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S/S: AR 600-8-6, dated 20 May 1974

Army Regulation 680-1

Personnel Information Systems

## Unit Strength Accounting and Reporting

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Headquarters  
Department of the Army  
Washington, DC  
31 October 1985

# SUMMARY of CHANGE

AR 680-1  
Unit Strength Accounting and Reporting

Change 2. This change contains information pertaining to the CTAS 90 day past due roster forwarded monthly to the MILPO (SIB) (para 9d). Minor technical and administrative improvements have been made throughout the regulation.

## UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

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### UPDATE Cancel and Underscore Technique

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|---|---|---|
| <p>1.<br/>Text as it appeared in the last issue:</p> <p>The quick brown fox jumped over the lazy dog.</p> | <p>2.<br/><i>Change</i> text as it appears in this UPDATE issue:</p> <p>The quick <del>brown</del> <u>gray</u> fox jumped <del>over</del> <u>on</u> the lazy dog.</p> | <p>3.<br/><i>Fresh</i> text as it will appear in the next UPDATE issue:</p> <p>The quick gray fox jumped on the lazy dog.</p> |
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### UPDATE Tint Technique

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|--|---|---|
| <p>1.<br/>Text as it appeared in the last issue:</p> | <p>2.<br/><i>Restructured change</i> text as it appears in this UPDATE issue:</p> | <p>3.<br/><i>Fresh</i> text as it will appear in the next UPDATE issue:</p> |
|--|---|---|

#### Chapter 4 Hours of Duty

##### Section I General

###### 4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

###### 4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official.

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

#### Chapter 4 Alcoholic Beverages

##### Section I Introduction

###### 4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

###### 4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military Training and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

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**Editorial Comments:** This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

**Placement of Tables, Figures, Appendixes, and "R" Forms:**

- Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located

after the last chapter of the publication. Less than full-page tables and figures will be placed nearest the first cited reference in the publication.

- All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

**A Special Note About Forms and Local Reproduction:** Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

- DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.
- The authority for local reproduction of DD Forms and their use is given in the directive.
- Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.
- The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a modified format more convenient to local users. Those provisions permit back-to-back printing,

carbon sets, and continuous construction for word processing use.

- AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

- The rules for procuring printing differ from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



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The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

Effective 1 June 1982

Personnel Information Systems

Unit Strength Accounting and Reporting

The original form of this regulation was first published on 1 June 1982. Since that time Change 1 has been issued to amend the original and this change remains in effect. This UPDATE printing incorporates all of that change directly into the body of the text.

This UPDATE printing also publishes a new Change 2 which is effective 31 October 1985. The portions of the text that are revised by Change 2 are highlighted in this printing.

By Order of the Secretary of the Army:

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

Official:

MILDRED E. HEDBERG  
Brigadier General, United States Army  
The Adjutant General

**Summary.** This regulation gives requirements for reporting strength data to the Standard Installation and Division Personnel System (SIDPERS) or SIDPERS-War-time for submission to Headquarters, Department of the Army. It tells how to prepare, submit, and dispose of personnel strength reports within the PERSINS.

**Applicability.**

- a. This AR applies to the Active Army.
- b. This AR also applies to the following personnel when assigned or attached to an activity of the Active Army:
  - (1) Members of the Army National Guard (ARNG) and US Army Reserve (USAR).
  - (2) Members of the US Navy, US Marine Corps, US Air Force, and US Coast Guard.
  - (3) Commissioned officers of the US Public Health Service.

(4) Commissioned officers of the National Oceanic and Atmospheric Administration.

**Impact on New Manning System.** This AR applies to the Active Army to include COHORT/New Manning Systems (NMS) Units.

**Internal control systems.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of forms other than DA forms are prohibited, unless prior approval is obtained from the Deputy Chief of Staff for Personnel (DAPE-MBM), WASH DC.

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

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

**Distribution.** Active Army, A; ARNG, B, and USAR, D.

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**Glossary**

\*This regulation supersedes AR 680-1, 1 October 1978.

## 1. Purpose

This regulation prescribes policies and procedures for strength accounting and reporting at the unit and Personnel and Administration Center (PAC) levels. It is also used during wartime or mobilization (SIDPERS-Wartime) to satisfy the essential personnel strength and management requirements of local commanders.

## 2. Applicability

(Moved to title page.)

## 3. References

### a. Required publications.

(1) AR 340-2 (Maintenance and Disposition of Records in for TOE Units of the Active Army, the Army Reserve, and the National Guard) and certain other units of the Army.) Cited in paragraph 20.

(2) AR 340-18-7 (Maintenance and Disposition of Military Personnel-Functional Files) The Army Functional Files System). Cited in paragraph 20.

(3) AR 630-10 (Absence Without Leave and Desertion). Cited in paragraph 13.

(4) DA Pam 600-8 (Military Personnel Office Management and Administrative Procedures). Cited in paragraphs 5, 11, 14, 15, 16, and 17, 19, and 20.

(5) DA Pam 600-8-1 (SIDPERS Unit Level Procedures). Cited in paragraph 5, 7, 14, 15, 19, 20, and 21.

(6) DA Pam 600-8-2 (Standard Installation/Division Personnel System) (SIDPERS) Military Personnel Office Level Procedures). Cited in paragraphs 5, and 14, and 21.

(7) DA Pam 600-8-11 (Separation Processing Procedures). Cited in paragraph 7.

### b. Related publications.

(1) AR 220-5 (Designation, Classification, and Change in Status of Units).

(2) DA Pam 600-8-5 (SIB/SID Level Procedures Reference Handbook).

## 4. Explanation of abbreviations and terms

Special abbreviations and terms used in this AR are explained in the glossary.

## 5. Responsibilities

a. The unit commander or battalion PAC will—

(1) Maintain and verify unit strength.

(2) Authenticate DA Form 4187 (Personnel Action).

(3) Prepare and submit DA Form 3815 (SIDPERS Input and Control Data, Authentication and Transmittal) (RCS: MILPC-27) and SIDPERS change reports based on procedures stated in DA Pam 600-8-1, chapter 2.

(4) Resolve SIDPERS errors according to DA Pam 600-8-1, chapter 3.

(5) Reconcile, control, and maintain the Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) monthly per DA Pam 600-8-1, procedure 4-7 10-1.

(6) Review strength totals shown on the Accountable Strength Summary, section

III, Personnel Transaction Register by Unit (SIDPERS PO1 Report) and take necessary corrective action per DA Pam 600-8-1, procedure 4-2.

(7) Resolve Unit Personnel Accountability Notices (SIDPERS C40 Report) per DA Pam 600-8-1, procedure 4-27-10-5.

(8) Establish controls to prevent unauthorized access to classified information.

b. The military personnel officer will—

(1) Prepare and submit forms listed in paragraph 14-13e per DA Pam 600-8-2.

(2) Resolve errors in automated PER-SINS (DA Pam 600-8-2, chap 3 and DA Pam 600-8-5, sec 2).

(3) Compile and transmit documents related to enlistments or immediate reenlistments, extensions of enlistments and separations, discharges, and retirements per DA Pam 600-8, procedure 4-8; DA Pam 600-8-2, procedure 2-77; and DA Pam 600-8-11, procedure 2-2.

(4) Furnish the original of DA Form 4187, or a copy of it with the attesting certificate attached as shown in figure 9-1-5 (procedure 9-1, DA Pam 600-8) to the trial counsel.

## 6. Standard Installation/Division Personnel Systems

SIDPERS is a standard, automated integrated personnel system. It provides personnel data support at the corps, division, installation, brigade, battalion, and unit levels. SIDPERS is an integral part of the Army's Personnel Information System (PERSINS). Strength accounting is one of its major functions.

## 7. When to account for personnel

a. Personnel will be accounted for only from actual arrival date or specified reporting date (whichever is earlier) (unless the exception in b(2) below applies) to actual departure date (if b(3) below applies) or date of separation, date dropped from the rolls, date dropped from strength, or date of death.

b. Report gains and losses to SIDPERS as follows:

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

(2) *Arrivals.* Effective on the actual date the service member arrives. As an exception, officials at separation transfer points will submit personnel arrivals on the reporting date (stated in the orders directing assignment to the separation transfer point). This procedure applies even though the service member preprocessed for separation before taking separation leave. Dates for reporting to the separation transfer point will be as stated in DA Pam 600-8-11, table 2-1-2. If separation leave is taken, it may be canceled only if one of the following conditions is met:

(a) The member returns to the unit of assignment that granted the leave.

(b) The member reports to a military organization for permissive travel to return to

the unit of assignment. Travel will be at the member's own expense.

(3) *Departures.* Effective on the actual date the soldier leaves. This applies even when departure precedes separation leave if he or she is being reassigned to a separation transfer point for separation. Also, the soldier will be reported as departed in transit (DA Pam 600-8-1, procedure 2-11 2-9) to the separation transfer point. The reassignment for separation processing order will include the reporting data. (Leave and travel are transient time.) The reporting date on the orders is for strength accounting. Actual processing will be done at the separation transfer point before departing on separation (terminal) leave. If the soldier is being separated through a military personnel office (MILPO) and is taking separation leave, the soldier will be kept on the rolls of his or her last permanent unit until the date of separation.

(4) *Assigned-not-joined.* Soldiers will be reported assigned-not-joined on the reporting date (for oversea assignment, 9 days after the availability date stated in the reassignment order) if he or she fails to report. (Soldiers remain in transient status.)

## 8. Accountability of non-Army personnel

a. When assigned or attached by Army orders to an organization of the Active Army, the following personnel will be accounted for under SIDPERS:

(1) US Navy, Marine Corps, Air Force, and Coast Guard personnel.

(2) Commissioned officers of the US Public Health Service and the National Oceanic and Atmospheric Administration.

b. Members of the ARNG or USAR will be accounted for as attached when ordered to one of the following:

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

(2) Active Duty for training (ADT) (30 days or more).

(3) Active duty support (ADS).

(4) Active Guard or Reserve status.

## 9. The Central Transient Accounting System

a. The Central Transient Accounting System (CTAS) will account for transient personnel. The CTAS covers departure from one unit to arrival or specified reporting date at the gaining unit. Losing commanders will report changes in the soldier's status (e.g. deletions, diversions, and deferments) to gaining commanders. In case of a deferment, the losing commander will notify the gaining commander of the soldier's new reporting date.

b. Transients are military personnel who are in travel, proceed, leave en route, or temporary duty (TDY) en route status while executing permanent change of station (PCS) orders.

c. Transients do not include military members who are:—

(1) TDY for training en route on a PCS. (Such personnel are counted as students.)

(2) Moving to or between initial entry courses of instruction (counted as trainees). (Members traveling from the last initial entry course to the first duty station will be counted as transients.)

(3) Taking part in an organized unit move while under continuous control of the unit commander (counted as operating strength).

d. The CTAS 90 days past due roster forwarded monthly to the MILPO is an extract off the HQDA master file (OMF/EMF) of departure transactions 90 days past the prescribed reporting date. The only procedures to remove an individual from CTAS is an arrival transaction, revocation of a departure and a separation transaction via SIDPERS according to DA Pam 600-8-1 and DA Pam 600-8-2. The system is generated by a departure transaction, no individual can appear in CTAS if a departure transaction is not submitted. It is a system that after 90 days past the prescribed report date that informs the MILPO's an arrival transaction has not processed to the HQDA master file. The gaining PERSINS Processing Activity (PPA) should research the names that appear on the roster to determine whether the individuals are located in a unit serviced by that PPA and the status of the arrival transaction. The SIB should review the Alpha Roster, attempt to locate an MPRJ, and review the JUMPS roster to determine if the individual is being paid at the installation. If appropriate notify the losing PPA as to the status of the individual.

#### 10. Active Army military manpower accounting

a. *Total Strength.* Active duty military personnel will be counted and reported as part of Active Army strength beginning on the date of their enlistment, their reporting to active duty, or their return to military control. They will continue to be counted until separation, release from active duty, retirement, death, or loss from military control. Personnel will be counted as gains to active military strength on the effective date of the gain action. They will be dropped from military strength on the effective date of the loss action. Comparable effective date procedures will be followed for changes in status within military strength, such as transfers between operating strength and "Individuals" (c below) accounts.

b. *Operating Strength.* The total strength of personnel assigned to tables of organization and equipment (TOE) or tables of distribution and allowances (TDA) units. Encompasses all personnel except "Individuals" and is called "force structure strength" by DOD.

c. *Individuals Accounts Strength.* All personnel counted as trainees, transients, holdees, students and USMA cadets.

#### 11. Nonaccountable personnel

a. The following personnel will not be accessed to the Active Army strength:

(1) Members of the US Navy, Marine Corps, Air Force, Coast Guard.

(2) 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.

(3) Members of USAR and ARNG ordered to IADT (under the SRCP), ADT, ADS, or Active Duty Guard/ Reserve.

b. Active duty military personnel excluded from military strength may be entitled to pay and benefits as military members. Exclusion from military strength reporting does not, by itself, affect the status as an active duty member.

c. Although nonaccountable personnel (a above) are not accessed to the Active Army strength, a DA Form 2475-2 (Personnel Data—SIDPERS) must be kept for each when on duty with the Active Army (DA Pam 600-8-1, procedure 5-1 9-11. A DA Form 4187 must also be completed (DA Pam 600-8, procedure 9-1). (DA Form 4187 will not be prepared for foreign personnel.)

#### 12. Attached personnel.

Persons being attached for duty or training must meet one of the following conditions:

a. Duty or training for 30 days or more at a unit serviced by another SIDPERS Interface Branch (SIB).

b. Duty or training at an Army service school (regardless of length of period).

c. Duty at an organization (regardless of length of period) to which the attached persons are serviced by the same SIB as their unit of assignment.

d. Duty at an installation while initiating action for a compassionate reassignment, hardship discharge, diversion, health problems, lost records, orders, baggage, or seeking treatment for drug or alcohol abuse. (The person will be attached until the case has been resolved.)

e. Duty as members of the USAR and ARNG ordered to IADT under the SRCP ADT, ADS, or Active Duty Guard/Reserve status.

#### 13. Types of strength changes

a. *Accessions.* Any accession officially increases the overall strength of the Active Army. Accessions will be reported when persons first become members of the Active Army. Accessions are also required when a person changes military personnel class (e.g. on release from active duty as an enlisted member and immediate entry into active duty as a warrant officer).

b. *Separations.* A separation officially decreases the overall accountable strength, by status, of the Active Army. Separations result when a member is released from active duty, is discharged, retires, is dismissed, resigns, is dropped from the rolls, is dropped from strength, or dies.

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

d. *Dropped from the rolls of an organization.* When a person is dropped from the rolls, the overall accountable strength of the organization is officially decreased. A person will be dropped from the rolls of an organization as stated in AR 630-10, paragraph 3-2.

e. *Arrivals.* All arrivals officially increase the overall accountable strength of the organization. Arrivals will be reported effective as of the date the person arrives at the organization. (See exception in para 7b(2).)

f. *Departures.* Departures officially decrease the overall accountable strength of the organization. Departures will be reported effective as of the date the person departs the organization for assignment to another organization.

g. *Assigned-not-joined.* A person in an assigned-not-joined status causes an official increase in the in transit incoming strength of an organization. A person will be reported as assigned-not-joined effective on the reporting date. If the person fails to arrive on or before the reporting date, he or she will be reported as assigned-not-joined 9 days after the availability date for oversea assignment.

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 death.

i. *Dropped from strength.* A prisoner sentenced to a confinement in a domestic, civil, or foreign penal institution (or detained in a foreign country) for 6 months or more will be dropped from military strength when his or her sentence begins. Personnel sentenced to confinement and/or with a bad conduct or a dishonorable discharge will be dropped from military strength upon approval of discharge by the convening authority, even though the person remains in military confinement or on appellate leave without pay.

j. *Prisoners.* A prisoner is a service member who has been convicted by military or civilian court, without bad conduct or a dishonorable discharge, and sentenced to confinement from 30 days to less than 6 months.

k. *Prisoners of war.* Prisoners of war and missing personnel will be dropped from the rolls on the date their status is officially declared.

l. *Patients.* Service members will be reassigned to a medical holding detachment and counted as "Individual" strength in applicable manpower reports only in the following cases—

(1) When being hospitalized exceeds or is expected to exceed 90 days.

(2) When a service member is hospitalized because of an injury received in a combat area.

(3) When a long stay in the hospital makes return to duty unlikely.

(4) When reassignment of transient personnel or members separated from their

units must occur to insure efficient personnel management.

*m. Attachment.* Attachments officially increase the overall accountable strength of an organization. They will be reported effective the date members arrive at the reporting units from their parent unit. Attachments do not affect the unit of attachment operating strength nor the accountable assigned strength of the soldier's parent unit of assignment.

*n. Relief from attachment.* The overall accountable attached strength of the organization is officially decreased when personnel are relieved from attachment. This decrease will be reported effective the date the person attached departs the unit for return to his or her parent unit.

*o. Return to military control.* Persons who return to military control from a deserter or dropped from strength status cause an increase in the strength of the organization. This return will be reported effective the day the person returns or the date civilian authorities notify military officials that the service member is ready for pickup.

*p. Assignment of deserters.* Deserters convicted of a civil offense or committed by a civil court order will be assigned to a local personnel control facility and accessed to the Army strength, effective the first day of confinement and commitment, unless covered by paragraph 13i.

#### 14. Reporting forms and documents

The following forms and documents will be used to report unit and PAC strength. Detailed instructions for preparing the strength reports are in DA Pam 600-8, DA Pam 600-8-1, and DA Pam 600-8-2.

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

b. DA Form 2475-2 (Personnel Data—SIDPERS).

c. DA Form 4187 (Personnel Action).

d. SIDPERS Input and Control Data Forms at the unit and PAC level.

(1) DA Form 3728 (SIDPERS Input and Control Data—Personnel Change) (Expanded) (Red Band) (RCS: MILPC-27).

(2) DA Form 3728A (SIDPERS Input and Control Data—Program Control) (Pers Exp) (RCS: MILPC-27).

(3) DA Form 3732 (SIDPERS Input and Control Data—Organization Change) (Abbreviated) (Orange Band) (RCS: MILPC-27).

(4) DA Form 3813 (SIDPERS Input and Control Data—Personnel/Organization Change) (Keypunch) (RCS: MILPC-27).

(5) DA Form 3815. (SIDPERS Input and Control Data, Authentication and Transmittal) (RCS: MILPC-27).

e. Military personnel office level forms.

(1) DA Form 3728.

(2) DA Form 3728A.

(3) DA Form 3732.

(4) DA Form 3813.

(5) DA Form 3815.

(6) DA Form 3805 (SIDPERS Input and Control Data—Officer Accession) (RCS: MILPC-27).

(7) DA Form 3806 (SIDPERS Input and Control Data—Enlisted Accession) (RCS: MILPC-27).

(8) DA Form 3807 (SIDPERS Input and Control Data—Officer Transfer Data Record) (RCS: MILPC-27).

(9) DA Form 3808 (SIDPERS Input and Control Data—Enlisted Transfer Data Record) (RCS: MILPC-27).

f. Reconciliation of the Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) (RCS: CSGPA-1223).

g. Accountable Strength Summary, section III, Personnel Transaction Register By Unit (SIDPERS PO1 Report) (PTRU).

h. Unit Personnel Accountability Notices (SIDPERS C40 Report).

#### 15. Preparing, maintaining, and controlling forms and reports

a. The unit commander (or representative) will insure the accuracy of information recorded on DA Form 647, DA Form 647-1, DA Form 2475-2, and DA Form 4187; Personnel Strength Zero Balance Report (SIDPERS C27 Report (PZB)) (RCS: CSGPA-1223; Accountable Strength Summary, section III, Personnel Transaction Register by Unit (SIDPERS PO1 Report) (PTRU); and Unit Personnel Accountability Notices (SIDPERS C40 Report). These forms and reports apply to assigned or attached personnel. Information recorded on the forms and reports will comply with procedures in DA Pam 600-8 and DA Pam 600-8-1.

b. Additional guidance for assigned and attached personnel is as follows—

(1) *Assigned personnel.* A DA Form 2475-2 will be prepared for each assigned soldier. (Privacy Act mandatory disclosure of items shown on this form is also required.) Copy 3 of DA Form 4187 will be kept when a duty status change has been reported. As an exception, replacement or transient activities that process persons within 30 days and persons for whom DA Form 4187, section II (required by DA Pam 600-8, procedure 9-1) has not been prepared, are exempt. Replacement or transient activities are designated as transient activities (replacement battalions or detachments, reception stations, separation transfer points or similar units) to process incoming or outgoing personnel for further assignment to TOE or TDA units or for separation.

(2) *Attached personnel.* A DA Form 2475-2 and copy 3 of DA Form 4187, if any, will be kept for each soldier attached to a specific unit for duty or training. In addition, attachment, relief from, and other reportable changes occurring during the period of attachment will be reported to the SIB servicing the unit of attachment (DA Pam 600-8-1, and DA Pam 600-8-2). (Duty status changes must be reported even if the service member is attached less than 30 days.)

#### 16. Authenticating DA Form 4187

Copies of DA Form 4187, maintained by the unit or the battalion PAC, may be used

as public documents in a court-martial. On request, the unit commander or authorized person will furnish the third copy of DA Form 4187, or a copy of it with an attesting certificate attached (DA Pam 600-8, fig. 9-1-6) to the trial counsel. The person verifying DA Form 4187 and the attesting certificate is limited to the use of the official files or unit records of the PAC. This person must be authorized in writing. The following persons will be authorized to verify DA Form 4187:

a. Commissioned or warrant officers.

b. DA Civilians (GS 7 and above) or enlisted members (E6 and above) in the position of unit personnel officer.

c. Adjutants or Assistant Adjutants (commissioned and warrant officers only).

d. Personnel staff noncommissioned officers (E6 and above).

e. First sergeants (E6 and above).

f. PAC supervisors (E6 and above).

g. Other authorized persons (E6 and above) appointed in writing by the commander.

#### 17. DA Form 647 and DA Form 647-1

a. DA Form 647 and DA Form 647-1 are source documents for SIDPERS. They are used to register military personnel on arrival or departure from Army installations on PCS, change of assignment and the administrative unit, or temporary duty. They may also be used for recording passes, leave, visitors, etc.

b. Follow DA Pam 600-8, procedure 9-7, when completing either or these forms for arriving or departing personnel. (A form need not be prepared for a regular Army trainee who arrives at a basic combat training or one stop training unit from a reception station located at the same station.)

#### 18. Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) (RCS: CSGPA-1223.)

The personnel strength zero balance report provides a historical record of a unit's strength. It consists of two parts.

a. Part I informs the commander of the compared totals in duty status categories on the SIDPERS Organization Master File reported strength and the SIDPERS Personnel File (SPF) accountable strength.

b. Part II provides a means of totaling the strength of a unit "by name" for each person assigned or attached to the unit.

#### 19. Use of the Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) (RCS: CSGPA-1223)

a. A personnel strength reconciliation will be completed for the following per DA Pam 600-8, procedure 4-7 10-1, unless otherwise directed by HQDA:

(1) Each subunit of a parent unit.

(2) Each parent unit not composed of subunits (e.g., separate ambulance company).

(3) Each detachment temporarily located outside the unit, when directed by the unit commander.



(4) Each detachment whose permanent station is different from that of the main body of the unit.

(5) Each element of the unit performing a special function, when directed by the unit commander.

(6) Each Army Reserve unit when on annual training.

(7) Each provisional unit organized by local commanders, when directed by the commander concerned. All personnel of provisional units will be reported as attached to the provisional unit and as assigned-absent on temporary duty in the unit of permanent assignments (AR 220-5, para 7).

b. When units referred to in *a* above are temporarily without personnel, a report of strength need not be completed until these personnel are subsequently assigned or attached.

c. On the date that the strength of the unit is zero, part I of the report (*a* above) will be prepared by SIB. This report will include a statement that the unit is temporarily without personnel.

d. Following preparation of the zero balance report, the MILPO will continue to insure that the "no personnel" unit is properly monitored. The review will provide the needed data to determine if the unit should retain its "no personnel" status or if it should be removed from the active rolls. If it is decided that the unit should be removed from the active rolls—

(1) Insure that all personnel have been properly removed from the SPF.

(2) Produce a SIDPERS C27 Report with a statement that the unit has been abolished and the effective date of the unit's abolishment.

(3) Insure that all personnel with duty status other than PDY (present for duty) are reassigned by competent authority. Examples are personnel who are AWOL or hospitalized.

## **20. Preparation of the Personnel Strength Zero Balance Report (SIDPERS C27 Report) (PZB) (RCS: CSGPA-1223)**

a. A strength reconciliation will be completed monthly by the PAC or unit using the latest SIDPERS C27 Report. The SIB will normally furnish the SIDPERS C27 report. This report will show the correct duty status of each assigned and attached person. The report will be effective the last day of the month.

b. Additions and deletions will be printed legibly in block capital letters and in ink. Care will be taken to keep the SIDPERS C27 Report neat and legible. The original copy that is reconciled becomes a document with long-term reference and audit trail value. It will be filed per file number 715-08 which is contained in AR 340-2 (for TOE and certain other lower-echelon units) and AR 340-18-7 (for all other units). Procedure ~~4-7~~ 10-1 in DA Pam 600-8-1 will be followed to insure that the unit is in zero balance.

c. Whenever there is insufficient space on the SIDPERS C27 report for entries or in those cases where a SIDPERS C27 report cannot be provided by SIDPERS (as in para 19a(1), (5), and (6)), plain bond paper may be used to make a SIDPERS C27 Report.

## **21. Preparation of SIDPERS change reports.**

Units and MILPO will prepare and submit SIDPERS change reports per DA Pam 600-8-1, chapter 2 and DA Pam 600-8-2, chapter 2. The MILPO will prepare DA Form 3805, DA Form 3806, DA Form 3807, and DA Form 3808 and submit them per DA Pam 600-8-2, procedure 6-1.

## **22. Immediate reenlistments, extensions of enlistments, and separation documents**

a. The documents listed below will be included in an enlisted service member's official military personnel file. This file is located at the US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301.

(1) DD Form 4/1, DD Form 4/3, DD Form 4/4, and DD Form 4/5 (Enlistment/Reenlistment Document-Armed Forces of the United States), (original) to include any waivers.

(2) DA Form 3286 (Statement for Enlistment) (parts I through V), (original).

(3) Orders—Enlistment or Reenlistment. (If the member reenlists without a break in service, include discharge order.)

(4) DA Form 1695 (Oath of Extension of Enlistment), (original).

b. The documents in *a* above will be assembled as a package and sent to the Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301. Also, one copy of DA Form 1695 will be sent to the local servicing Finance and Accounting Office by transmittal letter.

## **23. SIDPERS command and staff reports**

Recurring SIDPERS command and staff reports are prepared to assist commanders in personnel management. In addition to the recurring reports and rosters, commanders may request other management data from SIB.

## Glossary

### Strength report day

Twenty-four hour period beginning at 0001 hours and ending at 2400 hours (midnight-to-midnight).

### Section I Abbreviations

#### ADS

active duty for support

#### ADT

active duty for training

#### CTAS

Central Transient Accounting System

#### FORSCOM

United States Army Forces Command

#### IADT

initial active duty for training

#### MILPO

military personnel office(s)

#### PAC

*Personnel and Administration Center*

#### PCS

permanent Change of Station

#### PERSINS

Personnel Information System

#### SIB

SIDPERS Interface Branch

#### SIDPERS

Standard Installation/Division Personnel System

#### SPF

SIDPERS Personnel File

#### SRCP

Special Reserve Components Program

#### TDA

tables of distribution and allowances

#### TDY

*temporary duty*

#### TOE

tables of organization and equipment

### Section II

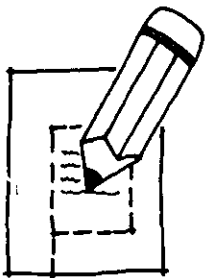
#### Terms

##### In transit incoming strength

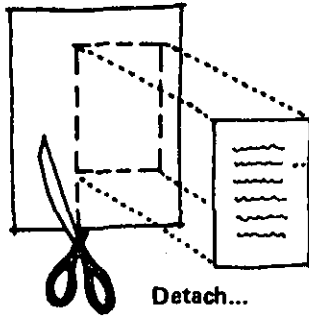
Personnel on a PCS who have not arrived (physically reported) at the gaining organization by the prescribed reporting date. For oversea assignments, personnel who have not arrived by the 9th day after the availability date stated in the active duty or reassignment order.



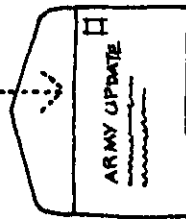
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