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Personnel--General

STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM
INTERFACE BRANCH LEVEL USER MANUAL

Summary. This pamphlet, in conjunction with the NGB Automated Information System Manual (AISM) 18-P19-HSD-BUR-UM, Users Manual, provides detailed instructions for the SIDPERS Interface Branch (SIB). These publications are the primary source of guidance for operation of the system at the State operating level.

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

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

Interim changes. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates unless sooner rescinded or superseded by a formal change.

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

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CHAPTER 1
INTRODUCTION

1-1. **Purposes.** This pamphlet -

a. Provides procedural guidance for the Standard Installation/ Division Personnel System (SIDPERS) Army National Guard (ARNG) Interface Branch.

b. Defines in general terms the responsibilities of the command elements with respect to SIDPERS-ARNG.

c. Is designed to be used within the SIDPERS Interface Branch (SIB).

* 1-2. **Explanation of Terms.**

AR 310-25, AR 310-50, and NGB Pam 25-10, SIDPERS Data Element Dictionary, define some of the military terms, acronyms, and abbreviations used in this pamphlet. The term "States" as used herein includes the 50 States, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia.

1-3. **Contents.**

a. This pamphlet is a part of a series of publications used by SIDPERS-ARNG. The contents herein are designed to provide operating instructions, procedures and administrative guidance to the SIB and are organized as follows:

(1) Chapter 1 contains general information regarding the purpose, description, and objectives of SIDPERS-ARNG.

(2) Chapter 2 provides information on the general organizational structure within SIDPERS. It also defines the general functional areas of responsibility for system operations and the interface relationships with other functional activities of different commands in support of SIDPERS-ARNG operations.

(3) Chapter 3 discusses the mission, functions, organization, staffing and assignments of the SIB.

(4) Chapter 4 contains general procedural guidance for the management of the SIB.

(5) Chapter 5 contains general procedural guidance, responsibilities and control for the Input/Output Section of the SIB.

(6) Chapter 6 contains procedural guidance for the Files Management Section of the SIB.

(7) Chapter 7 contains guidance, information, and instruction on the Retirement Points Accounting System (RPAS) as it pertains to SIB level operations.

(8) Chapter 8 discusses the Quality Assurance (QA) Program and the evaluation measurement techniques used in SIDPERS-ARNG.

b. In addition to the guidance contained in this manual, there are a number of publications which must be used in daily SIDPERS-ARNG operations. Appendix A lists those publications which must be maintained.

1-4. System Description.

For detailed description of SIDPERS-ARNG, see AISM 18-P19-HSD-BUR-UM (Users Manual - SIB Level).

1-5. Objectives.

SIDPERS-ARNG is designed to accomplish the following:

- a. Provide increased accuracy of personnel data through use of machine edits.
- b. Expand the availability of management information for planning, control, and execution of assigned missions for unit commanders.
- c. Support the personnel needs of the individual soldier.
- d. Provide field commanders at all levels with the necessary personnel management tools required for their level of command.
- e. Provide management information to functional managers within the National Guard Bureau and State Headquarters.
- f. Provide accurate and timely readiness, strength, and personnel projection requirement data.
- g. Provide the capability for users to retrieve data as required.
- h. Provide personnel data to NGB in support the policy guidance requirements of the Chief, NGB.
- i. Provide capability for future automated transfer of ARNG personnel records to and from Active Army and United States Army Reserve.
- j. Provide for the use of machine readable information from other automated systems.

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k. Provide drill attendance monitoring through the maintenance of Drill Attendance Monitoring Procedures (DAMPRE).

l. Reduce the current manual workload at all levels.

m. Provide commanders and soldiers with a record of retirement points earned during the soldier's retirement year and career.

n. Provide data to verify 20 years of creditable service for retired pay and issue NGB Form 23D, Notification of Eligibility for Retired Pay at Age 60.

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CHAPTER 2**GENERAL ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES****2-1. General.**

This chapter provides information on the general organizational structure within SIDPERS-ARNG. Also it defines areas of responsibilities for system operations as well as the relationship between functional activities of different commands in support of SIDPERS-ARNG operations. For mission, functions, and organization of the SIB, see Chapter 3.

2-2. Definitions of Functional Levels.

a. Administrative Headquarters. The level of command responsible for the administrative supervision of subordinate units.

b. Functional Managers. The directors of divisions within the ARNG State headquarters structure.

c. Functional Users. All of the system's users.

d. Intermediate Level Personnel Staff. Those activities which do not directly operate the data base maintenance aspects of SIDPERS-ARNG, but have an inherent responsibility for general supervision of personnel management and strength accounting functions performed by personnel within their commands (i.e., Military Personnel Management Office, brigade and battalion.)

2-3. Functional Responsibilities.

a. The Chief, NGB through the Director ARNG; the Chief, Army Personnel Division; and the Commander, Army National Guard Personnel Center manage SIDPERS-ARNG for the Army National Guard.

*b. The State Adjutant General is responsible for the overall operation of SIDPERS-ARNG within his State. The Adjutant General provides command emphasis as needed to the Director of Military Personnel Management (MPM), United States Property and Fiscal Officer (USPFO), and Director of Information Management (DOIM).

*(1) MPMO is directly responsible for the control and supervision of the SIB.

(2) USPFO is responsible for the Data Processing Installation (DPI).

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* (3) DOIM is responsible for coordinating all of the ARNG automated program systems within the State.

c. SIDPERS Interface Branch (SIB) responsibilities are as follows:

- (1) Publish standing operating procedures (SOP) and information bulletins to implement State policies and special instructions in the operations of the SIB.
- (2) Maintain a control system, by unit, to ensure timely submission of personnel and pay related actions, to include substantiating documents.
- (3) Establish a complete audit trail of documents to support the system.
- (4) Review source documents to ensure they are complete and accurate.
- (5) Prepare input transactions (gains/updates/losses) from source documents.
- (6) Enter all transactions into the data base.
- (7) Take action to correct any errors within a transaction, or in the data base.
- (8) Distribute source documents to functional areas within the Military Personnel Management Office for placement in the soldiers' military personnel files, and other MARKS files.
- (9) Ensure personnel management products are furnished to units, headquarters, and State level divisions to facilitate personnel and strength management.
- (10) Maintain the Drill Attendance Monitoring Procedures and Reports System (DAMPRE).
- (11) Coordinate personnel pay transactions with Joint Uniform Military Pay System - Reserve Component (JUMPS-RC).
- (12) Monitor the verification and recording of retirement points earned. Maintain an automated history file of all retirement points earned. Specify procedures to correct erroneous information in the RPAS records.
- (13) Establish procedures to ensure a soldier assigned to the Inactive Army National Guard (ING) receives credit for retirement points earned through attendance at muster assemblies and/or annual training.

d. The DPI is the element where the mainframe automatic data processing equipment is located and is responsible to:

(1) Maintain the hardware and software necessary for the support of SIDPERS-ARNG.

(2) Maintain the State SIDPERS-ARNG data base by means of batch processing updates input from SIB terminals.

(3) Furnish the Military Pay Section pay-related personnel data to create and update the Reserve Component Master Pay File.

(4) Transmit accumulated SIDPERS-ARNG transactions daily to the NGB Information Management Agency (NGB-IMA).

(5) Provide hardcopy output reports to the SIB.

e. Commanders are responsible for the accuracy and the maintenance of the SIDPERS-ARNG data base. They may also be identified as the data originator since they are responsible for the initial submission of source documents, correction of errors on source documents, and for the determination that all personnel changes have been accurately updated in the data base. General responsibilities of commanders include:

(1) Proper maintenance of files and source documents for SIDPERS-ARNG operations.

(2) Prompt and accurate submission of change documentation.

(3) Prompt resolution of erroneous source documents.

(4) Coordination with other data originators as required for proper reporting of personnel and strength data to the SIB.

(5) Safeguarding classified and/or personnel information.

(6) Ensure full time support personnel are entering the proper codes and remarks on DA Form 1379, and submitting, when appropriate, the monthly certificate of non-paid retirement points earned.

(7) Ensure all soldiers receive the annual Retirement Points Accounting Statements in accordance with NGR 680-2.

***2-4. Command Relationship and SIDPERS-ARNG Operations**

a. Direct communication between SIDPERS-ARNG data originators and the servicing SIB is authorized and encouraged to eliminate delays.

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b. Output products from SIDPERS-ARNG are designed to support personnel management decisions.

c. The functional managers will provide periodic guidance to commanders concerning problems that require corrective action.

d. Assignment of specific responsibilities is the prerogative of command elements. However, the commander must ensure that directives in his area support the functional managers and that they conform with system operational requirements.

CHAPTER 3

MISSION, FUNCTIONS, ORGANIZATION, AND STAFFING OF THE
SIDPERS INTERFACE BRANCH

3-1. General.

The SIB operates as a section within the Directorate of Military Personnel in each State. Control and management of the SIB is from the Director of Military Personnel with technical assistance and monitorship of operations from the NGB Personnel Data Management Branch, GuardPERCEN. Day-to-day operational guidance and supervision of the SIB are provided by the SIB Chief. The mission, functions, and organization prescribed in this chapter will be followed as closely as practical to ensure standardization throughout the Army National Guard.

3-2. Mission.

The mission of the SIB is to manage the input and output flow of personnel information and to maintain the data bases which support the information flow.

3-3. Functions.

The basic functions of the SIB are to:

- a. Maintain the SIDPERS-ARNG State data base.
- b. Receive, control, verify, and batch SIDPERS-ARNG input data.
- c. Convert SIDPERS-ARNG input data into a machine readable form for input through the use of SIB terminals.
- d. Maintain DAMPRE system.
- e. Receive, process, and schedule requests for SIDPERS-ARNG outputs as well as cyclical/non-cyclical reports.
- f. Receive, separate, and distribute SIDPERS-ARNG outputs.
- g. Assist SIDPERS-ARNG users in correcting rejected transactions.
- h. Conduct and/or monitor internal and external SIDPERS-ARNG training programs.
- i. Resolve record differences between the State and NGB data bases.
- j. Monitor, measure, and report performance of the SIDPERS-ARNG operations.

k. Analyze the system to ensure that an ongoing quality assurance program is maintained.

1. Maintain the Retirement Points Accounting System (RPAS).

3-4. SIB Organization.

The SIB is comprised of a SIB Headquarters; Input/Output Control Section; Data Management Section; and a Retirement Points Accounting Section. General responsibilities are as follows:

a. SIB Headquarters: This section is responsible for the overall management of the SIB.

b. Input/Output Control Section: This section is responsible for controlling all input to and output from the SIB and to maintain proper document flow of the personnel data for all assigned and attached individuals within a State. Functions of this section are incorporated in the Data Management section in States not authorized an Input/Output section.

c. Files Management Section: This section is responsible for managing and maintaining the data base. The Personnel Information System Management Specialist assigned to this section is also identified as a Data Analyst in this pamphlet and other related publications.

d. Retirement Points Accounting Section: This section is responsible for the management and maintenance of the RPAS data base, procurement and validation of source documents, and management of the RPAS output products.

3-5. Staffing and Assignment.

Personnel authorizations for the SIB are based on a staffing guide which uses "population served" as the basic workload indicator. Position assignments of the SIB will be dictated by a manpower voucher issued by NGB Manpower Division (NGB-ARM).

CHAPTER 4

PROCEDURAL GUIDANCE FOR THE SIB HEADQUARTERS

4-1. General.

This chapter will provide the SIB Chief and first line supervisors the guidelines for the management of the SIB. The objective is to provide managers with basic principles relative to the management process and recognizing they must have some latitude for an effective operation.

4-2. Mission.

The mission of the SIB headquarters is to plan, organize, direct, coordinate, and control the operation of the SIB. Subsequent paragraphs in this chapter will further identify these elements and provide guidance for successful accomplishment of the mission.

4-3. Planning.

a. In SIDPERS-ARNG, there are six objectives that managers must consider during the planning stage. These objectives are:

(1) To improve personnel information service to the individual soldier.

(2) To provide sufficient management information to the commander to enable him to effectively manage his personnel.

(3) To improve the automated support of personnel and administrative functions at the operating level.

(4) To allow the exchange of information between SIDPERS-ARNG and other automated information systems.

(5) To improve the accuracy of personnel data.

(6) To provide a standardized personnel system which can be easily adapted to changing requirements.

The above objectives are general and very broad in scope. The SIB Chief and first line supervisors will need to establish specific objectives in terms of their local operational requirements. Once this has been done, firm plans can be developed. This can best be accomplished by visualizing the objective in terms of when, what, where, who, why, and how.

b. Local environment and situations will dictate to some extent the basis for planning. Some of the many actions which must be included in the planning process are:

- (1) Scheduling of cycle runs: SIDPERS-ARNG must operate in an environment with scheduled system update cycles.
- (2) Scheduling of output product cycles: Management output products should be produced on an established schedule.
- (3) Scheduling of output distribution: Management output products must be provided to functional managers and system users on an established schedule and in a timely manner. Report production schedules and the cycle schedule should be written and distributed to all users concerned.

c. Contingency planning taken in the form of "what if --" must also be identified and considered. Although planning for all contingencies is impossible, the following actions, as a minimum, should be considered:

- (1) If sufficient computer time is not available to run SIDPERS-ARNG on scheduled cycles in the DPI.
- (2) In the event of computer equipment breakdown which would adversely affect established schedules.
- (3) In time of war, partial or full mobilization, or civil disorders.

d. Personnel resource planning must be considered for newly assigned personnel. It will also permit SIB personnel the flexibility for cross-training caused by absences because of illness, leave, etc. Managers should consider the impact of these factors on the operation of the SIB and plan accordingly.

4-4. Organizing.

a. Since SIDPERS is designed to support the personnel system, the SIB should be located in the Directorate of Military Personnel area. This will allow for more effective coordination and will permit integration of the SIB into the daily personnel routine.

b. Organizing is the process of arranging personnel, equipment, and workspace in a pattern which will support the mission more effectively. It is the SIB Chief's responsibility to utilize his or her assets to function in the most efficient manner possible.

4-5. Directing.

a. Directing consists of issuing instructions and indicating to subordinates what is to be done. This is the vital step between initialization and continuation of what is to be accomplished. Directing is the execution of all the other processes of management. It is probably the most tangible of all the functions. If used properly it increases the SIB Chief, capability to lead, respond to the requirements of the users, and influence people to meet the requirements. In fulfilling the directing function, the SIB Chief must be aware that:

- (1) Decisions must be communicated.
- (2) Making a decision is meaningless unless that decision is executed.
- (3) Follow through on decisions is necessary to ensure execution.

b. Policy and information must be disseminated both externally and internally to serve the purpose for which it is designed. The following may be used for this purpose:

- (1) Procedure Manuals must establish on-going policy and procedures for the operation of the system. They are directed at specific levels of users and provide the detailed instructions, guidance, and procedures to be followed.

- (2) Letters of Instruction (LOI) are of a policy nature and the primary means to disseminate instructions on a one time or short term duration to the field. The LOIs may also be used to disseminate on-going policy and instructions until included in procedure manuals. LOIs will remain in effect until superseded or rescinded.

- (3) Standing Operating Procedures (SOP) will be developed to provide routine guidance and procedures for the internal day-to-day operations of the SIB. This guidance should be detailed enough to provide for specific duties and responsibilities for each position within the SIB. SOPs must be updated to reflect all guidance and procedures in order for this document to be an effective tool for incumbent and newly hired employees.

- (4) Internal memorandums will establish a short term policy for the operation within the SIB. Memorandums may direct specific policy/actions or may be used to obtain written responses in the process of formulating policy.

- (5) Information of a non-policy nature pertaining to SIDPERS should be disseminated through the normal State Personnel Bulletin or other medium.

(6) Meetings will provide an internal forum for an exchange of ideas, suggestions, and open discussion. Internal policies disseminated during meetings should be limited to a restatement of either external or internal written policies. Decisions formulated during meetings should be established as policy through one of the means for policy dissemination outlined above.

(7) Briefings are designed to provide information rather than to provide policy.

(8) Training is the means through which SIB personnel acquire and update the skills required to successfully accomplish their prescribed tasks. System user training will be coordinated by the SIB Chief as required.

c. Effective rapport is important, and must be established as soon as possible for maintaining external control and good user service. When established, the information exchange will be free flowing. This free flow of ideas, recommendations, problem identification, and resolution are the key to all other functions of management.

4-6. Coordination.

a. Coordination is the process of uniting individual efforts into a unit to work in harmony with other units, organizations, divisions, branches, or sections within the State. Coordination is especially significant in the SIDPERS-ARNG operation since the activities of so many different types of elements are involved.

b. The SIB Chief must ensure there is constant internal coordination among the elements of the SIB. Listed below are areas requiring continuing coordination:

(1) Between the SIB Headquarters Section, Input/Output Control Section, Files Management Section, and the RPAS Section to ensure input received is acted upon expeditiously.

(2) Among the individuals in the Data Management Section. All analysts must work closely together to improve the overall quality of the SIDPERS-ARNG data base. Quality Assurance standards must be uniform among all data analysts.

c. The SIB is a servicing organization that must coordinate effectively with all external functional managers and users. The SIB Chief must ensure the following coordination is made:

(1) With all branches within the Directorate of Military Personnel. The SIB provides managers and action officers with the automated support to accomplish their jobs. The SIB Chief must remain aware of management support requirements.

(2) With other functional managers within the State Headquarters. Support is provided to the Recruiting and Retention Division, Human/Equal Opportunity Division, and the Directorate of Plans, Operations and Training, and Military Support, etc.. A close working relationship must be established with all managers to ensure effective support is provided.

(3) Between the SIB and the Military Pay Section. SIDPERS drives the pay system; therefore, close coordination must be maintained to resolve problems and/or differences identified between SIDPERS-ARNG and JUMPS-RC pay file. Coordination is not limited to the SIB Chief, but is the responsibility of personnel within the SIB.

(4) With the DOIM who has overall staff responsibility for management information systems, equipment, manpower and facilities as it pertains to automation.

(5) Between the SIB Chief and DPI Supervisor. The environment of SIDPERS-ARNG dictates that a close working relationship exist between the SIB and DPI. The SIB relies on the DPI for computer support. This support can only be obtained with close coordination. Although the DPI supervisor is responsible for making computer time available for personnel processing, this can only be done through the joint development of processing schedules. Problems between the functional and machine aspect of the system require joint solutions.

(6) Between the SIB and users in the field. The SIB is the manual interface between the personnel function and the automated processing of the computer. As such, SIBs primary responsibility is to support the personnel function. This can only be accomplished when coordination and support are provided. Contact must be maintained between the SIBs data analysts and the users (originators) serviced. Each data analyst may be responsible for designated units, so daily contact may be required to resolve problems and errors.

(7) Between the SIB and the Personnel Data Management Branch, NGB.

4-7. Controls.

a. Controlling is the systematic review and analysis of an operation, to use, evaluate, and take corrective actions. Controlling depends primarily on the other management functions. For adequate control, the SIB Chief must measure the effectiveness of the section plans. In this section, the basic element of the SIDPERS-ARNG control system will be explained.

b. Techniques discussed in this chapter apply to the control function. The SIB Chief must be aware of these standards and take the necessary action to enforce them. Other standards could be employed to accommodate changing circumstances and the working environment.

c. Control of Input/Output. Up to this point, control has been discussed in terms of standards of performance; however, there is still another facet of control. Control will be applied to the process of keeping track of where documentation is, where its going, and what happens to it at its destination. This type of control is required to ensure that the total system functions efficiently. Detailed procedures for these controls are identified in Chapter 5.

d. Control must also be established for safeguarding personal information. Source documents, military personnel records, and information of a personal nature will be stored, handled, transmitted, and destroyed in accordance with current directives.

e. All files will be established and maintained IAW AR 25-400-2.

CHAPTER 5

PROCEDURAL GUIDANCE FOR THE INPUT/OUTPUT CONTROL SECTION

5-1. General.

a. This chapter defines policy, designates responsibilities, and outlines procedures for processing documents within the Input/Output Control Section of the SIB, or the Input/Output functions of the Data Management Section.

b. All documents and reports entering or leaving the SIB will be thoroughly reviewed and controlled through the use of transmittal/control forms and procedures. Controls will be applied throughout the processing cycle until all required actions have been completed.

5-2. Responsibilities.

The Input/Output Control Section is responsible for the input/output function within the SIB. In addition to routine administrative responsibilities, this section is responsible for the following actions:

a. Receive all inputs.

b. Review all input transmittal counts on SIDPERS-ARNG Input and Control Data Authentication and Transmittal Form against the actual count. If there are differences attempt to resolve by telephone, otherwise, return the SIDPERS-ARNG transmittal form and documents to the originator.

c. Distribute input to the Data Management Section specialist responsible for the specific unit.

d. Distribute source documents to the appropriate section, e.g. Enlisted Branch, Officer Branch, Personnel Service Center (if applicable), or Military Pay Section.

e. Maintain files on documents and forms.

5-3. Input processing and control.

a. All input transactions are forwarded to the Input/Output Control Section. See SIB External Document Flow Chart at Figure 5-1. Upon receipt, the input is controlled from the time it enters the SIB until it leaves. See SIB Internal Document Flow Chart at Figure 5-2.

b. Initial inputs will be received into the SIB from many sources to include the Officer Branch, Enlisted Branch, and all levels of organizations/units within the State. Each document will be transmitted to the SIB by means of a SIDPERS-ARNG Transmittal Form in duplicate. This transmittal form establishes the audit trail of data to be entered into the SIDPERS-ARNG system. SIDPERS-ARNG Transmittal Control Log (Figure 5-3) will be used or a similar NGB approved locally produced form to control documents within the SIB.

(1) Input control specialist will compare the batch number in item 3 of the SIDPERS-ARNG Transmittal Form (NGB Form 3815) against the last batch number received from the originator. The batch number must be the next sequential number for the date shown in Block 1. If not, the originator is contacted and informed that a SIDPERS TR is missing. The missing batch number is noted on the transmittal letter. If a transmittal has been lost in the mail, it must be resubmitted. If a transmittal number has been erroneously omitted, a notation will be made on the form indicating the batch number was not used.

(2) The document count reflected on the TR is verified against the actual count by type of input attached. A check is also made to determine if the names of all soldiers for whom actions were submitted are reflected on the TR. Once the document count is verified against the TR, it is annotated by a date-time stamp, and a copy is returned to the originator acknowledging receipt of the batch transmittal.

(3) If a difference is found in the document count, the originator will be contacted. The difference will be resolved and the transmittal form annotated.

(4) Completed or corrected documents are then forwarded to the Files Management Section.

c. Once input data has been entered into the system, Data Management will return the documents to the Input/Output Control Section for forwarding to the appropriate office after input data is verified with a daily listing of all transactions processed - unprocessed. The SIB copy of NGB Form 3815 will be filed, and retained for one (1) year, then destroyed IAW current directives.

5-4. Output processing and control.

a. The Input/Output Control Section will receive outputs from the DPI and make distribution.

b. Output procedures:

(1) Output management products are generated upon completion of a specific processing cycle or schedule. It is imperative that these outputs be distributed to the appropriate user immediately upon receipt.

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(2) The distribution of output products is controlled by a distribution schedule. Distribution guidance is provided in appendix B of the AISM 18-P19-HSD-BUR-UM.

(3) A SIDPERS-ARNG Output Log (Figure 5-4) is required for each output cycle. Local utilization of the SIDPERS-ARNG reports will determine how this log will be prepared and what will be the distribution of the reports.

c. Safeguarding SIDPERS-ARNG Output Products. Safeguards are important to preclude unauthorized disclosures and to prevent access of information by unauthorized persons. Safeguards will be provided for all printed output products containing personal information. Output products will be stored, handled, transmitted, and destroyed IAW current directives. Policies and procedures for maintenance and disposition of files will be IAW DA Pam 25-400-2.

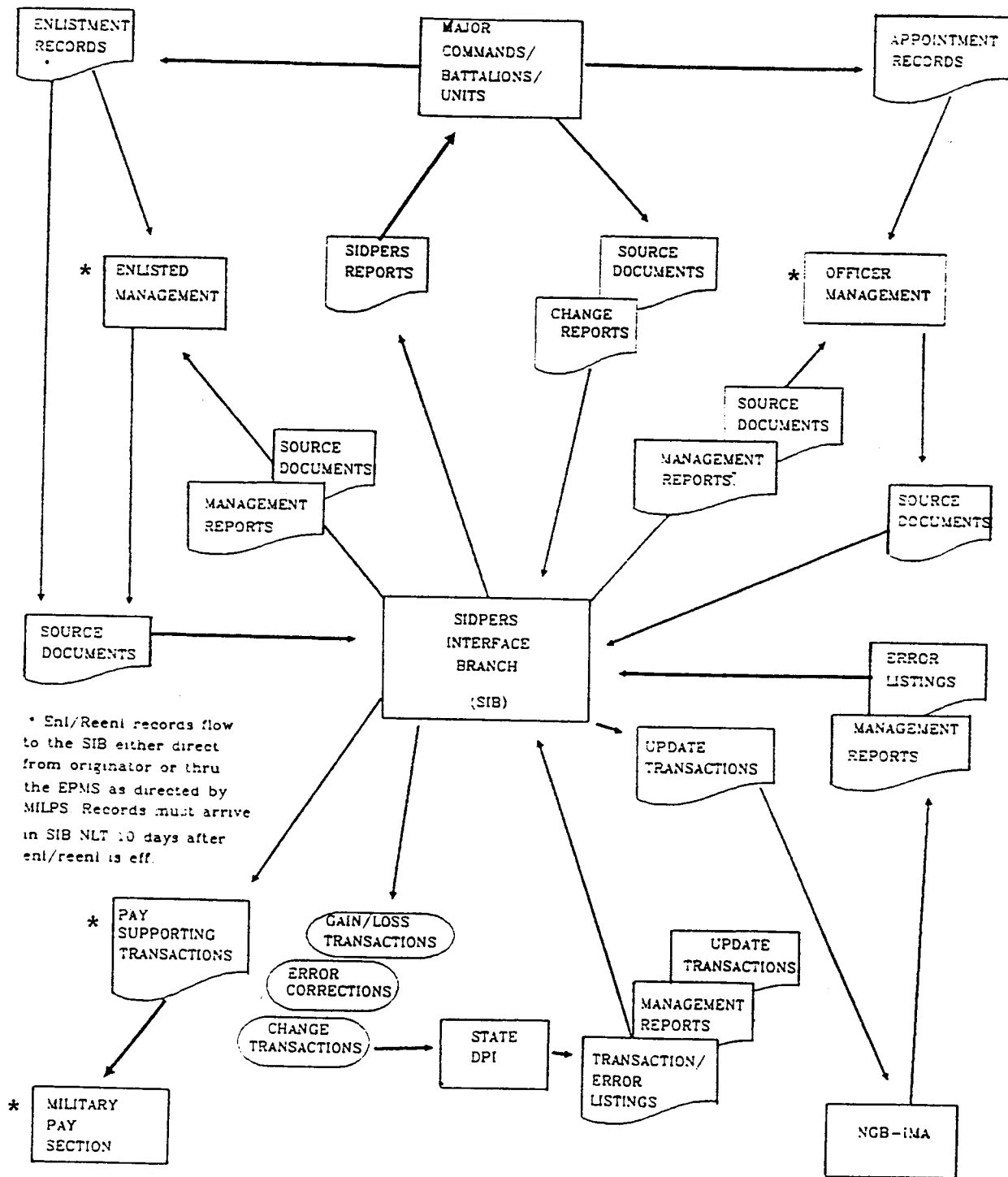


Figure 5-1

SIB INTERNAL DOCUMENT FLOW

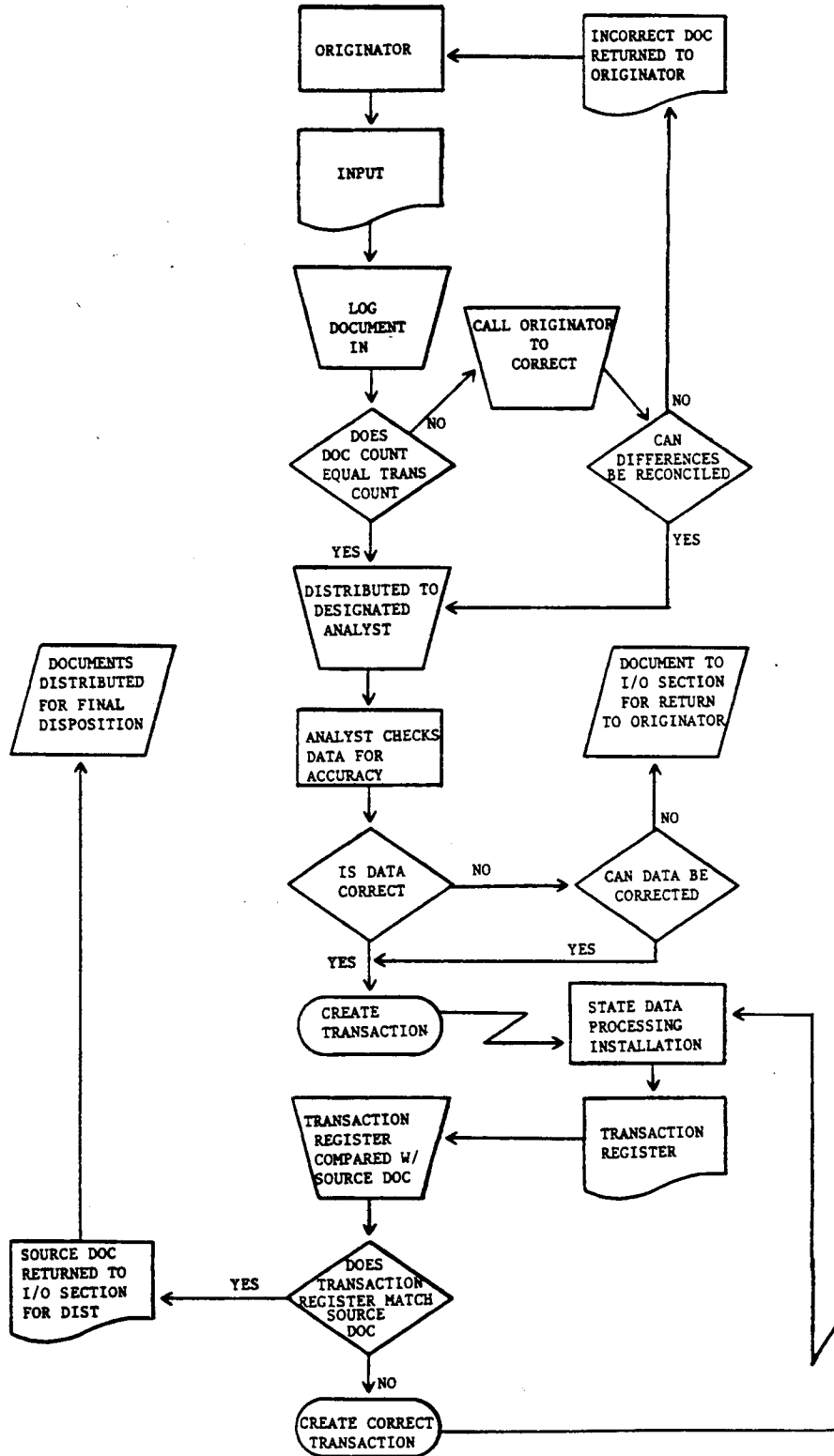


Figure 5-2

SIDPERS OUTPUT LOG						
CYCLE DATE	PCN	REPORT TITLE	NUMBER OF COPIES	DISTRIBUTION	RECEIVED	DISTRIBUTED

Figure 5-4

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CHAPTER 6

PROCEDURAL GUIDANCE FOR DATA MANAGEMENT SECTION

6-1. General.

This chapter defines policy, designates responsibilities, and outlines procedures pertaining to files management.

6-2. Responsibilities.

The Data Management Section is responsible for the following functions:

- a. Control data flow to be inputted in the system.
- b. Ensure that the SIDPERS-ARNG and DAMPRE data base are accurate, current and valid.
- c. Monitor the preparation of SIDPERS-ARNG transactions and the entry of data into the automated system through the use of data entry terminals.
- d. Institute a policy for the safeguarding and control of data in compliance with the Privacy Act of 1974.
- e. Provide the Input/Output Control Section with statistical information regarding the volume and types of transactions processed and any other special reporting requirements.
- f. Establish procedures for the review of documents for accuracy and authenticity prior to the upgrading of the data base with the resolution of transaction errors.
- g. Review suggestions for improvement of procedure processing and methods of error reduction.
- h. Process unique SIB reports.
- i. Monitor SIB system management reports.
- j. Maintain contact with other team members for technical assistance and information.
- k. Maintain contact with users in order to provide technical assistance and error resolution.
- l. Establish guidance for analysis of the data base.

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m. Provide assistance to users/units as required to validate personnel records and ensure data accuracy.

n. Review published regulations to determine their impact on State local policies and procedures, and their relationship to the automated system.

o. Advise the SIB Chief on all management areas of the automated data base.

p. Assume the Input/Output functions when an Input/Output Section is not authorized in the SIB.

6-3. Input Procedures.

a. Detailed procedures for input and data maintenance of SIDPERS-ARNG are contained in AISM 18-P19-HSD-BUR-UM (SIB User Manual).

b. Input Actions: Upon receipt of the input from the Input/Output Control Section the designated files management personnel will take the following actions:

(1) Process all input by transmittal record package and date sequence. A transmittal record package consists of all the source documents attached to a SIDPERS-ARNG Transmittal Record.

(2) All inputs must be verified as valid, correct, and complete prior to input.

(a) Make every effort at the SIB level to correct erroneous or incomplete documentation through communication with the functional manager. Unresolved erroneous transactions will be returned to the functional manager as prescribed by the Director of Military Personnel.

(b) After the transaction has been verified as valid and entered, the SIB copy of the TR will be date time stamped and initialed. The TR and the source document(s) will be returned to the Input/Output Control Section for disposition IAW local SOP.

CHAPTER 7***PROCEDURAL GUIDANCE FOR THE RETIREMENT POINTS ACCOUNTING SYSTEM (RPAS)****7-1 Introduction.**

This chapter describes the requirements to manage the Retirement Points Accounting System (RPAS) at the SIB level. It provides guidance on the establishment of the RPAS record; the review of the interface data from Active Duty Automated Pay System (ADAPS), Joint Uniform Military Pay System - Reserve Components (JUMPS-RC), and the U.S. Army Training Support Center (USATSC); the review and manual input of data from the commander for non-paid retirement points earned, to include correspondence courses not serviced by USATSC; to The Adjutant General for the issuance of Notification of Eligibility for Retired Pay at Age 60; and descriptions of the NGB Form 23 series for retirement points accounting statements.

7-2. Establishing the Retirement Points Accounting System (RPAS) Record.

Programs have been developed to establish a master record upon appointment or enlistment in the Army National Guard. The following procedures will apply:

a. After completion of NGB Form 23E, RPAS Capture Worksheet, IAW NGR 680-2 (prior service gain) the data will be loaded into the RPAS record using the programs provided by NGB. All periods of service will be loaded regardless of verification. Documentation for unverified periods of service will be requested IAW NGR 680-2.

b. A master record will be established on a non-prior service gain using the programs developed by NGB.

c. After the master record has been established and prior service data has been loaded into the RPAS record, all other data will be entered through interfaces or manual entry as described below.

7-3. Interfaces.

Interfaces have been developed to accept data from ADAPS, JUMPS-RC, and USATSC for credit of retirement points earned. This data must be reviewed to ensure the soldier receives credit for all periods of duty performed.

a. ADAPS data will be provided by ARNG Financial Services Branch through the DPI listing of all active duty performance with beginning and ending dates. RPAS NCOs must review this data to ensure the soldier is credited with the correct amount of retirement points earned regardless of the days paid, i.e., paid for 30 days in February with only 28 earned retirement points .

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b. JUMPS-RC tapes will be provided by the U.S. Army Finance and Accounting Center (USAFAC), listing the total points earned for assembly attendance (to include ATA, AFTP, RMA, etc.). A file accumulated in the DPI includes attendance in a non-pay status, i.e.; 'N' codes on DA Form 1379. This file must be reviewed and data manually entered to ensure the soldier receives credit for all duty performed.

c. USATSC will provide tapes listing all correspondence courses completed. RPAS NCOs must ensure the soldier receives credit for all retirement points earned.

7-4. Manual Input

a. The commander's monthly certification listing (para 2-6d, NGR 680-2) is the primary source document to enter retirement points earned in a non-paid status, i.e., ADT/ADSW performed without pay, or non-paid points earned IAW NGR 680-2. This report will be as prescribed by the Military Personnel Officer. RPAS NCOs must review these reports to ensure the soldier receives credit for all retirement points earned. These retirement points must be manually input into the RPAS record using the programs provided by NGB.

b. The unit commander will provide completion certificates for correspondence courses from schools not serviced by USATSC. These certificates will be reviewed by the RPAS NCO. Manual entries must be made into the RPAS record to ensure the soldier receives credit for all retirement points earned using the programs provided by NGB.

c. Active Guard/Reserve (AGR) Personnel. Once an RPAS record has been established for a soldier serving under AGR Title 10 or Title 32, United States Code (USC), entries are automatically input.

7-5. Notification of Eligibility for Retired Pay at Age 60.

Verification of 20 years creditable service and notification of eligibility for retired pay at age 60 will be generated as an output report using the programs provided by NGB. RPAS NCOs will review the statement to ensure accuracy. When service is verified, the certificate will be authenticated by the MPMO IAW NGR 680-2. After authentication, the certificate will be forwarded to the soldier.

7-6. Output Reports.

Samples of NGB Form 23 series, Army National Guard Retirement Points Accounting Statements are at Figures 7-1 through 7-6. Descriptions of each form are listed below.

a. NGB Form 23A, Retirement Points Accounting Statements, Army National Guard Current Annual Statement. This statement is provided to the soldier at the end of each retirement year or upon transition. Included is a complete listing of all retirement points earned throughout his career, whether the points are verified or not, and a statement indicating an approximate amount of pay he should be entitled to upon reaching age 60.

b. NGB Form 23A1, Army National Guard Retirement Points Statement, Supplemental Detailed Report. A detailed report of retirement points earned during the last retirement year. The data will be available from 1 April 1987 or the date of implementation, whichever is later. It includes dates of Inactive Duty Training (IDT), Active Duty (AD), Active Duty Training (ADT), Full Time Training Duty (FTTD) performance, and Army Correspondence School Course completions.

c. NGB Form 23B, Army National Guard Retirement Points History Statement. This is a statement provided to the soldier upon initial establishment of a RPAS record or upon request. It includes a complete listing of all retirement points earned throughout his career, whether the points are verified or not.

d. NGB Form 23C, Army National Guard Retirement Points Statement. This statement will be provided to the soldier for enclosure to the application for retired pay. It is a complete listing of all retirement points earned throughout his career and will be certified for accuracy by either the SIB Chief or RPAS NCO.

e. NGB Form 23D, Army National Guard Retirement Points Accounting, Notification of Eligibility for Retired Pay at Age 60. This letter will notify the soldier of his eligibility to retired pay at age 60. It is generated from the Retirement Points Accounting History File upon attainment of 20 years creditable service. NGB Form 23B, NGB Pam 600-5, and the Survivor Benefit Plan, Election certificate (DD For 1883), will be attached to the NGB Form 23D prior to being forwarded to the soldier.

7-7. Soldiers Assigned to the Inactive National Guard.

When a soldier is assigned to the Inactive National Guard (ING) and attends a muster drill or annual training he is entitled to retirement points for that period of duty. Unit commanders will report the attendance on DA Form 1379. Retirement points will be credited through JUMPS-RC or ADAPS, as appropriate.

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7-8. Discharge, Interstate Transfers, or Transfers to the Inactive National Guard prior to Retirement Year Ending Date.

If a discharge, interstate transfer, or transfer to the ING is accomplished prior to the RYE date, a copy of the latest NGB Forms 23A and 23A1 must be included in the Military Personnel Record Jacket (MPRJ). Shipment of the MPRJ will not be delayed awaiting receipt of the final RPAS record. Supplemental reports of RPAS records will be forwarded IAW NGR 680-2.

ARMY NATIONAL GUARD CURRENT ANNUAL RETIREMENT
POINTS ACCOUNTING STATEMENT

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

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

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

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

GRAND TOTALS

NON CREDITABLE PERIODS OF SERVICE

FROM DATE	TO DATE	REASON
		CIVILIAN BREAK (IF MMSI=H3)
		INACTIVE NATIONAL GUARD (IF MMSI=B5)
		USAR CONTROL GROUP (IF MMSI=E1THRU7)

STATEMENT FOR SOLDIERS WITH LESS THAN 20 YEARS SERVICE

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

STATEMENT FOR SOLDIERS WITH MORE THAN 20 YEARS SERVICE PRINT THIS

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

1 Encl
Supplemental Detailed Report

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

NGB FORM 23A
1 October 1987

Figure 7-1 Continued

ARMY NATIONAL GUARD RETIREMENT POINTS
SUPPLEMENTAL DETAILED REPORT

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

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

THIS IS A DETAILED REPORT OF RETIREMENT POINTS EARNED DURING THE PERIOD INDICATED. YOU SHOULD REVIEW THIS REPORT FOR ACCURACY. ANY DISCREPANCIES SHOULD BE REPORTED TO YOUR FULL TIME ADMINISTRATIVE SUPORT PERSONNEL.

INACTIVE DUTY TRAINING

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

ACTIVE DUTY/ACTIVE DUTY TRAINING/FULL TIME TRAINING DUTY

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

ARMY CORRESPONDENCE PROGRAMS

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

DISTRIBUTION:

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

ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT

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

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

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

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

GRAND TOTALS

NON CREDITABLE PERIODS OF SERVICE

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

DISTRIBUTION:
 1 Soldier
 1 Requestor
 1 State Use

NGB FORM 23B
 1 October 1987

Figure 7-3

ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT

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

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

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

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

GRAND TOTALS

NON CREDITABLE PERIODS OF SERVICE

FROM DATE	TO DATE	REASON
		CIVILIAN BREAK (If MMSI=3)
		INACTIVE NATIONAL GUARD (If MMSI=B5)
		USAR CONTROL GROUP (If MMSI=E1THRU7)

C E R T I F I C A T I O N

SERVICE AND RETIREMENT POINTS LISTED HEREON HAVE BEEN VERIFIED AND/OR OBTAINED FROM AN ACCEPTED INTERFACE.

(Signature of Designated Official)

DISTRIBUTION:
1 Original for attachment to DD Form 108
1 Soldier
1 MPRJ

NGB FORM 23C
1 October 1987

Figure 7-4

1 June 1988

NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY AT AGE 60

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

DATE PREPARED: _____
 RYE: _____

1. This is to notify you that, having completed the required years of service, you will be eligible for retired pay upon application at age 60 in accordance with the provisions of Title 10, U.S. Code, Chapter 67. Your eligibility for retired pay may not be denied or revoked on the basis of any error, miscalculation, misinformation, or administrative determination of years of creditable service performed unless it resulted directly from fraud or misrepresentation on your part. Notwithstanding the foregoing, the number of years of creditable service upon which retired pay is computed may be adjusted to correct any error, miscalculation, or administrative determination, and when such a correction is made you will be eligible for retired pay in accordance with the number of years of creditable service, as corrected, from the date retired pay is granted.

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

3 Encls

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

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

DISTRIBUTION:

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

NGB FORM 23D
 1 October 1987

Figure 7-5

CHAPTER 8**QUALITY ASSURANCE (QA) PROGRAM*****8-1. General.**

a. **Purposes.** This chapter has two purposes. The first is to outline the responsibilities and procedures for implementing and sustaining a QA Program for SIDPERS-ARNG. Second, it establishes the standards and procedures for measuring the performance of the SIB and originator levels within the SIDPERS-ARNG environment.

b. **Quality Assurance** is that function of management by which performance to standards is assured. This assurance is obtained by evaluation of quality controls, verification of procedural guidance, and performance examinations through the use of edits, audit trails, documents, and systems controls. QA must be maintained throughout the life cycle of the system.

c. Identifying system problems will be accomplished IAW Appendix B.

8-2. Quality Assurance Evaluation.

The SIB Chief is responsible for ensuring all QA is documented and may delegate responsibilities as necessary to accomplish the mission.

a. In developing a QA Program, performance standards and measuring techniques must be established. To properly address these functions, they have been divided into two separate areas: External (Field/MPMO level) and Internal (SIB level) functions. External performance standards and measuring techniques are outlined in Paragraph 8-3. Internal performance standards and measuring techniques are outlined in Paragraph 8-4.

b. Some automated programs are available to supervisors as outlined in Section 5, AISM 18-P19-HSD-BUR-UM. DMS, local programming, and down-loading of SIDPERS-ARNG files to PC's for extraction of selected data through PC software programs are also available as sources of QA reports.

8-3. Performance Standards and Measurement Techniques (External)

a. **Responsibility.** The SIB is responsible for the control of inputs to and those outputs from SIDPERS-ARNG, for monitoring performance standards, and for taking or recommending the necessary corrective action when those standards are not met.

b. **External (outside the SIB) environment.** Areas to be monitored in development of standards and measurements are listed below. The SIB Chief is not limited to these areas and may establish additional monitoring requirements as local situations or circumstances dictate. The objective is to establish the basic framework for a performance measuring system.

- (1) Acceptance rates by originator.
- (2) Statistical analysis of acceptance rates by month.
- (3) Determining the cause when acceptability rates fail to meet standards.
- (4) Timeliness of input data.

c. Developing Acceptability Rates. Acceptability rates are established to provide a standard for measuring performance. Due to the operational environment of SIDPERS-ARNG, they should be directed in two areas.

- (1) Manual Error Identification. This identifies action input errors which are discovered upon a manual review by the data analyst. These errors are discovered prior to the input transaction being prepared.
- (2) Computer Error Identification. Errors identified by the automated machine edits of the computer during each processing cycle.
- (3) External Acceptance rates will be computed as follows:

$$\text{Processing Rate} = \frac{\text{Number of Transactions Processed}}{\text{Number of actions processed}}$$

* (4) Standards: The following minimum standards are recommended for input transactions:

<u>Level</u>	<u>Acceptance Rates</u>
Unit/Detachment	95%
Organization/Major Command	95%
MPMO	96%

d. Monitoring Acceptability Rates. The SIB Chief or designated representative is responsible for maintaining acceptability rates by the originator based upon the total input for a processing month (Figure 8-1.) After the last update run of the month, the SIB Chief, or designee, will review the acceptability rate for each originator. In making this review, the following should be considered:

- (1) Were the originators who failed to meet the established standard identified and counselled?

(2) Was there any problem within the SIB operation which could have contributed to the failure to meet standards?

(3) Was there a machine (computer) problem which could have contributed to the failure to meet standards?

e. **Timeliness of Data.** Timeliness of data input is as important as the accuracy of data. In evaluating timeliness of data input, the effective date of the action is measured against the date the action was actually received in the SIB.

f. **Monitoring Timeliness.** The recommended standard for timeliness of data is 10 calendar days. Individuals assigned to originators should be responsible for monitoring the timeliness of each unit, detachment, and headquarters they are responsible for. Special emphasis should be given to the following areas:

(1) Gains.

(2) Grade Changes.

(3) Depart for and return from IET/AGR/ADT/ADSW/ING.

(4) Issuance/cancellation of a Conditional Release/Interstate Transfer.

(5) Separation action.

(6) Originator's records for input actions which fail to meet the established standard (Figure 8-2) will be maintained. This report should be provided to the SIB Chief following the last update run each month.

g. **External Evaluation.** The SIB Chief is responsible for the evaluation of acceptability rates and timeliness. Paragraph 8-5(c) outlines some of the actions that may be taken when a unit detachment/headquarters fails to meet acceptable standards.

***8-4. Performance Standards and Measurement Techniques (Internal).**

a. The SIB Chief is responsible for establishing internal performance standards and measurement techniques within the SIB.

*b. The MPMO and field users cannot be expected to meet standards unless they are assured the highest level of standards are set for those responsible for maintaining their data within the SIB. This requires a higher set of standards to be applied to SIB personnel than could reasonably be applied to MPMO managers and field users.

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c. Establishing Performance Standards within the SIB. In setting standards for SIB performance, the SIB Chief must identify the areas that are to be measured and the standards that can reasonably be met. The basic measurement requirements within the SIB that will be addressed include the following:

- (1) Quantitative Measurement.
- (2) Qualitative Measurement.
- (3) Timeliness.

To properly address each area, they must be broken down into measurement objectives for which standards should be set.

d. Quantitative Measurements. In addressing quantity, it is necessary to look at the volume of tasks or workloads being performed. To measure the quantity of input transactions processed, the SIB Chief, or designated representative, should record the number of transactions submitted by each originator (Figure 8-3). Tracking should be done on each SIB specialist for each update cycle. Quantitative standards will be used in relationship with qualitative and timeliness measurements for measuring workload distribution within the SIB. The measure of quantity can provide immediate tangible results, however, severe limitations are placed upon the evaluation of the results for the following reasons:

- (1) Valid quantitative measurements are predicated upon a constant workload requirement. Due to the nature of the SIDPERS-ARNG operation, the actual workload is constantly fluctuating.
- (2) Measurements based solely on quantity fail to accurately measure performance, unless associated with a like measure of quality and timeliness.

e. Qualitative Measurements.

(1) Quality Measurements are based on an evaluation of the accuracy of the tasks or workloads being performed. The nature of the SIB function dictates a high level of accuracy is to be maintained.

(2) In evaluating quality, provisions should be made to record successful actions against unsuccessful actions. The results of this are computed into a performance rate and measured against an established standard.

(3) To measure the quality of input transactions processed, the SIB Chief, or designated representative, should record the number of transactions input and the number of errors identified on a Transactions Input Record (Figure 8-3). The tracking should be done by the individual for each monthly update cycle. Errors can be identified from computer edits, identified through manual review, or from external notification.

f. Timeliness.

(1) To effectively address timeliness, it is necessary to measure the turn-around time within the SIB.

(2) Due to the fluctuation in the volume of work received in the SIB, setting a specific turn-around time standard may be difficult. A one workday processing time, e.g., from the time the batch is received, reviewed, inputted, and the batch returned, should be the SIB's objective.

(3) Timeliness can be evaluated based upon the end of month update cycle. The SIB Chief, or designated representative, should ensure that all batches are locked and processed at the end of each update cycle, unless specifically authorized otherwise by the SIB Chief.

g. Performance Evaluation.

(1) An overall evaluation of an individual cannot be made based solely on the factors of quantity, quality, or timeliness, but must take other factors into consideration, e.g., experience, training, etc.

(2) To properly evaluate overall performance, the SIB Chief, or designated representative, will prepare a Monthly Performance Report (Figure 8-4) for each individual.

h. Internal Evaluation. The SIB Chief is responsible for the internal performance of the SIB. After the last monthly processing cycle, the SIB Chief will evaluate the Transmittal Input Record and the Monthly Performance Reports. Paragraph 8-5 identifies actions that may be taken when the SIB fails to meet acceptable standards.

8-5. Validation.

a. The validity of systems data is of the utmost importance. SIDPERS-ARNG must be maintained with the highest standards of accuracy possible.

b. The SIB may use several methods to assure QA is sustained. These include:

- (1) Performance monitoring - External.
- (2) Performance monitoring - Internal.
- (3) Systematic sampling.
- (4) Random sampling.
- (5) Validation/revalidation.

c. Performance Monitoring - External. Monitoring the performance of originators against established performance standards (para 8-3) is a valuable method in sustaining QA. The SIB Chief, or designated representative, must continually evaluate the performance of originators. Upon identification of problems, causes must be determined and actions taken. These actions include:

- (1) Assistance visits to the originator concerned.
- (2) Performing a random sampling (see para 8-5f below) limited to the originators concerned.
- (3) Performing a complete revalidation of the records maintained by the originator.
- (4) Referring the problem to the appropriate authority for command action.

d. Performance Monitoring - Internal. Monitoring the performance of the SIB against established performance standards (para 8-4) is a valuable tool in sustaining QA. Each SIB member has specific responsibilities and tasks. The SIB Chief can be effective only if all members are performing their responsibilities with the highest standards of accuracy. Each SIB member must be evaluated in terms of quantity, quality and timeliness. The SIB Chief must continually evaluate the performance of each SIB member. Methods have been identified in paragraph 8-4d, e, and f to assist in this task. If the evaluation identifies a problem, the SIB Chief must take action to determine the cause of the problem and how it can be resolved. These actions may include:

- (1) Changing or modifying current procedures.
- (2) Adjusting workloads.
- (3) Counseling SIB member(s).
- (4) Taking disciplinary action.
- (5) Relieving a SIB member from duty.

e. Systematic Sampling. The quality of individual data elements within SIDPERS can be determined by sampling various data elements throughout the calendar year. Systematic sampling may be performed by the custodian of the individual's records at the unit/detachment/headquarters level. For each sampling period, the custodian should verify the data elements (required for the sampling period) on the unit/detachment/headquarters file copy of the Personnel Qualification Record (GPFA-1790) against the source for the information in the member's personnel, health and financial records. All corrections required as a result of the sampling should be transmitted to the SIB. The objectives of systematic sampling are as follows:

- (1) Provide the SIB Chief with an indication of SIDPERS file accuracy, pin-pointing problem areas which must be given more attention, and serving as a basis for taking appropriate corrective action.
- (2) Provide functional managers and users with an indication of the probable accuracy of a particular data element to be used in decision making.
- (3) Assign a frequency for sampling specific data elements based upon their relative importance within the system. Figure 8-5 outlines data elements and suggested frequency of sampling. Note should be taken of the different frequencies established based upon the relative importance of the data element.

f. Random Sampling

(1) Random sampling is the process of verifying the SIDPERS record of selected members within a unit/detachment/headquarters/command or state. It differs from systematic sampling in that all data elements within SIDPERS for the member selected should be validated.

(2) The size of sampling should be based upon the military population serviced. This will hold true whether the sampling is made on a limited (unit/detachment/organization) basis or a statewide sampling. The following represents the minimum requirements; however, the SIB Chief may direct a larger sampling, if warranted:

<u>Military Population</u>	<u>Sample Size</u>
1 - 150	20% of all records
151 - 300	45 records
301 - 500	60 records
501 - 2,000	75 records
2,001 - 5,000	100 records
5,001 - 10,000	125 records

(3) The SIB Chief is responsible for assuring the sample is extracted from the data base of the population to be sampled. To do this, the SIB Chief will prepare a Personnel Qualification Roster (GPFM-1780) by Unit Identification Code (UIC) of the population to be sampled or through the use of DMS inquiry reports. This listing will be used to select the members to be sampled (as outlined in 2 above.) The Personnel Qualification Record (GPFA-1790) will be used to verify the member's SIDPERS-ARNG record against source documents in the individual's personnel, health, and financial records.

(4) All random samplings should be conducted by SIB personnel at the location of the individual's records. A QA Checklist will be completed (Figure 8-6) for each originator within the population sampled by SIB personnel. The SIB Chief should review the results of the sampling to identify problems that may exist within the population sampled. If it is determined the validity rate within the population sampled does not meet the acceptable standards, a complete revalidation may be requested (see para 8-6) of the records of the originator concerned.

8-6. Revalidation.

a. Revalidation of complete units/detachments/headquarters should be made only when the circumstances warrant such action. The factors which would warrant such a revalidation include but are not limited to:

- (1) The results of external performance monitoring indicate a significant decline in validity within SIDPERS-ARNG.
- (2) The results of a random sampling indicate an unacceptable error rate.
- (3) A request for assistance from an originator or a commander.

(4) Upon direction of the MILPO.

b. The SIB Chief is responsible for the following revalidation actions:

(1) Overall planning for the revalidation.

(2) Coordinating with the MILPO and functional managers within the MILPO.

(3) Coordinating with major commands/organizations/units in developing and publishing the revalidation schedule.

(4) To form a Revalidation Team and ensure that all personnel are knowledgeable and understand their responsibilities in all areas of SIDPERS-ARNG.

c. The Revalidation Team is responsible for the following actions:

(1) Conducting a 100% validation of data contained within SIDPERS-ARNG against source documents within each soldier's personnel, health and financial records.

(2) Maintaining validity rate statistics by originator.

(3) Completing a report to the SIB Chief following each validation.

d. Units/detachments/organizations are responsible for the following revalidation actions:

(1) Providing working space for the revalidation team.

(2) Ensure that soldier's personnel, health, and financial records are available to the revalidation team.

(3) That the custodian of the soldier's records is available to prepare any input or correction required at the time of the revalidation. All input and corrections will be hand-carried back to the SIB by the revalidation team.

e. The actions which are taken prior to the revalidation visit are listed below:

(1) The SIB Chief should coordinate with the major command/organization/unit/detachment to develop and publish a schedule of times and dates the revalidations will be conducted.

(2) Personnel Qualification Records (GPFA-1790s) should be requested from the DPI for all originators whose records will be revalidated.

f. Listed below are the actions which will be taken during the revalidation visit:

(1) The revalidation team should review each item of data within SIDPERS-ARNG against source documents in the soldier's records.

(2) If update or correction is required, it is recommended the custodian of the member's records prepare the proper input. At the end of the revalidation, the custodian of the soldier's records should prepare a NGB Form 3815 (SIDPER Input and Control Data Authentication and Transmittal) to transmit the update to the revalidation team, and they will hand-carry it back to the SIB. (See Figure 8-7).

(3) The custodian of the soldier's records should prepare a listing of all records not available for the revalidation and indicate why the records were not available. (See Figure 8-8).

(4) The revalidation team should complete a QA Program Checklist for each originator revalidated. Validity rates will be based upon each data element within SIDPERS-ARNG (See Figure 8-6 for an example of a QA checklist).

g. Following the revalidation visit, the following actions will be taken:

(1) The revalidation team should complete a revalidation report outlining the reasons the revalidation was necessary, what factors contributed to the originator's performance, and, if any further command action should be necessary.

(2) The revalidation team will turn in all information and documentation obtained during the revalidation visit to the SIB Chief.

(3) Input all corrections required.

h. Revalidation Analysis:

(1) All information and documentation obtained during the revalidation visit will be evaluated by the SIB Chief.

(2) A report will be forwarded to the Director of Military Personnel outlining the purpose of the revalidation, the problems identified, the action taken, and any recommendations for command action.

UNIT/COMPONENT ACCEPTANCE RATES

UNIT/ COMPONENT CODE	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT	ACT
	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd	Reqd

Figure 8-1

Originator Late Input for _____
 Enter number of late actions per month: _____

<u>Mr. Keenan Wynn</u>	_____	<u>SFC Sheraton</u>	_____
001 - HHD ZZARNG	_____	20A - HQ 45 FA Bde	_____
002 - ARNG Tng Site Det	_____	246 - HHB 45 FA Bde	_____
003 - 145 Army Band	_____	20B - HQ 1 Bn 158 FA	_____
004 - 145 PA Detachment	_____	247 - HHB 1 Bn 158 FA	_____
02A - HQ 45 Avn Bn	_____	248 - Btry A 1 Bn 158 FA	_____
020 - HQ & Svc Co 45 Avn Bn	_____	249 - Btry B 1 Bn 158 FA	_____
022 - Co A 45 Avn Bn	_____	250 - Btry C 1 Bn 158 FA	_____
024 - Co B 45 Avn Bn	_____	251 - Svc Btry 1 Bn 158 FA	_____
03A - HQ 145 Avn Bn	_____	20C - HQ 1 Bn 171 FA	_____
030 - HHC 145 Avn Bn	_____	260 - HHB 1 Bn 171 FA	_____
032 - Co B 149 Avn Bn	_____	263 - Btry A (-) 1 Bn 171 FA	_____
034 - 145 ATC Plt	_____	264 - Det 1 Btry A 1 Bn 171 FA	_____
036 - Det 2 45 Inf Bde	_____	266 - Btry B (-) 1 Bn 171 FA	_____
10B - HQ 1 Bn 179 Inf	_____	267 - Det 1 Btry B 1 Bn 171 FA	_____
110 - HHC 1 Bn 179 Inf	_____	269 - Bts:	_____
113 - Co A (-) 1 Bn 179 Inf	_____	270 - Det 1 Btry C 1 Bn 171 FA	_____
114 - Det 1 Co A 1 Bn 179 Inf	_____	272 - Svc Btry 1 Bn 171 FA	_____
116 - Co B (-) 1 Bn 179 Inf	_____		_____
117 - Det 1 Co B 1 Bn 179 Inf	_____	<u>SSG Chimes</u>	_____
119 - Co C (-) 1 Bn 179 Inf	_____	20D - HQ 1 Bn 189 FA	_____
120 - Det 1 Co C 1 Bn 179 Inf	_____	280 - HHB 1 Bn 189 FA	_____
122 - CSC (-) 1 Bn 179 Inf	_____	283 - Btry A (-) 1 Bn 189 FA	_____
123 - Det 1 CSC 1 Bn 179 Inf	_____	284 - Det 1 Btry A 1 Bn 189 FA	_____
124 - Det 2 CSC 1 Bn 179 Inf	_____	286 - Btry B 1 Bn 189 FA	_____
10D - HQ 1 Bn 180 Inf	_____	289 - Btry C (-) 1 Bn 189 FA	_____
150 - HHC 1 Bn 180 Inf	_____	290 - Det 1 Btry C 1 Bn 189 FA	_____
153 - Co A (-) 1 Bn 180 Inf	_____	292 - Svc Btry 1 Bn 189 FA	_____
154 - Det 1 Co A 1 Bn 180 Inf	_____	30A - HQ 45 Trp Cmd	_____
156 - Co B (-) 1 Bn 180 Inf	_____	301 - 45 Trp Cmd (CAC)	_____
157 - Det 1 Co B 1 Bn 180 Inf	_____	302 - 45 Spt Cen (RAO)	_____
159 - Co C (-) 1 Bn 180 Inf	_____	30C - HQ 2 Bn 180 Inf	_____
160 - Det 1 Co C 1 Bn 180 Inf	_____	310 - HHD 2 Bn Bn 180	_____
162 - CSC 1 Bn 180 Inf	_____	311 - Co A 2 Bn 180 Inf	_____
098 - OMA	_____	312 - Det 1 Co B 2 Bn 180 Inf	_____
099 - NCO	_____	313 - Det 1 Co B 2 Bn 180 Inf	_____
	_____	314 - Co C 2 Bn 180 Inf	_____
	_____	315 - Co D (-) 2 Bn 180 Inf	_____
	_____	316 - Co E (-) 2 Bn 180 Inf	_____
	_____	317 - Det 1 Co E 2 Bn 180 Inf	_____
	_____	318 - Det 1 Co E 2 Bn 180 Inf	_____

Figure 8-2

TRANSACTION INPUT RECORD

CYCLE	INDIVIDUAL	OFFICER RECORDS	ENLISTED RECORDS	TOTAL RECORDS	TOTAL ERRORS	ERROR RATE (%)	UNPROCESSED ACTIONS*
1st							
		CYCLE TOTALS					
2nd							
		CYCLE TOTALS					
3rd							
		CYCLE TOTALS					
4th							
		CYCLE TOTALS					
5th							
		CYCLE TOTALS					
MONTHLY TOTALS							
		MONTHLY TOTALS					

Figure 8-3

DATA ANALYST
MONTHLY PERFORMANCE REPORT

NAME: _____ MONTH OF _____, 19 _____

1. Quantity of work performed (volume):

- () Performed at a rate above other individuals.
- () Performed at a rate equal to other individuals.
- *() Performed at a rate below other individuals.
- *() Performed Unsuccessfully.

Remarks (*must be commented on): _____

2. Quality of work performed (acceptability rate):

- () Met or exceeded established standards.
- *() Failed to meet established standards for _____ update cycles.

Remarks (*must be commented on): _____

3. Timeliness:

- () Met or exceeded established :
- *() Failed to meet established standards for ___ update cycles.

Remarks (*must be commented on): _____

4. Overall Performance (Supervisor will comment on): (1) Exceptional performance, (2) Improvements, (3) Shortcomings, or (4) Unsatisfactory areas. This section will be used to make comments (pertaining) to unsatisfactory areas other than those outlined above. Unsatisfactory performance relative to military appearance, standards of dress, personal habits, or standards of conduct will be specifically addressed.

(Date)

(Signature of Supervisor)

Figure 8-4

SYSTEMATIC SAMPLING

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Active Status Program		X		
Additional Military Occupational Specialty Designator - Enlisted				X
Additional Military Occupational Specialty Designator - Warrant Officer				X
Additional Skill Identifier - Additional Military Occupational Specialty Designator - Enlisted				X
Additional Skill Identifier - Additional Military Occupational Specialty Designator - Warrant Officer				X
Additional Skill Identifier - Additional Specialty Skill Identifier				X
Additional Skill Identifier - Primary Military Occupational Specialty Designator - Enlisted				X
Additional Skill Identifier - Primary Military Occupational Specialty Designator - Warrant Officer				X
Additional Skill Identifier - Primary Specialty Skill Identifier				X
Additional Skill Identifier - Secondary Military Occupational Specialty Designator - Enlisted				X
Additional Specialty Skill Identifier - Secondary Specialty Skill Identifier				X
Additional Specialty Skill Identifier				X

Figure 8-5

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Additional Withholding Tax		X		
Address City			X	
Appointment Waiver Conditions	X			
Armed Forces Qualification Test Percentile Score			X	
Armed Forces Qualification Test Score Groups	X		X	
Assignment/Loss Reason	X			
Attached Payroll Number		X		
Attachment Code		X		
Authorized Line Designator			X	
Authorized Paragraph Designator			X	
Aviation Service Entry Date		X		
Basic Branch	X			
Benefit Status Waiver Code		X		
Branch School Completed				X
Branch School Enrolled				X
Break in Military Status				X
Character of Separation	X			
Citizenship				X
Civilian Education Level		X		X
Civilian Employer		X		X
Civilian Grade	X			

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Civilian Occupation	X			
Command Status	X			
Commissioned/Warrant Officer Service Date		X		X
Country of Residence, Current	X			
Course Level Enrolled				X
Cumulative Months of Extension			X	
Cumulative Retirement Points				X
Current Aeronautical Rating	X			
Current Incentive/Termination Status		X		X
Current Organization Identification	X			
Current Procurement	X			
Current Unit Processing Code		X		
Date Incentive Pay Indicator Number One		X		
Date Incentive Pay Indicator Number Two		X		
Date of Assignment/Loss Reason		X		
Date of Birth	X		X	
Date of Board Convening				X
Date of Current Enlistment		X		
Date of Current Extension		X		
Date of Current Incentive/Termination Status		X		

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Date of Current Procurement			X	
Date of Current Reenlistment		X		
Date of End of Evaluation Period				X
Date of Enlistment/Reenlistment Bonus - Reserve		X		
Date of Execution of a 6-year Service Obligation		X		
Date of Initial Entry Into A Reserve Component			X	
Date of Initial Procurement			X	
Date of Mandatory Removal			X	
Date of Previous Record Status	X			
Date of Projected Promotion Eligibility				X
Date of Promotion Consideration				X
Date of Qualitative/Selective Retention Identifier				X
Date of Rank - Reserve		X		
Date of Record Status		X		
Date of Reserve Montgomery G. I. Bill Eligibility Start	X			
Date of Reserve Montgomery G. I. Bill Eligibility Stop	X			
Date of Security Clearance	X			
Date of Survivor Benefit Plan Election Status				X

Figure 8-5 Continued

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<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Date of Training Status		X		
Date of Uniform Allowance Entitlement		X		
Days Waived		X		
Dependents, Number of			X	
Designated Control Specialty				X
Detail Branch	X			
Duty Language Identity	X			
Duty Military Occupational Specialty Designator - Enlisted	X			
Duty Military Occupational Specialty Designator - Warrant Officer	X			
Duty Position - Commissioned Officer	X			
Duty Position - Enlisted	X			
Duty Position Qualification	X			
Duty Position - Warrant Officer	X			
Duty Specialty Secondary				X
Duty Specialty Skill Identifier	X			
Effective Date of Attachment		X		
Effective Date of Grade		X		
Enlistment Option Period			X	
Enlistment/Reenlistment Bonus - Reserve-Entitlement Authorization		X		
Enlistment/Reenlistment Bonus - Reserve-Entitlement		X		

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Enlistment/Reenlistment Bonus - Reserve - Military Occupational Specialty - Enlisted		X		
Enlistment Waiver Condition	X			
Ethnic Group	X			
Expiration Date Inactive National Guard	X			
Expiration Date of Attachment		X		
Expiration Ready Reserve Obligation Date			X	
Expiration Statutory Military Obligation Date			X	
Expiration Term of Service Date		X		
Eyes/Vision Capacity Indicator		X		
Federal Recognition Identification			X	
First Duty - Additional Skill Identifier - Commissioned Officer				X
First Duty - Additional Skill Identifier - Enlisted				X
First Duty - Additional Skill Identifier - Warrant Officer				X
First Language Identity				X
Grade Abbreviation and Code		X		
Grade Change Waiver			X	
Grade How Acquired Code			X	

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Hearing/Ears Capacity Indicator			X	
Height, Individual		X		
Highest Military College/Course Completed				X
Incentive Pay Indicator Number One		X		
Incentive Pay Indicator Number Two		X		
Initial Procurement	X			
Local Data - Personnel (FOL)	X			
Local Data - Personnel (HOL)	X			
Lower Extremities Capacity Indicator			X	
Mail - APO/FPO Identification				X
Major Subject of College Education	X			
Mandatory Promotion Identification			X	
Mandatory Removal Reason			X	
Marital Status		X		X
Military Occupational Specialty Test Failed				X
Military Occupational Specialty Tested				X
Military Occupational Specialty Test Score				X
Military Personnel Class		X		
Montgomery G. I. Bill Benefit Recoupment Status	X			

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Montgomery G. I. Bill Eligibility Status	X			
Months of Current Extension				
Months of Obligated Service Remaining	X			
Name Individual		X		
NCO Education			X	
NCO Education Enrolled			X	
Number of Enlistment/Reenlistment Bonus Payments		X		
Number of Exemptions		X		
Number of Extensions of Enlistment				X
Number of Days of Active Federal Service				X
Pay Entry Basic Date		X		X
Pay Grade	X	X	X	
Physical Capacity Indicator			X	
Physical Category		X		
Physical Profile Serial			X	
Position Number Excess Individual			X	
Previous Organization Identification		X		
Previous Record Status		X		
Previous Unit Processing Code		X		
Primary Military Occupational Specialty Designator - Enlisted			X	

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Primary Military Occupational Specialty Designator - Enlisted - Basis for Acquiring			X	
Primary Military Occupational Specialty Designator - Warrant Officer			X	
Primary Specialty Skill Identifier			X	
Privacy Act Disputed Record		X		
Procurement Program		X		
Professional Military Education	X			
Proficiency Pay Date		X		
Proficiency Pay Status		X		
Promotion Consideration Code			X	
Psychiatric Capacity Indicator			X	
Qualitative/Selective Retention Identifier				X
Race/Population Group			X	
Record Status		X		
Religious Denomination	X			
Reserve Category	X	X	X	X
Reserve Officer Training Corps Armed Forces				X
Reserve Officer Training Corps - Years Completed				X
Retention Waiver				X

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Retirement Year Ending Date			X	
Second Duty Additional Skill Identifier- Commissioned Officer				X
Second Duty Additional Skill Identifier- Enlisted				X
Second Duty Additional Skill Identifier- Warrant Officer				X
Secondary Military Occupational Specialty Designator - Enlisted				X
Secondary Specialty Skill Identifier				X
Security Clearance			X	
Security Investigation Status			X	
Separation Program Designator				X
Service Component	X	X	X	X
Servicemen's Group Life Insurance Election		X		
Sex		X	X	
Social Security Number, Service Member	X	X	X	X
Source Commission/Warrant			X	
Source of Original Enlistment/ Induction	X			
Special Pay		X		
Special Qualification Identifier - Enlisted			X	
Special Qualification Identifier - Warrant Officer			X	

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Specialty - Commissioned Officer			X	
States of the United States	X			
State Tax Code		X		
Street Address	X			
Survivor Benefit Plan Election Coverage				X
Survivor Benefit Plan Election Status				X
Survivor Benefit Plan Option				X
Technician/Selective Service Code		X		
Term of Enlistment - Reserve		X		
Total Federal Officer Service Date	X	X		
Total Years Satisfactory Federal Service for Retirement			X	
Training/Pay/Retired Category	X	X	X	X
Training Status		X		
Transaction Code	X			
Twenty Year Certificate Status	X		X	
Type Attachment		X		
Type of Change				X
Type Reserve Officer Training Corps Program				X
Unit Processing Code				X
Unit Processing Code of Attachment		X		
Upper Extremities Capacity Indicator			X	

Figure 8-5 Continued

<u>DATA ELEMENTS TO BE VERIFIED</u>	<u>SAMPLE MONTHS</u>			
	<u>Feb</u>	<u>May</u>	<u>Aug</u>	<u>Nov</u>
Verification Status. Social Security Number			X	
Waiver Code		X		
Weight, Individual		X		
Year and Month of Last Physical Examination			X	
Year and month of Military Occupational Specialty Test	X			
Zip Code	X			

Figure 8-5 Continued

QUALITY ASSURANCE CHECKLIST

UNIT/ORGANIZATION: _____ DATE OF VALIDATION _____

ADJUSTED ASSIGNED STRENGTH: _____ NUMBER OF RECORDS VALIDATED _____

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Active Status Program	O,W,E			95%
Additional Military Occupational Specialty Designator - Enlisted	E			95%
Additional Military Occupational Specialty Designator - Warrant Officer	W			95%
Additional Skill Identifier - Additional Military Occupational Specialty Designator - Enlisted	E			95%
Additional Skill Identifier - Additional Military Occupational Specialty Designator - Warrant Officer	W			95%
Additional Skill Identifier - Additional Specialty Skill Identifier	O			95%
Additional Skill Identifier - Primary Military Occupational Specialty Designator - Enlisted	E			95%
Additional Skill Identifier - Primary Military Occupational Specialty Designator - Warrant Officer	W			95%
Additional Skill Identifier - Primary Specialty Skill Identifier	O			95%

Figure 8-6

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Additional Skill Identifier - Secondary Military Occupational Specialty Designator - Enlisted	E			95%
Additional Skill Identifier - Secondary Specialty Skill Identifier	0			95%
Additional Specialty Skill Identifier	0			95%
Additional Withholding Tax	O,W,E			95%
Address City	O,W,E			95%
Appointment Waiver Conditions	O,W			95%
Armed Forces Qualification Test Percentile Score	E			98%
Armed Forces Qualification Test Score Groups	E			98%
Assignment/Loss Reason	O,W,E			95%
Attached Payroll Number	O,W,E			95%
Attachment Code	O,W,E			95%
Authorized Line Designator	O,W,E			95%
Authorized Paragraph Designator	O,W,E			95%
Aviation Service Entry Date	O,W			95%
Basic Branch	0			95%
Benefit Status Waiver Code	O,W,E			100%
Branch School Completed	0			95%
Branch School Enrolled	0			95%
Break in Military Status	O,W,E			95%

Figure 8-6 Continued

<u>DATE ELEMENT</u>	<u>MPC</u>	<u>Number Validity of Errors Rate(%)</u>	<u>Accept Std</u>
Character of Separation	O,W,E		95%
Citizenship Status, United States, Origin	O,W,E		95%
Civilian Education Level	O,W,E		98%
Civilian Employer	O,W,E		95%
Civilian Grade	O,W,E		95%
Civilian Occupation	O,W,E		95%
Command Status	O		95%
Commissioned/Warrant Officer Service Date	O,W		98%
Country of Residence, Current	O,W,E		95%
Course Level Enrolled	O,W		95%
Cumulative Months of Extension	E		95%
Cumulative Retirement Points	O,W,E		95%
Current Aeronautical Rating	O,W,E		95%
Current Incentive/Termination Status	O,W,E		98%
Current Organization Identification	O,W,E		95%
Current Procurement	O,W,E		95%
Current Unit Processing Code	O,W,E		95%
Date Incentive Pay Indicator Number One	O,W,E		95%
Date Incentive Pay Indicator Number Two	O,W,E		95%
Date of Assignment/Loss Reason	O,W,E		95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Date of Birth	O,W,E			98%
Date of Board Convening	O,W,E			95%
Date of Current Enlistment	E			95%
Date of Current Extension	E			95%
Date of Current Incentive/ Termination Status	O,W,E			98%
Date of Current Procurement	O,W,E			95%
Date of Current Reenlistment	E			95%
Date of End of Evaluation Period	O,W,E			95%
Date of Enlistment/Reenlistment Bonus - Reserve	E			95%
Date of Execution of a 6-year Service Obligation	O,W			98%
Date of Initial Entry Into a Reserve Component	O,W,E			95%
Date of Initial Procurement	O,W,E			95%
Date of Mandatory Removal	O,W			95%
Date of Previous Record Status	O,W,E			95%
Date of Projected Promotion Eligibility	O,W			95%
Date of Promotion Consideration	O,W			95%
Date of Qualitative/Selective Retention Identifier	O,W,E			95%
Date of Rank - Reserve	O,W,E			98%
Date of Record Status	O,W,E			95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Date of Montgomery G.I. Bill Eligibility Stop	0,W,E			100%
Date of Montgomery G.I. Bill Eligibility Start	0,W,E			100%
Date of Security Clearance	0,W,E			95%
Date of Survivor Benefit Plan Election Status	0,W,E			95%
Date of Training Status	0,W,E			95%
Days Waived	0,W,E			100%
Dependents, Number of	0,W,E			95%
Designated Control Specialty	0			95%
Detail Branch	0			95%
Duty Language Identity	0,W,E			95%
Duty Military Occupational Specialty Designator - Enlisted	E			95%
Duty Military Occupational Specialty Designator - Warrant Officer	W			95%
Duty Position - Commissioned Officer	0			95%
Duty Position - Enlisted	E			95%
Duty Position Qualification	0,W,E			95%
Duty Position - Warrant Officer	W			95%
Duty Specialty Secondary	0			95%
Duty Specialty Skill Identifier	0			95%
Effective Date of Attachment	0,W,E			95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Effective Date of Grade	O,W,E			95%
Enlistment Option Period	E			95%
Enlistment/Reenlistment Bonus - Reserve - Entitlement Authorization	E			95%
Enlistment/Reenlistment Bonus - Reserve - Military Occupational Specialty - Enlisted	E			95%
Enlistment Waiver Condition	E			95%
Ethnic Group	O,W,E			95%
Expiration Date Inactive National Guard	O,W,E			95%
Expiration Date of Attachment	O,W,E			95%
Expiration Ready Reserve Obligation Date	O,W,E			95%
Expiration Statutory Military Obligation Date	O,W,E			95%
Expiration Term of Service Date	E			98%
Eyes/Vision Capacity Indicator	O,W,E			95%
Federal Recognition Identification	O,W			95%
First Duty - Additional Skill Identifier - Commissioned Officer	O			95%
First Duty - Additional Skill Identifier - Enlisted	E			95%
First Duty - Additional Skill Identifier - Warrant Officer	W			95%
First Language Identity	O,W,E			95%

Figure 8-6 Continued

DATA ELEMENT	MPC	Number Of Errors	Validity Rate(%)	Accept Std
Grade Abbreviation and Code	O,W,E			95%
Grade Change-Waiver	O,W,E			95%
Grade How Acquired Code	O,W,E			95%
Hearing/Eyes Capacity Indicator	O,W,E			95%
Height, Individual	O,W,E			95%
Highest Military College/ Course Completed	O,W			95%
Incentive Pay Indicator Number One	O,W,E			95%
Incentive Pay Indicator Number Two	O,W,E			95%
Initial Procurement	O,W,E			95%
Local Data - Personnel (FOL)	O,W,E			95%
Local Data - Personnel (HOL)	O,W,E			95%
Lower Extremities Capacity Indicator	O,W,E			95%
Mail-APO/FPO Identification	O,W,E			95%
Major Subject of College Education	O,W,E			95%
Mandatory Promotion Identification	O			95%
Mandatory Removal Reason	O,W			95%
Marital Status	O,W,E			98%
Military Occupational Specialty Test Failed	E			95%
Military Occupational Specialty Tested	E			95%
Military Occupational Specialty Test Score	E			95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Military Personnel Class	O,W,E			95%
Montgomery G. I. Bill Recoupment Status	O,W,E			100%
Montgomery G. I. Bill Benefit Eligibility	O,W,E			100%
Months of Current Extension	E			95%
Months of Obligated Service Remaining	E			95%
Name Individual	O,W,E			<u>98%</u>
NCO Education	E			95%
NCO Education Enrolled	E			95%
Number of Enlistment/Reenlistment Bonus Payments	E			95%
Number of Exemptions	O,W,E			95%
Number of Extensions of Enlistment	E			95%
Number of Days of Active Federal Service	O,W,E			95%
Pay Entry Basic Date	O,W,E			95%
Pay Grade	O,W,E			98%
Physical Capacity Indicator	O,W,E			95%
Physical Category	O,W,E			95%
Physical Profile Serial	O,W,E			95%
Position Number Excess Individual	O,W,E			95%
Previous Input Station Number	O,W,E			95%
Previous Organization Identification	O,W,E			95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Previous Payroll Number	O,W,E			95%
Previous Record Status	O,W,E			95%
Previous Unit Processing Code	O,W,E			95%
Primary Military Occupational Specialty Designator - Enlisted	E			95%
Primary Military Occupational Specialty Designator - Enlisted - Basis for Acquiring	E			95%
Primary Military Occupational Specialty Designator - Warrant Officer	W			95%
Primary Specialty Skill Identifier	O			95%
Privacy Act Disputed Record	O,W,E			95%
Procurement Program	O,W,E			95%
Professional Military Education	O			95%
Proficiency Pay Date	E			95%
Proficiency Pay Status	E			95%
Promotion Consideration Code	O			95%
Psychiatric Capacity Indicator	O,W,E			95%
Qualitative/Selective Retention Identifier	O,W,E			95%
Race/Population Group	O,W,E			95%
Record Status	O,W,E			95%
Religious Denomination	O,W,E			95%
Reserve Category	O,W,E			100%
Reserve Officer Training Corps Armed Forces	O,E			95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Reserve Officer Training Corps - Years Completed	O,E			95%
Retention Waiver	O,W,E			95%
Retirement Year Ending Date	O,W,E			95%
Second Duty Additional Skill Identifier - Commissioned Officer	O			95%
Second Duty Additional Skill Identifier - Enlisted	E			95%
Second Duty Additional Skill Identifier - Warrant Officer	W			95%
Secondary Military Occupational Specialty Designator - Enlisted	E			95%
Secondary Specialty Skill Identifier	O			95%
Security Clearance	O,W,E			95%
Security Investigation Status	O,W,E			95%
Separation Program Designator	O,W,E			95%
Service Component	O,W,E			100%
Servicemen's Group Life Insurance Election	O,W,E			95%
Sex	O,W,E			98%
Social Security Number, Service Member	O,W,E			100%
Source Commission/Warrant	O,W			95%
Source of Original Enlistment/ Induction	E			95%

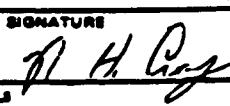
Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Special Pay	O,W,E			95%
Special Qualification Identifier - Enlisted	E			95%
Special Qualification Identifier - Warrant Officer	W			95%
Specialty - Commissioned Officer	O			95%
States of the United States	O,W,E			98%
State Tax Code	O,W,E			95%
Street Address	O,W,E			95%
Survivor Benefit Plan Election Coverage	O,W,E			95%
Survivor Benefit Plan Election Status	O,W,E			95%
Survivor Benefit Plan Option	O,W,E			95%
Technician/Selective Service Code	O,W,E			95%
Term of Enlistment - Reserve	E			95%
Total Federal Officer Service Date	O,W			95%
Total Years Satisfactory Federal Service for Retirement	O,W,E			95%
Training/Pay/Retired Category	O,W,E			100%
Training Status	O,W,E			95%
Transaction Code	O,W,E			95%
Twenty Year Certificate Status	O,W,E			98%
Type Attachment	O,W,E			95%
Type of Change	O,W,E			95%

Figure 8-6 Continued

<u>DATA ELEMENT</u>	<u>MPC</u>	<u>Number Of Errors</u>	<u>Validity Rate(%)</u>	<u>Accept Std</u>
Type Reserve Officer Training Corps Program	0,E			95%
Unit Processing Code	0,W,E			95%
Unit Processing Code of Attachment	0,W,E			95%
Upper Extremities Capacity Indicator	0,W,E			95%
Verification Status SSN	0,W,E			95%
Waiver Code	0,W,E			95%
Weight, Individual	0,W,E			95%
Year and Month of Last Physical Examination	0,W,E			95%
Year and Month of Military Occupational Specialty Test	E			95%
Zip Code	0,W,E			98%

Figure 8-6 Continued

SIDPERS INPUT AND CONTROL DATA-AUTHENTICATION AND TRANSMITTAL		1. DATE PREPARED 840607	2. ORIG CODE 431	3. BATCH NO 023
4. THRU: N/A		5. TO: SIR Fort Kent Peyton, VA 04333		6. FROM: (Reporting Unit Designation (Section) and Telephone Number) Commander, Hqs, 1-152 FA(PAC) Fort Lilly Pad, VA 04786 Tel: 532-2930
7. ATTACHED SOURCE DOCUMENT/S HAVE BEEN VERIFIED AS COMPLETE AND ACCURATE.				
INPUT FORMS	PERTAINING TO			COUNT
a. Officer Accession				
b. Enlisted Accession				
c. Ext of Enlistment	S. Ffields; I. Roy			2
d. Personnel Change				
e. Phys Exam SF 88400	R. St Peter			1
f. Transfer Orders	G. Soucy; C. Henderson; R. Ouellette; J. Parisi			4
g. Atch/Relief fr Atch				
h. Grade Change Orders	M. Collins; B. Reece; K. Glidden; H. Blaisdell			4
i. DP Early Adv to PV2				
j. MOS Orders	A. Pike			1
TOTAL				12
Remarks None				
8. NAME AND TITLE OF CERTIFYING OFFICER N. H. CROSEY Commanding		9. GRADE/BRANCH LTC FA		10. SIGNATURE 
11. DATE PROCESSED AT SID		12. SID ANALYST'S INITIALS		

NGB FORM 3015

Figure 8-7

Records were not available to validate on the following personnel:

<u>NAME</u>	<u>SSN</u>	<u>REASON</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Validated by:

Signature Date

Figure 8-8

APPENDIX A

PUBLICATIONS USED WITHIN THE STANDARD INSTALLATION BRANCH

*National Guard Regulations:

NGR 10-1	Organizations and Federal Recognition of Army National Guard Units
NGR 10-2	State Area Command, Army National Guard
NGR 37-104-3	Military Pay and Allowances, Army National Guard
NGR 40-501	Medical Examination for Members of the Army National Guard
NGR 310-10	Military Orders (Modifies AR 310-10)
NGR 335-10	Army National Guard Reports Control System
NGR 350-1	Army National Guard Training
NGR 351-5	State Military Academies
NGR 600-2	Screening of the Army National Guard
NGR 600-5	The Active Guard/Reserve (AGR) Program Management of Title 32 USC Full Time National Guard Personnel
NGR 600-100	Commissioned Officers - Federal Recognition and Related Personnel Actions
NGR 600-101	Warrant Officers - Federal Recognition and Personnel Actions
NGR 600-102	Commissioned and Warrant Officers Assigned to Selective Service Stations State Area Commands
NGR 600-200	Enlisted Personnel Management
NGR 614-1	Inactive Army National Guard
NGR 635-102	Officer and Warrant Officer Selective Retention
NGR 680-1	Personnel Assets Attendance and Accounting
NGR 680-2	Automated Retirement Points Accounting System

* National Guard Bureau Pamphlets:

NGB Pam 25-10 Data Element Dictionary

NGB Pam 37-104-3 Unit Level Military Pay Procedures, ARNG

NGB Pam 570-4 Staffing Guide for Army National Guard Military
 Personnel Management Offices

NGB Pam 600-3 Implementation of the Officer Personnel Management
 System (OPMS) for the Army National Guard

NGB Pam 600-5 Handbook on Retirements Services for ARNG Personnel
 and their Families

FORSCOM/ARNG 350-2 Reserve Component Training

* National Guard Bureau Users Manual:

AIMS 18-P19-HSD-BUR-UM SIB Level Users Manual (SIDPERS)

* Army Regulations

AR 11-2 Internal Control Systems

AR 18-12 Catalog of Standard Data Elements and Codes

AR 18-12-1 Catalog of Standard Data Elements and Codes -
 General Administration

AR 18-12-3 Catalog of Standard Data Elements and Codes -
 Army Defense Systems

AR 18-12-4 Catalog of Standard Elements and Codes -
 Personnel

AR 25-400-2 The Modern Army Recordkeeping System (MARKS)

AR 37-104-1 Payment of Retired Pay to Members and Former
 Members of the U.S. Army

AR 37-104-3 Military Pay and Allowance Procedures - Joint
 Uniform Military Pay System (JUMPS-ARMY)

AR 37-104-10 Military Pay and Allowance Procedures for Inactive
 Duty Training - Joint Uniform Pay System - Reserve
 Component (JUMPS-RC)

AR 40-501 Standards of Medical Fitness

AR 135 Series Army National Guard and Army Reserve

AR 140 Series Army Reserve

AR 310-25 Dictionary of United States Army Terms (Short Title:
Army Dictionary (AD))

AR 380-5 Authorized Abbreviations and Brevity Codes

AR 380-380 Automation Security

AR 601-110 Identification of Commissioned and Warrant Officer
Personnel by Army Procurement Program

AR 604-10 Military Personnel Security Program

AR 611-6 Army Linguist Management

AR 611-101 Personnel Selection and Classification, Commissioned
Officer Classification System

AR 611-112 Personnel Selection and Classification, Manual
of Warrant Officers Military Occupational
Specialties

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

AR 621-5 Army Continuing Education System Systems (ACES)

AR 623-105 Officer Evaluation Reporting System

AR 640-3 Identification Cards, Tags, and Badges

AR 680-29 Military Personnel, Organization and Type of
Transaction Codes

* Department of the Army Pamphlets:

DA Pam 25-30 Consolidated Index of Administrative Publications
and Blank Forms

DA Pam 25-400-2 Modern Army Recordkeeping System (MARKS) for
TOE and certain other units of the Army.

DA Pam 351-20 Army Correspondence Course Program Catalog

DA Pam 600-8 Management and Administrative Procedures

APPENDIX B

Procedural Guidance for Software changes to SIDPERS-ARNG Problem Reports

The following procedures will be followed in identifying problems with the SIDPERS-ARNG automated system.

a. SIB Chief:

(1) Contact the Data Management Branch Quality Assurance Representative to determine if a Problem Report is necessary.

* (2) Problem Reports will be forwarded to: The Commander, Army National Guard Personnel Center, ATTN: NGB-ARP-CS (QA), 4501 Ford Avenue, Alexandria, VA 22302-1450.

b. Chief, Quality Assurance Section:

(1) Notify the SIB Chief that the Problem Report has been received.

(2) Log the Problem Report into the control register.

(3) Circulate within the QA section to determine if the problem has been identified by any other States.

(4) Route Problem Report to the System Operation and Configuration Management Sections as appropriate.

(5) Keep the Problem Report originator informed of the status of the action.

c. Chief, Systems Operation Section:

(1) Analyze the Problem Report and determine the requirements to provide a solution.

(2) Prepare an Engineering Change Proposal System (ECP-S) (DA Form 5005-R). if applicable, and submit to the Configuration Management Section with appropriate supporting documentation.

d. Chief, Configuration Management Section:

(1) Enter the ECP in the control log.

(2) Forward the ECP to the System Operations Section for analysis.

(3) Forward the ECP to Information Management Agency (IMA) for analysis, programming, and testing.