

COPY 2 HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D. C., 17 July 1981

AR 680-1
INTERIM CHANGE
NO. 104
Expires 17 July 1982

1-June 82
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Immediate Action
INTERIM CHANGE

PERSONNEL INFORMATION SYSTEMS

UNIT STRENGTH ACCOUNTING AND REPORTING

This interim change is forwarded to the field to change the effective date from 1 December 1980 to 1 September 1980; and include enlisted members in the grade E6 as authorized representatives for the purpose of verifying DA Forms 4187. This interim change expires one year from date of publication unless sooner superseded by a formal printed change; is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 680-1; and will be included in the next revision of AR 680-1.

Page 1, change the effective date to read 1 September 1980.

Page 2-1, paragraph 2-3 is changed as follows:

2-3. Responsibilities. a. Unit commander or authorized representative (in case of Battalion PAC).

(1) Verification. Authorized representatives for the purpose of verifying DA Forms 4187 will be limited to a named commissioned or warrant officer, Department of the Army civilian, or enlisted member (E6 and above), occupying the position of unit personnel officer; Adjutant/Assistant Adjutant (commissioned and warrant officers only); PSNCO; First Sergeant; PAC Supervisor; or other designated representatives (E6 and above) appointed in writing by the commander.

(2) Authentication. Copies of DA Form 4187 maintained by the unit or the Battalion PAC may be used as public documents in courts-martial. Upon request, the unit commander or authorized representative in the case of the Battalion PAC will furnish to the Trial Counsel the original number three copy of the DA Form 4187, or a copy thereof, with an attesting certificate attached as shown in figure 9-1-6 of DA PAM 600-8. For the purpose of authentication, the authorized representative of the commander where there is a Battalion PAC is limited to the named official records custodian of the PAC. The official record custodian will be designated in writing.

Renumber the remaining subparagraphs 2-3a(3), (4), (5), (6), (7), and (8) accordingly.

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17 July 1981

Page 2-2, add to paragraph 2-3**b** as follows:

(4) Upon request, the military personnel officer, as custodian of the MPRJ will furnish the Trial Counsel the original of the DA Form 4187, or a copy thereof, with the attesting certificate attached as shown in figure 9-1-5 of DA PAM 600-8.

(DAPC-POF-R)

By Order of the Secretary of Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Information Systems - A.

AR 680 - 1
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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D. C., 18 August 1980

Immediate Action INTERIM CHANGE

AR 680-1

INTERIM CHANGE

NO. 103

Expires 18 August 1981

PERSONNEL INFORMATION SYSTEMS

UNIT STRENGTH ACCOUNTING AND REPORTING

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Page 1, change the effective date to read 1 September 1980.

Page 2-1, paragraph 2-3 is changed as follows:

2-3. Responsibilities. a. Unit commander or authorized representative (in case of Battalion PAC).

(1) Verification. Authorized representatives for the purpose of verifying DA Forms 4187 will be limited to a named commissioned or warrant officer, Department of the Army civilian, or enlisted member (E6 and above), occupying the position of unit personnel officer; Adjutant/Assistant Adjutant (commissioned and warrant officers only); PSNCO; First Sergeant; PAC Supervisor; or other designated representatives (E6 and above) appointed in writing by the commander.

(2) Authentication. Copies of DA Form 4187 maintained by the unit or the Battalion PAC may be used as public documents in courts-martial. Upon request, the unit commander or authorized representative in the case of the Battalion PAC will furnish to the Trial Counsel the original number three copy of the DA Form 4187, or a copy thereof, with an attesting certificate attached as shown in figure 9-1-6 of DA PAM 600-8. For the purpose of authentication, the authorized representative of the commander where there is a Battalion PAC is limited to the named official records custodian of the PAC. The official record custodian will be designated in writing.

Re-number the remaining subparagraphs 2-3a(3), (4), (5), (6), (7), and (8) accordingly.

18 August 1980

Page 2-2, add to paragraph 2-3b as follows:

(4) Upon request, the military personnel officer, as custodian of the MPRJ will furnish the Trial Counsel the original of the DA Form 4187, or a copy thereof, with the attesting certificate attached as shown in figure 9-1-5 of DA PAM 600-8.

(DAPC-MSF-R)

By Order of the Secretary of Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 29 October 1979

Immediate Action INTERIM CHANGE

AR 680-1
INTERIM CHANGE
NO. 102
Expires 29 October 1980

PERSONNEL INFORMATION SYSTEMS UNIT STRENGTH ACCOUNTING AND REPORTING

This interim change is forwarded to the field to change the effective date to 1 December 1980. This interim change expires one year from date of publication unless sooner superseded by a formal printed change; is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 680-1; and will be included in Change 1 to AR 680-1.

Page 1; change the effective date to read 1 December 1980.

(DAPC-MSF-R)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 29 November 1978

Immediate Action INTERIM CHANGE

AR 680-1
INTERIM CHANGE
NO. IO1

Expires 29 November 1979

PERSONNEL INFORMATION SYSTEMS

UNIT STRENGTH ACCOUNTING AND REPORTING

This interim change is forwarded to the field to eliminate or modify a policy, procedure, or other specification that will waste Army funds, manhours, or other critical resources; expires as noted below; and is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 680-1.

The effective date of AR 680-1 is superseded as follows:

Effective 1 March 1979 or upon publication of Procedure 5-8 (Preparation of the Official Personnel Register and 5-27A and 5-28A (Preparation of DA Form 4187, Personnel Action, for Non-Active Army Attached Personnel (ARNG/USAR), DA Pamphlet 600-8; and Procedures 4-7 (Personnel Strength Zero Balance Report) and 5-1A and 5-1B (PDC, Non-Active Army Attached Personnel (ARNG/USAR)), DA Pamphlet 600-8-1.

(DAPC-MSF-R)

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 October 1978

PERSONNEL INFORMATION SYSTEMS UNIT STRENGTH ACCOUNTING AND REPORTING

Effective 1 December 1978

This is a complete revision of AR 680-1. This regulation establishes policy for strength accounting and reporting at the unit level. It governs the preparation, submission, and disposition of the Personnel Strength Zero Balance Report and the Personnel Data Change Report within the personnel information systems. It establishes the requirement for reporting data from the unit and military personnel office level to the Standard Installation/Division Personnel System (SIDPERS) for ultimate submission of data to Headquarters, Department of the Army. It completely eliminates requirements for preparation, submission and disposition of the Morning Report (DA Form 1) and RCS AG-140 (R5). On the date prior to operation under this regulation, Active Army units will include a notation in the Record of Events Section, DA Form 1, if applicable, as follows:

Record of Events

This is the final DA Form 1 to be submitted by this unit. Information pertaining to members in the future can be obtained from SIDPERS organization rosters, personnel data and locator cards in the organizational files of the unit. See chapter 2, AR 680-1 and the AR 340-18 series (TAFFS).

All DA forms referenced in this regulation are available through normal AG publications supply channels. Local supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-MSF-RR) 200 Stovall Street, Alexandria, VA 22332; other commands will furnish one copy of each to the next higher headquarters.

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*This regulation supersedes AR 680-1, 11 September 1969, including all changes; and rescinds DA Form 1, 1 March 1969 and RCS AG-140 (R5).

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CHAPTER 1

STRENGTH ACCOUNTING AND REPORTING

Section I. GENERAL

1-1. Purpose. This regulation establishes policy for strength accounting and reporting at the unit level.

1-2. Applicability. This regulation applies to all US Army personnel on active duty. It also applies to members of the Army National Guard (ARNG), US Army Reserve (USAR), US Navy, US Marine Corps, US Air Force, US Public Health Service (commissioned officers) and National Oceanic and Atmospheric Administration (commissioned officers) when so specified.

1-3. Standard Installation/Division Personnel System (SIDPERS). SIDPERS is a standard, automated, integrated personnel system designed to provide personnel data support at the corps, division, installation, brigade, battalion and unit levels. It is an integral part of the Army's Personnel Information System. One of the major functions of SIDPERS is strength accounting.

1-4. Explanation of terms. For the purpose of this regulation the following will apply—

a. Active Army. See AR 310-25.

b. Units.

(1) *Parent unit.* See AR 310-25.

(2) *Subunit.* See AR 310-25.

(3) *Split unit.* See AR 310-25.

(4) *Unit status.* See paragraph 2-15, AR 680-29.

c. Strength report day. A strength report day is the 24-hour period beginning at 0001 hours and ending at 2400 hours (midnight to midnight) of any given date. Whenever the word "day" is used in this regulation, it will be construed to mean strength report day unless otherwise specified.

d. Accountable strength. Consists of all personnel assigned to a unit regardless of their duty status and is further categorized as follows:

(1) *Operating strength.*

(a) Permanent party organizations. Strength of the organization chargeable against the authorization document (TOE or TDA). Does not include attached strength or intransit incoming prior to prescribed reporting date.

(b) Other than permanent party organizations. Identifies the personnel assigned to the organization not chargeable to an authorization document. Does not include attached strength or intransit incoming prior to prescribed reporting date.

(2) *Intransit incoming strength.* Intransit incoming strength identifies personnel on PCS who have not arrived (physically reported) at the gaining organization on or before the prescribed reporting date, or the ninth day after the availability date for oversea assignments, specified in the active duty or reassignment order. These individuals will be reported as assigned-not-joined.

1-5. Personnel to be accounted for. *a.* When assigned to or attached by appropriate Army orders to an organization of the Active Army, the following personnel will be accounted for—

(1) US Army personnel on active duty with the Active Army.

(2) US Navy.

(3) US Marine Corps.

(4) US Air Force.

(5) US Public Health Service (commissioned officers).

(6) National Oceanic and Atmospheric Administration (commissioned officers).

b. All personnel included above when attached to a unit of the Active Army will be accounted for as attached.

c. Members of the US Army National Guard or US Army Reserve ordered to initial active duty for training (IADT) under the provisions of the Special Reserve Components Program (SRCP) or Active Duty for Training (ADT) will be accounted for as attached.

1-6. When personnel are accounted for. *a.* Personnel will be accounted for only during the period—

From—Actual arrival date or specified reporting date whichever is earlier.

To—Actual departure date, date of separation if paragraph 1-5c(3) applies, date individual is dropped

from the rolls or date of individual's death.

b. The Central Transient Accounting System (CTAS) will maintain accountability for individuals in a transient status from the period of actual departure from one unit until actual arrival or specified reporting date at the gaining unit.

c. Gains and losses will be reported to SIDPERS under the following conditions:

(1) *Accessions and separations.* Effective the actual date of the accession or separation.

(2) *Arrivals.* Effective on the date of physical arrival. As an exception to this policy, USA separation transfer points will submit arrivals for soldiers who have preprocessed for separation prior to taking leave in conjunction with separation effective on the reporting date specified in the orders directing assignment to the USA separation transfer point. Reporting dates to the USA separation transfer point will be established in accordance with paragraph 3-2, AR 635-10. If leave is taken in conjunction with separation, such leave may be terminated

only if the member returns to the unit of assignment that granted the leave or reports to a military organization for permissive travel orders to return to that unit of assignment. In such cases, travel will be at the member's own expense.

(3) *Departures.* Effective on the date of physical departure, including departures preceding leave in conjunction with separation if the soldier concerned is being reassigned to a USA separation transfer point for separation processing. If the soldier is being separated through a MILPO or other activity which is not a unit to which personnel are assigned and is taking leave in conjunction with separation, the soldier will be retained on the rolls of his or her last permanent unit of assignment until the date of separation.

(4) *Assigned-not-joined.* Effective on the reporting date, or the ninth day after the availability date for oversea assignment, as specified in the reassignment order, if the individual fails to report on or prior to that date.

Section II. CATEGORIES OF PERSONNEL

1-7. **Personnel to be accounted for in the strength of the Active Army.** a. All US Army personnel assigned or attached to organizations of the Active Army will be accounted for in the strength of the Active Army and will be maintained on a SIDPERS data base once and only once in each applicable category.

b. Members of ARNG/USAR called to active duty by Executive Order, and/or ARNG and/or USAR units ordered to active duty under Selective Mobilization (AR 135-300) will be accessed to the Active Army on the effective date of the order to active duty and will be maintained on a SIDPERS data base.

1-8. **Personnel not to be accounted for in the strength of the Active Army.** The following will not be accessed to the Active Army strength, however when on duty with the Active Army DA Form 2475-2 (Personnel Data Card-SIDPERS)

will be maintained for each in accordance with procedures 5-1, DA Pam 600-8-1 and DA Form 4187 (Personnel Action) will be completed in accordance with procedure 5-27, DA Pam 600-8. (DA Form 4187 will not be prepared for foreign personnel.)

a. Members of the US Navy, US Marine Corps, and US Air Force, and commissioned officers of the US Public Health Service and the National Oceanographic and Atmospheric Administration attached by Army orders for duty with an organization of the Active Army.

b. Members of the US Army National Guard ordered to initial active duty for training (IADT) under the special reserve component program (SRCP) or active duty for training (ADT).

c. Members of the US Army Reserve ordered to initial active duty for training (IADT) under the special reserve component program (SRCP) or active duty for training (ADT).

Section III. SUBSTANTIATING CHANGES TO STRENGTH

1-9. **Categories of strength changes.** a. *Accessions.* Accessions are actions which officially

increase the overall strength of the Active Army. Accessions will be accomplished when, in

accordance with proper authority, individuals initially become members of the Active Army. An accession is also required when an individual changes Military Personnel Class (e.g., upon release from active duty as an enlisted member and immediate entry onto active duty as a warrant officer).

b. Separations. Separations are actions which officially decrease the overall accountable strength by status of the Active Army and will be reported. Separation is an all-inclusive term which is applied to actions resulting from release from active duty, discharge, retirement, dismissal, resignation, dropped from rolls, or death.

c. Immediate reenlistment. An immediate reenlistment constitutes a simultaneous separation and accession to the Active Army.

d. Dropped from the rolls of an organization. Dropped from the rolls of an organization officially decreases the overall accountable strength of the organization. An individual will be dropped from the rolls of an organization as specified in the appropriate directive.

e. Arrivals. Arrivals are actions which officially increase the overall accountable strength of the organization. Arrivals will be reported effective the date the individual physically arrives at the organization.

f. Departures. Departures are actions which officially decrease the overall accountable strength of the organization. Departures will be reported effective the date the individual physically departs the organization for assignment to another organization.

g. Assigned-not-joined. Assigned-not-joined officially increases the intransit incoming strength of the organization. An individual will be reported as assigned-not-joined effective on the reporting date, or the ninth day after the availability date for oversea assignment, as specified in the reassignment order, if the individual fails to arrive on or prior that date.

h. Deaths. Deceased personnel cause an official decrease in the overall accountable strength of the organization. Deaths will be reported at the organization level effective the date of the individual's death.

i. Attachment. Attachments are actions which officially increase the overall accountable strength of the organization and will be reported effective the date the individual physically arrives at the organization from his or her parent unit.

j. Relief from attachment. Personnel relieved from attachment officially decrease the overall accountable strength of the organization and will be reported effective the date the individual physically departs the organization for return to his or her parent unit.

CHAPTER 2

UNIT AND MILITARY PERSONNEL OFFICE PROCESSING RESPONSIBILITIES (SIDPERS)

Section I. GENERAL

2-1. Purpose. This chapter prescribes policies and responsibilities for the unit and Military Personnel Office (MILPO) governing—

a. Control and use of the following documents.

(1) DA Form 647 and 647-1 (Personnel Register).

(2) DA Form 2475-2 (Personnel Data Card-SIDPERS).

(3) DA Form 4187 (Personnel Action).

(4) SIDPERS Input and Control Data Forms as follows:

(a) Unit level

1. DA Form 3728, SIDPERS Change Report, (Expanded) (Red Band).

2. DA Form 3732, SIDPERS Change Report, Organization Change (Abbreviated) (Orange Band).

3. DA Form 3812, SIDPERS Change Report, Organization Change (Keypunch).

4. DA Form 3813, SIDPERS Change Report, Personnel Change (Keypunch).

5. DA Form 3815, SIDPERS Input and Control Data, Authentication and Transmittal.

(b). Military Personnel Office level.

1. DA Form 3728, SIDPERS Change Report, (Expanded) (Red Band).

2. DA Form 3732, SIDPERS Change Report, Organization Change (Abbreviated) (Orange Band).

3. DA Form 3812, SIDPERS Change Report, Organization Change (Keypunch).

4. DA Form 3813, SIDPERS Change Report, Personnel Change (Keypunch).

5. DA Form 3815, SIDPERS Input and Control Data, Authentication and Transmittal.

6. DA Form 3805/3806, SIDPERS Accession Forms.

7. DA Forms 3807/3808, SIDPERS Transfer Data Record Forms.

b. Reconciliation of the Personnel Strength Zero Balance Report, (SIDPERS C27 Report) (PZB).

c. Use of the Accountable Strength Summary, Section III, Personnel Transaction Register by Unit (SIDPERS P01 Report) (PTRU).

d. Use of the Unit Personnel Accountability Notices (SIDPERS C40 Report).

2-2. Applicability. This chapter is applicable to all Active Army units and detachments listed in paragraph 2-8. It has limited application to US Navy, US Marine Corps and US Air Force personnel assigned or attached to an organization of the Active Army as pertains to the use of sections I, II, IV, and V of DA Form 4187, Personnel Action. It is also applicable to Reserve Component personnel on initial active duty for training (IADT) and ARNG/USAR personnel on active duty for training (ADT).

2-3. Responsibilities. *a. Unit commander or authorized representative (in case of Battalion PAC).* Authorized representatives for the purpose of authenticating DA Forms 4187 will be limited to a named commissioned or warrant officer, Department of the Army civilian, or senior enlisted member (E-7, E-8, E-9), occupying the position of unit personnel officer, adjutant, assistant adjutant, or PAC supervisor.

(1) Preparation, maintenance, accuracy, and control of the information recorded on the DA Form 647, DA Form 647-1, DA Form 2475-2, DA Form 4187, Personnel Strength Zero Balance Report (SIDPERS C27 Report), Accountable Strength Summary, Section III, Personnel Transaction Register by Unit (SIDPERS P01 Report), and Unit Personnel Accountability Notices (SIDPERS C40 Report) for assigned or attached personnel, in accordance with procedures in DA Pamphlets 600-8 and 600-8-1 and as follows:

(a) Assigned personnel. A DA Form 2475-2 will be maintained for each assigned soldier. Copy 3 of DA Form 4187 will be maintained when a duty status change has been reported. As an exception reception/transient activities which process individuals within 3 duty days and for whom section II, DA Form

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4187, required by Procedure 5-27, DA Pam 600-8, has not been initiated, are exempt. Under the concept of this chapter, replacement/transient activities are designated as a transient activity (replacement battalion, detachment, or similar unit) established for the purpose of arriving, processing, and departing incoming or outgoing personnel (les transfer activities operating under the provisions of AR 635-10) for further assignment to TOE/TDA units.

(b) *Attached personnel.* A DA Form 2475-2 and copy 3 of DA Form 4187, if applicable, maintained for each soldier attached to a specific unit for duty or training. In addition, attachment, relief therefrom, and reportable changes occurring during the period of attachment will be reported to the SIDPERS servicing the unit of attachment in accordance with DA Pam 600-8-1. An individual being attached for duty or training must meet one of the following conditions:

1. Duty or training for a period of 30 days or more at a unit serviced by another SIDPERS Interface Branch.

2. Duty or training when in connection with attendance at an Army Service School.

3. All periods when the organization to which attached is serviced by the same SIDPERS Interface Branch servicing the unit to which the individual is assigned.

4. Arrival at any installation to initiate action for a compassionate reassignment; hardship discharge; diversion; have mental or physical problems; lost records, orders, baggage; or seek treatment for drug or alcohol abuse. The individual will be attached in accordance with the appropriate regulation for any of the above reasons pending final determination.

(2) Preparation and submission of DA Form 3815 and SIDPERS Change Reports based upon procedures contained in chapter 2, DA Pam 600-8-1.

(3) Resolution of SIDPERS errors in accordance with chapter 3, DA Pam 600-8-1.

(4) Monthly reconciliation, control and maintenance of the Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) in accordance with Procedure 4-7, DA Pam 600-8-1.

(5) Review of strength totals reflected on the Accountable Strength Summary, section III, Personnel Transaction Register by Unit (SIDPERS P01 Report) and take necessary corrective action in accordance with procedure 4-2, DA Pam 600-8-1.

(6) Resolution of Unit Personnel Accountability Notices (SIDPERS C40 Report) in accordance with procedure 4-27, DA Pam 600-8-1.

(7) Establishment of controls to preclude unauthorized access to information, so that the preservation of personal privacy of the service member may be maintained. Safeguards set forth in paragraph 5, AR 340-16 will be observed. For Official Use Only (FOUO) markings are not required except when essential to ensure protection of the information.

b. *Military personnel officer.*

(1) Preparation and submission of the following for personnel assigned or attached as indicated in a(1)(a) and (b) above in accordance with DA Pam 600-8-2.

(a) DA Form 3815 and SIDPERS Change Reports.

(b) DA Forms 3807 and 3808 (SIDPERS Input and Control Data-Transfer Data Records).

(c) DA Forms 3805 and 3806 (SIDPERS Input and Control Data-Accessions).

(2) Resolution of errors in automated personnel information systems (chapter 3, DA Pam 600-8-2 and chapter 2, DA Pam 600-8-5).

(3) Compilation and transmittal of documents relating to enlistments/immediate reenlistments, extensions of enlistment and separations, discharges, and retirements in accordance with procedure 7-11, DA Pam 600-8 and procedure 2-77, DA Pam 600-8-2.

Section II. PERSONNEL REGISTER

2-4. **Purpose.** This section establishes the responsibility for the preparation, control and maintenance of the DA Form 647 and 647-1 (Personnel Register).

2-5. **Description.** The DA Form 647 or 647-1 is a source document for SIDPERS. It is used for the registering of military personnel upon arrival at or departure from Army installations on

permanent change of station or temporary duty. It may also be used for recording passes, leave, visitors, etc.

2-6. Preparation, control and maintenance. DA Form 647 and 647-1 will be completed in ac-

cordance with procedure 5-8 (to be published), DA Pam 600-8. (The DA Form 647 and 647-1 need not be maintained for RA trainees who arrive at a BCT or OSUT unit from a reception station located at the same station.)

Section III. PERSONNEL STRENGTH ZERO BALANCE REPORT

2-7. Purpose. The Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) provides a historical record of the units strength and is divided into two parts—

Part I. Informs the commander of the reconciliation of totals of duty status categories on the SIDPERS Organization Master File (SOMF) reported strength and the SIDPERS Personnel File (SPF) accountable strength.

Part II. Provides a means of reconciling the strength of a unit on a "by name" basis for each individual assigned or attached to the unit.

2-8. Units and detachments for which personnel strength will be reconciled using the Personnel Strength Zero Balance Report, Parts I and II. *a.* A personnel strength reconciliation will be accomplished for the following in accordance with procedure 4-7, DA Pam 600-8-1, unless otherwise directed by Headquarters, Department of the Army:

- (1) Each subunit of a parent unit.
- (2) Each parent unit not composed of subunits (e.g., Separate Ambulance Company).
- (3) Each detachment temporarily serving at a location removed from the unit, when preparation is directed by unit commander.
- (4) Each detachment whose permanent station is different from that of the main body of the unit.
- (5) Each element of a unit performing special functions, when preparation is directed by unit commander
- (6) Each Army Reserve unit when on annual training (AT).
- (7) Each provisional unit organized by local commanders, when so directed by the commander concerned. All personnel of provisional units will be reported as attached to the provisional unit and will be reported as assigned-absent on temporary duty in the unit of permanent assignments, See AR 220-5.

b. When units referred to in *a*(1) through (7) above are temporarily depleted of personnel, a

reconciliation of strength need not be accomplished until such time as personnel are subsequently assigned or attached.

c. On the date that the strength of the unit is zero, Part I of the Personnel Strength Zero Balance Report will be prepared by the SIDPERS Interface Branch with a statement that the unit has been temporarily depleted of all personnel.

d. Subsequent to the action in *c* above, continuing action will be taken by the Military Personnel Officer to ensure that the "no personnel" unit is properly monitored. The review will provide the necessary information to determine if the unit should retain its "no personnel" status or if it should be removed from the active rolls. If it is determined that the unit should be removed from the active rolls, ensure that all personnel have been properly removed from the SIDPERS Personnel File and produce a PZB with a statement that the unit has been discontinued with the effective date of discontinuance.

2-9. Preparation. *a. When prepared.* A strength reconciliation will be accomplished monthly using the latest SIDPERS C27 report showing the correct duty status of each assigned and attached individual effective the last day of the month.

b. Reconciliation. The Personnel Strength Zero Balance Report (SIDPERS C27 Report) will normally be furnished by the SIDPERS Interface Branch. Additions and deletions will be printed legibly in block capital letters in ink. Ordinary handwriting is not authorized. Care will be taken to keep the SIDPERS C27 report neat and legible. The original copy which has been reconciled becomes a permanent historical document and will be disposed of in accordance with AR 340-2 and 340-18-7. The procedures outlined in procedure 4-7, DA Pam 600-8-1 will be followed to ensure that the unit is in zero balance.



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c. Insufficient space and manual preparation. Whenever there is an insufficient space on the SIDPERS C27 report for entries or in those instances where a SIDPERS C27 report cannot

be provided by SIDPERS (as in those cases indicated in 2-8a(1), (5) and (6) above), plain bond paper may be used to construct a Personnel Strength Zero Balance Report.

Section IV. SIDPERS INPUT AND CONTROL DATA FORMS

2-10. Purpose. The purpose of this section is to establish the responsibilities for the preparation, control, submission, and error resolution of SIDPERS Input and Control Data Forms (para 2-1).

2-11. Preparation. Units and MILPO will prepare and submit SIDPERS Change Reports in accordance with DA Pam 600-8-1 and 600-8-2. SIDPERS Accession and Transfer Data Records, (DA Forms 3805/3806 and DA Forms 3807/3808 respectively) will be prepared by the MILPO and submitted no later than the next duty day in accordance with SIDPERS User Manual, Military Personnel Office Procedures, DA Pam 600-8-2.

2-12. SIDPERS User Manuals, Unit Level Procedures, DA Pam 600-8-1 and Military Personnel Office Level Procedures, DA Pam 600-8-2. *a.* Chapter 1 contains general information regarding the background, objectives, descriptions, and special features of the SIDPERS.

b. Chapter 2 provides guidance concerning input transactions to the SIDPERS Interface

Branch (SIB). All organizational and personnel type changes originating at, and required to be reported by units and MILPO supported by SIDPERS are identified. Detailed instructions are provided for the preparation and submission of SIDPERS Change Reports.

c. Chapter 3 provides guidance concerning error identification and resolution. Detailed instructions are provided for the preparation and submission of error suspense cards.

d. Chapter 4 contains information and procedures, pertaining to the preparation, maintenance, and processing of the SIDPERS rosters, reports, registers, Personnel Qualification Record, DA Form 2 (Part I), and other output documents/material furnished by the SIB.

e. Chapter 5, DA Pam 600-8-1 provides information and detailed procedures for the maintenance of the DA Form 2475-2, Personnel Data Card-SIDPERS.

f. Chapter 6, DA Pam 600-8-2 contains procedures for the accession to the strength of the Active Army through SIDPERS.

Section V. SUPPORTING DOCUMENTS

2-13. Purpose. This section provides guidance to the MILPO on the receipt, control, and distribution of documents pertaining to immediate reenlistments and extensions of enlistment in the Regular Army, and separations. Detailed instructions are contained in procedure 7-11, DA Pam 600-8.

2-14. Pertinent documents. The following documents become part of the enlisted service member's Official Military Personnel File located at the US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN.

a. DD Form 4 (Enlistment Contract—Armed Forces of the United States), to include waivers, if appropriate, (Original).

b. DD Form 214 (Report of Extension of Enlistment), (Copy 2).

c. DA Form 1695 (Oath of Extension of Enlistment), (Original).

2-15. Forwarding of documents. *a.* Documents will be assembled as a package and forwarded to the Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249. Table 2-1 provides document assembly instruction.

b. One copy of DA Form 1695 will be forwarded to the local servicing Finance and Accounting Office via the transmittal letter.

Section VI. SIDPERS COMMAND AND STAFF REPORTS

2-16. Purpose. a. SIDPERS command and staff reports are prepared on a recurring basis for the purpose of assisting commanders in personnel management responsibilities.

rosters, commanders may request other management information data from the SIB.

2-17. Files retention and disposition. Files retention and disposition schedules are contained in the AR 340-18 series (TAFSS).

b. In addition to the recurring reports and

TABLE 2-1		DOCUMENT ASSEMBLY INSTRUCTIONS			
		DOCUMENTS			
RULE	CONDITION	DD FORM 4	DD FORM 214	DA FORM 1695	ORDERS
1	Enlistment	X			X
2	Reenlistment	X	X		X
3	Extension of Enlistment			X (note 1)	

Note. One copy of DA Form 1695 will be forwarded to the local servicing FAO via transmittal letter.

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The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSF-RR) 200 Stovall Street, Alexandria, VA 22332.

By Order of the Secretary of the Army:

Official:

J. C. PENNINGTON

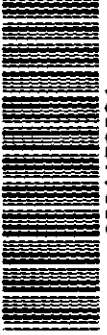
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