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ARMY NATIONAL GUARD

SIDPERS-ARNG HANDBOOK FOR COMMANDERS

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

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

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

Internal Control Systems. This pamphlet is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this pamphlet is not authorized unless prior approval is received from Chief, National Guard Bureau. Send requests and recommendations to Chief, National Guard Bureau, ATTN: NGB-ARP-CS, 5600 Columbia Pike, Falls Church, VA 22041-5125.

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 Interim changes will be destroyed on their expiration dates unless sooner rescinded or superseded by a formal change.

Suggested Improvements. Users are invited to send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARP-CS, 5600 Columbia Pike, Falls Church, VA 22041-5125.

*This pamphlet supersedes NGB Pam 600-8-20, 1 May 1985.

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CHAPTER 1

An Overview of SIDPERS-ARNG

1-1. **SIDPERS Objectives.** SIDPERS-ARNG, The Army National Guard Standard Installation/ Division Personnel System has been designed to meet the primary objectives listed below:

- a. To support the Commander.
- b. To provide service to the soldier.
- c. To provide strength accountability.
- d. To maintain accurate and timely data.
- e. To facilitate mobilization.
- f. To support pay related services.
- g. To provide retirement points accounting data.

1-2. **What SIDPERS-ARNG Is.** SIDPERS is a standard, automated personnel management system designed to provide personnel data at STARC Headquarters, division, brigade, group, battalion and unit levels.

1-3. **Who Makes SIDPERS Work.** Everyone in the Army National Guard has a key role in the success of the SIDPERS System.

a. **The Individual Soldier.** The soldier is the most important asset we have. The soldier provides the personal information and updates when necessary for SIDPERS-ARNG. The soldier verifies the information in SIDPERS-ARNG to ensure that it is accurate and reflects his or her personal and professional qualifications.

b. **The Commander.** The commander must ensure procedures are established to obtain and safeguard personnel data. The individual soldier cannot take the active role he should unless you, as commander, are committed to ensuring the system is being operated according to regulation. Keeping SIDPERS-ARNG information current can only be done if personnel transactions are processed in a timely manner. You can then use this data to lead your soldiers. Special emphasis must be given to prompt reporting of strength related personnel data, i.e., gains, losses, separations, promotions, demotions, and transfers. Your command involvement is the key to the overall success of SIDPERS-ARNG.

c. **Your State SIDPERS Interface Branch (SIB)** is the organizational element of the Military Personnel Office (MILPO) in the Adjutant General's Office that operates the system for you.

d. The Data Processing Installation (DPI) is located within the USP&FO and is the element responsible for operation and maintenance of the hardware and software which supports SIDPERS-ARNG.

e. National Guard Bureau (NGB). At the NGB level, the Data Management Branch of the Army National Guard Personnel Center is the proponent agency for SIDPERS-ARNG. This organization, in cooperation with National Guard Information Management Agency, prepared the systems functional design specifications and is responsible to monitor and operate the system at this level.

1-4. What SIDPERS-ARNG Does. SIDPERS-ARNG provides personnel management information to you about your people. This will assist you in the accomplishment of your mission. SIDPERS will provide this information in the form of preformatted reports (see Appendix A). SIDPERS-ARNG also:

a. Provides information to update the master SIDPERS-ARNG data base at NGB level.

b. Receives information from the Vertical--The Army Authorization Documents System (VTAADS), and from the Unit Identification System/Force Status and Identity Report (US/FORSTAT), systems which are managed by the Directorate of Training at State level.

c. Performs a strength accounting function at the unit level, i.e., appointments, enlistments, departures, attachments, separations, etc.

d. Provides Mobilization information to Department of The Army and other US Government agencies.

e. Provides USAFAC, thru your State Military Pay Section, information necessary for the Joint Uniform Military Pay System (JUMPS).

f. Provides retirement points accounting data to enable commanders to better counsel their soldiers on benefits to be gained through retirement from the Army National Guard.

1-5. SIDPERS Reports. SIDPERS-ARNG can produce a variety of reports to assist you in meeting your personnel management responsibilities. Your local SIB can provide assistance with your unique report requirements.

CHAPTER 2

The Mechanics of SIDPERS

2-1. Sources of Data. Information for SIDPERS is received from many different sources:

a. Your unit Full Time Support Personnel or Battalion Personnel and Administration Center (PAC) provides information by means of source documents on gains, losses, and personnel changes as reflected in paragraph 3-3.

b. The MILPO provides qualification and personnel management information.

2-2. The SIDPERS Processing Cycle. SIDPERS files are normally updated daily. Reports for state and organization use may be scheduled as a part of each SIDPERS update. In addition to the scheduled reports, certain automatic reports, including transaction registers are produced in each update. These reports display the results of the processing update, indicating the success or failure of the various personnel actions submitted by the Full Time Support Personnel, PAC, MILPO and the SIB. Any transactions rejected by the system must be corrected by the SIB or originator and submitted for processing at a later update.

2-3. Files Reconciliation. The SIDPERS Personnel File (SPF) is currently reconciled against selected data on the NGB data base to ensure that like information is being used by the NGB staff to make personnel management decisions. Discrepancies are provided to the local SIB for necessary update or correction. This is one of many features used to check accuracy and the timeliness of SIDPERS data.

2-4. SIDPERS Publications. The publications regulating SIDPERS-ARNG and SIDPERS-ARNG transactions are listed in Appendix B. An updated unit library to include administrative publications is a necessity for a successful program.

CHAPTER 3

Input Procedures - Unit Level

3-1. **Introduction.** This chapter provides guidance on unit/intermediate headquarters level input of new or changed information into the SIDPERS-ARNG system. SIDPERS-ARNG requires changes in the individual's status or qualification to be reported directly to the SIB from the activity where the change took place (i.e. battalion level promotions are submitted directly from battalion headquarters to the SIB). However, certain actions will continue to be reported from the unit level (i.e. unit level advancement/promotion, address change, change in marital status, etc.). Timely submission of changes is imperative since SIDPERS-ARNG generates pay related transactions to the military pay branch.

3-2. **Reference.** The primary reference for reporting SIDPERS-ARNG changes at unit level will be NGB Pam 600-8-1.

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

a. **Personnel changes.** Submission of a personnel change transaction is critical for accurate personnel reporting as well as for pay. Some examples of documents/actions are:

- (1) Accession packets (OFF/WO/EM).
- (2) Discharges/Transfer orders.
- (3) Promotion/Reduction orders.
- (4) Extension of Enlistment (DA Form 4836).
- (5) MOS change orders.
- (6) Initial Active Duty Training (IADT) Departure/Return Orders
- (7) Active Duty Special Work (ADSW) Departure/Return Orders
- (8) Security Clearance Certificates (DA Form 873)
- (9) Military Education Completion Certificate.

(10) Personnel Action DA Form 4187. This form serves as a source document for transactions for which substantiating documents are not usually available. Examples of items which may be reported on DA Form 4187 are:

- a. Marital status/dependency changes.

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

b. Organizational Changes. MTOE/TDA changes will be provided to SIDPERS from the Readiness Management Officer, Plans, Operation and Training Section at the STARC Headquarters. Reorganizations, additions, and deletions must be made to the SIDPERS Organizational File (SOF) and the SIDPERS Authorized Strength File (SASF) as appropriate. These files are an integral part of output products produced by SIDPERS-ARNG. Submission of these changes are required since duty position changes and duty position qualifications impact directly on the Unit Manning Report.

c. Retirement Points Accounting System (RPAS) Changes. Prompt submission of changes to correct errors or discrepancies in the RPAS record is essential. A few items subject to change are reflected below:

- (1) Errors or missing information on unit training assembly.
- (2) Errors or missing information on AD, ADT, ADSW or AT attendance.
- (3) Errors or missing information on correspondence course completion for those schools serviced by USATSC.
- (4) Errors or missing information on correspondence course completion for those schools not serviced by USATSC.
- (5) Documents to verify correspondence course completion for those schools not serviced by USATSC.
- (6) Documents to substantiate retirement points earned from prior service that have not been previously verified.

3-4. Transmittal of SIDPERS Input. NGB Form 3815, SIDPERS Input and Control Data - Authentication and Transmittal will be used to transmit source documents, DA Form 4187 and other miscellaneous type documents.

3-5. Classification and Safeguarding Personnel Information.

Information/source documents to support SIDPERS will not be classified. Source documents, military personnel records, and information of a personal nature will be stored, handled and transmitted in accordance with AR 340-16 and AR 640-10. Information of a personal nature may be disclosed or released only to authorized personnel in accordance with AR 340-17 and AR 340-21. Once the documents have served their purpose they will be disposed of IAW applicable directives. Should destruction be accomplished it will be by burning, shredding or by other appropriate means.

CHAPTER 4

Performance Management Reports

4-1. **Introduction.** NGB is aware of the value of performance reports in helping to correct unfavorable trends and exploit favorable approaches in the reporting of soldiers data from your command. If the data entered into SIDPERS is late or incorrect, it directly affects your ability to manage your unit. Performance reports should be helpful in performing personnel management responsibilities. They are not a mass of data which you would be forced to decipher and draw conclusions from but rather reports that will:

- a. Indicate input was received and processed at the SIB.
- b. Provide your unit administrators with a check on the timeliness, accuracy, and correctness of reports.
- c. Indicate certain actions that must be taken.
- d. Provide an automated suspense of personnel actions about to expire or that have expired.

4-2. **Performance Reports.** Listed below are the two performance reports which will enable you to better analyze your unit SIDPERS-ARNG performance and timeliness. They will provide the necessary information for direct additional emphasis towards those areas found to be marginal or deficient.

- a. **Personnel Transaction Register by Unit (GPDF-0880).** This report will be provided to each unit after a data base update cycle with a monthly summary at the end of each month. Its purpose is to provide the unit with a record of all personnel transactions and their status, i.e., if they have been processed or not. In the case of unprocessed transactions, the report will provide the originator with an error mnemonic which will identify the error in the transaction which caused it to not process. This error mnemonic will serve a dual purpose in that it will inform the originator of the error made so that it can be corrected, and it will provide the Commander with the hard data to analyze the quality of inputs being provided to the SIB. Based on this analysis, you can initiate corrective procedures such as requesting further SIDPERS training for your personnel or counselling your staff as to improper work habit. It also provides a basis for commending effective personnel.

- b. **Personnel Actions Past Due (GPFM-0860).** This is a monthly report which will provide you with a listing of specific personnel actions which have not been acted upon during the allotted processing time and as a result, are considered to be past due. The importance of this report as an aid to you cannot be overemphasized.

c. Appendix A provides a list of the SIDPERS-ARNG output reports followed by facsimiles and descriptive information that are provided to the units.

4-3. RPAS Reports. Listed below are the RPAS reports that will enable you to better counsel your soldiers on benefits to be gained through retirement from the ARNG. Details on RPAS are found in NGR 680-2. Samples of all the following reports are at Figures 4-1 through 4-5.

a. **NGB Form 23A, Army National Guard Current Annual Retirement Points Accounting Statement.** This is a statement provided at the end of each retirement year or upon separation, interstate transfer, or assignment to Inactive National Guard. It is a complete listing of all retirement points earned, whether the points are verified or not, and a statement indicating approximately how much retired pay he would be entitled to upon completion of 20 years creditable service or service until age 60.

b. **NGB Form 23A1, Army National Guard Retirement Points Supplemental Detailed Report.** This is a detailed report of retirement points earned during the last retirement year. The data will be available from 1 April 1987 or 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 Course completions.

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

d. **NGB Form 23C, Army National Guard Retirement Points Statement.** This is a statement provided the soldier upon application for retired pay. It is a complete listing of all retirement points earned, whether the points are verified or not. It has a certification of accuracy by the SIB Chief or RPAS NCO and will be attached to the DD Form 108, Application for Retired Benefits.

e. **NGB Form 23D, Notification of Eligibility for Retired Pay at Age 60.** This is a letter notifying the soldier of his/her eligibility to retired pay at age 60. It is generated from the Retirement Points Accounting History File upon attainment of 20 years creditable service. It will have NGB Form 23B, NGB Pam 600-5, and the Survivors Benefit Plan summary attached to it.

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

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)

Figure 4-1

STATEMENT FOR SOLDIERS WITH LESS THAN 20 YEARS SERVICE

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

STATEMENT FOR SOLDIERS WITH MORE THAN 20 YEARS SERVICE

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

1 Encl
Supplemental Detailed Report

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

NGB FORM 23A
1 October 1987

Figure 4-1 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 SUPPORT 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

NGB FORM 23A1
1 October 1987

Figure 4-2

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 forgoing, the number of years of creditable service upon which retired pay is computed may be adjusted to correct any error, miscalculation, or administrative determination, and when such a correction is made you will be eligible for retired pay in accordance with the number of years of creditable service, as corrected, from the date retired pay is granted.

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

3 Encls

- | | |
|--|----------------------------|
| 1. NGB Form 23B (RPAS History Statement) | _____ |
| 2. Survivor Benefit Plan Summary | Military Personnel Officer |
| 3. NGB Pam 600-5 | State of _____ |

DISTRIBUTION:

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

NGB FORM 23D
 1 October 1987

Figure 4-5

CHAPTER 5

What You Can Do To Help

5-1. **Commanders at all Levels.** Command knowledge of, and personal involvement in, SIDPERS-ARNG procedures are the key to successful people management. You should:

- a. Assure prompt reporting of soldier information. Next workday reporting of strength information is essential.
- b. Insist on prompt resolution of errors by your staff.
- c. Eliminate manual handling delays of your unit's/PAC's inputs to the SIB.
- d. Insist on an aggressive, effective program for the individual soldier's review and correction of his Personnel Qualification Record.
- e. Ensure the soldier reviews the NGB Forms 23 series upon receipt. Assist him in resolving any errors or discrepancies.

5-2. **Commanders Originating SIDPERS-ARNG Actions.** Particular attention should be directed to several output reports generated and distributed to your unit. Among these are the Personnel Actions Past Due (GPFM-0860), the Officer/Warrant Officer Suspense Listing Master (GPFQ-1240), the Enlisted Suspense Listing Master (GPFQ-1620), the Expiration Term of Service Report (GPFQ-1630), and the Unit Manning Roster (GPFM-1710). Through your routine review of these reports, you can ensure the accuracy and timeliness of your unit's SIDPERS transactions and resolve discrepancies before they become serious personnel problems, especially if pay becomes a factor. Note also that missing data is just as invalid as erroneous data and can seriously jeopardize the quality of your management information.

APPENDIX A

SIDPERS-ARNG OUTPUT REPORTS

This appendix provides a listing of the SIDPERS-ARNG output reports that will be provided to the unit level.

<u>PCN</u>	<u>OUTPUT REPORT AND DESCRIPTION</u>	<u>PAGE</u>
GPFM-0060	<u>Enlisted Suspense Roster</u> A monthly report which gives commanders a suspense listing of personnel from the Inservice Recruiting gained but not joined.	A-5
GPFM-0070	<u>Enlisted Alpha Roster Gained But Not Joined</u> A monthly alpha roster of enlisted personnel inservice recruiting gained but not joined.	A-7
GPFM-0230	<u>Awaiting IET Listing</u> A monthly report which gives commanders a listing of personnel awaiting initial entry training.	A-9
GPFM-0860	<u>Personnel Actions Past Due</u> A monthly report which provides commanders with a listing of personnel actions which have not been acted upon and are now past due.	A-11
GPFM-0880	<u>Personnel Transaction Register by Unit</u> A daily report providing a record of all personnel transactions by unit and their status (either processed or unprocessed) to include error mnemonics for unprocessed transactions.	A-13

<u>PCN</u>	<u>OUTPUT REPORT AND DESCRIPTION</u>	<u>PAGE</u>
GPFA-0930	<u>Qualitative Retention Consideration Roster</u> A cyclic report providing Commanders with the names of enlisted personnel selected for consideration and whether they have been previously selected.	A-15
GPFA-1010	<u>Selective Retention Consideration Roster</u> A cyclic report which provides Commanders with a listing of Officers selected by the successful processing of a Qualitative Selection Retention Board transaction to be considered by the Selective Retention Board.	A-17
GPFR-1200	<u>Strength Accountability</u> A cyclic report that provides Commanders with a recapitulation of current strength by MPC within an organization and a total by State.	A-19
GPFM-1210	<u>Monthly Summary Register by Unit</u> A monthly report that provides Commanders with a monthly summary of all transactions processed and unprocessed.	A-22
GPFQ-1240	<u>Officer/Warrant Officer Suspense Listing Master</u> A quarterly report which provides a list of Officers/Warrant Officers by unit with personnel actions due during the next calendar quarter.	A-24
GPFM-1420	<u>Unit Record of Reserve Training (DA Form 1379)</u> A monthly report which provides an overprint of Unit Personnel assigned and attached for the purpose of recording Attendance Status.	A-26
GPFM-1510	<u>ETS Loss and Gain Report</u> A monthly summary of Enlisted gains, ETS losses and extensions.	A-28

<u>PCN</u>	<u>OUTPUT REPORT AND DESCRIPTION</u>	<u>PAGE</u>
GPFQ-1620	<u>Enlisted Suspense Listing Master</u> A quarterly report providing a listing of Personnel Actions which expire during the second calendar quarter following the report "As of Date".	A-31
GPFQ-1630	<u>Expiration Term of Service Report</u> A quarterly report providing a listing of personnel with enlistments which expire during the next calendar quarter.	A-33
GPFQ-1640	<u>Enlisted Promotion Consideration Report</u> A quarterly report providing a listing of Enlisted personnel eligible for promotion consideration to include those eligible with a waiver.	A-35
GPFQ-1650	<u>Enlisted Non-Qualified Duty MOS Report</u> A quarterly report which provides the Commander with a listing of all Enlisted personnel not designated as duty position qualified plus the percentage of non-qualified.	A-37
GPFA-1670	<u>Enlisted Evaluation Report</u> A cyclic report that alerts Commanders that an EER is due on an individual and provides a partially completed DA Form 2166-6 one month before the annual report ending date.	A-39
GPFM-1680	<u>Enlisted Evaluation Report Check List</u> A cyclic report forwarded to the unit one month prior to the end of the annual evaluation period by pay grade. This report provides Commanders with a check sheet to ensure they are aware of EERs due for unit personnel. It also provides a method of ensuring that a rating chart is developed.	A-41

<u>PCN</u>	<u>OUTPUT REPORT AND DESCRIPTION</u>	<u>PAGE</u>
GPFM-1710	<p><u>Unit Manning Roster</u></p> <p>A monthly report providing the Commander with a roster of Required/Authorized positions by MTOE/TDA and personnel assigned, attached, ING and excess or overstrength.</p>	A-43
GPFM-1720	<p><u>Enlisted Personnel JUMPS Base File List</u></p> <p>A monthly report providing the unit with a listing of personnel data elements that relate to military pay entitlements.</p>	A-47
GPFM-1780	<p><u>Personnel Qualification Roster</u></p> <p>A monthly report providing intermediate level Commanders with a listing of qualifications by individual.</p>	A-50
GPFR-1790	<p><u>Personnel Qualification Record</u></p> <p>A cyclic report which provides the unit with a complete printout of the personnel file of each individual based on information contained in the data base.</p>	A-55

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

ENLISTED SUSPENSE ROSTER GAINED BUT NOT JOINED
GPFM - 0060

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

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

PART I: 60 TO 89 DAYS

(B) UIC: XXXXX

(C) NAME	(D) SSN	(E) GAIN DATE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX

PART II: 90 DAYS AND OVER

NAME	SSN	GAIN DATE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PCN: GPFM-0070
 REPORT TITLE: ENLISTED ALPHA ROSTER GAINED BUT NOT JOINED.
 PURPOSE: Provides a alphabetic roster showing enlisted service members gained through Inservice recruiting and/or Interstate transfers but has not joined unit as yet.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	<u>UIC</u> - Current Unit Processing Code.
C		<u>NAME</u> - Name of reported service member.
D		<u>GRADE</u> - First three positions of Grade Abbreviation.
E		<u>SSN</u> - Social Security Number of reported service member.
F		<u>SEX</u> - Sex of reported service member.
G		<u>MOS</u> - First five characters of Duty Position.
H		<u>GAIN DATE</u> - Effective date service member gained to current organization. (This date is same as "Date of Assignment/Loss Reason").

PCN: GPFM-0230

REPORT TITLE: AWAITING INITIAL ENTRY TRAINING(IET) LISTING

PURPOSE: Provides managers a listing of personnel awaiting Initial Entry Training by specific periods.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
		PARTs I through VI lists service members within applicable category.
B		<u>NAME</u> - Name of reported service member.
C		<u>SSN</u> - Social Security Number of reported service member.
D		<u>GRADE</u> - Grade of service member.
E		<u>DUTY MOS</u> - Duty Military Occupational Specialty of service member.
F		<u>GAIN DATE</u> - Date of assignment. Same as "Date of Assignment Loss Reason".
G		<u>TNG/PAY/RET CODE</u> - Training/Pay/Retired Category code.
H		<u>TNG STAT DATE</u> - Training Status Date. This is the date which reflects the initial or change in training status.
	I	<u>TOTAL BY UIC</u> - Summary of totals by specific periods by UIC.
	J	<u>TOTAL BY STATE</u> - Summary of totals by specific periods for entire State.

AWAITING IET LISTING
GPFM-0230

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PREPARED YMMDD (A) AWAITING IET LISTING PCN GPFM-0230 AS OF YMMDD PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXXXX STATE XX UIC WXXXXX ANALYST XX

PART I LESS THAN 60 DAYS

PART II 60 DAYS AND LESS THAN 120 DAYS

PART III 120 DAYS AND LESS THAN 180 DAYS

PART IV 180 DAYS AND LESS THAN 270 DAYS

PART V 270 DAYS AND OVER

PART VI AWAITING SECOND PART OF IET

(B) NAME	(C) SSN	(D) GRADE	(E) DUTY MOS	(F) GAIN DATE	(G) TNG/PAY/ RET CODE	(H) TNG STAT DATE
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX-XX-XXXX	XXX	XXXXX	YYMMDD	X	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX-XX-XXXX	XXX	XXXXX	YYMMDD	X	YYMMDD

	0 - 59 DAYS	60 - 119 DAYS	120 - 179 DAYS	180 - 269 DAYS	270 DAYS AND OVER	AWAITING SECOND PART OF IET	AGGREGATE
(I) TOTAL BY UIC	XXX	XXX	XXX	XXX	XXX	XXX	XXXX
(J) TOTAL BY STATE	XXX	XXX	XXX	XXX	XXX	XXX	XXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PCN: GPFM-0860

REPORT TITLE: Personnel Actions Past Due

PURPOSE: Gives commanders specific personnel actions which have not been acted upon during their regular processing time and are now past due.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header and Unit Identification Lines.
	B	PART I - ASSIGNED.
C		<u>TRANS NAME</u> - First 5 letters of last name.
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individual's grade.
F		<u>EXPIR TERM SVC</u> - Date Expiration Term of Service.
G		<u>ATTACH EXPIRED</u> - Date Expiration of Attachment.
H		<u>DATE END EVALUATION PERIOD</u> - End of Evaluation Period date.
I		<u>DATE LAST PHYSICAL</u> - Year and Month of Last Physical Examination.
J		<u>QUAL/SEL RETENTION EXPIRED</u> - Date of Qualitative/Selective Retention Identifier.
K		<u>MANDATORY REMOVAL DATE</u> - Date of Mandatory Removal.
L		<u>CON RELEASE OVER 90 DAYS</u> - Conditional Release Date over 90 days using data from Date of Record Status.
M		<u>UNIFORM ALLOWANCE DATE</u> - Date of Uniform Allowance Entitlement.
	N	PART II - ATTACHED.

Personnel Actions Past Due
GPFM-0860

PREPARED YMMDD PERSONNEL ACTIONS PAST DUE (A) FCN GPFM 0860 AS OF YMMDD PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXXXX STATE XX UIC WXXXXX ANALYST XX MO XX

PART I ASSIGNED (B)

(C) TRANS NAME	(D) SSN	(E) GRADE	(F) EXPIR TERM SVC	(G) ATTACH EXPIRED	(H) DATE END EVALUATION PERIOD	(I) DATE LAST PHYSICAL	(J) QUAL/REL RETENTION EXPIRED	(K) MANDATORY REMOVAL DATE	(L) COND RELEASE OVER 90 DAYS	(M) UNIFORM ALLOWANCE DATE
XXXXX	XXX-XX-XXXX	XXX	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD
XXXXX	XXX-XX-XXXX	XXX	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD
XXXXX	XXX-XX-XXXX	XXX	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD	YMMDD

PART II ATTACHED (N)

PCN: GPDF-0880

REPORT TITLE: Personnel Transaction Register By Unit

PURPOSE: Provides hardcopy daily record of all personnel/unit transactions processed and unprocessed by unit plus a monthly summary of all processed and all unprocessed transactions remaining on the file.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
	C	TRANSACTION PROCESSED - First portion of report for processed transactions.
D		<u>DATE</u> - Year, month and day of transaction date.
B		<u>NAME/UPC</u> - If the transaction is a personnel transaction, the transaction name will be printed, if the transaction is an organization transaction, the transaction UPC will be printed.
F		<u>SSN</u> - Social Security Number.
G		<u>MNEMONIC</u> - Transaction Mnemonic for processed transaction.
H		<u>ORIG CODE</u> - Originator Code.
I		<u>TRANSACTION DATA</u> - Action data from the transaction.
J		<u>CONTROL NUMBER</u> - Generated Transaction Identification Number.
K		<u>DOCUMENT NUMBER</u> - Optional Code used by the SIB.
	L	<u>TRANSACTION UNPROCESSED</u> - Second portion of report for transactions that did not process due to errors.
M		<u>ERROR MNEMONIC</u> - Code identifying error mnemonic of rejected transaction.

PCN: GPFA-0930

REPORT TITLE: Qualitative Retention Consideration Roster

PURPOSE: List those Enlisted personnel selected by the successful processing of a Qualitative Selective Retention Board transaction provides commanders and the State MILPO with the names of personnel selected for consideration and whether they have been previously selected.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
C		<u>NAME</u> - Name of individual.
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individual's grade.
F		<u>PREVIOUSLY CONSIDERED</u> - Identifies with "YES" or "NO" as applicable if individual was previously considered for Qualitative Retention.
**		The "As of Date" must be Date of Board Convening.

Qualitative Retention Consideration Roster
GPFA-0930

PREPARED	YVMMDD	(A) QUALITATIVE RETENTION CONSIDERATION ROSTER	PCN GPFA 0930	AS OF YVMMDD	PAGE	XXX
UNIT	(B) XXXXXXXXXXXXXXXXXXXXXXXXXXXX	LOCATION	XXXXXXXXXXXXXXXX	STATE	XX	
	(C) NAME	(D) SSN	(E) GRAVE	(F) PREVIOUSLY CONSIDERED	UIC	WXXXXX
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXX		ANALYST
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXX		XX
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXX		

PCN: GPFA-1010

REPORT TITLE: Selective Retention Consideration Roster

PURPOSE: Provides the commander and MILPO with a listing of officers selected by the successful processing of a Qualitative Selection Retention Board transaction to be considered by the Selective Retention Consideration Board.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
C		<u>NAME</u> - Name of individual.
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individual's grade.
F		<u>BASIC BRANCH</u> - Basic branch only will print for Commissioned Officer, will be blank for Warrant Officers.
G		<u>PREVIOUSLY CONSIDERED</u> - "YES" if individual was previously considered for mandatory promotion. "NO" if individual was not previously considered.
**		The "As of Date" must be Date of Board Convening.

Selective Retention Consideration Roster
GPFA-1010

PREPARED YYMMDD	④ SELECTIVE RETENTION CONSIDERATION ROSTER		PCN GPFA 1010 AS OF YYMMDD		PAGE	XXX	
UNIT	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	LOCATION	XXXXXXXXXXXXXXXXXX	STATE	XX	UIC WXXXXX	ANALYST XX
③	①	②	⑤	⑥	⑦	⑧	
NAME	SSN	GRADE	BASIC BRANCH	PREVIOUSLY CONSIDERED			
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX-XX-XXXX	XXX	XX	XXX			
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX-XX-XXXX	XXX	XX	XXX			
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX-XX-XXXX	XXX	XX	XXX			

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

PCN: GPFR-1200 (cont'd)

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

Strength Accountability
GPR-1200

PCN GPR 1200 AS OF YYPDDD PAGE XXX

PREPARED YYDDDD STRENGTH ACCOUNTABILITY

PART I - UNIT - DIVISION

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

PART II - STATEWIDE REGAP

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

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

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

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

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

PREPARED YYMMDD ENL GAINS, LOSSES AND EXTENSIONS

PCN GPFM-1510 AS OF YYMMDD PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXXXXXXXX STATE XX

UIC WXXXXX

TEST CATEGORY	ENLISTMENT	ENLISTMENT	ENLISTMENT	ENLISTMENT	PS ENL	REENL/	ETS	NON-
	OPTION	OPTION	OPTION	OPTION		EXT	LOSSES	ETS
	8 X 0	6 X 2	4 X 4	3 X 5				
AFQT CAT I	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT II	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT IIIA	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT IIIB	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT IVA	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT IVC	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT IVD	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
AFQT CAT V	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
NOT TESTED	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TOTAL	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

YEARS OF EXTENSIONS

EXT FOR 1 YR	XXXXXX
EXT FOR 2 YR	XXXXXX
EXT FOR 3 YR	XXXXXX
EXT FOR 4 YR	XXXXXX
EXT FOR 5 YR	XXXXXX
EXT FOR 6 YR	XXXXXX
OTHER	XXXXXX
TOTAL	XXXXXX

STATEWIDE RECAP

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

Enlisted Suspense Listing - Master
GPFQ-1620

PREPARED YYYMMDD (A) ENLISTED SUSPENSE LISTING - MASTER PCN GPFQ 1620 AS OF YYYMMDD PAGE XXX
 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXXXXXXXX STATE XX UIC WXXXXX ANALYST XX
 PERIOD OF YYYMMDD - YYYMMDD (C)

(D) NAME	(E) GRADE	(F) RECORDS AUDIT DATE	(G) ETS	(H) EER	(I) PHYSICAL	(J) EXPIRED READY RESERVE OBLIG	(K) EXPIRATION OF ATTACHMENT
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXI	YYMMDD	YYMMDD	YYMMDD	YYMM	YYMMDD	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX	YYMMDD	YYMMDD	YYMMDD	YYMM	YYMMDD	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX	YYMMDD	YYMMDD	YYMMDD	YYMM	YYMMDD	YYMMDD

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

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

For Official Use Only Privacy Act Data
 (A) Enlisted Promotion Consideration Report
 GPFQ - 1640

PREPARED VVMMDD		ENLISTED PROMOTION CONSIDERATION REPORT				PCN GPFQ-1640		AS OF VVMMDD		PAGE		XXX	
(A) UNIT	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	LOCATION	XXXXXXXXXXXX	STATE	XX	(I) UIC	XXXXXX	(J) Mos	(K) Yrs	(L) WAIVER	(M) CIV	(N) NCO	(O) SCTY
(C) NAME	(D) SSN	(E) GRADE	(F) PERS ID	(G) DATED	(H) DOR	(I) Mos	(J) PEBD	(K) Yrs	(L) TIG	(M) TIG	(N) LEV	(O) ED	(P) CLNC
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXX	XXXXX	VVMMDD	XX	VVMMDD	XX	X	X	X	X	X
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXX	XXXXX	VVMMDD	XX	VVMMDD	XX	X	X	X	X	X
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XXXXX	XXXXX	VVMMDD	XX	VVMMDD	XX	X	X	X	X	X

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PCN: GPFQ 1650

REPORT TITLE: Enlisted Non-Qualified Duty MOS Report

PURPOSE: Provides the commander a listing of all Enlisted personnel not designated as duty position qualified plus the percentage of non-qualified.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
C		<u>NAME</u> - Name of individual.
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individual's grade.
F		<u>EXPIR TERM SVC</u> - Expiration Term of Service Date.
G		<u>TRNG PAY RET CAT</u> - Training Pay/Retired Category data.
H		<u>DUTY MOS</u> - Duty Military Occupational Specialty Designator Enlisted.
I		<u>PRIMARY MOS</u> - Primary Military Occupational Specialty Designator Enlisted.
J		<u>SECONDARY MOS</u> - Secondary Military Occupational Specialty Designator Enlisted.
*K		<u>DY POSN QUAL CODE</u> - Duty Position Qualification Code.
L		<u>REMARKS</u> - Left blank.

PCN: GPFA-1670 REPORT TITLE: Enlisted Evaluation Report PURPOSE: Alerts commander that EER is due on individual and provides a partially completed Enlisted Evaluation Report, DA 2166-6, three months before annual reporting ending date.		
COLUMN	LINE	DESCRIPTION
		PART I <u>BLOCK A - NAME</u> - Name of individual. <u>BLOCK B - SSN</u> - Social Security Number. <u>BLOCK C - RANK</u> - Individual's grade. <u>BLOCK D - DATE OF RANK</u> - Date of Rank-Reserve. <u>BLOCK E - PRIMARY MOSC</u> - Primary Military Occupational Specialty Designator - Enlisted. <u>BLOCK F - SECONDARY MOSC</u> - Secondary Military Occupational Specialty Designator - Enlisted. <u>BLOCK G - UNIT</u> - Station - UIC - Name of unit, address and UIC <u>BLOCK I - PERIOD OF REPORT</u> - Beginning and ending year and month of report.
		PART II <u>BLOCK B - DUTY MOSC</u> - Duty Military Occupational Specialty Designator - Enlisted.

See Privacy Act Statement in AR 623-205, APPENDIX E.		ENLISTED EVALUATION REPORT (AR 623-205)			Proponent agency for this form is the US Army Military Personnel Center.								
PART I. ADMINISTRATIVE DATA													
A. LAST NAME - FIRST NAME - MIDDLE INITIAL X-----X				B. SSN XXX-XX-XXXX		C. RANK (ABBR) XXX	D. DATE OF RANK YYMMDD						
E. PRIMARY MOSC XXXXX	F. SECONDARY MOSC XXXXX	G. UNIT, ORGANIZATION, STATION, ZIP CODE/APO, MACOM X-----X X-----X XX X-----X WXXXXX											
H. CODE/TYPE OF REPORT 1		I. PERIOD OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">FROM</td> <td style="width:10%;">YEAR YY</td> <td style="width:10%;">MONTH MM</td> <td style="width:10%;">THRU</td> <td style="width:10%;">YEAR YY</td> <td style="width:10%;">MONTH MM</td> </tr> </table>			FROM	YEAR YY	MONTH MM	THRU	YEAR YY	MONTH MM	J. RATED MONTHS	K. NONRATED MONTHS	L. NONRATED CODES
FROM	YEAR YY	MONTH MM	THRU	YEAR YY	MONTH MM								
PART II. DUTY DESCRIPTION													
A. PRINCIPAL DUTY TITLE:					B. DUTY MOSC: XXXXX								
C. DESCRIPTION OF DUTIES:													
PART III. EVALUATION OF PROFESSIONALISM AND PERFORMANCE													
RATER	INDORSER	A. PROFESSIONAL COMPETENCE			SCORING SCALE	RATER	INDORSER	B. PROFESSIONAL STANDARDS					
		1. Demonstrates initiative.			(High)			1. Integrity.					
		2. Adapts to changes.			5			2. Loyalty.					
		3. Seeks self-improvement.			4			3. Moral courage.					
		4. Performs under pressure.			3			4. Self-discipline.					
		5. Attains results.			2			5. Military appearance.					
		6. Displays sound judgment.			1			6. Earns respect.					
		7. Communicates effectively.			0			7. Supports EO/EEO.					
		8. Develops subordinates.			(Low)			SUBTOTALS					
		9. Demonstrates technical skills.				(Add the Rater's SUBTOTALS (A&B) and enter sum in the appropriate box in PART VI, SCORE SUMMARY. Do the same for Indorser.)							
		10. Physical fitness.											
		SUBTOTALS											
C. DEMONSTRATED PERFORMANCE OF PRESENT DUTY													
1. Rater's Evaluation:													
2. Indorser's Evaluation:													

PCN: GPFM-1680
REPORT TITLE: ENLISTED EVALUATION REPORT CHECK SHEET
PURPOSE: Provides commanders a check sheet to make them aware of Enlisted Evaluation Reports for their personnel are due annual evaluations and provides a method to develop a rating chain.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header line.
	B	Unit Identification Header line.
C		<u>NAME</u> - Name of individual;
D		<u>SSN</u> - Social Security Number.
E		<u>GRADE</u> - Individuals grade.
F-I		Columns for RATER, INDORSER, REVIEWER, and SUBMISSION DATE are for use by commanders.

ENLISTED EVALUATION REPORT CHECK SHEET
GPFM-1680

PREPARED YYMMDD

(A) ENLISTED EVALUATION REPORT CHECK SHEET

PCN GPFM 1680 AS OF YYMMDD PAGE XXX

(B) UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LOCATION XXXXXXXXXXXX STATE XX

UTC WXXXX

ANALYST XX

(C) NAME

(D) SSN

(E) GRADE

(F) RATER

(G) INDORSER

(H) REVIEWER

(I) SUB DATE

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XX

PCN: GPFM-1710

REPORT TITLE: Unit Manning Report

PURPOSE: Provides hardcopy Roster of Required - Authorized Positions by unit by MTOE/TDA and Personnel Assigned, Attached, Inactive NG, and Excess or Overstrength.

COLUMN	LINE	DESCRIPTION
	A	<u>UNIT</u> - Name of Organization from SIDPERS Organizational File.
	B	<u>UIC</u> - Last five positions of Unit Identification Code.
	C	<u>PR NBR</u> - Unit Payroll Number.
	D	<u>DOCUMENT NBR</u> - Document Number.
E		<u>POSN NBR</u> - Code identifying the Position Number for Excess Individuals (See NGB Pam 600-29 for Code ID).
F		<u>PARA</u> - Paragraph Designator of authorized position as shown in MTOE/TDA.
G		<u>LIN</u> - Line Designator of authorized position as shown in MTOE/TDA.
H		<u>PARA TITLE</u> - MTOE/TDA Paragraph Title (lead line).
		<u>POSITION TITLE</u> - MTOE/TDA Authorized Position Title.
		<u>NAME</u> - Name of individual assigned reference MTOE/TDA position (27 character max).
I		<u>SSN</u> - Social Security Number of service member.
J		<u>GR</u> - First line - Grade Authorized by MTOE/TDA.
		Second line - First three positions of grade abbreviation and code of individual occupying position.

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

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

UNIT MANNING REPORT
GPFM1710

PREPARED VYMMDD UNIT MANNING REPORT PCN GPFM-1710 AS OF VYMMDD PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX UIC WXXXXX PR NBR XXX DOCUMENT NBR XXXXXXXXXXXX
 POSN PARA LIN POSITION TITLE SSN GR BR ID PSSI S I AMOSD DSSI ULT UCA
 NBR NAME SSN SEX PMOSD I C SMOSD DMOSD ANCLCH REMARKS LOCAL DATA

XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX XX X XXXX XX XX X XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX XX X XXXX XX XX XXXX XXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 XXXX XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XX X XXXX XX XX X XXXXXXXXXXXXXXXXXXXXXXXXXXXX
 VACANT X

9992 ASSIGNED EXTRA TDA POSITION
 XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX XX X XXXX XX XX XXXX XXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

ATTACHED
 XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX XX X XXXX XX XX XXXX XXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

RECAP BY GRADE	08	07	06	05	04	03	02	01	W0	E9	E8	E7	E6	E5	E4	E3	E2	E1	TOTAL	OFF	W0	ENLD	AGGREGATE
TOTAL REGD	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX
TOTAL AUTH	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX
ASSIGNED	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX
QUALIFIED	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX
EXTRA TDA	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX
ING	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX
ATTACHED	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XXX	XXX

PCN: GPFM-1720

REPORT TITLE: JUMPS Base File List

PURPOSE: To provide listing of personnel data elements that relate to military pay entitlements.

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

PCN: OPFM-1720 (con't)

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

PCN: GPFM-1780

REPORT TITLE: Personnel Qualification Roster

PURPOSE: To provide intermediate level commanders a listing of qualification by individual.

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

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

BCN: GPFM-1780

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

PCN: GPFM-1780 (con't)

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

Personnel Qualification Roster
GPFM-1780

PREPARED YVMMDD PERSONNEL QUALIFICATION ROSTER (A)

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PART I STATE (B)

SECTION A COMMISSIONED OFFICERS (C)

(D) NAME	(E) GR ABBR CODE	(F) DOR RES	(G) POSN NBR EX-IND	(H) PHYSICAL CAT-DATE	(I) RACE	(J) BR SCH ENRL	(K) CIV ED	(L) CSMD WO SVC DATE	(M) DATE END EVAL PD	(N) QUAL-SEL RET	(O) DATE EXP OBL	(P) FT SPT STAT	(Q) SBP STAT
SSN	GR ABBR CODE	DOR RES	DSSJ AND DY QUAL	PHY PRFL SERIAL	ETH GP	MARTL STAT	BR SCH COMPL	IPAY ONE AND DATE	PEBD	SCTY CLNC	ATCH TO	TOT YRS SVC RET	SBP STAT
PSSD-ASI	SSSI-ASI	UPC	TOE/TDA PARA/LIN	HGT-WGT	SEX	LANG CODE	HI MIL COL CR	CURR INC AND DATE	DOB	TNG PAY RET CAT	MAND REM DATE	TWENTY YR CERT	RYE DATE
XXXXXXXXXXXXXXXXXXXXXXXXXX			XXXX	X-YVMM	X	X	X	YVMMDD	YVMMDD	X	YVMMDD	X	X
XXX-XX-XXXX XXXX		YVMMDD	XXXXX-X	XXXXXX	X	X	X	X-YVMMDD	YVMMDD	X	XXXXX	XX	X
XXXXX-XX XXXXX-XX XXXXX		XXXXX	XXXX-XXX	XX-XXX	X	XX	X	X-YVMMDD	YVMMDD	X	YVMMDD	X	MMDD

SECTION B WARRANT OFFICERS (C)

NAME	GR ABBR CODE	DOR RES	POSN NBR EX-IND	PHYSICAL CAT-DATE	RACE	BR SCH ENRL	CIV ED	CSMD WO SVC DATE	DATE END EVAL PD	QUAL-SEL RET	DATE EXP OBL	FT SPT STAT	SBP STAT
SSN	GR ABBR CODE	DOR RES	DMOS AND DY QUAL	PHY PRFL SERIAL	ETH GP	MARTL STAT	BR SCH COMPL	IPAY ONE AND DATE	PEBD	SCTY CLNC	ATCH TO	TOT YRS SVC RET	SBP STAT
PMOSD-ASI	AMOSD-ASI	UPC	TOE/TDA PARA-LIN	HGT-WGT	SEX	LANG CODE	HI MIL COL CR	CURR INC AND DATE	DOB	TNG PAY RET CAT	MAND REM DATE	TWENTY YR CERT	RYE DATE
XXXXXXXXXXXXXXXXXXXXXXXXXX			XXXX	X-YVMM	X	X	X	YVMMDD	YVMMDD	X	YVMMDD	X	X
XXX-XX-XXXX XXXX		YVMMDD	XXXXX-X	XXXXXX	X	X	X	X-YVMMDD	YVMMDD	X	XXXXX	XX	X
XXXXX-XX XXXXX-XX XXXXX		XXXXX	XXXX-XXX	XX-XXX	X	XX	X	X-YVMMDD	YVMMDD	X	YVMMDD	X	MMDD

SECTION C ENLISTED (C)

NAME	GR ABBR CODE	DOR RES	POSN NBR EX-IND	PHYSICAL CAT-DATE	RACE	NCO ED ENRL	CIV ED	SQT SCORE AND DATE	DATE END EVAL PD	QUAL-SEL RET	DATE EXP OBL	FT SPT STAT	SBP STAT
SSN	GR ABBR CODE	DOR RES	DMOS AND DY QUAL	PHY PRFL SERIAL	ETH GP	MARTL STAT	NCO ED	IPAY ONE AND DATE	PEBD	SCTY CLNC	ATCH TO	TOT YRS SVC RET	SBP STAT
PMOSD-ASI	SMOSD-ASI	UPC	TOE/TDA PARA/LIN	HGT-WGT	SEX	LANG CODE	REENL BONUS	CURR INC AND DATE	DOB	TNG PAY RET CAT	ETS	TWENTY YR CERT	RYE DATE
XXXXXXXXXXXXXXXXXXXXXXXXXX			XXXX	X-YVMM	X	X	X	XXX-YVMM	YVMMDD	X	YVMMDD	X	X
XXX-XX-XXXX XXXX		YVMMDD	XXXXX-X	XXXXXX	X	X	X	X-YVMMDD	YVMMDD	X	XXXXX	XX	X
XXXXX-XX XXXXX-XX XXXXX		XXXXX	XXXX-XXX	XX-XXX	X	XX	X	X-YVMMDD	YVMMDD	X	YVMMDD	X	MMDD

PART II DIV
PART III BDE } (B)
PART IV BN

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

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

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

PCN: GPFR-1790 (con't)

COLUMN	LINE	DESCRIPTION
		SECTION D - PAY DATA (con't)
	13	<u>ATCH PR NBR</u> - Attachment Payroll Number.
	14	<u>CURR INC TERM STAT/CODE</u> - Current Incentive Termination Status and Code.
	15	<u>DATE INC TERM STAT</u> - Date of Incentive Termination Status.
	16	<u>SP PAY/CODE</u> - Special Pay and Code.
	E	SECTION E - TRAINING/EDUCATION DATA - Unique data applicable to OFF/WO/EM.
	1	<u>TNG STAT/DATE/CODE</u> - Training Status, Date, and Code.
	2	<u>CIV EDUC LEVEL/CODE</u> - Civilian Education Level and Code.
	3	<u>MAJ SUBJ COL EDUC/CODE</u> - Major Subject College Education and Code.
	F	SECTION F - INDIVIDUAL DATA - Unique data applicable to OFF/WO/EM.
	1	<u>DOB</u> - Date of Birth.
	2	<u>RACE POP GRP/CODE</u> - Race Population Group and Code.
	3	<u>ETH GRP/CODE</u> - Ethnic Group and Code.
	4	<u>STREET ADDR</u> - Street Address of individual.
	5	<u>ADDR CITY</u> - Address City of individual.
	6	<u>ST-CNTRY/ZIP</u> - State and Country and Zip Code.
	7	<u>MARTL STAT/CODE</u> - Marital Status and Code.
	8	<u>DEPN NBR</u> - Number of Dependents.

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COLUMN	LINE	DESCRIPTION
		<u>SECTION F - INDIVIDUAL DATA (con't)</u>
	9	<u>NBR MO ACT FED SVC</u> - Number of Months of Service.
	10	<u>REL DENOM/CODE</u> - Religious Denomination and Code.
	11	<u>BREAK MIL STAT/CODE</u> - Break in Military Status and Code.
	12	<u>DATE INIT ENT RC</u> - Date of Initial Entry Into a Reserve Component.
	13	<u>CIV EMPL/CODE</u> - Civilian Employer and Code.
	14	<u>CIV OCC/CODE</u> - Civilian Occupation and Code.
	15	<u>RET WVR/CODE</u> - Retention Waiver and Code.
	16	<u>DATE END EVAL PD</u> - Date of End of Evaluation Period.
	17	<u>PRIV ACT DSP RCD</u> - Privacy Act Disputed Record and Code.
	18	<u>LOCAL DATA PERS</u> - Local Data Personnel.
	19	<u>QUAL SEL IDENT/DATE</u> - Qualitative/Selective Retention Identifier and Date.
	G	<u>SECTION G - ENLISTED UNIQUE DATA</u>
	1	<u>ETS DATE</u> - Expiration Term of Service Date.
	2	<u>SRC-ORIG-ENLSTMT-INDCTN</u> - Source of Original Enlistment/Induction and Code.
	3	<u>ENLSTMT OPT PD/CODE</u> - Enlistment Option Period and Code.
	4	<u>TERM ENL RES</u> - Term of Enlistment Reserve.
	5	<u>NBR EXT ENL</u> - Number of Extensions of Enlistment.

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COLUMN	LINE	DESCRIPTION
		<u>SECTION G - ENLISTED UNIQUE DATA (con't)</u>
	6	<u>CUM MOB EXT</u> - Cumulative Months of Extension.
	7	<u>MOS CURR EXT</u> - Months of Current Extension.
	8	<u>PRO PAY STAT/CODE/DATE</u> - Proficiency Pay Status, Code, and Effective Date.
	9	<u>AFQT PCTL</u> - Armed Forces Qualification Test Percentile Score.
	10	<u>AFQT SCORE OPS/CODE</u> - Armed Forces Qualification Test Score Group and Code.
	11	<u>NCO EDUC/CODE</u> - NCO Education and Code.
	12	<u>NCO EDUC ENRLD/CODE</u> - NCO Education Enrolled and Code.
	13	<u>ENLSTMT WVR COND/CODE 1</u> - Enlistment Waiver Condition and Code 1.
	14	<u>ENLSTMT WVR COND/CODE 2</u> - Enlistment Waiver Condition and Code 2.
	15	<u>ENLSTMT WVR COND/CODE 3</u> - Enlistment Waiver Condition and Code 3.
	16	<u>PMOSD ENLD</u> - Primary Military Occupational Specialty Designator.
	17	<u>ASI PMOSD ENLD</u> - Additional Skill Identifier Primary Military Occupational Specialty Designator.
	18	<u>PMOSD ENLD BASE ACQ/CODE</u> - Primary Military Occupational Specialty Designator - Enlisted - Basic for Acquiring and Code.
	19	<u>SMOSD ENLD</u> - Secondary Military Occupational Specialty Designator.
	20	<u>ASI SMOSD ENLD</u> - Additional Skill Identifier - Secondary Military Occupational Specialty Designator.
	21	<u>AMOSD ENLD</u> - Additional Military Occupational Specialty Designator.

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COLUMN	LINE	DESCRIPTION
		<u>SECTION G - ENLISTED UNIQUE DATA (con't)</u>
	22	<u>ASI AMOSD ENLD</u> - Additional Skill Identifier to a Additional Military Occupational Specialty Designator.
	23	<u>SQT MOB/DATE/SCORE</u> - Skill Qualification Test Military Occupational Specialty, Date of Test, and Score attained.
	24	<u>MOS TEST FAILED</u> - Military Occupational Specialty Test Failed.
	25	<u>ENLSTMT REENL BONUS ENTL/CODE</u> - Enlistment or Reenlistment Bonus Entitlement and Code.
	26	<u>ENLSTMT REENL BONUS AUTH/CODE</u> - Enlistment or Reenlistment Bonus Authorization and Code.
	27	<u>DATE ENLSTMT REENL BONUS</u> - Date of Enlistment/Reenlistment Bonus Entitlement.
	28	<u>ENLSTMT REENL BONUS MOS</u> - Enlistment/Reenlistment Bonus MOS.
	29	<u>NBR ENLSTMT REENL BONUS</u> - Number of Enlistment/Reenlistment Bonus.
		<u>SECTION G - OFFICER - WARRANT OFFICER UNIQUE DATA</u>
	1	<u>SRC CMSN WRNT/CODE</u> - Source Commission/Warrant and Code.
	2	<u>MAND REM RSN/CODE</u> - Mandatory Removal Reason and Code.
	3	<u>DATE MAND REM</u> - Date of Mandatory Removal.
	4	<u>DATE PROJ PROM ELIG</u> - Date of Projected Promotion Eligibility.
	5	<u>APT WVR COND/CODE 1</u> - Appointment Waiver Condition and Code 1.
	6	<u>APT WVR COND/CODE 2</u> - Appointment Waiver Condition and Code 2.

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

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COLUMN	LINE	DESCRIPTION
		<u>SECTION G - CO UNIQUE DATE</u> (con't)
	3	<u>ASI PSSI</u> - Additional Skill Identifier - Primary Specialty Skill Identifier.
	4	<u>ASI SSSI</u> - Additional Skill Identifier - Secondary Specialty Skill Identifier.
	5	<u>ASI ASSI</u> - Additional Skill Identifier to a Additional Specialty Skill Identifier.
	6	<u>PROM CONS/DATE/CODE</u> - Promotion Consideration and Date and Code.
	7	<u>PSSI</u> - Primary Specialty Skill Identifier.
	8	<u>SSSI</u> - Secondary Specialty Skill Identifier.
	9	<u>ASSI</u> - Additional Specialty Skill Identifier.
	10	<u>DSG CONT SP</u> - Designated Control Specialty.
	11	<u>PROF MIL ED</u> - Professional Military Education.
	H	<u>SECTION H - FULL-TIME DATA</u> - Unique data applicable to OFF/WO/EM.
	1	<u>ACT GRD RES IDENT/CODE</u> - Active Guard/Reserve (AGR) Identifier and Code.
	2	<u>ACT STAT PROG/CODE</u> - Active Status Program and Code.
	3	<u>FT SPT STAT/CODE</u> - Full-Time Support Status and Code.
	4	<u>TECH SSVC/CODE</u> - Technician/Selective Service Code.
	5	<u>CIV GR</u> - Civilian Grade.

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

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COLUMN	LINE	DESCRIPTION
		SECTION K - RETIREMENT DATA (con't)
	7	TOT YR SAT SVC RT - Total Years Satisfactory Federal Service for Retirement.
	8	TWENTY YR CER STAT/CODE - Twenty Year Certificate Status and Code.

Personnel Qualification Record
GPFR-1790

PREPARED YYMMDD PERSONNEL QUALIFICATION RECORD

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① SECTION A - PERSONAL DATA

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

② SECTION B - GRADE DATA

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

③ SECTION C - ORGANIZATION DATA

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

④ SECTION D - PAY DATA

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

PREPARED YYMMDD PERSONNEL QUALIFICATION RECORD

PCN GPFR-1790 AS OF YYMMDD PAGE XXX

SECTION E - TRAINING/EDUCATION DATA

1 TNG STAT/DATE/CODE	XXXXXXXXXXXXXXXXXXXXX YYMMDD X	4 ROTC IDENT/CODE	XXXXXX XXXXXXXXXXXXX Y YEARS XXX
2 CIV EDUC LEVEL/DATE	XXXXXXXXXXXXXXXXXXXXX X	5 FIRST LANG IDENT/DATE	XXXXXXXXXXXXXXXXXXXXX XX
3 MAJ SUBJ COL EDUC/DATE	XXXXXXXXXXXXXXXXXXXXX XXX		

SECTION F - INDIVIDUAL DATA

1 DOB	YYMMDD	11 BREAK MIL STAT/DATE	XXXXXXXXXXXXXXXXXXXXX X
2 RACE POP GRP/DATE	XXXXXXX X	12 DATE INIT ENT RC	YYMMDD
3 ETH GRP/DATE	XXXXXXXXXXXXXXXXXXXXX X	13 CIV EMPL/DATE	XXXXXXXXXXXXXXXXXXXXX X
4 STREET ADDR	XXXXXXXXXXXXXXXXXXXXX	14 CIV OCC/DATE	XXXXXXXXXXXXXXXXXXXXX XXX
5 ADDR CITY	XXXXXXXXXXXXXXXXXXXXX	15 RET WVR	XXXXXXXXXXXXXXXXXXXXX XX
6 ST-CNTRY/ZIP	XX XXXXX	16 DATE END EVAL PD	YYMMDD
7 MARTL STAT/DATE	XXXXXXXXXXXXXXXXXXXXX X	17 PRIV ACT DSP RCD	XXXXXXXXXXXXXXXXXXXXX X
8 DEPN NBR	X	18 LOCAL DATA PERS	XXXXXXXXXXXXXXXXXXXXX
9 NBR MO ACT FED @VCRXX		19 QUAL SEL IDENT/DATE	X YYMMDD
10 REL DEMON CODE	XXXXXXXXXXXXXXXXXXXXX XX		

SECTION G - ENLISTED UNIQUE DATA

1 ETS DATE	YYMMDD	16 PMOSD ENLD	XXXXXX
2 SAC ORIG ENLSTMT INDCN	XXXXXXXXXXXXXXXXXXXXX X	17 ASI PMOSD ENLD	XX
3 ENLSTMT OPT PD/DATE	XXXXXXXXXXXXXXXXXXXXX X	18 PMOSD ENLD BASIS ACQ/DATE	XXXXXXXXXXXXXXXXXXXXX X
4 TERM ENL RES	XXX	19 SMOED ENLD	XXXXXX
5 NBR EXT ENL	X	20 ASI SMOED ENLD	XX
6 CLM MOB EXT	XXX	21 ASI SMOED ENLD	XX
7 MOS CURR EXT	XXX	22 ASI AMOSD ENLD	XX
8 PRO PAY STAT/DATE	XXXXXXXXXXXXXXXXXXXXX X	23 SGT MOS/DATE/SCORE	XXXX YYMM XXX
9 AFQT PCTL	XXX	24 MOS TEST FAILED	X
10 AFQT SCORE GFS/DATE	XXXXXXXXXXXX X	25 ENLSTMT REENL BONUS ENTL/DATE	XXXXXXXXXXXXXXXXXXXXX X
11 NCO EDUC ENLD/DATE	XXXXXXXXXXXXXXXXXXXXX X	26 ENLSTMT REENL BONUS AUTH/DATE	XXXXXXXXXXXXXXXXXXXXX X
12 NCO EDUC ENLD/DATE	XXXXXXXXXXXXXXXXXXXXX X	27 DATE ENLSTMT REENL BONUS	YYMMDD
13 ENLSTMT WVR COND/DATE 1	XXXXXXXXXXXXXXXXXXXXX XX	28 ENLSTMT REENL BONUS MOS	XXX
14 ENLSTMT WVR COND/DATE 2	XXXXXXXXXXXXXXXXXXXXX XX	29 NBR ENLSTMT REENL BONUS	X
15 ENLSTMT WVR COND/DATE 3	XXXXXXXXXXXXXXXXXXXXX XX		

SECTION 8 - OFFICER-WARRANT OFFICER UNIQUE DATA

1 SRC CMEN WINT/CODE	XXXXXXXXXXXXXXXXXXXXX X	9 CMEND NO SVC DATE	YYMMDD
2 MAND REM RSN/CODE	XXXXXXXXXXXXXXXXXXXXX X	10 AVN SVC ENTRY DATE	YYMMDD
3 DATE MAND REM	YYMMDD	11 COMD STA/CODE	XXXXXXXXXXXXX X
4 DATE PROJ PROM ELIG	YYMMDD	12 III MIL COL CRS COMPL	XXXXXXXXXXXXXXXXXXXXX X
5 APT WVR COND/CODE 1	XXXXXXXXXXXXXXXXXXXXX X	13 BR SCH ENRL	XX
6 APT WVR COND/CODE 2	XXXXXXXXXXXXXXXXXXXXX X	14 BR SCH COMPL	XX
7 APT WVR COND/CODE 3	XXXXXXXXXXXXXXXXXXXXX X	15 CRS LEVEL ENRL	XXXXXXXXXXXXXXXXXXXXX X
8 APT WVR COND/CODE 4	XXXXXXXXXXXXXXXXXXXXX X	16 TFOS	YYMMDD

WO UNIQUE DATA

1 PMOSD WO	XXXXX	3 AMOSD WO	XXXXX
2 ASI PMOSD WO	XX	4 ASI AMOSD WO	XX

CO UNIQUE DATA

1 BASIC BR	XX	7 PSSI	XXX
2 OTL BR	XX	8 SSSI	XXX
3 ABI PSSI	XX	9 ASSI	XXX
4 ASI SSSI	XX	10 DSG CONT SP	XX
5 ASI ASSI	XX	11 PROF MIL ED	XXXXXXXXXXXXX X
6 PROM CONS/DATE/CODE	XXXXXXXXXXXXXXXXXXXXX YYMMDD X		

PREPARED YYPDD PERSONNEL QUALIFICATION RECORD

PCN GPR-1790 AS OF YYPDD PAGE XXX

SECTION H - FULL-TIME DATA (H)

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

SECTION J - PHYSICAL DATA (J)

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

(I) SECTION I - SECURITY-DATA

1 SCTY INVS STAT/CODE XXXXXXXXXXXXXXXXXXXX X
 2 SCTY CLNC/CODE XXXXXXXXXXXXXXXXXXXX X
 3 DATE SCTY CLNC YYDD
 4 CTZSP STAT US ORGN/CODE XXXXXXXXXXXX X

(K) SECTION K - RETIREMENT DATA

1 RVE DATE MMDD
 2 CUM RET PT XXXX
 3 SUR BEN OPT/CODE XXXXXXXXXXXXXXXXXXXX X
 4 SUR BEN ELEC COV/CODE XXXXXXXXXXXXXXXXXXXX X
 5 SUR BEN ELEC STAT/CODE XXXXXXXXXXXXXXXXXXXX X
 6 DATE SBP ELEC STAT YYDD
 7 TOT YR SAT SVC RT XX
 8 TWENTY YR CER STAT/CODE XXXXXXXXXXXXXXXXXXXX X

APPENDIX B
SIDPERS-ARNG PUBLICATIONS

Pamphlet Number

Pamphlet Title

NGB Pam 25-10

ARNG Personnel Data
Element Dictionary

NGB Pam 600-8-1

Unit Level Procedures

NGB Pam 600-8-20

SIDPERS-ARNG Handbook
For Commanders

APPENDIX C

GLOSSARY

Purpose. This glossary includes definitions of terms, acronyms and abbreviations which are used in this pamphlet. This glossary attempts only to provide a standard meaning for those terms that have some special significance in a SIDPERS environment. Terms and definitions explained in AR 310-25 and AR 310-50 are not included in this glossary.

SIDPERS TERMS AND DEFINITIONS

Cyclic Report. A cyclic report is produced throughout a twelve (12) month period for the different grades or needs.

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

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

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

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

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

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

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

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

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

Unit Processing Code. UPC is a five character code used to identify ARNG units. Each unit in the ARNG has a single unique UPC, which is the UIC code minus the "W", i.e., a UIC of WP3RSO would be UPC P3RSO.

Update. Modification of a file with current information according to a specified procedure. Applies to all current changes, additions and deletions to a file.

1 June 1988

NGB Pam 600-8-20

By Order of the Secretary of the Army:

HERBERT R. TEMPLE JR.
Lieutenant General, USA
Chief, National Guard Bureau

Official:

HARRY M. LESLEY
Colonel, USAF
Executive, National Guard Bureau

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