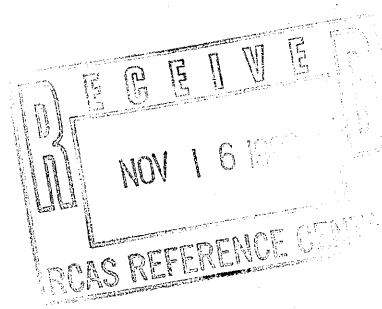
AR 600-61 With Change 1

Army Regulation 600–61

Personnel—General

The Personnel Management Assistance System (PERMAS)



Headquarters
Department of the Army
Washington, DC
30 October 1986

SUMMARY of CHANGE

AR 600-61
The Personnel Management Assistance System (PERMAS)

Change 1. This change--

- o Reflects organizational changes at MILPERCEN.
- o Designates the Deputy Chief of Staff for Personnel (DCSPER) as Army Staff proponent for PERMAS.
- o Establishes ongoing relationship between the PERMAS and the Army of Excellence (AOE) Board of Directors for monitoring military personnel operations in the AOE.
- o Expands the Department of the Army PERMAS Team (DAPERMAST) mission to include its role as a focal point for assisting the MACOM PERMASTs in HQDA policy and procedural matters, and gives the DAPERMAST responsibility for HQDA special evaluation projects.

Headquarters
Department of the Army
Washington, DC
25 July 1985

*Army Regulation 600–61

Effective 25 July 1985

Personnel—General

The Personnel Management Assistance System (PERMAS)

The original form of this regulation was published on 25 July 1985.

This UPDATE printing publishes a Change 1 which is effective 28 November 1986. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

Summary. This regulation establishes the responsiblities, scope, and policies for conducting visits to Active Army installations, Military Personnel Offices, supported units, and commanders under the Personnel Management Assistance System. It does not prohibit nor replace the formal or informal visits to assess personnel operations required by Army Regulation 600–8 and other visits conducted at the discretion of commanders at any echelon.

Applicability. This regulation applies to all Active Army organizations and U.S. Army elements of DOD activities that have responsibility for personnel management or records maintenance. It does not apply to Reserve Officer Training Corps or units of the Army National Guard and U.S. Army Reserve.

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

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

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from ~~HQDA (DAPC-EAZ-MD)~~HQDA (DAPC-EPA-MD), ALEX VA 22332-0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ~~HQDA (DAPC-EAZ-MD)~~HQDA (DAPC-EPA-MD), ALEX VA 22332-0400.

Distribution: ~~Active Army, B; ARNG, None; USAR, D.~~Distribution of this issue has been made in accordance with DA Form 12–9A–R requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 383 and 385 of the subscriber's DA Form 12–9A–R. AR 600–61 distribution is B for Active Army, none for ARNG, and D for USAR. Future distribution of this publication will remain the same unless the Publications Account Officer adjusts the quantities using the enclosed subscription card.

Changes. Changes to the basic publication will be indicated using the strikethrough and underscore method, and the tint method. Strikethrough indicates material that is being deleted from or changed in the publication. Underscore is one method that is used to indicate new material being added since the previous printing. Tint, or a shaded portion, is another method used to show new material being added to the publication. Tint is also used to show material that has been greatly reorganized since the last printing.

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1. Purpose

The purpose of The Personnel Management Assistance System (PERMAS) is to assess the effectiveness of military personnel management and improve the quality of personnel service and support provided to soldiers and commanders at all levels. The PERMAS also identifies problems in the personnel management system and communicates those problems through channels for corrective action.

2. Reference

~~DA Pamphlet 600–7, Personnel Management Assistance System (Cited in paras 4b(2), 7, and 8b(2)).~~AR 600–8, Military Personnel Offices.

3. Explanation of abbreviations

a. CG . . . commanding general.

b. DAPERMAST. Department of the Army Personnel Management Assistance System Team.

c. HQDA . . . Headquarters, Department of the Army.

d. MACOM . . . major command.

e. MILPERCEN . . . Military Personnel Center.

f. MILPO . . . Military Personnel Office.

*Change 1 supersedes DA Pam 600–7, 30 September 1976.

g. PERMAS . . . Personnel Management Assistance System.

h. PERMAST . . . Personnel Management Assistance System Team.

i. PTR . . . Problem Tasking Resolution.

j. AOE . . . Army of Excellence.

4. Responsibilities

a. ~~*U.S. Army Military Personnel Center (MILPERCEN).* The Commanding General (CG), MILPERCEN is assigned proponent responsibility for PERMAS directives and is responsible for ensuring that PERMAS operates effectively and in accord with established standards. The CG, MILPERCEN will~~—Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has overall Army Staff responsibility for the Personnel Management Assistance System.

~~(1) Monitor the operation of the PERMAS Army-wide. Coordinate Headquarters Department of the Army (HQDA) and Major Command (MACOM) PERMAS efforts in the collection of data. Enhance mutual support and cooperation among PERMAS teams.~~

~~(2) Establish a DA PERMAS team (DAPERMAST) to perform systematic field evaluations at installations not supported by a MACOM PERMAST which—~~

~~*(a)* Promote standardization among Military Personnel Offices (MILPOs) in implementing HQDA policies and procedures.~~

~~*(b)* Provide assistance in the introduction of new policies, programs and systems.~~

~~*(c)* Provide assistance to the local commander to improve the efficiency and effectiveness of local personnel service support.~~

~~(3) Employ DAPERMAST members to accompany MACOM PERMASTs to—~~

~~*(a)* Conduct fact finding and data collection missions for HQDA as required.~~

~~*(b)* Learn first hand of any problems in the personnel management system.~~

~~*(c)* Provide maximum assistance in resolving problems which arise during visits and require action at HQDA level.~~

~~*(d)* Advise MACOM PERMASTs of policy changes affecting military personnel management.~~

~~(4) Establish, with MACOM input, the minimum projects to be evaluated by all PERMAST.~~

~~(5) Identify, develop, coordinate, and ensure the completion of HQDA special projects to be accomplished by all PERMASTs. Separate directives will be issued for each special project. These projects will be conducted for a limited time.~~

~~(6) Identify MILPO or personnel systems problems Army-wide requiring HQDA resolution.~~

~~(7) Coordinate with the HQDA proponent to provide quarterly feedback of information through CG, MILPERCEN to MACOM commanders outlining the status of problems identified by PERMAST for resolution at HQDA.~~

~~(8) Provide assistance to mobilized Reserve Components to attain a deployable status and integration into the Active Army personnel system.~~

~~(9) Furnish extracts of PERMAST reports to appropriate HQDA staff elements when information contained therein affects their staff functions or responsibilities.~~

a.1. Commanding General, United States Army Military Personnel Center (CG, MILPERCEN). The CG, MILPERCEN will—

(1) Interpret and implement PERMAS policies initiated by the DCSPER.

(2) Develop, implement, and monitor procedures to ensure that PERMAS operates effectively and in accordance with established standards Army-wide.

(3) Coordinate Headquarters, Department of the Army, (HQDA), and designated Major Command (MACOM) PERMAS efforts in the collection of data. Enhance mutual support and cooperation among PERMAS teams.

(4) Establish, with MACOM input, core evaluation projects to be conducted by all PERMAST and identify, develop, coordinate, and ensure completion of HQDA special projects as needed. Separate directives will be issued for each special project defining scope, method of evaluation and duration.

(5) Coordinate resolution of MILPO or personnel systems problems Army-wide requiring HQDA action as identified by PERMAS through the Problem Tasking Resolution (PTR) Program. Provide quarterly feedback on progress to MACOM and proponents.

(6) Establish a DA PERMAS Team (DAPERMAST) that will—

(a) Act as focal point for MACOM PERMAST to provide timely notice of policy changes affecting military personnel operations and to assist in resolving issues that require HQDA action.

(b) Promote standardization among Military Personnel Offices (MILPO) in implementing HQDA policies and procedures.

(c) Provide assistance in the introduction of new personnel policies, programs, and systems.

(d) Perform systematic field evaluations at installations not supported by a MACOM PERMAST.

(e) Members will conduct fact finding and data collection missions for HQDA as required. Members may accompany MACOM PERMAST during regularly scheduled visits or notify appropriate MACOM to schedule evaluations and invite MACOM representation.

(f) Host coordination meeting of all PERMAST at least annually.

(7) Furnish extracts or complete copies of all PERMAST reports to appropriate HQDA Staff elements when information contained therein affects their staff functions or responsibilities. Also, provide copies to the Army of Excellence (AOE) Board of Directors for the purpose of monitoring military personnel operations in the AOE environment.

b. Major commands. Authorization for PERMASTs is limited to MILPERCEN, U.S. Army Forces Command (FORSCOM), U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Europe and Seventh Army (USAREUR), and Eighth U.S. Army (EUSA). CGs of these commands will—

(1) Maintain and provide sufficient funds for a permanent team composed of qualified individuals to ensure fulfillment of the PERMAS mission. ~~PERMAS positions will be nominative and every effort will be extended to utilize qualified volunteers. Ensure that members are, as a minimum, cleared in accordance with AR 604–5 for access to information classified as SECRET.~~ MACOMs authorized PERMAST will ensure that every effort is made to selectively fill PERMAST positions with qualified individuals. At minimum, members must be cleared in accordance with AR 604–5 for access to information classified as SECRET. When requisitioning for PERMAST positions, MACOM should identify these qualifications for use by assignment managers at MILPERCEN. Every effort will be made to identify eligible soldiers possessing the desired qualifications. Desired qualifications include—

(a) Previous and varied assignments at the MILPO level.

(b) Understanding of Army personnel operations.

(c) Ability to communicate effectively, both orally and in writing.

(d) Ability to train and work with people.

(e) Desire to perform duty as PERMAST member.

(f) Ability to analyze and research complex issues and formulate recommendations.

(g) Other qualifications as determined by MACOM.

(2) Ensure that MILPO under their command and units supported by these activities receive PERMAS visits in accordance with this regulation and DA Pam 600–7.

(3) Complete DA special projects as directed by CG, MILPERCEN and report findings to MILPERCEN.

(4) Request assistance from the DAPERMAST or another MACOM team when feasible, in conducting PERMAS visits based on geographical considerations and economy of operations. Copies of the memorandum of understanding made under provisions of this paragraph will be forwarded to ~~HQDA (DAPC–EAZ–MD)~~HQDA (DAPC–EPA–MD), 200 Stovall Street, ALEX VA 22332–0400.

(5) Furnish MILPERCEN a copy of all PERMAS visit reports.

(6) Inform the installation commander and other MACOM, as appropriate, when a representative from MILPERCEN will accompany the MACOM PERMAST on a visit.

c. Unified commands and MACOMs not authorized PERMAST. Commanders of Army components of unified commands and activities not included in *a* or *b* above, will communicate with MILPERCEN to ensure that units under their command or operational control receive visits by the

MILPERCEN or a MACOM PERMAST as specified in this regulation.

d. Installation and division commanders. Installation and division commanders will—

(1) Provide administrative and logistical support to PERMAST for the duration of visits, as outlined in the notification of visit letter.

(2) Grant access to facilities, personnel, personnel records, personal finance records, medical and dental records, and reports and supporting equipment as required to conduct a PERMAS visit.

5. Composition of teams

a. Teams will be established on a permanent basis. However, the composition of teams for specific visits will be determined by the geographical area to be covered, the number and size of activities to be visited, and the mission to be accomplished. The team will be formed and operated at a level within the MACOM to ensure an unbiased evaluation of MACOM personnel service and support. The team will consist of a field grade officer or chief warrant officer as the team chief and a sufficient number of team members (commissioned, warrant, or noncommissioned officers or civilians) fully qualified in military personnel management and procedures. ~~A minimum of six members is normally required to conduct a PERMAS evaluation.~~

b. PERMAST members will—

(1) Be assigned against established table of distribution and allowances with primary duty of serving on the PERMAST. Team members will not be used as regulation proponents or policymakers.

(2) Have the ability to analyze procedures, conduct briefings, provide advice, and instruction.

(3) Keep abreast of new personnel management procedures, policies and current developments in all areas of personnel management and operations.

(4) Inform MILPO and unit personnel of proper management practices and procedures when deviations from standards are observed or weaknesses are identified in specific areas, referencing the appropriate directives.

(5) Devote enough time to each project to identify problems and provide assistance.

c. All statements by the team, whether to local personnel or to the Department of the Army, must be based on facts that will withstand critical analysis.

6. Type of visits

a. The purpose of the visit is to identify problem areas within the personnel services and support system and to provide on-site assistance in eliminating the cause of the problem and to initiate corrective or preventive action as required. Informal deskside instruction at the operator level is essential. Commanders and operating personnel will be advised as to the overall effectiveness of military personnel procedures at the installation or organization. Subjective ratings will be provided in each area evaluated along with an overall rating for personnel service support in the command. Ratings will be based upon published DA and PERMAS standards. The two ratings to be used are satisfactory (SAT) or requires considerable improvement (RCI). All DA PERMAST visits will be conducted in the assistance mode.

b. A MACOM commander may determine that an evaluation of the effectiveness of military personnel management and the identification of problems within the command is appropriate. When true, the MACOM PERMAST may conduct a visit in an inspection mode as directed by the MACOM Commander.

7. Projects to be evaluated

~~The minimum projects to be evaluated by all PERMAST will be listed in DA Pam 600–7. The DA PERMAST will provide guidance on DA special projects. MACOMs may assign additional projects, beyond basic and DA special projects, provided resources permit and the conduct thereof does not interfere with the accomplishment of projects contained in DA Pam 600–7 and DA special projects.~~

a. As a minimum, each PERMAST visit will consist of the following four core projects. These major functional areas are considered to be the foundation of military personnel operations.

(1) *Data Accuracy.* Evaluation of enlisted and officer data base accuracy and effectiveness of military personnel records maintenance.

(2) *SIDPERS.* Evaluation of SIDPERS operations, at all levels, in support of the Army Personnel System.

(3) *Enlisted Promotion System.* Assessment of execution of HQDA promotion and advancement policies and procedures for enlisted ranks PV1 through CSM.

(4) *Reassignment Processing.* Evaluation of compliance with established HQDA policy to ensure that qualified soldiers are reassigned on time.

b. Each MACOM PERMAST will develop and publish a blueprint detailing the conduct of each core project and for other projects directed by the MACOM CG. Copies of each will be provided to the DAPERMAST.

c. The DAPERMAST will share copies of the MACOM blueprints with all MACOM PERMASTS to enhance standardization of data collection Army-wide.

d. The DAPERMAST will develop and publish blueprints for the conduct of HQDA special projects.

8. Visit policies

a. Scheduling.

(1) Active Army activities ~~identified in paragraph 2~~determined by the MACOM and MILPERCEN Commanding Generals will receive PERMAS visits. All MILPOs will be visited each fiscal year. Visits will include as many supported units and activities performing military personnel functions as scheduling and project loads will permit. More frequent visits will be made when conditions indicate that assistance is needed.

(2) Reasonable care should be taken to avoid conflict with visits by inspectors general.

(3) Projected schedules are needed to formulate activities of the DA PERMAST. MACOMs will provide a copy of their scheduled visits to ~~HQDA (DAPC-EPZ-MD)~~HQDA (DAPC-EPA-MD) semiannually.

(4) The DA PERMAST will be notified promptly when a MACOM PERMAST alters a previously submitted schedule.

b. Method of operation.

(1) Upon arrival at the installation, the team chief will report to the commander or designated representative (CofS, G1, AG) to explain the nature and scope of the visit, DA special projects and method of team operation.

(2) The PERMAS report will be prepared and distributed prior to the PERMAST departure. The format for the ~~report will be the same as that outlined in DA Pam 600–7.~~report will include an executive summary, separate tabs for each core and other or special project evaluation, and a separate tab for all Problem Tasking Resolutions (PTR) developed during the visit.

9. Post visit actions

a. At the conclusion of a visit, commanders at local, intermediate, and major command levels will take appropriate action to resolve problem areas. Problems that cannot be resolved will be outlined into PERMAS report for resolution by HQDA.

b. MILPERCEN will ensure that systemic problems noted in PERMAS reports are identified for inclusion in the Problem Resolution Tasking System. Taskings will be detailed in the final tab of the PERMAST report. Each tasking addressed will be developed and written in the following format:

(1) Subject.
(2) Problem Statement.
(3) Analysis/Discussion.
(4) Problem Impact.
(5) Recommendations.
(6) Coordination.

RESERVED

*U.S. G.P.O.:1993-343-330:80025