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Personnel—General

Personnel Accounting and Strength Reporting

Headquarters
Department of the Army
Washington, DC
20 May 1994

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-6
Personnel Accounting and Strength Reporting

This new Army regulation--

- Consolidates AR 680-1, AR 680-31, and portions of DA Pam 600-8, chapters 9 and 10.
- Prescribes policies, principles of support, standards of service, operating tasks, and steps governing the function of military personnel accounting and strength reporting (chap 1).
- Establishes procedural guidance for reporting soldier duty status changes (chap 2).
- Establishes procedural guidance for preparing DA Form 4187 (Personnel Action) to document duty status changes (chap 2).
- Establishes procedural guidance for completing and controlling the DA Form 647 (Personnel Register) (chap 2).
- Establishes procedural guidance for reporting strength-related Standard Installation/Division Personnel System transactions (chaps 2 and 3).
- Establishes procedural guidance for processing the Unit Manning Report (AAC-C07) (chap 3).
- Establishes procedural guidance for processing the Personnel Strength Zero Balance Report (AAC-C27) (chap 4).
- Establishes procedural guidance for processing the unit Personnel Strength Zero Balance Report (AAC-C40) (chap 4).
- Establishes procedural guidance for processing the Personnel Transaction Register (AAC-P01) (chap 4).
- Establishes procedural guidance for conducting a personnel asset inventory (chap 5).
- Establishes policy and procedural guidance for the command and control strength reporting system (chap 6).
- Establishes policy and procedural guidance for personnel accounting and strength reporting during all phases of mobilization (chap 6).

Headquarters
Department of the Army
Washington, DC
20 May 1994

*Army Regulation 600–8–6

Effective 20 June 1994

Personnel—General

Personnel Accounting and Strength Reporting

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This issue publishes a new Army regulation.

Summary. This regulation prescribes policies, operating tasks, and steps governing military personnel accounting and strength reporting as a function.

Applicability. This regulation applies to the Active Army and the Army National Guard and the U.S. Army Reserve when Reserve Component units or individuals are on active duty.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The Deputy Chief of Staff for Personnel has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Deputy Chief of Staff for Personnel may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Internal control systems. This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for conducting management control reviews used to accomplish assessment of management controls.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MPE), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Total Army Personnel Command, ATTN: TAPC-PDO-PO, ALEX VA 22332-0474.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5399, intended for command levels A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 680-1, 31 October 1985; AR 680-31, 15 November 1981; and DA Pam 600-8, Procedures 9-1, 9-7, 9-16, 10-1; 10-1A, 10-1B, and 10-5, 25 February 1986; DA Form 3728, January 1973; DA Form 3728A, December 1971; DA Form 3732, March 1980; DA Form 3809, July 1981; and DA Form 3810, July 1981.

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Chapter 1
Introduction

Section I
Overview

1–1. Purpose

This regulation prescribes the policies and mandatory operating tasks for the personnel accounting and strength reporting (PASR) function of the Military Personnel System. (See AR 600–8.) It presents the PASR process in a logical sequence.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Section II
Responsibilities

1–4. The Deputy Chief of Staff for Personnel

The Deputy Chief of Staff for Personnel (DCSPER) will—

a. Establish personnel policies relating to the PASR function.

b. Designate a representative to coordinate requests for exceptions to policy with Headquarters, Department of the Army (HQDA) (DAJA–AL), WASH DC 20310–2200.

1–5. The Chief, National Guard Bureau

The Chief, National Guard Bureau (CNGB) will recommend to the DCSPER any Army National Guard (ARNG) policy changes, to include mobilization, regarding the PASR function.

1–6. The Chief, Army Reserve

The Chief, Army Reserve (CAR), will recommend to the DCSPER any Army Reserve policy changes, to include mobilization, regarding the PASR function.

1–7. The Commanding General, U.S. Total Army Personnel Command

The Commanding General (CG), U.S. Total Army Personnel Command (PERSCOM), will establish standards and mandated operating tasks of the PASR function.

1–8. The Commanding General, U.S. Army Personnel Information Systems Command

The CG, U.S. Army Personnel Information Systems Command (PERSINSCOM), will—

a. Ensure the accuracy of the database is maintained at PERSCOM.

b. Define procedures and actions necessary to ensure identification and correction of individual problem files not processed in accordance with this regulation.

1–9. Commanders of all major Army commands and major subordinate commands

Commanders of all major Army commands (MACOMs), major subordinate commands (MSCs), and Army commanders of unified and specified commands will monitor and assist in the administration of the PASR function to ensure compliance with policies and mandated tasks established by this regulation.

1–10. Commanders of Standard Installation/Division Personnel System reporting activities

Commanders of all units or activities will ensure the accurate and timely submission of PASR data in the Standard Installation or Division Personnel System (SIDPERS) personnel file in accordance with this regulation.

1–11. The Commandant, Adjutant General School

The Commandant, Adjutant General (AG) School will ensure that lesson programs of instruction incorporate the provisions of this regulation.

Section III
The Personnel Accounting and Strength Reporting Function

1–12. The principles of support

Personnel accounting, through SIDPERS, must provide sufficient management information to local commanders, immediate commanders, and HQDA during peacetime. It must also provide essential personnel strength management information during periods of conflict, mobilization, and war. The Military Personnel System directs a function to—

a. Account for soldiers and report their duty status.

b. Operate a command and control strength reporting system (C2SRS) to manage the personnel combat power of the tactical force.

c. Reconcile PASR information over a period of time.

d. Support the Army's personnel life-cycle function of sustainment.

1–13. Standards of service

a. PASR system . The PASR system is—

(1) A wartime and a peacetime military personnel function.

(2) Resourced in the table of organization and equipment (TOE) personnel authorization system.

(3) Deployed with the tactical force.

(4) The functional responsibility of the Personnel Data Base Management Work Center (PDBM) and its tactical counterpart.

b. Personnel accounting standards.

(1) The duty status of a soldier will be processed into the battalion database not later than 1000 on the next duty day in peacetime and within 5 days during wartime.

(2) One hundred percent soldier accountability will be maintained in the SIDPERS in peace and war.

Section IV
Manpower

1–14. Manpower resources

Manpower Staffing Standards System (MS3) teams measure tasks described in this regulation at field locations to determine manpower resources for accomplishing PASR.

1–15. Levels of work

a. Most personnel work in the field is performed at three primary levels—unit, battalion, and installation (or their equivalent in other organization structures). This regulation provides guidance on the three levels as follows:

(1) Unit and battalion-level work are tasks that are normally accomplished at that level.

(2) Installation-level work requires an understanding of the organizational structure. Work at installation level falls into the following two major categories:

(a) Command and staff (C&S). C&S includes work required to manage the personnel strength of a command and work required to

support the commander's decision process. The headquarters elements of all Army commands are responsible for C&S work. (Brigades within Army divisions are notable exceptions.) C&S work includes enlisted and officer strength management, awards and special correspondence, and personnel actions requiring a commander's decision.

(b) Personnel support. Personnel support work is performed by personnel support activities, either in the Personnel Service Company (PSC), or as part of the Base Operating Information System support structure.

b. The guidance in this regulation will typically address the following levels of work:

(1) *Soldiers.* Work beginning with input from the soldier.

(2) *Unit.* Work executed at the unit level.

(3) *Battalion Adjutant (BNS1).* Work executed at the battalion, separate company, or equivalent level.

Section V
Policies

1–16. Active Army strength accounting and reporting

a. Soldiers accessed into the Standard Installation or Division Personnel System–Active Army (SIDPERS–AC) will be reported in SIDPERS, beginning on the actual date their active duty orders are executed, or upon their return to military control (RMC). They will continue to be reported until released from active duty, separated, discharged, retired, or lost from military control, or dead.

b. Soldiers accessed into the Active Component (AC) of the Army will be counted in the active duty end–strength. Reserve Component (RC) soldiers accessed onto active duty for administrative accounting purposes will not be counted in the active duty end–strength. (See para 6–2 for detailed information on accession for administrative accounting purposes.)

c. Soldiers will be dropped from the active duty end–strength on the effective date of the loss action.

d. Soldiers will be counted as gains to a unit on the effective date of the gain action and will be dropped from the unit on the effective date of the loss action.

1–17. SIDPERS accountability

a. All soldiers (Active Army and RC) serving on active duty will be accounted for in SIDPERS according to the following:

(1) Soldiers accessed to SIDPERS–AC will be reported as assigned or attached, as appropriate. (See paras 3–3 and 3–4.) Soldiers are reported as attached, in accordance with their orders, when performing the following temporary duty (TDY) or training in a TDY status:

(a) For 30 days or more at a unit serviced by a Personnel Automated Section (PAS), other than the PAS, which supports the soldier's parent unit.

(b) At an Army Service school, regardless of the length of course, for example, Advanced Noncommissioned Officers' Course (ANCOC), Officer Advance Course (AOC), and Combined Arms and Services Staff School (CAS3).

(c) At a unit (regardless of length of period) serviced by the same Personnel Information System (PERSINS) processing activity (PPA) soldier's parent unit.

(d) At an installation, while initiating action for a compassionate reassignment, hardship discharge, or diversion; seeking treatment for health problems, or for drug or alcohol abuse; attached awaiting disposition (ATAD); or waiting for records or orders.

(2) RC soldiers will be reported as attached, not accessed, into SIDPERS–AC, when ordered to active duty for the following reasons:

(a) Initial active duty for training (IADT) under the Special Reserve Components Program.

(b) Active duty for training (ADT) for 30 days or more.

(c) Temporary tour of active duty (TTAD) for 30 days or more.

(d) Active duty for special work (ADSW).

(e) Active Guard Reserve (AGR) status. As an exception, AGR soldiers may be carried in a test model file for the purpose of personnel service support and accounting.

(f) Called or ordered to active duty for 30 days or more and federalized in execution of a civil disturbance operation plan (OPLAN) or federalized in support of a domestic relief operation (such as, floods, earthquakes, storms, or fires).

b. See chapter 6 for accountability of RC soldiers serving on active duty in support of a contingency plan or in support of any phase of mobilization.

1–18. Accountability outside of SIDPERS

a. Members of the U.S. Navy (USN), the U.S. Marine Corps (USMC), the U.S. Air Force (USAF), and the U.S. Coast Guard (USCG) assigned or attached to an Active Army unit.

b. Commissioned officers of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration, assigned or attached to an Active Army unit.

1–19. Accountability of soldiers

a. Units account for soldiers in SIDPERS by using a unit processing code (UPC) for reporting purposes.

b. Unit commanders report all changes in personnel status occurring during the reporting period to the BNS1, separate company commanders, or other responsible officials each duty day.

c. BNS1s and separate company commanders will ensure all changes in personnel status received from subordinate elements are submitted in SIDPERS.

d. Units account for soldiers from their initial arrival (ARR) date or specified reporting date in orders (whichever is earlier), to actual departure (DPRT) date, date dropped from rolls (DFR), date dropped from strength (DFS), date of separation (SEP) from active duty, or the date of death. (See paras 3–23 through 3–26.)

e. Units account for soldiers being assigned to a transition point or center for transition processing (separation, transfer, discharge, retirement, or relief from active duty) until the reporting date specified in transition orders. (See paras 3–15 and 3–16.)

f. Transition centers and points account for soldiers from the actual report date reflected in reassignment orders until the day after the date of transfer, separation, discharge, or retirement from active duty.

g. PERSCOM accounts for soldiers while they are in a transient status.

1–20. The strength reporting period

The accounting period covers the 24-hour period beginning at 0001 and ending at 2400 for each calendar day.

1–21. Reporting accessions to active duty

a. Accessions officially increase the overall strength of the Active Army and will be reported on the actual date of the accession. (See DA Pam 600–8–2, chap 6, and DA Pam 600–8–23, chap 10, for detailed instructions.)

b. Accessions for commissioned and warrant officers (WOs) entering active duty (from civilian life, officer candidate school, United States Military Academy (USMA), Reserve Officer Training Corps (ROTC), and direct appointments from enlisted status) will be reported through the Accessions Management Information System (AMIS) by the Commander, PERSCOM, ATTN: TAPC-OPP, ALEX VA 22332–0474.

c. Accessions from enlistments originating in the United States, including Alaska, Hawaii, Puerto Rico, and any other U.S. Territory will be reported by the U.S. Army Recruiting Command upon a soldier's entry on active duty, through the Army Recruiting and Accession Data System (ARADS).

d. Accessions will be reported through SIDPERS by branches of the Military Personnel Division (MPD), Assistant Chief of Staff, G1, Personnel (G1), or AG, in coordination with unit commanders when soldiers—

(1) Enlist in an overseas area except as stated in *c* above.

(2) Enlist within 24 hours after the date of relief from active duty or separation as a commissioned officer or WO.

(3) RMC from a DFR or DFS status.

(4) Were erroneously reported as separated or DFR or DFS.

(5) Have been erroneously omitted from the Army personnel databases.

(6) Enlist immediately when the term current enlistment is voided, due to discharge for fraudulent entry or nonfulfillment of enlistment commitment.

(7) RC or retirees called to active duty in support of a contingency operation or any phase of mobilization. (See para 6–5 for accessing these soldiers to the Active Army.)

e. When a soldier is transferring between military personnel classes (MPC) (for example, sergeant to first lieutenant), the discharge transaction must be processed prior to submission of accession transaction.

1–22. Reporting separations

The Active Army accountable strength, by MPC, will be officially decreased whenever an individual is no longer a member of the Active Army. (See chap 3 for further discussions.)

1–23. Strength reconciliation

a. The SIDPERS Personnel Strength Zero Balance Report (AAC-C27) will be the source document and historical document for strength reconciliations. Any strength variance between a unit's reported strength on the SIDPERS organization master file (SOMF), and the accountable strength on the SIDPERS personnel file (SPF), (as reflected on the AAC-C27) will be administratively reconciled. (See para 4–5.)

b. Units or agencies assigned a unique SIDPERS UPC for strength reporting purposes and for which an AAC-C27 is prepared, will reconcile strength whenever there is a strength variance.

1–24. Strength monitoring

a. A military personnel strength monitor (MPSM) will be appointed (in writing) by the following commanders:

(1) Commanders of installations, divisions activities, or MSCs maintaining a PPA.

(2) Commanders of installations, posts, camps, and stations located on a SIDPERS satellite activity for support.

(3) Commanders of field operating agencies or activities on an installation or satellite installation.

b. At installation level, the MPSM will not be the PAS chief, but will be a person assigned to the strength management section of the MPD, G1, or AG.

c. The MPSM at each level will serve as the principal contact for military personnel strength information for assigned units or subordinate commands. The MPSM will monitor and analyze automated strength reports for unit strength variances and resolve all issues to ensure accurate personnel strength accounting.

1–25. Strength related forms

a. The following forms are for use when SIDPERS direct screen input is not available. Detailed instructions for preparing strength reports are in DA Pam 600–8–1 (SIDPERS Personnel Service Center Level Procedures) and DA Pam 600–8–2 (SIDPERS Unit Level Procedures).

(1) DA Form 3805 (SIDPERS Input and Control Data - Officer Accession).

(2) DA Form 3806 (SIDPERS Input and Control Data - Enlisted Accession).

(3) DA Form 3807 (SIDPERS Input and Control Data -Officer Transfer Data Record).

(4) DA Form 3808 (SIDPERS Input and Control Data - Enlisted Transfer Data Record).

(5) DA Form 3813 (SIDPERS Input and Control Data - Personnel/Organization Change).

b. Use the DA Form 3815 (SIDPERS Input and Control Data, Authentication and Transmittal) to transmit documentation to the Personnel Automation Section (PAS).

Chapter 2
Managing SIDPERS Personnel Accounting Transactions

Section I
Reporting Duty Status Changes

2–1. Overview

This chapter provides information about reporting soldiers' duty status. (See DA Pam 600–8–1 and DA Pam 600–8–23 for detailed instructions.) It also provides instructions for preparing the DA Form 4187 (Personnel Action) and the DA Form 647 (Personnel Register), documents that support SIDPERS transactions.

2–2. Duty status codes

a. Any time the duty status of a soldier changes so as to meet the definition of another duty status, a SIDPERS transaction is necessary, unless exempted below. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10 for SIDPERS duty status processing instructions.) All duty status changes must be supported by authorizing documentation (for example, DA Form 31 (Request Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187).

(1) Duty status changes for departure and return from leave are optional.

(2) Duty status changes for departure on and return from TDY for periods of less than 30 days are optional if the TDY is required in performance of normal duties. Duty status changes are required for other periods of TDY.

b. Table 2-1 lists and defines the duty status codes used in SIDPERS duty status transactions.

c. Table 2-2 defines reportable absences and returns to duty, and associated duty status codes.

Section II
Task: Preparing and Distributing the DA Form 4187

2–3. Rules for preparing and distributing the DA Form 4187

DA Form 4187 will be completed to support absences and returns to duty, which have a direct impact on strength accounting, pay entitlements, and other administrative actions. In such cases, sections I, II, IV, and V of the form will be completed.

a. Care will be taken in preparing DA Form 4187, as it may be used in court-martial proceedings and in the adjudication of claims, based on the duty status of a soldier. Because of its importance—

(1) Incorrect entries will be corrected by drawing a line through the incorrect entry and entering the correct information. This corrected entry will be initialed by the certifying official. Erasures are not authorized on the form.

(2) Incorrect forms previously submitted will be changed or deleted by preparing and submitting a new form.

(3) Forms made retroactive will reflect the actual effective date of the duty status change and the reason for late preparation.

(4) The duty status entries in section II will be spelled out. Abbreviations in this section are not authorized. For example, "920625/DYST/OLV/HOS/0930" is spelled out as "Duty status ordinary leave to hospital, effective 0930, 25 June 1992."

(5) Instructions for completing section IV of the DA Form 4187 for certain DYST transactions are contained in table 2-3.

(6) If necessary, a plain sheet of white paper will be used as a continuation sheet. The top portion of the continuation sheet will fully identify the soldier and reporting unit.

b. The DA Form 4187 will be authenticated by the unit commander or designated representatives. (The form will be signed in black or blue-black ink and an "X" will be placed in the "HAS BEEN VERIFIED" box.) These representatives will ensure that data entered on the form is in agreement with data entered into SIDPERS–AC. Designated representatives are as follows:

(1) The commissioned officers and WOs serving in the position of BNS1, adjutant, or assistant adjutant. This authorization includes adjutants and assistant adjutants of organizations authorized commanders (lieutenant colonel (LTC) and above) that do not have a headquarters company or similar organization.

(2) Department of the Army (DA) civilian employees in grades GS–7 and above, when appointed in writing by the unit commander.

(3) Personnel and Administration Center (PAC) supervisor or personnel staff noncommissioned officer (PSNCO).

(4) First Sergeants (1SGs) or acting 1SGs of separate companies.

(5) Other designated representatives appointed in writing by the unit commander.

c. The soldier's current duty status determines distribution of the DA Form 4187.

(1) The form will normally be distributed as follows:

(a) Copy 1—PSC/MPD Records Section for filing, in the action-pending section of the military personnel records jacket (MPRJ).

(b) Copy 2—Supporting finance and accounting office (FAO).

(c) Copy 3—Unit files.

(d) Copy 4—Soldier (or unit of attachment).

(2) Distribution exceptions are as follows:.

(a) Copy 1 and Copy 2—Assigned unit (if soldier is attached without records).

(b) Copy 4—FAO, if soldier is entering or returning from the hospital.

(c) Copy 4—Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301 (for soldiers DFR, RMC from DFR, or when a DFR entry is deleted as erroneous). If the soldier is attached, forward a photostatic copy of Copy 4 to the address above and send Copy 4 to the parent unit.

2–4. Steps for preparing and distributing a DA Form 4187

The steps for preparing and distributing a DA Form 4187 are shown in table 2–4.

Table 2–4
Preparing a DA Form 4187

Step	Work center	Required action
1	Unit	Notify BNS1 that soldier's duty status has changed.
2	BNS1	Prepare DA Form 4187, indicating the duty status change.
3	BNS1 or appointed authority	Verify and sign DA Form 4187.
4	BNS1	Submit appropriate SIDPERS transactions.
5	BNS1	Distribute DA Form 4187, according to paragraph 2–3*c* above.

2–5. Rules for correcting a previously submitted DA Form 4187

If a previously submitted duty status change must be corrected or deleted, complete a new DA Form 4187 as follows:

a. Complete "To" and "From" blocks.

b. Complete section I, with appropriate personal identification.

c. On the first line in section II, enter the words "CORRECTION" or "DELETION", as appropriate, followed by "See section IV (Remarks)."

d. In section IV, enter the remarks as stated in section II of the original DA Form 4187. On the next line, enter the words "SHOULD BE". On the next line, enter the corrected data, or the words "DELETE ERRONEOUS ENTRY", as appropriate. An example follows:

"Duty status ordinary leave to hospital (civil), 1045, 25 June 1992."
SHOULD BE:
"Duty status ordinary leave to hospital (civil), 1045, 23 June 1992."
"Present for duty to absent without leave, 0001, 20 June 1992."
SHOULD BE DELETED ERRONEOUS ENTRY

e. Enter any additional information clarifying the reason for the correction or deletion action.

2–6. Steps for correcting a previously submitted DA Form 4187

The steps for correcting a previously submitted DA Form 4187 are shown in table 2–5.

Table 2–5
Correcting a previously submitted DA Form 4187

Step	Work center	Required action
1	Unit	Notify BNS1 that a correction is required.
2	BNS1	Prepare corrected form according to paragraph 2–5 above.
3	BNS1	Withdraw DA Form 4187 being corrected from unit files and annotate as follows: Corrected or deleted (as appropriate) by DA Form 4187, dated (date of corrected form).
4	BNS1 or appointed authority	Verify and sign corrected DA Form 4187.
5	BNS1	Submit appropriate SIDPERS transactions.
6	BNS1	Distribute corrected DA Form 4187 to the same addressees as the original form.
7	BNS1	Return annotated DA Form 4187 to unit files.

Section III
Task: Report Duty Status Changes

2–7. Rules for reporting duty status changes

a. Unauthorized absences for periods of less than 24 hours will not be reported in SIDPERS–AC.

b. DA Form 4187 will be prepared to support absences, unauthorized absences in excess of 24 hours, and return to duty. The exceptions are leave and TDY, which are supported by DA Form 31 and TDY orders, respectively.

c. See AR 630–5, chapter 4, to determine the effective date of duty status change when soldier's status changes while on ordinary leave.

d. The duty status changes for attached soldiers will be reported in SIDPERS by the parent unit. The unit of attachment will prepare DA Form 4187 and forward to the soldier's parent unit to document SIDPERS transaction.

e. TOE units who have Tactical Army Combat Service Computer System (TACCS) equipment will report duty status changes to the BNS1 by way of the 1SG's report.

2–8. Steps for reporting duty status changes

The steps for reporting duty status changes are shown in table 2–6.

Table 2–6
Steps for reporting duty status changes

Step	Work center	Required action
1	Unit	Report duty status changes to the BNS1.
2	BSN1	Obtain unit input on duty status changes.
3	BNS1	Compare unit input with other source documents (for example, DA Form 647, DA Form 647–1, DA Form 4187, DA Form 31, or applicable orders).
4	BNS1	Verify soldier's current DYST code reflected in part II of the AAC–C27. (See para 4–5.)
5	BNS1	Determine the soldier's new DYST code. (See para 2–4.)
6	BNS1	Prepare DA Form 4187, reporting current duty status, if required. (See para 2–6.)
7	BNS1	Obtain authenticating official's signature on DA Form 4187.
8	BNS1	Submit one of the following SIDPERS transactions: DYST, if reporting a change from one duty status to another; revocation of absence without leave (RAWL), if a soldier was incorrectly reported absent without leave (AWOL) and then returned to duty from another duty status; revocation of duty status (RDYS), if revoking or correcting a previously reported duty status; revocation of sentence (RSEN), if revoking a previously reported duty status of sentence by civil authorities (SCA) or sentence by military authorities (SMA). (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23.)
9	BNS1	Annotate the latest AAC–C27, reflecting the new duty status. (See para 4–5.)
10	BNS1	Distribute DA Form 4187. (See para 2–4.)
11	BNS1	File Copy 3 of DA Form 4187 in suspense file.

Section IV
Task: Reconcile DA Form 647 and DA Form 647–1

2–9. Rules for reconciling the Personnel Register

a. DA Form 647 and DA Form 647-1 (Personnel Register) are source documents for SIDPERS. They are used to record military personnel arrivals to or departures from units on PCS or TDY. They may be used also for recording passes, leaves, and visitors.

b. DA Form 647 will be used to the greatest extent possible.

c. DA Form 647-1 will be used when the use of DA Form 647 is impractical. When the soldier's duty station is located away from the unit maintaining the Personnel Register, the DA Form 647-1 will be mailed to the parent unit when the soldier signs in or out.

d. Commanders will establish procedures for maintaining the Personnel Register and designate a place where it will be located, during and after duty hours.

(1) Instructions on how to complete the DA Form 647 will be posted in the immediate vicinity of the register, easily accessible to individuals signing in or out.

(2) DA Form 647 will be used until all spaces are filled.

(3) A separate line entry will be made on DA Form 647 for each individual duty status change. When the DA Form 647-1 is used, separate forms will be used when signing in and out.

(4) Persons responsible for maintaining the Personnel Register will be briefed on the required register entries and any special requirements of the local command.

(5) The responsible person will close out the Personnel Register as of 2400 each day.

(6) All entries except signatures will be typed or printed in black ink.

(7) All persons signing in or out will personally sign the Personnel Register. When this is impractical, commanders may designate a representative to accept telephonic reports and sign for the person. The name and title of the representative will be printed in the remarks block.

(8) Care should be taken to ensure the Personnel Register is properly safeguarded and filled out. Recreating the Personnel Register for the sole purpose of improving the appearance is prohibited. If the Personnel Register is lost, destroyed or obliterated prior to being used to support strength accounting, the person responsible for maintaining the register will recreate it, using the best information available.

(9) Entries on DA Form 647 are not required for regular Army trainees who arrive at basic training or one-station-unit training organizations from a reception battalion on the same installation.

(10) Soldiers departing on transition leave will check the "PCS" block and enter the number of days' leave in the remarks block.

2–10. Steps for reconciling the Personnel Register

The steps for reconciling the Personnel Register are shown in table 2-7.

Table 2–7
Reconciling the personnel register

Step	Work center	Required action
1	BNS1	Ensure all incoming and outgoing soldiers (or designated representative) complete and sign the Personnel Register.
2	BNS1	Close out Personnel Register by 2400 each day.
3	BNS1	Submit required SIDPERS transactions.
4	BNS1	Use the Modern Army Record–Keeping System (MARKS) (AR 25–400–2) number 680–1A to file DA Form 647. (Note: File number will change to a 600–8–6 number at a later date.)

Table 2–1
SIDPERS duty status codes [1,2]

Rule	Code	Transaction used in or created by	Description	Identifies
1	ADM	DYST	Administrative absence	Soldiers on administrative absence or permissive TDY.
2	ATC	ATCH ATAD	Attached Awaiting disposition	Soldiers who are ATCH for duty or course or service school with personnel records. Soldiers who are attached and their records remain in their organization of assignment will not be reflected in this status. ATAD includes personnel who have been dropped from the rolls and are attached awaiting disposition.

Table 2–1
SIDPERS duty status codes [1,2] —Continued

Rule	Code	Transaction used in or created by	Description	Identifies
3	AWC	DYST	Absent-without-leave Confined in the hands of civil authorities	Soldiers who are determined to be AWOL and confined by civil authorities.
4	AWL	DYST	Absent-without-leave	Soldiers who are absent from a place of duty without permission or authorization for more than 24 hours.
5	CAP	DYST	Captured	Soldiers captured by enemy forces.
6	CCA	DYST	Confined in the hands of civil authorities	Soldiers who are determined not AWOL but who are arrested and confined by civil authorities.
7	CLV	DYST	Convalescent leave	Soldiers on an authorized period of convalescent absence from assigned duties.
8	CMA	DYST	Confined in the hands of military authorities	Soldiers apprehended or confined by military authorities.
9	DCH	SEP FENL	Discharged Erroneously on active duty	Soldiers who have been separated (Type A discharge or transfer). If generated by "FENL", soldiers who were erroneously reported enlisted, inducted, or ordered to active duty (TCN, 979).
10	DED	DECD	Deceased	Deceased personnel when cause of death if nonbattle or nonhostile action-related (TCN 945 or 946).
11	DFR	DFR	Dropped from the rolls	Soldiers who have been DFR reasons other than death from battle or hostile action (TCN 944); to enter the USMA (TCN 948); or another Service academy (TCN 949).
12	HOS	DYST	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick, or injured, nonbattle-incurred.
13	HOW	DYST	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick or injured, battle-incurred.
14	INT	DYST	Interned	Soldiers who are being detained by foreign power, not at war with the United States.
15	KIA	DECD	Killed in action	Soldiers who are killed in battle or hostile action (TCN 944).
16	MIA	DYST	Missing in action	Soldiers who are missing in action by reason of enemy action, soldiers missing on maneuvers and training flights, and in assigned-not-joined status.
17	OLV	DYST	Ordinary leave	Soldiers on an approved authorized period of absence from assigned duties.
18	PDG	TDR (FID L, M, N, or O)	Pending gain	Incoming soldiers from another PPA.
19	PDY	ARR DYST	Present for duty	Soldiers who are present for performance of normal duty, arrest in quarters, or sick in quarters.
20	REL	SEP	Released	Soldiers who have been discharged or transferred to the ARNG or USAR (Type B discharge or transfer).
21	RET	SEP	Retired	Soldiers who have retired, retired temporary disability, or retired permanent disability. (Type C discharge or transfer.)
22	RSG	DPRT	Reassigned	Soldiers reassigned to another unit with a different PPA.
23	SCA	DYST	Sentenced over 30 days but less than 6 months by civil court	Soldiers who are sentenced over 30 days but less than 6 months by a civil court.
24	SLV	DYST	Special leave	Soldiers on graduation leave from the USMA or other special leave.
25	SMA	DYST	Sentenced by military court	Soldiers sentenced by a military court to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.
26	SND	DYST	Sick-not in line of duty	Soldiers who are sick in quarters or admitted to the hospital but not reassigned, and who are sick or injured, not in the line of duty.
27	TDY	DYST	Temporary duty	Soldiers who are present for duty at another organization or location other than their parent organization or station.
28	TFR	TRAN	Interservice transfer	Soldiers transferred to another Service.
29	TMA	DFR	Transfer to military academy	Soldiers who enter the USMA (TCN 948) or other Service academy (TCN 949.)
30	TRA	DPRT ASNJ	Departed in transient Assigned-not-joined	Soldiers reassigned to a gaining UPC that is serviced by the same PAS or PPA as the losing unit and soldiers reported assigned-not-joined. (Record status code (RSC) equals B or C, depending on prior servicing PPA.)
31	TRO	ARR	Transfer out	Soldiers who have been arrived by another unit but have not been reported as departed by the losing unit. (Used only on the AAC–C27.)
32	XLV	DYST	Excess leave	Soldiers on authorized excess leave.

Notes:

[1] This table lists "DYST" transaction codes used to report returns to duty and codes generated by other than "DYST" transactions.

[2] See glossary for explanation of abbreviations and acronyms.

Table 2–2
Reportable absences and returns to duty in SIDPERS:

Rule	If soldier's new duty status is:	New duty status code is:	Old duty status must be:
1	Permissive absence.	ADM	CLV, HOS, HOW, OLV, PDY, SLV, XLV
2	Absent without leave—confined in the hands of civil authorities. Soldier is apprehended and confined by civil authorities.	AWC	ADM, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV
3	Absent without leave—for over 24 hours.	AWL	ADM, AWC, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
4	Captured by enemy forces.	CAP	ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
5	Confined in the hands of civil authorities. Soldier is determined not to be AWOL but has been arrested and confined.	CCA	ADM, CAP, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV
6	Convalescent leave.	CLV	HOS, HOW, PDY
7	Confined in the hands of military authorities.	CMA	ADM, AWC, AWL, CAP, CCA, CLV, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
8	Hospital (nonbattle). Soldier admitted to the hospital but not reassigned.	HOS	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
9	Hospital.	HOW	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
10	Detained by a foreign power not at war with the United States.	INT	ADM, AWL, CAP, CCA, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
11	Missing on maneuvers and of enemy action.	MIA	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
12	Missing on maneuvers or training flights in assigned or ASNJ status and in any nonenemy-related action when the status of the soldier is uncertain.	MIS	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, OLV, PDY, SLV, SND, TDY, TRA, XLV
13	Ordinary, advance, or emergency leave.	OLV	ADM, AWC, CCA, CLV, CMA, HOS, HOW, INT, PDY, SLV, SND, TDY, TRA, XLV
14	Present for duty. Soldier is present for normal duty, arrest in quarters, or sick.	PDY	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, SCA, SLV, SMA, SND, TDY, XLV
15	Sentenced to "over 30 days, but less than 6 months" by civil court.	SCA	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
16	Special leave. Soldier is on graduation leave from the USMA or is on other special leave.	SLV	PDY, TRA
17	Sentenced by military court, to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.	SMA	CMA, PDY
18	Sick—Not in the line of duty. Soldier is sick in quarters or admitted to the hospital, but not reassigned and is sick or injured, not in the line of duty.	SND	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, TDY, TRA, XLV
19	Temporary duty—Soldier is at an organization or location other than the assigned organization or station, for duty on a temporary basis.	TDY	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, HOS, INT, OLV, PDY, SLV, SND, TRA, SLV
20	Excess leave	XLV	ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, SND, TDY, TRA

Notes:

1. Duty status ATC can only be changed by reporting an ATCH or RATH transaction.

2. Duty status DCH, DED, DFR, KIA, REL, RET, RSG, TFR, and TMA all indicate a departure or deceased status and are not accountable in local SIDPERS. The DYST transaction cannot be used to report these status. They are reported as follows:

Status; Reported by; Revoked by
DCH; SEP; Accession
DED; DECD; Accession
DFR; DFR; RDFR
KIA; SEP; Accession
REL; SEP; Accession
RET; SEP; Accession
RSG; DPRT; REVD
TRF; TRANS; RDFR
TMA; DFR; RDFR

3. Duty status PDG means a TDR is on the SPF. For SIDPERS accountability, an ARR or an ASNJ transaction must be submitted.

4. Duty status TRA is recorded only by an ASNJ transaction or by a DPRT transaction to another unit serviced by the local SIDPERS activity.

5. See glossary for explanation of abbreviations and acronyms.

Table 2–3
Duty status change remarks (section IV, DA Form 4187)

Rule	If prior duty status was	And new duty status is	Enter the following in section IV, DA Form 4187
1	Assigned-not-joined	AWOL	Indicate that soldier failed to report on report date.
2	Assigned-no-joined	Confined by civil authority	Indicate surrendered or apprehended, location, pending trial or disposition of charges. Also indicate if detained by a foreign country for commission of civil offense. (See Note 4 below.)
3	Assigned-not-joined	Confined by military authority	Indicate surrendered or apprehended, location, pretrial, or sentenced to confinement.
4	Assigned-not-joined	Hospital	Indicate all known circumstances surrounding the individual's hospitalization. Indicate whether line of duty is Yes, No, or Undetermined.
5	Assigned-not-joined	Deceased	Indicate circumstances and place of death.
6	Assigned-not-joined	Interned	Indicate circumstances.
7	Assigned-not-joined	Missing	Indicate circumstances. Indicate battle or non-battle. (See Note 1 below.)
8	Assigned-not-joined	Prisoner	Indicate circumstances. (See Note 1 below.)
9	AWOL	AWOL and confined in hands of civil authorities	Indicate surrendered or apprehended, location, trial or disposition of charges. Also, indicate if detained by a foreign country for commission of a civil offense. (See Note 4 below.)
10	AWOL	Confined by military authority	Indicate surrendered or apprehended, location, pretrial, or sentenced to confinement.
11	AWOL	Deceased	Indicate circumstances and place of death.
12	AWOL	DFR (deserter)	Indicate effective date of AWOL.
13	AWOL	Hospital	Indicate type of injury or illness, location of hospital and whether line of duty is Yes, No, or Undetermined.
14	AWOL	Interned	Indicate circumstances. (See Note 1 below.)
15	AWOL	Missing	Indicate circumstances. (See Note 1 below.)
16	AWOL	Present for duty	Indicate surrendered, apprehended, location, date of AWOL, or indicate whether absence was excused or unavoidable (AR 630–10).
17	AWOL	Prisoner	Indicate circumstances. (See Note 1 below.)
18	Confined by military or civil authorities	AWOL	Indicte whether soldier surrendered or was apprehended at time of arrest, and whether soldier was being held for trial.
19	Confined by military or civil authorities	Deceased	Indicate circumstances and place of death.
20	Confined by military or civil authorities	Hospital	Indicate type of injury or illness, location of hospital, and whether line of duty is Yes, No, or Undetermined.
21	Confined by military or civil authorities	Present for duty	Indicate whether (1) Dismissed without trial or acquitted; (2) Absence was excused as unavoidable (See AR 630–10), or (3) sentence, if any, was suspended or individual was placed on probation.
22	DFR as deserter	Attached or present for duty	Indicate whether soldier was apprehended or surrendered and location.
23	Hospital	AWOL	None.
24	Hospital	Confined by military or civil authority	Indicate surrendered or apprehended, location, pretrial or sentenced to confinement. If confined by civil authorities, indicate if detained by foreign country for commission of civil offense.
25	Hospital	Deceased	Indicate circumstances and place of death.
26	Hospital	DFR (Deserter)	Cite appropriate subparagraph of AR 630–10.
27	Hospital	Interned	Indicate circumstances.
28	Hospital	Missing	Indicate circumstances.
29	Hospital	Permissive TDY	None.
30	Hospital	Present for duty	Indicate number of days absent. If applicable indicate the number of days of convalescent leave.
31	Hospital	Prisoner	Indicate circumstances.
32	Hospital	TDY	Cite orders and indicate if previous orders were amended or new orders issued.
33	In transit	Assigned-not-joined	In transit from (cite unit) and prescribed reporting date.
34	Ordinary leave	AWOL	See Note 3 below.
35	Ordinary leave	Confined by civil authorities	Indicate surrendered or apprehended, location, pending trial, disposition of charges. Also, indicate if detained by a foreign country for commission of a civil offense. (See Notes 2, 4, and 5 below.)
36	Ordinary leave	Confined by military authorities	Indicate surrendered or apprehended, location, pretrial, or sentenced to confinement. (See Note 2 below.)
37	Ordinary leave	Hospital	Indicate type injury, location of hospital, and whether line of duty (Yes/No/Undetermined). (See Notes 2 and 3 below.)
38	Ordinary leave	Permissive TDY	See Note 3 below.

Table 2–3
Duty status change remarks (section IV, DA Form 4187)—Continued

Rule	If prior duty status was	And new duty status is	Enter the following in section IV, DA Form 4187
39	Permissive TDY	AWOL	Indicate soldier failed to report on prescribed reporting date.
40	Permissive TDY	Confined by military or civil authorities	Indicate surrendered or apprehended, location, pretrial confinement. If confined by civil authorities, indicate if detained by a foreign country for commission of a civil offense, if new duty status is civil confinement. (See Note 4 below.)
41	Permissive TDY	Deceased	Indicate circumstances and place.
42	Permissive TDY	Hospital	Indicate type of injury or illness, location of hospital, whether in the line of duty (Yes/No/Undetermined).
43	Permissive TDY	Present for duty	None.
44	Present for duty	AWOL	None.
45	Present for duty	Confined by civil authorities	Indicate surrendered or apprehended, location, pending trial, or disposition of charges. Also indicate if detained by a foreign country for commission of a civil offense. (See Note 4 below.)
46	Present for duty	Confined by military authorities	Indicate surrendered or apprehended, location, pretrial, or sentenced confinement.
47	Present for duty	Deceased	Indicate circumstances and place of death.
48	Present for duty	DFR (Deserter)	Cite appropriate subparagraph of AR 630–10. (See Note 1 below.)
49	Present for duty	Hospital	Indicate type injury or illness, location of hospital, and whether or not in the line of duty (Yes/No/Undetermined). (See Note 2 below.)
50	Present for duty	Interned	Indicate circumstances (See Note 1 below.)
51	Present for duty	Missing	Indicate circumstances (See Note 1 below.)
52	Present for duty	Permissive TDY	None.
53	Present for duty	Prisoner	Indicate circumstances (See Note 1 below.)
54	Temporary duty	AWOL	None.
55	Temporary duty	Confined by civil authorities	Indicate surrendered or apprehended, location, pending trial or disposition of charges. Also indicate if detained by a foreign country for commission of a civil offense. (See Note 4 below.)
56	Temporary duty	Deceased	Indicate circumstances and place of death.
57	Temporary duty	Hospital	Indicate type of injury or illness, location of hospital, whether in the line of duty (Yes/No/Undetermined).
58	Temporary duty	Permissive TDY	None.

Notes:

1. MPRJ and allied papers are forwarded as prescribed in AR 600–8–104.
2. Complete item 30, DA Form 31 (original and organization copies), and forward the original copy to FAO.
3. DA Form 4187 is not required for ordinary leave or TDY (if TDY includes normal duty, that is, staff inspection or visits). When duty (other than present for duty) changes while in this category (examples: ordinary leave to AWOL), a DA Form 4187 and SIDPERS transaction will be submitted.
4. Civil confinement—Date and place of arrest, nature and date of offense, status (that is, authorized pass) and sentence adjudged.
5. Ordinary leave to civil confinement—SOLDIER remains on ordinary leave until expiration date of current approved leave. This only applies to soldiers on leave at time of confinement. See AR 630–5.
6. See glossary for explanation of abbreviations and acronyms.

Chapter 3
Personnel Accounting

Section I
Introduction

3–1. Accounting for personnel

a. Active Army soldiers assigned to TOE or tables of distribution and allowances (TDA) units will be counted as part of the active duty operating end-strength account. (See para 1–17 and chap 6 for accountability of RC soldiers.)

b. Active Army soldiers not assigned to TOE or TDA units, will be counted as part of the active duty end-strength but not as part of the Active Army's operating strength. These soldiers will be accounted for separately, in individual accounts. These accounts include trainees, transients, holdees (patients, prisoners, separatees), students, and USMA cadets.

(1) *Trainees.* Trainees include officer accession students. Trainees are those active duty soldiers who have not completed initial entry training. Entry training includes basic training, advanced individual training, and other proficiency or developmental training accomplished before arrival at first permanent duty assignment.

(2) *Transients.* Transients include soldiers not available for duty while en route to a new permanent duty station. Transient time includes permanent change of station (PCS) travel time, TDY en route, and leave en route. Transient time does not include TDY training en route to new permanent duty station, travel associated with a unit move, or travel time associated with movement to or between initial entry courses of instruction.

(3) *Holdees.* Holdees include soldiers who are reassigned from the strength of a TOE or TDA unit and assigned to a holding activity.

(a) Patients. Soldiers assigned to a medical-holding detachment. Soldiers will be reassigned to a medical-holding detachment when hospitalization or inpatient treatment has exceeded, or is expected to exceed, 90 days; when soldier is hospitalized and return to duty is not expected; when soldier enters a patient status while in transient between duty stations; or when soldier is hospitalized as the result of an injury received in a combat area.

(b) Prisoners. Soldiers assigned to a personnel control facility (PCF) or other type of control facility. Prisoners include soldiers sentenced to 30 days or more of confinement by a military or civilian court, or soldiers RMC from a DFS or DFR status. (See paras 3–21 and 3–23.)

(c) *Separatees.* Soldiers assigned to a transition center or point awaiting transition from the Army.

(4) *Students.* Soldiers assigned to a non-initial entry course of instruction (normally, a course length of 20 weeks or more), or soldiers attending a TDY school course, en route to a permanent duty station.

(5) *Cadets.* Students attending USMA.

c. Soldiers who are not available to perform duties but whose availability for duty is controlled by unit, installation, or senior local commands, will not be counted in the individual strength accounts. This includes soldiers on sick call; on short-term hospitalization; on leave, pass, or permissive TDY from unit; or attending a local or TDY and return courses of instruction.

d. Soldiers who are outside of military control and whose date of RMC is uncertain will not be counted as part of the active duty end-strength. (See table 3–1 for transaction change numbers used to report soldiers who are outside of military control.) These soldiers fall into the following two accounting categories:

(1) *DFR.* These soldiers are DFR and strength of the Army. They do not remain a member of the reporting unit. (See para 3–22.)

(2) *DFS.* These soldiers are not DFR of the Army; however, they are DFS of the Army for personnel strength accounting purposes. Exclusion from the Active Army strength does not, by itself, affect status as an Active Army member. DFS personnel may remain entitled to pay and benefits. Except for prisoners of war (POW) and missing personnel, they remain a member of the reporting unit until separated from the Service or until they are reassigned by a higher authority. The POW, missing personnel, and transient accounts are managed by PERSCOM. (See para 3–21.)

Table 3–1
Transaction change numbers

Number	Transaction used in	For transaction
941	DFR	Dropped from rolls as deserter.
942	DFR	Dropped from rolls as military prisoner with bad conduct or dishonorable discharge.
943	DFR	Dropped from rolls as missing or captured.
944	DECD	Death as a result of battle or hostile action.
945	DECD	Death resulting from disease.
946	DECD	Death resulting from other than battle, hostile action, or disease.
948	DFR	To enter USMA.
949	DFR	To enter any of the Service academies, other than USMA.
950	DFR	Dropped from rolls; sentenced to 6 months or more by civil authority.
971	DFR	Erroneously reported as returned from dropped from rolls as deserter.
972	DFR	Erroneously reported as restored to duty from dropped from rolls as a military prisoner.
973	DFR	Erroneously reported as returned from dropped from rolls as missing or captured.
974	DFR	Erroneously reported or restored to duty from dropped from rolls, or sentenced to 6 months or more by civil authority.

3–2. Reporting systems

a. SIDPERS will be the primary system for providing personnel accounting information from the unit level to HQDA.

b. ARADS will account for enlisted soldiers upon initial entry to active duty.

c. AMIS will account for initial officer accessions.

Section II
Task: Report Assigned or Attached Soldiers

3–3. Rules for reporting assigned or attached soldiers

a. Soldiers arriving at a permanent or temporary gaining unit of assignment on or before the reporting date reflected in orders will be gained (assigned or attached, as appropriate), and reported effective on the actual date of arrival. For RC soldiers individually called to active duty, the effective date will be the date soldiers begin travel to the gaining duty station or mobilization station.

b. Soldiers will not be assigned or attached without orders or authorization from appropriate authorities.

c. When the parent unit of the soldier and the unit of attachment are supported by different PDBM, the attachment will be reported through submission of an individual transfer data record (TDR). The unit of attachment will submit a SIDPERS organizational strength report change (OSTR) transaction.

d. When soldiers are attached for the purpose of applying for a compassionate reassignment, processing and reporting will be accomplished by the Personnel Plans and Actions Section (PPAA). All other attachments will be processed by the In-Out Processing Section (IOPR).

e. Soldiers failing to arrive on or before the specified reporting date in orders will be gained as assigned not joined (ASNJ). (See para 3–5.)

f. Gains (assigned or attached) reported in error will be corrected, according to paragraph 3–11.

g. Intact unit transfers will be processed according to DA Pam 600–8–23, chapters 9, 10, and 16.

h. Administrative add transactions should not be used to add soldiers to unit's strength. This transaction will be posted to the SPF; however, it will not be posted to the HQDA databases. Submit the proper SIDPERS transactions that will be posted to the SPF and HQDA databases.

3–4. Steps for reporting assigned or attached soldiers

The steps for reporting assigned or attached soldiers are shown in table 3-2.

Table 3–2
Reporting assigned or attached soldiers

Step	Work center	Required action
1	BNS1/REPLACEMENT (REPL)	Obtain copy of orders from the soldier or from the order suspense file.
2	BNS1/REPL	Verify unit of assignment or attachment.
3	BNS1/REPL	Have soldier sign in on DA Form 647 or DA Form 647–1. The staff duty officer (SDO) or staff duty noncommissioned officer (SDNCO) or charge of quarters (CQ) will ensure that soldiers sign in during nonduty hours. (See para 2–10.)
4	BNS1/REPL	Accessions will be reported according to DA Pam 600–8–1, chapter 2, DA Pam 600–8–2, chapter 2, and DA Pam 600–8–23. Use DA Form 3805 or DA Form 3806, as required.
5	BNS1/REPL	Submit TDR, as required. Use DA Form 3807 or DA Form 3808 if direct system input is not available.

Table 3–2
Reporting assigned or attached soldiers—Continued

Step	Work center	Required action
6	BNS1	Annotate the AAC–C27. Enter the soldier's name and date of arrival and increase the accountable or attached strength. (See para 4–5.)
7	BNS1	Verify duty position on the AAC–C07 to which the soldier is being assigned (assigned soldiers only).
8	BNS1	Annotate the AAC–C07 and position the soldier on the C2SRS battle roster (BR). (See paras 3–34 and 6–14.)
9	BNS1	If c above applies, ensure that IOPR or PPAA has submitted the TDR.
10	BNS1	Submit either a SIDPERS arrival transaction for a soldier being assigned or submit an attached transaction for soldiers being attached. (See DA Pam 600–8–1, chap 2, DA Pam 600–8–2, chap 2, and DA Pam 600–8–23, chap 10.)
11	BNS1	Submit SIDPERS position (POSN) transaction, if necessary. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10 and para 3–33 of this regulation.)
12	BNS1	If an officer, submit a SIDPERS current duty assignment title (CDAT) transaction. The date of arrival and CDAT date must be the same. (See DA Pam 600–8–1, chap 2, DA Pam 600–8–2, chap 2, and DA Pam 600–8–23, chap 10 and para 3–31 of this regulation.)
13	BNS1	Submit a SIDPERS OSTR transaction. (See DA Pam 600–8–2, chap 2 and para 3–29 of this regulation.)
14	BNS1	File documents.

Section III
Task: Reporting Assigned-Not-Joined Soldiers

3–5. Rules for reporting assigned-not-joined soldiers

a. AC soldiers will be placed in an assigned-not-joined status—

(1) When soldiers fail to report to a gaining permanent or TDY en route unit of assignment on the report date, or 9 days after the availability date stated in their orders, whichever comes first.

(2) When soldiers fail to report to their gaining permanent unit of assignment on the reporting date specified on an AAC–C40 failure-to-gain notice.

b. RC soldiers will be placed in an assigned-not-joined status when they fail to report for active duty processing on the report date stated in the mailgram, or orders ordering the soldier to active duty. (See AR 630–10, chaps 5 and 6.)

c. After reporting a soldier in an assigned-not-joined status, reporting units will determine the soldier's status. Telephonic, electronic message, and letter queries will be made every 15 days until replies to all queries have been received. If SIDPERS ASNJ transaction is based on an AAC–C40 notice, request a copy of the PCS orders from the losing unit. Queries will be made to the following:

(1) PERSCOM Career Management Division for AC soldiers.

(2) Losing unit.

(3) Losing unit of attachment, if TDY en route.

(4) Losing PSC.

(5) Personnel Assistance Points (PAP) serving the overseas command.

d. The third request will include the Commander, U.S. Army Military Police Support Agency, ATTN: DAMO–ODL–O, 4401 Ford Avenue, Alexandria, VA 22302–1432, as an information addressee.

e. Soldiers will only be reported from an assigned-not-joined duty status to AWOL after a response has been received from all agencies queried and the soldier's status remains unknown. The effective date of AWOL will be the day after the report date stated in PCS orders.

f. Agencies receiving queries will respond to the requester by the fastest means available, but not later than 7 workdays.

3–6. Steps for reporting assigned-not-joined soldiers

The steps for reporting assigned-not-joined soldiers are shown in table 3-3.

Table 3–3
Reporting assigned-not-joined soldiers

Step	Work center	Required action
1	BNS1	Review daily orders suspense file.
2	BNS1	Identify soldiers failing to report as stated in paragraph 3–5a.
3	BNS1	Request that the Personnel Strength Management Branch (PRSG) confirm the report date (or diversion) date of the soldier.
4	PRSG	Verify soldier's report date or diversion date in SIDPERS and Enlisted Distribution Assignment System (EDAS) or Total Officer Personnel Management Information System (TOPMIS), if available.
5	PRSG	Notify BNS1 of soldier's status.
6	BNS1	Unless the soldier has been diverted or the report date has been changed, prepare a DA Form 4187, reporting the incoming soldier as assigned-not-joined. (See para 2–3.)
7	BNS1	Obtain authenticating signature on DA Form 4187.
8	BNS1	Submit SIDPERS ASNJ transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23.)
9	BNS1	Annotate the latest AAC–C27. Enter the soldier's name and date reported assigned-not-joined and increase the accountable strength. (See para 4–5.)
10	BNS1	Submit a SIDPERS OSTR transaction. (See para 3–29 and DA Pam 600–8–1, chap 2.)
11	BNS1	Distribute DA Form 4187. Ensure copy is placed in suspense file. (See para 2–3.)
12	BNS1	Initiate inquiries. (See paras 3–5b and 3–5c.)
13	BNS1	Suspense queries for 15 days. Reinitiate every 15 days until a reply is received for all queries, or the soldier's status is determined.
14	BNS1	Upon notification of the soldier's status or arrival, prepare DA Form 4187 to reflect appropriate change in status. (See para 2–3.)
15	BNS1	Obtain authenticating signature on DA Form 4187.
16	BNS1	Submit one of the following SIDPERS transactions: DYST change, JOIN, or revocation of arrival (REVA). (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10 and para 2–8 of this regulation.)

Table 3–3
Reporting assigned-not-joined soldiers—Continued

Step	Work center	Required action
17	BNS1	Annotate the latest AAC–C27. (See para 4–5.)
18	BNS1	Submit SIDPERS OSTR transaction. (See DA Pam 600–8–1, chap 2 and para 3–31 of this regulation.)
19	BNS1	Distribute DA Form 4187. (See para 2–3c.)
20	BNS1	File documents.

Section IV
Task: Report the Physical Arrival of a Soldier Previously Reported as Assigned-Not-Joined

3–7. Rules for reporting the arrival of a soldier previously reported as assigned-not-joined

a. Soldiers previously reported as assigned-not-joined must be joined when they arrive at the unit.

b. If the previous duty status was absent without leave/confined by civil authority (AWC) or AWOL, a DYST transaction must be submitted in place of the joined (JOIN) transaction.

3–8. Steps for reporting the arrival of a soldier previously reported as assigned-not-joined

The steps for reporting the arrival of a soldier previously reported as assigned-not-joined are shown in table 3–4.

Table 3–4
Reporting the arrival of a soldier previously reported as assigned-not-joined

Step	Work center	Required action
1	Unit	Get the actual date of arrival from the DA Form 647 or DA Form 647–1. (See para 2–10.)
2	Unit	Notify BNS1 of soldier's arrival.
3	BNS1	Submit SIDPERS JOIN DYST transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
4	BNS1	File documents.

Section V
Task: Report a Change to the Unit or Position Number Within that Unit for a Pending Gain

3–9. Rules for reporting a change to the unit or position number within that unit for a pending gain

a. Table 3–5 lists and defines the position number used to report soldiers not occupying authorized duty positions.

b. The move transfer data record transaction (MTDR) may be used to locally assign a soldier who is a pending gain (position number 9999) or awaiting assignment (position number 9992) to a position in which the soldier will be properly utilized, as reflected on the AAC–C07.

3–10. Steps for reporting a change to the unit or position number of a pending gain

The steps for reporting a change to the unit or position number of a pending gain are shown in table 3–6.

Table 3–6
Reporting a change to the unit or position number of a pending gain

Step	Work center	Required action
1	Unit	Notify BNS1 of change.
2	BNS1	Submit SIDPERS MTDR transaction. (See DA Pam 600–8–1, chap 2, DA Pam 600–8–2, chap 2, and DA Pam 600–8–23, chap 10.)
3	BNS1	Annotate unit AAC–C07. (See para 3–34.)
4	BNS1	File documents.

Section VI
Task: Reporting Erroneous Gain Actions

3–11. Rules for reporting erroneous gain actions

a. Soldiers incorrectly reported as assigned or attached to a unit will be removed from a unit's strength.

b. When a soldier's reported arrival date to a unit is reported incorrectly, the correct arrival date will be determined and reported.

3–12. Steps for reporting erroneous gain actions

The steps for reporting erroneous gain actions are shown in table 3–7.

Table 3–7
Reporting erroneous gain actions

Step	Work center	Required action
1	Unit	Report to the BNS1, soldiers who are incorrectly assigned or attached, or those who arrived on the incorrect date.
2	BNS1	Obtain source documents and confirm that the soldier was assigned or attached in error, or arrived on the incorrect effective date.
3	BNS1	Annotate the AAC–C07 to delete the soldier's name. (Not applicable if para 3–11b applies). (See para 3–34.)
4	BNS1	Annotate the AAC–C27. (Not applicable if para 3–11b applies.) Delete the soldier's name and decrease the accountable or attached strength. (See para 4–5.)
5	BNS1	Submit either the REVA or the relief from attachment (RATH) transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
6	BNS1	If the soldier was reported with an erroneous arrival date, also submit a SIDPERS ARR transaction once the REVA or RATH transaction has been processed. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
7	BNS1	If paragraph 3–11a applies, submit a SIDPERS OSTR change transaction. (See and DA Pam 600–8–2, chap 2 and para 3–29 of this regulation.)
8	BNS1	File documents.

Section VII
Task: Report Reassignment Losses

3–13. Rules for reporting reassignment losses

a. The accountable unit will report all reassignment loss actions in SIDPERS-AC which will cause a decrease in its assigned or attached strength.

b. Losses due to reassignment and relief from attachment will be reported, effective on the actual date of departure. These losses will not be reported without official orders or other supporting documentation.

c. Normally, soldiers are reported as reassignment losses and reassigned to medical-holding detachments when hospitalization exceeds, or is expected to exceed, 90 days.

d. Assignment to a medical-holding detachment or evacuation to a medical treatment facility (MTF) will be confirmed through electronic message, orders, or admission and disposition slips. Close coordination must be maintained with medical officials to determine the soldier's status and to ensure evacuated soldiers are properly dropped from the unit's assigned strength.

e. Reassignment losses will be in a present-for-duty (PDY) status prior to departure, except for losses due to confined by military authorities (CMA) or hospital nonbattle-related.

f. Soldiers departed on assignment, or relief from attachment in error, will be gained to the unit's strength, according to paragraph 3–19.

g. If a soldier is reassigned to the unit to which currently attached, a RATH SIDPERS transaction must be processed prior to the submission of a SIDPERS ARR transaction. A SIDPERS RATH transaction is not required if the record's status code is "P". SIDPERS will automatically generate a RATH transaction.

h. Administrative loss SIDPERS transactions will not be used to remove soldiers from the SPF. This transaction will be posted to the SPF. However, it will not be posted to the HQDA personnel databases. The appropriate SIDPERS transactions that will be posted to the SPF and HQDA databases must be submitted.

3–14. Steps for reporting reassignment losses

The steps for reporting reassignment losses are shown in table 3–8.

Table 3–8
Reporting reassignment losses

Step	Work center	Required action
1	Unit	Notify BNS1 that the soldier is a reassignment loss.
2	Unit	Direct soldier to BNS1 to sign out.
3	BNS1	Obtain soldier's orders from suspense file.
4	BNS1	Have soldier sign out on DA Form 647 or DA Form 647–1. (See para 2–10.)
5	BNS1	Annotate the latest AAC–C07. (See para 3–34.)
6	BNS1	Annotate the latest AAC–C27. Delete the soldier's name and decrease the accountable or attached strength. (See para 4–5.)
7	BNS1	Submit a SIDPERS DPRT or RATH transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 3.)
8	BNS1	Submit SIDPERS OSTR transaction. (See para 3–29.)
9	BNS1	File documents according to MARKS.

Section VIII
Task: Report the Transfer, Separation, Discharge, or Retirement of a Soldier from Active Duty

3–15. Rules for reporting the transfer, separation, discharge, or retirement of a soldier from active duty.

a. Soldiers being transferred, separated, discharged, or retired at a transition center or point will be departed by the losing unit in SIDPERS to the transition center or point. The transition center or point that will process a soldier's separation will arrive soldier in SIDPERS. The report date stated in soldier's orders will govern this action, as appropriate. (See DA Pam 600–8–11 and para 1–19 of this regulation.)

(1) For CONUS-based soldiers, the reporting date in the transition orders will be the date after the date that soldiers will complete transition leave, excess leave, and permissive TDY.

(2) For outside continental United States (OCONUS)-based soldiers returning to CONUS for transition, the reporting date in the transition orders will be the port-call date, plus normal travel time to the gaining CONUS transition point.

(3) For OCONUS-based soldiers transitioning in the overseas area, the reporting date will be established as in (1) above.

b. Soldiers being transferred, separated, discharged, or retired at other than a transition center or point will be departed in SIDPERS to the PSC that will process the soldier for transition. The PSC will submit a SIDPERS ARR transaction upon the soldier's reporting date. The PSC will submit a SIDPERS SEP transaction when the soldier leaves active duty.

c. If a soldier is being separated for the purpose of a change in the soldier's MPC (for example, enlisted to WO), the soldier will be separated in one SIDPERS cycle and accessed in the new status in the next cycle. Close coordination must be maintained with the records element of the soldier's servicing PSC or MPD to ensure that an accession TDR format identification (FID) (Q) is prepared in the soldier's new status. It will be processed in the first SIDPERS cycle after the SEP transaction is processed.

d. If a soldier was previously DFR (TCN 942 or 950), notify the PAS analyst to process a pass record N-type transaction.

e. The transition center or point will normally submit the SIDPERS SEP transaction for the soldier being transferred, separated, discharged, or retired from active duty. (See paras 1–19 and 3–15.) When a "PASS RECORD" SEP SIDPERS transaction is submitted, the unit identification code (UIC) in the transaction will be the transition center or point UIC.

f. The effective date of loss in the SEP SIDPERS transaction for soldiers being transferred, separated, discharged, or retired from active duty is the date following the date of transfer, separation, discharge, or retirement listed on DD Form 214 (Certificate of Release or Discharge From Active Duty.) These soldiers must be counted on the rolls of the Active Army strength, up to 2400, on the established transfer, separation, discharge, or retirement date.

3–16. Steps for reporting the separation, transfer, discharge, or retirement of a soldier from active duty

The steps for reporting the separation, transfer, discharge, or retirement of a soldier from active duty are shown in table 3–9.

Table 3–9
Reporting the separation, transfer, discharge, or retirement of a soldier from active duty

Step	Work center	Required action
1	Unit	Submit SIDPERS DPRT transaction.
2	Transition center or point	Submit SIDPERS ARR transaction.
3	Transition center or point	Get the effective date of separation, transfer, discharge, or retirement from the DD Form 214 or transition order.
4	Transition center or point	Submit SIDPERS SEP transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)

Table 3–9
Reporting the separation, transfer, discharge, or retirement of a soldier from active duty—Continued

Step	Work center	Required action
5	Transition center or point	Submit SIDPERS OSTR transaction. (See para 3–29.)
6	Transition center or point	File documents.

Section IX
Task: Report the Death of a Soldier

3–17. Rules for reporting the death of a soldier

a. Reporting the death of a soldier may be based upon notification from HQDA or another command through the PSC or MPD servicing your unit. Once the death of the soldier has been verified, submit the DECD transaction.

b. Reassignment losses will be in a PDY status prior to departure, except for losses due to CMA or nonbattle-related hospitalization.

c. If a soldier has been previously DFR (TCN 942 or 950), notify the PAS analyst so he or she can process a pass record N-type transaction.

d. Losses due to battle and nonbattle death will be reported, effective the date of death, as confirmed by medical officials. AR 600–8–1 provides detailed guidance on casualty reporting.

3–18. Steps for reporting the death of a soldier

Steps for reporting the death of a soldier are shown in table 3–10.

Table 3–10
Reporting the death of a soldier

Step	Work center	Required action
1	Unit	Obtain verification of death from casualty report or DD Form 1300 (Report of Casualty).
2	Unit	Notify BNS1 of the death.
3	BNS1	Obtain supporting documents (for example, DD Form 1300).
4	BNS1	Determine actual date and time of death from supporting documents and submit a SIDPERS DECD transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
5	BNS1	Prepare a DA Form 4187, reporting soldier's death.
6	BNS1	Obtain authenticating signature on DA Form 4187.
7	BNS1	Annotate the latest AAC–C07. (See para 3–34.)
8	BNS1	Annotate the latest AAC–C27. Delete the soldier from AAC–C27 and decrease accountable strength. (See para 4–5.)
9	BNS1	Submit a SIDPERS OSTR transaction. (See DA Pam 600–8–1, chap 2 and para 3–29 of this regulation.)
10	BNS1	Distribute DA Form 4187. (See para 2–3.)
11	BNS1	File documents.

Section X
Task: Report Erroneous Loss Actions

3–19. Rules for reporting erroneous loss actions

a. Soldiers reported incorrectly as reassignment losses, incorrectly released from attachment, or who return to a unit as a result of orders being revoked, rescinded or amended, will be gained to the units assigned or attached strength as if the soldier never departed.

b. Soldiers reported incorrectly as DFR or DFS, or as separated, will be gained or accessed back into the assigned strength of the reporting unit, effective the date the soldier was originally assigned.

c. Units incorrectly reporting a soldier as deceased will coordinate directly with PAS or SIDPERS Interface Branch to ensure reinstatement of the soldier's automated files.

3–20. Steps for reporting erroneous loss actions

The steps for reporting erroneous loss actions are shown in table 3–11.

Table 3–11
Reporting erroneous loss actions

Step	Work center	Required action
1	Unit	Notify BNS1 that the soldier has returned, or never departed.
2	BNS1	Confirm that SIDPERS was submitted to depart, RATH, or DFR or DFS in error; or that their orders were rescinded, revoked, or amended.
3	BNS1	If the soldier was DFR in error and a DA Form 4187 was previously submitted, prepare another DA Form 4187 to correct the duty status and distribute to same addressees as the original DA Form 4187. (See para 2–6.)
4	BNS1	Confirm the soldier's correct duty position and status with the unit commander.
5	BNS1	Manually annotate the AAC–C07. (See para 3–35.)
6	BNS1	Annotate the latest copy of the AAC–C27. Enter the soldier's name and social security number (SSN) and increase the accountable or attached strength. (See para 4–5.)
7	BNS1	Verify the soldier's record status code on the SPF. (PAS must accomplish this if operating in a TACCS or Army Standard Information System (ASIM) environment).
8	BNS1	If an automated file exists, submit one of the folowing SIDPERS transaction: revocation of departure (REVD); ATCH; or revocation of DFR (RDFR) transaction. (See DA Pam 600–8–1, chap 2, DA Pam 600–8–2, chap 2, and DA Pam 600–8–23, chap 10.)
9	BNS1	If the soldier's duty position changed, submit a SIDPERS POSN transaction. If an officer, also submit a CDAT SIDPERS transaction. The POSN and CDAT effective dates will be the same. (See paras DA Pam 600–8–1, chap 2, DA Pam 600–8–2, chap 2, and DA Pam 600–8–23, chap 10 and paras 3–31 and 3–33 of this regulation.)
10	PAS	Submit a SIDPERS accession transaction.
11	BNS1	After the accession has processed to SIDPERS, notify the BNS1 to submit the SIDPERS OSTR transaction. (See DA Pam 600–8–1, chap 2 and para 3–29 of this regulation.)

Section XI
Task: Report Soldiers Dropped from Rolls

3–21. Rules for reporting soldiers dropped from rolls

a. Active Army soldiers will be reported as DFR when they—

(1) Remain AWOL for 30 consecutive days. The DFR will be effective 0001 on the 31st day of AWOL, which is also the day the SIDPERS DFR transaction will be submitted.

(2) Are confirmed to be a deserter. (See AR 630–10, chaps 3, 4, 5, and 6.)

(3) Leave Active Army to enter the USMA or other Service academy as a cadet. The DFR is effective on the date of entry to the academy.

b. RC soldiers who remain absent 30 consecutive days after reporting to an Active Army unit, will be accessed to the Active Army and immediately DFR. (See AR 630–10, paragraph 5–3*b* for exceptions.) The DFR will be effective 0001 on the 31st consecutive day of AWOL. (See AR 630–5 and AR 630–10, para 5–7.)

c. During mobilization, RC soldiers will be DFR when they fail to report for active duty within 7 days of their established reporting date. (See AR 630–10, chap 6.)

d. Actions required after a soldier has been reported DFR will be accomplished. (See AR 630–10, chap 6.)

e. Soldiers reported incorrectly as DFR will be gained or accessed into the unit's strength.

f. DA Form 4187 and DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)) will not be prepared for soldiers DFR to enter a Service academy. (See AR 600–8–2.)

g. DA Form 268 and DD Form 553 (Deserter/Absentee Wanted By the Armed Forces) must be completed for personnel reported DFR. (See AR 630–10.)

h. Reassignment losses will be in a PDY status prior to departure, except for losses due to CMA or hospital nonbattle-related.

3–22. Steps for reporting soldiers dropped from rolls

The steps for reporting soldiers DFR are shown in table 3–12.

Table 3–12
Reporting soldiers dropped from roll

Step	Work center	Required action
1	Unit	Determine soldier is to be DFR.
2	Unit	Direct BNS1 to report the soldier DFR.
3	BNS1	Review supporting document (for example, 1SG's report). Review DA Form 4187 to confirm the original AWOL date.
4	BNS1	Prepare DA Form 4187 reflecting DFS status, if required. (See para 4–6.)
5	BNS1	Obtain authenticating signature on DA Form 4187.
6	BNS1	Prepare DA Form 268 and DD Form 553, as required.
7	BNS1	Annotate the latest AAC–C07. (See para 3–34.)
8	BNS1	Annotate latest AAC–C27 with the effective date. Delete soldier's name and decrease the accountable strength. (See para 4–5.)
9	BNS1	Submit SIDPERS DFR (TCN 941) transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
10	BNS1	Submit SIDPERS OSTR transaction. (See DA Pam 600–8–1, chap 2 and para 3–29 of this regulation.)
11	BNS1	Distribute DA Form 4187. (See para 2–7.)
12	BNS1	File documents according to MARKS.

Section XII
Task: Report Soldiers Dropped from the Strength

3–23. Rules for reporting soldiers dropped from the strength

a. Soldiers will be DFS when they—

(1) Are confirmed to be a POW or missing. The effective date is the date the POW or missing status is officially declared (TCN 943).

(2) Are sentenced to confinement in a domestic or foreign penal institution (or detained in a foreign country) for 6 months or more. The soldiers must be in civil confinement.

(a) Soldiers held by domestic civilian authorities remain in a confined in the hands of civil authorities (CCA) duty status until their sentence begins. The effective date of DFS is the date sentence begins (TCN 950).

(b) Soldiers detained by foreign authorities remain in a CCA status until their sentence begins, or after 6 months of detention, whichever comes first. The effective date of DFS is the date sentence begins, or after 6 months of detention (TCN 950).

(3) Have an approved bad conduct discharge (BCD) or dishonorable discharge (DD) (with or without military confinement). The effective date of DFS is the date the convening authority approves the action (TCN 942). The soldier will be DFS, even though remaining present in the unit, in confinement, or in an excess leave status awaiting punitive discharge.

b. DFS losses will be in a PDY status prior to submitting the SIDPERS DFS transaction.

c. Soldiers reported as DFS will not be reported as DFR to the U.S. Army Deserter Information Point (USADIP), nor will a DFR packet be prepared.

d. MPRJ are transferred and maintained, according to AR 600–8–104.

e. A DA Form 4187 will not be prepared for DFS soldiers.

f. A DFS soldier may be reassigned to a PCF in the geographic area after the soldier's commander completes action, according to AR 635–200 or AR 635–120.

g. When DFS soldiers are separated, a "pass record" SIDPERS SEP transaction will be processed by the transition center or point. The PAS will coordinate this transaction with the transition center or point.

h. DFS soldiers will not be accessed for any purpose except when erroneously reported, conviction is completely reversed, or when a POW or missing soldier is returned to Army control. When necessary to reassign a soldier in DFS status, only orders Formats 405, 410, or 414, as applicable, are required. (See AR 310–10.) SIDPERS DPRT and ARR transactions are not required to report these reassignments.

3–24. Steps for reporting soldiers dropped from the strength

The steps for reporting soldiers DFS unit are shown in table 3–13.

Table 3–13
Reporting soldiers dropped from the strength

Step	Work center	Required action
1	Unit	Determine that a soldier is to be DFS.
2	Unit	Notify BNS1 that a soldier is to be DFS, based on the guidance in paragraph 3–23a.
3	BNS1	Obtain supporting documents (for example, approved BCD, DD, or civilian court order).
4	BNS1	Prepare DA Form 4187, reflecting DFS status, if required. (See para 2–3.)
5	BNS1	Obtain authenticating signature on DA Form 4187.
6	BNS1	Annotate the latest AAC–C07. (See para 3–34.)

Table 3–13
Reporting soldiers dropped from the strength—Continued

Step	Work center	Required action
7	BNS1	Annotate the latest AAC–C27. Delete soldier from AAC–C27 and decrease accountable strength. (See para 4–5.)
8	BNS1	Submit a SIDPERS DFR transaction (TCN 942 or 950). (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10 and para 2–4 and table 2–1 of this regulation.)
9	BNS1	Submit a SIDPERS OSTR transaction. (See DA Pam 600–8–1, chap 2, table 2–2 and para 3–29 of this regulation.)
10	BNS1	Distribute DA Form 4187. (See para 2–3.)
11	BNS1	File documents according to MARKS.

Section XIII
Task: Return a Soldier to the Rolls from Dropped-From-the-Rolls Deserter

3–25. Rules for returning a soldier to the rolls from dropped-from-the-rolls deserter

a. Soldiers will be accessed into the strength of the Active Army from DFR status, effective on the date they—

(1) Surrender to, are delivered to, or are apprehended by, or for, military authorities.

(2) Are available for transfer to military custody after being held by civilian authorities for reasons other than at military request.

b. AR 630–10 provides policy for the assignment of soldiers RMC from DFR status.

c. When a soldier is transported to a PCF, the PCF commander will access the soldier to SIDPERS-AC, effective the date of the soldier's RMC.

d. Soldiers reported incorrectly as DFR will be gained or accessed into the unit's strength according to paragraph 3–19.

3–26. Steps for returning a soldier to the rolls from dropped-from-the-rolls deserter

The steps for returning a soldier to the rolls from dropped-from-the-rolls deserter are shown in table 3–14.

Table 3–14
Returning a soldier to the rolls from dropped-from-the-rolls deserter

Step	Work center	Required action
1	Unit	Notify BNS1 of soldier's return.
2	BNS1	Notify personnel information management (PINF) of soldier's return and request publication of accession orders.
3	BNS1	Prepare DA Form 4187, documenting the RMC. (See para 2–3.)
4	BNS1	Obtain the authenticating official's signature on DA Form 4187.
5	BNS1	Initiate DA Form 268. (See AR 600–8–2.)
6	BNS1	Forward DA Form 4187 and DA Form 268 to EREC (Enlisted and Flagged Records).
7	EREC	Receive DA Form 4187 and DA Form 268.
8	EREC	Publish accession orders. (See AR 310–10, Format 426.)
9	EREC	Submit DA Form 3805 (SIDPERS Input and Control Data-Officer Accession) and DA Form 3806 (SIDPERS Input and Control Data-Enlisted Accession) to PAS or directly input the accession by way of terminal. (See DA Pam 600–8–2, chap 6, and DA Pam 600–8–23, chap 10.)
10	BNS1	Submit a SIDPERS OSTR transaction.
11	BNS1	Annotate the AAC–C27. Enter the soldier's name and date RMC and increase the accountable strength. (See para 4–5.)
12	BNS1	Annotate the latest AAC–C07. (See para 3–34.)
13	BNS1	Submit SIDPERS position number and CDAT transactions, as required. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
14	BNS1	Submit a SIDPERS OSTR transaction. (See DA Pam 600–8–1, chap 2 and para 3–29 of this regulation.)
15	BNS1	File documents according to MARKS.

Section XIV
Task: Report the Revocation of a Sentence by a Civil or Military Court and Return to Duty

3–27. Rules for reporting the revocation of a sentence by a civil or military court and return to duty

a. The purpose of this procedure is to correct or change previous erroneous reporting of SCA or SMA duty status and return to present for duty status. This procedure will revoke previously reported (not current) SCA and SMA duty status actions. The SIDPERS RDYS transaction should be used if a soldier was incorrectly reported as SCA or SMA duty status.

b. SCA is a duty status code which applies to a soldier who has been convicted and sentenced by a civil court (foreign or domestic) for a period of more than 30 days but less than 6 months.

c. SMA is a duty status code which applies to a soldier who has been convicted and sentenced for 30 days or more but not sentenced to a BCD or DD by military authorities.

3–28. Steps for reporting the revocation of a sentence by a civil or military court and return to duty

The steps for reporting the RSEN by a civil or military court and return to duty are shown in table 3–15.

Table 3–15
Reporting the revocation of a sentence by a civil or military court and return to duty

Step	Work center	Required action
1	Unit	Notify BNS1 when confirmation of an erroneous duty status SCA or SMA is made.
2	BNS1	Prepare DA Form 4187 confirming current duty status. (See para 2–3.)
3	BNS1	Obtain authenticating official's signature on DA Form 4187.
4	BNS1	Submit SIDPERS RSEN transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
5	BNS1	Annotate AAC–C27. (See para 4–5.)
6	BNS1	Distribute DA Form 4187. (See para 2–3.)

Table 3–15
Reporting the revocation of a sentence by a civil or military court and return to duty—Continued

Step	Work center	Required action
7	BNS1	File documents.

Section XV
Task: Report the Accountable or Attached Strength of a Unit

3–29. Rules for reporting the accountable or attached strength of a unit

a. The OSTR SIDPERS transaction is used to report accountable or attached strength.

b. Personnel strengths reported in the OSTR transaction are determined by the occurrence of several events. Examples of these events are as follows:

(1) Arrivals and departures.

(2) Separations, transfers, discharges, and retirements from active duty.

(3) Deaths.

(4) DFRs and DFS.

c. The AAC–PO1 is the basic source document to be used to complete the OSTR transaction. Gains will be added and losses will be subtracted from the strength information contained in the previous SIDPERS cycle's AAC–P01. (See para 4–3.)

d. A posted copy of the AAC–C27 will be provided the PAS, along with the OSTR transaction input.

3–30. Steps for reporting the accountable or attached strength of a unit

The steps for reporting the accountable or attached strength of a unit are shown in table 3–16.

Table 3–16
The accountable or attached strength of a unit

Step	Work center	Required action
1	BNS1	Review all SIDPERS transactions for the report period to determine if any change in the accountable or attached strength has occurred.
2	BNS1	Submit an OSTR SIDPERS transaction to reflect the correct strength after any other transactions submitted would process. (See DA Pam 600–8–1, chap 2.)
3	PAS	Review supporting documentation.
4	BNS1	File documents according to MARKS.

Section XVI
Task: Report the Current Duty Assignment Title of an Officer

3–31. Rules for reporting the current duty assignment title of an officer

a. This procedure applies to officer personnel only and will be submitted after a SIDPERS ARR or POSN transaction is submitted.

b. Upon processing this transaction, TOPMIS is updated to reflect the officer's CDAT.

c. A SIDPERS CDAT transaction will be submitted each time an officer's duty title changes.

3–32. Steps for reporting the current duty assignment title of an officer

The steps for reporting the CDAT of an officer are shown in table 3–17.

Table 3–17
Reporting the current duty assignment title of an officer

Step	Work center	Required action
1	Unit	Notify BNS1 that the officer's CDAT has changed. Provide the effective date.
2	BNS1	Determine if CDAT transaction is required. If applicable, submit a SIDPERS ARR or POSN transaction prior to the CDAT. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
3	BNS1	Annotate the latest AAC–C07, if required. (See para 3–37.)
4	BNS1	File documents.

Section XVII
Task: Report a Position Number Change

3–33. Rules for reporting a position number change

a. Position number changes will be reported to the BNS1 as they occur.

b. Soldiers who are not assigned to an authorized duty position will be reported by a special category position number in the 999 series as outlined in table 3–5.

3–34. Steps for reporting a position number change

The steps for reporting a position number change are shown in table 3–18.

Table 3–18
Reporting a position number change

Step	Work center	Required action
1	Unit	Notify BNS1 of position number change.
2	BNS1	Determine effective date of change.
3	BNS1	Submit SIDPERS POSN transaction to change position or special category code. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
4	BNS1	Annotate latest AAC–C07. (See para 3–37.)
5	BNS1	File documents.

Section XVIII
Task: Process the Unit Manning Report (AAC–C07)

3–35. Rules for processing the Unit Manning Report (AAC–C07)

The AAC–C07 lists authorized positions and personnel assets of each permanent party unit and is produced semimonthly from SIDPERS–AC. (See DA Pam 600–8–23, chap 17.) Processing rules are as follows:

a. This task is not performed in wartime.

b. All changes will be manually posted to the AAC–C07 upon receipt and SIDPERS update transactions will be submitted as necessary.

c. Enlisted soldiers will be assigned to positions on the AAC–C07 in accordance with the rules for utilization outlined in AR 600-200.

d. All soldiers in a unit will be assigned a position number. It will be reflected on the AAC–C07.

e. Soldiers should be assigned to a position on the AAC–C07 upon their initial arrival in a unit.

f. Soldiers should not remain assigned to position number 9992 (Incoming Assigned Personnel) beyond 7 days after arrival in a unit.

g. Assigned soldiers will not be double–slotted on the AAC–C07 or assigned to a 9999 position number.

h. Assigned soldiers who cannot be properly slotted will be reflected as "Reassignable Overstrength." These soldiers should be assigned to a position below the paragraph and line number most closely related to the duties being performed (that is, position number AB90).

i. The AAC–C07 will be cut off at the end of each month, retained 1 month, and then destroyed. (See AR 25–400–2, File Number 600–8b.)

3–36. Steps for processing the AAC–C07

The steps for processing the AAC–C07 are shown in table 3–19.

Table 3–19
Processing the AAC–C07

Step	Work center	Required action
1	PAS	Produce the AAC–C07.
2	BNS1	Receive the AAC–C07.
3	BNS1	Compare data between the latest AAC–007 and the previous AAC–C07.
4	BNS1	If there are changes on the previous report not reflected on the latest report, verify that necessary SIDPERS transactions were submitted. The AAC–P01 and the AAC–P11 (Personnel Transaction Register By Originator) will be used to verify the processing of previous SIDPERS transactions impact on the AAC–C07.
5	BNS1	Retain the original copy of the AAC–C07 and forward an annotated copy to the unit.
6	Unit	Review the AAC–C07 to ensure authorization data is correct.
7	Unit	Review the AAC–C07 to ensure all personnel are properly positioned.
8	Unit	Notify BNS1 of required changes.
9	BNS1	Annotate latest copy of AAC–C07 and submit appropriate SIDPERS transactions.
10	BNS1	Submit a SIDPERS position number transaction for each soldier assigned or attached as required. (See para 3–33, DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
11	BNS1	If the soldier is a pending gain (position number 9999), submit a SIDPERS MTDR transaction. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
12	BNS1	Submit an officer CDAT transaction. The effective dates of the position number and the CDAT change must be the same. (See DA Pam 600–8–1, chap 2 and para 3–31 of this regulation.)
13	BNS1	Notify PAS of discrepancies requiring action at that level.
14	BNS1	File AAC–C07, and destroy according to paragraph 3–35i.

Table 3–5
UMR codes for soldiers not occupying an authorized duty position

Rule	See note 1.	When reporting
1	9990	Reassignable overstrength.
2	9991	Surplus or excess soldiers.
3	9992	Incoming assigned soldiers (can be used no longer than 7 days after arrival) or officers for which no vacant position currently exists.
4	9993	Known losses.
5	9994	Attached soldiers having authorized positions (system-generated).
6	9996	a. Assigned temporary soldiers in replacement detachments pending specific assignments. b. All assigned nonpermanent party soldiers assigned to basic combat training and advanced individual training units, officer or warrant officer candidate schools, formal Army Service schools and courses, allied Armed Forces, joint colleges, projects (not TDY), personnel control facilities after return to military control, and correctional holding detachments, or U.S. disciplinary barracks. c. Soldiers attending civilian institutions for the purpose of receiving instructions (not TDY personnel). d. Soldiers being separated from the active Army by a unit other than a transition center or point.
7	9999	Potential gains other than soldiers in an assigned-not-joined status.

Notes:
1. If soldier is not positioned in an authorized duty position then use POSN

Chapter 4
Strength Reports

Section I
Introduction

4–1. Overview

This chapter establishes the procedures for processing the various reports which maintain and provide complete and accurate personnel strength accounting data.

4–2. HQDA feedback, error, data reconciliation, and change notices

a. HQDA feedback, error, and data reconciliation notices are an important part of the personnel strength accounting error resolution process. They will be processed, along with the other reports discussed in this chapter. The PAS will review notices, research problems, and coordinate submission of corrective SIDPERS transactions prior to the next SIDPERS cycle.

b. Instructions for processing HQDA feedback and error notices are discussed in DA Pam 600–8–23, chapters 10, 18, and 19.

c. Instructions for processing monthly audit data reconciliation records are discussed in DA Pam 600–8–23, chapters 10 and 23.

d. Instructions for processing central transient account system change notices are discussed in DA Pam 600–8–23, chapters 21 and 23.

Section II
Task: Process the Personnel Transaction Register (AAC–P01) by Unit

4–3. Rules for processing the AAC–PO1

The AAC–PO1 is processed as follows:

a. The PAS will produce the AAC–P01 for each SIDPERS cycle.

b. The BNS1 will immediately reconcile any differences between adjusted SPF and reported strength in the accountable strength summary section of the AAC–P01. (See DA Pam 600-8-1, chap 4, and DA Pam 600–8–23, chaps 10 and 18.)

c. For historical purposes, the PAS chief will authenticate the original copy of the AAC–PO1 by preparing and signing a monthly memorandum. The memorandum will be addressed to the Local Records Holding Area (LRHA) and will include the following statements:

(1) The enclosed AAC–P01 reports reflect the status of soldiers recorded in the SIDPERS database during the course of normal business of Fort (name of fort), for the period (day,month,year) through (day,month,year). This includes cycles (day,month,year) through (day,month,year).

(2) The AAC–P01 provides a list of registered units supported by the PAS during the period.

d. At the PAS level, the original AAC–P01 will be cut off monthly, held for the current year, then transferred to the LRHA, along with the above memorandum. The LRHA will hold it for 12 months and then retire it to the National Personnel Records Center (NPRC) for permanent retention. (See AR 25-400-2.)

e. PAS will file the original copy of the AAC–P01, according to MARKS, File Number 600–8b. (See AR 25–400–2.)

f. At BNS1 level, the AAC–P01 will be cut off monthly, retained in the current files area for 1 year, then destroyed according to MARKS (AR 25–400–2).

4–4. Steps for processing the AAC–PO1

The steps for processing the AAC–P01 are shown in table 4-1.

Table 4–1
Processing the AAC–P01

Step	Work center	Required action
1	PAS	Produce the AAC–P01.
2	PAS	Provide two copies of the AAC–P01 report to supported units and one copy to the PINF section.
3	PAS	Certify and file the AAC–P01 as stated in c, d, and e above.
4	BNS1	Receive copies of the AAC–P01 from PAS.
5	BNS1	Review accountable strength summary section of AAC–P01 for differences between SPF adjusted strength and reported accountable strength. If no differences are found in all categories of assigned and attached soldiers, the strength is determined to be balanced.
6	BNS1	If discrepancies are found, take action to report personnel gains and losses.
7	BNS1	Submit a SIDPERS OSTR transaction if the last OSTR transaction submitted requires adjustment because of additions and deletions discovered during reconciliations. The AAC–C27 and DA Form 3813 (SIDPERS Input and Control Data-Personnel/Organization Change (Key Punch)), or automated transaction register for units with automated file entry, will be used in reconciling the AAC–P01. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10.)
8	BNS1	File AAC–P01 and retain as stated in f above.

Section III
Task: Process Personnel Strength Zero Balance Report (AAC–C27)

4–5. Rules for processing the AAC–C27

The AAC–C27 will be processed according to the following procedure:

a. The PAS will produce the AAC–C27 on microfiche bimonthly.

b. If microfiche is unavailable, the PAS will produce the AAC–C27 bimonthly on paper. (See DA Pam 600–8–23, chaps 10 and 17.)

c. Regardless of the operating environment, the PAS will produce the AAC–C27 on paper, midmonthly, and at the end-of-month (EOM) cycle, and will provide copies to supported units.

d. The PAS chief will authenticate the original copy of the AAC–C27 for historical purposes by preparing and signing a monthly memorandum. The memorandum will be addressed to the LRHA and will include the following statements:

(1) The enclosed AAC–C27 reports reflect the status of soldiers recorded in the SIDPERS database during the course of normal business of Fort (name of fort), for the period (day,month,year) through (day,month,year). This includes cycles (day,month,year) through (day,month,year).

(2) The AAC–C27 provides a list of registered units supported by the PAS section during the period.

e. At the PAS level, the original AAC–C27 will be cut off monthly, held for the current year, then transferred, along with the above memorandum, to the LRHA. The LRHA will hold it for 12 months and then retire it to the NPRC for permanent retention. (See AR 25-400-2.)

f. BNS1s (and separate units) will post to the AAC–C27 all changes occurring between receipt of hard-copy reports.

g. The BNS1 will authenticate the EOM cycle AAC–C27.

h. The BNS1 EOM cycle AAC–C27 will be filed under MARKS File Number 600-8c and retained for the current year, plus 1 year, in an inactive file. The AAC–C27 will be destroyed at the end of the inactive period.

i. Units (subordinate to the battalion) may destroy old reports upon receipt of the new AAC–C27.

j. On the date a unit becomes temporarily without assigned or attached soldiers, an AAC–C27 for that unit will be produced. A statement signed by the PAS chief, reflecting the zero strength, will be attached to the AAC–C27.

k. Units without assigned or attached soldiers are not required to have AAC–C27s printed until personnel are again assigned or attached.

4–6. Steps for processing the AAC–C27

The steps for processing the AAC–C27 are shown in table 4-2.

Table 4–2
Processing the AAC–C27

Step	Work center	Required action
1	PAS	Retain a copy of the AAC–C27 produced from each cycle.
2	PAS	Authenticate the original copy of the AAC–C27, according to *d* above.
3	PAS	File the AAC–C27 according to *e* above.
4	PAS	Provide two paper copies of the AAC–C27 to supported BNS1s (and separate units) at least once during the midmonth and EOM cycles.
5	BNS1	Receive copies of the AAC–C27 from PAS.
6	BNS1	Review part I of the AAC–C27 for differences between the organizational management strength and actual strength to ensure it is balanced.

Table 4–2
Processing the AAC–C27—Continued

Step	Work center	Required action
7	BNS1	If discrepancies are found, execute required strength transactions to reconcile differences.
8	BNS1	Compare part II of the new AAC–C27 with the previous AAC–C27 to ensure that all manually posted transactions have processed.
9	BNS1	Reconcile differences. Correct errors and resubmit transactions, as necessary.
10	BNS1	Cross-check results of part II reconciliation with part I strength figures.
11	BNS1	If you are satisfied that part II is correct, submit SIDPERS OSTR transaction to adjust part I.
12	BNS1	If part II is not correct, consult with unit 1SG and continue research to resolve differences.
13	BNS1	Provide updated copy of the AAC–C27 to unit. Retain one copy according to paragraph 4–5h.
14	Unit	Receive updated copy of the AAC–C27 from BNS1.
15	Unit	Report changes to BNS1 if discrepancies are noted. Retain the AAC–C27 according to paragraph 4–5 *i*.

Section IV
Task: Process the Unit Personnel Accountability Notices Report (AAC–C40)

4–7. Rules for processing the AAC–C40

a. The PAS will produce the AAC–C40 each SIDPERS cycle. (See DA Pam 600–8–23, chap 17.)

b. Battalions and separate companies will annotate on the latest copy of the AAC–C40 report all actions taken.

c. The previous AAC–C40 will be destroyed upon receipt of the latest AAC–C40. (See AR 25–400–2, File Number 600–8b.)

d. BNS1 and separate units will work and resolve all notices prior to receipt of the next AAC–C40.

e. The PAS will assist units in the resolution of notices which are beyond the control of the BNS1 and units, and will monitor the resolution of notices by supported battalions and separate units.

f. Expiration of term of service (ETS), expired service agreements (ESA), and expired date estimated return from overseas (DEROS) notices will be resolved through coordination with the responsible PSC or MPD.

g. Instructions for processing the AAC–C40 are in table 4-3.

4–8. Steps for processing the AAC–C40

The steps for processing the AAC–C40 are shown in table 4-4.

Table 4–4
Processing the AAC–C40

Step	Work center	Required action
1	PAS	Produce the AAC–C40 and distribute to BNS1.
2	BNS1	Receive the AAC–C40.
3	BNS1	Compare the previous and latest AAC–C40s and carry forward any information on unresolved notices to the latest report.
4	BNS1	Resolve the notices appearing on the AAC–C40.
5	BNS1	Submit SIDPERS transactions to resolve notices. The AAC–P01 and the AAC–P11 should be used to verify processing of previous SIDPERS transactions which impact on the AAC–C40.
6	BNS1	Notify G1 or AG elements to submit SIDPERS transactions to resolve notices addressed in paragraph 4–7 *f*.
7	BNS1	File AAC–C40 as required in *c* above.

Table 4–3
Instructions for processing the AAC–C40

Type rule notice	Soldier's status	Determine the following	SIDPERS–related actions
1. Failure to gain (expired report date).	ASGD—Arrived on or before report date specified in orders.	If a SIDPERS "ARR" transaction was not submitted.	Submit an "ARR" and "OSTR" transaction.
2. Failure to gain (expired report date).	ASGD—Arrived after report date specified in orders.	If orders were amended or if soldier was AWOL prior to arrival.	Submit an "ARR" and "OSTR" when orders were amended or the soldier was determined not to be AWOL.
		If one of the following SIDPERS transactions was submitted: "ARR", "ASNJ", "DYST", or "JOIN".	Submit the following transactions when the soldier is determined to have been AWOL: ASNJ DYST—(TRA to AWL/AWC) DYST—(AWL/AWC to appropriate duty status).
3. Failure to gain (expired report date).	ASGD—Not arrived prior to specified reporting date or within 9 days after availability date stated in orders, whichever comes first.	If orders were revoked or amended and whether a SIDPERS "ASNJ" transaction was previously submitted.	If orders have not been revoked or amended, submit an "ASNJ" and "OSTR". Request the losing unit submit a revocation of "DPRT" if the soldier's orders have been revoked.
4. Failure to gain (expired report date).	ASGD—Not arrived by the reporting date stated on AAC–C40.	If a SIDPERS "ASNJ" transaction was previously submitted.	Submit an "ASNJ" and "OSTR" transaction.

Table 4–3
Instructions for processing the AAC–C40—Continued

Type rule notice	Soldier's status	Determine the following	SIDPERS–related actions
5. Failure to lose.	Departed the unit on reassignment.	If a SIDPERS "DPRT" transaction was previously submitted.	Submit a "DPRT" and "OSTR" transaction.
6. Failure to lose.	Has not departed on reassignment.	Why soldier has not departed.	If orders have been revoked or amended, request the gaining unit submit a revocation of "ARR" and "JOIN" transaction.
7. ASNJ over 10 days.	Not yet arrived in unit.	If soldier's duty status has been confirmed.	Submit a "DYST" transaction using the appropriate duty status code when the soldier's status is confirmed.
		If reassignment orders have been revoked.	Submit a "REVA" and "OSTR" transaction when orders have been revoked.
8. ASNJ over 10 days.	Physically arrived.	If any SIDPERS change was submitted after the soldier was reported as ASNJ.	Submit either a: "JOIN" transaction when no transaction was submitted after the initial "ASNJ" transaction.
			"DYST" transaction when another "DYST" was submitted after the initial "ASNJ" transaction.
9. AWOL over 25 days.	AWOL.	That the soldier remains AWOL.	If still AWOL, ensure action is suspended for future DFR action.
			If soldier remains AWOL over 30 days, submit a "DFR" and "OSTR" transaction.
10. AWOL over 25 days.	Present for duty.	If SIDPERS "DYST" transaction was submitted.	Submit a "DYST" transaction.
11. Expired ETS, ESA, or DEROS	Departed the unit.	That the soldier has departed the unit to the transition point or has departed, upon completion of an overseas tour. Determine if "DPRT" transaction was submitted.	Submit a "DPRT" and "OSTR" transaction, if necessary.
12. Expired ETS, ESA, or DEROS.	Remains in unit.	That the soldier has reenlisted, extended term of service, extended overseas assignment, or has a delay in separation.	Coordinate with the supporting transition point, PSC, and/or Retention Branch to ensure necessary transactions have been submitted.

Notes:

1. Submit SIDPERS transactions only when transactions noted under "SIDPERS Actions" have not been previously submitted.

Chapter 5
Conducting a Personnel Asset Inventory

Section I
Introduction

5–1. Overview

a. This chapter provides instructions for conducting a personnel asset inventory (PAI). PAIs will be conducted by—

(1) Not used.

(2) Not used.

(a) Active Army units.

(b) RC units on active duty for other than active duty for training.

b. PAIs are primarily conducted at company or battalion levels. However, PAIs must also be conducted by any organization assigned a unique UPC.

5–2. Personnel asset inventory objective

The objective of the PAI is to maintain timely, error-free PASR, and to involve commanders at all levels in the strength accounting and reporting process. Accurate personnel strength data is required at all command levels to establish personnel policies and procedures; to manage the Army's personnel distribution system; and to report accurate personnel strength data to Congress.

5–3. Definition of a unit

For the purpose of this chapter, a unit is any company, detachment, battalion, U.S. Army element, agency, team, group, activity, or similar organization assigned a unique UPC.

5–4. Accountable strength

Accountable strength is the number of all soldiers assigned or attached to a unit, regardless of their duty status. (See para 1-17 for a definition of attached personnel.)

5–5. Reported strength

Reported strength is the assigned, assigned-not-joined, and attached strengths by MPC as shown on the most recent OSTR transaction submitted to SIDPERS.

5–6. Strength imbalance

A strength imbalance occurs when the OSTR and accountable strength recorded in SIDPERS-AC are different. This will be reflected on the most current AAC–C27.

Section II
Task: Conduct a Personnel Asset Inventory

5–7. Rules for conducting a personnel asset inventory

a. A PAI (physical muster formation) will be conducted—

(1) At change of command. For the purpose of conducting a PAI, a unit commander is defined as any company commander, battalion commander, commander or senior Army person of a U.S. Army element, or Army chief of an agency or activity having a unique UPC that has assigned Army personnel. (The key in determining if an activity other than a company or battalion should conduct a PAI is whether or not a unit is assigned a unique UPC.) (See para 5–3.)

(a) If possible, the departing commander and the new commander will jointly conduct the PAI. The departing commander will not be allowed to depart or PCS until unit personnel strength has been reconciled; all assigned and attached soldiers are accounted for; and required SIDPERS transactions have been processed.

(b) If the commander is lost due to death, extended hospitalization (60 days or more), operational relief, or a similar reason, a PAI will be completed by the acting commander or new commander within 15 days after assuming command.

(2) Fourteen calendar days prior to a unit move to a different duty station; a unit inactivation, discontinuance or redesignation; or a change in servicing PPA.

(3) At the direction of the chain of command. Commanders at any level may direct a PAI whenever they determine one is required.

b. Commanders at all levels will establish command PAI procedures and conduct inspections to ensure the PAIs are properly conducted. The PAS chief will report to the appropriate commander recurring unit or installation strength variances of 2 percent or more that can not be resolved. The commander will investigate causes and direct correction of these recurrences.

c. DA Form 3986–R (Personnel Asset Inventory) is used to document the PAI. The DA Form 3986–R will be locally reproduced on 8 1/2– by 11–inch paper. A copy for reproduction purposes is located at the back of this regulation. An electronically-generated DA Form 3986–R must contain all data elements and follow the exact format of the existing reproduced form. The form number of the electronically-generated form will be shown as DA Form 3986–R–E, and the date will be the same as shown on the current edition of the form. (See table 5–1 for instructions for completing the DA Form 3986–R.)

d. The AAC–C27 is the baseline document for conducting a PAI. Commanders will reconcile information on the AAC–C27 with an actual physical muster formation of assigned and attached soldiers. (See para 1-17 for definition of attached and assigned personnel.)

e. Units and commands located in an area of armed conflict may be exempted from conducting a PAI by the MACOM or theater commander.

f. The actual PAI should be conducted at the lowest and most practical administrative level, consistent with the overall organization structure. Normally, the PAI will be conducted at the UPC level. (See para 5–3.)

g. Commanders of widely dispersed units (staff elements or headquarters above brigade or regiment level, hospitals, or split units, and so forth) may delegate conducting the PAI to the senior Army person at the dispersed location. The commander will receive PAIs from these locations and will forward them through the servicing PAS to the approval authority, according to local standing operating procedure (SOP).

h. The unit commander will sign DA Form 3986–R and forward it through the PAS and intermediate commanders to the PAI approval authority. The PAI is invalid if not signed by the unit commander and PAS chief.

i. The division, installation, or activity MPSM and PAS will provide units assistance while conducting PAIs.

j. The division, installation, or activity commander who provides SIDPERS support will be the final PAI approval authority. Tenant elements assigned to other MACOMs and Army elements of the Joint Staff, being supported by the local SIDPERS activity, will cooperate with the local commander to ensure accurate PASR for their units.

k. SIDPERS strength transactions will be submitted to correct unit strengths and will contain the actual event date, that is, the actual arrival, loss, attachment, relief from attachment, or DFR dates. SIDPERS administrative add or loss transactions will not be used to correct unit strengths.

l. All assigned and attached soldiers (see para 1-17), will be accounted for during the PAI to include absences such as the following:

(1) Assigned-not-joined.
(2) Hospitalization.
(3) Leave.
(4) TDY.
(5) AWOL.
(6) Confined.
(7) Pass, administrative absence, sick in quarters.
(8) Essential duties.
(9) Missing.

m. The PAI packet is distributed as follows:

(1) The original copy is forwarded through the PAS and immediate commanders to MPSM. Original copy will be returned to BNS1 after processing through command channels, according to local SOP.

(2) One copy is retained for unit file until original is returned.

(3) One copy is retained by the PAS for analyst followup.

(4) One copy is retained by the MPSM.

(5) One copy is provided the departing commander, if a change-of-command PAI.

n. The completed DA Form 3986–R packet will be forwarded to the PAS within 5 workdays of the PAI.

o. File PAI, according to MARKS, File Number 680-31a.

5–8. Steps for conducting a personnel asset inventory

Steps for conducting a PAI are in table 5-2.

Table 5–2
Steps for conducting a personnel asset inventory

Step	Work center	Required action
1	Installation commander	Establish local SOP for conducting a PAI.
2	Unit commander	Make arrangements to conduct PAI (date, time, place, and so forth).
3	PAS	Ensure supporting SIDPERS outputs (that is, AAC–C27, AAC–C40, AAC–P01, and AAC–P11 SIDPERS reports) are provided the units.
4	BNS1	Inventory SIDPERS outputs. Contact the PAS if reports are not received. Resolve items on AAC–C40, AAC–P01, and AAC–P11 SIDPERS reports. Annotate and process AAC–C27. Complete items 1 through 10 and item 12 of DA Form 3986–R.
5	Unit commander	Conduct PAI. Verify soldier's name and SSN with AAC–C27 and identification card. Verify all duty status of soldiers not present at PAI. Complete item 11 and item 13 of DA Form 3986–R. Complete and sign item 14 of DA Form 3986–R. Forward DA Form 3986–R to new commander or PAS, as appropriate.
6	New unit commander	Complete and sign section II of DA Form 3986–R (if a change–of–command PAI). Forwad DA Form 3986–R to PAS.
7	BNS1 or PAS	Resolve duty or assignment status issues and submit appropriate SIDPERS transactions.
8	PAS	Complete and sign section III of DA Form 3986–R and return to BNS1.

Table 5–2
Steps for conducting a personnel asset inventory—Continued

Step	Work center	Required action
9	BNS1	Forward DA Form 3986–R through immediate commander to the division commander, MPSM, installation commander, or activity commander according to local SOP.
10	Immediate commander	Review PAI results. Take corrective action, as necessary, and forward PAI packet to next addressee.
11	MPSM or commander	Review and approve or disapprove PAI. Take corrective action, as necessary. Return original DA Form 3986–R and associated documents to BNS1.
12	BNS1	File PAI packet. (See para 5–7 *n*.)

Table 5–1
Instructions for completing DA Form 3986–R

Item	Description	Remarks
1	Date	Date the PAI was conducted.
2	Reporting unit	Unit conducting PAI.
3	Parent unit	Next higher unit in the chain of command.
4	Command	Appropriate MACOM
5	Permanent station location (city, state, APO)	Reporting unit station and location.
6	UPC	UPC as used in SIDPERS.
7	AAC–C27 (cycle and date):	The "as of date" is the date of the AAC–C27. The cycle control number is the date in the upper right-hand corner of the AAC–C27. Enter the sums of MPC on the AAC–C27 in columns c, d, e, and f.
8	+Gains	Enter the number of soldiers required to be added to the AAC–C27 in columns c, d, e, and f. Those reported as gains between the inclusive "as of date" on the AAC–C27 and the PAI date must be listed by name, grade, and SSN on the AAC–C27 in item 13. Continue on a separate sheet, if required, and attach as an enclosure to DA Form 3986–R. (See item 13 below.)
9	– Losses	Enter the number of soldiers required to be subtracted from the AAC–C27 in columns c, d, e, and f. Those reported as losses between the inclusive "as of date" on the AAC–C27 and the PAI date must be listed by name, grade, and SSN in item 13 of DA Form 3986–R. Continue on a separate sheet, if required, and attach as an enclosure to the DA Form 3986–R. (See item 13 below.) Draw a line through the corresponding entry on the AAC–C27. Reconcile the AAC–C27 by adding the gains and deleting the losses on the AAC–C27. The AAC–C27 will now be an updated roster of all soldiers assigned and attached to unit on the "as of date" of the PAI.

Table 5–1
Instructions for completing DA Form 3986–R—Continued

Item	Description	Remarks
10	Adjusted strength "as of (date)"	Enter the "as of date" of the PAI. Show in columns c, d, e, and f the adjusted AAC–C27 strength after consideration of item 8 and item 9.
11	PAI (muster inventory)	Conduct the physical inventory. Check name, grade, and SSN of all soldiers present at the muster formation against the updated AAC–C27. Record in item 13 all soldiers physically present for duty but not included on the AAC–C27 by name, grade, and SSN. Continue on a separate sheet, if needed, and attach as an enclosure to DA Form 3986–R. Also attach copy of orders directing assignment or attachment, if available. Verify duty status of all assigned and attached soldiers not present at the muster formation. This involves a review of supporting documentation (DA Form 31, DA Form 4187, DD Form 1610, sick slips, admission and disposition reports, confinement orders, and so forth). Record in item 13 all soldiers listed on the AAC–C27 and not present for duty by name, grade, and SSN, along with duty status, or explain why they were not present for duty. Continue on a separate sheet, if required, and attach as an enclosure to DA Form 3986–R. If soldiers departed on reassignment or attachment, also enclose a copy of the orders. Ensure the provisions of AR 630–10 have been complied with for soldiers in assigned-not-joined or AWOL duty status. Enter the number of all soldiers physically present by MPC in columns c, d, e, and f. Determine whether or not gain, loss, or attachment SIDPERS transactions were submitted to account for differences between AAC–C27 and physical muster inventory. If SIDPERS transactions were submitted prior to the "as of date" on the AAC–C27, record name, grade, and SSN, type SIDPERS transaction, and date of transaction on a separate sheet and attach as an enclosure to DA Form 3986–R. Enclose a copy of the corresponding AAC–P01, if available. Resubmit transactions, if necessary. If transactions were not submitted prior to the "as of date" of the AAC–C27, take corrective action and explain on a blank sheet what action was taken by name, grade, and SSN. Attach sheet as an enclosure to DA Form 3986–R.
12	Type PAI	Check appropriate box.
13	Remarks	See items 8 through 11.
14	Commander's authentication	The commander's signature signifies that the above actions have been completed, according to these instructions.
15	Remarks	New commander will check item 15. If nonconcurrence is checked, an explanation will be provided in this item. Use a separate sheet if more space is required and attach as an enclosure to the PAI.

Table 5–1
Instructions for completing DA Form 3986–R—Continued

Item	Description	Remarks
16	New commander's authentication	The new commander's signature signifies that the PAI has been reviewed.
17–18	SIDPERS personnel automation section	Concurrence constitutes a recommendation for approval by MPSM. Nonconcurrence that cannot be resolved by the PAS and the unit commander will be explained in this item for MPSM resolution. Continue on a separate sheet, if required, and attach as an enclosure to the DA Form 3986–R.
19–33	Authentication of immediate commanders	Forward through command channels according to local procedures.
34–39	MPSM	The TO address (item 34) is the commander of the unit conducting the PAI. Item 36 is the date MPSM approved PAI. Item 37 will be checked by the MPSM only after unit personnel strength has been reconciled and deviations corrected. Item 38 is used by the MPSM to provide remarks or instructions. Item 39a and item 39b are for MPSM authentication.

Chapter 6
Personnel Mobilization

Section I
Introduction

6–1. General policy in support of graduated mobilization response

a. The military PASR system, defined in this regulation as augmented by C2SRS, will remain in effect during all phases of the graduated mobilization response (GMR).

b. All members of the total military force, directly supporting the execution of a Chairman of the Joint Chief of Staff (CJCS) OPLAN in support of a contingency operation, or in support of any phase of mobilization, will be accounted for in the military PASR systems. This means additional categories of personnel (recalled or mobilized personnel) will be accessed in SIDPERS as personnel requirements increase to support OPLAN execution and escalation.

c. For Presidential Selected Reserve Callup (PSRC) and partial mobilization, RC personnel called or ordered to active duty (UP 10 USC 673 or 673*b*) will not be counted against the Active Army's strength. For full or total mobilization, all personnel on active duty will be counted in the Active Army's strength who are not excluded UP 10 USC 115(*d*).

d. Soldiers who arrive in the theater of operations and perform duties not in direct support (DS) of the operation (such as TDY) for less than 30 days will not be arrived in local SIDPERS-AC. However, units will submit SIDPERS ATCH and RATH transactions for these soldiers while they are in the theater of operations, according to DA Pam 600–8–1, procedures 2–21 and 2–24. This will enable the theater to account for all soldiers and their status while they are in the theater of operations. Note. TDY status does not include soldiers assigned to theater of operations in a temporary change of station (TCS) status.

6–2. Levels of graduated mobilization response

At any level of a GMR, the Active Army strength may be expanded or augmented by various categories of personnel. In addition, timely, complete, and accurate personnel accounting for the total force is critical to the Army commander in the theater and to the HQDA decision-makers. Therefore, additional manpower pools will be accessed into SIDPERS-AC as the response to a contingency or OPLAN escalates. Accession is a critical process to begin strength accountability in SIDPERS and to subsequently support manpower decisions. The categories of GMR and associated manpower accession requirements are described as follows:

a. Level 1. Support of contingency operations, or OPLAN execution, not involving the involuntary order to active duty of a member of the RC. Retirees retired UP 10 USC 1293, 3911, 3914, 6323, 8911 or 8914, in receipt of retired pay may be involuntarily ordered to active duty at this level. Such retirees and members of the RC may volunteer to be ordered to active duty at this time. Such retirees ordered to active duty (voluntarily or involuntarily), and any RC members ordered to active duty voluntarily, incident to support of contingency operations or OPLAN execution, will be accessed to SIDPERS-AC for administrative strength accounting and personnel service support. The authority for ordering this category of personnel to active duty is section 672(*d*), RC members, title 10, United States Code (10 USC 672(*d*)), or section 688, title 10, United States Code (10 USC 688)(*a*), retirees retired UP 1293, 3911, 3914, 6323, 8911, or 8914.

b. Level 2. PSRC. In addition to the manpower categories indicated in a above, ARNG and USAR units may be involuntarily ordered or called to active duty when a PSRC is authorized. Selected individual mobilization augmentees (IMA) may also be involuntarily ordered to active duty at this time, with the approval of HQDA. The effective date is normally designated "S-Day." Any soldiers (voluntarily or involuntarily) ordered or called to active duty under the PSRC authority will be accessed to SIDPERS-AC for administrative strength accounting and personnel service support. Members of the AGR, reporting to mobilization stations as members of RC units who are released from the AGR Program and involuntarily ordered or called to active duty units, will also be accessed into SIDPERS at this time. The authority for ordering these personnel to active duty is section 673b, title 10, United States Code, unless such members are retained in AGR status UP 10 USC 672 *(d)* during mobilization.

c. Level 3. Partial mobilization. In addition to the above categories of personnel, members of the individual ready reserve (IRR) may be involuntarily ordered to active duty, incident to either a Presidential or Congressional declaration of partial mobilization. This is the first actual level of mobilization, and the effective date will normally be designated "T-Day" (section 673(*a*), title 10, United States Code) (10 USC 673(*a*) (national emergency declared by the President); section 672(*a*), title 10, United States Code (10 USC 672(*a*) (In time of war or national emergency declared by Congress). These soldiers will be accessed in SIDPERS-AC and will be counted in the Army's end strength. If an RC member volunteers for active duty under the partial mobilization authority, the soldier will still count as an involuntary RC member for accounting purposes. All AGR soldiers serving on active duty in CONUS are also accessed to SIDPERS-AC, effective on "T-Day." The authority for ordering this category of personnel to active duty is section 672, title 10, United States Code (10 USC 672) or 10 USC 673*(a)* unless ordered to active duty under any other provision of law.

d. Level 4. Full mobilization. All pretrained RC soldiers and unit members are available for involuntary orders to active duty when Congress declares a full mobilization. The effective date of the full mobilization is designated as "M-Day." These soldiers will be accessed in SIDPERS-AC and will be counted in the Army's end strength. The authority for ordering this category of personnel to active duty is section 672(*a*), title 10, United States Code (10 USC 672*(a)*), unless ordered to active duty under any other provision of law.

e. Level 5. Total mobilization. Total mobilization is the expansion of the Active Armed Forces, resulting from action by Congress and the President to organize or generate additional units or personnel, beyond the existing force structure. This also includes resources needed for their support to meet the total requirements of a war or other national emergency involving an external threat to the national security of the United States. These soldiers will be accessed in SIDPERS-AC and will be counted in the Army's end strength.

6–3. Conscription

The U.S. Congress may authorize a return to conscription, without regard to any particular level of GMR, at any necessary time. Conscripts are in the U.S. Army while on active duty; they are neither members of the Regular Army nor the RC. However, conscripts will be accessed and accounted for in SIDPERS-AC and counted in the Army's end strength.

6–4. Definition of a contingency operation

The term contingency operation identifies a military operation that—

a. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are, or may become, involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force.

b. Results in the call or order to, or retention on, active duty of members of the uniformed Services under 10 USC 672(*a*), section 673, title 10, United States Code (10 USC 673), 10 USC 673(*b*), section 673(*c*), title 10, United States Code (10 USC 673(*c*), 10 USC 688, section 3500, title 10, United States Code (10 USC 3500), section 8500, title 10, United States Code (10 USC 8500), chapter 15, title 10, United States Code (10 USC 15), or any other provision of law during a war, or during a national emergency declared by the President or Congress.

6–5. General rules for accessing RC soldiers in SIDPERS-AC

The Army's goal is to obtain 100 percent visibility and accountability on SIDPERS-AC and HQDA databases of all mobilized RC soldiers and recalled retirees and Active Army assets during all phases of GMR process. (See para 6-4 for further explanation of the GMR process.)

a. During a contingency operation or execution of an OPLAN or during a PSRC, only RC soldiers and Army retirees ordered to active duty, in support of the operation, will be accessed into SIDPERS.

b. When a partial or higher mobilization is declared, all RC members serving on active duty, except those on ADT, IADT, or ADSW, will be accessed into SIDPERS-AC. This accession process includes AGR soldiers and RC soldiers serving on TTAD for other missions. Soldiers on ADT, IADT, or ADSW will be accessed as follows:

(1) RC soldiers serving on active duty for IADT will be accessed when they complete training, if their unit has been mobilized. If their unit has not been mobilized, they will be released from active duty and returned to home station.

(2) RC soldiers on ADT and ADSW will not be accessed while in an ADT or ADSW status. They will be accessed according to prescribed procedures when they are subsequently mobilized, recalled, or ordered to active duty.

Section II
SIDPERS Accountability and Data Transfer

6–6. Temporary change of station moves

The HQDA will announce whether or not units or individuals being ordered or recalled to active duty will move in a PCS or TCS status. Soldiers (including RC soldiers) deploying to a theater of operations as individual fillers, in support of a contingency operation or execution of an OPLAN, will be deployed in a TCS status unless otherwise directed by PERSCOM or HQDA. AR 310–10, orders Format 401, will be used to deploy these soldiers. These soldiers will be departed in SIDPERS-AC from their current active duty unit and subsequently arrived at their TCS gaining unit. SIDPERS DPRT, ARR, ATCH, and RATH transactions, as appropriate, will be submitted each time soldiers in a TCS status are subsequently moved between other units. In addition—

a. Soldiers in TCS status will be returned to their previous permanent home station upon return from the operation, unless otherwise directed by HQDA. The PSC that published the deployment orders will maintain a roster of these soldiers for identification and dependent service support purposes until soldiers return or are reassigned by HQDA, whichever comes first.

b. SIDPERS ARR transactions will be submitted when soldiers return to their permanent duty stations, or when they arrive at another duty station in a PCS status, as directed by PERSCOM or other appropriate authority.

c. The losing unit will submit the appropriate deployment indicator (DPLI) transaction in SIDPERS when unit soldiers deploy.

6–7. Soldiers evacuated to a medical treatment facility or assigned to a medical-holding detachment

a. During contingency operations or during any phase of mobilization, soldiers become reassignment losses to a unit the day they are reassigned to a medical-holding detachment or evacuated to an MTF.

b. Assignment to a medical-holding detachment or evacuation to an MTF will be confirmed through electronic messages, orders, or admission and disposition slips. Close coordination must be maintained between medical and unit officials to determine soldier's status and to ensure evacuated soldiers are properly dropped from unit's assigned strength in SIDPERS-AC. The medical-holding detachment, or MTF, will submit a SIDPERS ARR transaction.

c. In the designated theater of operations, the theater personnel commander will specify and enforce procedures for the accounting of medical evacuees according to this regulation. Normally, the unit will depart a soldier who is evacuated to an MTF beyond the brigade boundary. The theater personnel commander will coordinate accountability for these holdees. If the soldier is returned to duty within the theater, the goal will be to return the soldier to the original unit. The medical-holding detachment, or replacement company returning the soldier to duty, will submit a SIDPERS DPRT transaction. The gaining unit will submit a SIDPERS ARR transaction.

d. AWOL and DFR RC personnel will be processed according to this regulation and AR 630–10, chapters 5 and 6.

6–8. Reserve Component personnel system and accounting data

a. RC personnel accounting systems used for unit members (whether ARNG or USAR) will include the capability to transfer organization, authorization, and personnel data to SIDPERS-AC.

b. Personnel data for mobilizing members of the RC, not affiliated with units, will be provided by Commander, U.S. Army Reserve Personnel Center (ARPERCEN), through the mobilization personnel system (MOBPERS), to mobilization stations.

c. Unit personnel data will be excluded for any member of a unit not reporting for active duty with the unit. RC unit commanders will conduct a PAI, according to chapter 5 of this regulation, and purge excluded soldiers from their database prior to providing the data to the Active Army.

d. Mobilization stations or replacement activities, as designated by the local commander, will submit SIDPERS accession transactions according to DA Pam 600–8–2, procedure 6–2.

6–9. Replacement battalions, companies, or activities

Replacement units or activities, within the theater of operations, will submit SIDPERS ARR transactions on all individual replacements processing through the activity. SIDPERS DPRT transactions must also be submitted when these soldiers depart the replacement activity for further reassignment.

6–10. Intact unit transfers to theater of operations

a. When a unit will change servicing PPA, the losing PPA will process an out intact unit transfer (OIUT) transaction 4 days prior to unit's departure. An out intact unit transfer gain (OIUG) will be processed upon notification from the gaining PPA of successful processing of the OIUT SIDPERS transaction. (See AR 220–10 and DA Pam 600–8–23, chaps 9, 10, and 16 for further instructions.)

b. Only data pertaining to soldiers who will actually move with the unit will be transferred. Soldiers who do not deploy with the unit will be departed in SIDPERS-AC to a nondeploying unit at the current duty station prior to deploying unit's actual deployment date. After departing nondeploying soldiers, submit SIDPERS unit deployment indicator transaction.

c. A PAI will be performed, according to chapter 5 of this regulation, 14 days prior to unit's deployment.

Section III
Demobilization or Release from Active Duty

6–11. Intact unit transfers during redeployment

Paragraph 6-10 also applies for unit redeployments. A PAI will be performed, according to chapter 5, 14 days prior to unit's redeployment, inactivation, discontinuance, or redesignation. SIDPERS redeployment indicator, DPRT, and ARR transactions will be submitted for soldiers redeploying as individuals.

6–12. SIDPERS separation transactions

The requirement to submit SIDPERS SEP transactions for all soldiers leaving active duty cannot be overemphasized. This transaction removes the soldier from the field and HQDA databases and allows the Army to properly manage the Army's transition to post-redeployment restructure and operations.

a. RC and AC soldiers separating or transitioning from active duty will be processed according to DA Pam 600–8–11. SIDPERS SEP transactions will be submitted for all soldiers (RC and AC) separating or transitioning from active duty, according to DA Pam 600–8–1, procedure 2–31.

b. The activity that processes the soldier for separation or transition is responsible for processing the SIDPERS SEP transaction. If the soldier is not on the local database, submit a pass record SIDPERS SEP transaction. Otherwise, submit a normal SIDPERS SEP transaction.

Section IV
Command and Control Strength Reporting System

6–13. General description of Command and Control Strength Reporting System

a. The C2SRS is a battlefield accounting system which provides a means to rapidly report operating strength at each operating level (company, battalion, brigade, or division) to the next higher command. Operating strength is defined as not only assigned (organic) personnel strength but also any personnel attached, either as an individual or as a group. This data is required by each command level to support personnel and tactical decisions.

b. The C2SRS performs critical task force forming functions, such as detaching a slice element from a unit, or attaching sliced elements to a unit to form a task force. C2SRS also provides the ability to account for DS or GS personnel. This includes U.S. civilians (USCIV), other U.S. military (OUSM) personnel, non-U.S. military (NUSM) personnel, and local national civilians (LNC).

c. C2SRS constantly interacts with and augments SIDPERS-AC. Each time a gain, loss, or duty status change is submitted through SIDPERS-AC, C2SRS is simultaneously updated. A duty status change submitted through C2SRS will generate either a SIDPERS duty status change or DECD transaction, depending on the type of action submitted. This interaction between SIDPERS-AC and C2SRS is possible because both systems share the same TACCS datafiles.

d. While the C2SRS is primarily a battlefield system, it must be maintained and used during peacetime. Unit personnel will remain proficient on the C2SRS. This allows them to operate the system during field exercises, during deployment in support of a contingency operation, or during any phase of GMR.

6–14. Command and Control Strength Reporting System reports

a. BR. The BR is the primary management tool in C2SRS. This roster reflects both personnel and authorization data to the company level. TACCS assigns each individual soldier on the BR a BR number. The BR number is automatically assigned to each soldier during the BR initialization process. Every authorized position on the BR must be assigned a position sequence number. The position sequence numbers, however, must be manually entered, based on input from the company commander or 1SG.

b. Personnel Summary (PS) Report.

(1) The PS Report is a key personnel reporting tool in a battlefield environment. The PS Report is a snapshot of a unit's strength which provides the units authorized, assigned, and operating strength by officer, WO, and enlisted MPC. The PS Report also provides a breakout, by category, of all gains, losses, and duty status changes since the last PS Report.

(2) The PS Report consists of three parts. Parts one and two are automatically updated each time a strength-related or duty status change is submitted through SIDPERS-AC or C2SRS. Part three is for the commander's use. The PS Report may be placed on a floppy diskette and rolled up through brigade and division.

(a) Part one provides detailed strength information on all organic units by UPC.

(b) Part two provides a summary by duty status within MPC.

(c) Part three provides a narrative section where the command can send a free text message, stating any critical data desired for submission.

(3) Units that do not have TACCS machines must prepare PS Reports, using manual or other automated means. (See paras 6–22 and 6–23.)

c. Personnel Requirements Report (PRR).

(1) This report identifies personnel requirements by MPC and MOS. The PRR calculates requirements based on the differences between assigned strength and authorized strength for the unit. Both the PRR and the PS Report provide the capability to send additional information or requirements in narrative form to the next higher command.

(2) Units that do not have TACCS machines must prepare the PRR, using manual or other automated means. (See paras 6–26 and 6–27 of this regulation.)

d. Task force personnel summary (TFPS). The TFPS provides the command with a tool for submitting current personnel strength data without having to process all the SIDPERS and casualty related actions first. The TFPS allows manual update of strength and duty status for attached personnel. Strength data may also be updated for DS or GS personnel attached to an organization. The TFPS must be updated each time there is a change.

6–15. Strength reconciliations

a. Command database managers will provide summarized C2SRS information to strength managers for use in detecting units that are significantly out of balance.

b. Hasty strength reports and SIDPERS TACCS database will be reconciled not less than three times a month, using the BR roster as the baseline.

c. Strength managers at division, MACOM, and corps levels will direct strength reconciliation whenever the degree of imbalance between hasty strength reports and results of C2SRS processing exceeds plus or minus 2 percent. Strength reconciliation will be completed within 5 days of the tasking from the MPSM.

d. One hundred percent agreement between the SIDPERS-AC unit data, the battalion personnel database, and strength reports will be achieved during each reconciliation process.

e. Casualty management information will be synchronized with personnel information and strength reporting information at all personnel echelons.

Section V
Task: Initiate the Battle Roster

6–16. Rules for initiating the battle roster

a. The BNS1 (or separate company equivalent) will perform BR initiation.

b. The BR initiation will be performed whenever a TACCS device is initially installed, when a major authorization document changes, or whenever a loss of existing TACCS files occurs.

c. The unit commander, or 1SG, will structure the BR and will assign each position on the unit document a BR sequence number, beginning with 001, so that each soldier's BR number reflects where the soldier's actual assignment is within the unit.

6–17. Steps for initiating the battle roster

The steps for initiating the BR are shown in table 6–1.

Table 6–1
Initiating the battle roster

Step	Work center	Required action
1	BNS1	Receive the Theater Command (TCOM) diskette from PAS.
2	BNS1	Load the TCOM diskette.
3	BNS1	Verify that subordinate units are on the UPC listing, and if not on the listing, notify PAS.
4	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, INITIALIZE FILES, BATTLE ROSTER INIT" from the TACCS menu.
5	BNS1	Select the desired UPC function (for example, INIT NEW, ADD UPC, CHANGE UPC, DELETE UPC).
6	BNS1	Enter UPCs for subordinate units.
7	BNS1	Obtain printed BR skeleton and forward to unit.
8	BNS1	Initiate the PS Report.
9	BNS1	Initiate the PRR.
10	Unit	Assign BR sequence number for each duty position number reflected on the BR skeleton.
11	Unit	Return the annotated BR skeleton to the BNS1.
12	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR REP SYS, INITIALIZED FILES, ASGN SEQUENCE NUMBER" from the TACCS menu and enter all unit-designated BR squence numbers.

Section VI
Task: Maintain and Reconcile the Battle Roster

6–18. Rules for maintaining and reconciling the battle roster

a. The BNS1 will provide an updated BR to each supported unit as often as necessary, but not less than three times a month to support strength reconciliations.

b. During peacetime, changes in a soldier's duty status on the BR will be updated through SIDPERS transactions.

c. During wartime, changes in a soldier's duty status on the BR will be updated, either through SIDPERS transaction input (time permitting), or from the C2SRS input screen.

d. All soldiers will be assigned a BR sequence number at the time of initial unit inprocessing and where a change in duty affects BR positioning. Repositioning of soldiers on the SIDPERS UMR will not automatically change a soldier's BR sequence number.

e. Attached soldiers will have BR sequence numbers assigned by the unit of attachment. All other personnel data will be entered by the parent unit of assignment (with information provided by the unit of attachment).

6–19. Steps for maintaining and reconciling the battle roster

The steps for maintaining and reconciling the BR are shown in table 6–2.

Table 6–2
Maintaining and reconciling the battle roster

Step	Work center	Required action
1	Unit	Notify BNS1 of changes.
2	BNS1	Receive changes from unit.
3	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, BATTLE ROSTER" from the TACCS SIDPERS menu.
4	BNS1	Select "Update Individual" and input changed data.
5	BNS1	Create backup copy of the BR.

Section VII
Task: Prepare the TACCS Personnel Summary Report

6–20. Rules for preparing the TACCS Personnel Summary Report

a. The automated PS Report will be prepared, using C2SRS applications on the TACCS. A sample PS is at figure 6–1 and completion instructions are at table 6–3.

b. In the event of TACCS failure at any level of command, units will transfer their files to another TACCS and prepare the PS Report.

c. Since only organic personnel and by-name attachments reported through SIDPERS are reflected on the PS Report, reporting units must use the TFPS to account for units where by-name attachments are not reported.

d. The PS Report will be updated through BR maintenance steps outlined in this chapter or SIDPERS input transactions.

e. The PS Report will be prepared at least daily, through the BDE S1, to reflect information at a specified time (for example, 1800), and as dictated by the battlefield situation. Times will be established by division or corps tactical SOP. Reports will be prepared daily, even when there is no change in a unit's strength since the last PS Report.

f. Units attached to other armed services will submit a PS Report to the gaining command, with an information copy to their next higher headquarters.

g. The PS Report reflects the unit's status only as of the time it is prepared.

h. The parent unit of detached elements will retain personnel accounting responsibility for detached personnel. The unit of attachment will provide such information as it becomes available to the parent unit.

i. The parent unit of units assigned a support mission (DS, GS, general support re-enforcing (GSR), or re-enforcing (R)) will retain strength reporting responsibility.

j. The automated PS Report will be delivered to the next higher headquarters by the quickest means available (for example, diskette).

6–21. Steps for preparing the TACCS Personnel Summary Report

The steps for preparing the TACCS PS Report are shown in table 6–4.

Table 6–3
Instructions for completing the TACCS Personnel Summary Report

Item	Entry
PART I—PERSONNEL SUMMARY DETAIL [1,2,3]	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–253.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Subordinate Unit	Subordinate unit designation.
Unit Identification Code	UIC.
Authorized	Number of authorized soldiers. [4]
Assigned	Number of assigned soldiers from the last Personnel Summary Report. [4]
Operating Strength	Operating strength from the last Personnel Summary Report. [4]
Replacements	Number replacements that arrived after the last Personnel Summary Report. [4]
Attached	Number of soldiers attached since the last Personnel Summary Report. [4]
Reassigned	Number of soldiers lost (reassigned, DFR, released from attachment, or separated) since the last Personnel Summary Report. [4]
Killed in Action and Deaths	Number of soldiers KIA and other deaths since the last Personnel Summary Report. [4]
Returned to Duty	Number of soldiers returned from the hospital, confinement, leave, and AWOL since the last Personnel Summary Report. This does not increase assigned strength. [4]
Missing in Action	Number of soldiers listed as missing in action as a result of enemy action. [4,5]
Wounded in Action (Hospital-battle-related)	Number of soldiers hospitalized due to wounds or injury received in battle. [4,5]
Nonbattle Losses (Hospital)	Number of soldiers hospitalized from nonbattle-related injury, disease, or illness. [4,5]
Temporary Duty	Number of soldiers performing duty away from the unit. Include soldiers belonging to units which are detached, regardless of duration. [4,5]
Other	Number of soldiers absent from the unit due to AWOL, confinement, or leave. [4]
Assigned	Number of soldiers currently assigned, regardless of duty status. Calculate as follows: Previous assigned strength, plus replacements minus, reassignments and killed in action. [4]
Operating Strength	Number of soldiers capable of performing combat operations. Calculate as follows: Previous operating strength plus replacements, attachments, and returns to duty, minus reassignments (includes released from attachments), killed in action, missing in action, wounded in action, nonbattle (hospital) losses, temporary duty, and other duty status. [4]
Operating Strength Percent	Divide current operating strength by authorized strength. [4]
Total	Total each column. [4]
PART II—PERSONNEL SUMMARY—DUTY STATUS REPORT [1,2,3]	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–254.
Cycle Date	Cycle Date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Subordinate Unit	Subordinate unit designation.
Unit Identification Code	UIC.
Present for duty	Number of soldiers currently present for duty. [4]
Present for duty (nondeployable)	Number of soldiers present but are not deployable.
Attached	Number of soldiers currently attached. [4]
Temporary Duty	Number of soldiers currently TDY from unit. [4]
Absent without leave (Unauthorized absence)	Number of soldiers currently AWOL or in an authorized absence status. [4,5]
Hospital and Hospital-nonbattle-related	Number of soldiers currently in hospital. [4,5]
Missing in action	Number of soldiers currently MIA. [4,5]
Captured	Number of soldiers currently in captured status. [4,5]
Leave	Number of soldiers currently on leave. [4]
Other	Number of soldiers in duty status not listed above. [4]
Total	Total each column. [4]
PART III—PERSONNEL SUMMARY—NARRATIVE [1,2,3]	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–253.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Subordinate Unit	Subordinate unit designation.
Unit Identification Code	UIC.

Table 6–3
Instructions for completing the TACCS Personnel Summary Report—Continued

Item	Entry
Narrative	Information the commander feels necessary to clarify unit's combat-ready status.

Notes:

1. Data reported on the PS is not cumulative but reflects changes since the last PS.
2. A PS will be prepared for each subordinate unit, along with a total report for the entire reporting organization.
3. Separate PS will be prepared for organic and attached units and each category of non-U.S. Army personnel. Categories of non-U.S. Army personnel are:
   a. Other U.S. military (OUSM): Includes U.S. citizens on active duty in the U.S. Air Force, Navy, Marine Corps, or Coast Guard.
   b. U.S. civilians (USCIV): Includes personnel born in the United States or naturalized U.S. citizens.
   c. Local national civilians (LNC): Includes personnel who are not U.S. citizens or members of a foreign military forces.
   d. Non-U.S. military (NUSM): Includes non-U.S. citizens who are members of a foreign military force.
4. Enter all data by military personnel class or personnel category, as appropriate.
5. Report only if soldiers are currently a part of the unit's assigned or attached strength.

Table 6–4
Preparing the TACCS Personnel Summary Report

Step	Work center	Required action
1	Unit	Report by name, personnel duty status changes to the BNS1, using the soldier's designated BR number.
2	BNS1	As time permits, verify duty status changes (wounds, injuries, illness) with the battalion aid station.
3	BNS1	Input status transactions reported by subordinate units.
4	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, PERSONNEL SUMMARY" from the TACCS SIDPERS menu.
5	BNS1	Select "Unit (By UPC)."
6	BNS1	Select "Narrative" and input (up to) an eight-line narrative to convey any information necessary in part III of the PS Report.
7	BNS1	Print a battalion PS Report.
8	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, PERSONNEL SUMMARY" from the TACCS SIDPERS menu.
9	BNS1	Select "BRIGADE/DIVISION (SUMMARY)."
10	BNS1	Select "Create Floppy."
11	BNS1	Deliver the battalion PS Report diskette to the BDE S1 (or the next higher command).
12	BDE S1	Obtain all PS Report diskettes from subordinate elements.
13	BDE S1	Select "PERS ACCT/STR RPT" from TACCS SIDPERS menu.
14	BDE S1	Select "PERS SUM ROLLUP."
15	BDE S1	Select "LOAD FLOPPY" to merge subordinate element PS Report submissions.
16	BDE S1	Print BDE PS Report and other reports.
17	BDE S1	Create a BDE rollup PS Report diskette for the division G1 or AG.
18	BDE S1	Deliver the BDE rollup PS Report diskette to the division.
19	G1 or AG	Obtain all PS Report rollups from subordinate elements.
20	G1 or AG	Select "DIV ROLLUP PS" from TACCS SIDPERS menu.
21	G1 or AG	Select "LOAD FLOPPY."
22	G1 or AG	Execute the read "Floppy function" to merge subordinate element PS Report input.
23	G1 or AG	Produce a division rollup PS Report.

Section VIII
Task: Prepare the Non-TACCS Personnel Summary Report

6–22. Rules for preparing the non-TACCS Personnel Summary Report

a. The PS Report will be prepared at least daily, even when no changes are to be reported.

(1) The daily report will reflect strength information as of a specific time (for example, 1800).

(2) A sample of the automated PS is at figure 6–1 and instructions for completion are at table 6–3.

(3) Commanders may use the format outlined in figure 6–1 or DA Form 5367–R as directed by local SOP to submit PS. (See FM 12–6, Personnel Doctrine.)

b. The division or corps SOP will establish the submission times.

c. The data in the PS Report is not cumulative; it will reflect the unit's status at the time of preparation.

d. Units attached to other armed services will submit a PS Report to the gaining command, with information copy to their next higher headquarters.

e. The parent unit of detached elements retains personnel accounting responsibility for detached soldiers. The unit of attachment will provide such information as it becomes available to the parent unit.

f. Normally, the parent organization of units assigned a support mission (DS, GS, GSR, or R) will retain strength reporting responsibility for detached soldiers.

g. Operational control (OPCON) elements will be reported in accordance with division or corps SOP.

h. The PS Report should be given a "CONFIDENTIAL" or higher classification, as required, when completed.

i. The PS Report will be transmitted to the next higher headquarters as quickly as possible, by secure telephone, teletype, radio-teletype, or messenger.

6–23. Steps for preparing the non-TACCS Personnel Summary Report

The steps for preparing the non-TACCS PS Report are shown in table 6–5.

Table 6–5
Preparing the non-TACCS Personnel Summary Report

Step	Work center	Required action
1	Unit	Report by-name duty status changes for assigned and attached personnel.
2	BNS1	Receive the by-name changes in duty status from all reporting units or elements.
3	BNS1	Determine the number of gains and losses during the reporting period.
4	BNS1	Prepare the battalion PS Report. (See fig 6–1, table 6–3, and FM 12–6.)
5	BNS1	Prepare and submit necessary SIDPERS gain, loss, and duty status transactions.
6	BNS1	Forward the battalion PS Report to the BDE S1.
7	BDE	Receive the PS Report from all subordinate elements.
8	BDE	Roll up all the PS Report data from subordinate elements and prepare the BDE PS Report.
9	BDE	Forward the BDE PS Report to the G1 or AG.
10	MPSM	Receive the PS Report from BDE or subordinate elements.
11	MPSM	Roll up the PS Report data from BDE or subordinate elements and prepare the division PS Report.

Section IX
Task: Prepare the TACCS Personnel Requirements Report

6–24. Rules for preparing the TACCS Personnel Requirements Report

a. The automated PRR will be prepared, using C2SRS applications on the TACCS. A sample PRR is at figure 6–2 and completion instructions are at table 6–6.

b. In the event of TACCS failure at any command level, units will transfer their files to another TACCS and prepare the PRR.

c. The PRR will be prepared at least daily, as dictated by the battlefield situation, in conjunction with the PS Report.

d. PRR requirements are cumulative. All unfilled requirements will be carried automatically on the PRR until they are filled.

e. Units attached to other armed services will submit a PRR to their parent unit.

f. The PRR includes only organic, not attached, unit requirements.

Table 6–6
Instructions for completing the Personnel Requirements Report

Item	Entry
PART I—OFFICERS BY AREA OF CONCENTRATION	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–274.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Area of Concentration	3 digit AOC.
Authorized	The number of officers authorized in each AOC for each rank.

Table 6–6
Instructions for completing the Personnel Requirements Report—Continued

Item	Entry
Assigned	The number of officers assigned in each AOC for each rank.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter "0". If number assigned is less than number authorized, then enter difference.
Total Authorized (horizontal total)	Total the number authorized for each AOC. For example, total the number authorized for each 2LT–1LT, captain, major, LTC, and COL.
Total Assigned (horizontal total)	Total the number of assigned for each AOC. For example, total the number assigned for each 2LT–1LT, captain, major, LTC, and COL.
%Fill (horizontal)	Divide number assigned by number authorized for each AOC.
Total (vertical columns)	*a.* Total each authorized and assigned column. *b.* To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter "0". If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART II—WARRANT OFFICERS BY A 4 POSITION MOS	
Product Control Number	AAA–275.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Military Occupational Speciality	4 digit MOS.
Authorized	The number of warrant officers authorized in each MOS.
Assigned	The number of warrant officers assigned in each MOS.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter "0". If number assigned is less than number authorized then enter difference.
% Fill (horizontal)	Divide number assigned by number authorized for each MOS.
Total (vertical columns)	*a.* Total each authorized and assigned column. *b.* To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter "0". If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART III—ENLISTED BY 3 POSITION MOS	
Product Control Number	AAA–276.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.

Table 6–6
Instructions for completing the Personnel Requirements Report—Continued

Item	Entry
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Military Occupational Speciality	3 digit MOS.
Authorized	The number of enlisted authorized in each MOS for each skill level.
Assigned	The number of enlisted assigned in each MOS for each skill level.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter "0". If number assigned is less than number authorized, then enter difference.
Total Authorized (horizontal total)	Total the number authorized for each MOS. For example, total the number authorized for each SL1, SL2, SL3, SL4, and SL5.
Total Assigned (horizontal total)	Total the number of assigned for each MOS. For example, total the number assigned for each SL1, SL2, SL3, SL4, and SL5.
%Fill (horizontal)	Divide number assigned by number authorized for each MOS.
Total (vertical columns)	*a.* Total each authorized and assigned column. *b.* To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter "0". If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART IV—PERSONNEL REQUIREMENTS REPORT—NARRATIVE	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–277.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Narrative	Information the commander feels necessary to clarify unit's combat-readiness status.

6–25. Steps for preparing the TACCS Personnel Requirements Report

The steps for preparing the TACCS PRR are shown in table 6–7.

Table 6–7
Prepare the TACCS Personnel Requirements Report

Step	Work center	Required action
1	Unit	Report by-name duty status changes and BR number to the BNS1.
2	BNS1	Obtain by-name duty status changes from subordinate elements. Maintain close coordination with the battalion aid station.
3	BNS1	Input all reported duty status changes.
4	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, PERS REQMTS REPORTS" on TACCS SIDPERS menu.
5	BNS1	Select "Unit (By UPC)."
6	BNS1	Print a battalion PRR.
7	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL TPT SYS, PERS REQMTS REPORT" on TACCS SIDPERS menu.
8	BNS1	Select "BATTALION."
9	BNS1	Create a battalion PRR floppy.
10	BNS1	Deliver the battalion PRR floppy to the BDE S1.
11	BDE S1	Obtain all PRR floppies from subordinate elements.
12	BDE S1	Select "PERS ACCT/STR RPT, PRR ROLLUP" from the TACCS SIDPERS menu.
13	BDE S1	Select "BRIGADE PROCESSING."
14	BDE S1	Execute the "Read Floppy" function to merge subordinate element submissions.
15	BDE S1	Print BDE PRR.
16	BDE S1	Create a BDE rollup floppy, using division processing.
17	BDE S1	Deliver the BDE rollup PRR floppy to the division G1 or AG.
18	G1/AG	Obtain all rollup PRR from subordinate elements.
19	G1/AG	Select "PERS ACCT/STR RPT, PRR ROLLUP" from the TACCS SIDPERS menu.
20	G1/AG	Execute the "Read Floppy" function to merge subordinate element PRR input.
21	G1/AG	Create a division rollup PRR, using division processing.

Section X
Task: Prepare the Non-TACCS Personnel Requirements Report

6–26. Rules for preparing the non-TACCS Personnel Requirements Report

a. The PRR will be prepared at least daily, as dictated by the battlefield situation, in conjunction with the PS Report.

(1) The daily report will reflect strength information as of a specific time (for example, 1800).

(2) A sample of the automated PRR is at figure 6–2 and instructions for completion are at table 6–6.

(3) Commanders may use the format outlined in figure 6–2 or DA Form 5367–R as directed by local SOP to submit PRR. (See FM 12–6.)

b. PRR requirements are cumulative. All unfilled requirements will be carried on the PRR until they are filled.

c. Army units attached to other Services will submit a PRR to their parent unit.

d. The PRR normally includes only organic units, not attached unit requirements.

e. The PRR will properly reflect actual needs, not current vacancies.

f. A requirement should be shown on the PRR whenever a soldier is evacuated from the battalion area, regardless of subsequent disposition of the soldier.

g. The PRR will be forwarded as quickly as possible, by the most rapid means.

6–27. Steps for preparing the non-TACCS Personnel Requirements Report

The steps for preparing the non-TACCS PRR are shown in table 6–8.

Table 6–8
Prepare the non-TACCS Personnel Requirements Report

Step	Work center	Required action
1	Unit	Report by-name duty changes for assigned and attached personnel.
2	BNS1	Receive by-name duty changes from all reporting units or elements.
3	BNS1	Determine the number of requirements for each MPC (officer (by grade and two-digit specialty); WO (by four-position MOS), and enlisted (by three-position MOS)).
4	BNS1	Prepare the PRR. (See fig 6–2 and tables 6–4 and 6–6.)
5	BNS1	Forward the completed PRR to the G1 or AG rear.
6	BNS1	Submit necessary SIDPERS transactions.
7	MPSM	Obtain the PRR from all division elements.
8	MPSM	Determine the number of requirements for the division.

Section XI
Task: Prepare the Command and Control Task Force Report

6–28. Rules for preparing the Command and Control Task Force Report

a. The C2 Task Force Report will be prepared, using C2SRS applications on the TACCS.

b. In the event of TACCS failure at any level of command, units will transfer their files to another TACCS and prepare the C2 Task Force Report.

c. The C2 Task Force Report will be prepared when an immediate need exists for the PS Report and SIDPERS input; or BR maintenance is not feasible due to the situation, and for whenever slice elements to a unit are being accounted.

d. Use the C2 Task Force Report to report strengths of non-organic elements for which individuals have not been attached in SIDPERS-AC.

e. The C2 Task Force Report will be used to report strength changes for non-U.S. Army personnel.

f. The C2 Task Force Report will not be used in lieu of SIDPERS reporting or BR maintenance.

g. The C2 Task Force Report will be produced, at least once daily, if rules d and e above apply.

h. The C2 Task Force Report will normally be transmitted to higher headquarters by floppy diskette.

6–29. Steps for preparing the Command and Control Task Force Report

The steps for preparing the C2 Task Force Report are shown in table 6–9.

Table 6–9
Preparing the Command and Control Task Force Report

Step	Work center	Required action
1	Unit	Report soldier duty status changes (by BR sequence number) to the BNS1.
2	BNS1	Input all type duty status changes (by BR sequence number) within MPC.
3	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, TF PERS SUMM" from TACCS SIDPERS menu.
4	BNS1	Select "Unit (By UPC)." a. Select "F1" if manual organic. b. Select "F2" if attached DS or GS. c. Select "F3" if non-U.S.
5	BNS1	Input required data.
6	BNS1	Select "create narrative" and input (up to) an eight-line narrative to convey any situational information.
7	BNS1	Print a copy of the Task Force PS Report and return copy to unit.
8	BNS1	Select "Task Force PS" from TACCS SIDPERS.
9	BNS1	Select "BRIGADE/DIVISION (SUMMARY)."
10	BNS1	Select "Create Floppy."
11	BNS1	Deliver the battalion PS Report diskette to the BDE S1 or next higher command.
12	BDE S1	Obtain all PS Report diskettes from subordinate elements.
13	BDE S1	Select "PERS ACCT/STR RPT, TF PERS SUM ROLLUP" from the TACCS SIDPERS menu.
14	BDE S1	Execute the "LOAD FLOPPY" to merge subordinate element PS Report submissions.
15	BDE S1	Print BDE PS Report and other reports.
16	BDE S1	Create a BDE rollup PS Report diskette.
17	BDE S1	Deliver the BDE rollup PS Report diskette to the division G1 or AG.
18	G1/AG	Obtain all rollup PS Reports from subordinate elements.
19	G1/AG	Select "PERS ACCT/STR RPT, TF PERS SUM ROLLUP" from the TACCS SIDPERS menu.
20	G1/AG	Select "LOAD FLOPPY" to merge subordinate element PS Report input.
21	G1/AG	Produce a division rollup PS Report.

PD 19920302 PCN AAA-253 CD 19920302 SCN 10 PG 1

PART I - PERSONNEL SUMMARY DETAIL

Date Report: 19920302

Reporting Unit: 1st Battalion 20th Infantry

Time Report: 0141

Subordinate Unit: C Company

UIC: WACGCO

MPC	AUTH	-PREVIOUS- ASG	OPSTR	--GAINS--- REPL	ATCH	-LOSSES- RSG	KIA DED	-------DYST CHANGES--------- RTD	MIA	WIA HOW	NBL HOS	TDY	OTH	-CURRENT-- ASG	OPSTR	-OP- STR%
O	5	4	4	0	0	0	0	0	0	0	0	1	0	4	3	75
W	2	2	2	0	0	0	0	0	0	0	0	0	0	2	2	100
E	127	128	120	10	1	5	3	2	0	3	2	1	1	131	118	93
T	134	134	126	10	1	5	3	2	0	3	2	2	1	136	123	92

Figure 6–1. Sample Personnel Summary Report

PD 19920302 PCN AAA-254 CD 19920302 SCN 10 PG 2

PART II - PERSONNEL SUMMARY - DUTY STATUS REPORT (SUMMARY)

Date Report: 19920302

Time Report: 0141

Reporting Unit: 1st Battalion 20th Infantry

UIC: WACGCO

MPC	PDY	PDY/ ND	ATCH	TDY	(UA) AWL	HOS HOW	MIA	CAP	LEAVE	OTHER
O	3	0	0	1	0	0	0	0	0	0
W	2	0	0		0	0	0	0	0	0
E	118	2	1	1	0	5	0	0	2	1
T	123	2	1	2	1	5	0	0	2	1

Figure 6–1. Sample Personnel Summary Report—Continued

PD19920302 PCN AAA-255 CD 19920302 SCN 10 PG 3

PART III - PERSONNEL SUMMARY - NARRATIVE

Date Report: 19920302

Time Report: 0141

Reporting Unit: 1st Battalion 20th Infantry UIC: WACGCO

Unit will move to the rear and enter Reserve status on 10 April 1993. Unit is still short organic vehicles.

Legend:

ASG: Assigned
ATCH: Attached
AUTH: Authorized
CAP: Captured
CD: Cycle Date
DED: Death
DYST: Duty Status
HOS: Hospital
E: Enlisted
HOW: Hospital-Battle Related
KIA: Killed in Action
MIA: Missing in Action
MPC: Military Personnel Class
NBL: Non-battle Loss
ND: Nondeployable
O: Officer
OP: Operating
OPSTR: Operating Strength
OTH: Other
PCN: Product Control Number
PD: Prepared Date
PDY: Present for Duty
PG: Page
REPL: Replacements
RSG: Reassigned
RTD: Returned to Duty
SCN: Shipment Control Number
STR: Strength
T: Total
TDY: Temporary Duty
UA: Unauthorized Absences
UIC: Unit Identification Code
W: Warrant
WIA: Wounded in Action

Figure 6–1. Sample Personnel Summary Report—Continued

PD 19920302 PCN AAA-274 CD 19920302 SCN 10 PG 1

PERSONNEL REQUIREMENTS REPORT

PART I - OFFICERS BY AREA OF CONCENTRATION

Date Report: 19920302

Time Report: 0141

Reporting Unit: 1st Battalion 20th Infantry UIC: WACGCO

	---2LT-1LT---			---CAPTAIN---			----MAJOR----			-----LTC-----			-----COL-----			----TOTAL-----		
AOC	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	%FILL
11B	23	20	3	6	5	1	1	1	0	1	1	0	0	0	0	31	27	87
25C	0	1	0	2	1	1	0	0	0	0	0	0	0	0	0	2	2	100
56A	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0
60A	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	2	100
67B	0	0	0	0	0	0	2	1	1	0	0	0	0	0	0	2	1	50
TOT	23	23	0	11	6	5	3	2	1	1	1	0	0	0	0	38	32	84

Figure 6–2. Sample Format for Personnel Requirements Report

PD 19920302 PCN AAA-275 CD 19920302 SCN 10 PG 2

PERSONNEL REQUIREMENTS REPORT

PART II - WARRANT OFFICER BY 4 POSITION MOS

Date Report: 19920302

Time Report: 0141

Reporting Unit: 1st Battalion 20th Infantry

UIC: WACGCO

MOS	AUTH	ASG	REQ	%FILL
153C	2	2	0	100
915A	2	1	1	50
920B	1	1	0	100
TOT	5	4	1	80

Figure 6–2. Sample Format for Personnel Requirements Report—Continued

PD 19920302 PCN AAA-276 CD 19920302 SCN 10 PG 3

PERSONNEL REQUIREMENTS REPORT

PART III - ENLISTED BY 3 POSITION MOS

Date Report: 19920302

Time Report: 0141

Reporting Unit: 1st Battalion 20th Infantry

UIC: WACGCO

	SL1			SL2			SL3			SL4			SL5			TOTAL		
MOS	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	REQ	AUTH	ASG	%FILL
11B	300	295	5	70	70	0	48	48	0	12	8	4	5	5	0	435	426	97.9
11C	12	12	0	4	5	0	4	5	0	0	0	0	0	0	0	20	22	1.10
11H	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	0
31G	0	0	0	0	0	0	4	2	2	0	0	0	0	0	0	4	2	50
31K	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	200
546	0	0	0	4	4	0	0	0	0	0	0	0	0	0	0	4	4	100
76Y	4	3	1	0	0	0	4	4	0	0	0	0	0	0	0	8	7	87.5
TOT	317	324	0	78	79	0	60	59	1	12	8	4	5	5	5	472	475	1.006

Figure 6–2. Sample Format for Personnel Requirements Report—Continued

PD 19920302 PCN AAA-276 CD 19920302 SCN 10 PG 4

PERSONNEL REQUIREMENTS REPORT

PART IV - NARRATIVE

Date Report: 19920302

Time Report: 0141

Reporting Unit: 1st Battalion 20th Infantry UIC: WACGCO

E7 11B40 shortage critical.

Legend:
1LT: First Lieutenant
2LT: Second Lieutenant
AOC: Area of Concentration
AUTH: Authorization
ASG: Assigned
CD: Cycle Date
COL: Colonel
LTC: Lieutenant Colonel
MOS: Military Occupational Specialty
PCN: Product Control Number
PD: Prepared Date
PG: Page
REQ: Required
SCN: Shipment Control Number
SL: Skill Level
TOT: Total
UIC: Unit Identification Code

Figure 6–2. Sample Format for Personnel Requirements Report—Continued

Appendix A
References

Section I
Required Publications

AR 25–400–2
The Modern Army Recordkeeping System (MARKS). (Cited in paras 2-10, 3-35, 4-3, 4-5, and 4-7.)

AR 310–10
Military Orders. (Cited in para 6-6.)

AR 600–8
Military Personnel Management. (Cited in para 1-1.)

AR 600–20
Enlisted Personnel Management System. (Cited in para 3-35c.)

AR 630–5
Leave and Passes. (Cited in paras 2-7 and 3-21.)

AR 630–10
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in paras 3-21, 3-25, 6-7, and table 2-3.)

DA Circular 600-8-1. (Cited in Proponent and Exception Authority.)

Internal Control Review Checklists

DA Pam 600–8–1
SIDPERS Unit Level Procedures. (Cited in paras 1-25, 2-1, 2-2, 2-8, 3-4, 3-6, 3-8, 3-10, 3-12, 3-14, 3-16, 3-18, 3-20, 3-22, 3-24, 3-26, 3-28, 3-30, 3-32, 3-34, 3-36, 4-3, 6-1, and 6-12.)

DA Pam 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures. (Cited in paras 1-25, 2-1, 2-2, 3-4, 3-10, 3-12, 3-20, 3-26, 3-36, 4-4, 6-1, 6-8, and 6-12.)

DA Pam 600–8–23
Standard Installation/Division Personnel System (SIDPERS) Database Management Procedures. (Cited in paras 1-21, 2-1, 2-2, 2-8, 3-3, 3-4, 3-6, 3-8, 3-10, 3-12, 3-14, 3-16, 3-18, 3-20, 3-22, 3-24, 3-26, 3-28, 3-32, 3-34, 3-35, 3-36, 4-2, 4-3, 4-4, 4-5, 4-7, and 6-10.)

FM 12–6
Personnel Doctrine. (Cited in paras 6-22, 6-26 and table 6-5.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 11–2
Internal Management Control

AR 25–55
The Department of the Army Freedom of Information Act Program

AR 40–2
Army Medical Treatment Facilities: General Administration

AR 190–9
Military Absentee and Deserter Apprehension Program

AR 220–10
Preparation for Oversea Movement of Units (POM)

AR 310–25
Dictionary of United States Army Terms

AR 310–50
Authorized Abbreviations and Brevity Codes

AR 340–21
The Army Privacy Program

AR 380–5
Department of the Army Information Security Program

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigations

AR 600–8–2
Suspension of Favorable Personnel Actions (Flags)

AR 600–8–11
Reassignment

AR 600–8–101
Personnel Processing (In-and-Out and Mobilization Processing)

AR 600–8–104
Military Personnel Information Management Records

AR 635–120
Officer Resignations and Discharges

AR 635–200
Enlisted Personnel

DA Pam 600–8–11
Military Personnel Office Separation Processing Procedures

Section III
Prescribed Forms

DA Form 647
Personnel Register. (Prescribed in paras 2-1, 2-8, 2-9, 2-10, 3-4, 3-8, and 3-14.)

DA Form 647–1
Personnel Register. (Prescribed in paras 2-8, 2-9, 3-4, 3-8, and 3-14.)

DA Form 3805
SIDPERS Input and Control Data-Officer Accession. (Prescribed in para 1-25 and table 3-2.)

DA Form 3806
SIDPERS Input and Control Data-Enlisted Accession. (Prescribed in para 1-25 and table 3-2.)

DA Form 3807
SIDPERS Input and Control Data-Officer Transfer Data Record. (Prescribed in para 1-25 and table 3-2.)

DA Form 3808
SIDPERS Input and Control Data-Enlisted Transfer Data Record. (Prescribed in para 1-25 and table 3-2.)

DA Form 3813
SIDPERS Input and Control Data-Personnel/Organization Change (Key Punch). (Prescribed in para 1-25 and table 4-1.)

DA Form 3815
SIDPERS Input and Control Data-Authentication and Transmittal. (Prescribed in para 1-25.)

DA Form 3986–R
Personnel Asset Inventory. (Prescribed in paras 5-7, 5-8, and table 5-1.)

DA Form 4187
Personnel Action. (Prescribed in paras 2-1, 2-2, 2-3, 2-4, 2-5, 2-6, 2-7, 2-8, 3-6, 3-18, 3-20, 3-21, 3-22, 3-23, 3-24, 3-26, 3-28, and table 5-1.)

Section IV
Referenced Forms

DA Form 31
Request Authority for Leave

DA Form 268
Report to Suspend Favorable Personnel Actions (Flag)

DA Form 5367–R
Personnel Status Report

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 553
Deserter/Absentee Wanted By the Armed Forces

DD Form 1300
Report of Casualty

DD Form 1610
Request and Authorization For TDY Travel of DOD Personnel

Glossary

Section I
Abbreviations

1LT
First Lieutenant

1SG
First Sergeant

2LT
Second Lieutenant

AC
Active Component

ADT
Active Duty for Training

AG
Adjutant General

AGR
Active Guard Reserve

ANCOC
Advanced Non-Commissioned Officer Course

AR
Army regulation

ARNG
Army National Guard

ARR
arrival

ASG
assign

ASGD
assigned

ASI
additional skill identifier

AUTH
authorized

AWOL
absent without leave

BCD
bad conduct discharge

BDE
brigade

C2
Command and Control

CAR
Chief, Army Reserve

CG
commanding general

CIR
circular

CJCS
Chairman, Joint Chiefs of Staff

CMA
Confined by Military Authorities

cmd
command

CNGB
Chief, National Guard Bureau

CONUS
continental United States

COL
colonel

CQ
charge of quarters

DA
Department of the Army

DCSPER
Deputy Chief of Staff for Personnel

DD
dishonorable discharge

DEROS
date estimated return from overseas

DFR
dropped from the rolls

DOD
Department of Defense

DTG
date-time group

ESA
expiration of service agreement

ETS
expiration of term of service

G1
Assistant Chief of Staff, Personnel

FAO
finance and accounting office

GS
general support

GSR
general support reinforcing

IADT
initial active duty for training

INT
interned

IRR
Individual Ready Reserve

KIA
killed in action

LTC
Lieutenant Colonel

MACOM
major Army command

MARKS
Modern Army Record-keeping System

MOS
military occupational specialty

MPRJ
Military Personnel Records Jacket, U.S. Army

MS3
Manpower Staffing Standards System

MSC
major subordinate command

MTF
medical treatment facility

NPRC
National Personnel Records Center

MWO
Master Warrant Officer

OCONUS
outside continental United States

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OPCON
operational control

OPLAN
Operation Plan

OPSTR
operating strength

oth
other

PAC
Personnel and Administration Center

PAM
pamphlet

PAP
personnel assistance point

PARA
paragraph

PCF
personnel control facility

PCS
permanent change of station

pers
personnel

PMOS
primary military occupational specialty

PSC
Personnel Service Company/Center

PSNCO
personnel staff noncommissioned officer

REFRAD
released from active duty

ret
retired

RMC
returned to military control

ROTC
Reserve Officers' Training Corps

RSC
record status code

RTD
returned to duty

S1
Adjutant

SDNCO
staff duty noncommissioned officer

SDO
staff duty officer

SIDPERS
Standard Installation/Division Personnel System

SOMF
SIDPERS Organizational Master File

SOP
standard operating procedures

SPF
SIDPERS Personnel File

SQI
special qualification identifier

SSI
specialty skill identifier

SSN
social security number

TACCS
Tactical Army Combat Service Support (CSS) Computer System

TCS
temporary change of station

TDA
tables of distribution and allowances

TDY
temporary duty

TF
task force

TOE
tables of organization and equipment

UIC
unit identification code

UNK
Unknown

UPC
unit processing code

USCG
United State Coast Guard

USADIP
U.S. Army Deserter Information Point

USAF
United States Air Force

USAR
U.S. Army Reserve

USMA
United States Military Academy

USMC
United States Marine Corps

USN
U.S. Navy

W1
Warrant Officer, 1

WIA
wounded in action

WO
warrant officer

Section II
Terms

This section contains no entries.

Section III
Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

acct
accounting

actb
accountable

ADM
administrative absence transaction

ADS
Active Duty Support

ADSW
Active Duty for Special Work

AMIS
Accession Management Information System

AOC
Advanced Officer Course

AOC
Area of Concentration

APO
Air Post Office

ARADS
Army Recruiting and Accession Data System

ARPERCEN
Army Reserve Personnel Center

arr
arrival

asgn
assigned

asg
assigned

ASIMS
Army Standard Information System

ASNJ
Assigned-Not-Joined

ATC
Attached Transaction

atch
attached

ATAD
Attached Awaiting Disposition

attn
attention

AWC
Absent Without Leave/Confined by Civil Authorities

AWL
Absent Without Leave Transaction

BNCOC
Basic Non-Commissioned Officer Course

BNS1
Battalion Adjutant

BR
Battle Roster

C&S
Command and Staff

C2SRS
Command and Control Strength Reporting System

CAP
Captured

CAS3
Combined Armed Services Staff School

CCA
Confined in the Hands of Civil Authorities

CD
Cycle Date

CDAT
Current Duty Assignment Title

CLV
Convalescent Leave

COL
Column

COMM
Commissioned

CS
Control Specialty

CTL
Control

DC
District of Columbia

DD
Department of Defense

DCH
Discharged

DEC
Deceased Transaction

DECD
Deceased

DED
Deceased

DFS
Dropped from the Strength

DIV
Division

DPRT
Departed/departure

DS
Direct Support

DTC
Detached

DTG
Date Time Group

DYST
Duty Status

E
Enlisted

EDAS
Enlisted Distribution Assignment System

EOM
End-of-Month

EREC
Enlisted & Flagged Records

FENL
Erroneously on Active Duty

FID
Format Identification

GMR
Graduated Military Response

GS-7
General Schedule, grade 7

HOS
Hospital (non battle related)

HOW
Hospital (battle related)

HQDA
Headquarters, Department of the Army

IMA
Individual Mobilization Augmentee

INIT
Initialized

IOPR
In-Out Processing Section

JOIN
Joined

LNG
Language

LRHA
Local Records Holding Area

MIA
Missing in Action

MPC
Military Personnel Class

MPD
Military Personnel Division

MS3
Manpower Staffing Standards System

MOBPERS
Mobilization Personnel System

MPSM
Military Personnel Strength Monitor

MTDR
Move Transfer Data Record

MWO
Master Warrant Officer

NBL
Non-battle

NUSM
Non-United States Military

O
Officer

OIUT
Out Intact unit Transfer

OP
Operating

OIUG
Out Intact unit Gain

OLV
Ordinary Leave

OSTR
Organizational Strength (Report Change)

OTH
Other

OUSM
Other U.S. Military

PAI
Personnel Asset Inventory

PAS
Personnel Automation System

PASR
Personnel Accounting and Strength Reporting

PCN
Product Control Number

PD
Prepared Date

PDBM
Personnel Data Base Management

PDG
Pending Gain

PDY
Present for Duty

PERSCOM
U.S. Total Army Personnel Command

PERSINS
Personnel Information System

PERSINSCOM
Personnel Information Systems Command

PG
Page

PINF
Personnel Information Management

PLDC
Primary Leadership Development Course

POS
Position

POSN
Position Number

POSNO
Position Number

POW
Prisoner of War

PP
Proficiency Pay

PPA
PERSINS Processing Activity

PPAA
Personnel Plans and Actions

PRR
Personnel Requirement Report

PRSG
Personnel Strength Management Branch

PS
Personnel Summary or Position Status

PSC
Primary Specialty Code

PSRC
Presidential Selective Reserve Callup

R
Reinforcing

RATH
Relief from Attachment

RAWL
Revocation of AWOL

RC
Reserve Component

RDFR
Revocation of Dropped from the Rolls

RDYS
Revocation of Duty Status

REL
Released

REPL
Replacement

REQ
Required

RQMT
Requirement

REVA
Revocation of Arrival

REVD
Revocation of Departure

RPT
Report

RQ
Requisition

RSEN
Revocation of Sentence

RSG
Reassigned

SCA
Sentenced by Civil Authorities

SCN
Shipment Control Number

SIDPERS-AC
SIDPERS-Active Component

SDLR
Soldier

SEP
Separation

SEQ
Sequence

SL
Skill Level

SLV
Special Leave

SMA
Sentenced by Military Authorities

SMGT
Strength Management

SND
Sick not in Line of Duty

STAT
Status

STR
Strength

SUM
Summary

SYS
System

T
Total

TAPDB
Total Army Personnel Data Base

TCN
Transaction Change Number

TCOM
Theater Command

TDR
Transfer Data Record

TEMP
Temporary

TFPS
Task Force Personnel Summary

TFR
Interservice Transfer

TMA
Transfer to Military Academy

TOPMIS
Total Army Officer Management Information System

TOT
Total

TPF
TACCS Personnel File

TRA
In transit

TRADOC
U.S. Army Training and Doctrine Command

TRAN
Transfer

TRO
Transfer out

TTAD
Temporary Tour of Active Duty

UA
Unauthorized Absence

UMR
Unit Manning Report

US
United States

USC
United States Code

USCIV
United States Civilian

W
Warrant

XLV
Excess Leave

Index

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RESERVED

PERSONNEL ASSET INVENTORY For use of this form, see AR 600-8-6; the proponent agency is ODCSPER	1. DATE	*REQUIREMENT CONTROL SYMBOL* *MILPC-26*

SECTION I - COMMANDER'S EVALUATION

2. REPORTING UNIT	3. PARENT UNIT	4. COMMAND
5. PERMANENT STATION LOCATION *(City, state, APO)*		6. UNIT PROCESSING CODE *(UPC)*

ITEM *a*	PERSONNEL *b*	OFFICERS *c*	WARRANT OFFICERS *d*	ENLISTED *e*	TOTAL *f*
7. PERSONNEL STRENGTH ZERO BALANCE REPORT *(PZB)* AS OF *(Cycle/date)*	ASSIGNED				
	ATTACHED				
8. + GAINS	ASSIGNED				
	ATTACHED				
9. - LOSSES	ASSIGNED				
	ATTACHED				
10. ADJUSTED STRENGTH AS OF *(Date)*	ASSIGNED				
	ATTACHED				
11. PERSONNEL ASSET INVENTORY *(Muster Formation)*	ASSIGNED				
	ATTACHED				

12. TYPE PERSONNEL ASSET INVENTORY

☐ CHANGE OF COMMANDER ☐ UNIT INACTIVATION ☐ UNIT MOVE ☐ CHANGE IN PPA ☐ OTHER *(Specify)*

13. REMARKS

14. A physical personnel asset inventory was conducted as prescribed by AR 600-8-6 on the above date and the personnel strengths existed as entered above with exceptions or corrections shown under comments or on the attached sheet.

a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE	c. DATE

SECTION II - AUTHENTICATION BY NEW COMMANDER

(To be completed only upon conduct of PAI as a result of change of commanders)

15. REMARKS ☐ CONCUR ☐ NONCONCUR *(Reasons for nonconcurrence)*

16.a. TYPED NAME, GRADE ,BRANCH OF NEW COMMANDER	b. SIGNATURE	c. DATE

SECTION III - SIDPERS PERSONNEL AUTOMATION SECTION COORDINATION

17. REMARKS ☐ CONCUR ☐ NONCONCUR ☐ PERSONNEL STRENGTH ZERO BALANCE REPORT RECONCILED

18.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE	c. DATE

SECTION IV - AUTHENTICATION BY COMMANDER *(Chain of command)*

19. TO:	20. FROM:	21. DATE

22. REMARKS

23.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE

24. TO:	25. FROM:	26. DATE

27. REMARKS

28.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE

29. TO:	30. FROM:	31. DATE

32. REMARKS

33.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE

SECTION V - MILITARY PERSONNEL STRENGTH MONITOR CERTIFICATION

34. TO:	35. FROM: MILITARY PERSONNEL STRENGTH MONITOR	36. DATE

37. ☐ APPROVED FOR INSTALLATION CLEARANCE *(Change of command)* ☐ APPROVED ☐ DISAPPROVED

38. REMARKS

39.a. TYPED NAME, GRADE, BRANCH AND TITLE	b. SIGNATURE

*U.S. G.P.O.:1994-300-759:80222