of Batch Control Sheets. That number will be annotated in the Batch Number block (block 2) and the date of preparation will be annotated in block 1. All of the BT numbers in this batch will be annotated in block 3 of the Batch Control Sheet.

2. The batch number the block is assigned will be annotated in Batch Control Number Block (block 3) of the I/OC Section Control Log.

3. The clerk will then break the batch up into the following categories and process accordingly:

a. Triplicate Batch Control Sheet and SIDPERS input forms.

(1) Suffix the batch number with "S".

(2) Annotate the number of input forms (block 5) adjacent to both the OMPR and Key Punch blocks. When this batch has only MSF, the OMPR will have the number of forms listed; if the batch has only key punch guide forms, the Key Punch block will have the number of forms listed.

(3) The clerk will list the process order in the Processing Block of the Batch Control Sheet.

(a) If the batch has only MSF, a "1" will be placed next to OMPR and a "2" in the I/OC Section Control Clerk block.

(b) If the batch has Key Punch guide forms, a "1" will be placed in the Key Punch block and a "2" in the Key Verify block. A "3" will be placed in I/OC Section Control Clerk block.

(c) When a batch has both MSF and key punch guide forms, a "1" will be placed adjacent to OMPR, a "2" adjacent to Key Punch, a "3" adjacent to Key Verify, and a "4" in the I/OC Section Control Clerk block.

b. Duplicate Batch Control Sheet and DA Form 3684s.

(1) Suffix the batch number with "J".

(2) Annotate the number of DA Form 3684s adjacent to the Key Punch block.

(3) The process order will be listed as follows: "1" Key Punch, "2" Key Verify, "3" 80-80 List, "4" Edit and "5" I/OC control clerk.

c. Original Batch Control Sheet, BT, and substantiating documents.

(1) Suffix the batch with "SJ".

(2) Total the number of input forms shown on duplicate and triplicate copies of the Batch Control Sheet in block 5 and place the total number of input forms in block 5 of the original BT.

4. At the end of the above, the following actions will be taken:

a. The original of the Batch Control Sheet, associated BTs, and substantiating documents will be placed in the Data Reduction Suspense File.

b. The duplicate Batch Control Sheet along with the DA Form 3684s and BT will be forwarded to the "1" addressee.

c. The triplicate Batch Control Sheet and the SIDPERS input forms will be forwarded to the "1" addressee.

C. Process Clerk Actions.

1. OMPR. The OMPR operator will run the MSF through the Optical Mark Page Reader. He will annotate the number of cards produced in block 5 and annotate his last name in block 7.

2. Key Punch. The key punch operator will punch cards and annotate number of cards in block 6 and his last name in block 7 of the Batch Control Sheet.

3. Key Verify. The operator will key verify cards and annotate last name in operator block, block 7, of the Batch Control Sheet.

4. 80-80 List. The clerk having the batch 80-80 listed will place his last name in 80-80 List operator block, block 7 of the Batch Control Sheet.

5. Batches containing JUMPS only input will be edited. The edit clerk will take the following actions:

a. Edit the 80-80 list against the DA Form 3684s.

b. Pull red lined DA Form 3684s and forward to the TES Supervisor.

(1) The DA Form 3684's will be placed in the Clerk Error Critique File. Once a week TES will make a report and forward DA Form 3684s to the branch supervisor of the originating clerk. A copy of the report will be forwarded to the QAS.

(2) The Remarks Section of the Batch Control Sheet will be annotated to show the number of red line DA Form 3684s.

c. If there are any errors in the cards, the edit clerks will have them repunched correctly.

d. If there are any local pay cards in the batch, the edit clerk will pull them from the batch and annotate block 8 as to the number of local pay cards pulled. The cards will be processed IAW paragraph 15-13, below.

D. I/OC Section control Clerk Actions Upon Return of Batch Control Sheets.

1. The control clerk will place the portion of the batch that returns first (either "S" or "J" portion) in the Data Reduction Suspense File.

2. When the remaining portion of the batch returns, the I/OC Section control clerk will take the following actions:

a. Cross the batch control number off of the Control Log the Batch Control Sheets.

b. The cards produced data from the "S" and "J" portions of the batch will be totaled and entered on the original Batch Control Sheet.

c. Transfer the Less Local Pay Cards (block 8) pulled from the "J" portion of the Batch Control Sheet to the original Batch Control Sheet.

d. The clerk will then compute and count the total cards. Card totals should match. If not, coordinate with both data reduction and TES to resolve.

e. Total the cards (block 16) of all BT on this batch. The total should match (less local pay cards) with totals on Batch Control Sheet. If not coordinate with both data reduction and TES to resolve.

3. Documents will then be separated and processed as follows:

a. The JUMPS cards will be placed in the JUMPS Ready for Message File. After coordination with Data Base Management, the BT will be annotated in block 20 as to the JUMPS message that the cards will be transmitted on. Further processing of the JUMPS Ready for Message Suspense File is covered in agraph 15-14, below.

b. The SIDPERS cards will be placed in the SIDPERS Ready for Cycle Suspense File. The further processing of the SIDPERS Ready for Cycle Suspense File is covered in paragraph 15-15, below.

c. The second and third copy of the Batch Control Sheets will be destroyed.

d. Red lined SIDPERS input will be forwarded to the TES. The TES will place them in the Clerk Error Critique File (see paragraph 15-10C5, above).

e. The original Batch Control Sheet, 80-80 Lists, input forms, BT and substantiating documents will be placed in the SIDPERS Batch Suspense File IAW para 15-15, below, for further processing.

15-11. SOP NUMBER 9, PROCESSING SIDPERS INPUT BT AND UNIT SIDPERS INPUT.

A. General. This SOP outlines the actions of the I/OC Section's processing of SIDPERS input BT and unit SIDPERS input. Document/data flow is shown in Annex C.

B. I/OC Section Control Clerk Actions.

1. The control clerk will initiate the Batch Control Sheet in duplicate. A number will be assigned by circling that number on the Control Log of Batch Control Sheets. That number will be annotated in the Batch Number block (block 2) and the date of preparation will be annotated in block 3 of the Batch Control Sheet. If there is unit SIDPERS input, prepare a separate Batch Control Sheet and annotate "UNIT INPUT" in item 3.

2. The batch number the block is assigned to will be annotated in Batch Control Number block (block 3) of the I/OC Section Control Log.

3. The clerk will list the process order in the Process blocks (block 4) of the Batch Control Sheet.

a. If a batch has only MSF, a "1" will be placed next to OMPR; a "2" in I/OC Section Control Clerk block.

b. If a batch has only key punch guide forms, a "1" will be placed in the Key Punch block, a "2" in the Key Verify block and a "3" will be placed in the I/OC Section Control Clerk block.

c. If a batch has both MSF and key punch guide forms, a "1" will be placed adjacent to OMPR, a "2" adjacent to Key Punch block, a "3" adjacent to Key Verify block, and a "4" in the I/OC Section Control Clerk block. Processing sequence may be modified based on local requirements.

d. The number of forms to be data reduced will be annotated in block 5 of the Batch Control Sheet.

4. Upon completion of the above procedures, the following actions will be taken.

a. The duplicate of the Batch Control Sheet, BT, and substantiating documents will be placed in the Data Reduction Suspense File.

b. The original Batch Control Sheet and the SIDPERS input will be forwarded to the "1" addressee.

C. Process Clerks Actions.

1. OMPR. The OMPR operator will run the MSF through Optical Mark Page Reader. He will annotate the number of cards produced in block 6 and annotate his last name in block 7 of the Batch Control Sheet.

2. Key Punch. The key punch operator will punch cards and annotate number of cards in block 6 and his last name in block 7 of the Batch Control Sheet.

3. Key Verify. The operator will key verify cards and annotate his name in block 7 of the Batch Control Sheet.

D. I/OC Section Control Clerk Actions Upon Return of Batch Control Sheets.

1. When the batch returns, the clerk will match the copy with the duplicate in the Data Reduction Suspense File.

2. The batch number on the Control Log for Batch Control Sheets will be crossed out.

3. The clerk will then compute total cards and count cards. Card totals must match. If not, coordinate with both data reduction and TES to resolve.

4. Documents will then be separated and processed as follows:

a. Copy 2 of the Batch Control Sheet will be destroyed.

b. The original Batch Control Sheet, input documents, BT and SIDPERS/JUMPS interface substantiating documents will be placed in the SIDPERS Batch Suspense File. See paragraph 15-15, below for further processing.

c. Red lined SIDPERS input will be forwarded to the TES. TES will place this input in the Clerk Error Critique File. See paragraph 15-10C5, above, for processing.

d. The SIDPERS cards will be placed in the SIDPERS Ready for Cycle Suspense File. The further processing of the SIDPERS Ready for Cycle Suspense File is covered in paragraph 15-15, below.

15-12. SOP NUMBER 10, PROCESSING JUMPS INPUT BT.

A. General. This SOP covers the procedures for processing JUMPS only input BT in I/OC Section. Document/data flow is shown in Annex C.

B. I/OC Section Control Clerk Actions.

1. The control clerk will initiate the Batch Control Sheet in duplicate. A number will be assigned by circling that number on the Control Log of Batch Control Sheets. That number will be annotated in the Batch Number block (block 2) and the date of preparation will be annotated in block 1. All of the BT numbers in this batch will be annotated in block 3 of the Batch Control Sheet.

2. The batch that the BT is assigned to will be annotated in Batch Control Number Block (block 3) of the I/OC Section Control Log.

3. The clerk will list the process order as the process blocks (block 4) of the Batch Control Sheet. The process order will be listed as follows: "1" Key Punch, "2" Key Verify, "3" 80-80 List, "4" Edit and "5" I/OC Section Control Clerk.

4. At the end of above actions, the following actions will be taken.

a. The duplicate of the Batch Control Sheet and original BT will be placed in the Data Reduction Suspense File.

b. The original Batch Control Sheet along with the DA Form 3684s will be forwarded to the "1" addressee.

C. Process Clerks Actions.

1. Key Punch. The key punch operator will punch cards and annotate number of cards in block 6 and his last name in block 7 of the Batch Control Sheet.

2. Key Verify. The operator will key verify the cards and place last name in operators block, block 7, of the Batch Control Sheet.

3. 80-80 List. The clerk having the Batch 80-80 list will place his last name in 80-80 List Operator block, block 7, of the Batch Control Sheet.

4. Edit. Batches containing JUMPS only input will be edited. The edit clerk will take the following actions:

a. Edit the 80-80 list against the DA Form 3684s.

b. Pull red lined DA Forms 3684s and forward to TES Supervisor.

(1) The DA Form 3684s will be placed in a Clerk Error Critique File. Once a week the TES will make a report and forward the DA Form 3684s to the branch supervisor of the originating clerk. A copy of the report will be forwarded to the QAS.

(2) The Remarks Section of the Batch Control Sheet will be annotated to show the number of red lined DA Form 3684s.

c. If there are any errors in the cards the edit clerk will have them corrected.

d. If there are any local pay cards in the batch, the edit clerk will pull these from the batch and annotate block 8 of Batch Control Sheet as to number of local pay cards pulled. The cards will be processed IAW paragraph 15-13, below.

D. I/OC Section Control Clerk Actions Upon Return of Batch Control Sheets.

1. When the batch returns, the clerk will match the Batch Control Sheet with the duplicate in the Data Reduction Suspense File.

2. The batch number on the Control Log for Batch Control Sheets will be crossed out.

3. The clerk will compute total cards and count cards. Card totals must match. If not, coordinate with both data reduction and the TES to resolve.

4. Total the cards (item 16) of all BT in the batch. Total should match (less local pay cards) with totals on Batch Control Sheet. If not, coordinate with data reduction and the TES to resolve.

5. Documents will then be separated and processed as follows:

a. Copy 2 of the Batch Control Sheet will be destroyed.

b. The original Batch Control Sheet, 80-80 Lists, BT, and input documents will be placed in the JUMPS Batch Suspense File. See paragraph 15-14, below, for further processing.

c. The JUMPS cards will be placed in the JUMPS Ready for Message Suspense File. Further processing of this file is covered in paragraph 15-14, below.

15-13. SOP NUMBER 11, PROCESSING LOCAL PAY CARDS.

A. General. The processing of local pay cards is a responsibility of the TES. Local pay cards will be pulled from batches as they are processed by the TES. Document/data flow is shown in Annex C.

B. Edit Clerk Actions.

1. Cards will be separated by disbursing office voucher number (DOV).

2. Cards will be matched with the DD Form 117 (Military Payroll Money List and Certification Sheet) and copy 5 of the DA Form 2139 (Military Pay Voucher) received from Disbursing.

3. A dollar total will be computed and compared with the dollar total shown on the DD Form 117. After reconciliation, file the DD Form 117 and DA Form 2139 in a 60 day retention file.

4. The clerk will have JUMPS-Army text header cards prepared.

5. The clerk will prepare a DD Form 1392 for transmission of message to USAFAC.

6. These documents will then be forwarded to Data Base Management for dispatch via AUTODIN. The further processing of this message is covered in paragraph 15-14, below.

15-14. SOP NUMBER 12, PROCESSING THE JUMPS READY FOR MESSAGE SUSPENSE FILE AND JUMPS CARDS.

A. General. The SOP covers the preparation of JUMPS-Army messages for the cards in the JUMPS Ready for Message Suspense File and documents in the JUMPS Batch Suspense File. This SOP also covers the dispatch of messages for local payments. Document/data flow is shown in Annex C.

B. Data Base Management Actions. With the accumulation of cards such that the next batch will cause the card count to exceed 497 or, at least once daily, Data Base Management will take the following action:

1. Assign message number from the JUMPS-Army message log.

2. Prepare text header cards (except local pay messages. Text header cards will have already been prepared by TES).

3. Prepare DD Form 1392. (Already prepared for local pay card messages.)

C. I/OC Section Control Clerk Actions.

1. Withdraw documents in the JUMPS Batch Suspense File that correlate with batches. Process substantiating documents IAW paragraph 15-16, below.

2. After coodination with Data Base Management, the JUMPS Army message will be placed in block 20 of the BT. If a different message number appears, annotate second message number in Remarks Section (block 18) of BT. The BT will then be processed as follows:

a. The I/OC Section Control Log will be annotated with the JUMPS message number (block 7) and date to DCRB (block 8). If two message numbers are annotated on the BT, the second will be shown in the Remarks Section (block 9) on the I/OC Section Control Log.

b. The BT will be annotated as to date routed to DCRB (block 8).

c. The BT will be forwarded to DCRB.

D. Data Base Management Actions:

1. The DD Forms 1392 and cards will be forwarded to the AUTODIN Terminal. The third copy of the DD Form 1392 will be returned as a receipt. (Same actions from this point on for local pay cards DD Form 1392).

2. The third copy of the DD Form 1392 along with the input forms, original header control sheet, and 80-80 list will be filed in the JUMPS Message Suspense File.

3. When the duplicate copy of the DD Form 1392 returns from the AUTODIN Terminal the following actions will be taken:

a. The JUMPS-Army Message Control Log will be annotated with the date/time group to USAFAC.

b. Documents in the JUMPS Message Suspense File for that message will be processed as follows:

(1) The triplicate of the DD Form 1392 will be destroyed.

(2) The duplicate DD Form 1392 and cards will be placed in the JUMPS Message Complete File by message number. The cards may be destroyed after the DJUOL is processed. The DD Form 1392 may be destroyed after 60 days.

(3) The input forms, Batch Control Sheet, and 80-80 lists will be placed in a file to be destroyed after 60 days.

15-15. SOP NUMBER 13, PROCESSING THE SIDPERS READY FOR CYCLE SUSPENSE FILE AND SIDPERS CARDS.

A. General. This SOP covers the preparation of JUMPS-Army messages from the cards in the SIDPERS Ready for Cycle Suspense File and Documents in the SIDPERS Batch Suspense File. Document/data flow is shown in Annex C.

B. At cutoff time on cycle day, Data Base Management will take the following actions:

1. Prepare text header and trailer cards for cycle.

2. Forward cycle cards to the data processing activity. Upon receipt of output from cycle, the following actions will be taken.

a. The SIDPERS cycle cards in SIDPERS Card File will be held at least three cycles prior to destruction.

b. The SQIB copy of output reports will be pulled and filed. The remainder of the output reports will be broken down by I/OC Section and distributed to PAC/PPSD users according to the established distribution scheme.

c. The tape for MILPERCEN will be processed as follows:

(1) A DD Form 1392 will be prepared to transmit tape to MILPERCEN.

(2) Tape will be forwarded to AUTODIN terminal where copy 3 of DD Form 1392 will be received as a receipt. Copy 3 of DD Form 1392 will be filed in suspense.

(3) Upon receipt of copy 2 of DD Form 1392 from AUTODIN, copy 3 in suspense will be destroyed and copy 2 will be filed in a 60 day retention file.

C. I/OC Section Actions.

1. JUMPS by-product cards will be processed by I/OC Section as follows: all of the documents associated with the SIDPERS cycle producing the by-product cards will be pulled from the SIDPERS Batch Suspense File and the SIDPERS cycle (after coordination with Data Base Management) annotated in block 19 of all the BT.

2. The "S" blocks will be processed as follows:

a. Block 6 (SIDPERS SCN) and block 8 (Date forwarded to DCRB) of the I/OC Control Log will be completed.

b. Annotate block 8 (Date Routed) of the BT and forward to DCRB.

3. The remainder of the SIDPERS input and the original Batch Control Sheet will be placed in a 60 day retention file.

4. "SJ" blocks, 80-80 lists, DA Form 3684s and substantiating documents, if any will be placed in the JUMPS Batch Suspense File (paragraph 15-14, above).

5. JUMPS by-product cards will be placed in the JUMPS Ready for Message Suspense File (paragraph 15-14, above).

15-16. SOP NUMBER 14, PROCESSING SIDPERS/JUMPS INTERFACE SUBSTANTIATING DOCUMENTS.

A. General. This SOP covers the processing of SIDPERS/JUMPS interface substantiating documents in the I/OC Section of the SQIB. Data/document flow is shown in Annex D.

B. The I/OC Section Control Clerk Actions. Upon completion of processing the JUMPS Ready for Message Suspense File the clerk will process SIDPERS/JUMPS interface substantiating documents as follows:

(NOTE: JUMPS-only input documents will have a complete number; SIDPERS/JUMPS documents will have an incomplete number. The JUMPS Transaction Register (P-49 Report) will show the substantiating document number which is assigned by the computer for the documents.)

1. Annotate the substantiating document number shown on the current cycle P-49 Report on the substantiating document.

a. Place a check mark by the appropriate line entry on the P-49 Report.

b. Place the substantiating document in the Substantiating Document File IAW the sequence shown on the P-49 Report.

c. Review substantiating documents without complete numbers for which there is no line entry on the P-49 Report. (These will be documents to support SIDPERS transactions that did not pass the SIDPERS computer edit and hence did not produce by-product cards that would be listed on the P-49 Report.) If this is a document with a future effective date, file the document in the Substantiating Document Suspense File by the effective data. Otherwise, take the following actions:

(1) Place a slash on the upper left corner of the documents and place them in the Substantiating Document Suspense File.

(2) Review these documents as each P-49 Report is produced. Additionally, each cycle remove from the Substantiating Document Suspense File all future effective data documents with effective dates equal or before the date of the SIDPERS cycle.

(3) If a line entry appears for that document on the P-49 process IAW paragraph 10-16B1 a and b, above.

(4) When a document is reviewed against a P-49 Report and no entry is found, the document will be annotated with a slash in the upper left corner. When a document has 3 slashes, a preassigned BT number will be requested from DCRB and the document will be forwarded via BT to the QAS for resolution.

2. If there are entries on the P-49 Report for which there are no substantiating documents in the Substantiating Document Suspense File, take the following action:

a. Request the appropriate records from DCRB.

b. Upon receipt of the record, reproduce a copy of the missing substantiating document from the one filed in the record. If the document is not filed in the record, notify supervisor immediately.

c. Process IAW paragraph 15-16B1 a and b, above.

d. Return records to DCRB.

C. Substantiating Document File. Each SIDPERS cycle, the documents in the Substantiating Document File will be forwarded to DCRB. (DCRB will forward complete file at the end of the month to USAFAC.) Substantiating documents with numbers produced by SIDPERS and taken from the P-49 Report will be placed in alphabetical sequence IAW the P-49 report. The P-49 Report will be used as the transmittal for the substantiating documents to DCRB.

15-17. SOP NUMBER 15, PROCESSING OF SIDPERS AND JUMPS-ARMY ERROR LISTINGS (DJUOL, JMCOL, PTRO, AND UPAN).

A. General. This SOP covers the procedures for error listing processing by the SQIB. Document/data flow is shown in Annex E.

B. Upon receipt of the error listing, SQIB personnel will annotate the original and one copy with required corrective actions.

1. If the listing is a JMCOL, annotate the listing with information required for pre-separation audits.

2. If corrections can be made in the SQIB without records, request a preassigned BT number, prepare BT, and prepare required mark sense forms, key punch guide forms or make correction to error suspense card. Additionally, annotate the listing with "Correction Made", BT number, and date. DJUOL changes, because of the type rejects involved, will not be processed without the records.

3. If corrections cannot be made, separate and annotate the listings for distribution with the original copy going to the DCRB and the duplicate copy to the SQIB.

4. File the SQIB copy of the listing in the Suspense Error Listing File awaiting the corrected input.

C. Upon receipt of a BT with an error listing, the BT will be processed IAW normal BT procedures (para 15-7, above), except that:

1. The right margin of the error listing will be initialed to indicate that a quality edit of the corrective input has been performed.

2. The duplicate listing in the Suspense Error Listing File will be annotated to show the BT number and the date that corrective action was completed.

3. If all errors have been corrected, a completed copy of the listing will be filed in the error listing completed file. If not, the suspense listing will be returned to the Suspense Error Listing File awaiting further corrective action.

15-18. REFERENCES.

A. AR 37-101-1

B. AR 37-104-3

C. AR 640-2-1

D. AR 640-10

E. DA Pam 600-8 series

15-19. ANNEXES.

A. ANNEX A - DOCUMENT/DATA FLOW: SOPs 1 THRU 2

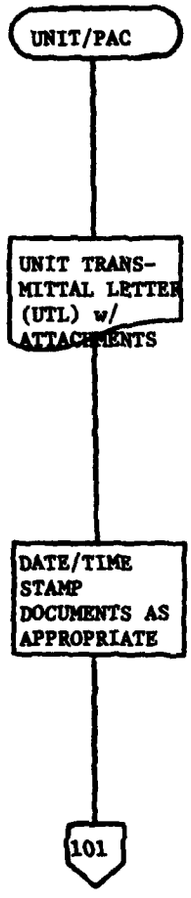
B. ANNEX B - DOCUMENT/DATA FLOW: SOPs 3 THRU 6

C. ANNEX C - DOCUMENT/DATA FLOW: SOPs 7 THRU 13

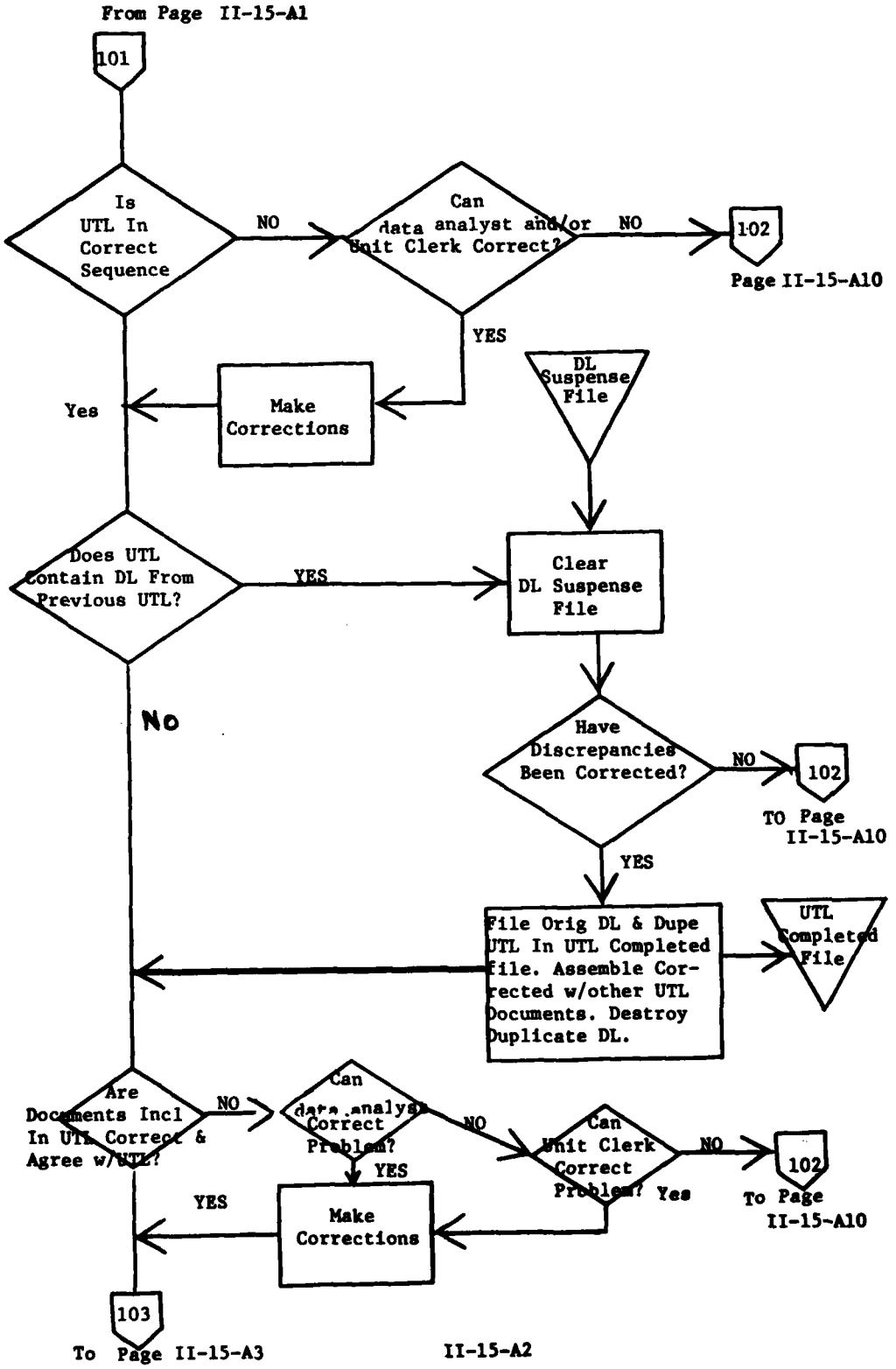
D. ANNEX D - DOCUMENT/DATA FLOW: SOP 14

E. ANNEX E - DOCUMENT/DATA FLOW: SOP 15

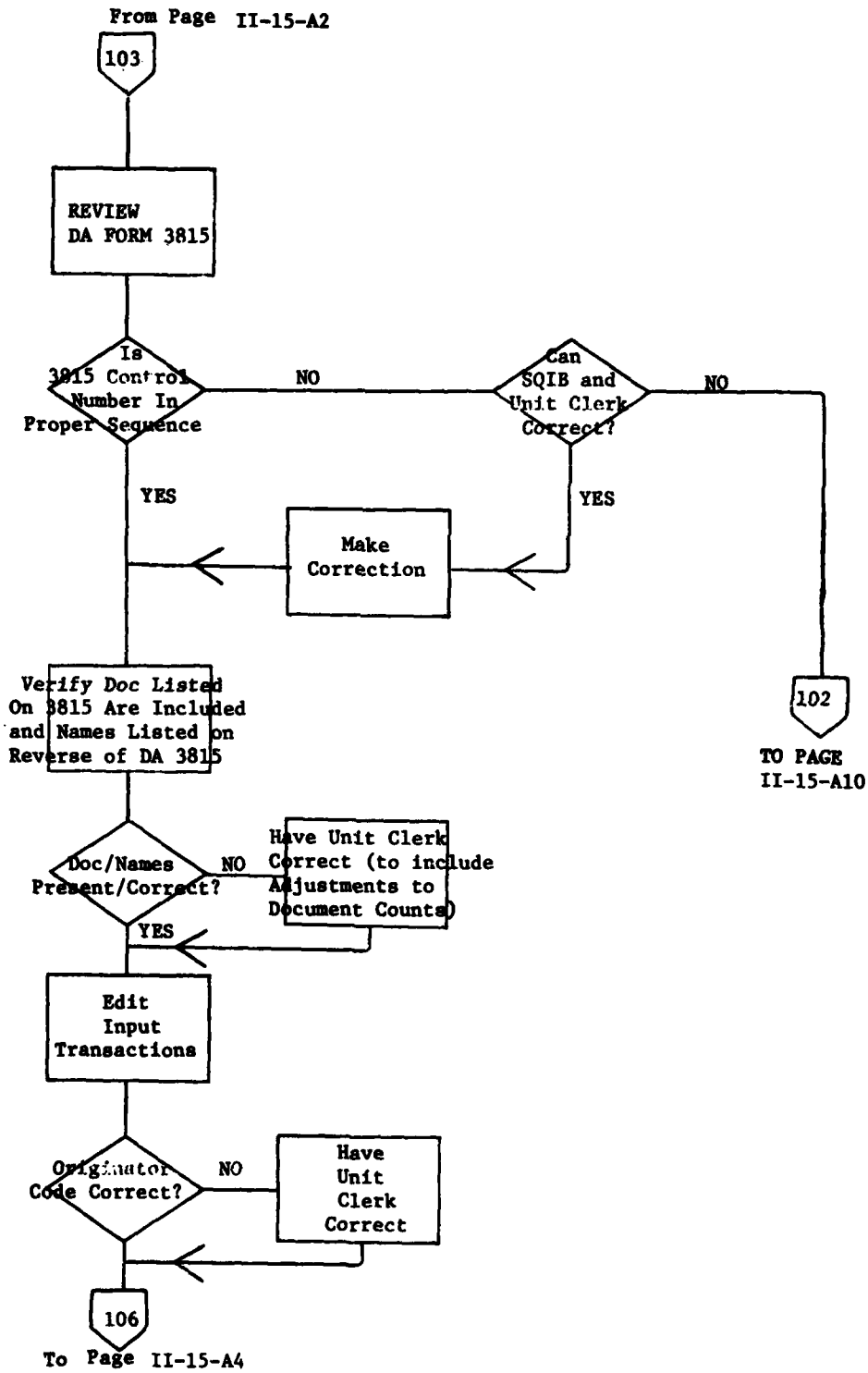
ANNEX A Document/Data Flow: SOPs 1 through 2.

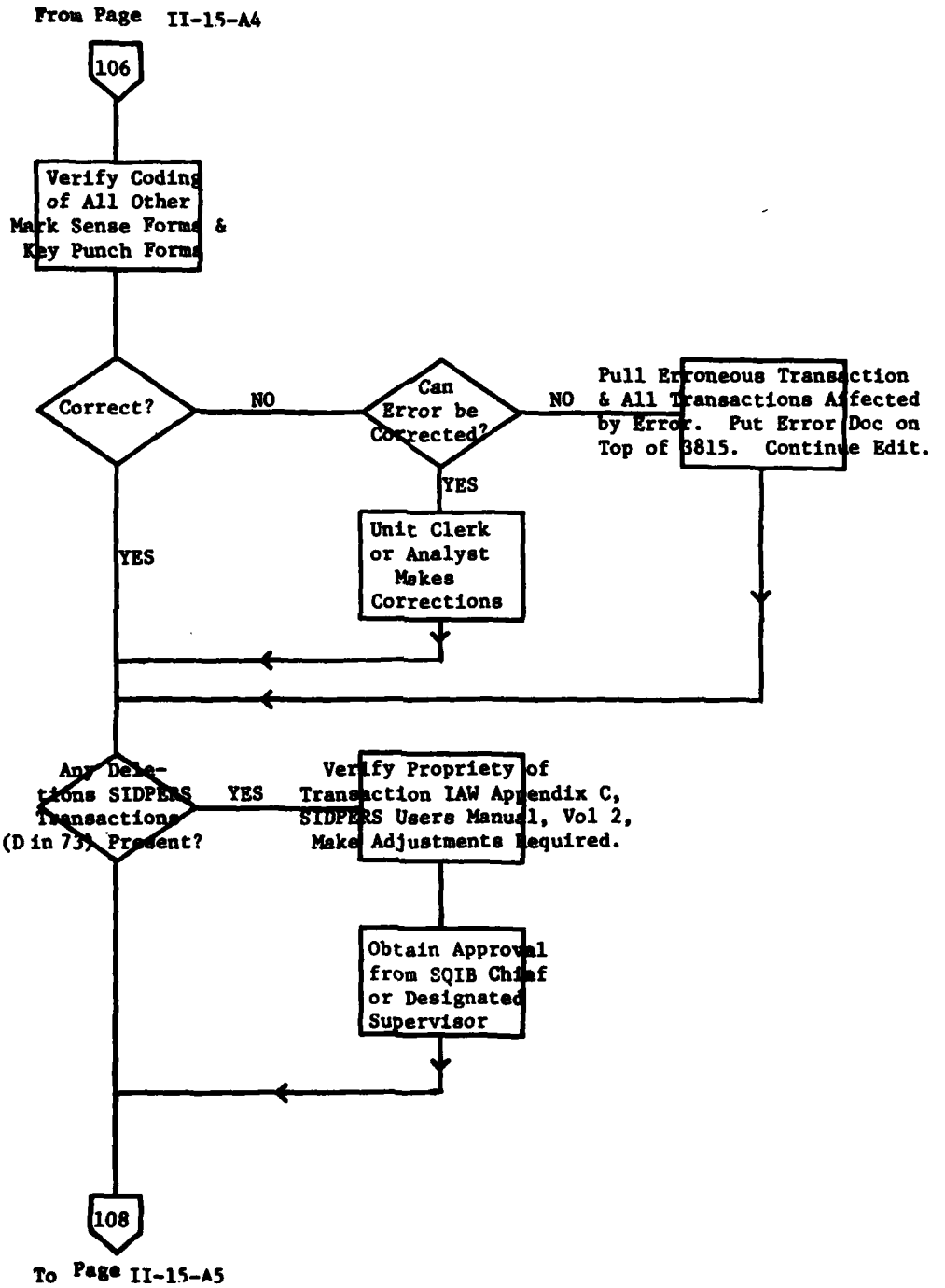


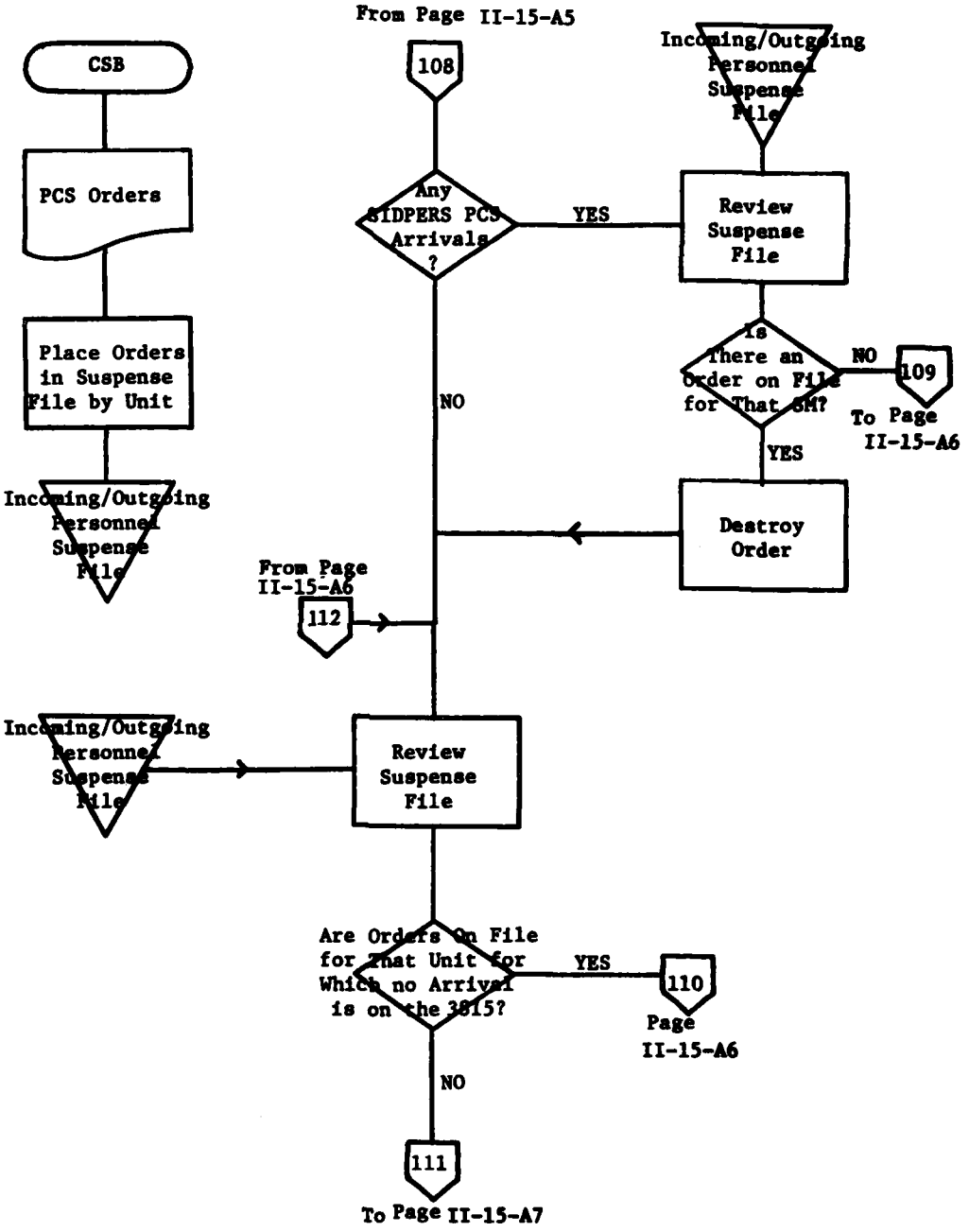
TO PAGE II-15-A2

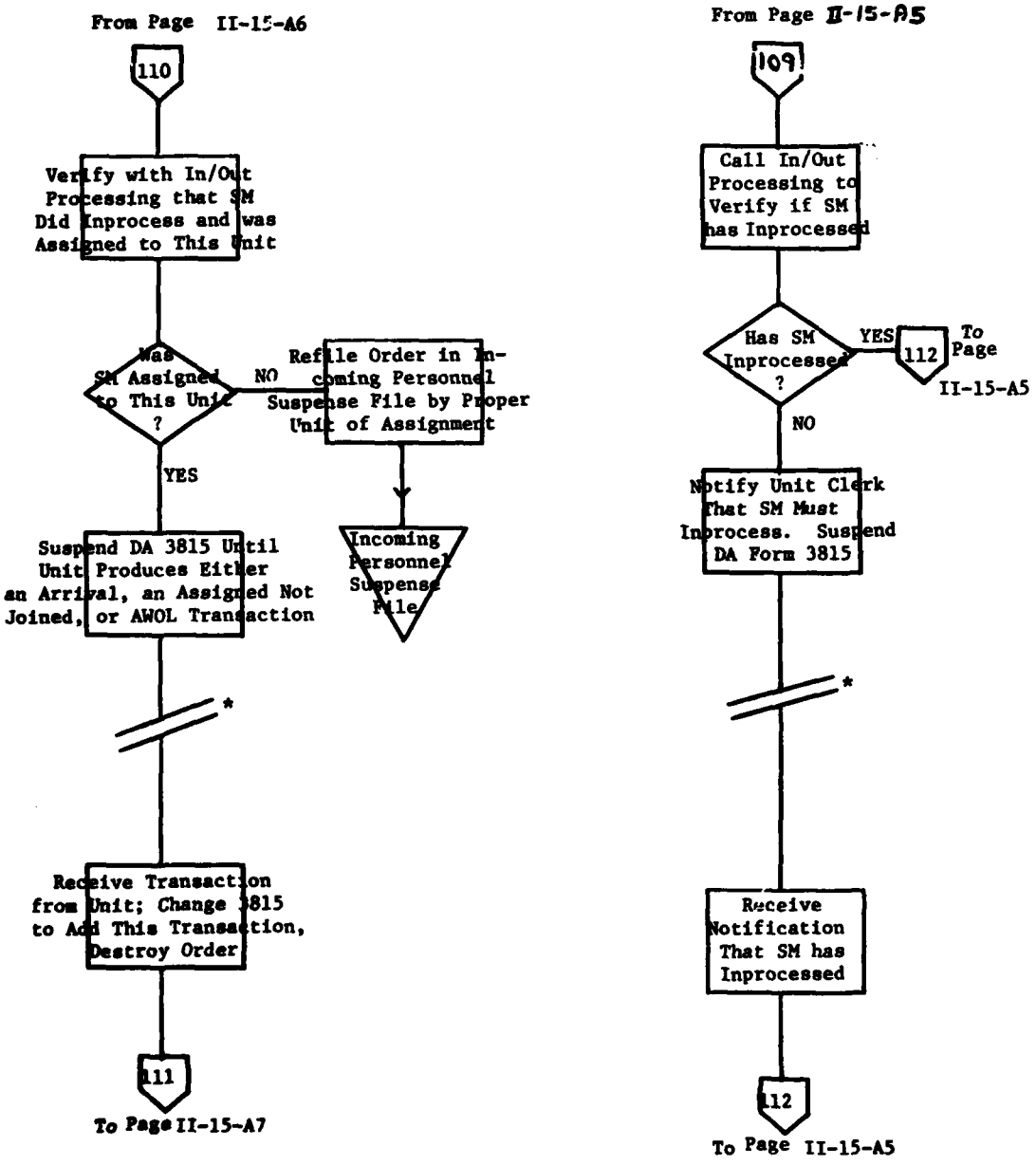

From Page II-15-A1
101
Is UTL In Correct Sequence
NO
Can data analyst and/or Unit Clerk Correct?
NO
102
Page II-15-A10
YES
Yes
Make Corrections
DL Suspense File
Does UTL Contain DL From Previous UTL?
YES
Clear DL Suspense File
No
Have Discrepancies Been Corrected?
NO
102
TO Page II-15-A10
YES
File Orig DL & Dupe UTL In UTL Completed file. Assemble Corrected w/other UTL Documents. Destroy Duplicate DL.
UTL Completed File
Are Documents Incl In UTL Correct & Agree w/UTL?
NO
Can data analyst Correct Problem?
NO
Can Unit Clerk Correct Problem?
NO
102
To Page II-15-A10
YES
YES
Make Corrections
Yes
103
To Page II-15-A3

COPPER

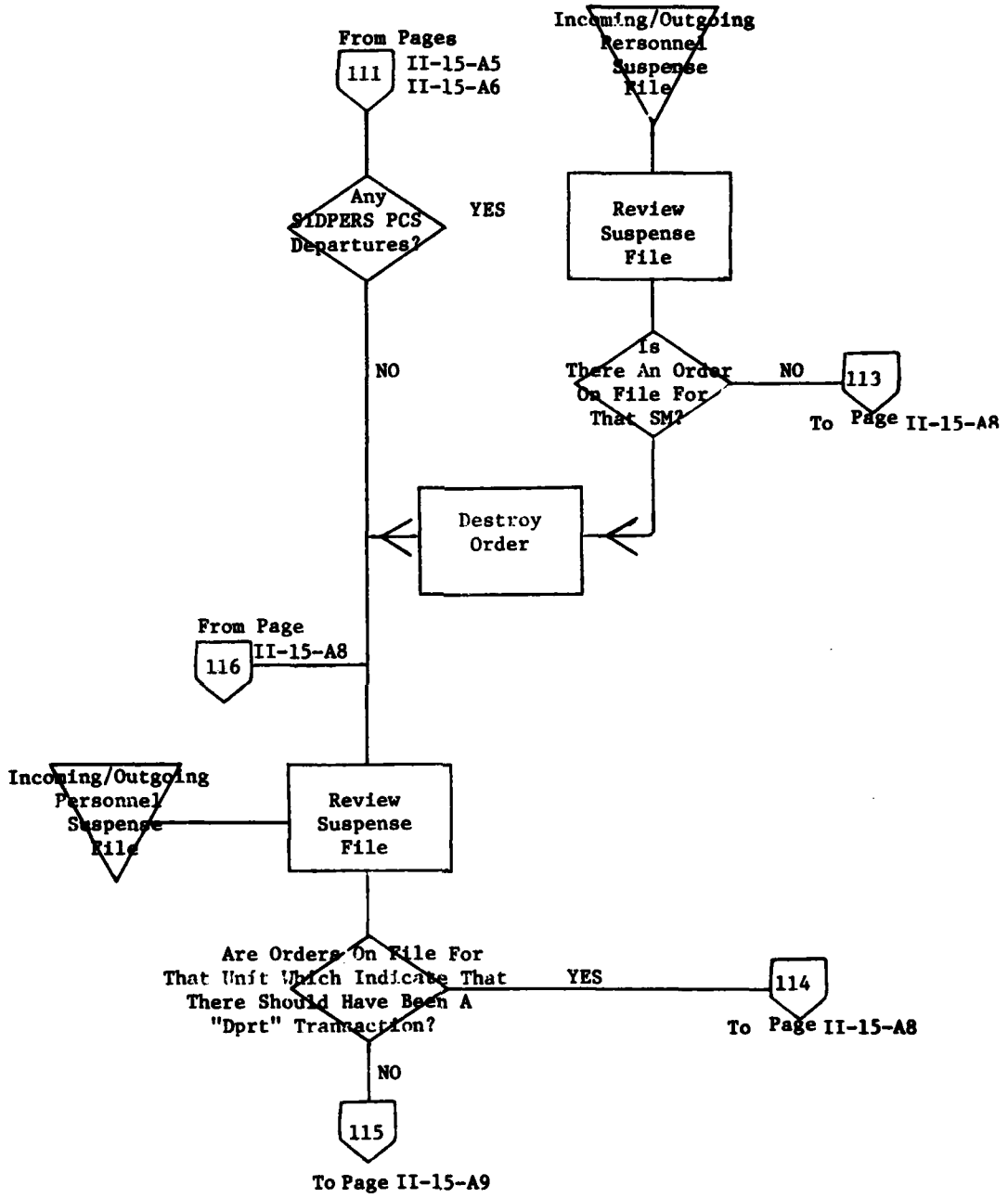

From Page II-15-A2
103
REVIEW DA FORM 3815
Is 3815 Control Number In Proper Sequence
NO
Can SQIB and Unit Clerk Correct?
NO
YES
YES
Make Correction
Verify Doc Listed On 3815 Are Included and Names Listed on Reverse of DA 3815
102
TO PAGE II-15-A10
Doc/Names Present/Correct?
NO
Have Unit Clerk Correct (to include Adjustments to Document Counts)
YES
Edit Input Transactions
Originator Code Correct?
NO
Have Unit Clerk Correct
106
To Page II-15-A4

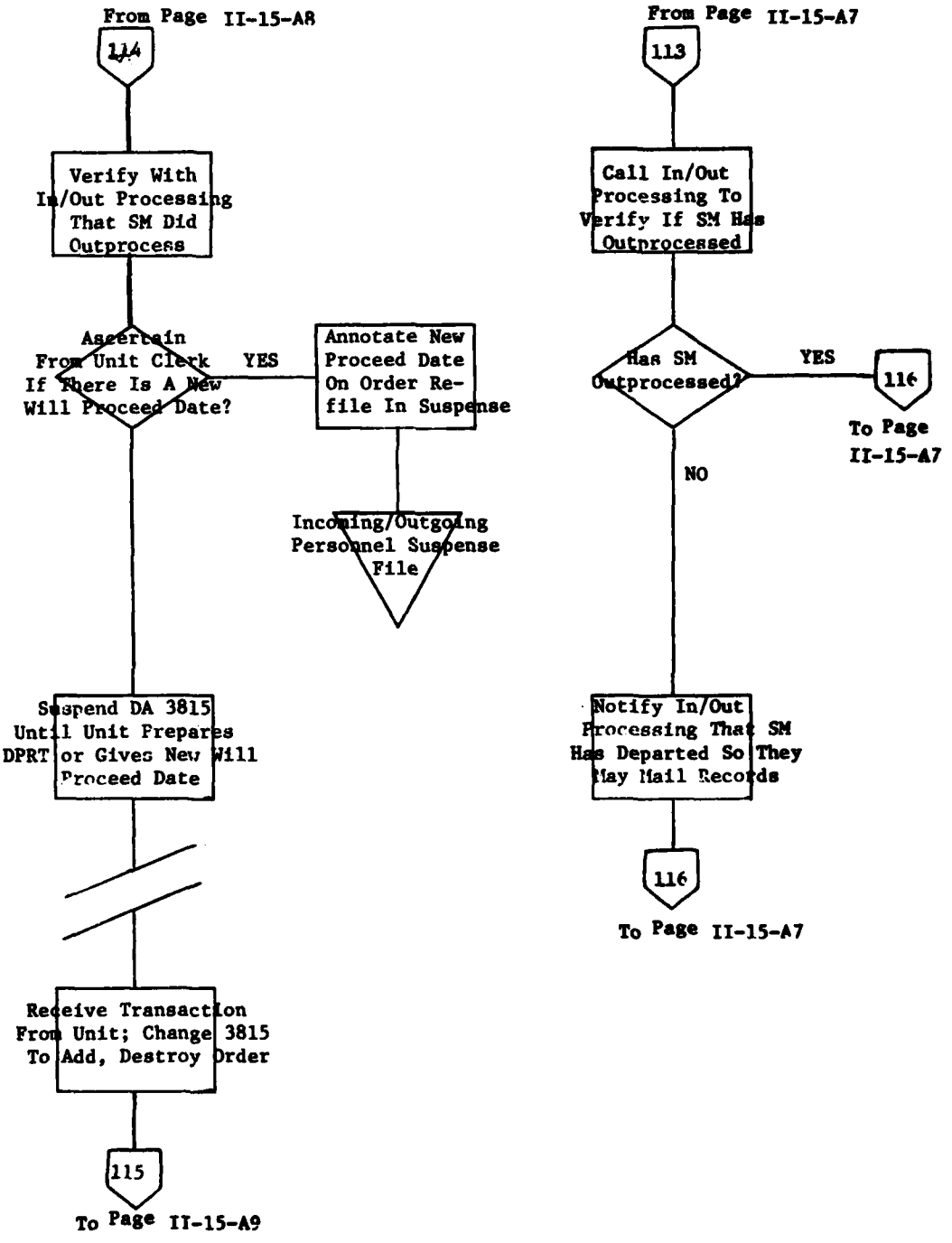

From Page II-15-A4
106
Verify Coding of All Other Mark Sense Forms & Key Punch Forms
Correct?
NO
Can Error be Corrected?
NO
Pull Erroneous Transaction & All Transactions Affected by Error. Put Error Doc on Top of 3815. Continue Edit.
YES
Unit Clerk or Analyst Makes Corrections
YES
Any Deletions SIDPERS Transactions (D in 73) Present?
YES
Verify Propriety of Transaction IAW Appendix C, SIDPERS Users Manual, Vol 2, Make Adjustments Required.
Obtain Approval from SQIB Chief or Designated Supervisor
108
To Page II-15-A5

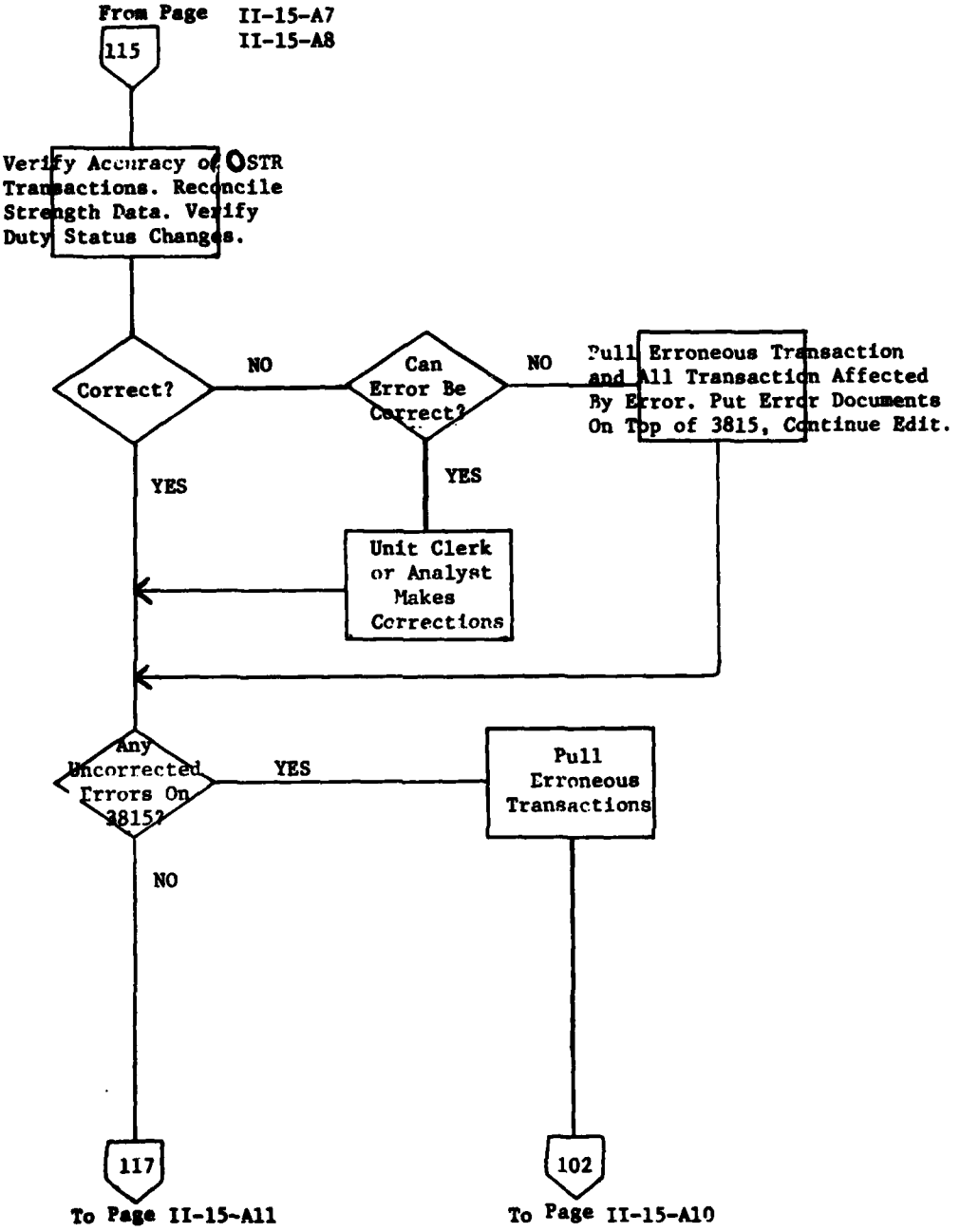

From Page II-15-A5
CSB
PCS Orders
Place Orders in Suspense File by Unit
Incoming/Outgoing Personnel Suspense File
108
Any SIDPERS PCS Arrivals ?
YES
NO
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Is There an Order on File for That SM?
NO
109
To Page II-15-A6
YES
Destroy Order
From Page II-15-A6
112
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Are Orders On File for That Unit for Which no Arrival is on the 3815?
YES
110
Page II-15-A6
NO
111
To Page II-15-A7

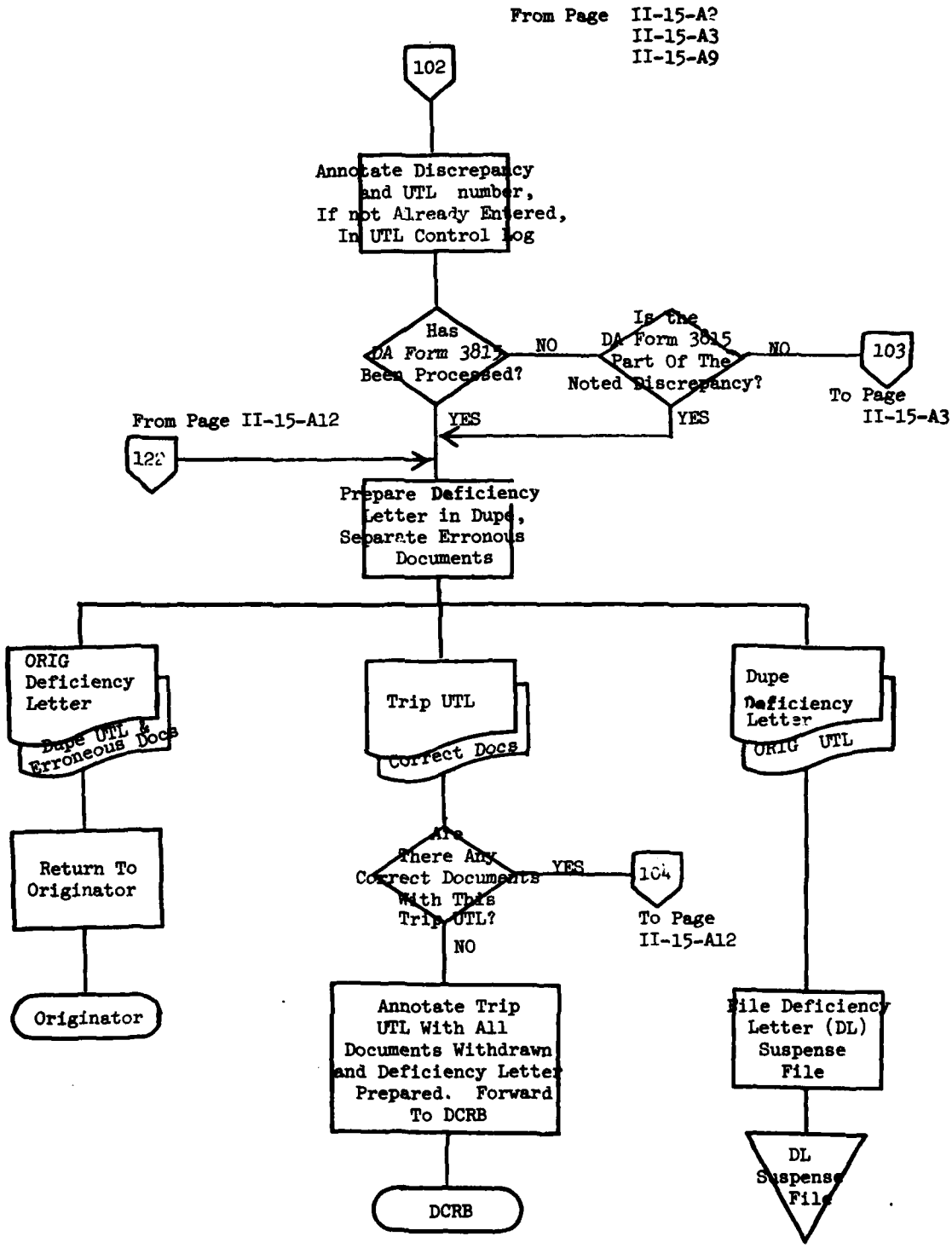


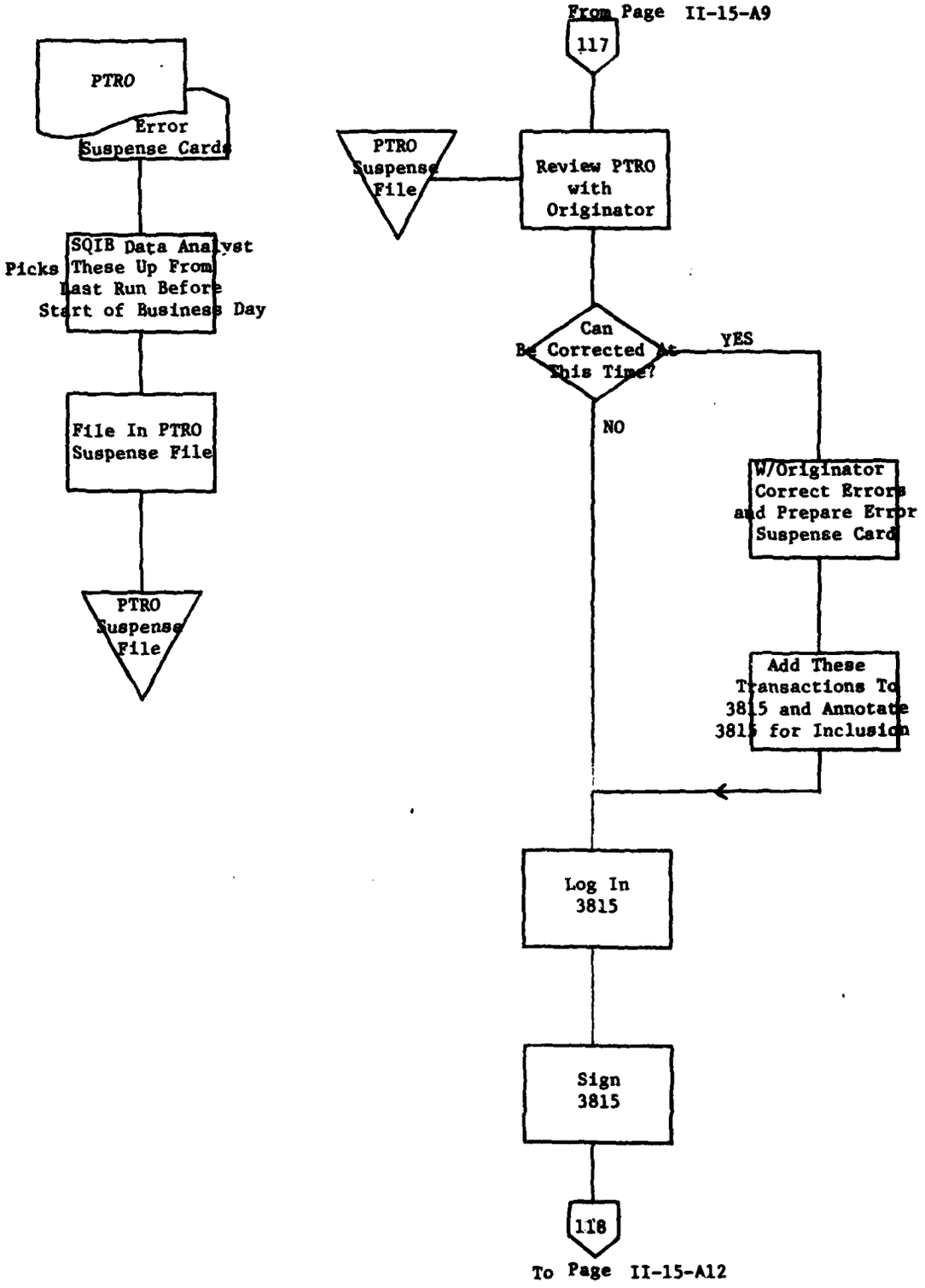
*Short delay, 2-3 hours at most

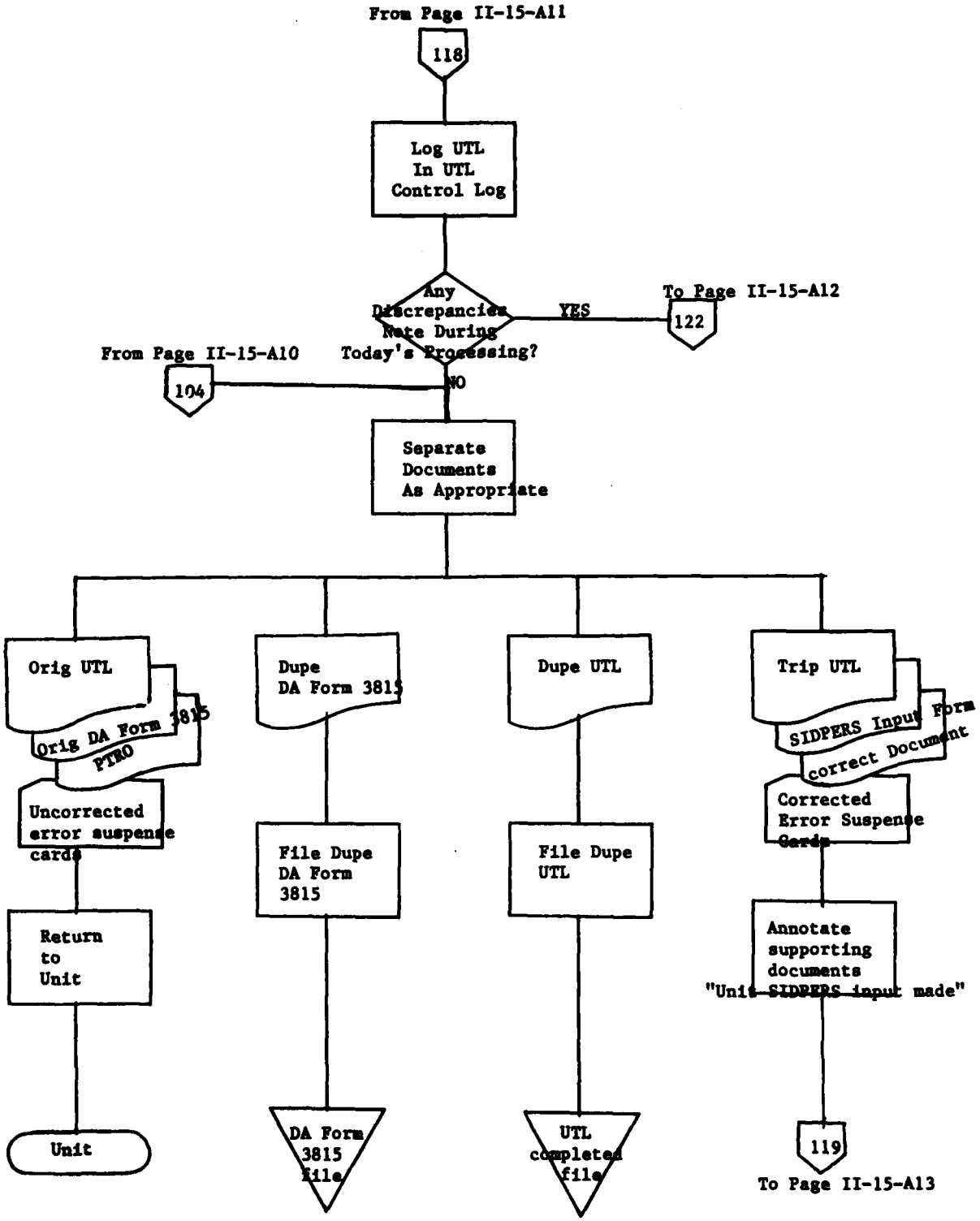

From Pages
111
II-15-A5
II-15-A6
Incoming/Outgoing Personnel Suspense File
Any SIDPERS PCS Departures?
YES
NO
Review Suspense File
Is There An Order On File For That SM?
NO
113
To Page II-15-A8
Destroy Order
From Page
116
II-15-A8
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Are Orders On File For That Unit Which Indicate That There Should Have Been A "Dprt" Transaction?
YES
114
To Page II-15-A8
NO
115
To Page II-15-A9


From Page II-15-A8
114
Verify With In/Out Processing That SM Did Outprocess
Ascertain From Unit Clerk If There Is A New Will Proceed Date?
YES
Annotate New Proceed Date On Order Re-file In Suspense
Incoming/Outgoing Personnel Suspense File
Suspend DA 3815 Until Unit Prepares DPRT or Gives New Will Proceed Date
Receive Transaction From Unit; Change 3815 To Add, Destroy Order
115
To Page II-15-A9
From Page II-15-A7
113
Call In/Out Processing To Verify If SM Has Outprocessed
Has SM Outprocessed?
YES
116
To Page II-15-A7
NO
Notify In/Out Processing That SM Has Departed So They May Mail Records
116
To Page II-15-A7

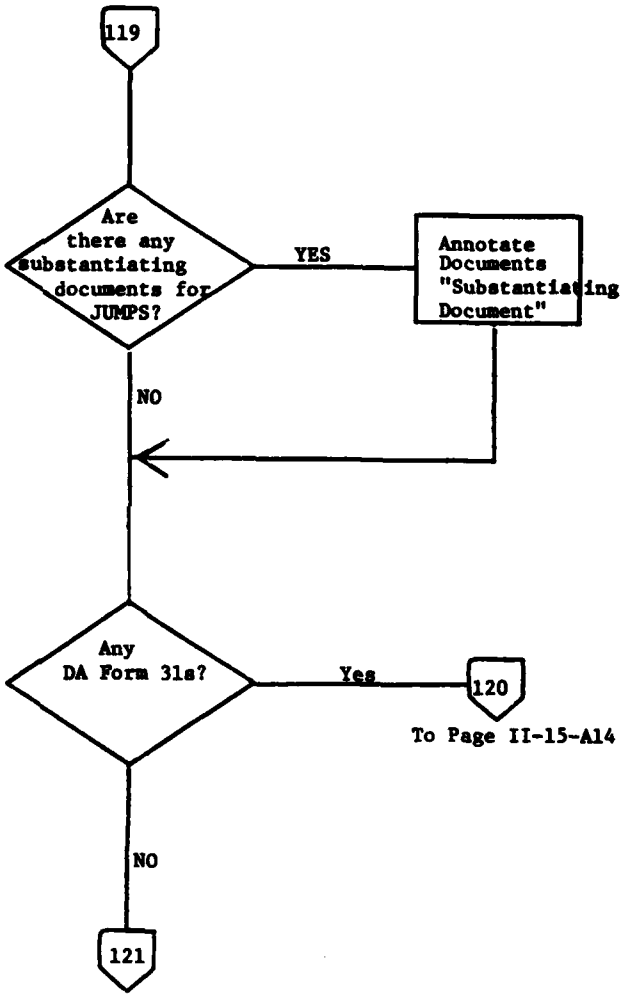

From Page 115
II-15-A7
II-15-A8
Verify Accuracy of OSTR Transactions. Reconcile Strength Data. Verify Duty Status Changes.
Correct?
NO
Can Error Be Correct?
NO
Pull Erroneous Transaction and All Transaction Affected By Error. Put Error Documents On Top of 3815, Continue Edit.
YES
YES
Unit Clerk or Analyst Makes Corrections
Any Uncorrected Errors On 3815?
YES
Pull Erroneous Transactions
NO
117
To Page II-15-A11
102
To Page II-15-A10


From Page II-15-A2
II-15-A3
II-15-A9
102
Annotate Discrepancy and UTL number, If not Already Entered, In UTL Control Log
Has DA Form 3815 Been Processed?
NO
Is the DA Form 3815 Part Of The Noted Discrepancy?
NO
103
To Page II-15-A3
YES
YES
From Page II-15-A12
12?
Prepare Deficiency Letter in Dupe, Separate Erroneous Documents
ORIG Deficiency Letter
Dupe UTL & Erroneous Docs
Trip UTL
Correct Docs
Dupe Deficiency Letter
ORIG UTL
Return To Originator
Originator
Are There Any Correct Documents With This Trip UTL?
YES
104
To Page II-15-A12
NO
Annotate Trip UTL With All Documents Withdrawn and Deficiency Letter Prepared. Forward To DCRB
DCRB
File Deficiency Letter (DL) Suspense File
DL Suspense File

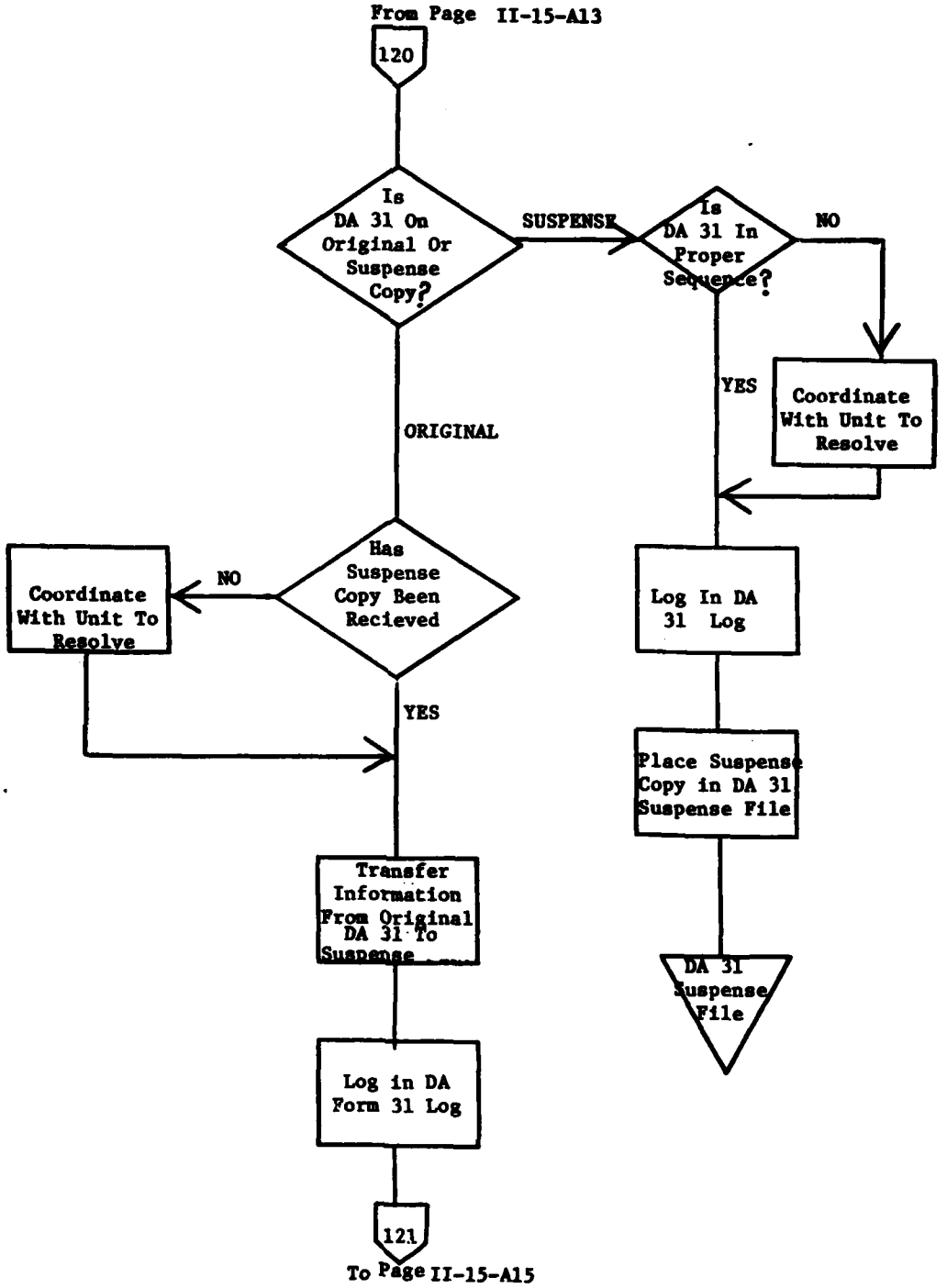

From Page II-15-A9
117
PTRO
Error Suspense Cards
PTRO Suspense File
Review PTRO with Originator
SQIB Data Analyst Picks These Up From Last Run Before Start of Business Day
Can Be Corrected At This Time?
YES
NO
File In PTRO Suspense File
W/Originator Correct Errors and Prepare Error Suspense Card
PTRO Suspense File
Add These Transactions To 3815 and Annotate 3815 for Inclusion
Log In 3815
Sign 3815
118
To Page II-15-A12


From Page II-15-A11
118
Log UTL In UTL Control Log
Any Discrepancies Note During Today's Processing?
YES
To Page II-15-A12
122
From Page II-15-A10
104
NO
Separate Documents As Appropriate
Orig UTL
Orig DA Form 3815
PTRO
Uncorrected error suspense cards
Return to Unit
Unit
Dupe DA Form 3815
File Dupe DA Form 3815
DA Form 3815 file
Dupe UTL
File Dupe UTL
UTL completed file
Trip UTL
SIDPERS Input Form
correct Document
Corrected Error Suspense Cards
Annotate supporting documents "Unit SIDPERS input made"
119
To Page II-15-A13

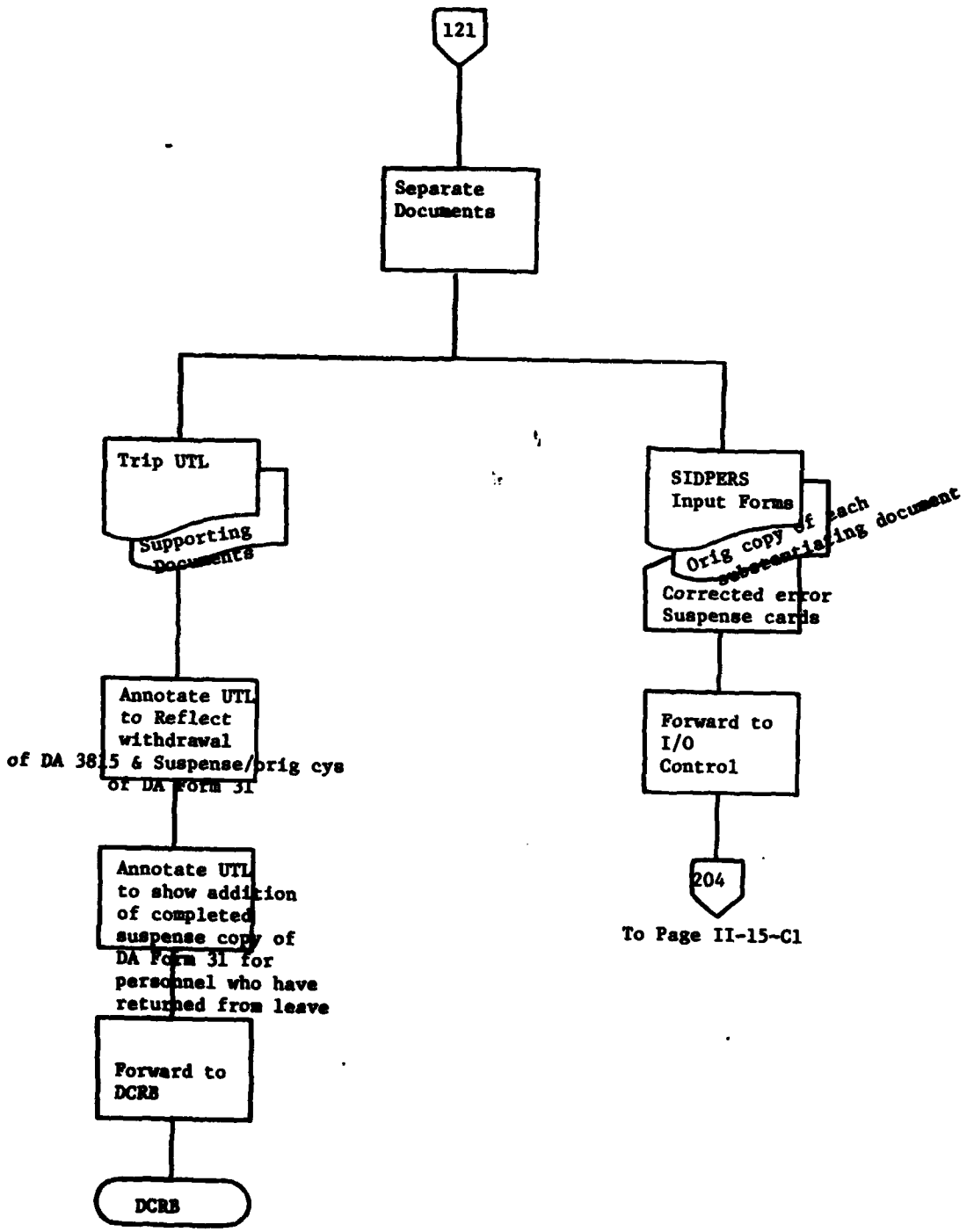
From Page II-15-A12



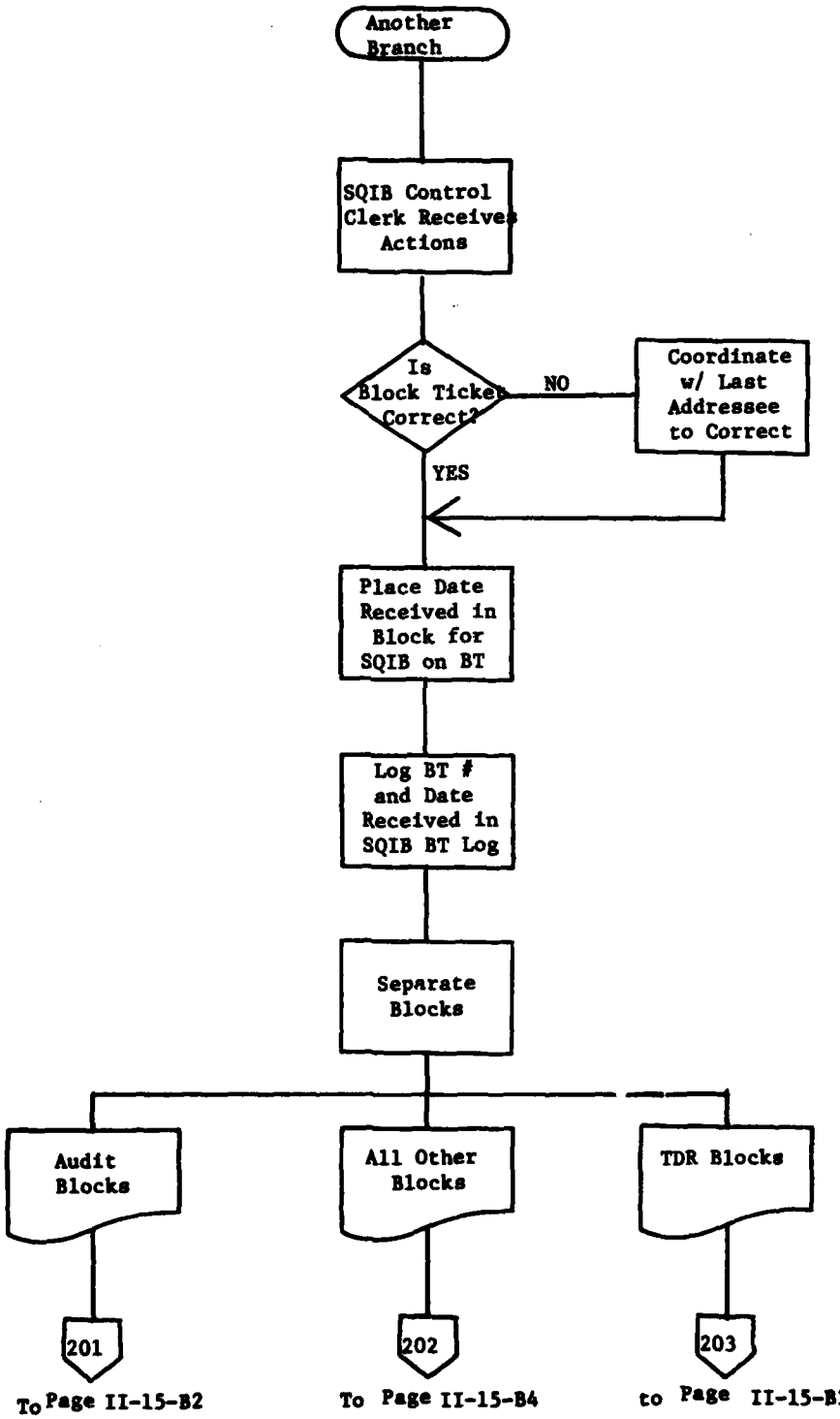
To Page II-15-A15


From Page II-15-A13
120
Is DA 31 On Original Or Suspense Copy?
SUSPENSE
Is DA 31 In Proper Sequence?
NO
YES
Coordinate With Unit To Resolve
ORIGINAL
Has Suspense Copy Been Recieved
NO
Coordinate With Unit To Resolve
YES
Log In DA 31 Log
Place Suspense Copy in DA 31 Suspense File
DA 31 Suspense File
Transfer Information From Original DA 31 To Suspense
Log in DA Form 31 Log
121
To Page II-15-A15

From Page II-15-A14

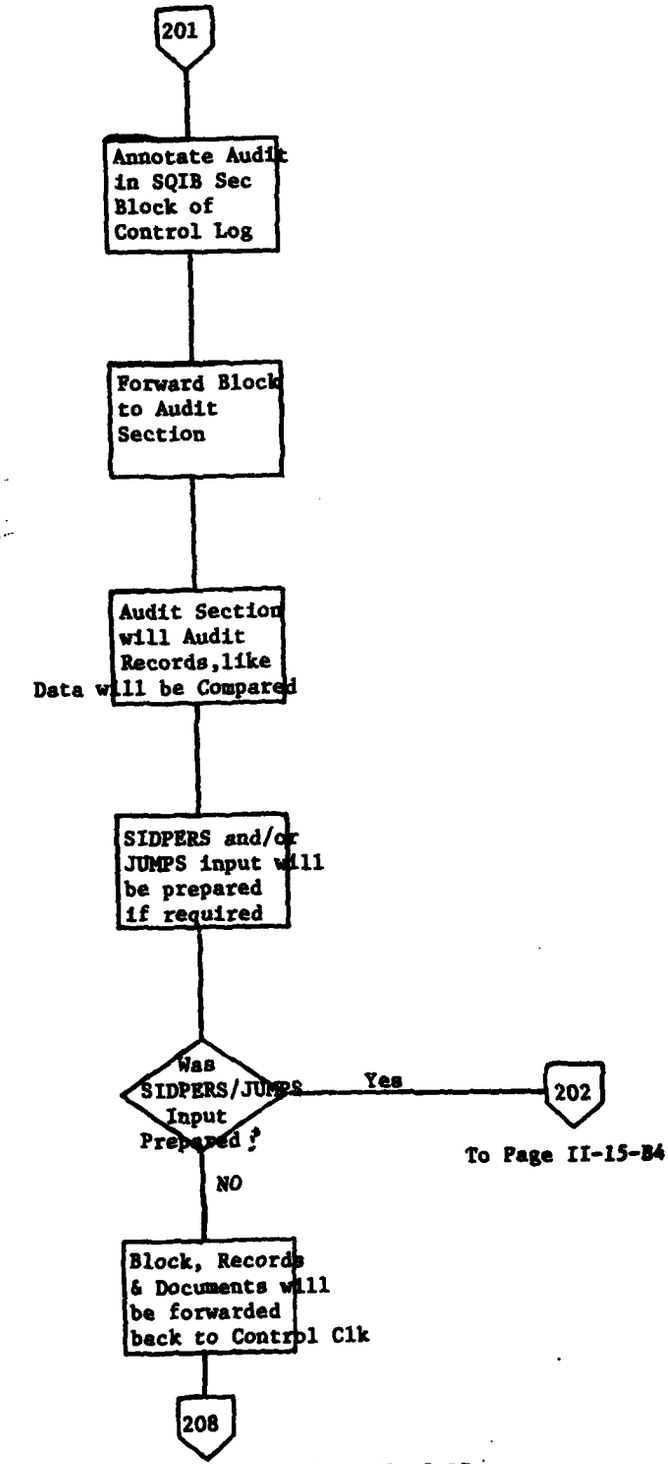


ANNEX B DOCUMENT/DATA FLOW SOPs 3 through 6

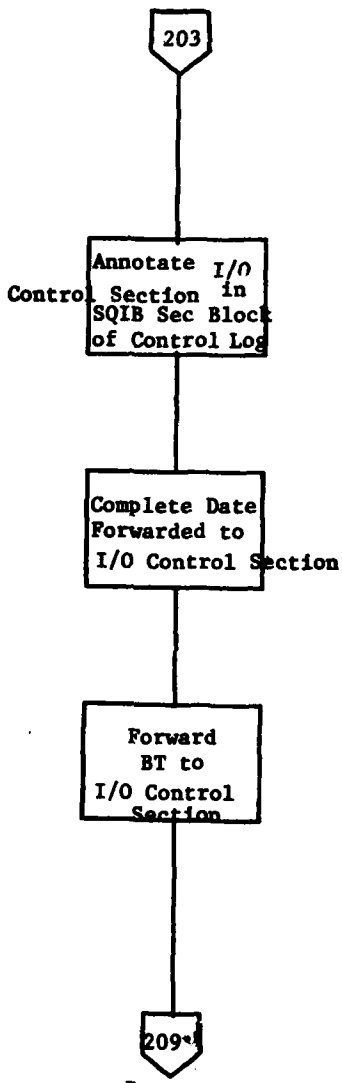


COPPER

From Page II-15-B1

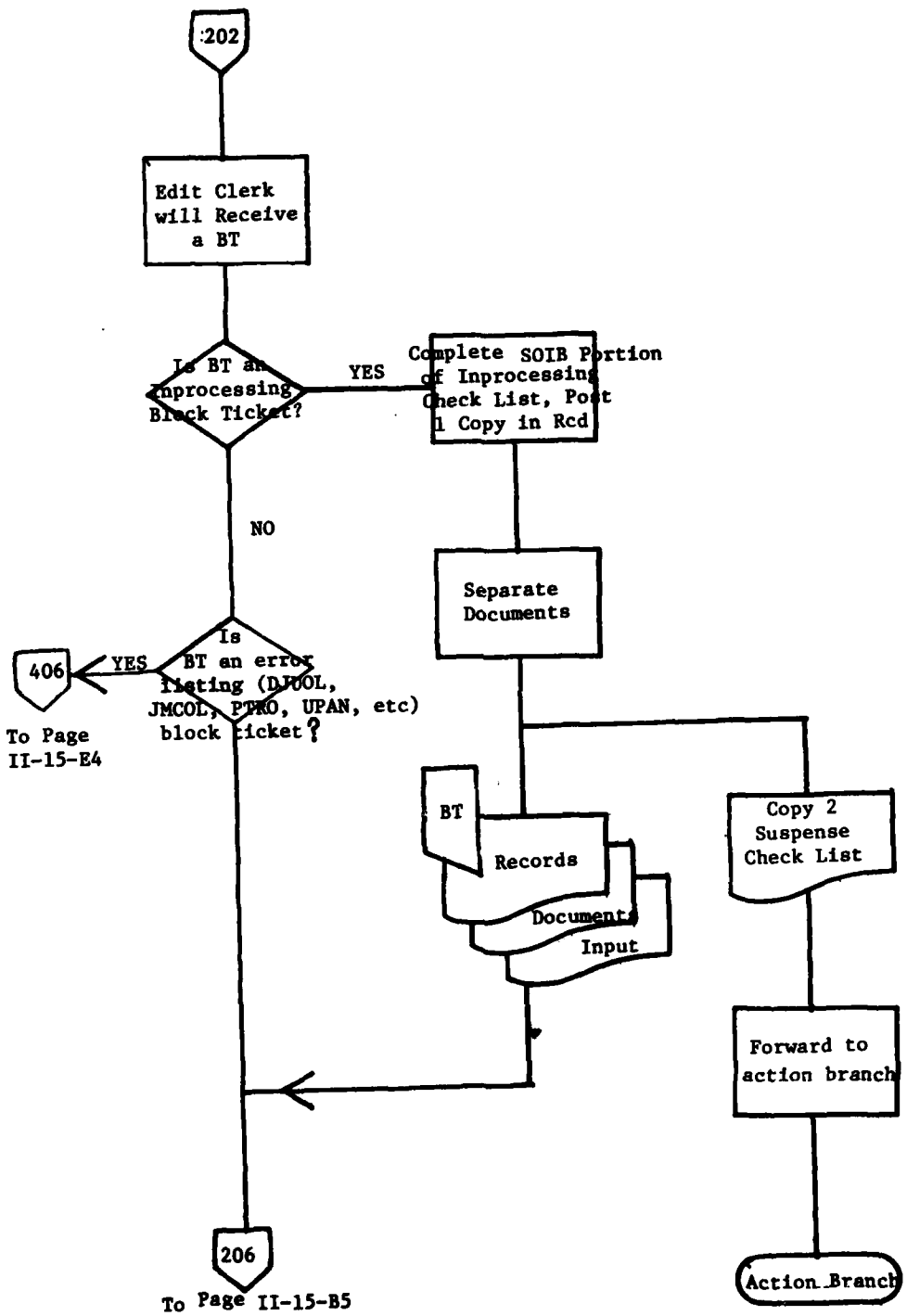


From Page II-15-B1

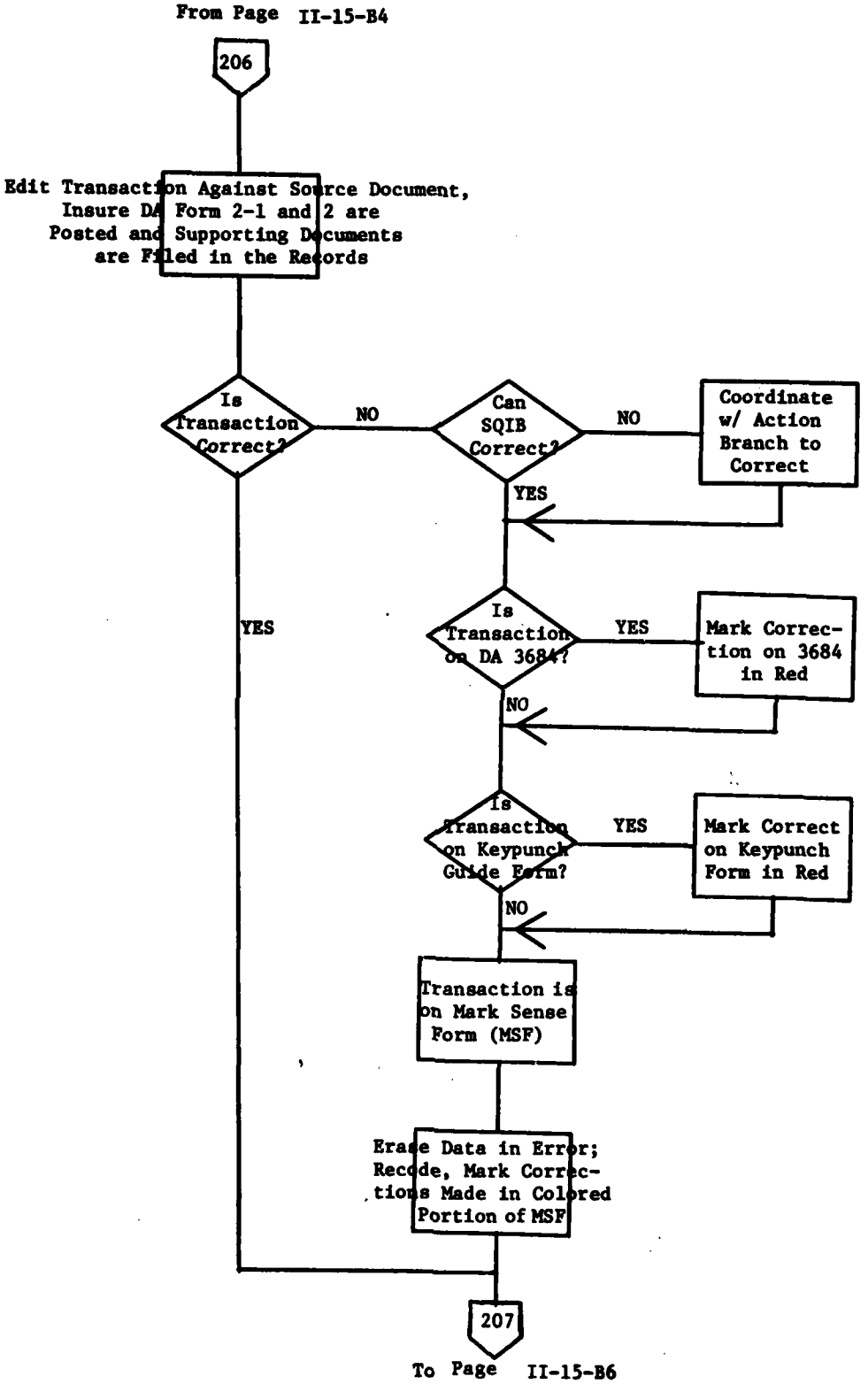


To Page II-15-C1

From Page II-15-B1, II-15-B2



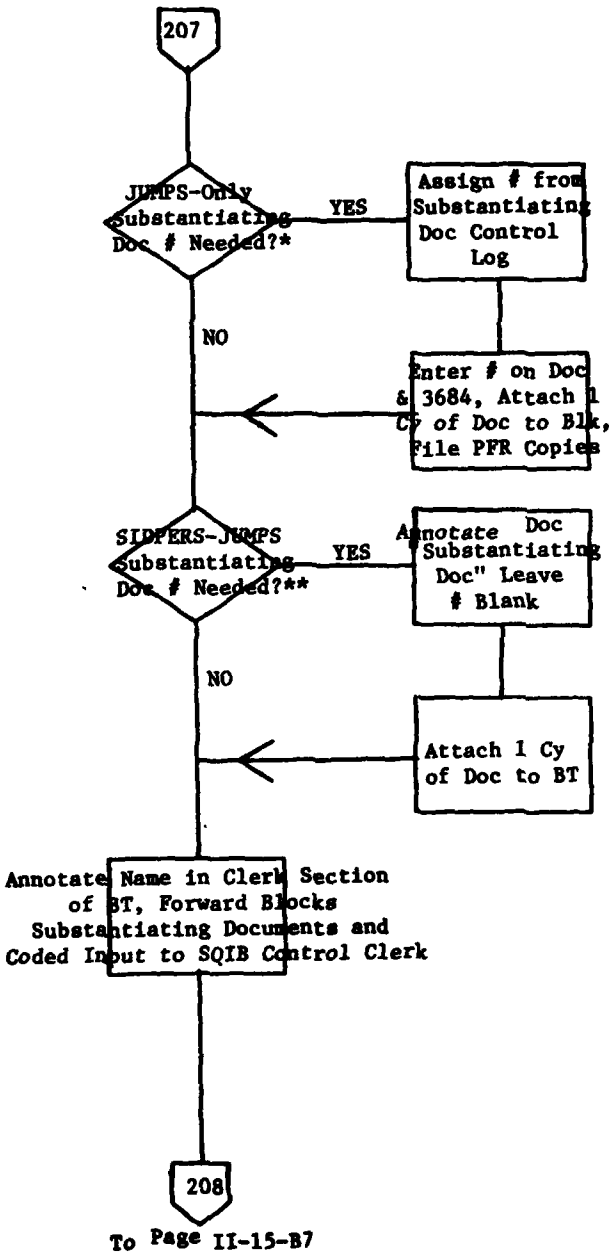
From Page II-15-B4



To Page II-15-B6

COPPER

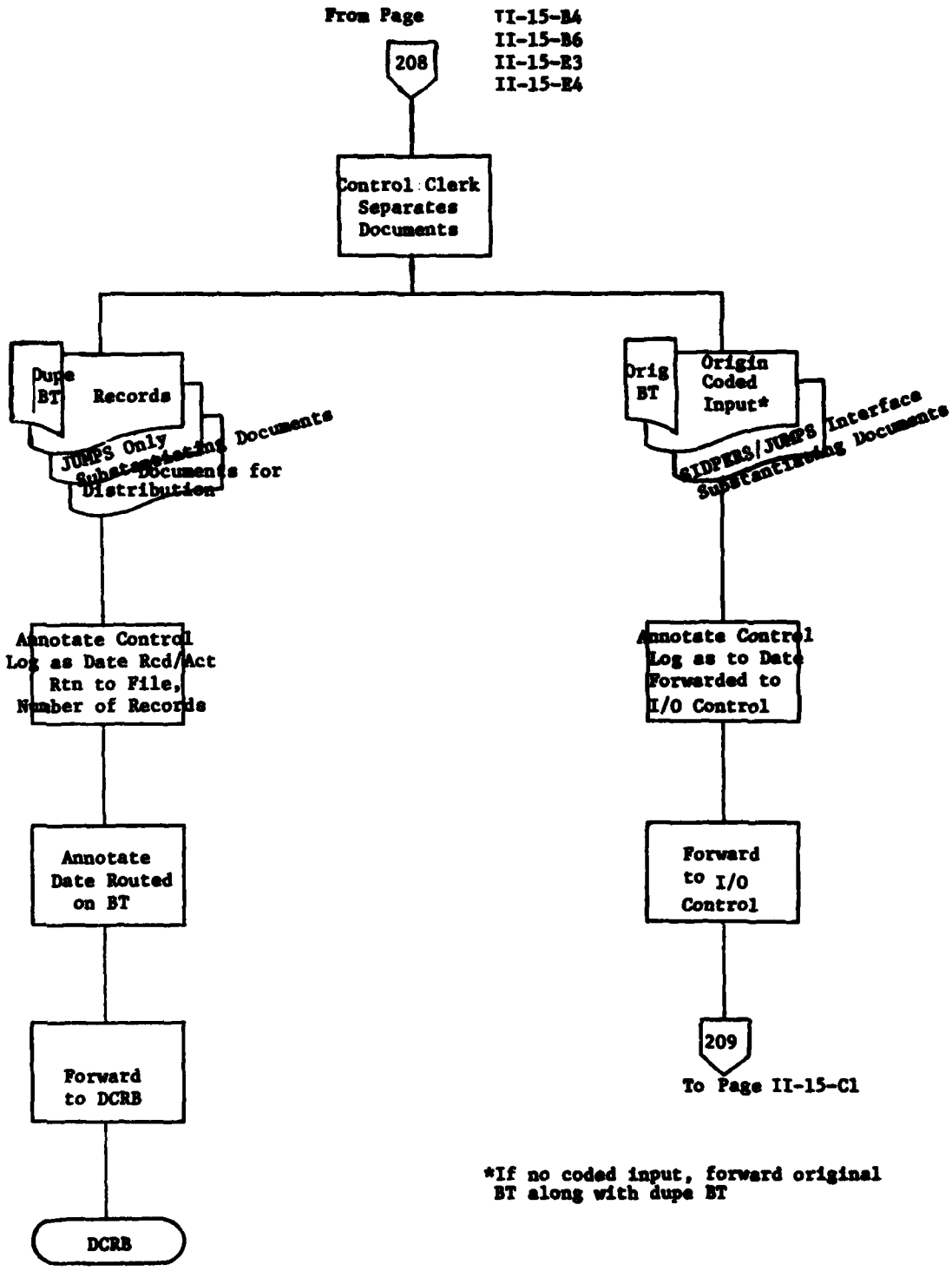
From Page II-15-B5



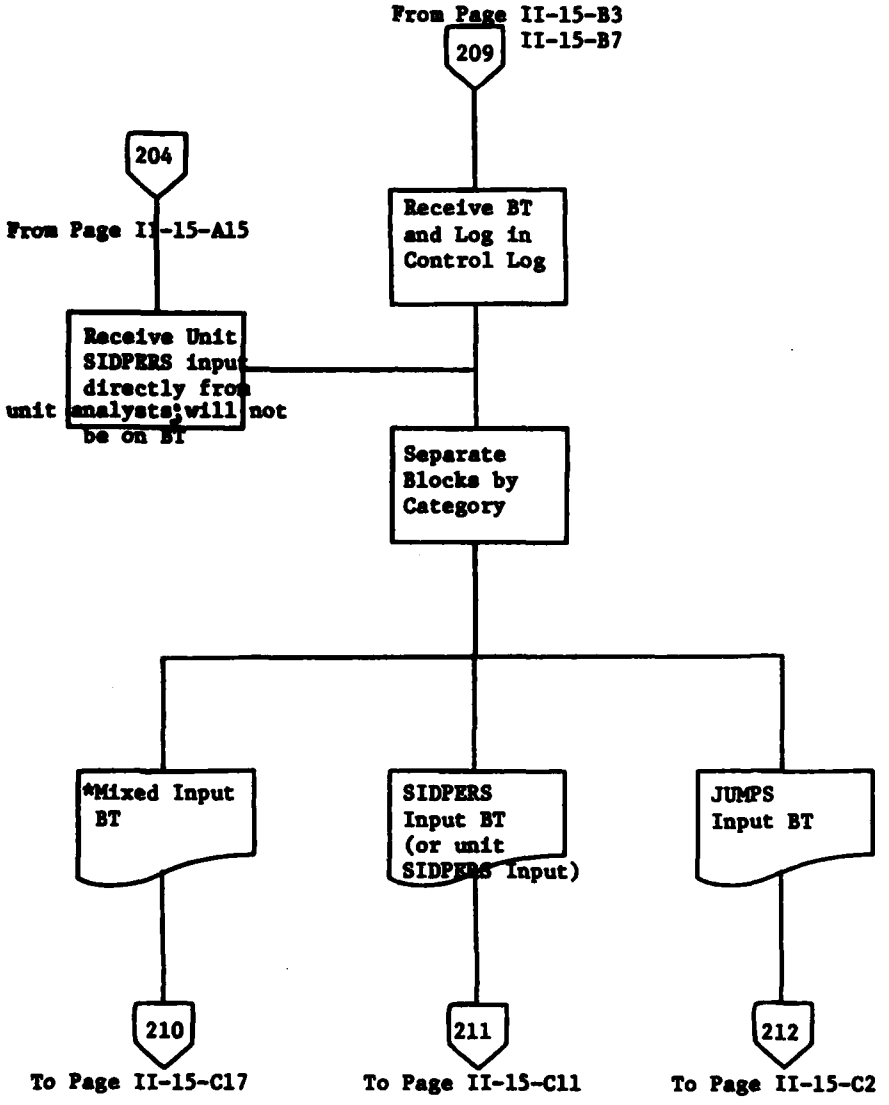
To Page II-15-B7

*Transactions on DA Form 3684 will be assigned substantiating document numbers from the control log.

**Transactions in SIDPERS format which in the process of the SIDPERS Cycle will produce JUMPS by-product cards and these transactions require substantiating document numbers will be identified by this process.

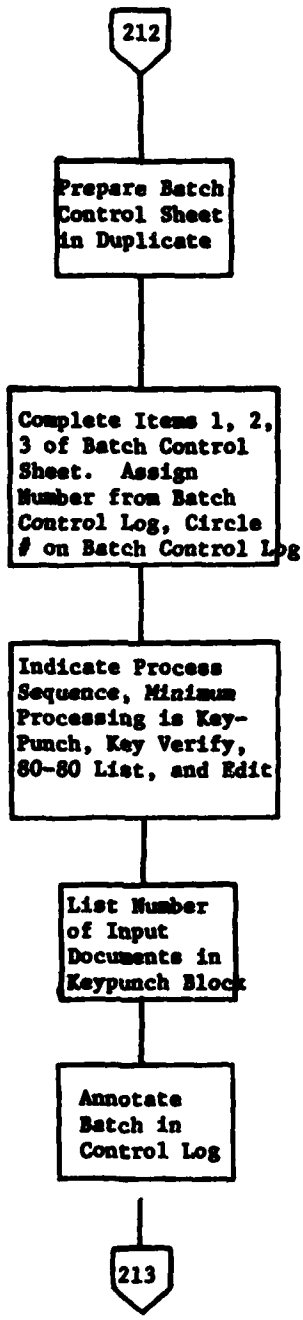

From Page
TI-15-B4
II-15-B6
II-15-B3
II-15-B4
208
Control Clerk Separates Documents
Dupe BT
Records
JUMPS Only Documents for Distribution
Orig BT
Origin Coded Input*
Interface Documents
Annotate Control Log as Date Rcd/Act Rtn to File, Number of Records
Annotate Control Log as to Date Forwarded to I/O Control
Annotate Date Routed on BT
Forward to I/O Control
Forward to DCRB
209
To Page II-15-C1
DCRB
*If no coded input, forward original BT along with dupe BT

ANNEX C Document/Data Flow: SOPs 7 through 13.



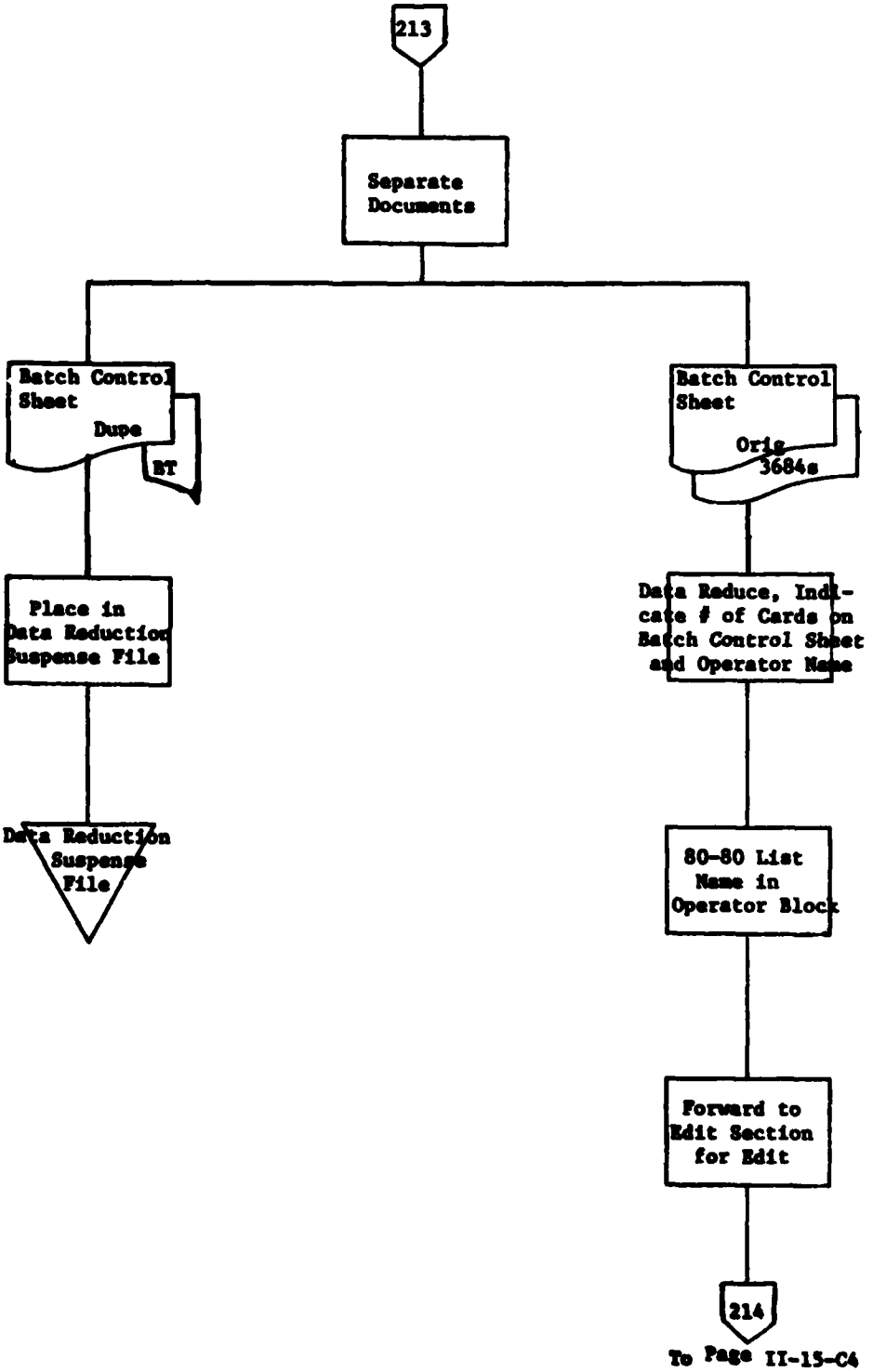
*A "mixed SJ block" is a block which contains both SIDPERS and JUMPS input documents.

From Page II-15-C1



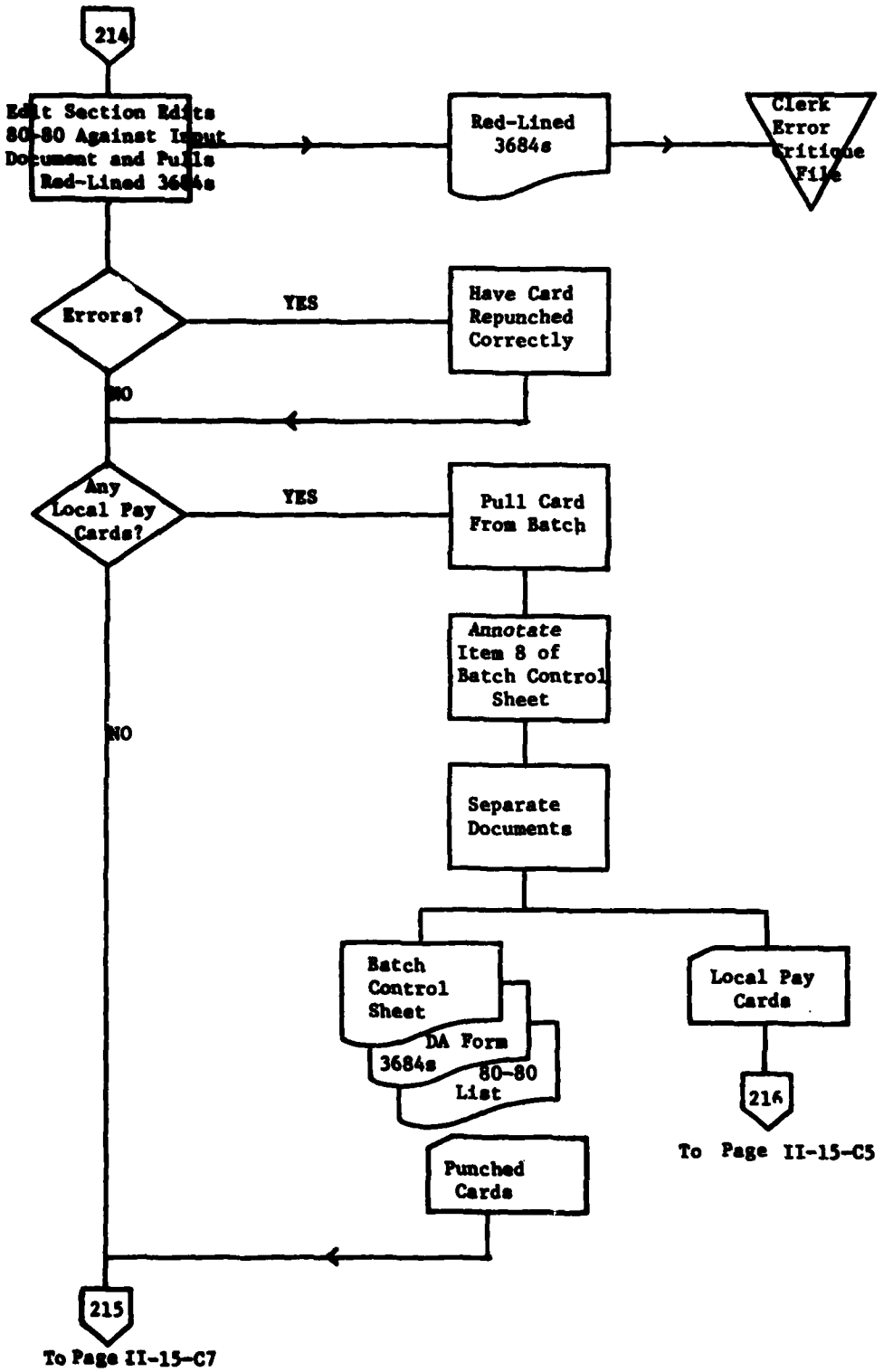
To Page II-15-C3

From Page II-15-C2



To Page II-15-C4

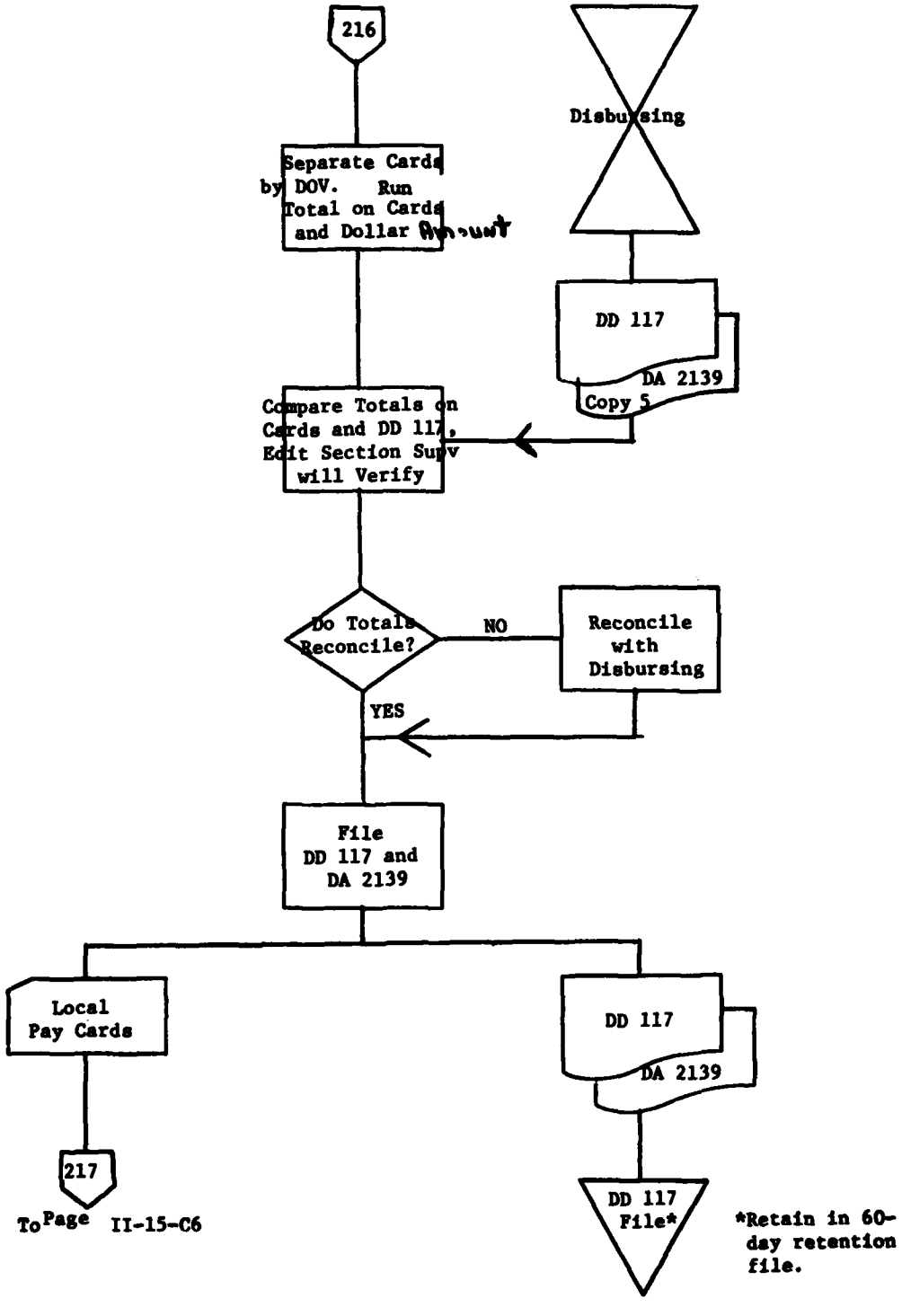
From Page II-15-C3



To Page II-15-C5

To Page II-15-C7

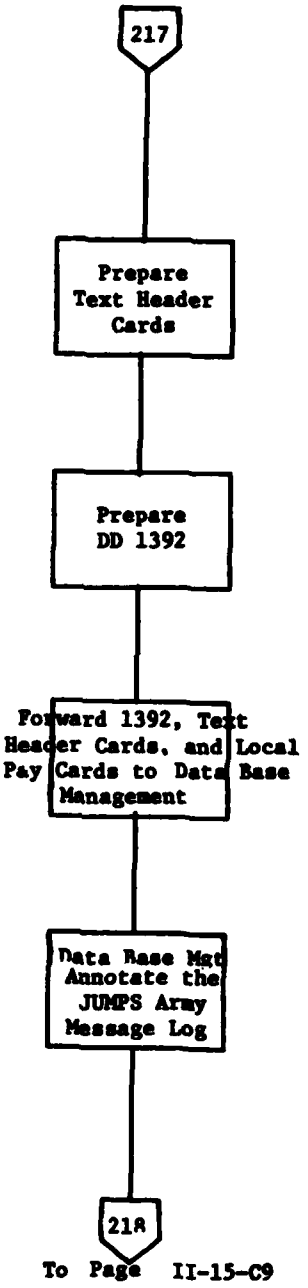
From Pages II-15-C4, II-15-C19



To Page II-15-C6

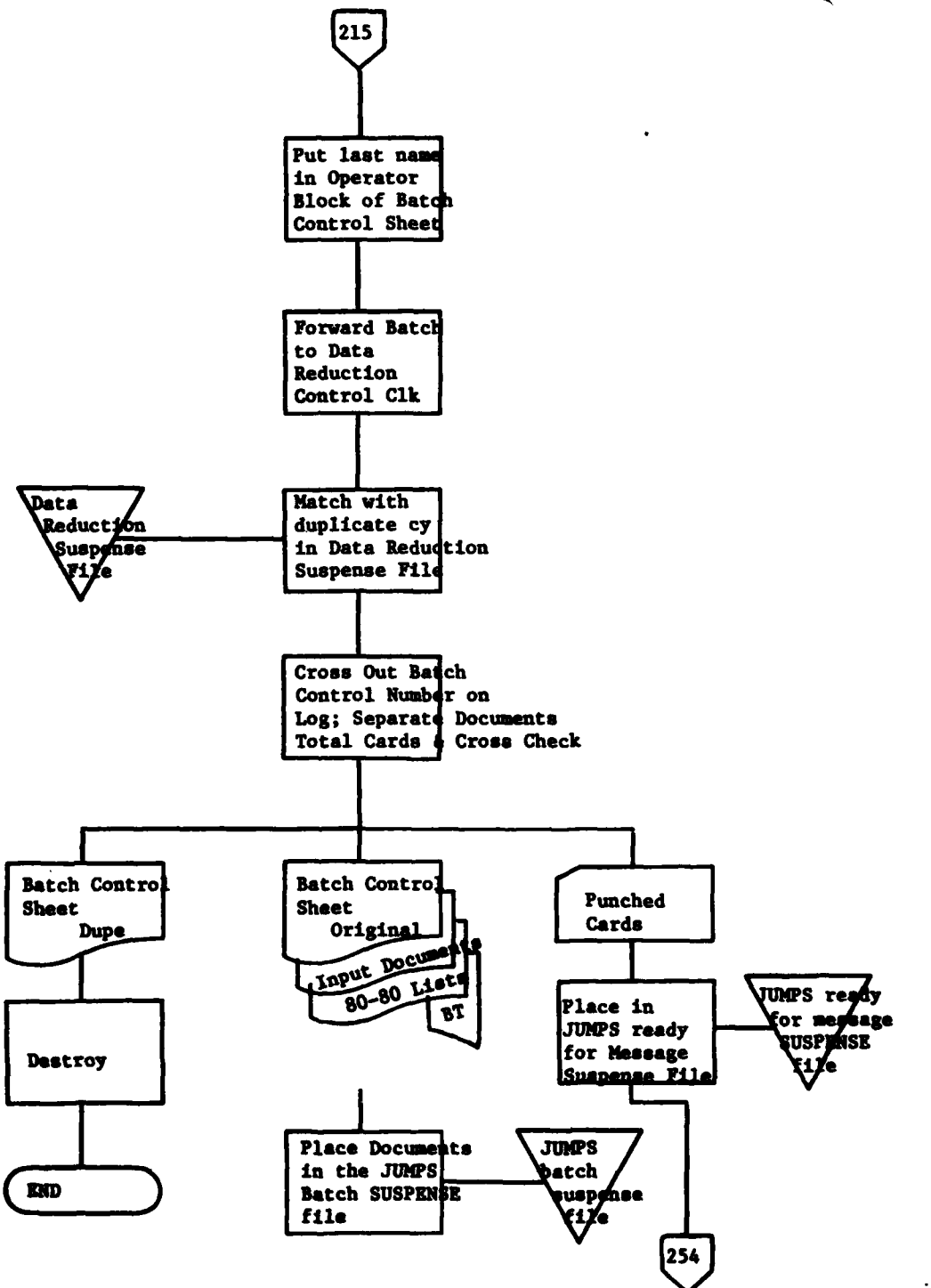
COPPER

From Page II-15-C5



To Page II-15-C9

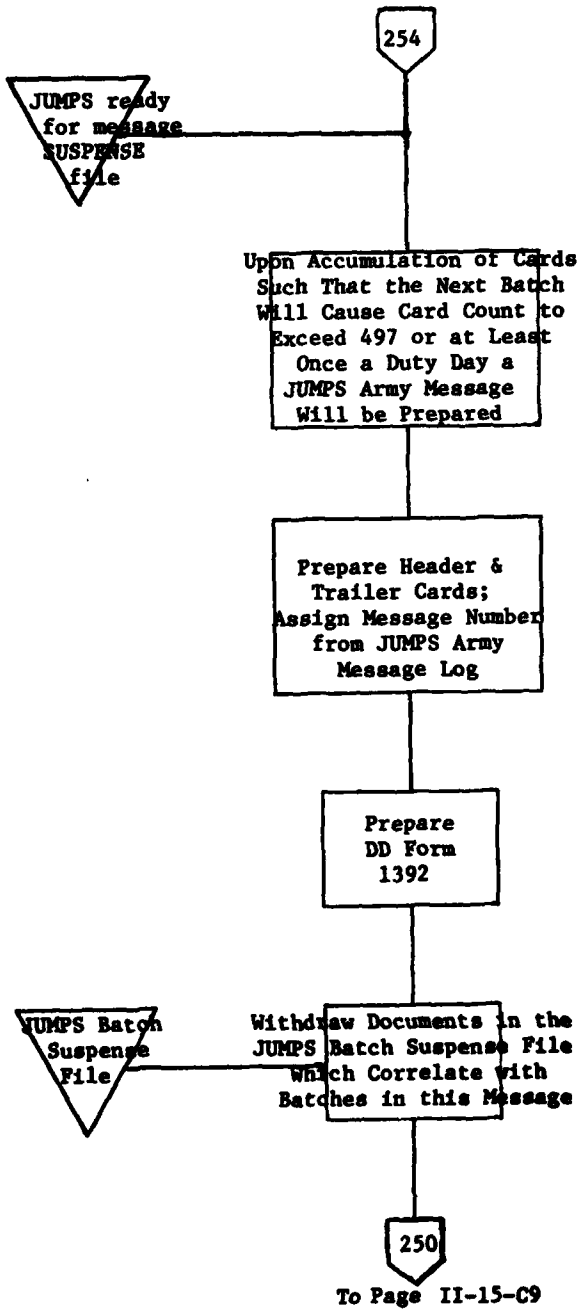
From Page II-15-C4



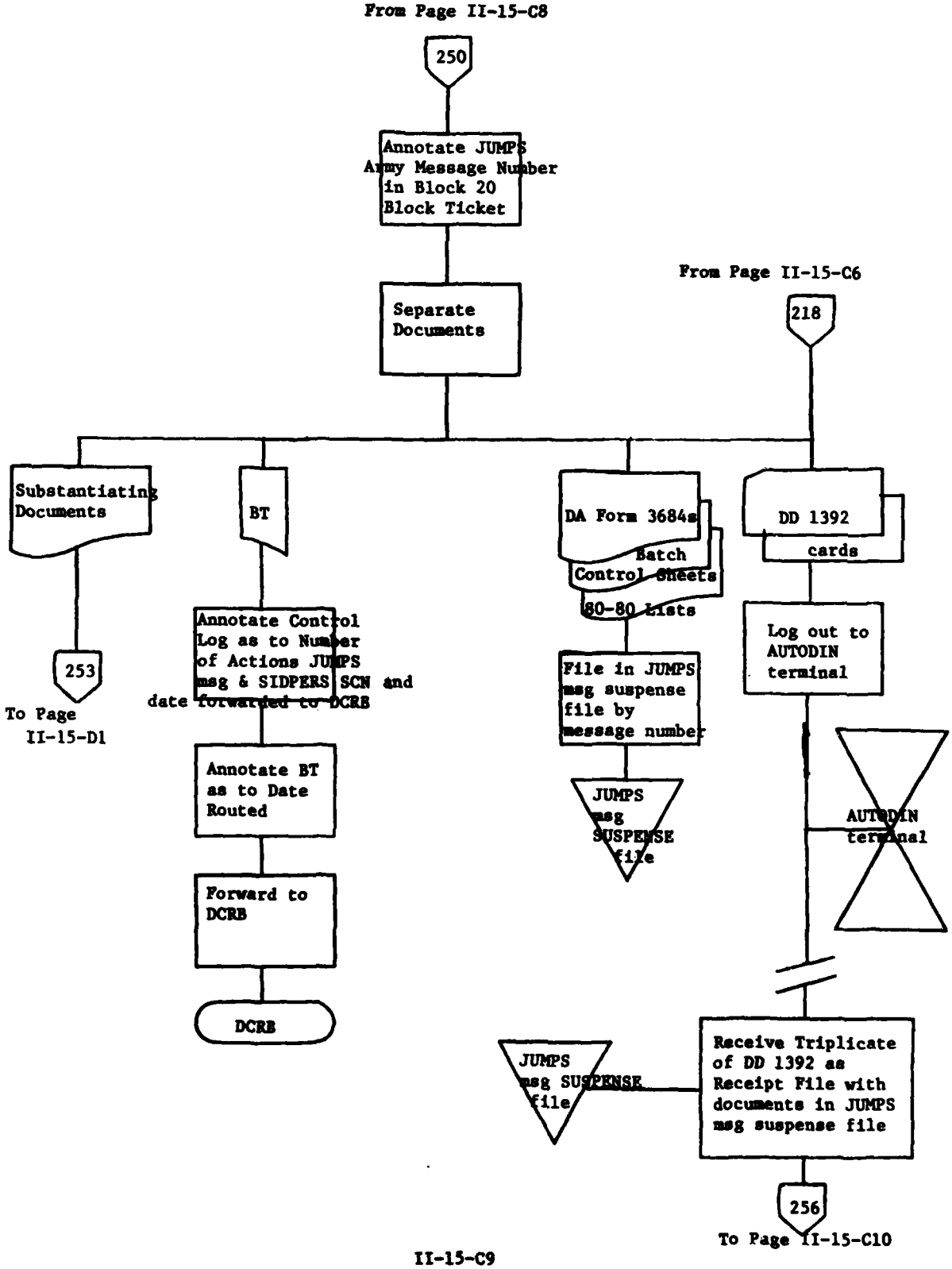
To Page II-15-C8

COPPER

From Page II-15-C7, II-15-C16, II-15-C24

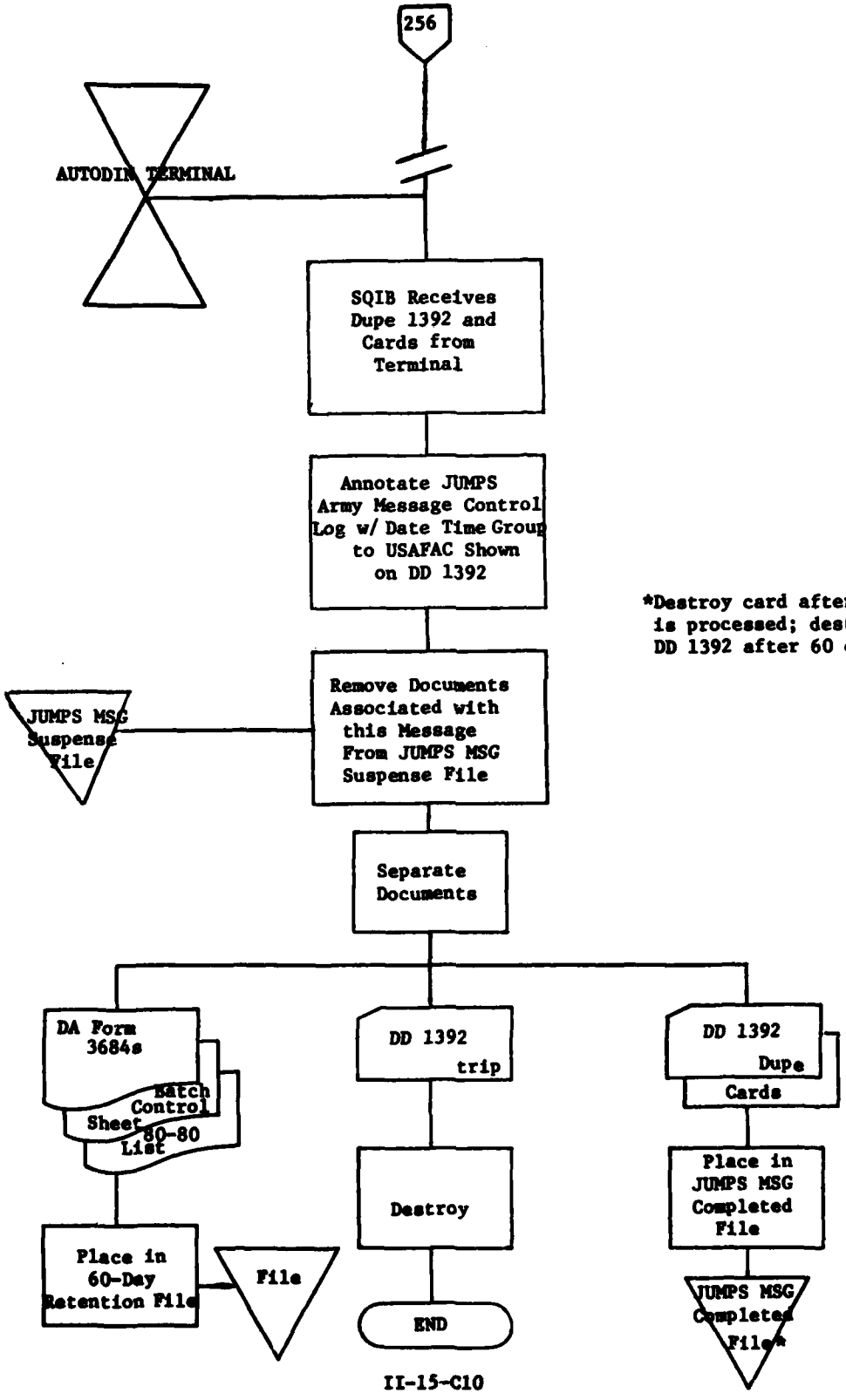


To Page II-15-C9


From Page II-15-C8
250
Annotate JUMPS Army Message Number in Block 20 Block Ticket
Separate Documents
From Page II-15-C6
218
Substantiating Documents
BT
DA Form 3684s
Batch Control Sheets
80-80 Lists
DD 1392
cards
253
To Page II-15-D1
Annotate Control Log as to Number of Actions JUMPS msg & SIDPERS SCN and date forwarded to DCRB
File in JUMPS msg suspense file by message number
Log out to AUTODIN terminal
JUMPS msg SUSPENSE file
AUTODIN terminal
Annotate BT as to Date Routed
Forward to DCRB
DCRB
JUMPS msg SUSPENSE file
Receive Triplicate of DD 1392 as Receipt File with documents in JUMPS msg suspense file
256
To Page II-15-C10

COPPER

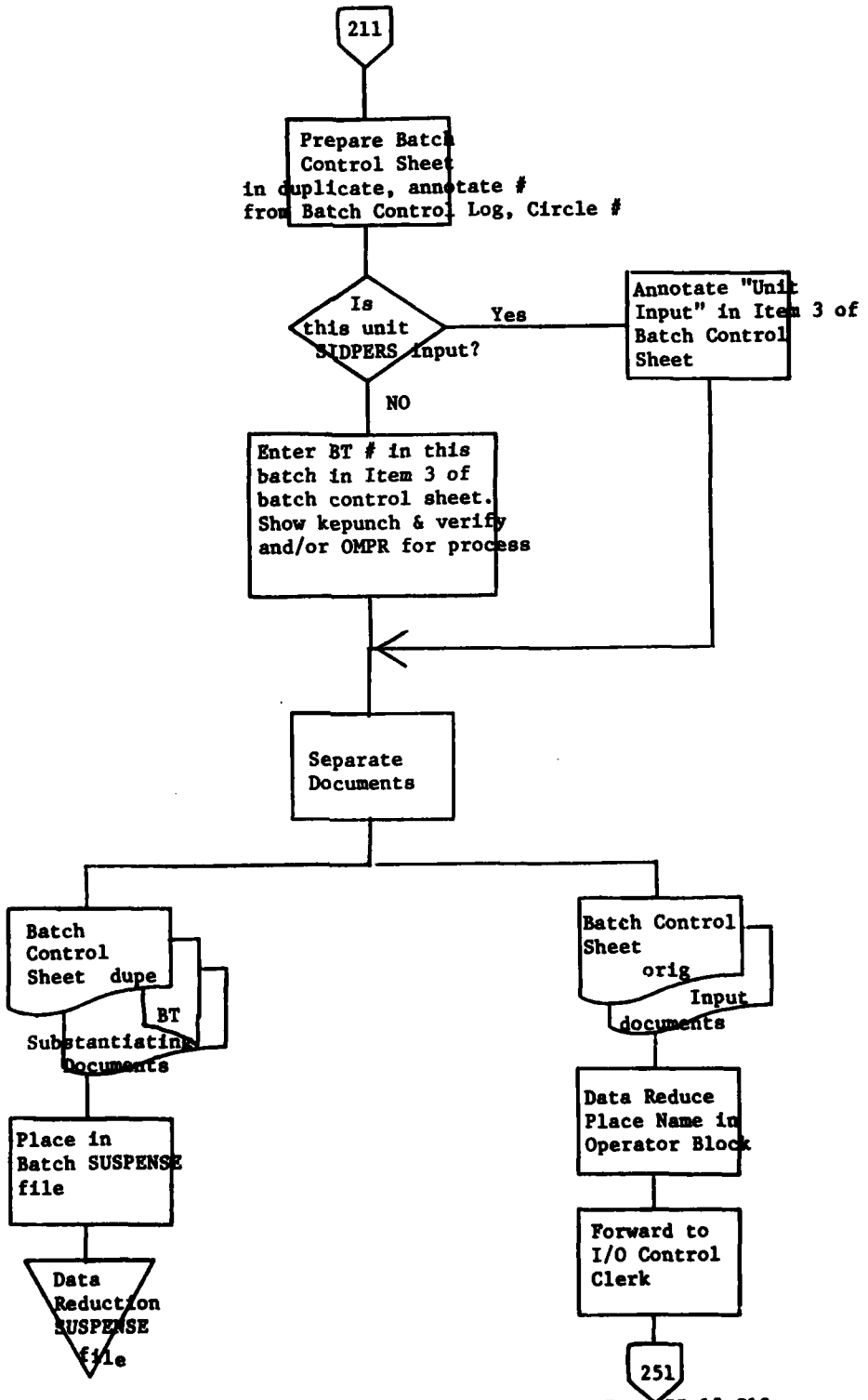
From Page II-15-C9



*Destroy card after DJOUL is processed; destroy DD 1392 after 60 days.

COPPER

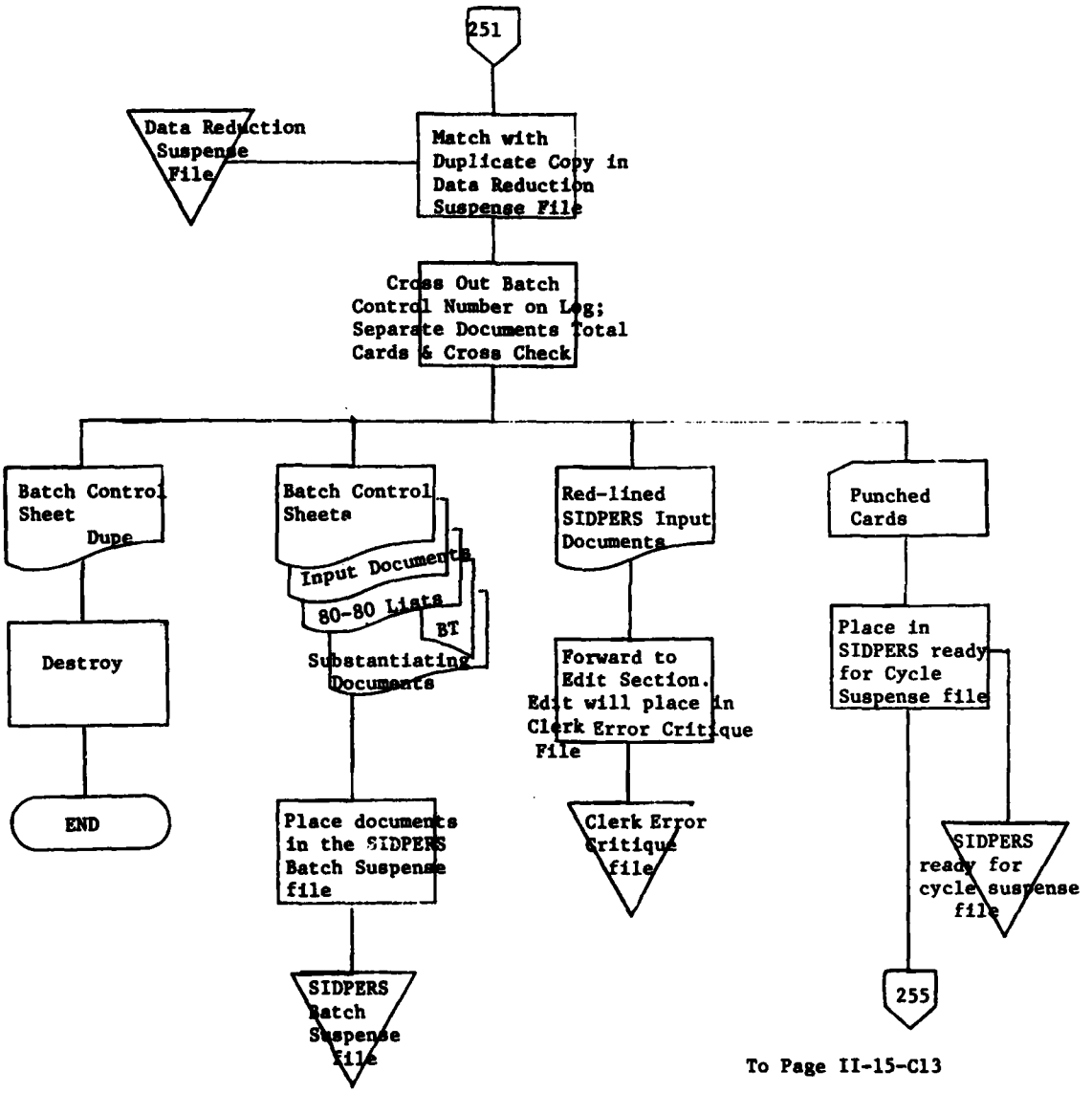
From Page II-15-C1



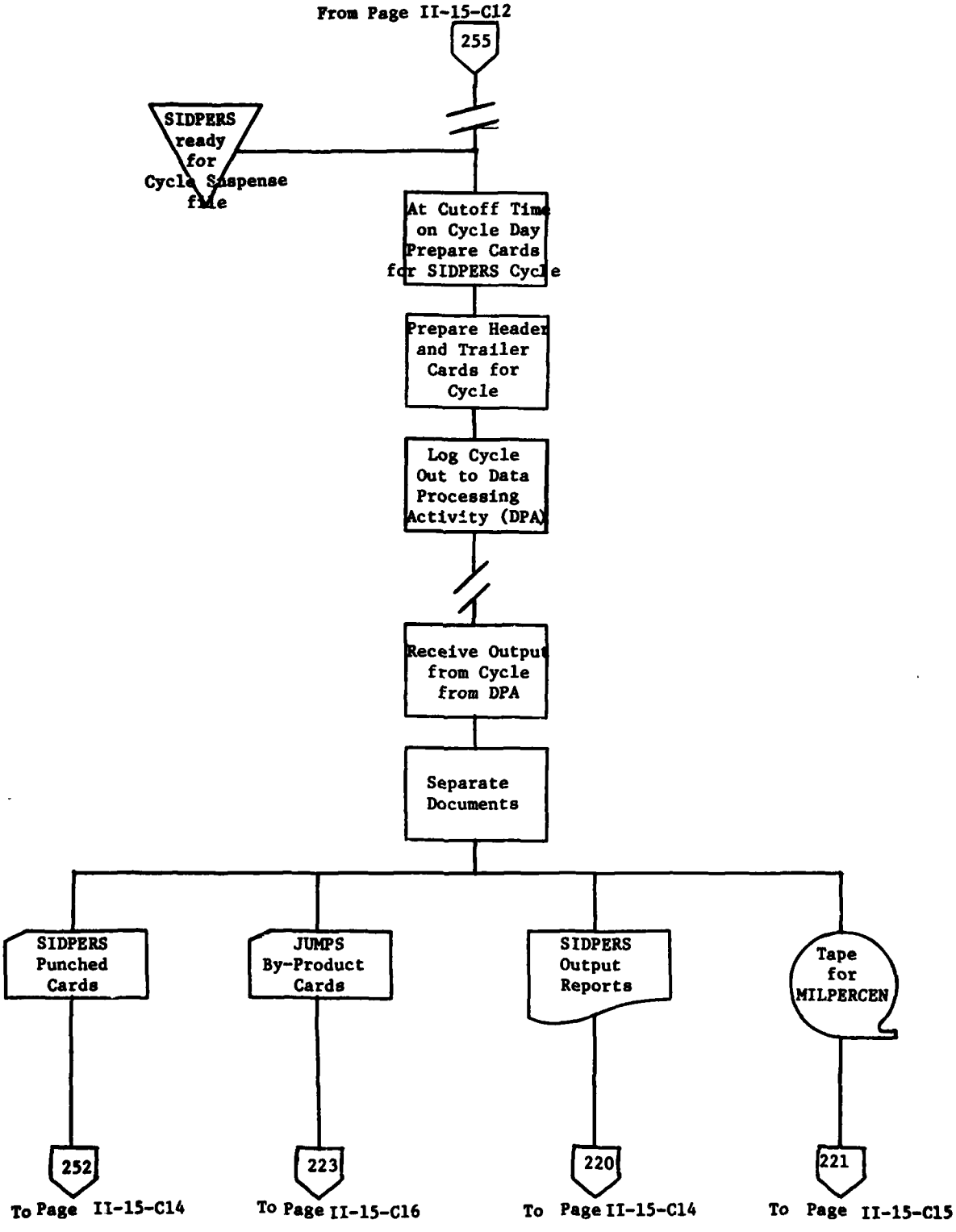
COPPER

To Page II-15-C12

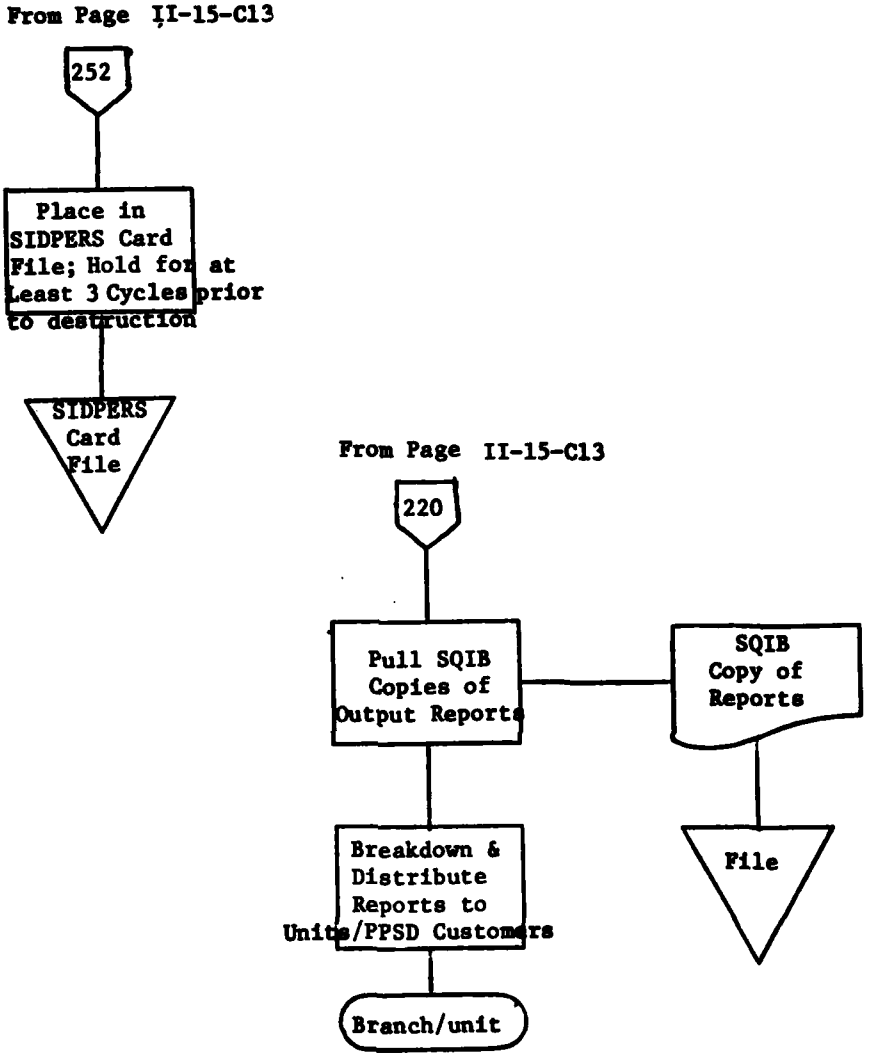
From Page II-15-C11



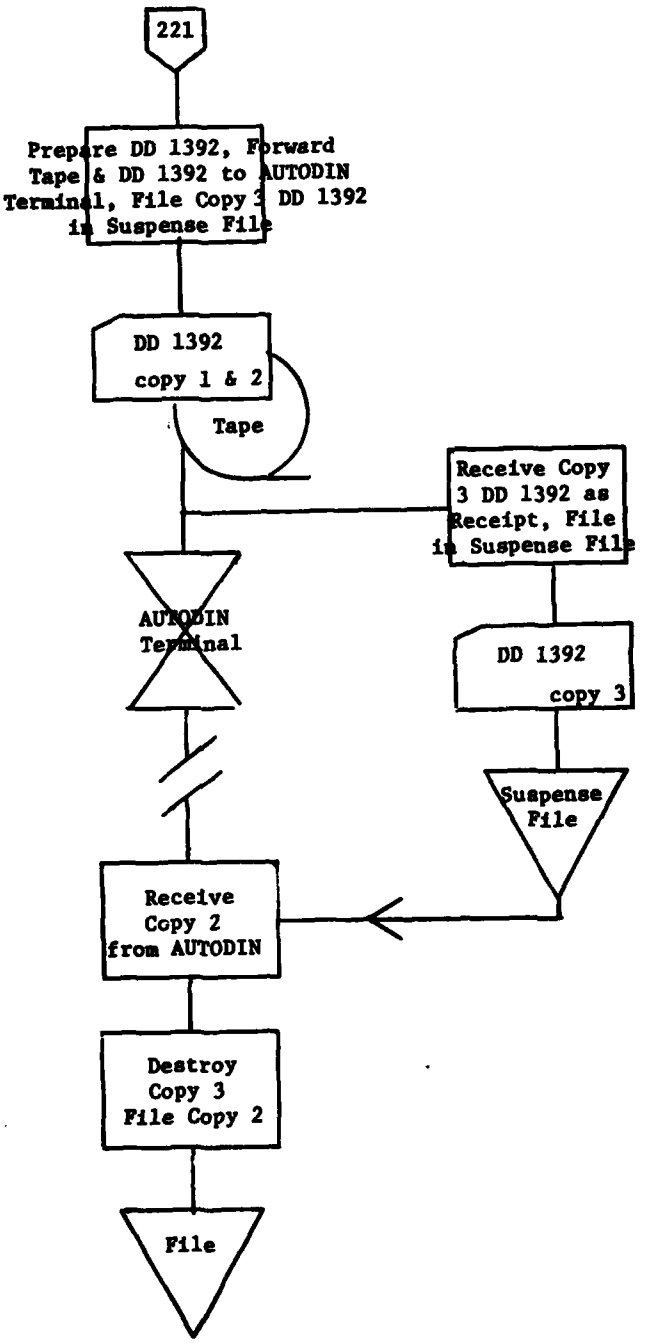
To Page II-15-C13


From Page II-15-C12
255
SIDPERS ready for Cycle Suspense file
At Cutoff Time on Cycle Day Prepare Cards for SIDPERS Cycle
Prepare Header and Trailer Cards for Cycle
Log Cycle Out to Data Processing Activity (DPA)
Receive Output from Cycle from DPA
Separate Documents
SIDPERS Punched Cards
JUMPS By-Product Cards
SIDPERS Output Reports
Tape for MILPERCEN
252
To Page II-15-C14
223
To Page II-15-C16
220
To Page II-15-C14
221
To Page II-15-C15

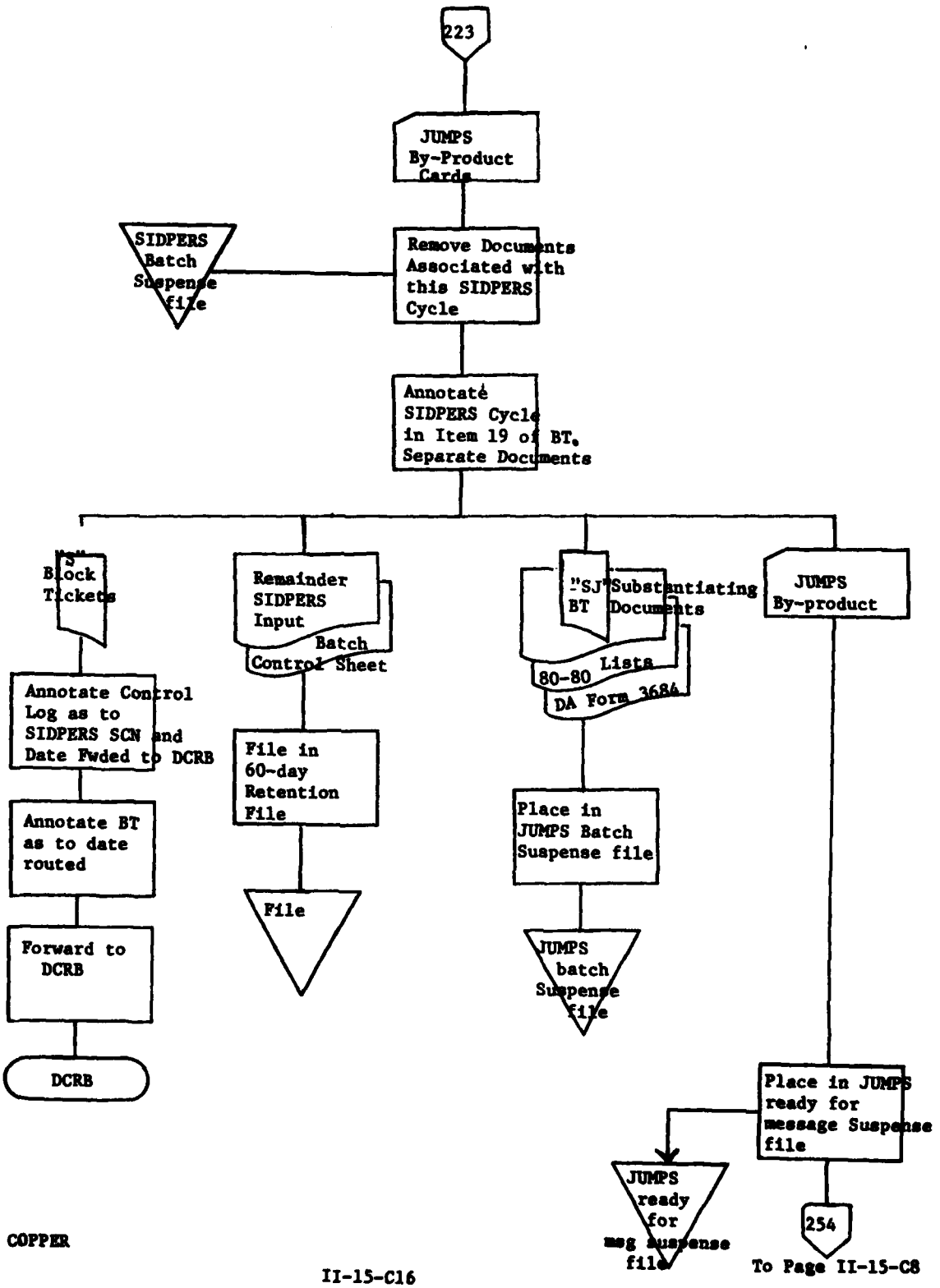
COPPER


From Page II-15-C13
252
Place in SIDPERS Card File; Hold for at Least 3 Cycles prior to destruction
SIDPERS Card File
From Page II-15-C13
220
Pull SQIB Copies of Output Reports
SQIB Copy of Reports
Breakdown & Distribute Reports to Units/PPSD Customers
File
Branch/unit

From Page II-15-C13

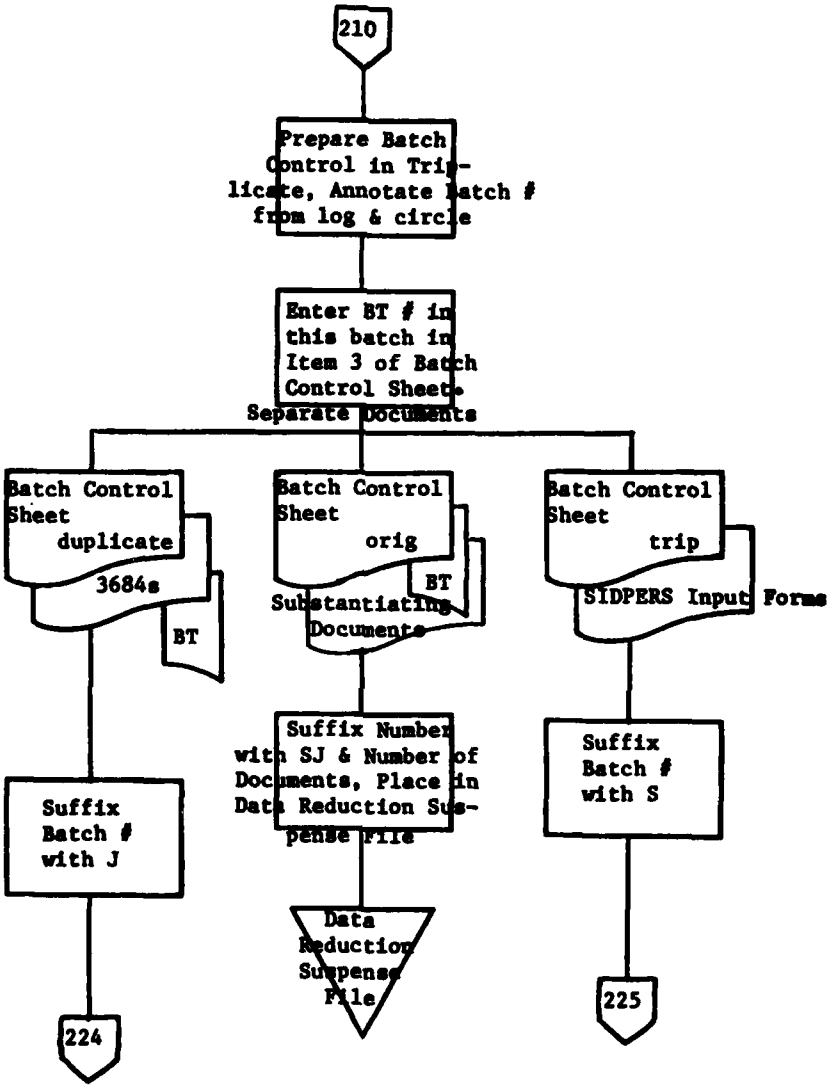


From Page II-15-C13



To Page II-15-C8

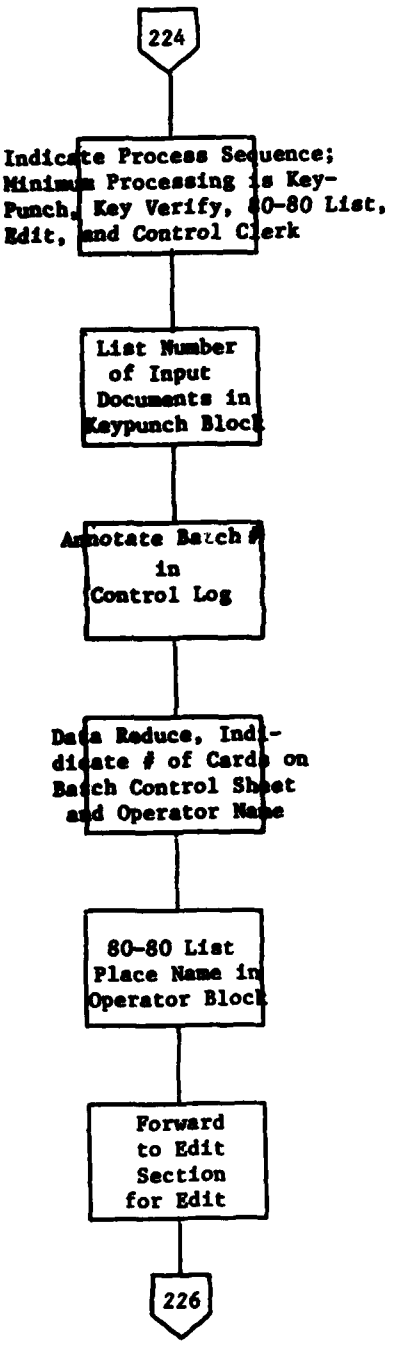
From Page II-15-C1



To Page II-15-C18

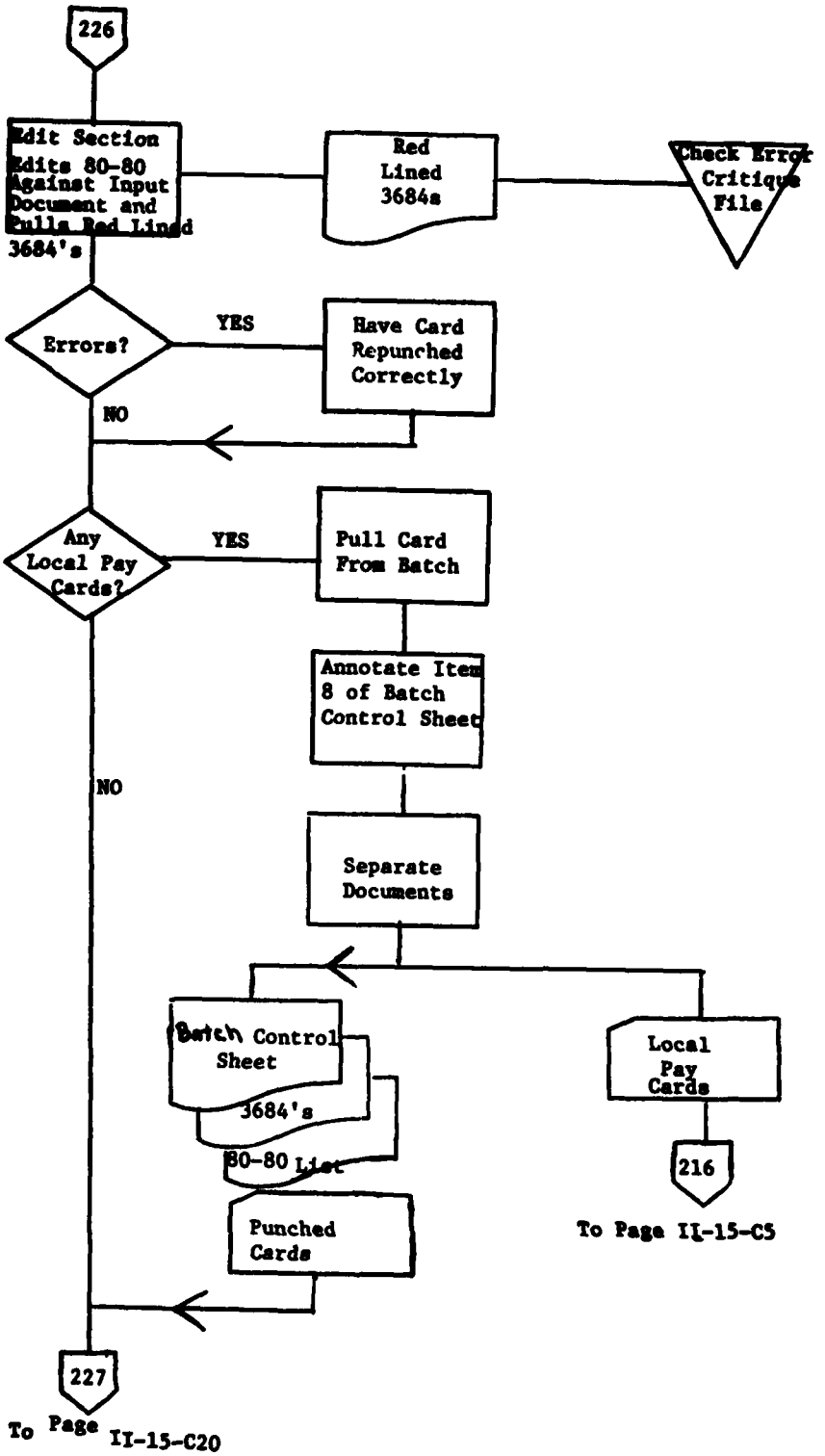
To Page II-15-C21

From Page II-15-C17



To Page II-15-C19

From Page II-15-C18

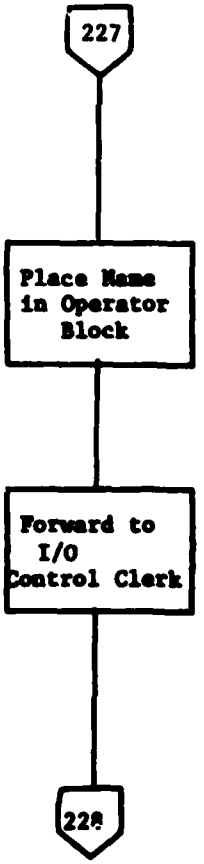


To Page II-15-C5

To Page II-15-C20

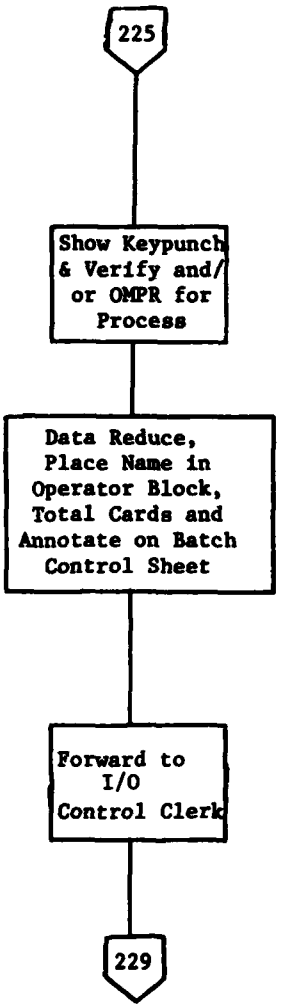
COPPER

From Page II-15-C19

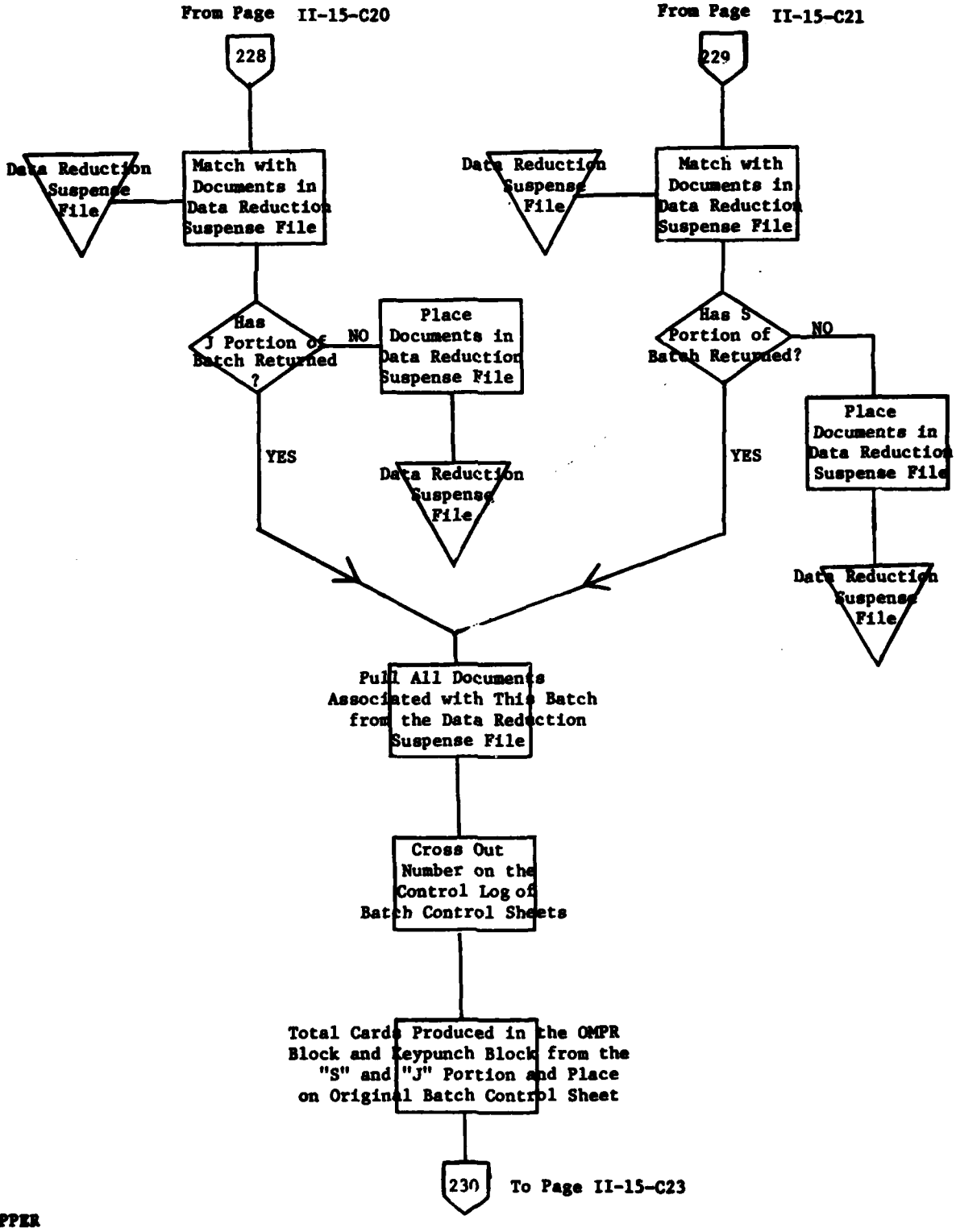


To Page II-15-C22

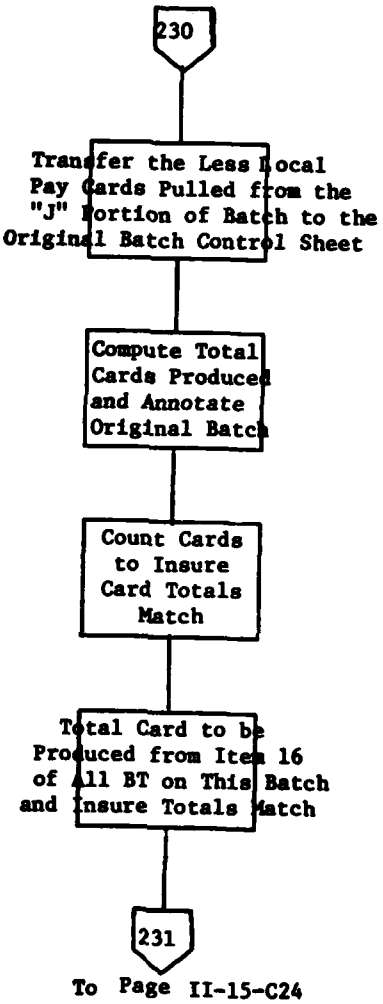
From Page II-15-C17



Page II-15-C22

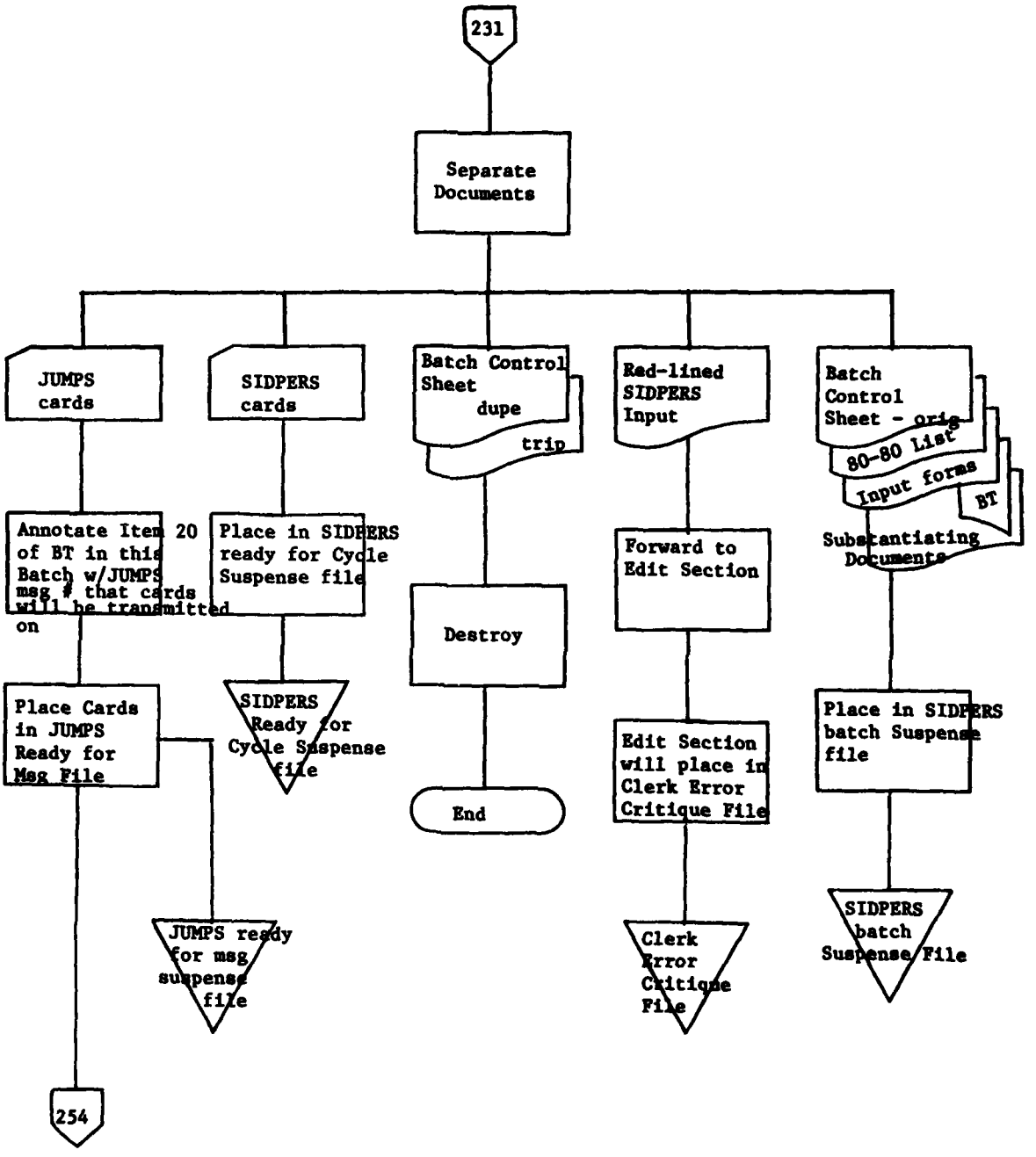

From Page II-15-C20
228
Data Reduction Suspense File
Match with Documents in Data Reduction Suspense File
Has J Portion of Batch Returned ?
NO
Place Documents in Data Reduction Suspense File
Data Reduction Suspense File
YES
From Page II-15-C21
229
Data Reduction Suspense File
Match with Documents in Data Reduction Suspense File
Has S Portion of Batch Returned?
NO
Place Documents in Data Reduction Suspense File
Data Reduction Suspense File
YES
Pull All Documents Associated with This Batch from the Data Reduction Suspense File
Cross Out Number on the Control Log of Batch Control Sheets
Total Cards Produced in the OMPR Block and Keypunch Block from the "S" and "J" Portion and Place on Original Batch Control Sheet
230
To Page II-15-C23

From Page II-15-C23



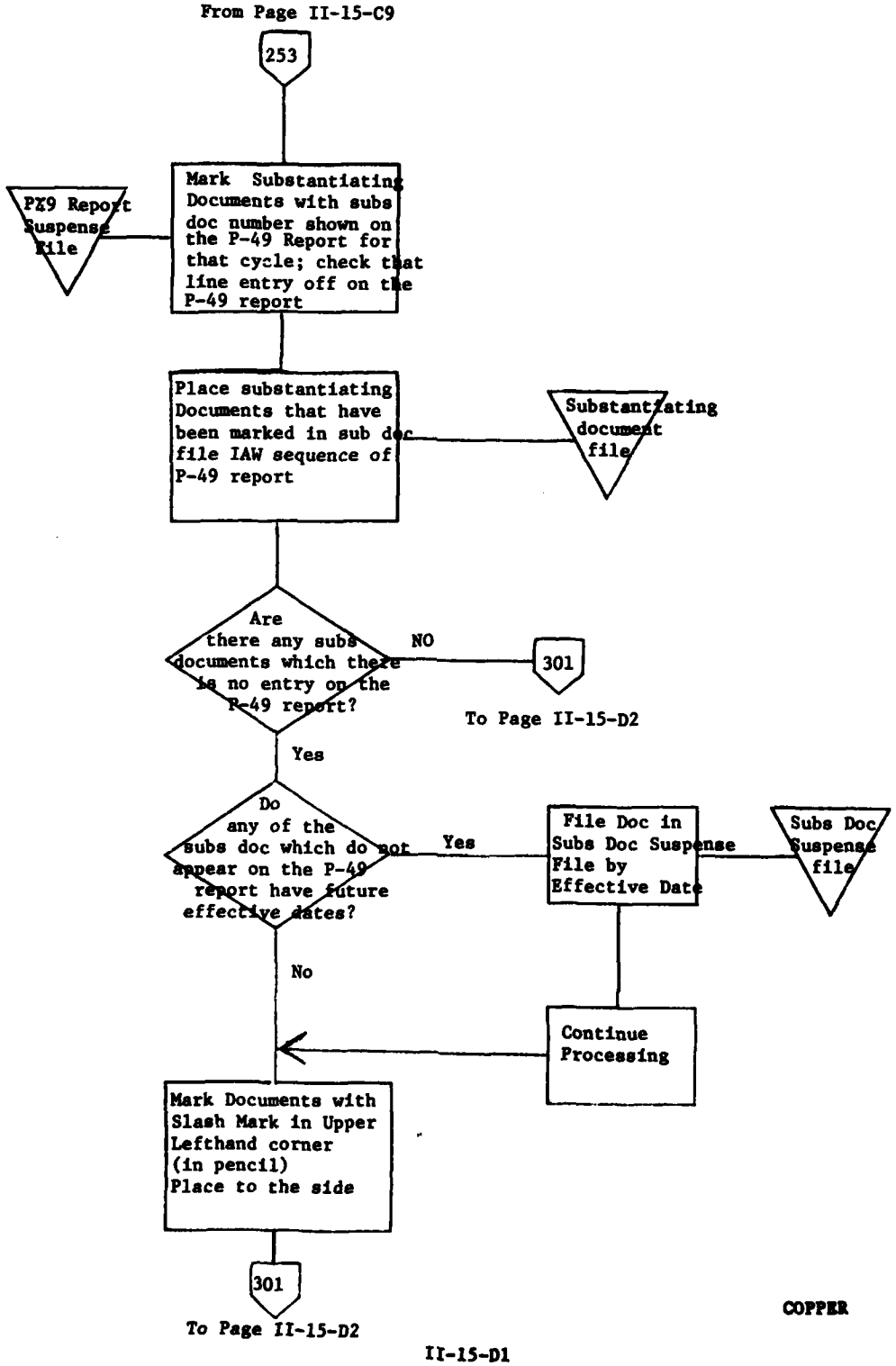
To Page II-15-C24

From Page II-15-C23



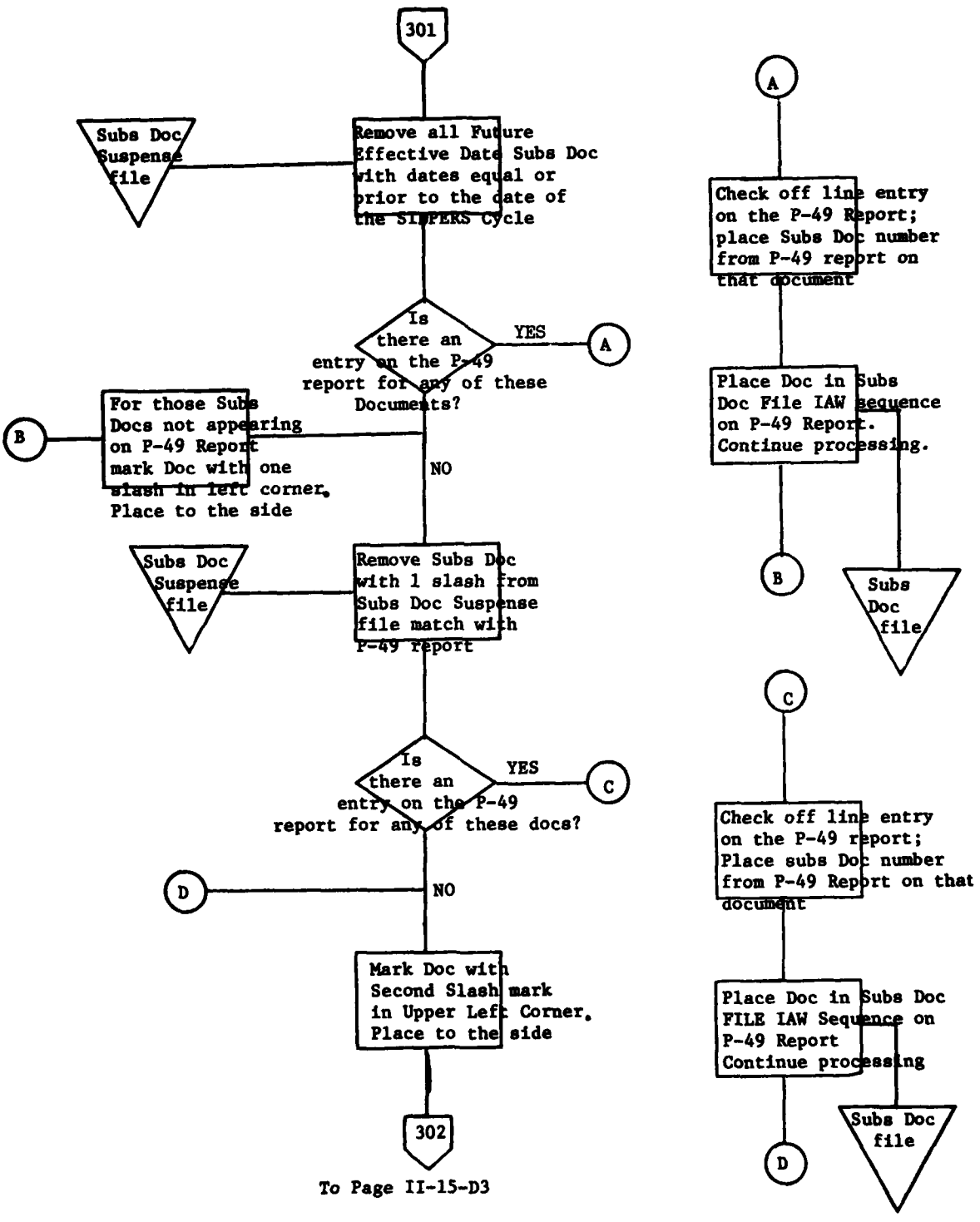
To Page II-15-C8

ANNEX D Document/Data Flow: SOP 14



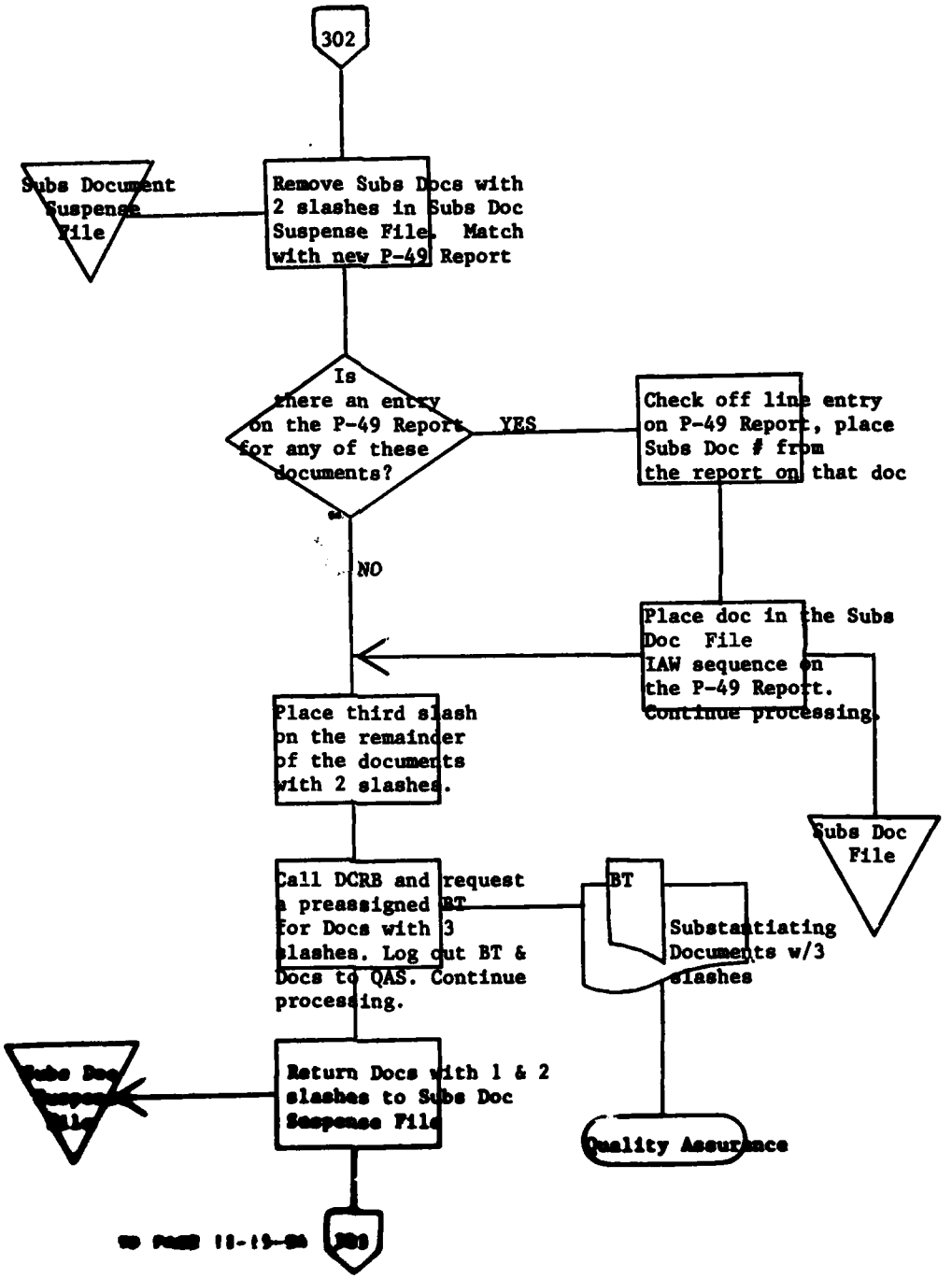
COPPER

From Page II-15-D1

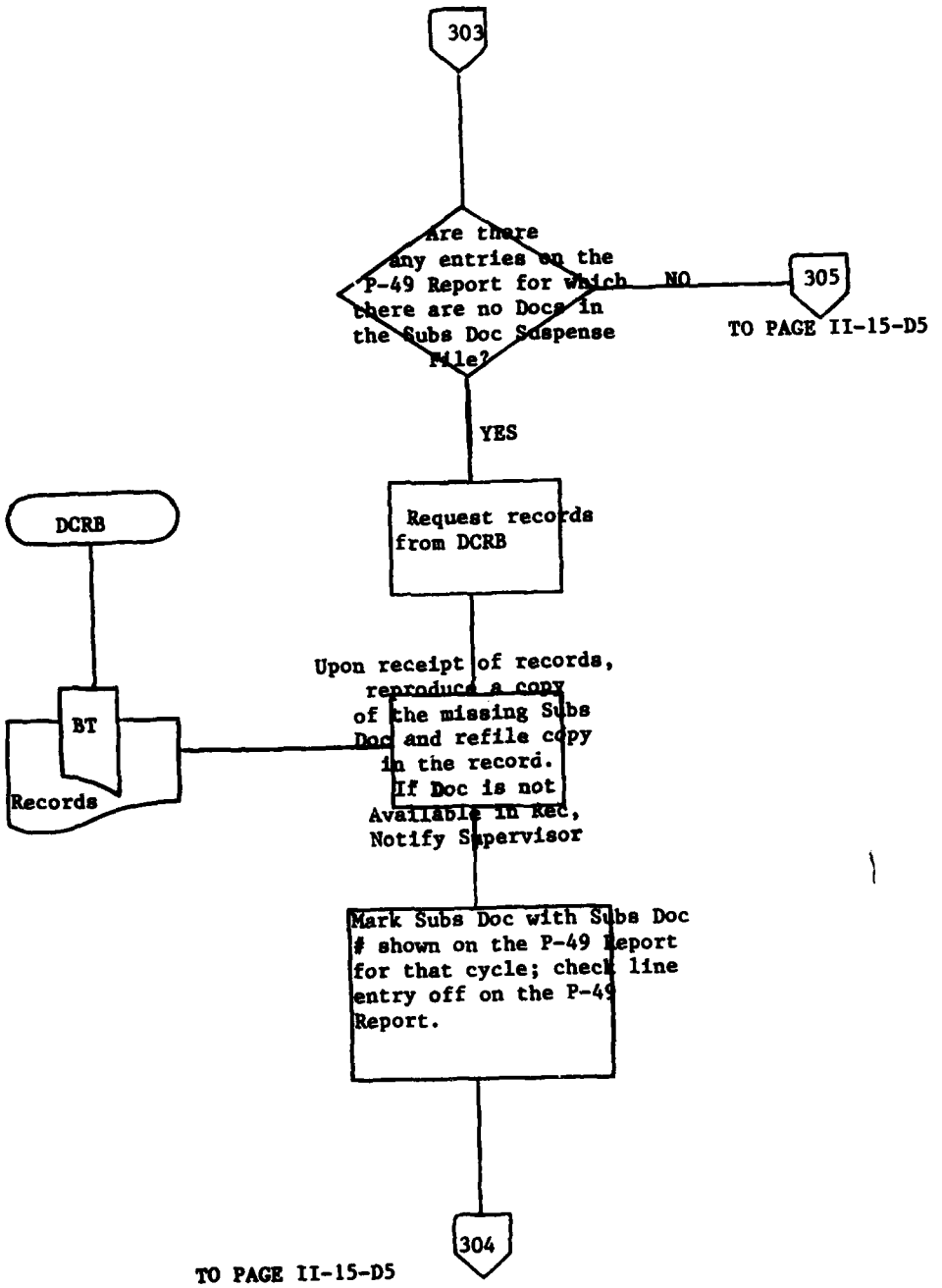


To Page II-15-D3

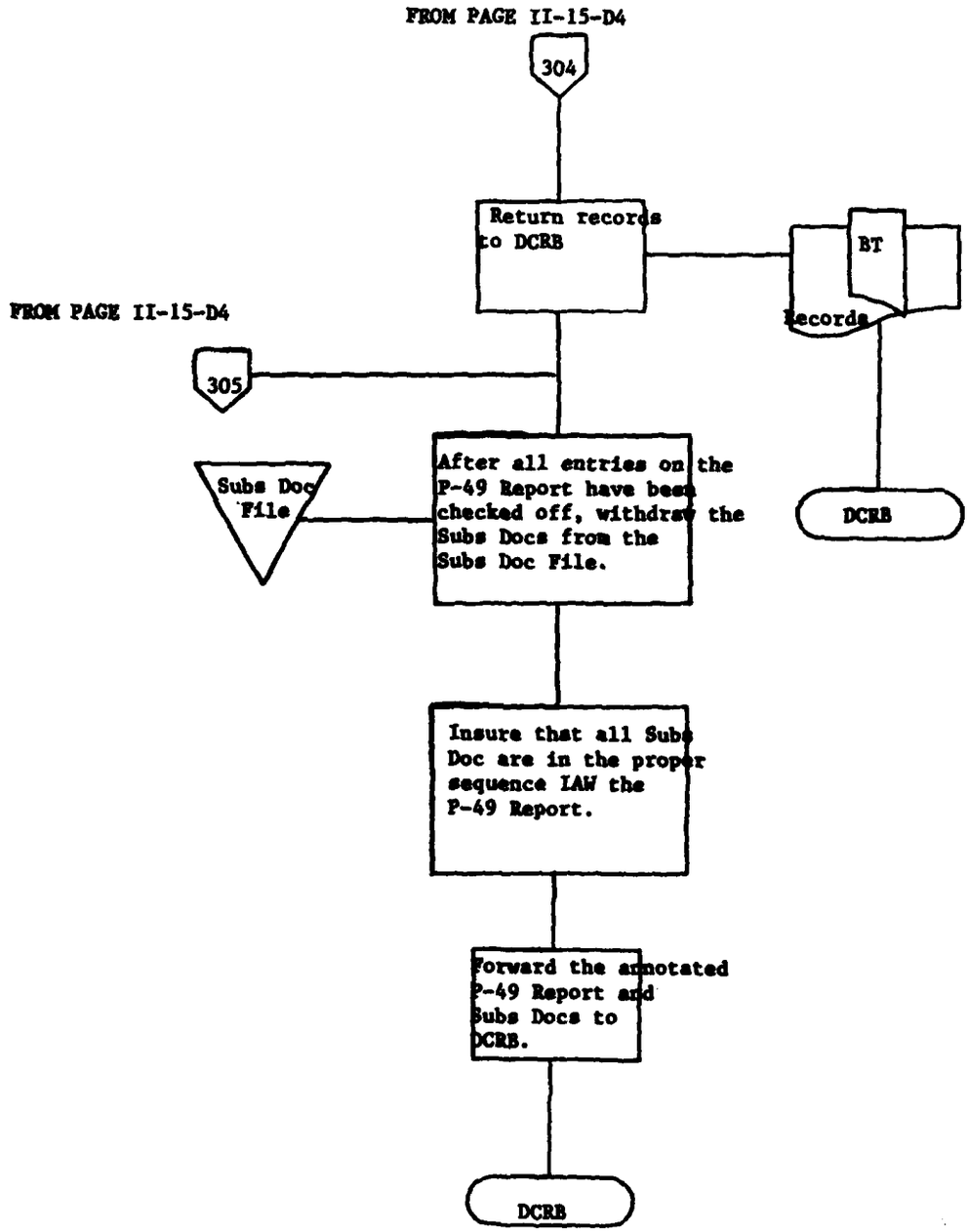
FROM PAGE II-15-D2



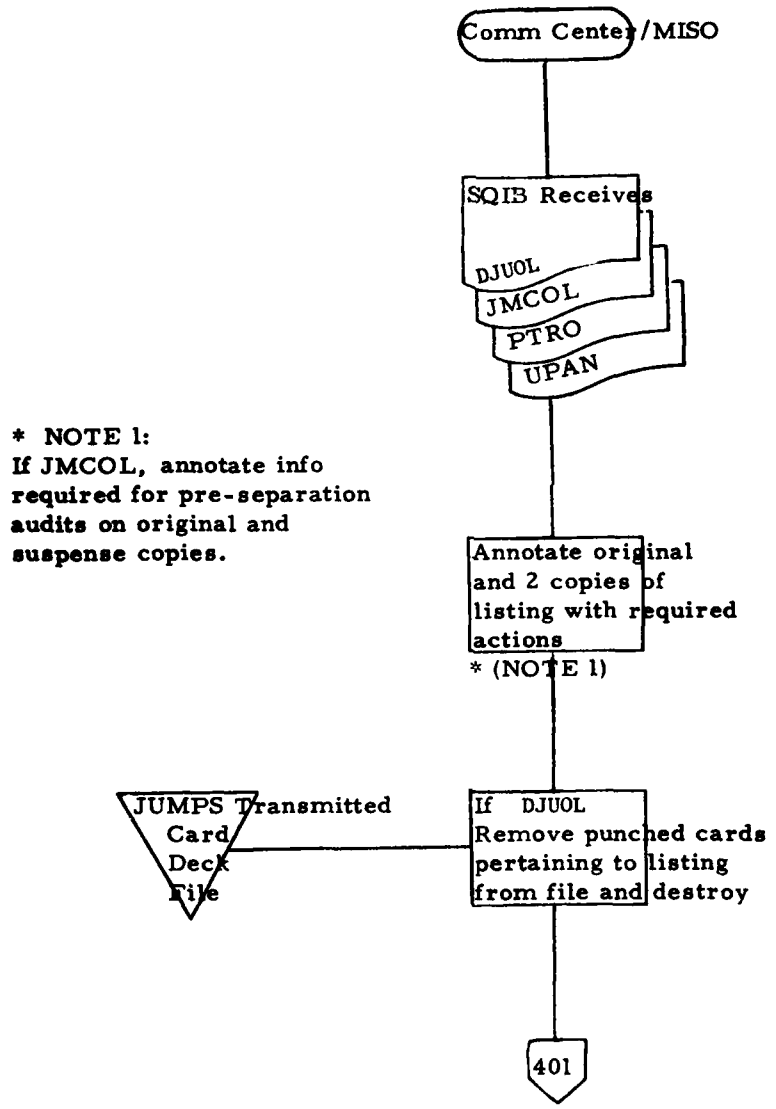
FROM PAGE II-15-D3



TO PAGE II-15-D5

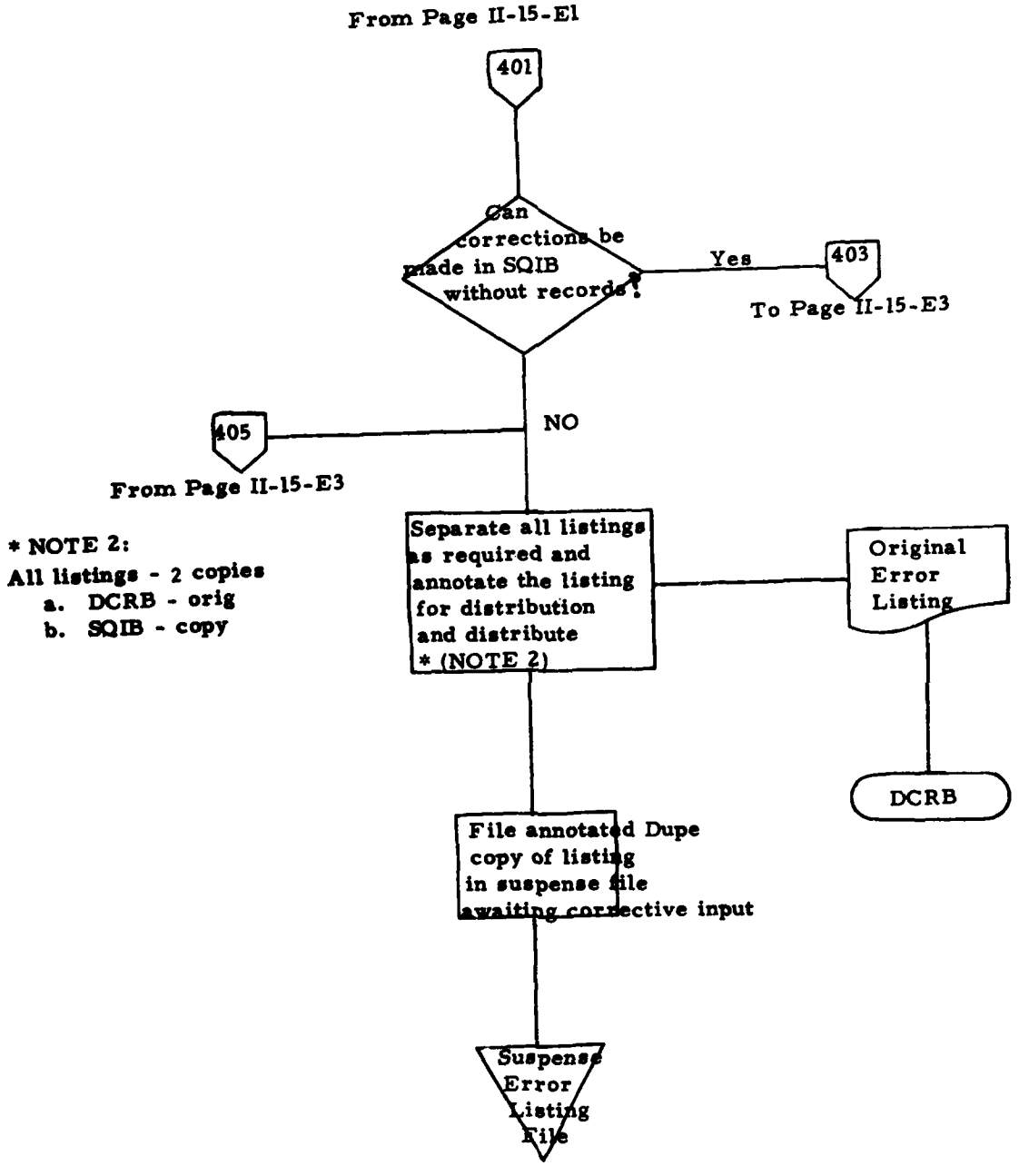

FROM PAGE II-15-D4
304
Return records to DCRB
BT
Records
FROM PAGE II-15-D4
305
Subs Doc File
After all entries on the P-49 Report have been checked off, withdraw the Subs Docs from the Subs Doc File.
DCRB
Insure that all Subs Doc are in the proper sequence IAW the P-49 Report.
Forward the annotated P-49 Report and Subs Docs to DCRB.
DCRB

ANNEX E - DOCUMENT/DATA FLOW: SOP 15.

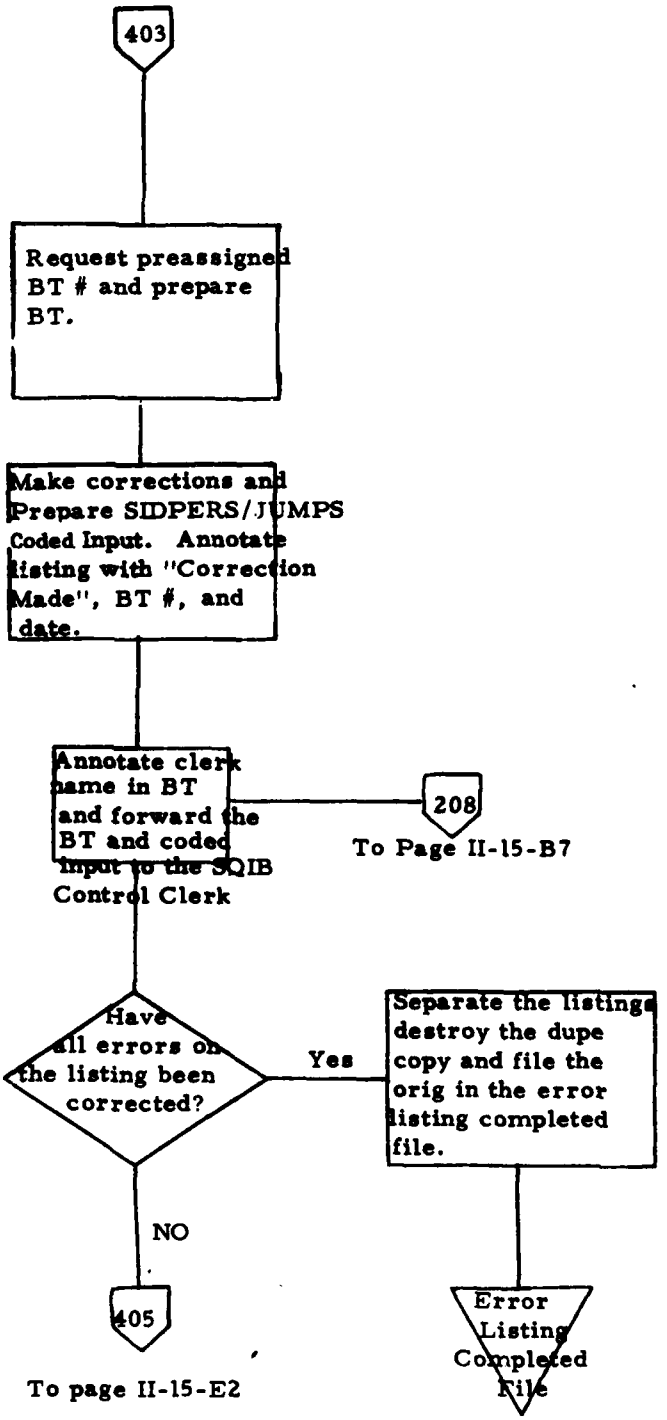


To Page II-15-E2

COPPER

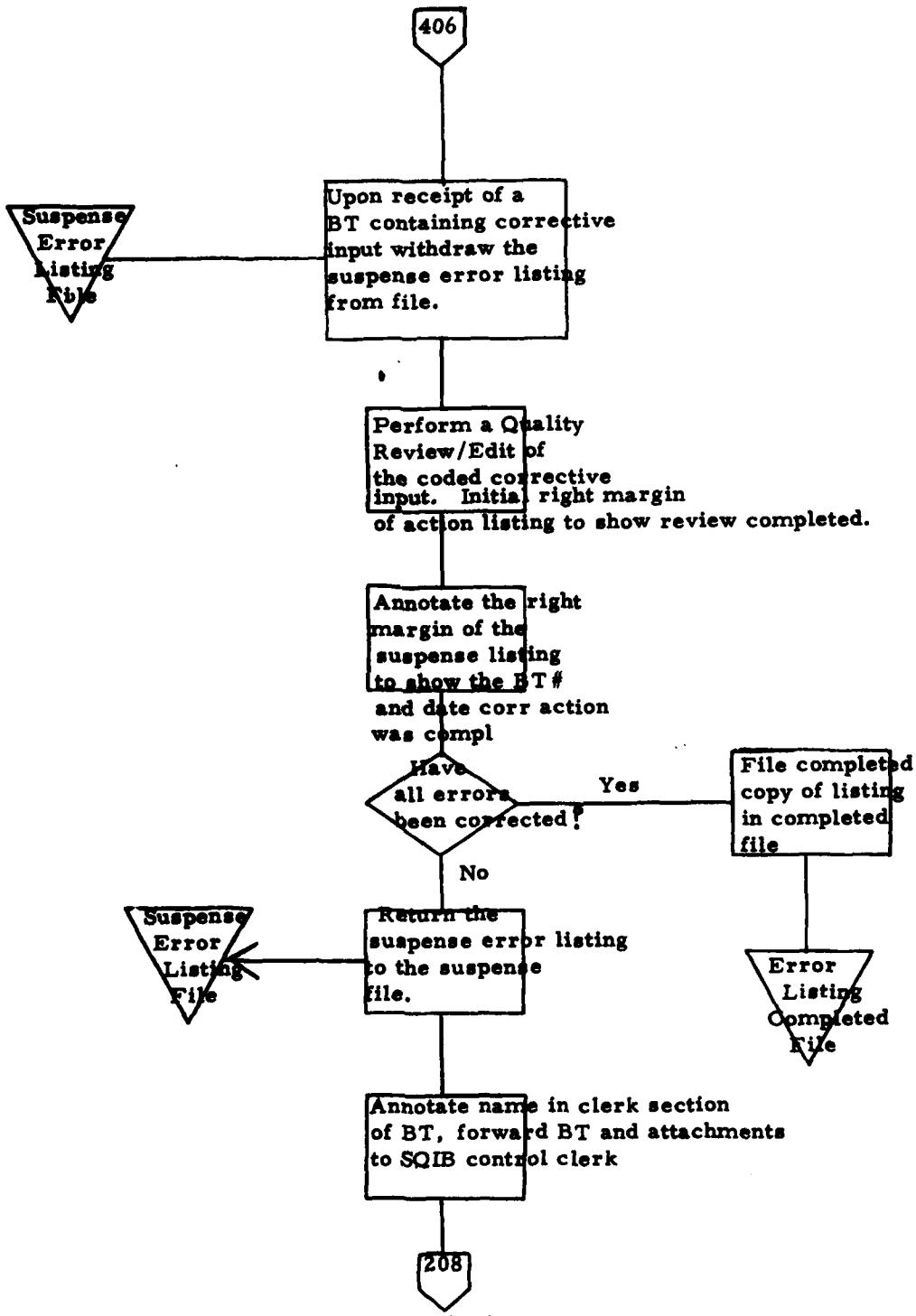

From Page II-15-E1
401
Can corrections be made in SQIB without records?
Yes
403
To Page II-15-E3
NO
405
From Page II-15-E3
* NOTE 2:
All listings - 2 copies
a. DCRB - orig
b. SQIB - copy
Separate all listings as required and annotate the listing for distribution and distribute * (NOTE 2)
Original Error Listing
DCRB
File annotated Dupe copy of listing in suspense file awaiting corrective input
Suspense Error Listing File

From Page II-15-E3



COPPER

From Page II-15-B4



To page II-15-B7

CHAPTER 16

QUALITY ASSURANCE SECTION (QAS)

16-1. GENERAL. The QAS is designed to assist the C, PPSD in his mission to improve the quality, accuracy, and timeliness of personnel and financial services. Additionally, during the course of reviews, QAS should seek to identify training deficiencies and recommend appropriate action.

16-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/ guidance which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

16-3. SOP NUMBER 1, QAS.

A. Purpose. This SOP defines policy and prescribes operating procedures for the QAS.

B. Policy.

1. Scheduled periodic reviews in the quality assurance (QA) program will be conducted in all functional areas of the PPSD. (A class B agent office will be considered a functional area of the PPSD when the agent office does not have a QAS). These reviews will be conducted to cause the least possible disturbance to the functional area involved.

2. Working papers will be accumulated during the review.

3. Special reviews can be incorporated into the QA program as directed by the C, PPSD.

4. Statistical sampling will be used during the review, when applicable.

5. Recommendations and courses of action to resolve problem areas will be provided to the assisted supervisor.

6. During development of the local QA schedule, coordination will be made with DA and MACOM PERMAS teams, USAFAC and MACOM Finance Assistance teams, and other technical assistance teams in order that priorities of effort can be established.

COPPER

7. Areas identified by USAFAC and MILPERCEN as representing Army-wide problems will be reviewed to assure that these problems do not exist locally.

8. The findings disclosed during QA reviews will be analyzed and appropriate recommendations will be made to the C, PPSD.

9. A record of all reviews conducted will be maintained and be readily available for review by visiting assistance teams from DA, USAFAC, and MACOM HQ.

10. The QAS will prepare, review, and analyze the Daily Activity Summary Report for the C, PPSD. (Chapter 2, this manual).

C. Operating Procedures.

1. Periodic reviews will be conducted in the functional areas of the PPSD to evaluate the effectiveness of existing procedures and internal controls, to determine compliance with regulatory requirements, and to identify problem areas. The results of these reviews, along with recommended courses of action to solve identified problems, will be reported to the supervisor in a timely manner, thus enabling him to take remedial action to prevent the problems from recurring.

2. During a review, many types of working papers are collected and/or prepared by the reviewer. These working papers are used as a basis for arriving at and substantiating conclusions and recommendations reported to the C, PPSD and the supervisor of the area reviewed.

3. A QA review program will be developed and submitted to the C, PPSD for approval. All available sources, including previous QA reviews, will be used to obtain information that can be beneficial in developing the program. Such sources include, but are not limited to, audit trend letters frequently published by the IG and Auditor General, General Accounting Office, Department of Defense, and Department of the Army; All Points Bulletin articles; review reports by the Internal Review Office, MACOM, and USAFAC; articles in the Army Administrator; previous PERMAS reports; and PPSD Daily Activity Reports. The program will identify each area scheduled for review, indicate the scope of the review in each area, and reflect the estimated time required to properly perform each review. The period covered by the QA program and the frequency of submission to the C, PPSD will be determined locally.

COPPER

However, as a minimum, a review of each functional area must be conducted annually and must be at least as comprehensive as the DA Finance and Accounting Assistance Teams' checklists. For example, an annual QA program could be developed and approved; from that, a detailed program could be submitted each quarter. If this example were used, the programming would be as follows:

a. The annual program would show the quarter that each functional area was scheduled for review (e.g., Tvl Sec, 1st and 3rd Qtr). A list of the items to be reviewed in each functional area and the quarter that the review will take place (e.g., Adv Tvl, 1st and 3rd Qtr; DD Forms 1588, 1st Qtr; Control Logs, 3rd Qtr; General Efficiency, 3rd Qtr).

b. Each detailed quarterly program would show the functional area and items scheduled for review in that quarter. In addition, the estimated starting and completion dates, plus the estimated man-days required to complete the review would be included.

4. The reviews can be developed around known or suspected problem areas or, when no specific problems have been identified, it can be developed to ascertain compliance with regulatory requirements. The review of certain items may require the extension into more than one functional area. Further, problem items may have to be reviewed more frequently than items with fewer noted discrepancies.

5. Planning the time required to execute the QA program is important. In order to insure effective use of personnel and available man hours, the total programmed man-days will be estimated as accurately as possible for each review. The program, however, must provide sufficient flexibility to permit performance of unplanned reviews and follow-up action on previous reviews. Consequently, factors such as current operating conditions, projected available man-hours, time expended on previous reviews, and impending system revisions must be considered when developing the QA program.

6. Immediately before a review, the QA analyst will hold an entrance conference with the chief of the functional area. The analyst will explain the purpose, scope, and estimated time allotted for the review and will also advise the functional area chief that:

a. He will be informed on a continuing basis of the findings detected during the course of the review.

b. An exit conference will be held after completion of the review but before preparation of the written review report.

c. Copies of the report detailing major and minor findings detected during the review will be furnished to the supervisor during the exit conference.

7. Locally developed checklists or review guides will be by the QAS personnel conducting QA reviews. A separate checklist/guide for each area or type of review should be designed to provide assistance to the analyst in accomplishing his assigned tasks. Pertinent portions of the Department of Army Finance and Accounting Assistance Teams QA checklists can be used as a guide in the development of local checklists/guides for comprehensive functional reviews that involve ascertaining the effectiveness of internal controls and procedures. However, the local checklists/guides should be designed to obtain more detailed information and adapted to meet local requirements.

8. When a review indicates a potential fraud (e.g., loss of cash, supplies, equipment) or evidence of falsification of records, the analyst will carefully examine the facts available and immediately submit a confidential report through the C, QAS, to the C, PPSD. In addition, the analyst will be careful not to disturb any evidence that may be required by any subsequent investigations.

9. A system should be devised for recording the hours expended on each review, on other job requirements, and on non-productive time. Information so collected can be used to assist in the accurate projection of the estimated man-days required to complete future reviews for the same or similar items.

10. The discrepancies detected during a QA review will be classified as either major or minor. The QA analyst must use his judgment to decide what constitutes a major finding and what constitutes a minor finding. The analyst should establish a general criteria to aid in classifying each finding before the review. All major findings will be included in the written review report. The disposition of minor findings will be determined locally. Both major and minor findings will be reported to the chief of the functional area responsible for the item reviewed.

11. The purpose of the exit conference is to discuss both major and minor findings and recommendations pertinent to the review. This data will also be included in the written

report. The chief of the functional area will be advised as to the probable contents of the written review report and will be provided with a work copy of the noted discrepancies, showing the major and minor errors detected during the review. The exit conference provides an opportunity for the chief of the functional area to comment on the findings and recommendations of the review. These comments should be noted by the QA analyst and included in the written review report. The functional area chief should advise the analyst of the status of any corrective actions undertaken as a result of the recommendations made during the course of the review. The status of corrective actions will also be included in the written review report.

12. Preparing a written review report - QA analyst.

a. The written review report will be prepared as soon as possible after the exit conference because unnecessary delays will cause the report to lose its effectiveness. This report will be prepared in an original and two copies (or a sufficient number of copies of meet local needs). The written review report will include, as a minimum, the following information:

(1) Scope/purpose of review and name of QA analyst conducting review.

(2) Comments on recommendations contained in previous reports. During the development of the review plan, the previous review and audit reports will have been examined to determine if there were any findings and recommendations directed towards the item to be reviewed. If so, follow up will be included in the review plan and specific comments regarding any findings detected during the review should be included in this report.

(3) Findings and recommendations.

(a) Findings should reflect condition (description of the problem), effect (result of the problem), and cause (the action or inaction that caused it).

(b) The recommendation should immediately follow the finding.

(c) The status of recommended corrective actions should be shown.

(4) Comments. The analyst can make any comments regarding the item reviewed.

b. After the written review report is completed and the analyst is satisfied that it is accurate and ready for submission to the C, PPSD, the analyst will place his signature and the date the report was completed at the end of the report.

13. The C, PPSD will be briefed following each review of a functional area to insure that he is kept current on the operating posture/effectiveness of the PPSD.

16-4. REFERENCES.

A. AR 11-37

B. AR 37-101-1

C. AR 37-103

D. AR 37-104-3

E. AR 37-106

F. AR 600-61 (DRAFT)

G. AR 640-2-1

H. AR 640-10

I. DA Pam 600-8 series

COPPER

CHAPTER 17

DISBURSING BRANCH

17-1. GENERAL. When a PPSD is established to support TOE units (divisions, units providing area support for Corps or Army troops, and units providing area support within theater operations), it will be organized to include a Disbursing Branch to provide nonintegrated finance support. Organization of a PPSD supporting TOE units does not create a change in the method of performing tasks identified to the disbursement, collection and deposit of funds. Duties will be performed IAW existing regulations and guidance documents.

17-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/ guidance which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

17-3. REFERENCES.

A. AR 37-101

B. AR 37-101-1

C. AR 37-103

D. AR 37-104-3

E. AR 37-107

COPPER

APPENDIX A

GLOSSARY

PURPOSE: This glossary includes definitions of terms, acronyms, and abbreviations which are used in this PPSD User Manual. This glossary attempts only to provide a standard meaning for those terms which have some special significance in a PPSD environment. Cross referencing between entries is minimized to reduce over-all length of the glossary; however, it may be necessary to refer to a second entry to find a desired meaning. Terms and definitions explained in AR 310-25 and AR 310-50 are not included in this glossary.

A

Additional MOS (AMOS)	Any awarded MOS other than primary or secondary.
Administration	The management and execution of all military matters not included in tactics and strategy; primarily concerned with the fields of logistics and personnel management, and the internal management of units. The organization commander is responsible for the administration of his command.
Analyze	To study the factors of a situation or problem in detail in order to determine a solution or outcome.
Assignment	A personnel placement action to satisfy a valid military manpower requirement.
Audit	A thorough examination or verification of a particular action to include a review of previous actions.

Awarded MOS	A military occupational speciality including skill level character, which identifies capability of an individual to perform duties required of MOS at his current or higher grade and made a matter of record by classification authority by entry on DA Form 2-1 (Qualification Record).
	B
Block Ticket (BT)	A record used to control and route all documents through the processing cycle.
	C
Career Management Field (CMF)	A manageable grouping of related MOS that provides visible progression to grade E-9.
Career Personnel	An enlisted member of the Regular Army who has completed more than 3 years of active Federal military service.
Centrally Managed Personnel	Those individuals in grades E-7, E-8 and E-9 for whom Department of the Army exercises centralized management controls. These controls include centralized assignment, promotion, reclassification, education, qualification, and evaluation.
Certify	To attest authoritatively to the accuracy or legality of facts, especially those which support a demand for payment.

Class A Agent Officer	A commissioned officer or warrant officer who is appointed to act as an agent for the FAO for the purpose of making such payments as are specified in the appointment orders.
Class B Agent Officer	A commissioned officer or warrant officer to whom public funds are entrusted by an accountable disbursing officer for the purpose of making payments and collections as agent for the accountable officer.
Classificationn Authority	A commander who has custody of individual personnel records of enlisted personnel who may initially award an MOS or designate an MOS as primary or secondary.
Classification in MOS	A classification action by classification authority which results in award of a new MOS, or initial designation of primary or secondary MOS.
Command	To exercise direct authority; to order; to control.
Consolidation of Military Personnel Activities (COMPACT)	The HQ DA approved plan for the consolidation of all active Army MILPO on a CONUS installation or its overseas equivalent, into a single MILPO (except for PSC, PCF, or the organic personnel elements of brigades, regiments, or similar equivalent TOE units which will retain their separate identities).
Consolidate	To combine or merge into a single whole.

Continuous Active Duty	Active Federal service in any of the Armed Forces of the United States without a break in service of more than 90 days. Periods of active duty for training are not included for this purpose.
Control	To exercise guiding or restraining power over; to regulate, curb, or check.
Coordinate	To cause to act or work together for a common purpose as in timing, unifying, and integrating work.
Critical MOS	For personnel assignment and distribution purposes, a critical MOS is one which must meet the following criteria: a. If a shortage of personnel exists, it would have an adverse effect upon planned operational missions of the Army. b. Personnel with other MOS cannot be substituted to perform duties of the MOS without prior formalized training. c. Training for MOS must be formalized and requires special facilities, instructors, or equipment (e.g., classroom facilities, and/or special outdoor areas, utilization of equipment not readily available or in short supply, specially trained instructor personnel, or specially prepared textbooks or lesson plans of a highly technical nature).

	d. Training input for MOS is difficult to meet because of existing security, physical, mental, and educational requirements.
	D
Daily Activity Report (DAR)	A report prepared by the supervisor showing production and onhand balances. This record should provide sufficient information from which the "Schedule X" can be prepared.
Daily JUMPS Update Output Listing (DJUOL)	A machine listing furnished the PPSD after each computer update of the master military pay file based on the input received at USAFAC. This listing provides the PPSD with all rejected input and advisory messages for input processed by the computer that is questionable as to the accuracy of the pay change. The listing includes a numbered message code identifying the reason the input was rejected or questioned and a card image of the pertinent input.
Direct	To give authoritative orders or instructions.
Discrepancy Letter (DL)	A form letter used by the PPSD to advise the units preparing the UTL of discrepancies found in the UTL.
Distribute	To divide among several or many; to deal out; to allot.

Duty MOS	The MOS which identifies authorized manning table position to which an individual is assigned and in which he is performing duty, or the MOS of the duty he is performing if not assigned to an authorized manning table position.
	E
Edit	To insure the quality of work received, processed, and reported meets prescribed standards and objectives as set forth by regulations and/or directives.
Enlisted Occupational Classification System	Procedures and processes for identification and correlation of individual capabilities, limitations, and aptitudes with requirements of specific military job.
Establish	To make stable or firm; to fix, to appoint or enact; to found; to gain recognition or acceptance.
Evaluate	To judge with respect to worth.
Evaluation Score	A score which shows an individual's relative standing, based on job performance and job knowledge among his contemporaries in pay grade, MOS, and skill level. It indicates an individual's ability to perform duty in a particular MOS.
	I
Implement	To translate plans and policies into action; to prepare; to

	disseminate and follow-up orders.
Improper Assignment	A personnel placement action which fails to satisfy or grossly exceeds military position requirements.
Improper Utilization	Use of an enlisted person in a military position under conditions which do not conform to the provisions of AR 600-200.
Initiate	To perform the first act; to make a beginning with; to originate.
Inspect	To view closely and critically so as to ascertain quality or state; to detect errors.
Issue	To send or give out officially.
	J
Joint Uniform Military Pay System-Army (JUMPS-Army)	The current centralized, computerized pay system within the Army.
JUMPS Monthly Computer Output Listing (JMCOL)	A machine listing furnished the PPSD each month following the computation of pay, listing accounts which are in error, accounts which are to be dropped due to AWOL and ETS dates, and advisory information pertaining to automated operations. This listing also includes a numbered message code identifying the reason the input was rejected or questioned.

L

Leave and Earnings Statement (LES)	A computer produced monthly statement of account for each member paid under JUMPS-Army.

M

Manage	To plan, organize, direct, guide, coordinate, and control resources to achieve established objectives.
Mark Sense Form (MSF)	DA Form 3728 (SIDPERS Input and Control Data Personnel Change (Expanded)). A SIDPERS coding document.
Merged Facility	The term used synonymously with the PPSD; also the consolidated pay/personnel office.
MOS Structure	A grouping of MOS which are systematically arranged in a meaningful order.
Monitor	To review, observe critically, and analyze.
MOS Evaluation Data Report	A printed report which contains identifying information, evaluation score attained by individual, and a profile of examinee's standing in each subject area included in test. It also provides comparison of the individual with his contemporaries in the same grade and MOS who took the same test.
MOS Skill Qualification Test (SQT)	An examination designed to evaluate individual's knowledge and skills in a particular MOS and skill level.

MOS SQT	An evaluation score of 70 which denotes the minimum qualification considered necessary to perform duty satisfactorily in the MOS and skill level in which tested.
	N
New Equipment Qualification Training	Service school courses or on-the-job training directed by a major commander or higher authority which is based on a change in unit mission or equipment and which will insure continued utilization of a significant portion of technical skills upon which award of proficiency rating to individual concerned is based.
	O
One-Stop Service	Service provided the individual soldier in cooperation with his or her commander at one place and point in time, within constraints of time and subject matter.
Operate	To manage or conduct; to work; to put into or continue activity.
Optimum Utilization	The utilization of individuals in military positions which make maximum use of their highest qualifications and abilities.
Organizational Routing Guide	A document which reflects the proper routing for each type of action entering the PPSD.

P

Participate	To act in common with others, to share; to partake.
Pay and Personnel Services	The total range of pay and personnel administrative support given to commanders, their staffs, and their assigned and attached personnel to include pay actions, personnel actions, disbursement, personnel management advice and assistance and consolidated records keeping services.
Perform	To put into effect; to carry out; to accomplish; to fulfill.
Prepare	To fit, adapt, or qualify beforehand for a particular purpose.
Primary MOS (PMOS)	That awarded MOS commensurate with NCO/Specialist status which is of first significance to the Army in terms of training, experience, demonstrated qualifications, and Army needs.
Process	To act on; to subject to a treatment or procedure.
Processing Cycle	The document flow required of the documents being routed. Normal flow will be from the DCRB to the action section/ branch to Quality Control to S/J Interface and back DCRB.
Promotion Authority	A commander who has authority to promote enlisted personnel under his command as authorized in AR 600-200.

Provide	To supply for use; furnish; to make available.
Purge	To remove, rid, or clear the record of whatever is no longer required to be filed therein because of supersession, action completed, or expiration.
	R
Receive	To acquire, come into possession of, or gain from an outside source.
Reclassification Authority	The level of command or activity designated by Department of the Army to redesignate a PMOS or SMOS or to withdraw any awarded MOS.
Reclassification in MOS	An action by a reclassification authority, with or without board action, which results in a change of awarded MOS, or redesignation of a primary or secondary MOS.
Redesignation of PMOS or SMOS	An action accomplished by appropriate orders which results in a change of PMOS or SMOS.
Reduction	A change to a lower pay grade.
Reduction Authority	A commander who has authority to reduce enlisted personnel under his command.
Report of Pay Change (DA Form 3684)	Document used to record pay changes to input to JUMPS-Army.
	S
Secondary MOS (SMOS)	That awarded MOS in a specialty different from PMOS, which is determined to be second in

	significance to the Army when evaluated in terms of training, experience demonstrated qualifications, and the Army's needs.
Standard Installation/ Division Personnel System (SIDPERS)	The Army's current standard automated personnel accounting and management system designed to put the entire Army on a single standard system.
SIDPERS Input Control Log	The log entry will contain the following elements of data as a minimum: originator code, originator batch number from the DA Form 3815 and the current date. As the entry is posted to the log, the originator batch number on the DA Form 3815 must be compared to the last originator batch number to insure it is the next sequential number. The number of each action received on the DA Form 3815 will be recorded in the space next to the type of action under the current batch number.
SIDPERS Unresolved Error Listing	Matching listing of errors by originator code furnished the PPSD (Test).
Staff Supervision	To advise subordinates of the Commander's plans and policies; to interpret plans and policies and assist in carrying them out; to determine the extent to which they are being followed; and to advise the commander thereof.
Substantiating Documents	Written evidence required to substantiate a pay action.

Supervise	To direct personally.
	U
Unit Transmittal Letter (UTL)	Document used to transmit personnel and pay documents from the unit to the PPSD.
	V
Verified MOS	An MOS in which individual has demonstrated his proficiency during most recent test session for that MOS under the Enlisted Evaluation System by achieving an evaluation score equal to or higher than minimum MOS qualification score established by Headquarters, Department of the Army.
Verify	To confirm, check, or test the accuracy of.

APPENDIX B

ABBREVIATIONS

A

AAB---------- Actions and Affairs Branch

ADMINCO-------- Administration Company

ADO---------- Accountable Disbursing Officer

AG---------- Adjutant General

AO---------- Area of Operations

APPR---------- Abbreviated Personnel/Pay Record

ARV---------- Arrival

ASD---------- Administrative Services Division

B

BT---------- Block Ticket

C

COPPER--------- Consolidation of Military Pay and Personnel Functions

CSB---------- Customer Service Branch

D

DA---------- Department of the Army

DAC---------- Department of Army Civilian

DAR---------- Daily Activity Report

DCRB---------- Document Control and Records Branch

DDC---------- Division Data Center

DISCOM--------- Division Support Command

DJUOL---------- Daily JUMPS Update Output Listing

DL---------- Discrepancy Letter

DPA----------Data Processing Activity

DPCA---------- Directorate of Personnel and Community Activities

DRS---------- Data Reduction Section

F

FAO---------- Finance and Accounting Officer

FAST---------- Forward Area Support Team

I

IAW---------- In Accordance With

I/OC---------- Input/Output Control

I/OP---------- In/Out Processing

J

JMCOL---------- JUMPS Monthly Computer Output Listing

JUMPS---------- Joint Uniform Military Pay System

L

LES---------- Leave and Earning Statement

LOI---------- Letters of Instruction

M

MACRIT--------- Manpower Authorization Criteria

MILPERCEN------ US Army Military Personnel Center

MILPO---------- Military Personnel Office

MISO----------- Management Information System Office

MOS------------ Military Occupational Specialty

MPRJ----------- Military Personnel Records Jacket

MSF------------ Mark Sense Form

MTOE----------- Modified Table of Organization and Equipment

N

NLT------------ Not Later Than

O

OHB------------ On Hand Begin

OHE------------ On Hand End

OIC------------ Officer In Charge

OPMS----------- Officer Personnel Management System

OTL------------ Other Transmittal Letter

P

P&A Bn--------- Personnel and Administration Battalion

PAC------------ Personnel and Adminfstration Center

PCF------------Personnel Control Facility

PCS------------ Permanent Change of Station

PFR------------ Personal Finance Record

PMB---------- Personnel Management Branch

PPSD---------- Personnel and Pay Services Division

PPTB---------- Personnel and Pay Transaction Branch

PROC---------- Processed

PSC----------Personnel Service Company

PSD---------- Personnel Services Division

PSNCO---------- Personnel Staff Noncommissioned Officer

PTRO---------- Personnel Transaction Register By Originator

Q

QA----------Quality Assurance

QAS---------- Quality Assurance Section

R

REC---------- Records

RFO---------- Request for Orders

S

SIDPERS--------Standard Installation/Division Personnel System

SIR---------- System Information Retrieval

SM---------- Service Member

SOP---------- Standing Operating Procedure

SQIB---------- Systems Quality Interface Branch

SSN----------Social Security Number

T

TDA---------- Table of Distribution and Authorization

TDR---------- Transfer Data Record

TES---------- Transaction Edit Section

TOE---------- Table of Organization and Equipment

U

UCMJ---------- Uniform Code of Military Justice

UER---------- Unresolved Error Report

UPAN---------- Unit Personnel Accountability Notice

USAFAC---------- United States Army Finance and Accounting Center

UTL---------- Unit Transmittal Letter

1SG---------- First Sergeant

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Abbreviations	Appendix B
Action Documents	
Identification	10-4C
Processing	10-9
Actions and Affairs Branch	
Functions and Responsibilities	3-4K
Operating Procedures	14-1 thru 14-5
Activation of a PPSD	1-4
Additional Files	10-3E
Administration Company	3-2
Differences between area support and Division, PPSD	5-2
Organization	3-2A
Organization Concepts	3-2B
Administrative Section	
Functions and Responsibilities	3-4D
Operating Procedures	9-1 thru 9-3
Audit Processing	15-6
Audit Section	3-4S
Centralized A-Z File	10-3B
Charge Out Records	10-3F
Command and Control, ADMINCO	3-2B
Control Section	
Functions and Responsibilities	3-4G
Contingency Plans	
Deployment by Echelons	7-6
Deployment Without Records	7-5

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Loss of Computer Support	7-4
Planning for Regional PPSDs	7-9
Types of Emergencies	7-2
Customer Service Branch	
Functions and Responsibilities	3-4L
Operating Procedures	13-1 thru 13-9
DA Form 3815 Processing	15-4
Daily Activity Report	
AAB	2-6
CSB	2-8
DCRB	2-3
General	2-2
PMB	2-4
PPTB	2-5
Summary	2-9
SQIB	2-7
Data Base Management Section	
Functions and Responsibilities	3-4T
Deployment of a Unit	
At Full Strength	7-7
By Echelon	7-6
Without Records	7-5
Differences between Area Support and Division PPSD	
ADMINCO	5-2
Functions	5-3A
Organization	5-3A
Differences between Installation and Division PPSD	
Admin Support	4-2C
Disbursing	4-2B
Functions	4-3B
Logistics	4-2C
Organization	4-3A

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Disbursing Branch	
Functions and Responsibilities	3-4V
Operating Procedures	17-1 thru 17-3
Distribution Breakdown	10-4
Date/Time Stamp	10-4B
Sorting Categories	10-4C
Distribution Section	
Functions and Responsibilities	3-4F
DJOUL Processing	15-17
Document Control and Records Branch	
Functions and Responsibilities	3-4E
Operating Procedures	10-1 thru 10-16
Error Listing Processing	15-17
Figures, Listing	Appendix D
File Documents	
Identification	10-4C
Processing	10-5
Flow Charts	
AAB	Annex A to Chap 10
CSB	
Inprocessing	Annex C to Chap 13
Inquiry Type Actions	Annex A to Chap 13
Outprocessing	Annex D to Chap 13
Processing Travel Vouchers	Annex B to Chap 13
DCRB	Annex A to Chap 10
PMB	Annex A to Chap 11
PPTB	Annex A to Chap 12
SQIB	
Audit Section Processing	Annex B to Chap 15
BT Processing after Edit/Audit	Annex B to Chap 15
DA Form 3815 Processing	Annex A to Chap 15
Incoming BT to SQIB	Annex B to Chap 15
I/OC Processing of Incoming BT/Unit Input	Annex C to Chap 15

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Processing Error Listing	Annex E to Chap 15
Processing JUMPS Input BT	Annex C to Chap 15
Processing JUMPS Ready for Message Suspense File	Annex C to Chap 15
Processing Local Pay Cards	Annex C to Chap 15
Processing Mixed Input BT	Annex C to Chap 15
Processing SIDPERS BT/Unit Input	Annex C to Chap 15
Processing SIDPERS/JUMPS Interface Substantiating Documents	Annex D to Chap 15
Processing SIDPERS Ready for Cycle Suspense File	Annex C to Chap 15
Transaction Edit Section Processing	Annex B to Chap 15
UTL Processing	Annex A to Chap 15
Flow Chart Symbols	3-5A
Forms	Appendix E
Functions and Responsibilities	
AAB	3-4K
Admin Section	3-4D
C, PPSD	3-4B
CSB	3-4L
Disbursing Branch	3-4V
DCRB	3-4E
PMB	3-4I
PPTB	3-4J
QAS	3-4C
SQIB	3-4Q
General Document Flow	
Error Listing	3-5J
General	3-5A
JUMPS Input Inquiries	3-5G
JUMPS Only Document	3-5C
Local Payments	3-5I
Personnel Related - No SIDPERS Input	3-5F
RFOs and SIDPERS Input	3-5H
SIDPERS/JUMPS Documents	3-5E
SIDPERS Only Documents	3-5D

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Glossary	Appendix A
Information Documents	
Identification and Processing	10-4 C
Inprocessing	13-6
Input/Output Control Section	
Functions and Responsibilities	3-4U
In/Out Processing Section	
Functions and Responsibilities	3-4N
Inquiry Processing	13-3
Inquiry Section	
Functions and Responsibilities	3-4M
JMCOL Processing	15-17
JUMPS Ready for Message Suspense File Processing	15-14
Local Pay Card Processing	15-13
Locator Document Procedures	10-13
Operating Procedures	
AAB	14-1 thru 14-5
Admin Section	9-1 thru 9-3
CSB	13-1 thru 13-9
DCRB	10-1 thru 10-16
Disbursing	17-1 thru 17-3
PMB	11-1 thru 11-5
PPTB	12-1 thru 12-5
QAS	16-1 thru 16-4
SQIB	15-1 thru 15-19
Organization, ADMINCO	3-2A
Organization, PPSD	3-3

APPENDIX C

TOPICAL INDEX

ITEM	PARA
OTLs and Contents	
Identification	10-4C
Processing	10-7
Outprocessing	13-7
Personnel and Pay Transaction Branch	
Functions and Responsibilities	3-4J
Operating Procedures	12-1 thru 12-5
Personnel Control Facility	
Concept of Operations	8-2, 8-5
Functions and Responsibilities	8-4
Organization of PPSD	8-3
Personnel Management Branch	
Functions and Responsibilities	3-4I
Operating Procedures	11-1 thru 11-5
Personnel Staffing	
Computation of Direct Workers	6-3
Methodology	6-2
Proposed Distribution of Spaces	6-4
Personnel and Pay Services Division (PPSD)	
Army Division	3-2
Supporting other than Garrison Operations	1-3
Without Data Reduction Capability	1-2
Processing Audit Blocks	15-6
Processing DA Form 3815	15-4
Processing Error Listings	15-17
Processing Inquiry Type Action	13-3
Processing JUMPS Ready for Message Suspense File	15-14
Processing Local Pay Cards (SQIB)	15-13

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Processing Returning Duplicate Block Tickets with Records (DCRB)	10-10
Processing Returning Original and Duplicate Block Tickets (DCRB)	10-12
Processing SIDPERS/JUMPS Substantiating Documents	15-16
Processing the SIDPERS Ready for Cycle Suspense File	15-15
Processing Substantiating Documents	10-14
Processing Travel Actions	13-4
PTRO Processing	15-17
Quality Assurance Section	
Functions and Responsibilities	3-4C
Operating Procedures	16-1 thru 16-4
Records Filing Procedures	10-3
Centralized A- Z	10-3B
Sensitive Records File	10-3C
Suspended Records File	10-3D
Additional Files	10-3E
Records Filing Section	
Functions and Responsibilities	3-4H
Requests for Loaned Records	
Identification	10-4C
Processing	10-8
Responsibilities of Field Elements Inputting to PPSD	
First Sergeants	1-6B
PAC's	1-6B
Unit Commander's	1-6B

APPENDIX C

TOPICAL INDEX

ITEM	PARA
Routing Guide	Annex B to Chap 10
Satellite TOE Units	1-5
Sensitive Records File	10-3C
Separation Section	
Functions and Responsibilities	4-3B
SIDPERS Input BT	15-9 4b
SIDPERS Ready For Cycle Suspense File Processing	15-15
Substantiating Document Processing	
DCRB	10-14
SIDPERS/JUMPS Interface	15-16
Support/non-active Army Personnel	
Concept of Operations	8-6
General	8-7
Suspended Records File	10-3D
Systems Quality Interface Branch	
Functions and Responsibiliites	3-4Q
Operating Procedures	15-1 thru 15-19
Transaction Edit Section	
Functions and Responsibilities	3-4R
Transaction Edit Section Processing of Block Tickets	15-7
Travel Processing	13-4
Travel Section	
Functions and Responsibilities	3-40
UTLs and Contents	
Identification (DCRB)	10-4C

APPENDIX C

TOPICAL INDEX

Processing (DCRB)	10-6
Processing (SQIB)	15-3

APPENDIX D

FIGURES

FIGURE NUMBER	DESCRIPTION	PAGE
1-1	TRANSFER IN FUNCTIONS TO ORGANIZE A PPSD FORMED BY TOE	I-1-3
3-1	ADMINISTRATION COMPANY, ARMY DIVISION	I-3-2
3-2	PPSD, FORMED FROM TOE	I-3-5
3-3	PPSD IN ARMY DIVISION	I-3-6
3-4	FLOW CHART SYMBOLS	I-3-24
3-5	PROCESSING UNIT/PAC SIDPERS INPUT	I-3-26 I-3-27
3-6	PROCESSING JUMPS-ONLY DOCUMENTS	I-3-28 I-3-29
3-7	PROCESSING SIDPERS-ONLY DOCUMENTS	I-3-32 I-3-33
3-8	PROCESSING SIDPERS/JUMPS DOCUMENTS	I-3-34 I-3-35
3-9	PROCESSING PERSONNEL RELATED-NO SIDPERS INPUT DOCUMENTS	I-3-38 I-3-39
3-10	PROCESSING INQUIRIES WHICH RESULT IN JUMPS INPUT	I-3-42 I-3-43
3-11	PROCESSING ACTION REQUIRING RFO & SIDPERS INPUT (e.g. PROMOTIONS)	I-3-46 I-3-47
3-12	PROCESSING LOCAL PAYMENTS	I-3-52 I-3-53
3-13	PROCESSING ERROR LISTINGS	I-3-56 I-3-57
4-1	TYPE D INSTALLATION	I-4-2
4-2	INSTALLATION PPSD	I-4-3

APPENDIX D

FIGURES

FIGURE NUMBER	DESCRIPTION	PAGE
5-1	ADMINISTRATION COMPANY, PERSONNEL AND ADMINISTRATION BN	I-5-2
5-2	COSCOM OR HIGHER LEVEL ORGANIZATION PERSONNEL AND ADMINISTRATION BATTALION	I-5-3
6-1	COMPULATION OF NUMBER OF DIRECT WORKERS	I-6-4
6-2	PROPOSED PERSONNEL STAFFING GUIDE FOR TOE AND TDA PPSD SERVICING 16,000 SM	I-6-5 thru I-6-12
8-1	CUSTOMER SERVICE BRANCH WITH PCF PROCESSING SECTION	I-8-2

APPENDIX E

NUMERICAL LISTING OF FORMS UNIQUE TO A PPSD

ADMINCEN FORM	TITLE	PARAGRAPHS
6011-R	PPSD Document Control Record (BT)	10-9
6012-R	Document Control and Records Branch Control Log	10-9
6013-R	Systems Quality Interface Branch Control Log	15-5, 15-8
6015-R	SIDPERS Cycle Report	15-15
6017-R	Batch Control Sheet	15-10
6020-R	Input/Output Control Section Control Log	15-9
6022-R	Control Log of Batch Control Sheets	15-14
6023-R	JUMPS-Army Message Log	15-14, 15-23
6026-R	Block Ticket Control Log - Branch/Section	10-10
6027-R	Unit/Other Transmittal Letter Control Log	15-3
6028-R	Daily Activity Summary Report Personnel and Pay Services Division	2-2, 2-9
6034-R	Daily Activity Report Document Control and Records Branch	2-2, 2-3
6035-R	Personnel and/or Pay Inquiry	13-3c
6036-R	Daily Activity Report - Systems Quality Interface Branch	2-2, 2-7
6037-R	Daily Activity Report Customer Service Branch	2-2, 2-8
6039-R	Daily Activity Report Personnel and Pay Transaction Branch	2-2, 2-5

ADMINCEN FORM	TITLE	PARAGRAPHS
6040-R	Daily Activity Report Actions and Affairs Branch	2-2, 2-6
6041-R	Daily Activity Report Personnel Management Branch	2-2, 2-4

SAMPLE OVERPRINTED DISPOSITION FORMS	SUBJECT	PARAGRAPHS
DA Form 2496	Deficiency in Submission of Documents to Personnel and Pay Services Division (PPSD) OTL/UTL Number _____	10-6
DA Form 2496	Last Transmittal_____ Unit Transmittal Letter Number_____	10-6
DA Form 2496	Last Transmittal_____ Other Transmittal Letter Number_____	10-6

PPSD DOCUMENT CONTROL RECORD (BT)		1. Date: 11 JUL 77	2. No: J101
3. Originator (Br and Clk) DCRB - G JENKINS			4. S: 18 JUL

	5. ROUTING/BRANCH	6. DATE RECEIVED	7. ACTION CLERK	8. DATE ROUTED
1	Pers & Pay Trans Br	11 JUL	J.E. EDMONDSON	12 JUL
	Actions & Affairs Br			
	Pers Mgt Br			
	Customer Service Br			
2	Sys Qual Interface Br	12 JUL	T.C. DAVIS	15 JUL
3	Doc Control & Rcds Br	15 JUL	J. Arnold	
	Other			

9. Records Filing Section Pull ☐ MPRJ ☒ PFR

10. ACTION (List by Type)	11. TOTAL	12. MPRJ	13. PFR	14. KEYPUNCH FORMS	15. MARK SENSE FORMS	16. CARDS	17. SUBSTANTIATING DOCUMENTS
ALLOTMENTS	12 11		11	11		44	11

18. REMARKS (Note additions/deletions)

one document pulled to recycle file (Belanger)

19. SIDPERS Cycle No:	20. JUMPS Msg No: 283

ADMINCEN Form 6011-R, Jan 77 (TEST) (ATZI-SP)

COPPER

INSTRUCTIONS FOR COMPLETING ADMINCEN FORM 6011-R
PPSD DOCUMENT CONTROL RECORD (BLOCK TICKET)

1. Date: Will indicate the date the Block Ticket is dispatched from originator.
2. Number: All Block Ticket numbers will be assigned an identifying number by Control Section of DCRB. If BT originates in a branch other that DCRB that branch will contact DCRB to obtain a number. All BT numbers will be prefixed by either S, J, SJ, NS, or NJ depending on the type of input on the Block Ticket.
3. Originator (Branch and Clerk): The originating Branch (i.e., DCRB, CSB) will be placed in this block along with the last name of the preparing clerk.
4. Suspense Date: This date will be assigned by the originating clerk at the time of dispatch of the BT from that branch. Suspense date for transactions will normally be 5 work days from the date in the date block.
5. Routing/Branch Order: This column will be prepared by originating branch indicating the sequence the block is to travel. EXAMPLE: A block originating in DCRB and traveling to PPTB, SQIB and back to DCRB, "1" is placed next to PPTB, "2" next to SQIB, and "3" next to DCRB.
6. Date Received: The control clerk receiving the Block in each branch will place the date received in this block.
7. Clerk: The clerk taking action on Block will place his/her last name in this block.
8. Date Routed: The control clerk routing the block to the next branch will place the date routed in this block.
9. RFS pull _ MPRJ _ PFR: The control clerk in DCRB intiating a block for which records must be pulled will check which (or both) records are to be pulled.
10. Action: The type action on the Block Ticket will be shown in this block.
11. Number: The number of actions will be shown in this block.
12. MPRJ: The number of MPRJs will be shown in this block. Normally by RFS.
13. PFR: The number of PFRs will be shown in this block. Normally by RFS.
14. Keypunch Form: The number of line entries on keypunch forms will be entered in this block by clerk preparing forms or by originating branch if forms are initially routed with the block.
15. Mark Sense Forms: The number of Mark Sense Forms will be entered in this block by the clerk preparing the Mark Sense Forms or by the originating branch if forms are initially routed with the Block.
16. Cards: The Edit Section Clerk editing the input will place the number of cards produced during data reduction. When a Batch is returned in the SQIB the Batch Control Clerk will verify the card count to insure no cards are inserted or lost.
17. Substantiating Documents: The number of substantiating documents will be entered here by the SQIB clerk identifying substantiating documents.
18. Remarks: This section will be used for any pertinent remarks about the block ticket. Additionally all documents and/or records added to or deleted from the BT will be shown by listing SM's last name, last 4 of the SSN, and BT to which action/record was deleted or BT from which an action/record was added.
19. SIDPERS Cycle: All S and SJ blocks will have the SIDPERS cycle on which action of this BT were processed.
20. JUMPS Msg No. All J and SJ blocks will have the JUMPS Msg Number on which cards were forward to USAFAC entered in this block.

DOCUMENT CONTROL AND RECORDS BRANCH CONTROL LOG

1. BLOCK NO.	2. NO. OF ACTIONS	3. ACTIONS BLOCKED					4. NUMBER RECORDS		5.	DATE			9.
		S	J	S/J	NS	NJ	a. MPRJ	b. PFR	BRANCH	6. OUT	7. DUP RECEIVED	8. ORIG RECEIVED	REMARKS
101	10	9					9 / 8		PPTB	11 Jul	13 Jul	15 Jul	1 document [illegible]
102	12		12					12 / 12	PPTB	11 Jul	12 Jul	13 Jul	1 Doc - Recycle
103	6			5			5 / 5	5 / 5	PMB	11 Jul	15 Jul	18 Jul	1 Doc - Recycle
104	3		3					3 / 3	PPTB	11 Jul	12 Jul	13 Jul	
105	14		14					14 / 13	PPTB	12 Jul	14 Jul	15 Jul	1 Doc-Recycle
106	12	11					11 / 10		AAB	12 Jul	15 Jul	18 Jul	
107	11			11			11 / 10	11 / 10	CSB	13 Jul	15 Jul	18 Jul	
108	7		7					7	PPTB	13 Jul	14 Jul	15 Jul	
109	6	6					6 / 6		PMB	14 Jul	18 Jul		
110	7	1	6					6 / 6	CSB	14 Jul	15 Jul	18 Jul	1 Doc - recycled
111	8	8					8 / 8		AAB	14 Jul	18 Jul		
112	9	9					9		PPTB	15 Jul			
113	8		8					8 / 8	PPTB	15 Jul	16 Jul		
114	7		7					7	PPTB	15 Jul			1 Recycle / 1 Doc
115	7			6			6 / 6	6 / 6	CSB	18 Jul			
116	2			2			2 / 2	2 / 2	PPTB	18 Jul			
117	6	6											
118	15	15											
119													
120													

E-5

COPPER

ADMINCEN FORM 6012R, May 77 (TEST) (ATZI-SP)

INSTRUCTION FOR COMPLETION
OF THE DOCUMENT CONTROL AND RECORDS BRANCH CONTROL LOG
(ADMINCEN FORM 6C12-R)

1. Block No. This is the number assigned to the block. All logs should be pre-numbered and cut off by calendar month.

2. No of Actions. This is the sum of the number of actions listed on the face of the Block Control Ticket (before records are pulled by RFS, if required).

3. Action Blocked. This is the actual number of actions blocked by category after actions are pulled by control for either the recycle suspense file or locator.

4. Numbers of Records. The top half */ of the divided block will show number of records (by either MPRJ or PFR) initially blocked out. The bottom half /* of the divided block will show the number of records returning on the block ticket.

5. Branch. The abbreviation for the branch which was the number 1 addressee on the block ticket will be shown here.

6. Date Out. The date the BT was forwarded to the number 1 addressee will be entered here.

7. Date Dup Received. The date the duplicate BT was received from processing will be entered here.

8. Date Original Received. The date the original BT was received from processing will be entered here.

9. Remarks. Any pertinent remarks about the block will be entered here.

SYSTEMS QUALITY INTERFACE BRANCH CONTROL LOG

1. BT NO	2. DATE REC'D	3. SQIP SEC	4. DATE RCD/ACT RTN FILE	5. RECORDS		6. DATE BT FWD TO I/O Control	7. ACTIONS				8. REMARKS
				MPRJ	PFR		S	J	S/J	Error Listing Lines	
SJ/2 1	11 JUN	EDIT	12 JUN	10	10	12 JUN			10		
/2 2											
S /2 3	11 JUN	EDIT	12 JUN	10		13 JUN	10				
J /2 4	13 JUN	EDIT	13 JUN		10	13 JUN		10		10	D JHOL
S /2 5	13 JUN	EDIT	14 JUN	20		14 JUN	20				
SJ/2 6	16 JUN	EDIT	17 JUN	5	5	17 JUN			5	5	D JHOL
SJ/2 7	16 JUN	EDIT		9	9				9	9	D JHOL
/2 8											
/2 9											
SJ/3 0	17 JUN	EDIT		6	6				6		
/3 1											
/3 2											
/3 3											
/3 4											
/3 5											
/3 6											
/3 7											
/3 8											
/3 9											
/4 0											

ADMINCEN Form 6013-R, May 77 (TEST) (ATZI-SP)

COPPER

SIDPERS CYCLE REPORT

DATE: 10 Jun 77
CYCLE : LT

INDICATOR	UNIT	PPSD	TOTAL	DA	TOTAL		
Transactions Submitted	65	227	292	207	499		
Transactions Processed	64	224	288	197	485		
Cycle Acceptance Rate	98.5	98.7	98.6	95.2	97.2		
Trans Submitted for Month	3505	8886	12391	4735	17126		
Transactions Processed	3431	8784	12215	3178	15393		
Acceptance Rate	97.9	98.9	98.6	67.1	89.9		
Unresolved Errors	2	1	3	-	-		
Failure to Gain	UPAN		NOT	RUN			
Failure to Lose		"	"	"			
AWOLs over 25 Days		"	"	"			
ASNJs over 10 Days		"	"	"			
Expired ETS/ESA		"	"	"			

ADMINCEN FORM 6015-R, May 77, (Test) (A TZI-SP)

COPPER

[redacted]

BATCH CONTROL SHEET	1. DATE 17 JUN 77	2. BATCH NUMBER 019

3. BLOCK TICKET NUMBER(S): 5125

(CHECK) "UNIT SIDPERS INPUT"

	4. PROCESS	5. INPUT FORMS	6. CARDS PRODUCED	7. OPERATOR
✓	OMPR	20	20	Cal Coolidge
	KEY-PUNCH			
	KEY+VERIFY			
	80-80 LIST			
	EDIT			
	I/O CONTROL CONTROL CLERK			

8. LESS LOCAL PAY CARDS PULLED	—	
9. TOTAL CARDS	20	

10. REMARKS:

ADMINCEN Form 6017-R, MAY 77 (TEST) (ATZI-SP)

COPPER

INPUT/OUTPUT CONTROL SECTION CONTROL LOG

1. BLOCK TICKET NUMBER	2. DATE RECEIVED	3. BATCH CONTROL NUMBER	4. SIDPERS SCN	5. JUMPS MSG NO.	6. DATE BT TO DCRB	7. REMARKS
SJ121	12 JUN	16	DQ	004	13 JUN	
122						
S 123	13 JUN	17	EQ	-	14 JUN	
J 124	13 JUN	18	EQ	004	14 JUN	
S 125	14 JUN	19	FQ		16 JUN	
SJ 126	17 JUN	20				
127						
128						
129						
130						
131						
132						
133						
134						
135						
136						
137						
138						
139						
140						

E-11

COPPER

ADMINCEN Form 6020-R, May 77 (TEST) (ATZI-SP)

INSTRUCTIONS FOR COMPLETION OF THE INPUT/OUTPUT CONTROL SECTION
CONTROL LOG (ADMINCEN FORM 6020-R)

1. Block Ticket Number. The BT numbers will be entered in this item. Pages should be prenumbered.

2. Date Received. Self explanatory.

3. Batch Control Number. The 3-digit batch control number to which the Batch was assigned will be entered here.

4. SIDPERS SCN. The two character SIDPERS SCN that SJ and S blocks had input on that cycle will be entered here.

5. JUMPS Message Number. The message number that cards were transmitted to USAFAC will be entered here. All J and SJ blocks should have an entry.

6. Date Block Ticket to DCRB. The date the BT was forwarded to DCRB will be entered here.

7. Remarks. Pertinent remarks will be entered here. Certain SJ blocks will have two JUMPS-Army message numbers. The second number will be entered here.

CONTROL LOG OF BATCH CONTROL SHEETS

MONTH: JUN 77

INSTRUCTIONS:

1. Circle Batch Control Number upon preparation of Batch Control Sheet.
2. X Batch Control Number upon return of Batch Control Sheet from processing.

	BATCH CONTROL NUMBERS										
X	26	51	76	01	26	51	76	01	26	51	76
X	27	52	77	02	27	52	77	02	27	52	77
X	28	53	78	03	28	53	78	03	28	53	78
X	29	54	79	04	29	54	79	04	29	54	79
X	30	55	80	05	30	55	80	05	30	55	80
X	31	56	81	06	31	56	81	06	31	56	81
X	32	57	82	07	32	57	82	07	32	57	82
X	33	58	83	08	33	58	83	08	33	58	83
X	34	59	84	09	34	59	84	09	34	59	84
X	35	60	85	10	35	60	85	10	35	60	85
X	36	61	86	11	36	61	86	11	36	61	86
X	37	62	87	12	37	62	87	12	37	62	87
X	38	63	88	13	38	63	88	13	38	63	88
X	39	64	89	14	39	64	89	14	39	64	89
X	40	65	90	15	40	65	90	15	40	65	90
X	41	66	91	16	41	66	91	16	41	66	91
X	42	67	92	17	42	67	92	17	42	67	92
X	43	68	93	18	43	68	93	18	43	68	93
19	44	69	94	19	44	69	94	19	44	69	94
20	45	70	95	20	45	70	95	20	45	70	95
21	46	71	96	21	46	71	96	21	46	71	96
22	47	72	97	22	47	72	97	22	47	72	97
23	48	73	98	23	48	73	98	23	48	73	98
24	49	74	99	24	49	74	99	24	49	74	99
25	50	75	00	25	50	75	00	25	50	75	00

ADMINCEN Form 6022-R, Jan 77 (TEST) (ATZI-SP)

COPPER

JUMPS-ARMY MESSAGE LOG

1 MESSAGE NUMBER	2 TOTAL CARDS	3 DD FORM 117 NUMBER	4 DOLLAR AMOUNT	5 DATE TO USAFAC	6 REMARKS
001	400	50408	500.00	1 JAN	
002	290			6 JAN	
003	490			10 JAN	
004	150	50420	1,050.00	13 JAN	
005	300			14 JAN	
006	259	50500	2,000.00	17 JAN	

ADMINCEN FORM 6023-R, JAN 77 (TEST)(ATZI-SP)

COPPER

INSTRUCTIONS FOR COMPLETION OF THE JUMPS-ARMY MESSAGE LOG.

1. Message Numbers. Number assigned will be entered here.

2. Total Cards. Total cards transmitted in the message will be entered here.

3. DD 117 Number. The voucher number from the DD Form 117 will be entered here. If message does not relate to a DD Form 117, this item will be left blank.

4. Dollar Amount. The dollar amount for a message associated with a DD Form 117 will be entered here. If message does not relate to a DD Form 117, this item will be left blank.

5. Date to USAFAC. The DTG shown on the duplicate copy of the DD Form 1392 returned from the message center will be entered here.

6. Remarks. Pertinent remarks to any message will be entered here.

BLOCK TICKET CONTROL LOG - BRANCH/SECTION

BLOCK NUMBER	DATE		NUMBER RECORDS		ACTIONS					REMARKS
	IN	OUT	MPRJ	PFR	S	J	S/J	NS	NJ	
14 1	1 Jul	1 Jul	8	8			10			
14 2										
14 3	1 Jul	1 Jul		6		9				
14 4										
14 5										
14 6										
14 7	1 Jul	1 Jul	5					5		
14 8	1 Jul		6		8					
14 9	1 Jul	1 Jul	12	12			20			
15 0										
15 1										
15 2	1 Jul	1 Jul	9		13					
15 3	1 Jul	1 Jul		6		8				
15 4										
15 5										
15 6										
15 7	1 Jul			7		8				
15 8										
15 9	1 Jul		4	4			6			
16 0										

ADMINCEN FORM 6026-R, JAN 77 (TEST) (ATZI-SP)

COPIER

INSTRUCTIONS FOR COMPLETION
OF THE BLOCK TICKET CONTROL LOG - BRANCH/SECTION
(ADMINCEN Form 6026-R)

1. Block Number. This is the number assigned to the block. All logs should be pre-numbered and cut off by calendar month.

2. Date In/Out. The date the block ticket was received from the previous addressee and the date it was forwarded to the next addressee.

3. Number Records. The block will show the number of records (MPRJ/PFR) received with the block ticket.

4. Actions. The actual number of actions by category received on the block ticket.

5. Remarks. Pertinent remarks concerning the block, such as records added/deleted or actions added/deleted, will be entered here.

MONTH Jun 77 — UNIT/OTHER TRANSMITTAL LETTER CONTROL LOG — UIC DESIGNATION 3PY ADD 819TH QMCo

1. CON NO.	2. UTL/OTL DATE	3. DATE RECEIVED IN PPSD	4. NO. OF DOCU-MENTS	5. DATE OF ACKNOWLEDG-MENT	6. DATE TO DCRB	7. DATE OF DISCREPANCY NOTIFICATION	8. NUMBER OF DISCREPANCIES A	B	C	D	E	F	G	H	I	9. DATE CORRECTION RECEIVED	10. NO. OF DOCU-MENTS	11. DATE TO DCRB
1	1 Jun	1 Jun	10	1 Jun	1 Jun													
2	2 Jun	2 Jun	5	2 Jun	2 Jun	2 Jun	✓	✓								3 Jun	1	3 Jun
3	3 Jun	3 Jun	12	3 Jun	3 Jun													
4	6 Jun	6 Jun	13	6 Jun	6 Jun													
5	7 Jun	7 Jun	2	7 Jun	7 Jun													
6	8 Jun	8 Jun	1	8 Jun	8 Jun													
7	9 Jun	9 Jun	6	9 Jun	9 Jun													
8	10 Jun	10 Jun	2	10 Jun	10 Jun													
9	13 Jun	13 Jun	1	13 Jun	13 Jun													
10	14 Jun	14 Jun	11	14 Jun	14 Jun													
11	15 Jun	15 Jun	13	15 Jun	15 Jun	15 Jun	✓	✓	✓							16 Jun	3	16 Jun
12	16 Jun	16 Jun	19	16 Jun	16 Jun	16 Jun	✓									16 Jun	1	16 Jun
13	17 Jun	17 Jun	2	17 Jun	17 Jun													
14																		
15																		

ADMINCEN FORM 6027-R, May 77, (TEST)(ATZI-SP)

COPPER

INSTRUCTIONS FOR COMPLETING UNIT/OTHER TRANSMITTAL CONTROL LOG
(ADMINCEN FORM 6027-R)

Designation/UIC - this item will show UIC for units. Other elements forwarding OTLs will have a descriptive word put here such a "Housing" for the housing office.

Month - Calendar month will be entered here.

1. Control Number - Self explanatory.

2. UTL/OTL Date - The date of the UTL/OTL will be entered here.

3. Date Received in PPSD - Self explanatory.

4. Number of Documents - Self explanatory. DA 3815 and contents are counted as 1 document.

5. Date of Acknowledgement to Unit - The date the original UTL sent to unit.

6. Date to DCRB - Date triplicate UTL and attachments forwarded to DCRB.

7. Date Unit Notified of Discrepancy - The date a discrepancy letter is sent to the unit will be entered here.

8. Number of Discrepancies - The letters corresponding to the subparagraphs completed on the Deficiency Letter will be checked.

9. Date Correction Received - The date the unit/element submitted the corrections to the errors listed on the deficiency letter will be entered here.

10. No. of Documents - The number of documents that were accepted that came to the PPSD with the correction to a deficiency letter will be entered in this block.

11. Date to DCRB - The date the documents (which were previously deficient) were forwarded to DCRB will be entered here.

DAILY ACTIVITY SUMMARY REPORT
PERSONNEL AND PAY SERVICES DIVISION

DATE 1 JUL 77

SIGNATURE Jim Barfield

ON HAND BALANCES	DCRB DIST	DCRB CONT	DCRB RFS	PMB	PPTB	AAB	CSB	SQIB	TOTAL
RECORDS (TOTAL)	0	0	145	40	50	0	0	166	401
a. MPRJ	0	0	130	35	25	0	0	78	268
b. PFR	0	0	15	5	25	0	0	88	133
RESERVE/NG RECORDS	0	0	0	0	0	0	0	0	0
ACTIONS (TOTAL)	0	132	0	15	50	15	35	80	327
a. SIDPERS	0	0	0	10	30	10	15	70	135
b. JUMPS	0	65	0	0	5	0	10	5	85
c. SIDPERS/JUMPS	0	27	0	5	15	0	10	5	62
d. NON SIDPERS	0	40	0	0	0	5	0	0	45
e. NON JUMPS	0	0	0	0	0	0	0	0	0
JUMPS ARV PCS	0	0	0	0	0	0	0	25	25
SIDPERS TDR's	0	0	0	0	0	0	0	15	15
ERROR LISTING (LINE ENTRIES)	0	0	0	0	60	0	0	200	260
a. DJUOL	0	0	0	0	0	0	0	42	42
b. JMCOL	0	0	0	0	0	0	0	100	100
c. PTRO (P-11)	0	0	0	0	60	0	0	50	110
d. UPAN (C-40)	0	0	0	0	0	0	0	0	0
e. DA ERRORS	0	0	0	0	0	0	0	0	0
INQUIRIES (TOTAL)	0	0	0	0	0	0	0	0	0
REENLISTMENTS	0	0	0	0	0	5	5	0	10
LOCAL PAYMENT	0	0	0	0	0	0	0	0	0
TRAVEL VOUCHERS	0	0	0	0	0	0	50	0	50
RECYCLE ACTION/FILE DOC	0	42	68	0	0	0	0	0	110
CARDS FOR DATA RED (S/J)	0	0	0	0	0	0	0	26	26
CARDS FOR AUTODIN (S/J)	0	0	0	0	0	0	0	280	280
RFO's PENDING ORDERS	0	0	0	7	0	3	0	0	10

PRODUCTION SUMMARY BY BRANCH/SECTION	STRENGTH AUTH	STRENGTH DUTY	TOTAL HOURS PROD	TOTAL HOURS NON-PROD
DCRB	38	35	232	96
PMB	34	30	240	32
PPTB	23	19	133	51
AAB	21	18	124	44
CSB	47	43	258	118
SQIB	46	46	368	0
TOTAL	209	188	1355	341

REMARKS:

30% have completed PT test (on schedule).

ADMINCEN FORM 6028-R, May 77, (TEST) (ATZI-SP)

COPPER

COPPER

DAILY ACTIVITY REPORT DOCUMENT CONTROL AND RECORDS BRANCH

Signature: [signature]

Date: 1 Jul 77

CATEGORY	DISTRIBUTION SECTION OHB	REC	PROC	OHE
OTHER TRANS LTRS	0	14	14	0
DEFICIENCY LTRS	2	2	2	2
DOCUMENTS (TOT)	0	449	449	0
a. FILE ONLY	0	121	121	0
b. ACTION	0	328	328	0
OTHER				

CATEGORY	CONTROL SECTION OHB	REC	PROC	OHE
RECORDS (TOTAL)	0	610	610	0
a. MPRJ	0	380	380	0
b. PFR	0	230	230	0
DOCUMENTS				
a. FILE ONLY	0	121	121	0
b. ACTION				
1. SIDPERS	12	128	140	0
2. JUMPS	15	75	50	40
3. SIDPERS/JUMPS	22	76	70	27
4. NON-SIDPERS	30	50	40	40
5. NON-JUMPS	0	0	0	0
RECYCLE ACT DOCS	42	0	0	42
LOANED RECORDS	16	2	4	14
OTHER				

CATEGORY	RECORDS FILING SECTION OHB	REC	PROC	OHE
RECORDS	321	610	786	145
a. MPRJ Filed	60	170	200	30
a. MPRJ Pulled	121	210	231	100
b. PFR Filed	40	110	150	0
b. PFR Pulled	100	120	205	15
FILE ONLY DOCS	124	121	215	30
RECYCLE FILE DOC	68	0	0	68
LOCATOR				
a. CARDS	0	18	18	0
b. DOCUMENTS	0	5	0	5
LES FILING	0	0	0	0
OTHER				

PRODUCTION SUMMARY

SECTION 15-16 732	STRENGTH AUTH	DUTY	TOTAL HOURS PROD	NON-P
DISTRIBUTION	7	6	40	24
CONTROL	8	8	52	12
RECORDS FILING	23	21	140	60

LOW NUMBER BLOCK TICKETS (Aging By Days)	0-3 Days	4-5 Days	OVER 6 Days
	122	40	16
HIGH NUMBER BLOCK TICKETS (Aging By Days)	LESS THAN 5 Days	5-15 Days	OVER 15 Days
	38	12	4

REMARKS:

E-21

ADMINCEN FORM 6034-R, May 1977 (TEST) (ATZI-SP)

PERSONNEL AND/OR PAY INQUIRY

1. Block No. J2574
2. Inquiry No. 5
3. Date 1 JUL 77

DATA REQUIRED BY PRIVACY ACT OF 1974. Auth: Title 5, USC 301. The purpose of this form is to provide the service member the means of making a formal inquiry concerning his/her pay/personnel record. The information is used to retrieve the member's record, identify the nature of the inquiry, determine the necessary action, and to compile statistical data. Information is voluntary. Without the information, necessary action concerning the inquiry cannot be undertaken.

SECTION I (To be completed by service member)

4. Name	5. SSN	6. Grade	7. Phone No.
LEWIS W MILLER	005-40-3474	E5	2397

8. Unit: HHC 1/21 20 BDE
9. Appointment (Date & Time): 1400, 1 JUL

10. Nature of Inquiry (be specific)
REQUEST PAYMENT of separate rations not credited on JUNE LES

SECTION II (To be completed by Unit Commander/PSNCO)

1. [X] Supporting Document(s) Submitted to PPSD. TL No. 06-5. Date 7 JUN 77
2. [ ] Supporting Doc Not Submitted PPSD. Will be on. Date
3. [X] Requested Local Payment is (Approved) (~~Disapproved~~). (Delete appropriate word)
4. [ ] Entitlement Due Service Member From _____ (Prior Station)
5. [ ] Other (Specify)

Time Dep Unit: 1345
Signature of Unit Commander/PSNCO: [signature]

SECTION III (To be completed by PPSD)

ACTION TAKEN

JUMPS INPUT WAS MADE AFTER CUTOFF ON 19 JUNE — MADE CASUAL PAY OF $80.00 TO SM

Time Arr PPSD	Time Dep PPSD	Signature of Clerk	Signature of Ind Sec Supv
1400	1425	[signature]	[signature]

INSTRUCTIONS

SEC	ITEM NO.	ACTION TO BE TAKEN
I	1.	Enter the Block Ticket Number which will be used to request the record from DCRB.
	2.	Enter the sequence number of the inquiry. Inquiries should be consecutively numbered.
	3.	Enter the date the inquiry was initiated by the service member.
	4-8.	Identification data to be typed or printed by the member.
	9.	Complete if service member has an appointment.
	10.	The nature of inquiry is to address the specific area of interest (separate inquiries are to be prepared for multiple areas of interest). Although brevity is encouraged, it is essential that the SM fully identify the inquiry and attach copies of all supporting documents.
II		Section II is to be completed by the unit commander or PSNCO upon completion of a review of the inquiry. Section II is an audit trail of the units actions which had taken place in respect to the specific inquiry.
III		Section III is to be completed by the inquiry clerk who is reviewing the member's inquiry. All actions taken or payments made will be reflected in this section. This section will be reviewed by the Inquiry Section Supervisor.

DAILY ACTIVITY REPORT
SYSTEMS QUALITY INTERFACE BRANCH

DATE: 1 Jun 77
SIGNATURE: Ben Harrison

ITEM	O/H BEG	RECD	PROC	O/H END
UTILS	0	28	28	0
UNIT SIDPERS INPUT	0	26	26	0
DEFICIENCY LETTERS	2	2	2	2
DA FM 31-ORIG	10	30	35	5
DA FM 31-SUSP	40	30	35	35
RECORDS (TOTAL)	30	366	220	176
a. MPRJ	15	203	140	78
b. PFR	15	163	80	98
ACTIONS (TOTAL)	85	315	260	80
a. SIDPERS	15	155	100	70
b. JUMPS	10	75	80	5
c. SIDPERS/JUMPS	0	85	80	5
ERROR TRANS (LINE ENT)	172	92	64	200
a. DJUOL	16	42	16	42
b. JMCOL	100	8	8	100
c. PTRO (P-11)	56	42	40	58
d. UPAN (C-40)	0	0	0	0
e. DA ERRORS	0	0	0	0
INPROCESSING EDITS (MPRJ/PFR)	0 / 0	15 / 15	10 / 10	5 / 5
ARV PCS	40	15	30	25
TDR'S AWAITING UNIT ARV	60	15	60	15
DATA REDUCTION (CARD COUNT)	18	310	302	26
a. SIDPERS MS FORMS	10	100	100	10
b. SIDPERS KP FORMS	5	50	52	3
c. JUMPS KP FORMS	3	160	150	13
d. OTHER	0	0	0	0
SIDPERS READY FOR CYCLE	100	50	0	150
RECYCLE SUBS DOCS	10	2	8	4
AWAITING TRANSMISSION (CARD COUNT)	200	180	100	280
a. SIDPERS ONLY	100	100	0	200
b. JUMPS ONLY	0	40	40	0
c. INTERFACE BY-PROD	100	40	60	80
AUDITS (TOTAL)	10	33	20	23
a. INPROCESSING	5	10	7	8
b. PRE-SEPARATION	2	12	3	11
c. REENLISTMENT	3	6	5	4
d. SPECIAL	0	5	5	0

STATUS OF ERROR LISTING

DATE/CYCLE	DATE RECV'D	LINE RECV'D	ENTRIES COMPL	% COMPL
DJUOL:	27 Jun	16	16	100%
	1 Jun	42	0	0%
JMCOL:		100	8	8%
PTRO (P-11):		56	40	71%
		44	22	50%
UPAN (C-40)				

PRODUCTION SUMMARY

SECTION	STRENGTH AUTH	STRENGTH DUTY	TOTAL HOURS PROD	TOTAL HOURS N-PROD
TRANSACTION EDIT	15	15	120	0
AUDIT	6	6	48	0
INPUT/OUTPUT CONT	14	14	112	0
DATA BASE MGT	7	7	21	35
MO	4	4	12	20

REMARKS:

DAILY ACTIVITY REPORT
CUSTOMER SERVICE BRANCH

DATE: 1 Jul 77

SIGNATURE: C Adams

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
RECORDS (TOTAL)	0	55	55	0
a. MPRJ	0	15	15	0
b. PFR	0	40	40	0
ACTIONS (TOTAL)	40	55	60	35
a. SIDPERS	20	15	20	15
b. JUMPS	10	20	20	10
c. SIDPERS/JUMPS	10	20	20	10
d. NON-SIDPERS	0	0	0	0
e. NON-JUMPS	0	0	0	0
ARV PCS	0	15	15	0
TDRs	0	15	15	0
INPROCESSING (TOTAL)	10	30	30	10
a. MPRJ	5	15	15	5
b. PFR	5	15	15	5
OUTPROCESSING (TOTAL)	30	10	20	20
a. MPRJ	15	5	10	10
b. PFR	15	5	10	10
*SEP/TRF POINT (TOTAL)	20	10	10	20
a. MPRJ	10	5	5	10
b. PFR	10	5	5	10
INQUIRIES (TOTAL)	10	65	75	0
a. COUNTER	0	30	30	0
b. MAIL	10	5	15	0
c. TELEPHONE	0	30	30	0
RECORDS REVIEW	30	0	10	20
ORB	10	5	10	5
LOCAL PAYMENTS (DA 2139)	0	10	10	0
ID CARDS	10	30	25	15
PAY ADJUSTMENTS	20	0	10	10
DA FORM 41	0	0	0	0

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
TRAVEL VOUCHERS (TOTAL)	80	45	85	40
a. PCS	50	15	35	30
b. TDY	30	20	40	10
c. ADV	0	10	10	0
*RESERVE/NG VOUCHERS	0	0	0	0
REENLISTMENT	10	5	10	5
SPECIAL CATEGORY (AWOL/DFR)	0	0	0	0
OTHER	0	0	0	0

DOCUMENT PREPARATION

ITEM	QTY	ITEM	QTY
DA 3684	50		
SIDPERS INPUT (# TRANS)	50		
LTR, DF, & IND	10		
DA 173 (MSG FM)			

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH		TOTAL HOURS	
	AUTH	DUTY	PROD	NON-PROD
INQUIRIES	17	15	90	46
I/O PROCESSING	21	20	120	48
TRAVEL	6	5	30	18
SEP/TRF POINT	0	0	0	0
HQ	3	3	8	6

REMARKS:

ADMINCEN Form 6037-R, May. 77 (TEST) (ATZI-SP)

DAILY ACTIVITY REPORT
PERSONNEL AND PAY TRANSACTION BRANCH

Date: 1 JUL 77

Signature: Chester Arthur

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
RECORDS (TOTAL)	35	230	215	50
a. MPRJ	22	118	115	25
b. PFR	13	112	100	25
ACTIONS (TOTAL)	35	195	180	50
a. SIDPERS	20	70	60	30
b. JUMPS	10	50	55	5
c. SIDPERS/JUMPS	5	70	60	15
d. NON-SIDPERS	0	5	5	0
e. NON-JUMPS	0	0	0	0
SUSPENSE ACTIONS	275	0	125	150

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
ERROR TRANS (LINE ENTRIES)	56	68	64	60
a. DJUOL	0	16	16	0
b. JMCOL	0	8	8	0
c. PTRO (P-11)	56	44	40	60
d. OTHER				
OTHER				

DOCUMENT PREPARATION

ITEM	QTY	ITEM	QTY
DA 3684	105		
SIDPERS INPUT (#TRANS)	135		
DA 2876	75		
SUSPENSE DF	5		
LTR, DF, and IND			

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH AUTH	STRENGTH DUTY	TOTAL HOURS PROD	TOTAL HOURS NON-PROD
Team 1	7	6	40	16
Team 2	7	6	42	14
Team 3	7	5	36	20
HQ	2	2	15	1
Total	23	19	133	51

REMARKS:

50% took annual PT test. (2 HRS)

ADMINCEN FORM 6039-R, May 77 (TEST)(ATZI-SP)

COPPER

COPPER

DAILY ACTIVITY REPORT
ACTIONS AND AFFAIRS BRANCH

DATE: 1 Jul 77

SIGNATURE: Frank Lance

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
RECORDS (TOTAL)	0	15	15	0
a. MPRJ	0	15	15	0
b. PFR	0	0	0	0
ACTIONS (TOTAL)	30	35	50	15
a. SIDPERS	20	15	25	10
b. NON-SIDPERS	10	20	25	5
c. SIDPERS/JUMPS	0	0	0	0
SEPARATIONS (TOTAL)	20	0	15	5
a. RETIREMENT	0	0	0	0
b. ELIMINATION	5	0	5	0
c. HARDSHIP	15	0	10	5
d. REFRAD	0	0	0	0
e. OTHER	0	0	0	0
CONG/SPECIAL INT INQUIRY	0	0	0	0
SECURITY CLEARANCE	0	0	0	0
CASUALTY REPORTING (TOTAL)	15	0	10	5
a. CASUALTY REPORTS	5	0	5	0
b. LOD INVES	10	0	5	5
PERSONNEL ACTIONS (TOTAL)	20	35	25	30
a. BARS TO REENLISTMENTS	0	5	0	5
b. RA/WO/OCS	15	10	15	10
c. AWDS/DECORATIONS	0	3	3	0
d. LEAVES/ABSENCES	0	0	0	0
e. BRANCH TRANSFERS	0	8	3	5
f. PERSONAL ID/DEP CHGS	0	7	2	5
g. COMPASSIONATE REASSIGN	5	2	2	5
h. OTHERS	0	0	0	0
Enlistment/Reenlistment	10	0	5	5
FLAGS				

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END

CATEGORY	AGING SUMMARY DAYS w-1	1-2	OVER 2	TOTAL
RFO's PENDING PUBLICATION	2	1	0	3

DOCUMENT PREPARATION

ITEM	QTY	ITEM	QTY
DA 173	8	CERTIFICATES	
LTR, DF, and IND	16	a. AWARD	2
SIDPERS INPUT (TRANS)		b. DISCHARGES	6
RFO	4	DA 2876	12
AWD CITATIONS	2		

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH AUTH	STRENGTH DUTY	TOTAL HOURS PROD	TOTAL HOURS NON-PROD
	21	18	124	44

REMARKS:

ADMINCEN FORM 6040-R, May 77, (TEST) (ATZI-SP)

DAILY ACTIVITY REPORT
PERSONNEL MANAGEMENT BRANCH

DATE: 1 Jul 77

SIGNATURE: Willy Gillmore

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
RECORDS (TOTAL)	35	50	45	40
a. MPRJ	35	40	40	35
b. PFR	0	10	5	5
ACTIONS (TOTAL)	20	70	75	15
a. SIDPERS	20	40	50	10
b. NON-SIDPERS	0	20	20	0
c. SIDPERS/JUMPS	0	10	5	5
PERS MGT ACTIONS (TOTAL)	113	71	146	38
a. CAP III ROSTERS	2	1	1	2
b. POR/PORT CALL REQ	60	60	100	20
c. DEFERMENTS/DELETIONS	22	10	30	2
d. SPECIAL PAY	0	0	0	0
e. OJT APPL	0	0	0	0
f. CLASS/RECLASS	29	0	15	14
g. SVC SCH REQUESTS	0	0	0	0
REASSIGNMENTS (TOTAL)	14	24	8	30
a. COMPASSIONATE	0	4	3	1
b. AIT	0	0	0	0
c. PERM PARTY	14	20	5	29
PROMOTIONS (TOTAL)	10	10	10	10
a. LIST OF ELIGIBLE PERS	2	5	5	2
b. RECOMMENDATIONS	4	2	2	4
c. DASO	3	2	2	3
d. PROMOTION BOARDS	1	1	1	1
SKILL QUAL TEST (TOTAL)	65	200	180	85
a. TEST ASWR SHEET FWD	0	100	100	0
b. EEC FM 10	20	100	40	80
c. STUDY GUIDE FWD	0	0	0	0
d. SURVEYS/MODB	45	0	40	5

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
OFFICER EVAL RPT (OER)	10	10	9	11
SR ENL/ENL EVAL RA (SEER/EER)	0	40	20	20
ACADEMIC EVAL RPT (AER)	0	0	0	0

CATEGORY	Aging Summary Days 0-1	1-2	Over 2	Total
RFO's PENDING PUBLICATION	5	2	0	7

DOCUMENT PREPARATION

ITEM	QTY	ITEM	QTY
RFO	5	SIDPERS INPUT (# TRANS)	15
OER SHELLS	9	CODING FM (CAP III, etc)	120
SEER/EER SHELLS	20	LTR, DF & IND	50
AER SHELLS	0	DA 2876	29
DASO EXTRACTS	0		

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH AUTH	STRENGTH DUTY	TOTAL HOURS PROD	TOTAL HOURS NON-P
REPORTING & ACCOUNTING	34	30	240	32
ASSIGNMENTS				
MANAGEMENT				
SQT				

REMARKS:
2 HR PT TEST (6)

ADMINCEN Form 6041-R, May 77 (TEST) (ATZI-SP)

E-28

COPPER

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
ATIZ-PP-PP	Deficiency in Submission of Documents to Personnel and Pay Services Division (PPSD) OTL/UTL Number _____

TO (Unit submitting OTL/UTL with deficiency) FROM Chief, PPSD ATTN: SQIB DATE 17 JUL 77 CMT 1

1. The following deficiencies have been identified in subject transmittal letter which have delayed processing personnel and/or pay change on the affected SM:

___ a. Items on DA Form 4187 (Personnel Action) indicate these forms are not being prepared at the time a change in personnel status occurs (Reference: Para 8-1b, DA Pamphlet 600-8).

✓ b. UTL was received out of numbered sequence. UTL control numbers missing are 13, 14 (Reference: Para 8-2c(1), DA Pamphlet 600-8).

___ c. DA Form 3815 (SIDPERS Input and Control Data - Authentication and Transmittal was received out of numbered sequence. Control numbers missing are _____. (Reference: DA PAM 600-8-1).

___ d. Documents were received without a UTL (Reference: Para 8-2c, DA Pamphlet 600-8).

___ e. SIDPERS mark sense forms were received without a DA Form 3815 (Reference: DA PAM 600-8-1).

___ f. Documents to support personnel/pay changes indicated on the UTL were missing (Control Number(s) _____).

___ g. Copies of DA Form 31 (Request and Authority for Leave) are not being received in proper sequence and/or control numbers are not being entered (Reference: Para 4-2, AR 630-5).

___ h. Illegible copy of document received (See attached).

___ i. Other:

2. Request corrective action be taken and required documentation, if applicable, be submitted to this office with a copy of this DF on a subsequent UTL.

3. Request immediate command action to preclude recurring deficiencies.

Bill McKinley
BILL McKINLEY
1LT, AGC
C, SQIB

DA FORM 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE. * U.S. G.P.O. 1976-665497/1018

COPPER

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
ATIZ-DI-PS	Last Transmittal 10 Unit Transmittal Letter Number 11

TO Chief, PPSD
ATTN:

FROM (Unit submitting UTL) 16TH BPO

DATE 17 Jun 77 CMT 1

Attached documents support changes to the pay account of the soldiers identified hereon.

NUMBER	TYPE OF DOCUMENT	REMARKS/IDENTIFICATION/CONTROL
2	DA Form 31 Suspense (when leave is approved)	LINCOLN 1367, WASHINGTON 1479
	DA Form 31 Original (when leave comp)	
	DA Form 1341 Allotment Authorization	
	DA Form 3685 Election of Pay Option	
	DD Form 362 Statement of Charges	
	TD 4 Employee Witholding Exemption	
	Termination/Assignment of Government Quarters	
	ADMINCEN Form 6035-R Personnel and/or Pay Inquiry	
1	DA Form 3815	
	DA Form 268	
2	DA Form 4187	VAN BUREN 1986, KENNEDY 1832
	Other	ANDY JACKSON

5 Incl
as

CPT, IN
ADJUTANT

TO (Unit Submitting UTL) 16TH BPO

FROM: Chief, PPSD

DATE 17 Jun 77 CMT 2

1. I have reviewed the above listed documentation and have verified that required copies are included and that entries ~~do~~/do not appropriately reflect true document content.

2. /✓/ Discrepancy letter is attached.
/ / Receipt acknowledged of transmittal letter dated _____.

6 Incl
~~1 and 2~~
ADDED 1 THRU
6. as

Jim Polk
JIM POLK
CW3, USA
ASST PERSONNEL OFFICER

DA FORM 1 FEB 67 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE. ★ U.S. G.P.O. 1976-665697 1018

COPPER

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
ATIZ-GD-FH	Last Transmittal 0 Other Transmittal Letter Number 1

TO Chief, PPSD
ATTN:

FROM (Activity submitting) Post Housing

DATE 17 Jul 77 CMT 1

Attached documents support changes to the pay account of the identified hereon.

NUMBER	TYPE OF DOCUMENT	REMARKS/IDENTIFICATION/CONTROL
2	Quarters Termination	Roosevelt. 3917 Carter, 4235

2 Incl
as

Harry Truman
HARRY TRUMAN
GS 12, DAC
C, Family Housing

TO (Activity submitting) Post Housing

FROM: Chief, PPSD

DATE 17 Jul 77 CMT 2

1. I have received the above listed documentation and have verified that required copies are included and that entries appropriately reflect do/do not reflect true document content.

2. / / Discrepancy letter is attached.
/X/ Receipt is acknowledged of transmittal letter dated 17 Jul 77.

2 Incl
wd

Bill Taft
2LT, FI
C, I/O C Section

DA Form 1 FEB 62 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE.

COPPER

* U.S. GOVERNMENT PRINTING OFFICE: 1977 - 750-070/1580

UNITED STATES ARMY
ADMINISTRATION CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

COPPER USER MANUAL

BRIGADE TEAM TEST SUPPLEMENT

1 SEPTEMBER 1977

DRAFT
D-1

BRIGADE TEAM TEST SUPPLEMENT

1-1. General. The team concept for a division PPSD is designed to increase records accessibility, fix responsibilities, enhance personnel and pay service support to units, and improve service to the individual soldier. Organization of a division PPSD in the team test mode does not require a change to the basic controls which are present in a COPPER office but some organizational changes will require a revision of certain operating procedures. The COPPER user manual will serve as the team test basic document and changes indicated by this supplement will be made to the user manual.

1-2. Purpose. The purpose of this supplement is to provide the concept of operations for the commander and his staff to organize and operate a division PPSD in the team mode.

1-3. Scope. This supplement applies only to a division PPSD. When conflict of direction exists between content of this supplement and Army directives, the contents of this manual will take precedence. Actions, reports and controls currently prescribed by existing directives but not specifically addressed within this supplement will continue to be performed and/or submitted as prescribed in the governing directive.

1-4. Changes to table of contents, introduction, and part I.

A. Table of Contents.

Remove Old Pages	Insert New Pages
i thru viii	i thru vi

BDE TM TEST SUPPLEMENT

B. Introduction

Make the following pen/ink changes. Delete ", installation and corps" from paragraph 1b.

C. Part I. Concept of Operations.

Remove Old Pages	Insert New Pages
I-1-1 thru I-1-4	I-1-1 thru I-1-4
I-2-3 thru I-2-6	I-2-3 thru I-2-6
I-3-5 thru I-3-6	I-3-5 thru I-3-6
I-3-9 thru I-3-22	I-3-9 thru I-3-22
I-3-23 thru I-3-59	I-3-23
I-4-1 thru I-4-5	I-4-1
I-5-1 thru I-5-4	I-5-1
I-6-1 thru I-6-14	I-6-1 thru I-6-10

1-5. Changes to Part II.

A. Chapter 9, No Change.

B. Chapter 10.

1. Remove Old Pages / Insert New Pages

Remove Old Pages	Insert New Pages
II-10-1 thru II-10-36	II-10-1 thru II-10-38
II-10-A1 thru II-10-A42	II-10-A1 thru II-10-A45
II-10-B18 thru II-10-B22	II-10-B18

2. Make the following pen/ink changes to Part I. Annex B, Chapter 10.

a. "AAB" to "AAS"
b. "PMB" to "PMS"
c. "DCRB" to "Records Team"
d. "PPTB" to "Records Team"
e. DA Form 61 add in remarks "Officer RA appointments to PMS"
f. DA Form 268 "AAB" to "Records Team" in remarks section change "AAB" to "Records Team".
g. DA Form 4187 (Extension Officer Active Duty Service) change "AAB" to "PMS".
h. DA Form 4187 (Officer Separation) Change "AAB" to "PMS".

C. Chapter 11.

Remove Old Pages	Insert New Pages
II-11-1 thru II-11-A10	II-11-1 thru II-11-B2

D. Chapter 12.

Remove Old Pages	Insert New Pages
II-12-1 thru II-12-4 II-12-A1 thru II-12-A5	II-12-1

E. Chapter 13.

1.

Remove Old Pages	Insert New Pages
II-13-3 and II-13-4	II-13-3 and II-13-4
II-13-9 and II-13-10	II-13-9 and II-13-10
II-13-A1 thru II-13-D7	II-13-A1 thru II-13-D7

2. Make the following pen and ink changes.

a. Change all "DCRB" to "appropriate Records Section"

b. Paragraph 13-1 line two, delete "... and 4-2 (TDA or installation PPSD services multiple commands, the separation/ transfer function in the CSB may be assigned to an element outside the PPSD."

c. Paragraph 13-6 C1b change "PMB" to "PMS".

F. Chapter 14.

1.

Remove Old Pages	Insert New Pages
II-14-A1 thru II-14-A5	II-14-A1 thru II-14-A5

2. Make the following pen/ink changes;

a. Change "DCRB" to "appropriate Records Section".

b. Delete paragraph 14-3B1b.

G. Chapter 15.

1.

Remove Old Pages	Insert New Pages
II-15-9 thru II-15-12	II-15-9 thru II-15-12
II-15-23 thru II-15-24	II-15-23 thru II-15-24
II-15-27 thru II-15-28	II-15-27 thru II-15-29
II-15-A1 thru II-15-E4	II-15-A1 thru II-15-F3

2. Make the following pen/ink changes:

a. Change "DCRB" to "appropriate Records Section"

b. Paragraph 15-9B3, line two, change "...SIDPERS/JUMPS Interface..." to "...USAFAC..."

c. Paragraph 15-9B4 change "...BT and unit input..." to "...documents..."

d. Paragraph 15-12B4a, line 1, add after "sheet", "...JUMPS Substantiating Documents..."

e. Paragraph 15-12D5b, line 2, add after "BT," "...JUMPS Substantiating Documents..."

H. Chapters 16 thru 17. No change.

1-6. Changes To Appendices.

A. Appendix A thru B. No change,

B. Appendix C.

Remove Old Pages	Insert New Pages
C-1 thru C-9	C-1

C. Appendix D.

Remove Old Pages	Insert New Pages
D-1 thru D-2	D-1

D. Appendix E.

1.

Remove Old Pages	Insert New Pages
E-1 thru E-8	E-1 thru E-8
	E-10a thru E-10b
E-11 thru E-12	E-11 thru E-12
E-19 thru E-22	E-19 thru E-22
E-27 thru E-28	E-27 thru E-28

2. Delete Figure on page E-29.

USER MANUAL

CONTENTS

INTRODUCTION	PARA	PAGE
Purpose	1	1
Scope	2	1
Contents	3	1
Background	4	2
Objectives	5	2
General	6	3
Explanation of Terms	7	3
Recommended Changes and Comments	8	3
PART I - CONCEPT OF OPERATIONS		
Chapter 1 - General Organization and Responsibilities		
General	1-1	I-1-1
PPSD without Data Reduction Capability	1-2	I-1-1
PPSD Supporting other than Garrison Operations	1-3	I-1-2
Activation of a PPSD	1-4	I-1-2
Satellite TOE Unit	1-5	I-1-4
Responsibilities of Field Elements Inputing to the PPSD	1-6	I-1-4
Chapter 2 - Management of PPSD Performance		
General	2-1	I-2-1
Daily Activity Reports - General Comment	2-2	I-2-2
Daily Activity Report (PPRS)	2-3	I-2-4

	PARA	PAGE
Daily Activity Report (PMS)	2-4	I-2-5
Daily Activity Report (AAS)	2-6	I-2-5
Daily Activity Report (SQIB)	2-7	I-2-7
Daily Activity Report (CSB)	2-8	I-2-7
Daily Activity Summary Report	2-9	I-2-8
Chapter 3 - PPSD Army Division		
Mission	3-1	I-3-1
Administration Company	3-2	I-3-1
Personnel & Pay Services Division	3-3	I-3-4
Functions & Responsibilities, PPSD	3-4	I-3-4
Chapter 4 - Deleted		
Chapter 5 - Deleted		
Chapter 6 - Tentative Personnel Staffing Guidance		
General	6-1	I-6-1
Proposed Distribution of Personnel Spaces	6-4	I-6-1
Chapter 7 - Contingency Plan		
Policy	7-1	I-7-1
Types of Emergencies	7-2	I-7-1
JUMPS Center Computer Site	7-3	I-7-1
Temporary Loss of Computer Support	7-4	I-7-1
Deployment Without Records	7-5	I-7-2
Deployment by Echelon	7-6	I-7-3
Deployment at Full Strength	7-7	I-7-4
Concept of Fast Operations	7-8	I-7-4

Contingency Planning for Regional PPSDs	7-9	I-7-5
Chapter 8 - Support of Personnel Control Facility (PCF)		
General	8-1	I-8-1
Personnel Control Facility Concept of Operations, Pre-PPSD	8-2	I-8-1
Organization of PPSD with PCF Responsibility	8-3	I-8-1
Functions & Responsibilities, PCF Processing Section	8-4	I-8-3
Concept of Operations, PCF Processing Section	8-5	I-8-5
Support of Non-active Army Personnel: Concept of Operations	8-6	I-8-6
General	8-7	I-8-6
References	8-8	I-8-6
PART II - STANDING OPERATING PROCEDURES		
Chapter 9 - Administrative Section		
General	9-1	II-9-1
Utilization of Existing Regulations	9-2	II-9-1
References	9-3	II-9-1
Chapter 10 - Personnel and Pay Records Section		
General	10-1	II-10-1
Utilization of Existing Regulations	10-2	II-10-1
SOP No. 1, Records Team Filing Procedures	10-3	II-10-2
SOP No. 2, Distribution Breakdown	10-4	II-10-6
SOP No. 3, Processing File Only Documents	10-5	II-10-8
SOP No. 4, Processing UTLs and Contents	10-6	II-10-10

	PARA	PAGE
SOP No. 5, Records Section Processing of OTL's	10-7	II-10-11
SOP No. 6, Processing Requests for Loaned Records	10-8	II-10-12
SOP No. 7, Processing Action Documents	10-9	II-10-15
SOP No. 8, Processing Returning Duplicate Block Tickets with Records	10-10	II-10-23
SOP No. 9, Processing Returning Original Block Tickets	10-11	II-10-26
SOP No. 10, Processing Returning Original and Duplicate Block Tickets	10-12	II-10-27
SOP No. 11, Locator Document Procedures	10-13	II-10-30
SOP No. 12, Action Document Processing BY Record Team	10-14	II-10-34
SOP No. 13, Processing OTL's	10-15	II-10-36
References	10-16	II-10-38
Annexes	10-17	II-10-38
Chapter 11 - Personnel Management Section (PMS)		
General	11-1	II-11-1
Utilization of Existing Regulations	11-2	II-11-1
SOP No. 1, PMS	11-3	II-11-1
References	11-4	II-11-4
Annex	11-5	II-11-5
Chapter 12 - Deleted		
Chapter 13 - Customer Service Branch (CSB)		
General	13-1	II-13-1
Utilization of Existing Regulations	13-2	II-13-1
SOP No. 1, Processing Inquiry Type Actions	13-3	II-13-1

	PARA	PAGE
SOP No. 2, Processing a Travel Action	13-4	II-13-4
SOP No. 3, Separation Processing	13-5	II-13-4A
SOP No. 4, Inprocessing	13-6	II-13-6
SOP No. 5, Outprocessing	13-7	II-13-9
References	13-8	II-13-12
Annexes	13-9	II-13-12
Chapter 14 - Actions and Affairs Branch (AAB)		
General	14-1	II-14-1
Utilization of Existing Regulations	14-2	II-14-1
SOP No. 1, AAB	14-3	II-14-1
References	14-4	II-14-4
Annex	14-5	II-14-4
Chapter 15, Systems Quality Interface Branch (SQIB)		
General	15-1	II-15-1
Utilization of Existing Regulations	15-2	II-15-2
SOP No. 1, UTL Processing	15-3	II-15-2
SOP No. 2, DA Form 3815 Processing	15-4	II-15-4
SOP No. 3, Processing Incoming BT to the SQIB	15-5	II-15-8
SOP No. 4, Audit Section Processing of Audit Blocks	15-6	II-15-9
SOP No. 5, TES Processing of BT	15-7	II-15-9
SOP No. 6, Processing BT after Edit or Audit	15-8	II-15-11
SOP No. 7, Initial Processing Incoming BT/Unit Input into I/OC Section	15-9	II-15-12
SOP No. 8, Processing mixed Input BT	15-10	II-15-13
SOP No. 9, Processing SIDPERS Input BT and Unit SIDPERS Input	15-11	II-15-17

	PARA	PAGE
SOP No. 10, Processing JUMPS Input BT	15-12	II-15-19
SOP No. 11, Processing Local Pay Cards	15-13	II-15-21
SOP No. 12, Processing the JUMPS Ready for Message Suspense File & JUMPS Cards	15-14	II-15-22
SOP No. 13, Processing the SIDPERS Ready for Cycle Suspense File and SIDPERS Cards	15-15	II-15-24
SOP No. 14, Processing SIDPERS/JUMPS Interface Substantiating Documents	15-16	II-15-25
SOP No. 15, Processing of SIDPERS and JUMPS-Army Error Listings (DJOUL, JMCOL, PTRU, and UPAN).	15-17	II-15-27
References	15-18	II-15-28
Annexes	15-19	II-15-29
Chapter 16 - Quality Assurance Section (QAS)		
General	16-1	II-16-1
Utilization of Existing Regulations	16-2	II-16-1
SOP No. 1, QAS	16-3	II-16-1
References	16-4	II-16-6
Chapter 17 - Disbursing Branch		
General	17-1	II-17-1
Utilization of Existing Regulations	17-2	II-17-1
References	17-3	II-17-1
APPENDICES		
A GLOSSARY		A-1
B ABBREVIATIONS		B-1
C DELETED		
D FIGURES		D-1
E FORMS		E-1

CHAPTER 1

GENERAL ORGANIZATION AND RESPONSIBILITIES

1-1. GENERAL: The Personnel and Pay Services Division (PPSD) has three organizational structure designs: Army Division (TOE); area support (TOE) for troops/units within a Corps, Army, or Theater area; and installation (TDA).

A. Each PPSD is designed to employ the Forward Area Support Team (FAST) concept, when appropriate.

B. Each PPSD will continue to perform those personnel and pay functions that there is no direct impact as a result of the consolidation of pay and personnel, in the same manner as those functions were performed previously (e.g., processing partial pay, request for attendance at OCS).

1-2. PPSD WITHOUT DATA REDUCTION CAPABILITY: Usually the installation level (TDA) PPSD is assigned a data base management and a data reduction capability. The following applies when that capability is not organic to a PPSD:

A. The PPSD (-) will be satellited on a PPSD with data base management and data reduction responsibility.

B. The PPSD (-) will process documents and data using routine procedures through all steps up to and including the editing function performed in the System Quality Interface Branch (SQIB). At that point, the following actions will take place:

1. SIDPERS input will be dispatched to the supporting PPSD.

2. Substantiating documents will be retained by the SQIB for routine forwarding to United States Army Finance and Accounting Center (USAFAC).

SQIB will maintain a suspense file for SIDPERS input dispatched to the supporting PPSD pending receipt of transmission record from that PPSD.

4. The SQIB will be augmented with keypunch operators to fully process JUMPS only transactions.

1-3. PPSD SUPPORTING OTHER THAN GARRISON OPERATIONS: When the PPSD is tasked to provide support for a reception station, training center, personnel control facility, Reserve or National Guard unit, a separate branch/section will be established in the PPSD for this support and should be staffed IAW applicable DA staffing guide tables.

1-4. ACTIVATION OF A PPSD:

A. A PPSD will be activated only with advance approval of Headquarters, Department of the Army. Requests for activation of a PPSD will be submitted through command channels to the DA proponent.

B. A PPSD organized during or after the proliferation of COPPER concepts must be responsible for and must maintain the personnel and the pay record of each individual supported. This policy remains in effect regardless of the number of units subsequently supported as tenant or satellited units.

C. The installation Finance and Accounting Officer (FAO) serves as accountable disbursing officer (ADO) to a PPSD organized from a TDA. The FAO provides disbursing support by physically locating cashiers within the Customer Service Branch (CSB) of that PPSD. The FAO may physically locate cashiers within two or more CSBs or a Class B agent may be appointed when conditions warrant organization of more than one PPSD having a large volume of payments of a specialized nature (such as at a separation center). A Class B agent may also be appointed when a PPSD is organized to support an installation or activity that does not warrant a FAO.

D. Figure 1-1 shows how functions assigned to current finance sections and to a Personnel Services Division (PSD) of an AG Company are transferred to form a PPSD organized to support an Army division. A similiar transfer of functions occurs when an installation PPSD is organized.

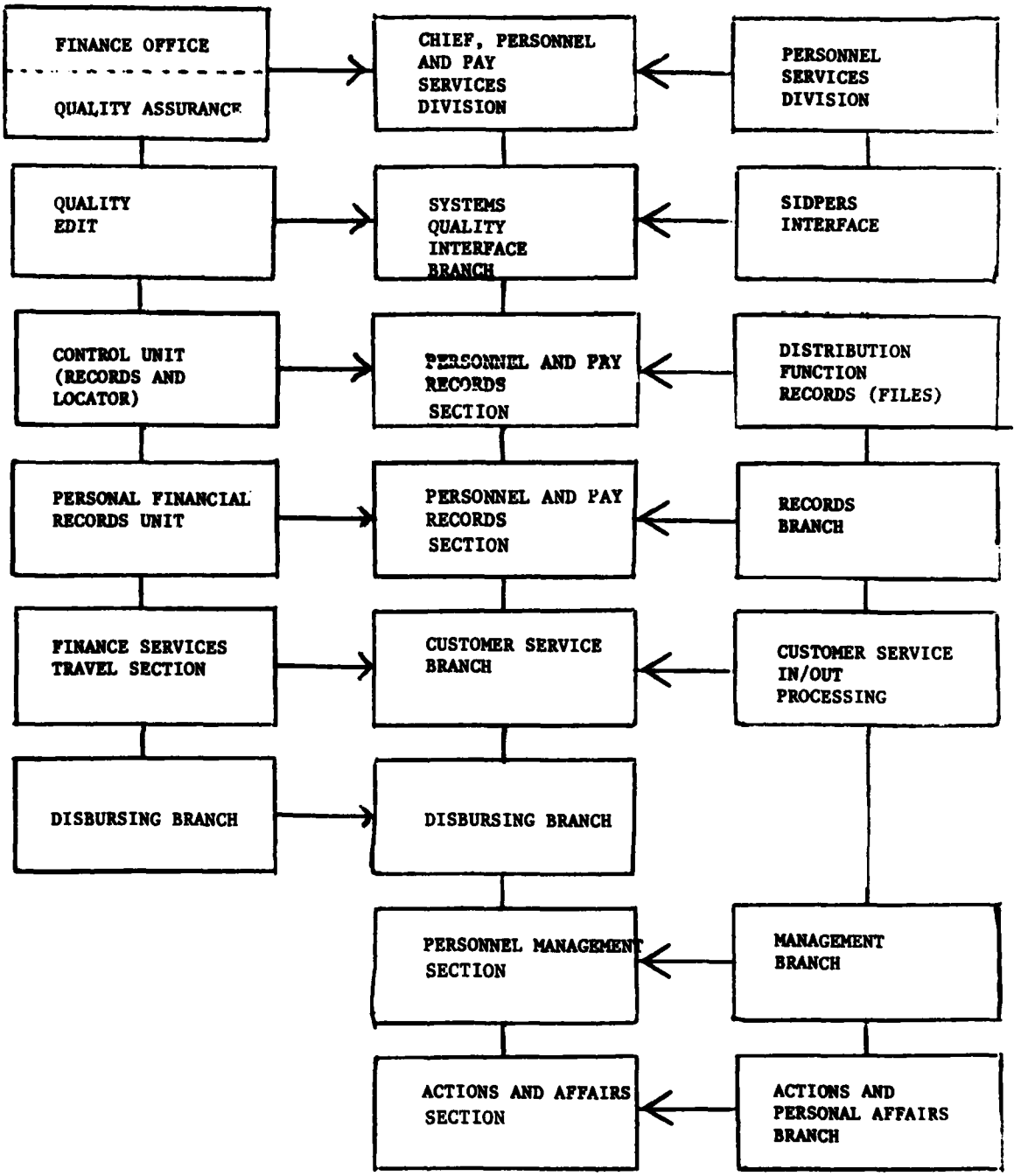


FIGURE 1-1 TRANSFER IN FUNCTIONS TO ORGANIZE A PPSD FORMED BY A TOE

1-5. SATELLITE TOE UNITS:

A. It is desirable for each PPSD formed from a TOE to maintain its organizational integrity while in garrison and to pattern its operations after those conducted in the field. This concept minimizes disruption and insures continuity of action upon deployment. However, funding and personnel restrictions may necessitate that category I, II, and III units be satellited while in garrison upon a TDA organized PPSD. Satelliting of a TOE unit on TDA organized PPSD does not change the command channels of the PPSD. Support provided to the satellite TOE unit will be agreed on by the affected commands.

B. A commander of a TOE unit with a PPSD that is activated but unfilled will receive personnel and/or equipment direction when that PPSD is organized.

C. A commander of a TOE unit with an activated PPSD that is consolidated with a TDA organized PPSD will maintain unit records identifying personnel and/or equipment assigned to the consolidated PPSD. That chapter or annex of the tactical SOP pertaining to personnel and pay functions will be augmented to identify procedures for reassignment and control of the activated PPSD upon deployment. The tactical SOP will continue to reflect operational concepts, reports, functions, and loading plans (dependent upon policy) of the activated PPSD.

1-6. RESPONSIBILITIES OF FIELD ELEMENTS INPUTING TO THE PPSD:

A. General Responsibilities of Originator. These responsibilities include prompt and accurate submission of data/documents and the prompt resolution of errors.

B. Specific Responsibilities of Originator. These responsibilities include:

1. Unit commanders. Responsible for the personnel management functions of their commands as directed by higher level authority and for preparation of informal personnel and pay input to the Personnel Administration Center (PAC) and PPSD.

3. PROC - the total number of documents/records, identified to each category, processed since the previous report.

4. On Hand End (OHE) - the total number of documents/ records, identified to each category that must be processed on a subsequent day. The OHB plus the received minus the processed equals the OHE (OHB + REC - PROC = OHE).

5. Strength.

a. AUTH - identify the assigned strength to the organizational level required for meaningful analysis.

b. DUTY - identify the present for duty strength as of start of this day's business. Identification will be to the same level shown in paragraph 5a above.

6. Total Hours - these manhours represent the time expended by all members assigned, attached or detailed without regard to position (e. g., supervisor, direct worker or indirect worker).

a. PROD - identify the total productive manhours (supervisors, indirect workers, and direct workers expended.

b. NON-P - insert the total non-productive manhours (supervisors, indirect workers, and direct workers) that are chargeable to leave or to duty in the areas outside the PPSD.

C. Aging of the workload is a direct responsibility of each supervisor in the chain of command. The workload with one exception will be processed on a first-in/first-out basis. That exception represents workload identified by supervisory personnel as requiring expeditious handling. The C, PPSD may identify certain actions that will continually require expeditious processing. In some instances, aging is implied in preparation of the DAR. Two examples are entries to record the status of DJOULs and the status of block tickets (BT).

2-3. DAILY ACTIVITY REPORT - PPRS (Appendix E).

A. The PPRS is subdivided into records sections and records teams. Each section team chief will provide input for that portion of this DAR that pertains to his section/team. Each column is outlined in paragraph 2-2B, above. Entries to each column will be generated by a physical inventory by category of documents received, processed, and on-hand end of the work day. The remarks part of the DAR will be used to identify documents not processed within one day after receipt.

B. The following indicate specific instructions for completion of the PPRS DAR.

1. PPRS HQ:

a. Other Transmittal Letters (e.g., from Housing Laundry, Post Exchange) are accounted for on the Other Transmittal Letter Log. Column completion is outlined in paragraph 2-2B above, with the column "PROC" referring to those transmittal letters from which all documents have been distributed.

b. The accounting process for "LOCATOR" is accomplished by a physical count of documents/cards received and processed.

2. Records Section:

a. "RECORDS" with subcategories "MPRJ" and "PFR", refers to the total number of records received and processed by the Records Section. Column completion is outlined in paragraph 2-2B, above. "REC" refers to all records obtained from the Records Team and all records returned/forwarded from other PPSD branches. This information is available on the BT Control Log maintained by the Record Section. "PROC" refers to all records returned to the Records Team.

b. "DOCUMENTS" refers to all documents received and processed by the Records Section. Column completion is outlined in paragraph 2-2B above. The documents will be subcategorized into "file" and "action" documents, with further subcategorization as indicated for all action documents. "PROC" for file documents refers to those blocked and released to other PPSD branches.

c. "RECYCLE ACT DOCS" beginning balance is determined by an actual physical counting of documents in the recycle file. "REC" refers to those documents placed in the recycle file and "PROC" refers to those documents removed from the file and reblocked.

d. "LOANED RECORDS" refers to all records loaned outside the PPSD. "REC" will be requests received; "PROC", will be requests processed. On hand balances are determined as indicated in paragraph 2-2B, above.

3. Records Team:

a. "RECORDS" refers to all records filed and pulled, with on hand balances determined as indicated in the paragraph 2-2B, above. "REC" refers to those records obtained from the Records Section and "PROC" refers to those filed and pulled as required.

b. "FILE ONLY DOCS" refers to the actual physical count of file documents received and processed. "PROC" is those documents appropriately filed in the respective records, with on hand balances determined as indicated in the paragraph 2-2B, above.

4. BLOCK TICKETS (Aging by Days). This portion is used to show aging by low and high number BT. Low Number BTs are to be processed in five work days. Suspense for High Number BTs is determined based on category by the C, PPSD.

2-4. DAILY ACTIVITY REPORT - PMS (Appendix E): Because of the similarity in accounting for records and documents, the PMS DAR is prepared as outlined in paragraph 2-2B, above. Other entries on the report which are unique to the PMS will be obtained from physical counting.

2-5. Deleted.

2-6. DAILY ACTIVITY REPORT - AAS (Appendix E): This DAR is prepared in the same manner as outlined in paragraph 2-2B, above.

NOT USED

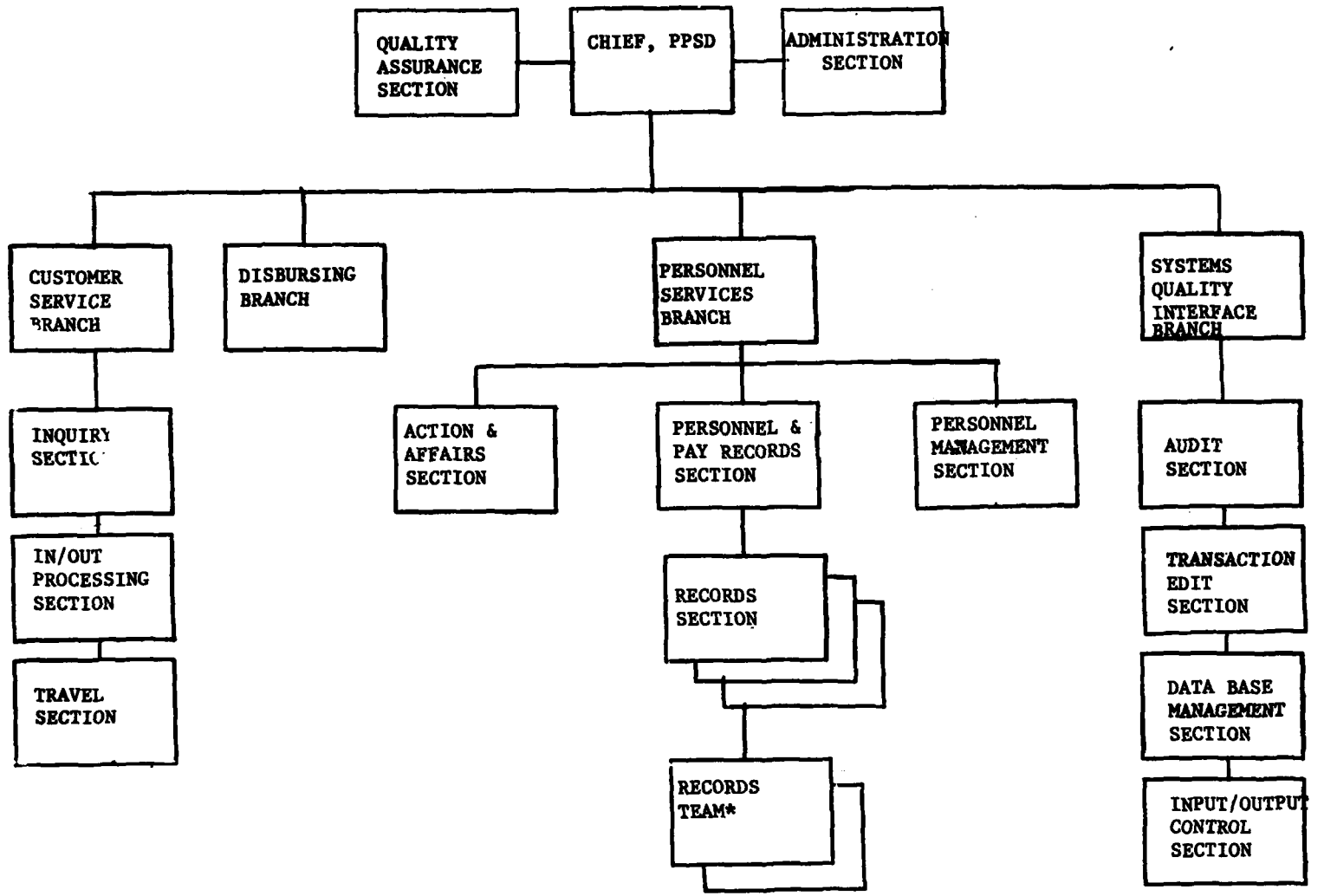
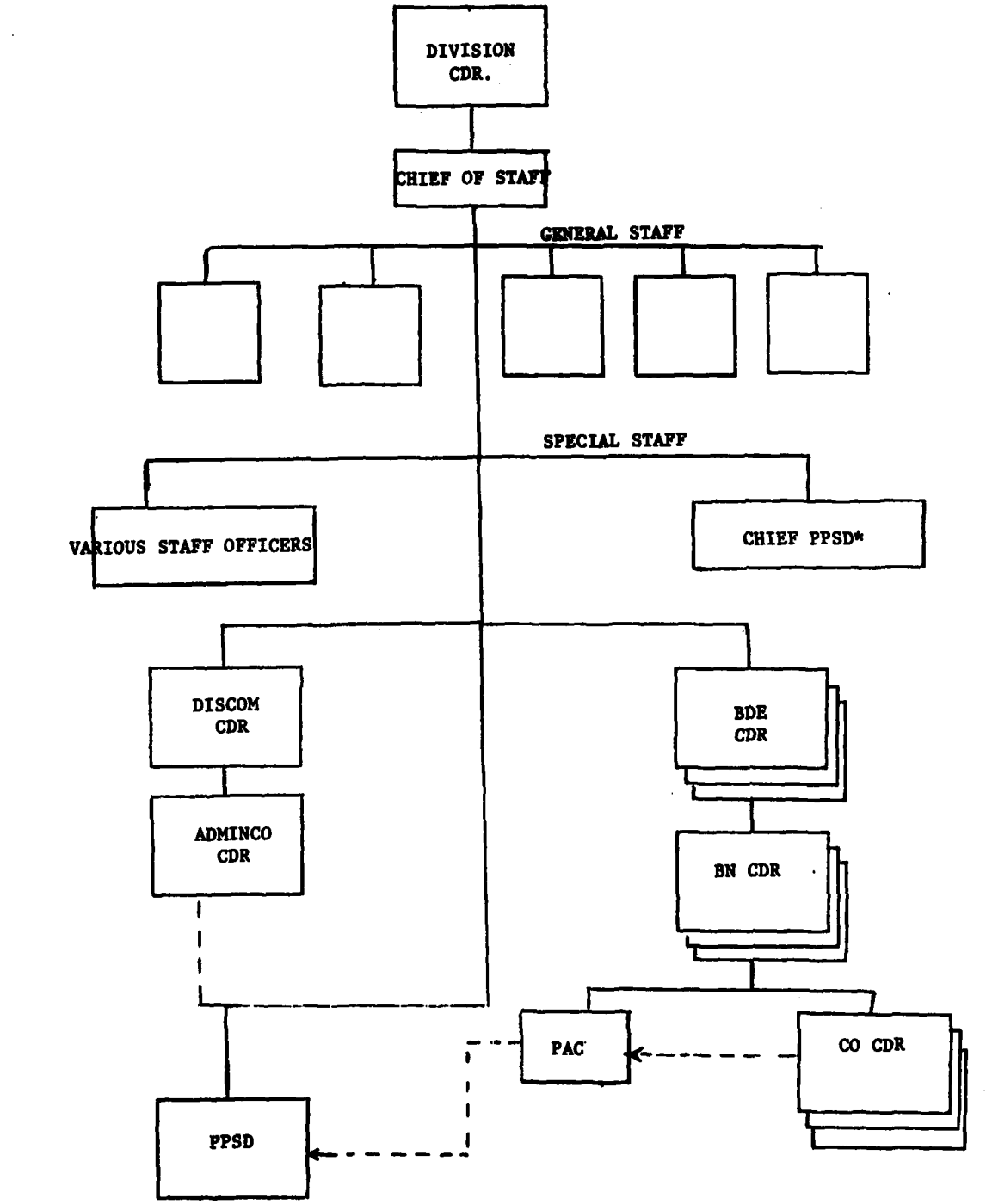


FIGURE 3-2, PPSD ORGANIZATION* TWO TEAMS PER SECTION

BDE TEAM TEST SUPPLEMENT

FIGURE 3-3, PPSD in Army Division



1. Reviews personnel and pay records to insure that they are accurately maintained.

2. Reviews corrective action taken as result of finance and military personnel assistance visits.

3. Verifies that updates of personnel and pay automated records are promptly and correctly prepared and transmitted.

4. Verifies that actions taken to resolve all individual inquiries (in person, written, or telephonic) are responsive.

5. Insures that the SIDPERS and JUMPS data bases are reconciled semiannually to assure that the interface in not being bypassed.

6. Determines that disbursement vouchers are accurate and properly substantiated.

7. Verifies that necessary corrective actions are promptly and correctly taken to resolve errors appearing upon SIDPERS and JUMPS error listing.

8. Conducts in-house validation of operating procedures and present necessary technical training or clarification of procedures to personnel assigned to PPSD.

9. Consolidates DAR for C, PPSD.

D. Administrative Section. This section is responsible for furnishing administrative service to the entire PPSD. Functions of this section include:

1. Receipt and distribution of incoming mail for individuals.

2. Preparation of outgoing nonroutine correspondence for mailing.

3. Maintenance of central files of correspondence/documents not retained by the operating elements of the PPSD.

4. Maintenance of central library of regulating and guidance documents required to operate the PPSD.

5. Requisition, storage and issue of supplies and forms.

6. Maintenance of records and preparation of reports pertaining to civilian personnel, if any.

7. Preparation of reports of operations or other reports that pertain to the PPSD as an element.

E. Personnel Services Branch (PSB). The PSB exercises total managerial responsibility for planning, organizing, operating and controlling the branch operations and resources in support of military pay and military personnel functions performed by the Personnel and Pay Records Section (PPRS), Personnel Management Section (PMS), and the Actions and Affairs Section (AAS) of the PSB.

E.1. PPRS. The PPRS is responsible for:

1. The control and maintenance of personnel and pay reocrds of assigned and attached personnel.

2. The control, distribution and timely processing of all incoming documents (except UTL, DA 3815, and their respective contents; and DA 2445 correspondence).

3. The control and distribution of all internally generated and outgoing documents (except SIDPERS output).

4. Centralized JUMPS locator maintenance.

5. The accounting and Processing of all OTLs received by the PPSD.

6. Conduct of ongoing POR checks within the Division as required.

F. Records Section. This section is responsible for controlling, receiving and dispatching all incoming and outgoing documents and data forms except UTLs, DA Form 3815, and DA Form 2445. Functions of this section include:

1. Receives and data stamps, as appropriate, documents and correspondence entering the PPSD.

2. Routes incoming action, file, and information documents to appropriate subelements.

3. Forwards all output documents, correspondence, and reports going outside the PPRS, except SIDPERS output.

4. Insures UTLs and contents are received sequentially from the SQIB.

5. Prepares BT and maintains related control and suspense logs.

6. Assigns and accounts for BT numbers furnished to other branches and sections.

7. Maintains the Recycle Suspense File and insures that it is current.

8. Follows up on BT with records to insure that records are out-of-file for onle 3 work days and to insure that these BT are processed within 5 days.

9. Follows up on loaned records to insure that they are not loaned for more than 3 work days.

10. Follows up on BT with actions (no records) to insure they are processed with the suspense established by C, PPSD.

G. Records Team. The record team is responsible for the maintenance of the personnel and the pay field record. Functions performed are:

1. Maintains the team file.

2. Prepares amd maintains a charge out record for each PFR and MPRJ the PPSD is responsible for.

3. Files nonaction forms and documents into and purges documents from the field records.

4. Compares in-file suspense copies with entries on LES and identifies discrepancies to the Control Section.

5. Insures that LES are filed in a timely manner.

6. Maintains File Only Recycle Suspense File and insures that it is current.

7. Charges out and files PFRs and MPRJs.

8. Maintains an access roster for the files area and insures that only personnel on the access roster are allowed into the files area.

9. Insures that the files area is physically secure when unattended.

10. Insures that the charge out records are properly completed.

11. Verifies entries on new incoming DA Form 2 to data on the existing form 2 in file and notifies record section of discrepancies requiring blocking of the MPRJ to an action branch.

12. Files incoming DA Form 2.

13. Processes pay options.

14. Processes pay entitlement documents.

15. Processes collections and dedication documents, less pay adjustments documents.

16. Processes dependency and administrative changes..

17. Resolves errors detected by USAFAC, which are monitored by the SQIB.

18. Files documents in and purges documents from the records, when required as a part of the action being processed.

19. Processes SIDPERS data base changes as required.

20. Verifies information recorded on monthly and supplemental SIDPERS reports and prepares submission of missing/erroneous data.

21. Resolves all PPSD PTROs which are monitored by the SQIB.

22. Monitors personnel suspense actions as required.

23. Researches advisory messages.

24. Posts manual changes to DA Form 2-1.

25. Resolves DA reconciliation rosters.

26. Conducts annual enlisted record reviews.

H. PMS. This section basically performs the same functions as the PMB in a COMPACT/PSD and as outlined in DA Pam 600-8 series. The following is a list to include but not limited to the functions performed by PMS.

1. Determine and adjust local MOS shortages and overages.

2. Submit personnel requisitions in response to approved personnel authorization documents.

3. Monitor utilization of personnel.

4. Monitor proficiency pay programs.

5. Monitor MOS strength and statistical information as required.

6. Prepare DAR for PMS.

7. Maintain BT control within PMS.

8. Administer Army personnel testing.

9. Administer Skill Qualification Testing.

10. Administer Army surveys.

11. Process intra-unit assignments and reassignments.

12. Request port call instructions.

13. Process CAP III assignment instructions IAW DA Pam 600-8-10.

14. Conduct overseas replacement processing as prescribed in procedure 3-24, DA Pam 600-8.

15. Monitor military sponsor program.

16. Perform classification and reclassification actions pertaining to military personnel.

17. Administer the officer and enlisted evaluation system.

18. Process applications for schooling, training, assignments, reassignments and details.

19. Process promotions of assigned personnel.

20. Monitor promotion board results.

21. Monitor surplus reporting.

22. Process requests for extension or curtailment of current service tour.

23. Conduct officer record reviews.

24. Process officer RA applications.

25. Process officer VI applications.

26. Process officer retirements.

27. Process officer REFRADS.

28. Process officer Branch Transfer requests, and details for commissioned officers.

I. AAS. This branch basically performs the same functions as the AAS in a COMPACT and as outlined in DA Pam 600 series. The following is a list to include but not limited to the functions performed by AAS.

1. Process enlistment/reenlistment.

2. Process casualty reporting.

3. Process line of duty investigations.

4. Review and expedite board actions.

5. Process awards and decorations.

6. Process enlisted release from active duty. To include processing administrative type and elimination discharges; dependency or hardship separations for EM; retirements, early separations to attend school and other early out programs plus scheduling the appropriate physical exams; extension/declination of AD for reserve personnel; orientating retired SM on entitlements and benefits; and counseling career personnel on retirement programs and referral.

7. Process compassionate reassignments.

8. Process correspondences related to naturalization and citizenship of military personnel and dependents.

9. Administer and assist in the survivor assistance program.

10. Process applications and subsequent correspondence for USMA, OCS, and W/O initial appointments.

11. Process non CONUS and emergency leaves.

12. Process name, SSN and birth date changes.

13. Administer the SGLI program, voting, counseling, the Army Retirement Service, and REFERRAL.

14. Process locally generated QMP actions.

15. Prepare DAR.

J. CSB. The CSB is composed of Inquiry, In and Out Processing (I/OP), Travel, and Separation Section when applicable. The CSB is responsible for:

1. Insuring all individuals supported by the PPSD receive complete one-stop personnel and pay service.

2. Providing assistance regarding all types of pay or personnel related inquiries.

3. In and Out processing all individuals assigned or attached to the organization.

4. Determining pay and travel entitlements.

5. Implementing internal management practices and policies.

K. Inquiry Section. This section is responsible for processing all personal, telephonic, and written inquiries. Functions performed are:

1. Serves as the primary point of contact for customers and provides one-stop service for military pay and military personnel inquiries.

2. Schedules and controls customers' appointments.

3. Performs those types of non-annual record review actions which require an interview with service member.

4. Answers all visitors' inquiries of a general nature.

5. Obtains customers' PFR/MPRJ or assistance of functional expert when responding to unusual or complicated problems.

6. Routes action documents that are initiated by customer during his inquiry.

7. Processes all valid emergency or miscellaneous type pay actions when individual makes request in person.

8. Processes pay adjustments to include maintaining Pay Adjustment Log.

9. Controls and issues identification and privilege cards to military personnel; also processes requests for replacement of ID cards.

10. Prepares required section feeder reports.

11. Performs necessary data conversion coding and records posting for actions completed.

12. Certifies entitlements for those transactions specified by PPSD supervisor.

13. Process re-enlistment vouchers, and makes SIDPERS input.

14. Provides general type information and referral service for retired and reserve.

15. Processes dependent ID card applications.

L. In and Out Processing (I/OP) Section. Primary responsibility of this section is to assure that data contained within the MPRJ and the PFR of the arriving and departing assigned/attached individuals are correct and in agreement. Functions assigned to this section are:

1. Conducts necessary in and out processing interviews.

2. Assures that all field records being inprocessed and outprocessed are complete.

3. Prepares and processes documents pertaining to local payments and to pay related actions, when initiated during in or out processing.

4. Completes required checklists.

5. Prepares a JUMPS locator card as soon after SM's arrival as possible.

6. Prepares necessary correspondence pertaining to arrivals without records.

7. Maintains necessary files and logs for letters of transmission.

8. Performs necessary data conversion coding and records posting for in and out processing actions completed.

9. Assures that orders and processing documents are in agreement with contents of PFR/MPRJ.

10. Prepares required feeder reports.

11. Initiates local security validation action for incoming personnel.

12. Relays local policies to new arrivals.

13. Initiates temporary records when necessary.

14. Forwards health and dental records to MEDDAC.

15. Schedules PCS and ETS appointments.

16. Certifies entitlements for disbursement as specified by PPSD supervisor.

17. Prepares records and related documents for transfer.

18. Reconciles SIDPERS/JUMPS data bases utilizing DA Form 4188-R, during processing. Prepares necessary correction documents.

19.. Initiates notification to AAB for required verification of security classification.

20. Prepares necessary input for SIDPERS and JUMPS update.

21. Reviews individual's eligibility for separation.

22. Conducts preprocessing actions less audits IAW AR 635-10 for separation.

M. Travel Section. Functions performed by this secrion.are the same as those performed by the Travel Section of a finance company for military personnel. Those functions are as follows:

1. Prepares, examines, computes, and verifies military vouchers pertaining to individual travel (PCS/TDY), dependent travel, trailer allowance, and dislocation allowance.

2. Initiates and maintains record of travel payment.

3. Computes days delayed in route that are chargeable as leave.

4. Computes estimated travel costs for commitment purposes.

5. Prepares required section reports.

6. Performs necessary data conversion coding for actions completed.

N. Separation Section. Not applicable for TDE Division.

O. SQIB. This branch is organized into Audit, Transaction Edit, Data Base management, and Input/Output Control Sections. This branch is responsible for assuring that the automated personnel and pay systems are updated with accurate information. The following functions are identified to each section:

P. TES. The TES is responsible for reviewing PPSD generated actions/transactions that flow through the SQIB to insure the sppropriate action was taken ard properly posted. These reviews include:

1. Performing an edit IAW AR 37-101-1 and AR 37-104-3 for JUMPS -Army transactions, and verifying that hard copy documents are correctly posted. Particular attention should be paid to inprocessing BT to insure necessary actions were taken by the I/OP of CSB. A review of the CSB inprocessing SOP should be made by edit clerks to enhance their review of inprocessing blocks.

2. Assigning substantiating document numbers and/or identifying substantiating documents for SIDPERS/JUMPS interface transactions (so the I/OC can assign the SIDPERS cycle number to the substantiating document number once the transaction has processed through the the SIDPERS cycle.

3. Verifying that attached transactions are in agreement with the type of action identified by the BT.

4. Red-lining errors on DA Form 3684 (JUMPS Army Report of Pay Changes), and SIDPERS key punch guide forms when corrections are made during the edit. A clerk error critique file will be maintained for both JUMPS and SIDPERS transactions. The procedures to be followed are outlined in AR-101-1. A weekly summary of errors will be made and the red-lined transactions will be returned to the appropriate supervisors. One copy of the summary will be forwarded to the QAS for analysis.

5. Insuring all SIDPERS D73 transactions generated for PPSD level input are authorized by the Chief, SQIB or a designated supervisor before release to data reduction. The SQIB NCOIC will review the Error Deletions Processed Report (P41) to insure that no unauthorized D73

transactions process. All D73 transactions will be annotated on back of card and on the Personnel Transaction Register by Originator (P110 with justification.

6. Insuring DA Form 3684 for casual pay collections are accounted for separately.

a. A copy of all paid DA Forms 2139 (Military Pay Voucher) attached to the DD Form 117 (Military Pay Voucher Identification and Certification Sheet) will be furnished by Disbursing Branch/Section to the SQIB control clerk.

b. The edit clerk will edit the DA Forms 3684 against the DA Dorms 2139 and resolve any errors in corrdination with the Disbursing and/or the CSB.

1. The following is the categories of records subject to detailed audits:

a. Random selection on a periodic basis.

b. Personnel in-processing.

c. Individuals schedule for separation (PFR and MPRJ must be audited 90 days before separation). This also includes the audit of expeditious discharges.

d. Individuals schedule to reelist.

e. Individuals identified by CSB that have complex pay or personnel problems which appear to extend over a period of time.

f. Individuals identified by commanders.

g. Individuals who request a detailed audit.

2. Audit clerks are responsible for preparing input and posting records for changes that are the results of an audit.

R. Data Base Management Section.

1. Manages the overall SIDPERS/JUMPS systems at the division/ installation level, and conducts and monitors the command SIDPERS information program.

2. Maintains all automated files and records (example: AALOC, MOS Master Edit File, Authorized Strength File).

3. Monitors the interface between SIDPERS and other automated systems at installation/division level (SIDPERS/JUMPS, SIDPERS/VTAADS).

4. Maintains section test model files where applicable.

5. Writes and maintains SIRCUS programs (Standard Information Retrieval Capability for Users).

6. Serves as liason between the PPSD and AUTODIN terminals for incoming and outgoing SIDPERS and JUMPS AUTODIN.traffic.

7. Serves as a liason between PPSD and the servicing computer support facility.

8. Responaible for unit SIDPERS training.

9. Follows procedures for Data Base Management IAW the DA Pamphlet 600-8-1 through 10.

10. Responsible for JUMPS-Army Message Control Log.

S. The I/O Control (I/OC) Section.

1. Maintains DA Form 3815 Control Logs, DA Form 31 Control Logs, and UTL Control Logs.

2. Receives and edits all unit and other non-PPSD SIDPERS input prior to data reduction.

3. Prepares Deficiency Letters to units on matters pertaining to DA Form 3815, UTL and DA Form 31 control.

4. Collects and reviews unit and PPSD SIDPERS input prior to the SIDPERS cycle.

5. Corrects unit level SIDPERS errors in conjunction with the SIDPERS clerk.

6. Coordinates with SIDPERS clerks in maintaining accurate unit personnel accountability.

7. Edits JUMPS input in data-reduced format prior to transmission to USAFAC.

8. Responsible for data reduction of SIDPERS nad JUMPS in support of the PPSD.

9. Insures that all SIDPERS D73 transactions generated for unit level input are authorized by the Chief, SQIB or a designated supervisor before release for data reduction. The SQIB NCOIC will review the ERROR Deletions Processed Report (P41) to insure that no unauthorized D73 transactions process. All D73 transactions will be annotated on back of card and on Personnel Transaction Register by Originator P11) with justification.

10. Responsible for breakdown and distribution of SIDPERS and JUMPS output.

11. Annotates SIDPERS/JUMPS interface substantiating documents with proper substantiating document number.

12. Maintains the substantiating document file and forwards the documents to USAFAC each processing month.

T. Disbursing Branch. Functions performed by this branch are the same as those assigned to the Disbursing Branch of a finance company.

1. Pays properly prepared and certified vouchers.

2. Prepares and, if required, makes delivery of checks.

3. Maintains DAR.

4. Prepares payrolls for Class A agents.

5. Maintains records and accounts for funds as identified in AR 37-103.

6. Requisitions, stores and issues supplies, equipment and blank forms required by the branch.

7. Prepares cash collection vouchers.

NOT USED

3-5. GENERAL FLOW OF DOCUMENTS/DATA WITHIN A CONSOLIDATED ENVIRONMENT.

(DELETED)

CHAPTER 4

DIFFERENCES BETWEEN INSTALLATION PPSD AND ARMY DIVISION PPSD

(DELETED)

CHAPTER 5

DIFFERENCES BETWEEN AREA SUPPORT PPSD AND ARMY DIVISION PPSD

(DELETED)

CHAPTER 6

TENTATIVE PERSONNEL STAFFING GUIDANCE

6-1. GENERAL

A. A PPSD is formed by consolidating a PSD/COMPACT unit and the military pay functions (to include military travel function) of a FAO. Personnel staffing of the PPSD, however, is not simply a transfer of individuals and their related tasks for the old personnel and pay elements. The consolidation has established controls and edits that are new to the personnel functions and has also resulted in a newly structured document work flow. For example, the former Personnel Records Branch is dissolved upon consolidation and it's functions are distributed among the PPRS and CSB, while its personnel are distributed throughout the PPSD. The staffing guide in Figure 6-2 represents a distribution based upon a combination of traditional staffing, DA guidelines, and lessons learned.

B. Development and approval of a Manpower Authorization Criteria (MACRIT) before preparation of a TOE involves a detailed, complex project as described in AR 570-2. Accomplishment of a MACRIT study for personnel staffing of a PPSD requires the collection and analysis of historical data that was not available at the time this manual was published. Exact TOE authorizations can not be developed until several PPSDs are organized and a sufficient broad base has been formed to obtain MACRIT data.

6-2. PROPOSED DISTRIBUTION OF PERSONNEL SPACES.

Figure 6-1 contains an example of distribution of personnel spaces in the PPSD, supporting 17,000 troops.

BDE TM TEST SUPPLEMENT

PROPOSED

PERSONNEL STAFFING

GUIDE FOR TOE DIVISION PPSDs

SERVICING 17,000 SM*

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
01		COMPANY HQ				
02		OFFICE OF AG				
03		ADMIN SVCS DIV				
04		RECREATION SVCS DIV				
05		POSTAL DIV				
06		REPLACEMENT DIV				
07		BAND				
08		PERS & PAY SVCS DIV				
	01	CHIEF, PPSD	LTC	44/41	AG/FI	1
	02	DEPUTY CHIEF, PPSD	MAJ	41/44	FI/AG	1
	03	PPSD SERGEANT MAJOR	E9	7525P	NC	1
	04	SECRETARY-STENO	E5	71C2P		1
	05	DRAFTSMAN	E4	81E2P		1
		PARA TOTAL				5

* This proposed staffing guide is designed as a workable distribution of the total number of supervisors, direct and indirect workers for the division PPSD.

Figure 6-1

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
09		ADMIN SEC				
	01	ADMIN SUPV	E6	71L3P	NC	1
	02	CLERK TYPIST/DISTRIBUTION	E4	71L1P		2
	03	SR PERS RCDS SP	E5	75D2P		1
	04	SR PAY SP	E5	73C2P		1
	05	LT VEHICLE DRIVER	E4	64C2P		1
		PARA TOTAL				6
10		QUALITY ASSURANCE SECTION				
	01	SECTION CHIEF	E8	73Z5P	NC	1
	02	QUALITY ASSURANCE NCO	E6	73Z3P	NC	1
	03	SR PERS RCDS SP	E5	75D2P		1
	04	SR PAY SP	E5	73C2P		1
	05	CLERK TYPIST	E4	71L1P		1
		PARA TOTAL				5
11		PERSONNEL SERVICES BRANCH				
	01	CHIEF	MAJ	41	AG/FI	1
	02	ASST CHIEF, PSB	CPT	44	FI/AG	1
	03	PERS SVC BR NCO	E8	73C5P	NC	1
	04	CLERK TYPIST	E5	71L1P		1
		PARA TOTAL				4
12		PERS & PAY RECORDS SECTION				

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
	01	CHIEF	CPT	42	AG/FI	1
	02	ADMIN SUPV	E8	71L5P	NC	1
	03	CLERK TYPIST/DISTRIBUTION	E4	71L1P		3
	04	PERS RECORDS SGT	E6	75D3P		1
	05	SR PERS RCDS SP	E5	75D2P		1
	06	SR PAY SP	E5	73C2P		1
	07	PERS RCDS SP	E4	75D1P		3
	08	PAY SP	E4	73C1P		3
		PARA TOTAL				14
13		RECORDS SECTION (3)				
	01	CHIEF	LT	44/42	FI/AG	3
	02	PERSONNEL/FINANCE SGT	E7	75Z/73C	NC	3
	03	DISTRIBUTION CLERK	E5	71L2P		3
	04	DISTRIBUTION CLERK	E4	71L1P		3
		PARA TOTAL				12
14		RECORDS TEAM (6)				
	01	TEAM CHIEF	E6	75D/73C	NC	6
	02	PERS/FI RECORDS SUPV	E5	73C/75D		6
	03	SR RCDS SP	E5	75D2P		6
	04	SR PAY SP	E4	73C1P		18
	05	PERS RCDS	E4	75D1P		30
	06	PAY SP	E3	73C1P		12
	07	PERS RCDS CLK	E3	75D1P		12
		PARA TOTAL				90

BDE TM TEST SUPPLEMENT

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
15		PERS MGT SECTION				
	01	SECTION CHIEF	CPT	41A5P	AG	1
	02	TEST CONTROL OFFICER	1LT	41A5P	AG	1
	03	CH, MGT TM	1LT	41A5P	AG	1
	04	READINESS OFFICER	1LT	41A5P	AG	1
	05	ASSIGNMENTS	WO	711A7	AG	1
	06	CH, OFF SVC TM	WO	711A7	AG	1
	07	SR PERS SGT	E8	75Z4P	NC	1
	08	SR PERS SGT	E7	75Z4P	NC	1
	09	PERS MGT SUPV	E6	75E3P	NC	5
	10	PERS ACT SGT	E6	75E3P	NC	1
	11	PERS MGT SP	E5	75C2P		11
	12	PERS ACT SP	E5	75E2P		2
	13	PERS MGT SP	E4	75C1P		25
	14	PERS ACT SP	E4	75E1P		3
	15	CLERK TYPIST	E4	71L1P		14
		PARA TOTAL				69
16		ACTIONS/AFFAIRS SECTION				
	01	CHIEF AAS,	WO	711A7	AG	1
	02	SR PERS SGT	E7	75Z4P	NC	1
	03	PERS ACT SGT	E6	75E3P	NC	3
	04	PERS ACT SP	E5	75E2P		7
	05	PERS ACT SP	E4	75E1P		17
		PARA TOTAL				29

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
17		SYS QUAL INTERFACE BR				
	01	BR CHIEF	CPT	42	AG	1
	02	PERSONNEL OFFICER	WO	711	AG	1
	03	SR PERSONNEL SGT	E8	75Z4PW5	NC	1
	04	SR PERS RCDS SP	E5	75D2PW5		1
	05	CLERK TYPIST	E4	71L1P		1
		PARA TOTAL				5
18		AUDIT SECTION				
	01	SEC CHIEF	E6	73C4P	NC	1
	02	SR PAY SP	E5	73C2P		1
	03	SR PERS RCDS SP	E5	75D2P		1
	04	PAY SP	E4	73C1P		2
	05	PERS RCDS SP	E4	75D1P		2
		PARA TOTAL				7
19		TRANS EDIT SECTION				
	01	SEC CHIEF	E7	73C4P	NC	1
	02	FINANCE SGT	E6	73C3P	NC	2
	03	SR PAY SP	E5	73C2P		2
	04	SR PERS RCDS SP	E5	75D2P		2
	05	PAY SP	E4	73C1P		4
	06	PERS RCDS SP	E4	75D1P		2
		PARA TOTAL				13

BDE TM TEST SUPPLEMENT

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
20		DATA BASE MGT SECTION				
	01	SEC CHIEF	E7	75Z4PW5	NC	1
	02	SR PERS RCDS SGT	E6	75D3PW5	NC	3
	03	PROGRAMMER ANALYST	E6	74F3P		1
	04	PROGRAMMER ANALYST	E5	74F2P		1
	05	SR PERS RCDS SP	E5	75D2PW5		1
	06	DISTR SP	E4	71L2P		2
	07	DISTR CLK	E3	71L1P		1
		PARA TOTAL				10
21		INPUT/OUTPUT CONTROL SECTION				
	01	SEC CHIEF	E7	75Z4PW5	NC	1
	02	SR PERS RCDS SGT	E6	75D3PW5	NC	3
	03	FINANCE SGT	E6	73C4P	NC	1
	04	DISTR SP	E5	71L2P		1
	05	SR PAY SP	E5	73C2P		1
	06	COMPUTER MACHINE OP	E5	74D2P	NC	1
	07	SR PERS RCDS SGT	E5	75D2PW5	NC	1
	08	SR PERS RCDS SP	E5	75D2PW5		5
	09	DISTR CLK	E4	71L1P		2
	10	PAY SP	E4	73C1P		2
	11	CARD PUNCH OP	E4	74B1P		3
	12	PERS RCDS SP	E4	75D1PW5		6
	13	CARD PUNCH OP	E3	74B1P		3
	14	PERS RCDS SP	E3	75D1PW5		1
		PARA TOTAL				31

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
22		CUSTOMER SERVICE BRANCH				
	01	BR CHIEF	CPT	44	FI	1
	02	SR PERS SGT	E8	75Z4P	NC	1
	03	CLK TYPIST	E4	71L1P		1
		PARA TOTAL				3
23		INQUIRY SECTION				
	01	SEC CHIEF	E7	73C4P	NC	1
	02	INQUIRY NCO	E6	71L4P	NC	1
	03	SR PAY SP	E5	73C2P		8
	04	SR PERS RCDS SP	E5	75D2P		2
	05	PAY SP	E4	73C1P		3
	06	ID SPECIALIST	E5	71L2P		1
	07	ID ASSISTANT	E4	71L1P		1
		PARA TOTAL				17
24		IN/OUT PROCESSING SECTION				
		INPROCESSING				
	01	PERS SGT	E7	75Z4P	NC	1
	02	FINANCE SGT	E6	73C3P	NC	1
	03	SR PAY SP	E5	73C2P		1
	04	SR PERS RCDS SP	E5	75D2P		2
	05	PAY SP	E4	73C2P		4
	06	PERS RCDS SP	E4	75D2P		6
		OUTPROCESSING				
	07	SEC CHIEF	LT	41/44	AG/FI	1

BDE TM TEST SUPPLEMENT

PARA	LN	DESCRIPTION	GR	MOS	BR	STR
	08	FINANCE SGT	E6	73C3P	NC	1
	09	PERS RCDS SP	E4	75D1P		5
	10	CLERK TYPIST	E4	71L1P		1
	11	SR PAY SP	E5	73C2P		3
	12	SR PERS RCDS SP	E5	75D2P		2
		PARA TOTAL				28
25		TRAVEL SECTION				
	01	SEC CHIEF	E6	73C3P	NC	1
	02	TRAVEL SP	E5	73C2P		3
	03	TRAVEL ASST	E4	73C1P		2
		PARA TOTAL				6
26		DISBURSING BRANCH				
	01	BR CHIEF	LT	44	FI	1
	02	FINANCE SGT	E6	73C3P	NC	1
	03	DISBURSING SP	E5	73C2P		4
		PARA TOTAL				6
		PPSD TOTAL				360

CHAPTER 10

PERSONNEL AND PAY RECORDS SECTION (PPRS)

10-1. GENERAL. The PPRS is organized into Records Sections and Records Teams. Individual SOPs are prepared for unique procedures not identified in existing regulations and guidance. Those SOPs that outline document flow are supported by flow charts included as Annex A to this chapter. The functions and responsibilities of the PPRB are outlined in Chapter 3 of this manual. Preparation of the branch DAR is covered in paragraph 2-3, this manual.

10-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/guidance which will continue to be used. When a conflict exists between the manual and cited references, the provisions of this manual will prevail.

10-3. SOP NUMBER 1, RECORD TEAM FILING PROCEDURES.

A. General. The three types of files that will be maintained in every PPSD are Team A-Z, Sensitive Record File, and Suspended Records File (for those records suspended IAW AR 600-31 and/or AR 37-104-3). Some PPSDs may have additional separate files for student personnel; Reserve Component personnel; personnel assigned to a PCF; and personnel assigned to Nuclear Surety positions. In all cases, both the MPRJ and the PFR will be maintained in the same file and cross-referenced in the Team A-Z file by the use of the charge out records. Records maintained in different files may not be combined on the same BT.

B. Team A-Z File.

1. The records of personnel will be filed alphabetically without regard to unit, grade, or personnel status in this file except when blocked, loaned, or located in one of the other files discussed below.

2. The individual's PFR will be filed immediately behind his MPRJ within the same file drawer or shelf.

3. Should two (or more) SM have the same name, the records will be filed within full name from low to high SSN using the entire nine digits. For example, if a PPSD serviced the following five SM, their records would be filed in the following order:

SMITH, JOHN PETER	897-52-5311	MPRJ
SMITH, JOHN PETER	897-52-5311	PFR
SMITH, JOHN THOMAS	341-87-6414	MPRJ
SMITH, JOHN THOMAS	341-87-6414	PFR
SMITH, JOHN THOMAS	518-91-3232	MPRJ
SMITH, JOHN THOMAS	518-91-3232	PFR
SMITH, JOHN THOMAS	841-37-1987	MPRJ

SMITH, JOHN THOMAS	841-37-1987	PFR
SMITH, JOHN VICTOR	131-14-8714	MPRJ
SMITH, JOHN VICTOR	131-14-8714	PFR

4. An access roster will be maintained in the Records Filing Section. Only those personnel listed on this roster will be allowed access to the A-Z files.

5. During those times that the A-Z file is unattended, the files area will be secured.

C. Sensitive Records File.

1. The records of personnel assigned to the PPSD and records of senior personnel deemed to be sensitive by C, PPSD will be filed in this separately maintained A-Z file.

2. Records will be filed in a locked container under the control of one primary and one alternate person designated by C, PPSD.

3. Records will be filed IAW paragraph 10-3B 1, 2, and 3, above.

D. Suspended Records File.

1. The records of personnel suspended IAW AR 600-31 or AR 37-104-3 will be filed in a separately maintained A-Z file.

2. These records will be filed in a separate locked container under the control of one primary and one alternate person designated by C, PPSD.

3. Records will be filed IAW paragraph 10-3B 1, 2, and 3, above.

E. Additional Files.

1. In some PPSDs, additional separate files may be required for student personnel, personnel assigned to a PCF,

Reserve Components personnel, and personnel assigned to Nuclear Surety positions. A separate file may be maintained for personnel in each of the categories listed.

2. Each file will be maintained in a locked container under the control of one primary and one alternate person designated by C, PPSD.

3. Records will be maintained in these files IAW paragraph 10-3 B 1, 2 and 3 above.

F. Charge Out Records.

1. A charge out record will have the SM's full name and SSN typed or neatly printed in the upper left corner. The upper right corner will be annotated with either "MPRJ" or "PFR" depending on the type of record being prepared. A properly completed charge out record will be maintained for each record filed in the PPSD.

2. In addition, records that are filed IAW paragraph 10-3 C, D or E, above will also have charge out records in the Team A-Z file showing which file the record is physically being maintained (e.g., records maintained in the Suspended Records File will have their A-Z charge out record annotated "Suspended Records").

3. When records are out of a given file, the charge out record will be placed in the vertical position with the "out" visible. When a record is in file, the charge out record will be placed in the horizontal position inside the record so the "out" will not be visible.

a. When a record is out on a normal block, the charge out record will be annotated with the BT number and the date charged out.

b. When a record is out on loan, the charge out record will be annotated with the words "Loaned Record," the BT number, and the date charged out.

c. When a record is blocked to CSB for out processing, the charge out record will be annotated with the words "Out processing," the BT number, the appointment date, and the date charged out.

d. When a record returns to file, the last blocked out entry will be lined out on the charge out record.

10-4. SOP NUMBER 2, DISTRIBUTION BREAKDOWN.

A. General. This SOP covers the responsibilities of the Records Section. The Records Section is responsible for initial processing of all distribution received from outside the PPSD with the exception of the initial processing of the UTL, DA Form 2445, OTLs, and the entire processing of the DA Form 3815 (ref Chapter 15, this manual). This SOP is supported by flow chart contained in Annex A to this chapter.

B. Date/Time Stamp. Documents will be stamped, if appropriate. A perforator type stamp is desirable. Care must be taken not to date stamp all documents (e.g., OERs, SEERs, EERs, MSF, and information documents).

C. Sorting Categories. Distribution will be sorted into the following categories: information documents; documents to be filed in the MPRJ, PFR, or both; UTLs and contents; requests for loaned records; evaluation reports; actions that are suspensed by DA Form 2445 (snowflake); and action documents.

1. Information Documents. These are documents that do not require action. A copy of this type of document is not required to be filed in either the MPRJ and/or PFR, (e.g., SOLDIERS magazines, regulations, changes to regulations, information messages, DA pamphlets, DA circulars, copies of SIDPERS output that are used as reference rather than action, daily/weekly bulletins, and policy letters.) These documents are distributed to the appropriate branch without control.

2. Documents to be filed in MPRJ, PFR, or both. These documents are required to be filed in one or both of the records and may not require additional action (e.g., letters of commendations, certificates of achievement, and some copies of DA Form 4187 after unit input has been made). These documents are processed IAW paragraph 10-5, below.

3. UTLs and contents. A UTL is used by units (PACs under the CABL concept) to forward documentation to the PPSD. Initial processing of the UTL is accomplished in the SQIB and covered in Chapter 15. The Record Section will receive copy 3 of the UTL and the UTL contents from the SQIB. The UTL and contents

are processed IAW paragraph 10-6, below. An example of a UTL is shown in Appendix E.

4. OTLs. An OTL is used to forward documentation to the PPSD from an element other than a unit (housing office, laundry, etc). These documents are processed IAW paragraph 10-7, below. An example of an OTL is shown in appendix E.

5. Requests for loaned records. These requests are used by a unit commander, JAG, etc., to request the loan of a record outside the PPSD. A DA Form 543 is used for this request and processed IAW paragraph 10-8, below.

6. Evaluation reports. Evaluation reports are normally handcarried directly to the PMB by the PSNCO or other staff members. Should the Record Section receive any evaluation reports, they will be handcarried to the PMB.

7. Action Documents. An action document requires the PPSD to take some action other than filing in either the MPRJ or PFR or both (allotment changes, requests for schooling, flagging actions, AEA code changes, etc.). These documents are processed IAW paragraph 10-9, below.

10-5. SOP NUMBER 3, PROCESSING FILE ONLY DOCUMENTS.

A. General. This SOP covers the processing of documents to be filed in the MPRJ, PFR, or both and that no other actions need be taken. This SOP is supported by flow charts contained in Annex A to this chapter.

The Record Section is responsible for separating these documents and placing them under control.

B. Control Actions.

1. All documents to be filed in either the MPRJ, PFR, or both will be reviewed by the Record Section control clerk before being forwarded to the Records Team.

2. The Record Section control clerk will identify all "file only" documents as either File-MPRJ or File-PFR. Should the document require filing in both records, it is the Record Section's responsibility to insure two copies of the document are present and to identify one File-MPRJ and the other File-PFR.

3. The identified documents will then be forwarded to the Records Team for filing.

C. Records Team Filing Actions.

1. If the appropriate record is in file, documents will be filed IAW AR 640-10 for "File-MPRJ" documents, and AR 37-104-3 for "File-PFR" documents.

2. If the appropriate record is not in file and charge out record indicates either that record is on a normal block or a loaned record block, the following actions will be taken:

a. Place document in File Only Recycle Suspense File.

b. Purge Recycle Suspense File upon return of Records.

3. If the appropriate record is not in file and the charge out record indicates that the record is in the outprocessing section and the appointment date shown on the Charge Out Record has not passed, annotate "CSB" in the upper right hand corner of the document. Forward the document to Record Section. Record Section will forward these documents to the outprocessing section of CSB.

4. If the appropriate record is not in file and the charge out record indicates that the record is in the Outprocessing Section and the appointment date shown on the Charge Out Record has passed, the document will be annotated "Locator" in upper right corner. These documents will be forwarded to the locator element of the PPRS. Procedures for these documents are covered in paragraph 10-13, below.

5. If the appropriate record is not in file and the charge out record indicates that the record is being maintained in another file (Suspended Records File, Sensitive Record File, etc.), the document will be annotated in the upper right corner as to the file the record is being maintained. These documents will then be forwarded through the Record Section to the person responsible for the maintenance of those files.

6. If the appropriate record is not in file and there is no charge out record in file, annotate "Locator" in upper right hand corner of the document and forward to locator element of the PPRS. Procedures for these documents are covered in paragraph 10-13, below.

10-6. SOP NUMBER 4, PROCESSING UTL AND CONTENTS.

A. General. The SQIB is responsible for the initial processing of the UTL and its contents. Once the SQIB has completed its portion of the processing, they will forward the triplicate copy of the UTL and contents to the appropriate Record Section of the PPRS. The SQIB may make annotations as to additions and deletions. This SOP is supported by flow charts contained in Annex A of this chapter.

B. Record Section Actions.

1. The SQIB will forward the UTL and contents to the appropriate Record Section, where the following edits will be conducted:

a. Insure the UTL is in sequence for that unit/PAC by comparing with the UTL file for that unit/PAC.

b. Insure that the documents shown to be present on the face of the UTL are indeed present.

2. Should any discrepancies arise during edits, the Record Section will coordinate with the SQIB to resolve them.

3. The documents of the UTL will then be separated and processed as follows:

a. The UTL will be filed sequentially in a file maintained for each unit/PAC.

b. Information documents will be forwarded to the appropriate branch/section without control.

c. File only documents will be processed IAW paragraph 10-6, above.

d. Action documents will be processed IAW paragraph 10-9, below.

e. Requests for loaned records will be processed IAW paragraph 10-8, below.

10-7. SOP NUMBER 5, RECORDS SECTION PROCESSING OF OTL's.

A. General. OTL's will be received from the PPRB headquarters. The PPRS headquarters is responsible for initial processing of an OTL as indicated in paragraph 10-15 below

B. Processing OTL. (See Flow Chart in Annex A this chapter)

1. Upon receipt of OTL determine if OTL is in numerical sequence. If not resolve any discrepencies with PPRS headquarters.

2. Determine if all documents shown on the OTL are in fact present. If not resolve discrepencies with PPRS headquarters.

3. Separate documents into action documents and Record Section copy of OTL.

4. File Record Section Copy of OTL in OTL completed file.

5. Process action documents IAW paragraph 10-9 below.

10-8. SOP NUMBER 6, PROCESSING REQUESTS FOR LOANED RECORDS.

A. General. A DA Form 543, Request for Records, will be prepared for every record requested from the PPSD. Tight control procedures and follow up are required on these records since no actions can be accomplished for that SM while they are out of file. This SOP is supported by flow charts contained in Annex A of this chapter.

B. Record Section Actions.

1. The Record Section of the PPRS will receive all requests for records to be loaned outside of the PPSD. If request is not on a DA Form 543, Record Section control clerk will prepare one for each record requested.

2. A BT number from the Record Section Control Log will be assigned to each DA Form 543 and annotated on that form. The Remarks Section of the RS Control Log will be annotated "Loaned Record." (See appendix E for an example of the RS Control Log)

3. The DA Form 543 will then be forwarded to the appropriate Records Team.

C. Records Team Actions. The Records Team clerk will ascertain if the record is present in the files.

1. If record is present, it will be added to the DA Form 543 and the charge out record will be annotated with the BT number, the words "Loaned Record", and the Date record charged to that BT number.

2. If record is not present, annotate BT number to which record is charged out in the upper right corner of the DA Form 543.

3. Forward DA Form 543 and record or annotated DA Form 543 back to Record Section.

D. Record Section Action. .

1. If record was out on BT the clerk will notify requestor. Clerk will ask requestor if they would like to have request recycled or the record at a later date.

a. If requestor wants request recycled, Record Section Control clerk will take the following actions:

(1) Close out log entry for BT number assigned to the DA Form 543.

(2) Place DA Form 543 in recycle suspense file. (For further information on processing the Recycle Suspense File see paragraph 10-13, below.)

b. When requestor wants to request records at later date, take following actions:

(1) Close out log entry for BT number assigned to DA Form 543.

(2) Return DA Form 543 to requestor.

c. When record is returned to Control Section on a returning BT and a DA Form 543 is in the Recycle Suspense File for that record, the clerk will take the following actions:

(1) Returning BT will be closed out IAW paragraph 10-13, below.

(2) A new BT number will be assigned to the DA Form 543.

(3) After returning from the Records Filing Section, record and DA Form 543 will be handled as discussed in the next paragraph.

2. If record is attached to the DA Form 543, the clerk will take the following actions:

a. Complete remainder of DA Form 543.

b. Assign a suspense date for the return of the record. (Suspense will normally be 3 work days)

c. Forward original and duplicate DA Form 543 and record to requestor.

d. File copy 3 of the DA Form 543 in the Loaned Records Suspense File.

E. Record Sections actions after return of a loaned record. The Record Section Control clerk will:

1. Match returning original DA Form 543 with copy 3 in the Loaned Records Suspense File.

2. Sign original and copy 3 of DA Form 543 for receipt.

3. Return original DA Form 543 to requestor as a receipt.

4. Copy 3 of the DA Form 543 and the record are handled as a returning BT and records (See paragraph 10-13 below).

F. Follow-up on loaned records.

1. Loaned Records Suspense File will be reviewed daily.

2. When records are overdue, its clerk will contact requestor to return records.

3. If requestor wants a reasonable extension, grant it and refile DA Form 543 by new suspense date. If requestor wants an unreasonable extension, the clerk will deny extension.

4. After the third request for return of the records to the PPSD the clerk will notify branch chief to take appropriate action.

10-9. SOP NUMBER 7, PROCESSING ACTION DOCUMENTS.

A. General. This SOP covers the processing of action documents and the subsequent processing of outgoing BT. This SOP is supported by flow charts in Annex A.

B. Routing Guide. A detailed routing guide is in Annex B to this chapter. This routing guide will be used in the blocking of actions and records described in succeeding paragraphs of this SOP.

1. Blocking categories: The categories of S, NS, J, NJ, and SJ will be used. These category letters are used to prefix the BT number. The letters stand for:

A. S - SIDPERS only input (i.e., contains action documents that will result in SIDPERS input only).

B. NS - Personnel related no SIDPERS input (i.e., contains action documents related to personnel but that do not require SIDPERS Input).

C. J - JUMPS only input (i.e., contains action documents that will result in JUMPS only input).

D. NJ - Finance Related no JUMPS input (i.e., contains action documents related to Finance but that do not require JUMPS input).

E. SJ - SIDPERS/JUMPS input (i.e., contains action documents that will result in input to both SIDPERS and JUMPS).

2. Blocks. In addition to the separations by type of action and category, BT may be described by their contents.

a. Blocks with actions and records are prepared and initially routed with both action documents and records. These BT will be numbered 0001 to a cut off point determined by C, PPSD (e.g., 0001 - 7,999). These type blocks are to be com-

pletely processed in five work days. The time for the record out of file is to be three work days. This time is measured from the date the BT is forwarded from the RS until the duplicate BT and record returns.

b. Blocks with actions only are prepared and initially routed with only action documents (no records). These BT will be numbered from the cutoff point discussed in the above paragraph (e.g., 8,000-9,999). The suspense for these BT depends upon the actions on the blocks. The C, PPSD will establish and publish suspenses for these actions.

c. Blocks with records only will be initiated upon a request for records from a given branch/section. They will contain the request for records and records only. These BT will be numbered as described in paragraph 10-6 B 2a, above. These blocks will usually have actions added to them in an action branch or section. Therefore, these blocks are to be completely processed in five work days. The time for the record out of file is to be three work days. This time is measured from the date the block is forwarded from the DCRB until the duplicate BT and record returns.

d. Each BT number prepared will indicate which Records Team has responsibility for the record.

C. Additions or Deletions to/from BT.

1. Action branch/section. Should a action branch/section wish to add or delete an action/record to a block, the following steps must be taken:

a. Deletions, annotate the remarks sections of the BT to show: "LAST NAME, FIRST INITIAL, LAST FOUR NUMERALS OF SSN, type of action, removed to (place new BT number)." (e.g., Jones, L. 9144, promotion, removed to 6324.)

b. Additions, annotate the remarks section of the BT to show: "LAST NAME, FIRST INITIAL, LAST FOUR NUMERALS OF SSN, type of action, added from (place original BT number)." (e.g., Jones, L. 9144, promotion, added from 8,918)

2. Record Section of PPRS When processing outgoing blocks in the Record Section, the addition/deletion process for actions may be abbreviated (e.g., remarks section may be annotated "2 documents to Recycle Suspense File", "4 documents to locator", "3 documents to BT 843", "3 documents from BT 1,868," etc.). These annotations must be accompanied by a corresponding increase or decrease in the number of actions in block 11 of the BT.

D. Record Section Actions.

1. The control clerk will separate action documents into types using the Routing Guide (see Annex B).

2. Each document will be identified with "Action-MPRJ," Action-PFR" or "Action-MPRJ/PFR," as applicable.

3. Separate documents into individual documents and computer listings.

a. Computer listings.

(1) Listings will be broken down into pages.

(2). Pages will be grouped for blocking. A block may be made up of as few as one page. Pages may be combined on a BT provided the total number of records on the BT will not exceed 20.

b. Individual documents. The clerk will:

(1) Break large groups of the same type of documents into groups of not more than 20.

(2) Combine small groups of documents into larger groups not to exceed 20, provided documents are:

(a) The same category (S, J, NS, NJ, SJ).

(b) To the same action branch.

(c) Require the same record(s).

3. Prepare BT in duplicate.

4. When the routing guide indicates that records are not required, the clerk will take the following actions:

a. Assign next sequential number to the BT from the second set of numbers. Two sets of numbers will be used. The first set will be for BT with records and the second set for BT without records. (e.g., the first set could be 1-7,999; the second set, 8,000-9,999. The break point between the two sets will be determined by the C, PPSD based on relative volume of each of these two types of BT.)

b. Assign suspense date for BT. Suspense date in excess of five work days may be assigned to BT which have no records. Suspenses by action types will be established and published by C, PPSD.

c. Specify routing to action branch shown in the Routing Guide.

d. Enter type(s) of actions in lower part of the BT. The number will be the number of line items to be worked on the BT.

e. List the number of actions on the BT.

f. Log BT out to action branch.

5. If according to the routing guide records are required, the clerk will take the following actions:

a. Assign next sequential number to the BT from the first set of numbers. (See paragraph 10-12 c(4)(a), above, for explanation of the two sets of numbers).

b. Specify routing per routing guide.

c. Identify to Records Team which record is to be pulled for the BT.

d. Enter type(s) of actions in lower part of BT.

e. List the number of actions on the BT.

f. Forward BT to Records Team.

E. Records Team Actions. The Records Team will receive and process only those BTs requiring records. The records clerk will take the following actions:

1. Check A-Z files. If records are in file, the records clerk will take the following actions:

a. Records will be pulled from files and added to BT.

b. The BT number and date will be placed on the charge out record. For those records being pulled to an outprocessing BT, the word "outprocessing" and the appointment date will also be annotated on the charge out record.

c. The charge out record will be placed in the vertical position, "Out" up.

d. The number of records will be annotated in the actions section of the BT.

2. If the record is not in file and there is no charge out record, the clerk will enter "NIF" in upper left corner of document. For computer listings, enter "no record" adjacent to the line entry.

3. If the record is not in file and the charge out record shows record is on a normal block or a loaned record block, the BT number the record is on will be placed in the upper right corner of the document by the clerk. For computer listings, the BT number will be placed adjacent to the line entry.

4. If the record is not in file and charge out record shows record on an outprocessing block and appointment date has not passed, the clerk will write "CSB" and the BT number in the upper right corner of the document. For computer listings, enter the same information adjacent to the line entry. If appointment date has passed, write "Locator" in upper right corner of the document.

5. If the record is not in file and the charge out record shows record to be in one of the other files maintained within the PPSD, the clerk will annotate that file in the upper right corner of the document. ("Suspended Records File", "Sensitive Records File", etc.)

6. When action is required by the Records Team it will be accomplished IAW paragraph 10-14 below.

7. When action is required by an Action Branch return BT and all attached documentation to Records Section.

F. Record Section Actions.

1. Control Section clerk will receive and review BT, records, and documents.

2. If there are any documents marked with a BT number in the upper right corner or computer listings with BT number adjacent to the line entry, the clerk will take the following actions:

a. The number of this type of document (line entries) will be subtracted from the number of actions shown in the Action Section of the BT and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to Recycle Suspense File."

c. The documents will be filed in a Recycle Suspense File. For computer listings, a copy of the listing must be reproduced for each line item to be placed in the Recycle Suspense File. This file consists of action documents awaiting

the return of records currently under BT control. The documents are filed sequentially by the number reflected in the upper right corner of the document. The clearing of this file is covered in paragraph 10-10, below. This file will be reviewed weekly by the Record Section supervisor to insure it is current.

3. If there are any documents marked "Locator," the clerk will take the following actions:

a. The number of this type of document will be subtracted from the number of actions shown in the Action Section of the BT, and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to Locator."

c. These documents will be given to the locator element of the PPRB and processed IAW paragraph 10-13, below.

4. If there are any documents marked "CSB", the clerk will take the following actions (no action required for those line entries marked "CSB" on computer listings):

a. The number of this type of document will be subtracted from the number of actions shown in the Action Section of the BT and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to CSB."

c. A new BT will be prepared in duplicate. These documents will be attached to this BT. This BT will be treated as a BT having actions (no records) and processed IAW paragraph 10-9 D 4a-f, above.

5. If there are any documents marked showing record to be maintained in a file other than the centralized A-Z file, the clerk will take the following actions (no actions for those line entries on computer listings marked showing records in another file. The action branch section receiving the listing will be responsible for insuring the actions are completed for those SM whose records are maintained in a separate file):

a. The number of this type of document will be subtracted from the number of actions shown in the Action Section of the BT and the resulting number placed there.

b. The Remarks Section of the BT will be annotated "x documents to (designated file)(e.g., "x documents to Suspended Records File," "x documents to Sensitive Records File".)

c. A new BT will be prepared in duplicate for each type of file that documents must be processed. The documents will be attached to this BT. This BT will be treated as a BT having action (no records) and processed IAW paragraph 10-9 D 4 a-f, above.

6. After the above actions, the following steps will be taken by the clerk:

a. Complete block 1 (date) on BT.

b. Assign Suspense date (block 4) on BT.

c. Update the control log to insure any new totals agree with out going BT.

d. Log BT out to actions branch/section.

10-10. SOP NUMBER 8, PROCESSING RETURNING DUPLICATE BLOCK TICKETS WITH RECORDS.

A. General. This SOP covers the processing of returning duplicate BT with records. This is one of three ways BTs can be returned to the Record Section. The other two methods are discussed in paragraphs 10-11 and 10-12, below. This SOP is supported by flow charts in Annex A.

B. Record Section Actions. The clerk will:

1. Review BT to insure it is correct. If not, coordinate with last addressee to resolve discrepancy.

2. Log correct BT in control log.

3. Make appropriate distribution on outgoing documents.

4. File locator cards from outprocessing (these will be annotated active deck cards that were pulled when records were sent to outprocessing) in the PPRS temporary locator file (AR 37-101-1).

5. Match the 2d copy of the BT and records against the Recycle Suspense File.

a. If there are any actions pending the return of this BT, the clerk will pull actions from the Recycle Suspense File and prepare a new BT for that action. (Preparation of BT covered in paragraph 10-9, above.)

b. If there have been any records removed from this BT and there are actions pending under the returning BT number for those removed records, the clerk will erase the old BT number in the upper right corner of the document. In pencil, he will write the BT number to which the record has been added in its place and refile the document in the Recycle Suspense File by the new BT number.

c. If there have been any records added to this BT, match the old BT number (shown in the Remarks Section of the BT) with the Recycle Suspense File. If there are any actions pending for records on the returning BT filed under the old BT number, prepare a new BT for these actions or add these actions to the BT prepared in either paragraph 10-10 b 6a2 or 10-10 B 6b2(b), above.

d. Separate duplicate BT and records from the new BT and records/actions if one was prepared.

e. Forward duplicate BT and records to approppriate records team.

f. When action is required by the record team, per routing guide, on the new BT, forward BT and records/actions to appropriate record team and process IAW paragraph below. If action is required by an action branch log BT out to action branch.

C. Records Team Actions. Upon the receipt of these BTs and records, the Records Team Control clerk will take the following actions:

1. Match the BT number with the File Only Recycle Suspense File.

2. If there are any file documents pending, file them IAW AR 640-10 for MPRJ and AR 37-104-3 for PFR.

3. If there have been any actions added to this BT, match the old BT number shown in the Remarks Section of the BT with the File Only Recycle Suspense File. If there are any documents pending in the file by the old BT number for which

records are returning on this BT, file them in the MPRJ IAW AR 640-10 and in the PFR IAW 37-104-3.

4. If the record for which a file document filed by this returning BT number has been added to another BT, erase the old BT number shown in the upper right corner of the document and replace that number with the BT number to which the record was added. The document will then be placed in the File Only Recycle Suspense File.

5. After the above actions have been taken, the documents will be separated and processed as follows:

a. The records will be filed in the A-Z file. The last line entry will be crossed off the charge out record. The charge out record will be placed in the down position inside the record.

b. The Remarks Section of the BT will be reviewed. Charge out records will be updated to reflect deletions to other BT.

c. The duplicate BT will be forwarded to the Record Section.

D. Record Section Actions.

1. The Record Section will match the duplicate BT against the BT Control Log.

2. If the original BT has already returned, the duplicate will be destroyed.

3. If the original has not returned, the duplicate will be filed by its number in the BT Suspense File.

10-11. SOP NUMBER 9, PROCESSING RETURNING ORIGINAL BLOCK TICKETS.

A. General. This SOP covers the processing of returning original BTs. This is one of three ways BTs can be returned to the PPRB. The other two are duplicate BT with records (paragraph 10-10, above) and original and duplicate BT (paragraph 10-12, below). This SOP is supported by flow charts contained in Annex A of this chapter.

B. Record Section Actions.

1. Record Section will receive and review the original BT. If the BT is incorrect, Record Section will coordinate with previous addressee to resolve.

2. Once correct, the BT will be logged in the BT control log.

3. The BT will be matched against the duplicate in the BT Suspense File. The duplicate will be destroyed and the original filed in the BT Completed File. If no duplicate BT is in the BT Suspense File, then just file the original BT in the BT Completed File.

10-12. SOP NUMBER 10, PROCESSING RETURNING ORIGINAL AND DUPLICATE BLOCK TICKETS.

A. General.

1. This SOP covers the processing of returning original and duplicate BTs returning together. This is one of the three ways BTs can be returned to the RS. The other two are duplicate BTs with records (para 10-10, above) and original BTs (para 10-11, above).

2. Original and duplicate BTs will return together when the block is returned without going through the SQIB (i.e., BT without automated input). Examples are:

a. After record review, BTs for records requests that do not require automated input.

b. BTs that were initially processed out of the PPRB as BT with actions (no records). The BT is returned if all actions were deleted from the action BT and added to a records BT or all actions were worked without records.

c. BTs for which all records were deleted to the outprocessing service member and no automated input was required.

B. Record Section Actions.

1. Record Section will receive and review the original and duplicate BT along with any accompanying documentation. If the BT is incorrect, Record Section will coordinate with the previous addressee to resolve any discrepancies.

2. Once correct, the BT will be logged in the BT Control Log.

3. If there are any documents for outgoing distribution, they will be separated and appropriate distribution will be made.

4. If there are any locator cards from outprocessing, they will be separated and placed in the temporary locator

deck by the locator element of the PPRS. (NOTE: These are annotated active locator deck cards that were pulled from the locator deck when records were requested for outprocessing. Outprocessing will have annotated these cards IAW 37-101-1 to show new information on the SM and returned via this BT to Control Section.)

5. If there are any records, the BT will be processed as follows:

a. The original BT will be filed in the BT Completed File.

b. The duplicate BT and records will be processed as outlined in paragraph 10-10, above.

6. If there are no records, the BTs will be processed as follows:

a. The original will be filed in the BT Completed File.

b. The duplicate will be processed as follows:

(1) If records have not been removed from the BT, the duplicate will be destroyed. If records have been removed, the BT will be matched with the Recycle Suspense File.

(2) If documents are not pending for the BT in the Recycle Suspense File, the duplicate will be forwarded to Records Team where it will be processed IAW paragraph 10-10C, above.

(3) If documents are pending for this BT, the clerk will take the following actions:

(a) The old BT number shown in the upper right corner of the document will be erased. The number will be replaced by the BT number to which the record was deleted (This will be shown in the Remarks Section of the BT.) This document will be filed by the new BT number in the Recycle Suspense File.

(b) The duplicate of the BT will be forwarded to the Records Team.

C. Records Team Actions.

1. Records Team will match this BT to the File Only Recycle Suspense File.

2. If documents are not pending, the charge out records will be updated and the duplicate BT forwarded to Record Section. Record Section will process IAW paragraph 10-10D, above.

3. If any actions are pending, the BT number shown in the upper right corner of that document will be erased. It will be replaced with the BT number to which the record was deleted as shown in the Remarks Section of this BT. The charge out records will then be updated to reflect all records deletions.

a. The document will be replaced in the File. Only Recycle Suspense File.

b. The duplicate BT will be forwarded to Record Section and processed IAW paragraph 10-10D, above.

10-13. SOP NUMBER 11, LOCATOR DOCUMENT PROCEDURES.

A. General. The maintenance of the Locator File is the responsibility of the PPRS Hqs. This SOP covers the processing of documents that are annotated "locator" by the Records Team. Additionally, this SOP outlines the procedures for handling both action and file documents for SM who have either PCSed or ETSed. This SOP is supported by flow charts contained in Annex A to this chapter.

1. Action documents will be forwarded to the Record Section on top of the BT that they were forwarded into the Records Team area. Record Section will delete these actions from the BT. The BT will then be processed IAW paragraph 10-9 of this chapter.

2. File only documents will be forwarded to the PPRS Hqs where they will be given to the locator element.

3. The Records Team will have marked both action and file documents with "NIF" in the upper right corner for identification.

B. Locator Element Actions.

1. Locator clerk will review documents.

2. Locator clerk will check SIDPERS Alpha Roster to ascertain if SM is assigned to a unit serviced by this PPSD.

3. If SM is shown by Alpha Roster to be assigned, the following actions will be taken:

a. Check files to see if records were misfiled.

b. Search PPSD area to locate records.

c. If records are found, take the following actions:

(1) For action documents:

(a) Prepare charge out records, if necessary.

(b) Records Section will prepare a BT to the action branch or records team.

(c) The BT number and date will be annotated on charge out records.

(d) The BT will be logged out to the action branch.

(e) The charge out records will be forwarded to Records Team where they will be placed in the A-Z file.

(2) For file documents:

(a) Prepare charge out records, if necessary.

(b) Forward Record, charge out record, and document to Records Team.

(c) Records Team will file document in the records and the records in the record files.

4. If SM is not shown on the Alpha Roster, check Inactive Locator Deck.

5. If SM is not shown in the Inactive Locator Deck, take the following actions:

a. Prepare a DA Form 3684 "ADM LOC" transaction.

b. Forward the original DA Form 3684 to Data Reduction in the SQIB.

c. File the duplicate DA Form 3684 in LOC Suspense File.

d. Answer to LOC will be received via DJUOL.

e. When answer is received, clear suspense file and destroy duplicate DA Form 3684.

f. If DJUOL shows no record of SM, destroy document.

g. If DJUOL shows SM being serviced by another PPSD, take the following actions:

(1) Prepare envelope, address to servicing PPSD shown on DJUOL.

(2) Forward envelope and document to addressee.

h. If DJUOL shows SM has ETSed, take the following actions:

(1) For finance documents:

(a) If an entitlement authorization or a collection action, prepare an envelope addressed to USAFAC. Mail envelope to USAFAC.

(b) If not an entitlement authorization or collection document, destroy it.

(2) For personnel documents:

(a) If a part of the SM's permanent record, prepare an envelope addressed to RCPAC, St. Louis. Mail envelope to RCPAC, St. Louis.

(b) If document is not to be a part of the permanent record, destroy it.

6. If document is not an "Action-PFR" document, process IAW paragraph 10-13B 5b, above.

7. If card in the inactive locator is not temporary or shows SM to have ETSed, process IAW paragraph 10-13B 5f, above.

8. If more than the departure processing month plus one additional processing month have elapsed, process IAW paragraph 10-13B 5f, above.

9. If document is an "Action-PFR document and the card in the locator deck is a temporary card showing SM to have PCSed and less than processing month of departure plus one processing month have elapsed, take the following actions:

a. Prepare an OF 41 indicating that input can be made.

b. Record Section clerk will prepare BT.

c. The BT document and OF 41 will be forwarded to appropriate Records Team for action.

10-14. SOP NUMBER 12, ACTION DOCUMENT PROCESSING BY RECORD TEAM.

A. General. This SOP is supported by flow charts contained in Annex A of this chapter. This SOP outlines the procedures to be followed to accomplish document filing, and the processing of SIDPERS and JUMPS-type transactions by the Record Team.

B. Record Team actions.

1. When a BT is received from the Record Section, the Record Team will determine whether there are any file only documents in suspense. If any, the file only documents will be filed in the records IAW AR 37-104-3 or AR 640-10.

2. NS, S, SJ, J or NJ actions will be received by the Records Team on a Records BT. Upon receipt, the appropriate records will be withdrawn from the file (if a record is not available, annotate the document with the record location and place on top of the records which were available for the Record Section to subsequently place the documents in recycle suspense) and processed based on type BT:

a. NS or S actions. Process the actions IAW current regulations. Blocks which contain documents which require SIDPERS input identified in Table 2-3, AR 640-2-1, will be forwarded to SQIB for edit with supporting documentation and applicable records. All other S input will be forwarded to SQIB with supporting documentation only. Prepare required indorsements and post MPRJ. Forward all documentation to supervisor for review.

b. SJ actions. Prepare SIDPERS change report IAW DA Pam 600-8-2. Post MPRJ and file one copy of action documents on left side of PFR above suspense divider. Insure data bases (JUMPS/SIDPERS) are reconciled. Forward all documentation to supervisor for review.

c. J or NJ actions. Process actions IAW current regulations. If DA Form 3684 (Report of Pay change) is required, prepare documentation IAW AR 37-104-3. Post PFR as required and forward all documentation to supervisor for review.

3. Supervisor reviews action and resolves any discrepancies with clerk. When action does not require SQIB edit

the records will be returned to file and the BT with other documents will be returned to the Record Section. Any BT which has documentation which requires SQIB edit will be forwarded to the Record Section for processing.

10-15. SOP NUMBER 13, PROCESSING OTLs.

A. General. Input from elements other than units or PACs (housing, laundry, etc.) must forward documentation to the PPRS on a sequentially numbered OTL. This SOP is supported by flow charts contained in Annex A of this chapter.

B. Edits and Processing. The PPRS distribution clerk will make the following edits:

1. Check sequence of OTL.

2. Verify inclosures to OTL to insure agreement with information contained on the OTL itself.

3. If there are errors that the distribution clerk can correct, he will do so. If errors are uncorrectable, a DL will be prepared IAW paragraph 10-7, above.

4. If the OTL contains a DL from a previous OTL, the clerk will insure that errors have been corrected.

a. If errors have not been corrected, a new DL will be prepared IAW paragraph 10-7c, above.

b. If errors have been corrected, the DL Suspense File will be cleared.

(1) Match the original DL from the unit with the duplicate contained in the DL Suspense File.

(2) Destroy the duplicate DL.

(3) File the original DL and the duplicate OTL in the OTL Completed File.

5. With exception of those OTLs that a DL must be prepared, the following actions will be taken after edits:

a. Log OTL in OTL Log. (See appendix E for an example of an OTL and the OTL Log)

b. Sign OTL.

c. Return original OTL to originating element.

d. File duplicate OTL in OTL completed file.

e. Forward all documents to appropriate Records Section via reproduced copy of OTL.

C. DL Processing. If errors are found on the OTL that are uncorrectable a DL in duplicate must be prepared. (An example of a DL is shown in Appendix E.)

1. The OTL Log will be annotated to show that a DL was prepared for the OTL number.

2. The original DL, duplicate OTL, and any documents in error will be returned to the originating element.

3. The OTL will be annotated to show those documents that are correct and will be processed.

4. The duplicate DL and the original OTL will be filed in the DL Suspense File.

5. The correct documents will be processed IAW paragraph 10-7B 5e, above.

10-16. REFERENCES.

A. AR 37-101-1

B. AR 37-104-3

C. AR 640-2-1

D. AR 640-10

E. DA Pam 600-8

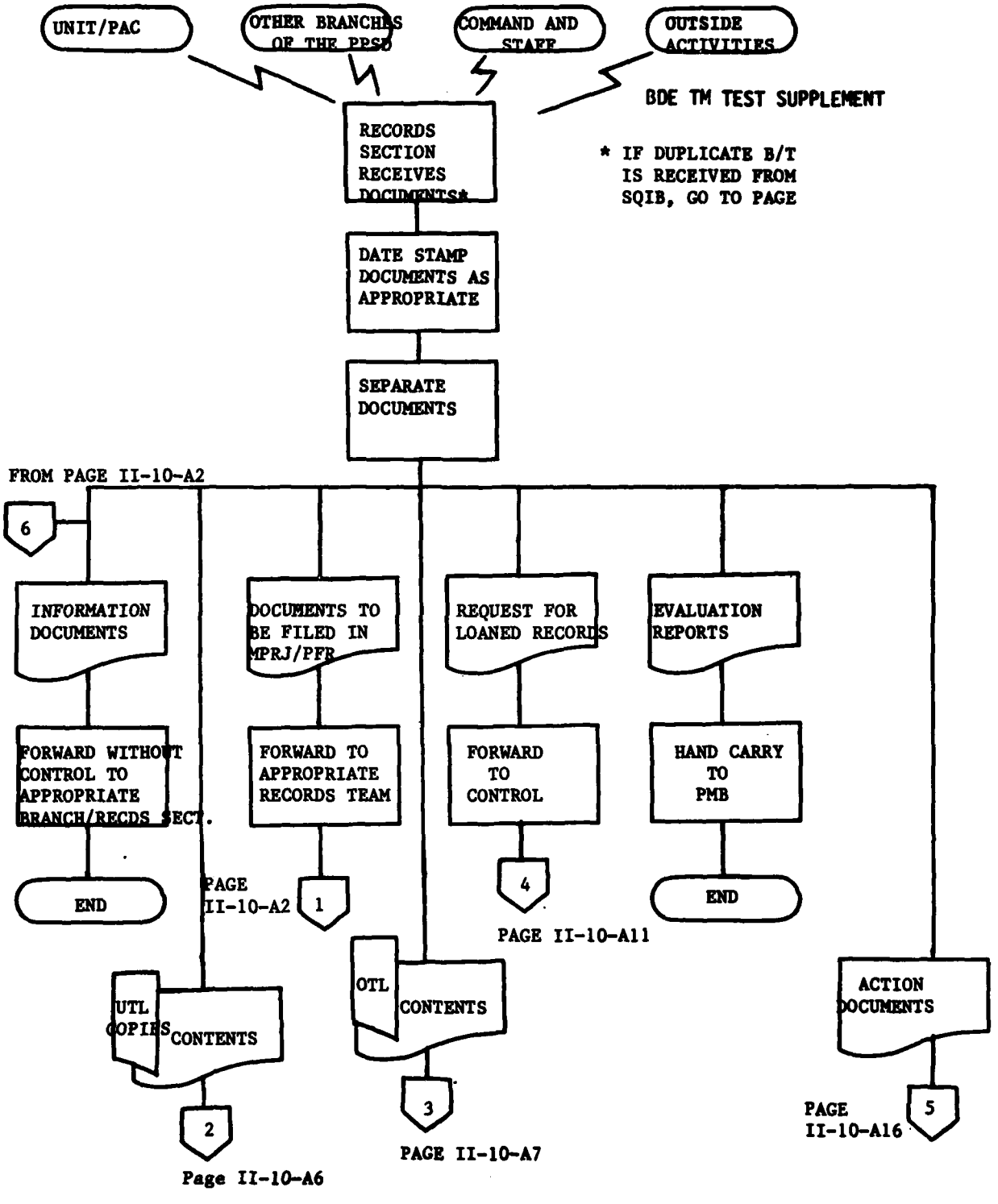
F. DA Pam 600-8-1, 2, 3, 4, 5, 6, 7, 8, 9, 10

G. All Points Bulletins

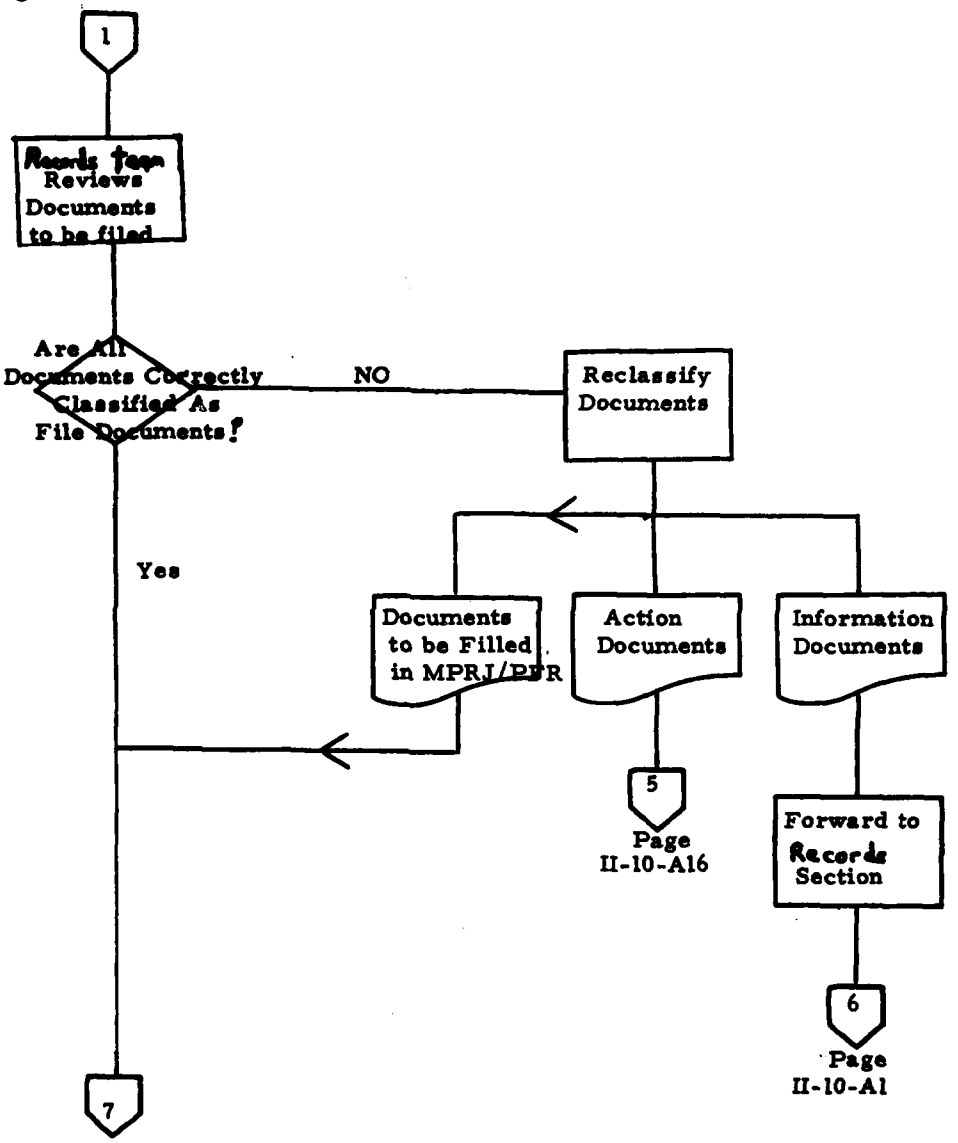
10-17. ANNEXES.

A. Annex A - Flow Charts (PPRS).

B. Annex B - Routing Guide

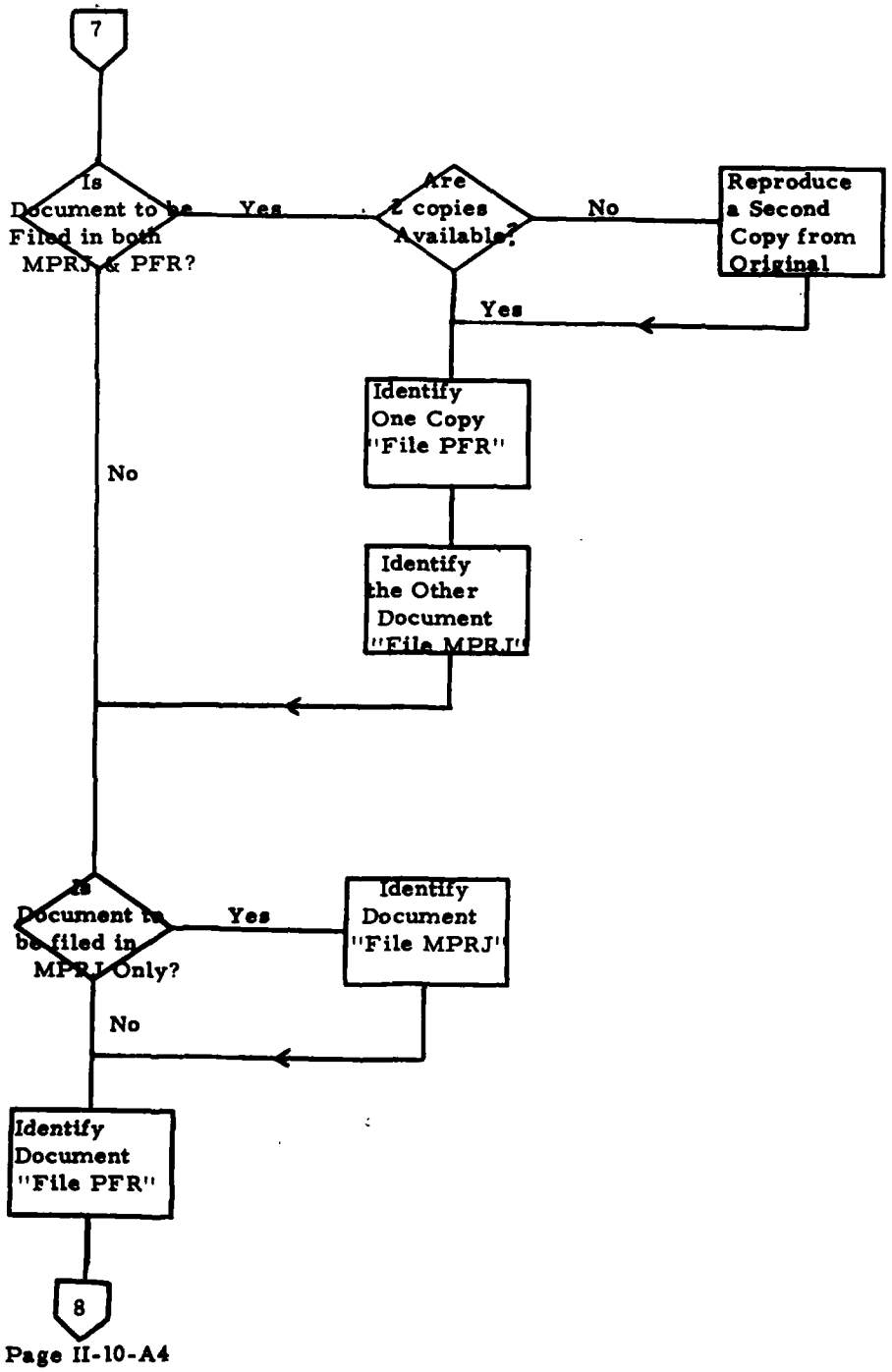

UNIT/PAC
OTHER BRANCHES OF THE PPSO
COMMAND AND STAFF
OUTSIDE ACTIVITIES
BDE TM TEST SUPPLEMENT
RECORDS SECTION RECEIVES DOCUMENTS*
* IF DUPLICATE B/T IS RECEIVED FROM SQIB, GO TO PAGE
DATE STAMP DOCUMENTS AS APPROPRIATE
SEPARATE DOCUMENTS
FROM PAGE II-10-A2
6
INFORMATION DOCUMENTS
DOCUMENTS TO BE FILED IN MPRJ/PFR
REQUEST FOR LOANED RECORDS
EVALUATION REPORTS
FORWARD WITHOUT CONTROL TO APPROPRIATE BRANCH/RECDS SECT.
FORWARD TO APPROPRIATE RECORDS TEAM
FORWARD TO CONTROL
HAND CARRY TO PMB
END
PAGE II-10-A2
1
4
PAGE II-10-A11
END
UTL COPIES
CONTENTS
OTL
CONTENTS
ACTION DOCUMENTS
2
3
PAGE II-10-A16
5
Page II-10-A6
PAGE II-10-A7

From Page II-10-A1, II-10-A6

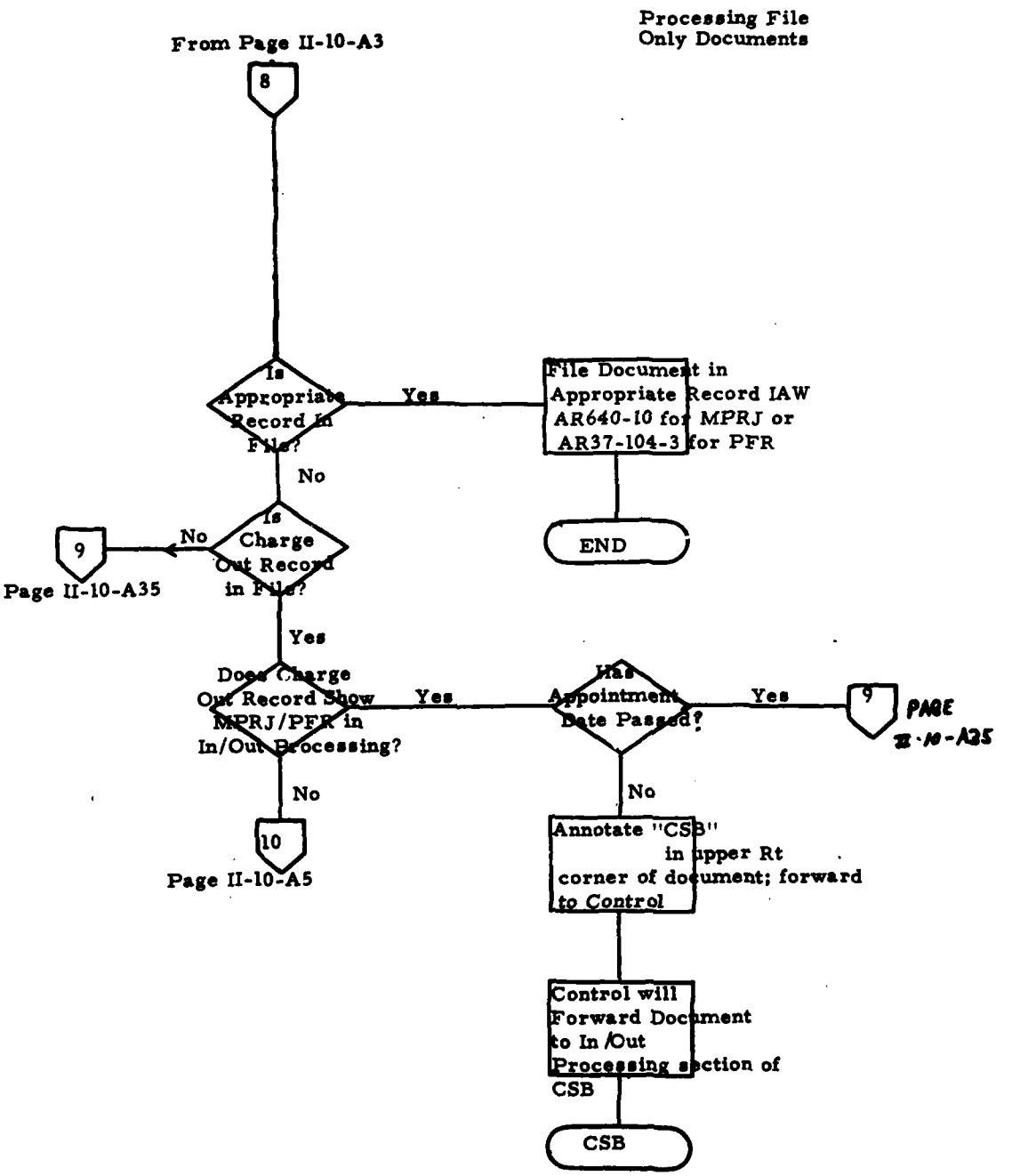


Processing File
Only Documents

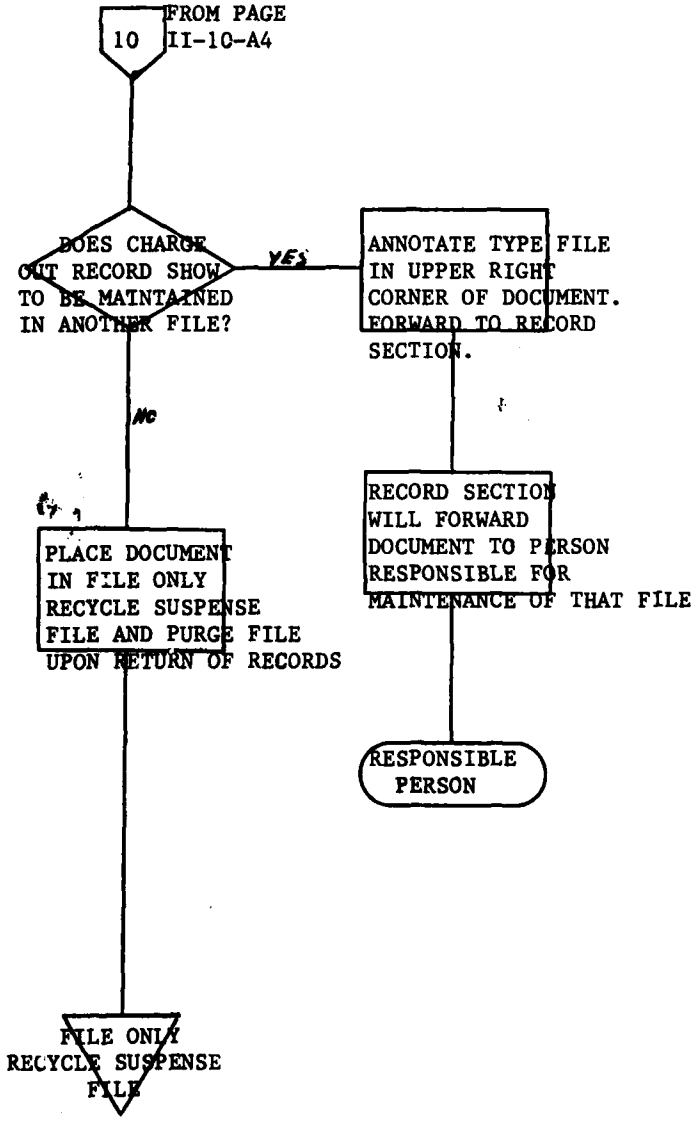
From Page II-10-A2



Page II-10-A4

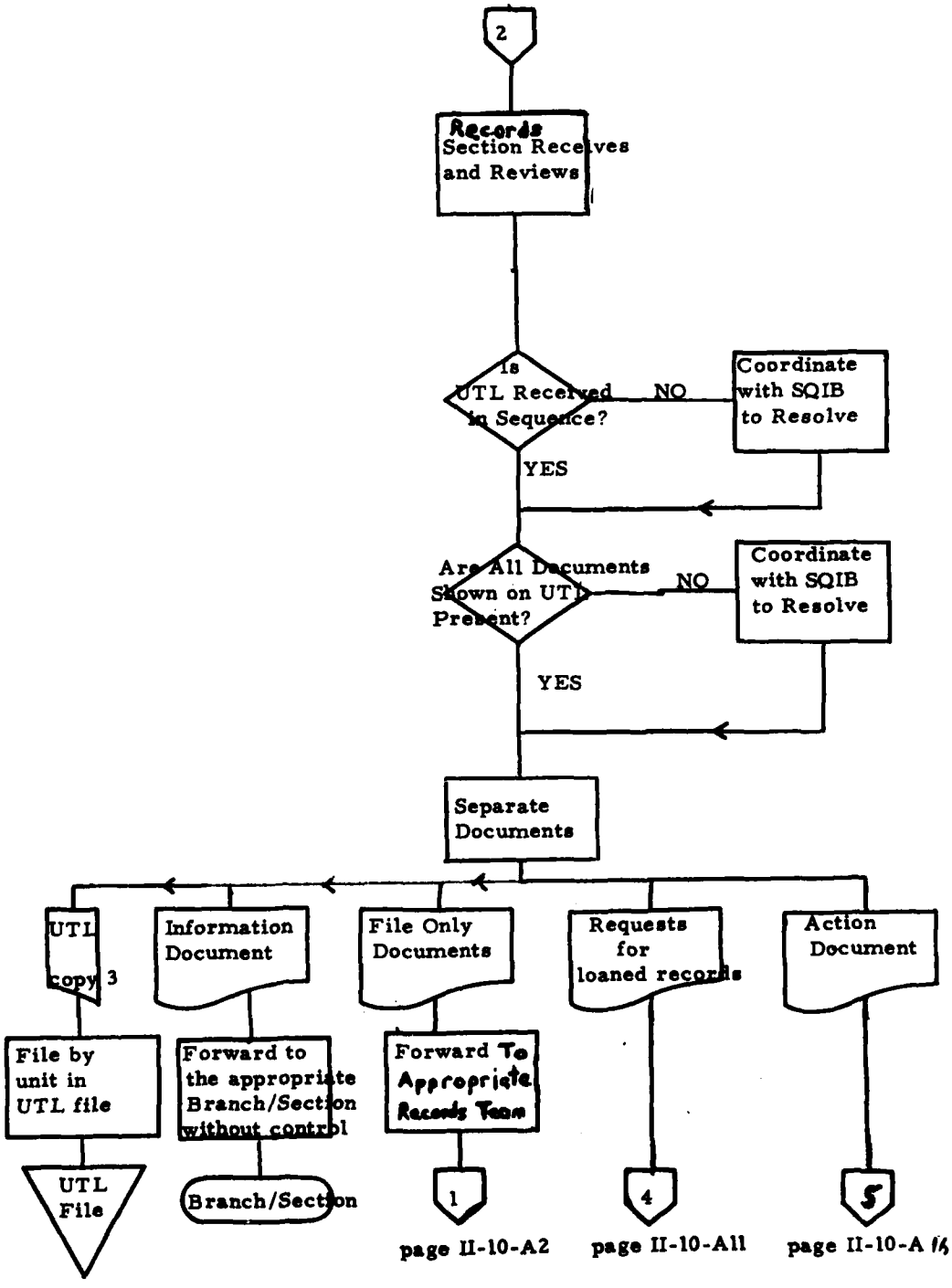

Processing File
Only Documents
From Page II-10-A3
8
Is Appropriate Record in File?
Yes
File Document in Appropriate Record IAW AR640-10 for MPRJ or AR37-104-3 for PFR
END
No
Is Charge Out Record in File?
No
9
Page II-10-A35
Yes
Does Charge Out Record Show MPRJ/PFR in In/Out Processing?
Yes
Has Appointment Date Passed?
Yes
9
PAGE II-10-A35
No
10
Page II-10-A5
No
Annotate "CSB" in upper Rt corner of document; forward to Control
Control will Forward Document to In/Out Processing section of CSB
CSB

PROCESSING FILE ONLY DOCUMENTS

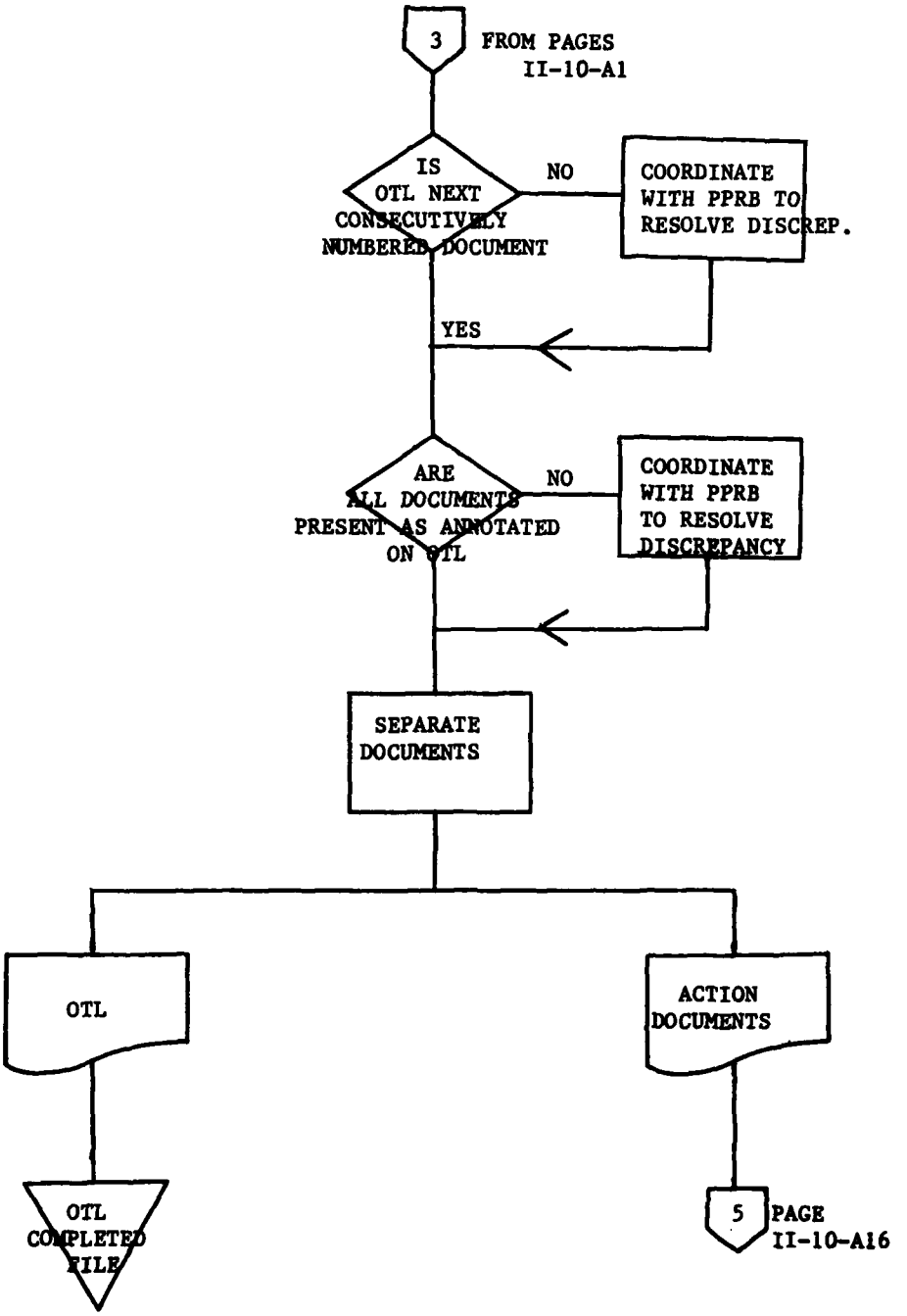


Processing UTL and Contents

from page II-10-A1



page II-10-A2 page II-10-A11 page II-10-A14

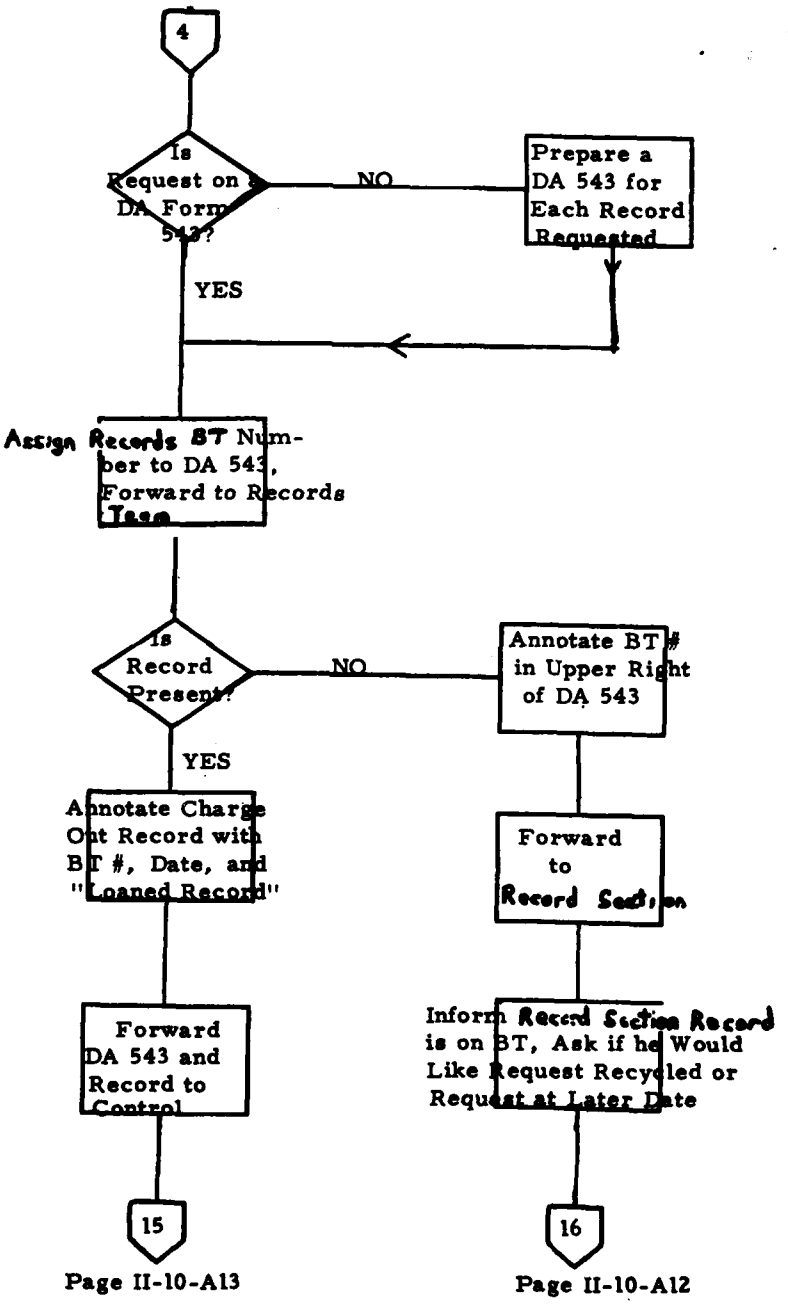

3
FROM PAGES
II-10-A1
IS
OTL NEXT
CONSECUTIVELY
NUMBERED DOCUMENT
NO
COORDINATE
WITH PPRB TO
RESOLVE DISCREP.
YES
ARE
ALL DOCUMENTS
PRESENT AS ANNOTATED
ON OTL
NO
COORDINATE
WITH PPRB
TO RESOLVE
DISCREPANCY
SEPARATE
DOCUMENTS
OTL
ACTION
DOCUMENTS
OTL
COMPLETED
FILE
5
PAGE
II-10-A16

BDE TEAM TEST SUPPLEMENT

(DELETED)

Processing Requests for Loaned Records

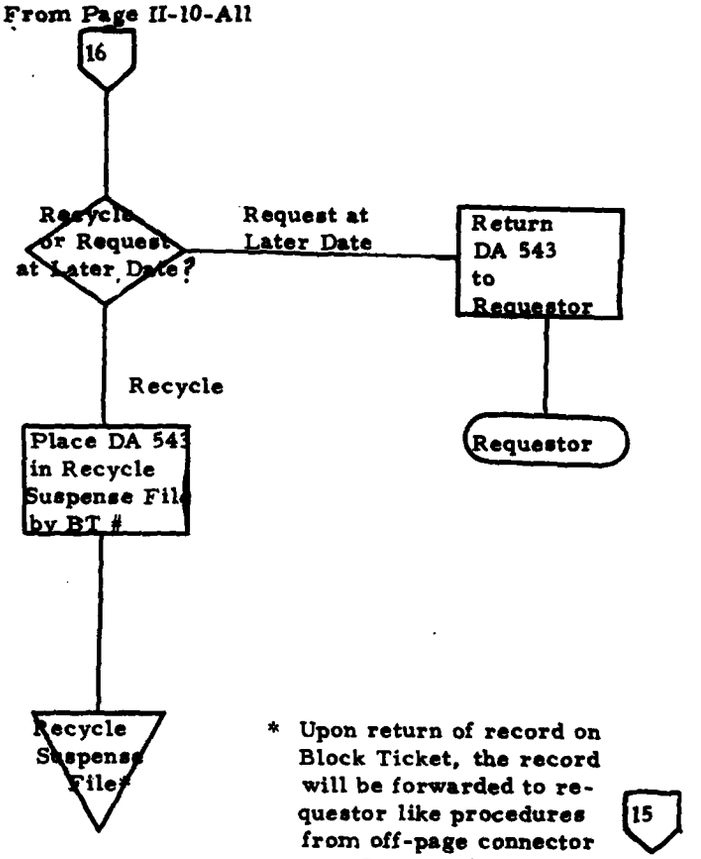
From Page II-10-A1, II-10-A6



Page II-10-A13

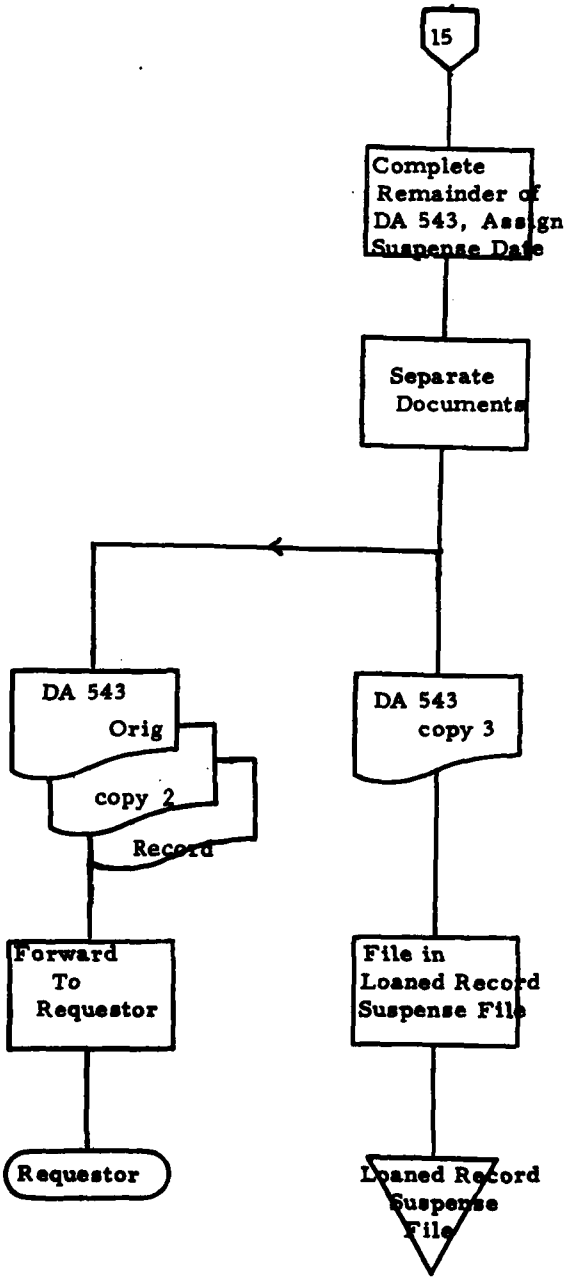
Page II-10-A12

Processing Requests
For Loaned Records

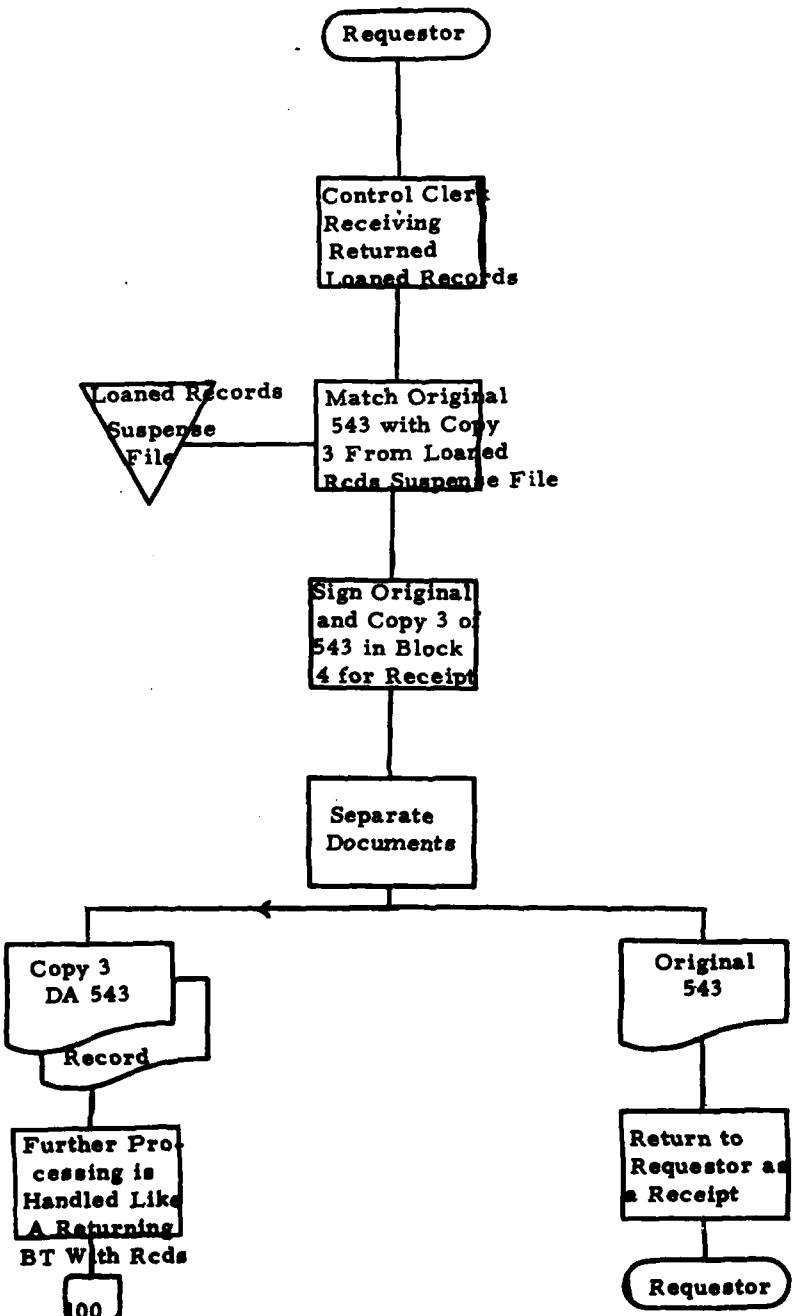


Processing Requests For Loaned Records

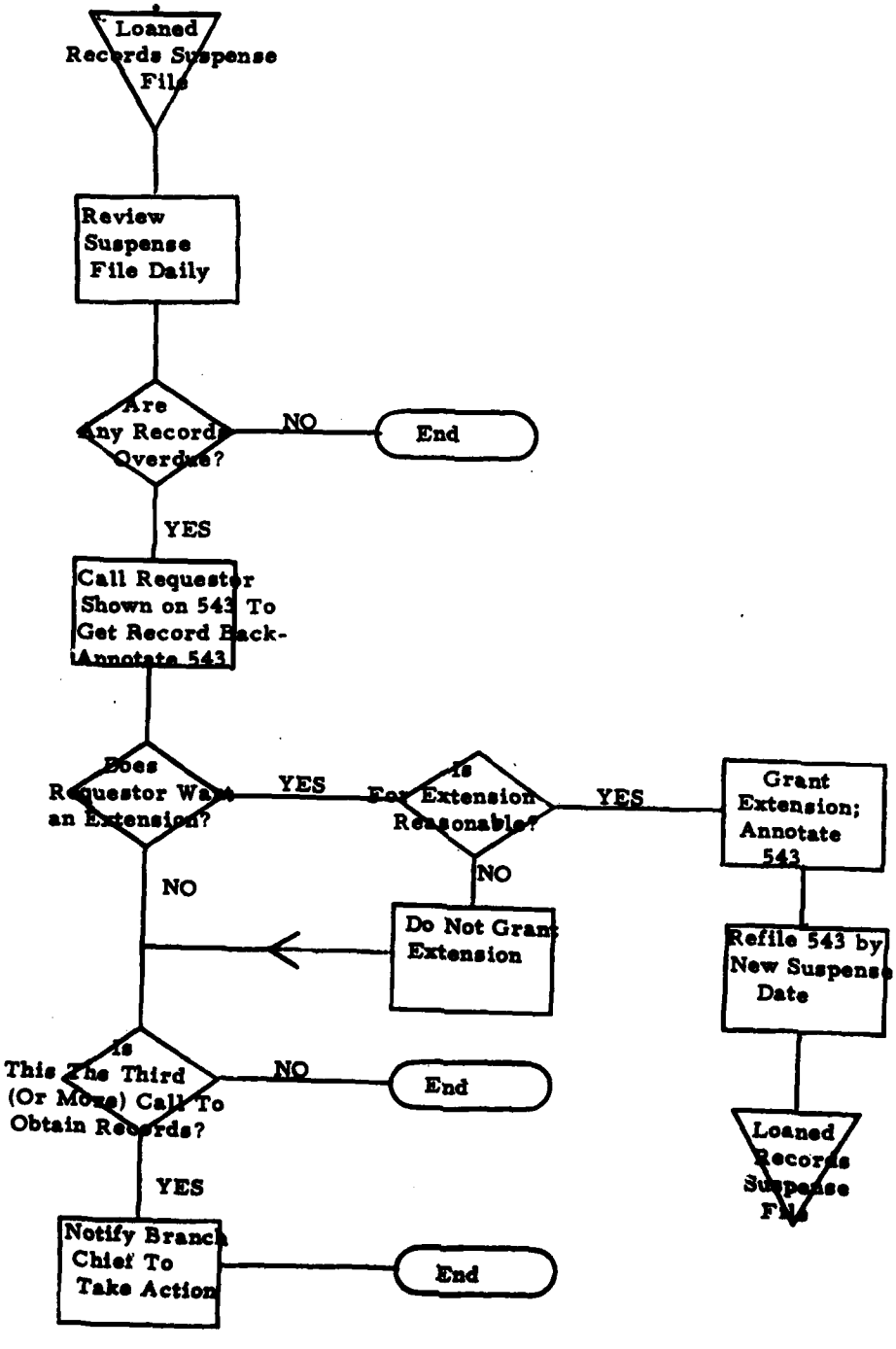
From Page II-10-A11



Processing Requests
for Loaned Records

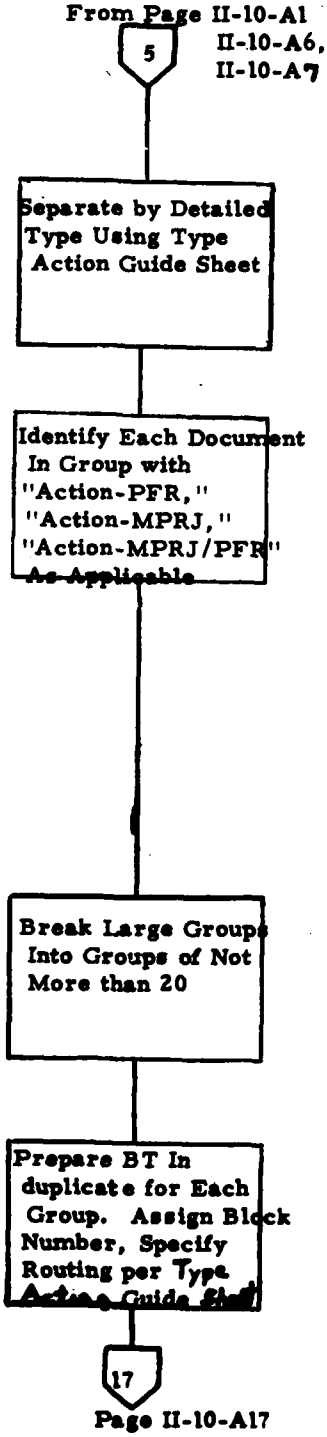


Processing Requests
For Loaned Records

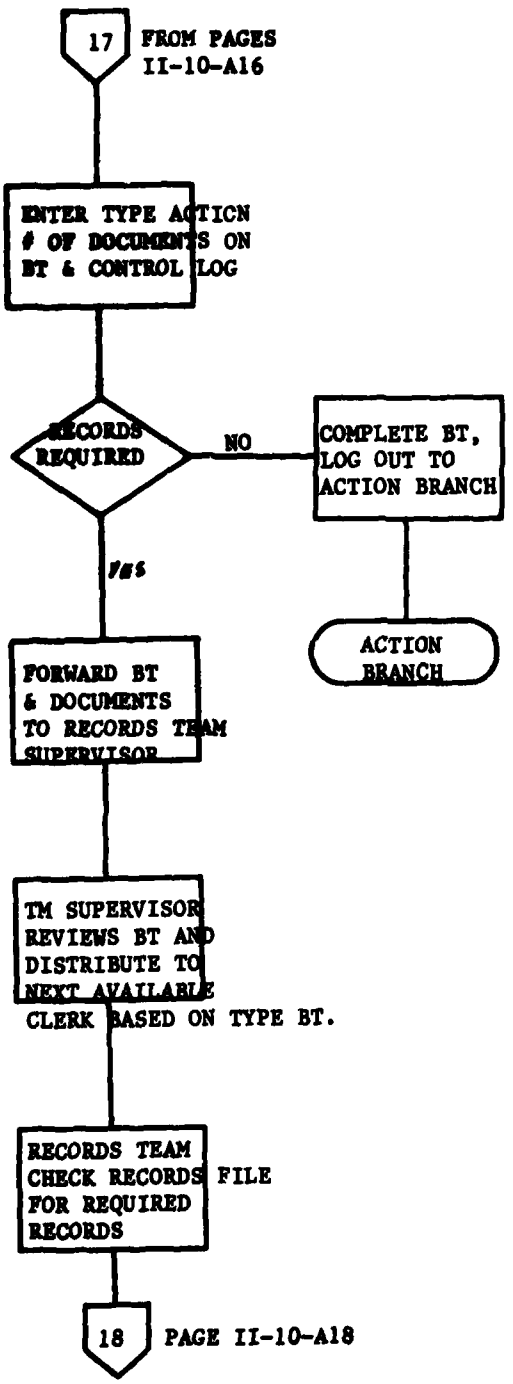


Processing Action Documents

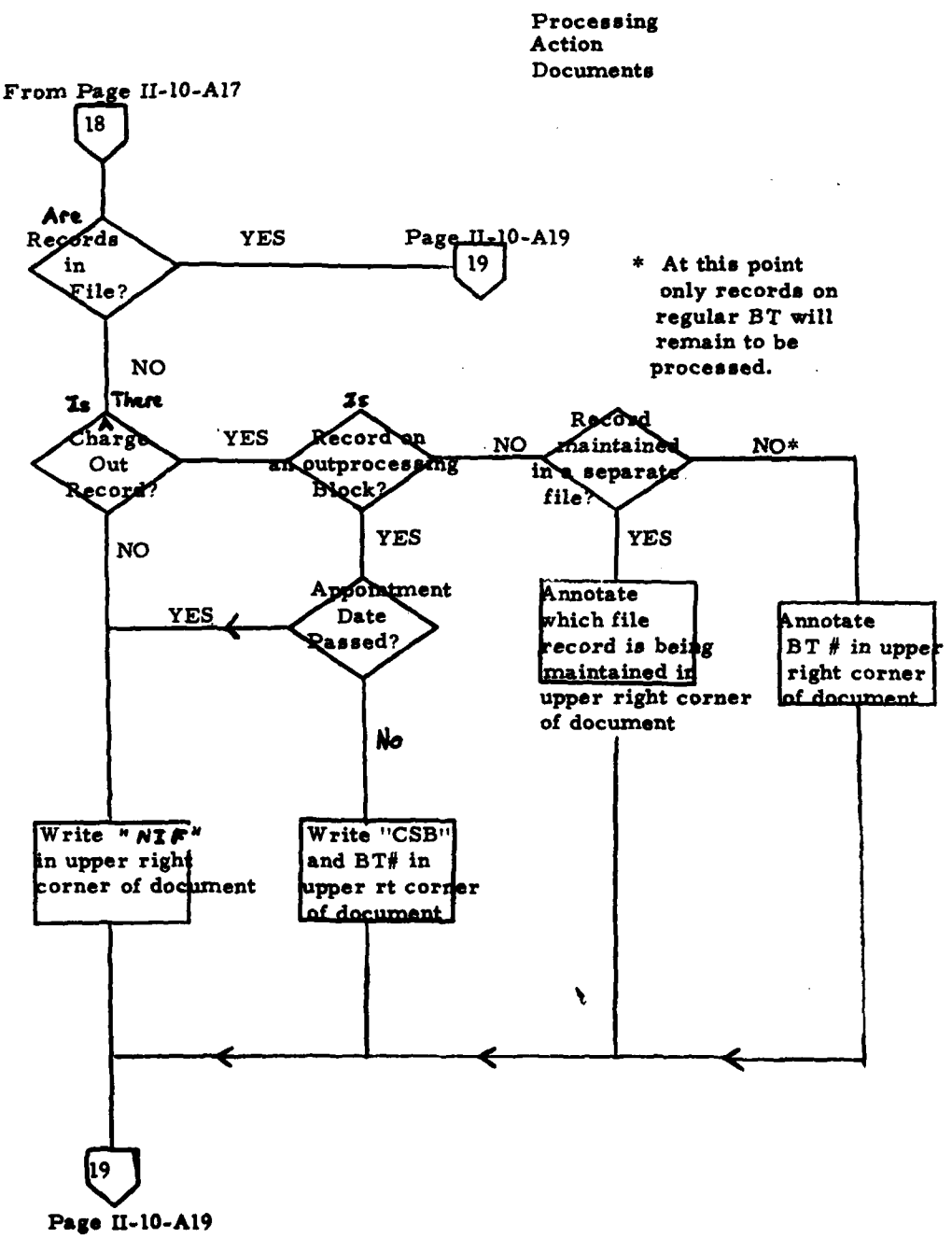
From Page II-10-A1 II-10-A6, II-10-A7



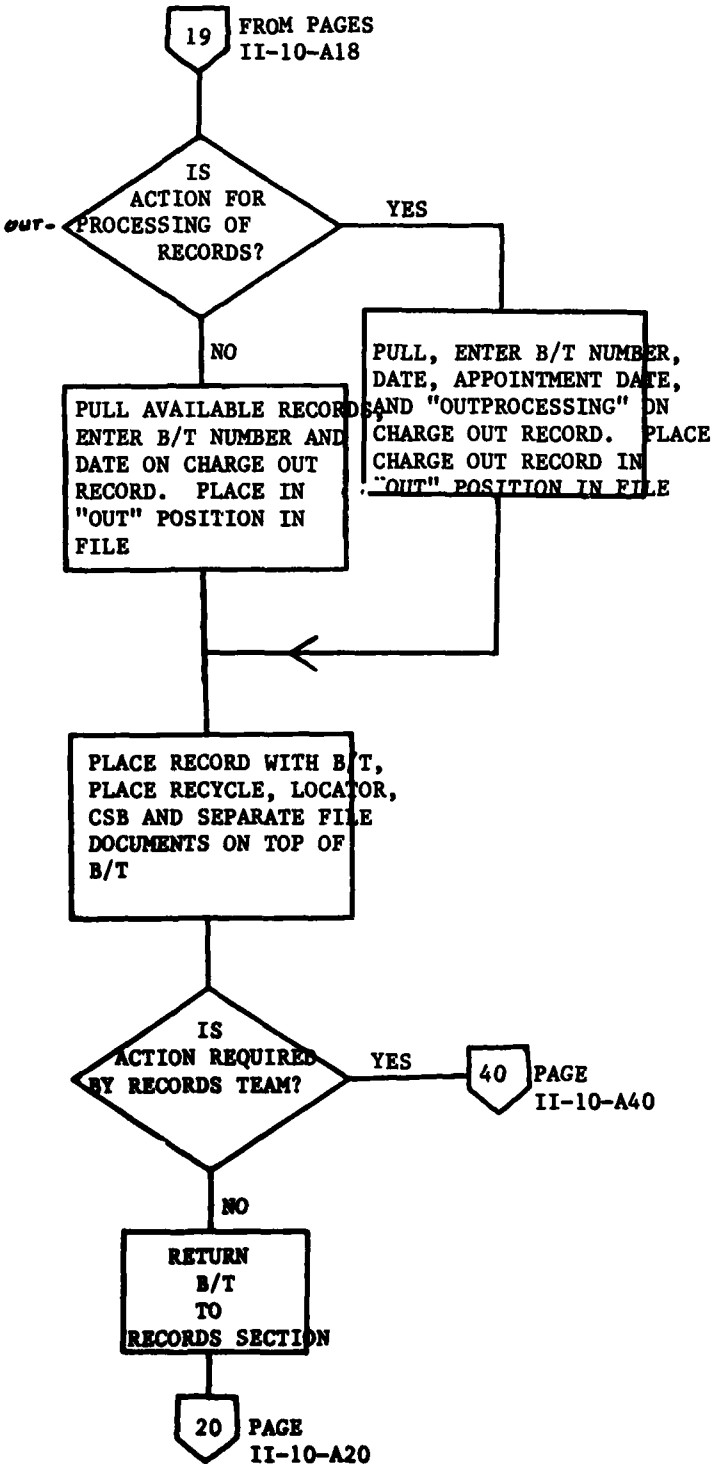
Page II-10-A17


17
FROM PAGES II-10-A16
ENTER TYPE ACTION # OF DOCUMENTS ON BT & CONTROL LOG
RECORDS REQUIRED
NO
COMPLETE BT, LOG OUT TO ACTION BRANCH
YES
ACTION BRANCH
FORWARD BT & DOCUMENTS TO RECORDS TEAM SUPERVISOR
TM SUPERVISOR REVIEWS BT AND DISTRIBUTE TO NEXT AVAILABLE CLERK BASED ON TYPE BT.
RECORDS TEAM CHECK RECORDS FILE FOR REQUIRED RECORDS
18
PAGE II-10-A18

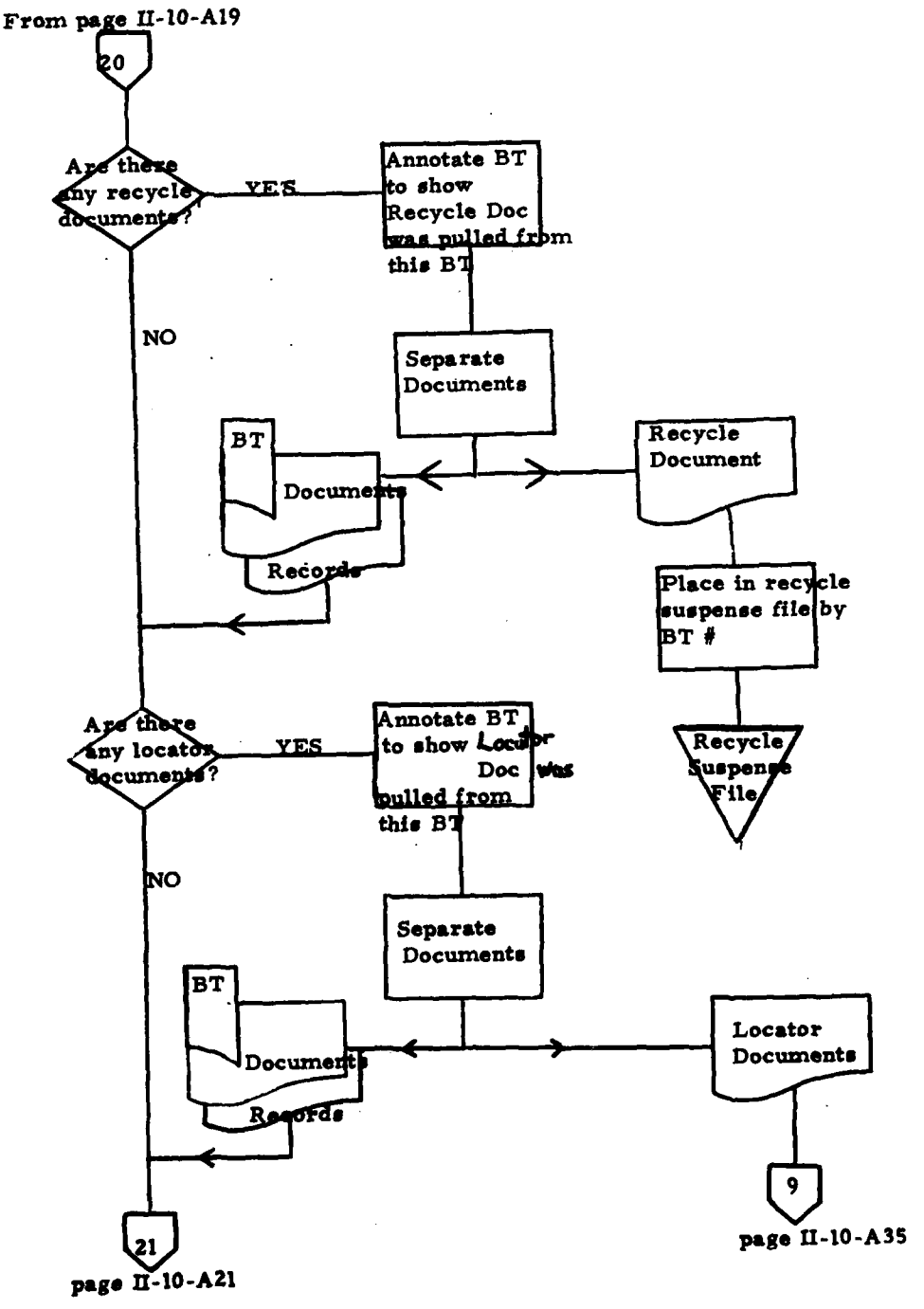
Processing Action Documents

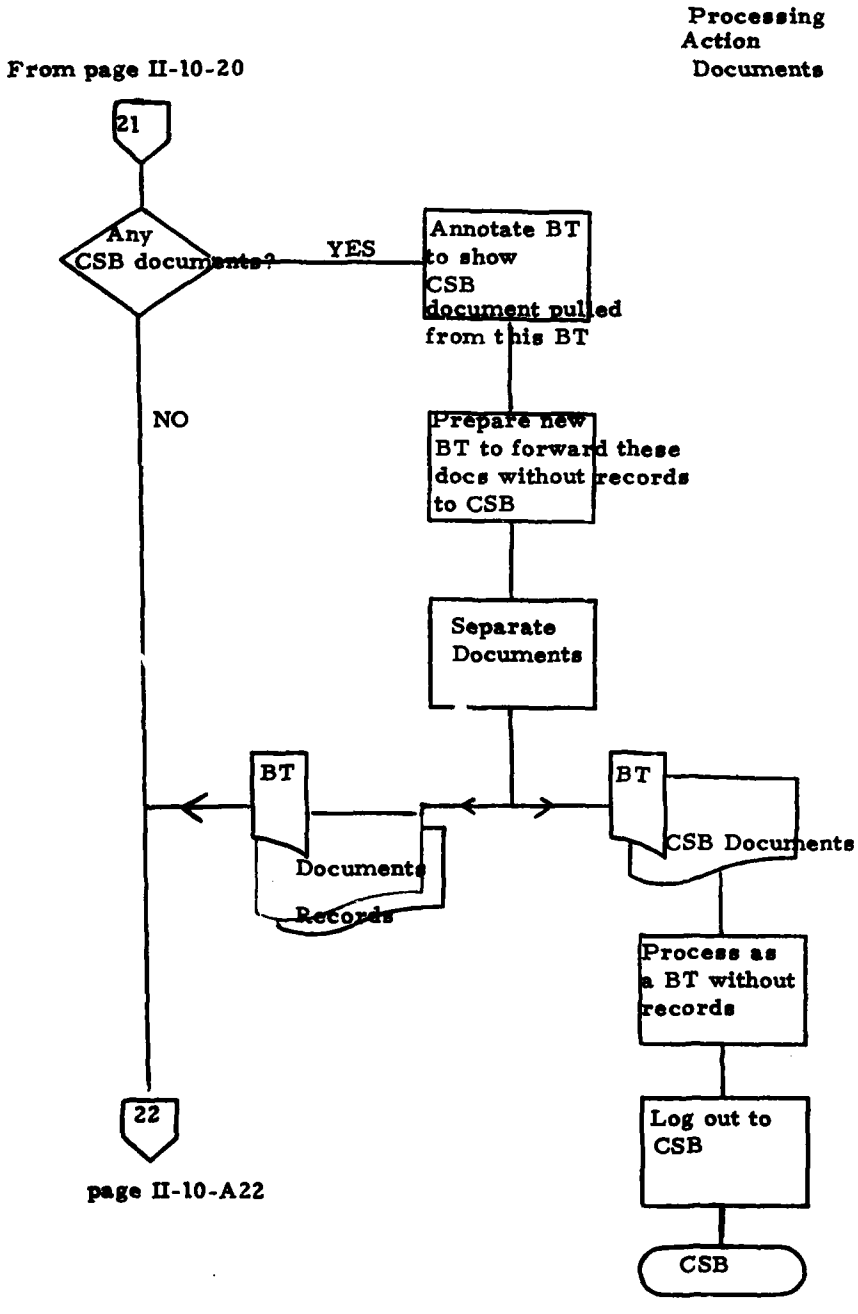


PROCESSING ACTION DOCUMENTS

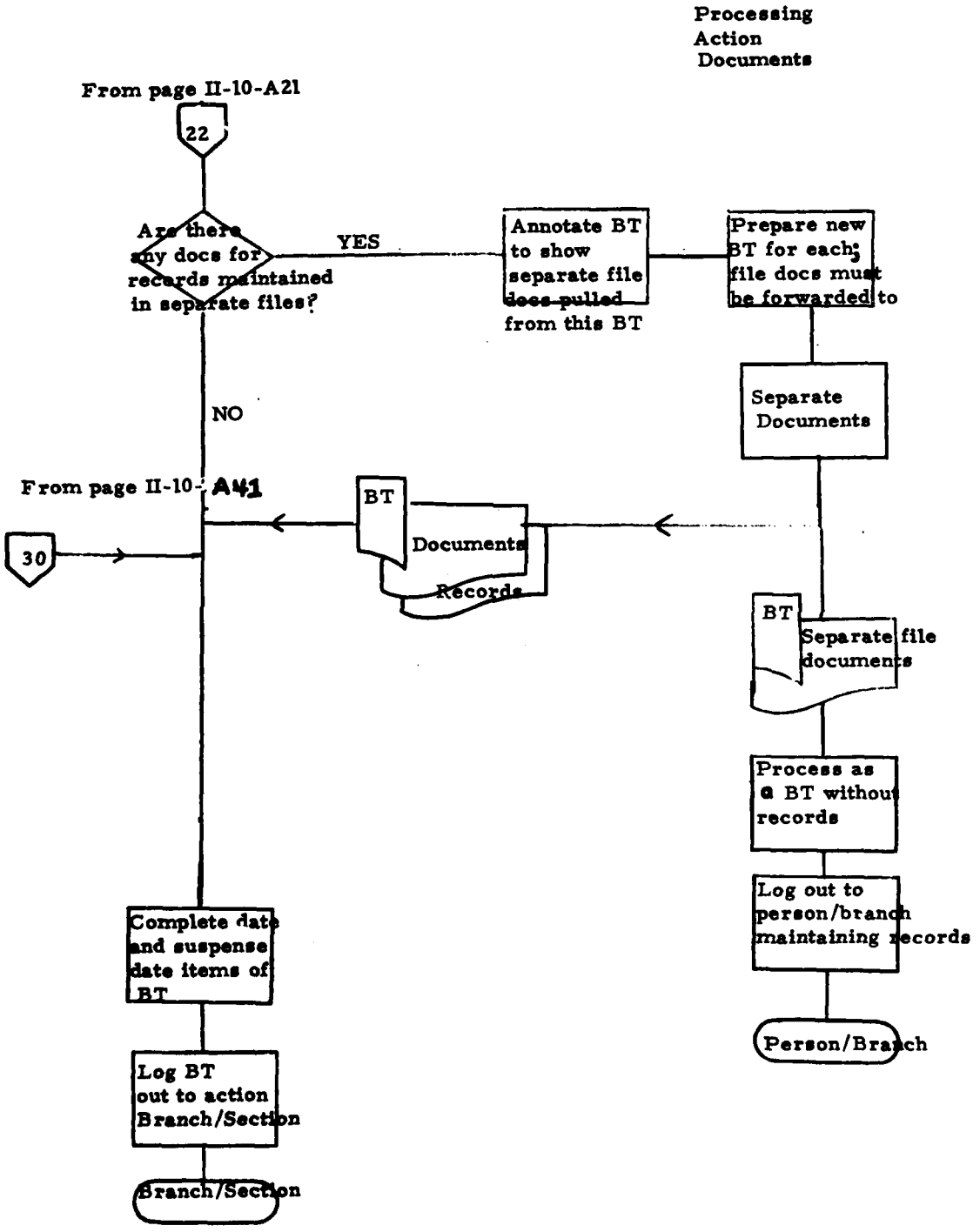


Processing Action Documents

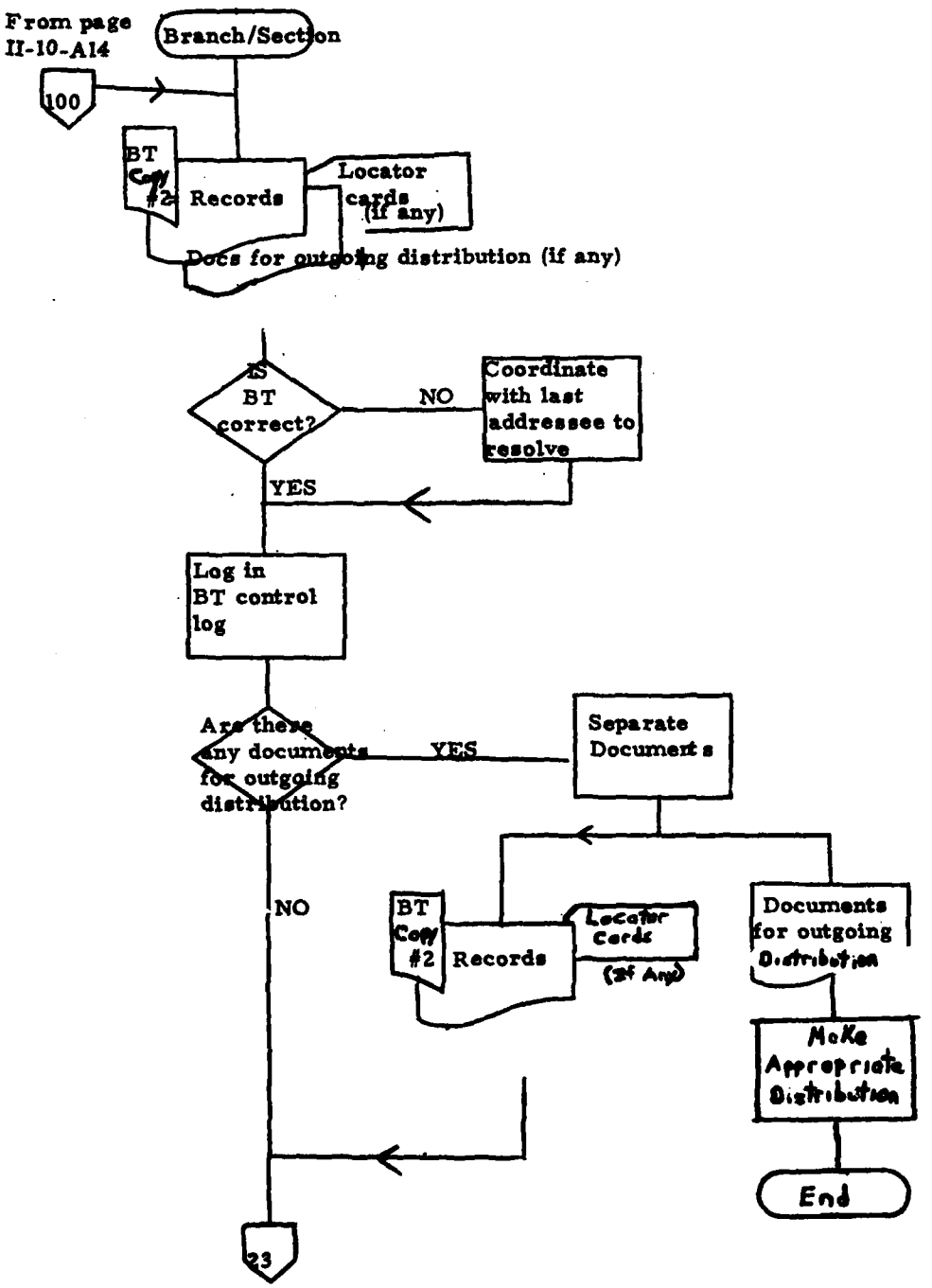



Processing Action
Documents
From page II-10-20
21
Any CSB documents?
YES
Annotate BT to show CSB document pulled from this BT
NO
Prepare new BT to forward these docs without records to CSB
Separate Documents
BT
Documents
Records
BT
CSB Documents
Process as a BT without records
Log out to CSB
CSB
22
page II-10-A22

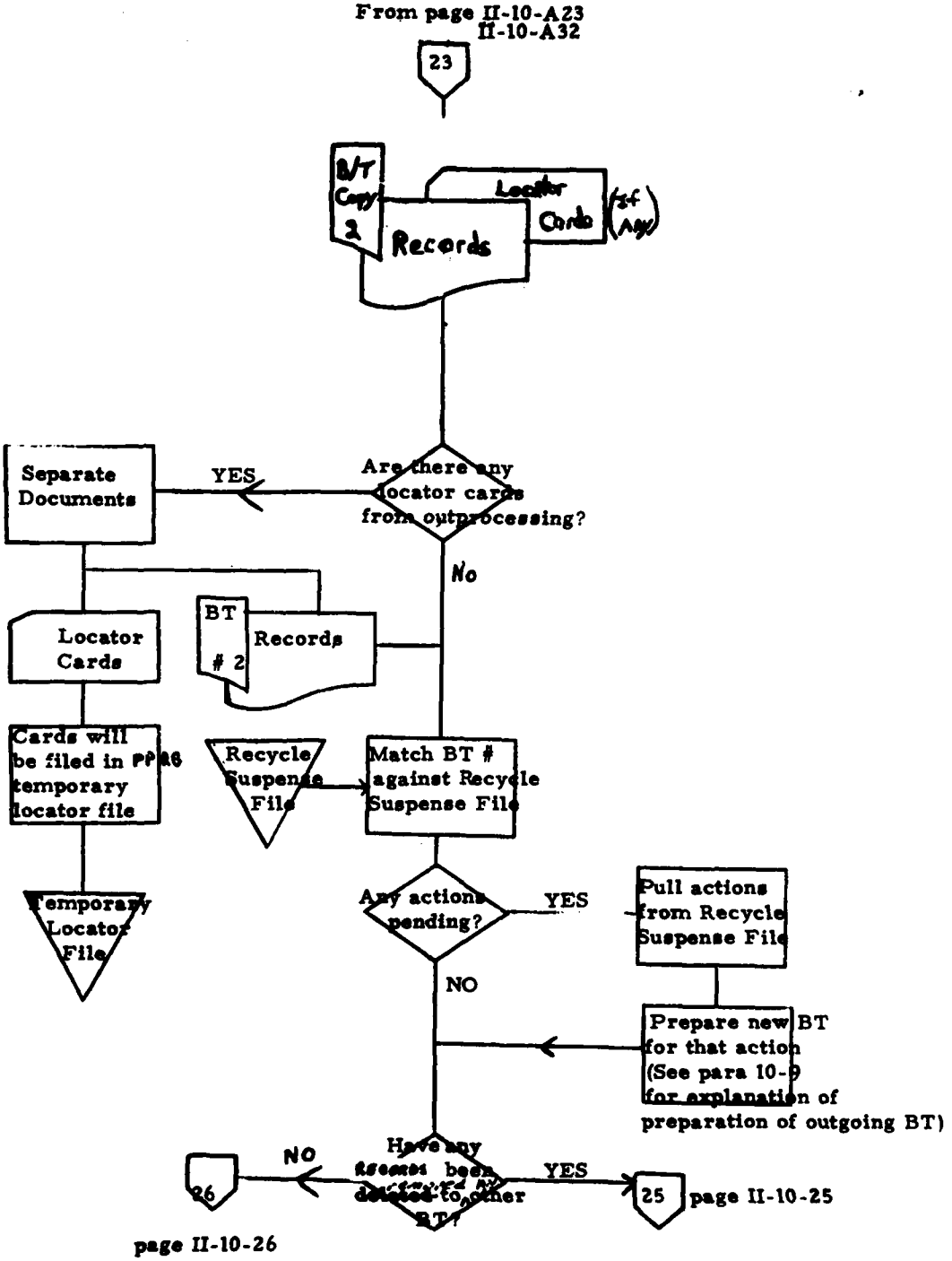
BDE TM TEST SUPPLEMENT



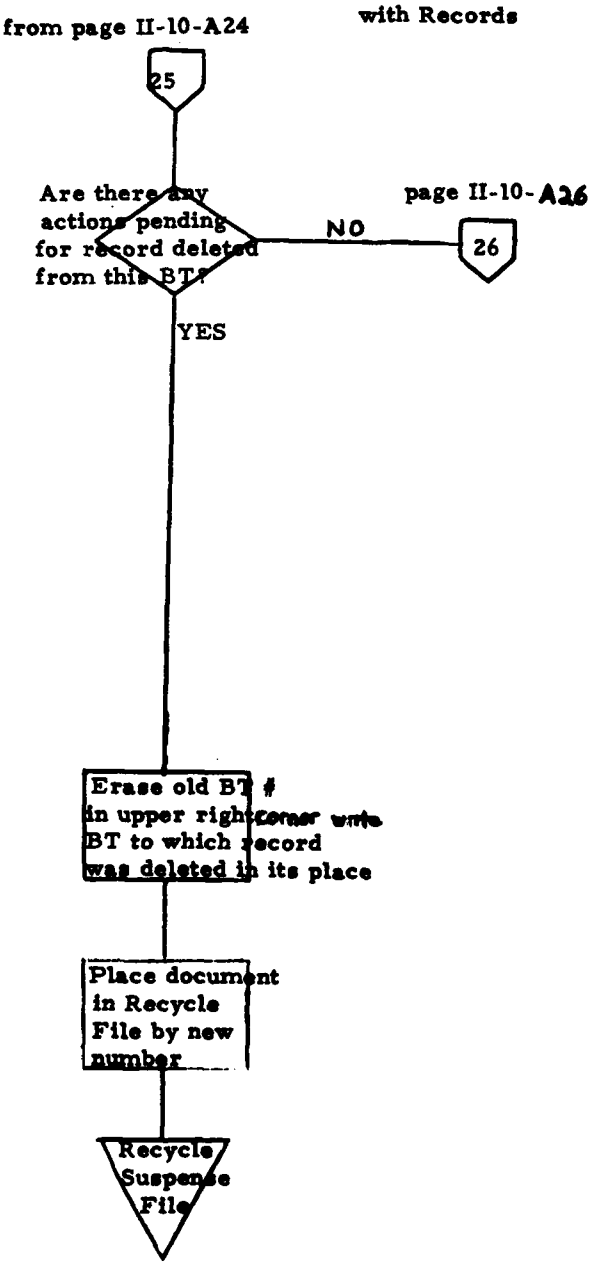
Processing Returning
Duplicate Block Tickets
With Records

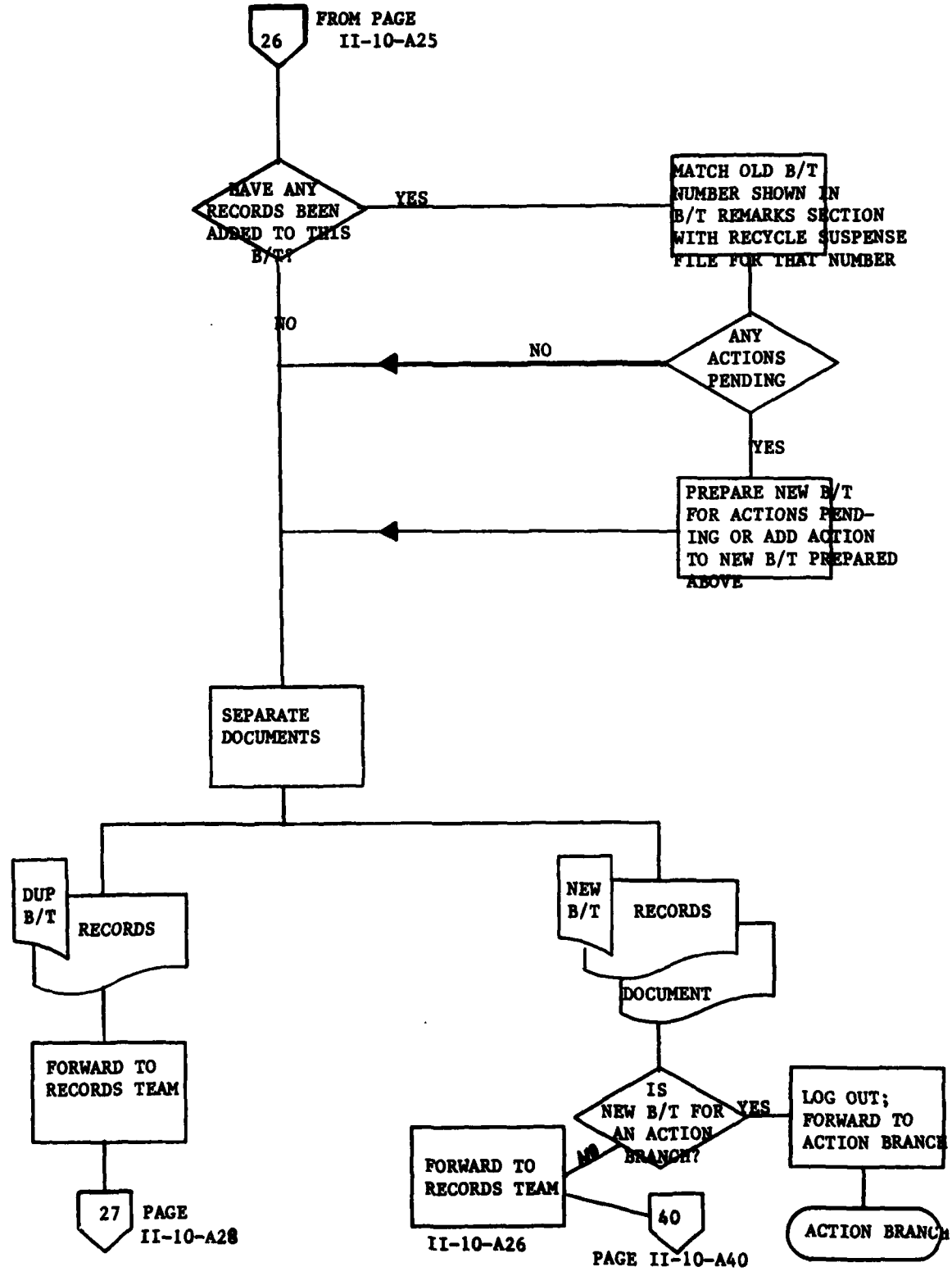


page II-10-A24

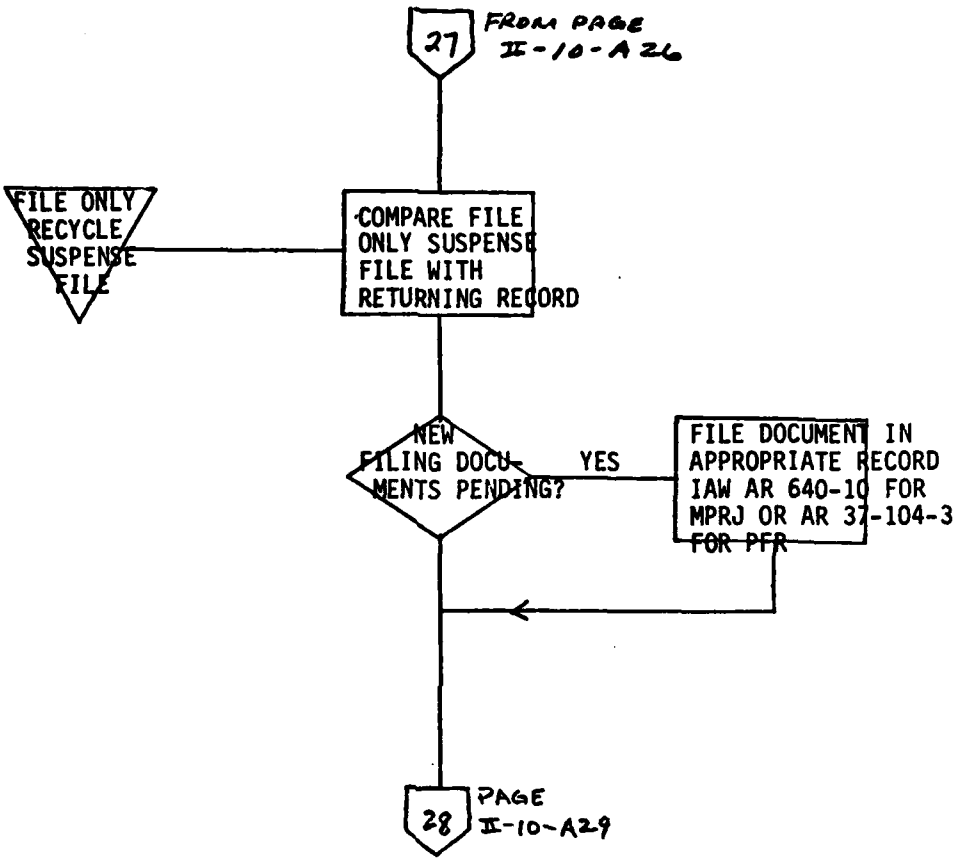

From page II-10-A23
II-10-A32
23
B/T Copy 2
Records
Locator Cards (if any)
Are there any locator cards from outprocessing?
YES
Separate Documents
No
Locator Cards
BT # 2 Records
Cards will be filed in PP26 temporary locator file
Temporary Locator File
Recycle Suspense File
Match BT # against Recycle Suspense File
Any actions pending?
YES
Pull actions from Recycle Suspense File
NO
Prepare new BT for that action (See para 10-9 for explanation of preparation of outgoing BT)
Have any records been deleted to other BT?
NO
YES
26
page II-10-26
25
page II-10-25

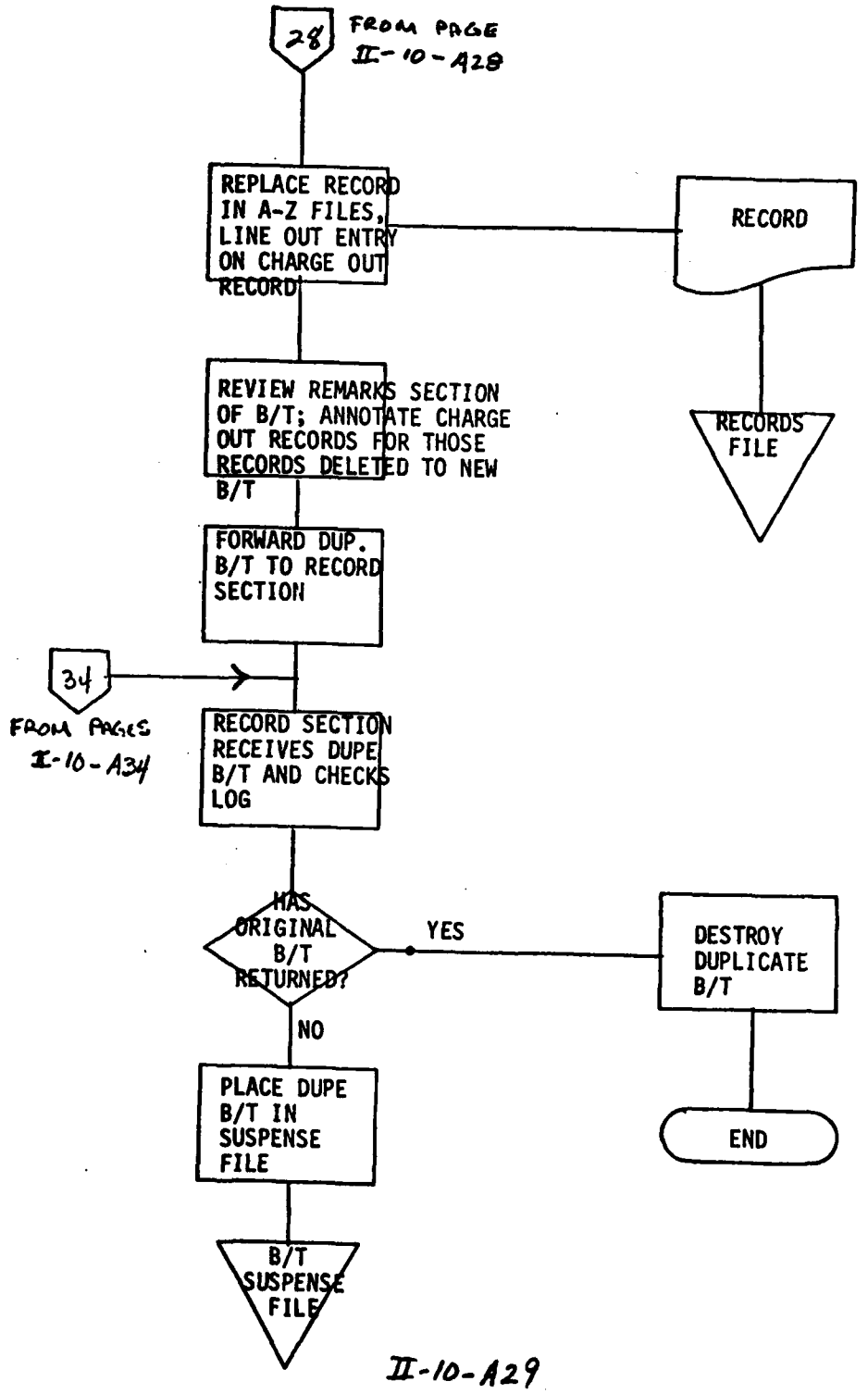
Processing
Returning
Duplicate Block Tickets
with Records



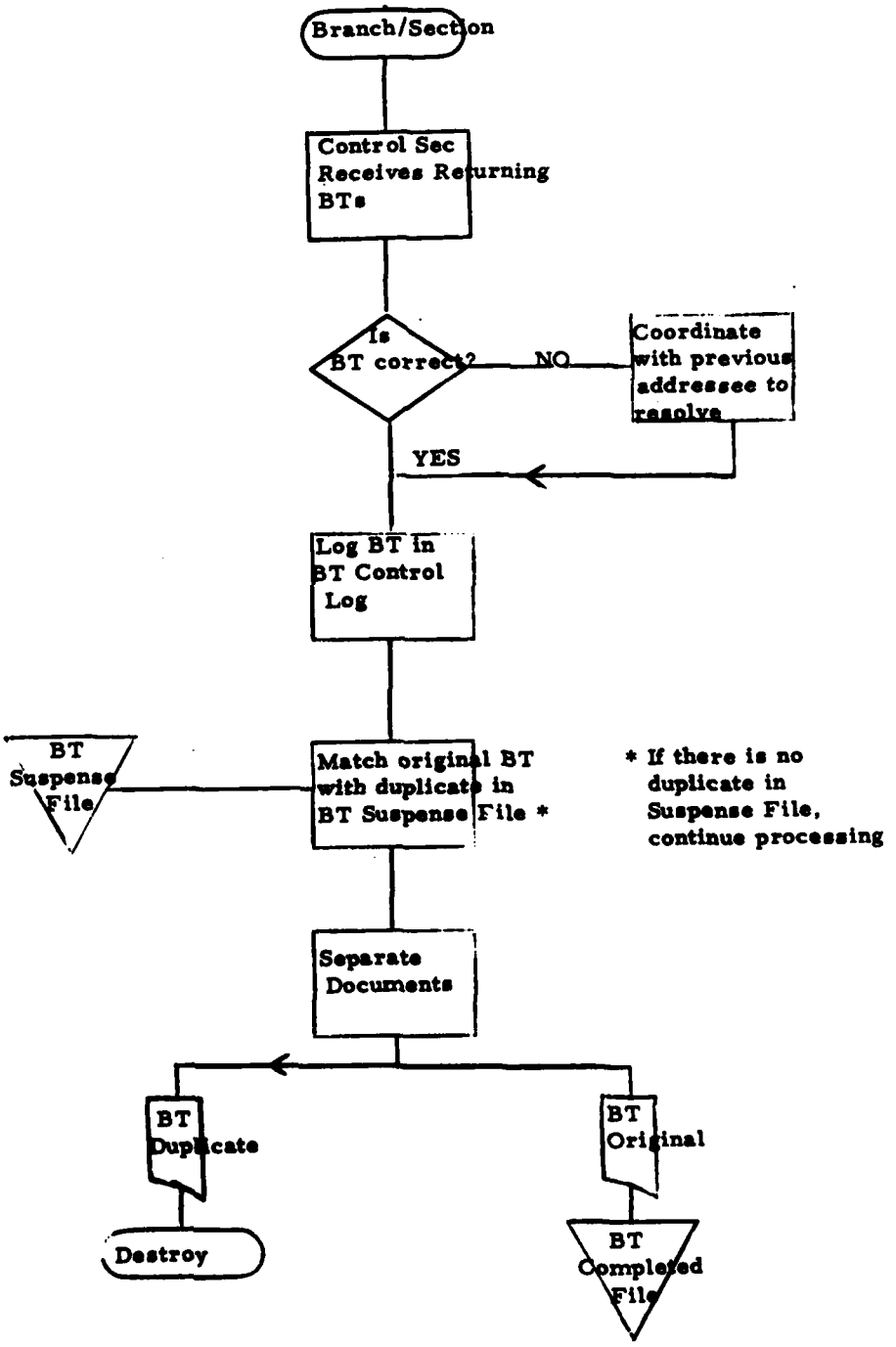

26
FROM PAGE II-10-A25
HAVE ANY RECORDS BEEN ADDED TO THIS B/T?
YES
MATCH OLD B/T NUMBER SHOWN IN B/T REMARKS SECTION WITH RECYCLE SUSPENSE FILE FOR THAT NUMBER
NO
ANY ACTIONS PENDING
NO
YES
PREPARE NEW B/T FOR ACTIONS PEND-ING OR ADD ACTION TO NEW B/T PREPARED ABOVE
SEPARATE DOCUMENTS
DUP B/T
RECORDS
FORWARD TO RECORDS TEAM
27
PAGE II-10-A28
NEW B/T
RECORDS
DOCUMENT
IS NEW B/T FOR AN ACTION BRANCH?
YES
NO
LOG OUT; FORWARD TO ACTION BRANCH
FORWARD TO RECORDS TEAM
II-10-A26
40
PAGE II-10-A40
ACTION BRANCH

(DELETED)

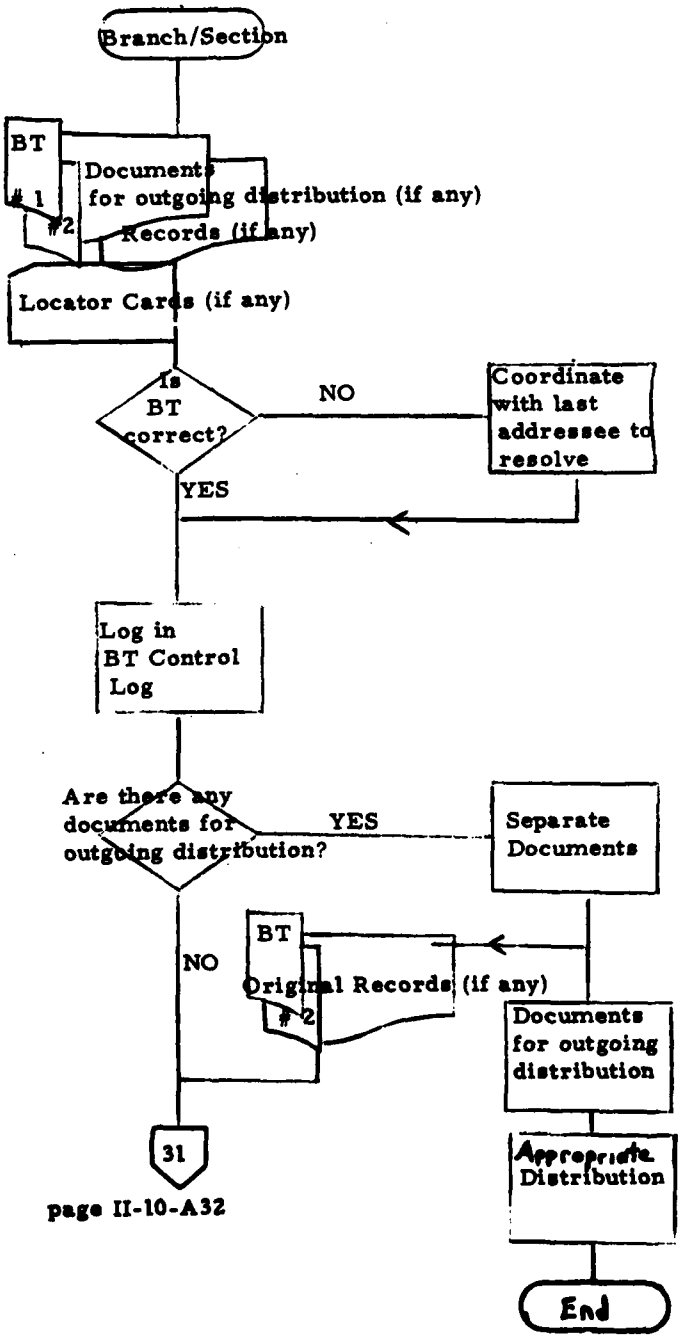

27
FROM PAGE II-10-A26
FILE ONLY RECYCLE SUSPENSE FILE
COMPARE FILE ONLY SUSPENSE FILE WITH RETURNING RECORD
NEW FILING DOCUMENTS PENDING?
YES
FILE DOCUMENT IN APPROPRIATE RECORD IAW AR 640-10 FOR MPRJ OR AR 37-104-3 FOR PFR
28
PAGE II-10-A29


28
FROM PAGE II-10-A28
REPLACE RECORD IN A-Z FILES, LINE OUT ENTRY ON CHARGE OUT RECORD
RECORD
RECORDS FILE
REVIEW REMARKS SECTION OF B/T; ANNOTATE CHARGE OUT RECORDS FOR THOSE RECORDS DELETED TO NEW B/T
FORWARD DUP. B/T TO RECORD SECTION
34
FROM PAGES I-10-A34
RECORD SECTION RECEIVES DUPE B/T AND CHECKS LOG
HAS ORIGINAL B/T RETURNED?
YES
DESTROY DUPLICATE B/T
END
NO
PLACE DUPE B/T IN SUSPENSE FILE
B/T SUSPENSE FILE

Processing Returning Original Block Tickets



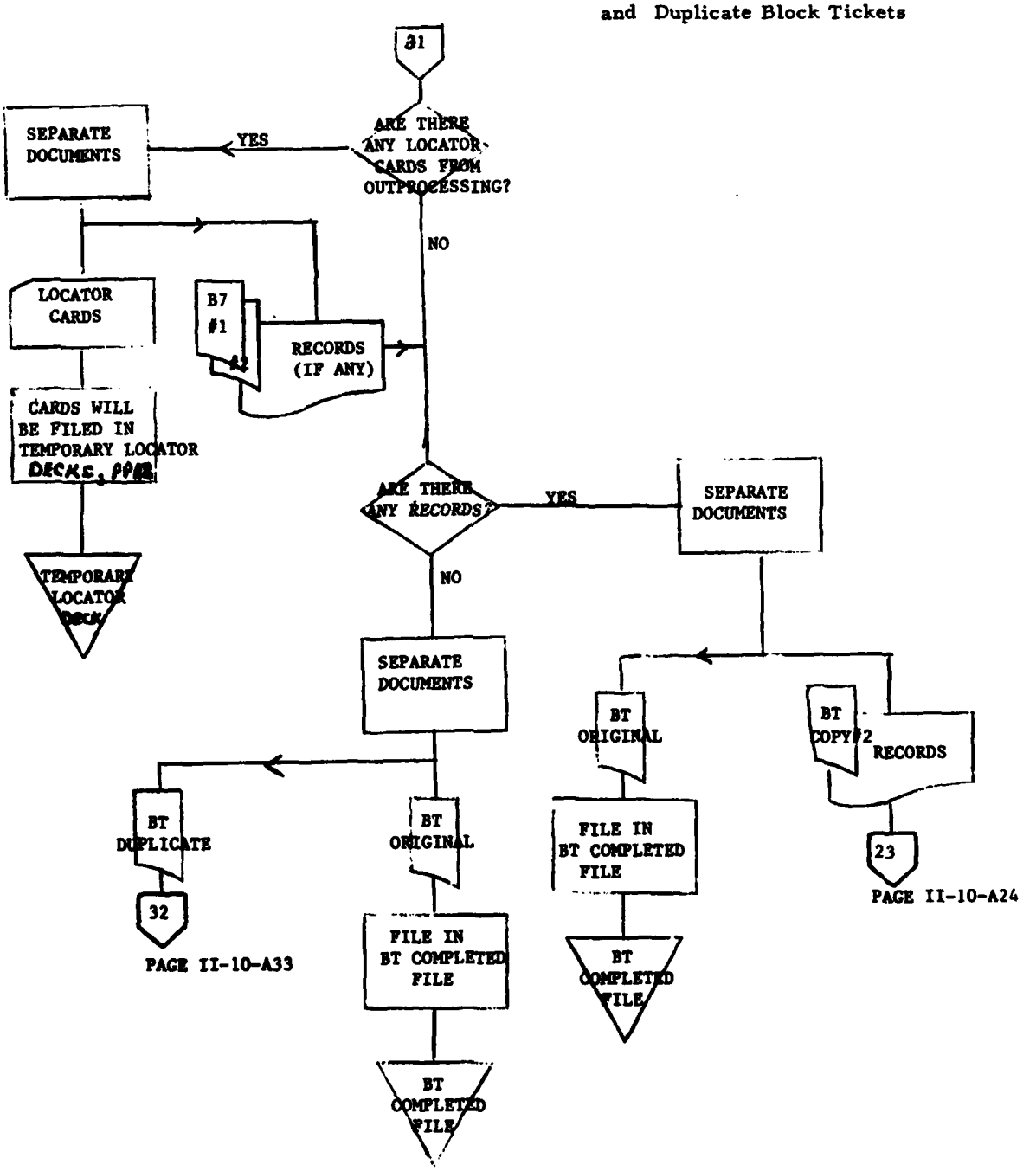
Processing Returning
Original and Duplicate
Block Tickets



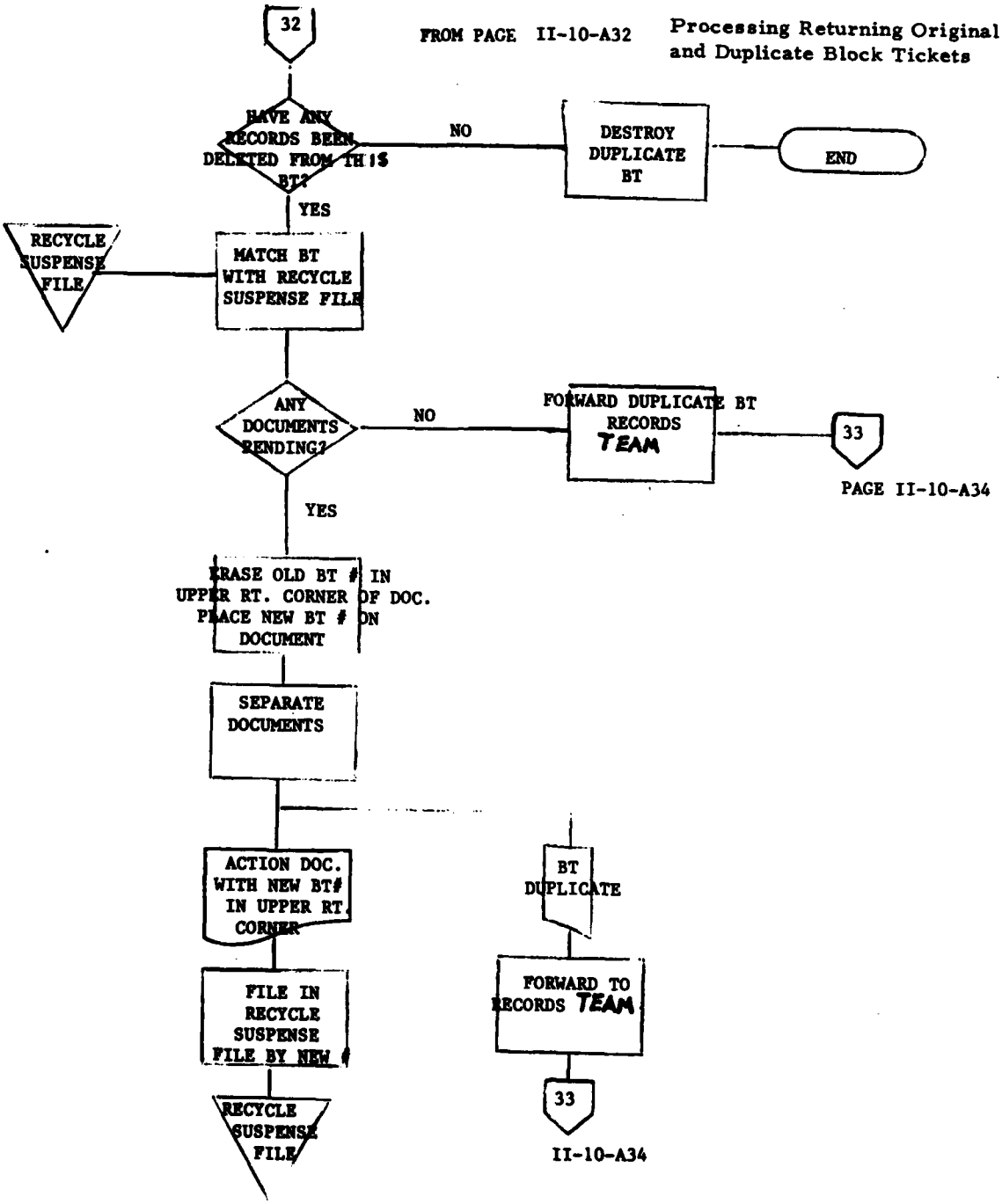
page II-10-A32

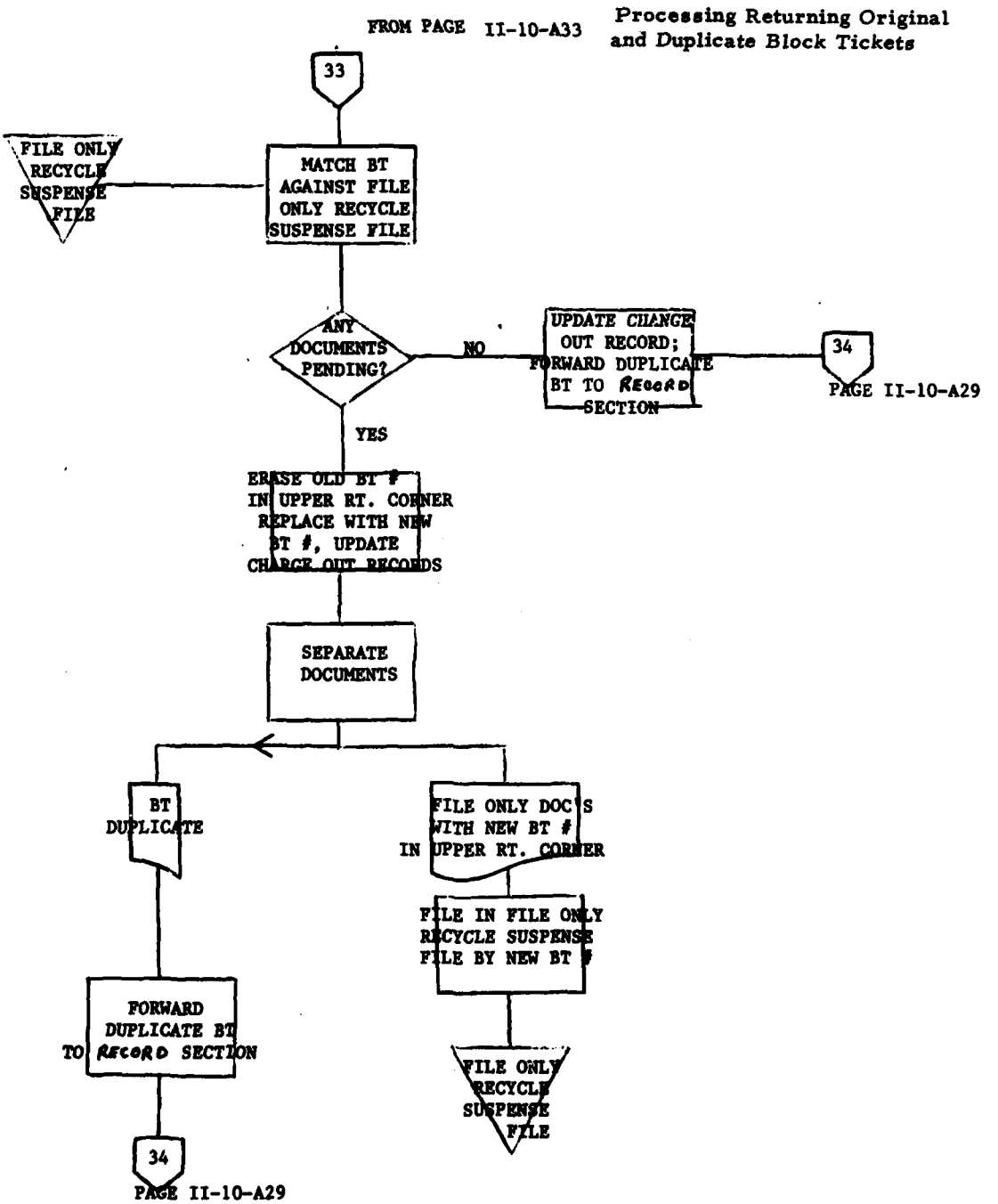
FROM PAGE II-10-A31

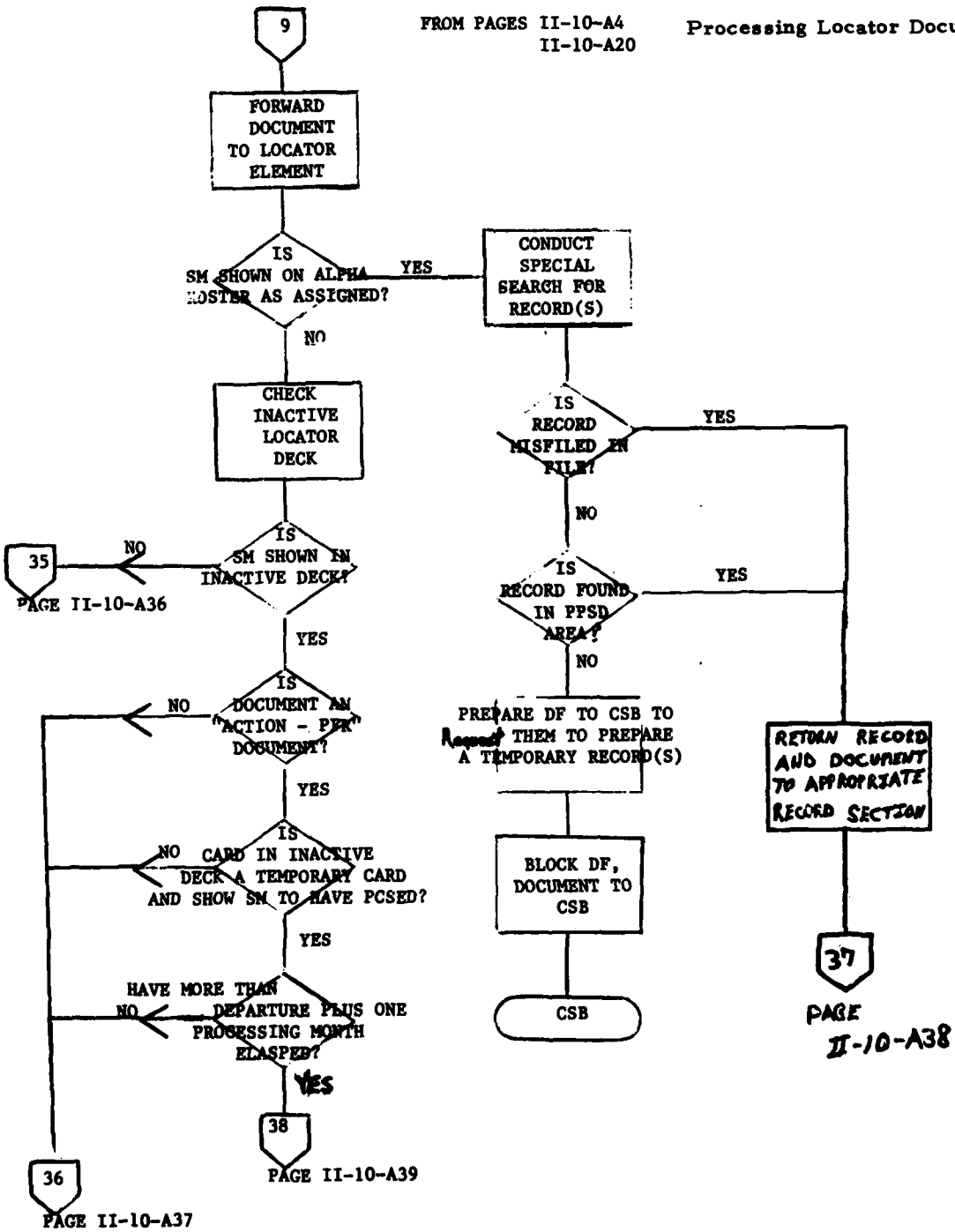
Processing Original and Duplicate Block Tickets



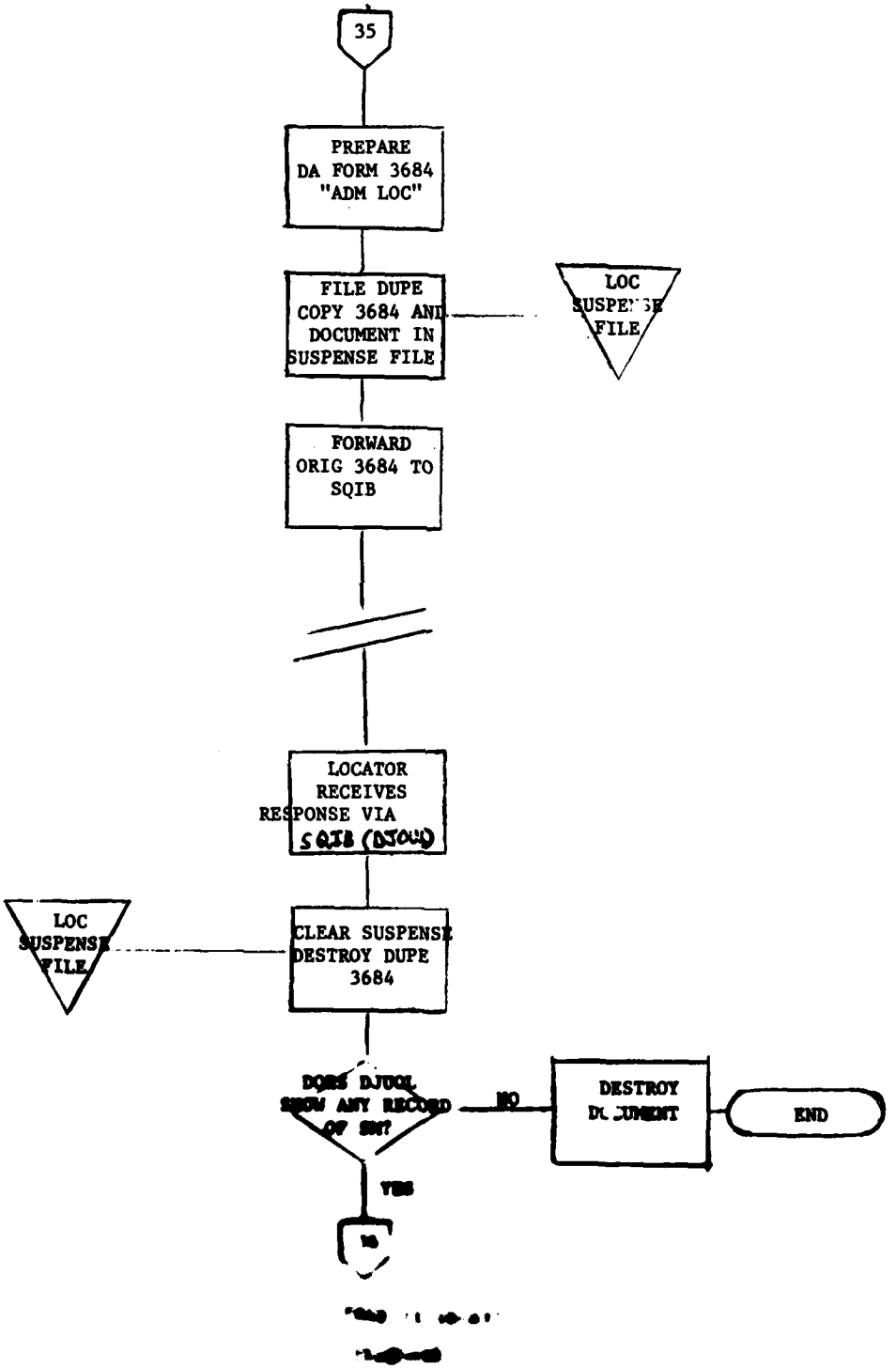
Processing Returning Original and Duplicate Block Tickets

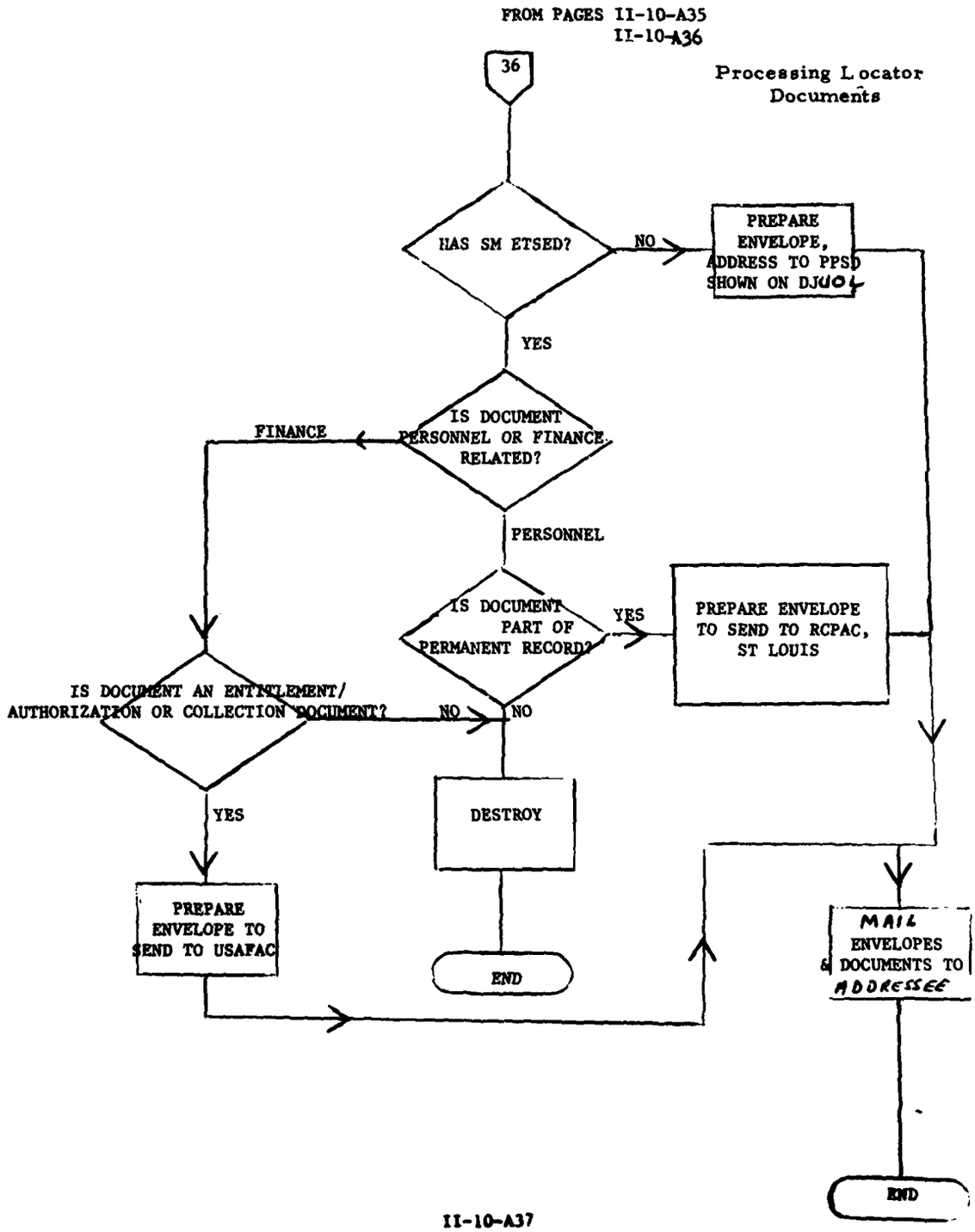


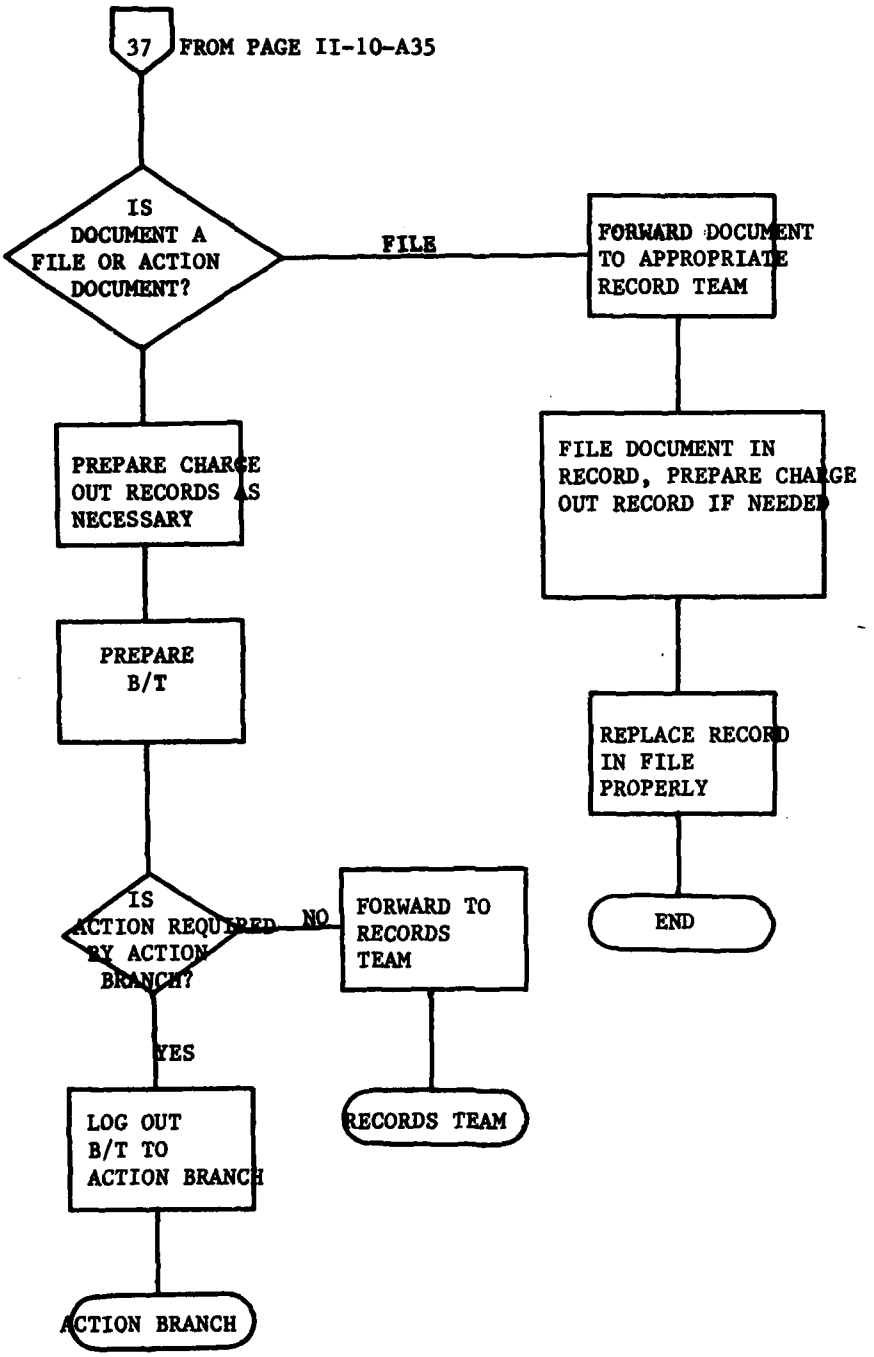

FROM PAGE II-10-A33
Processing Returning Original and Duplicate Block Tickets
33
FILE ONLY RECYCLE SUSPENSE FILE
MATCH BT AGAINST FILE ONLY RECYCLE SUSPENSE FILE
ANY DOCUMENTS PENDING?
NO
UPDATE CHANGE OUT RECORD; FORWARD DUPLICATE BT TO RECORD SECTION
34
PAGE II-10-A29
YES
ERASE OLD BT # IN UPPER RT. CORNER REPLACE WITH NEW BT #, UPDATE CHARGE OUT RECORDS
SEPARATE DOCUMENTS
BT DUPLICATE
FILE ONLY DOCS WITH NEW BT # IN UPPER RT. CORNER
FILE IN FILE ONLY RECYCLE SUSPENSE FILE BY NEW BT #
FORWARD DUPLICATE BT TO RECORD SECTION
FILE ONLY RECYCLE SUSPENSE FILE
34
PAGE II-10-A29


9
FROM PAGES II-10-A4
II-10-A20
Processing Locator Documents
FORWARD DOCUMENT TO LOCATOR ELEMENT
IS SM SHOWN ON ALPHA ROSTER AS ASSIGNED?
YES
CONDUCT SPECIAL SEARCH FOR RECORD(S)
NO
CHECK INACTIVE LOCATOR DECK
IS RECORD MISFILED IN FILE?
YES
NO
IS SM SHOWN IN INACTIVE DECK?
NO
35
PAGE II-10-A36
IS RECORD FOUND IN PPSD AREA?
YES
NO
YES
IS DOCUMENT AN "ACTION - PER" DOCUMENT?
NO
PREPARE DF TO CSB TO Request THEM TO PREPARE A TEMPORARY RECORD(S)
RETURN RECORD AND DOCUMENT TO APPROPRIATE RECORD SECTION
YES
IS CARD IN INACTIVE DECK A TEMPORARY CARD AND SHOW SM TO HAVE PCSED?
NO
BLOCK DF, DOCUMENT TO CSB
YES
HAVE MORE THAN DEPARTURE PLUS ONE PROCESSING MONTH ELASPED?
NO
YES
CSB
37
PAGE II-10-A38
38
PAGE II-10-A39
36
PAGE II-10-A37

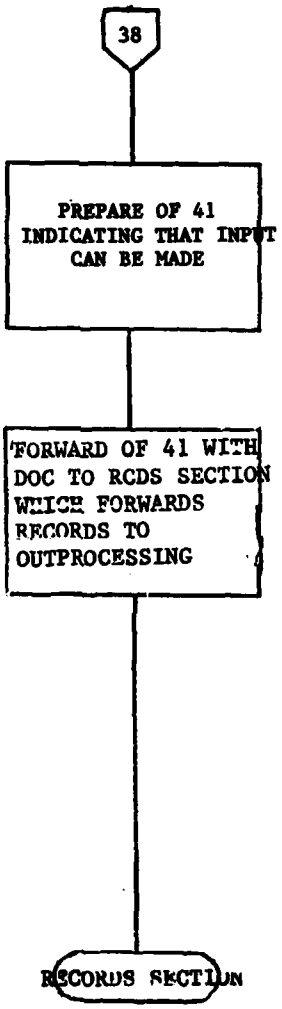
FROM PAGE II-10-A35 **Processing Locator Documents**

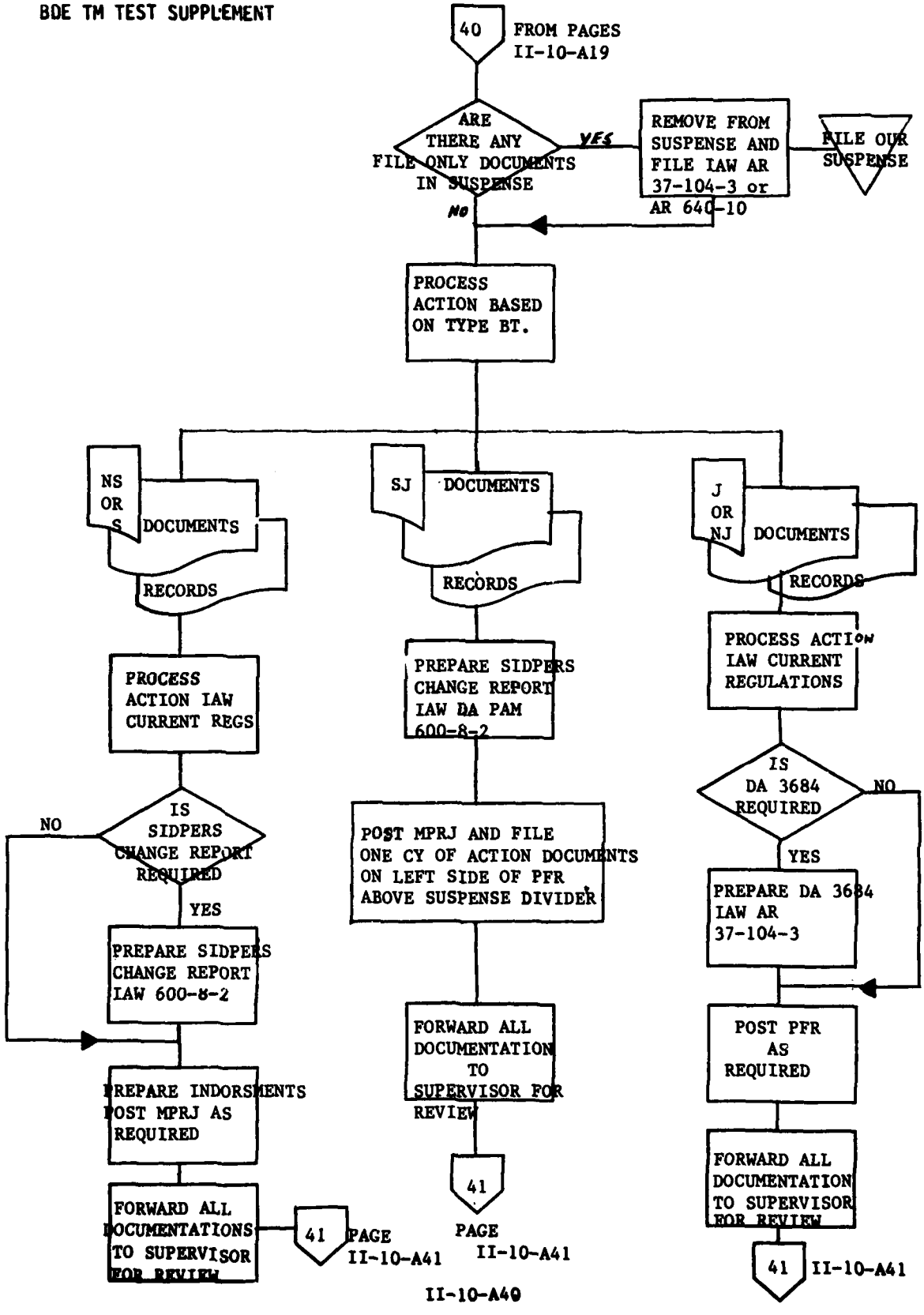


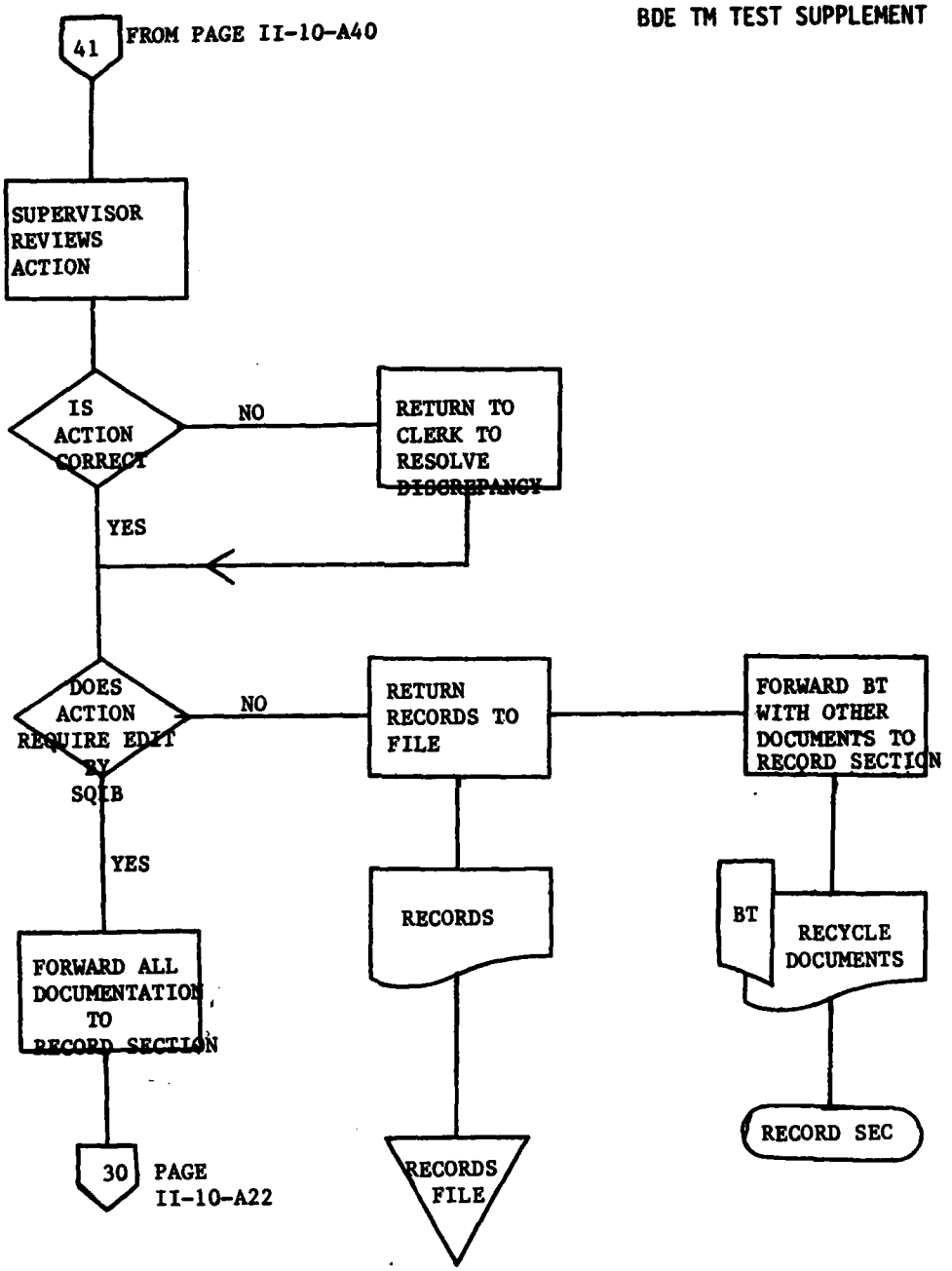

FROM PAGES II-10-A35
II-10-A36
36
Processing Locator Documents
HAS SM ETSED?
NO
PREPARE ENVELOPE, ADDRESS TO PPSD SHOWN ON DJUOL
YES
IS DOCUMENT PERSONNEL OR FINANCE RELATED?
FINANCE
PERSONNEL
IS DOCUMENT PART OF PERMANENT RECORD?
YES
PREPARE ENVELOPE TO SEND TO RCPAC, ST LOUIS
IS DOCUMENT AN ENTITLEMENT/ AUTHORIZATION OR COLLECTION DOCUMENT?
NO
NO
YES
DESTROY
PREPARE ENVELOPE TO SEND TO USAFAC
END
MAIL ENVELOPES & DOCUMENTS TO ADDRESSEE
END


37
FROM PAGE II-10-A35
IS DOCUMENT A FILE OR ACTION DOCUMENT?
FILE
FORWARD DOCUMENT TO APPROPRIATE RECORD TEAM
PREPARE CHARGE OUT RECORDS AS NECESSARY
FILE DOCUMENT IN RECORD, PREPARE CHARGE OUT RECORD IF NEEDED
PREPARE B/T
REPLACE RECORD IN FILE PROPERLY
IS ACTION REQUIRED BY ACTION BRANCH?
NO
FORWARD TO RECORDS TEAM
END
YES
LOG OUT B/T TO ACTION BRANCH
RECORDS TEAM
ACTION BRANCH

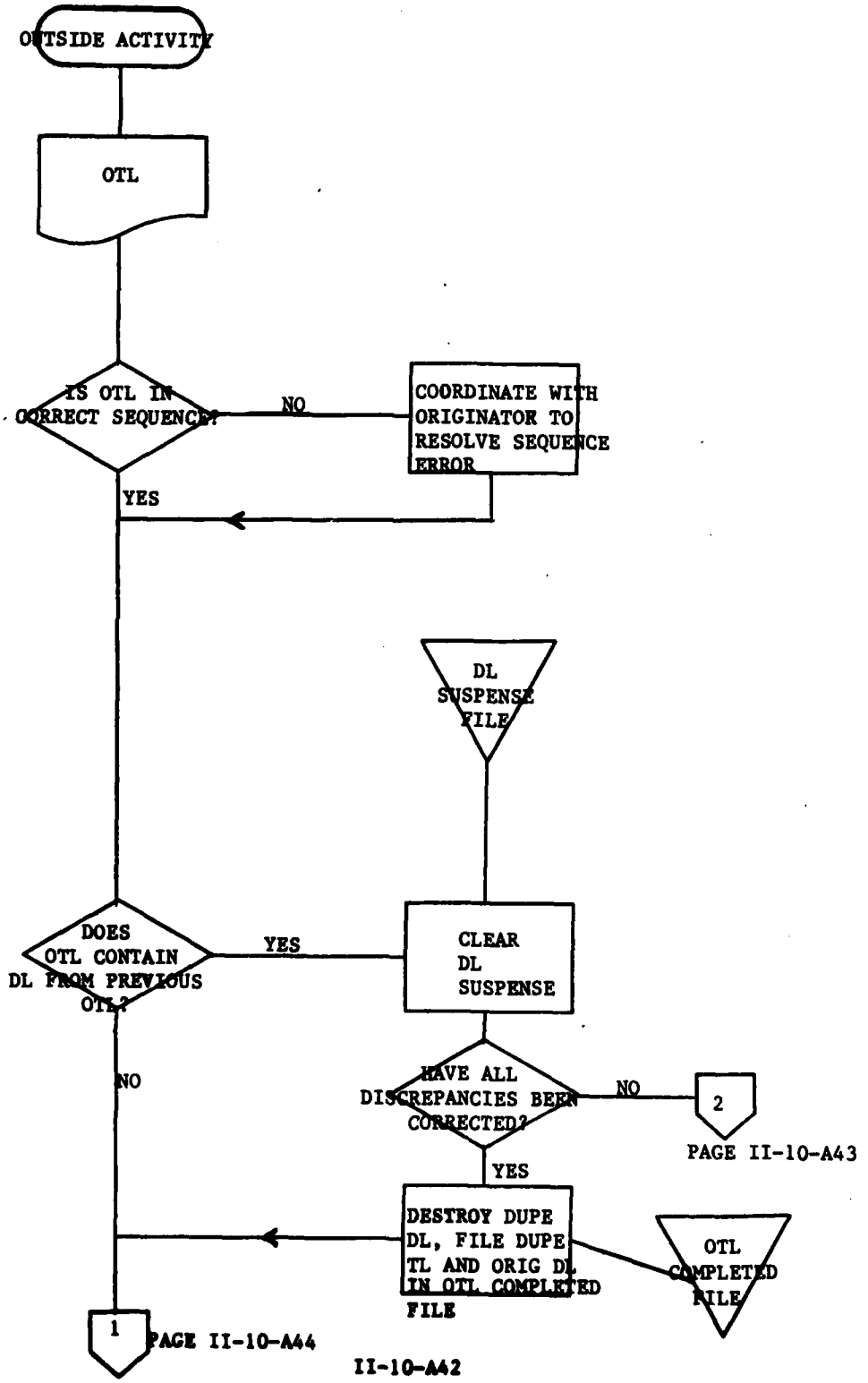
FROM PAGE II-10-A35

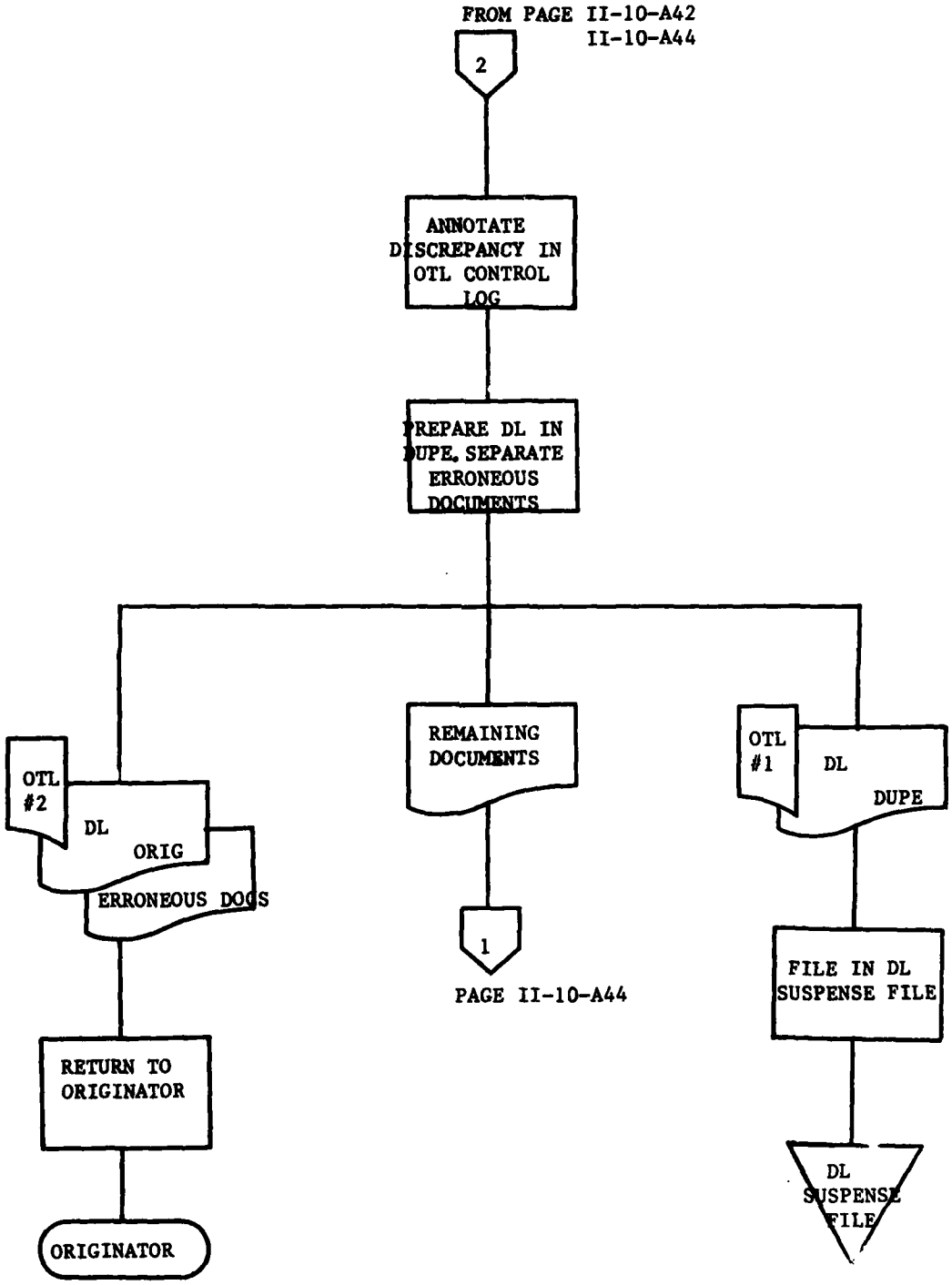


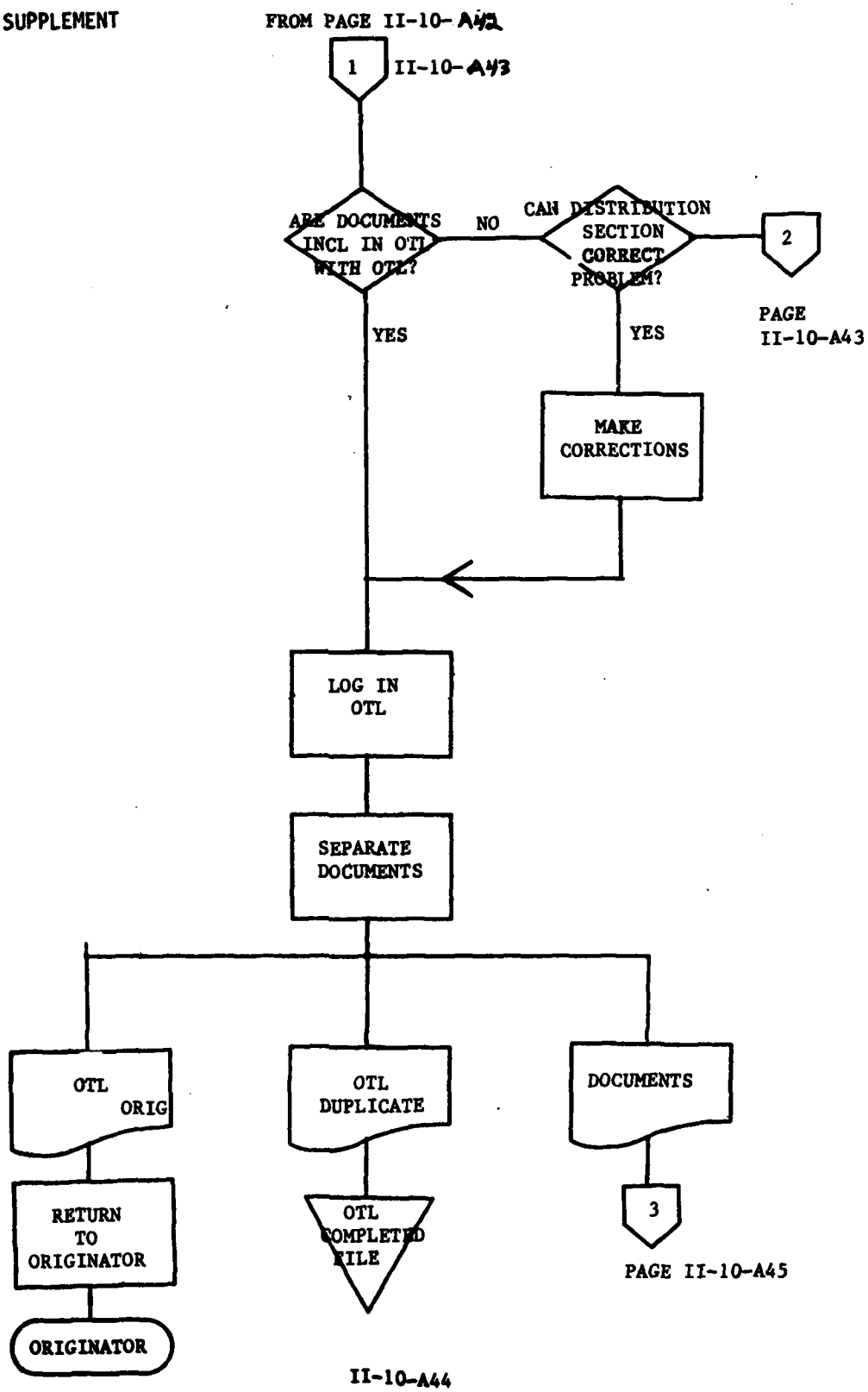

40
FROM PAGES II-10-A19
ARE THERE ANY FILE ONLY DOCUMENTS IN SUSPENSE
YES
REMOVE FROM SUSPENSE AND FILE IAW AR 37-104-3 or AR 640-10
FILE OUR SUSPENSE
NO
PROCESS ACTION BASED ON TYPE BT.
NS OR S DOCUMENTS
RECORDS
PROCESS ACTION IAW CURRENT REGS
IS SIDPERS CHANGE REPORT REQUIRED
NO
YES
PREPARE SIDPERS CHANGE REPORT IAW 600-8-2
PREPARE INDORSMENTS POST MPRJ AS REQUIRED
FORWARD ALL DOCUMENTATIONS TO SUPERVISOR FOR REVIEW
41
PAGE II-10-A41
SJ DOCUMENTS
RECORDS
PREPARE SIDPERS CHANGE REPORT IAW DA PAM 600-8-2
POST MPRJ AND FILE ONE CY OF ACTION DOCUMENTS ON LEFT SIDE OF PFR ABOVE SUSPENSE DIVIDER
FORWARD ALL DOCUMENTATION TO SUPERVISOR FOR REVIEW
41
PAGE II-10-A41
J OR NJ DOCUMENTS
RECORDS
PROCESS ACTION IAW CURRENT REGULATIONS
IS DA 3684 REQUIRED
NO
YES
PREPARE DA 3684 IAW AR 37-104-3
POST PFR AS REQUIRED
FORWARD ALL DOCUMENTATION TO SUPERVISOR FOR REVIEW
41
II-10-A41


41
FROM PAGE II-10-A40
SUPERVISOR REVIEWS ACTION
IS ACTION CORRECT
NO
RETURN TO CLERK TO RESOLVE DISCREPANCY
YES
DOES ACTION REQUIRE EDIT BY SQIB
NO
RETURN RECORDS TO FILE
FORWARD BT WITH OTHER DOCUMENTS TO RECORD SECTION
YES
FORWARD ALL DOCUMENTATION TO RECORD SECTION
RECORDS
BT
RECYCLE DOCUMENTS
30
PAGE II-10-A22
RECORDS FILE
RECORD SEC

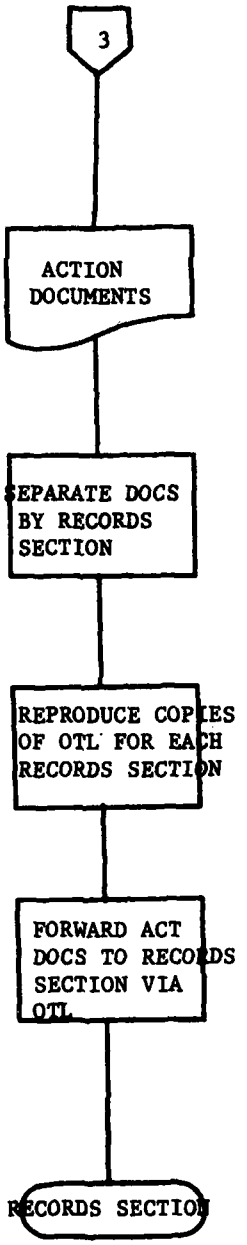
OTL PROCESSING




FROM PAGE II-10-A42
II-10-A44
2
ANNOTATE DISCREPANCY IN OTL CONTROL LOG
PREPARE DL IN DUPE. SEPARATE ERRONEOUS DOCUMENTS
OTL #2
DL
ORIG
ERRONEOUS DOCS
REMAINING DOCUMENTS
OTL #1
DL
DUPE
1
PAGE II-10-A44
FILE IN DL SUSPENSE FILE
RETURN TO ORIGINATOR
DL SUSPENSE FILE
ORIGINATOR


FROM PAGE II-10-A42
1
II-10-A43
ARE DOCUMENTS INCL IN OTL WITH OTL?
NO
CAN DISTRIBUTION SECTION CORRECT PROBLEM?
2
PAGE II-10-A43
YES
YES
MAKE CORRECTIONS
LOG IN OTL
SEPARATE DOCUMENTS
OTL ORIG
OTL DUPLICATE
DOCUMENTS
RETURN TO ORIGINATOR
OTL COMPLETED FILE
3
PAGE II-10-A45
ORIGINATOR

FROM PAGE II-10-A44



ROUTING GUIDE

Part 2

(DELETED)

CHAPTER 11

PERSONNEL MANAGEMENT SECTION (PMS)

11-1. General.

A. Organizational Structure. The PMB organizational structure remains unchanged under the COPPER configuration.

B. Control of Documents. Since COPPER is designed to be a controlled environment, all action documents and records flowing in/out of PMS will be controlled by a BT. The two types of BT used are:

1. Action Document BT. Contains action documents only. The C, PMS will coordinate with the C, PPRS and develop standard suspense periods by type action. These BT are numbered as described in paragraph 10-9, this manual.

2. Records BT. Contains MPRJ and/or PFR that have been requested by PMS personnel. The suspense data indicated on the BT is established by the PPRS.

11-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/guidance which will continue to be used. When a conflict exists between this manual and cited references, the provisions of this manual will prevail.

11-3. SOP NUMBER 1, PMS.

A. Purpose. The purpose of this SOP is to prescribe procedures that insure document control in PMS.

B. Policies.

1. The PMS DAR will be prepared IAW paragraph 2-11, this manual.

2. All evaluation reports will be handcarried to PMS.

3. SIDPERS suspense notice actions for PMS will be accomplished IAW steps 14 thru 17, 32 and 33, procedure 4-32, DA Pam 600-8-2.

C. Operating Procedures - Document Processing.

1. Incoming BT processing. Upon receipt of incoming

BT from Record Section, the BT control clerk will (flow chart, page II-11-A1):

a. Review BT and associated documentation for completeness and coordinate with previous addressee to resolve any discrepancies.

b. If BT contains records only, log in BT control log and forward it and attached documentation to the personnel management clerk that requested the records.

c. For action document BT, review and log in the BT control log and then forward to appropriate supervisor.

2. Processing action document BT (flow chart, page II-11-A2).

a. Upon receipt of an action document BT, the section supervisor must review and distribute BT with action documents to the appropriate clerk.

b. The personnel management clerk will:

(1) Submit a written request to the appropriate Record Section for actions that require records.

(2) If all actions require records, hold the action document BT until receipt of records BT, then follow procedures in paragraph C3, below; if all actions do not require records, continue processing.

(3) Process those actions that do not require records IAW existing policies and procedures; annotate original copy of action document IAW paragraph 11-3C6, below, to show that actions were completed.

(4) Forward completed actions and documentation to supervisor and hold original BT and documentation until receipt of requested records.

(5) Upon receipt of records BT, follow procedures in paragraph 11-3C6, below.

c. Upon receipt of completed actions the supervisor will insure completed actions are correct and dispatch completed actions to addressee.

3. Processing records BT by the personnel management clerk (flow chart page II-11-A4):

a. Upon receipt of the BT containing the requested records, match the records with the associated action document on the action document BT.

b. Delete action documents from action document BT and add to records BT IAW paragraph 11-3C5, below.

c. Process action IAW existing policies and procedures.

d. If a RFO is required, take the following actions:

(1) Prepare and place one copy in MPRJ.

(2) Forward remaining copies to Orders Section for publication. Hold records until receipt of published order.

(3) Upon receipt of published order, match order with records and remove RF.

(4) If there are BT with records past due the suspense from Record Section, notify supervisor immediately. Supervisor must coordinate with appropriate Record Section and resolve the BT suspense.

(5) If there are actions on records BT that do not have published order, locate the order immediately. Upon receipt of order, continue processing.

e. If a SIDPERS change report is required, prepare transaction IAW DA Pam 600-8-2.

f. If forwarding indorsements are required, prepare indorsements.

g. Forward records BT, action document BT, and all associated documentation to supervisor.

h. Supervisor will insure processed actions are correct and determine if all actions on the original action document BT are complete. If all actions have been deleted, forward the original action document BT, records BT, with associated documentation to the BT control clerk. If all actions are not completed, separate action document BT and records BT. Forward records BT with associated documentation to the BT control clerk. Take the action document BT and reprocess following procedures established in paragraph 11-3C2, above.

i. BT control clerk will follow procedures in paragraph 11-3C4, below.

4. BT control clerk processing procedures for outgoing BT (flow chart page II-11-A). If BT contains a SIDPERS change report, log out on BT control log to SQIB; if it does not, log out to the appropriate Record Section.

5. Evaluation Report Processing. (flow chart page II-11-B1)

a. Upon receipt of a completed evaluation report the personnel management clerk will process the report IAW applicable directives.

b. After processing the evaluation report the personnel management clerk will prepare a notification for posting (locally produced) which will contain all the information required to post the MPRJ.

c. Upon completing this section all documents will be forwarded to the section supervisor for review.

d. Supervisor reviews action and insures it is correct. Once correct the completed reports are separated from the notification for posting form. The completed reports are then mailed to applicable addressee. The notification for posting is forwarded to the PMS BT control clerk.

e. Upon receipt of the notification for posting the BT control clerk will obtain a BT number from the appropriate records section, process IAW paragraph 11-3C4 above.

6. Adding and deleting actions/records from a BT.

a. Remove the action/record from the original BT and attach to the new BT.

b. Annotate the Remarks Section of the original BT in the following matter: "LAST NAME, FIRST, INITIAL, LAST FOUR of SSN, type action, removed to (place new BT number)."

c. Annotate the remarks section of the new BT as follows: "LAST NAME, FIRST, INITIAL. LAST FOUR of SSN, type action, added from (place original BT number)."

d. If it is necessary to suspend the action beyond existing BT suspenses, Record Section will be notified so that appropriate action can be taken.

11-4. REFERENCES.

A. AR 640-2-1

B. AR 640-10

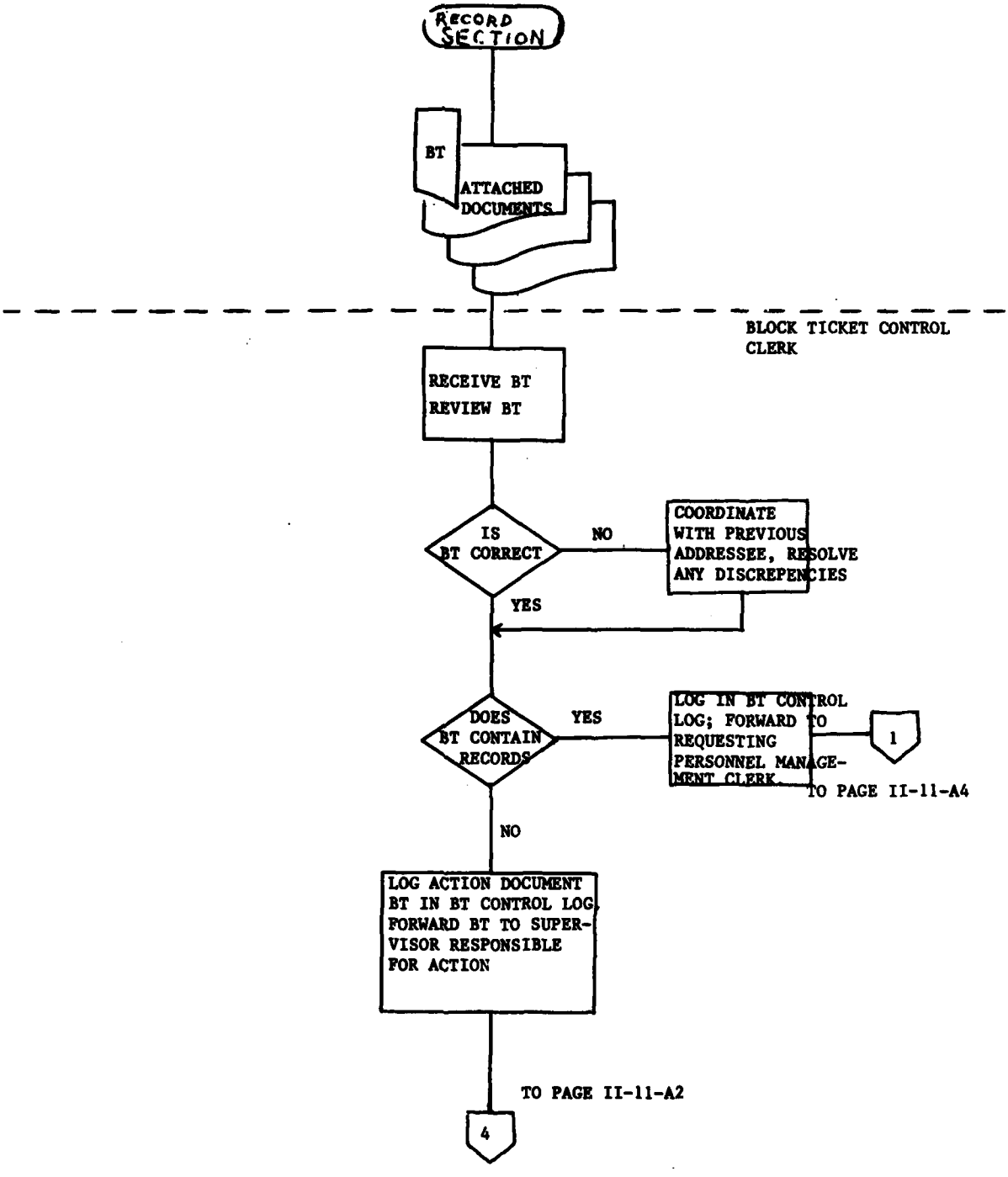
C. DA Pam 600-8

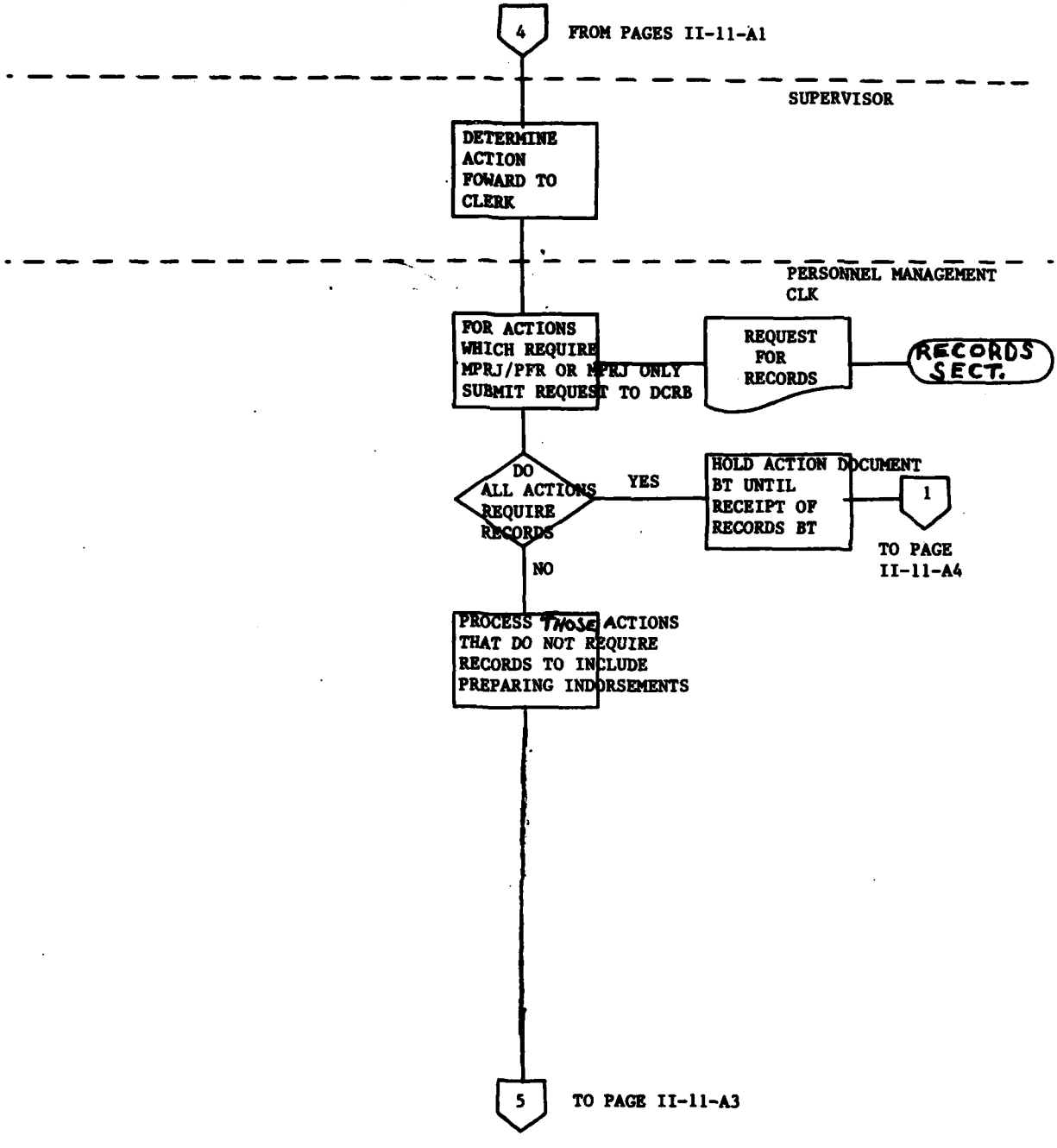
D. DA Pam 600-8-2

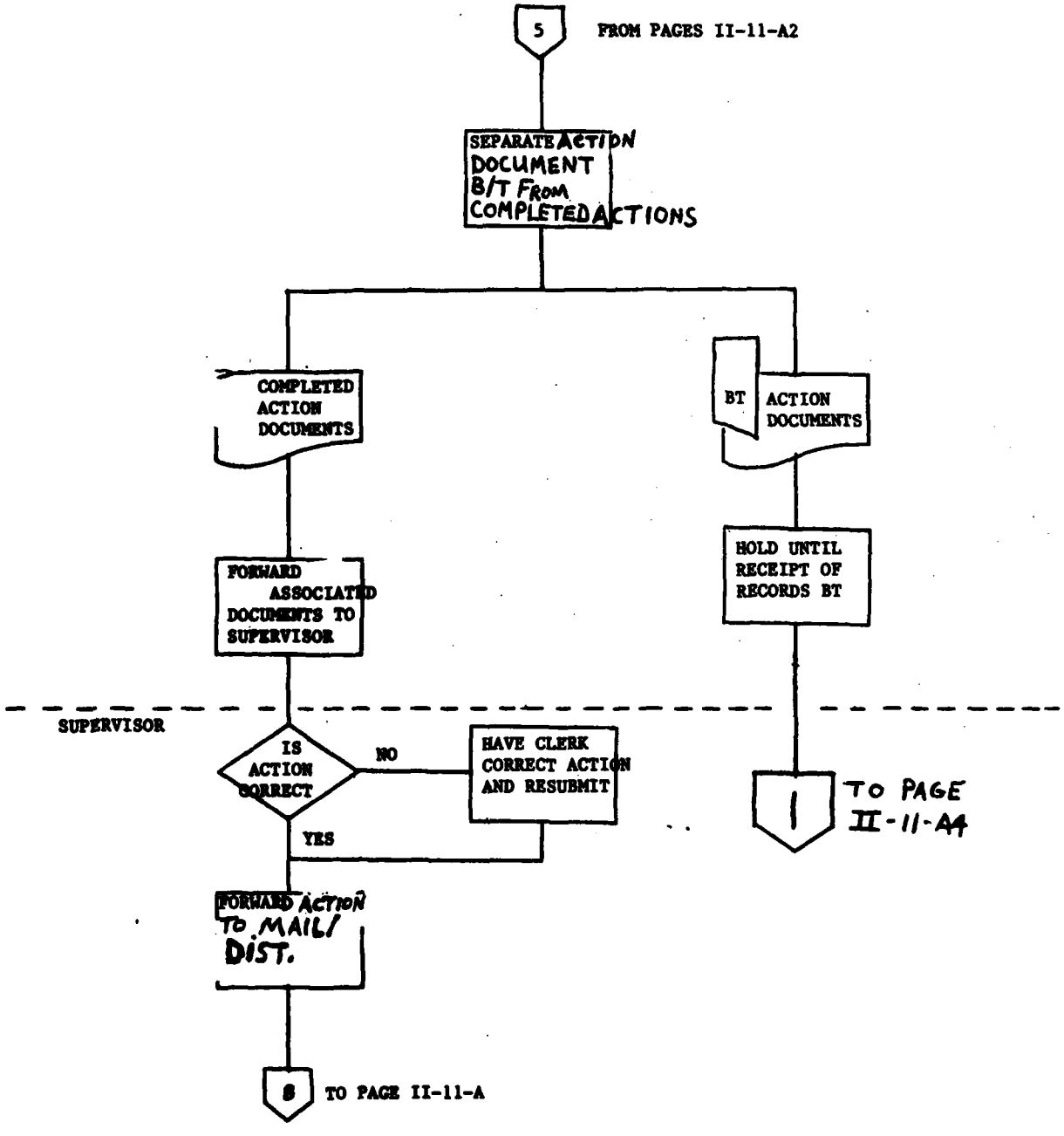
11-5. ANNEX:

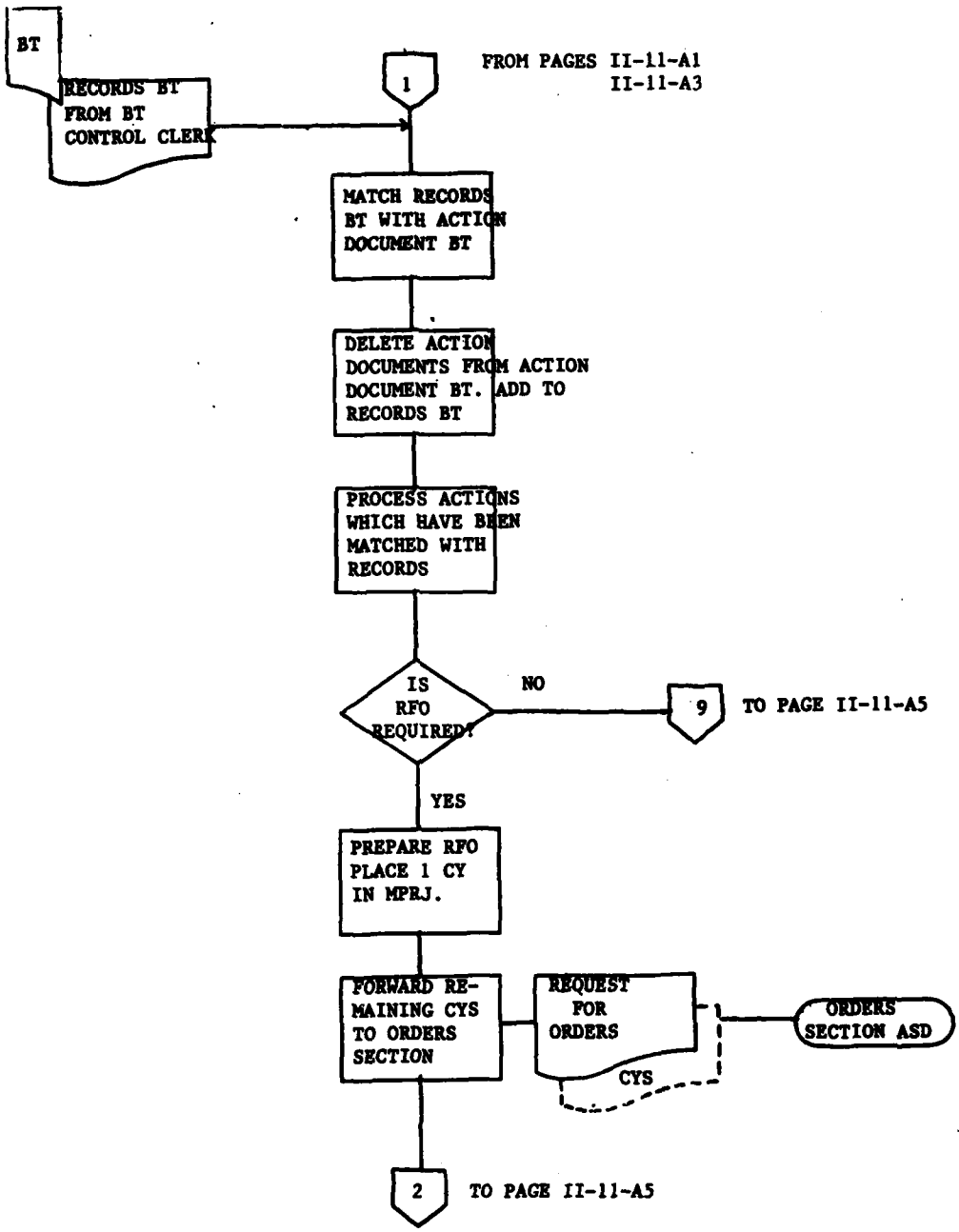
A. ANNEX A - Document Flow within PMS.

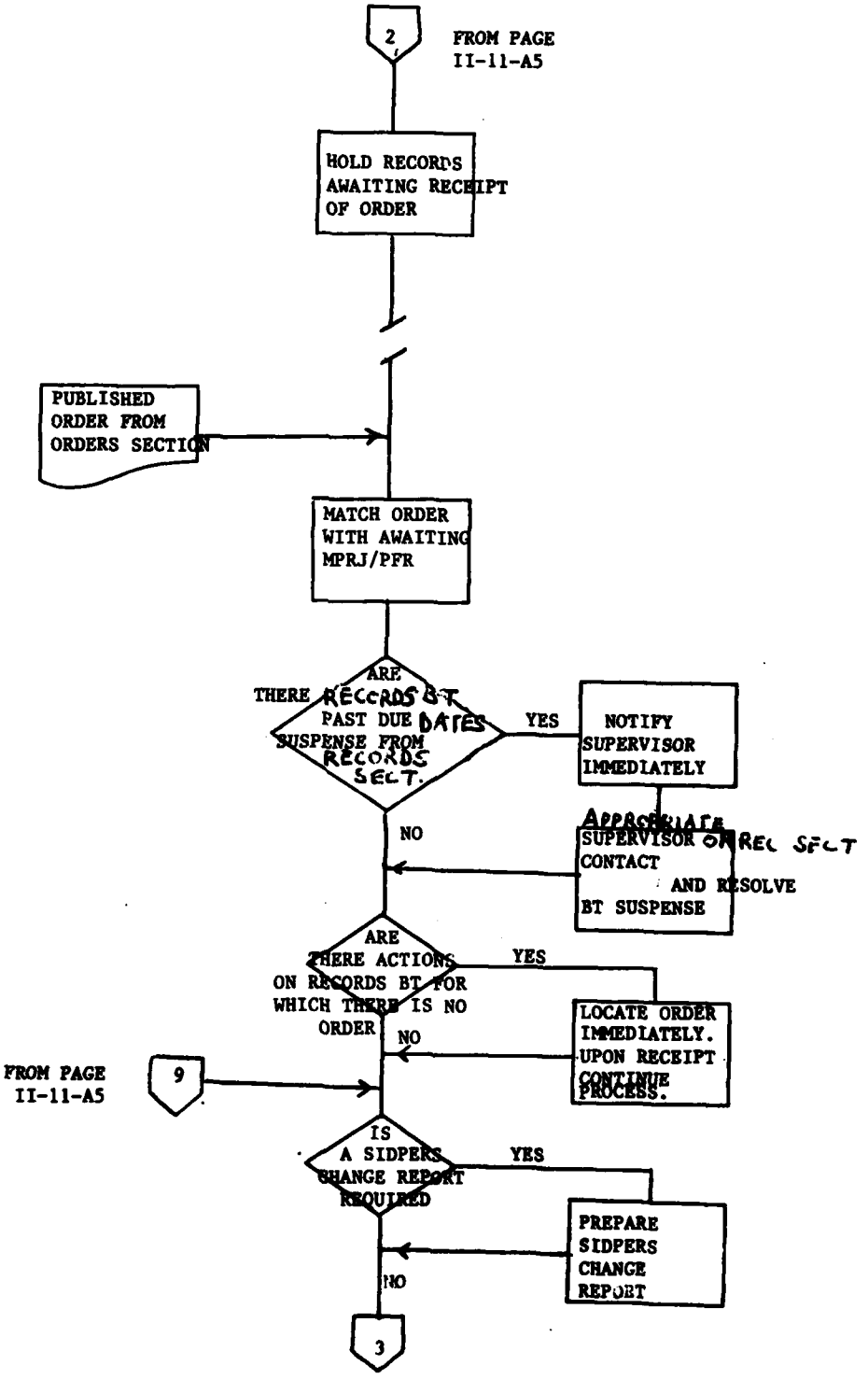
B. ANNEX B - Evaluation Report Processing


RECORD SECTION
BT
ATTACHED DOCUMENTS
BLOCK TICKET CONTROL CLERK
RECEIVE BT
REVIEW BT
IS BT CORRECT
NO
COORDINATE WITH PREVIOUS ADDRESSEE, RESOLVE ANY DISCREPENCIES
YES
DOES BT CONTAIN RECORDS
YES
LOG IN BT CONTROL LOG; FORWARD TO REQUESTING PERSONNEL MANAGEMENT CLERK
1
TO PAGE II-11-A4
NO
LOG ACTION DOCUMENT BT IN BT CONTROL LOG. FORWARD BT TO SUPERVISOR RESPONSIBLE FOR ACTION
TO PAGE II-11-A2
4

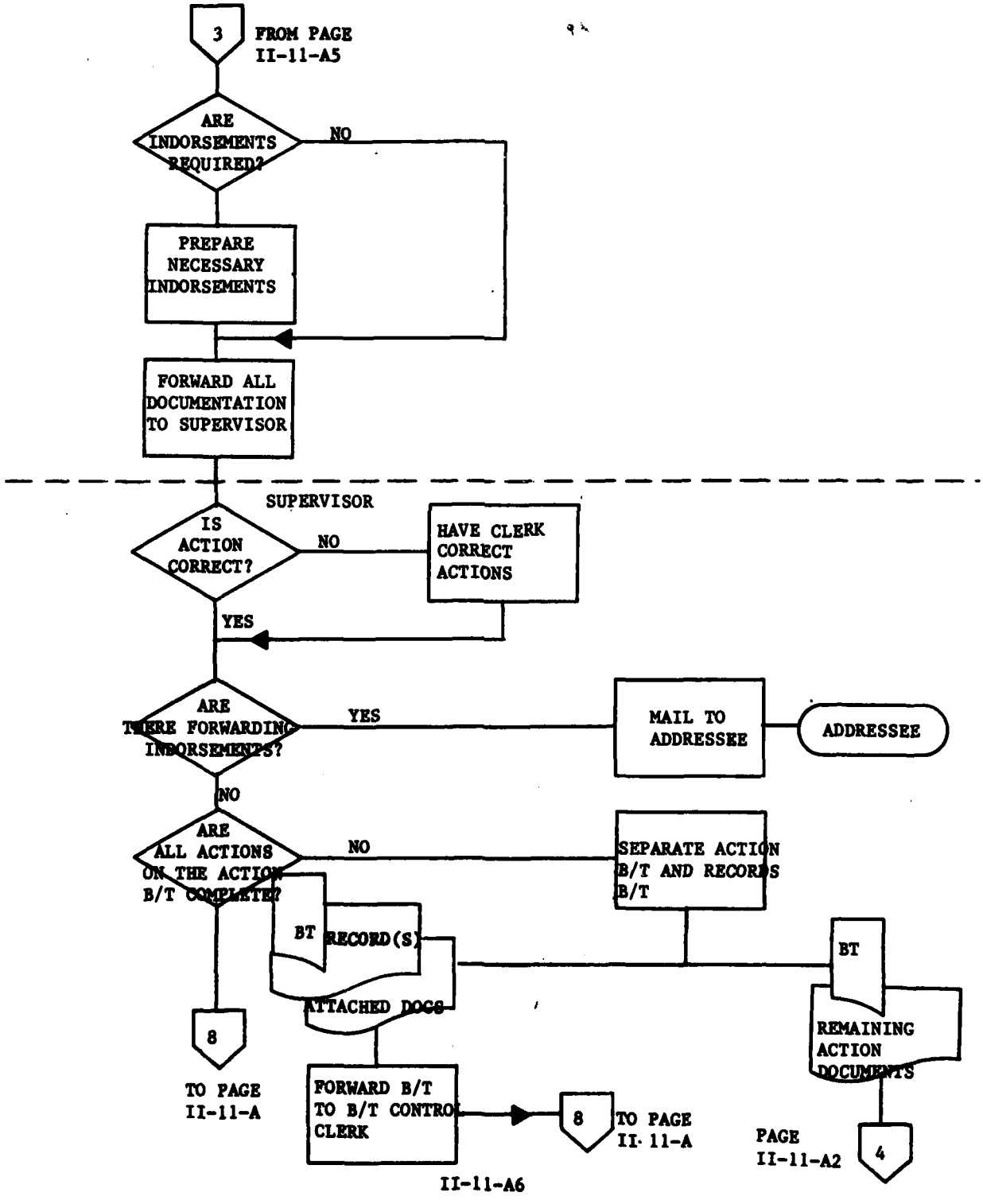

4
FROM PAGES II-11-A1
SUPERVISOR
DETERMINE ACTION FOWARD TO CLERK
PERSONNEL MANAGEMENT CLK
FOR ACTIONS WHICH REQUIRE MPRJ/PFR OR MPRJ ONLY SUBMIT REQUEST TO DCRB
REQUEST FOR RECORDS
RECORDS SECT.
DO ALL ACTIONS REQUIRE RECORDS
YES
HOLD ACTION DOCUMENT BT UNTIL RECEIPT OF RECORDS BT
1
TO PAGE II-11-A4
NO
PROCESS THOSE ACTIONS THAT DO NOT REQUIRE RECORDS TO INCLUDE PREPARING INDORSEMENTS
5
TO PAGE II-11-A3

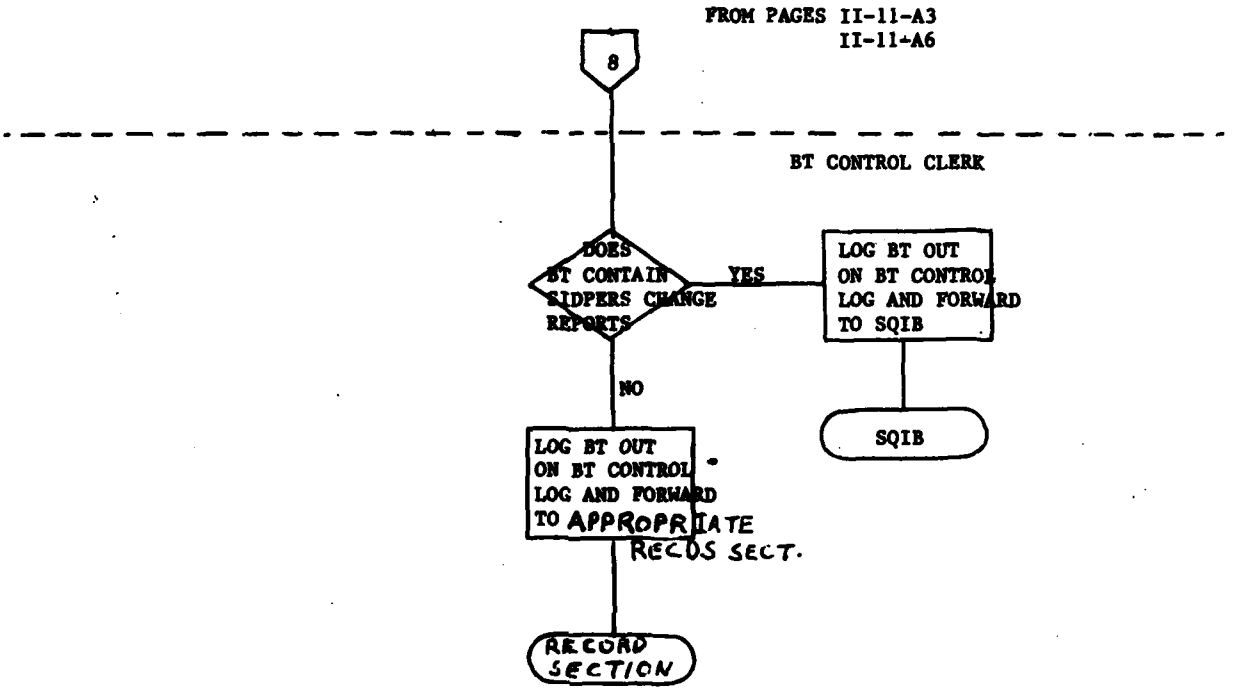

5
FROM PAGES II-11-A2
SEPARATE ACTION DOCUMENT B/T FROM COMPLETED ACTIONS
COMPLETED ACTION DOCUMENTS
BT ACTION DOCUMENTS
FORWARD ASSOCIATED DOCUMENTS TO SUPERVISOR
HOLD UNTIL RECEIPT OF RECORDS BT
SUPERVISOR
IS ACTION CORRECT
NO
HAVE CLERK CORRECT ACTION AND RESUBMIT
YES
1
TO PAGE II-11-A4
FORWARD ACTION TO MAIL/ DIST.
8
TO PAGE II-11-A

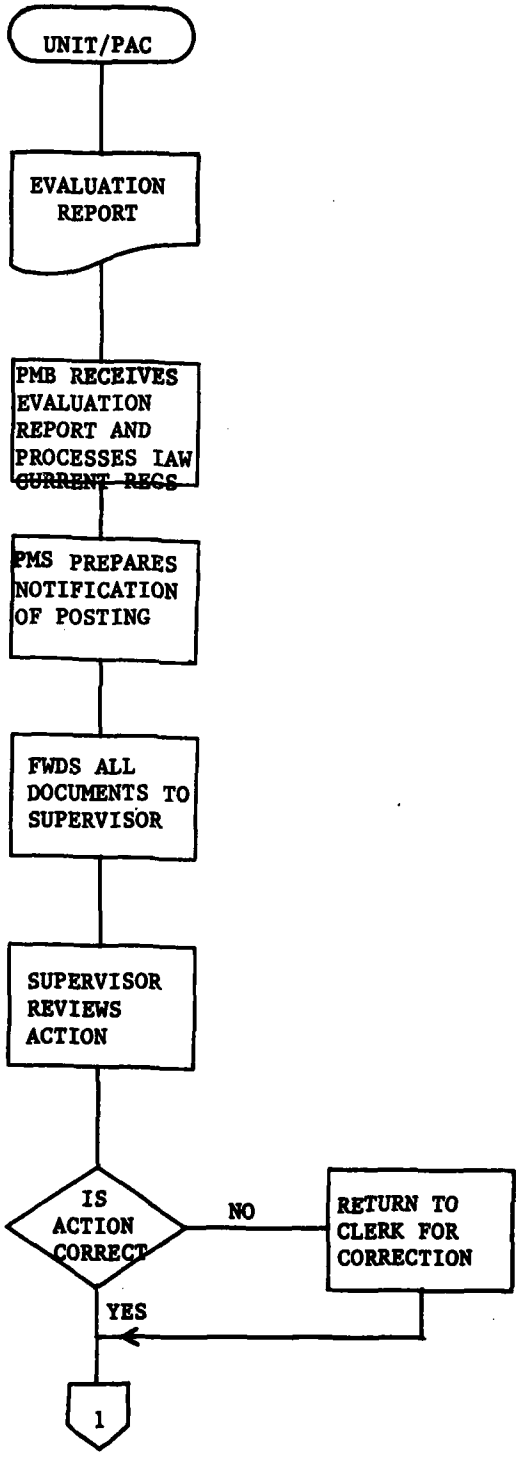

BT
RECORDS BT FROM BT CONTROL CLERK
1
FROM PAGES II-11-A1 II-11-A3
MATCH RECORDS BT WITH ACTION DOCUMENT BT
DELETE ACTION DOCUMENTS FROM ACTION DOCUMENT BT. ADD TO RECORDS BT
PROCESS ACTIONS WHICH HAVE BEEN MATCHED WITH RECORDS
IS RFO REQUIRED?
NO
9
TO PAGE II-11-A5
YES
PREPARE RFO PLACE 1 CY IN MPRJ.
FORWARD REMAINING CYS TO ORDERS SECTION
REQUEST FOR ORDERS
CYS
ORDERS SECTION ASD
2
TO PAGE II-11-A5

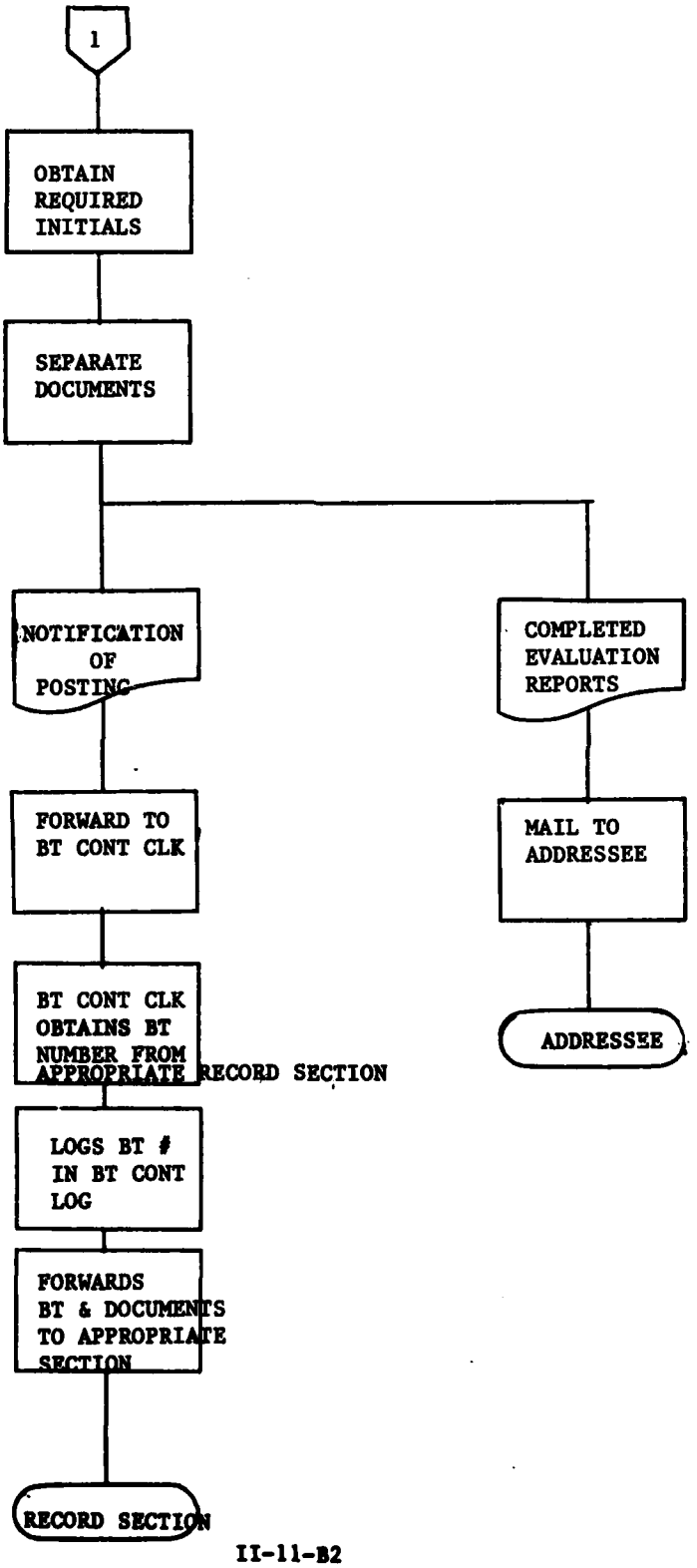

2
FROM PAGE II-11-A5
HOLD RECORDS AWAITING RECEIPT OF ORDER
PUBLISHED ORDER FROM ORDERS SECTION
MATCH ORDER WITH AWAITING MPRJ/PFR
ARE THERE RECORDS BT PAST DUE DATES SUSPENSE FROM RECORDS SECT.
YES
NOTIFY SUPERVISOR IMMEDIATELY
NO
APPROPRIATE SUPERVISOR OR REC SECT CONTACT AND RESOLVE BT SUSPENSE
ARE THERE ACTIONS ON RECORDS BT FOR WHICH THERE IS NO ORDER
YES
NO
LOCATE ORDER IMMEDIATELY. UPON RECEIPT CONTINUE PROCESS.
FROM PAGE II-11-A5
9
IS A SIDPERS CHANGE REPORT REQUIRED
YES
NO
PREPARE SIDPERS CHANGE REPORT
3
TO PAGE II-11-A6 II-11-A5

BDE TM TEST SUPPLEMENT




FROM PAGES II-11-A3
II-11-A6
8
BT CONTROL CLERK
DOES BT CONTAIN SIDPERS CHANGE REPORTS
YES
LOG BT OUT ON BT CONTROL LOG AND FORWARD TO SQIB
SQIB
NO
LOG BT OUT ON BT CONTROL LOG AND FORWARD TO APPROPRIATE RECDS SECT.
RECORD SECTION


UNIT/PAC
EVALUATION REPORT
PMB RECEIVES EVALUATION REPORT AND PROCESSES IAW CURRENT REGS
PMS PREPARES NOTIFICATION OF POSTING
FWDS ALL DOCUMENTS TO SUPERVISOR
SUPERVISOR REVIEWS ACTION
IS ACTION CORRECT
NO
RETURN TO CLERK FOR CORRECTION
YES
1


1
OBTAIN REQUIRED INITIALS
SEPARATE DOCUMENTS
NOTIFICATION OF POSTING
COMPLETED EVALUATION REPORTS
FORWARD TO BT CONT CLK
MAIL TO ADDRESSEE
BT CONT CLK OBTAINS BT NUMBER FROM APPROPRIATE RECORD SECTION
ADDRESSEE
LOGS BT # IN BT CONT LOG
FORWARDS BT & DOCUMENTS TO APPROPRIATE SECTION
RECORD SECTION

CHAPTER 12

PERSONNEL AND PAY TRANSACTION BRANCH (PPTB)

(DELETED)

3. Written inquiries.

a. Written inquiries are received from a Record Section under BT control without records. When the BT is received, the control clerk reviews and logs the BT and forwards the action to an inquiry clerk. If the BT is not correct, the control clerk resolves the discrepancy with the Record Section.

b. The inquiry clerk reviews the inquiry and determines whether the records are required. For actions that require records, he submits a request to the appropriate Record Section. For those actions on the BT that can be processed without records, the clerk will obtain a preassigned BT number, withdraw those actions that can be processed, annotate the original BT indicating actions that were withdrawn, and process actions IAW paragraph 13-3.C.3c, below.

c. When the inquiry clerk receives the MPRJ/PFR, he removes the actions from suspense and matches them with the appropriate records. Actions that can be processed are added to the records BT and deleted from the action BT. He processes all actions appearing on the record BT IAW paragraph 13-3.C.3d, below, and places the action BT with unprocessed actions in a suspense file awaiting receipt of records (ref: para 13-3.C.3b, above). The action BT is returned to the control clerk when all actions are completed. The control clerk will review and log out the original BT to the appropriate Records Section.

d. The clerk will process any SIDPERS input IAW DA Pam 600-8-2 and post the MPRJ IAW AR 640-10. He will process JUMPS automated input IAW AR 37-104-3 and process casual payments IAW AR 37-101-1 and AR 37-104-3.

e. After the action is completed, the clerk will complete and sign Section III of the inquiry form. The record copy will be posted in the recdrd. The block will then be forwarded to the supervisor for his review and signature.

f. Following the supervisor's review, the inquiry clerk will determine if the BT contains records. If there are no records, the BT will be returned with the SM's copy of the inquiry form to the appropriate Records Section. When records are present on the BT, and no actions require automated input, the BT will be returned with the SM's copy of the inquiry form to the appropriate Records Section. When automated input is required, the BT will be forwarded with the records, coded

input, and the SM's copy of the inquiry form to SQIB. If a casual payment was made, the clerk will direct the SM to disbursing IAW local SOP. One copy of all inquiry forms will be placed in an Inquiry File to be maintained by the inquiry supervisor.

g. The Inquiry File will be summarized and reviewed by the inquiry supervisor. Commanders and PPSD branches are notified of the types and numbers of inquiries in order that emphasis can be placed on identified problem areas.

4. Procedure for deleting actions/transactions from a BT. The supervisor will be informed when an action/transaction must be deleted from a BT. With the supervisor's concurrence, the clerk will remove the action/transaction from the original BT and attach the action/transaction to an existing like BT (e.g., S, J, S/J, NS, NJ BT). The remarks section of the original BT will be annotated with the deletion in the following manner: Last name, first initial, last four of SSN, type of action, removed to (new BT number). The BT to which the action or transaction is added will also be annotated in the remarks section as follows: Last name, first initial, last four of SSN, type of action, added to (original BT number). In the event that a like BT does not exist to accomplish the deletion action, or it is deemed necessary to suspend the action beyond existing BT suspenses, the action (with records if appropriate) will be handcarried to the DCRB for preparation of a new BT; the annotations indicated in the foregoing will be accomplished as stated.

13-4. SOP NUMBER 2, PROCESSING A TRAVEL ACTION.

A. Purpose: The purpose of this SOP is to define policy and prescribe procedures and controls to be followed for processing PCS and TDY travel vouchers by the Travel Section, CSB. Document/data flow is shown in Annex B to this chapter.

B. Policy: Travel vouchers will be processed as expeditiously as possible. Other policies are prescribed in the JTR, applicable finance regulations, and model SOPs published by USAFAC in All Points Bulletins.

view all actions/documents accomplished during inprocessing. If there are discrepancies, he will direct the applicable clerk to make corrections. Upon completion of supervisor review, all records/documents will be forwarded to the control clerk for disposition.

h. The control clerk will separate records and documents by action/destination group (e.g., charge-out cards/ temporary locator cards, transmittal letters, DFs to external elements, records, coded input, checklists, and any DFs to AAS/ PMS for action; SIDPERS TDR cards/keypunch guide forms, plus one copy of PCS orders for the SQIB analyst to suspend arrivals). For each group of actions, except transmittal letters and DFs, a separate BT number will be obtained and a separate BT will be prepared. Transmittal letters and DF will be dispatched separatly to addressee.

i. The control clerk will review and log out all BTs. Charge out records and temporary locator cards, will be forwarded to the appropriate Record Section for disposition. The records and associated documents plus the SIDPERS TDR and SQIB analyst's copy of PCS order will be forwarded to SQIB for disposition.

2. Procedure for deleting actions/transactions from a BT is outlined in paragraph 13-3C4, above.

13-7. SOP NUMBER 5, OUTPROCESSING.

A. Purpose: This SOP prescribes guidance for the administrative processing of SM being reassigned or attached to another organization not serviced by this PPSD. Document/data flow is shown in Annex D to this chapter.

B. Policy:

1. All records (PFR/MPRJ) will be reviewed for completeness and accuracy during outprocessing.

2. Action will be taken to update record or correct discrepancies.

3. Finance and personnel checklists and associated forms that are detailed in applicable regulations will be completed during the SM/records outprocessing. Required forms and procedures will not be repeated in this SOP.

4. The Outprocessing Section will receive a copy of each SIDPERS loss and suspense roster. Outprocessing will identify SMs who are due for normal ETS. The Outprocessing Section will conduct all preprocessing actions, less audit, of the MPRJ/PFR that are required by Appendix D, AR 635-10 and step 12, procedure 4-32, DA Pam 600-8-2 for suspense roster.

C. Operating Procedures:

1. Outprocessing..

a. When a PCS/separation order is received by the Outprocessing Section, the clerk will contact the SM's unit to establish an appointment date/time for outprocessing. The clerk will then annotate the orders with appointment information and place in Appointment Suspense File by date. He will also annotate the appointment log with information required by local SOP for reference purposes.

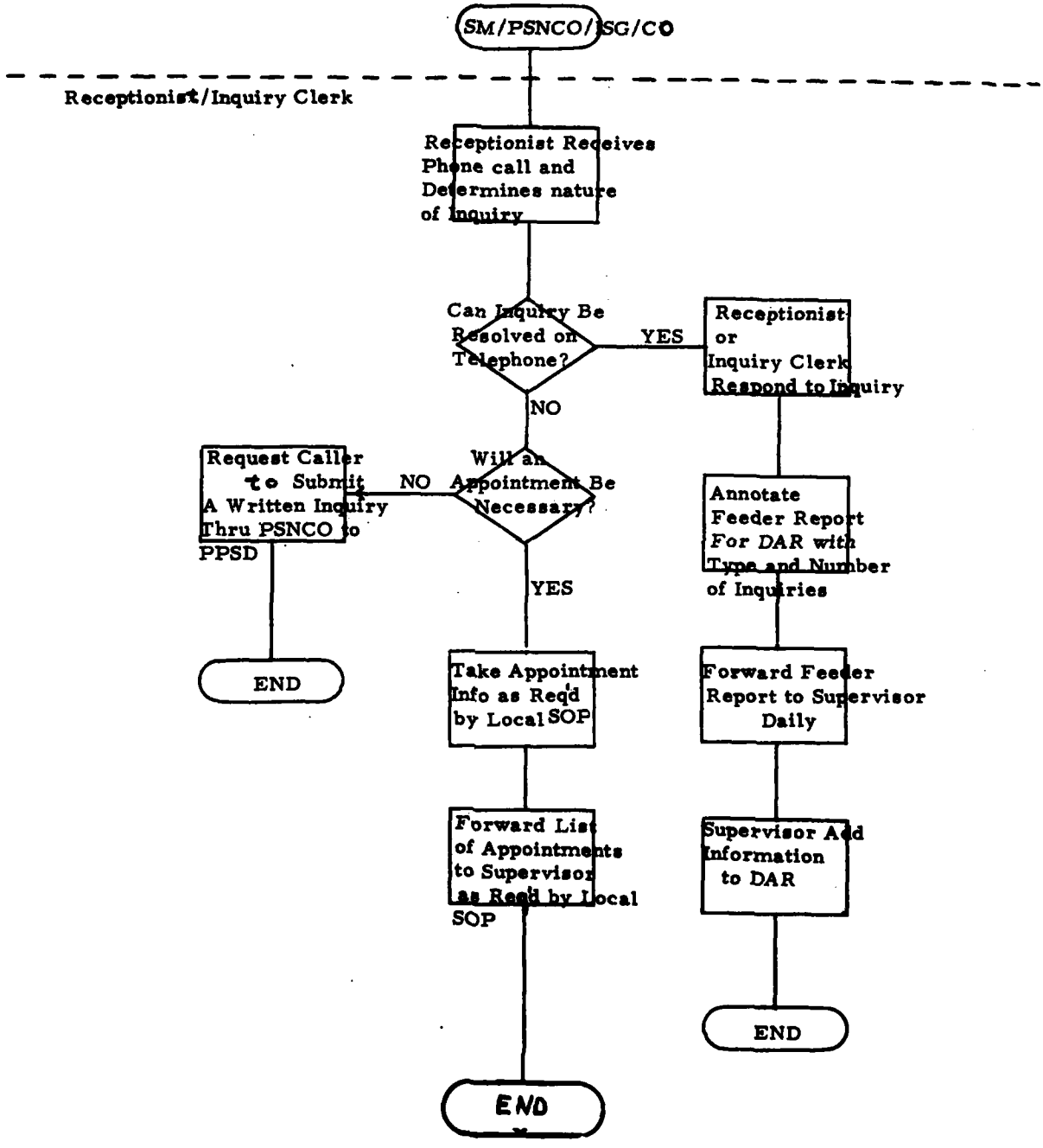
b. The outprocessing clerk will determine whether a SIDPERS Inquiry DA Form 2 is required IAW DA Pam 600-8-9. If required, he will prepare a MSF to request an Inquiry DA Form 2 and forward that request to the control clerk to BT to SQIB.

c. Approximately five to seven days before the appointment date, the control clerk will remove the annotated orders from the suspense file and use those orders to prepare a records request. That request will identify the date of the outprocessing appointment. The original records request is sent to the appropriate Records Section and a copy with the annotated orders is placed in **suspense pending** receipt from the Record Section. Additionally, the outprocessing clerk will obtain the individual locator card from PPRB.

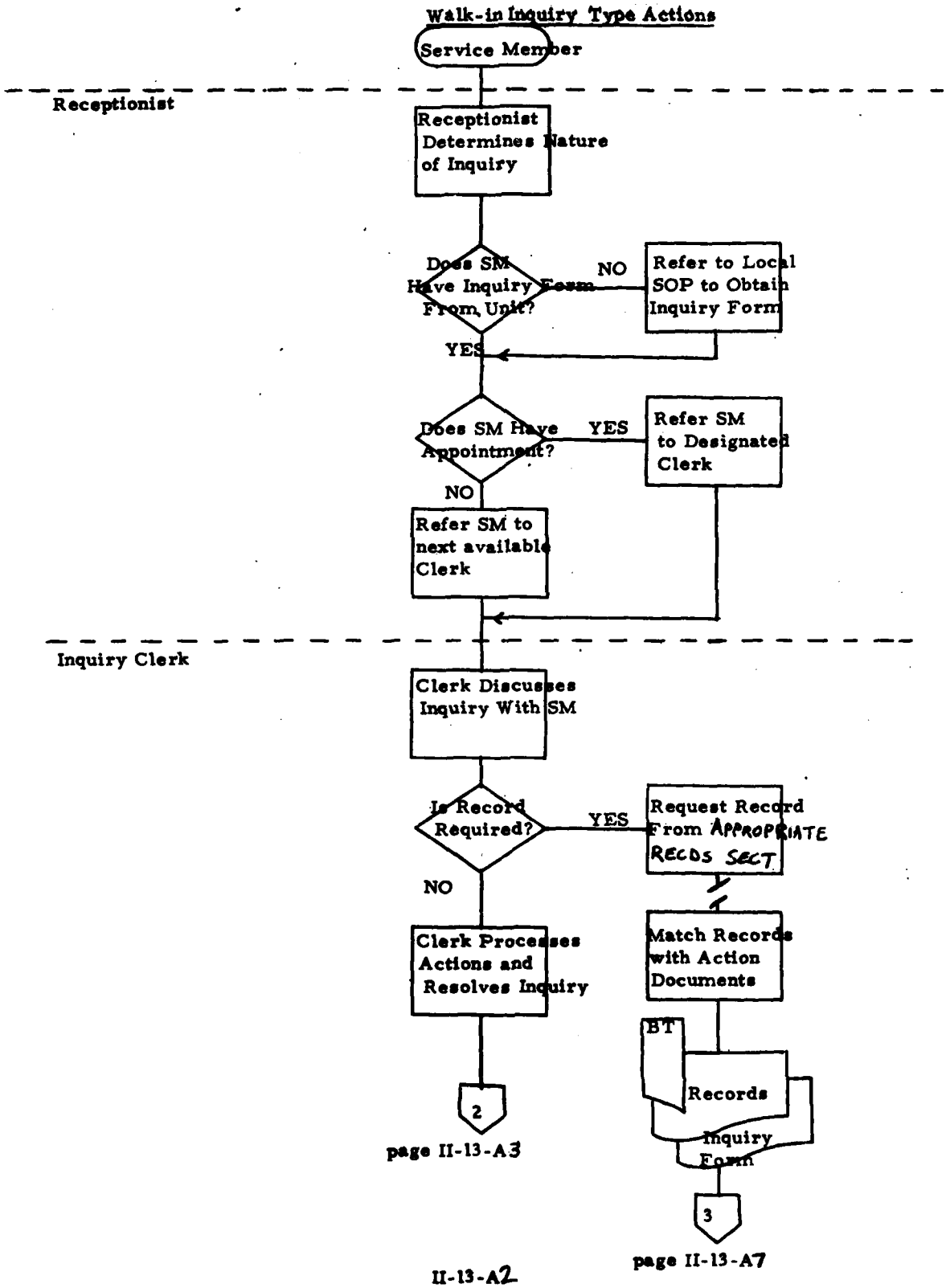
d. When the records request is received from the Record Section, the control clerk will log in the BT. The control clerk will compare the records received with the records request and determine whether any records are missing. If records are missing, a new records request will be prepared; the original records request is annotated and the new records request will be processed IAW paragraph 13-7C.1c, above. The records and locator cards that were received will be processed by merging the orders from suspense file with records and disposing of the suspense copy of the records request IAW local SOP. The control clerk will annotate the BT to show that all records and locator cards were withdrawn for outprocessing. The control clerk will separate the documents, return the BT to the Record Section, and forward the

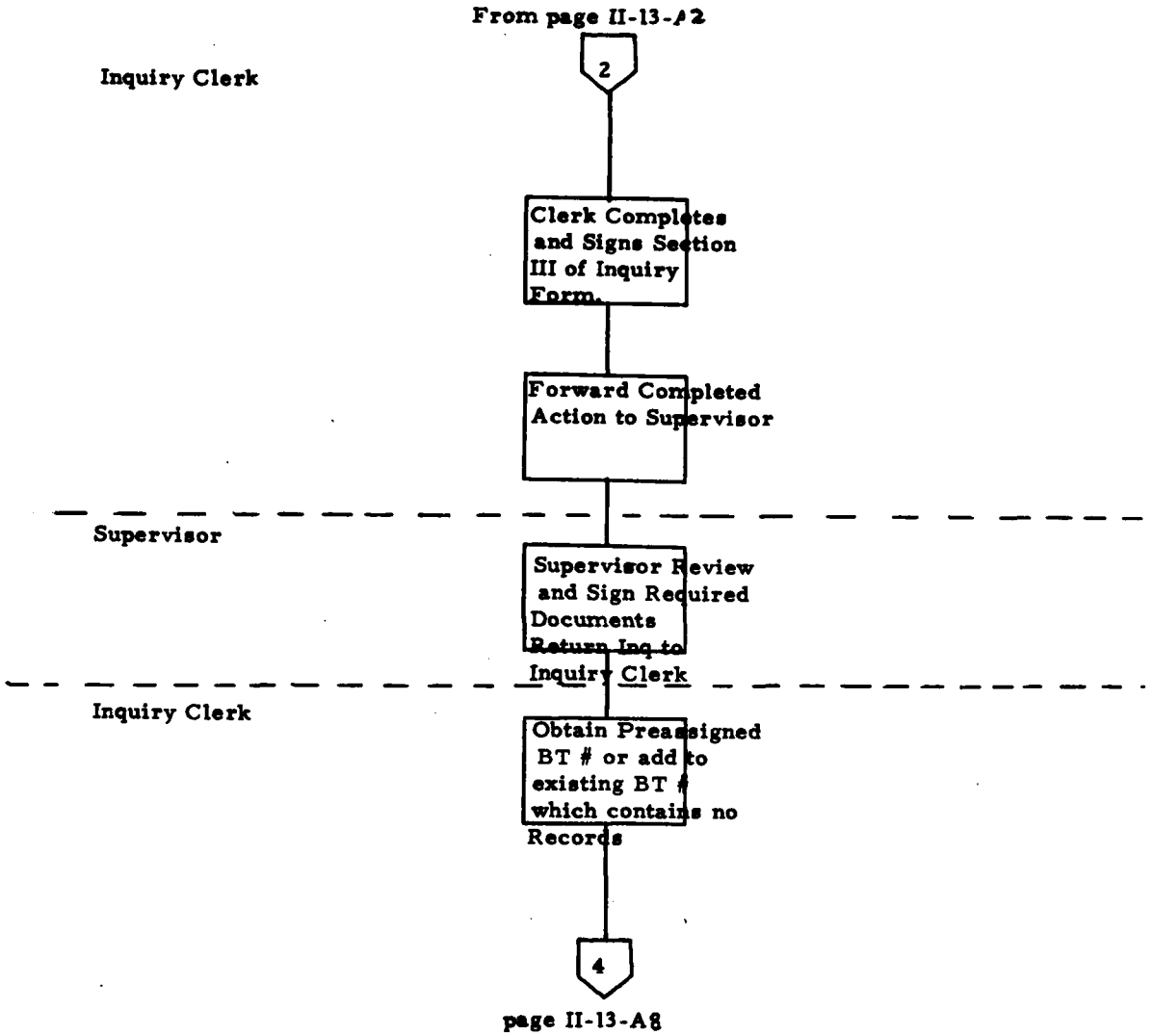
TELEPHONE INQUIRY TYPE ACTIONS

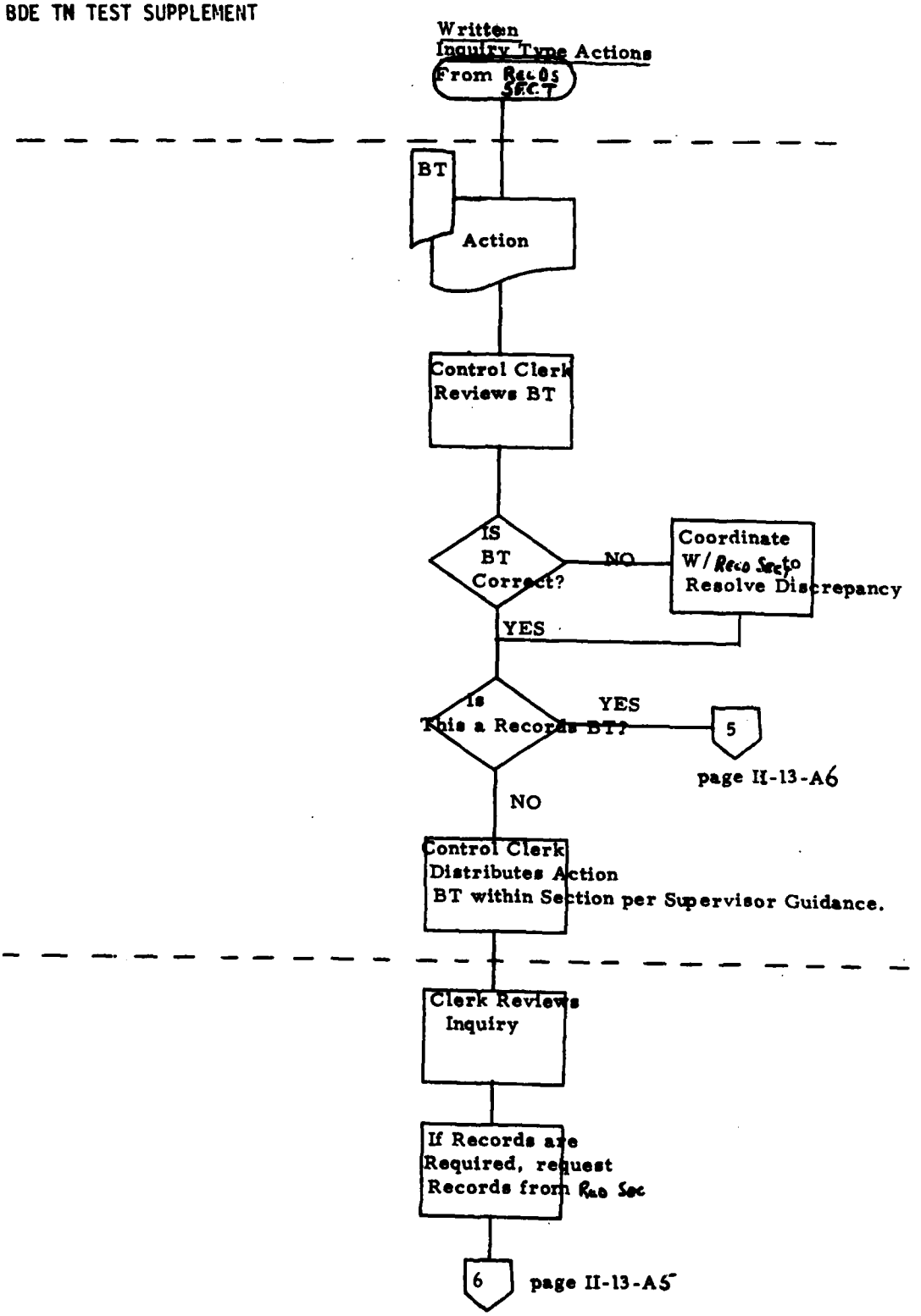
Annex A, Flow chart, Inquiry Type Actions (Para 13-3)

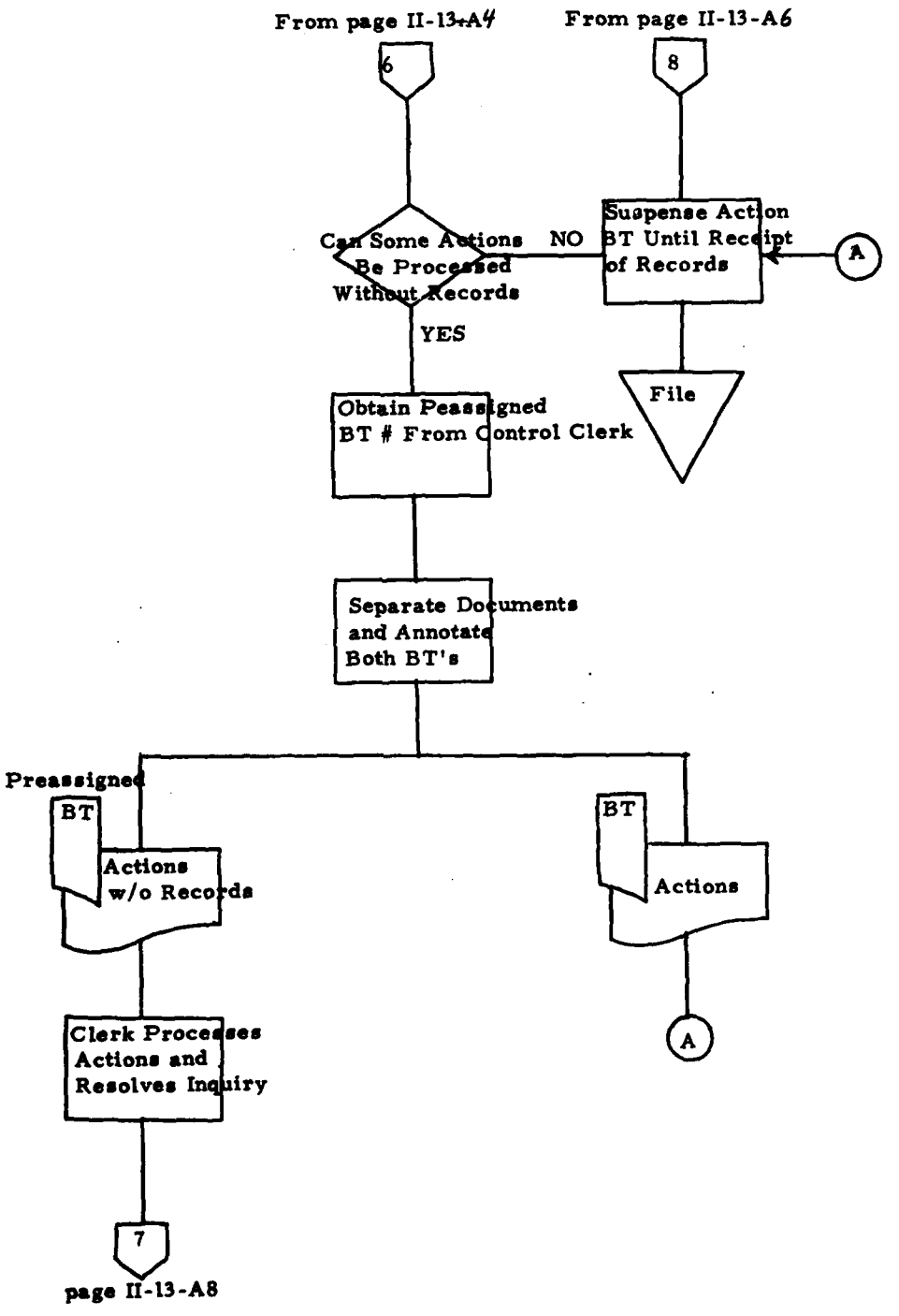


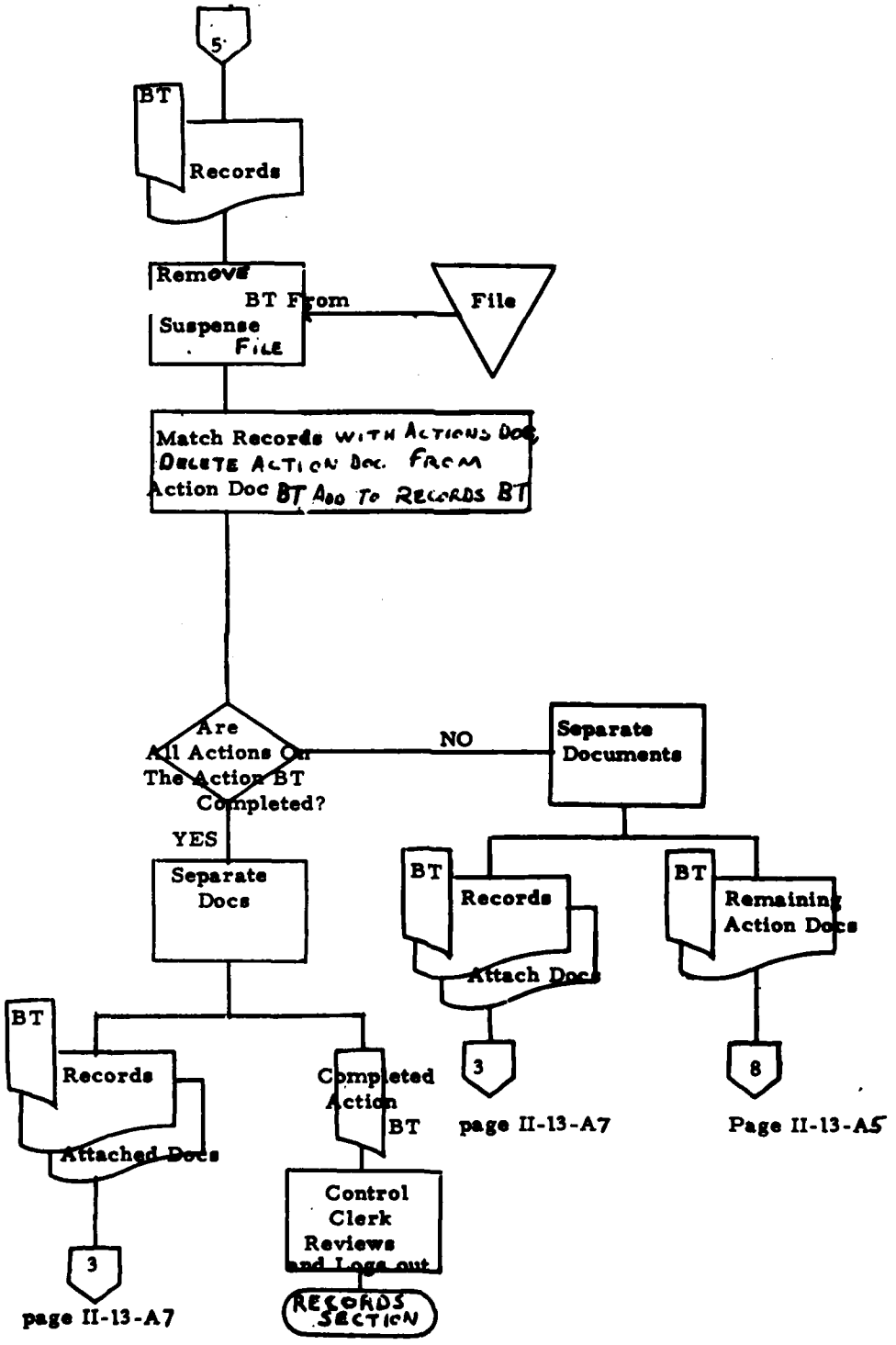
BDE TM TEST SUPPLEMENT

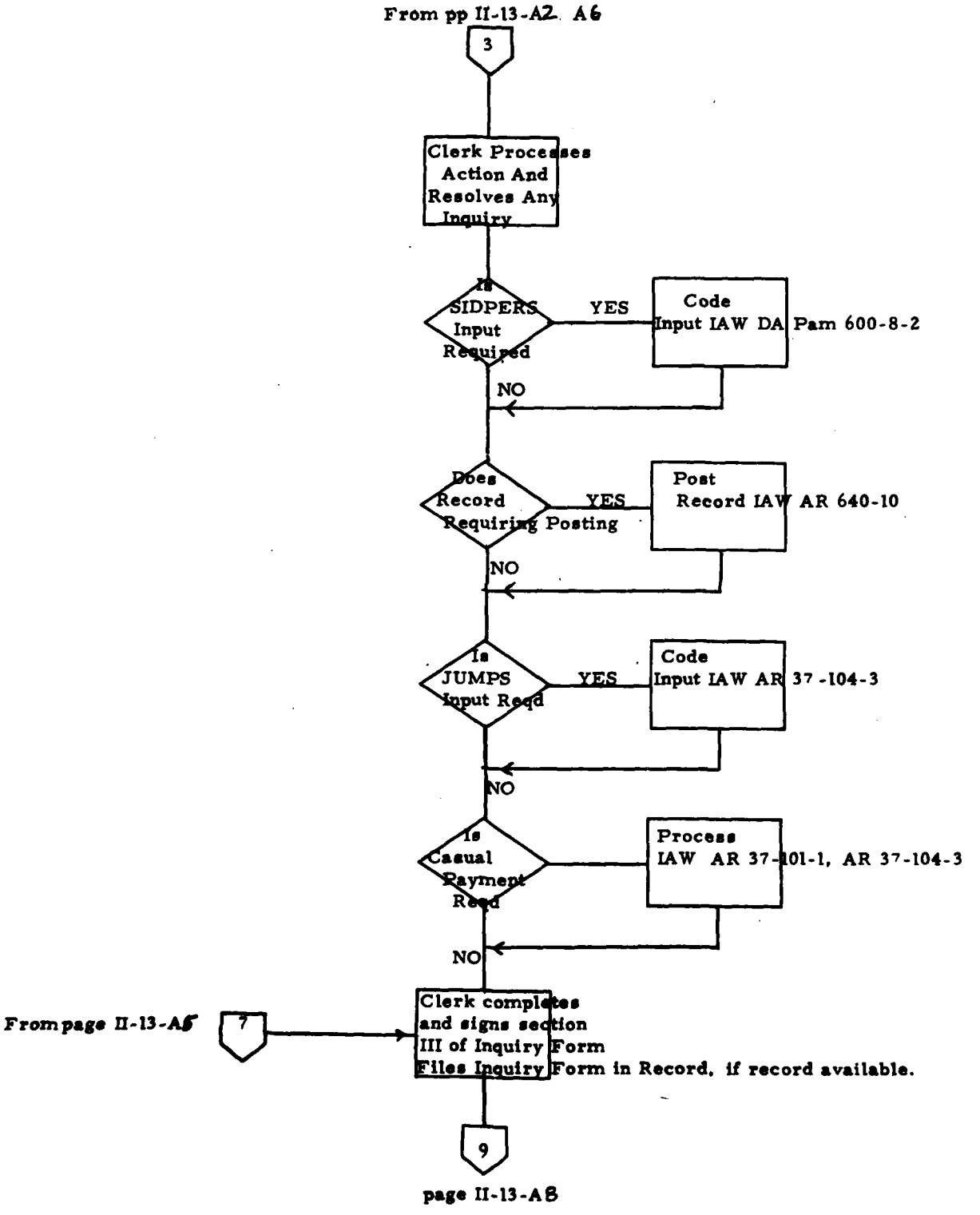


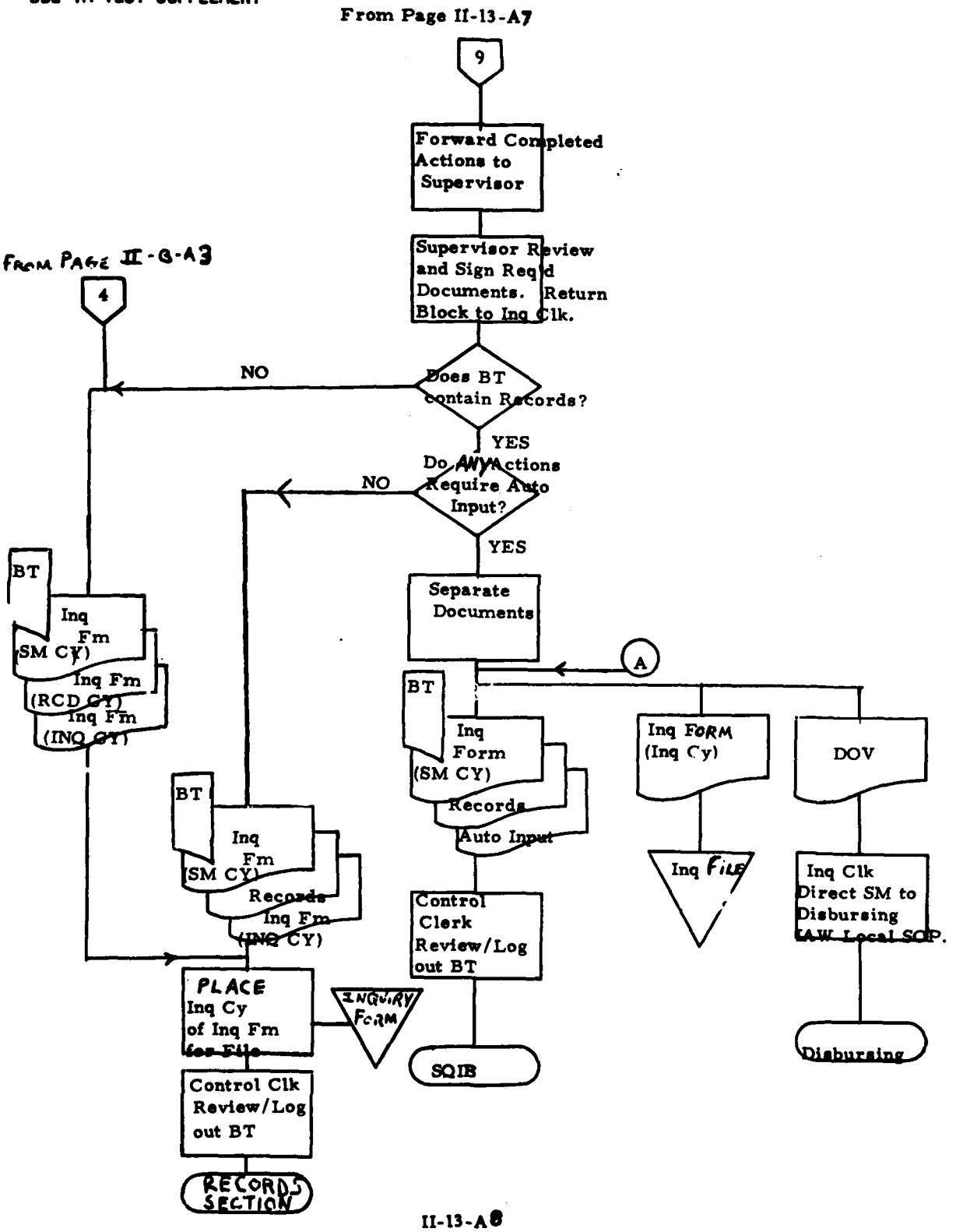

From page II-13-A2
Inquiry Clerk
2
Clerk Completes and Signs Section III of Inquiry Form.
Forward Completed Action to Supervisor
Supervisor
Supervisor Review and Sign Required Documents Return Inq to Inquiry Clerk
Inquiry Clerk
Obtain Preassigned BT # or add to existing BT # which contains no Records
4
page II-13-A8


Written Inquiry Type Actions From Records SECT
BT
Action
Control Clerk Reviews BT
IS BT Correct?
NO
Coordinate W/ Reco Sec to Resolve Discrepancy
YES
Is This a Records BT?
YES
5
page II-13-A6
NO
Control Clerk Distributes Action BT within Section per Supervisor Guidance.
Clerk Reviews Inquiry
If Records are Required, request Records from Rec Sec
6
page II-13-A5

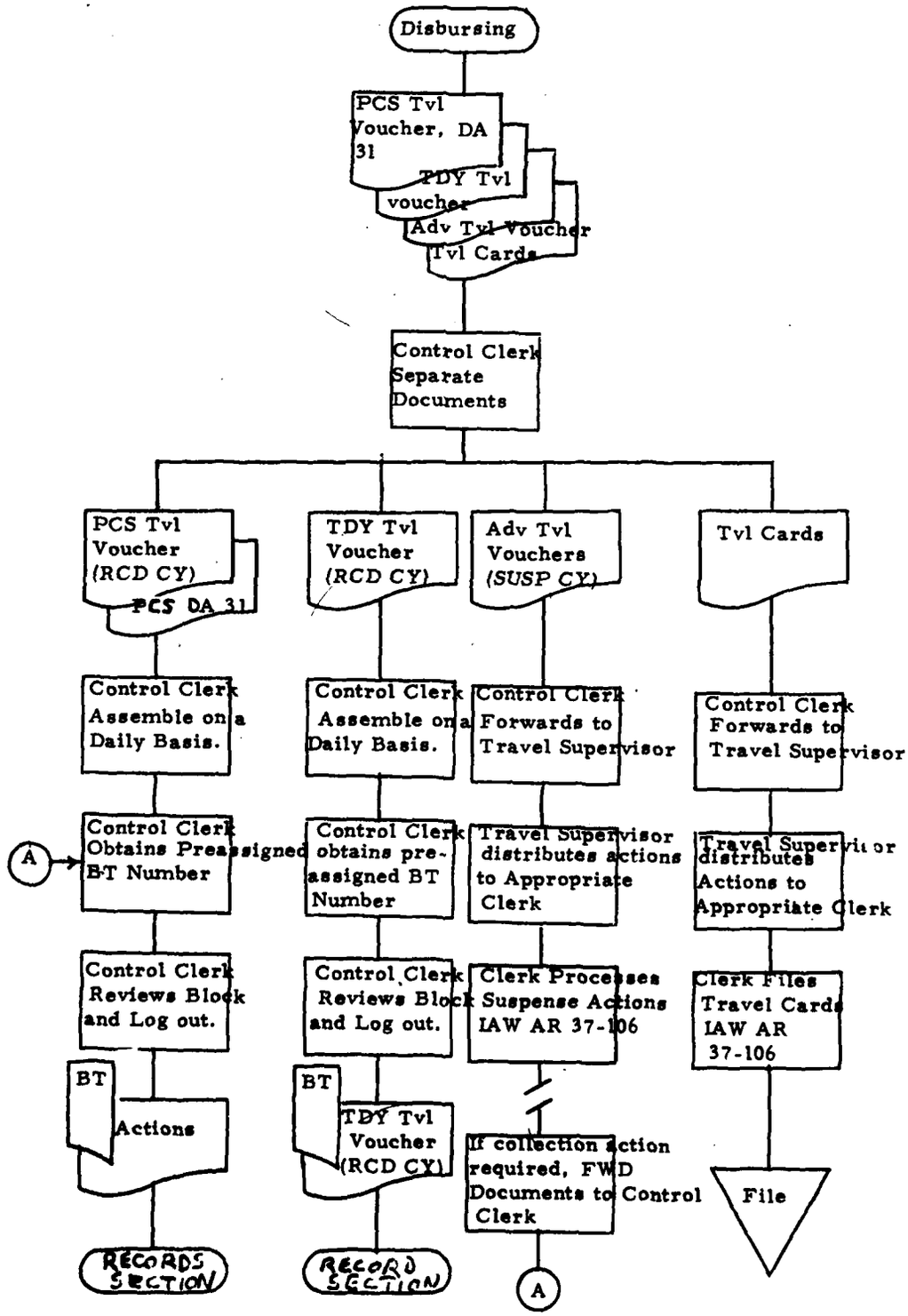

From page II-13-A4
From page II-13-A6
6
8
Can Some Actions Be Processed Without Records
NO
Suspense Action BT Until Receipt of Records
A
YES
File
Obtain Peassigned BT # From Control Clerk
Separate Documents and Annotate Both BT's
Preassigned BT
Actions w/o Records
BT
Actions
Clerk Processes Actions and Resolves Inquiry
A
7
page II-13-A8


5
BT
Records
Remove BT From Suspense File
File
Match Records WITH ACTIONS DOC, DELETE ACTION DOC. FROM Action Doc BT ADD TO RECORDS BT
Are All Actions On The Action BT Completed?
NO
Separate Documents
YES
Separate Docs
BT
Records
Attach Docs
BT
Remaining Action Docs
BT
Records
Attached Docs
Completed Action BT
3
page II-13-A7
8
Page II-13-A5
3
page II-13-A7
Control Clerk Reviews and Logs out
RECORDS SECTION

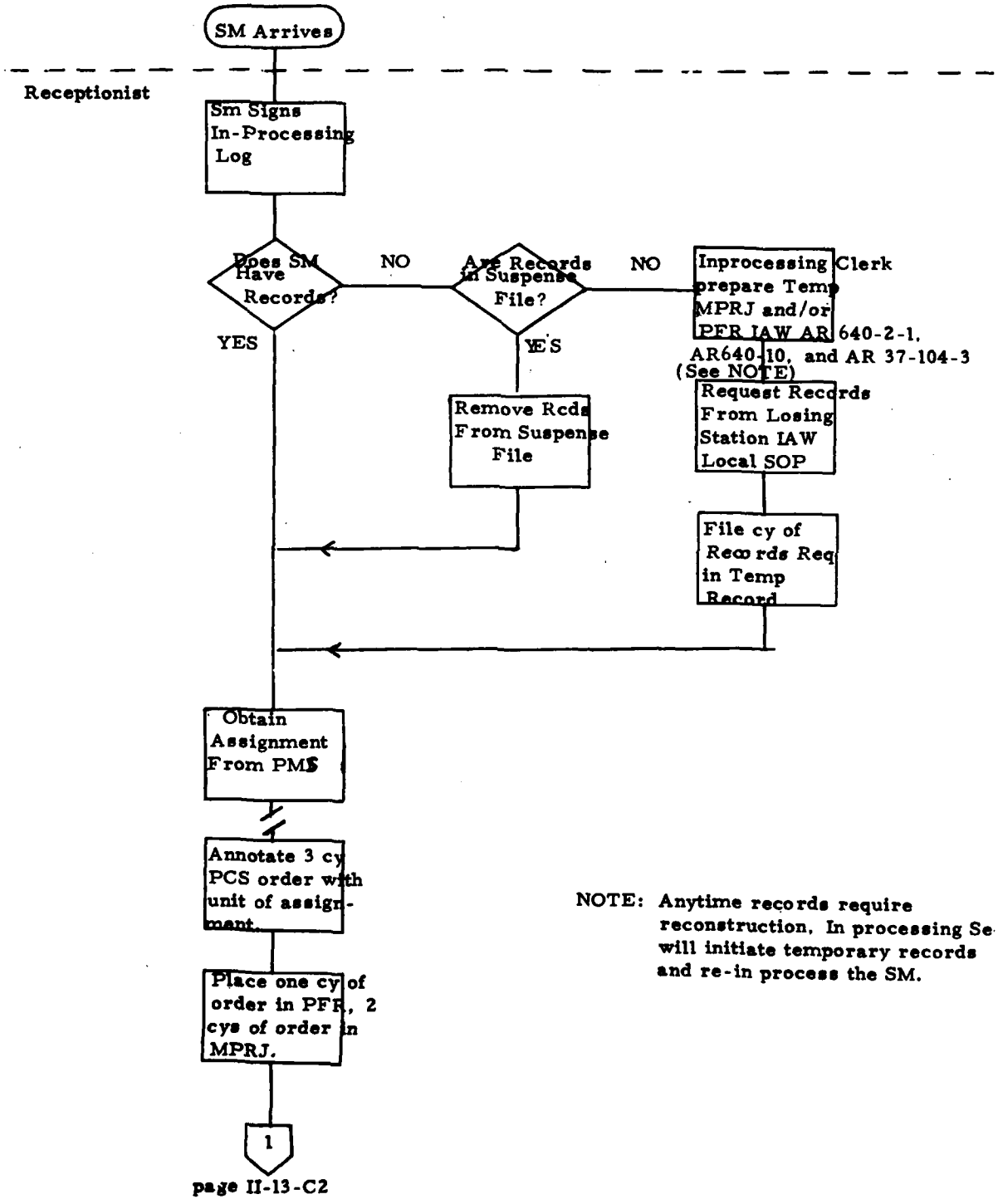

From pp II-13-A2. A6
3
Clerk Processes Action And Resolves Any Inquiry
Is SIDPERS Input Required
YES
Code Input IAW DA Pam 600-8-2
NO
Does Record Requiring Posting
YES
Post Record IAW AR 640-10
NO
Is JUMPS Input Reqd
YES
Code Input IAW AR 37-104-3
NO
Is Casual Payment Reqd
Process IAW AR 37-101-1, AR 37-104-3
NO
From page II-13-A5
7
Clerk completes and signs section III of Inquiry Form
Files Inquiry Form in Record, if record available.
9
page II-13-A8


From Page II-13-A7
9
Forward Completed Actions to Supervisor
Supervisor Review and Sign Req'd Documents. Return Block to Inq Clk.
FROM PAGE II-G-A3
4
NO
Does BT contain Records?
YES
Do ANY Actions Require Auto Input?
NO
YES
Separate Documents
A
BT
Inq Fm (SM CY)
Inq Fm (RCD CY)
Inq Fm (INQ CY)
BT
Inq Form (SM CY)
Records
Auto Input
Inq FORM (Inq Cy)
DOV
BT
Inq Fm (SM CY)
Records
Inq Fm (INQ CY)
Inq FILE
Inq Clk Direct SM to Disbursing IAW Local SOP.
Control Clerk Review/Log out BT
PLACE Inq Cy of Inq Fm in File
INQUIRY FORM
SQIB
Disbursing
Control Clk Review/Log out BT
RECORDS SECTION

Annex B, Flow chart, Processing Paid Copies of Travel Vouchers (Para 13-4)

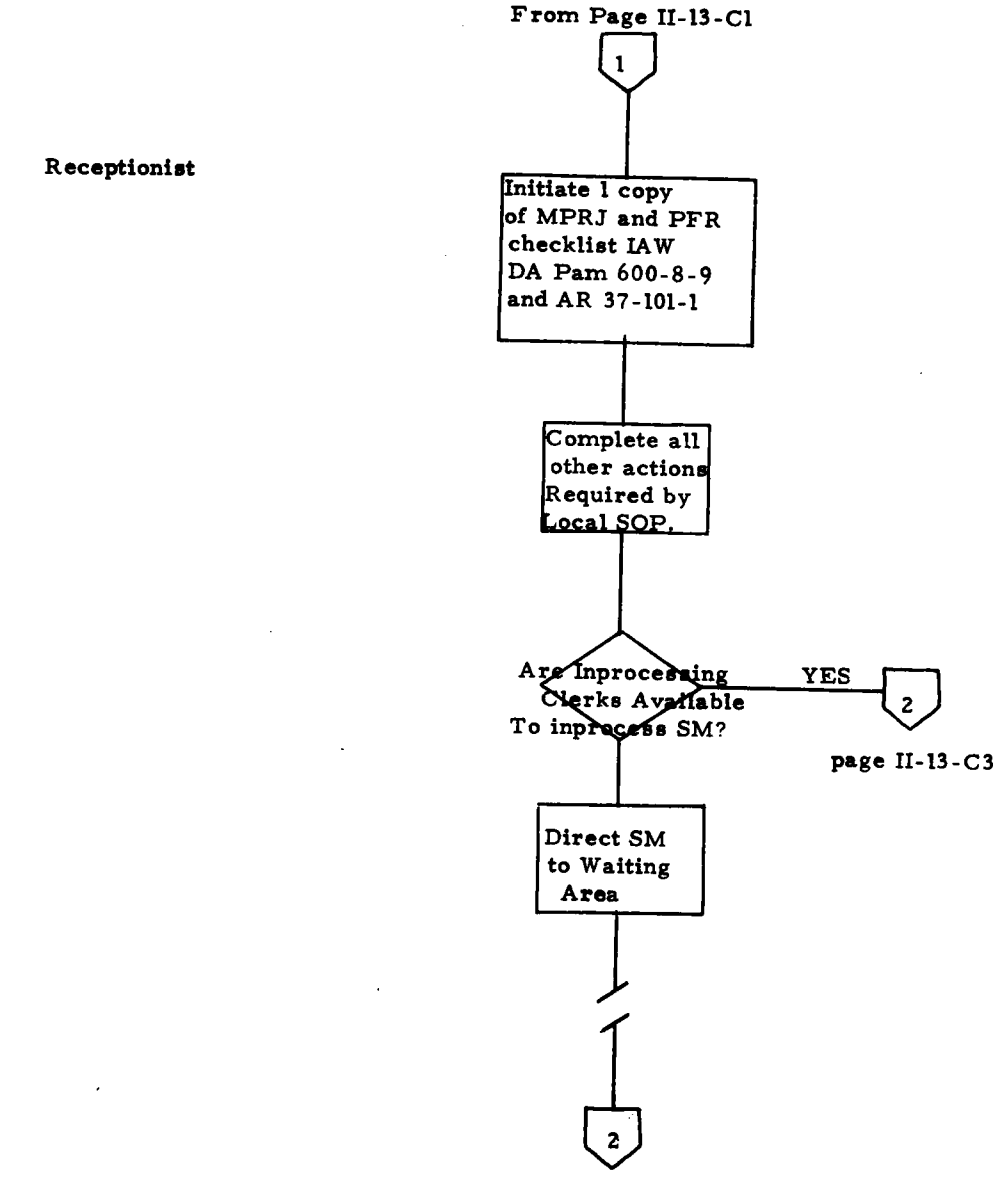


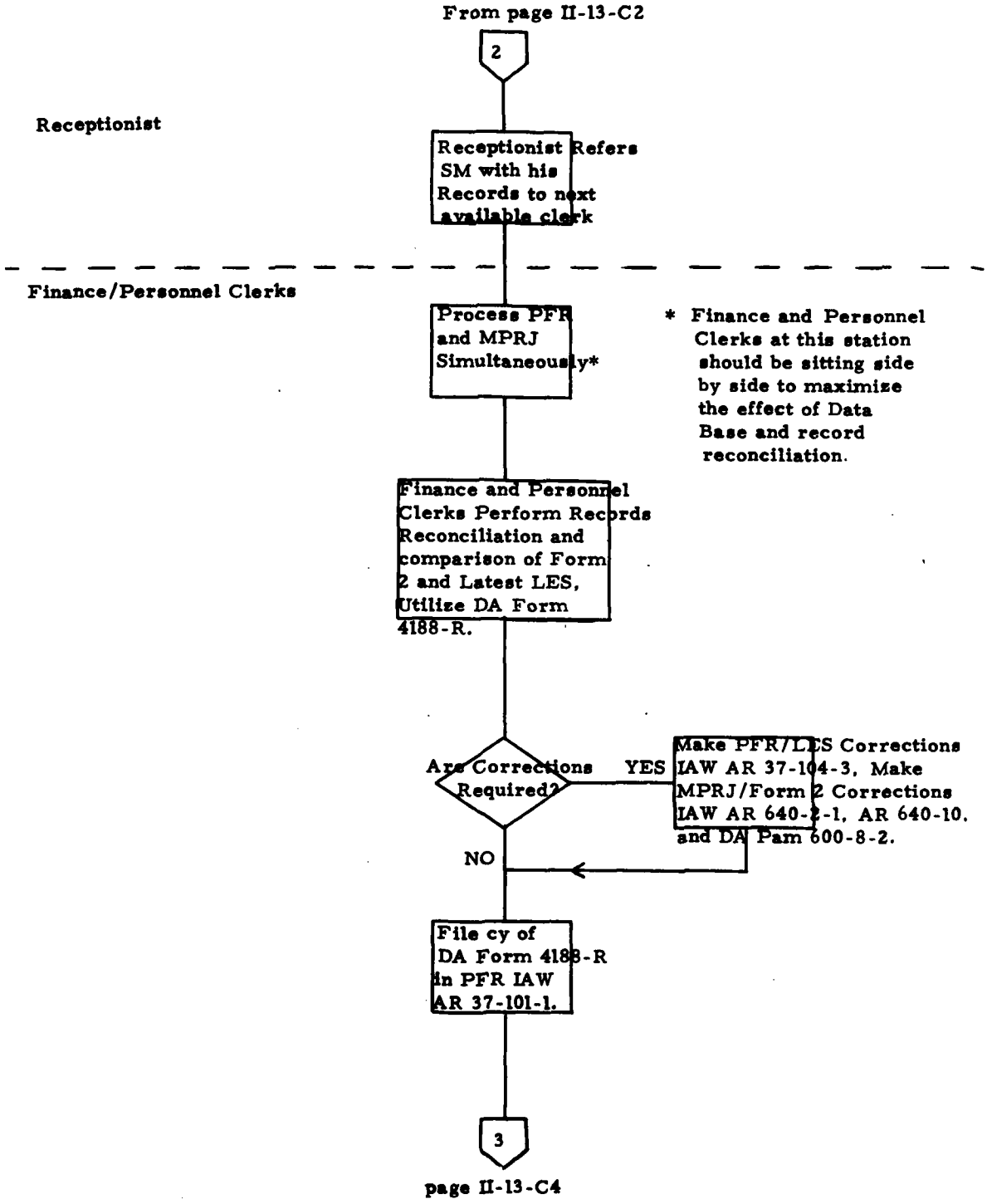
Annex C, Flow chart, Inprocessing Actions (Para 13-6)

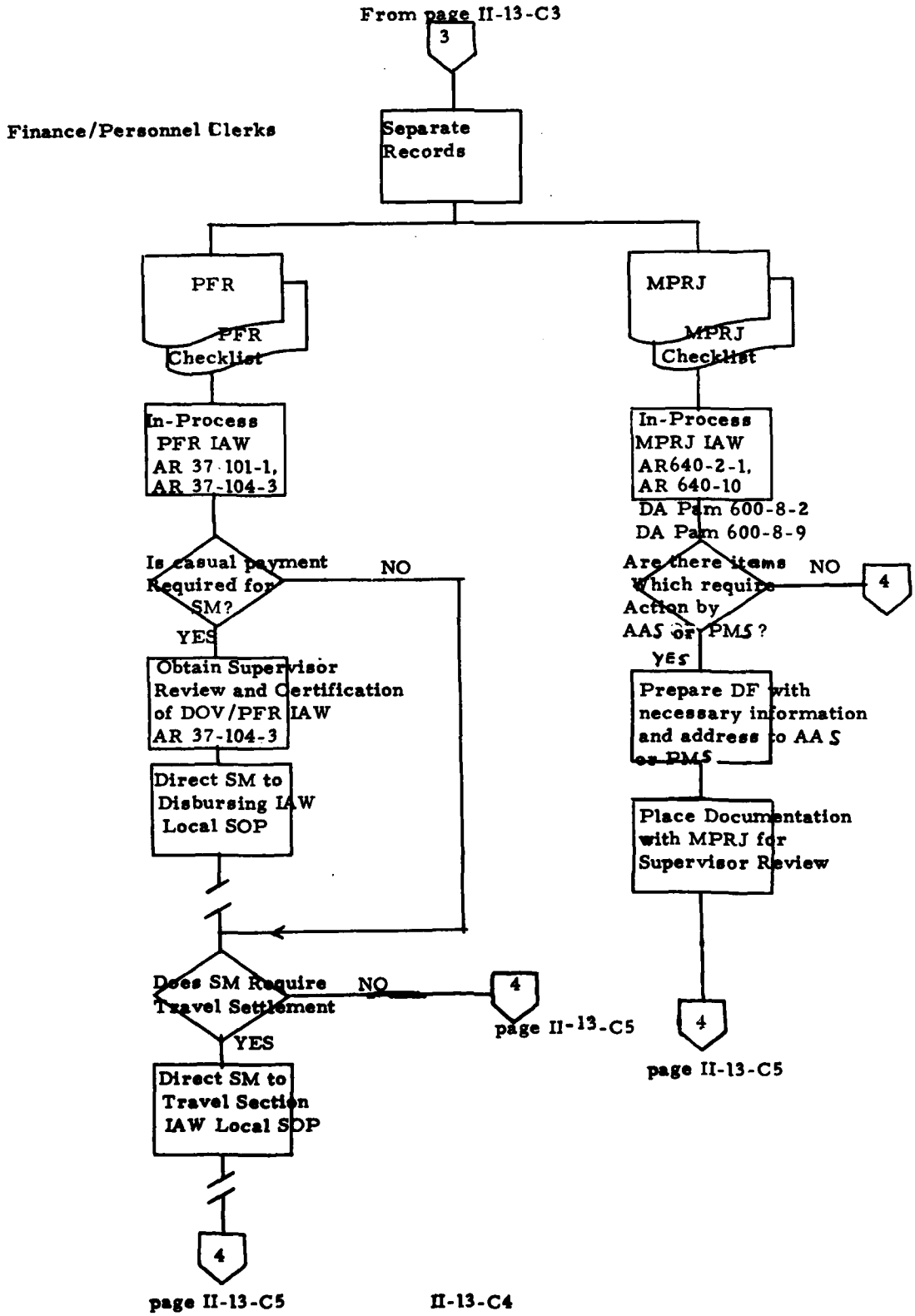


NOTE: Anytime records require reconstruction, In processing Se will initiate temporary records and re-in process the SM.

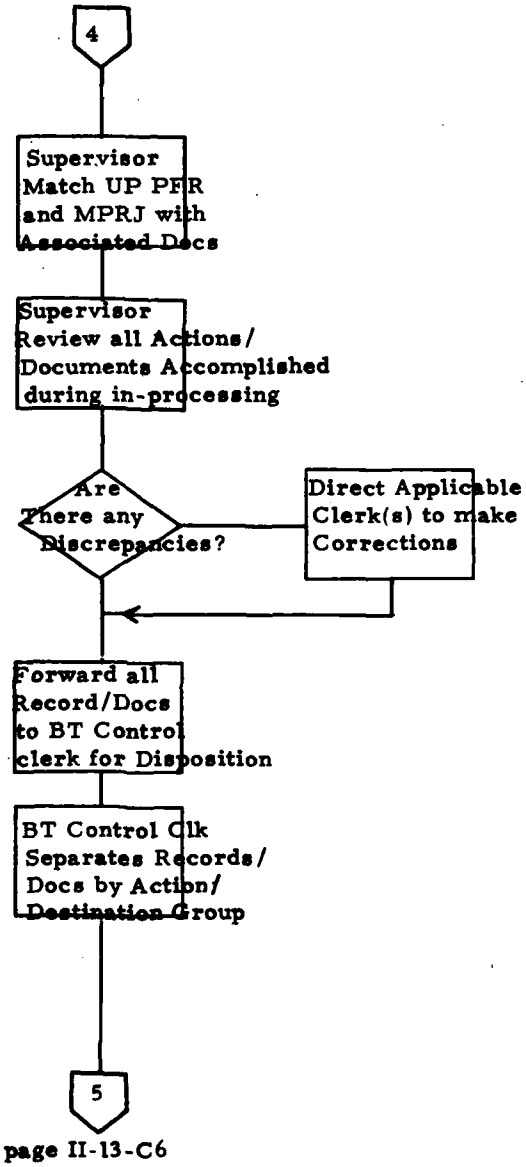
BDE TM TEST SUPPLEMENT




From page II-13-C2
2
Receptionist
Receptionist Refers SM with his Records to next available clerk
Finance/Personnel Clerks
Process PFR and MPRJ Simultaneously*
* Finance and Personnel Clerks at this station should be sitting side by side to maximize the effect of Data Base and record reconciliation.
Finance and Personnel Clerks Perform Records Reconciliation and comparison of Form 2 and Latest LES, Utilize DA Form 4188-R.
Are Corrections Required?
YES
Make PFR/LES Corrections IAW AR 37-104-3, Make MPRJ/Form 2 Corrections IAW AR 640-2-1, AR 640-10, and DA Pam 600-8-2.
NO
File cy of DA Form 4188-R in PFR IAW AR 37-101-1.
3
page II-13-C4

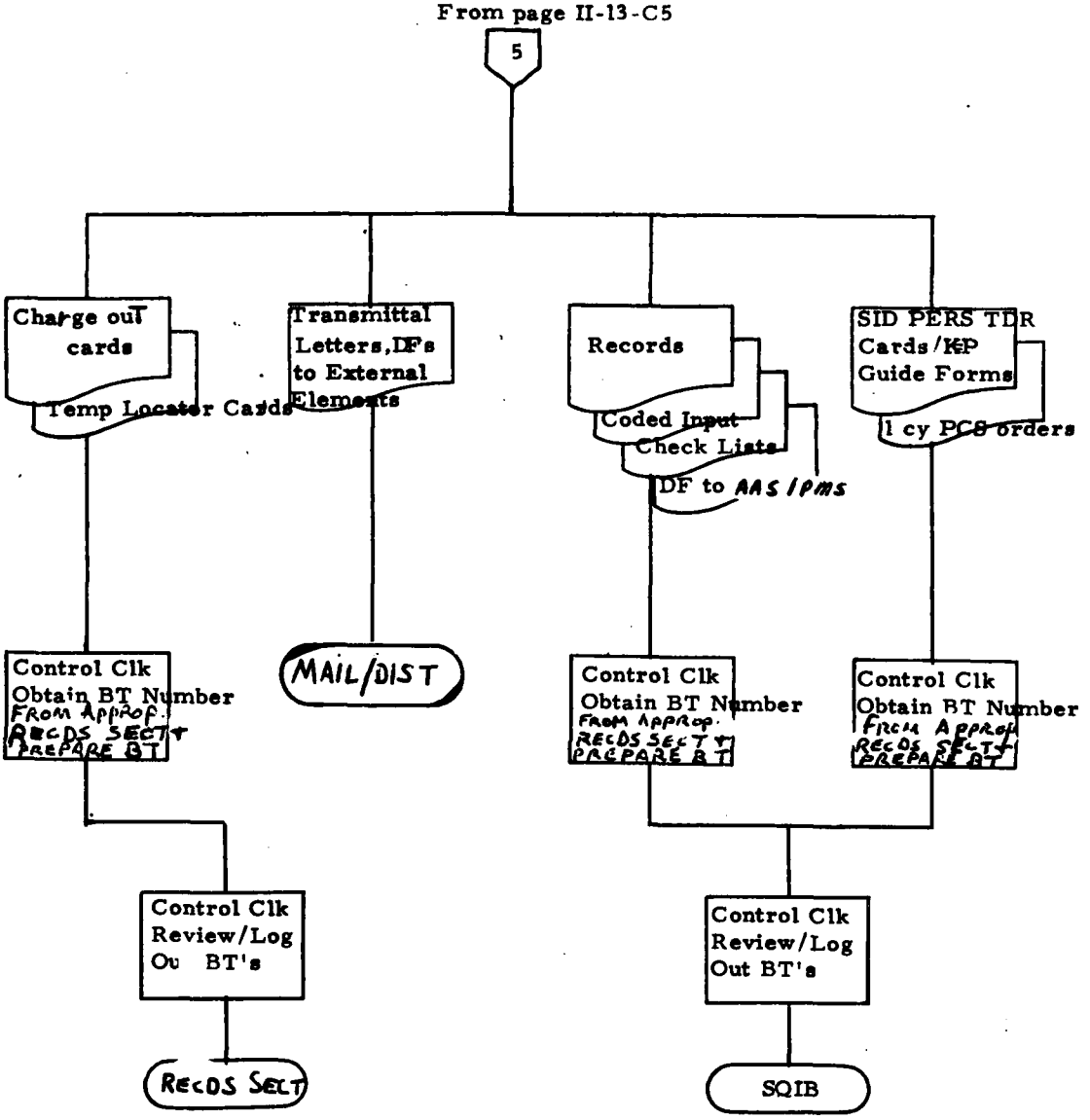

From page II-13-C3
3
Finance/Personnel Clerks
Separate Records
PFR
PFR Checklist
MPRJ
MPRJ Checklist
In-Process PFR IAW AR 37-101-1, AR 37-104-3
In-Process MPRJ IAW AR640-2-1, AR 640-10
DA Pam 600-8-2
DA Pam 600-8-9
Is casual payment Required for SM?
NO
YES
Are there items Which require Action by AAS or PMS?
NO
4
YES
Obtain Supervisor Review and Certification of DOV/PFR IAW AR 37-104-3
Direct SM to Disbursing IAW Local SOP
Prepare DF with necessary information and address to AAS or PMS
Place Documentation with MPRJ for Supervisor Review
Does SM Require Travel Settlement
NO
4
page II-13-C5
YES
Direct SM to Travel Section IAW Local SOP
4
page II-13-C5
4
page II-13-C5

From page II-13-C4

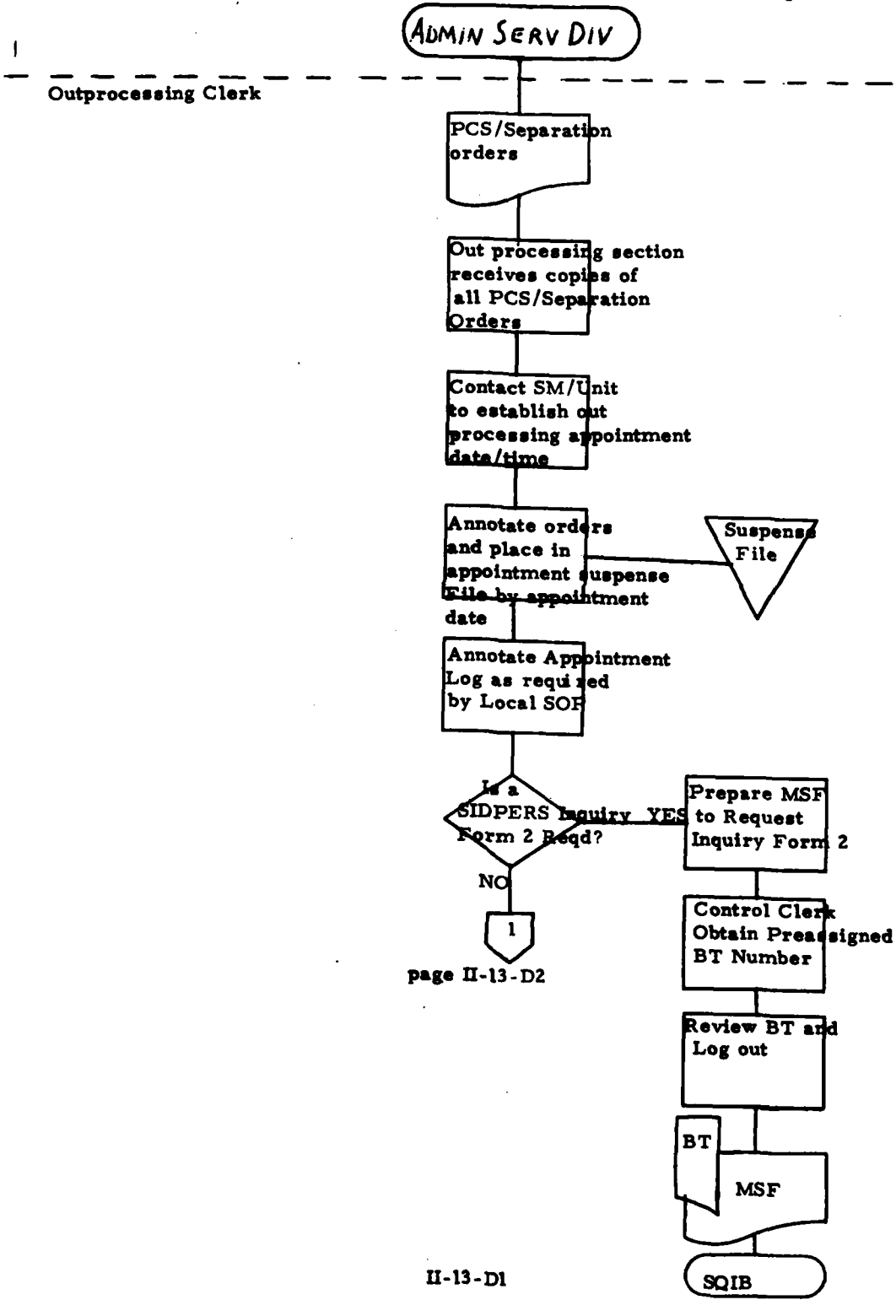


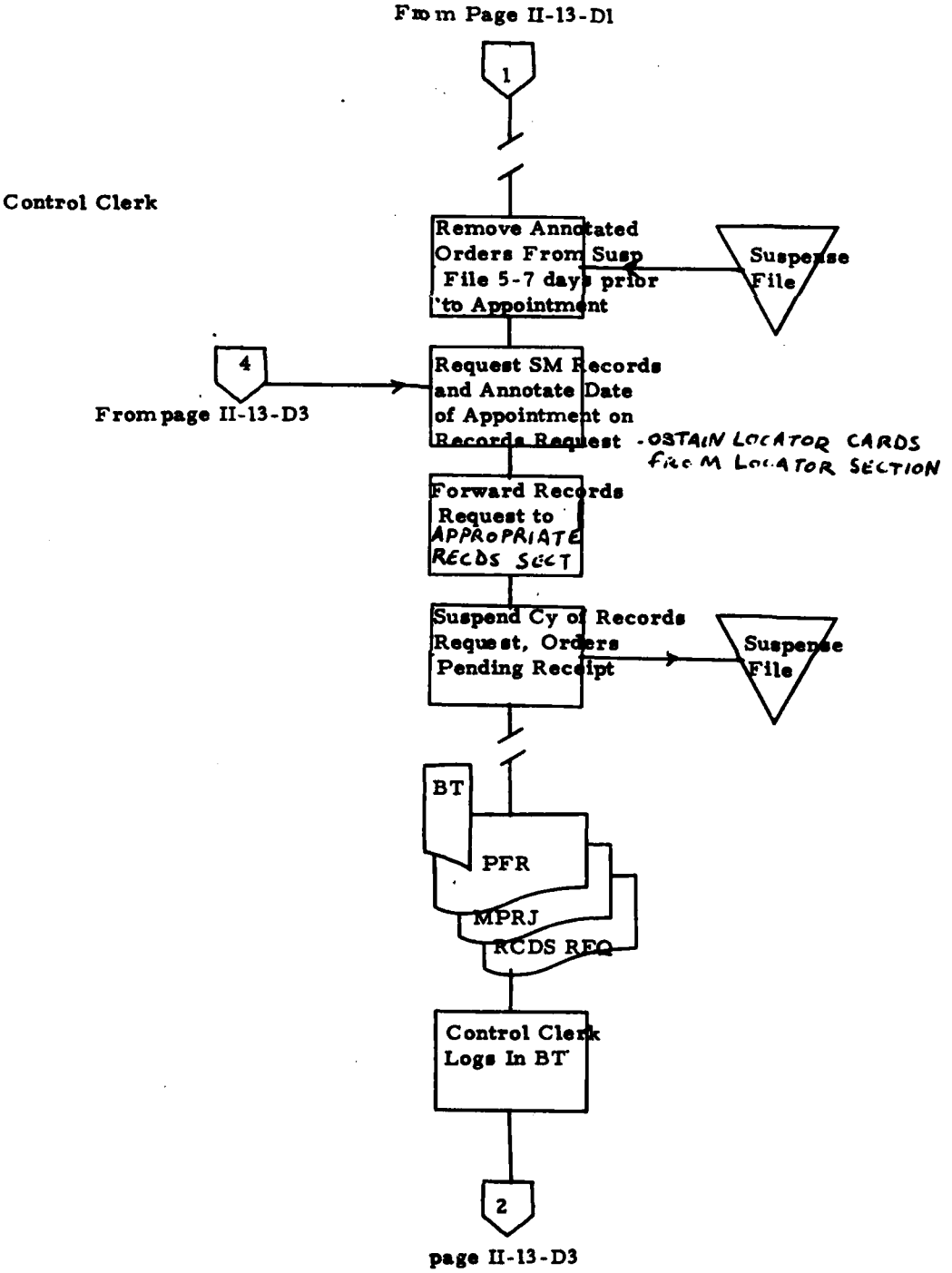
page II-13-C6

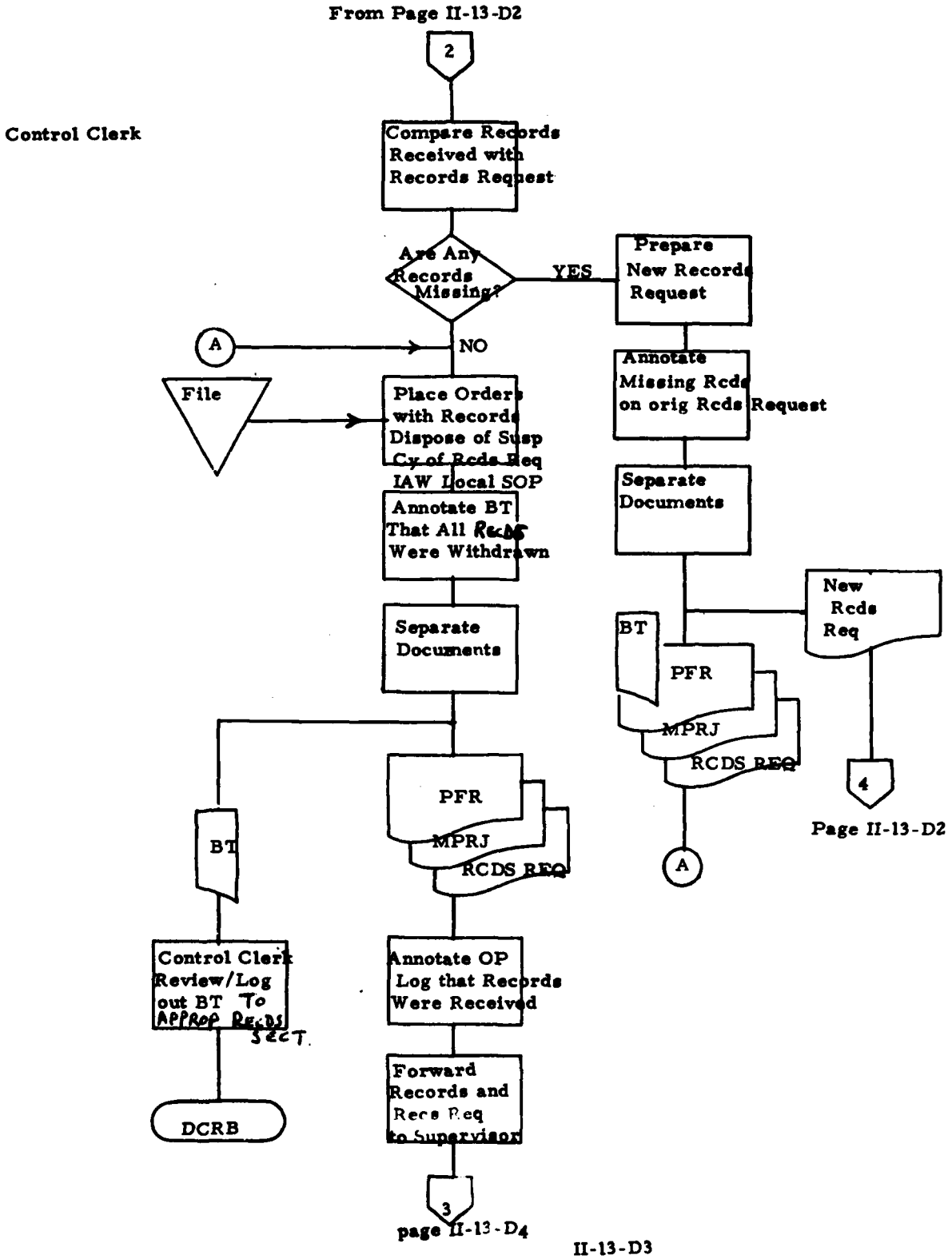
From page II-13-C5

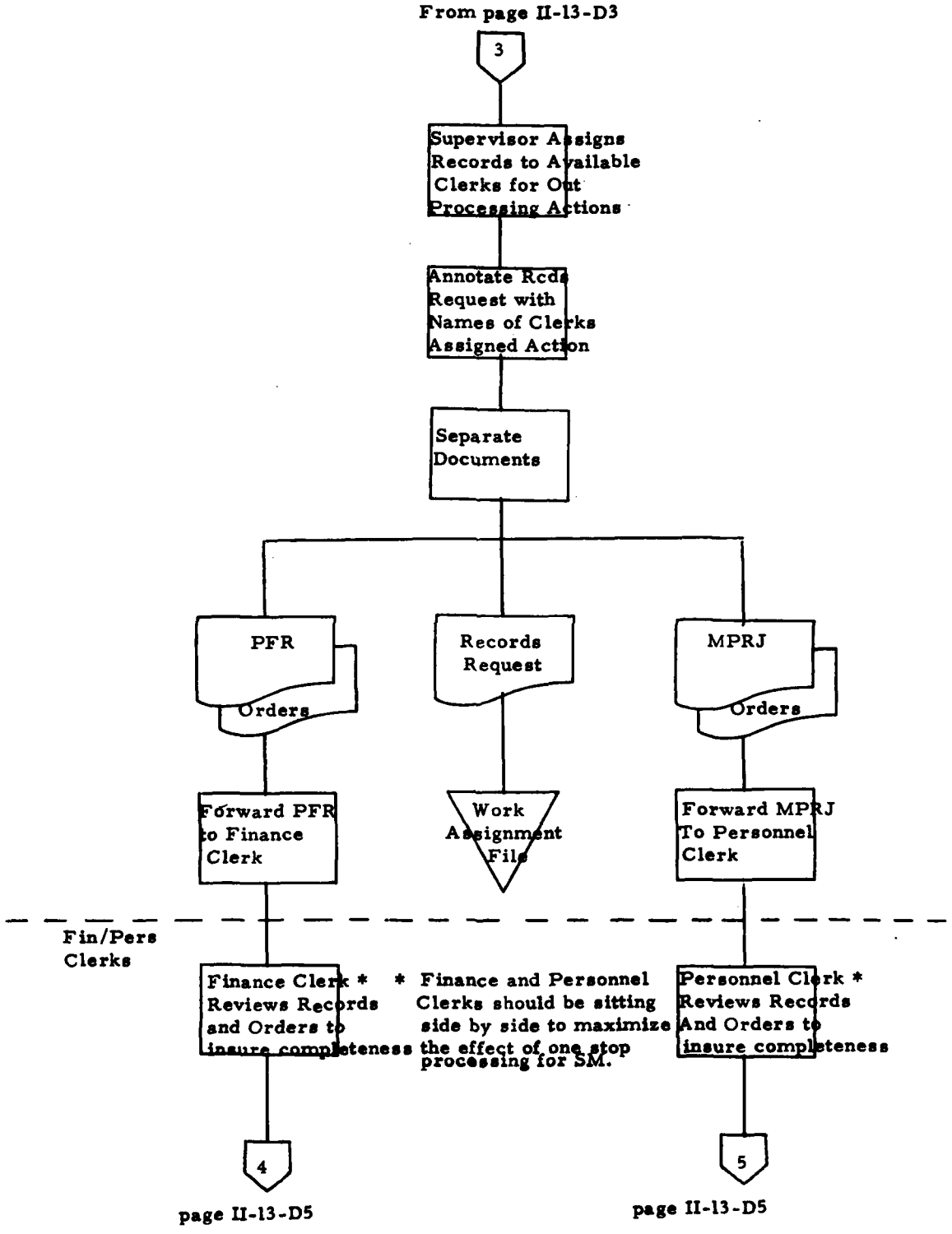


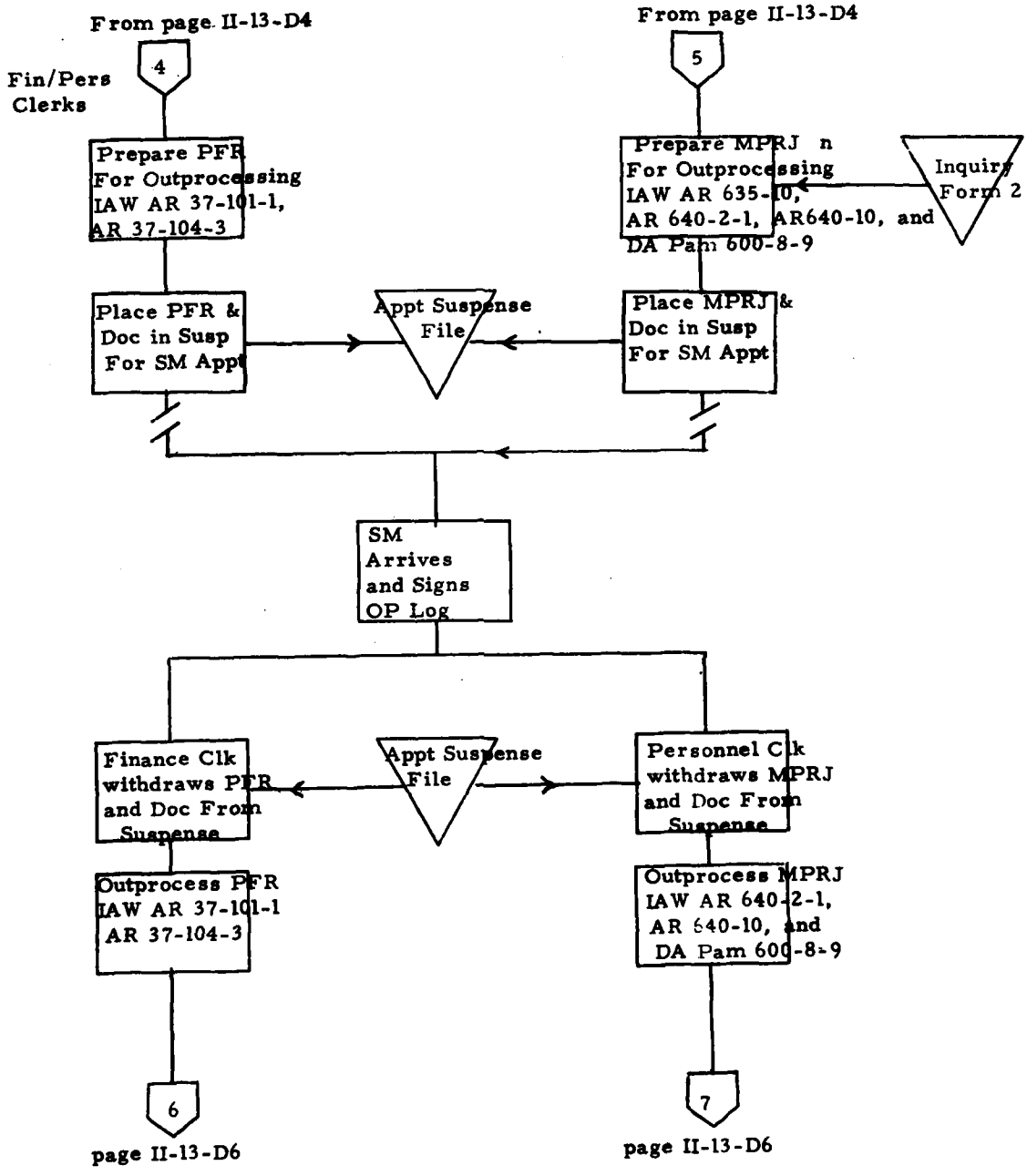
Annex D, Flow chart, Out Processing Actions (Para 13-7)

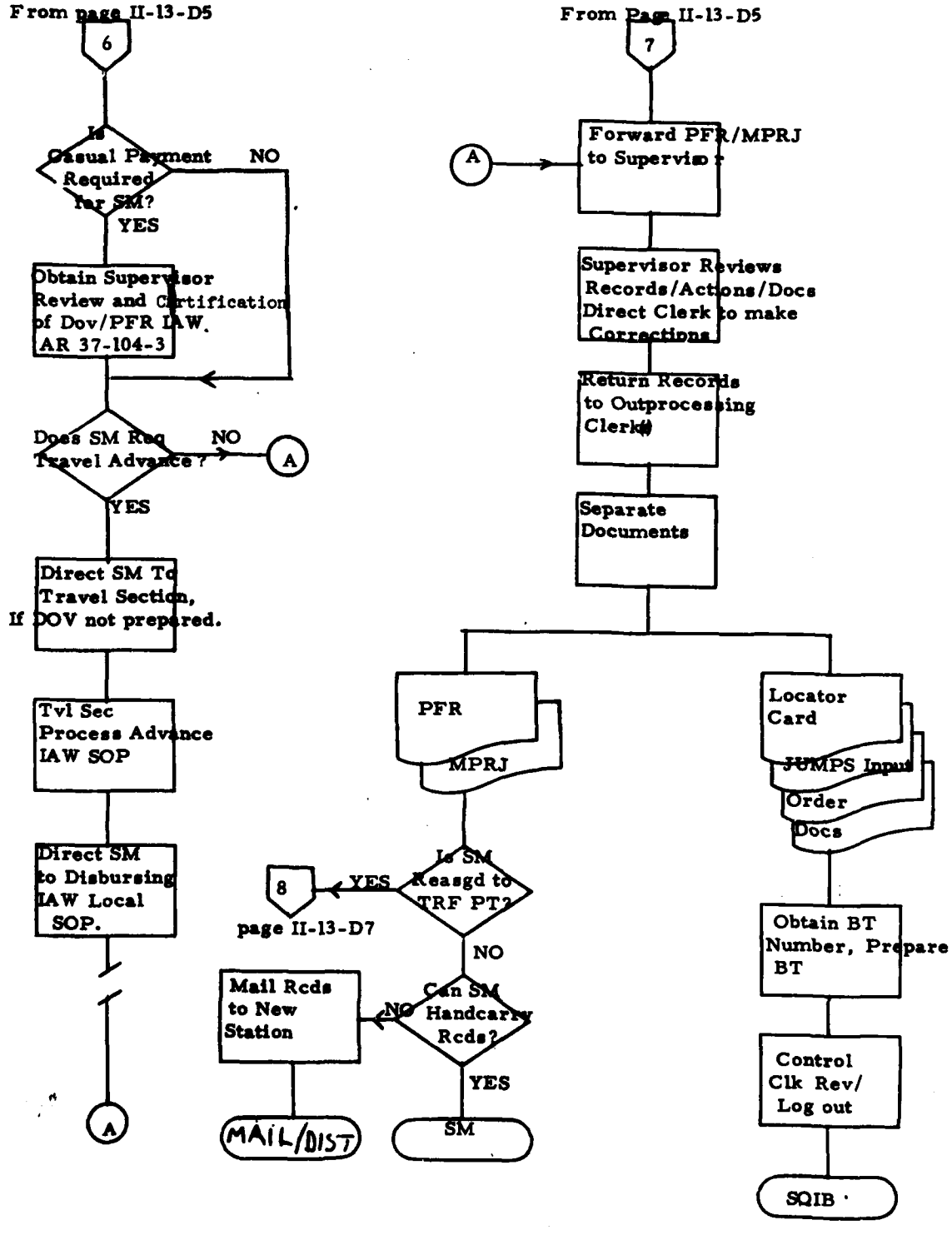


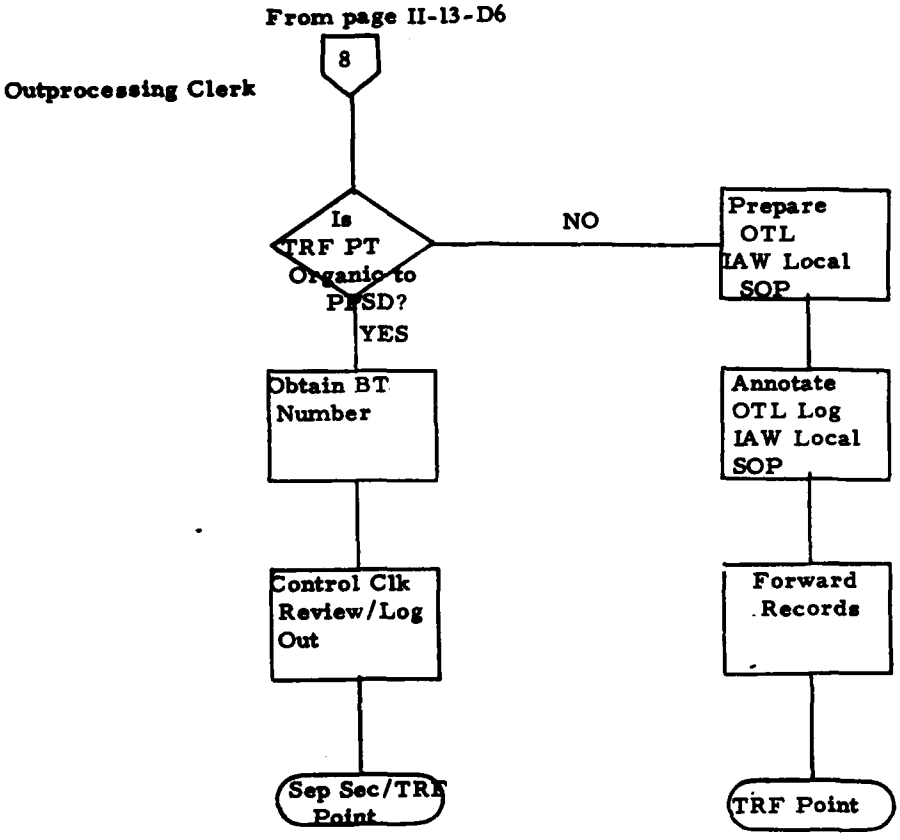

From Page II-13-D1
1
Control Clerk
Remove Annotated Orders From Susp File 5-7 days prior to Appointment
Suspense File
4
From page II-13-D3
Request SM Records and Annotate Date of Appointment on Records Request
-OBTAIN LOCATOR CARDS FROM LOCATOR SECTION
Forward Records Request to APPROPRIATE RECDS SECT
Suspend Cy of Records Request, Orders Pending Receipt
Suspense File
BT
PFR
MPRJ
RCDS REQ
Control Clerk Logs In BT
2
page II-13-D3


From Page II-13-D2
2
Control Clerk
Compare Records Received with Records Request
Are Any Records Missing?
YES
Prepare New Records Request
A
NO
File
Place Orders with Records Dispose of Susp Cy of Rcds Req IAW Local SOP
Annotate Missing Rcds on orig Rcds Request
Annotate BT That All Recds Were Withdrawn
Separate Documents
Separate Documents
New Rcds Req
BT
PFR
MPRJ
RCDS REQ
4
Page II-13-D2
A
PFR
MPRJ
RCDS REQ
BT
Control Clerk Review/Log out BT To APPROP Recds Sect.
Annotate OP Log that Records Were Received
DCRB
Forward Records and Recs Req to Supervisor
3
page II-13-D4

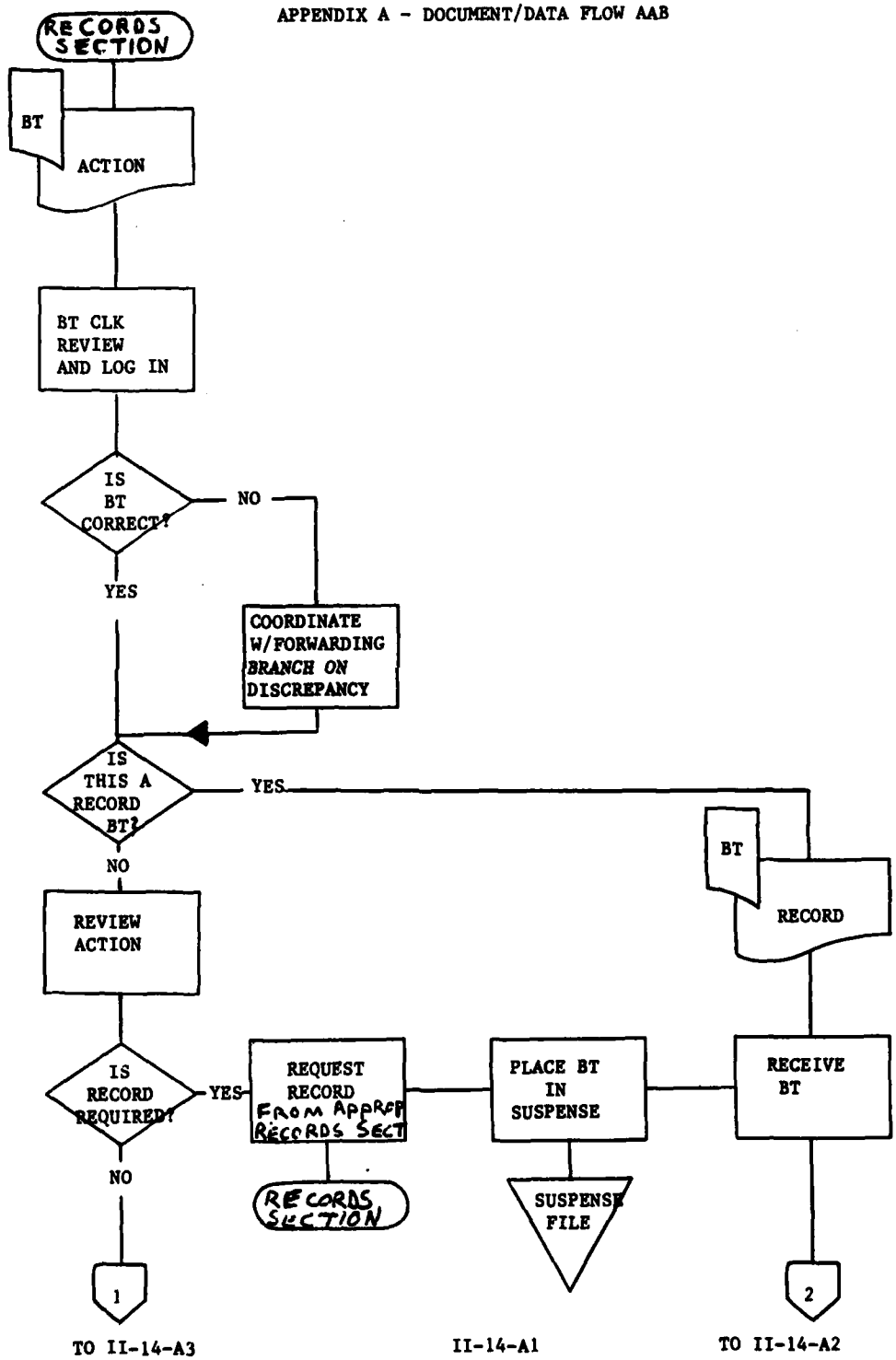

From page II-13-D3
3
Supervisor Assigns Records to Available Clerks for Out Processing Actions
Annotate Rcds Request with Names of Clerks Assigned Action
Separate Documents
PFR
Orders
Records Request
MPRJ
Orders
Forward PFR to Finance Clerk
Work Assignment File
Forward MPRJ To Personnel Clerk
Fin/Pers Clerks
Finance Clerk * Reviews Records and Orders to insure completeness
* Finance and Personnel Clerks should be sitting side by side to maximize the effect of one stop processing for SM.
Personnel Clerk * Reviews Records And Orders to insure completeness
4
5
page II-13-D5
page II-13-D5

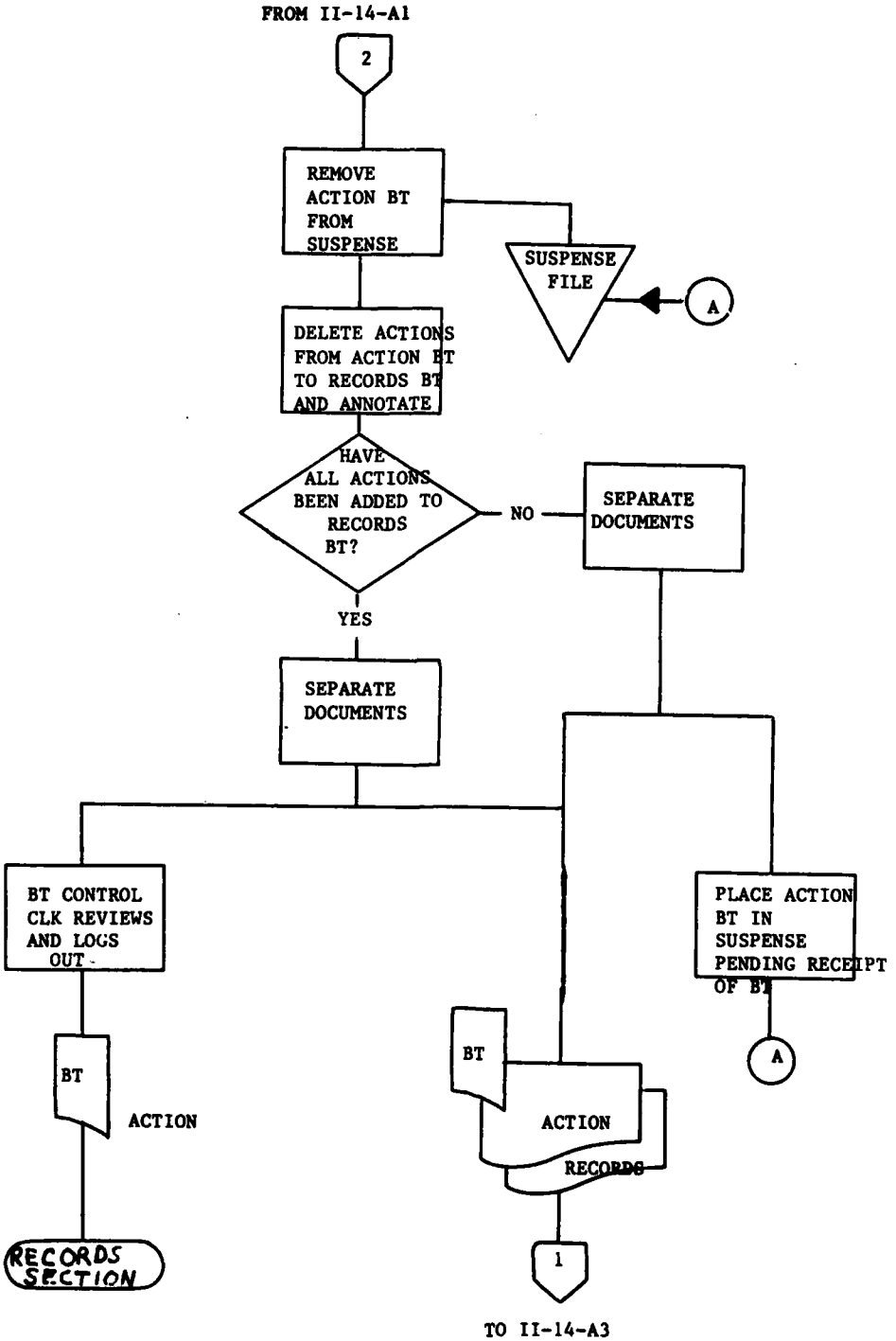

From page II-13-D4
4
Fin/Pers Clerks
Prepare PFR For Outprocessing IAW AR 37-101-1, AR 37-104-3
Place PFR & Doc in Susp For SM Appt
From page II-13-D4
5
Prepare MPRJ n For Outprocessing IAW AR 635-10, AR 640-2-1, AR640-10, and DA Pam 600-8-9
Inquiry Form 2
Place MPRJ & Doc in Susp For SM Appt
Appt Suspense File
SM Arrives and Signs OP Log
Finance Clk withdraws PFR and Doc From Suspense
Appt Suspense File
Personnel Clk withdraws MPRJ and Doc From Suspense
Outprocess PFR IAW AR 37-101-1 AR 37-104-3
Outprocess MPRJ IAW AR 640-2-1, AR 640-10, and DA Pam 600-8-9
6
page II-13-D6
7
page II-13-D6

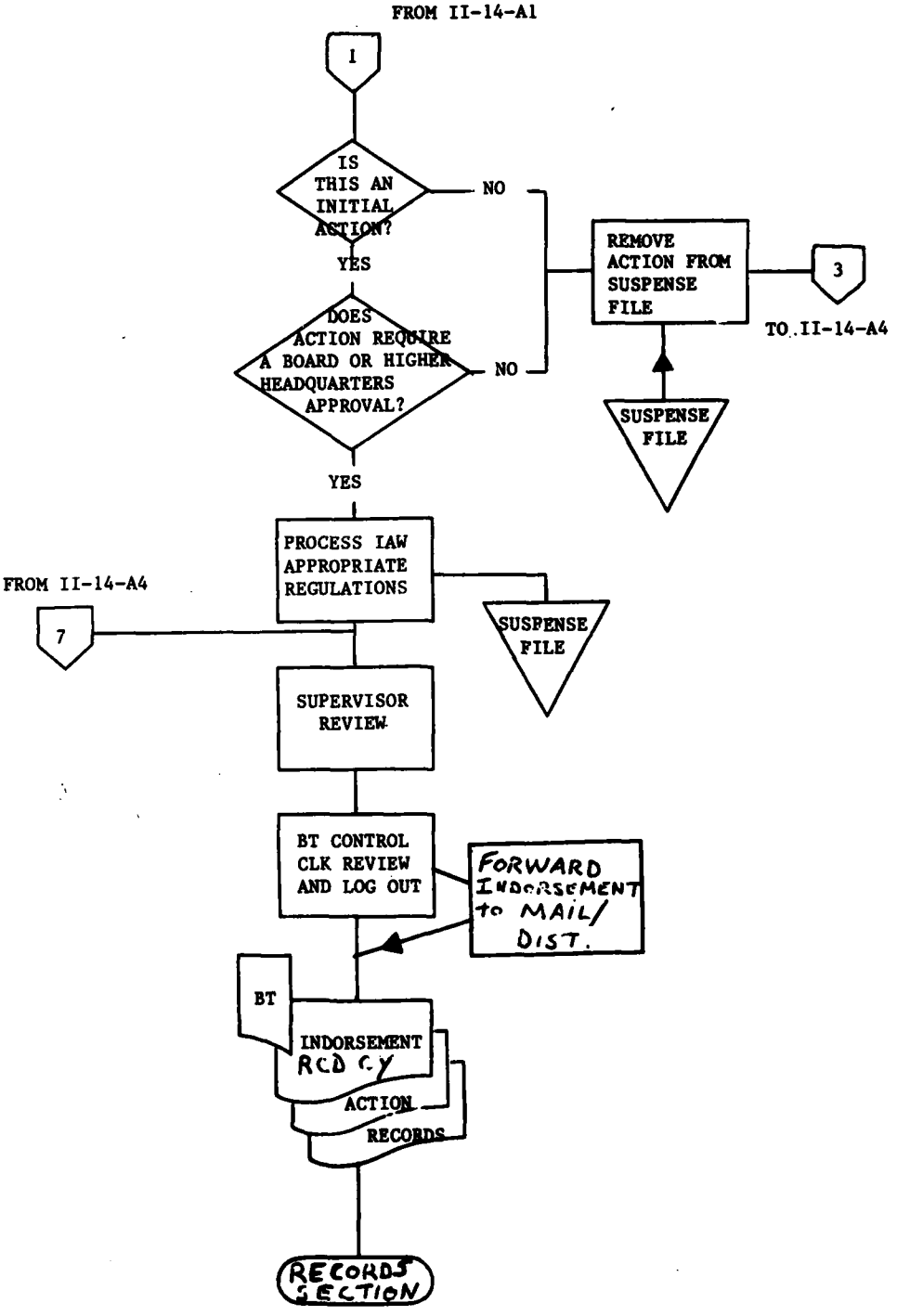

From page II-13-D5
6
Is Casual Payment Required for SM?
NO
YES
Obtain Supervisor Review and Certification of Dov/PFR IAW AR 37-104-3
Does SM Req Travel Advance?
NO
A
YES
Direct SM To Travel Section, If DOV not prepared.
Tvl Sec Process Advance IAW SOP
Direct SM to Disbursing IAW Local SOP.
A
From Page II-13-D5
7
A
Forward PFR/MPRJ to Supervisor
Supervisor Reviews Records/Actions/Docs Direct Clerk to make Corrections
Return Records to Outprocessing Clerk
Separate Documents
PFR
MPRJ
Locator Card
JUMPS Input
Order
Docs
Is SM Reasgd to TRF PT?
YES
8
page II-13-D7
NO
Can SM Handcarry Rcds?
NO
Mail Rcds to New Station
MAIL/DIST
YES
SM
Obtain BT Number, Prepare BT
Control Clk Rev/ Log out
SQIB

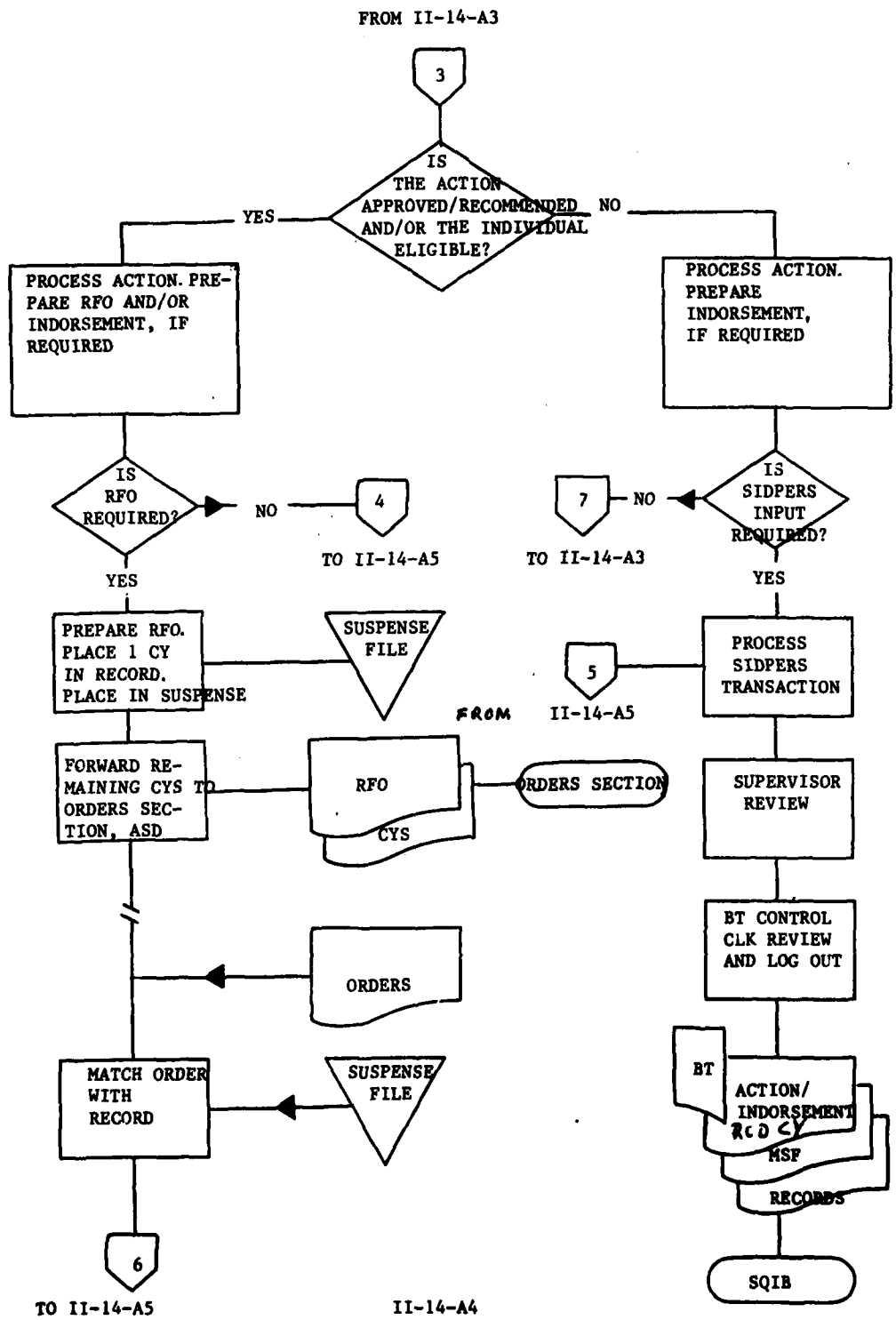

From page II-13-D6
8
Outprocessing Clerk
Is TRF PT Organic to PFSD?
NO
YES
Prepare OTL IAW Local SOP
Obtain BT Number
Annotate OTL Log IAW Local SOP
Control Clk Review/Log Out
Forward Records
Sep Sec/TRF Point
TRF Point

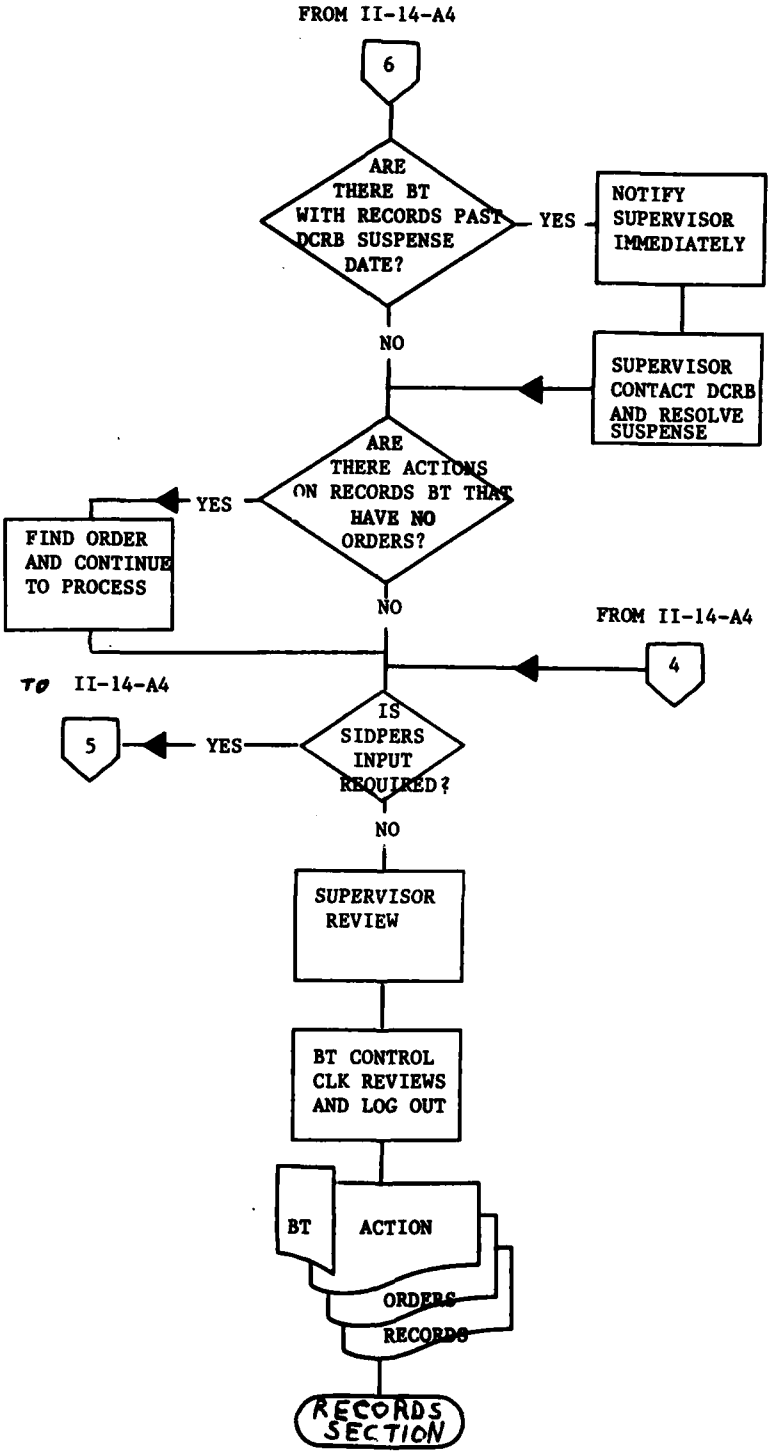
APPENDIX A - DOCUMENT/DATA FLOW AAB




FROM II-14-A1
2
REMOVE ACTION BT FROM SUSPENSE
SUSPENSE FILE
A
DELETE ACTIONS FROM ACTION BT TO RECORDS BT AND ANNOTATE
HAVE ALL ACTIONS BEEN ADDED TO RECORDS BT?
NO
SEPARATE DOCUMENTS
YES
SEPARATE DOCUMENTS
BT CONTROL CLK REVIEWS AND LOGS OUT
BT
ACTION
RECORDS SECTION
BT
ACTION
RECORDS
1
PLACE ACTION BT IN SUSPENSE PENDING RECEIPT OF BT
A
TO II-14-A3


FROM II-14-A1
I
IS THIS AN INITIAL ACTION?
NO
YES
DOES ACTION REQUIRE A BOARD OR HIGHER HEADQUARTERS APPROVAL?
NO
YES
REMOVE ACTION FROM SUSPENSE FILE
3
TO II-14-A4
SUSPENSE FILE
FROM II-14-A4
7
PROCESS IAW APPROPRIATE REGULATIONS
SUSPENSE FILE
SUPERVISOR REVIEW
BT CONTROL CLK REVIEW AND LOG OUT
FORWARD INDORSEMENT to MAIL/ DIST.
BT
INDORSEMENT RCD CY
ACTION
RECORDS
RECORDS SECTION


FROM II-14-A3
3
IS THE ACTION APPROVED/RECOMMENDED AND/OR THE INDIVIDUAL ELIGIBLE?
YES
NO
PROCESS ACTION. PREPARE RFO AND/OR INDORSEMENT, IF REQUIRED
PROCESS ACTION. PREPARE INDORSEMENT, IF REQUIRED
IS RFO REQUIRED?
NO
4
TO II-14-A5
YES
7
NO
IS SIDPERS INPUT REQUIRED?
TO II-14-A3
YES
PREPARE RFO. PLACE 1 CY IN RECORD. PLACE IN SUSPENSE
SUSPENSE FILE
5
PROCESS SIDPERS TRANSACTION
FROM II-14-A5
FORWARD REMAINING CYS TO ORDERS SECTION, ASD
RFO
CYS
ORDERS SECTION
SUPERVISOR REVIEW
ORDERS
BT CONTROL CLK REVIEW AND LOG OUT
MATCH ORDER WITH RECORD
SUSPENSE FILE
BT
ACTION/ INDORSEMENT
RCD CY
MSF
RECORDS
6
TO II-14-A5
SQIB


FROM II-14-A4
6
ARE THERE BT WITH RECORDS PAST DCRB SUSPENSE DATE?
YES
NOTIFY SUPERVISOR IMMEDIATELY
NO
SUPERVISOR CONTACT DCRB AND RESOLVE SUSPENSE
ARE THERE ACTIONS ON RECORDS BT THAT HAVE NO ORDERS?
YES
FIND ORDER AND CONTINUE TO PROCESS
NO
FROM II-14-A4
4
TO II-14-A4
IS SIDPERS INPUT REQUIRED?
5
YES
NO
SUPERVISOR REVIEW
BT CONTROL CLK REVIEWS AND LOG OUT
BT
ACTION
ORDERS
RECORDS
RECORDS SECTION

(2) TDR blocks will be forwarded to I/OC Section and block 6 will be annotated with the date. There will be no entries in blocks 3, 4, and 5 for these type blocks.

(3) All other BT will be forwarded to the TES and block 3 of the Control Log will be annotated.

15-6. SOP NUMBER 4, AUDIT SECTION PROCESSING OF AUDIT BLOCKS.

A. General. Audit Section will request records from the appropriate Records Section. The Record Section will block records through the SQIB to the Audit Section. In all audits, both records will be requested and common data compared. Document/data flow is shown in Annex B.

B. Audit Clerk Actions.

1. Audit Section clerk will audit records using reference publications, and other guidance as prescribed by local SOP's.

2. Should errors be found, the clerk will initiate appropriate actions. This action will include coding of required SIDPERS and/or JUMPS input and posting of records as appropriate.

3. Upon completion of audit, the clerk will place his last name in the clerk block (block 7) of the BT.

4. When SIDPERS and/or JUMPS coded input is prepared, the BT will be forwarded to TES for action as required by paragraph 15-7, below.

5. If input is not prepared, the BT and attachments will be returned to the SQIB control clerk.

15-7. SOP NUMBER 5, TES PROCESSING OF BT.

A. General. Blocks will be forwarded to the TES by the SQIB control clerk. The TES supervisor will assign blocks for action to the edit clerks. Document/data flow is shown in Annex B.

B. Policy. Blocks which contain JUMPS and SIDPERS/JUMPS transactions will be edited against the substantiating documentation and applicable record(s). Blocks which contain SIDPERS transactions identified in table 2-3, AR 640-2-1, will be edited against the supporting documentation and applicable record(s). All other SIDPERS blocks will be edited against supporting documentation only.

C. Edit Clerk ACtions.

1. When the BT is an inprocessing block, the clerk will take the following actions:

a. Complete SQIB portion of Inprocessing Checklist and post required copies to the records.

b. Review the Suspense Checklist to insure correctness. The original will be posted in the actions pending portion of the MPRJ and the duplicate forwarded to the TES supervisor. At least once a day, these checklists will be forwarded to the appropriate action branch.

c. Further processing is as follows:

2. If the BT contains error listings (i.e., DJOUL, JMCOL, PTRO, UPAN), it will be processed IAW paragraph 15-17, below and the remainder of this paragraph.

3. The clerk will edit transaction against source document. Clerk will insure that DA Forms 2 and 2-1 are posted, that action is IAW appropriate regulatory guidance, and the required supporting documentation is posted in the appropriate record.

4. When the transaction is incorrect and the clerk cannot correct it, he will coordinate with the action branch to establish the proper transaction. Once the transaction is corrected the clerk will take the following actions:

a. For DA Form 3684s (JUMPS-Army Report of Pay Change) the correction will be made in red on the original and duplicate. The form will be known as a red lined DA Form 3684.

b. For transactions on a key punch guide form, the line entry in error will be corrected by annotating in red. This document will be referred to as a red lined keypunch form.

c. For MSF the data in error will be erased and recorded. Short explanation will be annotated in colored portion of the form. This will be known as a red line MSF.

5. When the transaction requires a substantiating document, the clerk will take the following actions:

a. On DA Form 3684.

(1) A substantiating document number will be assigned from the Substantiating Document Control Log IAW AR 37-104-3.

(2) The document, to include the copy filed in the PFR, will be annotated "Substantiating Document" and the other data required by paragraph 90702, AR 37-104-3 will be annotated on the document.

(3) The document number will be coded on the DA Form 3684.

b. For transactions on a MSF, that via the SIDPERS/JUMPS interface will produce a JUMPS by-product card, the clerk will annotate the document "Substantiating Document" and attach it to the BT. The duplicate copy filed in the PFR will also be stamped. No further action will be taken on these documents at this time. The interface will assign the document number and I/OC Section will place the number on the USAFAC copy of the the document after SIDPERS processing.

c. The total number of substantiating documents on a given block will be annotated in block 17 of the BT.

6. The edit clerk will enter the number of cards to be produced during data reduction in block 16 of the BT.

7. Once above actions are completed, the edit clerk will annotate the clerk block (block number 7) of the BT with his last name and forward the BT to the SQIB control clerk.

15-8. SOP NUMBER 6, PROCESSING BT AFTER EDIT OR AUDIT.

A. General. This SOP outlines actions of the SQIB control clerk in processing BT after edit and audit have completed their actions. Document/data flow is shown in Annex B.

B. SQIB Control Clerk Actions.

1. The clerk will review blocks and contents to insure no documents/records have been misplaced during SQIB processing. If a discrepancy is found, the clerk will coordinate with TES or Audit Section to resolve.

2. Once the blocks are correct, the clerk will separate the original BT and SIDPERS/JUMPS interface substantiating documents from the duplicate copy of the BT, JUMPS only substantiating documents, and documents for distribution. The clerk will process as specified below for the two groups. (For audit blocks, the

original and duplicate of the BT and the records will be logged out to the appropriate Record Section.

a. Duplicate BT, PFRs and/or MPRJs, and documents for distribution:

(1) The clerk will annotate date routed (block 8) of the BT adjacent to the SQIB.

(2) The clerk will annotate blocks 4, 5, and 7 of the SQIB Control Log to show: date records returned to file; the number of records by type (MPRJ and PFR) forwarded; and the number of actions by category (S, J, S/J, Error Listing Line).

(3) The BT, records, and documents will be forwarded to the appropriate Record Section.

b. Original BT, coded input, and all USAFAC substantiating documents:

(1) The date forwarded to I/OC Section will be annotated in block 6 of the SQIB Control Log.

(2) These documents will then be forwarded to I/OC Section.

15-9. SOP NUMBER 7, INITIAL PROCESSING INCOMING BT/UNIT INPUT INTO I/OC SECTION

A. General. This SOP pertains to the initial processing of BT and the break-down to those blocks/unit input into batches within the I/OC Control Section. Document/data flow is shown in Annex C.

B. I/OC Section Control Clerk Actions.

1. The I/OC Section control clerk will review all incoming BT to insure they are complete. If not, the I/OC section control clerk will coordinate with the SQIB control clerk to correct.

2. The I/OC section control clerk will log the BT in by completing items 1 and 2 of the I/OC Section Control Log. (Logs should be prenumbered.) An example of this log is shown in Appendix E.

1. Withdraw documents in the JUMPS Batch Suspense File that correlate with batches. Process SJ substantiating documents IAW paragraph 15-16, below.

2. After coordination with Data Base Management, the JUMPS Army message will be placed in block 20 of the BT. If a different message number appears, annotate second message number in Remarks Section (block 18) of BT. The BT will then be processed as follows:

a. The I/OC Section Control Log will be annotated with the JUMPS message number (block 7) and date to the appropriate Record Section (block 8). If two message numbers are annotated on the BT, the second will be shown in the Remarks Section (block 9) on the I/OC Section Control Log.

b. The BT will be annotated as to date routed to the appropriate Record Section (block 8).

c. The BT will be forwarded to the appropriate Record Section.

3. Process JUMPS Substantiating Documents IAW paragraph 15-18, below.

D. Data Base Management Actions:

1. The DD Forms 1392 and cards will be forwarded to the AUTODIN Terminal. The third copy of the DD Form 1392 will be returned as a receipt. (Same actions from this point on for local pay cards DD Form 1392.)

2. The third copy of the DD Form 1392, the input forms, original header control sheet, and 80-80 list will be filed in the JUMPS Message Suspense File.

3. When the duplicate copy of the DD Form 1392 returns from the AUTODIN Terminal, the following actions will be taken:

a. The JUMPS-Army Message Control Log will be annotated with the date/time group to USAFAC.

b. Documents in the JUMPS Message Suspense File for that message will be processed as follows:

(1) The triplicate of the DD Form 1392 will be destroyed.

(2) The duplicate DD Form 1392 and cards will be placed in the JUMPS Message Complete File by message number. The cards may be destroyed after the DJUOL is processed. The DD Form 1392 may be destroyed after 60 days.

(3) The input forms, Batch Control Sheet, and 80-80 lists will be placed in a file to be destroyed after 60 days.

15-15. SOP NUMBER 13, PROCESSING THE SIDPERS READY FOR CYCLE SUSPENSE FILE AND SIDPERS CARDS.

A. General. This SOP covers the preparation of JUMPS-Army messages from the cards in the SIDPERS Ready for Cycle Suspense File and Documents in the SIDPERS Batch Suspense File. Document/ data flow is shown in Annex C.

B. At cutoff time on cycle day, Data Base Management will take the following actions:

1. Prepare text header and trailer cards for cycle.

2. Forward cycle cards to the data processing activity. Upon receipt of output from cycle, the following actions will be taken:

a. The SIDPERS cycle cards in SIDPERS Card File will be held at least three cycles prior to destruction.

b. The SQIB copy of output reports will be pulled and filed. The remainder of the output reports will be broken down by I/OC Section and distributed to PAC/PPSD users according to the established and distribution scheme.

c. The tape for MILPERCEN will be processed as follows:

(1) A DD Form 1392 will be prepared to transmit tape to MILPERCEN.

(2) Tape will be forwarded to AUTODIN terminal where copy 3 of DD Form 1392 will be received as a receipt and filed in suspense.

(3) Upon receipt of copy 2 of DD Form 1392 from AUTODIN, copy 3 in suspense will be destroyed and copy 2 will be filed in a 60 day retention file.

d. Return records to appropriate Record Section.

C. Process annotated P49 and associated substantiating documents IAW paragraph 15-18B, below.

15-17. SOP NUMBER 15, PROCESSING OF SIDPERS AND JUMPS-ARMY ERROR LISTINGS (DJUOL, JMCOL, PTRO, AND UPAN).

A. General. This SOP covers the procedures for error listing processing by the SQIB. Document/data flow is shown in Annex E.

B. Upon receipt of the error listing, SQIB personnel will annotate the original and one copy with required corrective actions.

1. If the listing is a JMCOL, annotate the listing with information required for preseparation audits.

2. If corrections can be made in the SQIB without records, request a preassigned BT number, prepare BT, and prepare required mark sense forms, key punch guide forms or make correction to error suspense card. Additionally, annotate the listing with "Correction Made," BT number, and date. DJUOL changes, because of the type rejects involved, will not be processed without the records.

3. If corrections cannot be made, separate and annotate the listings for distribution with the duplicate copies going to the PPRB and the original copy to the SQIB.

4. File the SQIB copy of the listing in the Suspense Error Listing File awaiting the corrected input.

C. Upon receipt of a BT with an error listing, the BT will be processed IAW normal BT procedures (para 15-7, above), except that:

1. The right margin of the error listing will be initialed to indicate that a quality edit of the corrective input has been performed.

2. The duplicate listing in the Suspense Error Listing File will be annotated to show the BT number and the date that corrective action was completed.

3. If all errors have been corrected, a completed copy of the listing will be filed in the error listing completed file. If not, the suspense listing will be returned to the Suspense Error Listing File awaiting further corrective action.

15-18. SOP NUMBER 12, PROCESSING SUBSTANTIATING DOCUMENTS.

A. General. This SOP is supported by flow charts contained in Annex F of this chapter. AR 37-101-1 and AR 37-104-3 cover the processing of substantiating documents.

B. I/O Control Section actions.

1. JUMPS-only substantiating documents. These documents will be received, reviewed, and placed in numerical sequence in the Substantiating Document File.

2. Interface substantiating documents. Each line of entry of the P-49 report that requires a substantiating document will be matched with a substantiating document attached to the P-49 report. If all required substantiating documents are not present, notify supervisor who will resolve all discrepancies. If all substantiating documents are present or, after coordination has been made to correct discrepancies, the control section clerk will insure documents are in alphabetical order and file documents and P-49 report in the Substantiating Document File.

3. During the month, the I/O Control Section will periodically review the Substantiating Document File. If any documents or numbers are missing, the Control Section will coordinate with the SQIB to resolve the discrepancies.

4. On a JUMPS processing month basis, the substantiating documents will be forwarded to USAFAC IAW AR 37-101-1 and AR 37-104-3. The following steps will be taken in the preparation of these documents for transmittal to USAFAC:

a. A final review will be made. If any documents or numbers are missing, the I/O Control Section Supervisor will be notified and take action to resolve discrepancy.

b. The documents will be prepared for transmittal and the transmittal letter will be prepared.

c. The transmittal letter and documents will then be mailed to USAFAC.

15-19. REFERENCES.

A. AR 37-101-1

B. AR 37-104-3

C. AR 640-2-1

D. AR 640-10

E. DA Pam 600-8 series

15-20. ANNEXES

A. ANNEX A - DOCUMENT/DATA FLOW: SOPs 1 and 2

B. ANNEX B - DOCUMENT/DATA FLOW: SOPs 3 thru 6

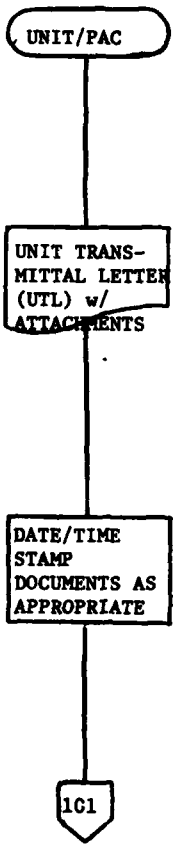
C. ANNEX C - DOCUMENT/DATA FLOW: SOPs 7 thru 13

D. ANNEX D - DOCUMENT/DATA FLOW: SOP 14

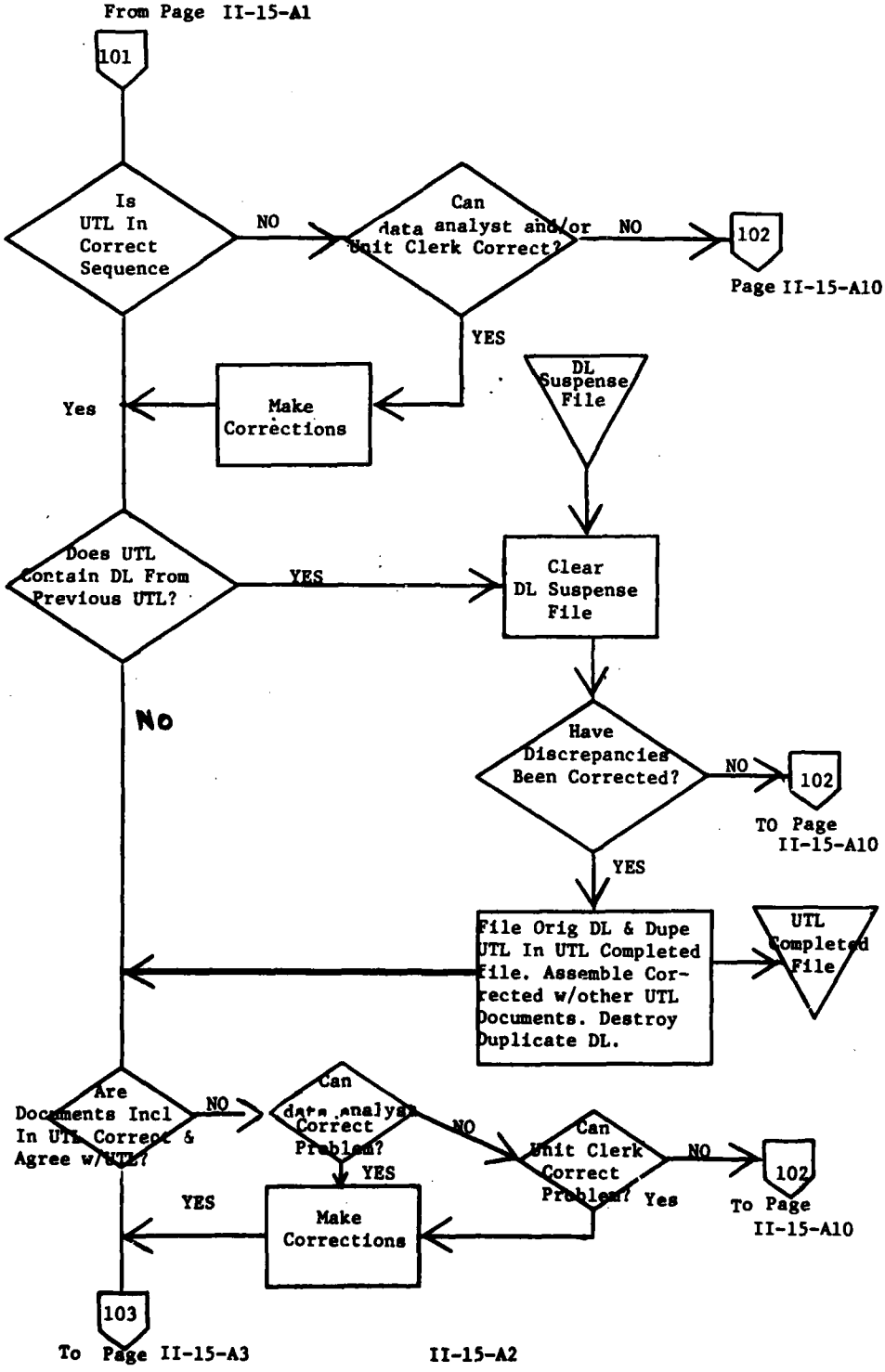
E. ANNEX E - DOCUMENT/DATA FLOW: SOP 15

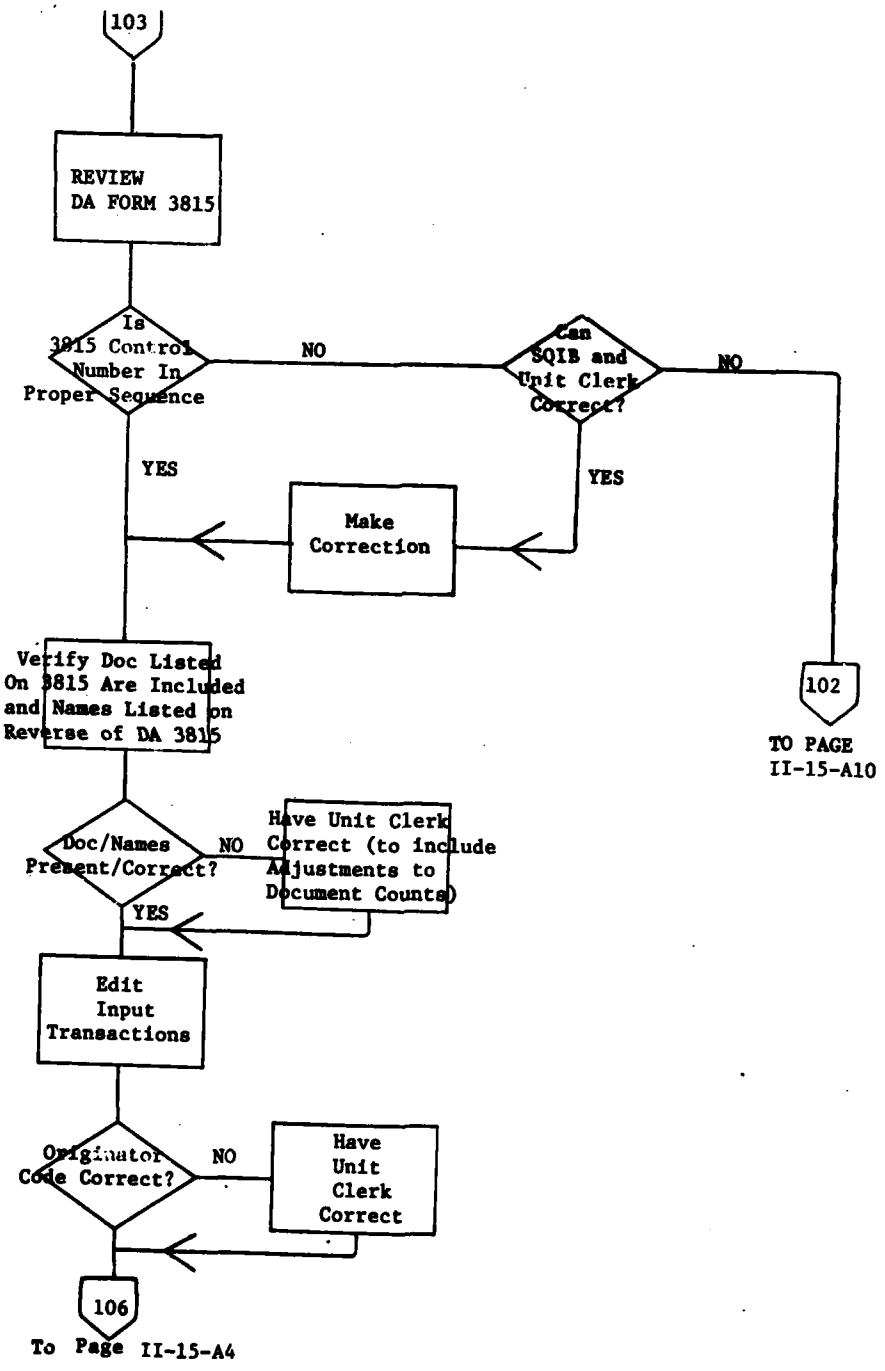
F. ANNEX F - SUBSTANTIATING DOCUMENT PROCESSING

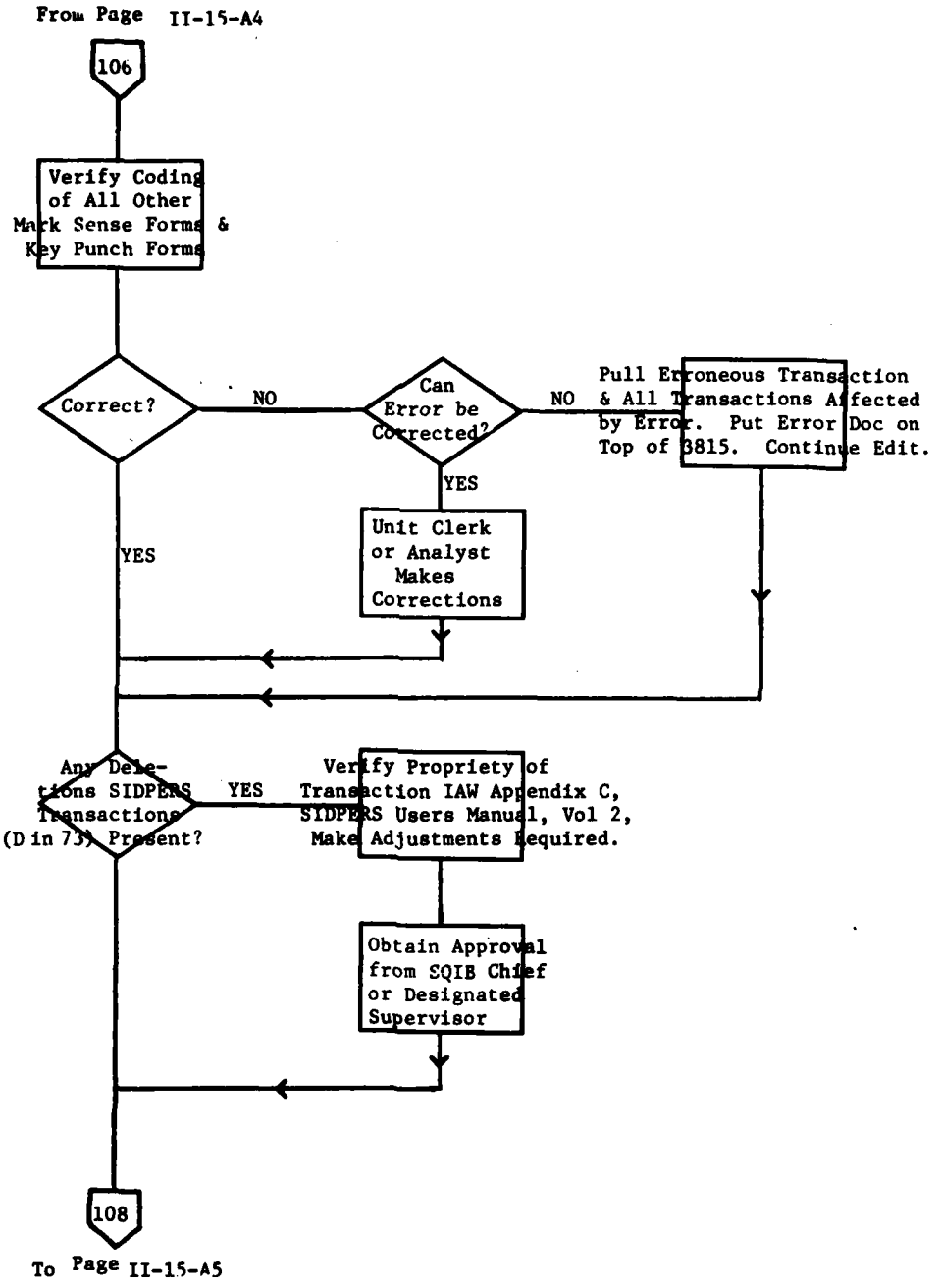
ANNEX A Document/Data Flow: SOPs 1 through 2.

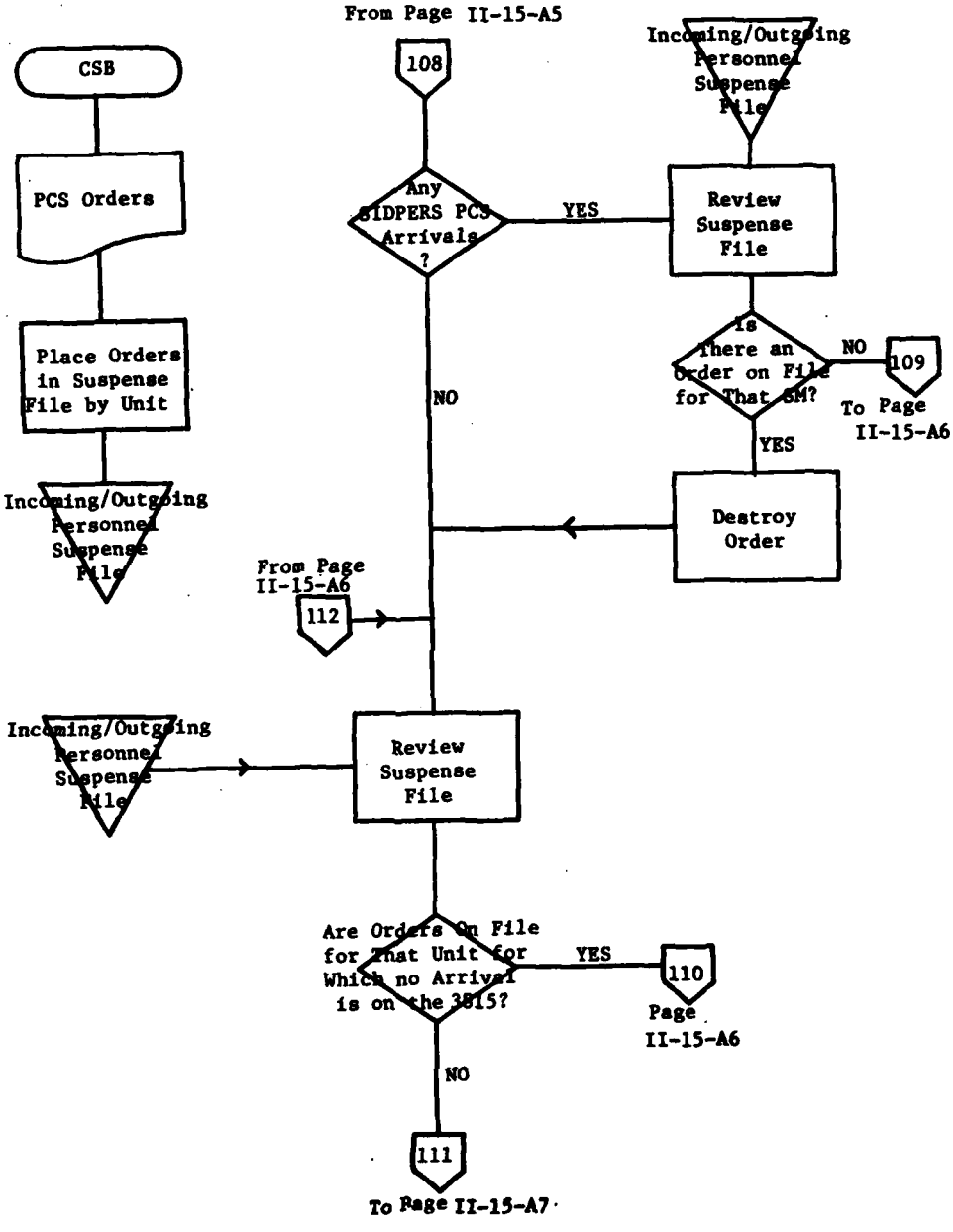


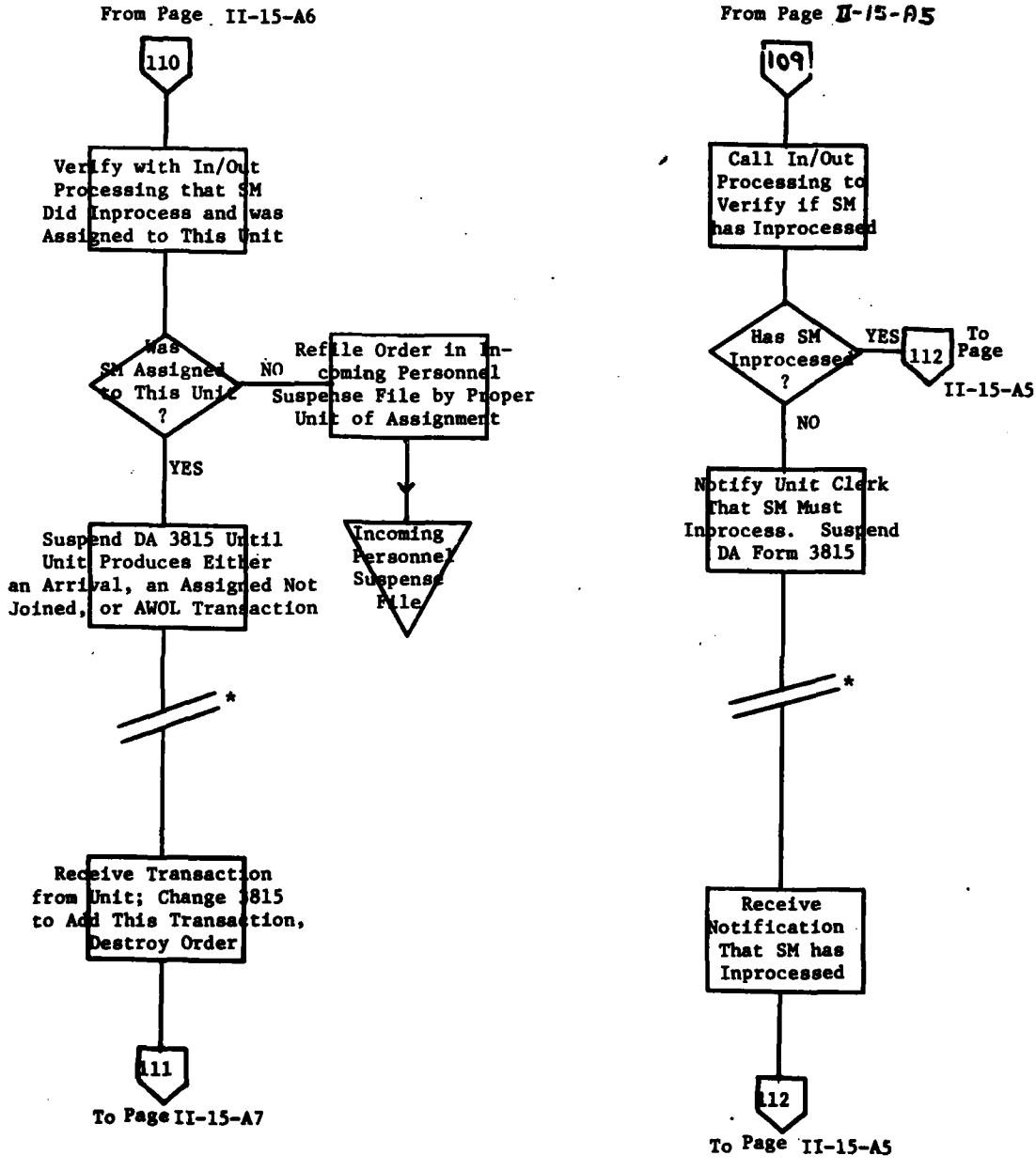
TO PAGE II-15-A2


From Page II-15-A1
101
Is UTL In Correct Sequence
NO
Can data analyst and/or Unit Clerk Correct?
NO
102
Page II-15-A10
YES
Yes
Make Corrections
DL Suspense File
Does UTL Contain DL From Previous UTL?
YES
Clear DL Suspense File
No
Have Discrepancies Been Corrected?
NO
102
TO Page II-15-A10
YES
File Orig DL & Dupe UTL In UTL Completed File. Assemble Corrected w/other UTL Documents. Destroy Duplicate DL.
UTL Completed File
Are Documents Incl In UTL Correct & Agree w/UTL?
NO
Can data analyst Correct Problem?
NO
Can Unit Clerk Correct Problem?
NO
102
To Page II-15-A10
YES
YES
Yes
Make Corrections
103
To Page II-15-A3

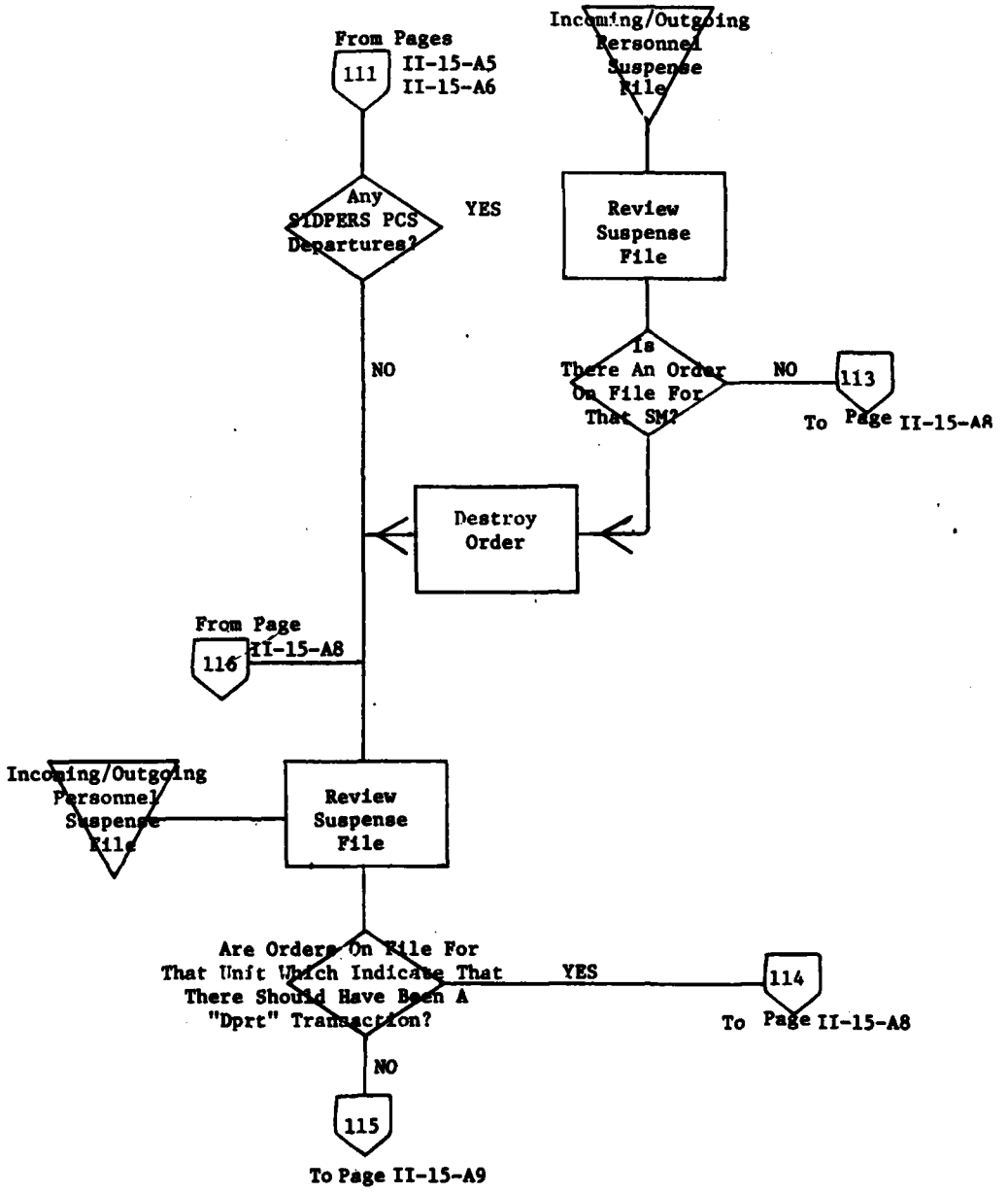

103
REVIEW DA FORM 3815
Is 3815 Control Number In Proper Sequence
NO
Can SQIB and Unit Clerk Correct?
NO
YES
YES
Make Correction
Verify Doc Listed On 3815 Are Included and Names Listed on Reverse of DA 3815
102
TO PAGE II-15-A10
Doc/Names Present/Correct?
NO
Have Unit Clerk Correct (to include Adjustments to Document Counts)
YES
Edit Input Transactions
Originator Code Correct?
NO
Have Unit Clerk Correct
106
To Page II-15-A4

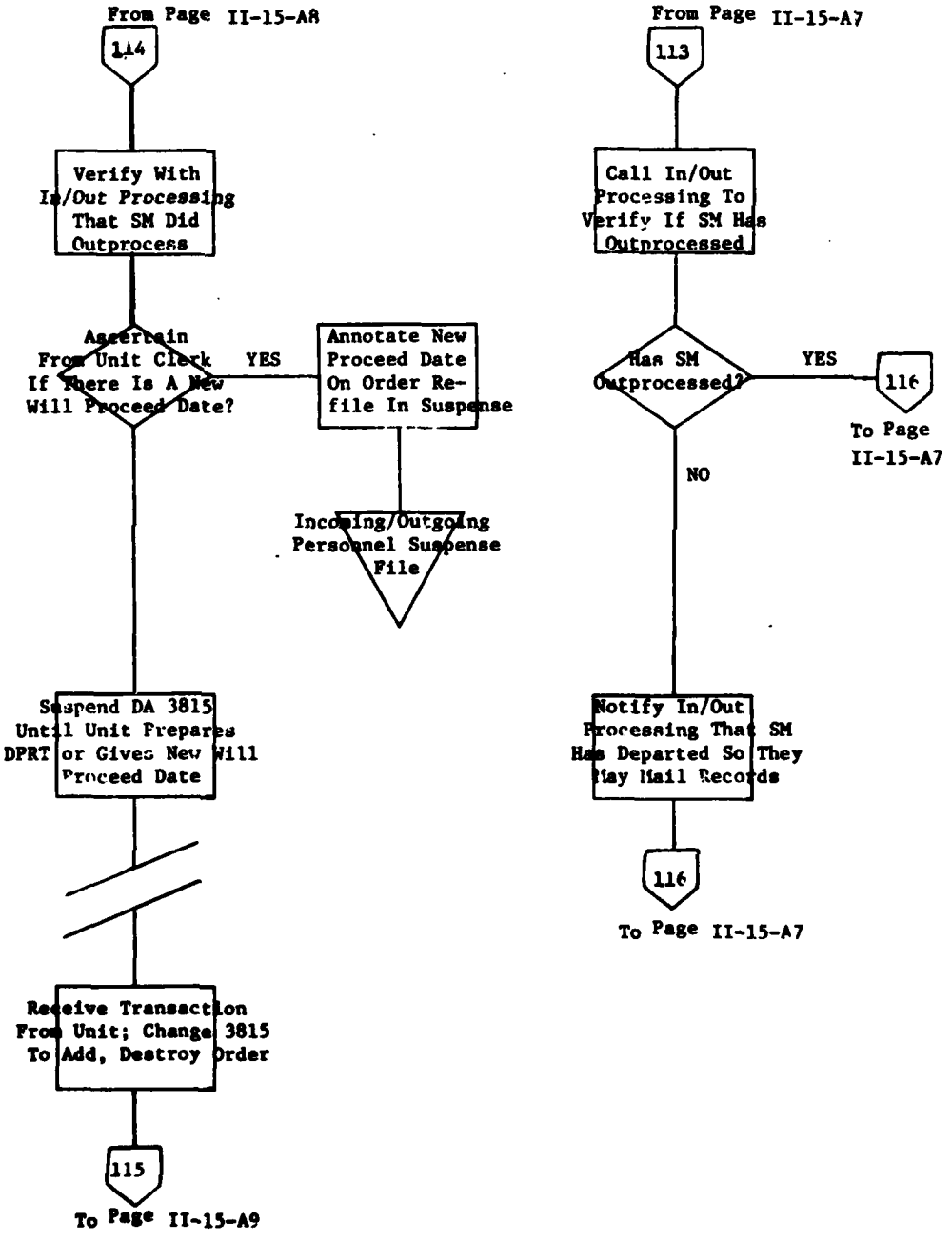

From Page II-15-A4
106
Verify Coding of All Other Mark Sense Forms & Key Punch Forms
Correct?
NO
Can Error be Corrected?
NO
Pull Erroneous Transaction & All Transactions Affected by Error. Put Error Doc on Top of 3815. Continue Edit.
YES
Unit Clerk or Analyst Makes Corrections
YES
Any Deletions SIDPERS Transactions (D in 73) Present?
YES
Verify Propriety of Transaction IAW Appendix C, SIDPERS Users Manual, Vol 2, Make Adjustments Required.
Obtain Approval from SQIB Chief or Designated Supervisor
108
To Page II-15-A5

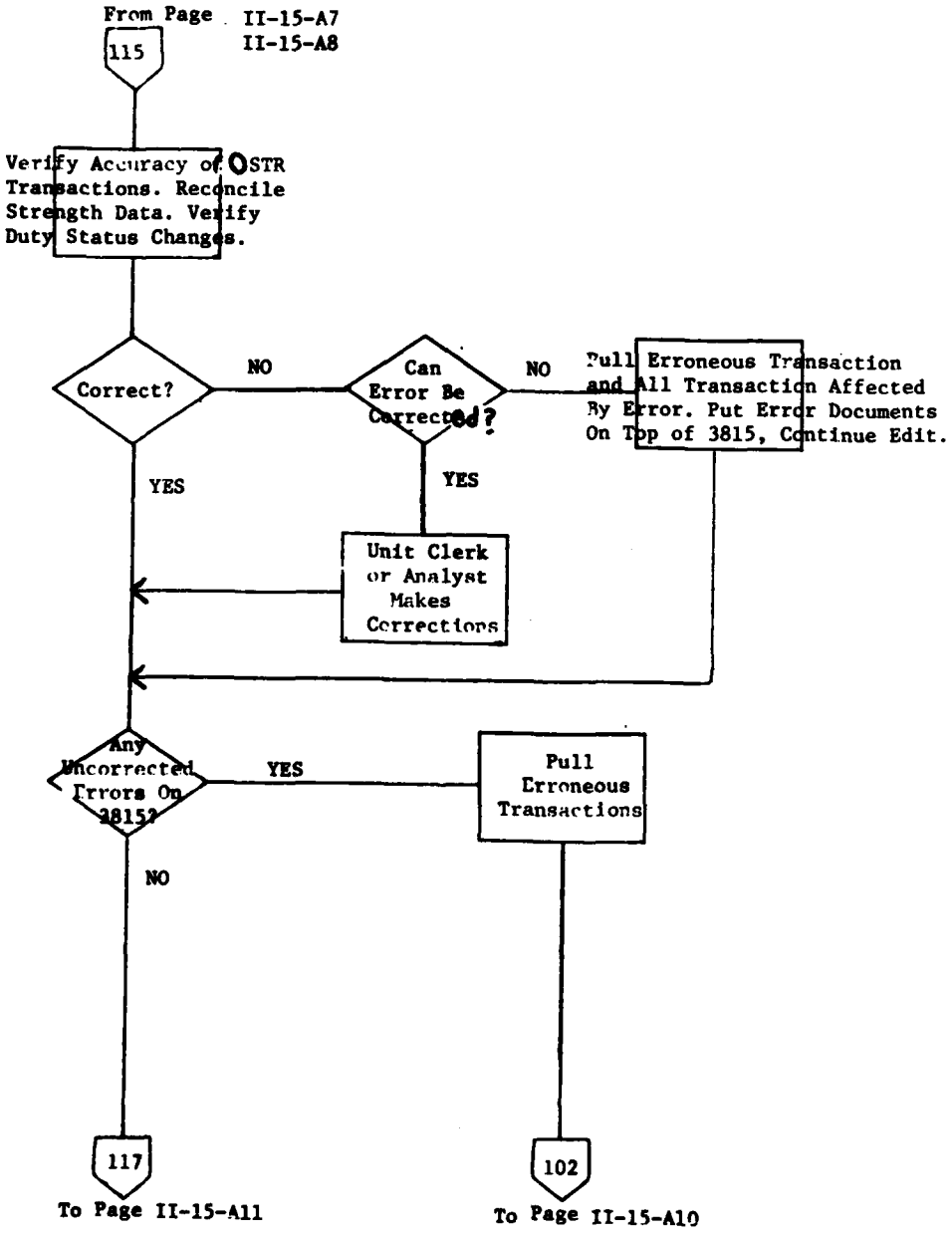

From Page II-15-A5
108
CSB
PCS Orders
Place Orders in Suspense File by Unit
Incoming/Outgoing Personnel Suspense File
Any SIDPERS PCS Arrivals ?
YES
NO
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Is There an Order on File for That SM?
NO
109
To Page II-15-A6
YES
Destroy Order
From Page II-15-A6
112
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Are Orders On File for That Unit for Which no Arrival is on the 3815?
YES
110
Page II-15-A6
NO
111
To Page II-15-A7

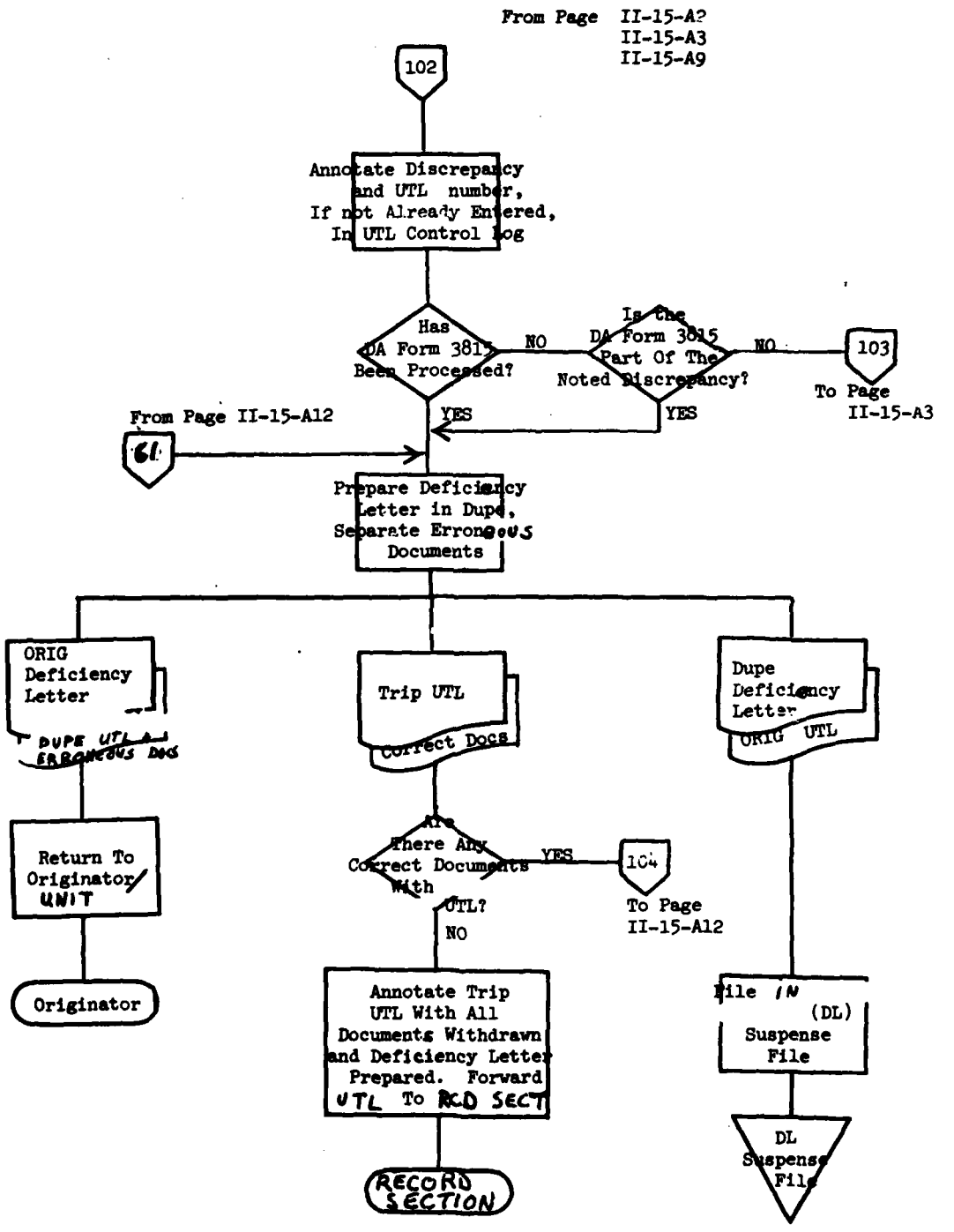


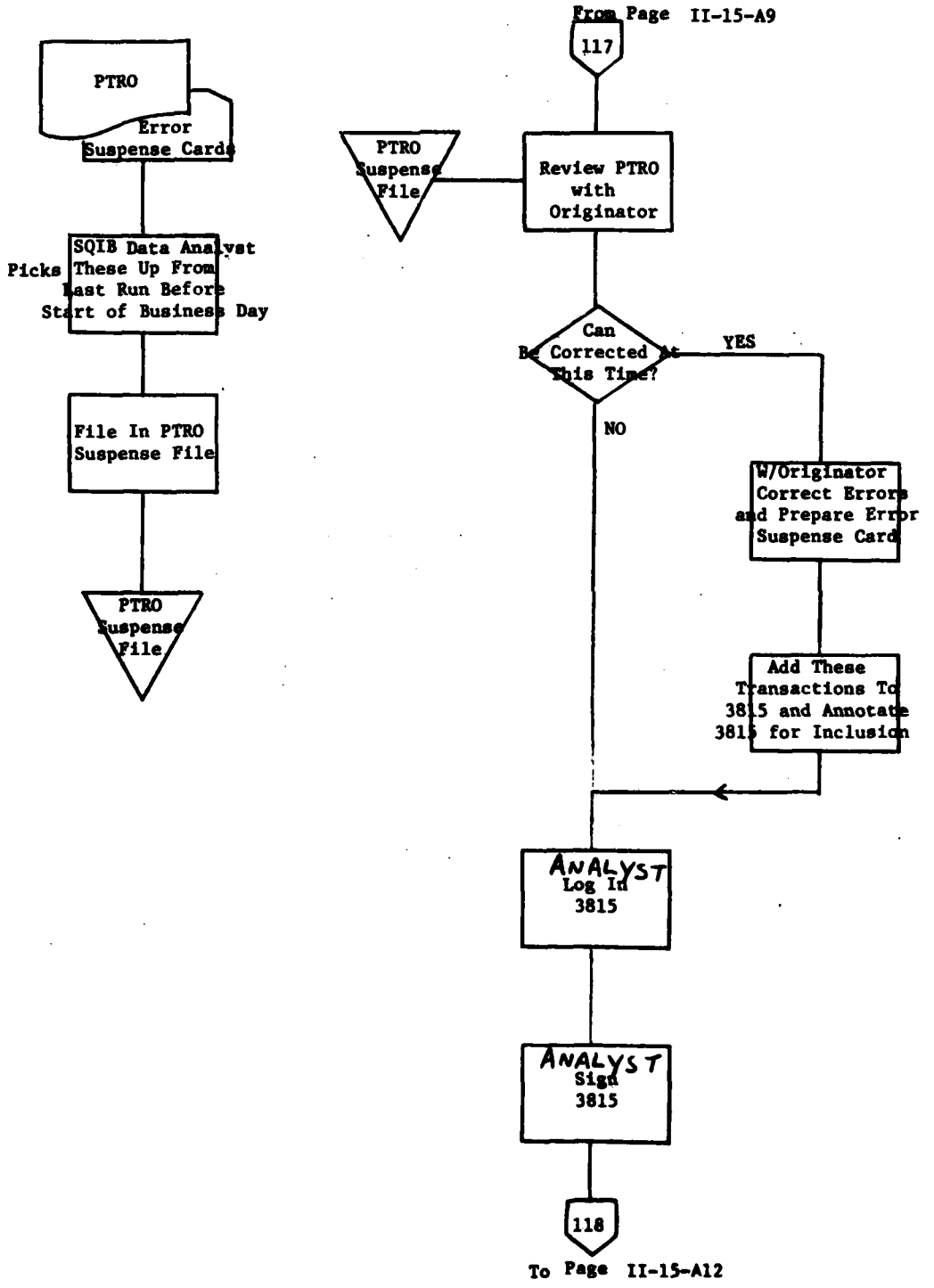
*Short delay, 2-3 hours at most

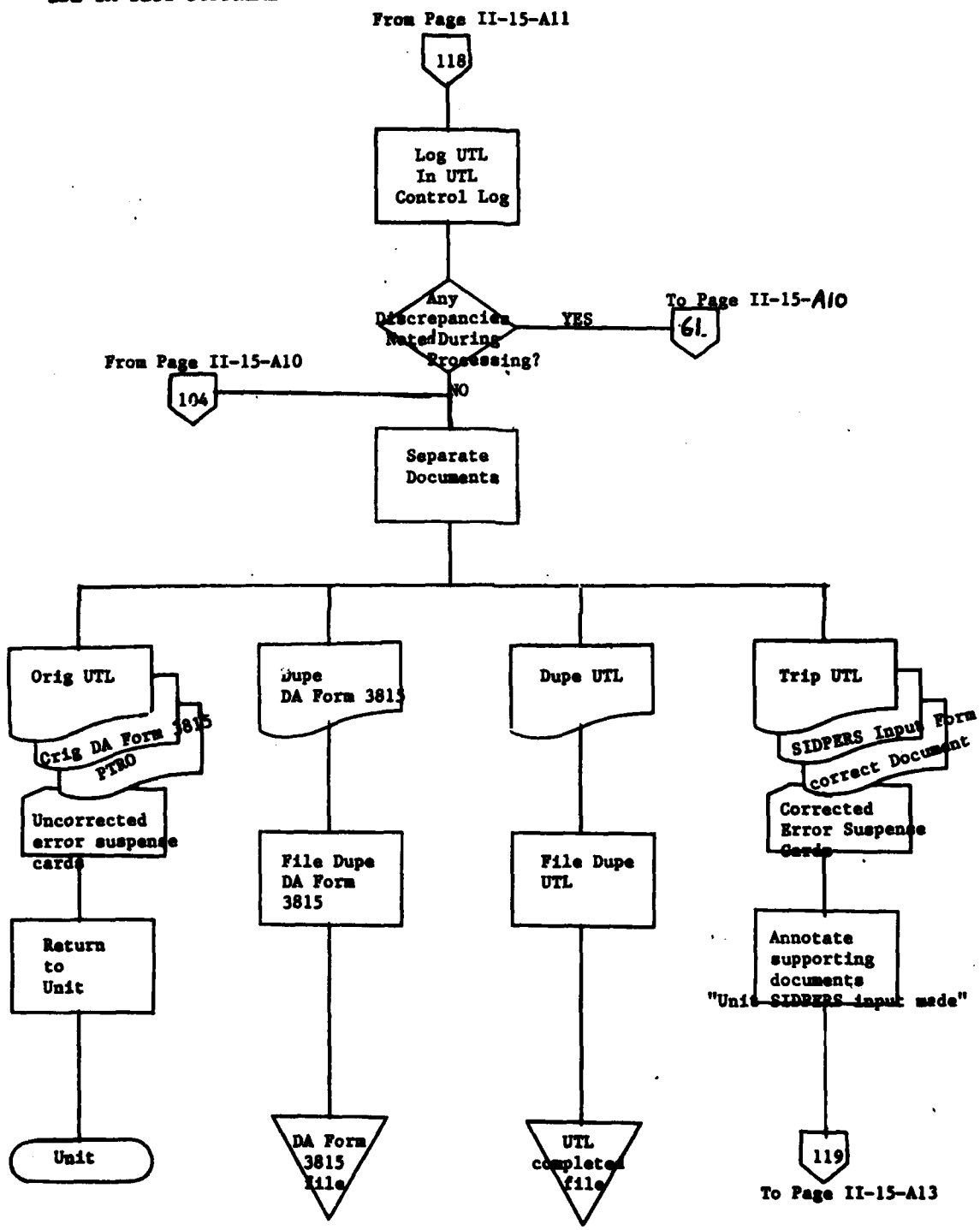

From Pages
111
II-15-A5
II-15-A6
Any SIDPERS PCS Departures?
YES
NO
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Is There An Order On File For That SM?
NO
113
To Page II-15-A8
Destroy Order
From Page
116
II-15-A8
Incoming/Outgoing Personnel Suspense File
Review Suspense File
Are Orders On File For That Unit Which Indicate That There Should Have Been A "Dprt" Transaction?
YES
114
To Page II-15-A8
NO
115
To Page II-15-A9


From Page II-15-A8
114
Verify With In/Out Processing That SM Did Outprocess
Ascertain From Unit Clerk If There Is A New Will Proceed Date?
YES
Annotate New Proceed Date On Order Re-file In Suspense
Incoming/Outgoing Personnel Suspense File
Suspend DA 3815 Until Unit Prepares DPRT or Gives New Will Proceed Date
Receive Transaction From Unit; Change 3815 To Add, Destroy Order
115
To Page II-15-A9
From Page II-15-A7
113
Call In/Out Processing To Verify If SM Has Outprocessed
Has SM Outprocessed?
YES
116
To Page II-15-A7
NO
Notify In/Out Processing That SM Has Departed So They May Mail Records
116
To Page II-15-A7

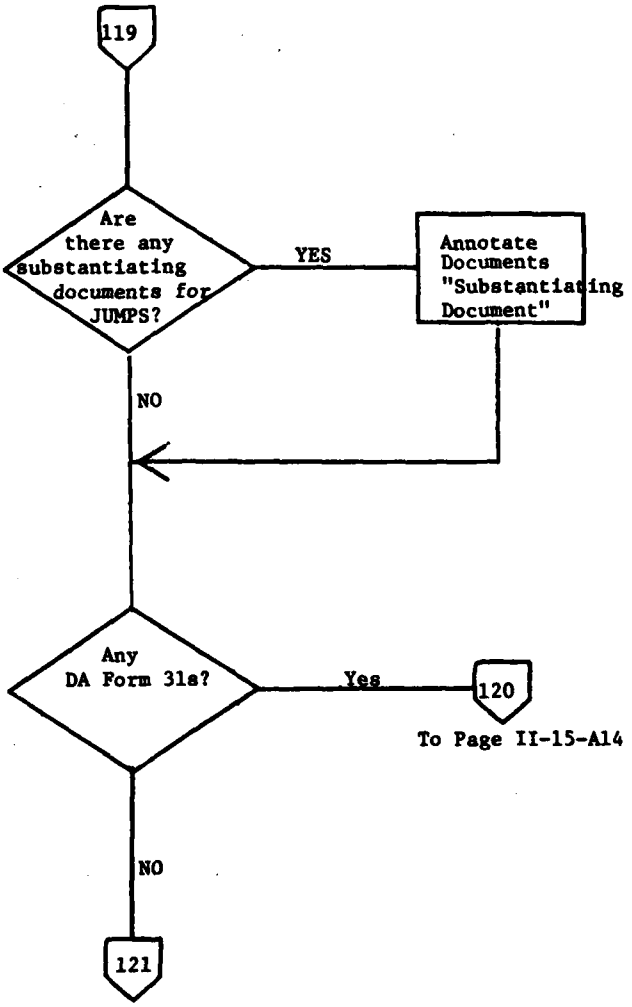

From Page 115
II-15-A7
II-15-A8
Verify Accuracy of OSTR Transactions. Reconcile Strength Data. Verify Duty Status Changes.
Correct?
NO
Can Error Be Corrected?
NO
Pull Erroneous Transaction and All Transaction Affected By Error. Put Error Documents On Top of 3815, Continue Edit.
YES
YES
Unit Clerk or Analyst Makes Corrections
Any Uncorrected Errors On 3815?
YES
Pull Erroneous Transactions
NO
117
To Page II-15-A11
102
To Page II-15-A10


From Page II-15-A2
II-15-A3
II-15-A9
102
Annotate Discrepancy and UTL number, If not Already Entered, In UTL Control Log
Has DA Form 3815 Been Processed?
NO
Is the DA Form 3815 Part Of The Noted Discrepancy?
NO
103
To Page II-15-A3
YES
YES
From Page II-15-A12
61
Prepare Deficiency Letter in Dupe, Separate Erroneous Documents
ORIG Deficiency Letter
DUPE UTL & ERRONEOUS DOCS
Trip UTL
Correct Docs
Dupe Deficiency Letter
ORIG UTL
Return To Originator UNIT
Originator
Are There Any Correct Documents With UTL?
YES
104
To Page II-15-A12
NO
Annotate Trip UTL With All Documents Withdrawn and Deficiency Letter Prepared. Forward UTL To RCD SECT
RECORD SECTION
File IN (DL) Suspense File
DL Suspense File


From Page II-15-A9
117
PTRO
Error
Suspense Cards
SQIB Data Analyst
Picks These Up From
Last Run Before
Start of Business Day
File In PTRO
Suspense File
PTRO
Suspense
File
PTRO
Suspense
File
Review PTRO
with
Originator
Can
Be Corrected At
This Time?
YES
NO
W/Originator
Correct Errors
and Prepare Error
Suspense Card
Add These
Transactions To
3815 and Annotate
3815 for Inclusion
ANALYST
Log In
3815
ANALYST
Sign
3815
118
To Page II-15-A12

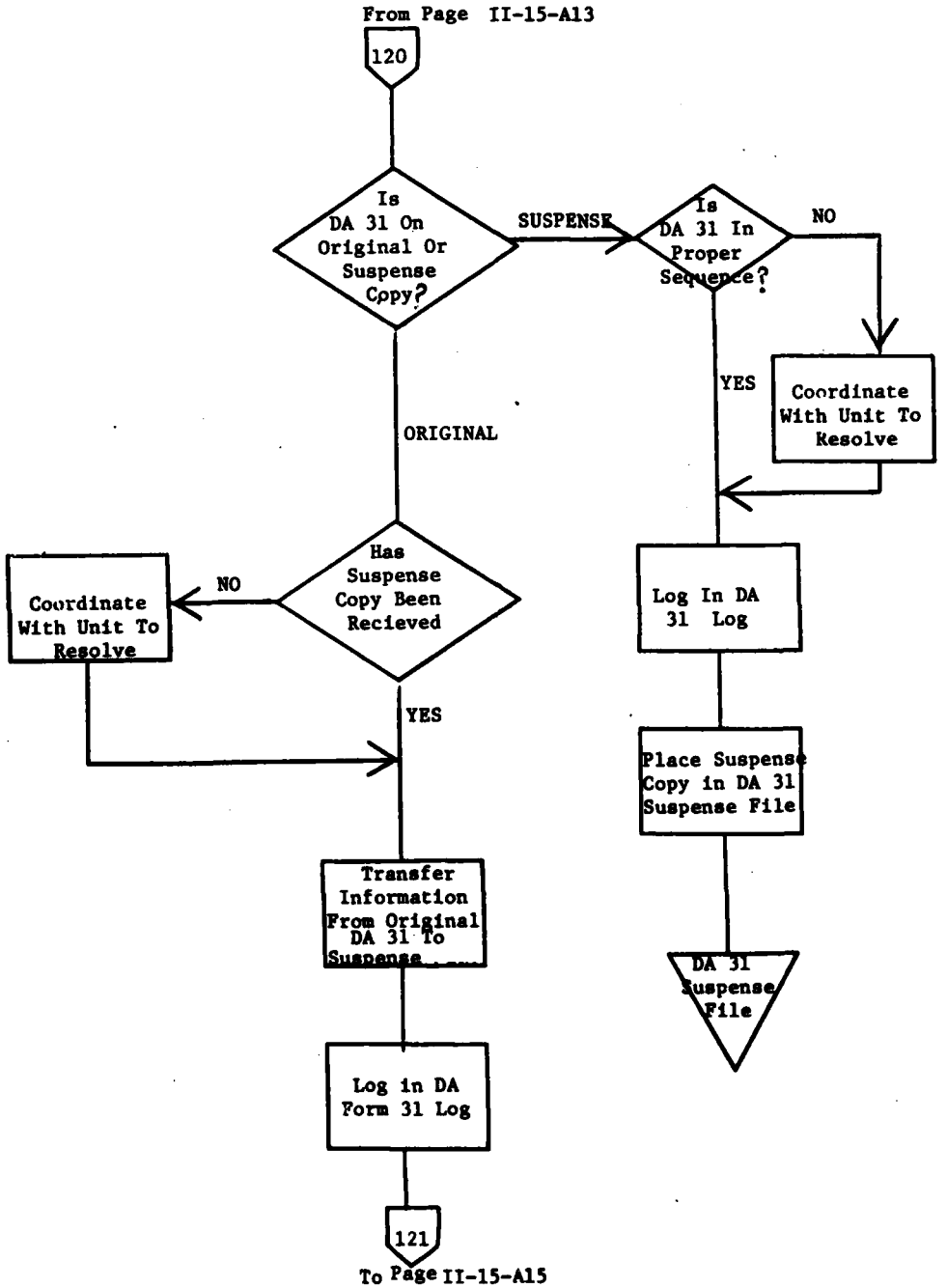

From Page II-15-A11
118
Log UTL In UTL Control Log
Any Discrepancies Noted During Processing?
YES
To Page II-15-A10
61
From Page II-15-A10
104
NO
Separate Documents
Orig UTL
Orig DA Form 3815
PTBO
Uncorrected error suspense cards
Return to Unit
Unit
Dupe DA Form 3815
File Dupe DA Form 3815
DA Form 3815 File
Dupe UTL
File Dupe UTL
UTL completed file
Trip UTL
SIDPERS Input Form
correct Document
Corrected Error Suspense Cards
Annotate supporting documents "Unit SIDPERS input mode"
119
To Page II-15-A13

From Page II-15-A12

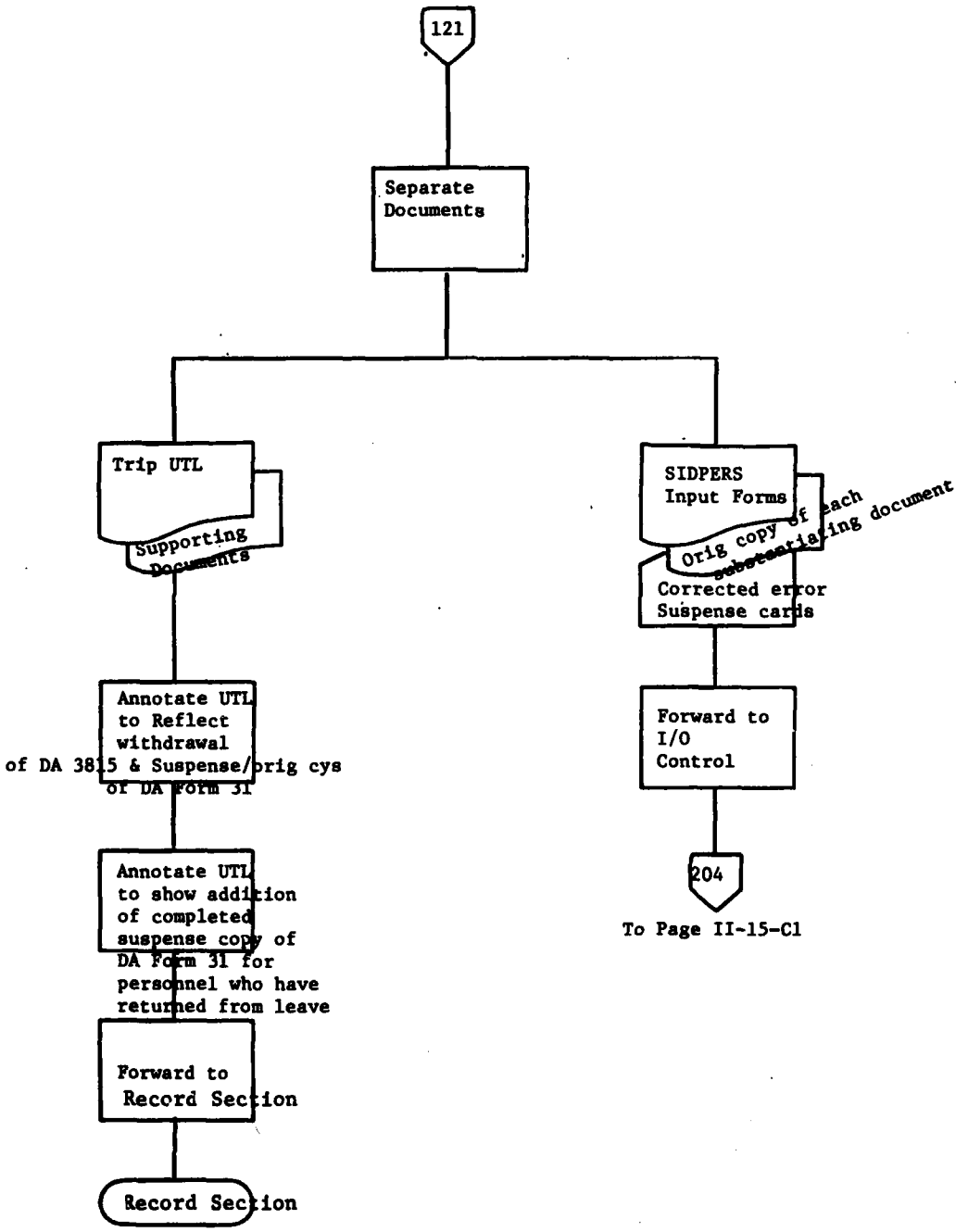


To Page II-15-A14

To Page II-15-A15

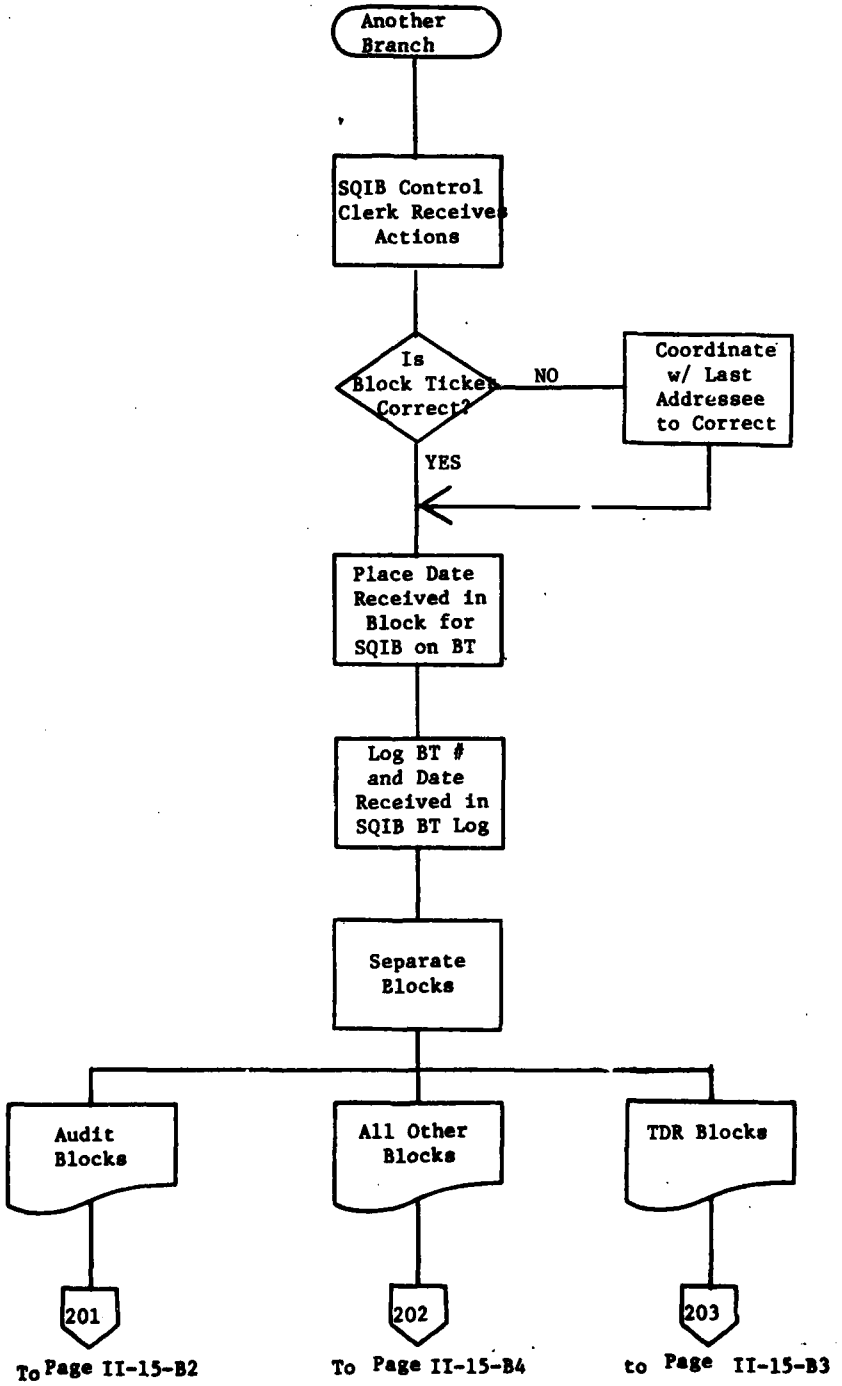

From Page II-15-A13
120
Is DA 31 On Original Or Suspense Copy?
SUSPENSE
Is DA 31 In Proper Sequence?
NO
YES
Coordinate With Unit To Resolve
ORIGINAL
Has Suspense Copy Been Recieved
NO
Coordinate With Unit To Resolve
YES
Log In DA 31 Log
Place Suspense Copy in DA 31 Suspense File
DA 31 Suspense File
Transfer Information From Original DA 31 To Suspense
Log in DA Form 31 Log
121
To Page II-15-A15

From Page II-15-A14



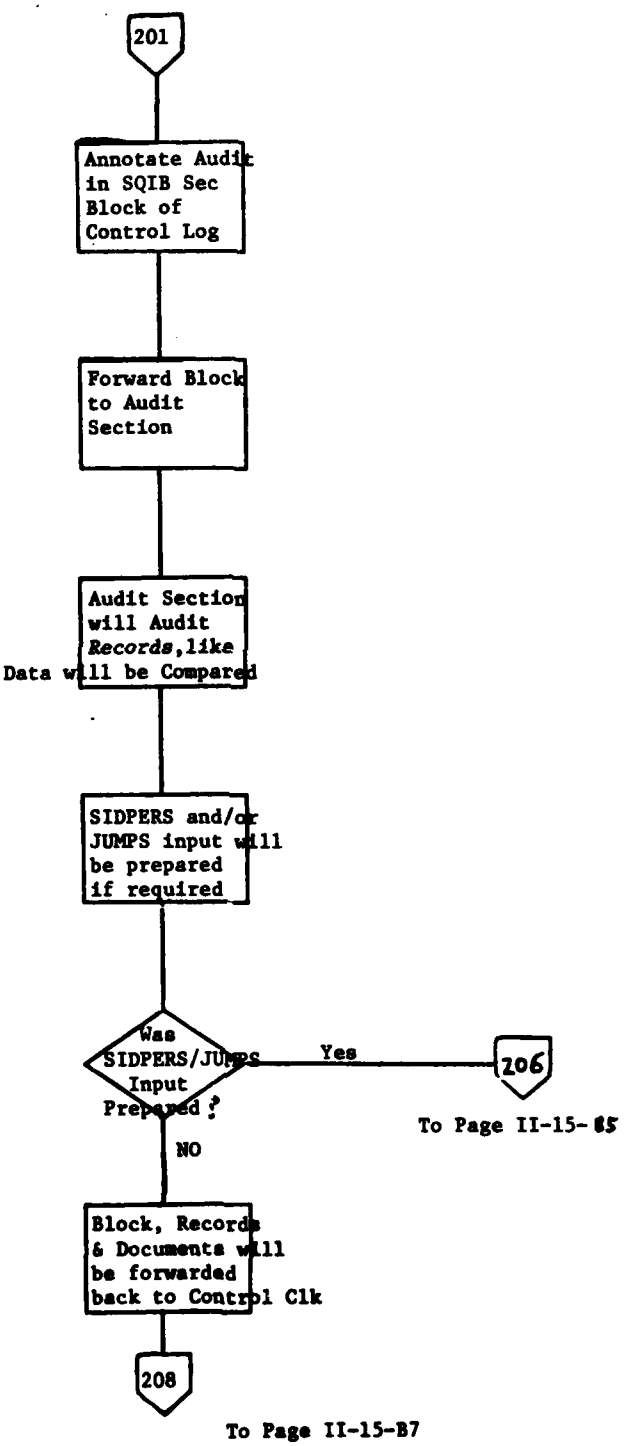
To Page II-15-C1

ANNEX B DOCUMENT/DATA FLOW SOPs 3 through 6



BDE TM TEST SUPPLEMENT

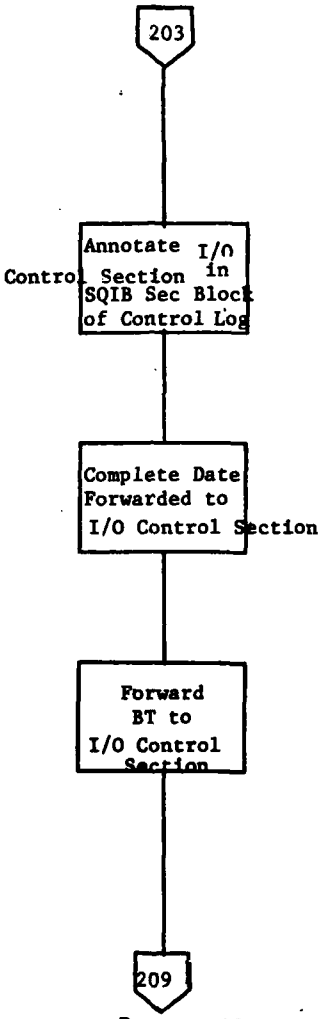
From Page II-15-B1



To Page II-15-B5

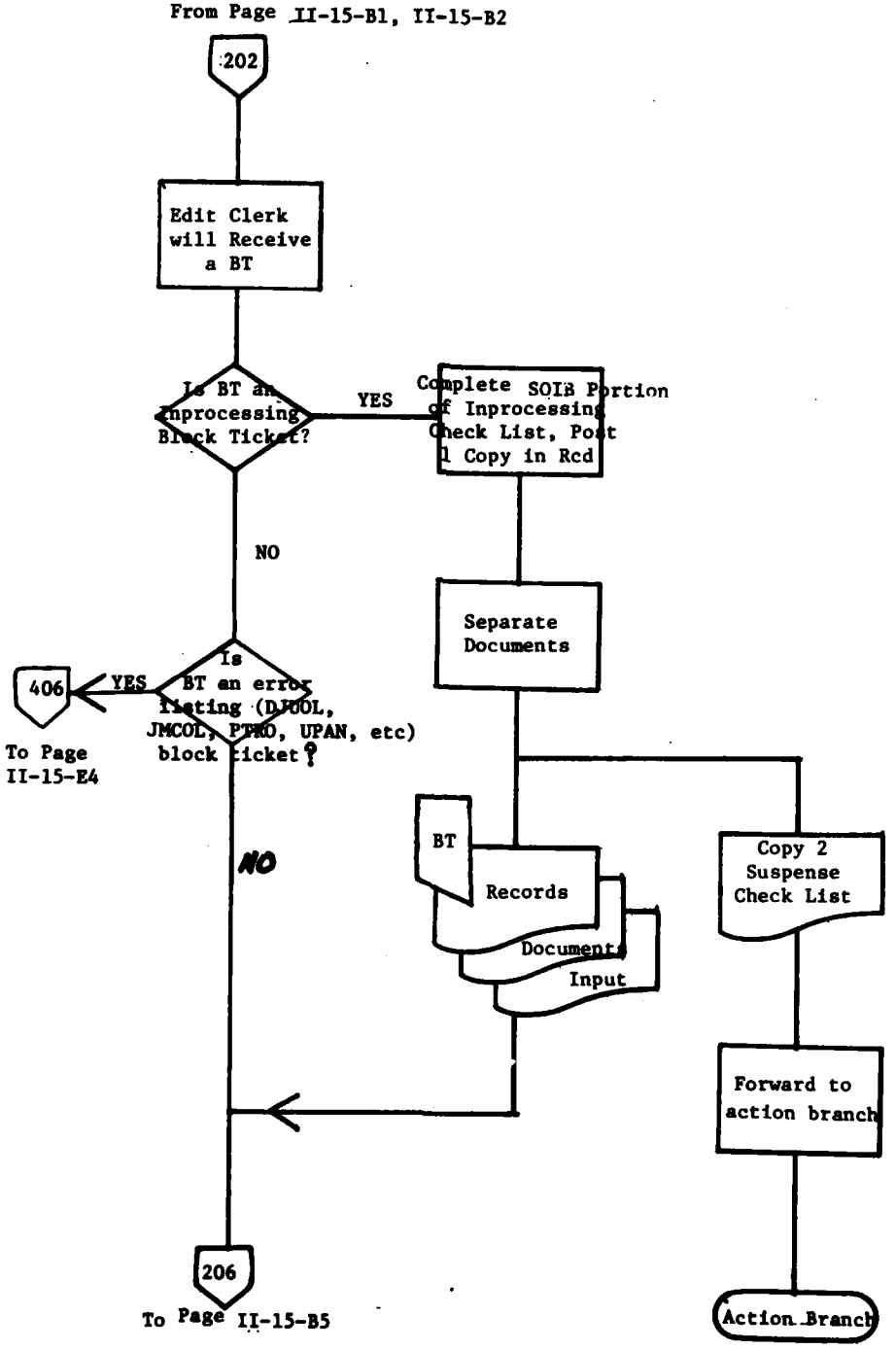
To Page II-15-B7

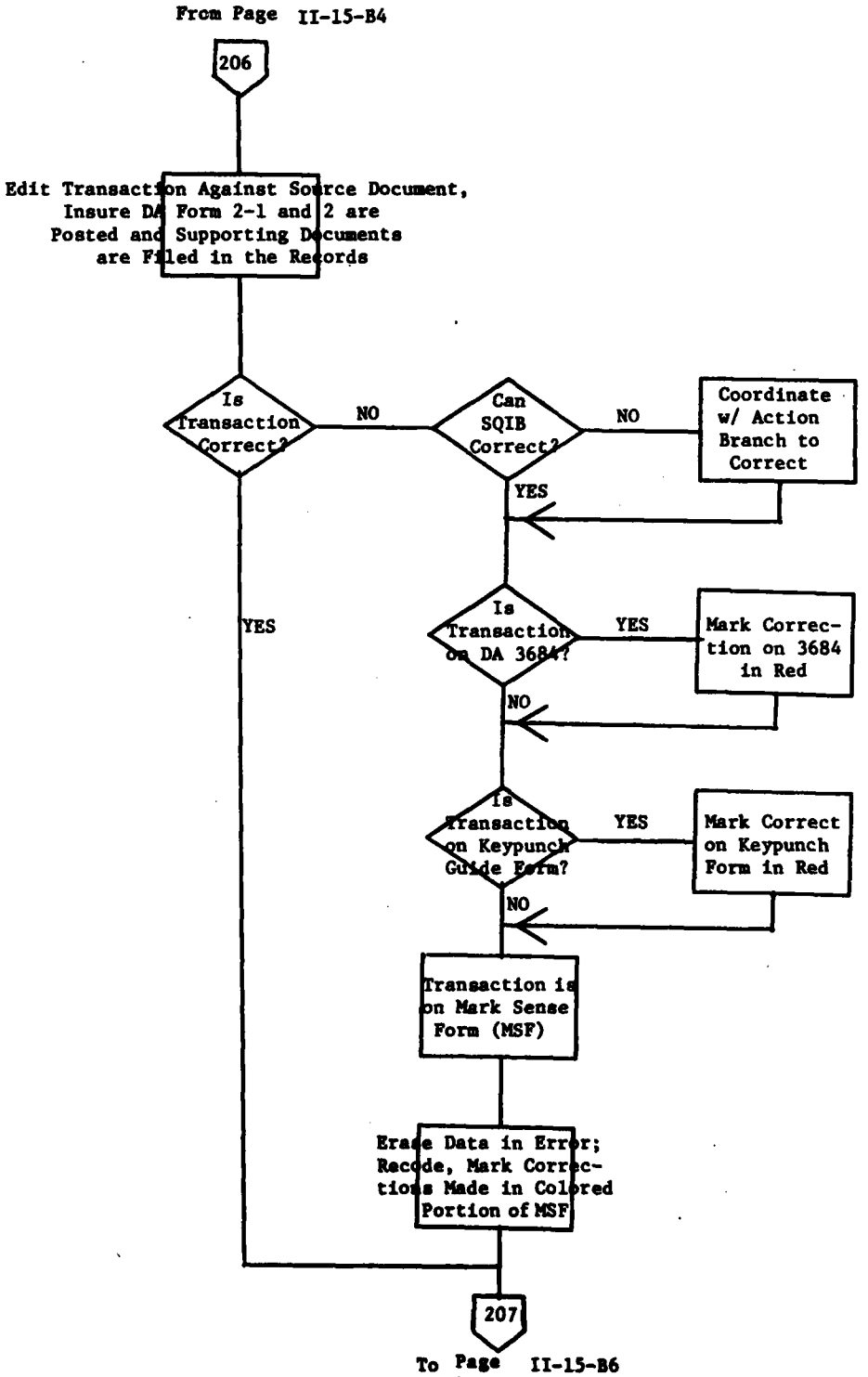
From Page II-15-B1

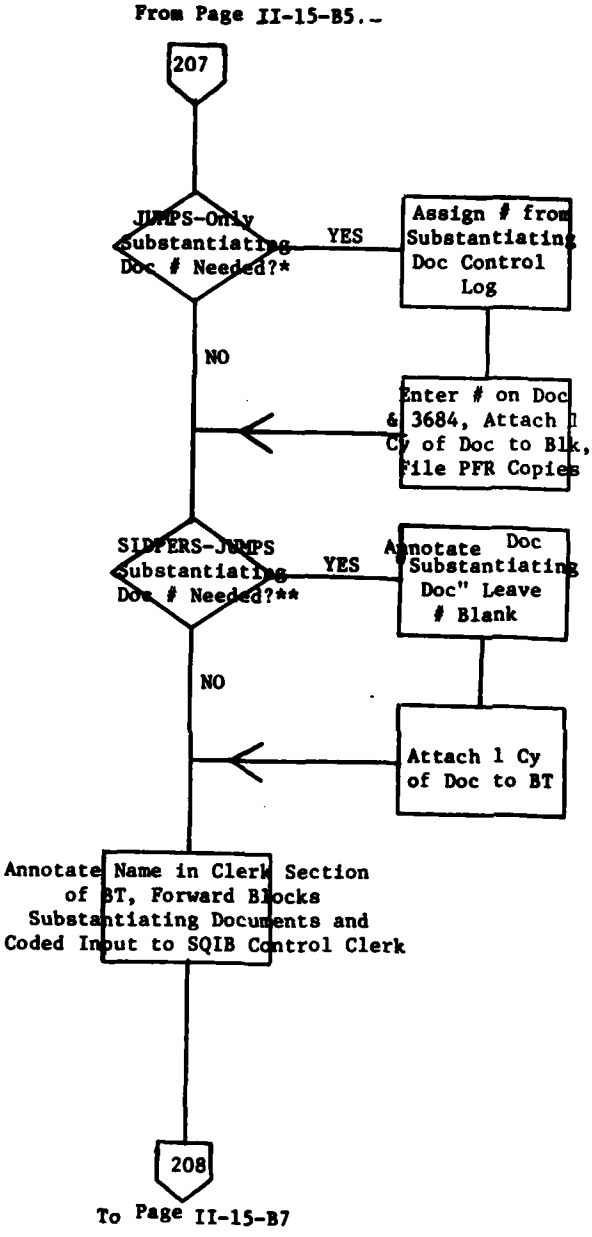


To Page II-15-C1

BDE TM TEST SUPPLEMENT

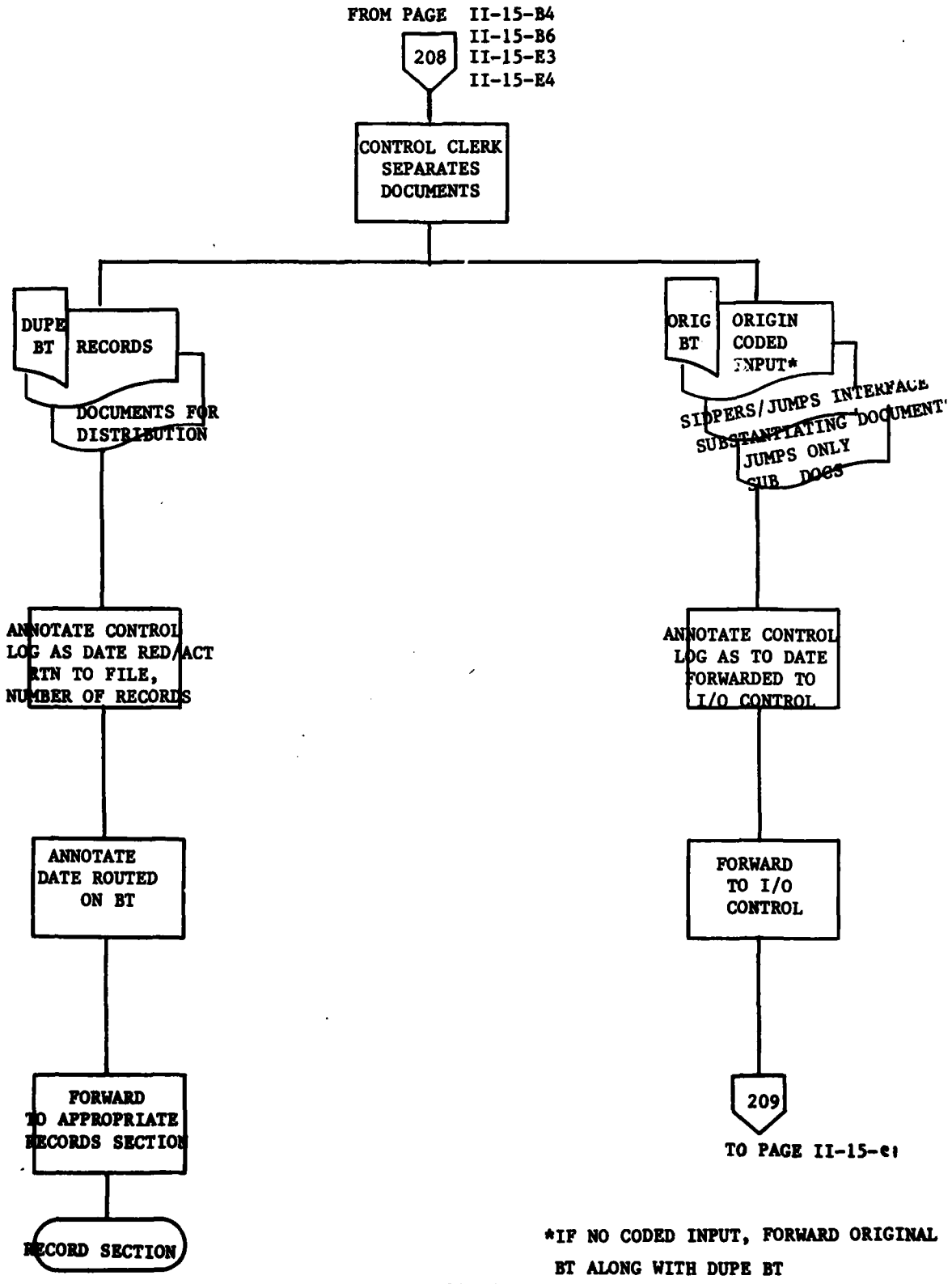



From Page II-15-B4
206
Edit Transaction Against Source Document, Insure DA Form 2-1 and 2 are Posted and Supporting Documents are Filed in the Records
Is Transaction Correct?
NO
Can SQIB Correct?
NO
Coordinate w/ Action Branch to Correct
YES
YES
Is Transaction on DA 3684?
YES
Mark Correction on 3684 in Red
NO
Is Transaction on Keypunch Guide Form?
YES
Mark Correct on Keypunch Form in Red
NO
Transaction is on Mark Sense Form (MSF)
Erase Data in Error; Recode, Mark Corrections Made in Colored Portion of MSF
207
To Page II-15-B6



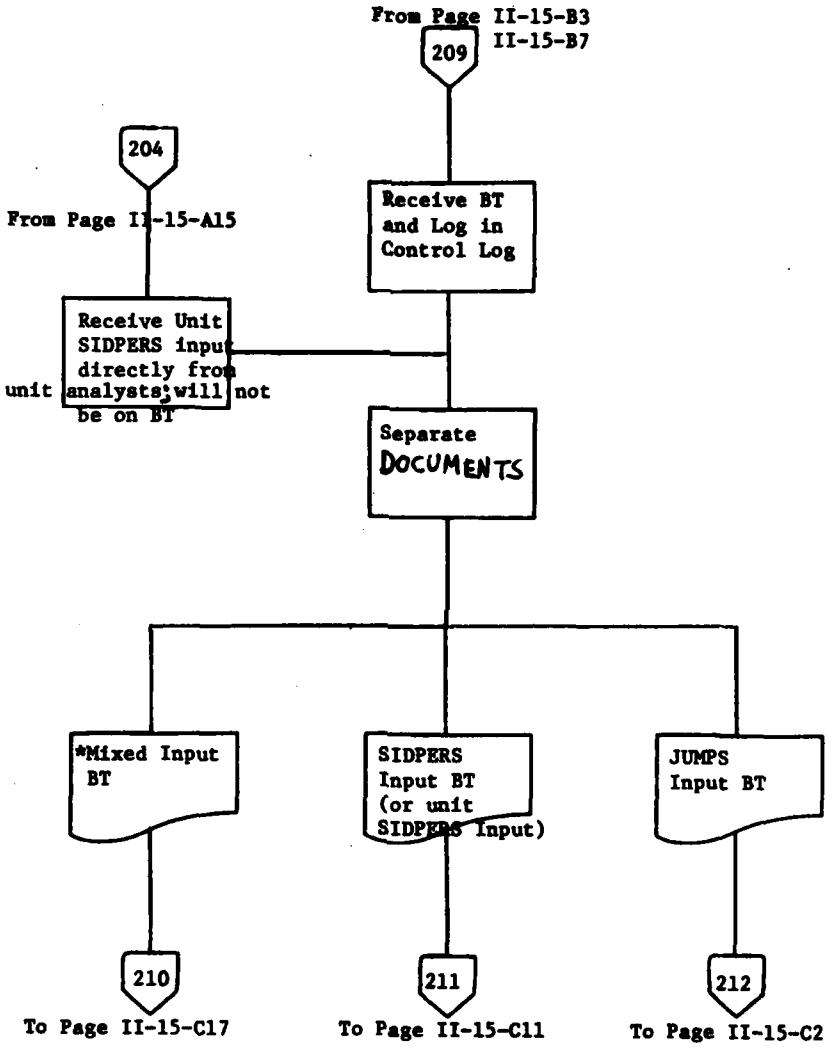
*Transactions on DA Form 3684 will be assigned substantiating document numbers from the control log.

**Transactions in SIDPERS format which in the process of the SIDPERS Cycle will produce JUMPS by-product cards and these transactions require substantiating document numbers will be identified by this process.



*IF NO CODED INPUT, FORWARD ORIGINAL BT ALONG WITH DUPE BT

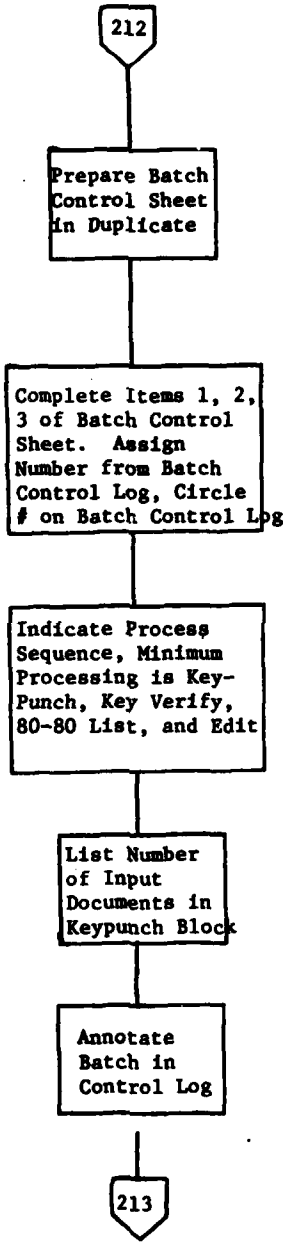
ANNEX C Document/Data Flow: SOPs 7 through 13.



*A "mixed SJ block" is a block which contains both SIDPERS and JUMPS input documents.

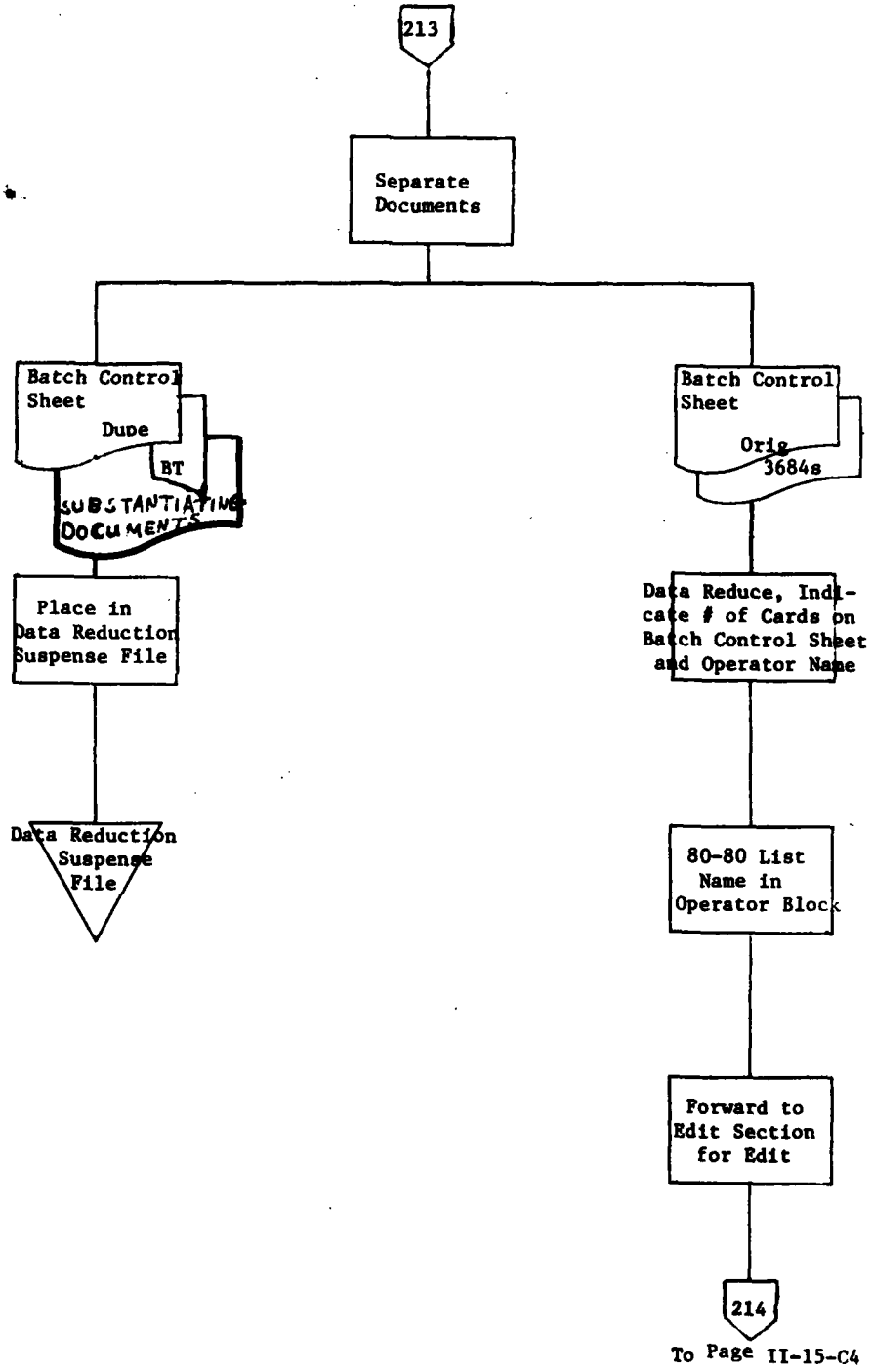
BDE TM TEST SUPPLEMENT

From Page II-15-C1



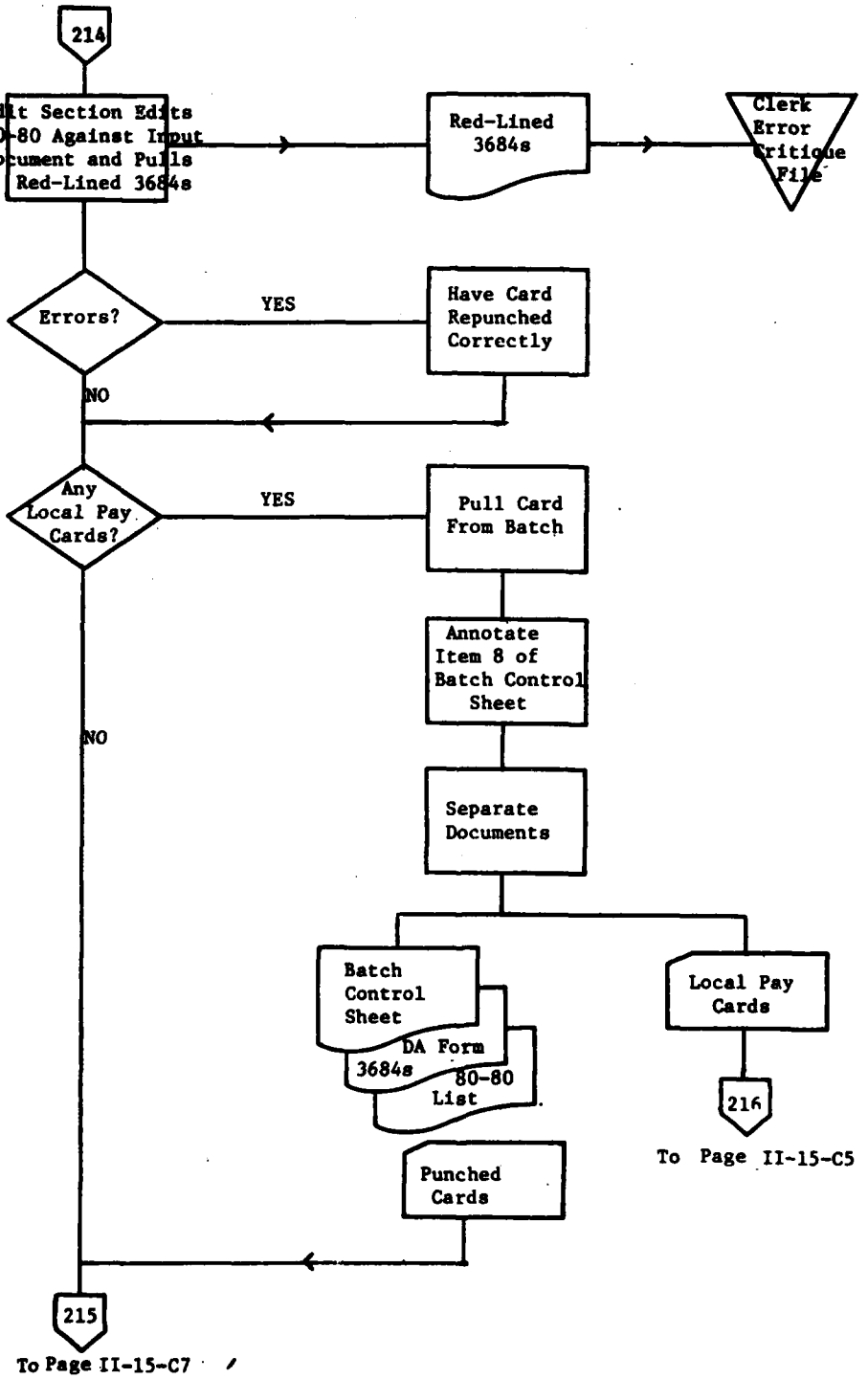
To Page II-15-C3

From Page II-15-C2



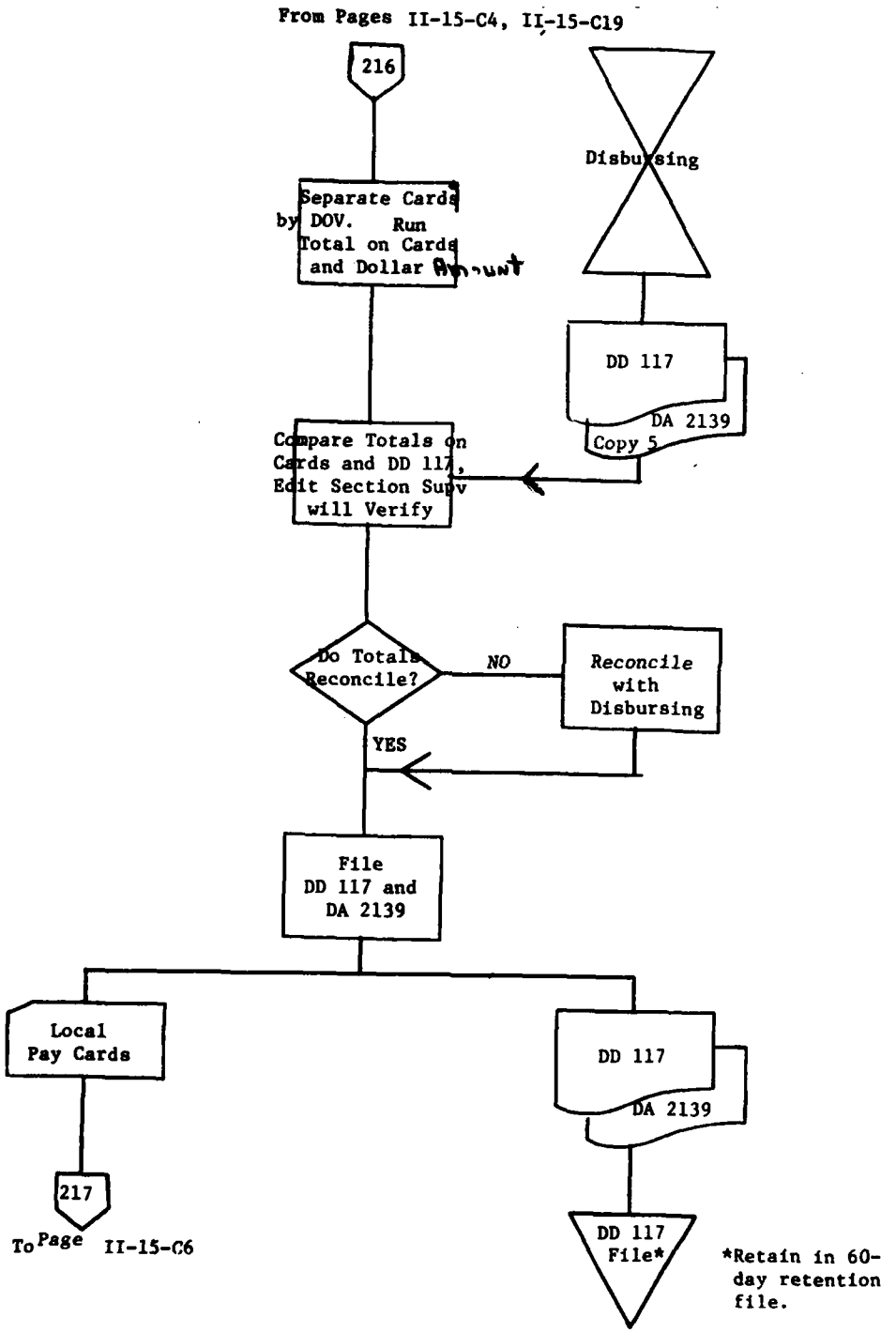
To Page II-15-C4

From Page II-15-C3

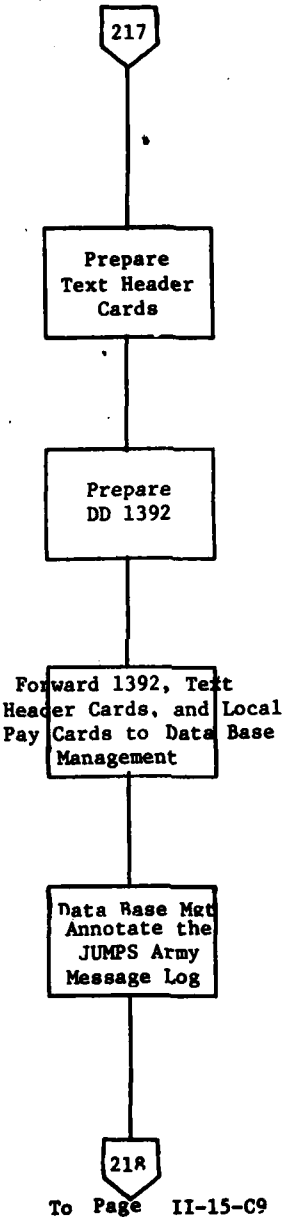


To Page II-15-C5

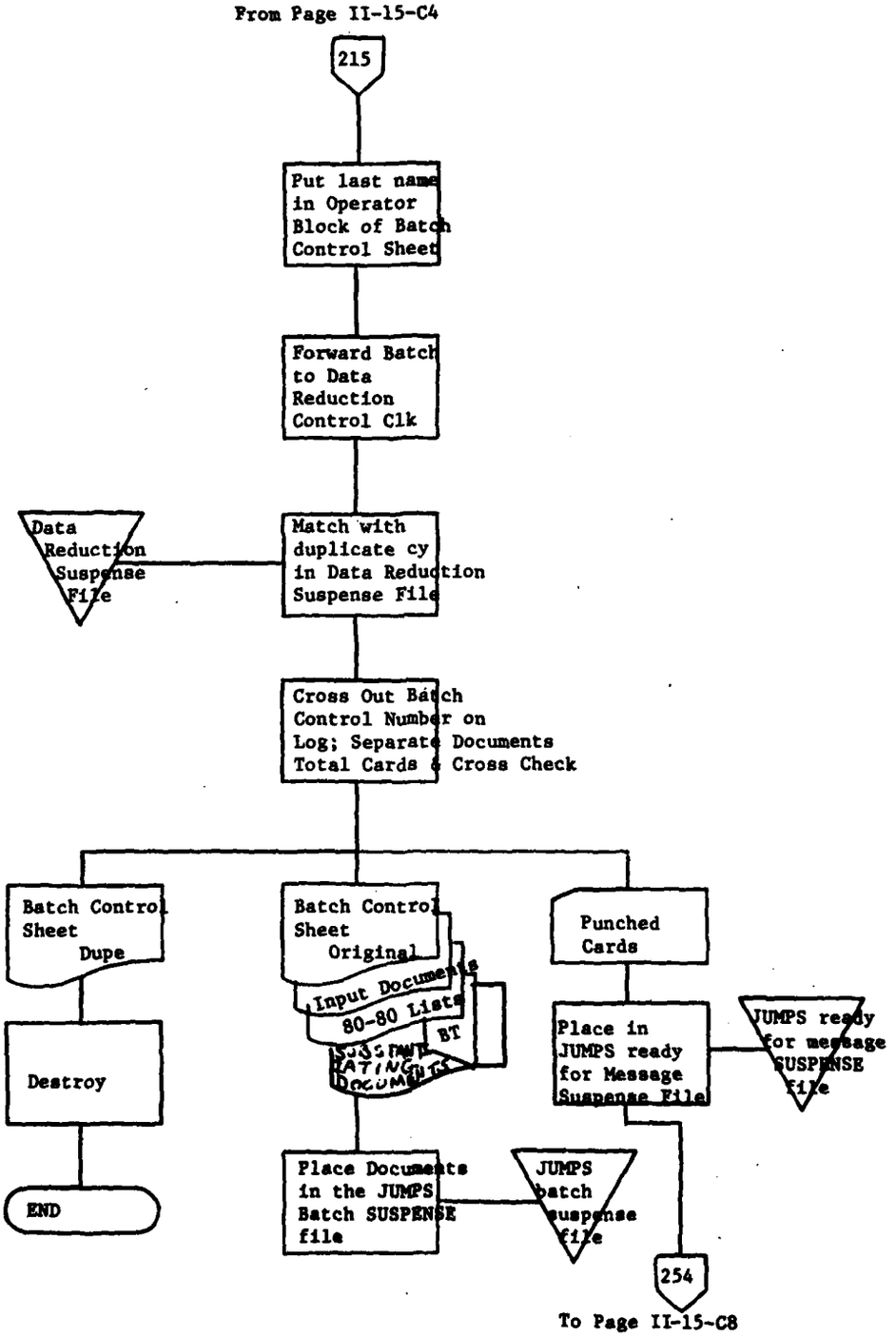
To Page II-15-C7


From Pages II-15-C4, II-15-C19
216
Disbursing
Separate Cards by DOV. Run Total on Cards and Dollar Amount
DD 117
DA 2139
Copy 5
Compare Totals on Cards and DD 117, Edit Section Supv will Verify
Do Totals Reconcile?
NO
Reconcile with Disbursing
YES
File DD 117 and DA 2139
Local Pay Cards
DD 117
DA 2139
217
To Page II-15-C6
DD 117 File*
*Retain in 60-day retention file.

From Page II-15-C5

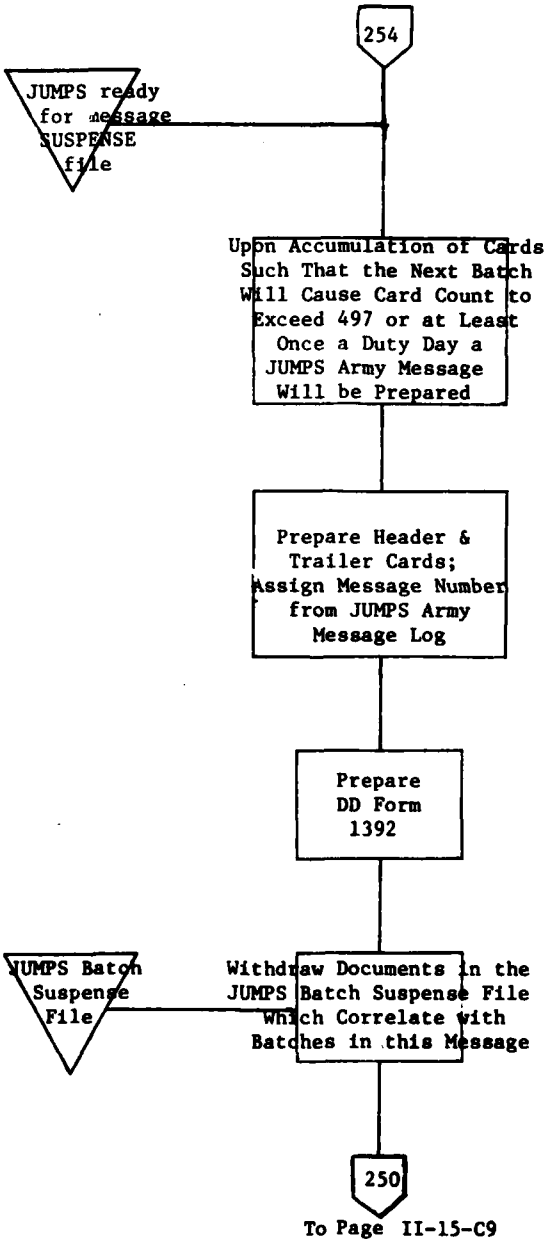


To Page II-15-C9

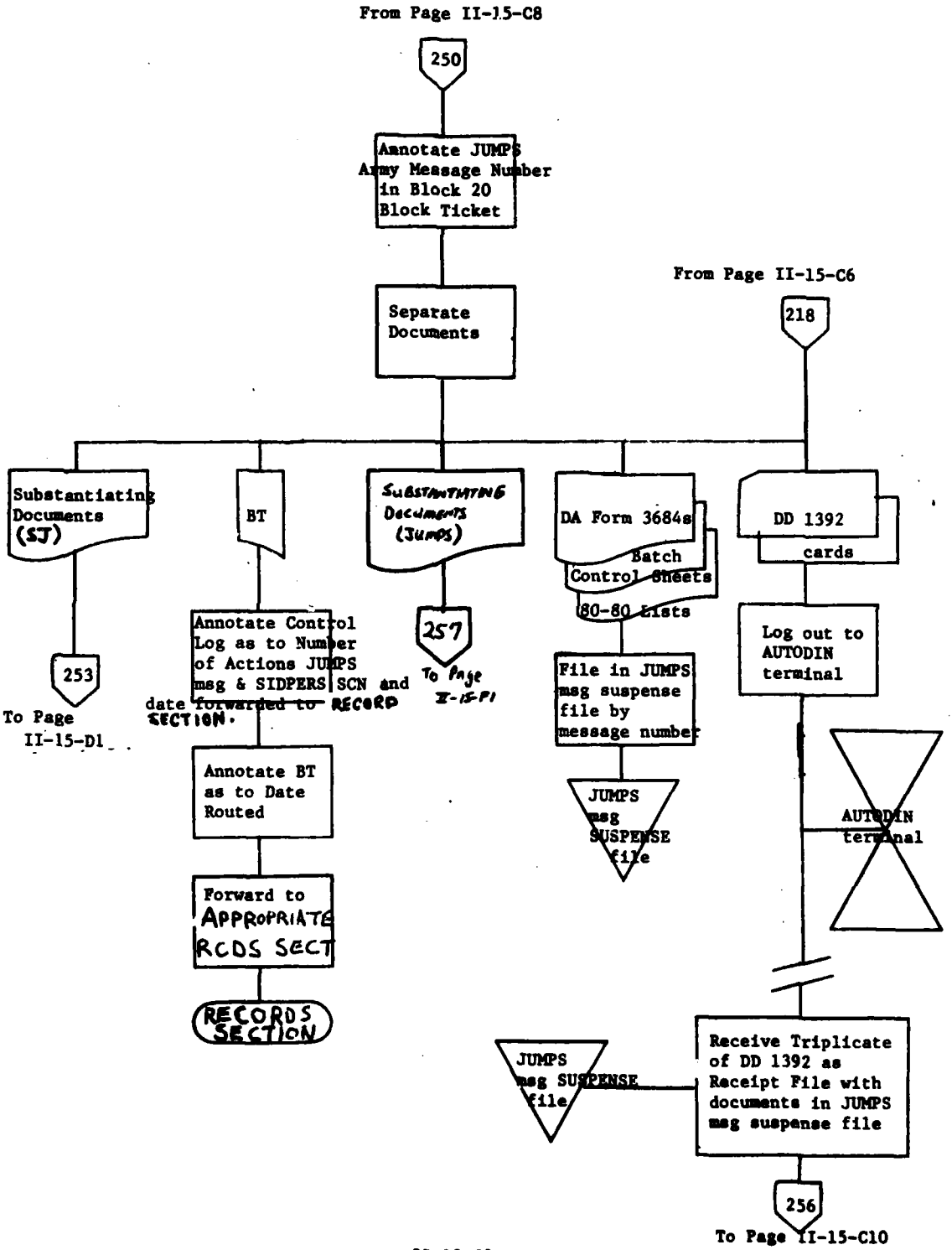

From Page II-15-C4
215
Put last name in Operator Block of Batch Control Sheet
Forward Batch to Data Reduction Control Clk
Data Reduction Suspense File
Match with duplicate cy in Data Reduction Suspense File
Cross Out Batch Control Number on Log; Separate Documents Total Cards & Cross Check
Batch Control Sheet Dupe
Batch Control Sheet Original
Input Documents
80-80 Lists
BT
Punched Cards
Destroy
Place in JUMPS ready for Message Suspense File
JUMPS ready for message SUSPENSE file
END
Place Documents in the JUMPS Batch SUSPENSE file
JUMPS batch suspense file
254
To Page II-15-C8

BDE TM TEST SUPPLEMENT

From Page II-15-C7, II-15-C16, II-15-C24

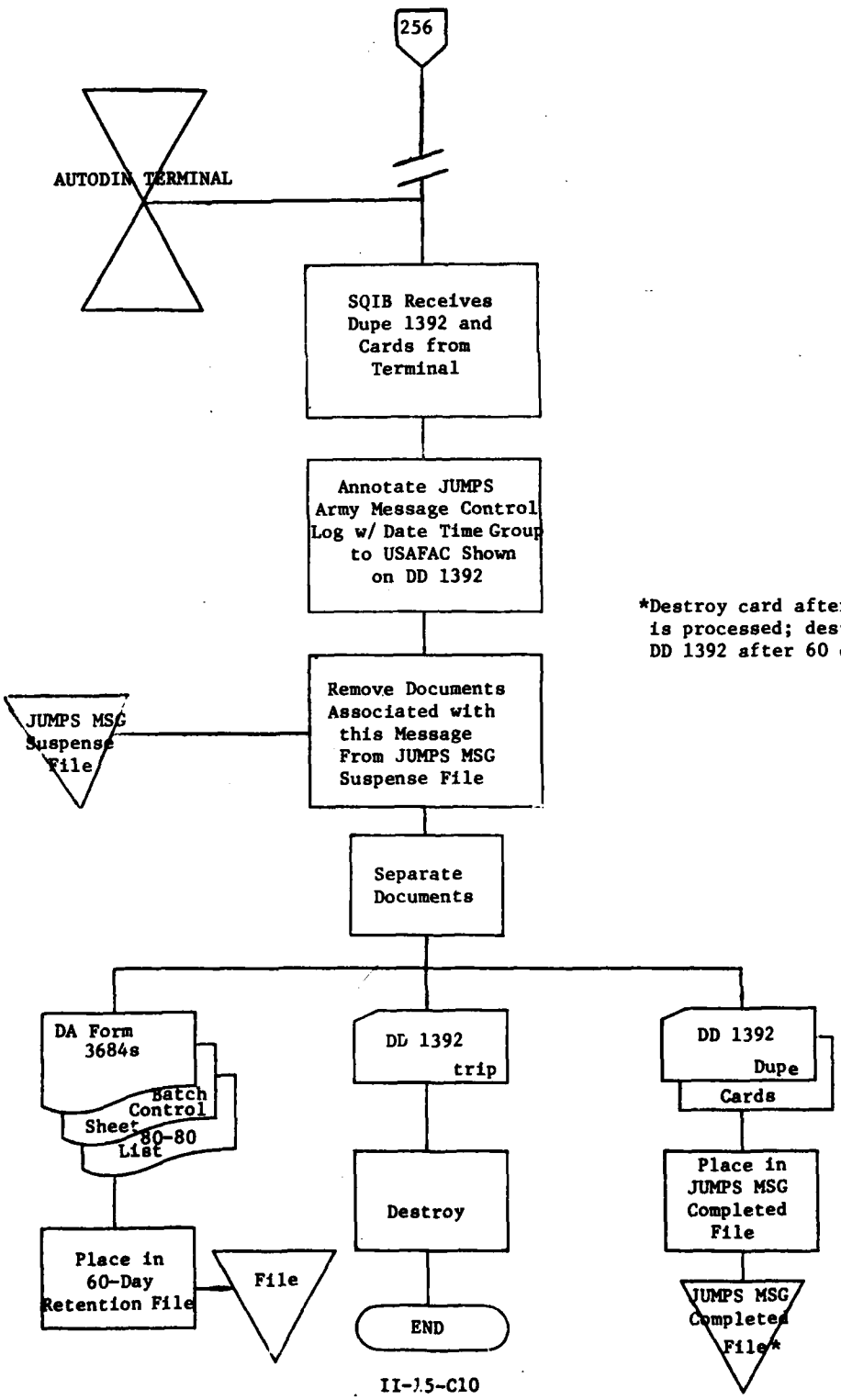


To Page II-15-C9


From Page II-15-C8
250
Annotate JUMPS Army Message Number in Block 20 Block Ticket
Separate Documents
From Page II-15-C6
218
Substantiating Documents (SJ)
BT
SUBSTANTIATING Documents (JUMPS)
DA Form 3684s
Batch Control Sheets
80-80 Lists
DD 1392
cards
253
To Page II-15-D1
Annotate Control Log as to Number of Actions JUMPS msg & SIDPERS SCN and date forwarded to RECORD SECTION.
257
To Page II-15-P1
File in JUMPS msg suspense file by message number
Log out to AUTODIN terminal
Annotate BT as to Date Routed
JUMPS msg SUSPENSE file
AUTODIN terminal
Forward to APPROPRIATE RCDS SECT
RECORDS SECTION
JUMPS msg SUSPENSE file
Receive Triplicate of DD 1392 as Receipt File with documents in JUMPS msg suspense file
256
To Page II-15-C10

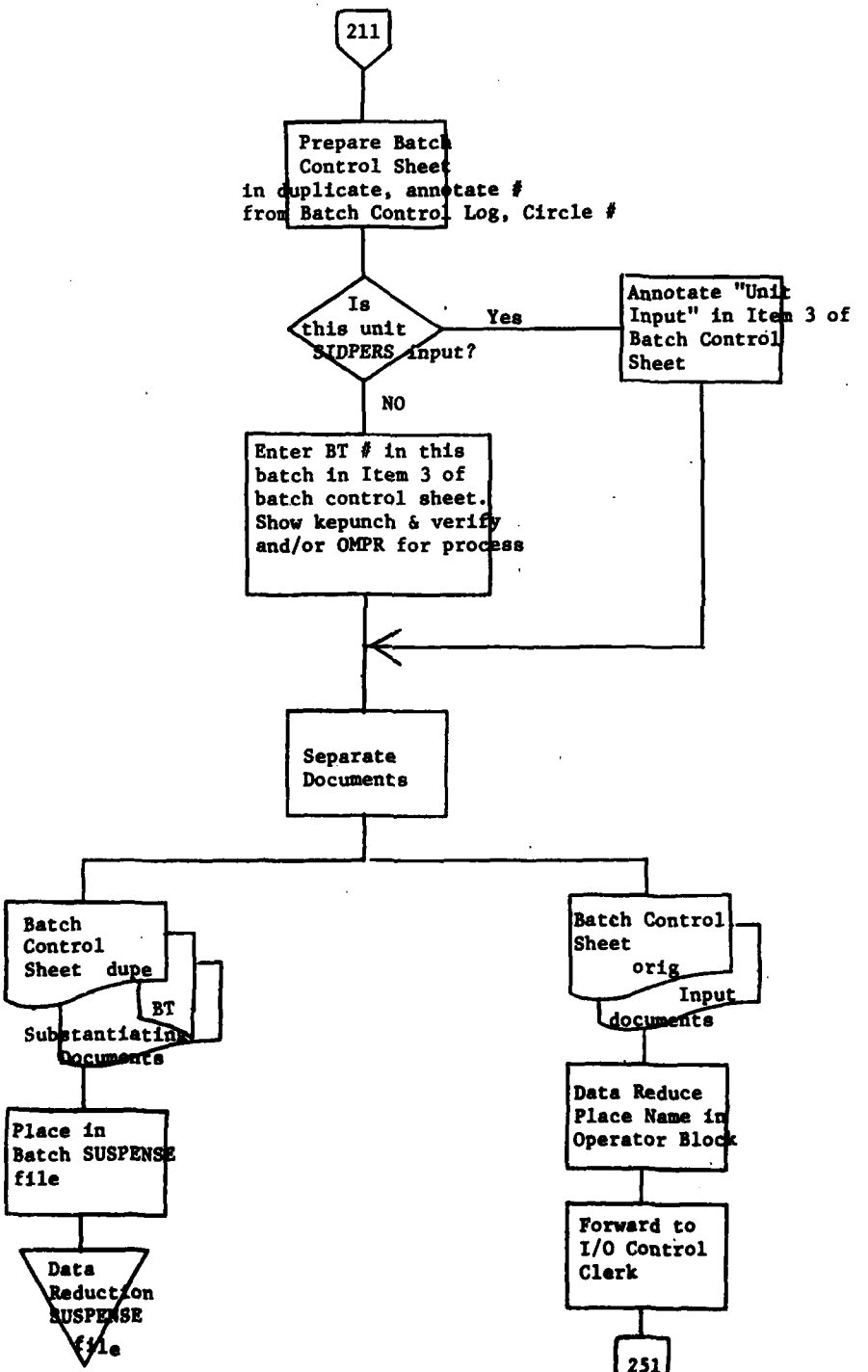
BDE TM TEST SUPPLEMENT

From Page II-15-C9



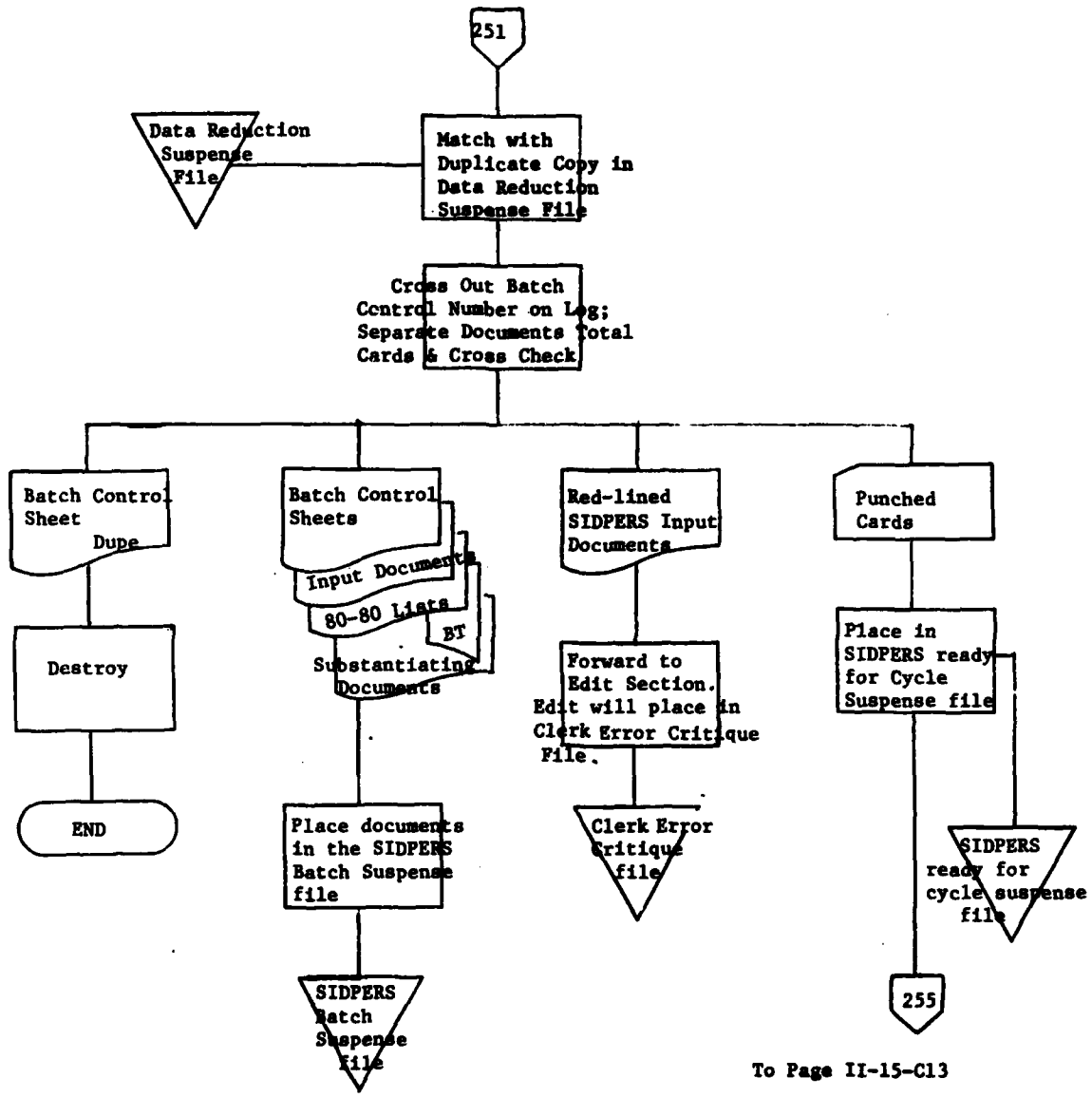
*Destroy card after DJOUL is processed; destroy DD 1392 after 60 days.

From Page II-15-C1

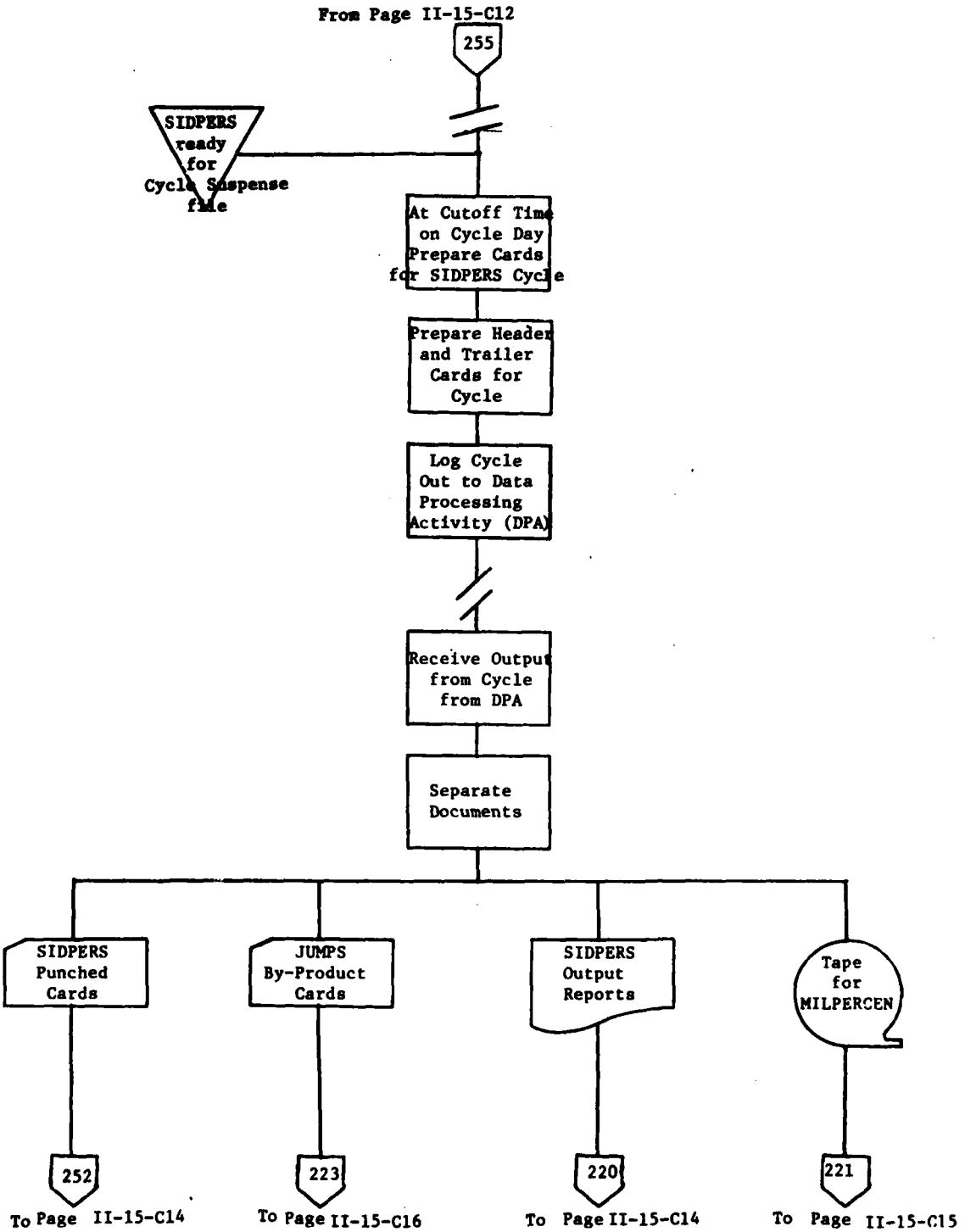


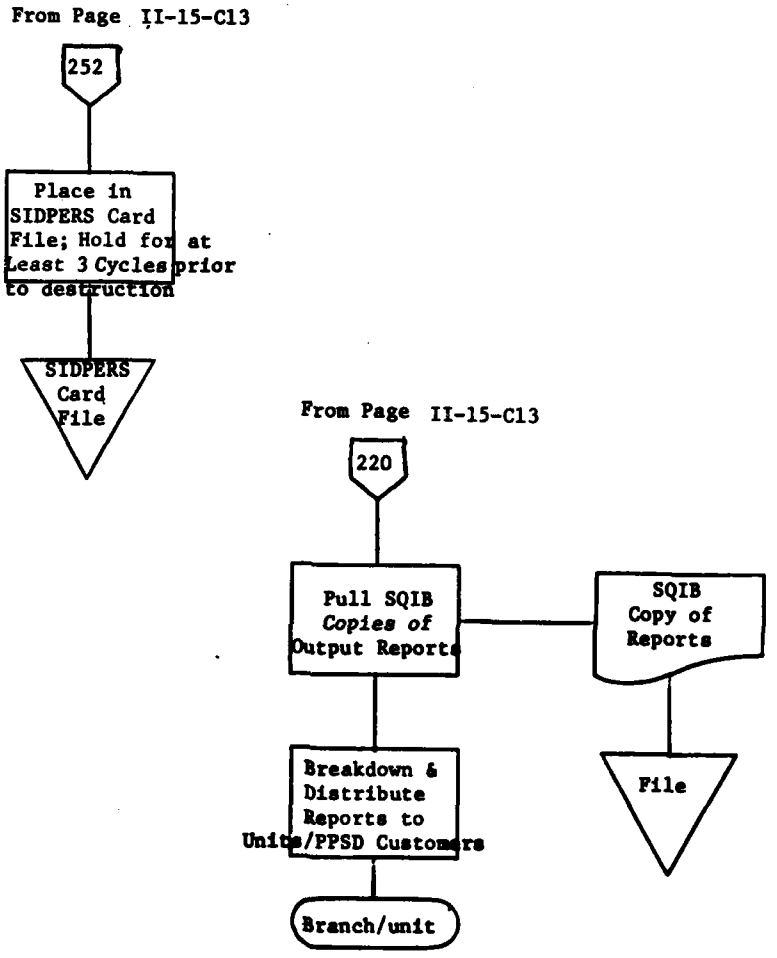
To Page II-15-C12

From Page II-15-C11

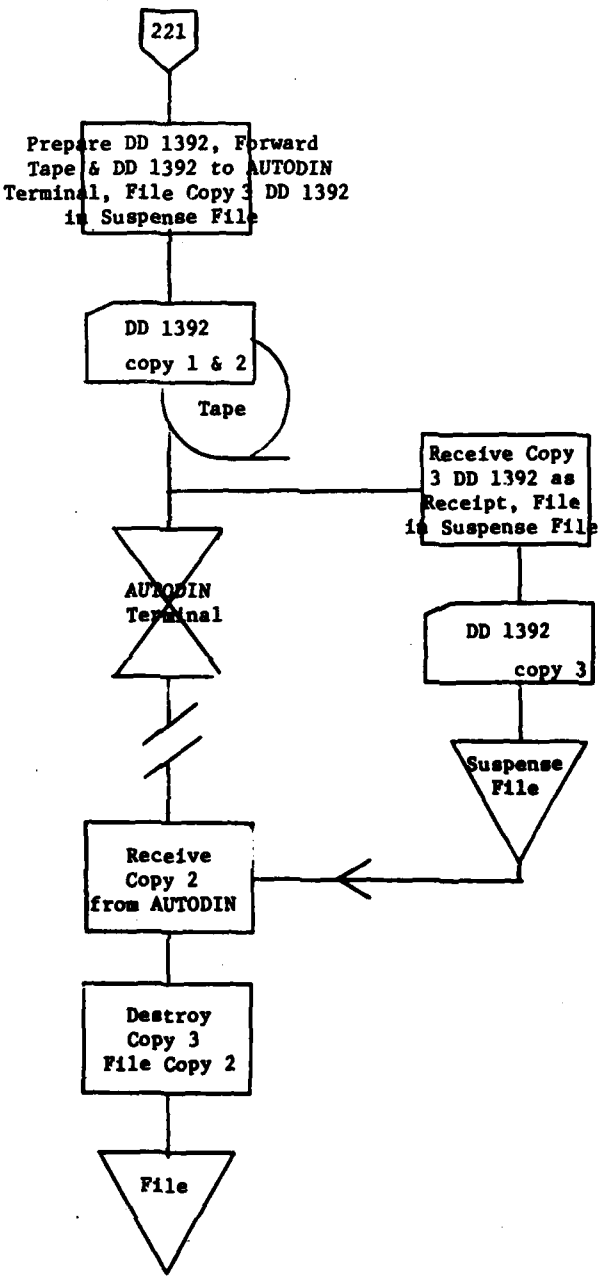


To Page II-15-C13

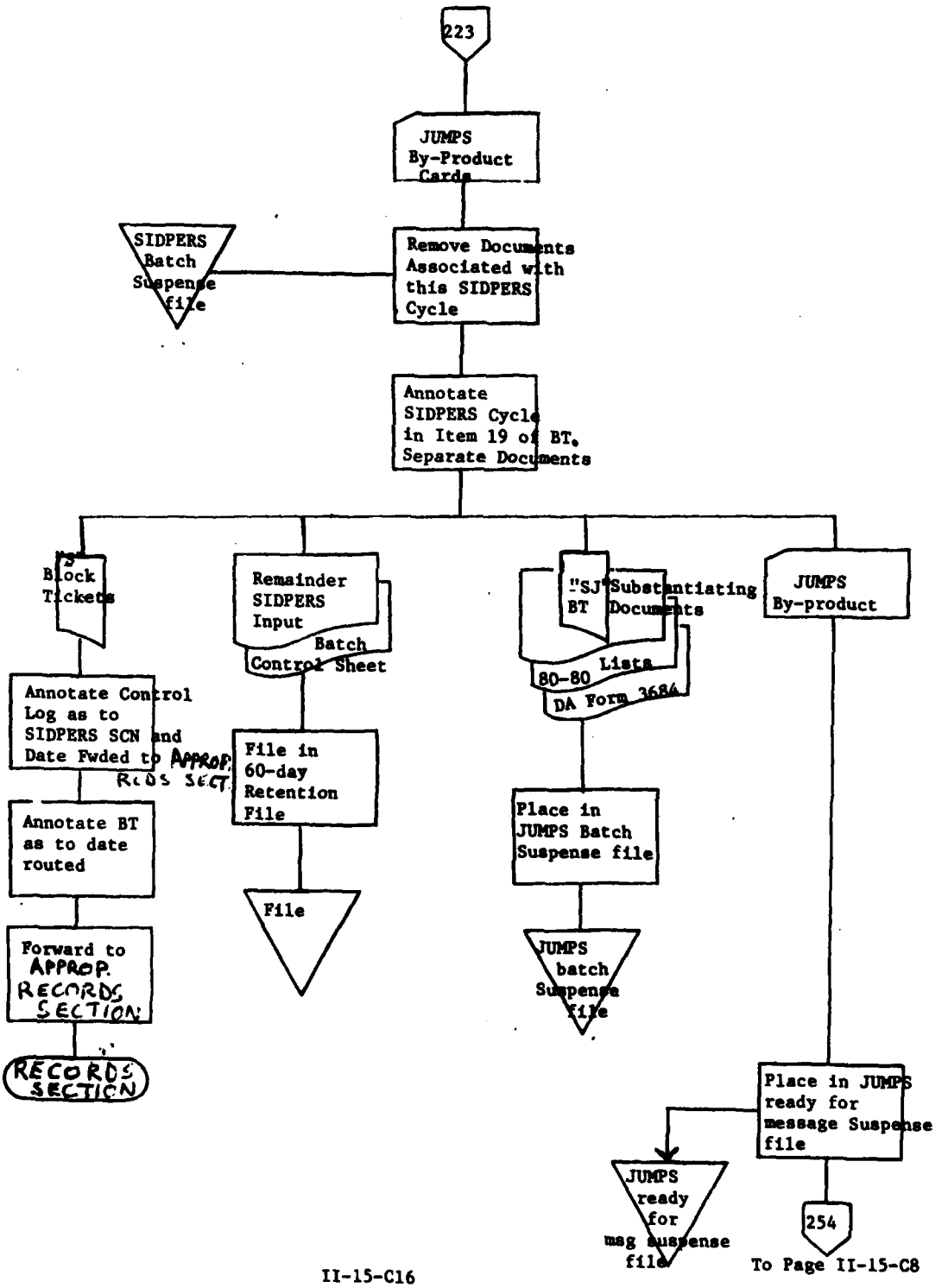

From Page II-15-C12
255
SIDPERS ready for Cycle Suspense file
At Cutoff Time on Cycle Day Prepare Cards for SIDPERS Cycle
Prepare Header and Trailer Cards for Cycle
Log Cycle Out to Data Processing Activity (DPA)
Receive Output from Cycle from DPA
Separate Documents
SIDPERS Punched Cards
JUMPS By-Product Cards
SIDPERS Output Reports
Tape for MILPERCEN
252
To Page II-15-C14
223
To Page II-15-C16
220
To Page II-15-C14
221
To Page II-15-C15


From Page II-15-C13
252
Place in SIDPERS Card File; Hold for at Least 3 Cycles prior to destruction
SIDPERS Card File
From Page II-15-C13
220
Pull SQIB Copies of Output Reports
SQIB Copy of Reports
Breakdown & Distribute Reports to Units/PPSD Customers
File
Branch/unit

From Page II-15-C13

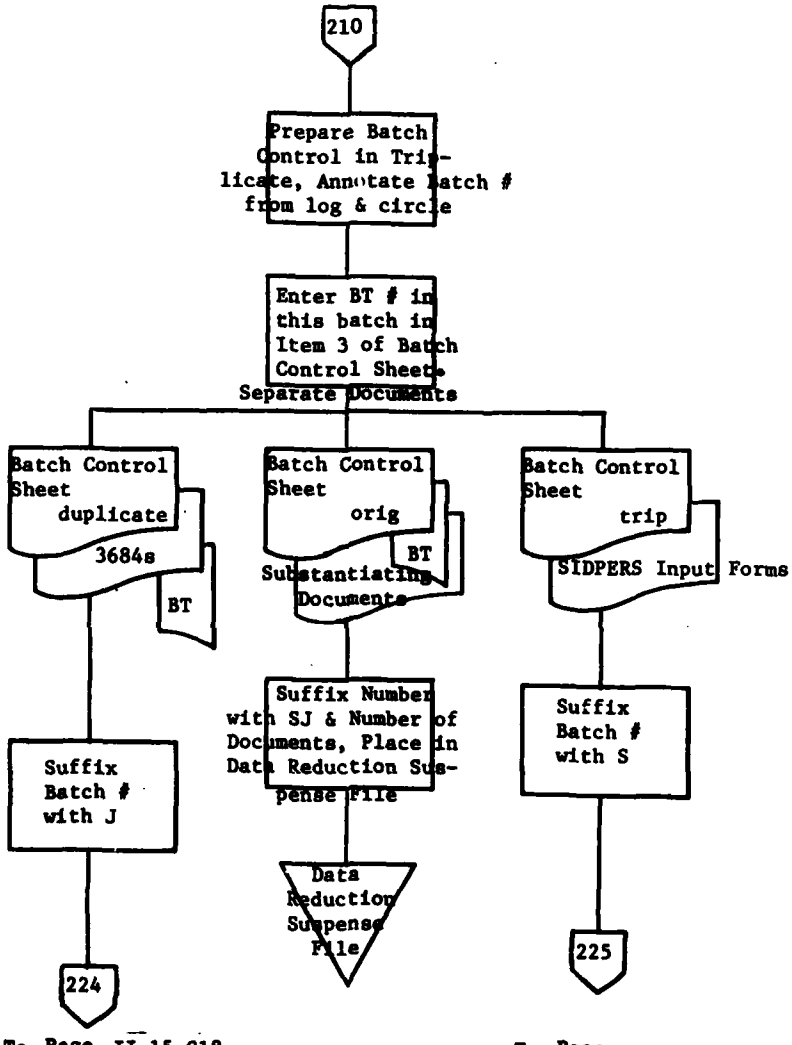


From Page II-15-C13



To Page II-15-C8

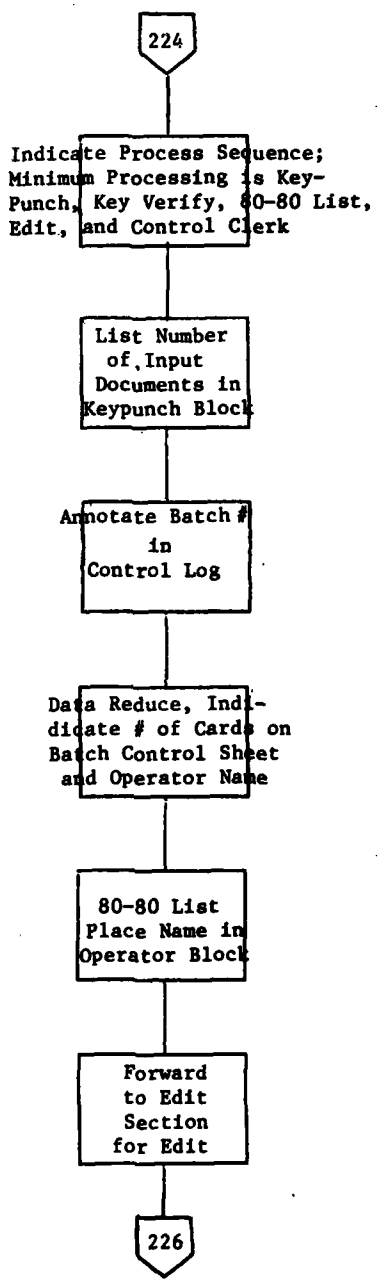
From Page II-15-C1



To Page II-15-C18

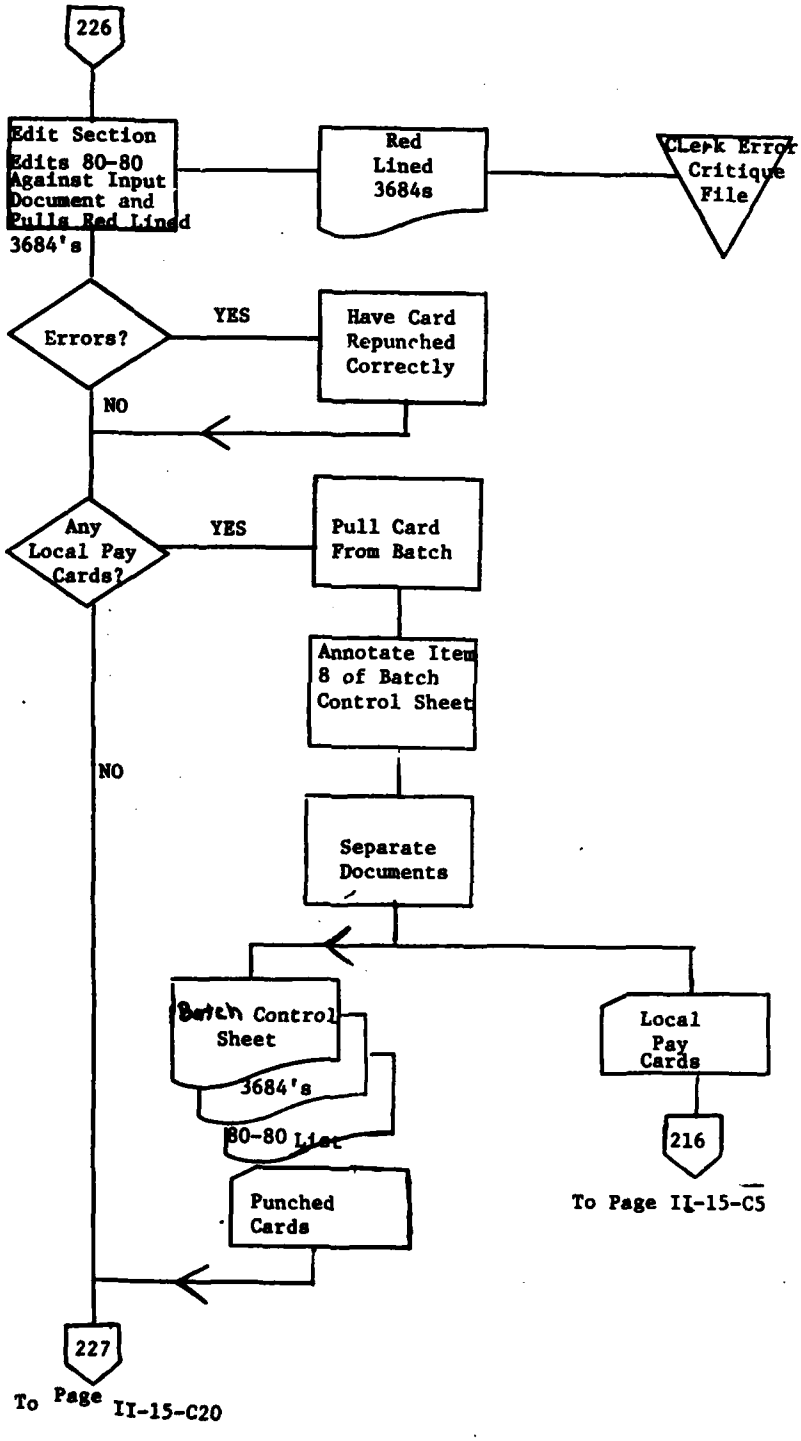
To Page II-15-C21

From Page II-15-C17...



To Page II-15-C19

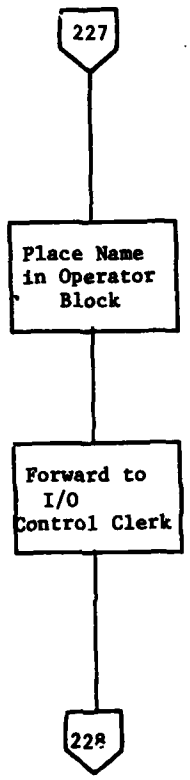
From Page II-15-C18



To Page II-15-C5

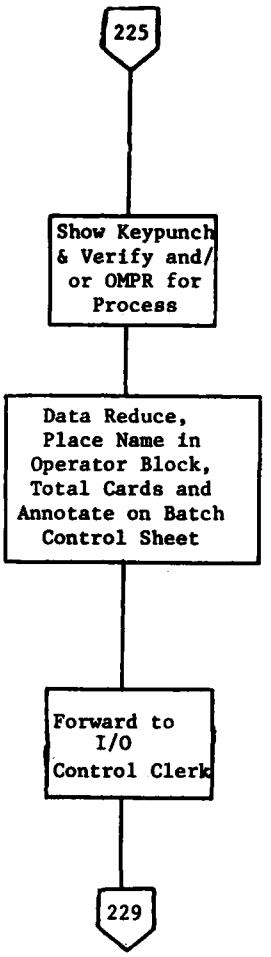
To Page II-15-C20

From Page II-15-C19

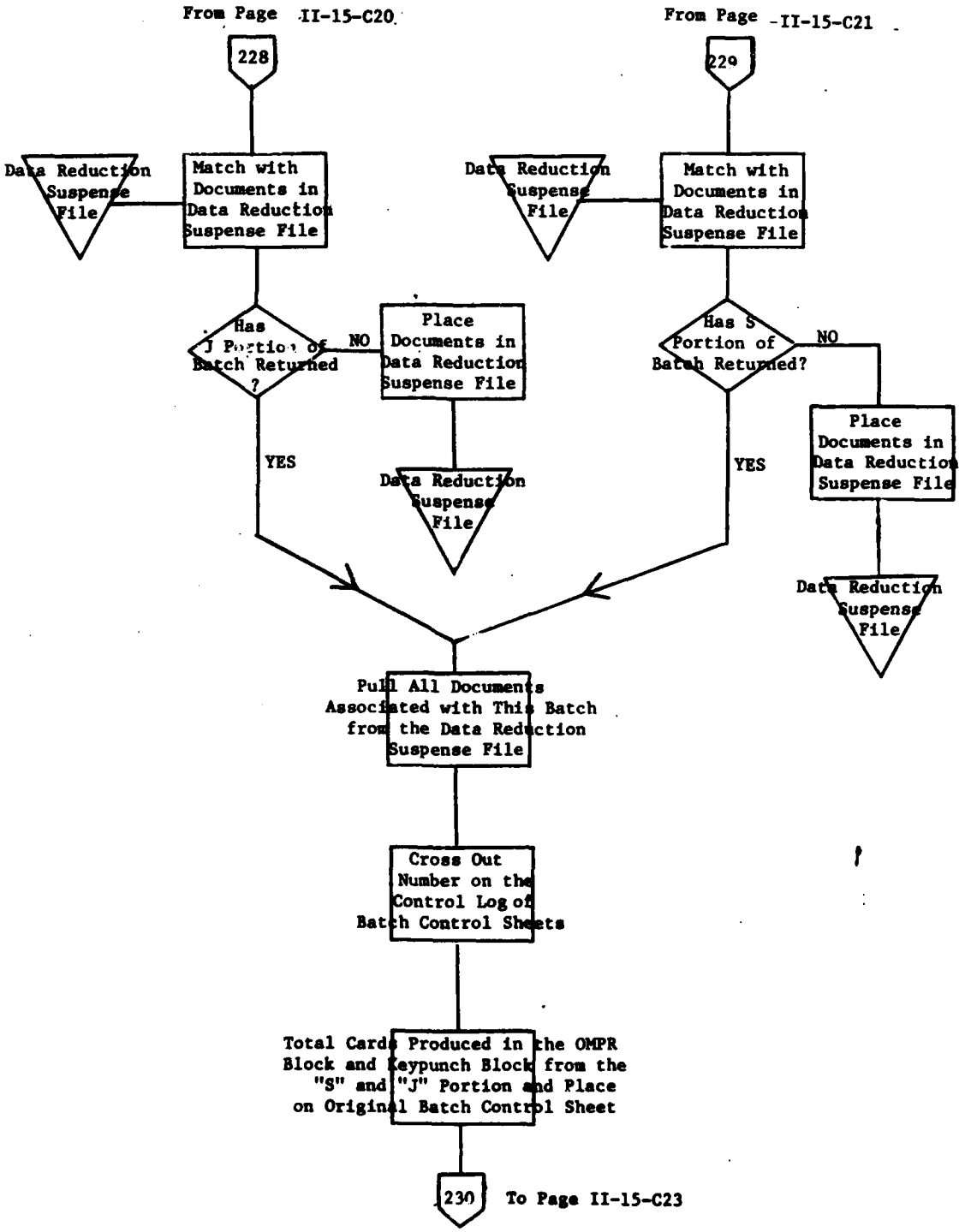


To Page II-15-C22

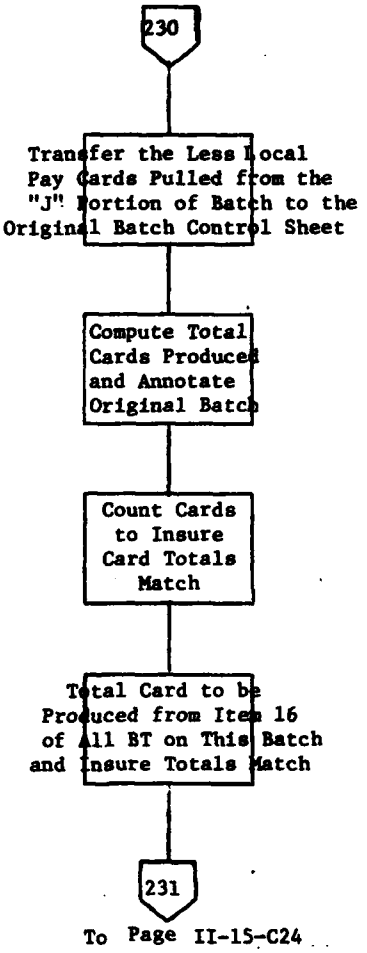
From Page II-15-C17



Page II-15-C22

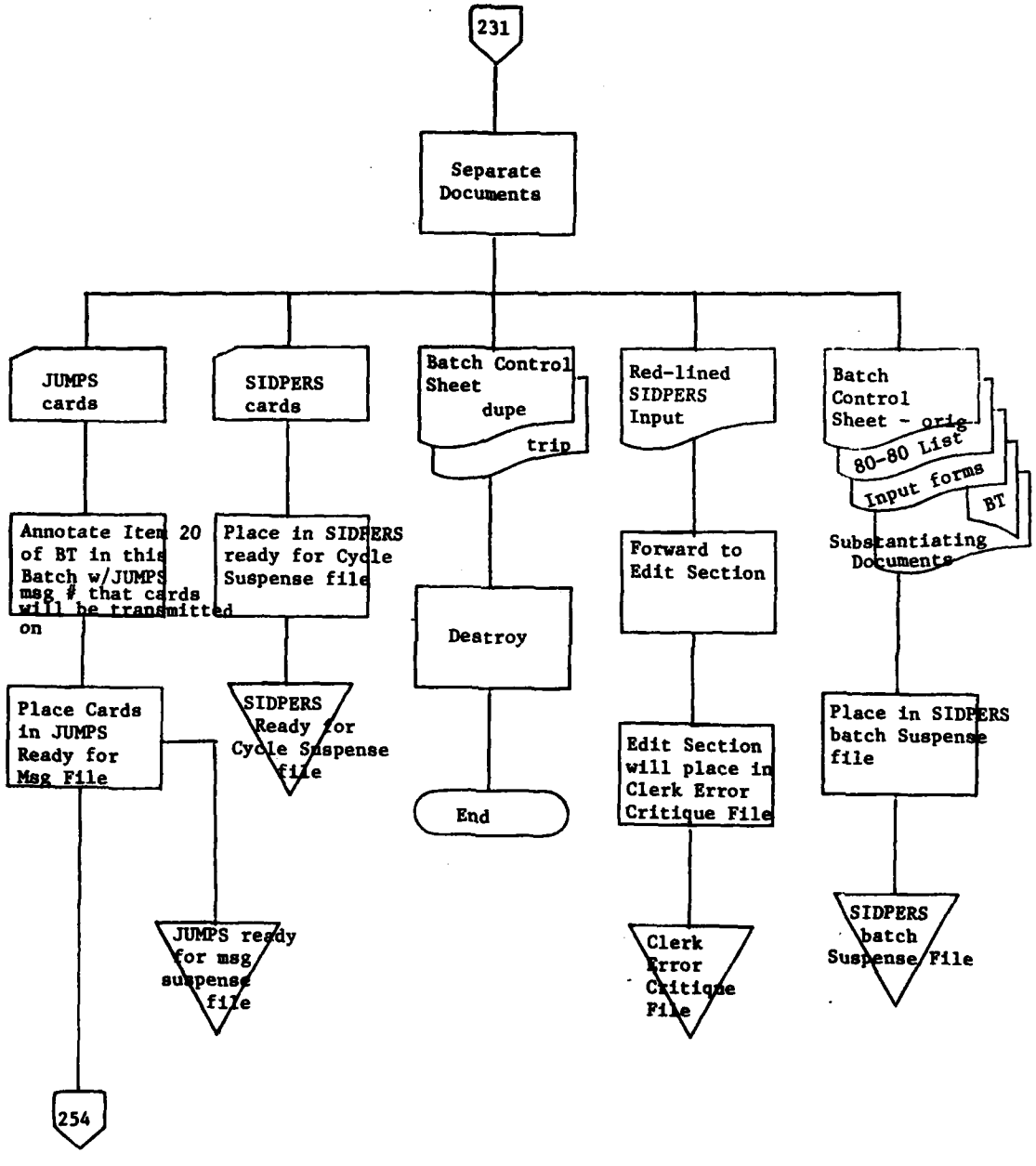

From Page II-15-C20
228
Data Reduction Suspense File
Match with Documents in Data Reduction Suspense File
Has J Portion of Batch Returned ?
NO
Place Documents in Data Reduction Suspense File
Data Reduction Suspense File
YES
From Page II-15-C21
229
Data Reduction Suspense File
Match with Documents in Data Reduction Suspense File
Has S Portion of Batch Returned?
NO
Place Documents in Data Reduction Suspense File
Data Reduction Suspense File
YES
Pull All Documents Associated with This Batch from the Data Reduction Suspense File
Cross Out Number on the Control Log of Batch Control Sheets
Total Cards Produced in the OMPR Block and Keypunch Block from the "S" and "J" Portion and Place on Original Batch Control Sheet
230
To Page II-15-C23

From Page II-15-C23



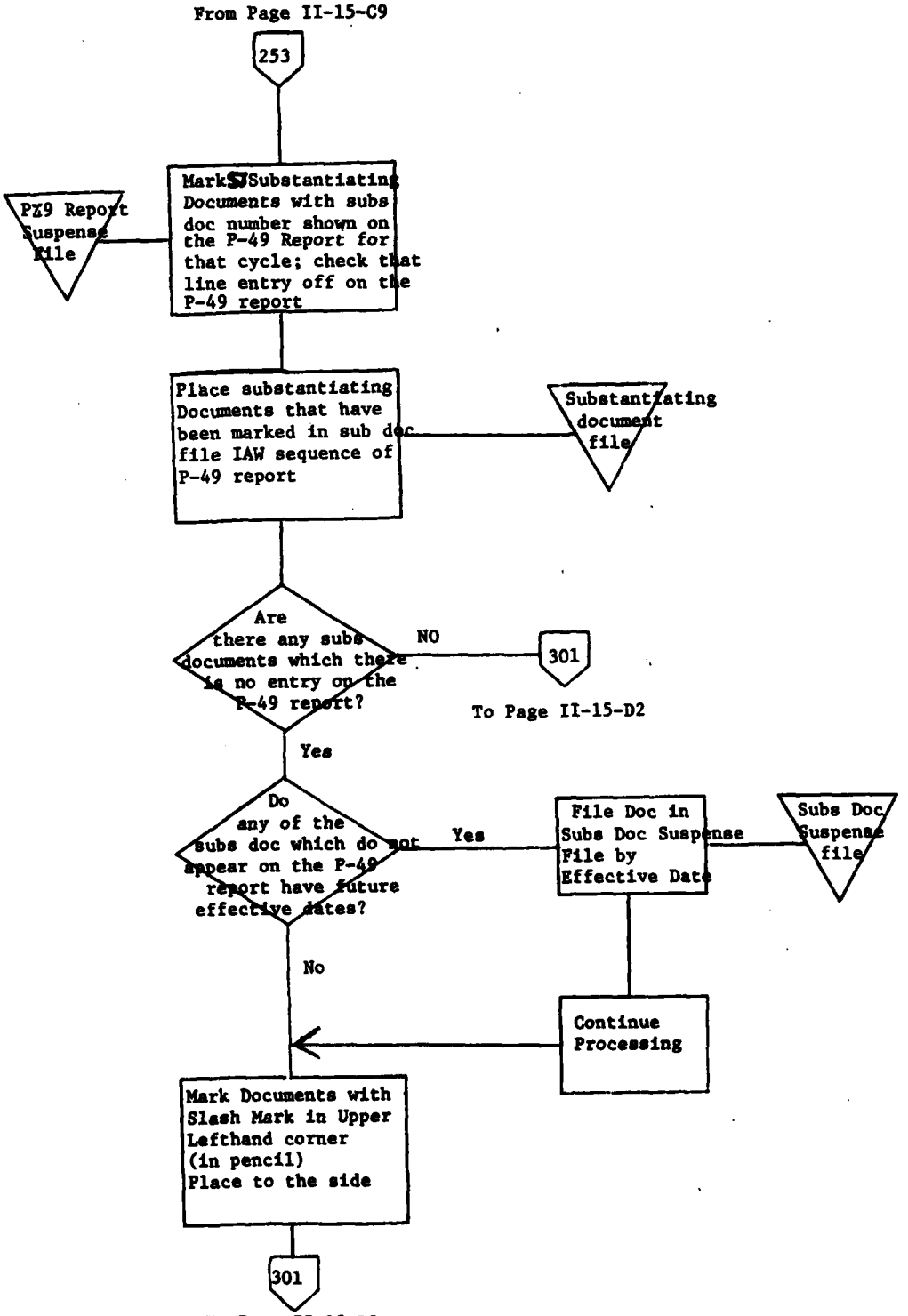
To Page II-15-C24

From Page II-15-C23

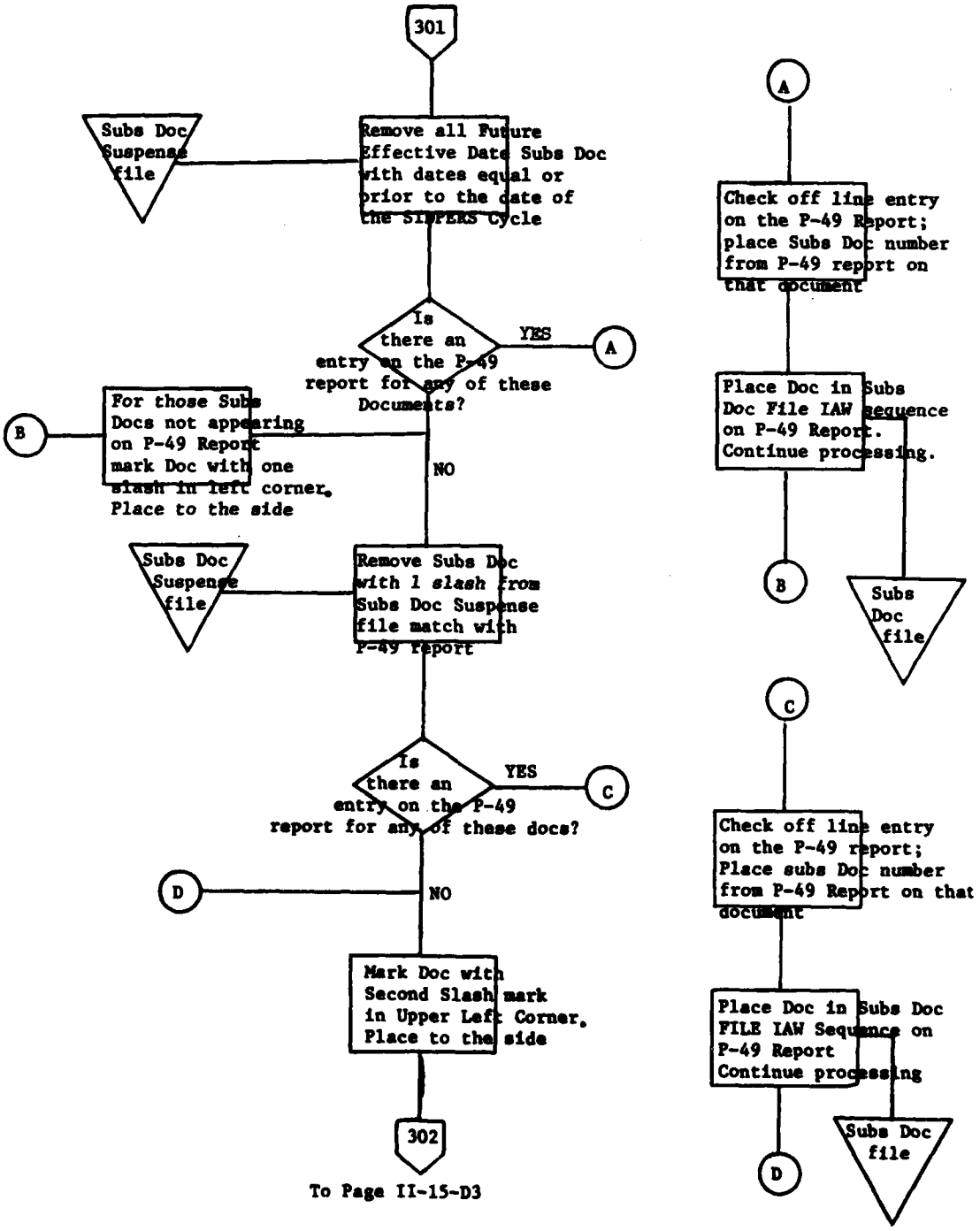


To Page II-15-C8

ANNEX D Document/Data Flow: SOP 14

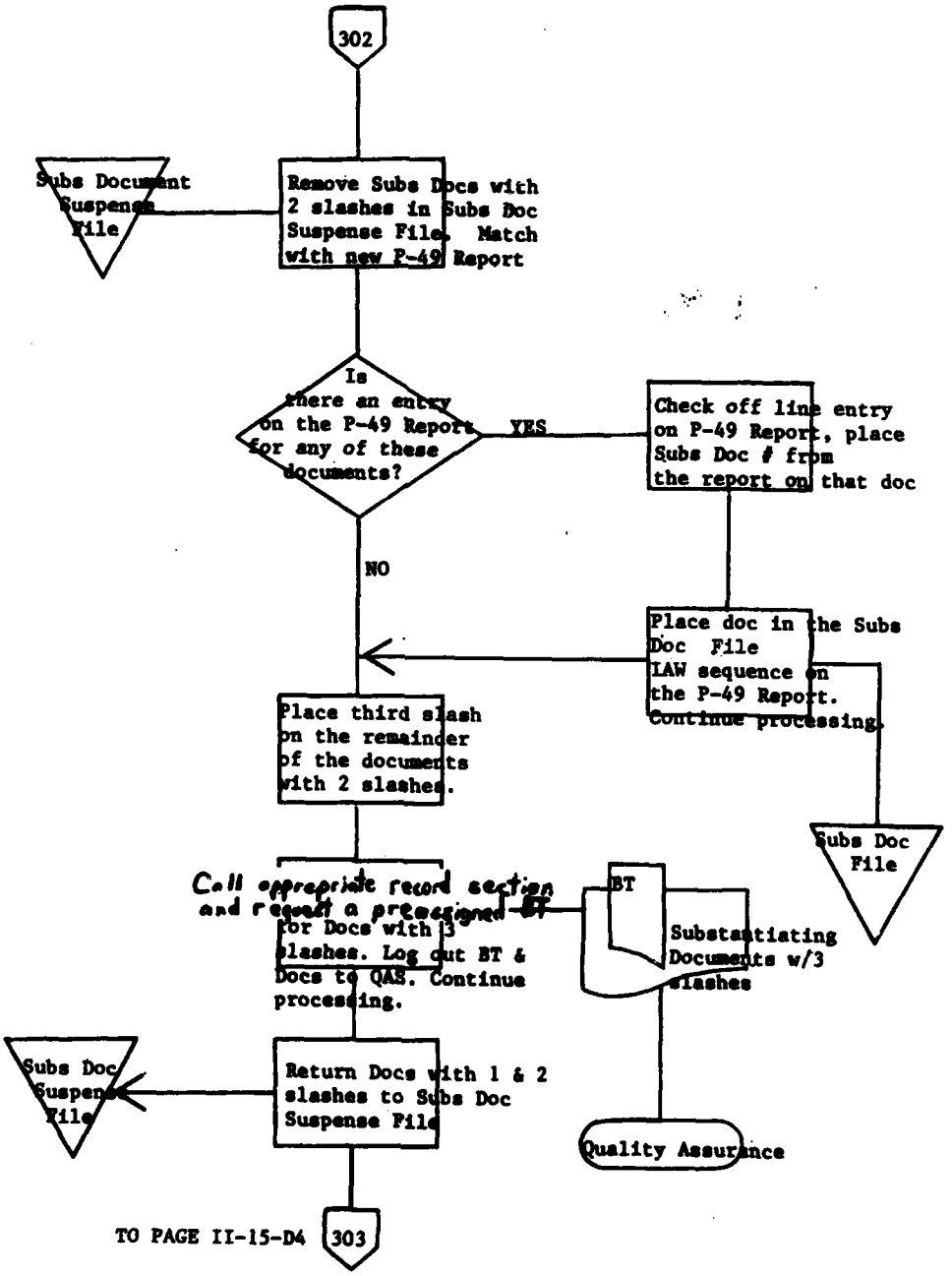


From Page II-15-D1



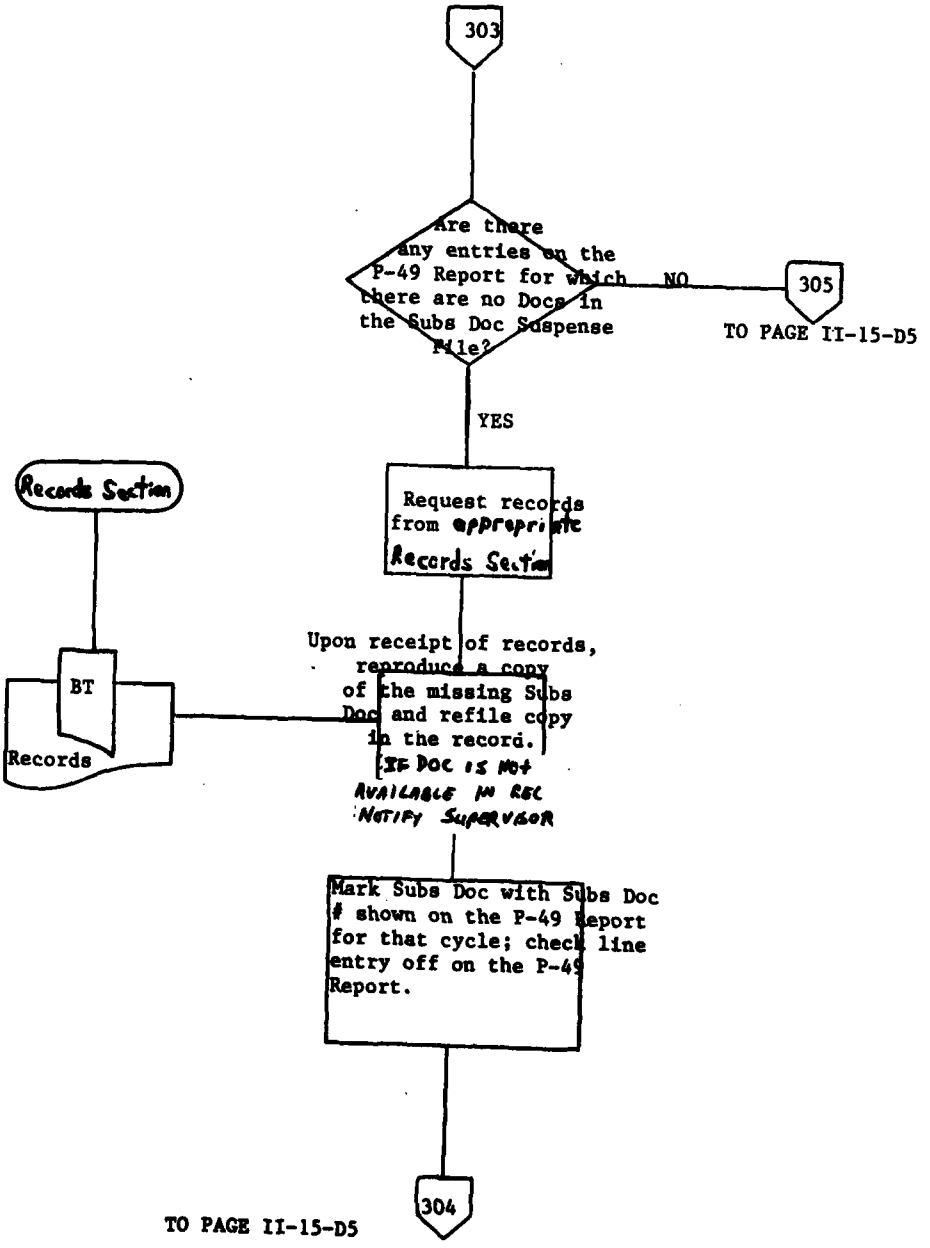
To Page II-15-D3

FROM PAGE II-15-D2

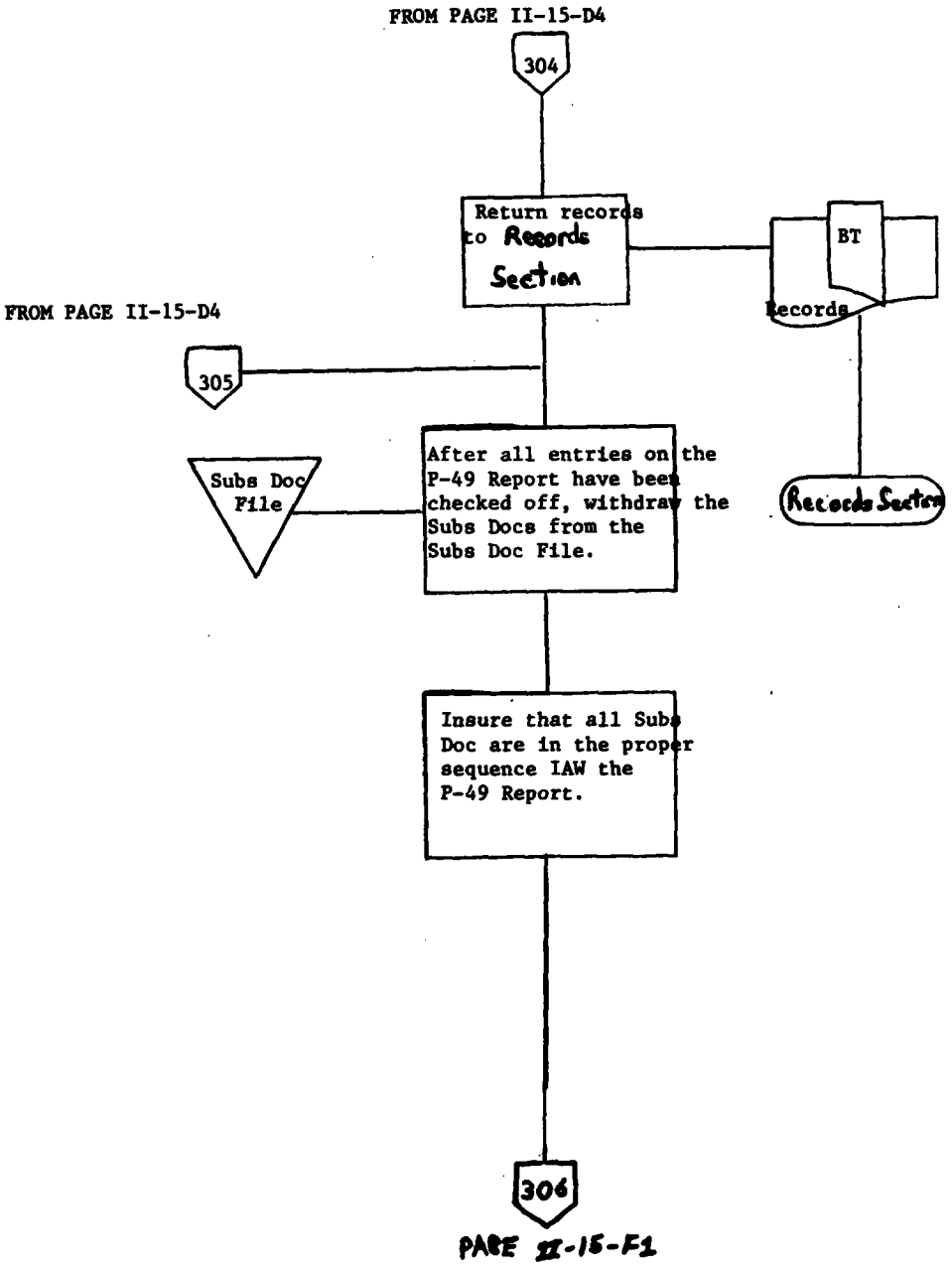


TO PAGE II-15-D4

FROM PAGE II-15-D3

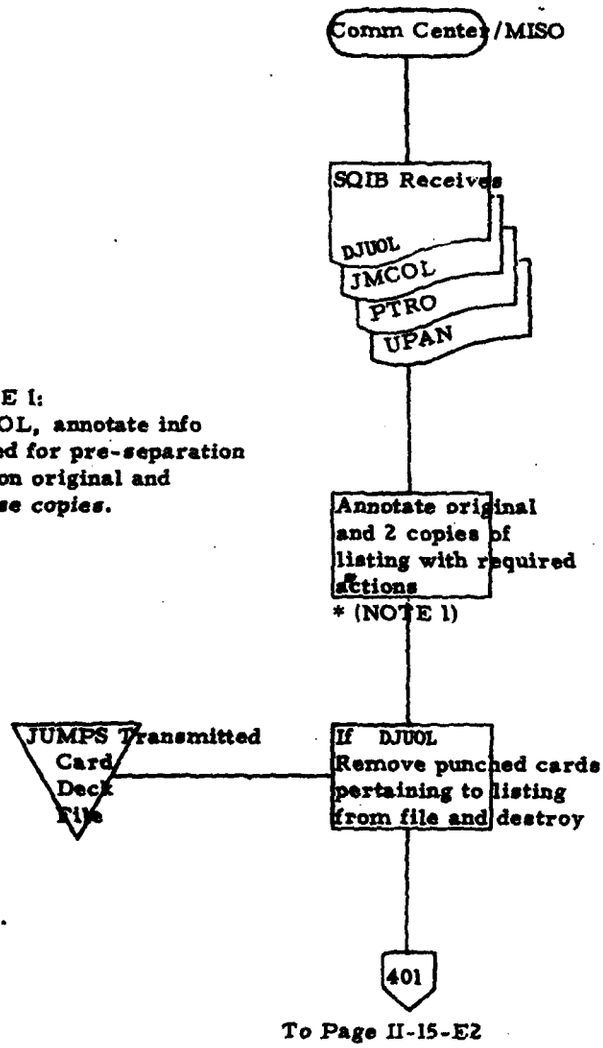


TO PAGE II-15-D5

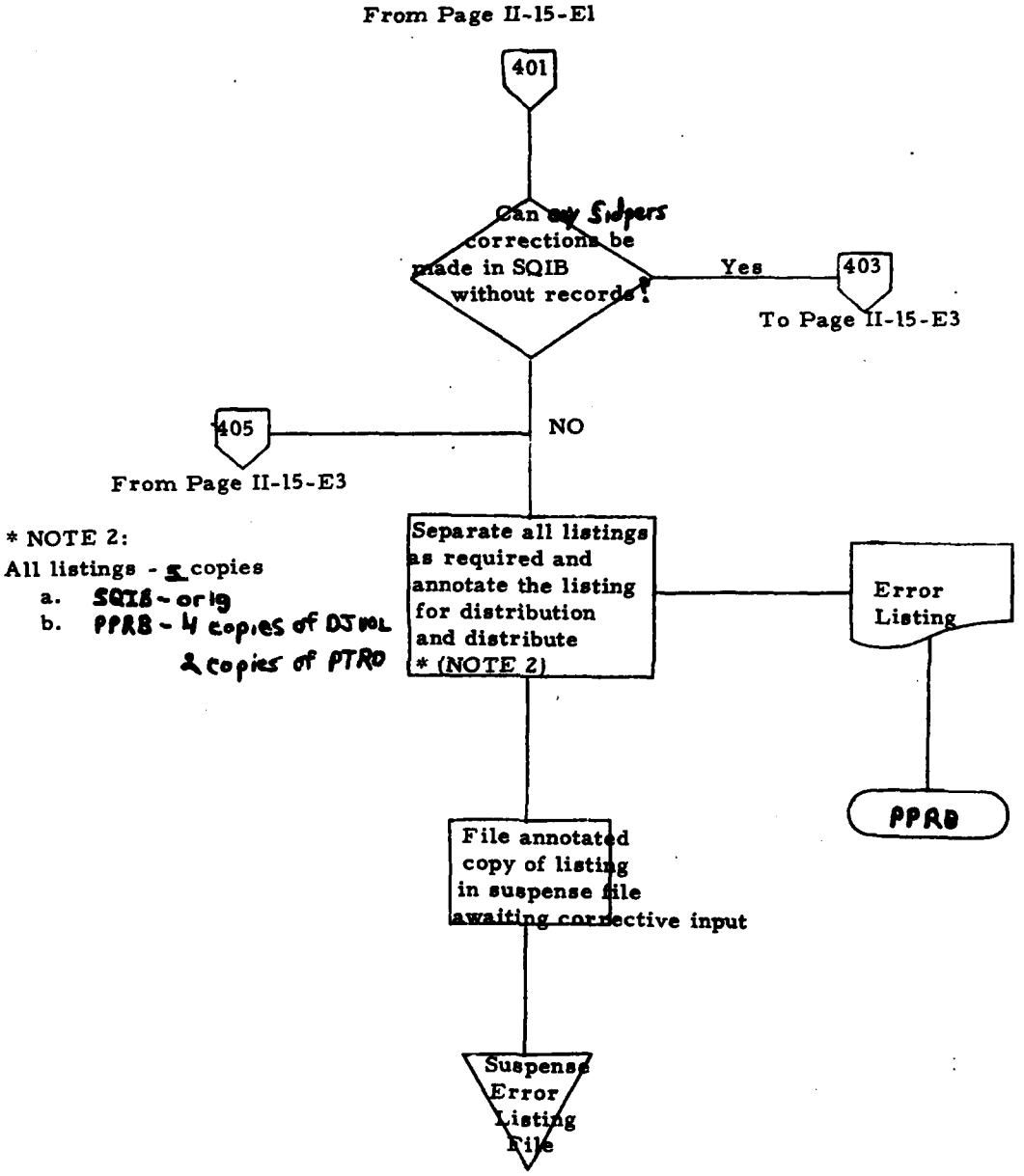

FROM PAGE II-15-D4
304
Return records to Records Section
BT
Records
FROM PAGE II-15-D4
305
Subs Doc File
After all entries on the P-49 Report have been checked off, withdraw the Subs Docs from the Subs Doc File.
Records Section
Insure that all Subs Doc are in the proper sequence IAW the P-49 Report.
306

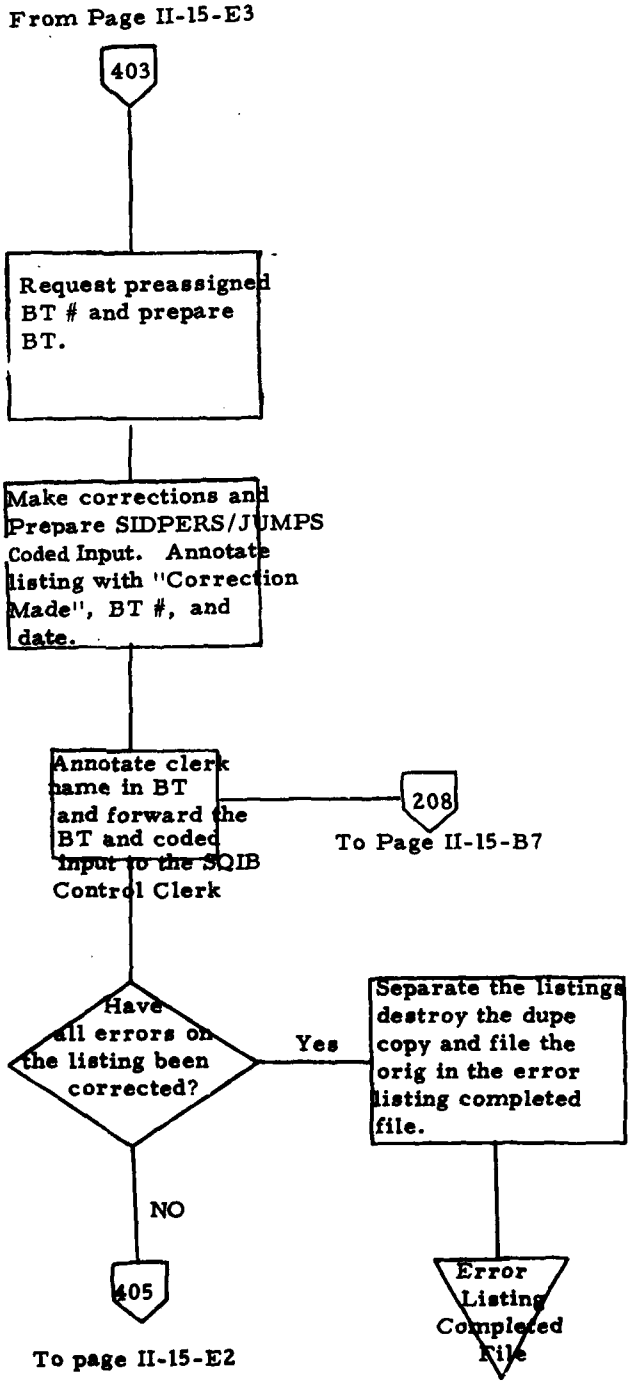
PAGE II-15-F1

ANNEX E - DOCUMENT/DATA FLOW: SOP 15.

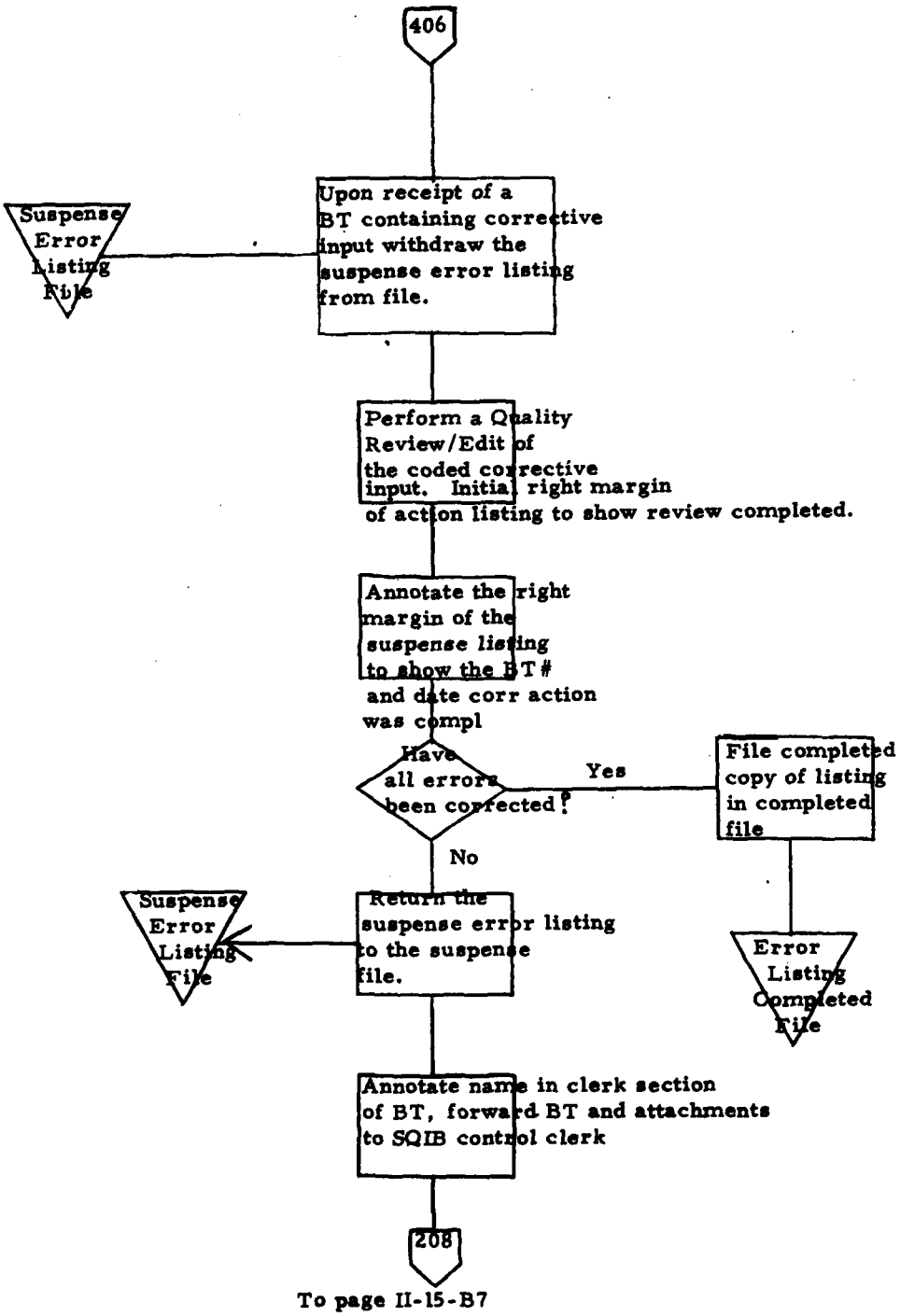


To Page II-15-E2


From Page II-15-E1
401
Can any S/pers corrections be made in SQIB without records?
Yes
403
To Page II-15-E3
NO
405
From Page II-15-E3
* NOTE 2:
All listings - 5 copies
a. SQIB - orig
b. PPRB - 4 copies of DJ 102L
2 copies of PTRO
Separate all listings as required and annotate the listing for distribution and distribute * (NOTE 2)
Error Listing
PPRB
File annotated copy of listing in suspense file awaiting corrective input
Suspense Error Listing File

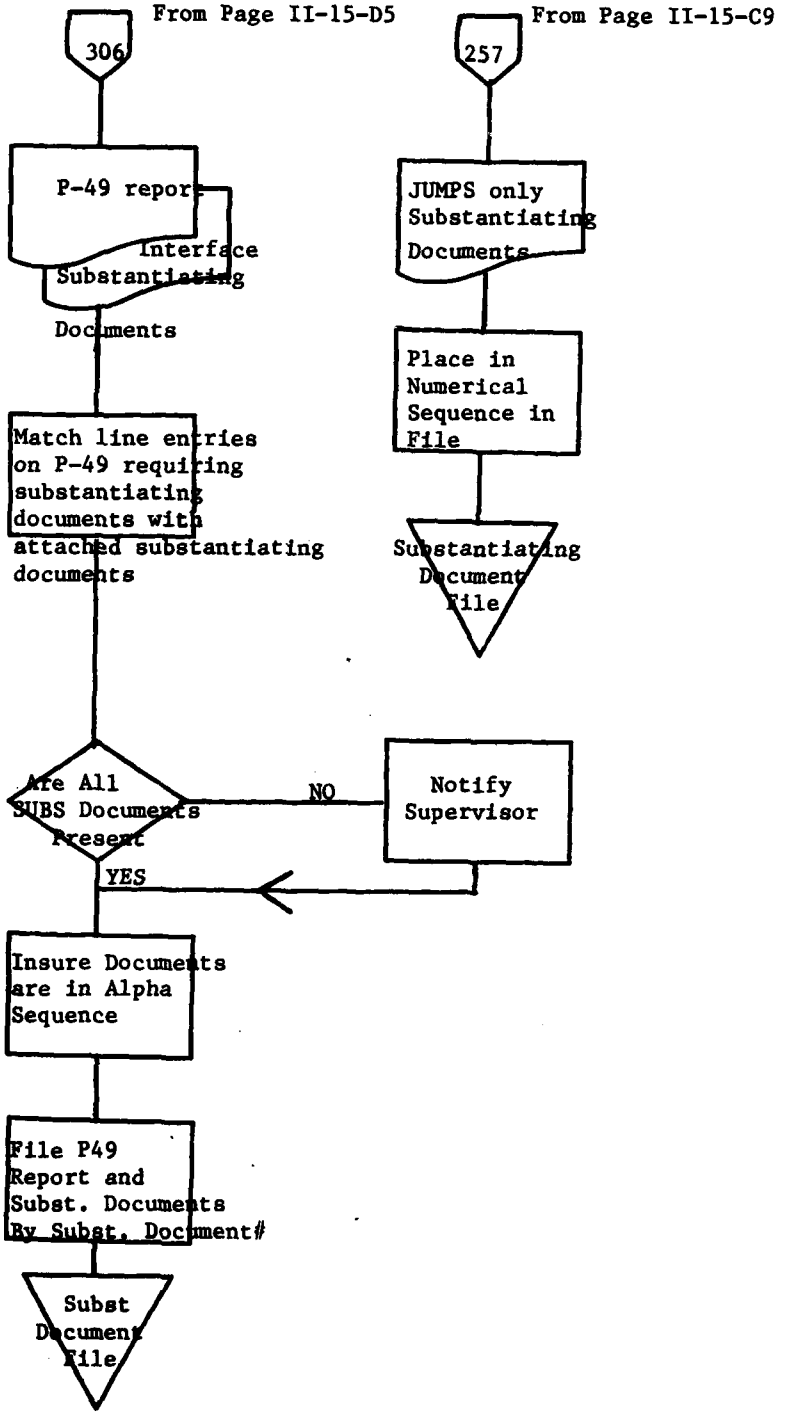

From Page II-15-E3
403
Request preassigned BT # and prepare BT.
Make corrections and Prepare SIDPERS/JUMPS Coded Input. Annotate listing with "Correction Made", BT #, and date.
Annotate clerk name in BT and forward the BT and coded input to the SQIB Control Clerk
208
To Page II-15-B7
Have all errors on the listing been corrected?
Yes
Separate the listings destroy the dupe copy and file the orig in the error listing completed file.
NO
405
To page II-15-E2
Error Listing Completed File

From Page II-15-B4

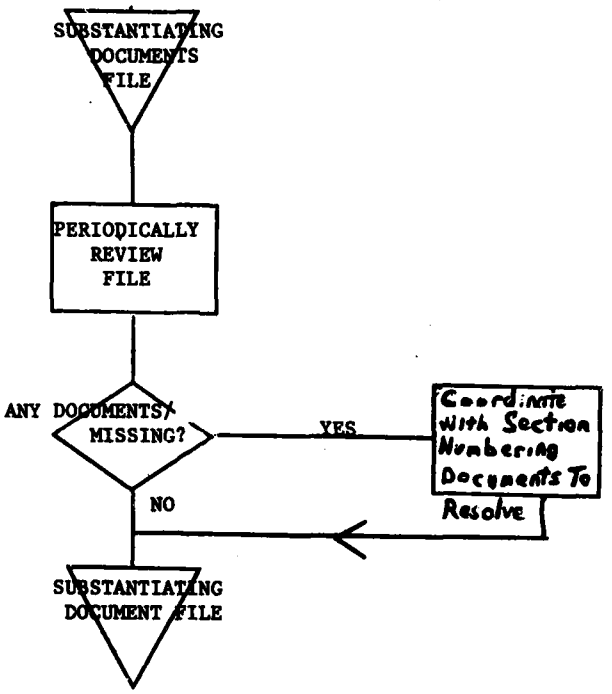


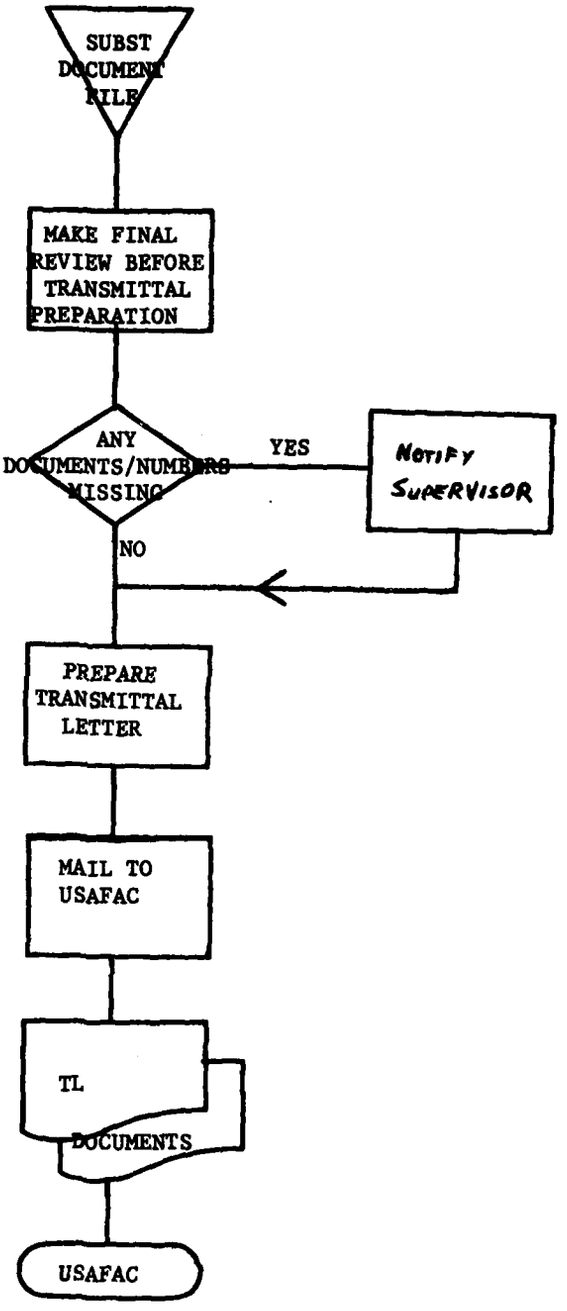
To page II-15-B7

Annex F Documents/Data Flow



Processing Substantiating Documents




SUBST DOCUMENT FILE
MAKE FINAL REVIEW BEFORE TRANSMITTAL PREPARATION
ANY DOCUMENTS/NUMBERS MISSING
YES
NOTIFY SUPERVISOR
NO
PREPARE TRANSMITTAL LETTER
MAIL TO USAFAC
TL
DOCUMENTS
USAFAC

Appendix C

TOPICAL INDEX

(DELETED)

APPENDIX D

FIGURES

FIGURE NUMBER	DESCRIPTION	PAGE
1-1	TRANSFER IN FUNCTIONS TO ORGANIZE A PPSD FORMED BY TOE	I-1-3
3-1	ADMINISTRATION COMPANY, ARMY DIVISION	I-3-2
3-2	PPSD, FORMED FROM TOE	I-3-5
3-3	PPSD IN ARMY DIVISION	I-3-6
6-2	PROPOSED PERSONNEL STAFFING GUIDE FOR TOE DIVISION PPSDs SERVICING 16,000 SM	I-6-2
8-1	CUSTOMER SERVICE BRANCH WITH PCF PROCESSING SECTION	I-8-2

APPENDIX E

NUMERICAL LISTING OF FORMS UNIQUE TO A PPSD

ADMINCEN FORM	TITLE	PARAGRAPHS
6011T-R	PPSD Document Control Record (BT)	10-9
6013-R	Systems Quality Interface Branch Control Log	15-5, 15-8
6014-R	Daily Activity Report - Personnel and Pay Records Section	2-3
6015-R	SIDPERS Cycle Report	15-15
6016-R	Records Section Control Log	10-9
6017-R	Batch Control Sheet	15-10
6020T-R	Input/Output Control Section Control Log	15-9
6022-R	Control Log of Batch Control Sheets	15-14
6023-R	JUMPS-Army Message Log	15-14, 15-23
6026-R	Block Ticket Control Log - Branch/Section	10-10
6027T-R	Unit/Other Transmittal Letter Control Log	15-3
6028T-R	Daily Activity Summary Report Personnel and Pay Services Division	2-2, 2-9
6035-R	Personnel and/or Pay Inquiry	13-3c
6036-R	Daily Activity Report - Systems Quality Interface Branch	2-2, 2-7
6037-R	Daily Activity Report Customer Service Branch	2-2,2-8
6040T-R	Daily Activity Report Actions and Affairs Section	2-2, 2-6
6041T-R	Daily Activity Report Personnel Management Section	2-2, 2-4

SAMPLE OVERPRINTED DISPOSITION FORMS	SUBJECT	PARAGRAPHS
DA Form 2496	Deficiency in Submission of Documents to Personnel and Pay Services Division (PPSD) OTL/UTL Number _____	10-6
DA Form 2496	Last Transmittal_____ Unit Transmittal Letter Number_____	10-6
DA Form 2496	Last Transmittal _____ Other Transmittal Letter Number_____	10-6

PPSD DOCUMENT CONTROL RECORD (BT)	1. Date:	2. No:
3. Originator (Br and Clk)		4. S:

5. ROUTING/BRANCH	6. DATE RECEIVED	7. ACTION CLERK	8. DATE ROUTED
Record Section			
Actions & Affairs			
Pers Mgt Sec			
Customer Service Br			
Sys Qual Interface Br			
Other			

9. Records Team Pull ☐ MPRJ ☐ PFR

10. ACTION (List by Type)	11. TOTAL	12. MPRJ	13. PFR	14. KEYPUNCH FORMS	15. MARK SENSE FORMS	16. CARDS	17. SUBSTANTIATING DOCUMENTS

18. REMARKS (Note additions/deletions)

19. SIDPERS Cycle No:	20. JUMPS Msg No:

ADMINCEN Form 6011T-R Jan 77 (TEST) (ATZI-SP)

INSTRUCTIONS FOR COMPLETING ADDENDUM FORM 6011T-E
PPSD DOCUMENT CONTROL RECORD (BLOCK TICKET)

1. Date: Will indicate the date the Block Ticket is dispatched from originator.
2. Number: All Block Ticket numbers will be assigned an identifying number by the Records Section of PPRS If BT originates in a branch other than PPRS that branch will contact RS to obtain a number. All BT numbers will be prefixed by either S, J, SJ, NS, or NJ depending on the type of input on the Block Ticket.
3. Originator (Branch and Clerk): The originating Branch (i.e., SQIB, CSB) will be placed in this block along with the last name of the preparing clerk.
4. Suspense Date: This date will be assigned by the originating clerk at the time of dispatch of the BT from that branch. Suspense date will normally be 5 work days from the date in the date block.
5. Routing/Branch Order: This column will be prepared by originating branch indicating the sequence the block is to travel. EXAMPLE: A block originating in RS and traveling to , SQIB and back to RS , "1" is placed next to SQIB , "2" next to RS.

6. Date Received: The control clerk receiving the Block in each branch will place the date received in this block.
7. Clerk: The clerk taking action on Block will place his/her last name in this block.
8. Date Routed: The control clerk routing the block to the next branch will place the date routed in this block.
9. RT pull _ MPRJ _ PFR: The control clerk in RS intiating a block for which records must be pulled will check which (or both) records are to be pulled.
10. Action: The type action on the Block Ticket will be shown in this block.
11. Number: The number of actions will be shown in this block.
12. MPRJ: The number of MPRJs will be shown in this block.
13. PFR: The number of PFRs will be shown in this block.
14. Keypunch Form: The number of line entries on keypunch forms will be entered in this block by clerk preparing forms or by originating branch if forms are initially routed with the block.
15. Mark Sense Forms: The number of Mark Sense Forms will be entered in this block by the clerk preparing the Mark Sense Forms or by the originating branch if forms are initially routed with the Block.
16. Cards: The Edit Section Clerk editing the input will place the number of cards produced during data reduction. When a Batch is returned in the SQIB the Batch Control Clerk will verify the card count to insure no cards are inserted or lost.
17. Substantiating Documents: The number of substantiating documents will be entered here by the SQIB clerk identifying substantiating documents.
18. Remarks: This section will be used for any pertinent remarks about the block ticket. Additionally all documents and/or records added to or deleted from the BT will be shown by listing SM's last name, last 4 of the SSN, and BT to which action/record was deleted or BT from which an action/record was added.
19. SIDPERS Cycle: All S and SJ blocks will have the SIDPERS cycle on which action of this BT were processed.
20. JUMPS Msg No. All J and SJ blocks will have the JUMPS Msg Number on which cards were forward to USAFAC entered in this block.

SYSTEMS QUALITY INTERFACE BRANCH CONTROL LOG

1. BT NO	2. DATE REC'D	3. SQIB SEC	4. DATE RCD/ACT RTN FILE	5. RECORDS		6. DATE BT FWD TO I/O Control	7. ACTIONS				8. REMARKS
				MPRJ	PFR		S	J	S/J	Error Listing Lines	
SJ/2 1	11 JUN	EDIT	12 JUN	10	10	12 JUN			10		
12 2											
S 12 3	11 JUN	EDIT	12 JUN	10		13 JUN	10				
J 12 4	13 JUN	EDIT	13 JUN		10	13 JUN		10		10	D JHOL
S 12 5	13 JUN	EDIT	14 JUN	20		14 JUN	20				
SJ/2 6	16 JUN	EDIT	17 JUN	5	5	17 JUN			5	5	D JHOL
SJ/2 7	16 JUN	EDIT		9	9				9	9	D JHOL
12 8											
12 9											
SJ/3 0	17 JUN	EDIT		6	6				6		
13 1											
13 2											
13 3											
13 4											
13 5											
13 6											
13 7											
13 8											
13 9											
14 0											

ADMINCEN Form 6013-R, May 77 (TEST) (ATZI-SP)

INSTRUCTIONS FOR COMPLETING THE SYSTEMS QUALITY INTERFACE BRANCH CONTROL LOG (ADMINCEN FORM 6013-R)

1. Block No. The number of the block will be placed here. Sheets should be pre-numbered.

2. Date Received. The date the block is received will be reflected here.

3. SQIB Section. Either "edit" or "audit" will be entered here to reflect the section that received the block. For those blocks going straight to the DCRB this block will be left blank.

4. Date Records Returned to File. The date the records along with duplicate block tickets were forwarded to the DCRB will be entered here.

5. Records. The number of records returned will be reflected by category in this block.

6. Date BT Forwarded to I/O Control. The date the original Block Ticket and input documents were forwarded to I/O Control Section will be entered here.

7. Actions. The number of error listing line entries for error listing blocks will be entered in the error listing portion of this block. The S, J, S/J apply to the prefixes of the BT number; actions on each block will be totaled and entered by category.

8. Remarks. Any pertinent remarks will be entered here.

TEAM ☐ SECTION ☐ PPRS ☐

DAILY ACTIVITY REPORT
PERSONNEL AND PAY RECORDS SECTION

SIGNATURE

DATE

CATEGORY	ON HAND BEGIN	RECEIVED	PROCESSED	ON HAND END
RECORDS (TOTAL)				
a. MPRJ				
b. PFR				
ACTIONS (TOTAL)				
a. SIDPERS				
b. JUMPS				
c. SIDPERS/JUMPS				
d. NON SIDPERS				
e. NON JUMPS				
SUSPENSE ACTIONS				
RECYCLE ACTION DOCS				
LOANED RECORDS				
FILE ONLY DOCS				
LOCATOR				
a. CARDS				
b. DOCUMENTS				
MISC TRANS LTRS				

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH		TOTAL HOURS	
	AUTH	DUTY	PROD	NON-PROD

NUMBER OF BLOCK TKTS	0-3 DAYS	4-5 DAYS	OVER 6 DAYS
LOW NUMBER BTs			
LOW NUMBER BTs			

STATUS OF ERROR LISTING(S)

DATE/CYCLE	DATE RECD	DAILY STATUS PROC	DAILY STATUS OPEN	TOTAL WORKED	% COMPLETED
DJOUL:					
JMCOL:					
UER (P-29)					
PTRO (P-11)					

DOCUMENT PREPARATION

ITEM	QUANTITY	ITEM	QUANTITY
DA 3684			
SIDPERS INPUT (# TRANS)			
DA 2876 (REPT OF CHG)			
LTR, DF AND IND			

ADMINCEN FORM 6014-R, JUN 77 (TEST) (ATZI-CD-C)

BDE TM TEST SUPPLEMENT

BDE TM TEST SUPPLEMENT

RECORDS SECTION CONTROL LOG

1. BLOCK NO.	2. NO. OF ACTIONS	3. ACTIONS BLOCKED					4. NUMBER RECORDS		5. DATE TO TEAM	DATE			9. SUSPENSE DATE	10. REMARKS
		S	J	S/J	NS	NJ	a. MPPJ	b. PFR		6. OUT	7. DUP RECEIVED	8. ORIG RECEIVED		
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														
1														
2														
3														
4														
5														
6														
7														
8														
9														
0														

E-10a

BDE TM TEST SUPPLEMENT

Misc [illegible] Bulbk Jun 77 (TEST) (ATZI-CD-C)

INSTRUCTION FOR COMPLETION OF THE RECORDS SECTION CONTROL LOG (ADMINCEN FORM 6016-R)

1. Block No. This is the number assigned to the block. All logs should be pre-numbered and cut off by calendar month.

2. No of Acions. This is the sum of the number of actions listed on the face of the Block Control Ticket (before records are pulled by RFS, if required).

3. Action blocked. This is the actual number of actions blocked by category after actions are pulled by control for either the recycle suspense file or locator.

4. Numbers of Records. The top half */ of the divided block will show number of records (by either MPRJ or PFR) initially blocked out. The bottom half /* of the divided block will show the number of records returning on the block ticket.

5. Date to Team. The date the BT was forwarded to the team for action will be entered here.

6. Date Out. The date the BT was forwarded to the number 1 addressee (other than team) will be entered here.

7. Date Dup Received. The date the duplicate BT was received from processing will be entered here.

8. Date Original Received. The date the original BT was received from processing will be entered here.

9. Suspense Date. The date that the original BT is scheduled to return will be entered here.

10. Remarks. Any pertinent remarks about the block will be entered here.

INPUT/OUTPUT CONTROL SECTION CONTROL LOG						
1. BLOCK TICKET NUMBER	2. DATE RECEIVED	3. BATCH CONTROL NUMBER	4. SIDPERS SCN	5. JUMPS MSG NO.	6. DATE BT TO RS	7. REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

ADMINCEN Form 6020T-R, May 77(TEST) (ATZI-SP)

INSTRUCTIONS FOR COMPLETION OF THE INPUT/OUTPUT CONTROL SECTION CONTROL LOG (ADMINCEN FORM 6020T-R)

1. Block Ticket Number. The BT numbers will be entered in this item. Pages should be prenumbered.

2. Date Received. Self explanatory.

3. Batch Control Number. The 3-digit batch control number to which the Batch was assigned will be entered here.

4. SIDPERS SCN. The two character SIDPERS SCN that SJ and S blocks had input on that cycle will be entered here.

5. JUMPS Message Number. The message number that cards were transmitted to USAFAC will be entered here. All J and SJ blocks should have an entry.

6. Date Block Ticket to RS. The date the BT was forwarded to RS will be entered here.

7. Remarks. Pertinent remarks will be entered here. Certain SJ blocks will have two JUMPS-Army message numbers. The second number will be entered here.

MONTH _____ UNIT/OTHER TRANSMITTAL LETTER CONTROL LOG UIC DESIGNATION _____

1. CON NO.	2. UTL/OTL DATE	3. DATE RECEIVED IN PPSD	4. NO. OF DOCU-MENTS	5. DATE OF ACKNOWLEDG-MENT	6. DATE TO RECORDS SEC-TION	7. DATE OF DISCREPANCY NOTIFICATION	8. NUMBER OF DISCREPANCIES									9. DATE CORRECTION RECEIVED	10. NO. OF DOCU-MENTS	11. DATE TO RECORDS SEC-TION
							A	B	C	D	E	F	G	H	I			
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

ADMINCEN FORM 6027T-R, May 77, (TEST)(ATZI-SP)

MONTH _____

UNIT/OTHER TRANSMITTAL LETTER CONTROL LOG

UIC DESIGNATION _____

1. CON NO.	2. UTL/OTL DATE	3. DATE RECEIVED IN PPSD	4. NO. OF DOCUMENTS	5. DATE OF ACKNOWLEDGMENT	6. DATE TO RECORDS SECTION	7. DATE OF DISCREPANCY NOTIFICATION	8. NUMBER OF DISCREPANCIES									9. DATE CORRECTION RECEIVED	10. NO. OF DOCUMENTS	11. DATE TO RECORDS SECTION
							A	B	C	D	E	F	G	H	I			
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

ARMINCEN FORM 6027T-R, May 77, (TEST)(ATZI-SP)

INSTRUCTIONS FOR COMPLETING UNIT/OTHER TRANSMITTAL CONTROL LOG (ADMINCEN FORM 6027F-R)

Designation/UIC - this item will show UIC for units. Other elements forwarding OTLs will have a descriptive word put here such a "Housing" for the housing office.

Month - Calendar month will be entered here.

1. Control Number - Self explanatory.

2. UTL/OTL Date - The date of the UTL/OTL will be entered here.

3. Date Received in PPSD - Self explanatory.

4. Number of Documents - Self explanatory. DA 3815 and contents are counted as 1 document.

5. Date of Acknowledgement to Unit - The date the original UTL sent to unit.

6. Date to RS - Date triplicate UTL and attachments forwarded to DCRB.

7. Date Unit Notified of Discrepancy - The date a discrepancy letter is sent to the unit will be entered here.

8. Number of Discrepancies - The letters corresponding to the subparagraphs completed on the Deficiency Letter will be checked.

9. Date Correction Received - The date the unit/element submitted the corrections to the errors listed on the deficiency letter will be entered here.

10. No. of Documents - The number of documents that were accepted that came to the PPSD with the correction to a deficiency letter will be entered in this block.

11. Date to RS - The date the documents (which were previously deficient) were forwarded to RS will be entered here.

DAILY ACTIVITY SUMMARY REPORT
PERSONNEL AND PAY SERVICES DIVISION

DATE

SIGNATURE

ON HAND BALANCES	PPRS			PMS		AAS	CSB	SQIB	TOTAL
	RSA	RSB	RSC						
RECORDS (TOTAL)									
a. MPRJ									
b. PFR									
RESERVE/NG RECORDS									
ACTIONS (TOTAL)									
a. SIDPERS									
b. JUMPS									
c. SIDPERS/JUMPS									
d. NON SIDPERS									
e. NON JUMPS									
JUMPS ARV PCS									
SIDPERS TDR's									
ERROR LISTING (LINE ENTRIES									
a. DJUOL									
b. JMCOL									
C. PTRO (P-11)									
d. UPAN (C-40)									
e. DA ERRORS									
INQUIRIES (TOTAL)									
REENLISTMENTS									
LOCAL PAYMENT									
TRAVEL VOUCHERS									
RECYCLE ACTION DOC									
CARDS FOR DATA RED (S/J)									
CARDS FOR AUTODIN (S/J)									
RFO's PENDING ORDERS									

PRODUCTION SUMMARY BY BRANCH/SECTION	STRENGTH		TOTAL HOURS		REMARKS:
	AUTH	DUTY	PROD	NON-PROD	
CSB					
SQIB					
DISB					
PSB					
TOTAL					

ADMINCEN FORM 6028T-R, May77, (TEST) (ATZI-SP)

DAILY ACTIVITY REPORT
ACTIONS AND AFFAIRS SECTION

DATE:

SIGNATURE:

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
RECORDS (TOTAL)				
a. MPRJ				
b. PFR				
ACTIONS (TOTAL)				
a. SIDPERS				
b. NON-SIDPERS				
c. SIDPERS/JUMPS				
SEPARATIONS (TOTAL)				
a. RETIREMENT				
b. ELIMINATION				
c. HARDSHIP				
d. REFRAD				
e. OTHER				
CONG/SPECIAL INT INQUIRY				
SECURITY CLEARANCE				
CASUALTY REPORTING (TOTAL)				
a. CASUALTY REPORTS				
b. LOD INVES				
PERSONNEL ACTIONS (TOTAL)				
a. BARS TO REENLISTMENTS				
b. RA/WO/OCS				
c. AWDS/DECORATIONS				
d. LEAVES/ABSENCES				
e. BRANCH TRANSFERS				
f. PERSONAL ID/DEP CHGS				
g. COMPASSIONATE REASSIGN				
h. OTHERS				
ENLISTMENT/REENLISTMENT				
FLAGS				

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END

CATEGORY	AGING SUMMARY DAYS 0-1	1-2	OVER 2	TOTAL
RFC's PENDING PUBLICATION				

DOCUMENT PREPARATION

ITEM	QTY	ITEM	QTY
DA 173		CERTIFICATES	
LTR, DF, and IND		a. AWARD	
SIDPERS INPUT(TRANS)		b. DISCHARGES	
RFO		DA 2876	
AWD CITATIONS			

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH AUTH	DUTY	TOTAL HOURS PROD	NON-PROD

REMARKS:

ADMINCEN FORM 6040T-R, May 77, (TEST) (ATZI-SP)

DAILY ACTIVITY REPORT
PERSONNEL MANAGEMENT SECTION

DATE:

SIGNATURE:

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
RECORDS (TOTAL)				
a. MPRJ				
b. PFR				
ACTIONS (TOTAL)				
a. SIDPERS				
b. NON-SIDPERS				
c. SIDPERS/JUMPS				
PERS MGT ACTIONS (TOTAL)				
a. CAP III ROSTERS				
b. POR/PORT CALL REQ				
c. DEFERMENTS/DELETIONS				
d. SPECIAL PAY				
e. OJT APPL				
f. CLASS/RECLASS				
g. SVC SCH REQUESTS				
REASSIGNMENTS (TOTAL)				
a. COMPASSIONATE				
b. AIT				
c. PERM PARTY				
PROMOTIONS (TOTAL)				
a. LIST OF ELIGIBLE PERS				
b. RECOMMENDATIONS				
c. DASO				
d. PROMOTION BOARDS				
SKILL QUAL TEST (TOTAL)				
a. TEST ASWR SHEET FWD				
b. EEC FM 10				
c. STUDY GUIDE FWD				
d. SURVEYS/MODB				

CATEGORY	ON HAND BEGIN	REC	PROC	ON HAND END
OFFICER EVAL RPT (OER)				
SR ENL/ENL EVAL RA (SEER/EER)				
ACADEMIC EVAL RPT (AER)				

CATEGORY	Aging Summary Days 0-1	1-2	Over 2	Total
RFO's PENDING PUBLICATION				

DOCUMENT PREPARATION

ITEM	QTY	ITEM	QTY
RFO		SIDPERS INPUT (# TRANS)	
OER SHELLS		CODING FM (CAP III, etc)	
SEER/EER SHELLS		LTR, DF & IND	
AER SHELLS		DA 2876	
DASO EXTRACTS		-	

PRODUCTION SUMMARY

SECTION/TEAM	STRENGTH AUTH	STRENGTH DUTY	TOTAL HOURS PROD	TOTAL HOURS NON-P
REPORTING & ACCOUNTING				
ASSIGNMENTS				
MANAGEMENT				
SQT				

REMARKS:

ADMINCEN Form 6041T-R, May 77 (TEST) (ATZI-SP)

BDE TM TEST SUPPLEMENT

ARMY FT BRAGG NC/087184

UNITED STATES ARMY
ADMINISTRATION CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

COPPER USER MANUAL

INSTALLATION PPAB TEST SUPPLEMENT

1 SEPTEMBER 1977

DRAFT

E-1

INTRODUCTION TO SUPPLEMENT DEVELOP FOR TEST OF PPAB

1-1. GENERAL. The Personnel and Pay Actions Branch (PPAB) is designed as an optional course of action for the C, PPSD in organizing the processing of functions normally assigned to the PPTB and the AAB. The PPAB is designed to reduce the length of time that records are out of file, to eliminate one of the Branch Chief positions, and dependent upon the office configuration to create a more efficient utilization of the work area. Within the PPAB concept, the former PPTB and AAB operate as sections under one supervisor. Consequently, this concept does not require a change to the controls and procedures prescribed in the COPPER User Manual. That manual continues to serve as the basic document.

1-2. PURPOSE. This supplement provides the concept of operations for an installation PPSD organized with a PPAB.

1-3. SCOPE. This supplement, until testing of COPPER concepts and procedures are concluded, applies only after agreement between the C, PPSD and the COPPER Task Force. When conflict of direction exists between the contents of this supplement and other directives, this supplement will take precedence. Actions, reports, and controls currently prescribed by existing directives that are not specifically addressed in this supplement will continue to be performed/submitted as prescribed in the existing directives.

1-4. CHANGES TO COPPER USER MANUAL. The user manual will be changed as follows when it is agreed that a PPSD will be organized with a PPAB:

1. References to AAB and to PPTB will be changed in pen-and-ink to PPAB.

2. Remove old pages and insert revised pages as indicated below:

Remove Pages	Insert Pages
I-2-5 and I-2-6	I-2-5 and I-2-6
I-3-13 through 16	I-3-13 through 16
I-4-3 and I-4-4	I-4-3 and I-4-4
I-6-7 and I-6-8	I-6-7 and I-6-8
Chapter 12	II-12-1 through II-12-All
Chapter 14	----------

3. File this Introduction to Supplement for PPAB Test in front of the COPPER User Manual.

c. The word "documents" applies to the accounting of all separate documents received and forwarded to the Control Section, with the indicated classification as "ACTION" documents or "FILE ONLY" documents. Column completion is outlined in paragraph 2-2B above, with "PROC" referring to those documents actually accepted/received by the Control Section.

2. Control Section:

a. "RECORDS" with subcategories "MPRJ" and "PFR", refers to the total number of records received and processed by the Control Section. Column completion is outlined in paragraph 2-2B, above. "REC" refers to all records obtained from the Records Filing Section and all records returned/forwarded from other PPSD branches. This information is available on the BT Control Log maintained by the DCRB. "PROC" refers to all records blocked and released to other PPSD branches and to all records returned to the Records Filing Section.

b. "DOCUMENTS" refers to all documents received and processed by the Control Section. Column completion is outlined in paragraph 2-2B above. The documents will be subcategorized into "file" and "action" documents, with further subcategorization as indicated for all action documents. "PROC" for file documents refers to those documents actually forwarded to the Records Filing Section and "PROC" for action documents refers to those blocked and released to other PPSD branches.

c. "RECYCLE ACT DOCS" beginning balance is determined by an actual physical counting of documents in the recycle file. "REC" refers to those documents placed in the recycle file and "PROC" refers to those documents removed from the file and reblocked.

d. "LOANED RECORDS" refers to all records loaned outside the PPSD. "REC" will be requests received; "PROC", will be requests processed. On hand balances are determined as indicated in paragraph 2-2B, above.

3. Records Filing Section:

a. "RECORDS" refers to all records filed and pulled, with on hand balances determined as indicated in the paragraph 2-2B, above. "REC" refers to those records obtained from the Control Section and "PROC" refers to those filed and pulled as required.

b. "FILE ONLY DOCS" refers to the actual physical count of file documents received and processed. "PROC" is those documents appropriately filed in the respective records, with on hand balances determined as indicated in the paragraph 2-2B, above.

c. "RECYCLE FILE DOCS" balances, and work received and processed, are determined in a manner similiar to that used for recycle action documents.

d. The accounting process for "LOCATOR" is accomplished by a physical count of documents/cards received and processed.

e. "LES FILING" refers to the physical counting of LESs with "PROC" referring to those LESs actually filed in their respective records.

4. BLOCK TICKETS (Aging by Days). This portion is used to show aging by low and high number BT. Low Number BTs are to be processed in five work days. Suspense for High Number BTs is determined based on category by the C, PPSD.

2-4. DAILY ACTIVITY REPORT - PMB (Appendix E): Because of the similiarity in accounting for records and documents, the PMB DAR is prepared as outlined in paragraph 2-2B, above. Other entries on the report which are unique to the PMB will be obtained from physical counting.

2-5. DAILY ACTIVITY REPORT - PPAB (Appendix E): This DAR is prepared in the same manner as outlined in paragraph 2-2B, above. The Branch DAR will be the old PPTB and AAB DAR stapled together to form one report.

2-6. DELETED.

J. PPAB. This branch is normally composed of a Transaction Section (PPTS) and an Action and Affairs Section (AAS). The functions of these sections are as outlined in *DA Pam 600 series* and the User Manual. The following is a list to include but not limited to the functions performed in the PPAB.

a. PPTS.

1. Maintains accountability of records being processed within the branch.

2. Insures processing is accomplished in an orderly (first in, first out) manner.

3. Processes pay options.

4. Processes pay entitlement documents.

5. Processes collections and deduction documents, less pay adjustment documents.

6. Processes dependency and administrative changes.

7. Resolves errors detected by USAFAC which are monitored by the SQIB.

8. Files documents in and purges documents from the records, when required as a part of the action being processed.

9. Processes SIDPERS data base changes as required.

10. Verifies information recorded on monthly and supplemental SIDPERS reports and prepares submission of missing/erroneous data.

11. Resolves all PPSD PTROs which are monitored by the SQIB.

12. Monitors personnel suspense actions as required.

13. Researches advisory messages.

14. Posts manual changes to DA Form 2-1.

15. Resolves DA reconciliation rosters.

16. Prepares DAR.

b. AAS. The AAS basically performs the same functions as the AAB in a COMPACT.

1. Process enlistment/reenlistment.

2. Process casualty reporting.

3. Process line of duty investigations.

4. Review and expedite board actions.

5. Process awards and decorations.

6. Process release from active duty. To include processing administrative type and elimination discharges; dependency or hardship separations for EM; request relief from AD, retirements, early separations to attend school and other early out programs plus scheduling the appropriate physical exams; extension/declination of AD for reserve personnel; orientating retired SM on entitlements and benefits; and counseling career personnel on retirement programs and referral.

7. Process compassionate reassignments.

8. Process correspondences related to naturalization and citizenship of military personnel and dependents.

9. Administer and assist in the survivor assistance program.

10. Process officers and W/O initial appointments, branch transfer requests, and details for commissioned officers.

11. Process non CONUS and emergency leaves.

12. Process name, SSN and birth data changes.

13. Administer the SGLI program, voting, counseling the Army Retirement Service, and REFERRAL.

14. Process locally generated QMP actions.

15. Prepare DAR.

16. Perform necessary data conversion coding for documents processed entirely within the branch before submission of SQIB and post changes to the individual field record.

17. Perform transaction coding and records posting for actions processed in AAB.

K. Deleted

L. CSB. The CSB is composed of Inquiry, In and Out Processing (I/OP), Travel, and Separation Section when applicable. The CSB is responsible for:

1. Insuring all individuals supported by the PPSD receive complete one-stop personnel and pay service.

2. Providing assistance regarding all types of pay or personnel related inquiries.

3. In and out processing all individuals assigned or attached to the organization.

4. Determining pay and travel entitlements.

5. Implementing internal management practices and policies.

M. Inquiry Section. This section is responsible for processing all personal, telephonic, and written inquiries. Functions performed are:

1. Serves as the primary point of contact for customers and provides one-stop service for military pay and military personnel inquiries.

2. Schedules and controls customers' appointments.

3. Performs those types of record review actions which require an interview with service member.

4. Answers all visitors' inquiries of a general nature.

5. Obtains customer's PFR/MPRJ or assistance of functional expert when responding to unusual or complicated problems.

6. Routes action documents that are initiated by customer during his inquiry.

7. Processes all valid emergency or miscellaneous type pay actions when individual makes request in person.

8. Processes pay adjustments to include maintaining Pay Adjustment Log.

9. Controls and issues identification and privilege cards to military and other authorized persons, also processes requests for replacement of ID cards.

10. Prepares required section feeder reports.

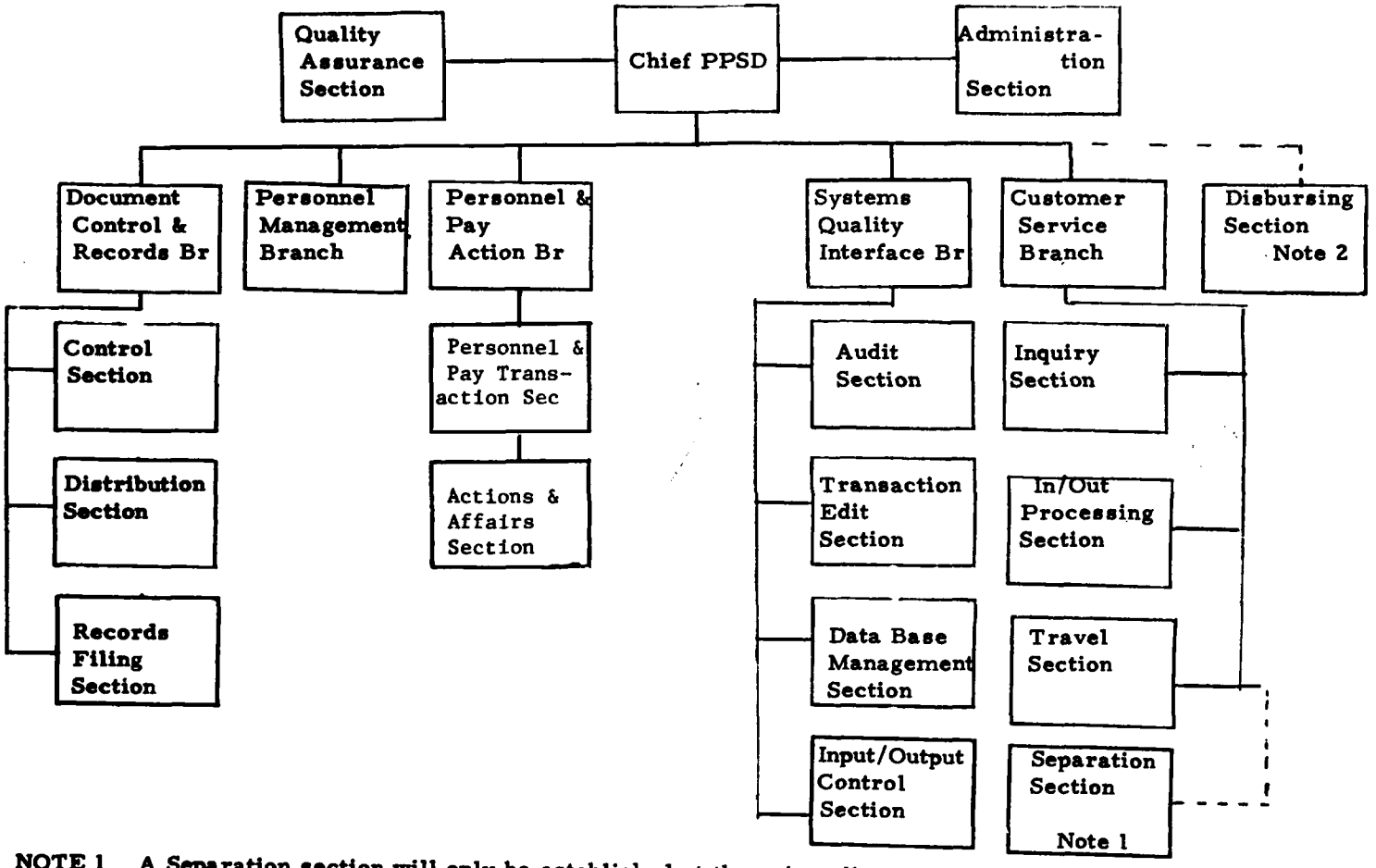
11. Performs necessary data conversion coding and records posting for actions completed.

12. Certifies entitlements for those transactions specified by PPSD supervisor.

13. Processes re-enlistment vouchers, and makes SIDPERS input.

14. Provides general type information and referral service for retired and reserve.

N. In and Out Processing (I/OP) Section. Primary responsibility of this section is to assure that data contained within



NOTE 1 A Separation section will only be established at those installations where the transfer point responsibility has been assigned to the PPSD.

NOTE 2 Physically located within Customer Service Branch but assigned to and functioning under the operational and technical control of the Installation FAO.

FIGURE 4-2, Installation PPSD

1. The Disbursing Branch is replaced by a Disbursing Section which is under direct operational and technical control of the installation FAO. The Disbursing Section is located in the same facility with the CSB.

2. A separation section is formed in the CSB to process separations from the Army.

3. The PPSDs may be located on small installation/activities that are not organized to provide computer support. When this condition exists, the personnel staffing of the DCRB will be augmented to control the flow of computer input documents between the PPSD and the installation providing the computer support. Paragraph 1-2, this manual furnishes guidance pertaining to a PPSD without data reduction capability.

B. Functions. Functional responsibilities of the installation PPSD are essentially identical to those performed by the Army division PPSD. Differences between the installation and the division PPSDs are primarily identified to the separation section identified in preceding subparagraph 4-3A above. Disbursing and collection functions of the Disbursing Section are identical to those performed by the Disbursing Branch supporting an Army division. Activity of the Disbursing Section is reported on the money account papers to the FAO.

Functions of the Separation Section are as follows:

1. Review individual's eligibility for separation.

2. Accomplish final disposition of individual's records and reports.

3. When required, provide logistical support (e.g., billeting, messing, transportation) for personnel being separated.

4. Provide counseling concerning personal problems incident to transition from military to civilian life.

5. Perform necessary data conversion coding for actions completed.

6. Complete final separation.

7. Certify disbursement transactions specified by Chief, PPSD.

8. Prepare and compute final separation vouchers.

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
	05	PAY SP	E3	73C10	NC	3	3	3	3	3	2
	06	SR PER RECD SP	E5	75D20		3	4	3	4	4	2
	07	PER RECD SP	E4	75D10		5	4	4	4	4	2
	08	PERS RCDS SP	E3	75D20		4	6	4	6	6	2
		PARA TOTAL				23	27	21	27	27	
13		CONTROL SEC									
	01	SEC CHIEF	E7	73C30	NC	1	1	1	1	1	2
	02	FINANCE SP	E5	73C20		2	2	2	2	2	2
	03	FINANCE SP	E4	73C10		1	3	1	3	3	2
	04	SR PERS RECD SP	E5	75D20		2	2	2	2	2	2
	05	PER RECD SP	E4	75D10		2	3	2	3	3	
		PARA TOTAL				8	11	8	11	11	
14		DISTRIBUTION SECTION									
	01	SEC CHIEF	E6	71L30	NC	1	1	1	1	1	2
	02	ADMIN SP	E5	71L20		1	2	1	2	2	2
	03	ADMIN SP	ER	71L10		3	4	3	4	4	2
	04	DISTR CLK	E3	71L10		2	2	2	2	2	2
		PARA TOTAL				7	7	6	9	9	

PROPOSED PERSONNEL STAFFING GUIDE (CON'T)

PARA	LN	DESCRIPTION	GR	MOS	BR	DIVISION DPL	DIVISION GAR	COSCOM DPL	COSCOM GAR	TDA	NOTE
15		PERS & PAY ACTIONS BR									
	01	BR CHIEF	CPT	42		1	1	1	1	1	2
	02	SR PERS SGT	E8	75Z50	NC	1	1	1	1	1	2
	03	SR PAY SGT	E7	73Z40	NC	1	1	1	1	1	2
	04	PERS SGT	E7	75Z40	NC	1	1	1	1	1	2
	05	PERS ACT SGT	E6	75Z30	NC	1	2	1	2	2	2
	06	SR PERS ACT SR	E5	75E20		4	5	4	5	5	2
	07	SR PAY SP	E5	73C20		2	4	2	4	4	2
	08	PERS RCD SP	E5	75D20		3	5	3	5	5	2
	09	PAY SP	E4	73C10		5	7	4	7	7	2
	10	PERS RCDS SP	E4	75D10		5	8	4	8	8	2
	11	PERS ACT SP	E4	75E10		8	11	6	11	11	2
	12	PAY SP	E3	73C10		3	4	2	4	4	2
	13	PERS ACT SP	E3	75E10		6	6	4	6	6	2
	14	PERS RCDS SP	E3	75D10		5	7	4	7	7	2
	15	CLK TYPIST	E3	71L10		1	1	1	1	1	2
		PARA TOTAL				47	64	39	64	64	
16		DELETE									
17		PERS MGT BR									
	01	BR CHIEF	CPT	42		1	1	1	1	1	
	02	TEST CONTROL OFF	WO	711A			1		1	1	
	03	SR PERS MGMT SUPV	E8	75Z50	NC	1	1	1	1	1	2

CHAPTER 12

PERSONNEL AND PAY ACTION BRANCH (PPAB)

12-1. GENERAL.

A. Organizational Structure. The PPAB may be subdivided into operating elements as designated by the C, PPSD. Since the branch is a composite of personnel/pay actions manual/automated coding and affairs, it is customary to create an Actions and Affairs Section (AAS) and a Personnel and Pay Transaction Section (PPTS). In this configuration, all controls, processing, and procedure traditionally associated with those sections are valid and in effect. In fact, the only differences between the traditional branch division of the above functions and the two section configuration of a PPAB is proximity and one less supervisor.

B. Document Control. In the PPAB, the major difference between the COPPER system and current MILPO procedures is the degree of control. This control is achieved by BT and is processed in two formats:

1. Action Document BT. Comprised entirely of action documents, this BT is governed by locally established suspense procedures and is controlled by the numbering scheme described in paragraph 10-9B2, this manual.

2. Records BT. This type BT contains exclusively records (MPRJ and/or PFR) that have been requested by branch personnel. The suspense is established by DCRB and is indicated on the BT.

12-2. UTILIZATION OF EXISTING REGULATIONS. This chapter is designed to supplement existing personnel and pay regulations/guidance that will continue to be used. When a conflict exists between this manual and cited references, the provision of this manual will prevail.

12-3. SOP NUMBER 1, GENERAL DOCUMENT FLOW IN THE PPTS.

A. Purpose. This SOP prescribes step-by-step procedures to be employed in the PPTS. Document data flow is shown in Annex A to this chapter.

B. Policy.

1. To add and delete actions/records from a BT.

a. Remove the action/record from the original BT and attach the action/record to the new BT.

b. Annotate the Remarks Section of the original BT as follows: "LAST NAME, FIRST, INITIAL, LAST FOUR SSN, TYPE ACTION, Removed to (new BT number)."

c. If it is necessary to extend the action beyond existing BT suspense, the Control Section, DCRB will be notified.

2. Transaction coding and MPRJ/PFR posting.

a. All SIDPERS transactions will be prepared IAW DA Pam 600-8-2.

b. All MPRJ posting will be accomplished IAW AR 640-10 and AR 640-2-1.

c. All PFR posting will be accomplished IAW AR 37-104-3 and AR 37-101-1.

3. The PPAB DAR will be prepared IAW para 2-5, this manual.

4. SIDPERS suspense notice actions for PPTS will be accomplished IAW steps 8, 10, 11, 13, 18 and 19, procedure 4-32, DA Pam 600-8-2.

C. Operating Procedure.

1. The PPAB control clerk will review and route all incoming correspondence, routine information bulletins, memorandums, etc., IAW local branch policy. He will separate SIDPERS suspense rosters/related documents not under BT control and forward them to the suspense control clerk.

2. The suspense control clerk will request all records required to complete suspense actions. A suspense record of these actions will be maintained. In addition, necessary correspondence will be prepared to affect the remaining branch suspense actions. Copies of the outgoing correspondence will be placed in the suspense file.

3. The PPAB control clerk will review all incoming BT to verify accurate/accountability of BT and attached documents/ records. In the event a discrepancy exists, the clerk will resolve the disparity before accepting responsibility for the BT. The clerk will:

a. Log in the BT.

b. Forward the BT to a transaction section supervisor.

c. Supervisor forwards the BT to a transaction section clerk.

4. The transaction clerk will review the BT to determine necessary action. If an action cannot be completed, the BT will be returned to the transaction section supervisor for appropriate processing after completing all possible actions.

5. The transaction clerk will manually post the DA Form 2-1 and the DA Form 3716 as required. In addition, enter in red, changes made to DA Form 2.

a. Prepare automated input (JUMPS/SIDPERS).

b. Prepare necessary forwarding documentation.

c. Prepare report of change to DA, if required.

d. Attach substantiating documents to PFR.

e. Assemble BT and forward to section supervisor.

6. The transaction section supervisor will review BT for completeness and accuracy.

a. Return incorrect action to clerk for corrections.

b. Obtain required authenticating signatures.

c. Forward completed BT to the PPTB control clerk.

7. The control clerk will review the BT for completeness and withdraw copy of suspense roster, if attached. He will furnish it to suspense clerk.

8. The suspense control clerk will clear the suspense file after the source document has been reviewed for completeness. In the event records were not available and some suspense actions remained unprocessed, the clerk will annotate the suspense copy and prepare a request for the necessary records. He will log out BT to appropriate branch. (See para 12-3C2, above).

12-4. SOP NUMBER 2, GENERAL DOCUMENT FLOW IN THE AAS.

A. Purpose. The purpose of this SOP is to define procedures that will insure document control within AAS.

B. Policies.

1. Transaction coding and MPRJ/PFR posting.

a. SIDPERS transactions and records posting will be initiated by AAS personnel if the action is not the responsibility of another branch/section in the PPSD.

b. SIDPERS transactions will be prepared IAW DA Pam 600-8-2.

c. MPRJ posting will be accomplished IAW AR 640-10 and AR 640-2-1.

d. PFR posting will be processed IAW AR 37-101-1 and AR 37-104-3.

2. The DAR will be prepared IAW paragraph 2-5, this manual.

3. The PPAB is responsible for maintaining BT control within the branch.

4. SIDPERS output reports.

a. SIDPERS suspense notice actions will be accomplished IAW steps 20-31, procedure 4-32, DA Pam 600-8-2.

b. When processing is complete, the report will be retained until the update report is received.

C. Operating Procedure. The AAS performs duties as outlined in Chapter 4, DA Pam 600-8 and paragraph 3-4K, this manual, to include casualty reporting and ETS separations plus related personnel actions and affairs. The following narrative illustrates the document flow and control procedures for the AAS as outlined in Appendix A:

1. The PPAB BT control clerk will receive the action BT and verify that all listed documents and records are attached. If not, coordinate with the forwarding branch to resolve any deficiency. When correct, log in the BT and determine which AAS clerk has responsibility for processing the action.

2. The action clerk will:

a. Review the documents to determine appropriate action.

b. Request the records, if they are required to process the action. It is important to note that the clerk does not have to request records for every action on the BT. The clerk may request only the number of records that he feels he can process at that time. The action BT is suspensed until the record BT is received. Once the record BT is received and logged by the control clerk, the action clerk will delete the appropriate actions from the action BT IAW paragraph 12-3B1, above. When all the actions have been deleted from the action BT, it will be routed through the BT control clerk and returned to DCRB. The actions and records on the record BT will then be processed as outlined in paragraph 2c, below. If only part of the actions were transferred to the record BT, then the balance of the action BT is suspensed pending receipt of requested MPRJ and the actions on the record BT are processed IAW paragraph 2c, below.

c. Determine whether the action is an initial or an indorsed document. When it is an initial action, then process per paragraph 2d, below; if not, process per paragraph 2e, below.

d. Determine who is the approving authority for the initial action. If the approving authority is either a board or higher headquarters, the clerk will process the action IAW the appropriate personnel procedure, maintain a suspense file and forward necessary correspondence to the AAS supervisor. If the initial action can be approved locally, it is processed IAW paragraph 2e, below.

e. If the action has been approved/disapproved, recommended/not recommended and/or can be approved locally, the clerk must determine the approval status and the individual's eligibility. If the action was or is approved/recommended and the individual eligible, the clerk will complete the action and prepare an RFO, when appropriate. For those actions requiring an RFO, the clerk will place one copy in the record and forward the remaining copies to the orders section. The the records will be held in a suspense file until the orders are received. Once the published order is received, the clerk will inventory orders against actions on the BT. When there are actions past due the established suspense, the clerk will immediately notify his supervisor, who will resolve the BT suspense discrepancy with the DCRB. When there are outstanding actions on the BT that still do

not have published orders, the clerk will take immediate action to locate the orders and then continue processing. If he cannot locate the orders, the clerk will notify his supervisor. When there is a requirement for SIDPERS input, the clerk will make the necessary transactions. All documentation on the BT are assembled and forwarded to the supervisor for review.

f. If the action was or is not approved/recommended and/or the individual is not eligible the clerk will complete the action and prepare an indorsement, when appropriate. For those actions requiring SIDPERS input, the clerk will make the necessary transactions. All documents on the BT are assembled and forwarded to the supervisor for review.

3. The AAS supervisor will:

a. Check each action and BT for accuracy and completeness.

b. Resolve any late suspense actions with the DCRB.

c. Forward the BT, action documents, records, indorsements, cover letters, RFOs and/or SIDPERS transactions to the BT control clerk.

4. The PPAB BT control clerk will:

a. Verify that all listed documents and records are attached and that the BT is properly annotated, when required.

b. Forward BT with SIDPERS transactions to the SQIB and those without to the DCRB.

12-5. REFERENCES.

A. AR 37-101-1.

B. AR 37-104-3.

C. AR 360-5.

D. AR 600-10.

E. AR 640-2-1.

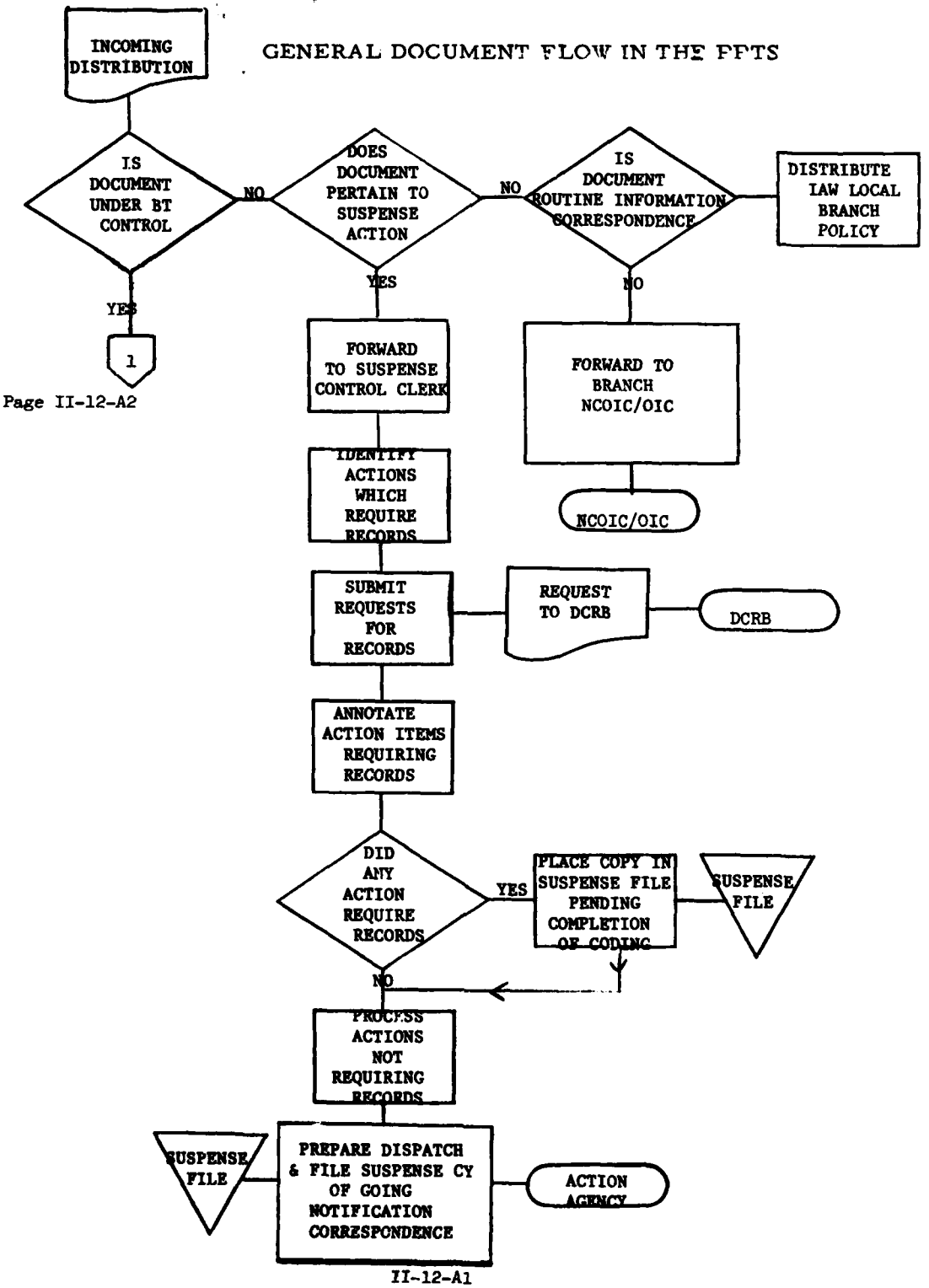
F. AR 640-10.

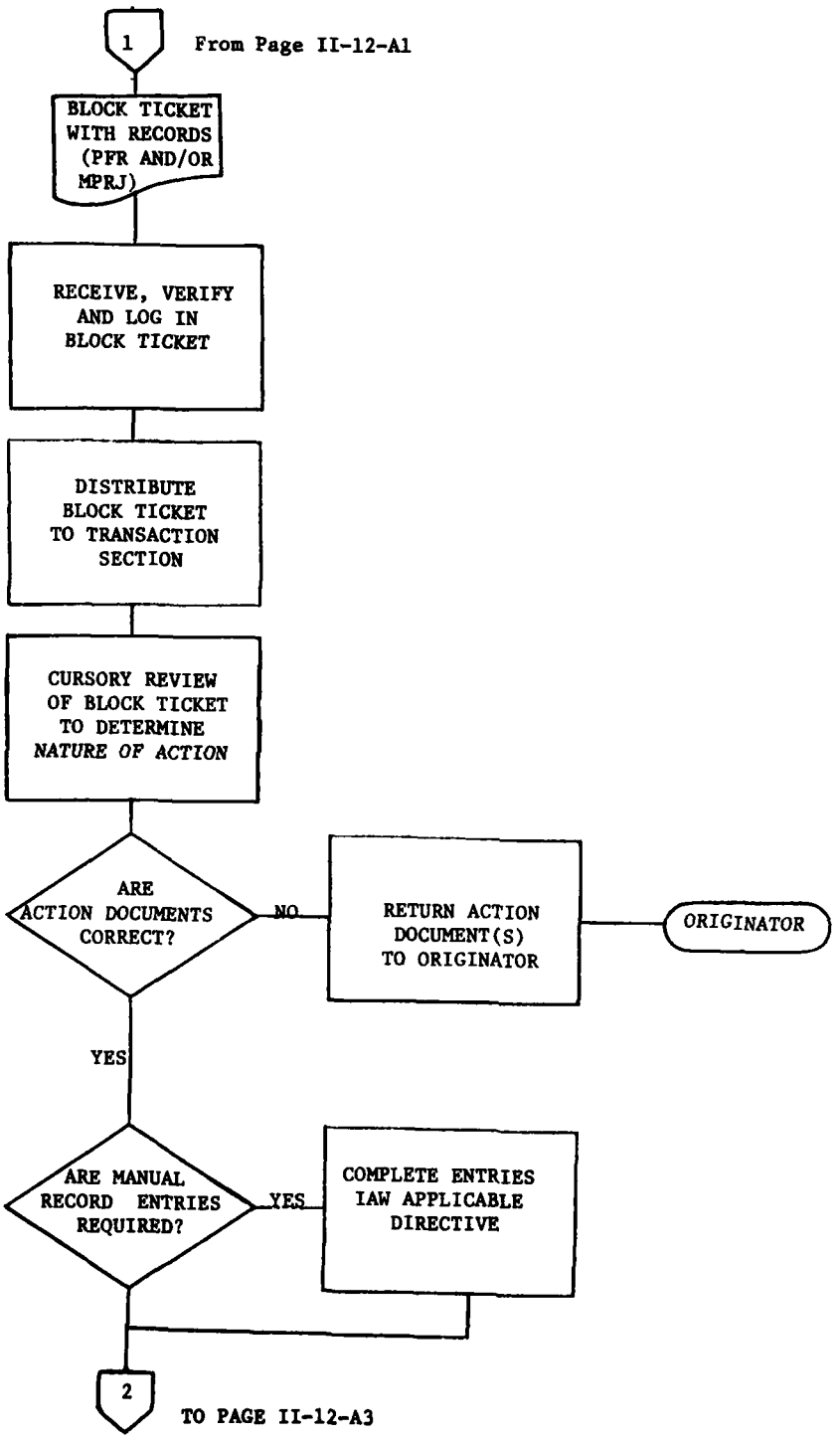
G. DA Pam 600-8 Series.

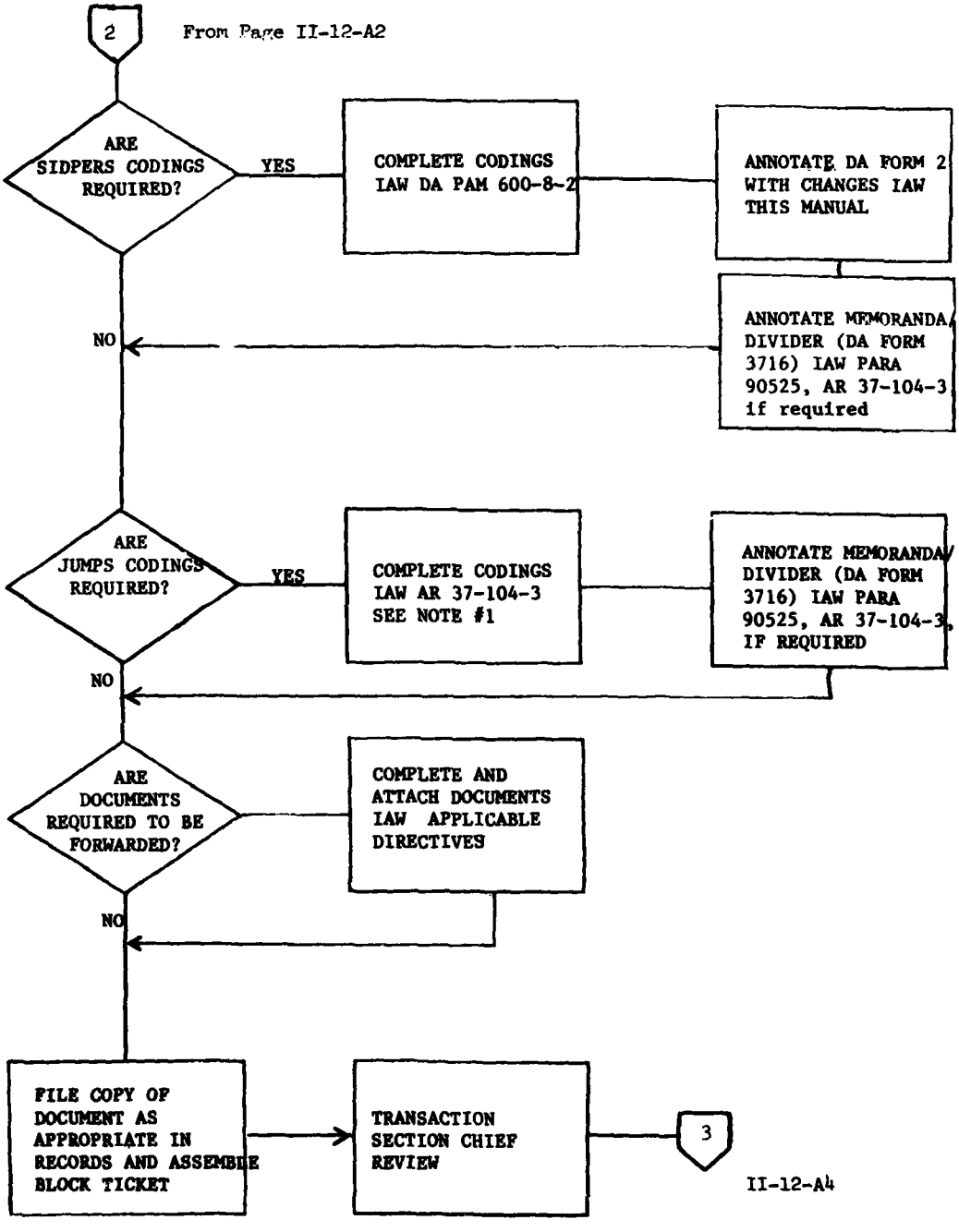
12-6. ANNEXES.

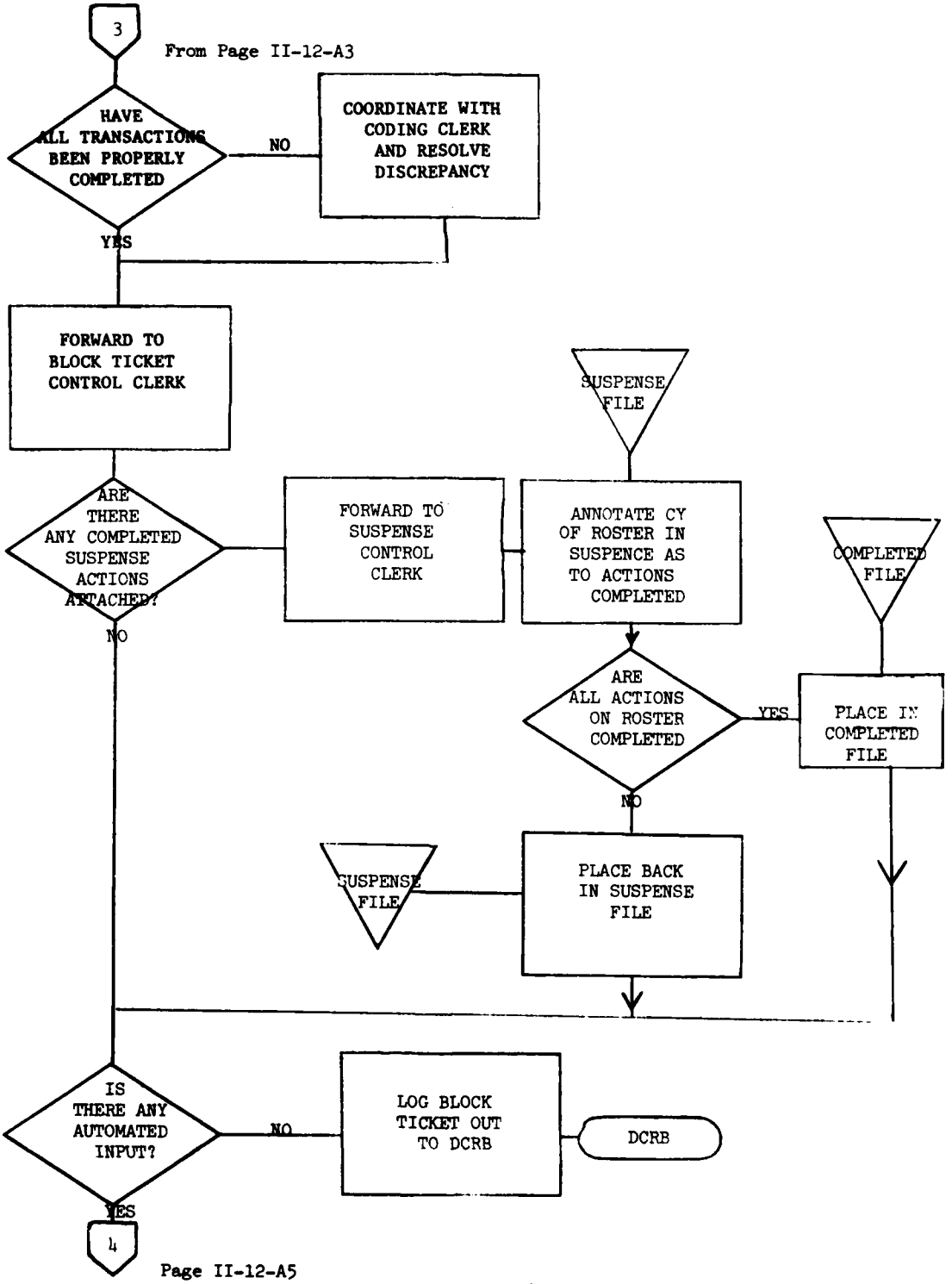
A. General Document Flow

GENERAL DOCUMENT FLOW IN THE PPTS

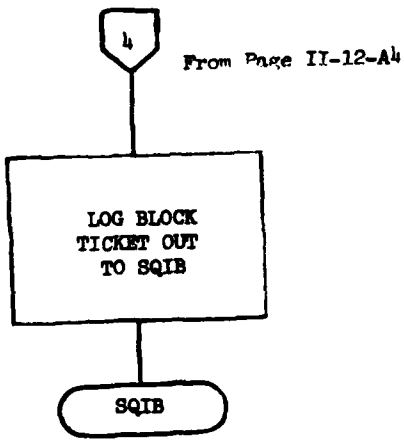



1
From Page II-12-A1
BLOCK TICKET WITH RECORDS (PFR AND/OR MPRJ)
RECEIVE, VERIFY AND LOG IN BLOCK TICKET
DISTRIBUTE BLOCK TICKET TO TRANSACTION SECTION
CURSORY REVIEW OF BLOCK TICKET TO DETERMINE NATURE OF ACTION
ARE ACTION DOCUMENTS CORRECT?
NO
RETURN ACTION DOCUMENT(S) TO ORIGINATOR
ORIGINATOR
YES
ARE MANUAL RECORD ENTRIES REQUIRED?
YES
COMPLETE ENTRIES IAW APPLICABLE DIRECTIVE
2
TO PAGE II-12-A3


2
From Page II-12-A2
ARE SIDPERS CODINGS REQUIRED?
YES
COMPLETE CODINGS IAW DA PAM 600-8-2
ANNOTATE DA FORM 2 WITH CHANGES IAW THIS MANUAL
NO
ANNOTATE MEMORANDA DIVIDER (DA FORM 3716) IAW PARA 90525, AR 37-104-3 if required
ARE JUMPS CODINGS REQUIRED?
YES
COMPLETE CODINGS IAW AR 37-104-3 SEE NOTE #1
ANNOTATE MEMORANDA DIVIDER (DA FORM 3716) IAW PARA 90525, AR 37-104-3, IF REQUIRED
NO
ARE DOCUMENTS REQUIRED TO BE FORWARDED?
COMPLETE AND ATTACH DOCUMENTS IAW APPLICABLE DIRECTIVES
NO
FILE COPY OF DOCUMENT AS APPROPRIATE IN RECORDS AND ASSEMBLE BLOCK TICKET
TRANSACTION SECTION CHIEF REVIEW
3
II-12-A4


3
From Page II-12-A3
HAVE ALL TRANSACTIONS BEEN PROPERLY COMPLETED
NO
COORDINATE WITH CODING CLERK AND RESOLVE DISCREPANCY
YES
FORWARD TO BLOCK TICKET CONTROL CLERK
SUSPENSE FILE
ARE THERE ANY COMPLETED SUSPENSE ACTIONS ATTACHED?
FORWARD TO SUSPENSE CONTROL CLERK
ANNOTATE CY OF ROSTER IN SUSPENCE AS TO ACTIONS COMPLETED
COMPLETED FILE
NO
ARE ALL ACTIONS ON ROSTER COMPLETED
YES
PLACE IN COMPLETED FILE
NO
SUSPENSE FILE
PLACE BACK IN SUSPENSE FILE
IS THERE ANY AUTOMATED INPUT?
NO
LOG BLOCK TICKET OUT TO DCRB
DCRB
YES
4

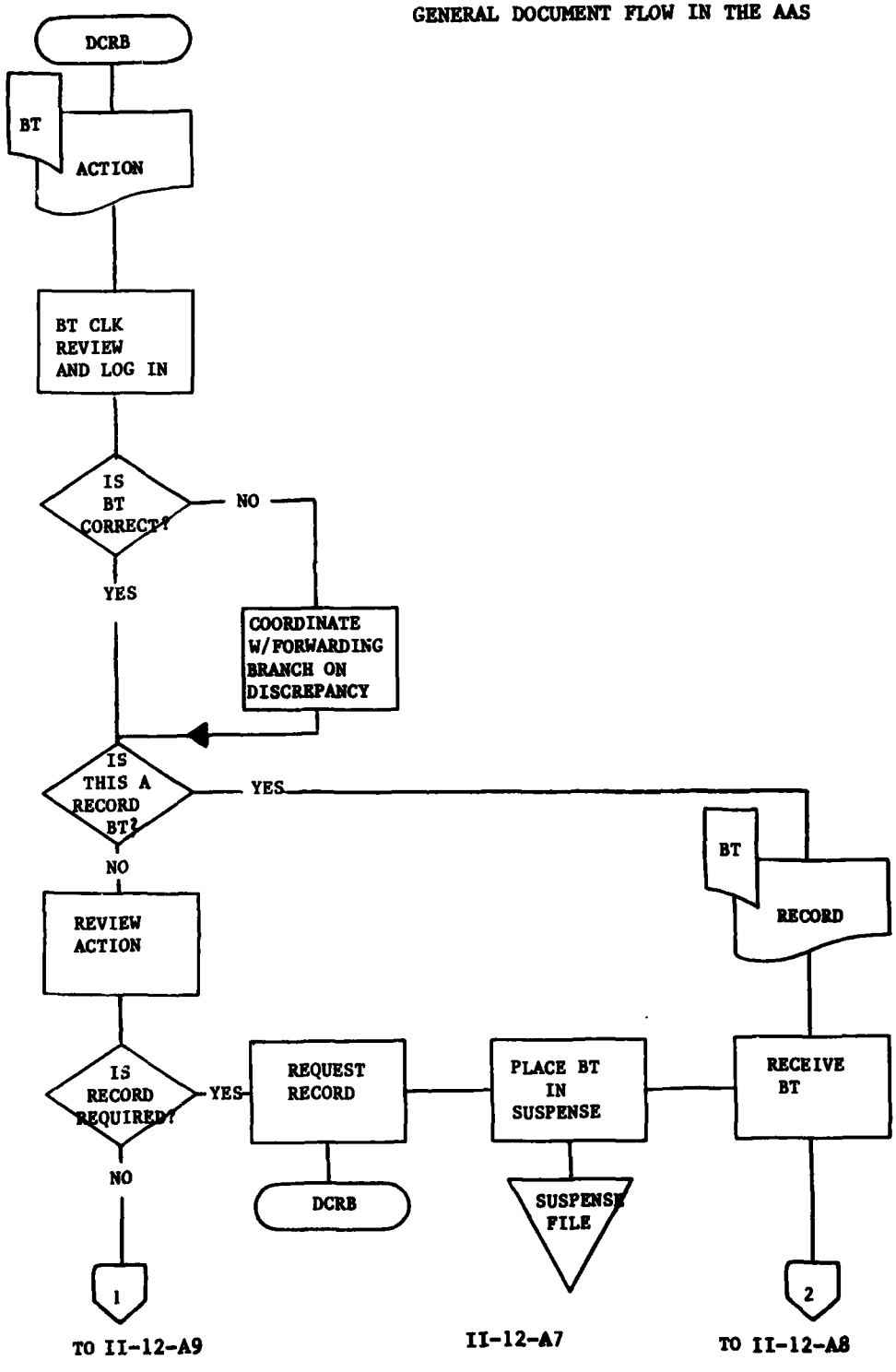
Page II-12-A5

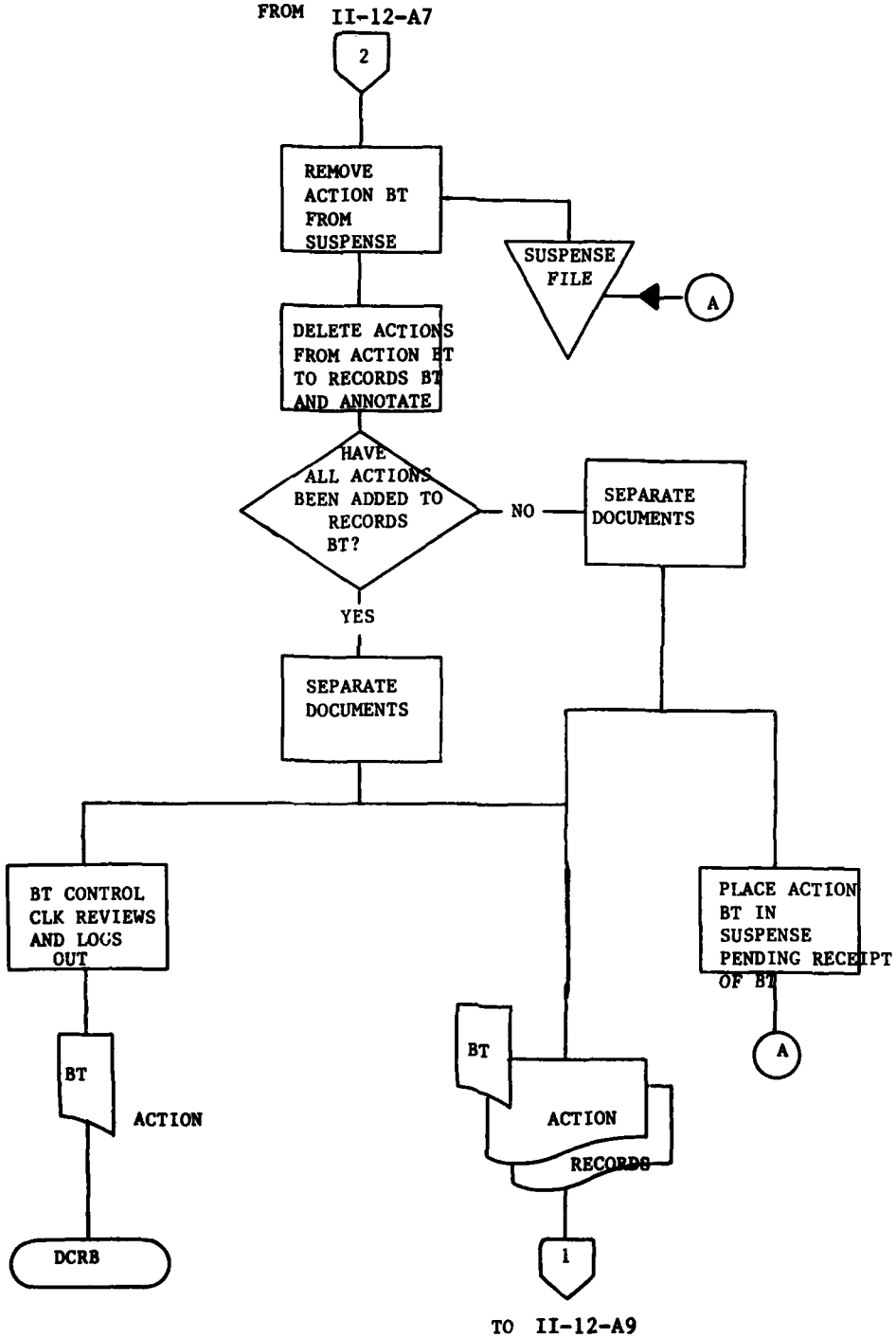

4
From Page II-12-A4
LOG BLOCK
TICKET OUT
TO SQIB
SQIB

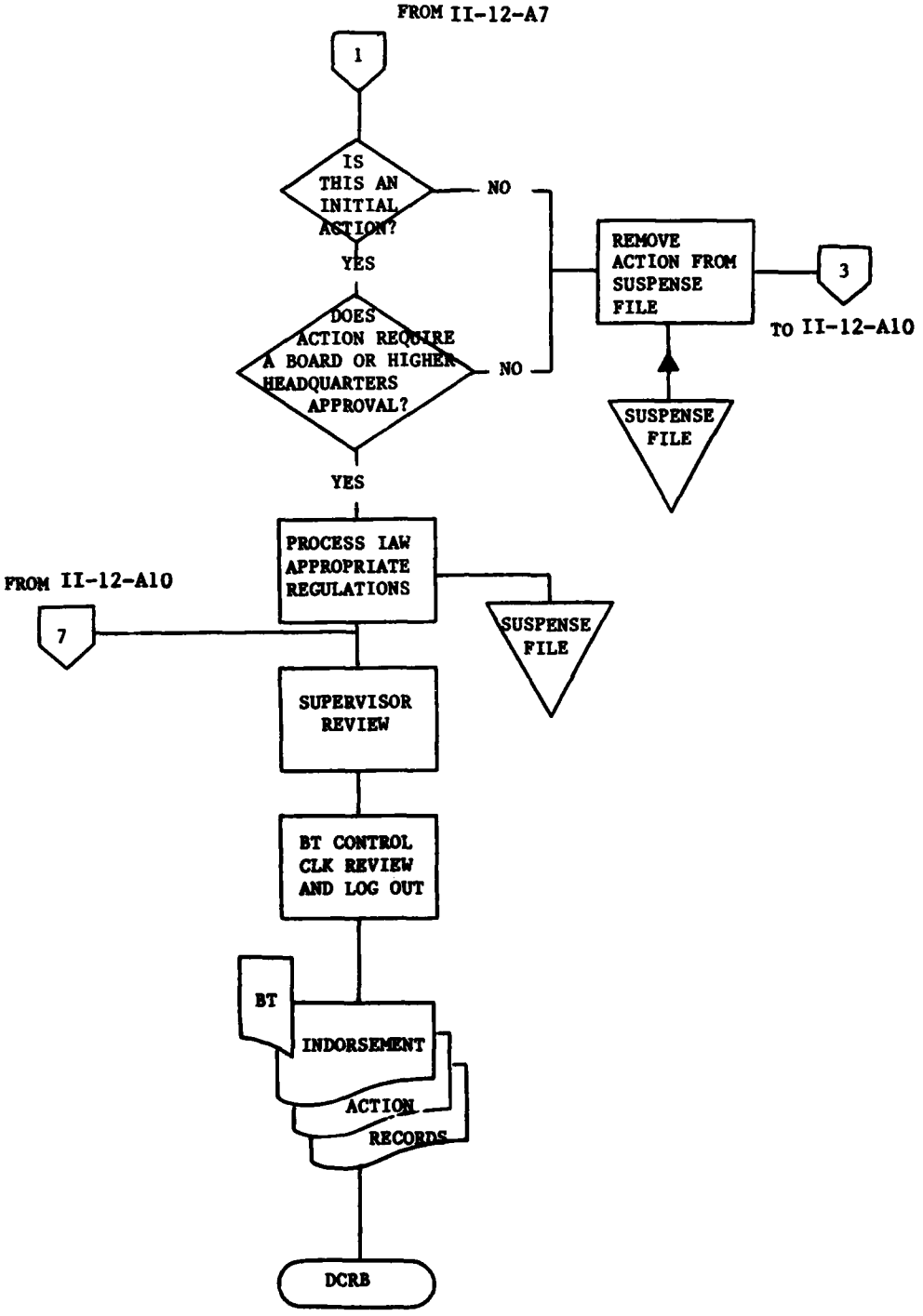
NOTE #1: DA Forms 3684 should not be prepared for the following transactions, (unless they are already on the SIDPERS data base and the need exists to update only the MMPF), based on the fact JUMPS input is generated by S/J interface (unit input; i.e., duty status changes not included):

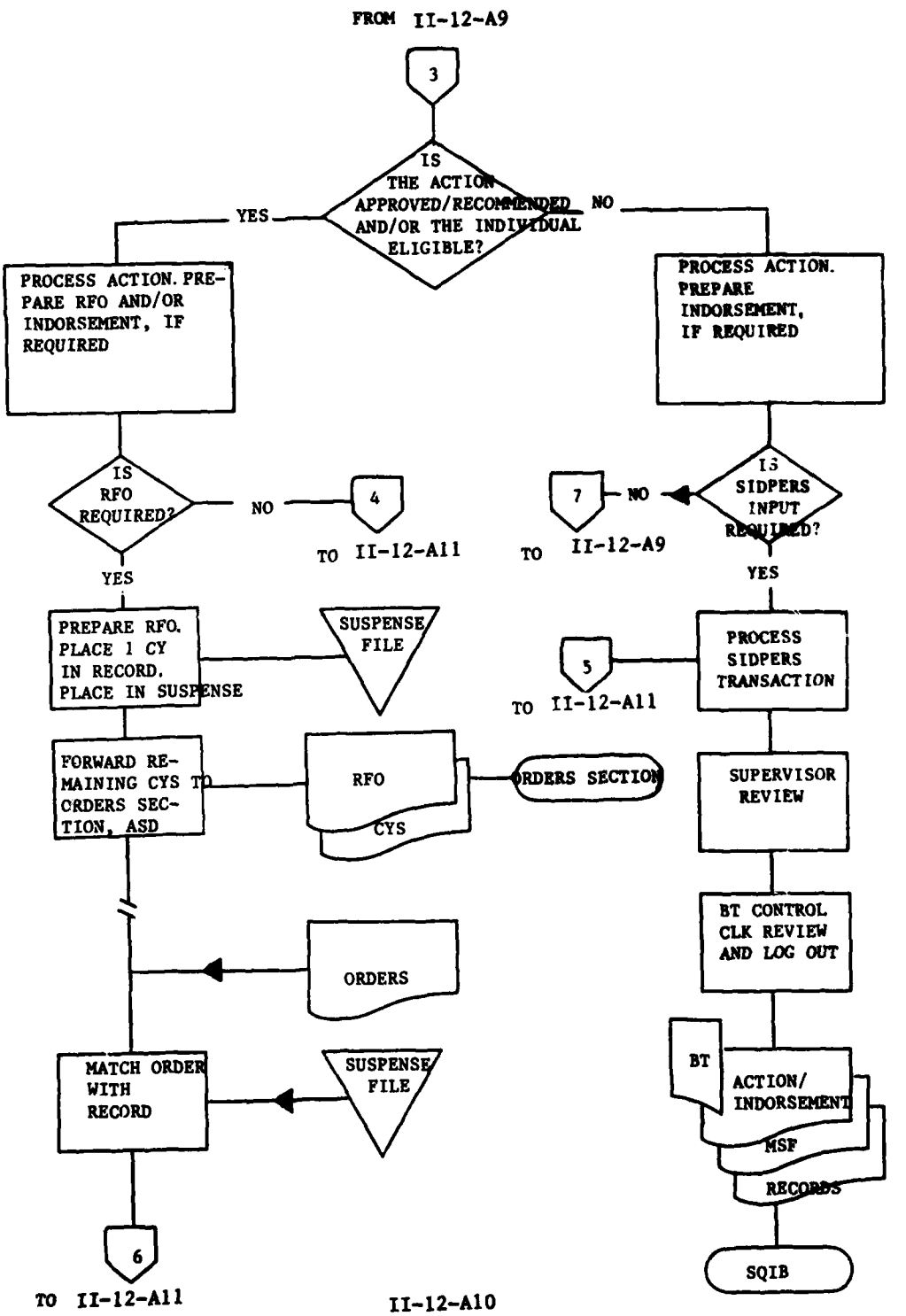
ADM/COMP
ADM/DEC
ADM/DUAL
ADM/ETS
ADM/NAME
ADM/PEBD
ADM/PRUN
ADM/RET
ADM/SEP
ADM/SEX
ADM/SSAN
AUTH/DEMO
STOP/DEMO
AUTH/DENT
STOP/DENT
AUTH/DIVE 1
STOP/DIVE 1
AUTH/DIVE 2
STOP/DIVE 2
AUTH/DIVE 3
STOP/DIVE 3
AUTH/DIVE 4
STOP/DIVE 4
AUTH/DIVE 5
STOP/DIVE 5
AUTH/ESD
STOP/ESD
AUTH/FDP
STOP/FDP
AUTH/FLY
STOP/FLY
AUTH/FLYNC
STOP/FLYNC
AUTH/HOSP
STOP/HOSP
AUTH/JUMP
STOP/JUMP
AUTH/LEPER
STOP/LEPER
AUTH/MED
STOP/MED
AUTH/OPTOM
STOP/OPTOM
AUTH/RESP
STOP/RESP
AUTH/SDP
STOP/SDP
AUTH/VET
STOP/VET
AUTH/1
AUTH/2
AUTH/3
AUTH/SP
STOP/1
STOP/2
STOP/3
STOP/PRO
AUTH/SP
AUTH/P1
AUTH/P1A
AUTH/P1CC
AUTH/P1D
AUTH/P1R
AUTH/P2
AUTH/P2A
AUTH/P2B
AUTH/P2C
AUTH/P3
AUTH/P3A
AUTH/P3B
AUTH/P3C
AUTH/P3RS
AUTH/P3S
AUTH/P3R
STOP/PRO
ARV/PCS
DEP/PCS
PROM/EØ4
REDU/EØ4
PROX
REDX

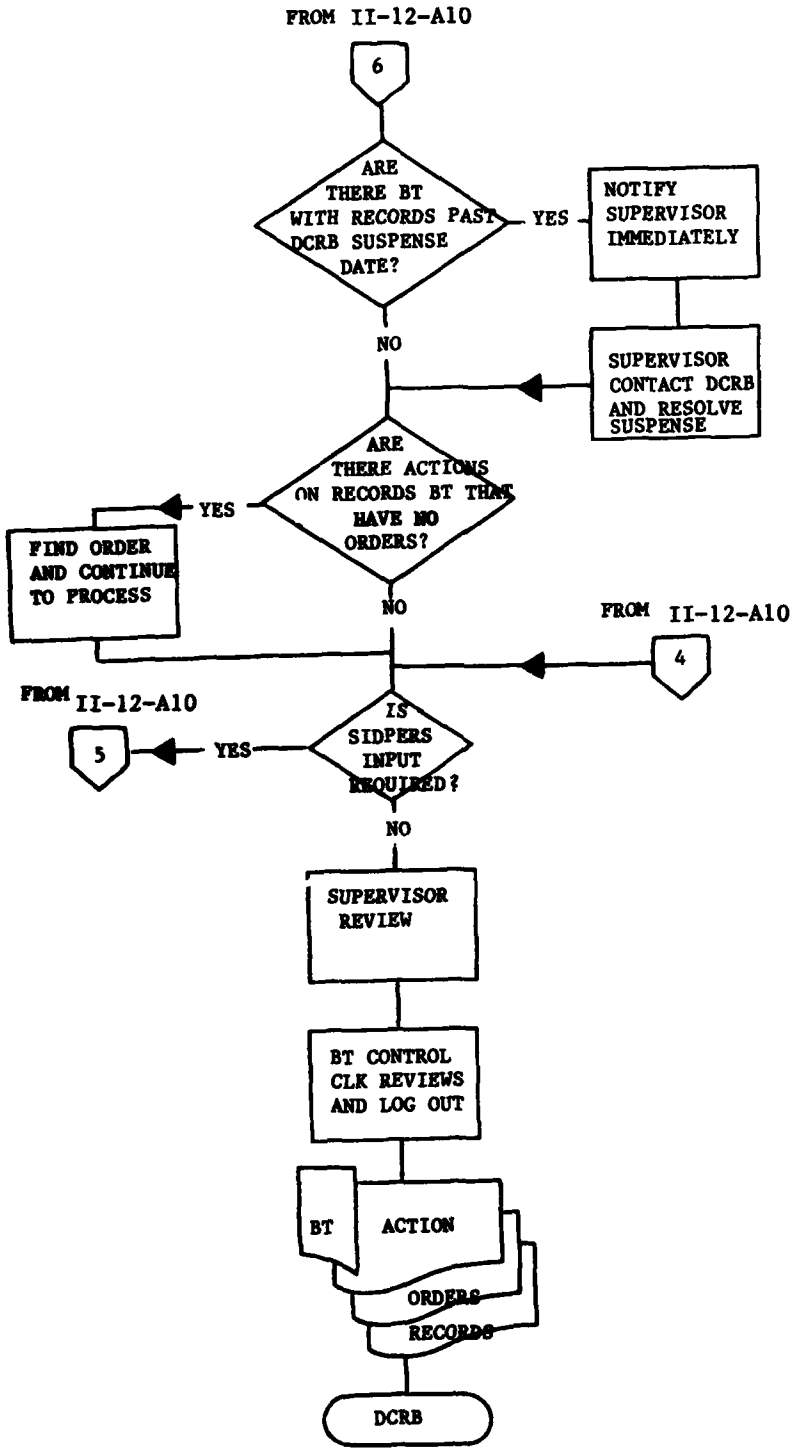
GENERAL DOCUMENT FLOW IN THE AAS




FROM II-12-A7
2
REMOVE ACTION BT FROM SUSPENSE
SUSPENSE FILE
A
DELETE ACTIONS FROM ACTION BT TO RECORDS BT AND ANNOTATE
HAVE ALL ACTIONS BEEN ADDED TO RECORDS BT?
NO
SEPARATE DOCUMENTS
YES
SEPARATE DOCUMENTS
BT CONTROL CLK REVIEWS AND LOGS OUT
PLACE ACTION BT IN SUSPENSE PENDING RECEIPT OF BT
A
BT
ACTION
BT
ACTION
RECORDS
DCRB
1
TO II-12-A9

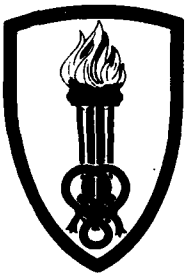

FROM II-12-A7
1
IS THIS AN INITIAL ACTION?
NO
YES
DOES ACTION REQUIRE A BOARD OR HIGHER HEADQUARTERS APPROVAL?
NO
YES
REMOVE ACTION FROM SUSPENSE FILE
3
TO II-12-A10
SUSPENSE FILE
FROM II-12-A10
7
PROCESS IAW APPROPRIATE REGULATIONS
SUSPENSE FILE
SUPERVISOR REVIEW
BT CONTROL CLK REVIEW AND LOG OUT
BT
INDORSEMENT
ACTION
RECORDS
DCRB


FROM II-12-A9
3
IS THE ACTION APPROVED/RECOMMENDED AND/OR THE INDIVIDUAL ELIGIBLE?
YES
NO
PROCESS ACTION. PREPARE RFO AND/OR INDORSEMENT, IF REQUIRED
PROCESS ACTION. PREPARE INDORSEMENT, IF REQUIRED
IS RFO REQUIRED?
NO
4
TO II-12-A11
YES
7
NO
TO II-12-A9
IS SIDPERS INPUT REQUIRED?
YES
PREPARE RFO. PLACE 1 CY IN RECORD. PLACE IN SUSPENSE
SUSPENSE FILE
5
TO II-12-A11
PROCESS SIDPERS TRANSACTION
FORWARD REMAINING CYS TO ORDERS SECTION, ASD
RFO
CYS
ORDERS SECTION
SUPERVISOR REVIEW
ORDERS
BT CONTROL CLK REVIEW AND LOG OUT
MATCH ORDER WITH RECORD
SUSPENSE FILE
BT
ACTION/ INDORSEMENT
MSF
RECORDS
6
TO II-12-A11
SQIB


FROM II-12-A10
6
ARE THERE BT WITH RECORDS PAST DCRB SUSPENSE DATE?
YES
NOTIFY SUPERVISOR IMMEDIATELY
NO
SUPERVISOR CONTACT DCRB AND RESOLVE SUSPENSE
ARE THERE ACTIONS ON RECORDS BT THAT HAVE NO ORDERS?
YES
FIND ORDER AND CONTINUE TO PROCESS
NO
FROM II-12-A10
4
FROM II-12-A10
5
YES
IS SIDPERS INPUT REQUIRED?
NO
SUPERVISOR REVIEW
BT CONTROL CLK REVIEWS AND LOG OUT
BT
ACTION
ORDERS
RECORDS
DCRB

II-12-A11

UNITED STATES ARMY
ADMINISTRATION CENTER
FORT BENJAMIN HARRISON, INDIANA 46216



COPPER USER MANUAL

PART IV-CONVERSION GUIDE

1 DECEMBER 1977

DRAFT

F-1

CONVERSION GUIDE

PERSONNEL AND PAY SERVICES DIVISION USER MANUAL

INDEX

	PARA	PAGE
CHAPTER 1 - Introduction		
General	1-1	1-1
Purpose	1-2	1-1
Applicability	1-3	1-1
Conversion Concept	1-4	1-1
Milestone Schedules	1-5	1-3
Slippage	1-6	1-4
Deviations	1-7	1-4
Proliferation Schedule	1-8	1-4
CHAPTER 2 - Policies		
Purpose	2-1	2-1
Applicability	2-2	2-1
Policies	2-3	2-1
CHAPTER 3 - Responsibilities		
Applicability	3-1	3-1
Responsibilities	3-2	3-1
APPENDIX A - Milestone Schedule		A-1
APPENDIX B - Conversion Project Manager		B-1

	PAGE
APPENDIX C - COPPER Conversion Teams	C-1
Annex 1 - Advance Liaison Team	C-1-1
Annex 2 - SIDPERS and JUMPS-Army Reconciliation Teams	C-2-1
Annex 3 - Conversion Assistance Teams	C-3-1
COPPER Conversion Checklist	C-3-1-1
APPENDIX D - Field Project Officer's Duties	D-1
APPENDIX E - Personnel and Equipment Requirements	E-1
APPENDIX F - Conversion Steering Group	F-1
APPENDIX G - Information Program	G-1
APPENDIX H - Facility Requirements	H-1
APPENDIX I - Rescinded	
APPENDIX J - Movement Guide	J-1
APPENDIX K - SIDPERS/JUMPS-Army Reconciliation (TBP)	
APPENDIX L - Accountable Disbursing Officer	L-1

CHAPTER 1

INTRODUCTION

1-1. GENERAL. The timetable for worldwide Consolidation of Military Pay and Personnel (COPPER) functions has a significant impact on each COPPER site. Therefore, it is imperative that commanders and managers at each applicable headquarters take positive action to insure that established milestone dates (Appendix A) are accomplished as scheduled. The term "DA Proponent" is synonymous with the term "COPPER Proponent."

1-2. PURPOSE. To provide procedural guidance for the commander to convert from his present Finance and Accounting (FAO)/Military Personnel Office (MILPO) configuration to the COPPER organization.

1-3. APPLICABILITY. This conversion process is applicable to the establishment of COPPER at all proposed sites.

1-4. CONVERSION CONCEPT.

a. Converting simply consists of consolidating military pay and military personnel functions with an operational SIDPERS/JUMPS-Army Interface Element under the operational control of a single manager.

b. Formal procedures and disciplines provided for in JUMPS-Army regulations and the DA Pam 600-8 series and COPPER User Manuals will be used during the conversion. In the SIDPERS/JUMPS-Army interface environment, computer-generated transactions will be processed IAW the

DA Pam 600-8 series. After an appropriate edit, JUMPS-Army transactions produced by the SIDPERS/JUMPS-Army interface will be used as live input to the JUMPS-Army data base.

c. The conversion site commander's principal advisor during the conversion to a PPSD is the Field Project Officer (FPO). The principal duties of the FPO are outlined in Appendix D. Depending on the population served, one individual may not be capable of handling all the coordination necessary to effectively implement COPPER. Should the commander feel the necessity for a larger coordinating body, a Conversion Steering Group (CSG), may be appropriate. The CSG would provide local expertise and guidance to the Commander and the FPO. A CSG may consist of the following staff elements:

1. Chief of Staff (Chairman)
2. FPO (Deputy Chairman)
3. G1/DPCA
4. AG
5. Finance Officer
6. Personnel Officer
7. DPD/MISO
8. Engineer
9. DCE
10. Comptroller

11. Civilian Personnel Officer

The responsibilities of the CSG will be determined by the Conversion Site Commander.

d. Immediately upon notification that his installation/division is scheduled for COPPER, the commander will appoint a FPO and report the appointee's name, rank, mailing address and duty phone number to both the DA Proponent's and the Major Command's (MACOM) Conversion Project Managements (CPM).

e. MACOMs will be assigned the following responsibilities:

1. Appoint a CPM.
2. Monitor installation/division conversion.
3. Insure representatives be present during both pre- and post-conversion.

1-5. MILESTONE SCHEDULE. The milestone schedule at Appendix A will be converted to calendar dates upon selection of the conversion site and date (C-Day). Checklists included in this guide are provided to assist the site in planning for consolidation. The site selected will participate in the development of the schedule. When C-Day is scheduled, the date should correspond to the first Monday after the cut-off date for monthly JUMPS-Army input. The calendar schedule will be used by the site to control conversion and status reporting.

1-6. SLIPPAGE. Critical events (i.e., "go/no-go" decision points) must be continuously monitored for slippage. Failure to meet any critical event on schedule could delay subsequent events. If a determination is made that slippage is occurring, the CPM should be notified so resources can be rescheduled.

1-7. DEVIATIONS. With the exception of local options, deviations from the prescribed conversion schedule are not authorized without the express approval of the DA Proponent. Requests for exception to established policy will be fully justified and forwarded through command channels to the DA Proponent.

1-8. PROLIFERATION SCHEDULE. A formal proliferation schedule will be distributed by other media.

CHAPTER 2

POLICIES

2-1. PURPOSE. To establish policy that insures timely and orderly conversion to COPPER without disruption of pay and personnel services to the soldier.

2-2. APPLICABILITY. The policies specified in this section are applicable to each level of command.

2-3. POLICIES.

a. During conversion, parallel operations are not required between the present FAO/MILPO configuration and that of the COPPER organization.

b. Before conversion, the Site Commander will insure that:

(1) Personnel and finance offices are serving a common population and each soldier has a Personal Financial Record (PFR) and Military Personnel Records Jacket (MPRJ).

(2) Common PFR and MPRJ data elements have been reconciled.

(3) Personnel assigned to the PPSD received sufficient orientation and training.

c. Conversion to COPPER is given wide dissemination through command information channels so that each soldier is aware of the new procedures, emphasizing the commander's responsibilities under COPPER.

CHAPTER 3

RESPONSIBILITIES

3-1. APPLICABILITY. Responsibilities identified in this section are applicable to COPPER conversion.

3-2. RESPONSIBILITIES.

a. DA Proponent for COPPER:

(1) Appoint a CPM to monitor the overall conversion to COPPER.

(2) Form Advance Liaison Teams (ALT) for initial contact with the conversion site.

(3) Schedule, coordinate and conduct SIDPERS and JUMPS-Army data base reconciliation. Form reconciliation teams.

(4) Form and provide technical assistance to the Conversion Assistance Teams (CAT) which will visit the conversion site for the purpose of assisting the conversion site commander to implement COPPER.

(5) Assist conversion site in obtaining critical personnel shortages.

(6) Arrange for initial 90-day supply of COPPER unique forms to the conversion site and provide basic issue of COPPER User Manuals.

(7) Coordinate all liaison visits with MACOMs and conversion site.

(8) Develop conversion site schedule and monitor overall

progress.

(9) Update all finance/personnel regulations to incorporate COPPER procedures and military pay/personnel procedures into one document.

(10) Form quality assurance teams for post-validation of conversion sites.

b. MACOM Commanders:

(1) Schedule command activities to provide minimum interference with conversion schedule.

(2) Monitor by CPMs of the conversion activities of the MACOM installations.

c. Commander, ADMINCEN:

(1) Provide training programs for conversion team key personnel that will encompass the doctrinal and procedural guidance for COPPER as it is designed to function at the division/installation level.

(2) Will be responsible to revise/update training programs following the first few site conversions.

(3) Prepare resident instruction and incorporate COPPER into the USAIA curriculum.

d. Commander, Conversion Site:

(1) Provide complete support for COPPER during the conversion and sustained operations.

(2) Insure that all personnel attend initial COPPER training.

(3) Establish a program to train replacement personnel.

(4) Provide sufficient computer time for SIDPERS/JUMPS reconciliation and normal operations.

(5) Establish a comprehensive means of monitoring performance of the PPSD.

(6) Insure that all commanders and staff become familiar with capabilities of COPPER and provide required support on a timely basis, when tasked.

(7) Insure that any deficiencies noted by inspection or assistance teams are corrected.

(8) Provide necessary administrative and logistical support to COPPER Conversion Teams (See Appendix C).

(9) Appoint, when necessary, a local CSG to provide local expertise and guidance for a smooth transition to COPPER (See Appendix F).

(10) Appoint a FPO.

(11) Provide adequate facilities for COPPER organization (See Appendix H).

(12) Provide personnel and equipment resources to the maximum extent possible to staff and equip the proposed organization (See Appendix E).

(13) Guidance pertaining to an information program is contained in Appendix G. Informational briefings will be given to units prior to conversion. Briefings are to be included in division/installation milestone schedules.

(14) Request for separate USSN for division/COSCOM will be prepared, if required.

APPENDIX A

MILESTONE SCHEDULE

RESP ACT	TASK.	* C-180
P	Notification to Site.	X
S	Appoint FPO.	X
S	Establish contact with CPM (Chapter 1).	X
S	Establish CSG (Appendix F).	X
P	Forward User Manual and Conversion Guide to FPO.	X
S	Designate C, PPSD.	X
S	Program C, PPSD resident finance training if he is AG officer.	X

Legend: P - DA Proponent for COPPER

S - Conversion Site

X - Initiate/Monitor Task

RESP ACT	TASK	* C-150	C-120	C-90	C-60	C-30	C-DAY
P	ALT visit site.	X					
S	Identify COPPER unique Printing Requirements.	X	X	X	X	X	
S	Prepare Requisitions for Forms.	X	X	X	X	X	X
S	Develop Conversion Schedules/Milestones.	X	X	X	X	X	X
S	Develop Movement Plans (Appendix J).	X	X	X	X	X	X
S	Co-locate Personnel/Finance Inprocessing Sections. Reconcile common data elements during Inprocessing.	X	X	X	X	X	X
S	Determine space requirements and location of PPSU. Identify equipment requirements and prepare requisitions.	X	X	X	X	X	X

RESP ACT	TASK	* C-150	C-120	C-90	C-60	C-30	C-DAY
S	Submit necessary work orders for repair/ construction.	X	X	X	X	X	X
S	Review current MTOE/TDA. Slot assets into COPPER MTOE/TDA. Identify key PPSU personnel. Insure all personnel requisitions are current.	X	X	X	X	X	X

RESP ACT	TASK	* C-120	C-90	C-60	C-30	C-DAY
P/S	Conduct Records Reconciliation.	X	X	X	X	X
S	Correct applicable data bases/records.					
S	Prepare civilian job.	X	X	X	X	
S	Identify personnel to be trained by CAT.	X	X	X		
S	Request USSN from USAFAC and identify finance deputies.	X	X	X	X	X
S	Conduct In Progress Review.	X				
S	Initiate General Publicity Program (Appendix G).	X	X	X	X	X

RESP ACT	TASK	* C-90	C-60	C-30	C-DAY
S	Contact Labor Union, if applicable.	X	X	X	X
S	MILPO/FAO brief personnel on conversion to COPPER.	X			
S	Establish new DA Form 12-series. Pinpoint accounts for publications.	X	X	X	X

RESP ACT	TASK	* C-60	C-30	C-DAY
S	Conduct in-progress review.	X		
S	Initiate publicity program (Appendix G).	X	X	X
S	Distribute user manuals to key personnel.	X		
S	Prepare SOPs and LOIs	X		
S	Verify security clearance.	X		
S	Identify training facility.	X		
S	Publish training schedule.	X		
S	MILPO/FAO conduct cross-training for key personnel.	X		
S	Review G-table/payroll number requirements. Review and update SIDPERS Reports Schedule and distribution.	X	X	X
S	Insure all PPSD personnel are placed on 09X and E9X payroll.	X	X	X

RESP ACT	TASK	* C-45	C-30	C-DAY
P	Recommend SIDPERS/JUMPS inhibiters be lifted.	X	X	
P	Conduct COPPER training.	X	X	

RESP ACT	TASK	* C-30	C-DAY
S	Zero balance records and insure accountability.	X	C-7
S	Revise organization and functions manual.	X	
S	Establish telecommunications support.	X	X
S	Orient workers on new environment.	X	X

RESP ACT	TASK	* C-DAY
P	Validate the S/J interface.	C-7
P	Complete conversion checklist.	C-7
S	Conduct physical move into facilities.	C-3
S	Conduct commanders conference.	C-7
S	Assign new SIDPERS originator codes for PPSD personnel.	C-7
S	Supervisors conduct follow-on training.	C-7
S	Begin PPSD operations.	C-DAY
P	CAT visit.	C-7 to C+15

APPENDIX B - CONVERSION PROJECT MANAGER

1. PURPOSE. This appendix identifies the responsibilities and functions of the Conversion Project Manager (CPM).

2. GENERAL. CPMs are designated by the DA to monitor a specified number of conversion sites and to assist in the timely conversion and proliferation of COPPER.

3. RESPONSIBILITIES. The responsibilities of the CPM are to serve as the DA Proponent's/MACOM's Point of Contact (POC) and to monitor proliferation progress of his assigned conversion sites.

4. FUNCTIONS.

a. As the DA Proponent POC, the CPM will:

(1) Establish contact with the FPO as soon as possible after identification by the conversion site commander.

(2) Upon request from the FPO, provide advice and assistance in problem resolution.

(3) Monitor conversion progress, identify potential problem areas, and volunteer advice and guidance to the FPO.

(4) Furnish all user documentation to FPO and request identification of printing requirements for the conversion site.

(5) Require FPO to submit requisitions for initial 90-day supply of COPPER-unique forms.

b. As the MACOM POC, the CPM will:

(1) Report the proliferation progress of the conversion sites he is monitoring.

(2) Identify potential problem areas which might impact upon milestone schedules and make recommendations as to solutions.

APPENDIX C - COPPER CONVERSION TEAMS

1. PURPOSE. To outline the responsibilities and duties of the various teams that will assist each conversion site in a smooth transition to a COPPER configuration.

2. GENERAL.

a. In order to effect a smooth transition to COPPER, it is necessary that:

(1) The present SIDPERS and JUMPS-Army configuration be operating within prescribed DA standards.

(2) Common data elements of the SIDPERS and JUMPS-Army data bases be reconciled.

(3) Certain actions be accomplished at particular times during the conversion process.

(4) The various teams be prepared to assist conversion site personnel within the team's respective areas of expertise.

b. Each team will document their trips in writing with copies furnished to the DA Proponent; MACOM, Conversion Site Commander; and other activities as required.

c. The FPO will provide logistical and administrative support for visiting teams.

3. TYPES OF CONVERSION TEAMS.

a. Advance Liaison Team (ALT) (Annex 1, App C).

b. SIDPERS and JUMPS-Army Reconciliation Teams (Annex 2, App C).

c. Conversion Assistance Teams (CAT) (Annex 3, App C).

4. RESPONSIBILITIES.

a. The DA Proponent will coordinate the visit of all teams with the Conversion Site Commander and/or the FPO, and the applicable MACOM CPM.

b. Team Leader, Conversion Team:

(1) Coordinate detailed administrative and logistical support directly with the FPO.

(2) Coordinate travel arrangements.

(3) Determine uniform requirements.

(4) Coordinate billeting.

(5) Coordinate transportation requirements at conversion site when rental car is not authorized.

(6) Provide FPO with sufficient information to prepare detailed itinerary for team.

b. FPO:

(1) Provide administrative support when required as follows:

(a) Office space.

(b) Local and AUTOVON telephone access.

(c) Clerical support.

(d) Office equipment and supplies.

(e) Conference area.

(2) When purpose of team is to conduct briefings; provide briefing area and training aids (projectors, PA system, etc.).

(3) Provide any other COPPER related support requested by the team as necessary.

ANNEXES: 1 - Advance Liaison Teams

2 - SIDPERS and JUMPS-Army Reconciliation Assistance Teams

3 - Conversion Assistance Teams

ANNEX 1 (Advance Liaison Team) to Appendix C (COPPER Conversion Teams)

1. PURPOSE. The Advance Liaison Team (ALT) provides initial formal information and guidance to the Conversion Site Commander.

2. GENERAL. The ALT is a formally organized DA Proponent briefing team.

a. Composition: The ALT will be composed of individuals who are completely knowledgeable of the COPPER concept of operation, organization and conversion plan. Each individual should have a general understanding of the detailed COPPER operating procedures. As a minimum, the team will consist of:

(1) Team Leader, who could be the DA Proponent CPM for the conversion site.

(2) Briefing Teams - One officer will be designated as the primary briefing officer and one officer or noncommissioned officer as assistant briefing officer.

b. Responsibilities.

(1) Brief the following personnel:

(a) Commander and staff of the Conversion Site.

(b) Finance Officer, Military Personnel Officer and their key supervisors.

(c) Subordinate Commanders, First Sergeants, and Personnel Staff NCO's (PSNCO).

(d) Civilian Personnel Office representatives.

(e) FPO.

(f) DPI/MISO representative.

(g) Other personnel designated by the Conversion Site Commander.

(2) Provide the FPO with copies of the COPPER user manual and arrange for subsequent delivery of 90 day supply of COPPER - unique forms and additional copies of the user manual.

ANNEX 2 (SIDPERS and JUMPS-Army Reconciliation Teams) to Appendix C (COPPER Conversion Teams)

1. PURPOSE. To insure that the SIDPERS and JUMPS-Army automated files are reconciled and to advise conversion site representatives about procedures for reconciling records.

2. TEAM COMPOSITION. A SIDPERS/JUMPS-Army Reconciliation Team will be organized for each PPSD. Each team will include a DA Proponent representative and one SIDPERS specialist and one JUMPS-Army specialist from the conversion site.

4. RESPONSIBILITIES.

a. DA Proponent will coordinate the SIDPERS and JUMPS-Army reconciliation with the conversion site.

b. Conversion Site Finance Officer and Military Personnel Officer will:

(1) Correct all possible deficiencies identified by the SIDPERS and JUMPS-Army Reconciliation Team.

(2) Continue reconciliation of SIDPERS and JUMPS-Army data bases until records are in agreement.

(3) Submit corrective action reports to DA Proponent/MACOM CPM and FPO.

5. RECONCILIATION OF DATA BASES. Personnel and procedural requirements and guidance concerning the reconciliation of the SIDPERS/JUMPS-Army data bases is contained in Appendix K.

ANNEX 3 (Conversion Assistance Teams) to Appendix C (COPPER Conversion Teams)

1. PURPOSE. To provide assistance for conversion and training to personnel assigned to the PPSD, to conduct a preconversion checklist, and to recommend, if appropriate, lifting of the SIDPERS/JUMPS-Army Interface inhibitors.

2. GENERAL. The Conversion Assistance Team (CAT) is established by the DA Proponent. The CAT is composed of two teams of three members each who are trained in COPPER and automated systems procedures.

3. FUNCTIONS.

a. On or about C-45 days. The CAT will:

(1) Conduct an entrance interview with the site commander or his representative.

(2) Conduct a detailed review of conversion progress to date.

(3) Provide assistance and guidance for recommended courses of action.

(4) Conduct training for personnel assigned to the PPSD.

(5) Recommend that the SIDPERS/JUMPS-Army Interface inhibitors be removed.

(6) Conduct exit interview and provide:

(a) Copy of findings recorded on the pre-conversion checklist.

(b) Any general observations which may not be specifically

addressed in the checklist, but which in the opinion of the Team Leader should be brought to the commander's attention.

b. On or about C-7 through C+15.

(1) Conduct an entrance interview with the commander or his representative.

(2) Complete the Conversion Checklist (Figure 1).

(3) Insure that output from the SIDPERS/JUMPS-Army Interface program is satisfactory.

(4) Assist the Chief, PPSD, in completing conversion to the COPPER configuration.

(5) Advise FPO and CPM if conversion site is in a "No Go" condition and recommend course of action.

(6) Remain at conversion site for approximately two weeks after C day and assist Chief, PPSD, in resolving COPPER related problems.

(7) Conduct exit briefings with commander or his representative.

c. After-action reports will be prepared by CAT leader. Reports will list achievements, problems, and other items of interest. Reports should be submitted to DA Proponent and MACOM CPMs, conversion site commander and other activities as determined by CAT leader.

Figure 1 - Conversion Checklist

DATE: _____

COPPER CONVERSION CHECKLIST

ORGANIZATION: _____

	YES	NO
1. Has the site received its initial distribution of all COPPER user materials? If no, what forms are missing and when are they due?	___	___
_____		
_____		
_____		
a. Has the local Publications Officer received a request for automatic resupply of COPPER forms?	___	___
b. Does the site have sufficient copies of existing regulations and forms (DA Pam 600-8, AR 37-101-1, etc.) to operate COPPER facility?	___	___
2. Has local Publications Officer discontinued stocking forms that have been replaced by COPPER forms?	___	___
3. Has the site received their training manuals and handouts? If no, what is missing and when is it due?	___	___
_____		
_____		

Figure 1

	YES	NO
4. Have the satellite units, if any, been told about COPPER and the impact upon them? If yes, list below.	___	___
SATELLITE UNIT LOCATION		
	___	___
	___	___
	___	___
5. Has action been taken to stabilize key personnel assigned or to be assigned to the PPSD?	___	___
6. Contact each of the following and informally determine if they are aware of conversion procedures.		
a. FPO	___	___
b. Personnel Officer	___	___
c. Finance Officer	___	___
d. AG	___	___
e. Comptroller	___	___
f. Chief of Staff	___	___
g. G1/DPCA	___	___
h. CPO	___	___
i. DPI/MISO	___	___
j. Civilian Labor Union representative	___	___

	YES	NO
7. Review COPPER staffing. Are there any critical positions which have not been filled? If yes, what are the positions and when can they be filled?	___	___

8. Review actions being taken to reconcile data bases prior to conversion. Comments: _____

9. Review additional equipment needs. Are any critical items of equipment missing? If yes, what action has been taken to obtain it and when will it arrive?

10. Inspect proposed facility.		
a. Is floor space adequate?	___	___
b. Is it easily accessible to troops?	___	___
c. Has floor plan been prepared and space assignments been made?	___	___
d. Are building modifications required? If yes, have work orders been submitted?	___	___

COMMENTS:

	YES	NO
e. Have needs for communications support been identified and work orders submitted?	___	___
11. Have arrangements been made for security of cashier's funds? (facilities, safes, etc.?)	___	___

COMMENTS:

_____

_____

12. Has publicity program been implemented to overcome resistance to change and familiarize personnel with COPPER?	___	___

COMMENTS:

_____

_____

13. Have personnel designated to work in the PPSO or required to process classified reports received their security clearance?	___	___
14. Does proposed PPSO site have a secure container for CONFIDENTIAL MATTER?	___	___

COMMENTS:

_____

_____

	YES	NO
15. What measures are being taken to present COPPER training to personnel not present for training by Conversion Assistance Team?		
16. Has survey of supply requirements been made and have shortages been requisitioned?	___	___
COMMENTS:		
17. Has movement plan been completed? (Attach a copy to this checklist.) If no, when will it be completed?	___	___
18. Have provisions been developed for follow-on training? (Attach copy of program of instruction.) If no, what are the plans for follow-on training?	___	___

19. General Observations:

SIGNED: _____
(Team Leader)

APPENDIX D - FIELD PROJECT OFFICER DUTIES

1. PURPOSE. The purpose of the FPO is to coordinate the consolidation of the existing finance and personnel offices into a COPPER organization.

2. RESPONSIBILITIES.

a. To insure that conversion is accomplished on a timely basis without any significant disruption of service to the soldier.

b. To insure that all required coordination is effected horizontally and vertically within the command.

3. GENERAL.

a. Each installation to include those with a division, separate brigade or COSCOM as tenants, will designate one individual to serve as FPO during the period of conversion (C-180 day thru C+30 days). The FPO should be authorized to exercise staff supervision over those matters impacting upon or on by COPPER. Reporting channel of the FPO during the conversion period may correspond to that of a personal staff officer or a special staff officer.

b. The FPO will be provided with all parts of the COPPER User Manual. This Conversion Guide contains guidance, milestones, and "go/no go" decision points for conversion. The FPO may supplement the Conversion Guide to accommodate local actions peculiar to the conversion site. In development of his plans for insuring a successful

conversion, the FPO must be specific, document exactly what must be performed and incorporate the when, why, who and how the action is to be accomplished.

c. The FPO serves as:

(1) POC for the conversion site.

(2) The Deputy Chairman of the CSG, if organized, whose duties are to:

(a) Insure the various members of the CSG coordinate with each other in regard to their respective conversion activities.

(b) Provide periodic updates on conversion progress and recommend courses of action.

d. The FPO should be provided administrative support by the Conversion Site Commander.

4. SPECIFIC INSTRUCTIONS RELATING TO HIS DUTIES ARE:

a. Monitor milestone schedule (Appendix A).

b. Administrative and logistics support to COPPER Conversion Teams (Appendix C).

c. Personnel and Equipment Requirements (Appendix E).

d. Information Program (Appendix G).

e. Facility Requirements (Appendix H).

f. Movement Guide (Appendix J).

g. SIDPERS/JUMPS Reconciliation (Appendix K).

APPENDIX E - PERSONNEL AND EQUIPMENT REQUIREMENTS

1. PURPOSE. To identify tasks that must be performed to insure that the future PPSD has adequate personnel and equipment on conversion day.

2. RESPONSIBILITIES. Specific responsibilities concerning the personnel and equipment aspects of converting a COPPER configuration are as follows:

a. FPO and Chief, PPSD:

(1) Obtain up-to-date copies of the following documents:

(a) Current MTOE/TDA for MILPO/FO, annotated with name, grade, and MOS of personnel assigned/attached.

(b) Proposed TOE/TDA for PPSD (Chapter 6, COPPER User Manual).

(2) Work with Personnel Officer and Finance Officer in development of a proposed MTOE/TDA based upon requirements of installation/division. Use proposed MTOE/TDA to match personnel presently assigned to specific positions in the proposed organization.

(3) Identify actual and/or projected overages and shortages by grade and MOS.

(4) Coordinate with AG/Personnel Officer to fill any critical MOS shortages.

(5) Coordinate with AG/Personnel Officer to possibly stabilize key personnel identified to be assigned to the COPPER facility.

(6) Prepare draft job descriptions for civil service employees, where required.

(7) Notify civilian labor union of conversion schedule and impact upon civilians.

(8) Use proposed MTOE/TDA to match equipment presently on hand against equipment required to operate COPPER facility.

(9) Identify overages and shortages of equipment.

(10) Coordinate with procurement representatives to fill equipment shortages.

(11) Verify required security clearances.

b. Force Development:

(1) Provide up-to-date copies of current MTOE/TDA.

(2) Provide technical assistance to FPO in preparation of proposed MTOE/TDA.

c. Supply Procurement Representatives:

(1) Submit emergency requisitions to fill critical equipment shortages.

(2) Assist FPO in obtaining locally available equipment, redistributing any equipment excesses, and obtaining supplies.

3. Any critical shortages of equipment or personnel will be immediately reported to the CPM and regular status reports will be provided by the FPO concerning progress in eliminating the shortages.

APPENDIX F - CONVERSION STEERING GROUP

1. PURPOSE. The purpose of the Conversion Steering Group (CSG) is to provide assistance and guidance to the site commander and the FPO in anticipating and resolving problems and assuring proper emphasis for the conversion. This support is to insure that each command forming a PPSD will accomplish a smooth conversion without disruption of service to the soldier.

2. RECOMMENDED COMPOSITION. Membership of the CSG should be flexible to solve pending problems in the most judicial manner. The Chairman requires flexibility in the calling of meetings and in determining who is required to attend the convening group. The Chairman of the CSG should be the installation Chief of Staff or an individual with delegated authority to provide direction before conclusion of each CSG meeting. The FPO should be in attendance at each meeting and should subsequently monitor progress on determinations made by the Chairman. Listed below are the position of personnel who may serve as members of the CSG:

a. Chief of Staff (Chairman)

b. G1/Director of Personnel and Community Activities (DPCA)

c. Division/Installation Adjutant General

d. Installation/Division Finance Officer

e. Personnel Officer

f. Data Processing Division (DPD)/Management Information Systems Officer (MISO))

g. Engineer

h. Director of Communication and Electronics/Signal Officer

i. Comptroller

j. Field Project Officer (Deputy Chairman)

k. Civilian Personnel Officer

3. GENERAL. It is natural to expect each element being affected by COPPER to be extremely sensitive to the impact it will experience. Members of the CSG must anticipate possible anxieties and reduce fears by keeping their subordinates informed of all actions taken and scheduled and by requiring that all elements of the organization that are affected be informed on the status of conversion progress. The CSG should also facilitate identification of those actions having priority over others and resolve any disputes. The CSG serves as the instrument through which identification and referral to the commander is made of decisions requiring the commander's evaluation and final approval/disapproval.

4. RESPONSIBILITIES.

a. The Chief of Staff:

(1) Chairman.

(2) Resolve all problems presented to the CSG.

(3) Provide guidance to CSG members.

(4) Insure that minutes of each CSG session are recorded and distributed to the members.

(5) Schedule periodic CSG sessions or convene meetings as required.

(6) Advise the commander of conversion progress.

b. G1/Director of Personnel and Community Activities (DPCA):

(1) Insure the COPPER organization is adequately staffed.

(2) Identify and resolve any major staffing problems.

(3) When there is no AG/Adj, the DPCA will provide printing, publication, administrative and logistical support.

c. Division/Installation Adjutant General:

Provide the services listed in 4b(3) above.

d. Division/Installation Finance Officer:

(1) Insure that conversion does not disrupt pay services to the soldier.

(2) Assist with preparation of TDA and civilian job descriptions pertaining to PPSD supporting installation.

(3) Assist with preparation of MTOE pertaining to PPSD supporting Division or COSCOM.

(4) Keep subordinates informed of conversion progress.

(5) Assist in maintaining reconciled records.

(6) Prepare request for separate DSSN for Division/COSCOM, if required.

(7) Provide guidance that if Chief, PPSD is non-finance, receives training to serve as Accountable Disbursing Officer.

e. Personnel Officer:

(1) Insure that the conversion does not disrupt personnel service to the soldier.

(2) Assist with preparation of TDA and civilian job descriptions pertaining to PPSD supporting installation.

(3) Assist with preparation of MTOE pertaining to PPSD supporting Division or COSCOM.

(4) Keep subordinates informed of conversion progress.

(5) Assist in maintaining reconciled records.

f. Data Processing Division/Management Information Systems Officer:

Provide any required pre-conversion data processing support to include computer time for JUMPS/SIDPERS data base reconciliation.

g. Engineer: (Reference Appendix H)

(1) Review COPPER facility requirements and recommend adequate building(s).

(2) Provide blueprints of selected building(s) to FPO.

(3) Assist FPO in preparation of plan design.

(4) Assist FPO in preparation of work orders.

(5) Perform all approved repair, maintenance and/or construction to selected building(s).

(6) Be constantly alert to those engineer actions that must precede actions performed by others.

h. Director of Communications and Electronics/Signal Officer:

(1) Review floor plans and assist FPO in determining communication requirements.

(2) Assist FPO in preparation of work orders.

(3) Install all approved communication support.

(4) Coordinate all approved installations with engineers.

i. Comptroller:

(1) Determine local cost of conversion and pre-conversion budget and submit to the commander for review and approval.

(2) Program approved funds.

(3) Monitor execution of conversion budget.

j. Field Project Officer. (Reference Appendix D)

k. Civilian Personnel Officer:

(1) Assist in the preparation of civilian job descriptions and classifications.

(2) Liaison for civilian labor union.

APPENDIX G - INFORMATION PROGRAM

1. PURPOSE. Since the conversion to COPPER affects all military and many civilian personnel on post, a viable and continuous information program must be established. A thorough information program can aid in overcoming the resistance to change that a major system such as COPPER can generate.

2. SCOPE OF PROGRAM.

a. General Conversion Program (starting 4 months prior to C day). Announcement to division/installation personnel that a COPPER office will be established in four months. Article should include history and emphasize benefits to the soldier.

b. MILPO/FAO Information Program (starting 3 months prior to C day). The ALT (Appendix C) will advise the command in the preparation of a general information briefing by the Military Personnel Officer and the Finance Officer to clerical personnel assigned to their respective offices, the publication of information bulletins advising personnel of progress made towards conversion, and a briefing by the designated PPSD Chief to his future supervisors and clerks on future operations in the new configuration.

c. Troop Information Program (starting 2 months prior to C day).

(1) Pictures, captions, and short articles on COPPER will be provided by the PPSD to units to use on company bulletin boards. Tele-

phone numbers for the PPSD should be disseminated as soon as they are available.

(2) Newspaper Articles. A series of articles in the post newspaper should cover all facets of the COPPER System. Individual articles should include background history and development and interviews with COPPER personnel with all articles stressing the improved service the soldier will gain. The post newspaper should also feature photographs of the conversion site and question and answer type columns.

(3) A command letter should be prepared and sent to all units. The letter should be thorough and factual with the benefits to the soldier emphasized.

(4) Notices should be placed in the Daily/Weekly Bulletin. They should give brief progress reports and milestones in the conversion process.

3. COMPOSITION OF PROGRAM.

a. Presentations by the ALT should be made to the conversion site Commander and his staff; to the Personnel Officer, the Finance Officer, and their key supervisors; unit commanders and their first sergeants and Personnel Staff NCOs; representatives of civilian personnel office; and to the FPO. The presentations should include general type information covering the background and purpose of

COPPER; the organization, function, and operational concepts of the PPSD; the milestones for establishment of a PPSD in a live environment; and the assistance that is available to achieve those milestone goals.

b. Progress reports in the form of fliers or bulletins should be issued periodically by the FPO. Activity relating to preparation of new/revised civilian job descriptions should be the sole subject of at least one report.

c. Approximately four weeks prior to the date of conversion, the PPSD Chief should reassemble all members assigned to the PPSD. He should identify when and in what sequence personnel and equipment will move; how items will be identified; and what the assigned personnel will do while the movement is being conducted. Each branch chief will hand out floor plans identifying where each employee will be located and given labels to be attached to their desks, chairs, etc.

APPENDIX H - FACILITY REQUIREMENTS

1. PURPOSE. To provide procedural assistance for the selection of facilities to accommodate the COPPER organization.

2. GENERAL. Facility planning includes the following steps:

a. Determination of space requirements.

b. Determination of equipment requirements.

c. Determination of available resources.

d. Allocation of resources.

e. Development of detailed floor plans including utility placement.

f. Coordination with engineering and communications personnel.

3. SPACE REQUIREMENTS. The physical layout of the PPSD will be limited by the size and availability of existing facilities. However, certain considerations should be made to facilitate traffic patterns, work areas, and control functions.

a. Develop the space requirements for each branch of the PPSD. Total these requirements and add five percent to provide for hallways, etc. This total will then reflect the square footage requirement. Insure consideration is given any activity outside the PPSD (e.g., TDA, Disbursing Section) which must be collocated in the PPSD facility.

b. In calculating the branch space requirements, the following

factors are recommended:

(1) 90 square feet per person (includes space for typewriter, individual files, etc.).

(2) In large branches, allow extra space for aisleways.

(3) In branches with more than 10 people, allow an additional 100 square feet for each additional 15 people.

(4) In branches with more than one major section, allow an additional 100 square feet for each section.

(5) Allow additional space for office equipment (e.g., copier machine, key punch machine).

(6) Allow additional space for functional use (e.g., distribution area, large files areas, waiting area, storage areas, conference room, MOS testing area, etc.).

(7) Allow additional space to provide appropriate sized offices for key positions.

(8) Allow space for latrines, considering nature of coed staffing and number of personnel assigned to the PPSD. Size of facility and number of personnel should also be considered in determining the number of latrines.

4. EQUIPMENT REQUIREMENTS: These requirements are based on the equipment currently used for the operation of the functions in the MILPO/FO that will merge into a PPSD.

5. RESOURCES AVAILABLE: Obtain current information on facilities. Factors to consider are facility and relocation cost; type and size of structure(s); proximity to current MILPO/FO; access and availability to serviced population, communications, traffic, parking and security.

APPENDIX J - MOVEMENT GUIDE

1. PURPOSE. To provide guidance for the planning, preparation, and conduct of the physical movement required to convert from existing operations to the COPPER concept.

2. GENERAL.

a. A plan for relocating personnel, equipment, records and supplies should be completed approximately 30 days prior to conversion. Necessary actions (Annex 1) must be taken to prepare personnel staffing charts, modify facilities, comply with civilian personnel and labor union regulatory and guidance documents, and schedule required training.

b. Physical relocation must recognize at lease three phases (Annex 2). The premovement phase includes review of actions taken prior to C-30, preparation and distribution of publicity on the movement, verification that identified personnel are trained, arrangements for work crews and equipment, and assurance that records, forms, supplies and signs are on hand. The actual movement includes processing of critical transactions; relocation of equipment, supplies and personnel; identification of excesses and shortages; and release of moving crews and vehicles. Post movement involves completing minor adjustments to facilities and personnel staffing, completing the publicity program, resolving workload backlogs that may have developed,

and determining the need for additional training.

3. PREMOVEMENT PHASE. On or about C-30 the designated Chief, PPSD, should be authorized to organize his office and to establish a working relationship and reporting channels with the identified PPSD branch and section chiefs. Within this premovement phase the following actions should be taken on each listed subject area:

a. Floor Plan. The Chief, PPSD, must review the engineered floor plans and verify that facility modification requests are complete and will be finished as scheduled. Emphasis during that analysis must be placed upon electrical modification to include those affecting heavy power users. The Chief, PPSD, should then task his future branch and section chiefs with preparation of detailed floor plans. Overlays should be included to reflect telephone and electrical requirements and major avenues of traffic flow. Upon approval by the Chief, PPSD, copies of the floor plan will be reproduced to assist work crews during the movement phase. The Chief, PPSD, upon approval of the section chief's telephone overlays, must submit them with work orders to the signal officer.

b. TOE/TDA. The Chief, PPSD, must establish reporting channels that permit him to remain current on the effect of personnel gains and losses in the MILPO and FAO to future staffing of the PPSD. Updated personnel rosters should be provided to branch chiefs and to section

chiefs. Each individual must be notified of his PPSO assignment.

c. Forms and Office Supplies. The Chief, PPSO, should task an individual assigned to his office with analyzing actions previously taken to request forms and supplies to be used by the PPSO. The individual should be responsible for assuring that an estimated 60 day quantity of COPPER unique forms and overprinted DFs are available on conversion day. He should also be responsible for ordering necessary rubber stamps, ordering organizational and direction signs, establishing an account with the Self Service Supply Store, and assuring the orderly transfer of property accountability.

d. Excess Equipment. The Senior NCO, PPSO, with assistance of current MILPO and FAO supervisors should also conduct a strong campaign to identify excess equipment and office supplies that will be turned in prior to the move. The movement plan should also include identification of a location to temporarily store additional excess equipment discovered during and immediately after the movement.

e. Publicity. Publicity should be a continuing program. Arrangements need to be made for publicity during the week prior to conversion that explain and stress procedures that the units and individual soldiers will be expected to follow in dealing with the PPSO. The Chief, PPSO, should also conduct briefings for commanders, PSNCOs, and company clerks to insure that they are fully informed on the op-

erational aspects of COPPER. Part of this publicity should include a letter of instructions containing the revised SIDPERS Originator Codes. Announcement should also be made of the new telephone number assignments and office symbols (Annex 3).

f. Signs. Signs identifying branches and sections as well as direction arrows and signs that will assist the customers and unit clerks should be requested in sufficient time to permit their placement prior to the actual movement date.

g. Field Records. In preparation for zero-balancing the records, the MPRJ should be rearranged alphabetically about one week before establishment of the central files. Approximately two days before the actual movement, all MPRJ and PFR must be collected and placed under control within the designated area, allowing approximately 25 records per drawer. The corresponding PFR is placed immediately behind the MPRJ for each individual. As the records are collected, they should be reconciled against the JUMPS-Army alpha listing to assure that all records are accounted for and placed under control. Records may be charged-out after being placed under control. This "zero-balancing" of the records requires complete cooperation of personnel assigned to the MILPO and to the FAO. Supervisors within those two offices must reconcile any differences between the records and the control listings.

h. Review. The Chief, PPSD should make a last minute review of actions taken and the physical facility to insure that all is in order. Items identified in Annex Z should be examined.

4. MOVEMENT PHASE. The Chief, PPSD, his office staff, branch chiefs and section chiefs must be available during the physical movement to answer questions and make decisions on identification and location of items. Branch chiefs can remain within the MILPO and FAO work areas and the section chiefs can be stationed within their future PPSD work areas.

a. Excesses and Shortages. The Senior NCO should have an area identified for temporary storage of excess and broken items and that area must be known to each branch and section chief. The Senior NCO will maintain a list of all excess items for subsequent reporting by the Chief, PPSD. Section chiefs will identify shortages as quickly as possible and attempt to determine if the shortage represents an item forgotten, misdirected, or improperly labeled.

b. Processing of Critical Transactions. The Chief, PPSD in coordination with the comptroller should establish a mini-customer service station for processing of critical transactions during the movement phase (C and C + 1). Establishment of that station requires post wide publicity. The Customer Service Branch Chief and the PPSD Senior NCO must coordinate this unique movement of a few items of cus-

tomer service equipment and supplies from the FAO(-) area to the PPSD area on or about C + 2.

5. POST MOVEMENT PHASE.

a. Office Procedures. The PPSD should be closed to customers during C + 1. This is essential when the movement occurs during non-duty hours. Time must be made available for employees to rearrange loose items; become familiar with the working area, flow of documents and information; and to acquire forms and supplies. Supervisors should use this time for group training sessions that emphasize COPPER operating procedures and identify the need for additional training.

b. Floor Plan. Branch chiefs must immediately acknowledge and when possible correct problems with the office layout and with equipment. Feeder reports to the Senior NCO are mandatory. Reports should consider such items as overcrowded areas; possibility for traffic congestion; equipment inadequacies and location problems; lighting, safety, and telephone problems, and problems such as the need for a left pedestal desk. Means for moving equipment must be available during C + 1 and the Chief, PPSD, will need to maintain close coordination with the Signal Officer.

c. Publicity. The Chief, PPSD, should continue to have articles or notices published concerning location and operating hours of the PPSD, emphasizing the advisability of making appointments, and

advising potential customers of service that can be received from the unit and the PSNCO.

d. Follow-up. The Chief, PPSD, should prepare an after action report. That report should summarize highlights of the movement; recommend, if needed, that PPSD office hours be shortened for additional training; and identify items of equipment and supplies that were turned in as excess.

Annex 1 - Schedule for Establishment of PPSD

2 - Movement Sequences

3 - Notification of Commanders and Staff Officers

SAMPLE

CONCEPT OF OPERATION

ESTABLISHMENT OF A PERSONNEL AND

PAY SERVICE DIVISION

1. INTRODUCTION: The Personnel and Pay Services Division (PPSD) will be established on or about ___(date)___ to merge military pay and military personnel functions on Fort _____ with emphasis on providing improved one-stop personnel and pay support services for the soldier.

2. PHASED IMPLEMENTATION OF THE PERSONNEL AND PAY SERVICE DIVISION: Tasks necessary to install the PPSD have been grouped into phases.

a. PHASE I. Initial Planning.

	DATES	
	BEGIN	END
(1) Designate key personnel for model office operations.		
(2) Establish model office planning group.		
(3) Begin action to establish separate USSN.		

	DATES	
	BEGIN	END
(4) Notify CPO and they in turn notify Union on plans.		
(5) Analyze MILPO and FAO operations.		

b. PHASE II. Planning for the Requirements of the PPSD.

(1) Coordinate all actions necessary to insure a validated SIDPERS/ JUMPS interface and data base reconciliation.		
(2) Develop a TDA and acquire all necessary personnel and equipment.		
(3) Provide for all the physical engineering and site construction aspects of installing the PPSD (e.g., site location, data flow, floor plans, etc.).		

	DATES	
	BEGIN	END
(4) Develop/implement an orientation and training program for the PPSD personnel.		
(5) Provide for and coordinate all the logistical aspects of the conversion (e.g., procurement of supplies and forms).		

c. PHASE III. Premovement Requirements. This phase concerns those actions which directly lead to the actual converting from one system to another and encompasses.

(1) Phased movement plan for personnel, equipment, and functions.

(2) Final data base (SIDPERS and JUMPS) reconciliation

(3) Records accounted for and controlled.

(4) Implementation of the actual conversion.

ANNEX 2 (Movement Sequences) to APPENDIX J (Movement Guide)

SAMPLE

Pre-Movement Phase:

C-30 Chief, PPSD establishes his office.

C-28 All branch and section chiefs are given tasking for detail floor plans. Reporting channels with military and civilian personnel office are established.

C-22 Detailed floor plans approved by Chief, PPSD.

C-21 Work orders reviewed and additional ones submitted (if necessary). Account established at Self Service Supply Store. Telephone request submitted. Printing request submitted. Supplies and signs ordered.
Excess equipment identified.

C-14 Personnel rosters updated and distributed.

C-6 Equipment labeled. Signs in place. MPRJ alphabetized.

C-5 PFR's, MPRJ's are accounted for between both offices.

C-4 Briefing for commanders and staff. Publish LOI for SIDPERS Originator Codes. Temporary records file labels prepared.

C-3 Arrangements for work crews and transportation completed.

C-2 MPRJ/PFR collected (zero balanced and controlled).
Notification to employees on packing loose items and working

hours are completed.

C-1 Telephones moved and working. Review of movement plan and physical facility.

Movement Phase.

C-Day Movement to PPSD facility. Mini-customer service station in operation. Additional excess equipment is identified.

Post-Movement Phase.

C + 1 PPSD is closed while employees are oriented. Adjustments to office layout and equipment are made.

ANNEX 3 (Notification to Commanders and Staff Officers) to Appendix J (Movement Guide)

SAMPLE

ATZI-AG-N (Date)

SUBJECT: Establishment of Personnel and Pay Services Division (PPSD)

SEE DISTRIBUTION

1. Plans for implementation of the PPSD at Fort (Name) have been finalized. Implementation will be effective _____. However, certain actions must occur prior to this date to allow a smooth transition from the present organizational structure to the PPSD structure. Accordingly, the following information is provided.

a. Normal processing will be curtailed from 1530 hours on _____ through 1630 hours, _____, for both the Military Personnel Office and Finance and Accounting Office. Emergency cases (casual payments, compassionate/hardship applicants, etc.) will be processed in the waiting area of the present Finance and Accounting Office in Building 1 (Extensions 2275 and 2276).

b. The Military Personnel Office and Finance and Accounting Office will be realigned during the above time to form the PPSD organized as shown at Inclosure 1. Temporary telephone numbers for the PPSD are shown at Inclosure 2.

c. Normal Processing will resume at 0730 hours on _____.

ATZI-AG-M (Date)
SUBJECT: Establishment of Personnel and Pay Services Division (PPSD)

2. The success of the PPSD will depend a great deal upon the cooperation and assistance of all activities and personnel at Fort (Name) during this transition and evaluation phase. A successful evaluation can lead to the Army-wide implementation of a personnel/pay system that can provide better quality and more accurate service to the commander, his staff, and most of all, to the Soldier.

FOR THE COMMANDER:

2 Incl (Signature)
as

APPENDIX L - ACCOUNTABLE DISBURSING OFFICER

1. PURPOSE. This appendix provides guidance for qualifying a designated Chief, PPSD, to a TOE organization, as an Accountable Disbursing Officer (ADO). Although aimed at assisting the non-JUMPS-Army oriented in becoming an ADO, the appendix also indicates necessary actions to be taken in establishing a disbursing activity.

2. DEFINITIONS.

a. The ADO. Any commissioned officer of the US Army who receives, disburses and accounts for public money in his own name for purposes specified by law.

b. Disbursing Station Symbol Number (DSSN). A four-digit number assigned by the Treasury Department, through the U.S. Army Finance and Accounting Center (USAFAC), to a finance and accounting office or other disbursing activity that has a disbursing account with the US Treasurer.

3. GENERAL.

a. The COPPER Manual requires that the Chief, PPSD, of a TOE organization, be appointed as an ADO. The Chief, PPSD, will function as the ADO for a tactical organization (division) or other organization (e.g., COSCOM, Corps) and operate under the intent of Chapter 6, AR 37-101.

b. The Chief, PPSO, need not be a member of the Finance Corps (branch of service); however, he must be appointed IAW Paragraph 2-6, AR 37-101.

c. Procedures to establish a disbursing activity and obtain a DSSN are outlined in Chapter 2, AR 37-103.

d. Pending the establishment of a program of instruction for officers being assigned to a PPSO, interim qualifying procedures will enable individuals to be appointed as ADOs.

4. INTERIM QUALIFYING PROCEDURES.

a. The possibility of a non-JUMPS-Army oriented officer becoming an ADO increases with the implementation of COPPER. Training during the proliferation phase will be aimed at providing non-JUMPS-Army oriented officers with the knowledge needed to safeguard public funds. The required training will combine resident and nonresident instruction.

b. Nonresident instruction will include a general understanding of material contained within subcourses from the Army Correspondence Course Program of the U.S. Army Institute of Administration (USAIA). Subcourses will be provided each designated Chief, PPSO, to be completed before attending resident instruction at the USAIA.

c. Upon completion of the subcourses the Chief, PPSO, will be selected to attend resident training at Fort Benjamin Harrison.

Additionally, this will be an opportunity for the individual to ask specific questions of the staff and faculty concerning the operation of a nonintegrated disbursing activity.

a. Upon completion of the resident training, the Commandant, USAIA will provide a statement to the Commander, USAFAC that attests to the training provided and that the individual has completed academic qualifications for appointment as ADO (Para 2-6, AR 37-103).

b. RESPONSIBILITIES. Functional responsibilities relative to establishing a disbursing activity, in a TOE organization that does not currently exist, are identified below. These responsibilities may not apply in total to an existing disbursing activity but serve as a useful checklist during the transfer of accountability between the current Finance Officer and Chief, PPSD.

a. Commander, Conversion Site:

(1) Identify the Chief, PPSD (ADO) in whose name the account will be established, and the Assistant Chief who will be authorized to perform for, and in the name of the Chief.

(2) Review and approve the request to establish a disbursing activity.

(3) Insure adequate facilities exist for safeguarding public funds and instruments.

b. Chief, PPSD: Take the following actions in accordance with

Chapter 2, AR 37-103.

(1) Prepare correspondence through the major command to USAFAC requesting the establishment of a disbursing activity.

(2) Report activation of disbursing activity to USAFAC.

(3) Furnish official signatures to the US Treasury through USAFAC.

(4) Request authority to keep cash on hand (if appropriate).

(5) Initiate a letter to USAFAC requesting necessary arrangements be made for designation of depository (if appropriate).

(6) Advise the installation commander of the facilities required for the safeguarding of accountable instruments (e.g., funds, blank checks).

(7) Requisition blank Treasury checks from USAFAC.

(8) Select and appoint cashiers.

(9) Requisition required blank forms, regulations and publications needed for disbursing operations in accordance with AR 310-2.

(10) Requisition recommended rubber stamps.

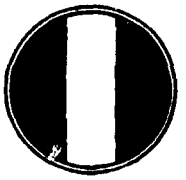
(11) Request special authorization for check-writing machine from USAFAC, if appropriate.

c. Commander, ADMINCEN.

(1) Provide nonresident correspondence support to each designated Chief, PPSD.

(2) Upon notification, schedule Chief, PPSD to attend resident training.

(3) Notify Commander, USAFAC, of individuals successfully completing the nonresident and resident courses of instruction.



TRADOC PROJECT NO. FO Ø96

FORCE DEVELOPMENT TEST AND EXPERIMENTATION OF PROTOTYPE ORGANIZATIONS WITH CONSOLIDATED MILITARY PAY AND PERSONNEL (COPPER) FUNCTIONS (FO Ø96) PHASE V

EXECUTIVE SUMMARY

FEBRUARY 1978

DIRECTOR OF EVALUATION
TEST DIVISION
U.S. ARMY ADMINISTRATION CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

INDEX

EXECUTIVE SUMMARY

		Page
1.1	Purpose	1-1
1.2	Background	1-1
1.3	Description of Systems	1-4
1.4	Evaluation Objectives	1-5
1.5	Scope and Tactical Context	1-5
1.6	Evaluation Results	1-6
1.7	Conclusions	1-18
1.8	Recommendations	1-20

EXECUTIVE SUMMARY

1.1 PURPOSE.

This report contains the results of the evaluation of the Army's Consolidation of Pay and Personnel (COPPER) concept. The evaluation was conducted at Fort Bragg, North Carolina and Fort Campbell, Kentucky during the period 26 September - 28 October 1977 in response to Vice Chief of Staff, Army letter, dated 13 January 1977, subject: Consolidation of Military Pay and Personnel Functions (COPPER), which stated expansion of COPPER testing to other test sites would be contingent upon demonstration of a valid test of COPPER at Fort Bragg.

1.2. BACKGROUND.

1.2.1. Personnel Support Systems and Services (PS3) Study.

In June 1972, the Chief of Staff approved a DCSPER recommendation that an in depth study be made of the Army's current and planned Personnel Support System. The follow-on PS3 Study included a conclusion that it was "feasible and desirable to combine Pay and Personnel functions in the field," as well as at all levels of staff responsibility including HQDA. The PS3 Study also concluded that, "Prototype testing in a live support environment offers the best possibility of developing an integrated office with optimum features (staffing, internal organization, procedures, controls, equipment and optimum size/number of troops supported) to satisfy the full range of Personnel and Pay function requirements." The PS3 Study also recommended a phased approach to a fully integrated or combined organization, including collocation of the separate personnel and finance organizations in facilities adequate to house an integrated organization sometime in the future.

1.2.2. COPPER Prototype Testing.

On 11 September 1974, the US Army Administration Center (ADMINCEN) was tasked to plan the merger of military personnel and pay functions. On 29 July 1975, a COPPER Model Office was established at Fort Benjamin Harrison to serve as an experimental test bed for COPPER procedures. Prototype testing in a live support environment commenced during January 1976 at Fort Bragg with the establishment of three PPSDs in the 82D Airborne Division, in the 1st Corps Support Command, and in the XVIII Airborne and Fort Bragg.

1.2.3. 1976 COPPER Evaluation and Audit.

During March-April 1976, ADMINCEN conducted an on-site evaluation of the three PPSDs at Fort Bragg. The final test report was submitted on 17 August 1976. On 17 December 1976 the US Army Audit Agency issued report, SO 77-401, on its audit of the prototype test. In the report, the

Audit Agency concluded that, "Major efforts were made to conduct a comprehensive test and evaluation of COPPER." The Audit Agency also concluded that, "Because of various problems and omissions, however, the overall operational effectiveness of COPPER could not be evaluated objectively and that total costs versus potential benefits could not be assessed." The Audit Agency further made recommendations to aid in correction of testing deficiencies.

1.2.3.1. US Army Audit Agency Major Recommendations (Report SO 77-401).

A. "Collect the necessary baseline data, reconcile the personnel and pay data bases, and then retest and reevaluate COPPER. Establish procedures to ensure adherence to staffing authorizations and operating procedures.

B. "Prepare an economic analysis and use it in assessing the merits of COPPER and in making the decision on extension.

C. "Ensure that the automated interface is expanded to process all personnel transactions that impact pay and that SIDPERS and JUMPS codes and formats are standardized prior to extending COPPER."

1.2.4. 1977 COPPER Evaluation.

1.2.4.1. Evaluation Tasking. Vice Chief of Staff, Army letter, dated 13 January 1977, subject: Consolidation of Military Pay and Personnel Functions (COPPER) directed the Commander, US Army Training and Doctrine Command to perform the following actions:

A. "Continue to address COPPER objectives and scope identified within DAPE-PBP, DAAG-AMM letter, dated 4 September 1974, same subject.

B. "Continue test at Fort Bragg for six to nine months using the SIDPERS/JUMPS Interface.

C. "Further test modifications must consider currently available ADP systems and provide a framework for integration of functions. The Army objective should be a common data base at installation level.

D. "Complete COPPER testing at current test sites to include correction of all previously identified problems and modification of procedural techniques by end of FY 77."

1.2.4.2. Tasking Follow-on Actions. HQDA letter, DAPE-PBP, dated 26 April 1977, subject: COPPER, clarified and established the role of the Army Audit Agency as one of reviewing "the data collection and resulting evaluation for

objectivity and reasonableness as opposed to functioning as the collection and evaluative agency." Commander, TRADOC instructed the Commander, ADMINCEN to "coordinate the formation of a joint ADMINCEN/MILPERCEN/USAFAC surveillance team with FORSCOM assistance to collect and evaluate COPPER test data at Fort Bragg."

1.2.4.3. Evaluation Team Composition. As a result of the departmental decision, ADMINCEN formed an evaluation team consisting of the ADMINCEN's Director of Evaluation, Colonel E. G. Weber, as Test Director and LTC F. A. Schrader, an officer assigned to the USA Finance and Accounting Center, as Deputy Test Director. MILPERCEN detailed its DA Personnel Management Assistance System (DA PERMAS) and DA Military Personnel Strength Evaluating Teams to the evaluation effort, while USAFAC provided its DA Finance and Accounting Assistance Team. An additional 105 officer and enlisted evaluators from various FORSCOM and TRADOC installations were utilized on a temporary duty basis at the test sites during the period 11 September to 28 October 1977 as data collectors and evaluators. FORSCOM participated with representation on both the DA PERMAS and Finance and Accounting Assistance Teams. The proponent, Combat Developments Directorate, ADMINCEN, provided a COPPER Doctrine Advisor.

1.2.4.4. Preparation for the Evaluation.

A. On 16 August 1977, ADMINCEN hosted a working conference of the DA PERMAS, Military Personnel Strength Evaluating, and Finance and Accounting Assistance Teams to review and modify, where necessary, the Draft Test Design Plan (TDP) developed by the Test Director. It was further agreed that in the interest of evaluation objectivity the three teams would remain independent during the evaluation and only be under the administrative jurisdiction of the COPPER Test Director/Deputy Director. Objectives 3, 4, and 5 of the TDP relate to the three "independent" teams.

B. A "Murder Board" for the TDP was held at ADMINCEN on 22 August 1977, again under the sponsorship of the COPPER Test Director. Key representatives from those agencies which comprise the COPPER Merger Steering Group were in attendance to include a representative of the Army Audit Agency. Concurrences in the TDP were received from all agencies.

1.2.4.5. On Site Evaluation. During the period 26 September - 28 October 1977, all elements of the evaluation organization participated in the conduct of the evaluation at Fort Bragg, North Carolina, and Fort Campbell, Kentucky, the latter selected to represent the comparison baseline. The 105 officer and enlisted personnel arrived at the two temporary duty points, Forts Bragg and Campbell, on 11 September 1977 in order to participate in appropriate pretest training and in the conduct of a pilot test from 19 September through 23 September 1977. Seven Army Audit Agency representatives were on site at the two installations during the period of evaluation.

1.3. DESCRIPTION OF SYSTEMS.

1.3.1. The COPPER System.

1.3.1.1. Concept. The Personnel and Pay Services Division (PPSD) serves as the prototype organization for the COPPER System. In short, the PPSD is a consolidated personnel and pay organization which combines or integrates the functions of personnel services and military pay services together. The organization design incorporates: centralized A-Z filing for both the Military Personnel Records Jacket and the Personal Financial Record; centralized control (using block ticket processing), coding, and edit of personnel and pay transactions; a combined customer service activity including in/out processing; and utilization of the capability of the Standard Installation/Division Personnel System (SIDPERS) to produce a portion of the input to the Joint Uniform Military Pay System-Army (JUMPS-Army).

1.3.1.2. Organizations. Doctrinally, all three PPSDs at Fort Bragg were organized along the same general lines. All had a Personnel Management Branch or Section, a Systems Quality Interface Branch, a Customer Service Branch, a Quality Assurance Section and an Administration Section. The 82d Airborne Division had received Merger Steering Group approval to consolidate its Personnel and Pay Transactions Branch with the Document Control and Records Branch in order to use a six team approach to the centralized, one A-Z file control incorporated in the PPSDs at the 1st Corps Support Command and the XVIII Airborne Corps and Fort Bragg. The PPSD at XVIII Airborne Corps and Fort Bragg had also received authority to place both the personnel and pay transactions element and the actions and affairs element under one supervisor. Disbursing support for the XVIII Airborne Corps PPSD was provided by the installation Finance and Accounting Officer, as contrasted to the other two PPSDs which had organic disbursing elements.

1.3.2. The Non-COPPER System.

1.3.2.1. Concept. For baseline comparison purposes, Fort Campbell and the 101st Airborne Division (Air Assault) were used during the evaluation to represent the non-COPPER or current Army method of providing personnel and pay services to the soldier. At Fort Campbell, personnel services are provided by a consolidated Military Personnel Office (MILPO) for both division and installation personnel. Military pay services are provided to division personnel by the 101st Airborne Division Finance Company and to garrison personnel by the Finance and Accounting Division, USAG.

1.3.2.2. Organization. The consolidated MILPO at Fort Campbell was organized along current doctrinal lines. The Personnel Services Division, the organizational element subject to evaluation, was internally organized with the following branches: Enlisted Personnel Management, Officer, Personnel Actions, SIDPERS Interface, and Enlisted Records. Both finance offices at Fort Campbell were organized in accordance with JUMPS-Army doctrine incorporating organizational elements for control, transaction processing, edit, finance services, quality assurance and disbursing activities.

1.4. EVALUATION OBJECTIVES.

1.4.1. Objective 1 (Subtests 1, 6, 7, 8 and 9).

To assess the effectiveness of the revised personnel and pay procedures utilized by the COPPER Prototype organizations to include personnel and pay service performance factors, when compared to pre-COPPER, early COPPER results, and similar non-COPPER organizations.

1.4.2. Objective 2 (Subtest 2).

To assess the adequacy of the SIDPERS/JUMPS Interface feature of SIDPERS to provide accurate and timely personnel related pay data to the US Army Finance and Accounting Center.

1.4.3. Objective 3 (Subtest 3).

To assess the comparative effectiveness of the Military Personnel Management System and identify problem areas through the collection of data within a COPPER and non-COPPER environment utilizing DA Personnel Management Assistance (PERMAS) Team procedures in support of Department of the Army goals.

1.4.4. Objective 4 (Subtest 4).

To assess the comparative effectiveness of DA Military Personnel Strength Management and identify problem areas through the collection of data within a COPPER and non-COPPER environment utilizing DA Military Personnel Evaluating Team procedures in support of established Department of the Army goals.

1.4.5. Objective 5 (Subtest 5).

To assess the effect of a COPPER environment on the Joint Uniform Military Pay System and identify problem areas through the collection of data from both a COPPER and non-COPPER environment utilizing DA Finance and Accounting Assistance Team procedures in support of Comptroller of the Army goals.

1.5. SCOPE AND TACTICAL CONTEXT.

The evaluation conducted of the COPPER Prototype units at Fort Bragg, North Carolina, was an assessment of the consolidated personnel and pay service organization's capability to operate efficiently within the parameters of performance, timeliness, control and service as compared to the results obtained from the baseline units at Fort Campbell, Kentucky. Pre-COPPER and early COPPER results have been used when comparing the two installations in

subtests 8 and 9 related to the JUMPS and SIDPERS baselines. Early COPPER staffing data related to the Fort Bragg PPSDs has been reported from the final report of the March-April 1976 evaluation. No other early COPPER testing data is considered appropriate for comparison because of the timing and the testing deficiencies noted in the first evaluation by the Army Audit Agency. Additionally, revision of COPPER procedures and organization subsequent to the first evaluation, and differences in evaluation objectives, methods and procedures further negate a meaningful comparison. All organizations during the most recent evaluation were asked to respond only to normal day-to-day support requirements. There were no tactical applications, thus no data could be collected concerning the wartime survivability of COPPER.

1.6. EVALUATION RESULTS

1.6.1. General.

Nine subtests support the five evaluation objectives discussed in paragraph 1.4. Subtests 1 (Revised control and operational procedures), 6 (Processing Oversea Replacements), 7 (Customer Satisfaction), 8 (JUMPS Baseline), and 9 (SIDPERS Baseline) were all in support of objective 1. Subtests 2 through 5 were directly associated on a one-for-one basis with objectives 2 through 5.

1.6.2. Subtest 1 (Revised Control and Operations Procedures/Economic Analysis Data)

1.6.2.1. Processing Timeliness. Of the different type actions evaluated, 24 had sufficient observation quantities to permit a realistic comparison by unit. Seventeen of the personnel and pay actions compared were processed more rapidly in the non-COPPER environment represented by Fort Campbell. The timeliness results related to pay are indirectly supported by JUMPS-Army late pay change data discussed as a portion of subtest 8 in paragraph 1.6.9.

1.6.2.2. Control and Operational Procedures.

A. In general, document flow and processing procedures specified in the COPPER User's Manual were followed. Twenty-eight instances were documented where steps were omitted, short cuts were taken or other minor deviations occurred. None were of such magnitude as to prejudice the overall evaluation of COPPER.

B. Based on an opinion survey conducted of supervisors within the pay/personnel operating activities at Forts Bragg and Campbell, 47% of those surveyed in the COPPER environment felt that COPPER procedures would preclude the chance for fraud. This compared to 58% in the non-COPPER environment. Many commented that no system was completely fraudproof. 58% of the supervisors indicated records control procedures to include the block ticket system in the COPPER environment preclude records from becoming misplaced. Within the non-COPPER environment, 77% of supervisors indicated records control procedures would prevent misplaced records. 63% of the supervisors in the COPPER PPSDs were negative concerning the COPPER system. No comparable question was asked at Fort Campbell.

C. Evaluation team members expressed their opinions in the same areas as supervisors. 26% of the evaluators at Fort Bragg and 62% of those at Fort Campbell indicated that their respective activity procedures would preclude the chance for fraud. Concerning misplaced records, 61% of the evaluators in the COPPER environment and 63% of those in the non-COPPER environment indicated that their respective records control procedures preclude records from becoming misplaced. 57% of the evaluators in the Fort Bragg PPSDs indicated COPPER was not working as planned in terms of producing improved personnel and pay services. No comparable question was asked at Fort Campbell.

1.6.2.3. Staffing.

A. All three PPSDs in the COPPER environment had mandated strengths which were not to be exceeded during the evaluation period. Ceilings established were: 82d Airborne Division - 360; 1st Corps Support Command 310; and XVIII Airborne Corps and Fort Bragg - 228. Actual strengths during the evaluation period were: 82d Airborne Division - 387; 1st Corps Support Command - 336; and XVIII Airborne Corps and Fort Bragg - 228. Thirty-five personnel of the 1st Corps Support Command "overage" were associated with "special duty" requirements. Seven personnel of the 82d Airborne Division were "special duty" category. Actual PPSD strengths reported in the final test report for the March-April 1976 evaluation were: 82d Airborne Division - 340; 1st Corps Support Command - 309; and XVIII Airborne Corps and Fort Bragg - 268.

B. At Fort Campbell, authorized strengths were: consolidated MILPO (military personnel operations only) - 312; 101st Airborne Division Finance - 90; and Finance and Accounting Division, USAG - 51. Actual strengths during the evaluation were: MILPO - 321; 101st Airborne Division Finance - 80; and Finance and Accounting Division, USAG - 58. There were no "special duty" personnel assigned to the units evaluated at Fort Campbell.

C. At Fort Bragg, 39,259 personnel were serviced by 909 personnel in the PPSDs - after deducting "special duty" personnel. This is a ratio of 43.2/1. At Fort Campbell, 21,238 military members were serviced by 459 personnel resulting in a higher ratio of 46.3/1.

D. Numerous cases of both MOS mismatches by career field and grade were observed at Fort Bragg and at Fort Campbell primarily in the personnel or administrative fields. At Fort Bragg the 82d Airborne Division PPSD had 138 mismatches by career field and 41 grade mismatches. The 1st Corps Support Command PPSD had 56 career field and 43 grade mismatches, while the XVIII Airborne Corps and Fort Bragg PPSD figures were 16 and 10 respectively. The 82d Airborne Division was unique in its utilization of 79 MOS 11B personnel within its PPSD - 20 of which were excess to the PPSDs ceiling. At Fort Campbell, the MILPO had 56 career field and 22 grade mismatches. The 101st Airborne Division Finance had one career field and no grade mismatches. The Finance and Accounting Division, USAG, had no career field and four grade mismatches. Almost all grade mismatches were cases of "overgrading."

E. Field grade staffing for the Army's TOE Finance and AG Companies totals five officers - two Lieutenant Colonels and three Majors. While the PPSD in the COPPER environment does not have the AG functions related to the band, recreation services, administrative services, or replacement detachment operations, field grade authorizations for the basic COPPER PPSD (1st Corps Support Command) have been reduced to two - one Lieutenant Colonel and one Major. The Brigade Team Test PPSD (82d Airborne Division) has three - one Lieutenant Colonel and two Majors.

F. Span of control of the Division Finance Officer in a TOE Finance Company is four operating units. A Division AG is responsible for five. The Chief of a basic COPPER PPSD has nine supervisors reporting to him. Six supervisors report to the Chief, Brigade Team Test PPSD, and seven to the Chief of the XVIII Airborne Corps and Fort Bragg PPSD.

G. Average weekly work hours related to the personnel/pay service mission during the evaluation by organization were:

1. 82d Airborne Division PPSD - 30.1 hours
2. 1st Corps Support Command PPSD - 28.4 hours
3. XVIII Airborne Corps & Ft Bragg PPSD - 33.1 hours
4. 101st Airborne Division MILPO, Ft Campbell - 32.3 hours
5. 101st Airborne Division Finance, Ft Campbell - 35.6 hours
6. Finance and Accounting Div, USAG, Ft Campbell - 33.7 hours

H. At Fort Bragg, the 909 personnel in the PPSDs each worked an average of 30.3 hours per week in support of the pay and personnel support mission. At Fort Campbell, the 459 personnel in the servicing organizations each worked an average of 33.1 hours. At both installations, any overtime hours were included in average weekly work hours.

1.6.2.4. Equipment. Complete inventories of equipment taken in the personnel/pay servicing organizations at Forts Bragg and Campbell disclosed no items or quantities peculiar to either the COPPER or non-COPPER environment.

1.6.2.5. Facilities.

A. In general, the facilities at Forts Bragg and Campbell were found to be roughly comparable. At Fort Bragg, the 82d Airborne Division PPSD occupies a large permanent three story barracks building plus a portion of a second. The 1st Corps Support Command PPSD occupies seven typical World War II barracks type buildings, five of which are two story. The XVIII Airborne Corps and Fort Bragg PPSD uses two floors of a large pre World War II permanent structure, originally built as a barracks, but later converted for administrative use. At Fort Campbell, both the 101st Airborne Division MILPO and Division Finance, which are collocated occupy 11 typical World War II barracks type buildings. The Finance and Accounting Division, USAG, is located in a permanent two story building.

B. Square footage occupied by the three PPSDs at Fort Bragg totals 104,897 sq. ft. or 115 sq. ft. for each of the 909 PPSD personnel. At Fort Campbell, the square footage totals 43,874 sq. ft. or 96 square feet for the 459 personnel providing personnel and pay services at that installation.

C. The COPPER PPSD requires "consolidated" facilities to operate efficiently. The large size of the PPSD itself coupled with the multi-faceted flow of documentation between the various organizational elements dictates facilities unique to COPPER if the system is to work as intended.

1.6.3. Subtest 2 (SIDPERS/JUMPS Interface).

1.6.3.1. Interface Utilization. All three PPSDs at Fort Bragg continued to utilize the interface feature existing between SIDPERS and JUMPS-Army during the period of the evaluation. Because the period of the evaluation did overlap two JUMPS-Army processing months (October/November 1977), some interface comparisons with JUMPS-Army data are only generally comparable.

1.6.3.2. Interface Contribution to JUMPS-Army. During the 33 day evaluation period (26 September - 28 October 1977), 71,855 SIDPERS transactions were processed by the three PPSDs. These produced 20,224 by-product cards for the interface. Of the by-product cards produced, 3,457 cards (17.1%) were pulled for a variety of reasons by PPSD personnel prior to the transmission of the cards to the US Army Finance and Accounting Center (USAFAC). Most "pulls" were non duty status changes related to ARV PCS, DEP PCS, and AUTH JUMP entries, transactions not produced by SIDPERS in a timely fashion at Fort Bragg. The remaining 16,767 cards actually transmitted to USAFAC constituted about one fourth (24.8%) of the total inputs by the PPSDs into JUMPS-Army during the period (61,376 October 1977 inputs times (x) a comparability factor of 1.1, used to compensate for the 3 additional days of the evaluation.)

1.6.3.3. Interface Accuracy.

A. Reject rates for non duty status interface transactions (after "pulls") were as follows: 82d Airborne Division - 6.7%, 1st Corps Support Command 6.5%, and XVIII Airborne Corps and Fort Bragg - 1.9%. These percentages compare to the overall October 1977 JUMPS-Army reject rates of 5.1% for the 82d Airborne Division, 8.2% for the 1st Corps Support Command, and 2.1% for the XVIII Airborne Corps and Fort Bragg. These overall JUMPS-Army reject rates are higher than the "manual" input reject rates experienced by finance organizations in non-COPPER environments. The 101st Airborne Division's October 1977 reject rate was 1.0% while the Finance and Accounting Division, Ft Campbell rate was 0.5%. Other typical non-COPPER unit reject rates for October 1977 were: 13th COSCOM, Ft Hood - 2.1%, 1st Cavalry Division, Ft Hood - 2.3%, and 1st Infantry Division, Ft Riley - 1.3%.

B. A sampling of 100 unprocessed SIDPERS interface transactions appearing on unresolved error reports pertaining to the 82d Airborne Division and 1st Corps Support Command were analyzed using appropriate personnel transaction listings to determine if corrective action had been taken. It was found that 34 transactions were not corrected and reinput to SIDPERS.

1.6.3.4. Interface Timeliness. As discussed in paragraph 1.6.9.2., the COPPER organizations at Fort Bragg were not producing overall JUMPS-Army input in as timely a fashion as units in non-COPPER environments. There was no definitive test evidence reflecting that interface timeliness - as a component of overall timeliness - was any better or worse than the timeliness of transactions manually input by the PPSDs.

1.6.3.5. SIDPERS/JUMPS Reconciliation. Within the COPPER environment, reconciliation of the SIDPERS data base with related extracts of the JUMPS-Army data base occurs periodically. A reconciliation was to have been completed at Fort Bragg prior to commencement of the evaluation on 26 September 1977. This was not accomplished. The XVIII Airborne Corps and Fort Bragg PPSD did complete its reconciliation prior to the termination of the evaluation. The other two PPSDs did not. At Fort Bragg there were 6,920 cases of "matched" SIDPERS and JUMPS records which had one or more discrepancies in grade, ETS, PEBD, or payroll number. After the evaluation, the SIDPERS data base at Fort Campbell was compared for the first time to the related extract of the JUMPS-Army data base. This comparison disclosed 6,737 cases where discrepancies existed. Based on population served, 17.6% of the records at Fort Bragg had errors as contrasted to 31.7% at Fort Campbell.

1.6.4. Subtest 3 (PERMAS Team).

1.6.4.1. Objective. The DA Personnel Management Assistance System (PERMAS) team was asked to assess the comparative effectiveness of the Military Personnel Management System and identify problem areas through the collection of data from within both COPPER and non-COPPER environments utilizing DA PERMAS Team procedures.

1.6.4.2. Procedures Used. PERMAS team members from DA and FORSCOM jointly conducted 28 projects to evaluate the quality of Personnel Service Support (PSS) provided in each of the MILPO/PPSD Organizations visited and the status of maintenance of personnel records and the SIDPERS Personnel File of the supported soldiers. Projects included current projects normally conducted on routine PERMAS visits as well as special projects developed to ensure all important facets of PSS were examined. In addition, PERMAS team members were surveyed for their opinions on the COPPER organizations on the last day of data collection. PSS and records maintenance were evaluated in terms of management indicators which focus on timeliness, accuracy and thoroughness of completed actions which impact on the individual soldier and the Army's ability to manage its personnel resources. Maximum use was made of standardized project worksheets/data collecton sheets and collection techniques. In addition, approximately 100 soldiers from each organization were interviewed in conjunction with a review of their personnel records.

1.6.4.3. Findings/Observations.

A. The complete PERMAS report is contained in Volume III of the test report.

B. Of the 28 projects conducted, PERMAS found 27 could be evaluated for the quality of personnel service support (PSS) and records maintenance provided within both the COPPER and non-COPPER environment. Of the 27 projects evaluated, the PERMAS team determined that PSS and records maintenance was better in the non-COPPER environment in 19 of the projects. Six of the 27 projects indicated that PSS and records maintenance were accomplished equally well in both environments. Two projects showed PSS to be better in the COPPER environment.

C. In reviewing the individual results of the 27 projects conducted, the PERMAS team stated in 18 instances that COPPER organizational differences or COPPER User Manual procedures could not explain the differences in project results. In addition to the specific findings of the projects, the PERMAS team made some general observations during the course of the evaluation for consideration in the overall conclusion of the effectiveness of COPPER and the team's resultant recommendations. The PERMAS team observed:

1. "Personnel records maintenance, accuracy and related personnel functions routinely receive last priority under COPPER.

2. "COPPER requires more manpower than non-COPPER to produce an acceptable product.

3. "In almost all areas reviewed, the timeliness of actions is not as good in the COPPER environment.

4. "The span of control under COPPER is overwhelming.

5. "The fragmenting of actions noted resulted in diffused responsibilities and the relief of responsible action sections from the quality edit of their input and/or final product.

6. "COPPER appears to force concentration on the system rather than substantive actions/functions within the system.

7. "In many areas surveyed, the requirements in the personnel regulations (including SIDPERS requirements) were not adequately addressed in the COPPER User Manual or they were not compatible.

8. "Two anticipated advantages of the COPPER system, the comparison of common data elements between JUMPS and SIDPERS and the control of documents are not producing the results expected."

1.6.4.4. Overall Conclusion. The PERMAS team concluded that, "The personnel services and support (PSS) provided to the soldier and commanders is not as good in the COPPER environment. In addition, the SIDPERS Personnel File and the Field 201 File were not being maintained as well. There appear to be many factors which adversely impact on PSS and records maintenance within the COPPER environment which cannot be merely 'fixed' to produce a viable personnel management and pay system."

1.6.4.5. PERMAS Team Recommendations.

A. "The COPPER test and further proliferation should be terminated and non-COPPER procedures instituted.

B. "The finance and personnel functions should remain co-located with a common Customer Service Activity in order to retain the desirable pay and personnel coordination feature that is helpful in responding to customer inquiries.

C. "Emphasis should be directed to Project ERAD (Eliminated Records Administration Duplication) in lieu of Project COPPER.

D. "Work should continue on standardizing MILPO operations (less finance), establishing more finite procedural guidance and improving document control.

E. "Work should continue on SIDPERS/JUMPS interface, and as a minimum provide the capability Army-wide to compare and resolve differences between common elements of the two data bases, along with the ability to update the common data elements via one input transaction."

1.6.5. Subtest 4 (DA Military Personnel Strength Evaluating Team).

1.6.5.1. Objective. The DA Military Personnel Strength Evaluating Team was asked to assess the comparative effectiveness of DA Military Personnel Strength management and identify problem areas through the collection of data from within both COPPER and non-COPPER environments utilizing DA Military Personnel Strength Evaluating Team procedures.

1.6.5.2. Procedures Used. Procedures for the evaluation included comparison of the military personnel records jackets, personnel data cards, SIDPERS records and automated personnel files at the US Army Military Personnel Center. In addition, an evaluation was conducted of readiness and manpower management information sources and procedures for the conduct and control of personnel asset inventories.

1.6.5.3. Findings/Observations.

A. The complete strength evaluation reports for Fort Bragg and Fort Campbell are contained in Volume III of the test report.

B. At Fort Bragg, the Military Personnel Strength Evaluating Team found that, "commander involvement in strength accountability required reinforcement." The team suggested that, "Particular emphasis should be applied to effective conduct of personnel asset inventories and validation of the personnel strength zero balance report."

C. At Fort Campbell, the Military Personnel Strength Evaluating Team found that, "Although strength accountability accurately presented a quantitative agreement of unit strength, improved commander involvement is needed to provide a qualitative, by grade, strength agreement." The team suggested that, "Particular emphasis should be applied to validation of the personnel strength zero balance report and prompt reporting of promotions/reductions."

1.6.5.4. Overall Conclusion. The Military Personnel Strength Evaluating Team concluded that, "The techniques required by COPPER had no positive or negative influence on military strength accounting. The conditions noted during the evaluation (at Fort Bragg) were equally characteristic of many other non-COPPER installations."

1.6.6. Subtest 5 (DA Finance and Accounting Assistance Team).

1.6.6.1. Objective. The DA Finance and Accounting Assistance Team was asked to assess the effect of a COPPER environment on the Joint Uniform Military Pay System and identify problem areas through the collection of data from both a COPPER and non-COPPER environment utilizing DA Finance and Accounting Assistance Team procedures.

1.6.6.2. Procedures Used. The DA Finance and Accounting Assistance Team accompanied by US Army Forces Command representatives evaluated the three PPSDs at Fort Bragg and the two non-COPPER finance offices at Fort Campbell utilizing the standard quality assurance checklist. Areas evaluated in each office were General Organization and Management, Quality Assurance Program, Military Pay, Disbursing and Travel. The completed checklists and related comments served as the basis for conclusions.

1.6.6.3. Conclusions.

A. The complete Finance and Accounting Assistance Team Report is contained in Volume III of the test report.

B. The Finance and Accounting Assistance Team concluded that:

1. There were no relevant differences between the Disbursing and Travel Pay functions of COPPER and non-COPPER finance activities.

2. The Block Ticket Control Log because of volume served as a processing bottleneck in the COPPER environment.

3. Nonavailability of either finance or personnel records in the COPPER environment delays action documents which require input to be made to both SIDPERS and JUMPS.

4. POR processing using the Military Personnel Records Jacket can impact upon the integrated central A to Z records files in the COPPER organization as contrasted to the non-COPPER finance office.

5. Top level PPSD management faces a greater complexity of problems than those encountered in a non-COPPER non-integrated finance office. A broader spectrum of expertise is demanded of the one top manager within the COPPER organization.

6. The Daily Activity Report is more complex in the COPPER environment and was not providing reliable data.

7. Facilities had a very visable impact on the operations of organizations in the COPPER environment, particularly the 1st Corps Support Command. Fragmentation of the organization into multiple structures contributed to lack of cooperation and communication.

8. Verification of basic data in the Military Personnel Records Jacket/ Personal Financial Record is accomplished more readily in the COPPER environment.

9. Inquiries that would require separate visits in the non-COPPER environment are resolved at one location in the COPPER mode.

10. The maintenance of the Personal Financial Record was somewhat better in the non-COPPER environment. Rather than a pure system problem, this condition reflects the differences in technical knowledge of the people performing the tasks.

11. The SIDPER/JUMPS interface produces some transactions which create problems for the field. Action is being taken by MILPERCEN/CSC on three, the other two will require administrative procedure changes.

12. Non-COPPER Finance Offices - as a result of five years of operation under JUMPS-Army - are able to maximize system capabilities. In COPPER offices, expertise in use of the system was still being developed.

13. Finally, the requirements of JUMPS-Army are being executed better in a non-COPPER environment than a COPPER environment.

1.6.6.4. Finance and Accounting Assistance Team Recommendations.

A. "That the COPPER test be terminated.

B. "That the organizations be reconstituted as separate entities, but be collocated. In particular, the in/out processing and travel functions of a finance office should be collocated with the inprocessing, local assignment and out processing functions of a military personnel office.

C. "That the use of SIDPERS/JUMPS interface continue to be explored."

1.6.7. Subtest 6 (POR).

1.6.7.1. Objective. To assess the adequacy of POR processing for contingency related requirements within a COPPER environment as compared to a non-COPPER environment.

1.6.7.2. Methods Used to Identify Alerted Unit Personnel. The three PPSDs at Fort Bragg and the MILPO at Fort Campbell all utilized the SIDPERS produced C-27 Report (Personnel Strength and Zero Balance Report) as the means of identifying alerted unit personnel.

1.6.7.3. Time Lapse in Locating Records.

A. All three PPSDs at Fort Bragg and the consolidated MILPO at Fort Campbell each "pulled" and accounted for approximately 300 Military Personnel Records Jackets.

B. The number of personnel utilized to account for records were: 82d Airborne Division - 7; 1st Corps Support Command - 12; XVIII Airborne Corps and Fort Bragg - 14; and the consolidated MILPO, Fort Campbell - 10.

C. Time lapses in locating and accounting for all records were: 82d Airborne Division - 46 minutes; 1st Corps Support Command - 1 hour, 37 minutes; XVIII Airborne Corps and Fort Bragg - 2 hours, 21 minutes; and consolidated MILPO, Fort Campbell - 2 hours, 20 minutes. The 82d Airborne Division PPSD accounted visually for all records but did not retrieve those out for processing of actions -- which is normal POR processing procedure for the unit. This explains in part the difference in time as compared to the other organizations tested for POR.

1.6.7.4. SOPs for POR. All evaluated units possessed adequate SOPs except for the 1st Corps Support Command PPSD. Its SOP was in a preliminary draft stage.

1.6.7.5. Evaluator Comments. Evaluation Team members who conducted the POR subtest within the COPPER PPSDs commented to the effect that the block ticket concept made it easier to determine the whereabouts of specific records. The non-COPPER MILPO senior evaluation officer at Fort Campbell stated that the mission was "plagued by the length of time it took to locate records."

1.6.8. Subtest 7 (Customer Satisfaction).

1.6.8.1. Multiple Surveys Used. Three surveys were conducted in conjunction with the study of customer satisfaction. A general survey/questionnaire was issued to a random sample (about 1.7%) of the military population at Forts Bragg and Campbell. A second survey was given to all customers at servicing pay/personnel offices at both installations. The third survey was a census of all Bn Cdrs, Bn Execs, Co Cdrs, SGM/CSMs, 1st SGTs, and PSNCOs concerning pay and personnel services at Forts Bragg and Campbell. Copies of the three surveys/questionnaires are included in Volume II of the test report.

1.6.8.2. General Survey. Two questions concerned with individual satisfaction with pay services and with personnel services were asked of 1,015 military personnel selected by social security account number. Results of the survey disclose that 71.9% of the respondents at Fort Bragg were satisfied with pay services - - as compared to 80.3% at Fort Campbell in the non-COPPER environment. 59.6% indicated satisfaction with personnel services at Fort Bragg in the COPPER environment -- again compared with 64.2% at Fort Campbell.

1.6.8.3. Customer Service Survey.

A. During the evaluation of COPPER, 2,689 questionnaires were administered

to customers of the consolidated customer service activities at Fort Bragg PPSDs and 2754 to customers at the various servicing points in the non-COPPER organizations at Fort Campbell.

B. The surveys disclose that in the non-COPPER environment about three-fourths of customer business is related to personnel. At Fort Bragg, only 44% of PPSD business was related to personnel and almost two-thirds of this were ID card actions -- as compared to Fort Campbell's one-third. An almost insignificant number of customer visits (4.6%) in the COPPER environment were associated with records updates and audits -- as compared to the Fort Campbell figure of 31.4%.

C. 42.3% of the respondents at Fort Bragg visited the customer service activity using the appointment system, while at Fort Campbell 46.2% did so. Respondents indicated that 55.7% of the time they had to wait to see a receptionist in the COPPER environment as compared to 46.0% at Fort Campbell. Those surveyed in the COPPER organizations indicated that after reception, 60.3% of the time they still had a further wait for service. At Fort Campbell, the comparable figure was 49.6%.

D. Customers surveyed in COPPER organizations indicated that 61.3% of their visits were "first time". At Fort Campbell in the non-COPPER organizations the percentage was 71.9%.

E. Respondents further indicated that it took longer to locate their records, if records were required, in the COPPER environment. 30.6% of those at Fort Bragg answered it took 15 minutes or longer compared to 9.9% at Fort Campbell.

F. At COPPER organizations, service was provided without benefit of records 41.2% of the time. In the non-COPPER environment, only 20.9% of the time were finance or personnel records not used.

G. Customers in the COPPER environments responded 7.6% of the time that clerks in the customer service activity were unable to provide the service needed. The comparable percentage at Fort Campbell was 3.6%. This, in part, contributed along with the increased waiting times at Fort Bragg, to the 11.4% who indicated some degree of dissatisfaction with services provided by the COPPER organizations. At Fort Campbell, the percentage was 6.1%.

1.6.8.4. Select Survey. 742 battalion and company commanders, Sergeants Major, 1st Sergeants, PSNCOs were surveyed (441 at Fort Bragg, 301 at Fort Campbell) and found, in general, to be less supportive of the COPPER configured PPSDs as compared to the non-COPPER system for rendering personnel and pay services. 66.7% of the respondents at Fort Bragg rated pay services as either "good" or "excellent". At Fort Campbell, the figure was 91.0%. Fort Bragg respondents rated personnel services "good" or "excellent" 62.5% of the time. At Fort Campbell, 81.4% of the respondents indicated the same ratings. When asked whether or not the number of individual soldier visits to the servicing organization to handle pay and personnel matters was considered excessive, 50.3% of the respondents at Fort Bragg answered in the affirmative. 27.4% answered in similar fashion at Fort Campbell in the non-COPPER environment.

1.6.9. Subtest 8 (JUMPS Baseline).

1.6.9.1. JUMPS-Army Reject Rates.

A. Upon conversion to COPPER during early 1976, the JUMPS-Army reject rates for the three PPSDs at Fort Bragg increased significantly over the rates achieved during the pre-COPPER period of 1975. The 82d Airborne Division and the 1st Corps Support Command reject rates have continued at a high level through current date. XVIII Airborne Corps and Fort Bragg PPSD reject rates have returned almost to pre COPPER levels, but still are not as good as those achieved by the 101st Airborne Division and the Finance and Accounting Division, USAG at Fort Campbell.

B. Reject rates for September and October 1977 for the evaluated organizations were: 82d Airborne Division - 7.1%/5.1%; 1st Corps Support Command - 6.7%/8.2%; XVIII Airborne Corps and Fort Bragg - 1.9%/2.1%; 101st Airborne Division - 1.1%/1.0%; and Finance and Accounting Division, USAG, Fort Campbell - 0.9%/0.5%. For additional comparison purposes, the rates for September and October 1977 for the 1st Cavalry Division at Fort Hood were 3.1%/2.3% while those of the 1st Infantry Division, Fort Riley were 1.3%/1.3%. These latter two organizations are considered representative "pure" CONUS divisions.

C. JUMPS-Army reject rate comparisons between units by themselves only serve as an initial measure of relative effectiveness, as contrasted to the precise nature of the above figures. For example, duplicate input rejects impact on the overall reject rate but have neglible effect on pay service. While the rates are currently intended for internal use by management of an organization to improve operations, they do help in this instance - if viewed in conjunction with late pay change data and other information developed by the Finance and Accounting Assistance Team - to provide for a more complete overall portrayal.

1.6.9.2. Late Pay Changes. Late pay change rates (% of transactions over 30 days old) reflect a continuing pattern of pay untimeliness for COPPER organizations as compared to non-COPPER finance activities. Late pay change rates for September and October 1977 for the evaluated organizations were: 82d Airborne Division - 49.5%/41.8%; 1st Corps Support Command - 28.4%/36.0%; XVIII Airborne Corps and Fort Bragg - 28.5%/29.1%; 101st Airborne Division - 4.8%/5.1%; and Finance and Accounting Div, USAG, Fort Campbell - 6.6%/5.7%. 1st Cavalry Division rates were 15.4%/12.1% while the 1st Infantry Division rates were 4.5%/5.9%.

1.6.10. Subtest 9 (SIDPERS Baseline).

Comparison of data relating to SIDPERS DA accuracy, DA timeliness and SIDPERS unit accuracy for the July 1975 to September 1977 timeframe reflected no significant differences between Fort Bragg organizations and the consolidated MILPO at Fort Campbell. SIDPERS MILPO Accuracy (percentage of transactions submitted by the MILPO and accepted by SIDPERS), however, is not as good in the COPPER environment. The range of MILPO (or PPSD) accuracy percentages for 1977 at Fort Bragg were; 82d Airborne Division - 88.6% (Aug 77) to 94.7% (Feb 77); 1st Corps Support Command

93.3% (Apr 77) to 98.6% (Jun 77); and XVIII Airborne Corps and Fort Bragg - 94.8% (Mar 77) to 97.1% (Sep 77). The 101st Airborne Division and Fort Campbell achieved a range of 97.0% (Sep 77) to 99.3% (Feb 77).

1.7. CONCLUSIONS.

1.7.1. Overall.

Results of the various subtests show that while people can make any system work, the COPPER organizations are neither as efficient nor as effective as non-COPPER personnel and finance organizations. In terms of the original objectives specified for COPPER, the prototype PPSDs - paricularly those staffed with military - have not been a success.

1.7.2. Personnel and Pay Services.

Personnel and pay services to the soldier at Fort Bragg have been degraded under COPPER, not improved as originally intended. In terms of accuracy and timeliness of service, specifically finance, and in the general quality of personnel and pay support, the 82d Airborne Division with its Record Section approach and the 1st Corps Support Command do not compare favorably with the 101st Airborne Division at Fort Campbell. The XVIII Airborne Corps and Fort Bragg PPSD which is highly civilianized is servicing its troops in an acceptable fashion, but no better than non-COPPER organizations.

1.7.3. Staffing.

The COPPER prototype organizations, as currently configured, do not save personnel. The PPSDs at Fort Bragg have slightly more personnel for the population serviced but worked slightly fewer hours per week in support of the pay and personnel support mission as compared to Fort Campbell organizations. The 82d Airborne Division PPSD has a staffing problem with regard to the career field mismatches of its PPSD personnel.

1.7.4. Equipment and Facilities.

There are no items or unusual quantities of equipment required by COPPER organizations. COPPER PPSDs do require more "consolidated" facilities as compared to non-COPPER pay and personnel organizations.

1.7.5. SIDPERS/JUMPS Interface.

The "separateness" of the two data bases presents operating difficulties for personnel in the COPPER environment. Certain transactions are pulled because of untimeliness or previous input into JUMPS-Army. Even with these "pulls," interface accuracy is not as good as that input by manual finance offices in the non-COPPER environment. Additionally, units appear not to be correcting and re-inputting all required unprocessed SIDPERS transactions. Nevertheless, the SIDPERS/JUMPS interface is working and appears to have potential for continued development.

1.7.6. SIDPERS/JUMPS Reconciliation.

The number of records with discrepancies at Fort Campbell was higher per population served than at Fort Bragg. While the large number of matched records with discrepancies (6,920) in the COPPER environment is higher than might be expected, the reconciliation process has aided in reducing the number of records with discrepancies by about 45% as compared to Fort Campbell.

1.7.7. Management.

Management of the COPPER organization presents a serious problem. The span of control appears to be large. This, coupled with the complexity of COPPER procedures and the PPSD organization itself, the varied nature of the consolidated functions, the difficulties in obtaining management feedback, and the size and unique nature of the facilities required for the combined COPPER organization -- all present increased management problems and operating difficulties not found in non-COPPER organizations. Additionally, the COPPER organization has reduced top management staffing in the PPSD as compared to non-COPPER organizations.

1.7.8. Customer Satisfaction.

Battalion and company commander, Sergeants Major, 1st Sergeants, and PSNCOs were less supportive of the COPPER configured PPSDs as compared to the non-COPPER system for rendering personnel and pay services. Surveys of the general population at both test locations further support the conclusion that the services provided the individual in the COPPER environment, particularly pay, do not measure up to those provided by separate pay and personnel organizations. Responses rendered to customer service questionnaires did not confirm the concept and/or advantages of a consolidated customer service activity for personnel inquiries.

1.7.9. Supervisors.

Almost two-thirds of the supervisors within the COPPER environment were negative toward COPPER. Many of those who expressed a positive response did so with qualification.

1.7.10. Evaluators.

A majority of evaluation team members in the COPPER PPSDs indicated COPPER was not working as planned or producing the desired results in terms of service.

1.7.11. Independent Teams.

The DA Personnel Management Assistance System (PERMAS) Team concluded that the personnel service and support provided to the soldier and commanders is not as good in the COPPER environment. The Military Personnel Strength Evaluating Team concluded that techniques required by COPPER had no positive or negative influence on military strength accounting. The DA

Finance and Accounting Assistance Team found that the requirements of JUMPS-Army are being executed better in a non-COPPER environment than a COPPER environment.

1.8. RECOMMENDATIONS.

1.8.1. Based on Test Evidence:

- That testing of the fully integrated COPPER prototype organizations be terminated at the earliest practical date, and the TOE PPSDs as a minimum be reconfigured into their original organizational alignments.

- That the SIDPERS/JUMPS interface be continued at Fort Bragg to provide a basis for continued development and refinement.

- That the feasibility of an Army-wide SIDPERS/JUMPS reconcilation program at installation level be explored.

1.8.2. Other Recommendations:

The following recommendations are not based upon test evidence but reflect the subjective judgement and experience of those involved in the evaluation --

- The PPSDs, after reconfiguration into "normal" finance and personnel offices, should remain collocated and continue to use consolidated in/out processing facilities.

- The Army should refocus its design efforts in the direction of a "standardized" military personnel office.

- The Army should reaffirm the desirability of consolidation of personnel and pay as a long range goal. However, over the foreseeable future the Army should endeavor to collocate personnel and finance offices in improved facilities and establish, for a given set of offices, support for the same units and troop population -- as a prerequisite for fully integrated operations during the mid-1980's.

DEPARTMENT OF THE ARMY
U.S. ARMY ADMINISTRATION CENTER
FORT BENJAMIN HARRISON, INDIANA 46216

15 MAR 1978

ATZI-CD-C

SUBJECT: COPPER Merger Steering Group Minutes

SEE DISTRIBUTION

Attached as Inclosure 1 are the approved minutes of the 7 February 1978 COPPER Merger Steering Group Meeting convened at Fort Bragg, NC. Recommendations/comments of all addressees to DRAFT minutes have been carefully reviewed and appropriate modifications incorporated.

1 Incl
as

WILLIAM L. MUNDIE
Major General, USA
Commanding

DISTRIBUTION:

Cdr, MILPERCEN, ATTN: DAPC-MSF-O, Alexandria, VA 22332
Cdr, TRADOC, ATTN: ATPR, Fort Monroe, VA 23651
Dep CofS for Pers, DA, ATTN: DAPE-PB, Wash, DC 20310
The Adjutant General, DA, ATTN: DAAG-PLP, Wash, DC 20214
Dep CofS for Mil Opns, DA, ATTN: DAMO-FDP-E, Wash, DC 20310
DA, OCE, ATTN: DAEN-FEB-S, Forrestal Bldg, Wash, DC 20310
Dir, AAD, HQDA, ATTN: DACS-DIF, Wash, DC 20310
Cdr, XVIII Abn Corps & Ft Bragg, ATTN: AFZA-AG, Fort Bragg, NC 28301
Cdr, CSC, ATTN: CSCS-PSP, Fort Belvoir, VA 22060
Cdr, FORSCOM, ATTN: AFPR, Fort McPherson, GA 30330
Cdr, USAFAC, ATTN: FINC, Fort Benjamin Harrison, IN 46249
DA, COA, ATTN: DACA-FAZ-X, Wash, DC 20310

ATZI-CD-C

MEMORANDUM FOR RECORD

SUBJECT: COPPER Merger Steering Group Meeting Minutes, 7 February 1978

PROJECT AGENCY: US Army Administration Center
Fort Benjamin Harrison, IN 46216

1. Administration:

a. A Merger Steering Group meeting for Project COPPER convened at 0800 hours, 7 February 1978, at Fort Bragg, NC.

b. Attendees are listed at Incl 1. Asterisks indicate voting members. The only voting member absent was DA DCSOPS.

c. The meeting agenda is at Incl 2.

d. The meeting addressed the following issues:

(1) The Executive Summary of the Sep-Oct 77 COPPER Evaluation (provided to members prior to the meeting).

(2) Data compiled from the evaluation (Incl 3).

(3) Proponent recommendations and proposals based on evaluation results (Incl 4).

(4) User comments on evaluation executive summary and future direction of COPPER (Incl 5).

2. Discussion:

a. The chairman opened the meeting with a general introduction of the meeting's agenda. MG Mundie obtained assurance that all present basically recognized and indorsed the validity/objectivity of the COPPER evaluation. (Ltr, HQ Southern District, U.S. Army Audit Agency, CSAA-SOD, 15 February 1978, Subject: Audit of Follow-on Prototype Test of the Consolidation of Military Pay and Personnel (COPPER), Audit Report SO 78-706 attached as Incl 6.)

b. MG Mundie identified four basic design errors from which lessons must be learned for future endeavors:

(1) The lack of a common data base.

(2) The failure to standardize the MILPO environment prior to introducing the total pay and personnel consolidation.

(3) The failure to develop complete exportable operator training package.

(4) The fact that divergent guidance and thrust of resources/ priorities from DA proponents often unintentionally worked to the detriment of the consolidated operator.

c. MG Kaplan (DCSPER, FORSCOM) noted that:

(1) The personnel turbulence and level of MOS training within the PPSDs which have been alluded to as detractions from their performance were in fact "real world" and without them a meaningful test could not have been conducted.

(2) The Army had attempted to merge incompatible systems and that the conclusions of the PS3 study could be outdated as a result of technological advances.

(3) Designing a new operation should be accomplished from top to bottom, not the reverse as was attempted in COPPER.

(4) It is time to stop and evaluate the current state of the art, what the future holds, and how it all meshes together in order to determine future direction.

d. BG Lynn (COA) identified that future designs must:

(1) Commence with records, encompassing the features of ERAD and JACS.

(2) Improve training for all related personnel.

(3) Feature service from a common data base.

e. An open forum type exchange based on data contained at Incls 3, 4, and 5 and the COPPER Evaluation Executive Summary resulted in the following recommendations being adopted by the COPPER Merger Steering Group:

(1) That the COPPER test be terminated.

(2) That the three Fort Bragg PPSDs reorganize into separate but collocated MILPO/COMPACT and F&AO activities; the Fort Harrison PPSD remain intact as an ADMINCEN developmental laboratory and continue to use the SIDPERS/JUMPS interface.

(3) That the Army establish as a long-term goal (10-15 years), one common data base at departmental level (a US Army data base) with single source input at each echelon. Determine the organization and procedure to support the concept (common data base) over an evolutionary period.

(4) That MILPERCEN/USAFAC/ADMINCEN jointly continue to explore the merit of the SIDPERS/JUMPS interface, resolving system disconnects, and if required, test the interface at an installation other than Fort Bragg. As an aside, the Fort Bragg PPSDs would have the option, subject to USAFAC/MILPERCEN review, to continue or discontinue utilizing the interface.

(5) That MILPERCEN/USAFAC develop an Army-wide SIDPERS/JUMPS reconciliation package which is processed from the top (MILPERCEN) down (MILPO).

(6) That the Army endeavor to collocate personnel and finance offices.

(7) That MILPERCEN/ADMINCEN develop a standardized MILPO concept with common processing procedures versus organization design.

(8) That ADMINCEN design a joint (personnel/finance) customer service activity concept to be furnished the separate offices at Fort Bragg. Upon refinement, the final concept will be provided MILPERCEN/USAFAC for proliferation where appropriate (~~collected~~ collocated offices).

3. The final COPPER Merger Steering Group meeting concluded at 1700 hours, 7 February 1978.

PRINCIPAL ATTENDEES

*	LTG WARNER	CDR, XVIII ABN CORPS & FT BRAGG
*	MG HANCOCK	CDR, COMPUTER SYSTEMS COMMAND
*	MG KAPLAN	DCSPER, FORSCOM
*	MG MUNDIE	CDR, ADMINCEN (CHAIRMAN, MERGER STEERING GROUP)
*	BG ANDREWS	CDR, USAFAC
	BG BOYLE	ADCS, 82D ABN DIV
	BG CROSBY	DIR, PERSONNEL INFORMATION SYSTEMS, MILPERCEN
*	BG LYNN	DIR OF FINANCE & ACCOUNTING, COA
*	BG MOORE	DIR, PERSONNEL MANAGEMENT SYSTEMS, MILPERCEN
*	COL HARMON	DIR OF PLANS & OPNS, TAGCEN
	COL CHURCHILL	AG, FORSCOM
	COL EDMONDSON	DIR, COMBAT DEVELOPMENTS, ADMINCEN
	COL FAUGHT	AG, XVIII ABN CORPS & FT BRAGG
	COL JOYCE	CDR, MILPERCENEUR
	COL LILJE	C, FINANCE & ACCOUNTING DIV, DCSCOMPT, FORSCOM
	COL PEMBERTON	COMPT, XVIII ABN CORPS & FT BRAGG
	COL PENDLETON	CDR, 1ST COSCOM
	COL RALPH	DCDR FOR SYSTEMS, ADMINCEN
	COL RAMEY	C, FIN & ACCTG SYSTEMS PLANS OFC, USAFAC
*	COL SIMPSON	A/DCSPER, TRADOC
	COL STANTON	CDR, HQ COMD, FT BRAGG
	COL WALLACE	DEPUTY TEST DIRECTOR, PROJECT CAR TEST HQ
	COL WEBER	DIR, EVALUATION, ADMINCEN
*	MR. BIELAWSKI	COMPUTER SPECIALIST, FUNCTIONS SYSTEMS DIV, AAD
*	MR. KAHN	A/DIR OF PLANS, PROGRAMS & BUDGET, DA DCSPER
*	MR. MAY	ASSOCIATE DIR, OFC OF COMD & STAFF AUDITS, HQ USAAA
*	MR. RUSSO	C, BLDG & STRUCTURE BR, BLDG & GRDS DIV, FAC ENGR, OCE
*		DA, DCSOPS

AGENDA

0800	OPENING REMARKS	MG MUNDIE
0810	REPORT ON EVALUATION	COL WEBER
0920	BREAK	
0930	PROPONENT REPORT	COL EDMONDSON
1030	ERAD	LTC STRICKLER/CPT FRUTCHEY
1200	LUNCH	
1315	XVIII AIRBORNE CORPS COMMENTS	
1400	OPEN DISCUSSION	
1530	DEVELOP MERGER STEERING GROUP RECOMMENDATIONS	
	CLOSING REMARKS	MG MUNDIE

PURPOSE OF 1977 COPPER TEST

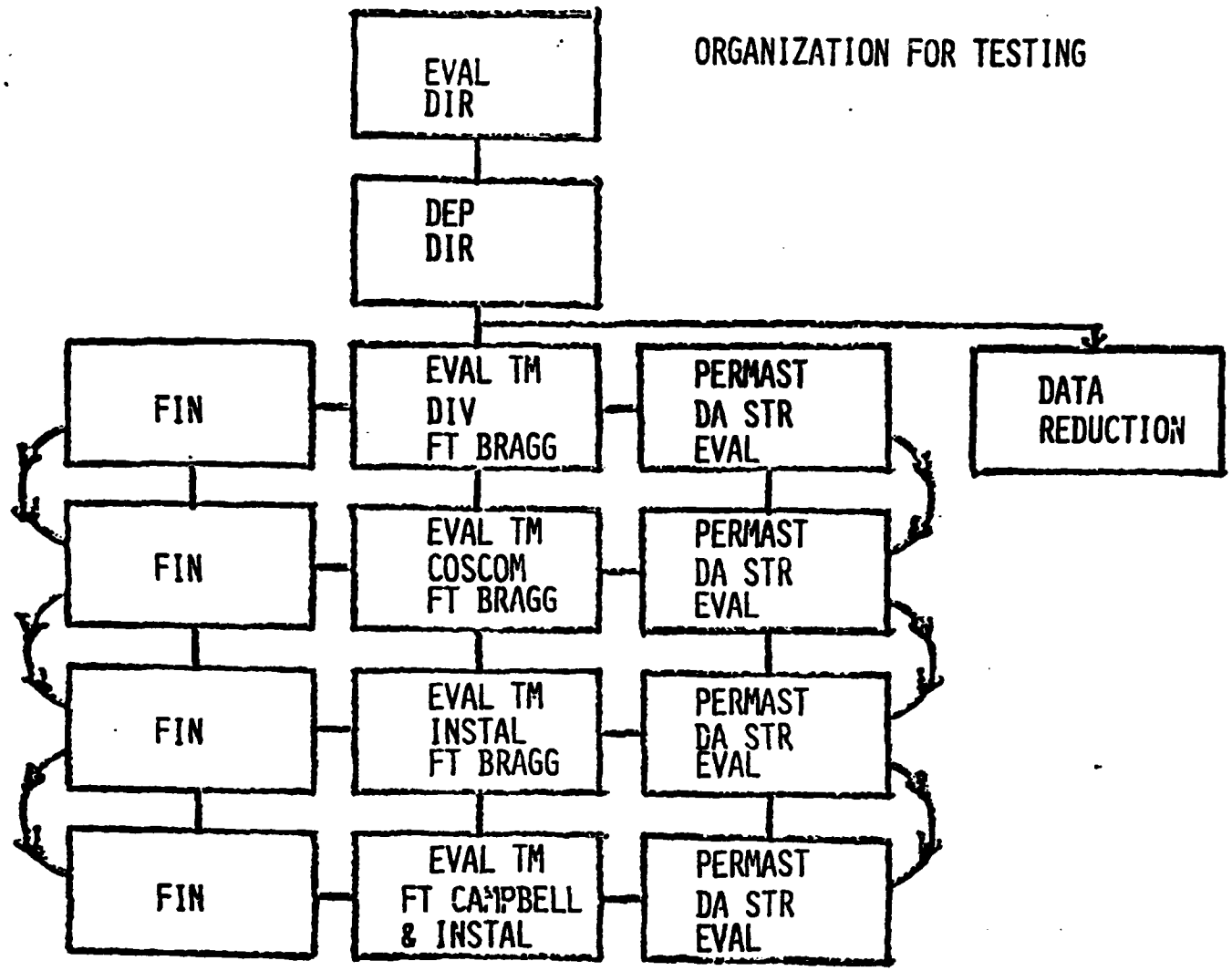
TO EVALUATE, IN COMPLIANCE WITH VCSA DIRECTIVE DATED 13 JANUARY 1977, THE REVISED TOE/TDA COPPER PROTOTYPE ORGANIZATION'S CAPABILITY TO PERFORM PAY AND PERSONNEL SERVICE TO THE SUPPORTED SOLDIER/ORGANIZATION.

COPPER PROTOTYPE EVALUATION

TASKING RECEIVED	28 APR 77
SUBMIT OUTLINE TEST PLAN (OTP)	27 JUN 77
WORKING CONFERENCE	16 AUG 77
COMPLETE TEST DESIGN PLAN (TDP)	19 AUG 77
TDP MURDER BOARD	22 AUG 77
TDP IN PROCESS REVIEW	24 AUG 77
BEGIN BASELINE DATA COLLECTION	29 AUG 77
TRAIN DATA COLLECTORS	12 SEP 77
CONDUCT PILOT TEST	19 SEP 77
BEGIN TEST	26 SEP 77
END TEST	28 OCT 77
~~IN PROCESS REVIEW~~ MARGER STEERING GROUP	17 JAN 78
SUBMIT FINAL TEST REPORT	~~30 JAN 78~~ 31 MARCH 78

A.

ORGANIZATION FOR TESTING



COPPER
TEST ORGANIZATION

	OFF	NCO	ENL	CIV	TOTAL
TEST HEADQUARTERS - FT BRAGG	19	31	30	1	81
TEST HEADQUARTERS - FT CAMPBELL	5	13	13		31
TEST DESIGN - DATA REDUCTION, FBH	1	4	8	1	14
* TOTAL	25	48	51	2	126

* SOURCES OF PERSONNEL: ADMINCEN (5 OFFICERS, 14 ENL, 1 CIV); FORSCOM (9 OFFICERS, 41 ENL, 1 CIV); OTHER TRADOC (11 OFFICERS, 44 ENL)

COST: OMA $208,800

D

COPPER
INDEPENDENT TEAMS

TEAM	PERSONNEL
DA MILITARY PERSONNEL STRENGTH EVALUATING	5
DA PERSONNEL MANAGEMENT ASSISTANCE SYSTEM (PERMAS)	15
DA FINANCE AND ACCOUNTING ASSISTANCE	5
ARMY AUDIT AGENCY (AAA)	7
TOTAL	32

TEST OBJECTIVES

OBJECTIVE 1: ASSESS THE EFFECTIVENESS OF THE REVISED COPPER PAY AND PERSONNEL PROCEDURES, TO INCLUDE THE ADEQUACY OF COPPER CONTROL AND OPERATIONAL PROCEDURES; POR PROCESSING; TIMELINESS OF PAY AND PERSONNEL ACTIONS; AND CUSTOMER SATISFACTION AS COMPARED TO PRE-COPPER, EARLY COPPER, AND NON-COPPER RESULTS.

OBJECTIVE 2: ASSESS THE ADEQUACY OF THE SIDPERS/JUMPS INTERFACE.

OBJECTIVE 3: ASSESS THE EFFECTIVENESS OF COPPER ON THE PERSONNEL MANAGEMENT SYSTEM WITH COMPARISON MADE TO A NON-COPPER SYSTEM.

OBJECTIVE 4: ASSESS THE EFFECTIVENESS OF COPPER ON PERSONNEL STRENGTH MANAGEMENT WITH COMPARISON MADE TO A NON-COPPER SYSTEM.

OBJECTIVE 5: ASSESS THE EFFECT OF COPPER ON JUMPS WITH COMPARISON MADE TO A NON-COPPER SYSTEM.

TEST CONDITIONS

THE COPPER PROTOTYPE ORGANIZATIONS:

--WERE NOT REQUIRED TO RESPOND TO SIMULATION OR SCENARIO CONDITIONS.

--RESPONDED TO REQUIREMENTS GENERATED BY NORMAL DAY TO DAY ACTIVITIES.

--WERE NOT PERMITTED TO DEVIATE FROM THE COPPER USER MANUAL.

F

Slide #	TITLE
1	Relationships of Subtests/Objectives
2	Action Processing Times
3	Control & Operational Procedures
4	Staffing
5A	Staffing Comparison
B	Career Field and Grade Mismatches
6A	Average Weekly Workhours
B	Field Grade Officers/Span of Control
7	Facility Square Footage
8	SIDPERS/JUMPS Interface Contribution
9A	SIDPERS/JUMPS Interface Accuracy
B	JUMPS/SIDPERS Reconciliation
10	POR Results
11	Customer Satisfaction
12	General Survey Results
13	Customer Service Survey Results
14	Select Survey (Cmdrs et al) Results
15	J-A Repeat Rate Comparison (101st/82d)
16	" " (13th COSCOM/1st COSCOM)
17	" " (Campbell, USAG/XVIII)
18	" " (CONUS Div Aver./82d)
19	J-A Late Pay Changes Rates (101st/82d)
20	" " (13th COSCOM/1st COSCOM)
21	" " (Campbell, USAG/XVIII)
22	" " (CONUS Div Aver./82d)
23	SIDPERS MILPO Accuracy ("Campbell"/"Bragg")
24	" " (1st Cav/82d)
25	" " (III Corps/XVIII)
26	" " (13th COSCOM/1st COSCOM)

Slide #	TITLE
27	PERMAS Project Results
28	PERMAS Team Observations
29	PERMAS Team Recommendations
30	Mil Pers Strength Evaluating Team Conclusion
31	F&A Assistance Team Conclusions
32	F&A Assistance Team Recommendations

RELATIONSHIP OF SUBTESTS/OBJECTIVES

SUBTEST	EVALUATION OBJECTIVE
#1 - REVISED CONTROL AND OPERATIONAL PROCEDURES/ ECONOMIC ANALYSIS DATA #6 - PROCESSING OVERSEA REPLACEMENTS #7 - CUSTOMER SATISFACTION #8 - JUMPS-ARMY BASELINE #9 - SIDPERS BASELINE	# 1 - ASSESS EFFECTIVENESS OF THE REVISED COPPER PROCEDURES TO INCLUDE PERFORMANCE FACTORS
#2 - SIDPERS/JUMPS INTERFACE	#2 - ASSESS ADEQUACY OF SIDPERS/ JUMPS INTERFACE - TO PROVIDE ACCURATE AND TIMELY PAY DATA
#3 - PERSONNEL MANAGEMENT ASSISTANCE SYSTEM (PERMAS) TEAM	#3 - ASSESS COMPARATIVE EFFECTIVE-NESS OF MILITARY PERSONNEL MANAGEMENT SYSTEM (COPPER vs NON-COPPER)

1a

#4 - DA MILITARY PERSONNEL STRENGTH EVALUATION TEAM

#5 - DA FINANCE & ACCOUNTING ASSISTANCE TEAM

#4 - ASSESS COMPARATIVE EFFECTIVENESS OF DA MILITARY PERSONNEL STRENGTH MANAGEMENT (COPPER vs NON-COPPER)

#5 - ASSESS EFFECT OF A COPPER ENVIRONMENT ON JUMPS-ARMY

COPPER

ACTION PROCESSING TIMES

(SUBTEST 1)

ITEM	82D	1ST COSCOM	XVIII ABN	101ST 1/
		(ALL TIME IN DAYS)		
ADMIN ELIM (F,P)	5.3	3.4	NA	2.3
ALLOTMENTS (F)	6.1	7.1	2.6	1.8
ARTICLES 15 (F,P)	5.9	6.4	4.9	2.5
ASGMT/REASIGN (P)	4.5	3.0	4.6	3.3
ASVAB TEST (P)	3.2	5.3	2.2	3.6
AWDS DECOR (P)	12.3	5.3	2.9	3.8
CLASS/RECLASS (P)	5.9	7.4	4.8	7.1
ENL/REENL (F,P)	5.6	7. 6	7.7	2.3
EVAL RPTS (P)	1.7	9.5	3.0	2.6
FLAGS (P)	3.1	2.9	3.2	2.9
FLD RATS (F)	6.2	5.5	2.0	2.0
FLT PAY (F,P)	3.7	NA	NA	0.8
GPLD (F)	6.1	6.7	3.9	2.1
IN PROCESS (F,P)	4.3	4.7	6.9	1.8

1/ DOES NOT INCLUDE TIME (LESS THAN 1 DAY) FOR PROCESSING AND DISTRIBUTION OF UNIT TRANSMITTAL LETTERS FROM THE MILPO TO FINANCE, IF APPLICABLE.

2a

(CONTINUED)

ITEM	82D	1ST COSCOM	XVIII ABN	101ST 1/
		(ALL TIME IN DAYS)		
INQ AUDITS (F,P)	4.4	5.8	3.0	0.7
LAUNDRY DED (F)	7.5	6.6	3.3	0.6
OUT PROCESS (F,P)	1.6	4.8	3.3	2.3
PAY ELECT (F)	6.5	6.5	2.4	2.1
POR (P)	9.2	6.1	3.3	2.2
PROM/REDUCT (F,P)	4.6	9.6	3.9	3.0
REUP BAR (P)	2.3	6.5	2.7	1.7
SEP RATS (F)	6.2	6.2	2.8	1.8
SEPS (F)	5.8	4.1	5.0	0.9
TNG APP (P)	5.7	5.3	3.7	4.5

1/ DOES NOT INCLUDE TIME (LESS THAN 1 DAY) FOR PROCESSING AND DISTRIBUTION OF UNIT TRANSMITTAL LETTERS FROM THE MILPO TO FINANCE, IF APPLICABLE.

COPPER

CONTROL & OPERATIONAL PROCEDURES
(SUBTEST 1)

- DOCUMENT FLOW AND PROCESSING PROCEDURES FOLLOWED.

- 47% OF SUPERVISORS AND 26% OF EVALUATION TEAM MEMBERS IN COPPER ENVIRONMENT FELT PROCEDURES WOULD PRECLUDE FRAUD - AS COMPARED TO 58% AND 62%, RESPECTIVELY, IN NON-COPPER ENVIRONMENT.

- 58% OF SUPERVISORS AND 61% OF EVALUATION TEAM MEMBERS IN COPPER ENVIRONMENT INDICATED CONTROL PROCEDURES WOULD PREVENT MISPLACED RECORDS - AS COMPARED TO 77% AND 63%, RESPECTIVELY, IN NON-COPPER ENVIRONMENT.

- 63% OF SUPERVISORS AND 57% OF EVALUATION TEAM MEMBERS AT FORT BRAGG WERE NEGATIVE CONCERNING THE PERSONNEL AND PAY SERVICE PROVIDED IN COPPER ENVIRONMENT.

STAFFING

INSTALLATION	AUTHORIZED	ACTUAL
FORT BRAGG PPSD's		
82D AIRBORNE DIV	360	387 (1)
1ST COSCOM	310	336 (1)
XVIII AIRBORNE CORPS & FB	228	228 (2)
TOTALS	898	951
FORT CAMPBELL		
101ST AIRBORNE DIV MILPO(3)	312	321 (2)
101ST AIRBORNE DIV FINANCE	90	80
FIN & ACCTG DIV, USAG	51	58 (2)
TOTALS	453	459

(1) INCLUDES "SPECIAL DUTY" AS FOLLOWS; 82D AIRBORNE DIV - 7; 1ST COSCOM - 35;

(2) INCLUDES CIVILIANS AS FOLLOWS: XVIII AIRBORNE COPRS AND FORT BRAGG - 102; 101ST AIRBORNE DIV MILPO - 19; FIN & ACCTG DIV, USAG - 22;

(3) MILITARY PERSONNEL OPERATIONS ONLY.

STAFFING COMPARISON

FORT BRAGG 1/

909 PERSONNEL SERVICE 39,259 = 1/43.2 RATIO

FORT CAMPBELL

459 PERSONNEL SERVICE 21,238 = 1/46.3 RATIO

1/ NET OF SPECIAL DUTY PERSONNEL AS FOLLOWS: 82D AIRBORNE DIV - 7; 1ST COSCOM - 35.

5a

CAREER FIELD AND GRADE MISMATCHES

(SUBTEST 1)

UNIT	STRENGTH 1/	CAREER FIELD MISMATCHES	GRADE MISMATCHES 2/
82D AIRBORNE PPSD	380	138 3/	41
1ST COSCOM PPSD	301	56	43
XVIII AIRBORNE CORPS PPSD	228	16	10
101ST MILPO	312	56	22
101ST FINANCE	90	1	0
FIN & ACCTG DIV, CAMPBELL	51	0	4

1/ LESS "SPECIAL DUTY" PERSONNEL

2/ MOST CASES WERE OF "OVERGRADING"

3/ INCLUDED 79 MOS 11B PERSONNEL

AVERAGE WEEKLY WORKHOURS

(SUBTEST 1)

FORT BRAGG	
82D AIRBORNE DIV PPSD	30.1
1ST COSCOM PPSD	28.4
XVIII AIRBORNE CORPS & FT BRAGG PPSD	33.1
WEIGHTED AVERAGE (BRAGG)	(30.3)
FORT CAMPBELL	
101ST AIRBORNE DIV MILPO	32.3
101ST AIRBORNE DIV FINANCE	35.6
FINANCE & ACCOUNTING DIVISION, USAG	33.7
WEIGHTED AVERAGE (CAMPBELL)	(33.1)

6a
COPPER

FIELD GRADE STAFFING/SPAN OF CONTROL

(SUBTEST 1)

	LTC	MAJ	FIELD GRADE TOTAL	OPERATING UNITS SUPERVISED
TOE FIN CO	(1)	(1)	2	4
TOE AG CO	(1)	(2)	3	5
TOTAL	(2)	(3)	5	9
BASIC COPPER PPSD (1ST COSCOM)	(1)	(1)	2	9
BDE TEAM TEST PPSD (82D ABN)	(1)	(2)	3	6
INST PPAB TEST PPSD (XVIII ABN)	(1)	(1)	2	7

COMPLEX 4

FACILITY SQUARE FOOTAGE

(SUBTEST 1)

FORT BRAGG	
82D AIRBORNE DIVISION PPSD	32,383
1ST COSCOM PPSD	38,137
XVIII AIRBORNE CORPS & FORT BRAGG PPSD	34,377
TOTAL (BRAGG)	104,897
AVERAGE SQ. FT. PER PERSON	(115.4)
FORT CAMPBELL	
101ST AIRBORNE DIV MILPO	32,407
101ST AIRBORNE DIV FINANCE	7,478
FINANCE & ACCOUNTING DIVISION, USAG	3,989
TOTAL (CAMPBELL)	43,874
AVERAGE SQ. FT. PER PERSON	(95.6)

1

SIDPERS/JUMPS INTERFACE
CONTRIBUTION TO JUMPS/ARMY
(SUBTEST 2)

SIDPERS TRANSACTIONS DURING 33 DAY TEST (ALL BRAGG PPSD's)	71,855
LESS NON-INTERFACE CARDS	51,631
INTERFACE CARDS	20,224
LESS INTERFACE CARDS "PULLED" (ARV PCS, AUTH JUMP, ETC.)	3,457
TRANSMITTED TO USAFAC	16,767
TOTAL JUMPS - ARMY INPUTS TO USAFAC (OCT)	61,376
TIMES (X) COMPARABILITY FACTOR TO ADJUST TO 33 DAYS	x1.1
ADJUSTED JUMPS -ARMY INPUT	67,514
INTERFACE CONTRIBUTION TO JUMPS-ARMY (16,767/67,514)	24.8%

8

SIDPERS/JUMPS INTERFACE ACCURACY

(SUBTEST 2)

ORGANIZATION	INTERFACE REJECT RATE	JUMPS-ARMY OCT REJECT RATES
82D AIRBORNE DIV PPSD	6.7%	5.1%
1ST COSCOM PPSD	6.5%	8.2%
XVIII AIRBORNE CORPS & FB PPSD	1.9%	2.1%
101ST AIRBORNE DIV	NA	1.0%
FINANCE & ACCOUNTING DIV (CAMPBELL)	NA	0.5%
13TH COSCOM, HOOD	NA	2.1%
1ST CAVALRY DIV, HOOD	NA	2.3%
1ST INFANTRY DIV, RILEY	NA	1.3%

9a COPPER

SIDPERS/JUMPS RECONCILIATION

(SUBTEST 2)

- o COMPARES JUMPS EXTRACT TAPE AGAINST SIDPERS LOCAL DATA BASE
- o OCCURS PERIODICALLY IN COPPER ENVIRONMENT AT BRAGG
- o AT BRAGG, 6,920 CASES OF "MATCHED" JUMPS AND SIDPERS RECORDS WITH DISCREPANCIES ON COMMON ITEMS -- 17.6% OF TOTAL POPULATION.
- o FIRST TIME COMPARISON AT CAMPBELL, 6,737 DISCREPANCIES -- 31.7% OF TOTAL POPULATION.

POR RESULTS

(SUBTEST 6)

ORGANIZATION	UNIT STRENGTH	RECORDS OUT OF FILE AT ALERT	TIME LAPSE TO RETRIEVE/ ACCOUNT FOR RECORDS	NUMBER OF PERSONNEL USED TO RETRIEVE RECORDS
82D AIRBORNE DIV	301	33	0 HR, 46 MIN 1/	7
1ST COSCOM	292	107	1 HR, 37 MIN	12
XVIII AIRBORNE CORPS & FB	295	38	2 HRS, 21 MIN	14
101ST AIRBORNE DIV	268	56	2 HRS, 20 MIN	10

1/ USED NORMAL POR PROCEDURES- VISUALLY ACCOUNTED FOR ACTION SECTION RECORDS

CUSTOMER SATISFACTION

(SUBTEST 7)

THREE SURVEYS USED --

- o GENERAL SURVEY OF MILITARY POPULATION (1.7%) AT FORTS BRAGG AND CAMPBELL (1,015 RESPONDENTS)
- o CUSTOMERS AT SERVICING ORGANIZATIONS (5,443 RESPONDENTS)
- o COMMANDERS, SGM/CSM's, 1ST SGT's, PSNCO's (742 RESPONDENTS)

GENERAL SURVEY RESULTS

(SUBTEST 7)

	BRAGG	CAMPBELL
SATISFIED WITH PAY SERVICES	71.9%	80.3%
SATISFIED WITH PERSONNEL SERVICES	59.6%	64.2%

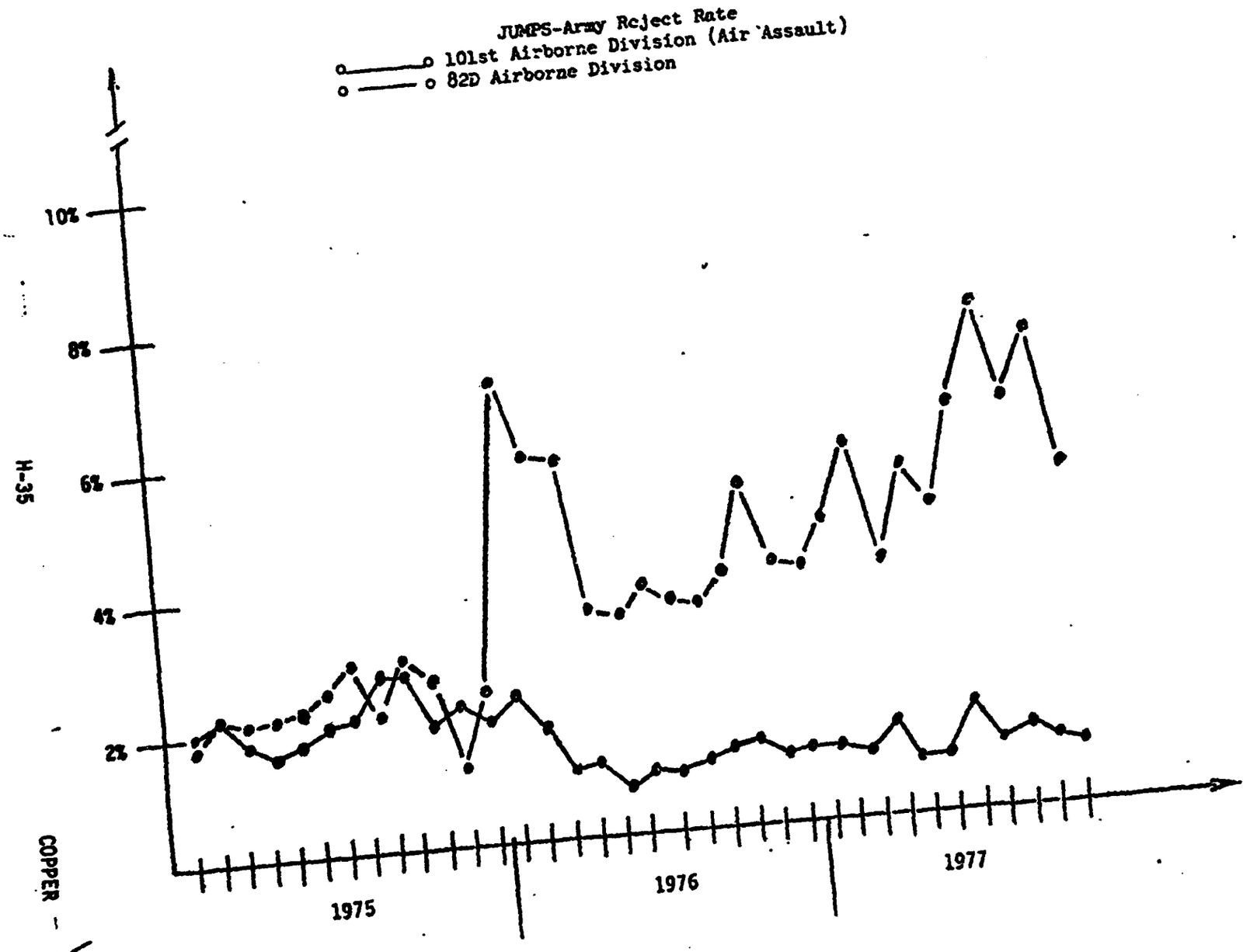
CUSTOMER SERVICE SURVEY RESULTS
(SUBTEST 7)

	BRAGG	CAMPBELL
PERSONNEL RELATED BUSINESS	44.2%	75.3%
FINANCE RELATED BUSINESS	55.8%	24.7%
CUSTOMER HAD APPOINTMENT	42.3%	46.2%
HAD WAIT FOR RECEPTIONIST	55.7%	46.0%
HAD ADDITIONAL WAIT FOR CLERK	60.3%	49.6%
FIRST TIME VISIT	61.3%	71.9%
SERVICE WITHOUT RECORDS	41.2%	20.9%
IF RECORDS REQUIRED, OVER 15 MINUTES TO LOCATE	30.6%	9.9%
CLERK COULD NOT PROVIDE SERVICE	7.6%	3.6%
DISSATISFIED WITH SERVICE	11.4%	6.1%

SELECT SURVEY RESULTS

(SUBTEST 7)

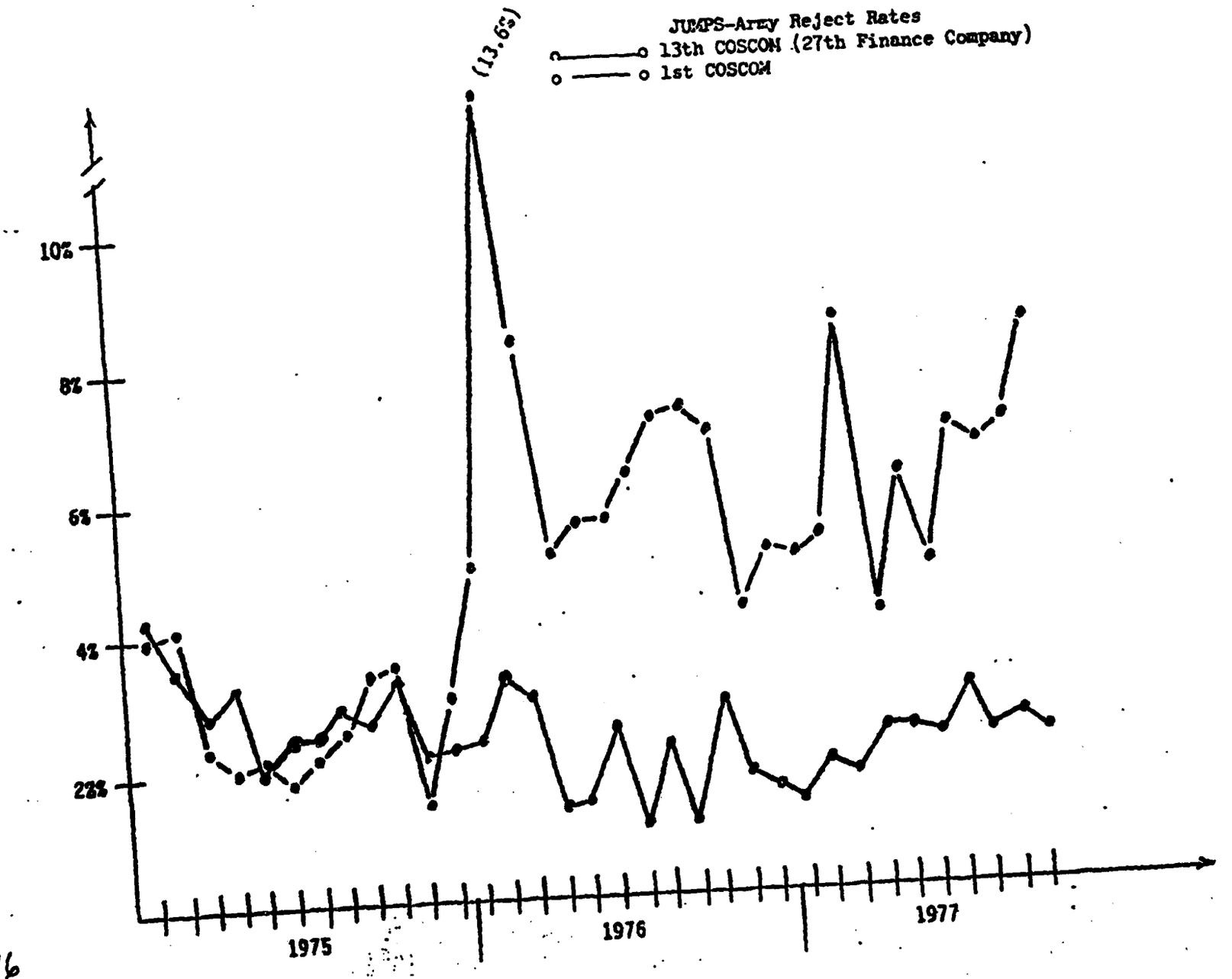
	BRAGG	CAMPBELL
RATED PAY SERVICES "EXCELLENT" OR "GOOD"	66.7%	91.0%
RATED PERSONNEL SERVICES "EXCELLENT" OR "GOOD"	62.5%	81.4%
CONSIDERED SOLDIER VISITS TO SERVICING ORGANIZATIONS AS "EXCESSIVE"	50.3%	27.4%


JUMPS-Army Reject Rate
101st Airborne Division (Air Assault)
82D Airborne Division
10%
8%
6%
4%
2%
H-35
1975
1976
1977

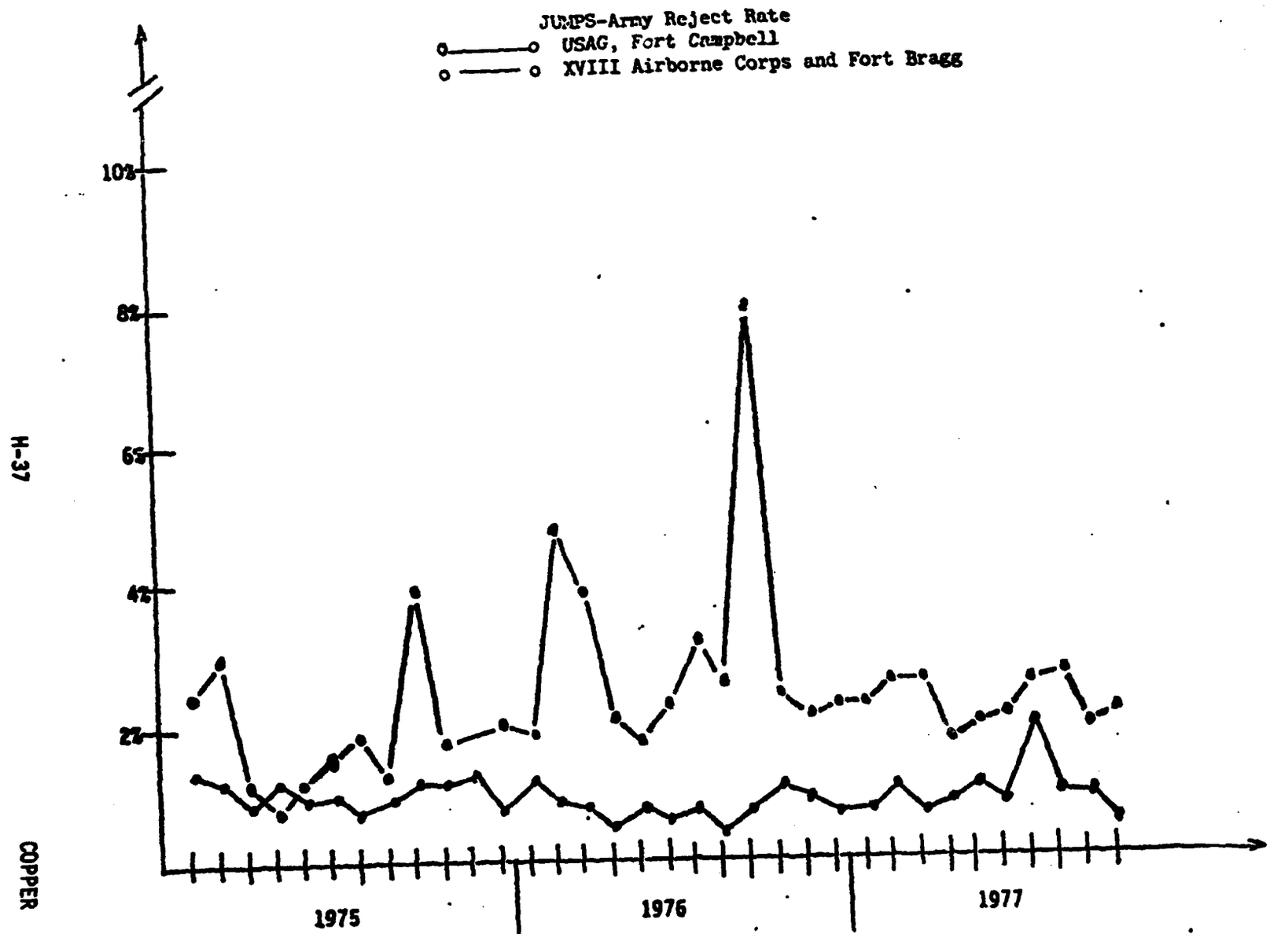
COPPER - 15

COPPER

H-36



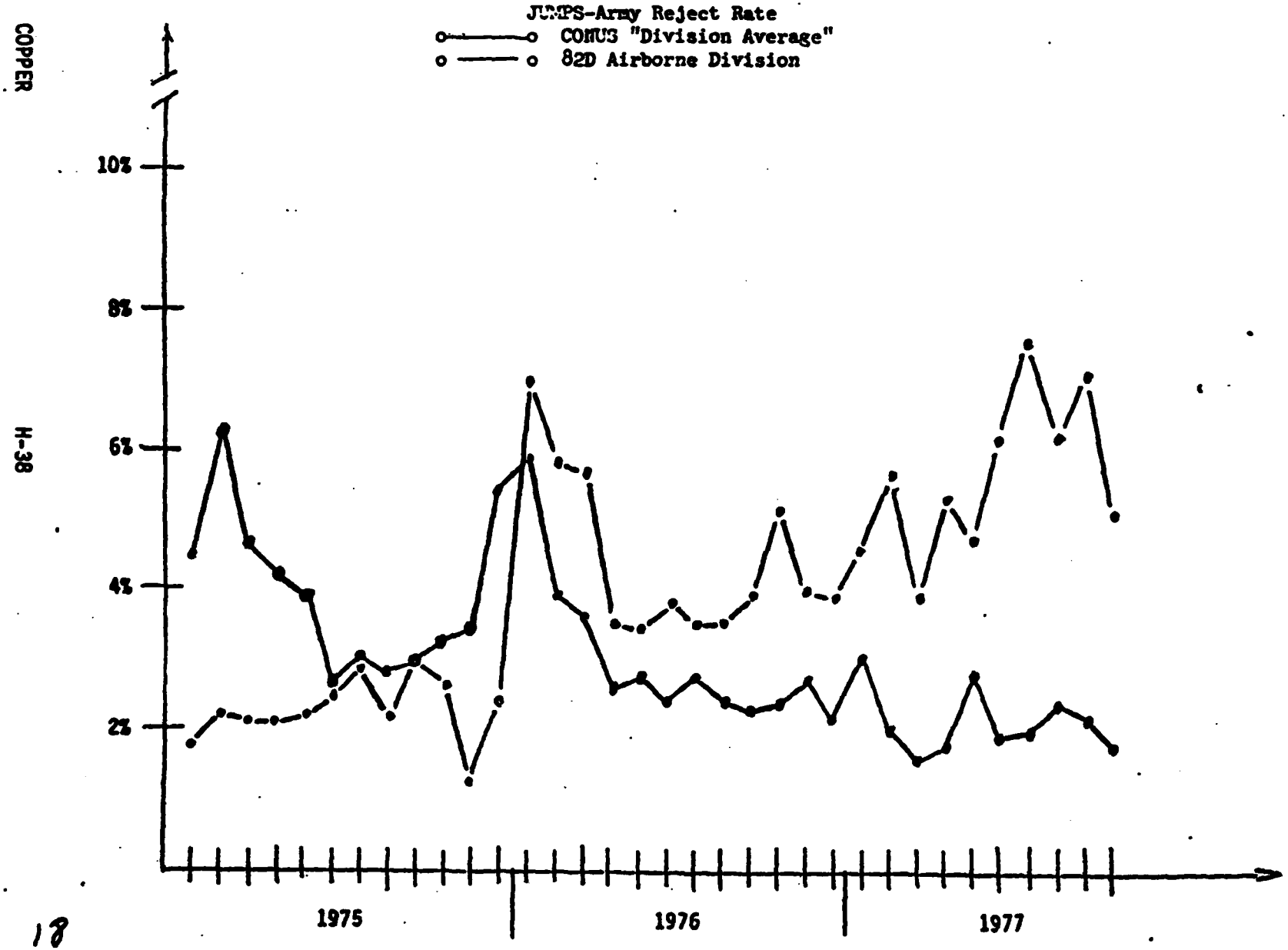
16

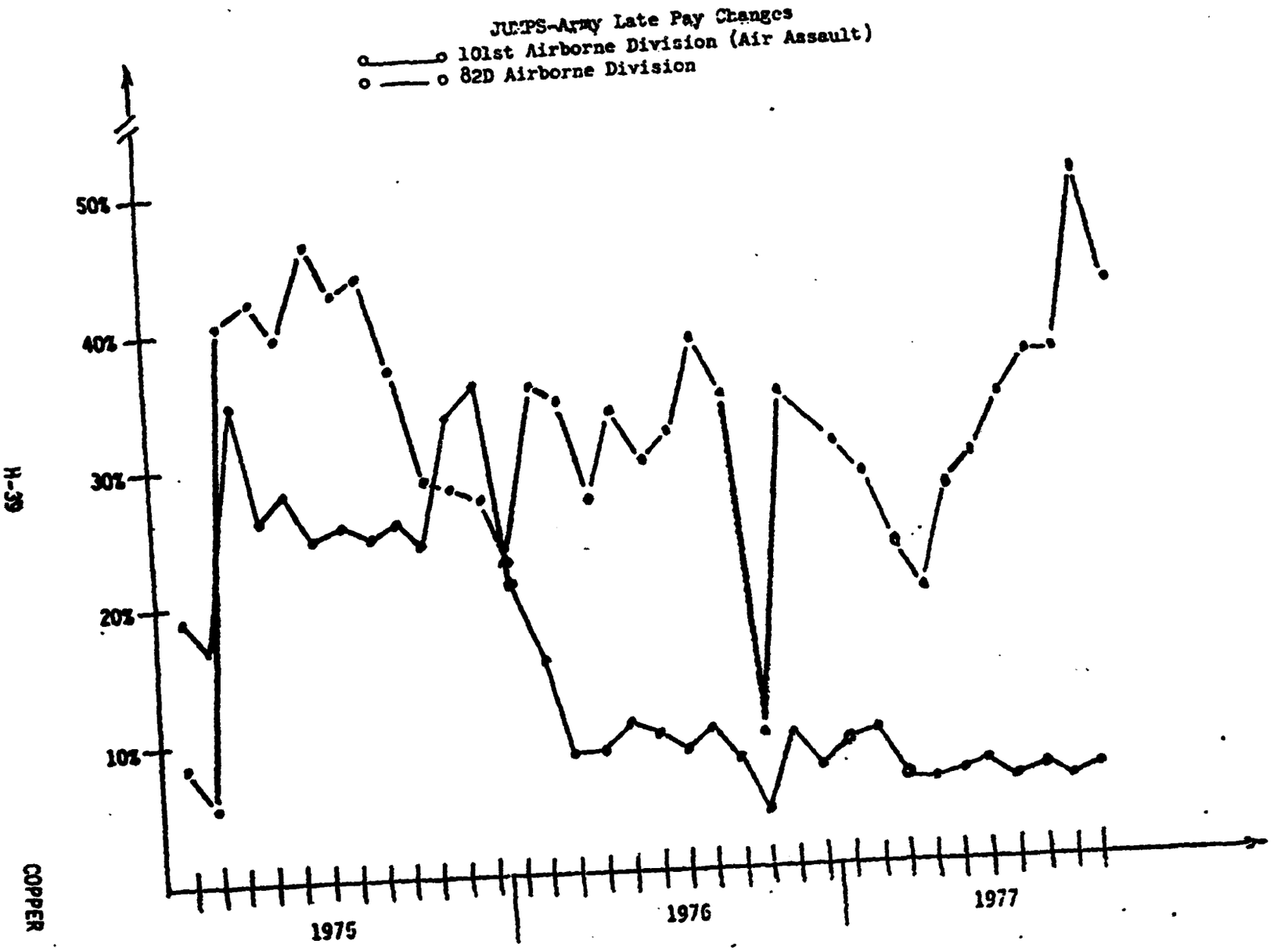


H-37

COPPER

17

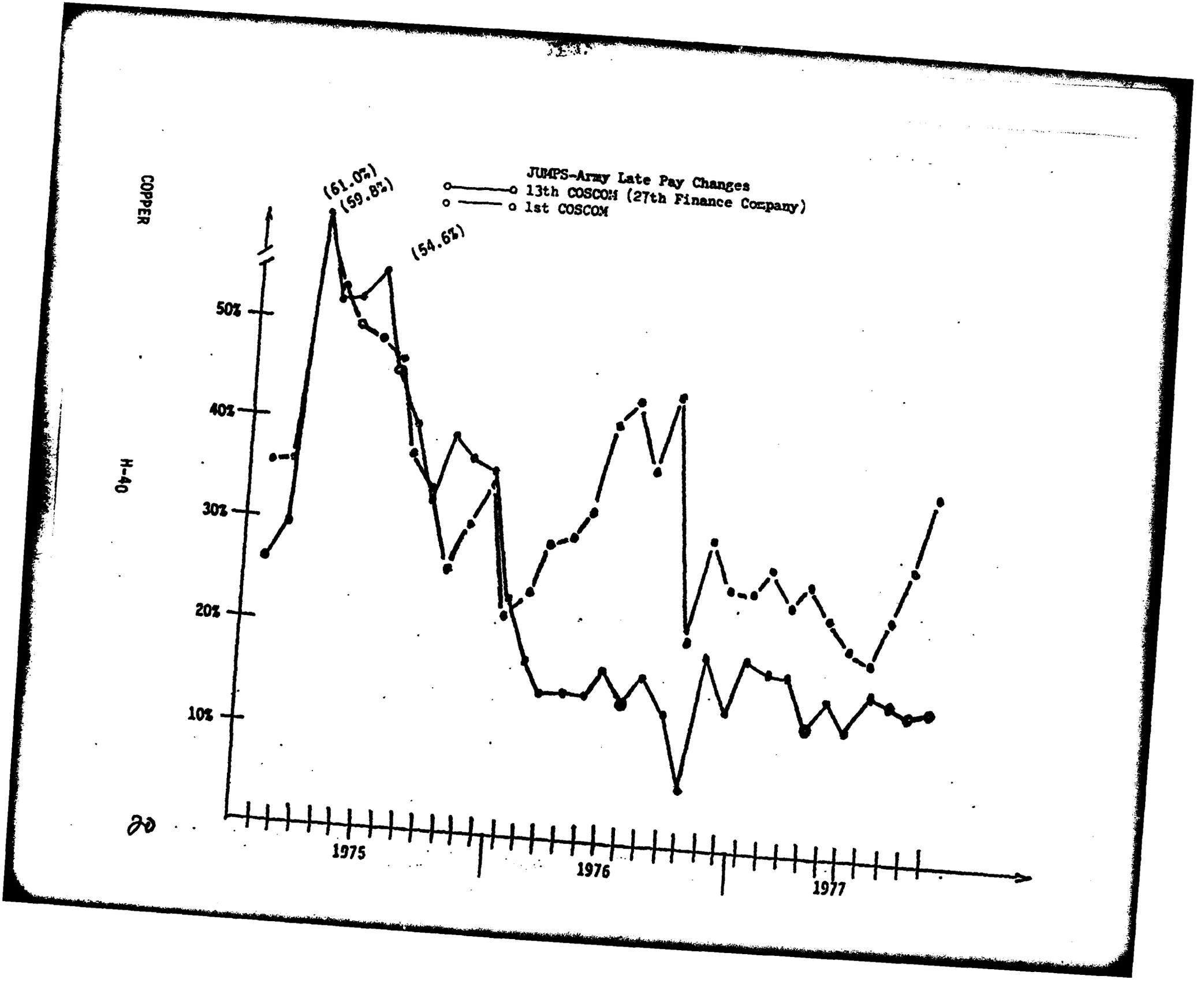

JUMPS-Army Reject Rate
CONUS "Division Average"
82D Airborne Division
COPPER
H-38
10%
8%
6%
4%
2%
1975
1976
1977

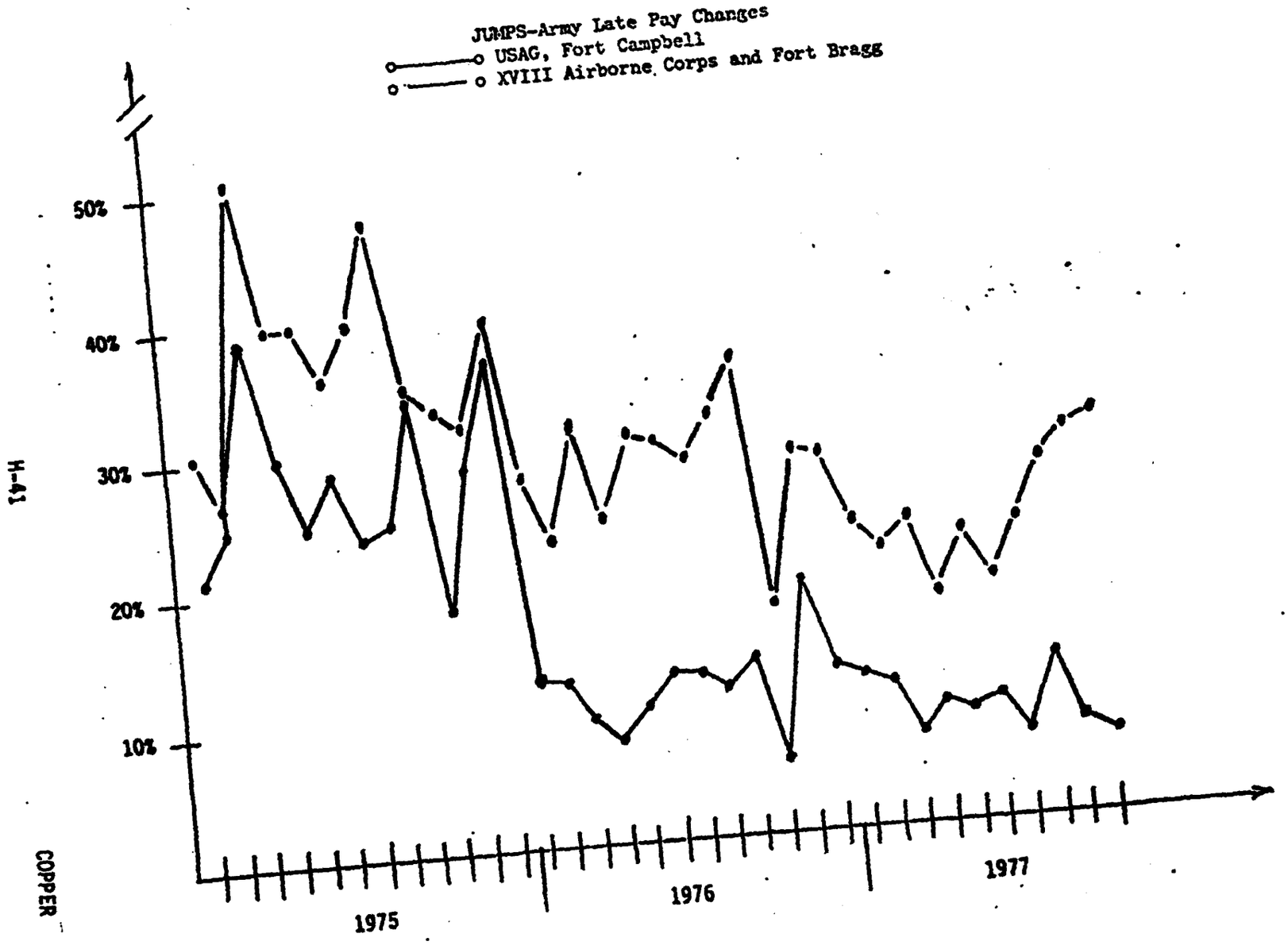


H-39

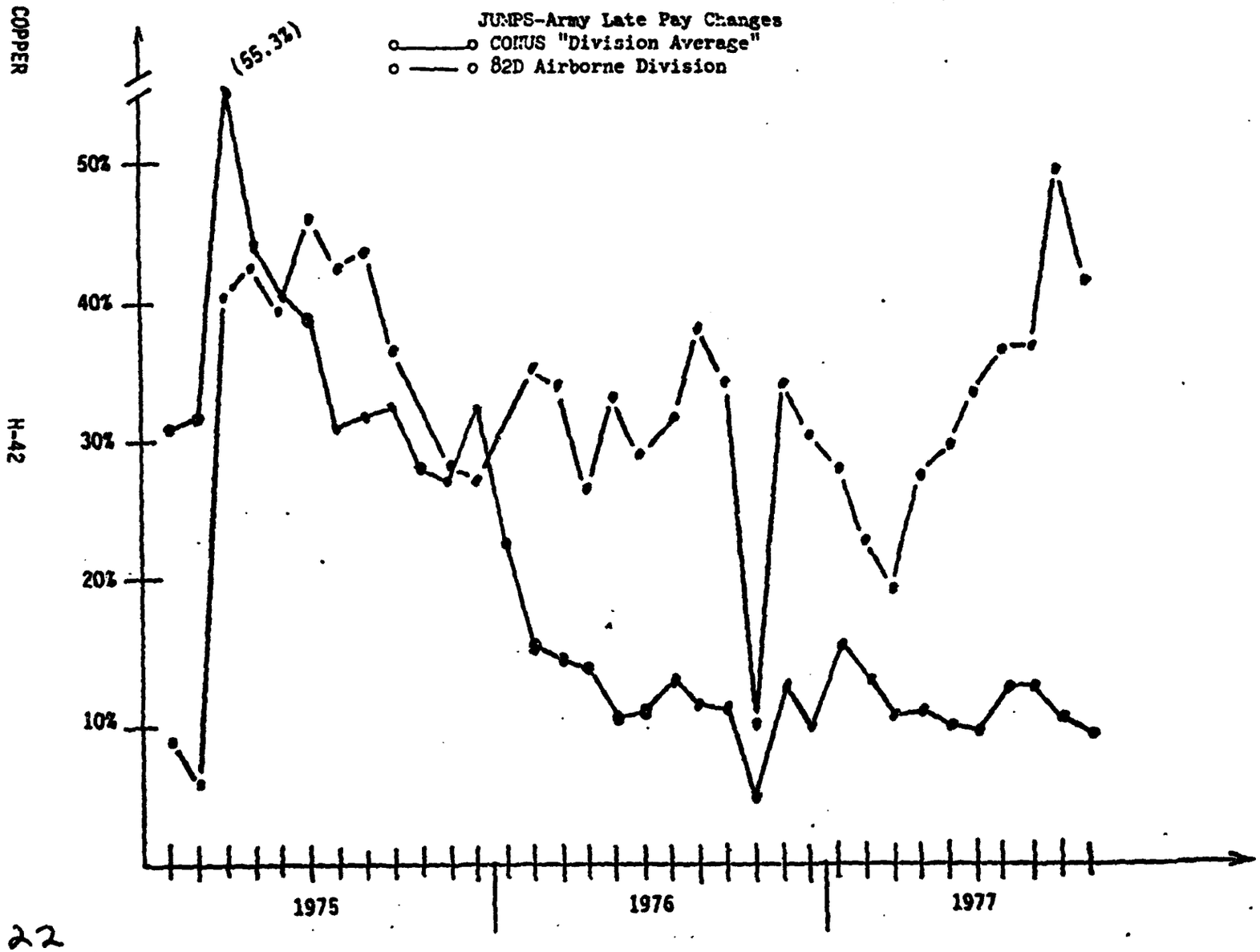
COPPER

19


COPPER
H-40
JUMPS-Army Late Pay Changes
13th COSCOM (27th Finance Company)
1st COSCOM
(61.0%)
(59.8%)
(54.6%)
50%
40%
30%
20%
10%
1975
1976
1977


JUMPS-Army Late Pay Changes
USAG, Fort Campbell
XVIII Airborne Corps and Fort Bragg
50%
40%
30%
20%
10%
1975
1976
1977
H-41
COPPER

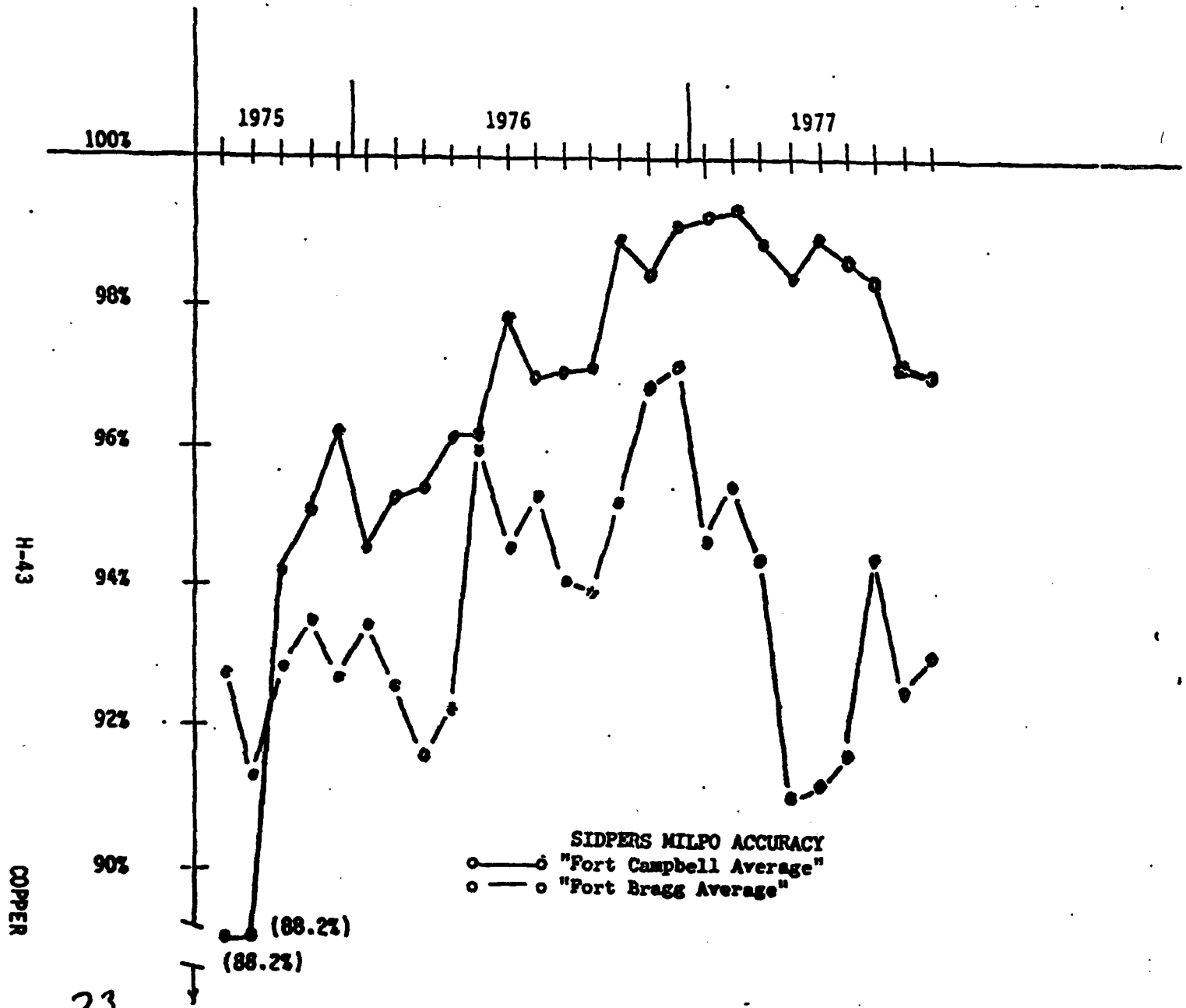
21

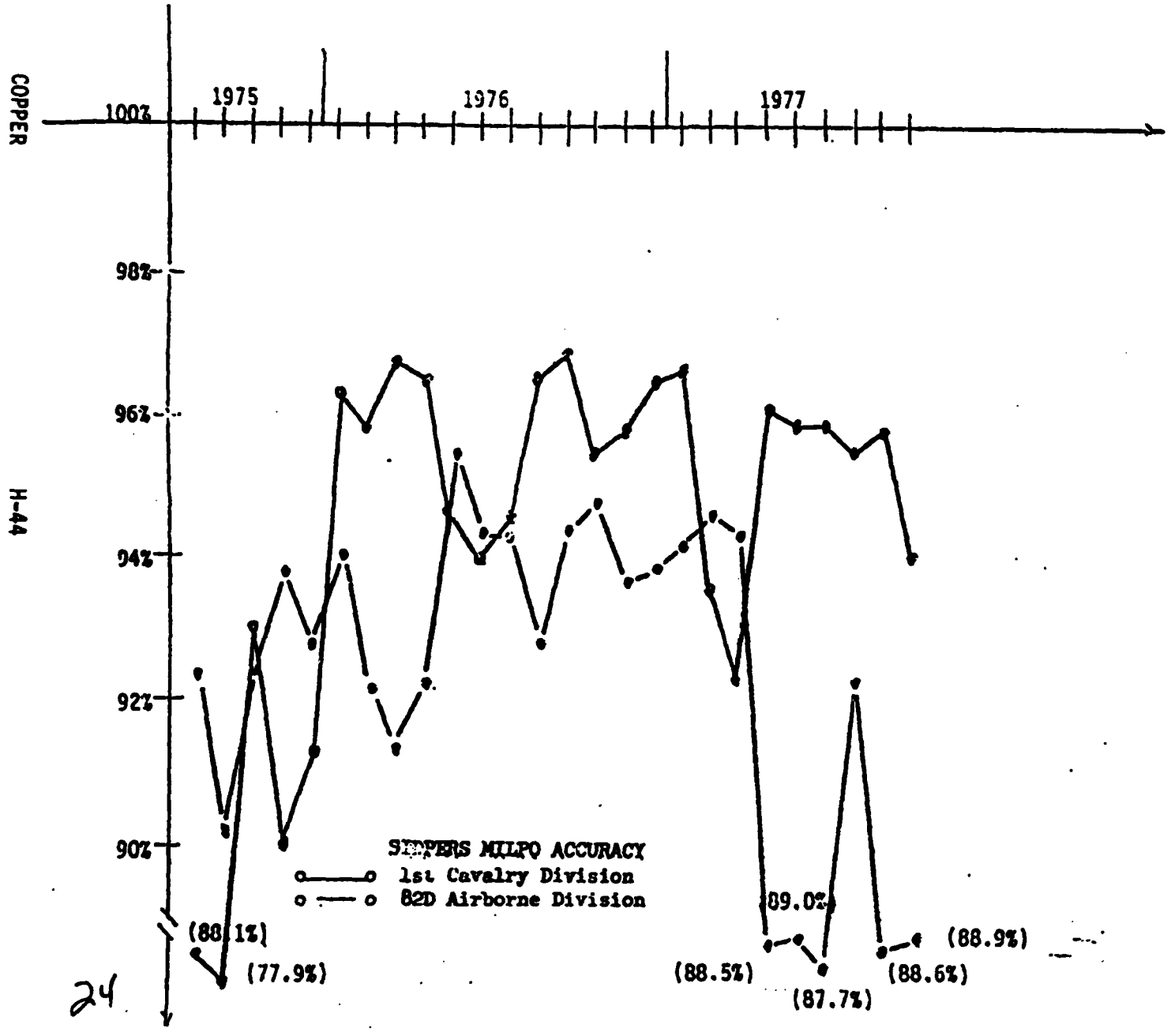


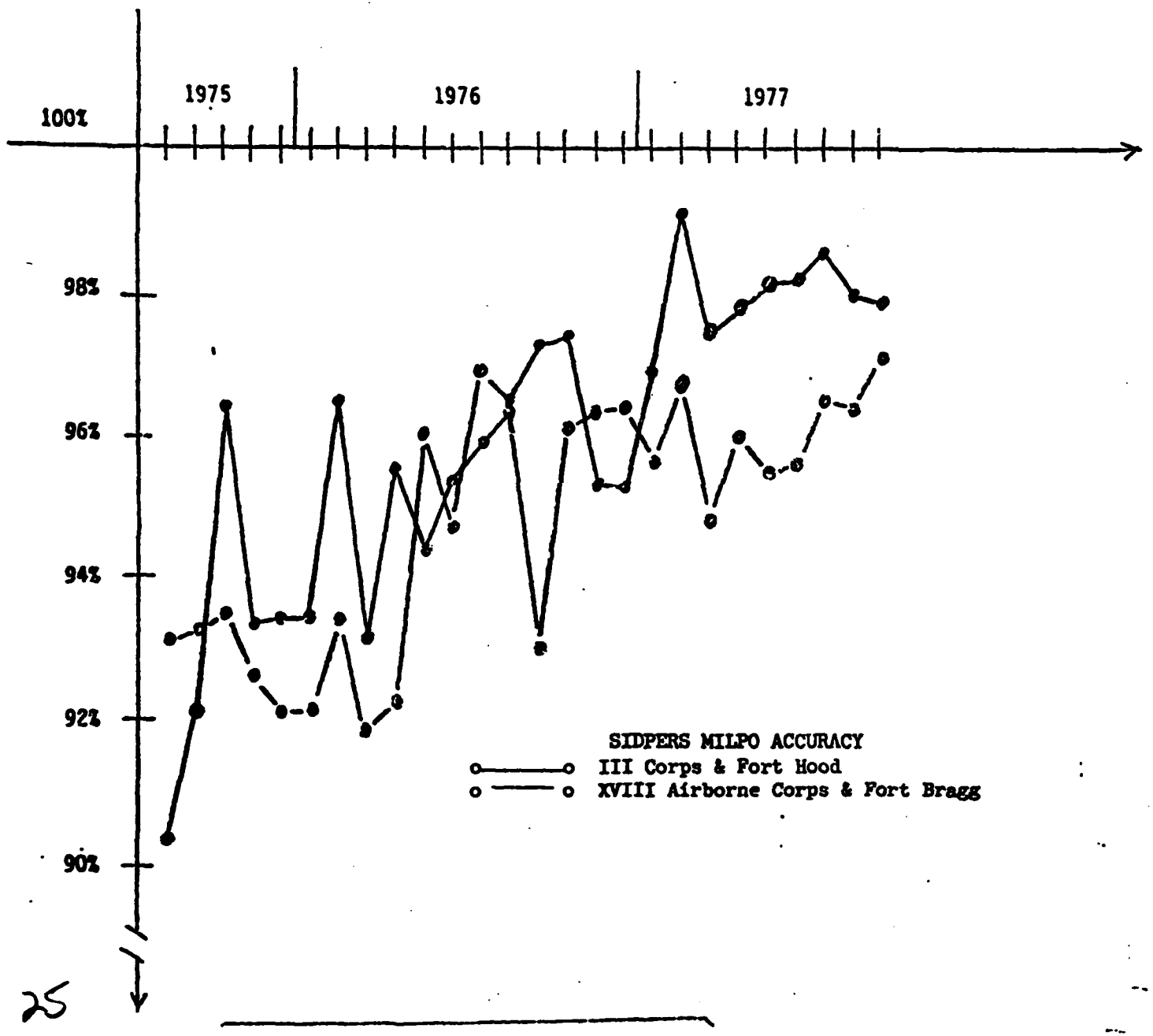
COPPER

H-42

22


1975
1976
1977
100%
98%
96%
94%
92%
90%
(88.2%)
(88.2%)
SIDPERS MILPO ACCURACY
"Fort Campbell Average"
"Fort Bragg Average"
H-43
COPPER

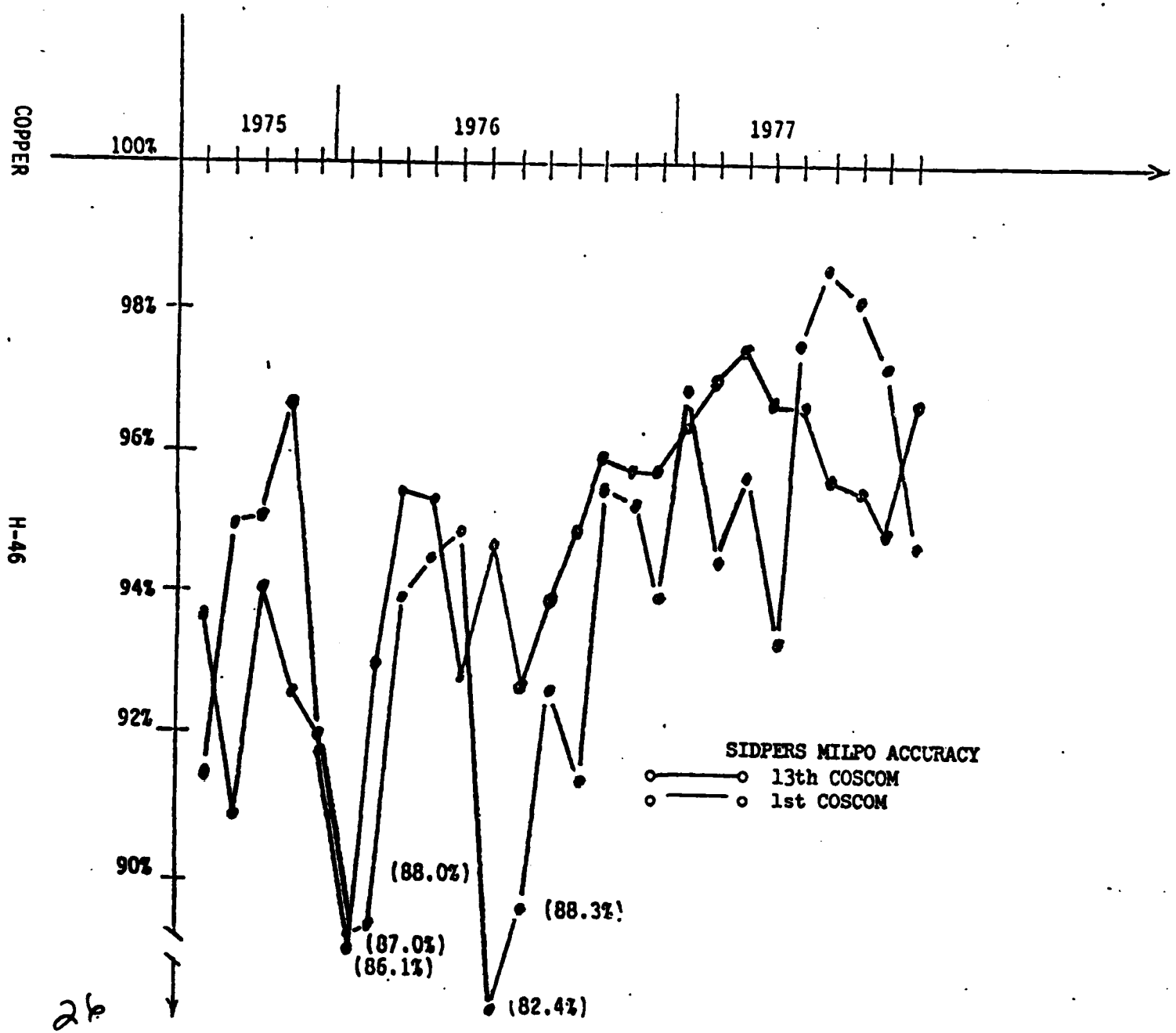

COPPER
100%
1975
1976
1977
98%
96%
94%
92%
90%
H-44
SKIPPERS MILPO ACCURACY
1st Cavalry Division
82D Airborne Division
(88.1%)
(77.9%)
(88.5%)
89.0%
(87.7%)
(88.6%)
(88.9%)
24



H-45

COPPER

25


COPPER
1975
1976
1977
100%
98%
96%
94%
92%
90%
H-46
(88.0%)
(87.0%)
(86.1%)
(82.4%)
(88.3%)
SIDPERS MILPO ACCURACY
13th COSCOM
1st COSCOM

PERMAS PROJECT RESULTS
(SUBTEST 3)

PROJECT	COPPER	NON-COPPER	NO DIFFERENCE
PERSONNEL RECORDS MAINTENANCE		X	
SIDPERS PERSONNEL FILE		X	
OPERATING STRENGTHS/RECORDS SERVICED	RESULTS NOT PSS RELATED		
ENLISTED PROMOTIONS		X	
CLASSIFICATION/RECLASSIFICATION OF PERSONNEL			X
SELECTIVE REENLISTMENT BONUS PROGRAM		X	
PROFICIENCY PAY PROGRAM		X	
ENLISTED EVALUATION REPORTS		X	
OFFICER EVALUATION REPORTS		X	
OFFICER RECORD BRIEFS		X	
SUSPENSE ROSTER		X	
SUSPENSION OF FAVORABLE PERSONNEL ACTIONS		X	
ENLISTED ADMINISTRATION DISCHARGES			X
ASSIGNMENT ELIGIBILITY AND AVAILABILITY (AEA) CODES			X

27a

PROJECT	COPPER	NON-COPPER	NO DIFFERENCE
CUSTOMER SERVICE ACTIVITY	RESULTS NOT COMPARABLE		
ENLISTED DELETION/DEFERMENT PROCEDURES			X
UTILIZATION OF FIRST TERM ENLISTEES			X
IN/OUT PROCESSING		X	
JUMPS-ARMY ASSISTANCE PROGRAM (SEE NOTE)	X		
MOVEMENT DESIGNATOR CODES		X	
ENLISTED PREFERENCE STATEMENTS		X	
PAC/CABL OPERATIONS		X	
ENLISTED QUALITATIVE MANAGEMENT PROGRAM		X	
SECURITY CLEARANCES		X	
SIB/SQIB		X	
TRANSFER OF EDUCATIONAL DEVELOPMENT RECORD		X	

NOTE: THE PERMAS TEAM FOUND UPON FURTHER ANALYSIS OF PROCEDURES USED AND DATA COLLECTED IN THE JUMPS ARMY ASSISTANCE PROGRAM PROJECT THAT INSUFFICIENT DATA WAS COLLECTED TO SUPPORT A CONCLUSION. PERMAS, THEREFORE, DEFERRED TO THE DA FINANCE AND ACCOUNTING ASSISTANCE TEAM REGARDING CONCLUSIONS.

PROJECT	COPPER	NON-COPPER	NO DIFFERENCE
TRANSFER/SEPARATION POINT OPERATIONS			X
WARRANT OFFICER ASSIGNMENT AND UTILIZATION		X	
SPONSORSHIP PROGRAM	X		
TOTALS	(2)	(19)	(6)
PERMAS TEAM EVALUATION OF COPPER/NON-COPPER		X	

PERMAS TEAM OBSERVATIONS

(SUBTEST 3)

1. PERSONNEL RECORDS MAINTENANCE, ACCURACY AND RELATED PERSONNEL FUNCTIONS ROUTINELY RESERVE LAST PRIORITY UNDER COPPER.

2. COPPER REQUIRES MORE MANPOWER THAN NON-COPPER TO PRODUCE AN ACCEPTABLE PRODUCT.

3. IN ALMOST ALL AREAS REVIEWED, THE TIMELINESS OF ACTIONS IS NOT AS GOOD IN THE COPPER ENVIRONMENT.

4. THE SPAN OF CONTROL UNDER COPPER IS OVERWHELMING.

5. THE FRAGMENTING OF ACTIONS NOTED RESULTED IN DIFFUSED RESPONSIBILITIES AND THE RELIEF OF RESPONSIBLE ACTION SECTIONS FROM THE QUALITY EDIT OF THEIR INPUT AND/OR FINAL PRODUCT.

6. COPPER APPEARS TO FORCE CONCENTRATION ON THE SYSTEM RATHER THAN SUBSTANTIVE ACTIONS/FUNCTIONS WITHIN THE SYSTEM.

7. IN MANY AREAS SURVEYED, THE REQUIREMENTS IN THE PERSONNEL REGULATIONS (INCLUDING SIDPERS REQUIREMENTS) WERE NOT ADEQUATELY ADDRESSED IN THE COPPER USER MANUAL OR THEY WERE NOT COMPATIBLE.

8. TWO ANTICIPATED ADVANTAGES OF THE COPPER SYSTEM, THE COMPARISON OF COMMON DATA ELEMENTS BETWEEN JUMPS AND SIDPERS AND THE CONTROL OF DOCUMENTS ARE NOT PRODUCING THE RESULTS EXPECTED.

PERMAS TEAM RECOMMENDATIONS

(SURTEST 3)

1. THE COPPER TEST AND FURTHER PROLIFERATION SHOULD BE TERMINATED AND NON-COPPER PROCEDURES INSTITUTED.

2. THE FINANCE AND PERSONNEL FUNCTIONS SHOULD REMAIN CO-LOCATED WITH A COMMON CUSTOMER SERVICE ACTIVITY.

3. EMPHASIS SHOULD BE DIRECTED TO PROJECT ERAD (ELIMINATED RECORDS ADMINISTRATION DUPLICATION) IN LIEU OF PROJECT COPPER.

4. WORK SHOULD CONTINUE ON STANDARDIZING MILPO OPERATIONS (LESS FINANCE), ESTABLISHING MORE FINITE PROCEDURAL GUIDANCE AND IMPROVING DOCUMENT CONTROL.

5. WORK SHOULD CONTINUE ON SIDPERS/JUMPS INTERFACE, AND AS A MINIMUM PROVIDE THE CAPABILITY ARMY-WIDE TO COMPARE AND RESOLVE DIFFERENCES BETWEEN COMMON ELEMENTS OF THE TWO DATA BASES, ALONG WITH THE ABILITY TO UPDATE THE COMMON DATA ELEMENTS VIA ONE INPUT TRANSACTION.

MILITARY PERSONNEL STRENGTH EVALUATING TEAM CONCLUSION
(SUBTEST 4)

THE TECHNIQUES REQUIRED BY COPPER HAD NO POSITIVE OR NEGATIVE INFLUENCE ON MILITARY STRENGTH ACCOUNTING. THE CONDITIONS NOTED DURING THE EVALUATION (AT FORT BRAGG) WERE EQUALLY CHARACTERISTIC OF MANY OTHER NON-COPPER INSTALLATIONS.

FINANCE & ACCOUNTING ASSISTANCE TEAM CONCLUSIONS
(SUBTEST 5)

1. THERE WERE NO RELEVANT DIFFERENCES BETWEEN THE DISBURSING AND TRAVEL PAY FUNCTIONS OF COPPER AND NON-COPPER FINANCE ACTIVITIES.

2. THE BLOCK TICKET CONTROL LOG, BECAUSE OF VOLUME, SERVED AS A PROCESSING BOTTLENECK IN THE COPPER ENVIRONMENT.

3. NONAVAILABILITY OF EITHER FINANCE OR PERSONNEL RECORDS IN THE COPPER ENVIRONMENT DELAYS ACTION DOCUMENTS WHICH REQUIRE INPUT TO BE MADE TO BOTH SIDPERS AND JUMPS.

4. POR PROCESSING, USING THE MILITARY PERSONNEL RECORDS JACKETS, IMPACTS UPON THE INTEGRATED CENTRAL A TO Z RECORDS FILES IN THE COPPER ORGANIZATION AS CONTRASTED TO THE NON-COPPER FINANCE OFFICE.

5. TOP LEVEL PPSD MANAGEMENT FACES A GREATER COMPLEXITY OF PROBLEMS THAN THOSE ENCOUNTERED IN A NON-COPPER NON-INTEGRATED FINANCE OFFICE. A BROADER SPECTRUM OF EXPERTISE IS DEMANDED OF THE ONE TOP MANAGER WITHIN THE COPPER ORGANIZATION.

6. THE DAILY ACTIVITY REPORT IS MORE COMPLEX IN THE COPPER ENVIRONMENT AND WAS NOT PROVIDING RELIABLE DATA.

7. FACILITIES HAD A VERY VISIBLE IMPACT ON THE OPERATIONS OF ORGANIZATIONS IN THE COPPER ENVIRONMENT, PARTICULARLY THE 1ST CORPS SUPPORT COMMAND. FRAGMENTATION OF THE ORGANIZATION INTO MULTIPLE STRUCTURES CONTRIBUTED TO LACK OF COOPERATION AND COMMUNICATION.

8. VERIFICATION OF BASIC DATA IN THE MILITARY PERSONNEL RECORDS JACKET/PERSONAL FINANCIAL RECORD IS ACCOMPLISHED MORE READILY IN THE COPPER ENVIRONMENT.

9. INQUIRIES THAT WOULD REQUIRE SEPARATE VISITS IN THE NON-COPPER ENVIRONMENT ARE RESOLVED AT ONE LOCATION IN THE COPPER MODE.

10. THE MAINTENANCE OF THE PERSONAL FINANCIAL RECORD WAS SOMEWHAT BETTER IN THE NON-COPPER ENVIRONMENT.

11. THE SIDPERS/JUMPS INTERFACE PRODUCES SOME TRANSACTIONS WHICH CREATE PROBLEMS FOR THE FIELD. ACTION IS BEING TAKEN BY MILPERCEN/CSC ON THREE, THE OTHER TWO WILL REQUIRE ADMINISTRATIVE PROCEDURE CHANGES.

12. NON-COPPER FINANCE OFFICES - AS A RESULT OF FIVE YEARS OF OPERATION UNDER JUMPS-ARMY - ARE ABLE TO MAXIMIZE SYSTEM CAPABILITIES.

13. FINALLY, THE REQUIREMENTS OF JUMPS-ARMY ARE BEING EXECUTED BETTER IN A NON-COPPER ENVIRONMENT THAN A COPPER ENVIRONMENT.

FINANCE & ACCOUNTING ASSISTANCE TEAM RECOMMENDATIONS

(SUBTEST 5)

1. THAT THE COPPER TEST BE TERMINATED.

2. THAT THE ORGANIZATIONS BE RECONSTITUTED AS SEPARATE ENTITIES, BUT BE COLLOCATED. IN PARTICULAR, THE IN/OUT PROCESSING AND TRAVEL FUNCTIONS OF A FINANCE OFFICE SHOULD BE COLLOCATED WITH THE INPROCESSING, LOCAL ASSIGNMENT AND OUT PROCESSING FUNCTIONS OF A MILITARY PERSONNEL OFFICE.

3. THAT THE USE OF SIDPERS/JUMPS INTERFACE CONTINUE TO BE EXPLORED.

CONCLUSIONS

- COPPER ORGANIZATIONS ARE NEITHER AS EFFICIENT NOR AS EFFECTIVE AS NON-COPPER ORGANIZATIONS.
- PERSONNEL AND PAY SERVICES TO THE SOLDIER HAVE BEEN DEGRADED UNDER COPPER.
- COPPER PROTOTYPE ORGANIZATIONS, AS CURRENTLY CONFIGURED, DO NOT SAVE PERSONNEL.
- COPPER PPSDs REQUIRE MORE "CONSOLIDATED" FACILITIES.
- MANAGEMENT OF COPPER ORGANIZATIONS IS A PROBLEM.
- COMMANDERS, CUSTOMERS, AND THE GENERAL POPULATION ARE LESS SUPPORTIVE OF COPPER.
- SUPERVISORY PERSONNEL WERE GENERALLY NEGATIVE TOWARD COPPER.
- PERMAS CONCLUDED PERSONNEL SERVICE AND SUPPORT IS NOT AS GOOD IN COPPER ENVIRONMENT.
- FINANCE & ACCOUNTING ASST TEAM FOUND REQUIREMENTS OF JUMPS-ARMY EXECUTED BETTER IN NON-COPPER.
- SIDPERS/JUMPS INTERFACE IS WORKING AND HAS POTENTIAL FOR CONTINUED DEVELOPMENT.
- SIDPERS/JUMPS RECONCILIATION AT LOCAL LEVEL REDUCES ERRORS IN RECORDS.

RECOMMENDATIONS

BASED ON TEST EVIDENCE:

- THAT TESTING OF THE FULLY INTEGRATED PROTOTYPE ORGANIZATIONS BE TERMINATED AT EARLIEST PRACTICAL DATE.

- THAT THE TOE PPSD's, AS A MINIMUM, BE RECONFIGURED INTO THEIR ORIGINAL ORGANIZATIONAL ALIGNMENTS.

- THAT THE SIDPERS/JUMPS INTERFACE BE CONTINUED AT FORT BRAGG AS BASIS FOR ADDITIONAL REFINEMENT.

- THAT THE FEASIBILITY OF AN ARMY-WIDE SIDPERS/JUMPS RECONCILIATION PROGRAM AT LOCAL LEVEL BE EXPLORED.

OTHER RECOMMENDATIONS:

- THAT THE PPSD's, AFTER RECONFIGURATION, REMAIN COLLOCATED AND CONTINUE TO USE CONSOLIDATED IN/OUT PROCESSING.

- THAT THE ARMY REFOCUS ITS DESIGN EFFORTS IN THE DIRECTION OF A "STANDARDIZED" MILITARY PERSONNEL OFFICE.

- THAT THE ARMY REAFFIRM THE DESIRABILITY OF CONSOLIDATION OF PERSONNEL AND PAY AS A LONG RANGE GOAL.

- THAT OVER THE FORESEEABLE FUTURE, THE ARMY ENDEAVOR TO COLLOCATE PERSONNEL AND FINANCE OFFICES IN IMPROVED FACILITIES AND ESTABLISH, FOR A GIVEN SET OF OFFICES, SUPPORT FOR THE SAME UNITS AND TROOP POPULATION -- AS A PREREQUISITE FOR FULLY INTEGRATED OPERATIONS DURING THE MID-1980's.

COPPER

POSITIVE FEATURES OF COPPER

- JOINT CUSTOMER SERVICE ACTIVITY
- SIDPERS/JUMPS INTERFACE
- CONTROLS OVER RECORDS AND TRANSACTIONS
- INSTALLATION ORGANIZATION

PREREQUISITES TO ADMINCEN
PROPOSED COURSE OF ACTION

- RECEIVE A NEW TASKING DOCUMENT(S) FROM DA DCSPER

- TRANSFER CURRENT COPPER FUNDING TO NEW TASKING

- CONTINUE CURRENT FORSCOM METHODS AND STANDARDS STUDY AT FT BRAGG INSTALLATIC PPSD

COPPER

ACTIONS NECESSARY TO EXPLOIT POTENTIALS OF A PPSD

- MAINTAIN THE INSTALLATION PPSD AT BOTH FT BRAGG AND FT HARRISON
- CONTINUE TO REFINE PROCEDURES BASED ON LESSONS LEARNED/CONTAINED IN THE EVALUATION
- AUTHORIZE FORSCOM/TRADOC INSTALLATION COMMANDERS, IF THEY SO DESIRE, TO ADOPT THE PPSD CONFIGURATION, WITH ADMINCEN ASSISTANCE
- ESTABLISH JOINT USAFAC/MILPERCEN TEAM(S) TO ASSIST/INSPECT CONSOLIDATED ACTIVITIES

H-60

4-7

ACTIONS/EVENTS (CONT'D)

- ADMINCEN DEVELOP A STANDARDIZATION PACKET IN COORDINATION WITH MILPERCEN FOR MILPO NOT IN A PPSD MODE

- ADMINCEN DESIGN IN CONJUNCTION WITH USAFAC AND MILPERCEN A MANDATORY ARMY-WIDE RECONCILIATION SYSTEM

COPIES

ACTIONS/EVENTS (CONT'D)

- ESTABLISH A USAFAC/MILPERCEN TASK FORCE TO RESOLVE SERVICE POPULATION DISPARITIES (INITIAL EMPHASIS ON TRADOC/FORSCOM INSTALLATIONS)

- ESTABLISH A USAFAC/MILPERCEN TASK FORCE TO COLOCATE MILPO AND F&AO FUNCTIONS

- ESTABLISH A USAFAC/MILPERCEN TASK FORCE TO RESOLVE SIDPERS/JUMPS DISCONNECTS

FORT BRAGG INSTALLATION

- Organization of COPPER office effected a 10% personnel savings.
- Interface of SIDPERS/JUMPS transactions is working as well as it can be.
- Reconciliation is key to maintenance of interface. Inprocessing is the key to maintenance of reconciliation.
- Single manager is a positive component of COPPER for the commander and soldier.
- Evaluation itself may have biased any timeliness statistics collected during prototype test.

TAB # 5

1st COSCOM

- COPPER is not competitive with non-COPPER.
- Throughout the entire prototype test period which began in January 1976, a field grade finance officer has not been assigned to the COSCOM. This may explain the poor performance in the JUMPS-Army statistical arena. COPPER was predicated on the Chief, PPSD and Deputy Chief, PPSD have opposite (42/44) OPMS designations; this opportunity was not afforded the COSCOM during the prototype test.
- Cannot blame the poor performance noted by the independent evaluations on the systems/procedures employed by COPPER.
- SIDPERS/JUMPS interface is a desirable feature.
- MILPERCEN/USAFAC should coordinate message traffic, consolidate where possible, and possibly reduce amount of messages.

82d ABN DIVISION

- The COPPER system is overcontrolled.
- Records out of file are a critical problem which hamper transaction processing.
- COPPER requires technical expertise of troops which they do not possess.
- Span of control is unweildly; it should be broken into smaller parts.
- A single finance/personnel system at the top is required.
- A single data base is required.
- Personnel organization needs flexibility; cannot operate under a standardized MILPO; perhaps can have joint inprocessing.
- The inquiry section of Customer Service should be limited to finance services.

DEPARTMENT OF THE ARMY
SOUTHERN DISTRICT, U.S. ARMY AUDIT AGENCY
30 PRYOR STREET, S.W., ROOM 1037
ATLANTA, GEORGIA 30303

CSAA-SOD

16 FEB 1978

SUBJECT: Audit of Follow-on Prototype Test of the Consolidation of Military Pay and Personnel (COPPER), Audit Report SO 78-706

THRU: HQDA(~~CSAA-ZA~~) 17 Feb 78

~~DCO~~ 17 Feb

TO: Commander
US Army Administration Center
Fort Benjamin Harrison, IN 46216

1. Purpose and Scope. At the direction of the Vice Chief of Staff, Army we made an audit of the follow-on prototype test of COPPER. The objectives of the audit were to determine if the (i) test plan provided for collection of sufficient data to perform an objective evaluation and was followed, (ii) test results were reported accurately, and (iii) conclusions were supported. Audit work was done concurrently with the follow-on prototype test at Fort Bragg, North Carolina and Fort Campbell, Kentucky. The audit was made in accordance with generally accepted auditing standards during the period September 1977 to February 1978.

2. Background.

a. The initial prototype test of COPPER was conducted at Fort Bragg during the period 22 March through 23 April 1976. As reported in our Audit Report SO 77-401, 17 December 1976, we concluded that because of various problems and omissions, the overall operational effectiveness of COPPER could not be evaluated objectively and the total costs versus potential benefits could not be assessed. We also concluded that until certain deficiencies were corrected, and an objective evaluation was made, a decision on the extension of COPPER should not be made. In a letter dated 13 January 1977, the Vice Chief of Staff, Army stated that expansion of COPPER testing to other sites would be contingent upon demonstration of a valid test at Fort Bragg.

b. The follow-on prototype test was conducted at Fort Bragg and Fort Campbell during the period 26 September through 28 October 1977. Fort Campbell was selected as the baseline so that operating results in a

Incl #6

non-COPPER environment could be compared to those at Fort Bragg. Results of the follow-on test and evaluation were presented in a draft report (TRADOC Project No. FO 096) dated February 1978. The report was prepared by the COPPER Evaluation Team under the direction of the Test Division, US Army Administration Center. The Team's overall conclusions, as stated in the Executive Summary, were as follows:

> "Results of the various subtests show that while people can make any system work, the COPPER organizations are neither as efficient nor as effective as non-COPPER personnel and finance organizations. In terms of the original objectives specified for COPPER, the prototype PPSD's—particularly those staffed with military—have not been a success."

The Team also concluded that:

- -Personnel and pay services to the soldier at Fort Bragg have been degraded under COPPER, not improved as intended.
- -The COPPER prototype organizations, as currently configured, do not save personnel.
- -The SIDPERS/JUMPS interface is working and appears to have potential for continued development.

Other issues addressed in the draft report include the span of control required of management under COPPER, the number of records with discrepancies at both installations, and the need for equipment and facilities. The test results were presented to the COPPER Merger Steering Group at Fort Bragg on 7 February 1978. Except for certain refinements to the recommendations, the test results were accepted by the Merger Steering Group.

3. Results of Audit.

a. Conclusions. We concluded that the follow-on prototype test was objective and thorough and the reported test results reflect conditions encountered during the test. The test plan generally was followed and executed properly at both Fort Bragg and Fort Campbell. We did note that certain transactions were not being timed correctly during the first week of the test at Fort Campbell. This matter was brought to the attention of appropriate test personnel and required procedural changes were made immediately. The processing time contained in the test report excluded the transactions timed incorrectly. The test results were reported accurately and the conclusions were supported. Like the COPPER Evaluation

Team, we too concluded that SIDPERS and JUMPS transactions were processed in a more timely manner at Fort Campbell than at Fort Bragg.

b. Observations. We do have several observations on certain aspects of the test that were not fully covered in the draft report. These observations, which your staff may wish to consider when preparing the final report, are summarized below.

(1) In our prior audit report, we recommended that the personnel and pay data bases be reconciled prior to retesting COPPER. Compatible data bases will improve the efficiency of the SIDPERS/JUMPS interface and reduce the JUMPS reject rate. Data bases at Fort Bragg had not been reconciled fully prior to the test. As of 31 August 1977, 12,318 individual records had data base differences. Our review showed that only 5,877 records (48 percent) had been reconciled as of 4 October 1977. To determine the impact of not reconciling the data bases, we adjusted the JUMPS reject rate for fiscal year 1977 at Fort Bragg by excluding those rejects that were caused by differences in personnel and pay data bases. The adjusted rate at Fort Bragg was then compared to the rate at Fort Campbell. This comparison showed a JUMPS reject rate of 3.6 percent for Fort Bragg as opposed to a rate of 1 percent for Fort Campbell. Although reconciliation of the data bases at Fort Bragg would have reduced the JUMPS reject rate, the JUMPS reject rate under the non-COPPER environment was still more favorable.

(2) In regard to unreconciled SIDPERS/JUMPS data bases, the COPPER Evaluation Team reported that the number of records with discrepancies at Fort Campbell was higher per population served than at Fort Bragg. We attributed this condition to the requirement for periodic data base reconciliations under COPPER. This requirement is important from the standpoint of increasing the efficiency of the SIDPERS/JUMPS interface feature of COPPER. However, periodic reconciliations of data bases could be expanded, if desired, to the non-COPPER environment without having to implement COPPER.

(3) Our audit also showed that not only were JUMPS and SIDPERS transactions processed faster at Fort Campbell, but rejected JUMPS transactions at Fort Campbell required less additional processing time. Rejected SIDPERS transactions required about the same amount of time to reprocess at both installations. A comparison of processing time for rejected transactions by activity follows:

15 FEB 1978

CSAA-SOD
SUBJECT: Audit of Follow-on Prototype Test of the Consolidation of Military Pay and Personnel (COPPER), Audit Report SO 78-706

System/Activity	Average Time Required To Reprocess Rejected Transactions (In Days)	
	Fort Bragg	Fort Campbell
JUMPS:		
Installation	12	8
Division	12	6
COSCOM	11	na
Average	12	6
SIDPERS:		
Installation	4	a/
Division	5	a/
COSCOM	6	na
Average	5	6

a/ Installation and Division personnel functions were consolidated at Fort Campbell and, therefore, only one figure for SIDPERS reprocessing time was applicable.

4. General Comments.

a. The results of our audit were discussed with the Test Director, COPPER Evaluation Team and members of his staff at various times throughout the audit. In addition, we discussed our overall conclusions with the Deputy Test Director on 18 January 1978.

b. The command reply process prescribed by AR 36-5 and AR 36-6 does not apply to this report. The courtesies and cooperation extended to the auditors during the audit are appreciated.

HAROLD E. ROBELLO
District Manager

CF:
Comptroller of the Army
DCSPER, DA
Cdr, FORSCOM, ATTN: AG
Cdr, TRADOC
Cdr, MILPERCEN
Cdr, USAFAC
Cdr, Fort Bragg
Cdr, Fort Campbell