

Army Reserve  
**U.S. Army Reserve Personnel Systems, Personnel  
Accounting, and Commander's Guide to Personnel and Unit  
Database Management**

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For the Commander:

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**History.** This is the initial printing of USARC Regulation 600-2

**Summary.** This regulation defines Department of Defense (DOD), Headquarters, Department of the Army (HQDA), and U.S. Army Reserve (USAR) legacy personnel, structure, and pay systems that affect the accounting and management of USAR troop program units and soldiers. It presents the total system design of USAR personnel systems and legacy interfaces to other HQDA or DOD automated systems affecting soldier and unit management. It provides specific guidance to commanders and personnel managers on performing database management for USAR personnel systems. Additionally, it contains Management Control Review Checklists for commander's requirements listed in this regulation.

**Applicability.** This regulation applies to Headquarters, U. S. Army Reserve Command (USARC) and its Major Subordinate Commands (MSCs) consisting of Regional Support Commands (RSCs), Training Support Divisions (TSDs), Divisions (Institutional Training) (DIVs (ITs)), Direct Reporting Commands (DRCs), Readiness

Command, Army Reserve Readiness Training Center (ARRTC), Military Intelligence Augmentation Detachment (MIAD), National AMEDD Augmentation Detachment (NAAD), Continental Army (CONUSA) Augmentation Detachments, USA Element HQ Atlantic Command, and USARC installations. This regulation impacts on unit readiness and mobilization. It may be used by USAR commands not under the jurisdiction of the USARC. A link to this regulation and other Command publications can be found on the USARC Intranet web site at <https://usarcintra>. Local reproduction is authorized.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, Personnel (DCSPER), Personnel Readiness and Systems Division, USARC. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Army management control process.** This regulation is subject to the requirements of AR 11-2. It contains management control provisions and provides Management Control Evaluation Checklists for use in evaluating management controls.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Commander, USARC, ATTN: AFRC-PRS-S, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000

**Suggested improvements.** The proponent of this regulation is the Deputy Chief of Staff, Personnel (DCSPER), Personnel Readiness and Systems Division (AFRC-PRS-S), USARC. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-PRS-S, 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000.

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## Glossary

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## Chapter 1 General

### 1-1. Purpose

a. This regulation defines major Department of Defense (DOD), Headquarters, Department of Army (HQDA) and U.S. Army Reserve (USAR) personnel and other systems having an effect on USAR troop program units (TPU) and soldiers. It presents the system interface design between the Personnel Level Application System (PERLAS)/Regional Level Application Software (RLAS) and the Total Army Personnel Database - Reserve (TAPDB-R). Additionally, it provides a brief overview of interfaces between TAPDB-R and other Army automated systems.

b. This regulation—

(1) Prescribes guidance to commanders and personnel managers on personnel accounting, system transaction processes, and TAPDB-R database management using RLAS.

(2) Prescribes data validity standards, transaction processing standards, and guidance for RLAS performance management. It includes commander's management control checklists.

(3) Prescribes procedures for unit manning reports, unit transcript, and the automated slotting program for use in soldier and unit system management.

(4) Prescribes the training center, unit, and derivative unit maintenance requirements at unit and USARC levels.

c. Any code or data field used in this regulation is contained in AR 680-29 (Military Personnel, Organization, and Type of Transaction Codes) and AISM 25-P19-GRA-PC-UM (TAPDB-R Users Manual, Data Reference Guide). Any transaction procedure used is contained in Automated Information Systems Manual -

PERLAS Users Manual – Procedures; Input Procedures; and Attachment 2, Output Procedures.

### 1-2. References

Required and related publications 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.

### 1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER), USARC, is the overall functional proponent for personnel data within USARC personnel systems. Other USARC staff elements are proponents for their respective data, which is housed on personnel systems; e.g., DCS for Operations (DCSOPS) is proponent for duty qualification codes and training qualifications, the DCS Intelligence (DCSINT) is proponent for security clearance data and language qualifications, the Chaplain for religious denomination, the Surgeon for physical profile and other medical information, the Director, Force Programs (DIRFP) for structure and unit information, and Chief Information Office (CIO) for unit mailing addresses. (This list is not all inclusive.)

b. The Deputy Commanding General, USARC, as Program Executive Officer (PEO) for the Regional Level Application Software (RLAS), is the proponent for the RLAS application. The RLAS Overarching Integrated Product Team (OIPT) advises the PEO with respect to policies, strategies, goals, objectives, resources, requirements, and related priorities affecting RLAS. The RLAS OIPT is a multi-functional group of USARC directors headed by the USARC Chief of Staff. The Army Reserve Chief Information Officer (CIO), as the RLAS Program Manager (PM), implements processes relative to

RLAS for task and resource planning, requirements definition, system design, system development, testing, implementation, and support.

c. All commanders are responsible for successful personnel systems operations within their command. Commanders will—

(1) Appoint program managers to ensure compliance with personnel system policy and procedures to maintain data integrity and security.

(2) Monitor the performance standards, management reports, and measurement techniques established by this regulation. Comply with the Management Controls established by this regulation.

(3) Monitor their subordinate elements' performance standards.

(4) Ensure that personnel receive available publications, have appropriate training, and participate in scheduled workshops and conferences for personnel systems.

(5) Safeguard identifiable personnel information as contained in AR 340-21 and DOD Directive 5400.11. Determine practical safeguard measures, balance the security requirements with the need for official access to data, and for any risk of data compromise.

### **1-5. Introduction to personnel systems**

a. The Total Army Personnel Database (TAPDB) is the common repository for Army personnel data (Active Army, Army Reserve, Army National Guard and Army Civilian) established by the Army's leadership. The TAPDB was developed and implemented across all Army components to provide life-cycle personnel and manning functions, and as a single database of record for human resource management (personnel, structure, strength, and pay) data. It is a set of logically integrated, but physically distributed databases. The TAPDB has four decentralized nodes for the Army's common distributed standardized database: TAPDB Active (Enlisted/Officer), Reserve, Guard, and Civilian personnel. Physically, TAPDB consists of separate databases that support the personnel data needs of each component. Logically, the database nodes interface through automated transaction processes.

b. The USAR node for TAPDB is TAPDB-Reserve (TAPDB-R). The TAPDB-R is the personnel "system of record" for all USAR soldiers; i.e., Individual Ready Reserve (IRR), Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), and TPU. It is the corporate repository for information pertaining to all USAR soldiers and resides at the U.S. Army Reserve Personnel Command (AR-PERSCOM) in St. Louis, Missouri.

c. All USAR soldiers assigned to a TPU will be accounted for in USAR systems at the TAPDB-R, MSC, and TPU levels. The Personnel Level Application System (PERLAS) with the sub-application software interface Regional Level Application Software (RLAS) accounts for soldiers at the MSC and TPU levels. RLAS interfaces weekly with TAPDB-R and is the commander's management system for TPU soldiers.

d. The PERLAS is targeted at MSC levels only and it can perform certain management functions currently not available within RLAS (RSC or below levels). The RLAS

application is scheduled to totally replace PERLAS. Both reside on the Wide Area Network (WAN) managed by the USARC, Atlanta, Georgia. In the context of this regulation and until PERLAS is abolished, the use of the term "RLAS" implies PERLAS also.

e. There are numerous Department of Defense and Army human resource management systems that affect actions on USAR TPU soldiers. These system interfaces are discussed in chapter 2.

### **1-6. Historical personnel systems and applications**

a. Standard Installation/Division Personnel System - U.S. Army Reserve (SIDPERS-USAR). Prior to TAPDB-R/RLAS, SIDPERS-USAR was the system of record/management for USAR TPU soldiers. SIDPERS-USAR was not compliant with the Army's Standard Army Management Information System (STAMIS). It was abolished from the Army's Automation System Architecture in Fiscal Year 1998.

b. Center Level Application Software (CLAS). The SIDPERS-USAR and its application software interface Center Level Application Software (CLAS) (and its submodules ARCOM/MUSARC Level Application Software (AMLAS), Battalion Level Application Software (BLAS) and Major Subordinate Command Level Application Software (MLAS)) was replaced by PERLAS and RLAS.

c. Consolidated Army Reserve Statistical Reporting System (CARSTATS). The CARSTATS was the official system of record for strength reporting for the USAR. CARSTATS was not Year 2000 compliant and was replaced with the Reserve Statistics and Accounting System (RSAS). RSAS is discussed in chapter 2.

## **Chapter 2 Total Army Personnel Database-Reserve (TAPDB-R) and Regional Level Application Software (RLAS) System Interfaces, Processes, and Cycle Updates**

### **2-1. Overview**

As the system of record for USAR TPU, TAPDB-R has numerous external and internal interfaces that affect units and soldiers. External to TAPDB-R are DOD and HQDA legacy systems that pass transactions through electronic processes known as Intercomponent Data Transfer (ICDT), Mailbox Information System (MBIS), and File Transfer Protocol (FTP). These are described in paragraph 2-2 and paragraph 2-3. As stated previously, TAPDB-R resides physically at AR-PERSCOM. Internal to AR-PERSCOM are several subsystems or applications that interface with TAPDB-R and ultimately affect RLAS TPU data. These systems are described in paragraph 2-4, Internal TAPDB-R System Interfaces. Other common DOD and HQDA systems are described in paragraph 2-6.

### **2-2. TAPDB-R and RLAS interface**

a. Through automated ICDT and FTP processes, TPU transactions submitted by a unit flow between TAPDB-R and RLAS. The ICDT and FTP are simple file transfer protocols that electronically batch records to a holding area

(a computer server, for example) until another system processes the record or transaction.

b. The AR-PERSCOM's TAPDB-R software interface to RLAS is the Troop Program Unit Management System (TPUMS). This interface reformats the information for TAPDB-R and "pushes down" data to RLAS at the USARC WAN. Each MSC's RLAS TAPDB-R data is then disseminated to MSC-level users through the WAN. The RLAS-specific server designation (or holding area) on the WAN is called ATLAS (not an acronym).

c. Each MSC has an "In and Out" mailbox or folder within the USARC WAN shared area ("siddata on Usarcsid") under their specific MSC/RSC name (e.g., 81strsc, 100thdiv, 143rdtr).

### **2-3. External legacy system interfaces and processes**

a. TAPDB. Data flows from within TAPDB among separate nodes (Army, Reserve, Guard, and Civilian) via the software interface called MBIS. The ICDT/FTP sends other node (Guard or Active Army) transaction batches to TAPDB-R via MBIS. The MBIS ensures transactions from the original source node are correctly formatted, logged, checked for valid user/identifier, and tracked between TAPDB nodes. All components/interfaces (internal and external users) have unique identifiers called mailboxes within MBIS. When batched transactions meet all MBIS criteria, they are placed in the user's mailbox (e.g., TAPDB-G sends gains from the ARNG in TAPDB-R's mailbox). Note that MBIS does not send data directly to TAPDB-R but to the node's mailbox. TAPDB-R must then come to MBIS and pull the data.

b. Reserve Database Maintenance System (RDMS) Interface Control System (RICS). Exclusive to AR-PERSCOM is a front-end transaction processor and database called RDMS/RICS. The RICS receives and processes data from other external legacy system sources (via ICDT) for RDMS and TAPDB-R.

c. Recruit Quota System (USAR REQUEST). A subsystem of the U.S. Army Personnel Command (PERSCOM), Personnel Information Systems Division (PERSINSD) KEYSTONE Office, USAR REQUEST is an on-line interactive system to facilitate entry of new applicants into the USAR and reassignments among USAR components (IRR, IMA, TPU). Accession agencies (USAREC, USARC, PERSCOM, AR-PERSCOM) must use REQUEST to process new gains or reassignments. KEYSTONE-USAR REQUEST does not directly interface with RLAS or TAPDB-R.

(1) New accessions from USAREC, PERSCOM, or AR-PERSCOM flow from KEYSTONE-USAR REQUEST to the Army Recruiting and Accession Data System (ARADS) via ICDT/MBIS and are reported to TAPDB-R (ARADS will be replaced with the Army Recruiting Information Support System (ARISS)). The ARADS interfaces with the Military Entrance Processing Reporting System (MEPRS) to make reservations for attitudinal testing and enlistment processing (MEPRS will be replaced by the Military Entrance Processing Command Interactive Resources System (MIRS)). The MEPRS (MIRS) processes the request for testing and enlistment processing, confirms the test seat reservation, and provides attitudinal

and physical processing results back to ARADS (ARISS) after the testing.

(2) Guidance counselors complete a new USAR applicant's record on ARADS and electronically send it to KEYSTONE. Accessing REQUEST through KEYSTONE, counselors obtain training options or search for unit vacancies for new gains. Once the information is obtained, KEYSTONE posts it to the ARADS database and also sends data to the Army Training and Requirements Resource System (ATRRS). The enlistment record is prepared by ARADS and "bundle" records are shipped to PERSCOM/PERSINSD where twice-daily data feeds to TAPDB-R. The TAPDB-R then reformats this information through the TPUMS process and information is transferred to RLAS weekly.

(3) Under a similar concept described above, AR-PERSCOM Personnel Managers and REQUEST operators at MSC level reassign TPU, IRR, and IMA soldiers to or within USAR TPU. Reservations for unit vacancies are made on REQUEST and KEYSTONE feeds the information through ARADS to TAPDB-R. As part of this process for IRR/IMA soldiers, a transaction triggers an assignment order by the AR-PERSCOM Orders and Resource System (AORS).

(4) The USARC proponent for USAR REQUEST is the Personnel Readiness Branch, DCSPER. There is no informational web site for KEYSTONE or USAR REQUEST. Authorized users can access USAR REQUEST reports at <https://keyview.hoffman.army.mil>.

d. Defense Finance and Accounting Service's (DFAS) Defense Joint Military Pay System - Reserve Components (DJMS-RC). DJMS-RC is the DOD system responsible for paying RC soldiers. There are several different financial data feeds to/from TAPDB-R and RLAS. Financial/pay data from DJMS-RC is received from and feeds the Retirement Points Accounting System (RPAS) and other soldier financial data at TAPDB-R, AR-PERSCOM. Additionally, TAPDB-R passes transactions and a mid-month TPU reconciliation file to DFAS. Through this interface soldier pay accounts are loaded, moved, separated, and updated. Unit technicians process soldier pay through these systems and applications. Monthly, under a separate process, DJMS-RC drill pay data is forwarded to MSC RLAS USARC WAN mailbox server areas. A submodule of RLAS, the Automated Drill Attendance Report Software, is the input system for a unit's pay data. Under this process the USARC Deputy Chief of Staff, Comptroller (DCSCOMPT) passes daily Inactive Duty Pay transactions directly to DFAS. The USARC proponent for DJMS-RC and financial data in TAPDB-R/RLAS is the DCSCOMPT. For more information on DFAS, review the web site: <http://www.dfas.mil>.

e. The Army Authorization Documents System (TAADS). Each position in the Army is supported by a document authorizing an organization to carry that position. The U.S. Army Force Management Support Agency (USAFMSA) is the responsible system administrator for TAADS, which is the Army-wide system of procedures, policies and automated files containing these documents. The USAR TPU structure (position and unit information) is obtained from the TAADS file. Periodically, USAFMSA

passes modified table of organization and equipment/table of distribution and allowances (MTOE/TDA) data to the USARC's DIRFP electronically. Subsequently, DIRFP "top loads" this TAADS information via FTP to TAPDB-R. Additionally, unit and organizational data, based on a valid DIRFP Permanent Orders (e.g., activations, inactivations, strength authorizations, center locations, and address information) are manually loaded to RLAS (PERLAS) by the USARC's DCSPER, Personnel Systems Branch. This process is scheduled to be automated via the DIRFP Permanent Orders System (POS) in the near future. The POS will directly feed TAPDB-R and the DCSPER will handle exceptions, problems, or errors that cannot be fixed via the automated processes. The USARC proponent for TAADS and Fulltime Support (FTS) force structure data in TAPDB-R/RLAS is the DIRFP. For more information on USAFMSA see the web site:

<https://fms.belvoir.army.mil/FMSWEB> (must be an authorized user).

f. Other legacy system or agency interfaces to TAPDB-R that eventually feed data to RLAS, include the following source systems and agencies. This information is passed directly to TAPDB-R using ICDT or FTP:

- (1) Language qualification and training - Defense Language Institute (DLI).
- (2) Military school qualification and training school information - Army Training and Requirements Resource System (ATRRS), Training and Doctrine Command (TRADOC).
- (3) Security clearances - Clearance Management System (CMS) of Central Clearance Facility (CCF).
- (4) Defense Enrollment Eligibility Reporting System (DEERS) - Defense Manpower Data Center (DMDC).
- (5) Deoxyribonucleic Acid (DNA) and Dental Panorex - DMDC.
- (6) Active Guard Reserve (AGR) soldier - Active Guard Reserve Management Information System (AGRMIS), AR-PERSCOM.
- (7) Human Immunodeficiency Virus (HIV) - U.S. Army Walter Reed Medical Center.
- (8) Social Security Number (SSN) verification - Social Security Administration (SSA).

#### **2-4. Internal systems, application interfaces, and processes**

a. The Reserve Database Maintenance System (RDMS) and The AR-PERSCOM Reserve Personnel System (TARPS). The RDMS and TARPS are internal AR-PERSCOM subsystems or applications that provide data to and from TAPDB-R, updating TPU soldier and unit information within RLAS. The TARPS consists of several smaller subsystems. Some of the major TARPS subsystems affecting TPU soldiers are—

- (1) Retirement Points Accounting System (RPAS); records and maintains retirement points earned by reservists, supports the commissary card system, and the Survivor Benefit Plan.
- (2) Servicemen's Group Life Insurance System (SGLIS); records and maintains billing and insurance pay data on reserve soldiers.

(3) AR-PERSCOM Orders and Resource System (AORS); automated tool to produce various types of order formats and costing information.

(4) Evaluation Reports System (ERS); an automated system that maintains and tracks evaluation report data.

(5) Montgomery GI Bill (MGIB); a subsystem that consolidates and edits various MGIB data from headquarters and field level personnel systems for transmission to DMDC.

(6) Active Guard Reserve Information Management System (AGRMIS); a subsystem that is the source system for all USAR AGR soldier and position data. It is maintained by the Fulltime Support Management Directorate, AR-PERSCOM.

b. Reserve Statistics and Accounting System (RSAS). The official system of record for strength reporting in the USAR is RSAS. The RSAS process replaces the previous USAR strength management system CARSTATS and is the USAR strength accounting interface to the DOD Reserve Components Common Personnel Data System (RCCPDS) at DMDC. The RSAS reports and statistics are produced at AR-PERSCOM from TAPDB-R data. Common RSAS reports include the DAAR-368 (USAR Strength Summary) and the DCSPER 46 (Strength of the Army - Reserve Components).

#### **2-5. System processing cycles, updates, and commander's accounting periods**

a. A commander's accounting period for soldiers covers the 24-hour period beginning at 0001 and ending at 2400 for each calendar day.

b. A commander updates soldier data to RLAS during the 24-hour accounting period. Unit level update to RLAS is simultaneous to the RSC's RLAS server.

c. The system cycle update or accounting period from RLAS to TAPDB-R is weekly, usually Tuesday and/or over a weekend period.

d. The monthly USAR official strength accounting cycle from TAPDB-R to RSAS ends the last Friday of the last full week of the month.

#### **2-6. Other DOD and HQDA-related personnel systems or applications**

a. Reserve Components Common Personnel Data System (RCCPDS). The RCCPDS is the official source for statistical tabulation of RC strengths and related data for use by DOD, other Agencies, Congress and for applicable public release by the Assistant Secretary of Defense for Public Affairs (ASD(PA)). It is an automated information system (and associated databases) established by DOD Instruction 7730.54 and Title 10 of the U.S. Code. The RCCPDS database and statistical reports are maintained by the DMDC (West), Seaside, CA. The source of USAR data in RCCPDS is the TAPDB-R data through RSAS. Data is forwarded monthly from AR-PERSCOM.

b. Army Training Requirements and Resource System (ATRRS). The ATRRS is the DA Management Information System of record for managing student input to training. It integrates manpower requirements for individual training with the process by which the training base is resourced and training programs are executed. It is

used for the Total Army (Active, Guard, and Reserve). This automation support tool establishes training requirements, determines training programs and course completions, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance. HQDA DCSPER is the program manager for ATRRS. However, U.S. Army Training and Doctrine Command (TRADOC) is the primary user of ATRRS for managing Army training schools and associated data. At USARC level the DCSPER is the program manager. For more information on ATRRS, see the web site: <http://www.atrrs.army.mil>.

c. Standard Installation Division Personnel-3 Active Component (SIDPERS-3). The SIDPERS-3 is the Active Army's peacetime standard automated integrated personnel system that provides personnel information support at division, installation, brigade, battalion, and separate company levels. (SIDPERS-3 serves the Total Army during mobilization, war, and demobilization.) It is a field level system. It provides information electronically to PERSCOM for update of the TAPDB-Active Enlisted and Active Officer databases. HQDA staff and MACOMS use these databases to develop procurement, retention and separation policies, and the budgetary allocation for the total active force. The two Active Army "management" systems, Enlisted Distribution Assignment System (EDAS) and Total Officer Personnel Management Information System (TOPMIS) are online, interactive databases used to manage and distribute the Active Army officer and enlisted force. The TOPMIS and EDAS receive data from SIDPERS-3 and TAPDB-AE/AO. The SIDPERS-3 does not interface directly with any USAR systems; however, DCSPER at RSC-level uses SIDPERS-3 to maintain military personnel information on assigned Active Component soldiers. For more information on SIDPERS-3, see the web site: <http://www.peostamis.belvoir.army.mil/sidpers3/sidpers3.html>.

d. Defense Integrated Military Human Resource System (DIMHRS). The DIMHRS is a DOD initiative to provide a fully integrated military personnel and pay system for all components of the Military Service, with an initial operating capability by 2003. DIMHRS has been funded by Congress and application designs and system requirements are currently being developed by the Office of the Under Secretary of Defense (Personnel and Readiness) Joint Requirements and Integration Office (JR&IO). DIMHRS will address major deficiencies in the delivery of military personnel and pay services. The deficiencies are the direct result of the inability of the current systems (over 17 separate systems with multiple, complex interfaces) to support current business process requirements (specifically in the area of Reserve Call-Up; personnel tracking across components; lack of linkages between personnel, pay functions, and differences among Services; and the inability of DOD joint managers to make comparisons across Services). The USARC DCSPER is the personnel functional proponent for DIMHRS. The CIO is the systems operation and overall proponent for DIMHRS. For more information on DIMHRS, see the OSD(P&R) JR&IO web site: <http://www.mpm.osd.mil/dimhrs.htm>.

e. HQDA Decision Support System (DSS), Reserve Component Manpower System (RCMS). The HQDA DSS is a system of submodules that contains separate system datasets (copies of data files obtained from the original legacy source systems). It assists DA decision support and program modeling. The RCMS is one of these submodules. It supports manpower analysis and decision support for the USAR and ARNG personnel policies and programs. RCMS consists of various applications and data files. The data files include current and historical personnel, pay, force structure, and demographics data. The Chief, Army Reserve, Personnel Division (OCAR PerDiv) is the program manager for the USAR. Several applications developed from RCMS data and available on the USARC Intranet include: Commander's Readiness Retention Tool (CRRT) (see Appendix L for a list of reports under this application) and ProLeads. For access to these applications see the web site: <https://usarcintra/crrt/menus>. The USARC proponent for RCMS data is the Personnel Systems Branch, DCSPER. For more information on RCMS, see the web site at <http://rcms/> (available only through the OCAR Intranet).

f. Personnel Tempo (PERSTEMPO). The Fiscal Year 2000 National Defense Authorization Act (NDAA) created a requirement for all Services to track soldiers in a deployment status on any day which, pursuant to orders, the member is performing active duty or full-time National Guard duty (as defined by Section 101, Title 10, United States Code). Each Service is developing a PERSTEMPO Management System. Currently, PERSTEMPO data standards and system requirements have not been fully defined. The USARC personnel functional manager for PERSTEMPO is the Personnel Readiness Branch, DCSPER. More information on PERSTEMPO can be found at the HQDA PERSCOM web site: <http://www.perscom.army.mil/perstempo/>.

g. Mobilization Level Application Software (MOBLAS). Initially developed by Forces Command (FORSCOM), MOBLAS facilitates the receipt of data from Reserve Component units to support mobilization in a timely manner. It is FORSCOM's intent that MOBLAS also be used to support periodic or deployment-driven soldier readiness processing. There is no direct interface between MOBLAS and RLAS at the unit or MSC levels. A seamless data transfer from the OCAR CIO/USARC's ATLAS server is done on a weekly basis to MOBLAS, which enables the mobilization station/installation to receive a snapshot of mobilization information from USAR units.

h. Personnel Electronic Records Management System (PERMS). PERMS is a HQDA DCSPER system that uses optical digital imagery (ODI) technology to capture, store, retrieve, and use personnel documents and records. It replaces the paper and microfiche Army Official Military Personnel File (OMPF) and other official files. The ODI technology allows files pertaining to individual soldiers to be consolidated into a centralized repository from which information and images can be electronically transmitted to multiple users. The USAR PERMS is installed at AR-PERSCOM. Other major Army personnel record

management centers (PERSCOM, National Guard Bureau) also have their component's version of PERMS.

## **Chapter 3 Personnel Accounting, RLAS Transactions, and Commander's Management Tools**

### **Section I Introduction**

*[Soldiers in USAR TPUs are reported as assigned or attached in accordance with AR 140-10, Assignments, Attachments, Details and Transfers. Commanders have many tools and applications to account for soldiers. This chapter discusses the RLAS transactions, commander's unit manning report, and other tools to account for soldiers. The commander's requirements for a Personnel Asset Inventory are discussed in chapter 4.]*

#### **3-1. Accounting for USAR TPU soldiers in personnel systems**

a. All USAR TPU soldiers are accounted for in RLAS and TAPDB-R. Additionally, USAR AGR soldiers attached to TPUs are accounted for in RLAS. However, the system of record for AGR soldiers is AGRMIS, a subsystem of TAPDB-R/TARPS. All USAR soldiers assigned to a TPU will be accounted for under Current Organization Identification Code (CURR-ORG) of "H" (except USAR AGR soldiers are CURR-ORG "J").

b. The USAR does not have separate (individual) accounts to report soldiers in trainee, transient, student, cadet, prisoner, patient, holding, or separatee status. The assigned/attached unit accounts for soldiers in these categories until a status change occurs (loss, transfer, or change attachment transaction). Additionally, there is no "assigned not joined" transaction for USAR TPU soldiers.

#### **3-2. Commander's accountability of USAR TPU soldiers in RLAS**

a. The RLAS is an event-driven system designed to assist a commander in maintaining data on units and assigned and attached personnel. The system is updated in conjunction with the processing of routine actions (e.g., promotion, transfer, or position assignment).

b. Troop program units account for USAR soldiers in RLAS by using a unit identification code (UIC) for reporting purposes. Procedures for loading a UIC on RLAS are in paragraph 2-3e and appendix I. In the context of this regulation, Unit Processing Code (UPC) and UIC are synonymous.

c. Unit commanders will report all personnel status changes on a daily basis, where RLAS input is accepted. Unit input to RLAS is instantaneous to the MSC RLAS server. The MSC RLAS transactions interface daily to the USARC WAN server ATLAS. These RLAS transactions are then batched weekly to TAPDB-R.

d. The purpose of a "reporting date," "accession date," "loss date," or "date reason entered present category" is to document the individual's strength accountability status as it affects the USAR. Determine the specific date by the supporting documentation authorizing the duty status change.

e. Units account for soldiers from their initial arrival date or specified reporting date in orders (whichever is earlier), or when gained from the USAREC, TAPDB-Active, TAPDB-Guard (or other accession methods), to their actual departure date (date of loss transaction, transfer to another component, date of separation, or the date of death).

f. Troop Program Unit soldiers assigned to one unit and attached to another will be reported in RLAS by both their parent unit and unit of attachment. An attachment transaction in RLAS automatically assigns the soldier against Special Category Position Number (SCPN) 9994. Additional information on SCPN is in section III of this chapter.

#### **3-3. Commander's accountability of non-USAR TPU soldiers**

a. Commanders will not use RLAS to account for members of the Individual Ready Reserve (IRR) attached to a TPU for training or points only. AR-PERSCOM uses TAPDB-R and its subsystems to manage IRR soldiers. Individual Ready Reserve soldiers are assigned to several CURR-ORG codes; e.g., "I", for Individual Mobilization Augmentee, "K" for Annual Training, "L" for Reinforcement.

b. Commanders will not use RLAS to account for members of other Reserve Components; i.e., the Army National Guard (CURR-ORG "A") attached to a TPU for training.

c. AGR (CURR-ORG "J") soldiers are accounted for in TAPDB-R under AGRMIS. This system interfaces with TAPDB-R through TARPS. *[NOTE: those AGR soldiers attached to TPU should be on RLAS in Training Pay Category "G" also.]*

d. Commanders will not use RLAS to account for Active Army (Active Component (AC)) (CURR-ORG "1") soldiers assigned to USAR TPU under the Full-Time Support Program (FTS) or AC-to-RC Programs. SIDPERS-3 is the system of record for AC soldiers. A brief description of SIDPERS-3 is in paragraph 2-6c.

### **Section II RLAS System Input/Duty Status Change Transactions**

#### **3-4. Duty status change transactions**

a. The following manuals and on-line documentation give specifics for preparing RLAS system input or duty status change transactions. Refer to these manuals/on-line documentation for specifics on processing duty status change transactions. The majority of this documentation can be found on the USARC WAN/LAN at "siddata on Usarscid:\Common."

(1) TAPDB-R PERLAS User Manual Input Procedures.

(2) TAPDB-R PERLAS User Manual Output Procedures.

(3) RLAS On-line Help Screen Features and Code Lookup Tables.

b. Use the duty status change transactions or RLAS transaction input procedures in table 3-1 to account for USAR TPU soldiers. These procedures can be found with step-by-step instructions in the TAPDB-R PERLAS Manual Input Procedures.



**Table 3-1  
Duty Status Change or RLAS Transactions Input Procedures**

Personnel procedure/duty status change	Documents
Strength Management	
<ul style="list-style-type: none"> <li>• Attach to USAR TPU (within RSC, MSC, or between MSC)</li> <li>• Attach to Other than USAR TPU (Military Component)</li> <li>• Relieve from Attachment (within RSC, SUBMACOM, between SUBMACOM from Other Component)</li> </ul>	Attachment Order Attachment Order Release from Attachment Order Reassignment Order
<ul style="list-style-type: none"> <li>• Appointment (enlisted/warrant to commissioned)</li> <li>• Appointment (enlisted to warrant)</li> </ul>	Appointment Letter/Package Discharge Order Appointment Letter/Package Discharge Order
<ul style="list-style-type: none"> <li>• Gain Commission Officer (from civil life, control group, or other component)</li> </ul>	Appointment Orders/Package Military Personnel Record Commissioned Officer Gain Form (DARP Form 3485-R) Reassignment Order
<ul style="list-style-type: none"> <li>• Gain Enlisted (from civil life, control group, or other component)</li> </ul>	Accession Order/Package DA Form 1966/DD Form 4 Enlisted Gain Form (DARP Form 3487-R) Military Personnel Record Reassignment Order
<ul style="list-style-type: none"> <li>• Gain Warrant Officer (from civil life, control group, or other component)</li> </ul>	Appointment Order/Package Military Personnel Record Warrant Officer Gain Form (DARP Form 3486-R) Reassignment Order Oath of Office (DA Form 71)
<ul style="list-style-type: none"> <li>• Lose a Soldier (reassigned to the IRR, Standby, Retired, transfer other component or separate from military service)</li> </ul>	Reassignment Order Transfer Order Discharge Order/Certificate Death Certificate
<ul style="list-style-type: none"> <li>• Transfer/Reassign a Soldier to Another TPU (within MSC, BN/BDE, or between MSC)</li> </ul>	Reassignment Order Request for RC Assignment or Attachment (DA Form 4651-R) Personnel Action (DA Form 4187)
Transient Accountability	
<ul style="list-style-type: none"> <li>• Report Anticipated Departure</li> <li>• Report Anticipated Arrival</li> </ul>	Change of Residence Notification Change of Residence Notification Request for RC Assignment or Attachment (DA Form 4651-R)
Position Assignment	
<ul style="list-style-type: none"> <li>• Assign to an Authorized or Special Category Position</li> <li>• Assign/Remove Warrant Officer Candidate</li> <li>• Assign to Authorized Overstrength Position</li> <li>• Extend Soldier's Tenured Position Expiration Date</li> <li>• Report Projected Departure of Soldier from Unit</li> </ul>	Unit Manning Report/List Unit Manning Report/Input Form Unit Manning Report/List Letter Approving Extension Individual Request Reenlistment/Discharge Data
<ul style="list-style-type: none"> <li>• Correct Position Assignment Data</li> </ul>	Assignment Order Military Personnel Record Unit Manning Report/List Enlistment Packet ROTC Contract
<ul style="list-style-type: none"> <li>• Assign/Remove Simultaneous Membership Program</li> </ul>	Letter of Intent (ROTC for SMP) Addendum for ROTC/SMP (DA Form 4824-R)

### 3-5. Reconciling transaction errors and duty status changes

a. The TAPDB-R HOH-S01 (Action Register by Unit) report remains the single most important document produced by AR-PERSCOM to assist unit commanders in reconciling all transactions. The Action Register lists all processed and unprocessed actions, to include duty status changes, by the Originator Code (GORDSG or ORIG). The ORIG code uniquely identifies each originator submitting the transaction including those agencies or other systems that “top load” information to RLAS (see chap 2) via TAPDB. For example, an ORIG code of 1RREC or 2RREC is USAREC and an ORIG code beginning with “AP” is AR-PERSCOM. Further information can be found in the TAPDB-R data reference guide.

b. Personnel managers will routinely reconcile unprocessed duty status changes for all transaction types. Commanders are responsible for ensuring those unreconcilable transactions are reported to the next higher RLAS input level. Commanders should note that unreconciled gain/loss transactions will affect a soldier’s pay.

### Section III

#### Commander’s Unit Management Tools

### 3-6. The Unit Manning Report (UMR) (HOH-04) and the Unit Transcript Report (UTR) (GRA-U05)

The timely slotting of soldiers is critical to successful personnel management, personnel readiness evaluation, pay entitlements, and the correct advertisement of position vacancies. The UMR (HOH-04) and Unit Transcript (GRA-U05) are the commander’s primary tools for managing these critical items.

a. The UMR lists authorized positions and personnel information on soldiers occupying those positions. It also provides a listing of soldiers not assigned to authorized positions by special category and provides authorization data extracted from The Army Authorization Document System (TAADS) based on approved and funded unit MTOE/TDA positions. The summary pages provide required, authorized, and assigned totals.

b. The PERLAS User Manual, Attachment 2, Output Procedures, USAR-PERLAS Output Display, Option 8, Unit Manning Report (UMR Display) or under RLAS (Personnel Reports Selection), is used by commanders to obtain a copy of the UMR. Additionally, AR-PERSCOM produces a UMR report (HOH-C04-4) that is forwarded to TPUs monthly.

c. The Unit Transcript Report (GRA-U05) is another unit commander’s management tool. The GRA-U05 displays unit command status, location data, authorized and other strength data, and address and telephone information. Option 9, Unit Transcript, in the PERLAS User Manual, Attachment 2, Output Procedures, gives detail on how to select and print the GRA-U05.

### 3-7. Processing the commander’s Unit Manning Report (UMR), HOH-04 (*this task is not performed in wartime*)

a. The MSC DCSPER, Battalion S1, or unit technician (the UMR manager) will produce the UMR twice monthly

from RLAS and will proactively accomplish position assignment/management using the UMR (HOH-04).

b. The UMR manager will compare data between the latest UMR report and the previous month’s report.

c. The most important part of establishing a UMR management program is ensuring that soldiers losing their MTOE/TDA position because of a unit inactivation, relocation, or reorganization are properly managed.

d. The UMR manager will manually post all changes on the UMR upon receipt and will submit RLAS transactions as soon as possible.

e. If changes on the previous report are not reflected on the latest UMR report, the UMR manager verifies that the necessary RLAS transactions were submitted. Use the Action Register by Unit (HOH-S01) report, produced weekly by AR-PERSCOM and mailed to all USAR TPUs, to verify the transaction process.

f. Assignment of enlisted soldiers to positions on the UMR is in accordance with the rules for utilization outlined in tables 3-2 and 3-3 of this regulation, chapter 2 of AR 140-158 (Enlisted Personnel Classification, Promotion, and Reduction), and AR 140-10 (Assignment, Attachments, Details and Transfers). Commissioned officers and warrant officers are assigned in accordance with AR 140-10, and tables 3-2 3-3 of this regulation. Using these guidelines, the commander can determine the correct soldier-to-duty position match to optimize soldier use. Unit assignment priorities and other assignment criteria for commissioned officer, warrant officer, and enlisted are outlined in AR 140-10, chapters 2 and 3. Other information on USAR TPU assignment management can be found in AR 140-1 (Mission, Organization, and Training).

*[NOTE: Grade substitutability is predicated on DMOS qualification combined with mobilization standards defined in Mobilization Personnel Processing System (MOBPERS) and mobilization readiness evaluation criteria outlined in AR 220-1. Detailed grade substitutability outlined in AR 140-10 and AR 165-1 contains further guidance on assignment limitations, Simultaneous Membership Program participants, warrant officer candidates, AMEDD, Chaplain, and JAGC assignments.]*

g. All soldiers are assigned to a position number. Commanders will intensely manage soldiers assigned to Special Category Position Numbers (SCPN). Special Category Position Number definitions and rules are in table 3-2. The UMR manager will ensure transactions are submitted for each soldier assigned to SCPN 9990, 9992, 9993, and 9995.

h. Commanders’ authority to maintain selected soldiers as authorized overstrength to ensure fulfillment of mobilization readiness responsibilities is in AR 140-1 (Mission, Organization, and Training). These soldiers will be double-slotted to the correct structure position on the UMR and are considered “valid overstrength.” Assigned soldiers who cannot be properly slotted will be reflected as “reassignable overstrength” and assigned against position number 9990.

i. The UMR manager will notify the next level RLAS Personnel Automation System (PAS) Chief of discrepancies requiring action at that level.

j. The UMR is cut off at the end of each month, retained 1 month, and then destroyed (MARKS File Number 600-8b).

<b>Table 3-2 Special category position number (SCPN) definitions - UMR codes/rules for soldiers not occupying an authorized duty position</b>	
<b>TAPDB-R Code</b>	<b>Definition/Rule</b>
9990	<p>Reassignment Overstrength. Excess to unit needs (does not possess a primary, secondary, or additional occupational specialty authorized in the unit, including authorized specialty substitution outlined in DA Pam 611-21, Military Occupational Classification and Structure) and cannot be retrained for any unit need (either current or projected structure), should be assigned to another local unit. Commanders should initiate a reassignment action using the MSC Transfer Program (MTP). Soldiers will not be arbitrarily placed in 9990 nor will this SCPN be used to account for valid overstrength or as a “holding detachment” to account for excess soldiers.</p> <p><i>[NOTE: Non-qualified Commissioned Officers and Warrant Officers will not be assigned to “specialty” branch positions. Commissioned and Warrant Officers may be assigned to 9990 when the officer’s AOC/MOS is not authorized in the unit and when the officer cannot/will not become retrained to qualify for a authorized structure position. Soldiers assigned to 9990 will be assigned a Duty Qualification code of “X”. Soldiers will not be assigned to 9990 for more than 365 days.]</i></p>
9991	<p>Simultaneous Membership Program (SMP). SCPN 9991 accounts for soldiers currently enrolled in the ROTC SMP. Primary occupational specialty is then 09R20. TAPDB-R automatically moves SMP cadets to SCPN 9991 and does not allow them to be slotted in any other SCPN (structure or special category) as long as they remain in SMP status.</p>
9992	<p>Awaiting Assignment. This SCPN accounts for accessions or reassignments pending position assignment on the UMR. Routine use of SCPN 9992 to account for strength is not authorized. If a valid position does not exist, the soldier is assigned to SCPN 9990. Soldiers will not be assigned to 9992 longer than 30 days.</p>
9993	<p>Projected Loss/Known Loss. Soldiers will be assigned to SCPN 9993 within 90 days of being identified as a known or projected loss due to a reassignment, transfer, retirement, or discharge action. Soldiers will not be assigned to 9993 longer than 180 days.</p>
9994	<p>Attached Personnel. The SCPN 9994 accounts for soldiers attached from another unit. The soldier remains assigned to a position in the unit of assignment. TAPDB-R does not allow field users to assign soldiers to this SCPN. It is system-generated, based on submission of an attachment transaction.</p>
9995	<p>Unit Reorganization. The purpose of SCPN 9995 is to account for soldiers who are excess or overstrength due to reorganization or an authorization document change. This SCPN is system-generated, based on TAADS changing or deleting a position, an MOS/AOC change, or a duty title change. Soldiers will not remain in 9995 over 60 days. Soldiers are slotted against another duty position for which they qualify, even if this requires double-slotting. TAPDB-R prevents field users from moving a soldier back to SCPN 9995 from any duty position, structure, or other SCPN.</p>
9996	<p>Assigned-Not-Joined. This SCPN is not currently used in TAPDB-R/RLAS and will not be used to assign soldiers.</p>
9997	<p>Projected Gain. Personnel who are identified as potential gains to a unit from another unit are assigned to SCPN 9997. This SCPN is not currently used in TAPDB-R/RLAS and will not be used to assign soldiers.</p>
9998/W	<p>Warrant Officer Candidate (WOC). The SCPN 9998 currently accounts for WOCs. Future changes to TAPDB-R/RLAS will account for WOCs in SCPN 999W. Primary occupational specialty is 09W.</p>
9999/A	<p>Active Guard Reserve (AGR). The SCPN 9999 currently accounts for AGR soldiers not slotted against a valid position number. Future changes to TAPDB-R/RLAS will account for AGR soldiers in SCPN 999A.</p>

**Table 3-3**

**Rules for determining soldier-to-duty position match - General personnel management practices**

<b>Rule Number</b>	<b>Definition/Guidance</b>
Rule 1	Soldiers will be assigned to an organization element according to the authorized TDA/MTOE positions, consistent with their primary MOS/AOC qualifications. See Notes 1 and 2.
Rule 2	When the soldier's primary MOS/AOC cannot be used in an authorized TDA/MTOE position, the commander may consider the secondary or additional MOS/AOC, as appropriate. See Notes 1 and 2
Rule 3	Soldiers with school-trained SQI/ASI will be assigned in that SQI/ASI to the maximum extent possible. See Note 3.
Rule 4	Soldiers with Language Skills will be used in positions authorized foreign language ability prior to assignment to a non-language required position.
Rule 5	Commander, Command Sergeant Major, and First Sergeant designated positions will be managed separately from other TDA/MTOE positions. See Note 4.
Rule 6	When the soldier cannot be assigned to a vacant TDA/MTOE position, using the primary, secondary, or additional MOS/AOC, the commander may consider double-slotting the soldier (to an encumbered position which matches the primary, secondary, or additional MOS/AOC).

Note 1: The first three-digit numeric-alpha character combination identifies the MOS or AOC without regard to the skill level, SQI, ASI or language requirements. The four-digit MOS or AOC contains the first four characters of the MOS/AOC and eliminates SQI (for enlisted and warrant officers) or branch/functional area requirement (for commissioned officers). The five-digit MOS or AOC contains the three/four-digit MOS/AOC, e.g., 75H for enlisted, 41A for officer, or 420A for warrant officer, and the one-digit skill level and one-digit SQI for enlisted (75H5P), the one-digit SQI for warrant officers (420AP), or two-digit branch or functional area for commissioned officers (41A42).

Note 2: Substitutability or career progression criteria should be consistent with the requirements outlined in DA Pam 611-21 (Military Occupational Classification and Structure) and AR 220-1 (Unit Status Reporting).

Note 3: An SQI/ASI is not a substitute for an MOS/AOC and will not represent the sole skill requirement for any position.

Note 4: For Command Sergeant Major positions the duty MOS is always 00Z and the soldier's primary MOS should agree with the duty MOS. For First Sergeant positions the duty MOS will contain the SQI of M.

**3-8. Report a position number change**

- a. Report position number changes as they occur.  
Process transactions on RLAS at the earliest possible date.
- b. Report soldiers who are not assigned to an authorized duty position by a special category position number in the 999# series, as outlined in table 3-2.

**Section IV**

***The Automated UMR Slotting Program (SLOTUM)***

**3-9. USARC SLOTUM process**

- a. To ensure timely slotting of soldiers, the USARC DCSPER developed the Automated UMR Slotting Program/process (SLOTUM). This automated process

evaluates the duty position requirements on the UMR and matches them against a soldier's skill information. The SLOTUM significantly reduces the efforts required by unit UMR managers to manually position soldiers and submit individual transactions through RLAS.

b. The SLOTUM process was originally developed and implemented in Fiscal Year 1993. Since then, the program has had many iterations and changes due to elimination of SIDPERS-USAR and CLAS. The process has not been run against new TAPDB-R/RLAS applications and is in the process of being revised for implementation.

c. The SLOTUM process prioritizes assignments and slots soldiers currently assigned to SCPNs 9990, 9992, and 9995. Additionally, double-slotted soldiers are considered for repositioning in vacant MTOE/TDA duty positions, provided their skills match the duty position requirements. The slotting is based on a series of rules and priority steps. Embedded in the process is the consistent effort to seek "optimum placement" of soldiers best qualified to fill a duty position. The SLOTUM processes do not affect positions reserved for FTUS or those identified as tenured (commanders, chief of staff, command sergeant major, etc.).

### ***Section V*** ***The Reserve Components Manpower System (RCMS) Vacancy Management Unit Transcript Report (UTR)***

#### **3-10. RCMS vacancy management UTR**

a. The RCMS UTR is a USAR force manning tool designed to support efforts to ensure adequacy and accuracy of personnel requisitions (vacancies), as displayed on the USAR REQUEST System (see chapter 2 for an explanation of USAR REQUEST). By ensuring vacancy adequacy and accuracy, individual units can best support recruitment of the right soldier for the right job at the right time, thus maximizing unit readiness.

b. The RCMS UTR is a separate and distinct report from the RLAS Unit Transcript Report (GRA-U05) (see paragraph 3-6). The RCMS UTR combines structure and personnel files from TAPDB-R (RLAS) and vacancies, and outstanding accession actions (reservations) from USAR REQUEST. The RLAS Unit Transcript Report (GRA-U05) does not provide USAR REQUEST vacancy data.

c. The goal of the RCMS UTR is to provide strength managers with a singular document displaying their personnel posture for requirements, soldiers on hand, advertised requisitions, and inbound soldiers. In addition, the RCMS UTR identifies recruiting records for soldiers not assigned to structured positions (soldiers assigned to special category positions "9990" through "9999"). Data provided for soldiers in special category positions also includes the past USAR REQUEST reservation record, if available, to support personnel managers' efforts to make assignments to structure positions for which the soldier was originally recruited.

d. The RCMS UTR for individual commands resides in each MSC's "In and Out" mailbox or folder within the USARC WAN shared area ("siddata on Usarcsid") under the specific MSC/RSC name (e.g., 81strsc, 100thdiv, 143rdtr). The USARC DCSPER "links" the MSC data on a shared server where it is accessed via WAN connectivity.

e. Commanders use the RCMS Unit Transcript to ensure all unit vacancy requirements are identified, to validate the accuracy of vacancy requirements, to assist their USAR REQUEST Managers, and as a source for vacancy entry by the RSC/MSU USAR REQUEST Manager. Additionally, it is an excellent tool for UMR management and soldier slotting.

### ***Section VI*** ***Automated Commanders' Unit and Personnel Management Tools***

#### **3-11. Other commanders' automated software applications, tools, or reports for soldier, unit, and personnel system management**

a. Several unique tools (software applications and reports) are available to assist commanders in their day-to-day management of soldiers, units, and personnel systems. Appendix L contains a complete listing and description of each application or report.

b. Access is available to RSCs/MSUs through the USARC Intranet at <https://usarcintra/crrt/menus>.

## **Chapter 4** **Conducting a Personnel Asset Inventory (PAI)**

### ***Section I*** ***Introduction***

#### **4-1. Overview.**

a. A Personnel Asset Inventory (PAI) is a physical muster conducted at unit/department levels that accounts for assigned and attached soldiers. The accounting is by military personnel class and uses name, grade, social security number, and any unit determinants.

b. This chapter provides instructions for conducting a PAI. USAR units will conduct PAIs based on the rules defined in paragraph 4-4a. It is primarily conducted at individual unit level; however, any organization assigned a unique UIC must conduct PAIs.

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

#### **4-2. Personnel asset inventory objective**

The objective of the PAI is to maintain timely, error-free personnel strength and accounting, and to involve commanders at all levels in the strength accounting and reporting process. Unit strength posture is a primary measure of unit readiness. All command levels require accurate personnel strength data to establish personnel

policies and procedures, to manage the USAR accessioning and vacancy systems, for budgeting and force structure purposes, and to report accurate USAR personnel strength data and unit readiness to Congress.

#### **4-3. Accountable strength, reported strength, and strength imbalance**

a. Accountable strength is the number of all soldiers assigned or attached to a unit physically accounted for by the commander.

b. Reported strength is the number of all soldiers assigned and attached by MPC, as shown on the RLAS unit manning reports/authorized and assigned strength summary, the RLAS Assigned Strength Report, and the RSAS DAAR 368-R (Strength Management Summary Report).

Currently, "Assigned-not-joined" is not used in TPU management.

c. A strength imbalance occurs when the accountable strength and reported strength are different.

## ***Section II***

### ***Conduct a Personnel Asset Inventory (PAI)***

#### **4-4. Rules for conducting a personnel asset inventory (PAI)**

a. Conduct a PAI (physical muster formation)—

(1) At change of command. See paragraph 4-1 (c) to determine if an activity should conduct a PAI.

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

(b) If the commander is lost due to death, extended hospitalization (60 days or more), operational relief or similar reason, the acting commander or new commander will complete a PAI within 30 days after assuming command (or no later than the next scheduled training date).

(2) Thirty calendar days prior to a unit move to a different duty station, unit inactivation, discontinuance or redesignation, or a change in servicing Regional Support Command (RSC).

(3) At the direction of the chain-of-command; commanders at any level may direct a PAI.

(4) When the unit strength variance is two percent or more after validation of personnel strength balance reports.

b. Commanders at all levels will establish command PAI procedures and conduct inspections to ensure the PAI is properly conducted. Use the Management Control Review Checklist at appendix D to ensure compliance with this regulation.

c. Use DA Form 3986-R (Personnel Asset Inventory) to document the PAI. The unit commander will sign DA Form 3986-R and forward it through the next level Personnel Automation Software chief (PAS)/RLAS Chief or Program Manager and intermediate commanders to the PAI approval authority. The PAI is invalid if not signed by the unit commander and the PAS automation chief.

d. Account for all assigned and attached soldiers during the PAI to include absences such as the following:

(1) Excused drill or alternate training date absences.

(2) TDY, confined, hospitalized, or essential duties.

(3) Missing or AWOL.

(4) Attending initial entry training (IET).

(5) Assigned-not-joined (this is not currently used for TPU soldiers).

e. Forward the original copy of the PAI through the PAS and immediate commanders to the MSC or DRC within 5 workdays of the PAI, or no later than the next scheduled training date. The original copy will be returned to the unit's battalion S1 (BNS1) or equivalent after processing through command channels or according to local standard operating procedures. Retain one copy for unit file under MARKS, File Number 600-8-6b, Army Strength Reports, (use disposition c). Provide one copy to the departing commander, if a change of command PAI.

#### **4-5. Steps for conducting a personnel asset inventory (PAI)**

Table 4-1 contains the steps to conduct a PAI.

**Table 4-1****Steps for conducting a personnel asset inventory (PAI)**

Step	Work Center	Required Action
1	MSC Commander	Establish local SOP for conducting a PAI.
2	Unit Commander	Make arrangements to conduct PAI (date, time, place, and so forth).
3	RLAS PAS	Ensure support RLAS outputs are provided to units.
4	Unit Commander	Conduct PAI. Verify soldier's name and SSN with RLAS outputs and identification card. Verify all duty status of soldiers not present at PAI. Complete item 11, item 13 and item 14 of DA Form 3986-R. Forward DA Form 3986-R to new commander or PAS, as appropriate.
5	New Unit Commander	Complete and sign section II of DA Form 3986-R (if a change of command PAI). Forward PAI to PAS.
6	PAS or BNS1 (MSC)	Resolve duty or assignment status issues and submit appropriate RLAS transactions.
7	PAS	Complete and sign section III of DA Form 3986-R and return to BNS1.
8	BNS1	Forward DA Form 3986-R through any immediate commander according to local SOP.
9	Immediate Commander	Review PAI results. Take corrective action, as necessary, and forward to next higher addressee.
10	Approval Commander	Review and approve or disapprove PAI. Take corrective action, as necessary. Return original DA Form 3986-R to unit's commander.
11	Unit Commander	File PAI packet.

## Chapter 5

### Performance Standards and System Management Controls, Data Requirements, and Measurement Techniques

#### 5-1. Performance management/management controls

a. General. To achieve and maintain high standards of personnel data, commanders and the military personnel community must monitor its performance in a positive, constructive manner so leaders can correct deficient areas and assess training, budgetary and other requirements. Key management controls (AR 11-2, Management Control) for USAR personnel systems are those controls that are absolutely essential to ensuring the critical processes operate as intended and resources are safeguarded from fraud, waste, and misuse. Personnel and unit accounting systems require ongoing management review and evaluation to ensure efficiency and economy of operations. They provide the USAR leadership management tools to guide the allocation and reallocation of resources. All commanders and managers have an inherent responsibility to establish and maintain effective management controls, assess areas of risk, identify and correct weaknesses in those controls, and keep superiors informed.

b. Requirements. Formal evaluations of key management controls must be conducted at least once every other year. Commanders will establish a Management Control Plan and ensure key management controls and the standards listed in this regulation are in their inspection schedule. Commanders will assign a personnel system

program manager who is responsible for the management, execution, and evaluation for personnel systems (specifically RLAS) within his or her command. This program manager has the responsibility to ensure the most efficient use of available resources to obtain the system standards, data requirements, support objectives listed in this regulation, and evaluation of key management controls. Program managers would normally be the first to identify inefficient use or practices within personnel systems. Other activities that may initially identify an inefficient practice include external audit agencies, internal review officer, inspector general staff, and staff visits to subordinate commands and variance analysis. Identification of potential inefficient practices should be brought to the attention of respective program managers.

c. Certification. The command/unit program manager's certification that a required management control evaluation has been conducted will be documented on DA Form 11-2-R (Management Control Evaluation Certification Statement). DA Form 11-2-R is available in FormFlow and Adobe Acrobat formats on the U.S. Army Publishing Agency web site at <http://www.usapa.army.mil> and on the Army Electronic CDs (EM 0001).

d. Methods for Evaluating Management Controls. A management control evaluation is a detailed, systematic, and comprehensive examination of the key management controls to determine whether they are in place, being used, and effective in achieving their purpose. The Key Management Control Checklists for RLAS, personnel asset inventory, soldier and unit maintenance, personnel data fields, data validity, and transaction processes are in appendix C through appendix K of this regulation.

## 5-2. Performance standards and measurement techniques

Each commander may want to monitor other areas. The principal areas to monitor for performance measurement are—

- a. Quality of individual soldier and unit items on RLAS.
- b. Quality of unit manning, personnel accounting, and strength variance conditions.
- c. Transaction acceptance rate and outstanding unresolved errors on RLAS.
- d. Timeliness of data input on RLAS.

## 5-3. Basic data requirements

a. Title 10 of the U.S. Code (10 USC 1007, Section 10204) and AR 680-52 requires the Armed Services to maintain adequate and current personnel records of Reserve Components (RC). Title 10 U.S. Code states Reserve Component records will include—

- (1) Physical condition.
- (2) Dependency status.
- (3) Military qualifications.
- (4) Civilian occupational skills.
- (5) Availability for service, and
- (6) Other information that the Secretary of the

Military Department may prescribe.

b. The DOD Instruction 7730.54, Reserve Components Common Personnel Data System (RCCPDS), establishes data validity goals to reflect the criticality of various data elements in RC records. The three data reliability objectives (blank data and/or valid data) below are established for USAR personnel systems (TAPDB-R/RLAS) based on DOD requirements:

- (1) Reliability objective 100 percent—
  - (a) Social Security Number.
  - (b) Organization Class Code (Reserve Component Category Designators).
  - (c) Type Organization Code.
  - (d) Active Duty Training Status Code/Training Pay

Category Code.

- (e) Transaction Codes and Transaction Effective

Date.

- (2) Reliability objective 98 percent—
  - (a) Name.
  - (b) Grade.
  - (c) Military Personnel Class.
  - (d) Date of Birth.
  - (e) Constructive Commission Service Date/Date of

Initial Appointment (officer).

- (f) Expiration Term of Service Obligation (enlisted).
- (g) Pay Entry Basic Date.
- (h) Sex.
- (i) Marital/Dependency Status (Record of

Emergency Data).

- (j) Civilian education level certificate, education

level, and civilian occupation.

- (k) Unit identification code, unit state code, and unit

zip code.

- (l) Individual address, city, state, and zip code.
- (m) Army physical fitness test (APFT) indicator.

(n) Reserve Component Incentive Program Type and Education Type/Incentive Status Code/Montgomery GI Bill Basis and Status Codes and Eligibility Effective Dates.

(o) Procurement Program Number (enlisted).

(p) Scheduled Initial Active Duty Training Date.

(q) Scheduled Return from Active Duty Training Date (enlisted).

(r) Physical characteristics and examination data (to include physical category, physical profile, physical date, panoramic dental x-ray information, deoxyribonucleic acid (DNA) sample indicator/location, height/weight, height/weight indicator, and year/month human immunodeficiency virus (HIV) screen test).

(s) Race, ethnic, and religion denomination codes.

(t) Mandatory removal date (commission and warrant officers).

(u) Date of rank.

(v) Citizenship.

(w) Initial entry military service and initial entry reserve.

(x) Source of military personnel class (code).

(y) Military education completed.

(z) Primary military occupational specialty or area of concentration.

(aa) Date of latest evaluation report.

(bb) Year/month eligible for Armed Forces Reserve Medal (AFRM) and Army Reserve Components Achievement Medal (ARCAM).

(cc) Military Technician Identifier or Active Guard Reserve Statute Identifier.

(3) Reliability objective 95 percent—Data elements that are not included in the 100 percent or 98 percent objectives.

c. In addition to the above, the suspense dates below must be observed:

(1) Monitor the Expiration Term of Service (ETS) and date of birth (DOB) for enlisted soldiers 60 days prior to ETS or maximum age to ensure enlisted soldiers are transferred or discharged no later than the last day of the month the soldier completes maximum years of service or age. No ETS date will be more than 30 days past due for enlisted personnel.

(2) Monitor the Mandatory Removal Date (MRD) and DOB 60 days prior to MRD or maximum age to ensure commission and warrant officers are transferred or discharged no later than the last day of the month the officer completes maximum years of service or age.

d. The data items below are the minimum required for accessioning a USAR soldier and/or personnel record:

(1) Name.

(2) Social Security Number.

(3) Address (Street, City, State, Zip Code/APO/FPO).

(4) Grade Abbreviation and Code.

(5) Sex.

(6) Pay Entry Basic Date.

(7) Military Personnel Class.

(8) Duty Military Occupational Specialty (MOS)/Duty Area of Concentration (AOC).

(9) Unit Processing Code.



- (10) Basic Branch (officers only).
- (11) Gain Transaction Type Code and Date.
- (12) Current Incentive Status Code and Date.
- (13) Primary Military Occupational Specialty (MOS)/Area of Concentration (AOC).
- e. Nonprior Service (NPS) enlisted members require this additional data:
  - (1) Active Duty for Training Status Code.
  - (2) Armed Forces Qualification Test Scores.
  - (3) Civilian Education Level.
  - (4) Date of Rank.
  - (5) Procurement Program Number.
  - (6) Initial Active Duty Training Date.
  - (7) Release from Active Duty Training Date.
  - (8) Service Obligation.
  - (9) Date of Birth.

- f. The data reliability objectives for unit data (blank, validity, and timeliness of data) on RLAS are listed below:
  - (1) Reliability objective 100 percent—
    - (a) All active USAR units (Unit Record Status Code is “A”) are loaded on RLAS no later than 12 months prior to effective date.
    - (b) All pending inactivating units (Unit Record Status Code “G”) where no backfill unit is identified, will be identified on the system 12 months prior to the effective date.
    - (c) All derivatized units will be processed within 7 days after placement on the system.
  - (2) Reliability objective 98 percent—
    - (a) All data fields for unit name, address (street, city, state and zip code) and commercial phone number.
    - (b) All data fields for unit structure information.

## **Appendix A References**

### ***Section I Required Publications***

AR 11-2  
Management Control. (Cited on title page, para 5-1a, and C-1 thru K-1.)

AR 140-1  
Mission, Organization, and Training. (Cited in para 3-7f and 3-7h.)

AR 140-10  
Assignments, Attachments, Details, and Transfers. (Cited in chap 3, sec I, Intro; para 3-7f; table 3-4 (Note); and H-3c(1) and (2).)

AR 220-1  
Unit Status Reporting. (Cited in table 3-3 (Note 2) and table 3-4 (Note).)

AR 340-1  
The Army Privacy Act Program. (Cited in para 1-4c(5).)

AR 600-8-104  
Military Personnel Management/Records. (Cited in para D-5 (Question 6), E-5 (Question 7), and F-5 (Question 7).)

AR 680-29  
Military Personnel, Organization, and Type of Transaction Codes. (Cited in para 1-1c.)

AR 680-52  
U.S. Army Reserve Components Personnel Information Reporting System (USARCIPIRS). (Cited in para 5-3, D-1 thru G-1, and I-1 thru K-1.)

DA Pam 611-21  
Military Occupational Classification and Structure. (Cited in table 3-2 and table 3-3 (Note 2).)

USARC Regulation 140-4  
Enlisted and Officer Personnel Management. (Cited in app H.)

USARC Regulation 600-2  
U.S. Army Reserve Personnel Systems, Personnel Accounting, and Commander's Guide to Personnel and Unit Database Management. (Cited in paras C-1 thru E-1, E-5, and F-1 thru K-1.)

DOD Directive 5400.11  
DOD Privacy Program. (Cited in para 1-4c(5).)

AISM 25-P19-GRA-PC-UM  
TAPDB-R User Manual Data Reference Guide. (Cited in para 1-1c.)

Automated Information Systems Manual  
PERLAS Users Manual – Procedures. (Cited in para 1-1c.)

Automated Information Systems Manual  
PERLAS Users Manual - Input Procedures. (Cited in para 1-1c; E-5 (Question 7), and F-5 (Question 7).)

Automated Information Systems Manual  
PERLAS Users Manual - Attachment 2, Output Procedures. (Cited in para 1-1c.)

### ***Section II Related Publications***

Title 10, U.S. Code, Chapter 7, Section 10204  
Administration of Reserve Components - Personnel Records

DOD Instruction 7730.54  
Reserve Components Common Personnel Data System

AR 25-40-2  
The Modern Army Record-keeping System (MARKS)

AR 310-50  
Authorized Abbreviations, Brevity Codes, and Acronyms

AR 600-8-6  
Personnel Accounting and Strength Reporting

USARC Regulation 10-5  
Organization, Mission, and Functions Manual

USARC Pamphlet 25-31  
U.S. Army Reserve Command Glossary of Abbreviations, Brevity Codes, Acronyms, and Terms

Automated Information Systems Manual  
PERLAS Personnel Orders Module

### ***Section III Prescribed Forms***

DA Form 11-2-R  
Management Control Evaluation Certification Statement. (Cited in para 5-1c.)

DA Form 3986-R  
Personnel Asset Inventory. (Cited in para 4-4c, table 4-1, para B-2 (List), and C-4 (Questions 9-12).)

### ***Section IV Recordkeeping Requirements***

This regulation requires the creation, maintenance, and use of the following specific records: 600-8-6b, Army Strength Reports (use disposition instructions "c"). See AR 25-400-2, The Modern Army Record-keeping System, and the Records Management Division retention schedule at the U.S. Army Records Management Declassification Agency home page at <http://www.rmd.belvoir.army.mil>, for file number descriptions and dispositions.

## **Appendix B**

### **Listing of Management Control Review Checklists for USAR Personnel System Systems/Personnel Data, Unit Data, and Commander's Personnel Accountability**

#### **B-1. PURPOSE**

To provide a consolidated list of management control review checklists for USAR personnel systems, unit and soldier data, and commander's personnel accountability at USARC and below.

#### **B-2. LIST**

- Appendix C, Management Control Review Checklist for Conducting a Personnel Asset Inventory (PAI) (DA Form 3986-R).
- Appendix D, Management Control Review Checklist for Blank Data on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS).
- Appendix E, Management Control Review Checklist for Data Validity on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS).
- Appendix F, Management Control Review Checklist for Processed/Unprocessed Transactions on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS).
- Appendix G, Management Control Review Checklist for Timeliness of Data on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS).
- Appendix H, Management Control Review Checklist to Support Enlisted and Officer Personnel Management Requirements of USARC Regulation 140-4 (Enlisted and Officer Personnel Management).
- Appendix I, Management Control Review Checklist for Unit Maintenance on Total Army Personnel Database - Reserve (TAPDB-R) and Personnel Level Application Software (PERLAS).
- Appendix J, Management Control Review Checklist for Derivation Unit Management on Total Army Personnel Database - Reserve (TAPDB-R) and Personnel Level Application System (PERLAS).
- Appendix K, Management Control Review Checklist for Unit Manning Reports on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS).

## **Appendix C**

### **Management Control Review Checklist for Conducting a Personnel Asset Inventory (PAI) (DA Form 3986-R)**

#### **C-1. AUTHORITY**

AR 11-2, Management Control and USARC Regulation 600-2.

#### **C-2. PURPOSE**

To assist commanders and units in evaluating and conducting this key management control item.

#### **C-3. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander's Management Control Plan.

#### **C-4. QUESTIONS:**

1. For what reason is a PAI (e.g., a physical muster formation) being conducted? (For the purpose of conducting a PAI, a unit commander is defined as any company commander, battalion commander, commander or senior USAR person of a USAR element, or Army Chief of an agency or activity having a unique UPC (UIC) with assigned USAR personnel.)
  - a. At a change of command by the departing commander or new commander, or both?
  - b. Thirty calendar days prior to a unit move to a different duty station; unit inactivation, discontinuance or redesignation; or a change in servicing Regional Support Command (RSC)?
  - c. At the direction of the chain of command?
  - d. When the unit strength variance is two percent or more after validation of personnel strength balance reports?
2. Have commanders at all levels established procedures for conducting a PAI to ensure the PAIs are properly conducted?
3. Is the PAS chief reporting recurring unit strength variance of two percent or more that can not be resolved to the appropriate commander? Is the appropriate commander investigating the causes and ensuring the prevention of recurrences?
4. Are RLAS reports Assigned Strength Reports, Alpha Rosters, Unit Manning Report, Unit Commander's Pay management Report (UCPMR), and RSAS Strength Management Summary Report (DAAR 368-R) being used to support the PAI?

5. Is the BNS1 resolving duty or assignment status, or other strength items, and assisting the unit with RLAS transactions?
6. Are items 1 through 10 and item 12 on the DA Form 3986-R being completed at the appropriate level?
7. Is the commander verifying each soldier's name and SSN with the RLAS reports and the soldier's identification card?
8. Is the commander verifying the status of soldiers not present for the PAI?
9. Is the commander completing items 11 through 14 on the DA Form 3986-R and signing in the space provided in item 14?
10. Is the PAS completing and signing section III of the DA Form 3986-R?
11. Is the DA Form 3986-R being forwarded through the chain of command (as established by local standard operating procedures) for corrective action and final approval?
12. Is the DA Form 3986-R properly filed in MARKS File Number 600-8-6b?

#### C-5. COMMENTS

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

#### C-6. ASSISTANCE

For assistance in responding to questions, contact the functional proponent.

### Appendix D

#### Management Control Review Checklist for Blank Data on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS)

##### D-1. AUTHORITY

AR 11-2, Management Control, AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCIPIRS), and USARC Regulation 600-2.

##### D-2. PURPOSE

To assist commanders and units in evaluating and conducting this key management control item.

##### D-3. PERFORMANCE

###### MANAGEMENT/FACTORS/STANDARDS:

a. Performance Management: The RLAS is a field operating system providing personnel management information in an automated mode for USAR units and assigned personnel. It is both soldier- and event-driven and designed to ensure Army leadership has accurate and timely data on USAR units and soldiers. RLAS feeds TAPDB-R, the corporate repository for information pertaining to soldiers in the USAR. A TAPDB-R subsystem, RSAS, provides the official strength and readiness information for

the Army leadership. Blank data within RLAS affects USAR-reported readiness standards, resources (manning and budgetary), and the ability to accurately project operational mission requirements.

b. Performance Factor: Blank Data.

c. Standards: There are three levels of reliability objectives for blank data:

(1) **Objective 100 percent**  $\frac{3}{4}$  **The following data elements will have a goal of 100 percent fill:**

(a) Social Security Number (SSN).

(b) Organization Class Code (Current Organization Identification/CURORG). [**NOTE:** Within RLAS all USAR TPU soldiers should be CURORG "H" (unless AGR which are CURORG "J").]

(c) Type Organization Code (TYPE ORG CODE).

(d) Active Duty Training Status Code/Training Pay Category Code (TNG PAY CAT (RCTRD)). [**NOTE:** Within RLAS all USAR AGR assigned to TPU should be RCTRD "G".]

(e) Transaction Codes and Transaction Effective Date (MAJ PERS ACTION TYPE/REASON and DATE).

(2) **Objective 98 percent**  $\frac{3}{4}$  **The following data elements will have a goal of 98 percent fill:**

(a) Name (NAME IND).

(b) Grade (GRADE - GR AR SVC).

(c) Military Personnel Class (MIL PERS CLASS).

(d) Date of Birth (DOB).

(e) Constructive Commission Service Date/Date Initial Appointment (officer) (COM WO SVC DT).

(f) Expiration Term of service Obligation (enlisted) (EXP RDY RES OBLG).

(g) Pay Entry Basic Date (PEBD).

(h) Sex.

(i) Marital/Dependency Status (Record of Emergency Data) (MARTL STAT DEPN NBR).

(j) Civilian education level certificate, education level, and civilian occupation.

(k) Unit identification code, unit state code, and unit zip code.

(l) Individual address, city, state, and zip code.

(m) Army physical fitness test (APFT) indicator and date (APFT INDIC/YRMO).

(n) Reserve Component Incentive Program Type and Education Type/Incentive Status Code/Montgomery GI Bill Basis and Status Codes and Eligibility Effective Dates.

(o) Procurement Program Number (enlisted) (PPNREN).

(p) Scheduled Initial Active Duty Training Date.

(q) Schedule Return from Active Duty Training Date (enlisted).

(r) Physical characteristics and examination data (to include physical category, physical profile, physical date, panoramic dental x-ray information, deoxyribonucleic acid (DNA) sample indicator/location, height/weight, height/weight indicator, year/month drug test, and year/month human immunodeficiency virus (HIV) screen test). (PHYS CAT/PULHES, YRMO LAST PHYS EXAM, YRMO LAST HIV TEST, YRMO DRUG TEST, PANODENT XRAY LOC, DNA SAMPLE IND, HEIGHT/WEIGHT, HGT WT INDIC/YRMO).

- (s) Race, ethnic and religion denomination codes (RACE, ETHNIC GROUP).
  - (t) Mandatory removal date (DTMREM).
  - (u) Date of rank reserve (DORRES).
  - (v) Citizenship (CITIZENSHIP STATUS).
  - (w) Initial entry military service and initial entry reserves (DIEMS/DTIGRC).
  - (x) Source of military personnel class (code) (SOURCE MPC).
  - (y) Military education completed (MIL EDUC COMPL).
  - (z) Primary military occupational specialty or area of concentration (PMOSD/PAOCD).
  - (aa) Date latest evaluation report (DATE LAST EVALU REG).
  - (bb) Year/month eligible Armed Forces Reserve Medal (AFRM) and Army Reserve Components Achievement Medal (ARCAM).
  - (cc) Military Technician Identifier or Active Guard Reserve Statute Identifier (TECH STAT or AGR STATUTE ID).
- (3) **Reliability objective 95 percent** — Data elements that are not included in the 100 percent or 98 percent objectives, for example, (list is not all inclusive):
- (a) Language proficiency data (language codes, DLAB scores, proficiency source, proficiency test, and proficiency method).
  - (b) Position data (position paragraph, line and number, position title, duty authorized MPC, sex, grade, branch, and investigation required).
  - (c) Family care plan and submission date (FCPSCD/FCPSDT).
  - (d) Personnel security investigation types and dates (PSSTAT).
  - (e) Aeronautical rating date (CURR AERO DATE).
  - (f) Armed Forces Qualification Test scores and percentile (AFQT PCTL/GRP).
  - (g) Major subject college education (MAJ SUBJ COL ED).
  - (h) Twenty year certificate date (DTTYC).
  - (i) Qualitative/Selective Retention code and year/month (QUAL RETN STAT/YRMO).
  - (j) Deployability restriction and deployability end year/month.
  - (k) Address validity code and date (ADR VAL CD/CACED).

**D-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander’s Management Control Plan.

**D-5. QUESTIONS:**

1. Has the commander established procedures for maintaining the three levels of reliability (100, 98, and 95 percent) for the data elements listed in this regulation for RLAS?
2. Has the commander designated or appointed a program manager responsible for ensuring available resources are used in the most efficient manner to obtain the personnel system reliability standards?
3. Has the commander or program manager established local standard operating procedures for inspection of RLAS for data reliability?
4. Are the following management reports being used to ensure blank data is reduced to the standards set by this regulation?
  - Personnel Qualification Record, PCN: HOH-R07 and HOH-ROB
  - Personnel Suspense Roster, PCN: HOH-R05
  - Blank Gain Data Element Report, PCN: HOH-S12
  - Action Register by Unit, PCN: HOH-S01
  - PERLAS Special Programs Menu, Option 10, Blank/Invalid Statistical Report
  - Report of Database of Record vs RLAS for Data Discrepancies
  - Blank and Invalid TAPDB-R Data for DRC (or UIC) for MSC (RLAS)
  - Unit Commander’s Pay Management Report (UCPMR)
5. Is the appointed program manager conducting a data sampling and comparing information on RLAS with data contained in the authoritative record sources (forms, orders, personnel records) to indicate the quality of RLAS information? For the purpose of this comparison, qualification records, such as DA Form 2, are not authoritative record sources. If these documents are not available, is the data being verified with the individual soldier during an in-person audit? A legitimate automated record sample can be obtained by using the following table to determine minimum sample size based on the size of the unit/command’s military population.

<b>Table D-1 Minimum Record Requirements for Data Sampling*</b>	
<b>Military Population</b>	<b>Sample Size</b>
1-150	20 percent of population
151-300	45 records
301-500	60 records
501-2,000	75 records
2,001-5,000	100 records
5,001-10,000	125 records
10,001-15,000	150 records
15,001 and above	200 records
*Source is AR 600-8-23	

6. Once blank data has been identified and verified are the required RLAS transactions (e.g., MGIB, LANG, MOSD/SSI, PQR) being submitted to correct the data element? Are submissions based on supporting documentation (e.g., education completion certificates, marriage licenses, physical examination forms (SF Form 88/93), reenlistment documents (DD Form 4), assignment orders) and regulatory guidance (i.e., AR 600-8-104 (Military Personnel Information Management/Records) and PERLAS Users Manual Input Procedures)?

#### **D-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

#### **D-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

### **Appendix E Management Control Review Checklist for Data Validity on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS)**

#### **E-1. AUTHORITY**

AR 11-2, Management Control, AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCIPIRS) and USARC Regulation 600-2.

#### **E-2. PURPOSE**

To assist commanders and units in evaluating and conducting this key management control item.

#### **E-3. PERFORMANCE MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The RLAS is a field operating system providing personnel management information in an automated mode for USAR units and assigned personnel. It is both soldier- and event-driven and designed to ensure Army leadership has accurate and timely data on USAR units and soldiers. RLAS feeds TAPDB-R, the corporate repository for information pertaining to soldiers in the USAR. A TAPDB-R subsystem, RSAS, provides the official strength and readiness information for the Army leadership. Invalid data within RLAS affects USAR reported readiness standards, resources (manning and budgetary) and the ability to accurately project operational mission requirements using TAPDB-R.

b. Performance Factor: Data Validity (Invalid/Inaccurate Data).

c. Standards: The three levels of reliability objectives established for "blank" data elements in appendix C to this regulation apply to the same data elements for validity. In addition, a validity goal of 98 percent (i.e., a two percent acceptable error for the condition listed) is established for

the data elements below. For example: Two percent or less of a unit's records may have a Religion Denomination code of "00" or "99" (no preference recorded or unknown), or blank. Therefore, no more than two percent of a command's records should contain these invalid conditions to meet the acceptable 98 percent validity criteria.

(1) Dependents (DEPN NBR) - Soldier married and has zero dependents.

(2) Race (RAC POP GRP) - Race population group equals "Z" (unknown).

(3) Religion (REL DENOM) - Religion denomination equals "00" or "99" (no preference recorded or unknown).

(4) Civilian Occupation (PRIML CIV OCC CAT) - Civilian occupation equal "ZZZ" or "999" (unknown).

(5) Citizenship Status (CTZSP STAT US ORGN) - Citizenship status, United States, origin equals "Z" (unknown).

(6) Date of Mandatory Removal (DATE MAND REM) - The mandatory removal date is less than current date (must contain a valid four-digit year, valid month (01-12), and valid day (01-31), which must agree with the days in the particular month).

(7) Expiration Ready Reserve Obligation Date (EXPIR RDY RES OBLG DATE (EXRRD)) - The expiration date of the enlisted soldier's obligation is less than the current date, the Pay Entry Basic Date, or the Expiration TPU Service Date (must contain a valid four-digit year, valid month, and valid day (01-31), which must agree with the days of the particular month).

(8) Date of Last Physical Examination (DATE LAST PHYS EXAM) - The year and month of the soldier's last physical examination is older than 62 months.

(9) Civilian Education Level (CIV EDUC LEVEL COMPL) - The level of formal non-military education equals "X" (other), "Y" (no formal education), "Z" (unknown), or blank.

(10) Duty Qualification Code (DY POSN QUAL) - The code indicating the commander's evaluation of the soldier's qualification to perform the duties of the assigned position: code "L" no older than 13 months, code "S" is no older than 25 months, and code "N" is no older than 180 days.

(11) Military Education Complete Code (MIL EDUC COMPL STAT) - A code to indicate the level of military professional training a soldier has completed, code "YY" or "ZZ" (unknown).

(12) Army Physical Readiness Test Indicator (Physical Fitness) (APFT RESULT) - Designates whether a soldier passed or failed the APFT the last time it was taken. Soldier is flagged for APFT failure and code is "P" (passed) or "Y" (yes) or blank (not properly coded).

(13) Height/Weight Acceptability Indicator (BODY FAT STD ACC) - Designates whether or not a soldier's weight is acceptable for the soldier's height, even if not within the Army's prescribed limits. Soldier is flagged for overweight and code is "M" or "Y" (meets standards) or blank (not properly coded).

(14) Sex (SEX) - The sex of the soldier is code "Z" (unknown) or blank.

(15) Soldier's primary Military Occupational Specialty (enlisted and warrant officer) or Area of Concentration (officers) - Primary MOS or AOC is blank or "00D" when Military Education Completed Code is not blank.

(16) Military Education Enrolled Status (MIL EDUC ENRL STAT) - The level of military training in which a soldier is enrolled compared to training completed. The MIL EDUC ENRL STAT equals Military Education Complete Code (MIL EDUC COMPL STAT) (enrolled should be blank). Additionally, for officers Branch School Enrolled (BR SCH ENRLD) equals Branch School Completed (BR SCH COMPL) (enrolled should be blank).

(17) Position Numbers (POSN NBR) - If a position is authorized, the number is a unique identifier of that particular position. If the position is excess, the number is non-unique (range 9990-9999). The following validity conditions or maximum assignment period apply to excess Position Numbers:

- 9990 - Reassignment Overstrength no longer than 365 days.
- 9992 - Awaiting Assignment no longer than 30 days.
- 9993 - Projected Losses no longer than 180 days.
- 9995 - Unit Reorganization no longer than 60 days and Duty Qualification Code (DY POSN QUAL) is not coded "X" (not qualified, excess to unit).

(18) Year-Month Eligible Armed Forces Reserve Medal (YR MO ELIG AFRM) - The year and month a soldier will have completed 10, 20, or 30 years of qualifying Reserve Component service and is eligible for the AFRM. The YR MO ELIG AFRM is less than current date (nonprior service should be 10 years plus Date Entered Present Category/prior service 10 years plus adjusted Pay Entry Basic Date).

(19) Year-Month Eligible Army Reserve Components Achievement Medal (ARCAM) Suspense (YR MO ELIG ARCAM) - The year and month a soldier would be eligible for award of the ARCAM for qualifying TPU or IMA service. The YR MO ELIG ARCAM is less than current date (3 years plus Date Entered Present Category). The period of qualifying service for the ARCAM was reduced from 4 years to 3 years effective 28 March 1995.

(20) Reserve Category Code (RC CAT) - An identification of the strength management groups within the Reserve component, used to identify a soldier's participation status. The RC CAT is "S" (completed training and assigned to a unit) and the Year Month Tested Army Physical Readiness Test (YR MO APFT ADMIN) is older than 19 months, the soldier is not on permanent profile prohibiting APFT, and awaiting a medical review board.

(21) Reserve Category Code (RC CAT) - The RC CAT is "S" (completed training and assigned to a unit) and the Height/Weight Acceptable Year/Month (YR MO IND WT CON PRFL DETM) is older than 13 months, and the soldier is not awaiting a medical review board.

(22) Date Latest Evaluation Report Registered (DATE LATEST ER REGIS) - The date of the last performance, potential, or academic assessment reporting

period, as shown on the report. The DATE LATEST ER REGIS is greater than 485 days (excludes E5, WO1, 2LT with less than 16 months time-in-grade).

(23) Designated Control Specialty (CAREER MGT OFC/DSGN CNTRL SP) - The organization within a Career Division responsible for effecting professional development and other personnel actions for commissioned officers. The Basic Branch (BASIC BR) is filled and the CAREER MGT OFC is blank.

#### **E-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander's Management Control Plan.

#### **E-5. QUESTIONS**

1. Has the commander established procedures for maintaining the three levels of reliability (100, 98, and 95 percent) for the data elements listed in this regulation for RLAS?
2. Has the commander designated or appointed a program manager responsible for ensuring available resources are used in the most efficient manner to obtain the personnel system reliability standards?
3. Has the commander or program manager established local standard operating procedures for inspection of RLAS for invalid data?
4. Are the following management reports being used to ensure invalid data is reduced to the standards established by this management control and USARC Regulation 600-2?
  - Personnel Qualification Record, PCN: HOH-R07 and HOH-ROB
  - Personnel Suspense Roster, PCN: HOH-R05
  - Action Register by Unit, PCN: HOH-S01
  - PERLAS Special Programs Menu, Option 10, Blank/Invalid Statistical Report
  - Report of Database of Record vs RLAS for Data Discrepancies
  - Weigh In Report/Weight Control Report (RLAS)
  - Physical Expiration Report (RLAS)
  - Retention ETS Roster (RLAS)
  - Birth Month Report (RLAS)
  - Flagged for Failing APFT While Records Indicate Passing (RLAS)
  - Flagging Action Report (RLAS)
  - Unit Manning Report (3 Parts) (RLAS)
  - Unknown Religious Denominations (RLAS)
  - Unknown Civilian Occupations (RLAS)
  - Soldiers Married with Zero Dependents (RLAS)
  - Soldiers with Unknown Ethnic Group(s) (RLAS)
  - Soldiers with Unknown Completed Civilian Education (RLAS)
  - Officer Branch School Enrolled Equals Branch School Completed (RLAS)

- Blank and Invalid TAPDB-R Data for DRC (or UIC) for MSC (RLAS)
- Unit Commander’s Pay Management Report (UCPMR) (DJMS-RC)

5. Is the appointed program manager conducting a data sampling and comparing information on RLAS with data contained in the authoritative record sources (forms, orders, personnel records) to indicate the quality of RLAS information? For the purpose of this comparison, qualification records, such as DA Form 2, are not authoritative record sources. If these documents are not available, is the data being verified with the individual soldier during an in-person audit? A legitimate automated record sample can be obtained by using the following table to determine minimum sample sized based on the size of the unit/command’s military population.

<b>Table E-1 Minimum Record Requirements for Data Sampling*</b>	
<b>Military Population</b>	<b>Sample Size</b>
1-150	20 percent of population
151-300	45 records
301-500	60 records
501-2,000	75 records
2,001-5,000	100 records
5,001-10,000	125 records
10,001-15,000	150 records
15,001 and above	200 records

\*Source is AR 600-8-23

6. Once the inaccurate data has been identified and verified, are the required RLAS transactions (e.g., CNTL, EDUC, OPSN, FLAG, ERPT, EDUC, MEDL, SSI, RENL) being submitted based on supporting documentation?

7. Are submissions based on valid documents (e.g., physical examination forms (SF Form 88/93), reenlistment documents (DD Form 4), assignment orders, evaluations (DA Form 67-9, DA Form 2166-7)) and regulatory guidance (e.g., AR 600-8-104 (Military Personnel Information Management/Records), AR 623-205, (Noncommissioned Officer Evaluation Reporting System), AR 623-105, (Officer Evaluation Reporting System), PERLAS Users Manual Input Procedures and RLAS Personnel Transaction Specification and on-line Help Screen Features and Code Look-Up Tables)?

**E-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

**E-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

**Appendix F  
Management Control Review Checklist for  
Processed/Unprocessed Transactions on Total  
Army Personnel Database - Reserve  
(TAPDB-R) and Regional Level Application  
Software (RLAS)**

**F-1. AUTHORITY**

AR 11-2, Management Control, AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCIPIRS) and USARC Regulation 600-2.

**F-2. PURPOSE**

To assist commanders and units in evaluating and conducting this key management control item.

**F-3. PERFORMANCE  
MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The RLAS is a field operating system providing personnel management information in an automated mode for USAR units and assigned personnel. It is both soldier- and event-driven and designed to ensure Army leadership has accurate and timely data on USAR units and soldiers. RLAS feeds TAPDB-R the corporate repository for information pertaining to soldiers in the USAR. A TAPDB-R subsystem Reserve Statistics and Accounting System (RSAS) provides the official strength and readiness information for the Army leadership. Transactions (processed and unprocessed) affect data accuracy within RLAS and the RSAS statistical system. These systems are the source for USAR data used to report readiness standards, resources (manning and budgetary) and provide the ability to accurately project operational mission requirements.

b. Performance Factor: Processed and Unprocessed Transactions.

c. Standards: The principal areas to monitor for processed/unprocessed transactions are transaction acceptance rate (TAR) and number of outstanding unresolved errors. The TAR is the number of transactions by transaction mnemonic that is successfully processed against RLAS during a cycle/monthly period (it is expressed as a percentage: number of transactions processed divided by the total number submitted). The following TAR standards apply to MSC-level originator, 95 percent; Division/Brigade/Battalion-level originator, 98 percent; and company-level or other 96.5 percent. Commanders should consider the following criteria: overall TAR is equal to or better than the standards, each transaction originator meets or exceeds the standard, and each type transaction meets or exceeds the standard. Unprocessed transactions caused through system (not operator) errors are not considered in the TAR rate or standard calculations. The standard of error-free processing is vital to ensure reliable data in the automated personnel files at all echelons. Accordingly, the standard is zero outstanding unresolved errors for each cycle/month period.



#### **F-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander's Management Control Plan.

#### **F-5. QUESTIONS**

1. Has the commander designated or appointed a program manager responsible for ensuring available resources are used in the most efficient manner to monitor processed/unprocessed transactions?
2. Has the commander or program manager established local standard operating procedures for inspection of processed/unprocessed transactions? Has the program manager established points of contact at higher headquarters and/or USARC DCSPER to assist in resolving system caused unprocessed transactions?
3. Is the AR-PERSCOM-generated report "Action Register by Unit, PCN: HOH-S01," being used by the program manager to monitor processed/unprocessed transactions? The Action Register lists all processed and unprocessed actions by Originator Code (GORDSG or ORIG).
4. Is the AR-PERSCOM-generated report "Transaction Summary (by Originator), PCN: HOH-S04," being used by the program manager to monitor the total number of transactions processed, unprocessed, and processed with errors by transaction mnemonic? Does the program manager maintain a list of all originator codes within their command?
5. Are non-unit Originator Code transactions being followed-up by unit personnel; e.g., GNEN0 (Gain Enlisted Soldier) by ORIG code 1RREC, 2RREC, or 3RREC (U.S. Army Recruiting Command)?
6. Are the following reports being used to provide additional information on processed/unprocessed transactions?
  - Personnel Qualification Record, PCN: HOH-R07 and HOH-ROB
  - Personnel Suspense Roster, PCN: HOH-R05
  - PERLAS Special Programs Menu, Option 10, Blank/Invalid Statistical Report
  - Report of Database of Record vs RLAS for Data Discrepancies (RLAS)
  - Unit Commander's Pay Management Report (UCPMR) (DJMS-RC)
7. Are the required RLAS transactions (e.g., CNTL, EDUC, OPSN, FLAG, ERPT, EDUC, MEDL, SSI, RENL) being submitted based on supporting documentation (e.g., physical examination forms (SF Form 88/93), reenlistment documents (DD Form 4), assignment orders, evaluations (DA Form 67-9, DA Form 2166-7)) and regulatory guidance (e.g., AR 600-8-104 (Military Personnel Information Management/Records), AR 623-205, (Noncommissioned Officer Evaluation Reporting System), AR 623-105, (Officer Evaluation Reporting System), PERLAS Users Manual Input Procedures and RLAS

Personnel Transaction Specification and on-line Help Screen Features and Code Look-Up Tables)?

#### **F-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

#### **F-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

### **Appendix G Management Control Review Checklist for Timeliness of Data on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS)**

#### **G-1. AUTHORITY**

AR 11-2, Management Control, AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCPIRS) and USARC Regulation 600-2.

#### **G-2. PURPOSE**

To assist commanders and units in evaluating and conducting this key management control item.

#### **G-3. PERFORMANCE MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The RLAS is a field operating software application providing personnel management information in an automated mode for USAR units and assigned personnel. It is both soldier- and event-driven and designed to ensure Army leadership has accurate and timely data on USAR units and soldiers. RLAS feeds TAPDB-R the corporate repository for information pertaining to soldiers in the USAR. A TAPDB-R subsystem, RSAS provides the official strength and readiness information for the Army leadership. Data timeliness is the average age of all transactions when received at TAPDB-R and is as important as data accuracy. It affects data accuracy within RLAS and the RSAS statistical system. These systems are the source for USAR data used to report readiness standards, resources (manning and budgetary), and the ability to accurately project operational mission requirements.

b. Performance Factor: Timeliness of data.

c. Standards:

(1) Method of computation: The age of information is computed as the difference between the transaction's effective date in TAPDB-R/RLAS and the actual date of the action. The date of an action is defined as the effective date, the date of change, or the date of "event" as listed on the supporting documentation. The transaction date is the date the action was submitted on RLAS. For example: The actual date of reenlistment is 20000920 and the date of the transaction's effective date is 20001001. The "age of the

information” is therefore 12 days (20001001 - 20000920 = 11 days + 1 day inclusive = 12 days).

(2) Standard: The “age of information” between the date of the action and the transaction date must not exceed 60 days. However, certain transactions require a lesser age date: losses must not exceed 30 days, MGIB transactions must not exceed 30 days, and promotions must not exceed 14 days.

#### **G-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander’s Management Control Plan.

#### **G-5. QUESTIONS:**

1. Has the commander designated or appointed a program manager responsible for ensuring available resources are used in the most efficient manner to monitor timeliness of data?
2. Has the commander or program manager established local standard operating procedures for inspection of data timeliness? Has the program manager established points of contact at higher headquarters and/or USARC DCSPER to assist in resolving unprocessed transactions that affect timeliness of data?
3. Is the AR-PERSCOM-generated report “Action Register by Unit, PCN: HOH-S01,” being used by the program manager to monitor data timeliness submissions (age of the information)?
4. Is the AR-PERSCOM-generated report “Transaction Summary (by Originator), PCN: HOH-S04,” being used by the program manager to monitor the number of transactions processed, unprocessed, and processed with errors for timeliness?
5. Are malfunctions in the RLAS to TAPDB-R operations that cause transactions to delay processing being reported to the USARC RLAS DCSPER and Chief Information Office?
6. Is the program manager taking active measures to reduce data timeliness that exceed the maximum processing times listed in this checklist?

#### **G-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

#### **G-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent

## **Appendix H Management Control Review Checklist to Support Enlisted and Officer Personnel Management Requirements of USARC Regulation 140-4**

### **H-1. AUTHORITY**

AR 11-2, Management Control, USARC Regulation 600-2, and USARC Regulation 140-4, Enlisted and Officer Personnel Management.

### **H-2. PURPOSE**

To assist the USARC Headquarters, USAR commanders and MSC RLAS managers in evaluating and conducting this key management control form.

### **H-3. PERFORMANCE MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The RLAS is the field operating application software that will be used for the personnel management functional requirements of USARC Regulation 140-4. The RLAS is the management system for TPU personnel that feeds TAPDB-R. It is both soldier- and event-driven and designed to ensure Army leadership has accurate and timely data on USAR units and soldiers.

b. Performance Factor: Accurate, timely, and reliable data for enlisted and officer personnel management.

c. Standards: There are different levels of standards for each personnel management requirement listed below.

(1) Maximum Age: Soldiers reaching maximum age (AR 140-10 and AR 135-178) are required to be removed from active USAR TPU status. The MSC will submit the appropriate RLAS transaction to update TAPDB-R. The USARC DCSPER will monitor soldiers reaching maximum age and provide quarterly suspense rosters to MSCs. The MSC will take appropriate action, annotate the roster, and update RLAS (TAPDB-R). The standard for this performance factor is: no soldier reaching maximum age will remain in RLAS past maximum age. Soldiers will be discharged or transferred to the Retired Reserve no later than the last day of the month the soldier meets maximum age.

(2) Maximum Years of Service (MYOS): Soldiers reaching maximum YOS (AR 140-10) will be transferred to the Retired Reserve, reassigned to the IRR or discharged. The MSC will submit the appropriate RLAS transaction to update TAPDB-R. The USARC DCSPER will monitor soldiers reaching MYOS and provide quarterly suspense rosters to MSCs. The MSC will take appropriate action, annotate the roster, and update RLAS (TAPDB-R). The standard for this performance factor is: no soldier reaching MYOS will remain in RLAS past maximum years of service. Soldiers will be discharged or transferred to the Retired Reserve no later than the last day of the month the soldier completes MYOS.

(3) Expiration Term of Service (ETS): Enlisted soldiers reaching ETS will be separated (AR 135-178) if not immediately reenlisted (AR 140-111). The MSC will submit the appropriate RLAS transaction to update TAPDB-R. The USARC DCSPER will monitor soldiers reaching ETS and provide quarterly suspense rosters to the MSCs. The MSC will take appropriate action, annotate the roster, and update RLAS (TAPDB-R). The standard for this performance factor is: no soldier reaching ETS will be more than 30 days past due from discharge and removal from RLAS.

(4) No Military Occupational Specialty (MOS) or Zero Skills: The MSC will submit the appropriate RLAS transaction to update TAPDB-R when a soldier completes initial entry or advanced individual training and is awarded a primary MOS. The USARC DCSPER will monitor soldiers with no MOS or MOS with “zero” (e.g., 71L00) skills and provide a quarterly roster to the MSC. Soldiers with over 2 years service and zero skills (having adequate time to complete MOS training) will be placed on the suspense roster. The MSC will annotate the roster indicating the correct status and update RLAS. The standard for this performance factor is: no enlisted soldier with over 2 years service will be on RLAS without a primary MOS (soldiers will be discharged if they have not completed initial entry training).

(5) Non-Citizen (Citizenship code Y): The MSC will ensure that non-U.S. citizen soldiers are coded “Y” on RLAS. This will ensure that non-U.S. citizenship soldiers are not reenlisted after the completion of 8 years of service (AR 140-111). When a soldier obtains his or her citizenship the appropriate RLAS transaction to update TAPDB-R will be submitted. The USARC DCSPER will monitor soldiers with citizenship code “Y” and provide a quarterly roster to the MSC. The MSC will annotate the roster indicating the correct status and update RLAS or take appropriate action to discharge those soldiers who do not obtain U.S. citizenship. The standard for this performance factor is: no soldier with over 8 or more years of service and citizenship code of “Y” will be on RLAS.

#### **H-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation). Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander’s Management Control Plan.

#### **H-5. QUESTIONS**

1. Has the commander designated or appointed a program manager responsible for ensuring available resources are used in the most efficient manner to monitor enlisted and officer personnel management requirements IAW USARC Regulation 140-4 and this regulation?

2. Has the program manager established local standard operating procedures for inspection of enlisted and officer data requirements? Has the program manager established points of contact at higher headquarters and/or USARC DCSPER to assist in resolving unprocessed transactions that affect data requirements?

3. Are USARC DCSPER quarterly suspense reports being used to monitor data requirements listed in this management control? Is the program manager or designated RLAS office submitting appropriate transactions to update the system? Are the quarterly suspense reports being annotated with the action taken/transaction submitted and returned to the USARC DCSPER?

4. Is the program manager ensuring that RLAS transactions are being monitored using the following reports: Action Register by Unit, PCN: HOH-S01 and Transaction Summary (by Originator), PCN: HOH-S04?

5. At a minimum, are the following RLAS reports used to monitor the key management control items listed in this checklist?

- **RLAS Discrepancy Reports**
  - Date Expiration Statutory Obligation
  - Date Expiration TPU Service
  - Mandatory Removal Date
  - MOS
  - Current Citizenship
- **RLAS Invalid Conditions Reports**
  - Citizenship Unknown
- **RLAS General Reports**
  - ETS Reenlistment Eligibility Roster
  - ETS Suspense Roster

#### **H-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

#### **H-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

### **Appendix I Management Control Review Checklist for Unit Maintenance on Total Army Personnel Database - Reserve (TAPDB-R) and Personnel Level Application System (PERLAS)**

#### **I-1. AUTHORITY**

AR 11-2, Management Control, USARC Regulation 600-2, AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCPIRS), and PERLAS User Manual.

## **I-2. PURPOSE**

To assist the USARC Headquarters, USAR commanders, and MSC RLAS managers in conducting this key management control item.

## **I-3. PERFORMANCE MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The PERLAS is the field operating application software that is used for unit maintenance functional requirements listed in the above regulations. The PERLAS is the management system for TPU units that feeds TAPDB-R. It is event-driven for unit information and designed to ensure Army leadership has accurate and timely data on USAR units; e.g., activations, inactivations, structure, command and control, and personnel actions.

b. Performance Factor: Accurate, timely, and reliable data for USAR units is essential for readiness reporting standards, management of resources and ability to accurately project operational mission requirements. The USARC DCSPER Personnel Systems Branch (PRS-S) receives permanent orders from the USARC Director of Force Programs (DIRFP) on a daily basis for processing on PERLAS. The Personnel Systems Branch uses the PERLAS Unit and Training Center Data Input Procedures (Maintain Training Center Information and Maintain Unit Information) to perform the following functions:

- Add a New Training Center
- Delete a Training Center
- Change or Correct Training Center Data
- Training Center Redesignation
- Gain a Unit
- Change Unit Record Status
- Change or Correct USAR Unit Data

c. Standards: The reliability objectives and standard(s) for unit data is established based on the following criteria:

(1) Personnel Systems Branch will process and sort 90 percent of all permanent orders within 7 days of receipt.

(2) Personnel Systems Branch will review all unprocessed unit and training center transactions within 5 days of notification and submit appropriate corrections.

(3) Personnel Systems Branch will enter 100 percent of all permanent orders on the DCSPER Order Log within 7 days of receipt.

(4) Personnel Systems Branch will establish a “future unit actions” suspense file, by type and effective date, within 7 days of receipt of the permanent orders that announces a future action. This suspense file will be monitored and unit transactions submitted at the beginning of the month for those transactions effective during that current month.

(5) Personnel Systems Branch will correct all problems identified by field-level users within 48-hours after reporting and will notify users within 24 hours of any corrective or pending action(s).

## **I-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls (e.g., document analysis, direct observation, interviewing, sampling, and simulation).

Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander’s Management Control Plan.

## **I-5. QUESTIONS**

1. Has PRS-S established permanent orders log or database (DCSPER Orders Log)? Has PRS-S established a permanent orders “future unit actions” suspense file?
2. Does PRS-S periodically reconcile the DCSPER orders log or database with the DIRFP Force File?
3. Does PRS-S process and sort 90 percent of all permanent orders within 7 days of receipt from DIRFP?
4. Does PRS-S routinely review the Weekly Error File from AR-PERSCOM for each submitted order action, for any unprocessed unit and training center transactions? Are unprocessed transactions reviewed within 5 days, researched, and appropriate corrections submitted in a timely manner?
5. Does PRS-S ensure future unit actions are filed (by type and effective date) within 7 days of receipt from DIRFP? Does PRS-S monitor the suspense file and monthly (at the beginning of the month) start processing those future actions effective in the current month? Are transactions submitted no later than 7 days of effective date?
6. Does PRS-S actively monitor problems identified by PERLAS field-level users and within 24 hours after reporting, notify users of corrective or pending action(s)? Does PRS-S coordinate or notify appropriate Chief Information Office (CIO) PERLAS program manager or points-of-contact when software or hardware problems cannot be resolved by PRS-S?
7. Does PRS-S coordinate with DIRFP on a timely basis when permanent orders contain errors (e.g., addresses, RSC designations, training center codes)?

## **I-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000

## **I-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

## **Appendix J Management Control Review Checklist for Derivative Unit Management on Total Army Personnel Database - Reserve (TAPDB-R) and Personnel Level Application System (PERLAS)**

### **J-1. AUTHORITY**

AR 11-2, Management Control, USARC Regulation 600-2, and AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCPIRS).

## **J-2. PURPOSE**

To assist the USARC Headquarters, USAR commanders, and MSC PERLAS managers in conducting this key management control item.

## **J-3. PERFORMANCE MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The PERLAS is the USARC and MSC-level application software/system used for unit maintenance functional requirements listed in the above regulations. It is event-driven and feeds TAPDB-R. The PERLAS is designed to ensure Army leadership has accurate and timely data on USAR units, activations, inactivations, structure, and command and control.

b. Performance Factor: Accurate, timely, and reliable data for USAR units is essential for readiness reporting standards, management of resources, and ability to accurately project operational mission requirements. Derivative unit and positional management affect these and many other important factors in maintaining viable unit information for the USAR; e.g., recruiting, retention, and stationing.

c. Performance Responsibility: The MSC PERLAS manager is responsible for derivative unit and position management. The USARC DCSPER Personnel Systems Branch (PRS-S) assists in monitoring and correcting problems associated with the derivative processes. The MSC PERLAS manager uses the PERLAS Special Programs Menu to perform the following functions:

- Derivative Position Management
- Print Derivative Table by UIC
- Many-to-One Transfer Transactions
- Print Unit Manning Report

d. Standards: The reliability objectives and standards for unit derivative data is established based on the following criteria for MSC PERLAS manager and USARC DCSPER Personnel Systems Branch:

(1) Personnel Systems Branch will monitor the MSC derivative management processes by exception using the PERLAS Derivative Management Menu, the G17 unit file (where unit Type Organization Code equals 8), and the Derivative Management Table.

(2) Personnel Systems Branch will coordinate when required with USARC's Force Programs (DIRFP) for permanent orders and assist the MSC in receipt of orders required for the derivative process.

(3) Personnel Systems Branch will monitor the timeliness of derivative management by MSC, ensuring 90 percent of units (that require derivative actions) are processed within 7 days of receipt of permanent orders.

(4) Personnel Systems Branch will coordinate with USARC's Chief Information Office (CIO) and AR-PERSCOM to ensure derivative action problems identified by MSC-level users are resolved in a timely manner. Personnel Systems Branch will notify users within 24 hours of corrective or pending actions.

(5) The MSC will process all derivative unit and position information within 7 days of receipt of permanent orders. The MSC will maintain a permanent orders file and annotate each order with the "date of receipt" and the "date of derivative action" on PERLAS.

(6) The MSC will notify PRS-S within 5 days of discovery any derivative action problem that cannot be fixed at the MSC-level. The MSC will maintain an "unresolved derivative action" log for monitoring derivative problems. The MSC will notify subordinate units of corrective or pending actions within 24 hours after receiving PRS-S update status.

## **J-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls; e.g., document analysis, direct observation, interviewing, sampling, and/or simulation. Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander's Management Control Plan.

## **J-5. QUESTIONS**

1. Does PRS-S by exception, monitor the MSC derivative management processes using the PERLAS Derivative Management Menu, the G17 unit file (where unit Type Organization Code equals 8), and the Derivative Management Table (DRVIRAMS.dbf)?
2. Does PRS-S coordinate with DIRFP for permanent orders and ensure MSCs are in receipt of documents required for the derivative process? Does PRS-S ensure 90 percent of units requiring derivative actions are processed by the MSC within 7 days of receipt of permanent orders?
3. Does PRS-S actively monitor problems identified by MSCs and notify users of corrective or pending actions within 24 hours after reporting?
4. Does the MSC process all derivative unit and position information within 7 days of receipt of permanent orders? Does the MSC maintain a permanent orders file and annotate each order with the "date of receipt" and the "date of derivative action" on PERLAS?
5. Does the MSC notify PRS-S within 5 days of discovery of any failed derivative action that cannot be resolved at the MSC-level? Does the MSC notify subordinate units of corrective or pending actions within 24 hours after reporting to PRS-S?

## **J-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000.

## **J-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

## **Appendix K Management Control Review Checklist for Unit Manning Reports on Total Army Personnel Database - Reserve (TAPDB-R) and Regional Level Application Software (RLAS)**

### **K-1. AUTHORITY**

AR 11-2, Management Control, USARC Regulation 600-2 and AR 680-52, U.S. Army Reserve Component Personnel Information Reporting System (USARCPIRS).

### **K-2. PURPOSE**

To assist RLAS managers in conducting this key management control item.

### **K-3. PERFORMANCE MANAGEMENT/FACTORS/STANDARDS**

a. Performance Management: The Unit Manning Report is the commander's single most important document for timely slotting of soldiers and is critical to successful personnel management, personnel readiness evaluation, and the correct advertisement of unit position vacancies. It is the base line source document (in rollup format) used by the USAR leadership to report USAR readiness, resources (manning and budgetary) requirements, and accurately project operational mission abilities to DOD/HQDA.

b. Performance Factor: Accurate, timely, and reliable data for USAR units is essential for readiness reporting standards, management of resources, and ability to accurately project operational mission requirements. The unit commander will actively manage the UMR. The most important part of establishing a UMR management program is ensuring that soldiers losing their MTOE/TDA position are properly managed.

c. Standards: The reliability objectives and standards for unit and soldier data are established in Appendixes C through K of this regulation. All changes to the UMR will be manually posted upon receipt and RLAS transactions are submitted as soon as possible, but not later than 60 days after receipt (certain transactions require a lesser age date).

### **K-4. INSTRUCTIONS**

Answers to the questions below must be based on actual testing of the controls; e.g., document analysis, direct observation, interviewing, sampling, and/or simulation. Answers indicating control problems must be explained and appropriate corrective actions must be shown in supporting documentation. These controls must be evaluated in accordance with the schedule in the commander's Management Control Plan.

### **K-5. QUESTIONS**

1. Has the commander designated or appointed a program manager responsible for ensuring the UMR is actively managed? Is the UMR produced semi-monthly from RLAS?
2. Does the UMR manager routinely compare data between the latest UMR and the previous month's report? Are changes posted manually on a daily basis (or upon receipt) and RLAS transactions submitted as soon as possible, but no later than 60 days (certain transactions require a lesser age date)?
3. If changes on previous reports are not reflected on the latest UMR, does the UMR manager verify that the necessary RLAS transactions were submitted?
4. Is the Action Register by Unit (HOH-S01) report produced by AR-PERSCOM used to verify the transaction processes? Is the AR-PERSCOM-generated report Transaction Summary (by Originator) (HOH-S04) used by the program manager to monitor unprocessed transactions or transactions processed with errors? Is the DJMS-RC Unit Commander's Pay Management Report (UCPMR) compared with the UMR for personnel mismatches between the two reports (i.e., soldiers on pay systems not on personnel systems).
5. Are soldiers assigned to Special Category Position Numbers (SCPN) in accordance with the rules and processing priority listed in table 3-2 and table 3-3 of this regulation?
6. Are malfunctions in the RLAS to TAPDB-R operations that cause transactions to delay processing, error process, or not process being reported to the USARC RLAS DCSPER and Chief Information Office?

### **K-6. COMMENTS**

To help improve this review tool, submit comments to the USARC functional proponent: Deputy Chief of Staff, Personnel, Personnel Readiness and Systems Division, U.S. Army Reserve Command, 1401 Deshler Street SW, Fort McPherson, Georgia 30330-2000.

### **K-7. ASSISTANCE**

For assistance in responding to questions, contact the functional proponent.

## **Appendix L**

### **List of Additional Automated Commander's Tools or Reports for Soldier, Unit, and Personnel System Management**

#### **L-1. Commander's Retention Readiness Tool (CRRT), Reserve Component Manpower System (RCMS) Application**

The CRRT is a USARC Intranet application developed to assist the unit commander's focus on retention and readiness initiatives. The CRRT is hosted on the USARC Intranet at: <https://usarcintra>. It effectively decomposes a unit into "risk cohorts" or groups of soldiers that are potential non-participants or losses to the command. It prioritizes soldiers within the cohort based on their "loss risk profile," enabling the commander and staff to focus their retention efforts. The application provides the commander with feasible retention courses of action, access to regulatory guidance and a forms/letter capability to support retention administration. Reports available under CRRT include: New Accessions Not Reported on RLAS, 90-Day Accessions Not Drilling, Awaiting IET Soldiers Not Drilling, Soldiers Currently at IET, 90-Day IET Returnees Not Drilling, Non-DMOSQ Soldiers Not Drilling, Soldiers with 24-30 Months in TPU, Retention and Incentive Management, TIS/TIG E4 Promotion Criteria Met, and Soldiers Past ETS. The CRRT application is available on the USARC Intranet at: <https://usarcintra/crrt/menus>.

#### **L-2. ProLeads, RCMS Application**

ProLeads is a sub-application of the CRRT. It is an Intranet application designed to assist the unit commander in matching non-unit (Individual Ready Reserve) soldiers with TPU structure positions and vacancies displayed on USAR REQUEST. Targeted ranks for TPU assignment include

enlisted soldiers (PFC through MSG), all warrant officers, and commissioned officers (2LT through CPT). The IRR soldiers are reviewed to determine relative quality and identified as either Category A or Category B. (Category A soldiers do not have any information in their records indicating possibility for additional review or approval prior to TPU assignment. Category B soldiers have information indicating further review or approval prior to assignment. Additionally, multiple other factors are reviewed in determining a soldier match to a unit position.) Commanders can select records based on multiple factors or a combination of factors (soldier category, grade, military personnel class, structure or vacancies). Soldiers in grades E3-E4 are automatically selected based on a 75-mile radius and soldiers E5 and above are selected on a 125-mile radius. The application provides the capability for the user to e-mail a DA Form 4187 (Personnel Action) to the IRR soldier for assignment or download reports or records for off-line processing (i.e., solicitation letter mailouts). The ProLeads application is available on the USARC Intranet at: <https://usarcintra/crrt/menus> (the CRRT menu).

#### **L-3. USAR REQUEST Reports**

USAR REQUEST (discussed in chap 2) is the commander's system for accessing new soldiers or reassignment of current soldiers to and within the USAR. Additionally, USAR REQUEST provides the vehicle to advertise unit position vacancies. To support USAR REQUEST management, an Intranet application has been developed in Cognos Impromptu Web software. Available reports are REQUEST Codes, Unit Reservation Cancellations, Unit Gains, Unit Vacancy Report, and New Soldier (30-Day) Detail Report. These standardized commander management reports are available to all MSCs on the USARC Intranet at: <https://usarcintra/dcsper/reports.htm>.

## **Glossary**

### **Section I** **Abbreviations**

#### **AGR**

Active Guard Reserve

#### **AGRMIS**

Active Guard Reserve Management Information System

#### **AOC**

Area of concentration

#### **AR**

Army regulation

#### **ARADS**

Army Recruiting and Accession Data System

#### **ARNG**

Army National Guard

#### **AR-PERSCOM**

U.S. Army Reserve Personnel Command

#### **ATRRS**

Army Training Requirements and Resource System

#### **CARSTATS**

Consolidated Army Reserve Statistical Reporting System

#### **CLAS**

Center Level Application Software (replaced by RLAS)

#### **DFAS**

Defense Finance and Accounting System

#### **DIMHRS**

Defense Integrated Military Human Resource System

#### **DJMS-RC**

Defense Joint Military Pay System - Reserve Component

#### **DMDC**

Defense Manpower Data Center

#### **DNA**

Deoxyribonucleic acid

#### **DOD**

Department of Defense

#### **DRC**

Direct reporting command

#### **FORSCOM**

U.S. Army Forces Command

#### **FTS**

Fulltime support

#### **HIV**

Human immunodeficiency virus

#### **HQDA**

Headquarters, Department of the Army

#### **ICDT**

Inter-component data transfer

#### **IET**

initial entry training

#### **IMA**

Individual mobilization augmentee

#### **IRR**

Individual ready reserve

#### **KEYSTONE**

(KEYSTONE is not an acronym) a PERSCOM System

#### **MGIB**

Montgomery GI Bill

#### **MOS**

Military occupational specialty

#### **MSC**

Major subordinate command

#### **MTOE**

Modified table of organization and equipment

#### **OCAR**

Office of the Chief, Army Reserve

#### **PERLAS**

Personnel Level Application System

#### **PERSCOM**

U.S. Total Army Personnel Command

#### **PERSINSD**

Personnel Information System Division

#### **RC**

Reserve component

#### **RCCPDS**

Reserve Components Common Personnel Data System

#### **RCMS**

Reserve Components Manpower System

#### **RDMS**

Reserve Database Maintenance System

#### **RLAS**

Regional Level Application Software

#### **RPAS**

Retirement Points Accounting System

#### **RSAS**

Reserve Statistics and Accounting System

#### **RSC**

Regional Support Command

#### **SIDPERS**

Standard Installation/Division Personnel System

#### **SIDPERS-USAR**

Standard Installation/Division Personnel System - U.S. Army Reserve



**SMP**  
Simultaneous membership program

**SQI**  
Special qualification identifier

**SSN**  
Social security number

**TAADS**  
The Army Authorization Documents System

**TAPDB**  
Total Army Personnel Database

**TAPDB-AE**  
Total Army Personnel Database - Active Enlisted

**TAPDB-AO**  
Total Army Personnel Database - Active Officer

**TAPDB-G**  
Total Army Personnel Database - Guard

**TAPDB-R**  
Total Army Personnel Database - Reserve

**TARPS**  
The AR-PERSCOM Reserve Personnel System

**TDA**  
Table of distribution and allowances

**TPU**  
Troop program unit

**TPUMS**  
Troop Program Unit Management System

**TRADOC**  
U.S. Army Training and Doctrine Command

**UCPMR**  
Unit Commander's Pay Management Report

**UIC**  
Unit identification code

**UMR**  
Unit manning report

**UPC**  
Unit processing code

**USAFMSA**  
U.S. Army Force Management Support Agency

**USAR**  
U.S. Army Reserve

**USAR REQUEST**  
USAR Recruit Quota System

**USARC**  
U.S. Army Reserve Command

**USARCPIRS**  
U.S. Army Reserve Component Personnel Information Reporting System

**USAREC**  
U.S. Army Recruiting Command

**WAN**  
Wide area network

**Section II**  
***Special Abbreviations and Terms***

This publication uses the following abbreviations, terms, brevity codes, and acronyms not contained in AR 310-50, USARC Pamphlet 25-31, or not common to other Army documents.

**ATLAS**  
(not an acronym) USARC shared server

**BNS1**  
Battalion S1 or Adjutant

**CRRT**  
Commander's Retention Readiness Tool

**FTP**  
File transfer protocol

**MBIS**  
Mailbox information system

**PAI**  
Personnel asset inventory

**PAS**  
Personnel automation system chief

**ProLeads**  
(not an acronym) Automated IRR to TPU matching application

**SCPN**  
Special category position number

**SLOTUM**  
(not an acronym) Automated UMR slotting process

**TAR**  
Transaction acceptance rate

**UTR**  
Unit transcript report