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Personnel — General

RETAIN MANAGER'S HANDBOOK

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SUMMARY of CHANGE

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RETAIN MANAGER'S HANDBOOK

Not applicable.

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Personnel — General

RETAIN MANAGER'S HANDBOOK

By Order of the Secretary of the Army:

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Some figures have been made into tables, throughout. The original chapter 7 is now the Glossary. Chapter 8 is now appendix A, the References section. The former appendix A is now appendix B. All internal references to these renamed elements have been adjusted accordingly. No content has been changed.

Summary. The RETAIN System is an automated personnel management information system. RETAIN provides the U. S. Army with the capability to process reclassification, reenlistment, and assignment transactions.

Applicability. Not applicable.

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Chapter 1

PURPOSE AND INTRODUCTION

1-1. PURPOSE OF THE RETAIN MANAGER'S HANDBOOK

a. The RETAIN System is an automated personnel management information system. RETAIN provides the U.S. Army with the capability to process reclassification, reenlistment, and assignment transactions.

b. Managers need a clear understanding of the RETAIN System in order to provide the most efficient management of the system's operations. To gain this understanding, managers require a non-technical explanation of the purpose of the system, the uses of the system, and the valid range of parameters which they may select to control the system. The RETAIN Manager's Handbook will serve as a document to supply this information to system managers.

c. The primary purpose of the Manager's Handbook, then, is to clearly and concisely describe the functional purposes and uses of the RETAIN System. A non-technical description of the major functional modules within the RETAIN system will include the functions of and interrelationships between the system modules, and the management options and capabilities available in each module.

d. The Manager's Handbook is designed to overcome the lack of a consistent and central source of information on the functional aspects of the system as well as the problem of information and skills lost with managers' reassignments. The Manager's Handbook may be used as a training tool for both current and newly assigned managers. The history and development of the RETAIN System will be included in the Handbook to acquaint newly assigned managers with the system. In addition, the Manager's Handbook will meet managers' needs for essential information on all major developments relating to the RETAIN System, such as The Skill Alignment Module (TSAM) and the Personnel Deployment and Distribution Management System (PERDDIMS-E).

e. This Handbook is written to reflect the RETAIN System as it will be after the implementation of TSAM and PERDDIMS-E, System A.

1-2. CONTENTS OF THE MANAGER'S HANDBOOK

This Handbook contains:

1. An introduction to the RETAIN System (Chapter 1);
2. A discussion of the history and development of the RETAIN System (Chapter 2);
3. A description of two recent developments relating to RETAIN (Chapter 3);
4. Chapters describing managers' capabilities within the thirteen functional modules of RETAIN, as well as a summary chapter (Paragraphs 4-1 through 4-14);
5. Weekly system input/output processing and the impact of this processing schedule on Army users of the RETAIN System (Chapter 5);
6. Management summaries of the CHECKQ, GETREC, GTUSR, and DRVMAP programs, presenting a description of the methodology of, the inputs to, and the outputs from those reports (Chapter 6);
7. A glossary of terms unique to RETAIN, organized alphabetically for quick reference (Glossary);
8. A bibliography of documents containing information relevant to RETAIN (Appendix A); and
9. An appendix detailing management control of the RETAIN System itself (Appendix B).

1-3. INTRODUCTION TO RETAIN

a. The RETAIN System is a multi-purpose tool. The U.S. Army utilizes RETAIN when processing soldiers at two milestones in their Army careers: reclassification from one Military Occupational Specialty (MOS) to another during their term of service, and reenlistment after completion of a term of service. In addition, the system aids the Army in assigning its personnel to job vacancies, known as requisitions. The Army uses RETAIN in making assignments for both in-service and reenlisting personnel.

b. For reclassification and reenlistment processing, RETAIN provides quick, accurate answers about reclassification and reenlistment opportunities. Additionally, the system ensures first, that these opportunities reflect the Army's changing skills needs and second, that they contribute to the overall balance of skills within the military force. The job skills the Army needs are changing because of the increased demand for skilled personnel to keep up with the Army's technical growth. To meet this demand, the Army has identified high priority job skills. The RETAIN System rates reclassification and reenlistment options according to these Army skills priorities, limiting the options offered to those which best fit the Army's needs. An added result of the Army's technical growth is an imbalance of job skills within the enlisted force. Certain skills have become overfilled while others are now severely short. The RETAIN System aids the Army in considering the overall balance of skills when offering soldiers reclassification and reenlistment alternatives.

c. For assignment processing, the RETAIN System gives its users access to all nominated and open requisitions and their associated Special Instructions (SIs). A nominated requisition is one with which the Centralized Assignment Procedures III (CAP III) System at the Personnel Information Systems Directorate (PERSINSD) has automatically

matched an in-service soldier. Open requisitions are those which have no CAP III matches. Special Instructions provide further details about the job requirements of a requisition.

d. RETAIN System users utilize this requisition information in a variety of ways. Reenlistment NCOs may reserve a requisition for a reenlistee, in effect tentatively assigning that requisition to the reenlistee. MILPERCEN assignment managers use requisition data to make assignments for in-service and reenlisting personnel. Deletion/Deferment Branch personnel may use the RETAIN System to delete or postpone the assignment of a soldier to a requisition.

1-3-1. RETAIN SYSTEM USERS

a. The RETAIN System has more than 200 users worldwide. These users include: the Department of the Army (DA), the 16 Major Army Commands (MACOMS), and Career Counselors.

b. Within DA, the U.S. Army Military Personnel Center (MILPERCEN) has several sections which use the RETAIN System. The KEYSTONE Branch has responsibility for developing RETAIN so that the system implements the reenlistment policy directives issued by the office of the Deputy Chief of Staff for Personnel (DCSPER). The Reenlistment Control Branch uses RETAIN on a day-to-day basis to process reclassifications and reenlistments.

c. Each of the 16 MACOMS uses RETAIN to gather data on reenlistments within their own division.

d. Finally, the RETAIN System provides Career Counselors with the reenlistment worksheet, a marketing tool for presenting qualified soldiers with up-to-date information on reenlistment opportunities.

1-3-2. SYSTEM CAPABILITIES

a. RETAIN has many capabilities which allow Army managers to monitor and control reclassifications and reenlistments and to make assignments. These capabilities are listed below:

- Offer reclassification and reenlistment opportunities which reflect the Army's priority skills needs;
- Assign personnel to requisitions;
- Influence the quality of personnel via MOS qualifications control;
- Arrange for AIT class space when retraining is needed;
- Produce reports with both historical and current information on reenlistments, reclassifications, and assignments;
- Deliver messages about Army policies and procedures to system users; and
- Provide interactive management controls of the system.

b. The system capabilities listed above are accessible to managers within the RETAIN System's computer programs. RETAIN has two types of programs: core reenlistment programs and management control programs.

c. The core reenlistment programs allow Career Counselors to present a list of reenlistment opportunities to potential reenlistees. This list reflects both the reenlistee's qualifications and prior record and the Army's need for particular job skills. After displaying this list of available reenlistment alternatives, the core programs allow the Career Counselor to:

- (1) Reserve a requisition (Army job vacancy) for the reenlistment option that the soldier has chosen;
- (2) Hold a requisition for 10 days while the eligible soldier considers a reenlistment option; or
- (3) Place the reenlisting soldier on a waiting list for requisitions associated with the reenlistment option the soldier has chosen.

d. The RETAIN management control programs permit Army managers to influence the factors which determine the reclassification and reenlistment opportunities offered to soldiers. Among these factors are: MOS qualifications, bonus and promotion information, and values used in calculating the Job Performance Indicator (JPI) associated with each reclassification or reenlistment MOS. The management control programs also provide extensive reporting capabilities so that managers may closely monitor reclassification, reenlistment, and assignment processing.

e. Refer to Paragraph 1-3-3 for a more detailed discussion of the RETAIN core programs and to Paragraph 1-3-4 for more information on the system's management control programs.

1-3-3. CORE REENLISTMENT PROGRAMS

a. A group of RETAIN System programs allows Reenlistment NCOs to perform several crucial reenlistment functions: determining the reenlistment options for which the candidate qualifies; matching a reenlisting soldier with a requisition; and reserving the requisition for assignment to that reenlisting soldier. These RETAIN System programs are called "core" programs in this Handbook because they are central to the processing of reenlistments.

b. The following lists these RETAIN core programs. For detailed instructions on how to run any of these core programs, refer to the RETAIN User Manual corresponding to that program's name.

PREPARE
WORKSHEET
REUP/REUP3
LOOKAT
LOOKUP

CANCEL

c. The following paragraphs describe the typical steps in reenlisting a soldier through the RETAIN System. First, the RETAIN System makes available a list of soldiers whose Expiration of Term of Service (ETS) date makes them available for reenlistment. The Reenlistment NCO can review the record of each reenlistment candidate within his or her jurisdiction.

d. At this time, the Reenlistment NCO may need to bring the reenlistment candidate's record up to date. For instance, the soldier might have additional job skills or new test score results.

e. Once the candidate's record is revised, the Reenlistment NCO requests a "worksheet" for the candidate. The RETAIN System will have the candidate's worksheet available within 24 hours. This worksheet contains:

(1) All the reenlistment options for which the candidate qualifies and which best meet the Army's priority skills needs;

(2) Advanced Individual Training (AIT) class seats available for retraining if MOS retraining is one of the candidate's reenlistment options;

(3) Reenlistment bonus opportunities; and

(4) A projection of promotion possibilities within the candidate's current MOS, based on Army averages for that MOS.

f. At a follow-up meeting with the candidate, the Reenlistment NCO can use the RETAIN System to display the candidate's reenlistment worksheet on a computer terminal. RETAIN system managers can also produce a printed copy of the worksheet.

g. After the candidate chooses a reenlistment option, the RETAIN System searches for requisitions corresponding to the choice of option. Candidates for reenlistment have a choice of both open requisitions and nominated requisitions. Open requisitions are jobs available to all qualified Army personnel. Nominated requisitions are jobs with which the automated Centralized Assignment Procedures System (CAP III) has matched an eligible enlisted soldier. However, until Army assignment managers at MILPERCEN officially accept the CAP III nomination for the requisition, that requisition is available to reenlistment candidates being processed through the RETAIN System.

h. The reenlistment candidate now has three choices:

(1) To accept a requisition found by the RETAIN System;

(2) To have the requisition placed on hold for ten days pending the candidate's decision; or

(3) When there are no requisitions available for the selected option, to have his or her record placed for up to 365 days on a wait list maintained by the RETAIN System.

i. The first choice is to accept a requisition. In that case, the Reenlistment NCO uses the RETAIN System to reserve that requisition. The RETAIN System sends that reserved requisition to CAP III for verification of the soldier's assignment as part of the weekly CAP III assignment processing cycle. When the candidate chooses the option to train for a new MOS, the Reenlistment NCO uses the RETAIN System to reserve an AIT class seat for the candidate. After the candidate's MOS retraining has been completed, MILPERCEN assignment managers will assign the reenlistee to a requisition.

j. The candidate's second choice is to place a requisition on hold. The Reenlistment NCO can use the RETAIN System to hold a requisition for 10 days while the candidate considers his or her reenlistment alternatives.

k. When there are no requisitions for the candidate's selected reenlistment option, the candidate has a third choice: to go onto the system's Wait List. The RETAIN System automatically matches soldiers on this Wait List with appropriate requisitions as these requisitions become available. MILPERCEN assignment managers also assign reenlistees on the Wait List to requisitions. Reenlistment NCOs periodically receive a list of the requisitions with which soldiers on the Wait List have been matched or assigned.

l. What is the effect of a RETAIN System match or assignment of a soldier to a requisition? The soldier, who has chosen a reenlistment option, may decide to accept or to reject the requisition prior to reenlistment. If the soldier accepts the requisition, the reenlistment process is complete. If, however, a soldier rejects the requisition, the soldier's record returns to the Wait List for up to 365 days until an acceptable requisition is found.

m. Finally, when for some reason the soldier who reenlisted through the RETAIN System changes his mind about reenlisting, the RETAIN System can be used to cancel the reenlistment transaction.

n. Table 1-1 illustrates this sequence of activities in core program reenlistment processing and names the RETAIN System program(s) used at each step in the processing.

Table 1-1
REUP Core Program Reenlistment Processing.

| PROCEDURE | PROGRAM |
|---|---------------|
| 1. Prepare the candidate's record for reenlistment processing. | PREPARE |
| 2. Request a reenlistment worksheet containing reenlistment options, bonus information, and a promotion forecast. | PREPARE |
| 3. Display the worksheet. | WORKSHEET |
| 4. Enter the candidate's reenlistment option choice. | REUP, REUP3 |
| 5. Search for and display requisitions or school seats corresponding to the selected option. | REUP, REUP3 |
| 6. Enter one of the candidate's choices: | |
| a. Accept a requisition and reserve it; or | REUP |
| Accept a new MOS and reserve an AIT class seat for the MOS. | REUP3, LOOKUP |
| b. Put a requisition on hold for 10 days; | REUP, LOOKAT |
| c. When no requisition is available, go on a Wait List for 365 days to be automatically matched to a requisition. | REUP |
| 7. Cancel the reenlistment at the candidate's request. | CANCEL |

1-3-4. MANAGEMENT CONTROL PROGRAMS

a. Besides the core reenlistment programs described above in Paragraph 1-3-3, the RETAIN System is comprised of numerous management control programs. These programs allow system managers to affect the reclassification and reenlistment opportunities offered to service members. These programs also enable managers to assign requisitions. Finally, these management control programs make available a variety of reports which managers may use to monitor reclassifications, reenlistments, and assignments.

b. Each time a soldier is reclassified into a new MOS or reenlists for another term of service, the RETAIN System weighs many factors before presenting the soldier with reclassification or reenlistment options. Among these factors are: the soldier's qualifications, the soldier's prior record, and the Army's present and future needs for the soldier's skills.

c. Army managers control the factors that are weighed by the RETAIN System by declaring the range of valid values for each factor. For instance, for the factor of educational level for a particular MOS, managers can specify the range of valid values as completion of two years of high school and beyond. As Army skills requirements change, managers can modify the factor values to reflect new situations.

d. By controlling the values of these factors which determine a soldier's reclassification and reenlistment alternatives, managers can regulate the overall composition of the enlisted force.

e. Another group of management programs gives managers the capability to assign requisitions. This capability includes both assigning requisitions already on the RETAIN System and creating new requisitions for assignment.

f. The RETAIN System provides managers with extensive reporting capabilities. Managers can obtain reports on system usage, on MOS migration (the movement of soldiers from one MOS to another), on bonuses and promotions, and on reenlistment options (including options with a high JPI score that could not be offered because there were no school seats or requisitions available). Managers can use these reports to monitor reclassifications, reenlistments, and assignments.

g. The RETAIN System management control programs are grouped in Chapter 4 of this Handbook into modules. Each module performs a particular function within the RETAIN System. The following paragraphs will identify and briefly describe each of these functional modules.

(1) *TSAM Processing.* This module includes a description of the worksheet processing which is at the core of the TSAM enhancement to RETAIN. A discussion of the Job Performance Indicator (JPI) score and the actual batch production of worksheets is included.

(2) *Migration Control.*

(a) RETAIN relies heavily on numbers gained through monitoring reenlistments and reclassifications. It uses these numbers to evaluate how well the system is working, through internal feedback. These statistics are also useful in giving the system manager information about MOS migration trends. This information, in turn, aids in determining the parametric values to be used by the JPI algorithm.

(b) The purpose of the Migration Control Module is to develop the Migration Control file, on which data used in the TSAM processor and Reclassification module is stored. Additionally, any information needed to execute the JPI algorithm will be on this file. This includes JPI factors, weights, thresholds, and default values.

(3) *Data Dictionary.* The purpose of the Data Dictionary module is to define the information or 'factors' used within the RETAIN System. All data input to the RETAIN System is described in the dictionary. In addition, the use of the Data Dictionary increases the flexibility of the RETAIN System and provides control over data flow editing. For example, factors used throughout the system may be made once, within the dictionary, rather than in every program in which the factor appears. The dictionary will control: the extraction of the data from a record; the editing of the data, including the security of the data and whether or not it is required and, if not, the default values; and the placement of that data on the RETAIN data base. Use of the data dictionary facilitates the definition of the eligibility criteria (any

field in the dictionary regardless of file can be used), the definition of the JPI factors, and the development of the modules in the RETAIN System.

(4) *Eligibles*. Once a month, RETAIN scans the Enlisted Master File (EMF) for soldiers eligible for reenlistment. The Eligibles module enables RETAIN managers to monitor the number of soldiers eligible for reenlistment, using the Reenlistment Eligibles file, as well as a listing of unacceptable soldiers, via the BTR file.

(5) *Options*. Several reenlistment options offer the soldier a choice of location, unit or area. RETAIN uses the Options module to manage these locations, units, and areas. RETAIN managers are able to report and update:

- Availability of different reenlistment options;
- Descriptive titles of those options;
- Notes which indicate special features or requirements of particular reenlistment options; and
- Choices of area, location, and available options for each option type.

(6) *Bonus and Promotion*. The Bonus and Promotion module details the use of flat files by TSAM to store current bonus and promotion information. Managers can display, maintain and update information concerning the options appearing on the reenlistment worksheet.

(7) *Reclassification*. RETAIN includes an on-line reclassification module to allow users to process reclassifications. Both the field and managers may use this module for voluntary and non-voluntary reclassifications (grades E1 through E5) and for medical reclassifications (grades E1 through E8 nonpromotable). Additionally, managers use the module to process special reclassification cases such as reclassifications into an MOS controlled by the Department of the Army.

(8) *Personnel and History*. All known data on RETAIN reenlistments is included in this module, which consists largely of management reports. Managers may use the reports in this module to monitor the progress of reenlistment.

(9) *Assignment*. This module describes how Army assignment managers at MILPERCEN assign enlisted personnel to requisitions. Managers may use the RETAIN System to give soldiers assignments both during their current term of service and when they reenlist. If no requisition exists, managers utilize the module to create the necessary job opening. This module also includes a discussion of assignment managers' control of the Special Instructions associated with requisitions or assignments. In addition, the Assignment module details assignment managers' ability to report and update the number of Homebase Advance Assignment Program (HAAP) allocations available at each continental United States location.

(10) *Deletion/Deferment*. The Deletion/Deferment module allows managers to delete or defer the assignment of a soldier already on orders. The module also has an automatic deletion capability for assignments of certain categories of reenlistment candidates already on orders.

(11) *EMF and RETAIN Input and Output Processing*.

(a) The Enlisted Master File is created weekly on RETAIN from PERSINSD tapes consisting of over 650,000 records. Reconciliation of the personnel files is required after the file is recreated. Managers interact with PERSINSD, schedule receipt of the tapes, and prepare to deliver them to BCS. The tape contents must be verified before the job can be run on RETAIN.

(b) CAP III tapes are received weekly on RETAIN to create the Requisition/Special Instruction file. This interface with CAP III occurs on Sundays, and requires a great deal of supervision. This module includes procedures from receipt of the tapes to completion of the batch job that creates the NORMSI file. The RETAIN system is taken away from the users during the processing, and is made available again when the job is finished. Once the job is started, its completion is vital.

(12) *The RETAIN/PERSINSD Data Link*. This module includes the high-speed data link between the RETAIN System and the PERDDIMS-E System at PERSINSD, how it works, who controls it and the possible malfunctions that could occur.

(13) *On-line Communication*. Interaction between the field users across the world and the RETAIN Control Branch at MILPERCEN is very important. To achieve this cost-effectively and efficiently, RETAIN has a HOTLINE program that communicates questions and answers between the field users and managers. There are also two automatic message capabilities that display important messages to the field users when they sign onto the system.

Chapter 2 HISTORY AND DEVELOPMENT OF THE RETAIN SYSTEM

2-1. HISTORY OF THE RETAIN SYSTEM

a. The Army's reenlistment process consists of two essential steps. First, the Army must identify the reenlistment alternatives for which a soldier is eligible. Next, the Army must officially offer the soldier specific reenlistment options.

b. Prior to the installation of the RETAIN System in 1976, Army personnel accomplished these two steps manually.

They depended on letters, phone calls, coding sheets, and keypunch equipment to gather information they needed to reenlist soldiers. It could take days or even weeks to process a reenlistment.

c. The installation of the RETAIN System automated both steps of the reenlistment process. Using RETAIN, Army personnel gained an automated system with which they could both define the soldier's reenlistment alternatives and officially offer those options to reenlistment candidates. The RETAIN System overcame the problem of the lengthy delays typical of manual reenlistment processing by making accurate reenlistment information available within minutes.

d. Within a short time, assignment managers at MILPERCEN began using the RETAIN System to process the assignment of soldiers to requisitions. This development occurred because Reenlistment NCOs and MILPERCEN assignment managers both depend on the same pool of requisitions for reenlistment and assignment processing. Collisions would occur when both an assignment manager and a Reenlistment NCO targeted the same requisition for different soldiers. The addition of assignment management capabilities to the RETAIN System allowed MILPERCEN assignment managers to utilize the RETAIN System for assignment transactions and also gave priority for requisition assignment to RETAIN reenlistees when collisions did occur.

e. The early RETAIN System had these capabilities:

- Helped Career Counselors find attractive opportunities for the reenlisting soldier;
- Allowed Career Counselors to reenlist a soldier and reserve a requisition (or a school seat if the reenlistee needed MOS training), hold the requisition, or put the soldier on a wait list for future requisitions;
- Enabled MILPERCEN assignment managers to assign requisitions to in-service personnel and to reenlistees on the RETAIN System Wait List, and to manage requisitions;
- Provided an automatic matching of applicants on the Wait List to open requisitions; and
- Gave RETAIN System managers the ability to monitor usage of the RETAIN System and to communicate with other system users via RETAIN System terminals.

f. The first users of the RETAIN System in 1976 were Army personnel located at Forts Jackson, Carson, Dix, and Knox. The use of the RETAIN System was soon expanded to other continental United States (CONUS) personnel. By 1980, access to the RETAIN System was expanded to include Army reenlistment personnel in Europe. Then, in 1981, Army personnel in Panama and Korea joined the network of RETAIN System users. The current RETAIN System now supports more than 200 Army users at more than 100 locations worldwide.

2-2. SYSTEM DEVELOPMENT

a. The capabilities of the RETAIN System have been expanded since its beginnings in 1976.

b. In 1979, RETAIN was given a deletion capability. This capability allowed MILPERCEN personnel, when needed, to delete or defer the assignments of soldiers already on orders.

c. Two enhancements which took place in 1981 were the Homebase Advance Assignment Program (HAAP) task and the Temporary Duty Enroute Schooling (TDY) task. The HAAP program modification to RETAIN ensured that HAAP assignment codes are properly made and posted to Department of the Army files. The TDY enhancement records all TDY Enroute personnel and produces a weekly report of individuals who are deleted/deferred and are TDY enroute.

d. In 1982, the RETAIN System was modified to discourage the making of "ghost" reservations, that is, reservations whose purpose is to hold choice requisitions or school seats until they are needed for a real reenlistment or assignment. The user could then cancel the "ghost" reservation and have that choice requisition or school seat immediately available for re-use. The GHOSTS modification to RETAIN imposed a delay on posting cancellations so that this highly desirable seat or requisition would not actually be freed until some random later date under the control of the RETAIN System.

e. 1982 also brought the Three Task Enhancement (3TE) to the RETAIN System. The three tasks involved in this enhancement were:

(1) To have the RETAIN System give priority to the display and matching of soldiers with open requisitions rather than with nominated requisitions in order to reduce the number of broken nominations;

(2) To enable the RETAIN System to notify assignment managers when a soldier receiving an assignment has been awarded a Project Development Indicator (PDI) code; and

(3) To provide a preliminary analysis for The Skill Alignment Module (TSAM) concept design.

f. 1983 brought the implementation of The Skill Alignment Module (TSAM) to RETAIN. This module allows the Army to enforce its skill migration policy for both reclassifications and reenlistments. TSAM limits soldiers' job choices to those which are most beneficial to the Army's overall skills needs. Refer to Paragraph 3-1 for a more detailed discussion of TSAM's impact on the RETAIN System.

g. A major change affecting RETAIN will be the development of a separate system: the Personnel Deployment and Distribution Management System (PERDDIMS-E). The purpose of the PERDDIMS-E System is to aid the U.S. Army in managing the deployment and distribution of enlisted military personnel. The personnel deployment and distribution function includes priority and policy application, requirement/soldier matching (assignment, deletion/deferments, transient accounting) and verification of movement.

- h.* The PERDDIMS–E System will be implemented in three phases, with Phase 1 introduced in January 1984.
- i.* Refer to Paragraph 3–2, the PERDDIMS–E System Impact on RETAIN, for a more detailed discussion of the changes Phase 1 of PERDDIMS–E will bring to the RETAIN System.

Chapter 3

RECENT MAJOR SYSTEM DEVELOPMENTS

3–1. THE TSAM ENHANCEMENT TO RETAIN

a. In July, 1983, The Skill Alignment Module (TSAM) was implemented on the RETAIN System. TSAM aids the Army in addressing the problem of MOS imbalance within the enlisted force. MOS imbalance means that certain jobs have become overstaffed while others are severely short of personnel. A major cause of MOS imbalance is the increased demand for more highly skilled personnel to keep pace with the technical growth of the Army.

b. To address the MOS imbalance problem, the Army needs to control the movement of soldiers from one MOS to another. This movement, or “skill migration,” can occur at two points in an enlisted soldier’s career: reclassification and reenlistment.

c. How does TSAM help the Army resolve the current imbalance of skills among MOSs and help prevent skill migration from understaffed MOSs? TSAM provides a mechanism for rating all Army jobs so that the only reclassification and reenlistment options offered are those which best fit the Army’s skills needs.

d. Suppose, for instance, that the Army is “short” of computer repairers (MOS 34E) but is “overstrength,” that is, has a surplus of truck mechanics in MOS 64C. In that case, the RETAIN System would assign MOS 34E a higher job rating than MOS 64C. If the soldier met the qualifications for MOS 34E, the RETAIN System would offer Option 3, Retraining, for MOS 34E because that MOS is understrength. However, because MOS 64C is overstrength, the RETAIN System would not display retraining for MOS 64C as a reclassification or reenlistment option even if the soldier were qualified for or preferred MOS 64C.

e. While helping solve the Army’s MOS imbalance problem, the TSAM enhancement benefits individual soldiers. The RETAIN System can now be used to guide soldiers from overstrength MOSs into understrength MOSs. This approach has advantages for the soldiers who leave the overstrength MOS. Soldiers reclassifying or reenlisting into an understrength MOS will have better opportunities for bonuses, promotions, and retraining than if they had stayed in the overstrength MOS.

f. Besides this shift in emphasis, the TSAM enhancement also provides RETAIN System users with a new automated capability to process reclassifications. Before TSAM, all reclassifications were processed manually through MILPERCEN.

g. The major change to the RETAIN System resulting from the TSAM enhancement is that the focus of RETAIN has shifted from individual soldiers’ preferences to the overall balance of skills within the enlisted force. Thus, TSAM is not a replacement for the RETAIN System. Instead, TSAM is a set of programs within the RETAIN System which helps to ensure that soldiers are reclassified or reenlist into jobs where their skills are most needed.

h. For more detailed information on the TSAM component of the RETAIN System, refer to the paragraphs of this Handbook listed below:

- Paragraph 4–1 The TSAM Processor
- Paragraph 4–2 The Migration Control Module
- Paragraph 4–6 The Reclassification Module.

3–2. THE PERDDIMS–E SYSTEM IMPACT ON RETAIN

a. The implementation of Phase 1 of a new system, the Personnel Deployment and Distribution Management System (PERDDIMS–E), will cause two significant changes to the RETAIN System.

b. First, the PERDDIMS–E System will take responsibility for some of the processing currently done on the RETAIN System. Specifically, PERDDIMS–E will assume the requisition management function from RETAIN. Distribution managers at MILPERCEN will utilize the PERDDIMS–E System instead of the RETAIN System to manage requisitions. Distribution managers perform this job by maintaining requisitions and Special Instructions (SI) codes and text.

c. The data link is the second change to the RETAIN System resulting from Phase 1 implementation of the PERDDIMS–E System. The data link is a physical communications path between the PERDDIMS–E System and the RETAIN System. All data related to requisitions will be automatically transferred across this data link upon completion of a transaction on either system.

d. In Phase I, the data link will operate concurrently with the present weekly transfer of requisition data between the Centralized Assignment Procedures (CAP III) System and RETAIN. In other words, the data link will not replace the CAP III/RETAIN weekly data transfer at this time.

e. Refer to Paragraph 4–12 for a description of the present weekly CAP III/RETAIN input-output cycle and to Paragraph 4–13 for a discussion of the data link.

Chapter 4 FUNCTIONAL MODULES OF THE RETAIN SYSTEM

Section 4-1 THE TSAM PROCESSOR MODULE

4–1–1. INTRODUCTION

a. The Skill Alignment Module (TSAM) “processor” is the name given to an automated screening procedure which the RETAIN System performs for each candidate for reenlistment. The TSAM processor screens:

- the candidate; and
- the Army’s list of MOSs.

The purposes of this screening are first, to rate each candidate’s reenlistment options, and second, based on this rating, to limit the options offered to those alternatives which best serve the Army’s priority skills needs.

b. What does the processor screen each candidate for? The processor checks that the candidate is eligible for reenlistment. For example, the TSAM processor would screen out reenlistment candidates whose service record contained bars to reenlistment such as being AWOL more than six days or having been court-martialed during the current term of service. The processor also checks the candidate’s qualifications for retraining in any MOS.

c. Besides screening the candidate, the processor screens all the Army’s MOSs. The processor identifies MOSs which need more personnel. It checks whether the candidate may move from his or her current MOS without creating an imbalance of skills in that MOS. It collects bonus and promotion data for the candidate’s current MOS. The processor also calculates and assigns a job rating (the JPI, or Job Performance Indicator) for each MOS, including the current MOS, for which the candidate qualifies.

d. The JPI is a number from zero to 1000 which represents an assessment of the soldier’s qualifications and the Army’s need for those qualifications. A JPI of zero means that the soldier’s reenlistment in that MOS is of no benefit to the Army; a JPI of 1000 shows reenlistment in that MOS to be of maximum benefit to the Army.

e. Once the TSAM processor has screened both the candidate and all the MOSs, it selects those MOSs with the highest JPI scores. Only the highest scoring MOSs are offered to the candidate. Because of this TSAM processor screening procedure, MOSs for which the candidate qualifies but which are low priority to the Army are not offered to the candidate.

f. For instance, the TSAM processor could determine that candidate A is qualified for Option 3 (Retraining) in MOS 96B1 (Intelligence Analyst) and MOS 42D1 (Dental Laboratory Specialist) and that a move from his or her current MOS into either of these new MOSs would not cause an MOS skills imbalance. The TSAM processor would calculate the JPI for each new MOS. Suppose that MOS 96B1 has a JPI of 191 while the JPI for MOS 42D1 is 25. In that case, the candidate would be offered Option 3 to retrain for MOS 96B1 because the JPI score of MOS 96B1 indicates that retraining in that MOS is highly beneficial to the Army’s skills needs. Candidate A, however, would not be offered Option 3, Retrain in MOS 42D1; the JPI score of 25 shows that this option is of very little benefit to the Army. Table 4–1 below illustrates this example of TSAM processor option screening and the results of that screening.

Table 4–1
Sample TSAM Processor Option Screening.

| Reenlistment Options | MOS Skills Imbalance? | JPI Score | Offer MOS to Candidate? |
|--------------------------------|-----------------------|-----------|-------------------------|
| Option 3 – Retrain in MOS 96B1 | No | 191 | Yes |
| Option 3 – Retrain In MOB 42D1 | No | 25 | No |

g. The results of the TSAM processor’s screening of reenlistment candidates are available to RETAIN System users in the form of a worksheet. This worksheet displays the candidate’s reenlistment options, including MOS retraining, plus bonus and promotion forecast information for the candidate’s current MOS. The Reenlistment NCO can then counsel the candidate in making a reenlistment decision based on the information on his or her personalized reenlistment worksheet.

h. The TSAM processor is an addition to the RETAIN System core reenlistment programs, not a replacement for the REUP and REUP3 programs. The TSAM processor is a mandatory screening procedure for each reenlistment

candidate. Each candidate must be screened by the TSAM processor before that candidate can be reenlisted via the REUP and REUP3 programs.

i. The rest of this chapter of the Handbook will discuss other important aspects of the TSAM processor. Paragraph 4-1-2 will describe how RETAIN System users utilize the TSAM processor. Paragraph 4-1-3 will describe the information which the processor requires and the sources of that information. Paragraph 4-1-4 will provide a sample of the reenlistment worksheet. Paragraph 4-1-5 will list the steps in RETAIN System reenlistment processing, including the TSAM processor and the worksheet. Finally, Paragraph 4-1-6 will list the programs and files in the TSAM Processor Module.

4-1-2. RETAIN SYSTEM USERS' ACCESS TO THE TSAM PROCESSOR

a. All RETAIN System users have access to the TSAM processor via the PREPARE and WORKSHEET programs. The sequence of programs is as follows: the PREPARE program, the TSAM processor programs, and the WORKSHEET program. System users execute the PREPARE and WORKSHEET programs directly. They do not execute the TSAM processor programs as such. Instead, their actions in the PREPARE program cause the TSAM processor to be activated. Once the TSAM processor has completed its screening procedure, system users run the WORKSHEET program to look at the processor's results, which are displayed on the reenlistment worksheet.

b. The catalyst for the TSAM processor is the PREPARE program. This program allows Reenlistment NCOs and system managers to review the personal data record of soldiers whose ETS date makes them eligible for reenlistment. The PREPARE program also enables RETAIN users to bring the soldier's record up to date by entering new information such as test scores or by revising incorrect record data. The RETAIN user then executes the PREPARE program to request that a reenlistment worksheet be prepared for the soldier.

c. How will the TSAM processor consider requests for screening candidates? A request for a worksheet puts the soldier's record in the line, or "queue," of records to be screened by the TSAM processor. The TSAM processor screens candidates' records according to first, the date and time that the record goes into the queue, and second, the prescribed hours of the TSAM processor's operation. KEYSTONE Branch and RETAIN Office managers may report the position of an applicant's record in this queue by executing the CHECKQ program.

d. RETAIN System users have access to the TSAM processor from 20:00 – 08:00 hours Monday through Friday (Eastern Daylight Time), with the exception of 00:00 – 01:00. The activation of the TSAM processor places an extremely high demand on the processing capacity of the RETAIN System computer. Running the TSAM processor during the peak week-day hours of 0800–2000 would cause an unacceptably slow response time for RETAIN System users. Therefore, the processor's availability is restricted to non-peak hours.

e. To see the reenlistment options available to the soldier after the TSAM processor has completed its screening, users execute the WORKSHEET program. Reenlistment NCOs use the WORKSHEET program to display the worksheet at their terminals. System managers may see a terminal display and also obtain one or multiple printed copies of the soldier's reenlistment worksheet. Managers' requests for a paper copy or copies of the worksheet are processed nightly and are ready the next business day. Twenty-four hours is the typical turnaround time from the request for TSAM processor screening to the availability of the reenlistment worksheet.

f. The following are guidelines for using the TSAM processor:

- (1) Reenlistment NCOs are allowed to request only one TSAM processor screening per candidate.
- (2) If for some reason (data input errors in the PREPARE program, for example) the processor needs to be rerun for the candidate, RETAIN system managers are able to request another screening for the candidate.
- (3) There are no restrictions on the number of copies made of a reenlistment worksheet; the restriction in (1) above applies to the TSAM processor screening procedure.

4-1-3. INFORMATION THE TSAM PROCESSOR NEEDS AND THE SOURCES OF THAT INFORMATION

a. The TSAM processor needs many different types of information to screen a candidate for reenlistment. These different kinds of information and their sources are first summarized in Table 4-2 and then described in detail in the paragraphs following this table.

Table 4–2
Information Needed By The TSAM Processor.

| Information | Source |
|---|--------------------------|
| 1. Army skill migration policy for every MOS/grade combination | DA Circular 611 |
| 2. Values to use in calculating the Job Performance Indicator (JPI) | PERSACS, RETAIN managers |
| 3. The soldier's personal record | PERSINSD/SIDPERS |
| 4. Bonus and promotion information for the soldier's current MOS and those offered under Option 3 | PERSACS, RETAIN managers |
| 5. School seats available for retraining | REQUEST System |

b. First, the TSAM processor needs the current Army skill migration policy for every MOS/grade combination. “Skill migration” refers to the movement of a soldier with particular job skills from his present MOS to a different MOS.

c. DA Circular 611, “Personnel Selection and Classification, Career Management of the Force,” lists Army skill migration policy for every MOS and grade level combination. The TSAM processor must ensure that both the candidate’s movement out of his current MOS/grade and into another MOS/grade are consistent with Army skill migration policy as defined in DA Circular 611. Personnel Structure and Composition System (PERSACS) managers provide this skill migration policy information for the RETAIN System and periodically revise the information to reflect revisions to the DA611 Circular.

d. A second information requirement of the TSAM processor is values with which to calculate the JPI score for the MOSs associated with reenlistment options. The JPI score represents an assessment of the soldier’s qualifications and the Army’s needs for those qualifications. The higher the JPI score, the better reenlistment in that MOS fits the Army’s needs.

e. The three essential components of the JPI score are:

- (1) The circular (DA611) status;
- (2) The soldier’s quality value; and
- (3) The MOS value.

f. The circular status represents Army skill migration policy for each MOS/grade. The values for the circular status are 0 or 1. When DA611 policy indicates that migration into or out of a specified MOS/grade are allowed, the circular status is 1 for that MOS/grade. In all other cases, the circular status has a value of 0. Only a circular status value of 1 enables the TSAM processor to consider a specific MOS/grade combination as a reenlistment option. The circular status value is automatically extracted from a tape supplied periodically to the RETAIN System by PERSACS managers.

g. RETAIN system managers are responsible for entering and making changes to the soldier’s quality value and the MOS value, the other two values the TSAM processor uses to calculate the JPI score. The soldier’s quality value is a score of both the mandatory requirements for an MOS and its desirable qualifications (including a measure of how desirable they are). The MOS value defines the Army’s need for soldiers in that MOS/grade by considering both the priority of the MOS (from 1 to 5, with 5 the highest priority) and the skills balance in that MOS (overstrength, balanced, or short). Managers use the Migration Control module to establish these two values. Refer to Paragraph 4–2 of this Handbook for a complete description of the calculation of the JPI score.

h. A third information requirement of the TSAM processor is the candidate’s personal data. This data includes the soldier’s name, social security number, ETS date, current MOS and grade level, education, skills, ASVAB or aptitude scores, any disqualifying factors (number of days AWOL, court-martials), and waivers. The soldier’s record also contains any personal data that needs command level action such as an exceptional family member requiring special schooling. The source of the candidate’s personal data is the Standard Installation/Division Personnel System (SIDPERS), an internal Army personnel information system made available to RETAIN via the Personnel Information Systems Directorate (PERSINSD). SIDPERS data is stored on the Enlisted Master File (EMF). An extract or abbreviated version of the records on the EMF is transmitted to the RETAIN System for use by the TSAM processor.

i. Fourth, the TSAM processor requires bonus and promotion information on the soldier’s current MOS and those offered under Option 3. This information is needed for display on the soldier’s reenlistment worksheet. RETAIN System managers provide this information on bonuses and promotions, based on PERSACS data. Refer to Paragraph 4–4, the Bonus and Promotion module, for further details.

j. Fifth, the TSAM processor needs a list of AIT school seats available to a soldier who is eligible for retraining as a reenlistment option. This school seat information comes into the TSAM processor through the RETAIN System’s interaction with the Army’s Recruit Quota System (REQUEST). The Army’s Accession Management Branch establishes AIT classes on the REQUEST System and sets aside a certain number of class seats for use by Active Army in-service personnel, that is, those soldiers reenlisting through the RETAIN System. Figure 4–1–3 is a flowchart representing these various sources of TSAM processor information.

4-1-4. THE TSAM PROCESSOR'S OUTPUT: THE REENLISTMENT WORKSHEET

a. The RETAIN System makes the results of the TSAM processor's screening procedure available in the form of a reenlistment worksheet.

b. What information does a reenlistment worksheet contain? The worksheet displays:

- The soldier's personal data;
- The circular status of the soldier's present MOS/grade (including the next two grades beyond the present grade);
- A promotion projection for the soldier's current MOS based on Army averages;
- Reenlistment bonuses, if any, available in the current MOS;
- A list of all the reenlistment options available to the soldier, including the JPI of each MOS if the user is a system manager; and
- A Notes section with further comments on worksheet items.

c. In addition, when the candidate qualifies for Option 3, MOS retraining, the worksheet displays a list of schools available for retraining. The list contains the JPI score for each MOS, bonus and promotion projections for each MOS, the school's location, and the date of the first available class. If a candidate is eligible for Option 4, Overseas Area, the worksheet contains a list of available overseas commands. For candidates eligible for Option 5, continental U.S. station of choice, the worksheet lists available posts.

d. Figure 4-1-4 is a sample reenlistment worksheet for a candidate who qualifies for Option 3.

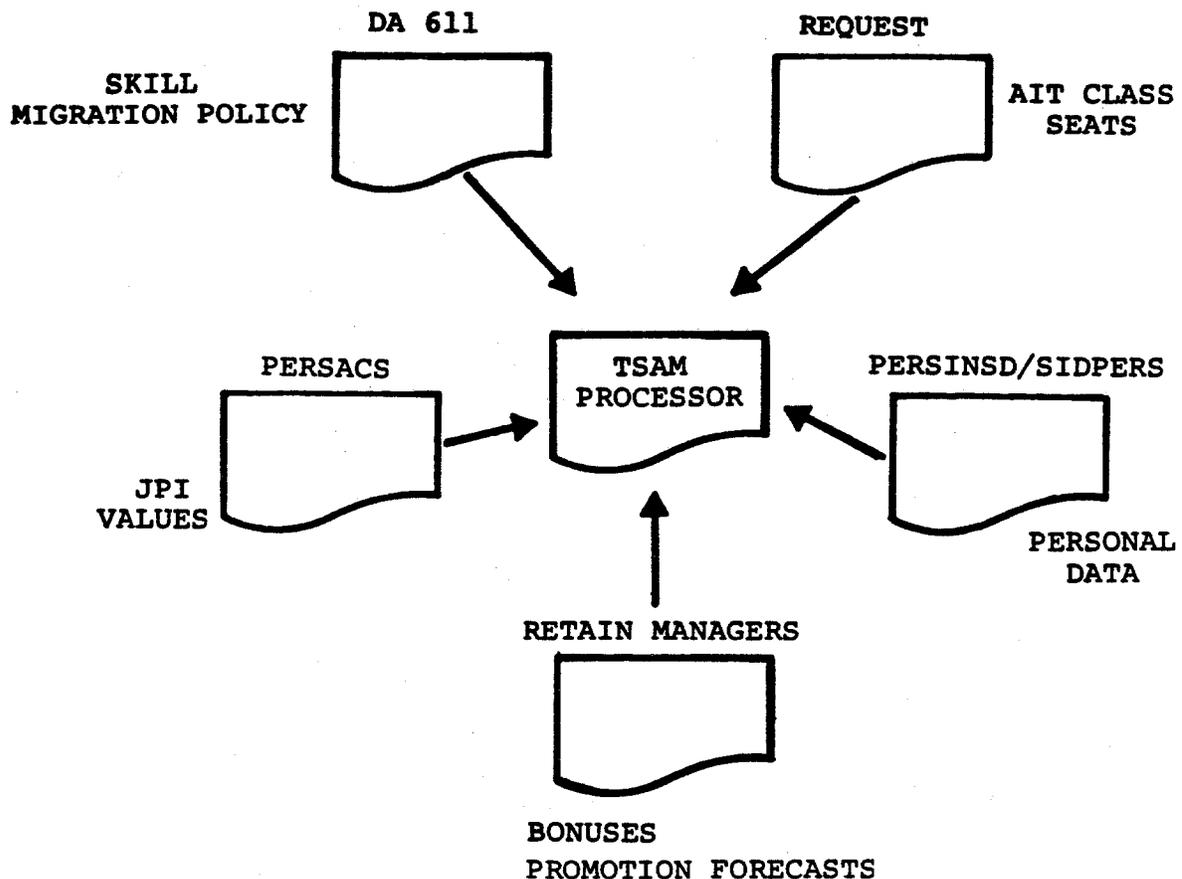


Figure 4-1-3. Sources Of TSAM Processor Information.

LOCID: 32AD DATE PREPARED: 2/ 5/83
 UICCD: 2DH27 REUP WORKSHEET
 SSN / NAME / BASD / BPED / PMOS / GRADE/ SEX / DOB /
 123456789 SMITH, JOHN 7908 7908 91B20 5 M 591127
 DOR / ETS / SEC/ EDUC/ ASI/ DEROS / LANG / RACE /
 820802 830531 G E X
 PRMOS / MOS-SC/ DROS / UIC / LWAIVE/ AWOL/ TERM/ WAIVER/
 300 820323 2DH27 0 0 3
 ART15/ COURT/ DT-ELIG /
 0 0 0/ 0/ 0

ASVAB/ACB/SCORES

PHY-PR/ TEST-DATE / CO / FA / EL / OF / GM / MM / CL / ST / GT / SC /
 111111 0/ 0/ 0 97 86 70 69 82 77 94 101 94 94

CURRENT PMOS STATUS (IN/OUT): E5 - NO/NO E6 - YS/YS E7 - NO/NO

PROMOTION PROJECTION IN CURRENT PMOS: E6 - 8.5 YRS/E7 - 13.5 YRS

SELECTIVE REENLISTMENT BONUS AVAILABLE IN CURRENT PMOS: NONE

RENL OPTIONS AVAIL: 1-REGULAR ARMY JPI SCORE = 10
 2-PRESENT DUTY ASSIGNMENT JPI SCORE = 10
 3-ARMY SERVICE SCHOOL JPI (S) LISTED BELOW
 4-OVERSEAS AREA JPI SCORE = 10
 5-CONUS STATION OF CHOICE JPI SCORE = 10
 7-COMBAT ARMS UNIT OF CHOICE JPI SCORE = 10
 10-ARMY BERLIN BRIGADE JPI SCORE = 10

SCHOOLS AVAIL FOR RETRAINING:

| MOS/TITLE | BONUS | PROJ PROM TO E6/E7 | SCHOOL LOCATION |
|---|----------|--------------------|-----------------|
| N | | | |
| 96D/IMAGE INTERPRETER JPI SCORE = 199 | 2A 1B | 6.1YRS/11.8YRS | HUACH/AZ |
| 96B/INTELLIGENCE ANALYST JPI SCORE = 141 | 2A 1B 1C | 5.8YRS/11.8YRS | HUACH/AZ |
| 96C/INTERROGATOR JPI SCORE = 111 | 4A 3B | 5.8YRS/12.8YRS | HUACHUCA |

NOTES:

A. PROJECTED PROMOTION IS ARMY AVERAGE AND NOT A GUARANTEE OF INDIVIDUAL PROMOTION.

NOTES FOR OPTION NUMBER 3:

A. SRB INDICATORS ARE YOUR INFO ONLY, EXCEPT THE BEAR PROGRAM: THEREFORE YOU ARE NOT ELIGIBLE FOR THE BONUS ON THIS REENLISTMENT.

B. RETRAINING BASED ON CURRENT DATA, SM MUST MEET ALL REQUIREMENTS/ SPECIAL QUALIFICATIONS, AND SELECT A SPECIALTY NEEDED BY THE ARMY

Figure 4-1-4. Sample Reenlistment Worksheet.

4-1-5. STEPS IN REENLISTMENT PROCESSING INCLUDING THE TSAM PROCESSOR AND THE WORKSHEET

a. The following paragraphs describe how the TSAM processor programs and the reenlistment worksheet fit into the overall RETAIN System reenlistment processing.

b. At any time, a unit with access to the RETAIN System may obtain a report of soldiers currently eligible for reenlistment using the PREPAR program. This report is printed by Unit Identification Code (UIC) and includes a list of Social Security numbers (SSNs), names, and key information items for any soldiers whose records indicate they are attached to the requested UIC(s). Reenlistment NCOs would then examine these lists to determine soldiers for whom they are responsible.

c. After Reenlistment NCOs determine that a soldier is ready for counseling, they may modify a reenlistment record

accessed using the PULLEM program by updating any invalid information through PREPARE. They then enter any and all necessary additional information, such as test scores and test dates. When the data has been entered and verified, the counselor requests a reenlistment worksheet for the soldier. The TSAM processor determines which reenlistment options should be offered to the soldier and then prepares a reenlistment worksheet via the PROCMN program. The Reenlistment NCO can then display the worksheet on any RETAIN terminal station. After counseling the soldier, the Reenlistment NCO enters the soldier's reenlistment decision into the RETAIN System via the REUP or REUP3 programs.

4-1-6. LIST OF PROGRAMS AND FILES IN THE TSAM PROCESSING MODULE

a. The following is a list of the programs involved in the TSAM Processor module, and a short description of each program's function.

Table 4-3

TSAM Processor Module.

| Program | Function |
|-----------|--|
| CHECKQ | Reports the number of records in the queue awaiting action by the TSAM processor and also the position in the queue of a specific reenlistee's record. |
| PREPARE | Displays the records of soldiers eligible for reenlistment. Allows users to update certain data items on the soldier's record and to request the TSAM processor to prepare a reenlistment worksheet for selected candidates. |
| JPI | Screens the reenlistment candidate for MOS eligibility, calculates the JPI, and determines each candidate's reenlistment options. |
| WORKSHEET | Displays the reenlistment worksheet containing the reenlistment options available to the reenlistee. |
| WRKFLG | Allows managers to reset flags so that the TSAM processor can be accessed to screen the same candidate again. |

b. The following is a list of files that contain the information processed in the TSAM Processor module.

- Bonus file
- Migration Control file
- Promotion file
- Queue file
- Reenlistment Eligibles file
- REQUEST Quota files
- Worksheet file

Section 4-2

THE MIGRATION CONTROL MODULE

4-2-1. INTRODUCTION

a. One of the Active Army's major goals is to balance the number of personnel within each MOS/grade. "Balance" means that each MOS/grade has an adequate number of personnel to perform its duties. An MOS/grade is imbalanced if it is either understrength (has too few soldiers) or overstrength (has too many soldiers).

b. The Department of the Army determines the desired balance for each MOS/grade. For instance, the DA could set 3000 as the desired number of personnel in MOS 11B, grade 1. If there are currently 3000 enlisted personnel in MOS 11B, grade 1, that MOS/grade is "balanced". If MOS 11B, grade 1 had 2000 personnel, it would be understrength; at 4000 personnel, it would be overstrength.

c. To achieve this goal of MOS balance, the Army needs to control MOS "migration". Migration refers to the movement of soldiers from their current MOS to a new MOS. Migration occurs when soldiers reclassify or when they reenlist for Option 3, MOS Retraining.

d. How does the Migration Control module help the Army achieve its goal of balance with each MOS/grade? The Migration Control module serves as the manager's entry point for key information the RETAIN System needs to process soldiers so that their migration at reclassification or reenlistment contributes to the balance of personnel within the MOS/grade. This key information includes:

- The mandatory and desirable qualifications a candidate needs for an MOS;
- The need for personnel in a particular MOS/grade (e.g., MOS 12E, grade 5);
- The factors the RETAIN System in its formula uses to calculate the JPI, a rating assigned to each MOS; and
- The minimum or "threshold" JPI score needed to reclassify or reenlist into an MOS.

This information that managers enter into the Migration Control module directly affects which reclassification and reenlistment opportunities the Army offers to candidates via the RETAIN System.

e. In addition to using the Migration Control module to enter key information affecting reclassifications and reenlistments, managers can also use this module as a source of statistics on actual reclassifications and reenlistments. The RETAIN System automatically collects these statistics and stores them within the Migration Control module. Managers can use these statistics to identify reclassification and reenlistment trends and to evaluate how well their controls on MOS migration are working to balance personnel. Based on their evaluation of these trends, managers can revise information within the Migration Control module so that future reclassifications and reenlistments will lead to a better balance of personnel.

f. The rest of this chapter of the Handbook will further describe the migration control information which managers are responsible for entering and revising within the Migration Control module. Paragraph 4-2-2 lists the capabilities that managers have within the Migration Control module. Paragraph 4-2-3 specifies the types of migration control data that managers enter onto the RETAIN System. Paragraph 4-2-4 describes how managers can monitor reclassification and reenlistment statistics. Paragraph 4-2-5 discusses managers' ability to make reenlistment projections. Paragraph 4-2-6 explains how managers handle information on the Migration Control file. Paragraph 4-2-7 describes how the manager-specified migration control data affects reclassification and reenlistment processing. Paragraph 4-2-8 contains a list of the programs and files in the Migration Control module.

4-2-2. MANAGER'S CAPABILITIES WITHIN THE MIGRATION CONTROL MODULE

Managers have many capabilities within the Migration Control module. These capabilities, and the paragraph of this Handbook where each is discussed, are listed below.

- (1) Managers can monitor and adjust the values of the migration control data (MOS qualifications, JPI formula values, JPI threshold scores) which directly affect reclassification and reenlistment processing (Paragraph 4-2-3).
- (2) Managers can monitor the actual number of soldiers reclassifying and reenlisting via the RETAIN System (Paragraph 4-2-4).
- (3) Managers can make eight-month projections on the number of soldiers reenlisting, taking into account seasonal variations in reenlistments (Paragraph 4-2-5).
- (4) Managers can add, delete or modify migration control information on the RETAIN System (Paragraph 4-2-6).

4-2-3. MANAGING MIGRATION CONTROL DATA

a. The RETAIN System relies on Department of the Army managers to supply and maintain several types of migration control data on the system. All migration control data is stored within the Migration Control module for use in reclassification and reenlistment processing. With this manager-specified data, RETAIN assesses the effect of a potential reclassification or reenlistment action on the balance of personnel within an MOS/grade. The system then restricts reclassification and reenlistment opportunities to those which contribute to balancing an MOS.

b. RETAIN System managers are responsible for providing the system with some of this required information, and Personnel Structure and Composition System (PERSACS) managers supply the rest. Table 4-4 displays these different kinds of information, their Army source, and the RETAIN System programs that managers use to enter, report, or revise this information.

Table 4-4
Information Needed For Migration Control.

| Information | Source | Program | Capability |
|--|--|----------------|--------------------------|
| 1. Army MOS migration policy for each MOS/grade | DA Circular 611 (PERSACS tape) | DA611 | Report |
| 2. Status of each MOS/grade (balanced, over-strength, understrength) | DA Circular 611 (PERSACS tape) | JPI | Report |
| 3. MOS types (Combat Arms, High Technology, etc.) | PERSACS tape | JPI | Report |
| 4. MOS qualifications | RETAIN managers | XQUAL, JPI | Report, update |
| 5. Factors used in calculating the JPI | Entered initially by PERSACS; updated by RETAIN managers | JPI GET JPI | Report, update Report |
| 6. JPI threshold scores | RETAIN managers | JPI GET JPI | Report, update Report |

c. Each of these types of migration control data will be more fully described in the following paragraphs of the Handbook. Paragraph 4-2-3 will describe the types of migration control data PERSACS managers provide to RETAIN. Paragraph 4-2-3 will detail the kinds of migration control data RETAIN system managers enter and maintain within the Migration Control module.

4-2-3-1. MIGRATION CONTROL DATA SUPPLIED BY PERSACS MANAGERS

a. The Migration Control module receives some of its data from a tape which PERSACS managers provide to RETAIN.

b. This tape contains:

- The Army's current MOS migration policy for each MOS/grade as defined in DA Circular 611, "Personnel Selection and Classification, Career Management of the Force";
- The status of each MOS/grade (balanced, understrength, or overstrength); and
- The types into which MOSs are grouped (e.g., Combat Arms, Force Modernization).

c. DA Circular 611 lists the Army's current MOS migration policy for every MOS/grade combination. RETAIN managers may use the DA611 program to report the contents of this DA circular. Table 4-5 shows a partial sample of the DA611 circular.

Table 4-5
DA611 MOS Migration Policy For Two MOSs.

| MOS | E1 | E2 | E3 | E4 | E5 | E6 | E7 | E8 | E9 |
|-----|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | IN/OUT |
| 0 | | | | | | | | | |
| 0 | | | | | | | | | |
| 0 | | | | | | | | | |
| 12E | Y/N | Y/N | N/Y | N/Y | Y/N | N/Y | N/N | N/N | Y/Y |
| 0 | | | | | | | | | |
| 0 | | | | | | | | | |
| 0 | | | | | | | | | |
| 14C | N/N | N/Y | Y/N | Y/N | Y/N | Y/N | N/N | N/N | Y/Y |
| 0 | | | | | | | | | |
| 0 | | | | | | | | | |
| 0 | | | | | | | | | |

d. For each MOS/grade, there are two columns, IN and OUT. The IN column indicates whether that MOS/grade is open to inward migration; the OUT column shows whether that MOS/grade is open to outward migration. A "Y" entry means that soldiers may enter (or leave) that MOS/grade, while an "N" entry indicates that soldiers may not enter (or leave) that MOS/grade. In the sample above, suppose that a soldier wished to reclassify voluntarily from MOS 12E, grade 6, to MOS 14C, grade 6. The sample DA circular shows a "Y" for migration out of MOS 12E, grade 6, and also a "Y" for migration into MOS 14C, grade 6. In this case, Army MOS migration policy would allow the soldier to make this move (subject to passing all other requirements for the reclassification).

e. From this DA611 data for each MOS/grade, the RETAIN System automatically determines the status (balanced, overstrength, or understrength) of each MOS/grade. RETAIN managers can use the JPI program to report the status of an MOS/grade.

f. Finally, the migration control data on the PERSACS tape identifies the category or type to which a particular MOS belongs. Examples of these MOS types include: Combat Arms, Intelligence, High Technology, and Force Modernization. Each MOS type on the PERSACS tape has an associated point value (from one to five). The point value indicates the Army's priority for reclassifying or reenlisting soldiers into the MOS type, with five being the highest priority. RETAIN managers need these MOS types and their corresponding values to manage the RETAIN System's computation of the JPI score.

4-2-3-2. MIGRATION CONTROL DATA SUPPLIED BY RETAIN MANAGERS

In this module, RETAIN System managers are responsible for entering and revising three specific kinds of migration control data. These are:

- The mandatory and desirable qualifications for an MOS;

- The components of the formula the system uses to calculate the JPI for each MOS; and
- The JPI threshold score.

a. 4-2-3-2-1 Control of Qualifications Data.

(1) Qualifications data is the first type of migration control information that RETAIN system managers provide. On RETAIN, every MOS has three layers of qualifications associated with it. These layers are: minimum, mandatory, and desirable qualifications.

(2) The first layer is that of minimum qualifications. Individuals must meet or surpass all the minimum qualifications for an MOS in order to be eligible for that MOS on the RETAIN System. The minimum qualifications for an MOS typically include specific physical requirements, test scores, and educational level. For example, the minimum qualifications for MOS 64C, Motor Transport Operator, might include:

- A physical profile of 222221;
- A Motor Vehicle Battery score between 85 and 135;
- High school graduation; and
- A high school math level of general math.

(3) Managers use the XQUAL program to specify or revise these minimum qualifications for an MOS.

(4) The Migration Control module allows managers to add a second and third layer of qualifications for an MOS, over and above its minimum qualifications. These additional levels are known as mandatory and desirable qualifications. The purpose of mandatory and desirable qualifications is to allow managers to make the qualifications for an MOS more restrictive, thereby upgrading the quality of the candidate who is eligible. In this way, managers can limit eligibility for an MOS to the more highly qualified candidates from the pool of applicants who meet the MOS's minimum qualifications.

(5) To illustrate the application of these mandatory and desirable qualifications, consider that one of the minimum qualifications for MOS 64C in the above example was a high school math level of general math. Using the JPI program, managers could establish a high school math level of algebra as the mandatory qualification for MOS 64C, and a high school math level of trigonometry as a desirable qualification for that same MOS.

(6) What is the effect when managers establish mandatory and desirable qualifications such as these?

(7) The RETAIN System first checks that the candidate meets the minimum qualifications for the MOS. Next, the system checks for any mandatory qualifications. If managers have established mandatory qualifications for the MOS, the applicant must meet the mandatory qualifications for the MOS in addition to the minimum qualifications in order to be eligible for the MOS. In the case of MOS 64C, an applicant would need to have a high school math level of algebra (the mandatory qualification set in the JPI program) as well as general math (the minimum qualification established in the XQUAL program).

(8) An applicant who does not meet a desirable qualification is not disqualified. However, the candidate who has the specified desirable qualification receives bonus points on his or her JPI score for the MOS, while the candidate without the desirable qualification receives no bonus points. In the example of MOS 64C, an applicant with a high school math level of trigonometry (the desirable qualification set in the JPI program) would earn bonus points on his or her JPI score for MOS 64C. Bonus points increase the candidate's JPI score, making it more likely that this candidate will be offered MOS 64C, instead of the candidate who only met the mandatory qualification (high school math level of algebra) for this same MOS.

b. 4-2-3-2-2 Control of JPI Formula Components.

(1) When processing reclassifications and reenlistments, the RETAIN System calculates the Job Performance Indicator (JPI) score of every MOS for which the soldier qualifies. For a reclassification, the JPI score is calculated for any new MOSs for which the soldier may be eligible; however, no JPI score is calculated for the soldier's current MOS. For a reenlistment, the system calculates a JPI score for both the soldier's current MOS and also for any new MOSs for which the soldier is eligible to retrain under Option 3.

(2) While the RETAIN System automatically calculates and assigns these JPI scores, the system depends on its managers to provide it with the values it needs to compute the JPI score. This paragraph will first describe the JPI score and then detail how managers can control the values required by the system to compute this score.

(3) What is the JPI? The JPI is a job rating tool. It is a number which assesses:

- The soldier's qualifications for an MOS; and
- The Army's need for personnel to balance the MOS/grade.

(4) JPI scores can range between zero and 1000. A JPI of zero means that the soldier's reclassification or reenlistment for that MOS would be of no benefit to the Army; a JPI of 1000 indicates that the soldier's entry into the MOS would be of maximum benefit to the Army.

(5) A JPI has value only when compared with another JPI. For example, to know that MOS 42D has a JPI of 50 is useless. It is only when knowing that MOS 42D has a JPI of 50 as compared to the JPI of 250 for MOS 05H that the

JPI provides useful information. In this example, the Army would benefit much more by reclassifying or reenlisting a soldier into MOS 05H than into MOS 42D.

(6) JPIs are calculated according to this formula:

$$JPI = CS \times (\text{Weight } 1 \times QV) + (\text{Weight } 2 \times MV)$$

The five essential components of this formula are:

- Circular status (CS) – the DA611 circular policy controlling migration in and out of the MOS/grade. Valid values are 1 (migration allowed) and 0 (no migration allowed).
- Quality Value (QV) – a numeric rating of the soldier’s qualifications for the MOS. Valid values range from one to 100, with 100 the highest rating.
- MOS Value (MV) – a numeric measure of the Army’s need for personnel to balance the MOS/grade. Valid values range from one to XXX, with XXX the highest score.
- Weight 1 – the weight (importance) of the soldier’s qualifications (QV), expressed as a percentage between 0% and 100%.
- Weight 2 – the weight (importance) of the Army’s need (MV) for personnel to balance the MOS/grade, expressed as a percentage between 0% and 100%.

(7) To illustrate the application of the formula to produce a JPI score, suppose that the RETAIN System were evaluating MOS 12E, grade 6, as a reenlistment option. Its circular status is Y, indicating that MOS 12E grade 6 is open to migration in by new personnel. Its quality value (QV) is 50, and its MOS value (MV) is 76. The soldier’s qualifications (QV) and the Army’s need for personnel in this MOS (MV) are of equal importance and so are weighted equally at 50% each.

(8) Using these values, the RETAIN System would compute a JPI score of 63 for MOS 12E. The computation of this JPI score is illustrated in the following list below.

$$JPI = CS \times (\text{Weight } 1 \times QV) + (\text{Weight } 2 \times MV)$$

$$JPI = 1 \times (.50 \times 50) + (.50 \times 76)$$

$$JPI = 1 \times (25) + (38)$$

$$JPI = 1 \times (63)$$

$$JPI = 63$$

(9) Using the JPI program, RETAIN system managers control the values for three of the four components of this JPI formula: the QV, MV, and their respective weights (Weight 1 and Weight 2). The DA controls the fourth formula component, the CS of each MOS/grade. Some of the JPI formula components, such as CS and Weight, are single values. Others, such as QV and MV, are composites of several factors. Table 4–6 illustrates the JPI formula components and their factors. An asterisk indicates that RETAIN System managers control the range of values for that component or its factor. Subsequent paragraphs will describe managers’ control of each of these JPI formula components and their associated factors.

Table 4–6
JPI Formula Components.

| JPI formula component | Factors considered in that component |
|-------------------------|--|
| 1. Circular status (CS) | None |
| 2. Quality value (QV) | Mandatory qualifications (MQ) score *Base score |
| 3. MOS value (MV) | *Desirable qualifications (DQ) score *MOS priority *Status value |
| 4. Weights | *Percentages |

Notes:

* Under RETAIN Managers’ control

c. 4-2-3-2-2A First JPI Formula Component: The Circular Status (CS).

(1) The first component of the JPI formula is the DA611 circular status of MOS/grade. RETAIN managers do not control the circular status but need to understand its significance in the calculation of the JPI score.

(2) As discussed in Paragraph 4-2-3, DA Circular 611, produced by the Department of the Army and transmitted on tape by PERSACS managers to RETAIN, defines the Army's migration policy for each MOS/grade. The circular status is either yes (the MOS/grade is open to migration) or no (the MOS/grade is closed to migration).

(3) In calculating the JPI score, the RETAIN System automatically assigns CS a value of 1 for MOSs whose circular status is yes. Since circular status is a direct multiplier in the JPI formula of $JPI = CS \times (\text{Weight } 1 \times QV) + (\text{Weight } 2 \times MV)$, only an MOS with a circular status of 1 will produce a JPI higher than zero. In other words, the system will continue to process only MOSs which the DA declared open to migration.

d. 4-2-3-2-2-B Second JPI Formula Component: The Quality Value (QV).

(1) The second essential component of the JPI formula is the quality value (QV). The QV is a score from zero to 100 which represents a rating of the soldier's qualifications for an MOS. The QV score takes into account the soldier's possession of both mandatory and desirable qualifications for an MOS.

(2) The highest possible QV score is 100. (NOTE: The soldier's combined scores for both mandatory and desirable qualifications may exceed 100, but the RETAIN System limit for a QV score is 100.) The higher the QV score, the more qualified the soldier is for the MOS.

(3) For example, suppose that candidate A is qualified for two MOSs: MOS 73C, Finance Specialist, and MOS 75D, Personnel Records Specialist. Candidate A's QV scores are 85 for MOS 73C and 30 for MOS 75D. Based on these QV scores, the RETAIN System would treat candidate A as more highly qualified for MOS 73C than for MOS 75D.

(4) The RETAIN System computes the soldier's QV for use in the JPI formula as follows:

$$QV = (MQ \text{ score} \times \text{Base score}) + DQ \text{ score.}$$

The three factors of this QV score are:

- The MQ (mandatory qualifications) score;
- The base score; and
- The DQ (desirable qualifications) score.

The MQ score and the base score are used to evaluate the candidate's mandatory qualifications. The DQ score is a rating of the candidate's desirable qualifications for an MOS.

(5) The first factor in the QV is the MQ score. The RETAIN System automatically assigns an MQ score to each MOS to indicate whether the soldier has the mandatory qualifications for the MOS. If the soldier meets all the mandatory qualifications for the MOS, the system assigns a 1 as the soldier's MQ score. When the soldier does not have all the mandatory qualifications for an MOS, the system assigns an MQ score of zero. Only an MQ score of 1 will produce a JPI score greater than zero and will allow the MOS to be offered to the soldier. In other words, the MQ score is a RETAIN System mechanism to ensure that the soldier meets an MOS's mandatory qualifications.

(6) Managers directly control the base score and the desirable qualifications score via the JPI program.

(7) The base score is a number which represents the number of points the soldiers will receive for having the mandatory qualifications for an MOS. For example, suppose that RETAIN system managers, using the JPI program, had set the base score at 25 points for MOS 78C. Candidate A fulfills the mandatory qualifications for MOS 78C. Therefore, Candidate A's score for the mandatory qualifications portion of the QV would be 25 ($QV \text{ score } (1) \times \text{base } (25) = 25$).

(8) The desirable qualifications score represents the number of points given the soldier for having any of the desirable qualifications managers may have established for the MOS. The DQ score is a way of adding extra points to the soldier's overall QA score if the soldier has desirable qualifications, in addition to the mandatory qualifications for the MOS.

(9) For instance, managers could award 50 points to a soldier having a Field Artillery (FA) test score above 140, and 10 points to a soldier for having the desirable qualification of being a U.S. citizen. Managers use the JPI program to assign these point values to each desirable qualification. Suppose that Candidate A has both of these desirable qualifications. In that case, Candidate A's desirable qualifications portion of the overall QV score would be 60 ($50 + 10 = 60$).

(10) Candidate A's QV score for MOS 73C would be 85. The following list shows how the RETAIN System uses the base score and DQ score values supplied by managers in its formula to compute the QV score for Candidate A.

$$QV = (MQ \text{ score} \times \text{base score}) + DQ \text{ score}$$

$$QV = (1 \times 25) + 60$$

$$QV = 85$$

e. 4-2-3-2-2C Third JPI Formula Component: The MOS Value (MV).

(1) The third essential component of the JPI formula, where $JPI = CS (\text{Weight } 1 \times QV) + (\text{Weight } 2 \times MV)$, is the

MOS value (MV). The MOS value is a score which represents a rating of the Army's need for personnel within an MOS. The MOS value takes two factors into account:

- The priority of the MOS; and
- The status value for the MOS/grade.

In calculating the JPI score, the RETAIN system multiplies these two factors to arrive at the MOS value ($MV = \text{priority value} \times \text{status value}$).

(2) The first factor of the MOS value is the priority of the MOS. RETAIN managers may assign a priority value of one to five to an MOS, with five being the highest priority. Managers use the JPI program to assign priorities. Priorities can be assigned at four levels: MOS/grade, MOS, CMF, MOS type. If managers choose not to assign a priority value, a default value of one is automatically assigned by the RETAIN System.

(3) RETAIN managers receive MOS priority information from the tape PERSACS managers supply to RETAIN. PERSACS managers assign MOS priorities according to the MOS type to which a particular MOS belongs. For example, PERSACS managers could designate a priority of 5 to all MOSs of the MOS type, Combat Arms. In this way, RETAIN managers would know how to enter a priority value of 5 for MOS 11B, which is a Combat Arms MOS.

(4) What is the effect when a RETAIN manager assigns a particular priority value to an MOS?

(5) The higher its priority, the higher the JPI score for the MOS will be. The RETAIN System is designed to present the reclassification and reenlistment options with the highest JPI scores. When a manager increases the priority value of an MOS, that MOS has preference over other MOSs with lower priority values.

(6) The status value is the second factor involved in the calculation of the MOS value (MV). This value is a measure of the criticality of the imbalance of personnel in that MOS/grade. To determine the criticality of the imbalance, Army managers measure the shortage of personnel on the MOS's skill level (e.g., MOS 11B1, that is, MOS 11B at skill level 1, is more imbalance if it only has 85% of its required personnel than if it has 95% of its needed personnel). Army managers also measure the density of the MOS, that is, the number of soldiers currently in the MOS. Army managers then assign points for skill levels and densities, adding these points to arrive at a status value score. For example, MOS 11B1 might receive 10 points for having over 95% of its required personnel and 20 points for being a high density MOS. The status value for MOS 11B would be 30 ($10 + 20 = 30$). Army managers would use the JPI program to enter the status value for each MOS.

(7) How do Army managers know when to adjust an MOS/grade status value? Each month, the RETAIN System performs a process called "rollup." This rollup Process measures the past performance of the current status value (i.e., how well the current status value has been working to alleviate any imbalance within the MOS/grade) and then predicts what the imbalance would be if the current status value for the MOS/grade remained unchanged. The RETAIN System then provides RETAIN managers with a monthly rollup report. This report is a list of MOSs that may need a status value adjustment because their current status value is not helping alleviate imbalance within the MOS/grade. After checking this report, managers can use the JPI program to adjust the status value to bring the MOS/grade cell closer to balance in the future.

(8) The following list shows the computation of the MOS value (MV) portion of the JPI score, using the sample figures for MOS 11B.

$$\begin{aligned} MV &= \text{Priority value} \times \text{status value} \\ MV &= 5 \times (10 + 20) \\ MV &= 5 \times (30) \\ MV &= 150 \end{aligned}$$

f. 4-2-3-2-2D Fourth JPI Formula Component: Weight of the Quality Value and the MOS Value.

(1) The fourth component of the JPI formula, where $JPI = CS (\text{Weight } 1 \times QV) + (\text{Weight } 2 \times MV)$, is the weight assigned to the quality value and the MOS value. The quality value (QV) represents a rating of the soldier's qualifications for the MOS; the MOS value (MV) shows the Army's need for personnel in that MOS/grade. Managers can weight each of these values to indicate to the RETAIN System their relative importance to the Army. For some MOSs, the criticality of the shortage or overage of personnel within the MOS (MV) will be more important than the quality of the soldier (QV) eligible to reclassify or reenlist into the MOS. For other MOSs, the quality of the soldier will be more important than the balance status of the MOS. Or again, for some MOSs, the quality of the soldier and the balance status of the MOS will be of equal importance.

(2) To indicate the relative importance of the quality value and the MOS value, managers use the JPI program to assign a percentage weight to each value. The sum of these percentage weights must equal 100%.

(3) A weight of 50% for each value would mean that the manager wants the RETAIN System to treat the quality value and the MOS value as equally important in calculating the JPI score for an MOS.

(4) To direct the RETAIN System to consider the soldier's qualifications (QV) as more important than the Army's need for personnel (MV), managers can weight the QV higher than the MV. The system would consider the soldier's qualifications as more important than the Army's need for personnel when calculating that MOS's JPI score if managers weighted the QV as 80% and the MV as 20%.

(5) Managers can also weight these values so that the MV is more important than the QV. For example, the MV could be weighted as 70% and the QV as 30%. This last method of weighting indicates to the system that the Army's need for personnel to balance the MOS/grade outweighs the importance of the soldier's qualifications for the MOS.

(6) Table 4-7 illustrates these three cases of weighting the QV and MV.

| | MOS 1 | | MOS 2 | | MOS 3 | |
|---------|---|-----|---|-----|--|-----|
| Weights | QV | MV | QV | MV | QV | MV |
| | 50% | 50% | 80% | 20% | 20% | 80% |
| Notes | Equal need for the soldier's qualification and new personnel. | | More need for the soldier's qualification than for new personnel. | | More need for new personnel than for the soldier's qualifications. | |

(7) Suppose that soldier A is highly skilled for all 3 of this MOSs, earning a QV of 70 for each. Also, suppose that all three MOSs are slightly short of personnel with a MV of 40.

(8) The following list shows the calculation of the JPI score for each MOS, applying the weights RETAIN managers assigned.

$$\text{JPI for MOS 1} = .50 (70) + .50 (40) = 35 + 20 = 55$$

$$\text{JPI for MOS 2} = .80 (70) + .20 (40) = 56 + 8 = 64$$

$$\text{JPI for MOS 3} = .20 (70) + .80 (40) = 14 + 32 = 46$$

(9) In this example, the JPI score of 64 for MOS 2 indicates to Army personnel that soldier A's reclassification or reenlistment for MOS 2 better suits the Army's interests than if soldier A were allowed to reclassify or reenlist for MOS 1 or MOS 3.

g. 4-2-3-2-3 Control of JPI Threshold Scores.

(1) JPI threshold scores are the third type of migration control data that RETAIN managers supply to the system for use in reclassification and reenlistment processing. A JPI threshold score represents the lowest acceptable JPI score that will allow the RETAIN System to offer an MOS to a candidate. The purpose of the JPI threshold score is to limit the candidate's reclassification or reenlistment choices to those which best serve the Army's needs.

(2) Managers use the JPI program to establish JPI threshold scores for types of actions and personnel and for MOSs. They enter a threshold score for the following types of actions and personnel:

- Reenlistments;
- Mandatory reclassifications;
- Voluntary reclassifications;
- Reenlistment Option 3 (MOS retraining); and
- Females.

(3) For instance, managers could establish a JPI threshold score of 85 for Option 3, MOS retraining, because the cost of retraining dictates training only the most highly qualified soldiers. On the other hand, a reenlistment without retraining for a MOS/grade which needs more personnel could be assigned a JPI threshold score of 20 to encourage that MOS/grade toward balance.

(4) In addition, managers set the JPI threshold score to apply to MOSs at one of these four levels: MOS/grade, MOS, Career Management Field (CMF), or MOS type (Combat Arms, Low Density, Other). The MOS/grade level is the most exclusive application of the JPI threshold score, as it affects only one grade of one MOS (e.g., MOS 11B, grade 1). The MOS level is slightly more inclusive because it applies to all grades of an MOS (e.g., MOS 11B, grades E1-E9). The CMF level is a much more inclusive level of application of a JPI threshold score since it includes all the MOS/grades belonging to a particular CMF. (e.g., CMF 23, Radar Work on NIKE Missile Systems, has 11 MOSs associated with it.) The most inclusive application of the JPI threshold score is the MOS type level (e.g., Combat Arms includes more than 100 MOSs).

(5) To illustrate managers' use of the JPI threshold score, suppose that a RETAIN manager established the threshold scores shown in Table 4-8 at the MOS/grade level:

**Table 4–8
Sample JPI Threshold Scores (MOS/Grade Level).**

| Category | JPI THRESHOLD SCORES | |
|--------------------|----------------------|-------|
| | MOS/GRADE 00B/4 | Score |
| Reenlistments | | 25 |
| Reclassifications: | | |
| Mandatory | | 50 |
| Voluntary | | 45 |
| Option 3 | | 65 |
| Females | | 50 |

(6) What would be the effect of these sample JPI threshold scores? A candidate eligible to reenlist in MOS 00B, Diver, grade 4, would need to have a JPI score of 25 or more before the RETAIN System would display this MOS/grade on the reenlistment worksheet. Similarly, candidates in all the other categories shown in Table 4–8 would need to match or exceed the manager-specified JPI threshold score. Otherwise, even if they are qualified for MOS 00B, grade 4, the RETAIN System will not display the MOS.

(7) Until managers establish JPI threshold scores, the RETAIN System applies a default score of zero. This default ensures that no candidate will be prevented from reclassifying or reenlisting for lack of a JPI threshold score. JPI threshold scores are thus an optional feature of RETAIN. Implementing JPI threshold scores gives managers more control over the quality and number of candidates who reclassify or reenlist.

4–2–4. MONITORING RECLASSIFICATION AND REENLISTMENT STATISTICS

a. To make migration control most effective, the Army needs statistics on the actual number of soldiers reclassifying or reenlisting into an MOS/grade. Each month, the RETAIN System automatically collects these statistics and stores them within the Migration Control module. RETAIN managers are provided with a printed report containing this monthly data.

b. The MOS/grade level statistics reported to RETAIN managers each month include:

- Actual number of reenlistments;
- Actual reclassifications into and out of an MOS/grade;
- Actual Option 3 reenlistments into and out of an MOS/grade; and
- Actual number of soldiers terminating service.

The figures listed above are given for both pending and verified actions. The Army can use these statistics to monitor reclassification and reenlistment trends for particular MOS/grade levels.

c. In addition, this data allows RETAIN managers to evaluate how well their current migration controls on reclassification and reenlistment are working to achieve a balance of personnel within each MOS/grade. The monthly report of reclassification and reenlistment statistics points out specific MOS/grades where Army managers may wish to adjust their migration controls to reach a better balance of personnel. For example, the report might call MOS 67G, grade 4 (Airplane Repairer) to managers' attention.

d. Managers could then decide whether they need to change the status value and priority of MOS 67G, grade 4, to bring that MOS/grade to balance in the future. Refer to Paragraph 4–2–3, managers' control of the status value and priority of MOSs, for further information on how managers would adjust these migration controls.

4–2–5. MAKING REENLISTMENT PROJECTIONS

a. Managers can use the RETAIN System statistics described in Paragraph 4–2–4 to make 8–month projections on the percentage of soldiers eligible to reenlist that will actually choose to do so. Managers may apply these projections at four levels: MOS/grade, MOS, CMF, and MOS type. Furthermore, managers may adjust their reenlistment projections to allow for seasonal fluctuations in reenlistments.

b. Managers use the JPI program to enter their reenlistment projections. They base these projections on the numbers which the RETAIN System automatically collects on, how many soldiers have reenlisted for this MOS in the past, and how many soldiers will soon be eligible for reenlistment in this MOS.

c. Soldiers usually become eligible for reenlistment six months prior to their ETS date. But soldiers do not have to reenlist immediately; in fact, they probably will not reenlist immediately upon becoming eligible. Managers use the JPI program to predict what percentage of the total number of eligible soldiers will reenlist, month by month, prior to their ETS date. Since some soldiers will choose not to reenlist, the RETAIN System automatically completes each prediction by computing the percentage of soldiers eligible for reenlistment who will not reenlist.

d. Table 4–9 shows a sample reenlistment projection for MOS 71Q, Journalist.

**Table 4-9
Sample Reenlistment Projection For MOS 71Q.**

| # months prior to ETS | % predicted to reenlist |
|---------------------------|-------------------------|
| 8 (Sept) | 5 |
| 7 (Oct) | 5 |
| 6 (Nov) | 10 |
| 5 (Dec) | 20 |
| 4 (Jan) | 20 |
| 3 (Feb) | 5 |
| 2 (Mar) | 5 |
| 1 (Apr) | 10 |
| % ETS without reenlisting | 20 |

e. The Migration Control module also allows managers to account for seasonal trends in reenlistments. For instance, because of holidays, reenlistments fall off in November and December.

f. Managers use the JPI program to apply a seasonal adjustment to make their reenlistment projections more accurate. Managers make a seasonal adjustment to their reenlistment projection by entering a seasonality value for a particular month. This seasonality value is a percentage (e.g., 10%) that the manager wishes to subtract from the percentage predicted to reenlist for that month, thereby lowering that month's projected percentage of reenlistments.

g. In the example of MOS 71Q, shown in Table 4-9 above, managers could enter a seasonality value of 10 for December and 5 for January. The effect would be to lower the reenlistment projection for December from 20% to 10%, and the projection for January from 20% to 15%. If managers do not specify a seasonality value for a month, the RETAIN System assigns a default value of zero. A seasonality value of zero means that the original percentage projection for that month remains the same.

h. Table 4-10 illustrates the reenlistment projections for MOS 71Q after managers have applied the seasonality values described above to the December and January projections.

**Table 4-10
Reenlistment Projections For MOS 71Q, Seasonally Adjusted.**

| # Months prior to ETS | % predicted to reenlist (without seasonality) | Seasonality value | % predicted to reenlist (with seasonality) |
|---------------------------|--|-------------------|---|
| 8 (Sept) | 5 | 0 | 5 |
| 7 (Oct) | 5 | 0 | 5 |
| 6 (Nov) | 10 | 0 | 10 |
| 5 (Dec) | 20 | 10 | 10 |
| 4 (Jan) | 20 | 5 | 15 |
| 3 (Feb) | 5 | 0 | 5 |
| 2 (Mar) | 5 | 0 | 5 |
| 1 (Apr) | 10 | 0 | 10 |
| % ETS without reenlisting | 20 | | 35 |

4-2-6. MANAGING INFORMATION ON THE MIGRATION CONTROL FILE

a. The RETAIN System stores all information relating to MOS migration on its Migration Control file. The Migration Control module allows managers to add, change or delete information on this file. Each of these capabilities can be accomplished at any of the four levels of detail (MOS/grade, MOS, CMF and MOS type) available on the Migration Control file. Managers use the JPI program to manage information on the Migration Control file.

b. Figure 4-2-12 displays sample Migration Control file information, at the MOS level of detail, for MOS 12B.

```

12B
MOS-TITLE          /CMF / TYPE/ CIRC-CODE/ MOS-STATUS/ SEX-RESTR/
COMBAT INFANTRY    11  CA      0  B          0
OPT3-RESTR/ DA-CONTR/ RECL-RESTR/ SPACE-IMBAL/ GR1-RESTR/ GR2-RESTR /
0 0 0 0 0 0
GR3-RESTR / GR4-RESTR / GR5-RESTR / GR6-RESTR / GR7-RESTR / GR8-RESTR /
0 0 0 0 1 1
GR9-RESTR /

```

Figure 4-2-12. Sample Migration Control File Information.

c. Figure 4-2-12 contains information such as:

- The MOS title (Combat Infantry);
- The CMF (11) to which the MOS belongs;
- The MOS type (CA, for Combat Arms); and
- The MOS status (B, for balanced).

Additionally, there are numeric flags to indicate whether or not restrictions are in force for the MOS 12B. In this sample, flags appear for the following restrictions:

Table 4-11
Sample Flags.

| Type | Numeric Flags | Restrictions |
|-----------------------|---------------|--|
| SEX-RESTR | 0 | No sex restriction. |
| | 1 | Females are restricted from this MOS. |
| OPT3-RESTR | 0 | Reenlistment Option 3 candidates may reenlist for this MOS. |
| | 1 | Reenlistment, Option 3 candidates may <u>not</u> reenlist for this MOS. |
| DA-CONTR | 0 | Not a DA-controlled MOS. |
| | 1 | A DA-controlled MOS (e.g., current management concern). |
| RECL-RESTR | 0 | Reclassification not restricted. |
| | 1 | Reclassification restricted. |
| SPACE-IMBAL | 0 | Not a space-imbalanced MOS. |
| | 1 | A space-imbalanced MOS, i.e., need for this MOS in Europe but not in CONUS. |
| GR1 through GR9-RESTR | 0 | Reclassifications and reenlistments are open for this grade of MOS 12B. |
| | 1 | Reclassification and reenlistments are restricted for this grade of MOS 12B. |

d. Using the JPI program, managers may revise information on the Migration Control file. For instance, they could change the MOS title or the CMF associated with the MOS.

e. Managers may also use the JPI program to delete information from the Migration Control file. They may delete information related to one MOS/grade, one MOS, a CMF, or an entire MOS type. If managers choose to delete the information for the entire MOS type (e.g., Combat Arms), they must also delete information for every MOS within that MOS type, one MOS at a time.

f. Deleting information from the Migration Control file has an immediate effect on reclassification and reenlistment processing. The RETAIN System scans the Migration Control file for possible MOSs for reclassification and reenlistment applicants. Once the information is deleted from the Migration Control file, the system can no longer consider that MOS/grade, MOS, CMF, or MOS type for candidates.

4-2-7. HOW MIGRATION CONTROL MODULE DATA AFFECTS RECLASSIFICATION AND REENLISTMENT PROCESSING

a. Both RETAIN system managers and PERSACS managers supply the RETAIN System with migration control data via the Migration Control module. The purpose of this migration control data is to aid the Army in addressing the problem of MOSs that are either overstrength or understrength. Using the migration control data provided by Army managers, the RETAIN System is designed to offer soldiers only those reclassification and reenlistment options that contribute to balancing the number of personnel within each MOS/grade.

b. Figure 4-2-13 illustrates the relationship of the Migration Control module to reclassification and reenlistment processing.

c. As shown in the figure, the RETAIN System stores migration control information supplied by Army managers in the Migration Control module. This module is the source of information for all reclassification and reenlistment processing on RETAIN. Specifically, the Migration Control module provides information to the TSAM processor for

reenlistment processing and to the Reclassification module for reclassification processing. The reenlistment options displayed on a candidate's reenlistment worksheet are a direct result of application of migration control data (such as JPI values and threshold scores, MOS qualifications, DA611 migration policy, and the balance within the soldier's current and new MOSs) to the individual soldier's case. In similar fashion, the RETAIN System utilizes this Migration Control file data in screening MOSs for reclassifying soldiers.

d. What is the result when the system uses Migration Control module data as a basis for reclassification and reenlistment processing? The RETAIN System will display only those reclassification and reenlistment options which satisfy the criteria established by managers within the Migration Control module.

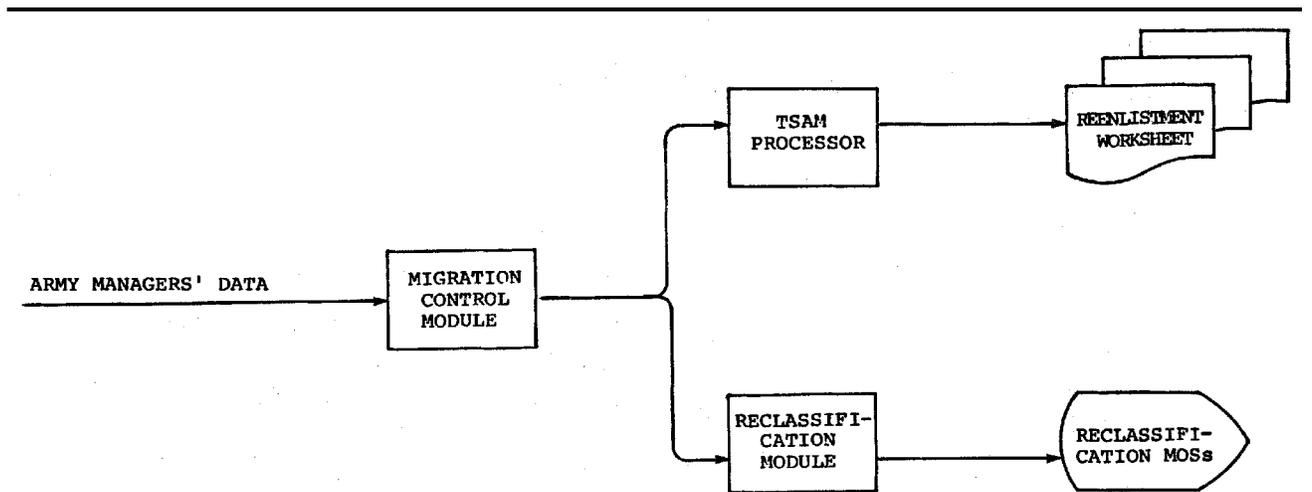


Figure 4-2-13. The Migration Control Module In Relation To Reenlistment And Reclassification Processing.

4-2-8. LIST OF PROGRAMS AND FILES IN THE MIGRATION CONTROL MODULE

a. The following is a list of the programs in the Migration Control module, with a short description of each program's function.

Table 4-12
Migration Control Module.

| Program | Function |
|---------|--|
| DA611 | Reports the current Department of the Army Circular 611. For each grade of each MOS, DA611 describes whether that position will accept retrainees from another MOS, and whether that position will allow its current personnel to retrain for another MOS. |
| GET JPI | Reports the JPI threshold score required for a specified MOS and the value of the JPI formula factors which produce the JPI threshold score for each MOS/grade. |
| JPI | Enables managers to report and update MOS qualifications, JPI threshold scores, values used in the JPI scoring formula, and 8-month projections of reenlistments (including seasonal adjustments). This information can be displayed and revised for an MOS/grade, an entire MOS, a Career Management Field, or an MOS type. |
| XQUAL | Enables managers to report and revise the minimum qualifications associated with an MOS. |

b. The information processed in the Migration Control module is contained within these files.

Migration Control file
Qualifications file

Section 4-3 THE ELIGIBLES MODULE

4-3-1. INTRODUCTION

a. The Eligibles module is comprised of a combination of automated RETAIN functions and interactive managerial controls. Together these features produce and maintain a list of personnel approaching their ETS, and thus possible

eligibility for reenlistment. Eligibles also maintains a list of those who are unacceptable for reenlistment for any number of reasons.

b. Paragraph 4-3-1 describes the major components of the Eligibles module and their function within RETAIN. Paragraph 4-3-2 discusses the levels of user access to the Eligibles module and the capabilities afforded at each level. Paragraph 4-3-3 shows the impact of the Eligibles module upon the rest of the RETAIN System. The final Paragraph, 4-3-4, provides a list of programs and files involved in the Eligibles module.

4-3-1-1. WHAT THE ELIGIBLES MODULE IS

a. Managers use the Eligibles module to insure the quality of reenlistees by flagging the individual records of those deemed unfit for reenlistment, and imposing bars to reenlistment. For example, when a company or unit commander decides a soldier is unsuitable for reenlistment, this information is passed through channels to the Appeals and Separation Branch. Managers at the Appeals and Separation Branch add the individual's social security number (SSN) to a list of personnel barred from reenlistment by using the BARMAP program.

b. In addition, the Eligibles module is used to maintain both the Reenlistment Eligibles file and the Bar to Reenlistment file (BTR). The Reenlistment Eligibles file is a complete listing of all personnel with eight months or less until their ETS date. This file is created automatically by the monthly processing of the PULLEM program. PULLEM scans the EMF and produces a total listing which is sorted by Unit Identification Code (UIC). This list serves primarily to inform the responsible reenlistment counselor at each UIC, that personnel within their jurisdiction are coming available for reenlistment.

c. The BTR file serves the opposite role. By running the BARMAP program, RETAIN managers are provided with a complete listing of the personnel who may not reenlist. Information from this file is fed weekly into the SSN Index, a file of SSNs of personnel with flags on their orders for various reasons, including bars to reenlistment. The RETAIN System inputs SSNs from the BTR file into the SSN Index by running the OOBAR program in batch mode.

4-3-2. USER ACCESS TO THE ELIGIBLES MODULE

a. Eligibles affects users at two levels:

- Reenlistment counselor at the unit level; and
- Managers in the Reenlistment Control Branch.

Reenlistment counselors in every Location Identification (LOCID) can get a listing of the Reenlistment Eligibles file by running the PREPARE program. The responsible reenlistment NCO can obtain a list of personnel in his or her area who are within eight months of their ETS date. At this point, the reenlistment counselor can update the soldier's records and request that a worksheet be created. (See Paragraph 4-1 for details on the TSAM Processing worksheet.)

b. For example, once a soldier is eight months away from his or her ETS date, the next processing of the PULLEM program will place his or her name on the Reenlistment Eligibles file. Once the individual is on this file, if his or her unit reenlistment counselor runs the PREPARE program, the soldier's record will appear. The reenlistment NCO thus knows of every soldier within his or her jurisdiction who will soon need to be approached about reenlistment.

c. However, if the soldier's SSN has been placed on the BTR file, he or she will not be allowed to reenlist. If the name is on the BTR file, the reenlistment worksheet processing cannot be completed.

d. Eligibles provides RETAIN managers with an overview of reenlistment prospects for each week. They can then factor these figures into their policy determinations regarding qualifications and migration control (see Paragraph 4-2).

e. Managers in the RETAIN Office also use the Eligibles module to monitor and update the BTR file. When the RETAIN Office receives a recommendation for a bar to reenlistment imposed by a unit or company commander, the responsible manager uses the BARMAP program to add the individual's SSN to the BTR file. The individual is then effectively prohibited from reenlisting. Similarly, if the original infraction (a Court Martial or Article 15, for example) is waived by the unit commander after the SSN has been added to the BTR file, the SSN must then be deleted. The SSN will be purged from the SSN Index by the next weekly update of the EMF and SSN Index. See Paragraph 4-9 for details of this process. This makes the affected soldier once again eligible for reenlistment and removes the flag from his or her EMF record.

4-3-3. ELIGIBLES IMPACT ON THE RETAIN SYSTEM

a. The Eligibles module serves to trigger the reenlistment process. By automatically scanning the EMF for all individuals who are approaching their ETS date, Eligibles sets the process in motion, listing the candidates for reenlistment and reporting the names to all responsible reenlistment NCOs. The reenlistment counselor can then request a worksheet and implement the TSAM processor. The TSAM processor assumes that all candidates it receives are eligible for reenlistment, but performs a check for qualifications and flags on the SSN Index.

b. Eligibles also precludes the reenlistment of undesirables by preventing the guidance counselor from creating a worksheet for anyone who has been added to the BTR file. To do this, RETAIN managers maintain the BTR file with the BARMAP program. The RETAIN System then includes these SSNs in its SSN Index by means of the OOBAR program, which is run each week in batch mode. This effectively flags the individual's records, preventing reenlistment and processing of the WORKSHEET program by TSAM.

4-3-4. LIST OF PROGRAMS AND FILES IN THE ELIGIBLES MODULE

a. The following is a list of programs involved in the Eligibles module, and a short description of each program's function.

Table 4-13
Programs Involved In The Eligibles Module.

| Program | Function |
|---------|--|
| BARLST | Reports the SSNs included on the Bar to Reenlistment file. |
| BARMAP | Enables managers in the Appeals and Separation Branch to add or delete SSNs to or from the Bar to Reenlistment file. |
| PULLEM | Scans the Enlisted Master File once a month for all individuals who are within eight months or less of their ETS date. |
| PREPARE | Displays the records of all soldiers eligible for reenlistment. |
| OOBAR | Creates and updates the SSN Index, adding or deleting SSNs of individuals barred to reenlistment. |

b. The following is a list of files that are accessed by the Eligibles module.

Reenlistment Eligibles File
Bar to Reenlistment File
SSN Index
Enlisted Master File

Section 4-4 THE BONUS AND PROMOTION MODULE

4-4-1. INTRODUCTION

a. This module enables RETAIN managers to maintain and update bonus and promotion information accessed by the TSAM processor in creating a worksheet (Paragraph 4-1). The Bonus and Promotion module reports current bonus, time-in-service, and time-in-grade information for each MOS displayed on the TSAM worksheet.

b. The Selective Reenlistment Incentive Program (SRIP) branch of RETAIN attaches cash incentives to the MOSs which most need reservations. The SRIP branch is also responsible for setting minimum qualifications necessary to obtain those bonuses. In this manner, managers can both spur reenlistments into specific MOSs and control the standards necessary for receiving those incentives.

c. Bonuses are offered according to current Army personnel requirements and migration control policy (see Paragraph 4-2), as specified by PERSACS on DA Circular 611. Based on these manpower requirements, managers add or delete bonus/MOS combinations to accelerate reenlistments into certain MOSs.

d. Both the pertinent bonus information and the time-in-service and time-in-grade averages for each MOS appear on the TSAM worksheet which is created for each candidate for reenlistment. These entries make the candidate aware of a bonus attached to his or her current MOS or to the other MOSs for which he or she might be qualified under reenlistment Option 3 (retraining).

e. The following paragraphs will further detail these features of the Bonus and Promotion module. Paragraph 4-4-2 explains the purpose of the Bonus and Promotion module. Paragraph 4-4-3 describes how bonus and promotion data is obtained and loaded. Paragraph 4-4-4 illustrates the impact of this module on the RETAIN System. Paragraph 4-4-5 lists the programs and files accessed by the Bonus and Promotion module.

4-4-2. THE PURPOSE OF THE BONUS AND PROMOTION MODULE

a. The Bonus and Promotion module's primary function is to establish a list of MOSs which are currently linked to a cash incentive. This information is then displayed to each reenlistment candidate on his or her reenlistment worksheet, to inform the candidate of the possibility of a bonus.

b. The TSAM worksheet will only indicate whether or not the candidate is eligible for a bonus in his or her current MOS. TSAM determines eligibility by accessing the current list of MOS/bonus combinations and by comparing the candidate's qualifications with the minimum standards established by SRIP managers with the BONUS program.

c. The Bonus and Promotion module also maintains statistical averages on the amount of time-in-service and time-in-grade before promotion in each MOS. These figures are entered and updated on RETAIN with the PROMOT program.

d. The following example can be used to illustrate the purpose of these entries on the worksheet. A soldier with the MOS 91B has been in the service for five years and has been an E5 for one year. The soldier is considering reenlistment in his current MOS.

e. As part of the reenlistment process, the reenlistment counselor requests a TSAM worksheet for the candidate. The worksheet might indicate that no Selective Reenlistment bonus is currently available in MOS 91B. The worksheet also indicates that for MOS 91B the average time-in-grade for promotion to grade E6 is nine years, and the average time-in-grade for E7 is 13.5 years. This information enables the soldier to gauge his chances for advancement in his current MOS and whether or not a bonus will be offered. The soldier might decide on the basis of these figures that he wishes to retrain under Option 3 for one of the other MOSs for which he is qualified.

f. Schools available to the individual for retraining are also listed on the worksheet, with relevant bonus and promotion information. For example, the candidate might see the listing:

| <u>MOS/Title</u> | <u>BONUS</u> | <u>Proj. Prom. to E6/E7</u> |
|-----------------------|--------------|-----------------------------|
| 96D/Image Interpreter | 2A 1B | 6.1 years/11.8 years |

From this, the candidate sees that the average time-in-service for promotion within MOS 96D is considerably lower than in his current MOS, and that he could qualify for a cash incentive. Time-in-service figures do not constitute a guarantee of promotion within the stated time frame; rather they reflect an average.

g. With the BONUS and PROMOT programs, RETAIN managers assure that the information displayed on individual reenlistment worksheets reflects the SRIP incentives currently being offered and that the time-in-service figures provide candidates with an accurate picture of promotion possibilities.

4-4-3. HOW BONUS AND PROMOTION WORKS

a. PERSACS managers use the BONUS and PROMOT programs to maintain current information on the respective RETAIN Bonus and Promotion files. Selective Reenlistment Incentive Program branch managers at PERSACS use the BONUS program to add or delete MOSs from the listing of MOSs which have bonuses attached.

b. Bonus policy, that is, the determination of MOSs which need cash incentives to spur reenlistments, is determined by PERSACS in accordance with the manpower needs and migration policy outlined in DA Circular 611. For example, if PERSACS managers note a gross deficiency in a specific MOS which also has an open MOS Status (see Paragraph 4-2), they might attach an SRIP bonus to the MOS in order to encourage reenlistments into the job specialty.

c. Managers also establish and update the minimum qualifications attached to the MOS and bonus. Qualifications might be a certain number of years within the MOS, or a minimum Additional Skill Identifier (ASI) or Special Qualifications Identifier (SQI) score level. Depending upon the urgency of the shortfall, these qualification levels can be raised or lowered. Lowering the qualifications standards would have the effect of making the bonus easier to obtain and thus increasing reenlistments for that MOS.

d. Once a bonus is attached to an MOS, and eligibility standards are established, it remains for the Monetary Incentives branch at MILPERCEN to establish award amounts. This is done in a code consisting of a letter category and numeric multiplier. For instance, a "2A" award indicates that the servicemen has 0-6 years in service (A) and that the base award for his or her particular MOS will be doubled (2). These codes are established by the Monetary Incentives branch and loaded on RETAIN by PERSACS with the BONUS program. The information will then appear on individual worksheets, in conjunction with the appropriate MOS and qualifications.

e. The worksheet promotion information is computed and entered by PERSACS. Promotion averages are gleaned from a statistical analysis of the Enlisted Master File, and are loaded on the Promotion file with the PROMOT program.

f. PROMOT provides managers with the current time-in-service and time-in-grade averages which they can then update to reflect the most current data. This promotion information is then accessed by TSAM for display on individual reenlistment worksheets. The promotion information is solely for the information of the candidate and neither constitutes a guarantee of promotion, nor precludes reenlistment if the candidate is already beyond the average time frame stated.

4-4-4. HOW THE BONUS AND PROMOTION MODULE AFFECTS RETAIN

Bonus incentives are intended to enhance a reenlistment option and to induce a candidate to choose an MOS position beneficial to the Army reenlistment process. The Bonus and Promotion module simply provides current and accurate data for the pertinent fields of the TSAM worksheet. This is done to inform reenlistment candidates of current bonuses being offered and relative expectations they can have of advancement in grade within their MOS or an MOS for which they wish to reclassify.

4-4-5. APPLICABLE PROGRAMS AND FILES

a. The following is a list of programs involved in the Bonus and Promotion module and a short description of each program's function.

Table 4-14
Bonus And Promotion Module.

| Program | Function |
|---------|---|
| BONUS | Loads and displays all monetary incentives information and the qualifications attached to each bonus. |
| PROMOT | Displays average time-in-grade and time-in-service information. |

b. The following is a list of files accessed by the Bonus and Promotion module.

Bonus file
Promotion file

Section 4-5

THE OPTIONS MODULE

4-5-1. INTRODUCTION

a. The Options module provides reenlistment candidates with a choice of area, location and unit. Managers use the Options module to control the availability of these options. This module has Army-wide impact and conforms to current Army policies and regulations. The TSAM processor uses the Options module to determine the reenlistment options on TSAM's worksheet for a given candidate.

b. Paragraph 4-5-2 describes the system manager's capabilities within this module. Paragraph 4-5-3 lists the relevant programs and files in the Options module.

4-5-2. MANAGERS' CAPABILITIES WITHIN THE OPTIONS MODULE

The Options module enables the manager to report and update:

- Availability of different reenlistment options;
- Descriptive titles of those options;
- Notes which indicate special features or requirements of particular reenlistment options; and
- Choices of area, location, and available options for each option type.

4-5-2-1. OPTION AVAILABILITY

a. The Army Regulation 601-280, Army Reenlistment Program, dictates which reenlistment options are currently available. This regulation also contains information on which area choices are available for each option type.

b. Managers cannot create or delete options. Managers may, however, change the availability of options by turning them on or off, depending on current policy directives and reenlistment objectives. For example, Option 12, CONUS Station to CONUS Station Reenlistment Option, was cancelled and other options were modified when the TSAM enhancement became operational in July 1983.

4-5-2-2. OPTION TITLES

Descriptive titles for option types may be added, deleted, displayed, or modified by managers according to current policy directives. This titles mode is necessary because descriptions of option types cannot be accessed with the options availability mode.

4-5-2-3. OPTION NOTES

Option notes contains bonus and promotion information, details on retraining, special qualifications, etc. Managers can add, delete, or modify existing notes up to 10 lines for each option type. Managers can also report notes which are currently on the system by entering the option number/note code combination for each note.

4-5-2-4. OPTION TYPES

There are two levels of options for reenlistment candidates: reenlistment option types and applicable options. Reenlistment option types offer a choice of world-wide locations and combat units. Applicable options are choices that apply within a specific reenlistment option type, such as a particular unit or training. Currently, the option types are:

- Option 4 – Overseas Area Reenlistment Option;
- Option 5 – CONUS (Continental United States) Station of Choice Reenlistment Option–Available only to personnel currently overseas;
- Option 7 – (formerly Option 10) Combat Arms Unit of Choice Reenlistment Option.

a. *Option 4: Overseas Area Reenlistment Option.*

(1) This option allows a reenlistment candidate to select an area from a list of available overseas areas. Managers can establish an overseas command area by designating a four character code and associated overseas locations, or "clusters". Any given area/location combination can have up to 15 applicable options associated with it. Managers may add, delete, or modify the availability of command areas and locations associated with option types, according to the Army's needs. This provides specific choices for selected command areas, as the following example illustrates:

Overseas (command) Area: YZ
Overseas Cluster: EUR
Options: 4, Overseas Area of Choice

(2) One choice of area for Option type 4 is Berlin, Germany (BZ) which is located in Europe (EUR). The option is: 4.

b. Option 5: CONUS Station of Choice Reenlistment Option.

(1) This option allows a reenlistment candidate who is currently overseas to enter up to four CONUS stations of choice. Managers may specify a command area using a four character code, and a continental United States location using a two digit state code. Options may then be added by number to the CONUS command area/state location pair. The following is an Option type 5 example:

CONUS Area Code: NS
State Code: 35
Options: 5, CONUS Station of Choice
12, CONUS to CONUS

(2) One choice of area for Option type 5 is the Sandia Base (NS) in New Mexico (35). The additional option is: 12.

c. Option 7: Combat Arms Unit of Choice Reenlistment Option.

(1) This option allows a reenlistment candidate to enter up to four overseas combat arms units of choice (CONUS units for overseas candidates) or to request continuation in his or her present duty assignment. Managers can control available combat arms unit areas and unit numbers with one of the following:

- A Priority Command Code (PCC), which designates a particular command.
- A Parent Unit Designator (PUD) code, which indicates a unit of origin.
- or
- A CONUS Code (CC), which designates a particular command area in the continental United States.

(2) Managers are able to add, delete, or modify particular unit areas, units, PCC, PUD, and CC codes.

(3) An example of a unit area/unit/PUD combination follows:

Combat Arms Unit Area: F03
Unit Number: 2
PUD/PCC/CC Code: (PUD) AUV
Options: 6, Combat Arms Unit of Choice

(4) An example of a unit area/unit/CC combination follows:

Combat Arms Unit Area: F16
Unit Number: 119
PUD/PCC/CC Code: (CC) NS
Applicable Options: 7, Combat Arms Unit of Choice

4-5-3. LIST OF PROGRAMS AND FILES IN THE OPTIONS MODULE

a. The following is a brief description of the program in the RETAIN Option module.

| <u>Program</u> | <u>Purpose</u> |
|----------------|---|
| OPTMAN | Reports and updates available reenlistment options. |

b. The following is the computer file which contains information processed in the Options module.
Options File

Section 4-6 THE RECLASSIFICATION MODULE

4-6-1. INTRODUCTION

a. Reclassification occurs when a soldier changes from one MOS to a different MOS within the term of service.

Like reenlistment processing on the RETAIN System, reclassification processing weighs both the soldier's qualifications for a new MOS and the Army's balance of skilled personnel within MOSs. Also, like reenlistment processing, reclassification processing draws on the JPI calculated by the RETAIN System to evaluate the soldier's qualifications and the Army's needs for someone with those qualifications. Refer to Paragraph 4-2 for more information on the JPI. The purpose of this evaluation is to allow the Army to offer qualified candidates only those reclassification alternatives which suit the Army's overall balance of skilled personnel within its enlisted force.

b. The users of the Reclassification module include field users (the Military Personnel Offices) and management users (the RETAIN Office, the Reenlistment Control Branch, and the KEYSTONE Branch).

c. The Reclassification module enables RETAIN System users to process three categories of reclassifications:

- voluntary;
- non-voluntary; and
- medical.

In a voluntary reclassification, the soldier decides to request reclassification for personal reasons. For example, the soldier may be in an overstrength or overstaffed MOS, where bonus and promotion possibilities are limited. For that reason, a soldier might request reclassification into an understrength or understaffed MOS which has better bonus and promotion potential.

d. The second category is the non-voluntary reclassification. This type of reclassification occurs when the Army decides the soldier must change to a different MOS. There can be many reasons for this Army decision. Among the reasons for a non-voluntary reclassification are:

1. The soldier has failed the Skill Qualifications Test three times.
2. The soldier has unlawfully fired a weapon.
3. The soldier has lost his or her security clearance.
4. The soldier no longer meets the qualifications for the MOS.
5. The soldier's performance in the MOS has been inefficient.
6. The soldier has been disqualified from the MOS under the Personnel Reliability Program (PRP).

e. The third category is a medical reclassification. In this category, soldiers need to reclassify because they can no longer meet the physical requirements for their current MOS.

f. Both field users and MILPERCEN managers utilize the RETAIN System to process voluntary, non-voluntary, and medical reclassifications for soldiers in the following grades:

- Voluntary and non-voluntary reclassifications for soldiers in grades E1 through E5; and
- Medical reclassifications for soldiers in grades E1 through E8 non-promotable.

All other reclassification actions (voluntary and non-voluntary reclassifications for soldiers in grades E6 through E9, personnel in DA/controlled MOSs, and medical reclassifications above grade E8 non-promotable) are processed manually at MILPERCEN without the aid of the RETAIN System.

g. Both managers and field users process reclassifications for the same groups of enlisted personnel. However, management users of the Reclassification module also have the capability to handle special reclassification cases. Some examples of these special cases are: a soldier on-orders to a location that is not the soldier's current location; a soldier with a temporary change to his or her physical profile; and a soldier attempting to reclassify into an MOS controlled by the Department of the Army (DA).

h. The rest of this chapter of the Handbook contains a more detailed discussion of reclassification processing within the RETAIN System. Paragraph 4-6-2 describes management capabilities within the Reclassification module. Paragraph 4-6-3 provides a list of the programs and files to be found in the Reclassification module.

4-6-2. MANAGERS' CAPABILITIES WITHIN THE RECLASSIFICATION MODULE

Managers have four major capabilities within the Reclassification module of RETAIN. These four capabilities are listed below. The paragraph of this Handbook where each management capability is discussed appears in parentheses after its corresponding entry.

(1) Managers and field users can process reclassifications for soldiers in specified grades in all three reclassification categories (Paragraph 4-6-2).

(2) Managers can handle special reclassification cases on the RETAIN System (Paragraph 4-6-2).

(3) Managers and field users can cancel reclassifications (Paragraph 4-6-2).

(4) Managers and field users can obtain reports of reclassification actions (Paragraph 4-6-2).

4-6-2-1. RECLASSIFICATION PROCESSING BY MANAGEMENT AND FIELD USERS

a. Both managers and field users utilize the RETAIN System to process the same types of reclassifications:

- Voluntary and non-voluntary (grades E1 - E5); and

- Medical (grades E1 – E8 non-promotable).
- Voluntary and non-voluntary (E6–E9) – MILPERCEN managers only.

Managers at MILPERCEN’s Reenlistment Control Branch manually process all other reclassifications following a formal, written request from the soldier. In addition, managers are able to use RETAIN to process special reclassification cases, such as soldiers reclassifying who are on-orders to a location that is different from their current location. Field users cannot use the RETAIN System for these special cases.

b. This chapter of the Handbook will describe the reclassification processing available to both managers and field users. The following paragraph, 4–6–3, will discuss a manager’s ability to use the RETAIN System for special cases of reclassifications.

c. All RETAIN System users process reclassifications via the RECLAS program. Reclassification processing consists of several steps, which are described in the following paragraphs.

d. First, managers provide the RECLAS program with information about the soldier to be reclassified (social security number, physical profile data, test scores, and qualifications such as formal educational background). The Reclassification module uses this information to determine the MOSs into which the soldier is eligible to reclassify. Second, the users enter the type of reclassification action and the source of the primary MOS code (SPMOS). The SPMOS code indicates the reason the soldier is leaving the current primary MOS. At this point the Reclassification Module checks to see if the user is authorized to process this type of reclassification.

e. Next, the Reclassification module automatically gets a list of all MOSs and their corresponding grades which are open to reclassifying personnel, along with related bonuses and future promotion fields. The list of available MOSs is maintained on the RETAIN System and revised periodically by system managers to reflect changes to its source, DA Circular 611, “Personnel Selection and Classification, Career Management of the Force.” Refer to Paragraph 4–2 of this Handbook for further discussion of DA Circular 611. This MOS/grade list contains the status of all MOSs, that is, whether they are open or closed to personnel reclassifying out of them or into them. Generally, for a reclassification to occur, the soldier’s current MOS must be open to a transfer out, and the soldier’s new MOS must be open to a transfer in.

f. Suppose, for instance, that the soldier was currently serving in MOS 42D, Dental Lab Specialist, grade E4, but wished to reclassify voluntarily into MOS 91C, Patient Care Specialist, grade E4. The DA Circular status would have to be “Yes” for migration out of MOS 42D, grade E4, and also “Yes” for migration into MOS 91C, grade E4, for this sample reclassification to occur. All other combinations of DA Circular status for MOS 42C and 91C would result in a denial of a reclassification. Table 4–15 illustrates this sample reclassification case.

Table 4–15
DA 611 Circular Status Effects On Reclassification.

| Current MOS | DA 611 Status | Proposed MOS | DA 611 Status | Result |
|-------------|---------------|--------------|---------------|--------------------------|
| 42C (E4) | OUT/YES | 91C (E4) | IN/YES | Reclassification allowed |
| 42C (E4) | OUT/YES | 91C (E4) | IN/NO | No reclassification |
| 42C (E4) | OUT/NO | 91C (E4) | IN/YES | No reclassification |
| 42C (E4) | OUT/NO | 91C (E4) | IN/NO | No reclassification |

g. Once the Reclassification module obtains this information on the soldier and the MOSs, the system conducts a series of automated checks. Some of these checks apply to all three reclassification categories; other checks apply only to a particular category. In addition, a check may appear only if incorrect information is entered. For example, prompt 7, “Has the soldier been at the current unit for at least a year?”, appears only if the system user enters a PCS date less than one year prior to the current date. These system checkpoints, the reclassification categories to which they apply, and the answer required at each checkpoint so that the system user can continue reclassification processing are presented in Table 4–16 below. An asterisk next to a checkpoint indicates a special case. Only management users can process these special reclassification cases. Refer to Paragraph 4–6–3 for further explanation of managers’ capabilities in processing these special cases.

Table 4-16
RETAIN System Reclassification Checklist.

| Checklist | Reclassification category: | | | |
|--|----------------------------|---------------------|---|---|
| | V = voluntary | N-V = non-voluntary | M = medical | |
| | | | Answer Allowing Both Managers And Field Users To Reclassify | Answer Allowing Managers Only To Reclassify |
| 1) What is the soldier's grade? | V, N-V, M | | E1-E5 E1-E8 non-promotable | E1-E8 non-promotable E1-E9 |
| *2) Is the soldier on-orders to the current location? | V, N-V, M | | YES | NO |
| *3a) Does DA611 allow transfers out of the soldier's current MOS? | V, N-V, M | | YES | NO |
| *3b) Does DA611 allow transfers into the soldier's new MOS? | V, N-V, M | | YES | NO |
| 4a) Is the balance within the soldier's current MOS appropriate for a transfer out? | V | | Can transfer out of over-strength MOS only. | Same |
| | N-V | | Can transfer out of any strength MOS. | Same |
| | M | | Can transfer out of any strength MOS. | Same |
| 4b) Is the balance within the soldier's new MOS appropriate for a transfer in? | V, N-V | | Can transfer into a shortage MOS only. | Can transfer into a shortage or balanced MOS. |
| | M | | Can transfer into a shortage or balanced MOS. Priority given to shortage MOS. | Same |
| *5) Is the soldier's physical profile permanent? | V, N-V, M | | YES | NO |
| 6a) Does the soldier's physical profile fulfill the requirements of the soldier's current MOS? | M | | NO | Same |
| 6b) Does the soldier's physical profile match the requirements of the soldier's new MOS? | V, N-V | | YES | Same |
| | M | | NO (with doctor's statement) | Same |
| *7) Has the soldier been at the current unit for at least one year? | V | | YES | NO |
| *8) Is the new MOS a DA-controlled MOS? | V, N-V, M | | NO | YES |
| *9) Does the soldier meet all the qualifications for the new MOS? | V, N-V, M | | YES | NO |
| *10) Is the soldier's chosen MOS banned for Option 3 (retraining)? | V, N-V, M | | NO | YES |
| *11) Is the soldier's JPI score for the chosen MOS equal to or above the JPI threshold score? | V, N-V, M | | YES | NO |

h. When all the checkpoints described above have been passed successfully, the manager or field user supplies the RECLAS program with additional information to complete the reclassification. This additional information includes: the availability of On-the-Job Training (OJT) in the new MOS, reclassification dates, and reclassification codes.

i. The first item of additional information concerns OJT. There must be OJT available at the soldier's current location in the new MOS in order for the RETAIN System to complete the reclassification action. The second item is the date the reclassification will take effect. The date is normally within 90 days of the reclassification action. The third item is a series of reclassification codes which identify this particular reclassification action. Users enter codes such as the enlisted member code, to distinguish among first termers, mid-termers, and careerists. The second type is the assignment command code, to identify a particular command.

j. The last step in RETAIN System reclassification processing is the automatic generation of the reclassification control number (RCN). The RCN uniquely identifies the particular reclassification action. Once the RETAIN System generates an RCN, the soldier is formally reclassified.

4-6-2-2. MANAGERS' PROCESSING OF SPECIAL RECLASSIFICATION CASES

a. Managers may utilize the RETAIN System to process special reclassification cases. Using the RECLAS program, managers may complete a transaction for these special reclassification cases:

- 1) Soldiers who are on-orders to a location that is not their current location.
- 2) Soldiers who have a temporary change to their physical profile.
- 3) Soldiers who are eligible to reclassify into an MOS controlled by the Department of the Army.
- 4) Soldiers who do not meet all the eligibility requirements for the new MOS.
- 5) Soldiers whose reclassification into their chosen MOS is restricted by DA611.

- 6) Soldiers whose last permanent change of station was less than a year ago.
- 7) Soldiers whose selected MOS is banned for Option 3 (Retraining).
- 8) Soldiers whose JPI score for the selected MOS falls below the JPI threshold score.

When a field user of the RECLAS program encounters a soldier whose reclassification fits any of the special cases listed above, the system automatically restricts the user from completing the reclassification action.

b. Soldiers who are already on-orders to a location other than their current location constitute one special reclassification case. To understand why this is a special case, managers should know how the RETAIN System processes routine on-orders cases, that is, reclassifications for soldiers who are on-orders to their current location. For all three reclassification categories (voluntary, non-voluntary, and medical), the soldier's orders to the current location are automatically deleted when the reclassification transaction is completed on the RETAIN System. If the soldier did not pass all the Reclassification module checkpoints and thus could not be reclassified, the system would not delete the soldier's orders to the current location.

c. However, the RETAIN System treats soldiers that are on-orders to a location other than the current location as a special case. Managers processing reclassifications for these soldiers receive a message from the system. This message differs according to the reclassification category. For a voluntary reclassification, the system transmits the message that managers may continue processing this soldier but that the soldier's orders will not be deleted. For a non-voluntary or medical reclassification, the system displays a message informing the manager that this soldier is on-orders to a location other than the current location but that the manager may continue processing the soldier's reclassification. If managers choose to continue, the RETAIN System automatically deletes the orders when reclassification is completed. Table 4-17 summarizes these various kinds of processing of soldiers that are on-orders.

Table 4-17
Processing Of Soldiers On-Orders.

| Status of Orders (before reclassification) | Reclassification Categories | Users Who Process the Soldier | Status of Orders (after reclassification) |
|--|-----------------------------|--------------------------------|---|
| 1. On-orders to the current location (routine) | V, N-V, M | Managers and field users | Orders automatically deleted |
| 2. On-orders, but not to the current location (special case) | V N-V, M | Managers only Managers only | No deletion of orders Orders automatically deleted |

d. The second special reclassification case which managers may process involves soldiers applying for any type of reclassification who have a temporary change in their physical condition (referenced on the RETAIN System as their "physical profile"). The key word in this special case is "temporary." Permanent changes in a soldier's physical condition in all three reclassification categories do not constitute special cases.

e. When a soldier fits this special case (temporary change in physical profile), managers may direct the RECLAS program to continue processing the reclassification. The field user, on the other hand, is automatically restricted from further processing of this soldier.

f. If the manager chooses to continue processing the soldier, the RECLAS program will then conduct two more physical profile checks. The first check consists of comparing the soldier's current physical profile with the requirements of the soldier's current MOS. As long as the soldier's temporary change in physical condition disqualifies him or her from the physical requirements of the current MOS, reclassification processing will continue. If the soldier is still qualified for the current MOS despite the change in physical condition, no reclassification can occur.

g. The second check is the physical profile category check. As long as the soldier's temporary change in condition is not in Category Y (medically unfit), reclassification processing will continue. If, however, the soldier falls into Category Y, the manager cannot complete the reclassification action. Instead, the soldier would need to apply to the Medical Evaluation Board (MEB) for special medical consideration.

h. The third special case occurs when soldiers are eligible to reclassify into an MOS controlled by the Department of the Army (DA). MOSs which are DA/controlled are indicated with an asterisk on DA Circular 611. Examples of DA/controlled MOSs include:

- A space imbalance MOS (SIMOS), that is, an MOS needed overseas but not needed in the continental U.S.;
- A mandatory training MOS, that is, an MOS which requires formal Advanced Individual Training (AIT) rather than On-the-Job Training (OJT); and
- A current management concern MOS, that is, one which DA managers have targeted for attention at this time.

i. Managers will know which MOSs are DA-controlled from a message displayed by the RECLAS program. This message states that to reclassify into that MOS, a formal application must be sent to MILPERCEN. Field users of the RECLAS program must stop processing the DA-controlled MOS at this point. However, managers are able to override the system restriction and continue processing a DA-controlled MOS via the RECLAS program.

j. The fourth special reclassification case occurs when a soldier does not meet all the qualifications for the new MOS. These qualifications, or basic eligibility requirements, for each MOS are stored on the system's Migration Control file. Managers may decide it is in the Army's best interest to reclassify the candidate for an MOS even when that candidate does not meet the MOS's basic eligibility standards. If they so decide, managers may direct the RECLAS program to continue processing the reclassification.

k. The fifth special reclassification case is a soldier whose reclassification into a chosen MOS is restricted by DA Circular 611. RETAIN managers have the option of overriding the DA Circular restriction for a particular MOS/grade and proceeding with the reclassification action.

l. The sixth special reclassification case concerns only voluntary reclassifications. To be eligible for a voluntary reclassification, the soldier usually must have been assigned to his or her present unit for at least one year prior to the current date. When the system determines that the candidate's last permanent change of station was less than a year before, the Reclassification module gives managers the choice of overriding the restriction and continuing to process the soldier for reclassification.

m. The seventh special reclassification case occurs when the system determines that the MOS the soldier has selected for reclassification is currently banned for Option 3, Retraining. As with all other special cases described in this chapter, the RETAIN manager may choose to override this Option 3 ban and continue processing the candidate for reclassification in the banned MOS.

n. The eighth and final special case involves soldiers whose JPI score for a selected MOS falls below the JPI threshold score RETAIN managers have set within the Migration Control module. For instance, managers may have established 50 as the threshold (minimum) score for MOS 12B, Combat Engineer. Candidate A's JPI score for MOS 12B is 45. In this example, managers may use the Reclassification module to override the JPI threshold score of 50 and continue processing candidate A for reclassification into MOS 12B.

4-6-2-3. CANCELLING A RECLASSIFICATION ACTION

Once a reclassification action has been completed on the RETAIN System, as described in Paragraph 4-6-2, both field users and managers can cancel the reclassification. Typically, RETAIN personnel would cancel a reclassification after being informed that the soldier had personal reasons for requesting a cancellation. To cancel a reclassification, field users and managers use the CANRCL program.

4-6-2-4. REPORTING RECLASSIFICATION ACTIONS

a. Managers and field users may use the Reclassification module to obtain reports of reclassification transactions created by RETAIN System users. Managers may tailor these reports to their particular needs. Reports of reclassification actions may be obtained for:

- A particular system user, identified by the user's UXQ number (e.g., UXQ099);
- All system users;
- A specific service member, identified by that soldier's social security number;
- All service members for whom RETAIN System users have created reclassification transactions.

Any of the reports listed above may be further defined for a particular date range (e.g., all transactions created between 1 October 83 and 1 December 83). System users execute the GETRCL program to report reclassification actions.

b. In addition, as part of the RETAIN System input/output processing cycle, the RCGYMP program routinely transmits a report of reclassification actions and cancellations to the Year Group Management Program (GYMPY) at MILPERCEN. Refer to Chapter 5 for further information on the system's input/output processing cycle.

4-6-3. LIST OF PROGRAMS AND FILES IN THE RECLASSIFICATION MODULE

a. The following is a list of the programs in the Reclassification module and a brief description of each program's function.

Table 4-18
Reclassification Module.

| Program | Function |
|---------|---|
| CANRCL | Enables RETAIN System users to cancel reclassification actions. |
| GETRCL | Displays the reclassification transactions created by RETAIN System users. |
| RECLAS | Allows RETAIN System users to reclassify enlisted personnel from their current MOS into a new MOS, taking into consideration both the soldier's qualifications and the Army's need for personnel in both the current and new MOS. |
| RCGYMP | Reports reclassification actions and cancellations to the Year Group Management Program (GYMPY) at MILPERCEN (batch). |

b. The following is a list of files that contain the information processed in the Reclassification module.

Enlisted Master File
Migration Control file
Reclassification file
Social Security Number (SSN) Index file

Section 4-7

THE DATA DICTIONARY MODULE

4-7-1. INTRODUCTION

a. Programs throughout the RETAIN System are concerned with certain pieces of information. Many programs display or ask users to enter a reenlistment candidate's SSN and Grade, for example. Each piece of information displayed or prompted for by RETAIN is called a "factor". The TSAM Data Dictionary is a file which lists and describes all factors used in the portion of RETAIN affected by TSAM.

b. For each factor, the data dictionary defines the name of the factor, the valid values which users may assign to the factor (e.g., SSN is any number from 0 to 999999999), in which programs the factor is used, and where it appears in the program. The data dictionary also defines whether or not a user sees a prompt in a given program, and whether the user may update the value assigned to the factor.

c. Army managers have no access to the data dictionary itself. However, they may implement changes to the data dictionary by using normal notification channels, through the KEYSTONE Branch, to SAC programmers. The programmers can quickly and easily change data dictionary information.

d. The use of a data dictionary increases the flexibility of the RETAIN System. Any change to factors used throughout the system can be made once, to the data dictionary, rather than in every program in which the factor appears. Changes may thus be effected more quickly and time-efficiently.

e. This chapter describes the data dictionary. Paragraph 4-7-2 describes the type of information contained on the data dictionary for each factor. Paragraph 4-7-3 describes the security levels which control the user's ability to display or update information. Paragraph 4-7-4 discusses independent and dependent records and their relationship with the data dictionary. Paragraph 4-7-5 discusses the considerations which managers should take into account when planning changes to the data dictionary. Finally, Paragraph 4-7-6 lists programs and files used by the data dictionary module.

4-7-2. GENERAL DESCRIPTION

The data dictionary contains, for each factor on the data dictionary file, a complete description of that factor. This paragraph discusses the information describing each factor, as well as the way in which the data dictionary interacts with the programs and files which it affects.

4-7-2-1. FACTOR DESCRIPTION

a. As defined in 4-7-1, a factor is a particular piece of information. This information can be displayed, or the specific program may instead display a heading, or prompt, under which the user must enter the information.

b. Each factor is described by a number of fields in the data dictionary including:

(1) *Factor Abbreviation*. The abbreviation for the factor, which will appear in any prompt or display line. Examples are: ETS, SSN, TDY.

(2) *Factor Type and Length*. Every factor must have a factor type, which defines the type or data which will be accepted as valid for that factor. The factor type is a numeric representation of the form in which the values for the factor are entered, displayed, and used. For example, ETS has a type number (TYP) of 485 and a length value (VL) of six. Type 485 specifies a group of letters, numbers, or symbols, while a value length (VL) of six specifies a display length of six columns.

(3) *Translation Table Entry*. The Translation Table is a table of values which is used to define factors in the data dictionary which need additional clarification. Within the factor description are entries which refer to the Translation Table. For example, the range of values for SSN, that is, nine digits, can be specified easily in the factor description. However, the factor GRADE contains 16 different levels and requires further explanation using the Translation Table.

c. A second entry in the factor description lists the total number of values contained in the Translation Table for that factor.

(1) *Display Specifications*. The length of the display is indicated, as well as specifications to insure that the display will be centered properly.

(2) *REPORTER Values*. These entries reference variables for the RPORTR program and provide a means for efficient data retrieval for production of reports. REPORTER is a program that produces reports which will reference information derived from the TSAM Data Dictionary.

(3) *Record Position*. The position of the factor within the data record is indicated.

(4) *Required Factor Flag*. The required factor flag (R) is vital in insuring that the user enters all the information

requested by the program. When certain information is needed to complete a program, the value in the R column is to be one. If prompted, the user must enter valid data. For example, in using the JPI program which handles the data needed to calculate a JPI score for a soldier's current and future MOS, managers must enter a priority value from one to five for certain data items. If the MOS priority value is not entered, the JPI cannot be calculated and the program cannot continue.

(5) *Security*. Two headings, S and US, contain numeric values which control the user's ability to review factors within a program, display file information, or update data. Values in the S column govern display capabilities only. Values in the US column determine the ability of the user to update information.

d. Army managers cannot change values in the TSAM Data Dictionary. However, they may have the ability to display or update information based on the numeric values assigned to the security related headings.

Table 4-19
Sample Factor Descriptions.

| F# | LN | ABBR | TYP | VL | S | US | R |
|----|----|------|-----|----|---|----|---|
| 11 | 76 | SEX | 320 | 1 | 0 | 3 | 0 |
| 12 | 76 | LANG | 310 | 2 | 0 | 3 | 0 |
| 13 | 76 | ETS | 485 | 6 | 0 | 3 | 0 |
| 14 | 76 | DOR | 485 | 6 | 0 | 3 | 0 |

e. The following paragraph describes the process for assigning security levels to users and factors in specific programs.

4-7-3. SECURITY

a. To maintain the integrity of the data in RETAIN, the KEYSTONE Branch has established a user ID security level which determines the user's access to RETAIN System information. Security values are controlled at the following three levels:

(1) RETAIN office managers determine the User ID security levels for users through the GTUSR program. (see Appendix B for additional information on GTUSR). Managers assign numeric values to users which limit their access to factor values. Lower values, such as zero or one, may limit the user to a display only mode.

(2) SAC establishes the security levels for individual data items within individual programs. Security levels for factor values are based on Army criteria and recommendations.

(3) The Army can further influence security control via normal notification channels to SAC.

b. An example of security levels may be found in Table 4-20.

Table 4-20
Section Of Factor Description Illustrating Security Levels.

| F# | ABBR | S | US |
|----|-------|---|----|
| 7 | GRADE | 0 | 3 |
| 10 | EDUC | 0 | 3 |

USER SECURITY LEVEL 2

c. As shown in table 4-20, the user has been assigned a security level of two. Since the display security (S) value in this specific program is zero, the user can display both the GRADE and EDUC factors. However, since the update security (US) value is three, the user cannot update these factors. The user can only update these factors if the user's security level, determined by GETUSR, is three or higher.

4-7-4. INDEPENDENT AND DEPENDENT RECORDS

a. The TSAM Data Dictionary is divided into two categories or types of records: independent and dependent.

b. When the factors comprising the data dictionary are chosen, an independent record is established for each factor. The independent records are comprised of characteristics of those items which are standard or universal from program to program. For example, the factor REUP DATE with an accompanying date format of YYMMDD may be chosen for the data dictionary. Simultaneously, independent records are created which establish a global use of these data items, with the same date format, for all programs.

c. Suppose, however, that the GETREC program is being used. GETREC will read only the factors in the TSAM Data Dictionary that it needs. These chosen factors will form a data dictionary which is specific to the GETREC program. The order of factors called by the program will determine the order of factors in the data dictionary. Suppose,

in addition, that GETREC requires a REUP DATE date format of DDMMYY, which differs from the format in the TSAM Data Dictionary. A dependent record within GETREC, with the format DDMMYY, will replace the YYMMDD format in the TSAM Data Dictionary. This dependent record is program specific and has the ability to override the independent record in the TSAM Data Dictionary.

4-7-5. CONSIDERATION FOR MANAGERS

Changes to the data dictionary can have a wide impact throughout the RETAIN System. Preliminary consideration of the following questions may ensure that the impact is controlled and that the results are useful.

a. Adding a New Factor

- (1) How will it be used?

As a qualification – for example, Math Level Code Report factor.

Display or data input prompt – for example, NAME.

Keep in mind that “counters” and factors which require computation may not be added. For example, a new factor which requires perhaps the addition of two scores, with the resulting value to be divided by four, is not a good candidate.

- (2) Factor characteristics, type and Translation Table values should be determined.
- (3) Remember the following limitations:

No more than 80 factors per prompt

Limit of 70 factors per program

- (4) Is the file to which the factor is to be added identified?
- (5) Which programs might use the factor?
- (6) Space availability in the Factor Dictionary and the Translation Table should be checked by SAC programmers.
- (7) Space availability should also be checked in the Prompt Table, which is a list of the factors in each prompt in the program.
- (8) Duplication? Does the factor already exist within the system and on the data dictionary? Duplication is not permitted.

b. Modification of an Existing Factor

- (1) Which files should contain the factor?
- (2) Which programs use the factor/file?
- (3) Are other factors affected by the change? Is a common Translation value used?
- (4) Space considerations. Does modification affect the Translation Table? The table has a defined capacity.

c. Modification of Prompts

- (1) Requesting added prompts. Is space available in the Factor Dictionary, Translation Table, and Prompt Table?
- (2) If changes in the prompt sequence are requested, major changes in the program may be necessary. Is a change in the prompt sequence necessary?

d. Changing a Factor

- (1) Is the program already in the Data Dictionary?
- (2) If the factor defined in the Data Dictionary?

4-7-6. FILES IN THE DATA DICTIONARY MODULE

The following is a list of the files used in conjunction with the Data Dictionary module.

TSAMDD
Migration Control
Eligibles
Bonus
Promotion
Enlisted Master
Social Security Index
Personnel
User
Password
Reclas
NORMSI

Section 4-8

THE ASSIGNMENT MODULE

4-8-1. INTRODUCTION

a. The Assignment module allows managers to assign enlisted personnel to requisitions (job vacancies). The module's users are MILPERCEN assignment managers and RETAIN Office managers. Managers use the RETAIN System to make these assignments both during a soldier's current term of service and when a soldier reenlists. If no requisition exists, managers utilize this module to create the necessary job opening. This module also gives managers control of Special Instruction (SI) sets, which describe a requisition or the soldier assigned to a requisition. In addition, managers use the Assignment module to manage the number of assignments allocated through the Homebase Advance Assignment Program (HAAP).

b. Paragraph 4-8-2 describes the different types of requisitions managers use in making assignments and the source of these requisitions. Paragraph 4-8-3 identifies the service members who need assignments. Paragraph 4-8-4 traces the path of an assignment through the assignment processing cycle. Paragraph 4-8-5 describes how managers use the Assignment module to make assignments. Paragraph 4-8-6 discusses managers' other assignment-related capabilities. Paragraph 4-8-7 provides a list of the programs and files within the Assignment module.

4-8-2. REQUISITIONS AND THEIR SOURCES

a. A requisition is an Army job vacancy. A requisition is identified on the RETAIN System by its Enlisted Personnel Directorate identification code (EPD) and its control and line information. Each requisition contains information on what skills the job requires, where the job is located, when the job is to be filled, and, for overseas requisitions, the conditions allowing the service member to bring along his or her family. In addition to this basic information, a requisition may have Special Instructions (SIs). These Special Instructions further describe either the job requirements or the service member who is eventually assigned to the requisition. Figure 4-8-1 illustrates a sample requisition with accompanying Special Instructions.

| <u>MOS</u> | <u>GRADE</u> | <u>SEX</u> | <u>DATE JOB IS AVAILABLE</u> |
|-----------------------------|------------------------------------|-----------------|------------------------------|
| 11B1 | 3 | Male | 8402 (February 1984) |
| <u>EPDID</u> | <u>CONTROL/LINE #</u> | <u>LOCATION</u> | |
| C | 5MB / 0001 | Ft. Myer, VA | |
| <u>ADDITIONAL SKILLS</u> | <u>SECURITY STATUS</u> | | |
| None | Completed Background Investigation | | |
| SPECIAL INSTRUCTIONS | | | |

All incoming personnel will report to the Welcome Center, Building 202, Ft. Myer, VA. Duty hours of the Welcome Center are from 0730 to 1600 hours daily. After duty hours or on weekends the center's services are limited to temporary housing and dining facilities.

Figure 4-8-1. Sample Requisition With Special Instructions.

b. The requisitions to which managers assign personnel come from three sources. The first source is PERSINSD's Centralized Assignment Procedures III (CAP III) System. Each Sunday, CAP III supplies the RETAIN System with all the requisitions currently available for assignment to soldiers. CAP III provides two types of requisitions: nominated and open. Nominated requisitions are those to which the CAP III System has automatically matched a service member. An open requisition is a requisition for which there are no CAP III nominations, or matches. Managers may use the REQUERY program to obtain a list of the current week's open and nominated requisitions provided by CAP III.

c. Managers themselves are the second source of requisitions. Using the MS8 program, managers may create a requisition and then assign that new requisition to a service member.

d. The third source of requisitions is the MILPERCEN distribution manager. Distribution managers may add new requisitions or modify requisitions already on the RETAIN System via the PERDDIMS-E System, which interacts with the RETAIN System. As soon as distribution managers add or modify requisitions, the requisition becomes available to assignment managers through the PERSINSD/RETAIN data link. Refer to Paragraph 4-13 for more information about this data link.

4-8-3. THE PERSONNEL WHO NEED ASSIGNMENTS

a. The RETAIN System enables its users to assign requisitions to two types of personnel: in-service personnel and reenlistees.

b. The first type is the in-service soldier who needs another assignment to complete an enlistment contract. Managers have complete responsibility for assigning requisitions to in-service personnel. Managers assign in-service personnel to suitable requisitions via the LS8 and MS8 programs. The second type is the reenlistee. Managers share the duty of assigning reenlistees to requisitions with Reenlistment NCOs. Reenlistment NCOs executing the system's core reenlistment programs are responsible for reserving a requisition if first, an appropriate requisition is available, and

second, the soldier accepts the requisition at the time of reenlistment. When a Reenlistment NCO reserves a requisition for a reenlistee, that reservation is in effect an assignment. Refer to Paragraph 1–3 of this handbook for a description of core reenlistment program processing.

c. Assignment managers are, however, in charge of making assignments for all other reenlistees. These include:

(1) Reenlistees who choose to go on the system's Wait List if requisitions cannot be found for them by the core reenlistment programs;

(2) Reenlistees for Option 1 (Regular Army Reenlistment) and Option 2 (Current Station Stabilization). Neither of these options involves an immediate change of assignment at the time of reenlistment;

(3) Reenlistees for Option 3 (Army Service School) who need an assignment upon completion of AIT; and

(4) Reenlistees who decline an assignment made by an assignment manager and choose to wait for a different assignment.

d. The records of the reenlisting soldiers for whom managers make assignments are stored on the RETAIN System's Wait List. Each Monday, after the system's Sunday input processing, managers receive a printed copy of all personnel on the Wait List for the current week. In addition, managers may use the LS8 and MS8 programs to display the records of the personnel on the Wait List.

4–8–4. WHEN MANAGERS MAKE ASSIGNMENTS

a. Assignment processing involves the transfer of requisition and assignment information between the RETAIN System and two of PERSINSD's automated systems: the CAP III System and the PERDDIMS–E System. The timing of this information transfer varies with the system interacting with RETAIN. The RETAIN/CAP III assignment information exchange occurs on a weekly cycle. The RETAIN/PERDDIMS–E interaction occurs continuously. This paragraph of the Handbook describes how managers make assignments within both of these time frames, that is, within the weekly RETAIN/CAP III cycle and also within the continuous RETAIN/PERDDIMS–E exchange. Within the RETAIN/CAP III cycle, the manager's time frame for assigning soldiers to requisitions is an assignment week running from Friday through the following Thursday. The nature of this assignment week is determined by the scheduled weekly exchange of information between the RETAIN System and the CAP III System. Figure 4–8–2 shows this weekly cycle of information flow between CAP III and the RETAIN System. For further details, refer to Paragraph 4–12, EMF/RETAIN Input and Output Processing, and Chapter 5, Batch Processing.

b. To understand the weekly assignment cycle, managers need to understand this CAP III/RETAIN/CAP III information transfer.

c. Each Sunday, the CAP III System transmits the following information to the RETAIN System:

- Open requisitions;
- Nominated requisitions;
- Special instructions; and
- The social security number of soldiers with CAP III – validated assignments from the previous week's processing.

d. CAP III sends both open and nominated requisitions to the RETAIN System. Open requisitions are jobs available for assignment either by managers or Reenlistment NCOs using the RETAIN core reenlistment programs. Open requisitions are available on the RETAIN System on a first-come, first-served basis to managers and Reenlistment NCOs.

e. Nominated requisitions are jobs with which CAP III has automatically nominated, i.e., matched, a service member. When CAP III sends a nominated requisition to RETAIN, the RETAIN System treats the nomination as nomination pending. Like open requisitions, nomination pending requisitions are open first-come, first-served to managers and Reenlistment NCOs. Once a manager accepts the CAP III nomination for a requisition, however, that requisition is no longer available to the Reenlistment NCO. Refer to Paragraph 4–8–5 for more details on how managers process nominated requisitions.

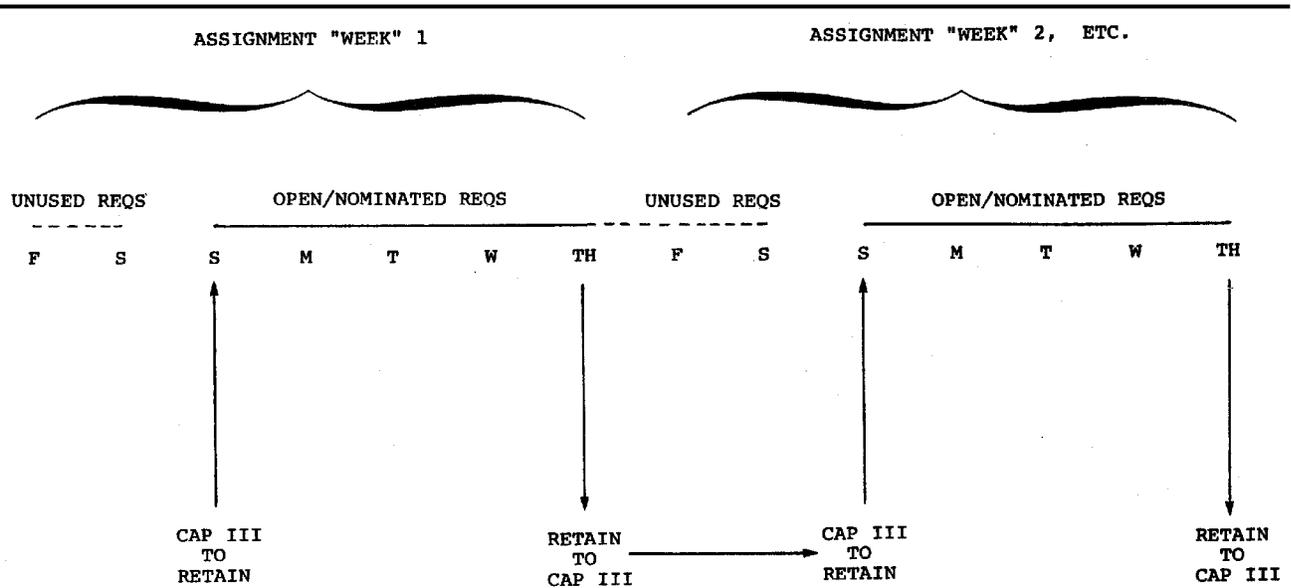


Figure 4-8-2. The Weekly Assignment Processing Cycle Showing The CAP III/RETAIN/CAP III Information Exchange.

f. CAP III also sends Special Instructions (SIs), which give further details about each requisition. SIs may be found with both open and nominated requisitions.

g. Finally, CAP III sends RETAIN the SSNs of soldiers with validated assignments. These are either assignments made by managers or requisitions reserved via the RETAIN core programs during the previous week's (Friday through Thursday) assignment cycle. The CAP III System validates assignments by performing a final edit on all transactions made the previous week. CAP III then places the soldier "on-orders" to assignments that pass this edit and reports that soldier's social security number each Sunday to RETAIN. Once a soldier is on-orders to a requisition, that requisition may not be assigned to another soldier.

h. Monday through Thursday, managers and the RETAIN core programs access this pool of requisitions sent by CAP III. Managers may assign soldiers to open requisitions and accept CAP III nominations for requisitions. (Managers may also use the MS8 program to create a requisition when CAP III does not provide a suitable job opening.) Reenlistment NCOs may use the RETAIN program to reserve open requisitions for reenlistees and also to reserve nomination pending requisitions.

i. Each Thursday evening, the RETAIN System transmits all the assignment transactions of the previous week (Friday through Thursday) to CAP III for validation. These transactions include both managers' assignments and RETAIN core program reservations for requisitions.

j. What happens to the requisitions which CAP III sent to RETAIN Sunday but which were not assigned or reserved by Thursday evening? These unused requisitions remain available for assignment on Friday and Saturday. The RETAIN System sends any requisitions assigned on Friday and Saturday to CAP III on the following Thursday evening.

k. In addition to the weekly exchange of requisition and assignment information between RETAIN and CAP III, the RETAIN System also continuously exchanges information with the PERDDIMS-E System across an automated data link. Refer to Paragraph 4-13, the RETAIN/PERSINSD Data Link, for a complete description of the information exchanged between the two systems.

l. The assignment-related information which the PERDDIMS-E System transmits to RETAIN includes requisition updates and Special Instructions information. MILPERCEN distribution managers utilize the PERDDIMS-E System to update requisitions. These updates may consist of adding new requisitions, changing existing requisitions, or deleting requisitions. In updating requisitions, distribution managers may also need to modify their associated Special Instructions. These requisition and Special Instruction transactions created by distribution managers on the PERDDIMS-E System are transmitted across the data link to RETAIN and become available for assignment by RETAIN System managers.

m. In turn, the RETAIN System transmits the following assignment-related information to the PERDDIMS-E System:

- Assignments;

- Requisition modifications;
- Special Instructions modifications; and
- Nomination transactions.

n. First, the RETAIN System sends all its assignment transactions made in both the core reenlistment programs and in the LS8 and MS8 programs. Second, any modifications to requisitions or their Special Instructions which RETAIN System managers make in conjunction with an assignment are transmitted across the data link. Finally, all nomination transactions (acceptance, rejection, cancellation, or deletion of a nomination to a requisition) are automatically reported to the PERDDIMS–E System once managers have completed the transaction on the RETAIN System.

o. To illustrate the path of an assignment across this data link, suppose that an assignment manager wishes to assign an in-service soldier to a requisition. Using the LS8 program, the assignment manager makes the assignment on the RETAIN System. This completed assignment transaction will then be transferred automatically across the data link to the PERDDIMS–E System.

p. Once the PERDDIMS–E System is notified of the assignment transaction via the data link, the RETAIN System considers the soldier as on-orders to that assignment. In PERDDIMS–E implementation, CAP III validation of the soldier's assignment also continues to occur as part of the weekly RETAIN/CAP III cycle discussed above. However, the RETAIN System considers the soldier as on-orders to the assignment whether or not CAP III has validated the assignment.

4–8–5. HOW MANAGERS USE THE RETAIN SYSTEM TO ASSIGN REQUISITIONS

a. Managers' major capability within the Assignment module is assigning in-service and reenlisting personnel to requisitions. This paragraph describes how managers work with the RETAIN System to make assignments.

b. When a manager begins processing a service member for a new assignment, the RETAIN System automatically checks the service member's on-orders status.

c. When the soldier is not already on orders, the system checks the type of service member to be assigned. This check is needed because managers' actions on the RETAIN System differ for in-service and reenlisting personnel. The flowchart in Figure 4–8–3 illustrates the steps managers take to process an assignment for in-service personnel. Each box on this flowchart is numbered for reference in the discussion following the flowchart.

d. When a manager is making an assignment for an in-service soldier, the system first checks whether CAP III has nominated this soldier for a requisition (box 1). This check is necessary since managers process requisitions with CAP III nominees differently from open requisitions (i.e., requisitions with no CAP III nominees). If CAP III has not nominated this soldier for a requisition, managers use either the LS8 or the MS8 program to assign a requisition (box 2).

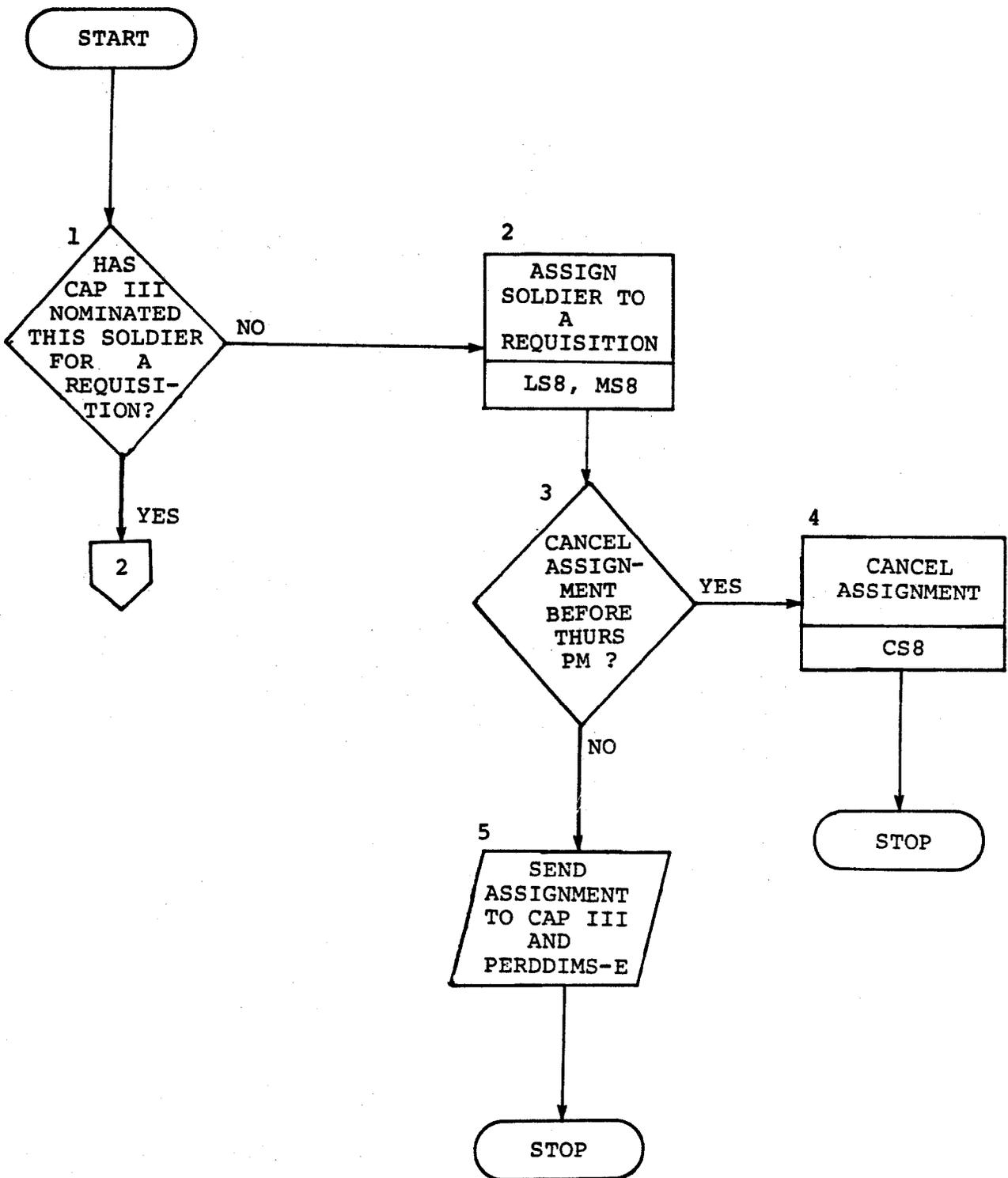


Figure 4-8-3. Flowchart Of Assignments For In-Service Personnel.

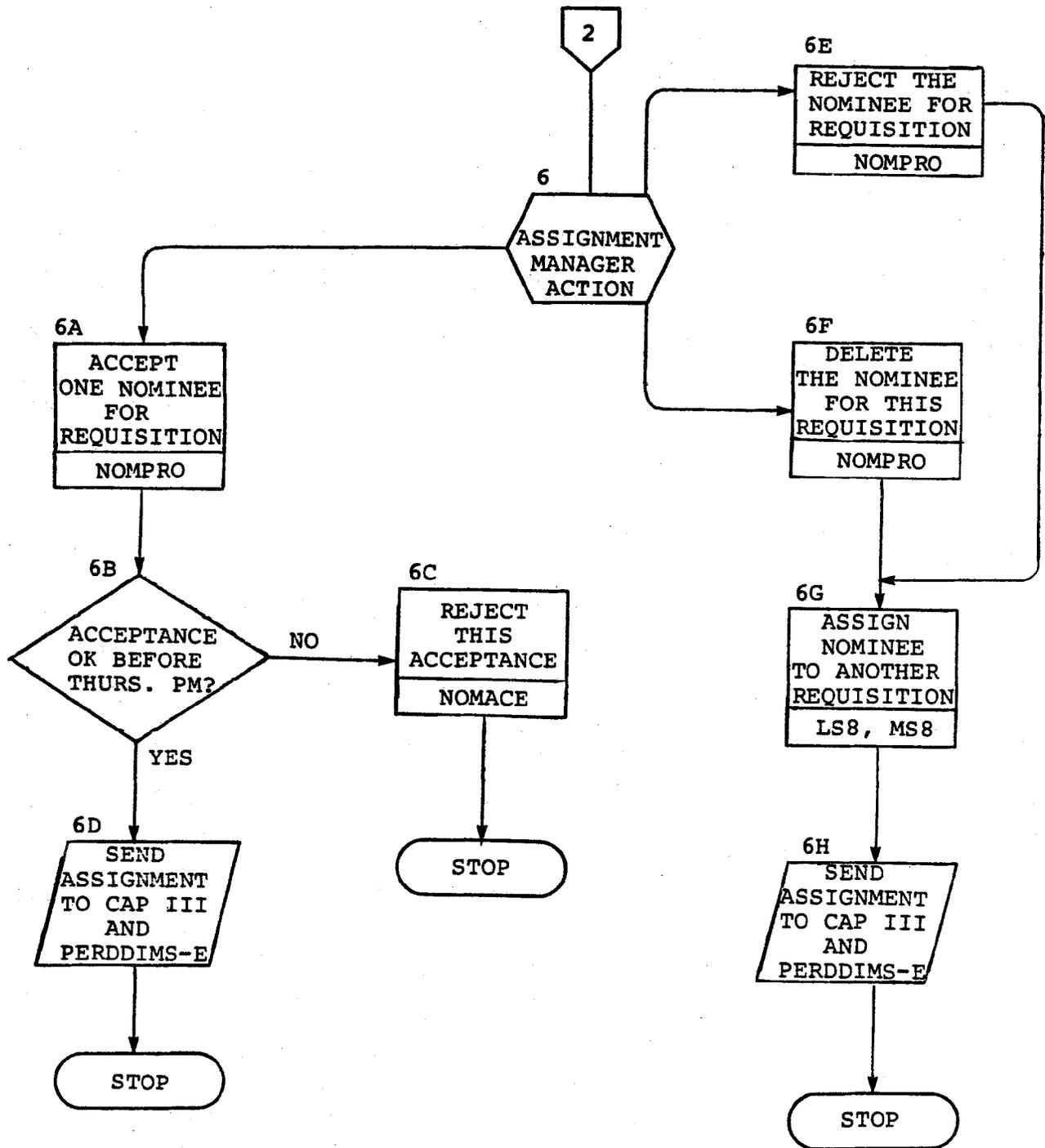


Figure 4-8-3. Flowchart Of Assignments For In-Service Personnel (Continued).

e. In the LS8 program, managers may make an assignment to any open requisition currently available on the RETAIN System. When no suitable requisitions are available, managers may use the MS8 program to create an appropriate requisition for the in-service soldier. The RETAIN System reports these LS8 and MS8 assignment transactions to the PERDDIMS-E System via the data link and also to CAP III each Thursday evening as part of its weekly output to CAP III (box 5).

f. Suppose that managers wish to cancel an assignment they have made via LS8 or MS8 for an in-service individual (box 3). Managers may cancel such an assignment as long as the cancellation occurs before the system's Thursday output to CAP III. Managers use the CS8 program for assignment cancellation (box 4).

g. When CAP III has nominated a soldier for a requisition, managers may choose one of three actions: accept, reject, or delete the nomination (box 6).

h. The first choice is to accept the nomination via the NOMPRO program (box 6A). What happens when manager accepts a nomination for a requisition? An acceptance assigns that requisition to the nominee. An acceptance also removes that requisition from the pool of available requisitions.

i. Suppose, however, that managers decide to reject an already accepted CAP III nomination (box 6B). They may reject the acceptance (box 6C), as long as the rejection occurs prior to Thursday's CAP III output (box 6D). Managers use the NOMACE program to reject an already accepted nomination.

j. The second choice is to reject the nominee for the requisition via the NOMPRO program (box 6E). Rejecting the nominee has two results: to free the nominated individual for assignment to other requisitions, and to change the status of the rejected requisition from nominated to open.

k. The third choice is for managers to delete the nominee for this requisition, again using the NOMPRO program (box 6F). The effect of deleting the nominee is to free the individual for assignment to another requisition. However, the requisition remains a nomination pending requisition.

l. After managers delete a nominee, they may use the LS8 or MS8 program to assign that nominee to a different requisition (box 6G). The RETAIN System then transmits the assignment to CAP III and to PERDIMS-E (box 6H).

m. Managers may also assign certain reenlistees to requisitions. The flowchart in Figure 4-8-4 illustrates the steps managers take to assign reenlistees to requisitions. Each box on this flowchart is numbered for reference in the discussion following the flowchart.

n. The system first checks that this soldier is waiting for an assignment on the system's Wait List (box 1). Refer to Paragraph 4-8-3 for a description of the circumstances which place reenlistees on the Wait List. This check is needed because managers only make assignments for reenlistees on the Wait List. Managers use either the LS8 or MS8 programs to assign reenlistees to requisitions (box 2). Managers use the LS8 program to assign reenlistees to requisitions. If there are no appropriate requisitions for the reenlistee, managers may use the MS8 program to create a suitable requisition.

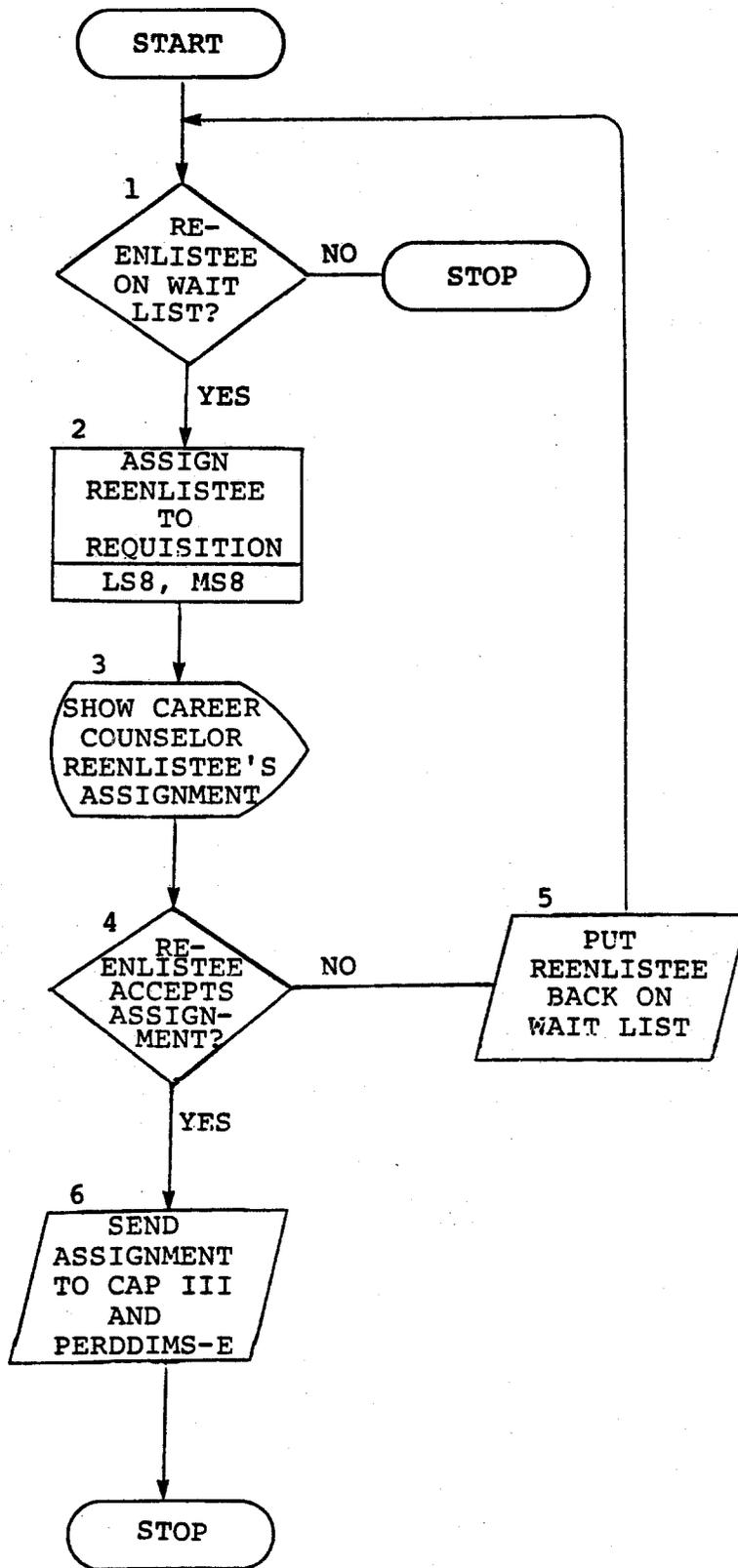


Figure 4-8-4. Flowchart Of Assignments For Wait List Personnel.

o. Next, the system displays the assignment to the reenlistee's Career Counselor (box 3). Reenlistees must then accept or decline the assignment within ten days (box 4). When the reenlistee accepts, the assignment is sent to CAP III and to PERDDIMS-E (box 6). If the reenlistee declines the assignment, the system automatically places that individual back on the Wait List (box 5).

4-8-6. ADDITIONAL MANAGEMENT CAPABILITIES

a. Besides the ability to assign personnel to requisitions, managers also have several other assignment-related capabilities within the Assignment module. These additional capabilities include:

- Management of Special Instructions associated with requisitions;
- Management of Homebase Advance Assignment Program (HAAP) assignments;
- Management of translations for Program Development Indicator (PDI) codes; and
- Display of reports with assignment information.

b. Managers may use the Assignment module to manage the Special Instructions (SIs) which may accompany a requisition. Special Instructions provide additional information about a requisition. For example, the requisition for a clerk/typist might include the SI that the applicant must be able to type 60 words per minute. Using the SIACT program, managers may add SIs to a requisition, delete the SIs associated with a requisition, or change the text of the SIs accompanying a requisition.

c. RETAIN Office managers may use the Assignment module to monitor the Homebase Advance Assignment Program (HAAP). Soldiers in grades E5 through E8 are eligible for HAAP assignments. In a HAAP assignment, a soldier at a CONUS location first performs a short duty tour (e.g., 12 months) overseas. Then the soldier returns to a CONUS assignment. This CONUS assignment will either be at the soldier's homebase (the location prior to the overseas duty) or at an advance location (a new location). For instance, a soldier currently stationed at Fort Bragg could be assigned to Korea for 12 months. After completion of duty in Korea, this soldier, under the HAAP program, would either go back to Fort Bragg (the homebase) or proceed to a new CONUS location, e.g., Fort Carson.

d. These homebase and advance locations are identified on the RETAIN System by a CONAP (continental U.S. area of preference) code, a two-character code such as CA for Fort Ord, California. When managers enter a CONAP code while making a HAAP assignment in the LS8 or MS8 programs, the RETAIN System automatically creates a Special Instruction identifying this assignment as a HAAP assignment.

e. Soldiers in the HAAP program are provided with an assignment to their preferred location, if at all possible. If no requisitions are available in the CONUS or homebase location of choice, the soldier may be placed on the Wait List until the desired requisition can be obtained. Through HAAP, the Army can fulfill two goals: 1) meet the needs of the soldier and; 2) in many cases, reduce the cost of the Permanent Change of Station of Choice (PCS) program, since many soldier's dependents are residing at the HAAP location.

f. Besides making assignments to the HAAP program, RETAIN Office managers may also determine the number of HAAP allocations. HAAP allocations represent the number of spaces given to each continental U.S. location for soldiers returning from a short duty tour overseas. HAAP allocations are also MOS-specific, that is, associated with a particular MOS. An allocation of 300 HAAP spaces for personnel in MOS 11B2 at the CONAP location Edgewood Arsenal, Maryland is an example of a HAAP allocation. Distribution managers utilize the HAAPRU program to make or revise HAAP allocations by MOS and CONAP location.

g. In some cases, assignments to requisitions involve personnel whose record contains a Program Development Indicator (PDI) code. KEYSTONE Branch managers have two capabilities with respect to PDI codes. First, managers may use the REPSPC program to report all assignment transactions for the current week for personnel with PDI codes. This report may be further broken down for a specific social security number, for a particular Enlisted Personnel Directorate (EPD) identification code for the requisition used in the assignment, or for a specific user signature code. Second, KEYSTONE Branch managers may use the SPCMAN program to report or revise the English translation of a PDI code. For example, managers could enter "AN/MSM-68 Transportable Standard Remote Terminal" as the translation for the PDI code T3.

h. The Assignment module enables managers to display a variety of reports related to assignments. Several reports display requisition information. Among these are the REQUERY program report of the current week's CAP III requisitions and any Special Instructions. The LSTNOM program displays the actions (accept, reject, or delete) managers have taken with CAP III nominations for requisitions. The NOMLST program allows managers to display the CAP III nominations for requisitions that were rejected or deleted as a result of RETAIN core reenlistment program processing or RETAIN System week end processing. The REQLIST program prints a list of all requisitions that have been used by the RETAIN System during the current CAP III cycle.

i. Other reports display information about assignments. To find out which reenlistees on the Wait List need assignments, managers may execute either the LS8 or MS8 programs. By executing the LSTMTC program, managers

may obtain a report of the assignments already made for in-service personnel. Managers may display information about HAAP assignment allocations in both the HAPREP and HAAPRU programs.

4-8-7. LIST OF PROGRAMS AND FILES

a. This paragraph contains a list of the programs and files in the Assignment module and a brief description of each program's purpose.

Table 4-21
Assignment Module.

| Program | Purpose |
|---------|--|
| CS8 | Cancels the assignments of in-service personnel prior to the RETAIN System's Thursday output to CAP III. Returns reenlistees to the Wait List. If they choose not to accept a requisition assigned via LS8 or MS8. |
| HAAPRU | Reports and updates the number of Homebase Advance Assignment Program (HAAP) allocations available for MOSs or MOSs and their associated continental U.S. locations. |
| HAPREP | Reports the number of original and remaining HAAP allocations for specified continental U.S. locations or for particular MOSs. |
| LS8 | Assigns in-service and reenlisting personnel to requisitions available during the current processing week; reports the records of reenlistees on the Wait List. |
| LSTMTC | Reports the in-service personnel assignments made by assignment managers and all in-service and reenlistment assignments made via the MS8 program. |
| LSTNOM | Reports assignment managers' transactions with CAP III nominations. |
| MS8 | Creates requisitions; assigns in-service and reenlisting personnel to newly created requisitions; reports the records of reenlistees on the Wait List. |
| NOMACE | Rejects a nomination previously accepted by an assignment manager before the acceptance is reported to CAP III. |
| NOMLST | Reports nominations for requisitions that have been deleted or rejected either by the RETAIN core reenlistment programs or by RETAIN System week end processing. |
| NOMPRO | Accepts, rejects, and deletes nominations for requisitions made by CAP III for in-service personnel. |
| REPSPC | Reports assignment transactions for the current week for personnel with PDI codes. |
| REQLIST | Reports all the requisitions that have been used by the RETAIN System for the current CAP III cycle. |
| REQUERY | Reports current requisitions and any Special Instructions. |
| SIACT | Adds, deletes, and modifies the Special Instructions of the current processing week's requisitions. |
| SPCMAN | Reports and updates the English translation of a PDI code. |

b. The following is a list of files that contain the information processed in the Assignment module.

Assignment Transaction file
 Enlisted Master File Abstract
 Homebase Advance Assignment
 Program Vacancy Allocation file
 Nominations for Deletion/Acceptance/Rejection file
 Nominations/Open Requisitions file
 Personnel file
 Requisitions and Special Instructions file

Section 4-9

THE DELETION/DEFERMENT MODULE

4-9-1. INTRODUCTION

a. The purpose of the Deletion/Deferment module is to allow managers to process personnel who are already assigned and officially on orders to an assignment. Service members are considered officially on orders to an assignment once the CAP III System has validated their new assignments and reported the soldiers to the RETAIN System as on orders.

b. Managers may use this module to delete the assignment of a soldier to a requisition. They may also use the module to defer or postpone a soldier's assignment to a requisition. In addition, managers may use this module to obtain reports with information about deletion and deferment actions.

c. The users of this module are:

- The Deletion/Deferment Branch;
- The RETAIN Office;
- Career Branches;

- AIT Branch; and
- MILPERCEN distribution managers and assignment managers.

d. Managers at the Deletion/Deferment Branch have full deletion and deferment capabilities within this module. All other managers listed above have many but not all of the module's capabilities. The Keystone Branch controls the capabilities of various users. This information is entered on the user file by KEYSTONE personnel using the GTUSR program. The discussion of managers' capabilities within the module will focus on those capabilities available to all management users. Those capabilities which are reserved for managers at the Deletion/Deferment Branch will be identified as needed.

e. The rest of this chapter provides further details about the Deletion/Deferment module. Paragraph 4-9-2 describes how managers process deletions and deferments. Paragraph 4-9-3 describes the RETAIN System's automatic deletion of assignments of certain types of reenlistees already on orders. Paragraph 4-9-4 describes the reports managers may obtain within the module. Paragraph 4-9-5 lists the module's programs and files.

4-9-2. HOW MANAGERS PROCESS DELETIONS AND DEFERMENTS

a. Army managers may take two major actions within this module: assignment deferment and assignment deletion. Using the DELETION program, managers enter an action code to indicate to the system which type of action they wish to take. The following list contains the six possible Department of the Army (DA) action codes for deletions and deferments.

DA ACTION CODES

- A = Approved deletion
- B = Disapproved deletion
- C = Approved deletion plus requisition cancellation
- D = Approved deferment
- E = Disapproved deletion deferred to a new arrival month
- F = Disapproved deferment

b. The DELETION program is designed to allow managers to take only those actions which are within their area of responsibility. Table 4-22 illustrates the specific deletion/deferment actions which the system makes available to its different users.

Table 4-22
Deletion/Deferment Actions Available To Various Users.

| Module User | DA Action Codes Available |
|---------------------------|---------------------------|
| AIT Branch | A, C |
| Career Branches | A, C, D |
| RETAIN Office | A, C, D |
| Deletion/Deferment Branch | A, B, C, D, E, F |

c. One action some managers may take is deferment of a soldier's assignment (DA action codes D, E, and F). Deferring an assignment means changing the month the soldier is to arrive for the assignment. Managers may either advance or postpone the arrival month for up to four months before or after the month initially scheduled.

d. For example, the soldier is on orders to begin a new assignment in April 1984. Managers could use the Deletion/Deferment module to advance that soldier's scheduled arrival date to as early as December 1983, or postpone the arrival until as late as August 1984.

e. There are many valid reasons for deferring a soldier's assignment. For instance, a soldier could need medical or dental treatment, could be participating in an alcohol or drug abuse rehabilitation program, or could have been selected for further MOS training. All of the valid reasons for a deferment are listed in the Enlisted Personnel Management Directorate's document EPMD OI, No. 614-200(18), Appendix E. Each valid reason for a deferment has an associated reason code consisting of two alphabetic characters. As an example, the reason code for a deferment for medical or dental treatment is CB. When managers defer an assignment via the DELETION program, they enter the appropriate reason code as part of the deferment transaction.

f. The second major activity of managers within this module is deletion of an assignment (DA action codes A, B, and C). Deletions may involve either one or two actions. All deletions involve the first action of deleting the assignment of a particular soldier to a requisition. Suppose that Private Hernandez is on orders to a new assignment as a clerk/typist at Fort Sheridan, Illinois. Deleting the assignment would mean that Private Hernandez would not fill the

position of clerk/typist at Fort Sheridan. In this first case, though, the requisition for a clerk/typist at Fort Sheridan would still exist as a job vacancy. This type of deletion action is referenced by the DA action codes A and B.

g. The second type of deletion (DA action code C) involves cancelling both the soldier's assignment to a given requisition and also cancelling the requisition itself. This type of deletion applies only to requisitions which managers created in the Assignment module via the MS8 program. In the sample case, Private Hernandez's assignment to the position of clerk/typist at Fort Sheridan would be deleted, freeing him for a different assignment. In addition, the requisition for a clerk/typist at Fort Sheridan would also be deleted as an available job vacancy.

h. As with deferments, managers need a valid reason for deleting an assignment. These valid reasons and their accompanying reason codes are also listed in EPMD's document number 614-200(18), Appendix E. Examples of valid reasons for a deletion include: the soldier has applied for retirement within 30 days of receipt of the assignment; the soldier has been separated from the service for medical reasons; and the soldier is not qualified for the assignment because of ineligibility for the assignment's required security clearance. When managers delete an assignment via the DELETION program, they enter the appropriate reason code as part of the deletion transaction.

i. Deletion/Deferment Branch managers have full capabilities within this module. These managers may process all types of deletions and deferments, identified by DA action codes A through F. In processing codes B, F, and F, the disapproved deletions and deferments, managers need to enter a disapproval reason code when completing the transaction via the DELETION program. The list of valid deletion and deferment disapproval codes is available in Appendix F of EPMD OI No. 614-200(18). These codes consist of two characters, the first numeric and the second alphabetic. The disapproval code 1B, documentation required by the deletion or deferment reason code was not submitted, is a sample disapproval code.

j. Deletion/Deferment Branch managers may also use this module to handle special requisitions such as the Special Management Commands Team (SMCT) requisitions. These requisitions are job vacancies within the Overseas Command Branch and are identified by specific EPDIDs. Examples of SMCT requisition EPDIDs include: 6T (Turkey, 528 HQ Group), 3C (Support Operations Task Force, Europe), and 3F (Saudi Arabia). Deletion/Deferment Branch managers use the DELETION program to process deletions or deferments for SMCT requisitions.

4-9-3. AUTOMATIC DELETION OF ASSIGNMENTS

a. Under certain circumstances, the RETAIN System automatically deletes the assignment of a soldier without management action.

b. The first case occurs when a soldier with fewer than 12 months to his or her Expiration of Term of Service (ETS) date is reenlisting via the RETAIN or RETAIN3 core reenlistment programs but is already on orders to an assignment. The core reenlistment programs check whether the reenlistee is on orders to the same location as the location of the Career Counselor processing the reenlistment. Suppose that the soldier is on orders to Fort Knox and the Career Counselor handling the reenlistment is also located at Fort Knox. The RETAIN System would automatically delete the soldier's assignment to Fort Knox so that the reenlistment could be completed. This kind of automatic deletion is known as a "location to location" deletion.

c. If the reenlistee is on orders to an assignment at a location which differs from the Career Counsellor's location, the core reenlistment programs cannot perform a location to location deletion. Instead, the system checks the reenlistee's ETS date, the Basic Active Service date (BASD), and the number of terms of service completed by the reenlistee. For an automatic deletion of the soldier's assignment to occur, all of the following must be true:

- The reenlistee is less than 12 months from ETS;
- The reenlistee has completed one term of service; and
- Today's date is less than four years from the reenlistee's BASD date.

d. When the reenlistee meets these three criteria, the RETAIN System automatically deletes the soldier's assignment so that the soldier can reenlist.

e. The second case of automatic deletion occurs when:

- A soldier has already reenlisted via the core reservation programs;
- The Career Counselor has reserved a requisition;
- The reservation has already been sent to CAP III; and
- The Career Counselor at the same location as the original reenlistment cancels the soldier's reenlistment.

f. When the reenlistee fulfills all these conditions, the RETAIN System automatically deletes the soldier's assignment to the requisition and reports the deletion to CAP III the following Thursday.

4-9-4. MANAGEMENT REPORTS

a. Managers may use the Deletion/Deferment module to obtain a variety of reports on deletion and deferment transactions.

b. The LSTDEL program reports all the deletion and deferment transactions for the current processing week, i.e., Friday through the following Thursday. This information may be reported by the EPDID/control/line number of the

assigned requisition, by the soldier's SSN, or by the processing manager's signature code. Managers at the KEYSTONE Branch, the Deletion/Deferment Branch, and the RETAIN Office may execute the LSTDEL program.

c. The REPDEL program produces a report of all the deletion and deferment transactions from the previous week, i.e., those sent to CAP III the previous Thursday. This report may be displayed for all transactions or for only those transactions processed by a particular user group, e.g., the Deletion/Deferment Branch. The REPDEL report is available either in batch mode, which sends a printed copy of the report to a high speed printer, or on-line, which displays the report at the user's terminal. Managers at the RETAIN Office and MILPERCEN distribution managers may obtain the REPDEL report.

d. The GETDEL program displays information about deletion or deferment actions taken for individual service members, identified by their SSN. This information is available for both the current processing week and for all deletion and deferment actions for the individual taken within the past 360 days. The GETDEL program report is executed by the RETAIN Office and by MILPERCEN distribution and assignment managers.

4-9-5. LIST OF PROGRAMS AND FILES IN THE DELETION/DEFERMENT MODULE

a. The following is a list of the programs which process the information within this module. A brief description of each program's purpose is included.

Table 4-23

Deletion/Deferment Module.

| Program | Purpose |
|----------|--|
| DELETION | Deletes or defers the assignment of a service member currently on orders. |
| GETDEL | Displays information about a service member whose assignment has been deleted or deferred. This information is available for both the current processing week and for all deletion and deferment actions for this individual within the past 360 days. |
| LSTDEL | Displays information about a service member whose assignment has been deleted or deferred. This information is available for the current processing week. |
| REPDEL | Reports all the deletion and deferment actions taken during the previous processing week. This information may be displayed for each group of users which processes deletions and deferments or for all the actions taken. |

b. The following is a list of files within the Deletion/Deferment module.

Big Deletion History file
Deletion file
Deletion Report file
Enlisted Master File
Personnel file

Section 4-10

THE PERSONNEL AND HISTORY MODULE

4-10-1. INTRODUCTION

a. The Personnel and History module of RETAIN contains information on all Army reenlistees and their reenlistment transactions. The module allows RETAIN managers to report information relating to the attributes and reenlistment data of reenlistees: which reenlistees fit specified criteria, reenlistment options which have been chosen, and cancellations of reservations which have been made. Managers may also report information concerning the numbers of reenlistments made for a certain MOS, a given time period, or a specified LOCID.

b. Because each RETAIN user ID is assigned a unique LOCID, it is possible to identify the reenlistees processed through a particular office. Managers at the RETAIN branch can monitor both reenlistment transactions and any cancellations which may have been processed at each location, in order to gauge the effectiveness of a particular office, a reenlistment counselor, or the reenlistment process in general, within any given time frame.

c. Since the Personnel and History module contains only information on personnel who have already reenlisted, the module does not directly affect the core reenlistment process. Rather, it is the resulting record of core program transactions. Records are maintained for all personnel who have reenlisted. Also, since cancellation of a reservation effectively removes a reenlistee's record from the system, this module provides the only record of cancellation transactions and of the servicemen involved. By monitoring these personnel records, and the resulting patterns of reenlistments which they can provide, managers can determine whether the quantity and quality of reenlistees are meeting current Army goals and standards. In this sense, the Personnel and History module acts as a control

mechanism for the RETAIN System. Managers of the Personnel and History module can monitor and maintain the following:

- (1) Individual records of the personnel who are presently reenlisting or who have done so in the past.
- (2) Reenlistment transactions by time period, LOCID, or MOS.
- (3) Duplications of reenlistment records which could result in an individual being matched with two different requisitions.
- (4) Completed transactions which can be moved from the current Personnel record to a file of past transactions called the Personnel Big History file.

d. The first function above allows managers to track reenlistees and their attributes: personal qualifications, reenlistment options, and terms of service, for example. Function 2 enables managers to monitor the effectiveness of the reenlistment process and to chart reenlistment patterns within the RETAIN System. The third function prevents duplications which might result in a qualified candidate being denied a requisition or an individual being needlessly allocated two requisitions. The final function allows RETAIN managers to maintain up-to-date personnel data while at the same time freeing file storage space for impending transactions.

e. Paragraph 4-10-2 explains the components of the Personnel and Personnel Big History files and the flow of data between the two. Managerial capabilities within this module are outlined in Paragraph 4-10-3. The impact of Personnel and Personnel Big History files on the reenlistment process is discussed in Paragraph 4-10-4. Paragraph 4-10-5 lists the programs and files included in this module.

4-10-2. PERSONNEL AND HISTORY RECORDS

a. As mentioned in the previous paragraph, the Personnel and History module maintains records on all current and past reenlistees. Reenlistee records may be found in one of several locations, depending upon the stage to which the reenlistment transaction has progressed.

- The Reup portion of the Personnel file contains the records of prospective reenlistees who have accepted requisitions and been issued a reenlistment control number. New reenlistee records remain on the Reup segment of Personnel for 14 days, after which they are transferred to the History portion of the Personnel file by the next weekly execution of the FPURGE program. FPURGE is run every Thursday as part of the weekly RETAIN maintenance processing (see Paragraph 4-9).
- The History portion of the Personnel file contains the records of confirmed reenlistees who have been given a reenlistment control number and have been on the Reup file at least 14 days. Records which have been on the History portion for more than 200 days are moved to the Personnel Big History file by the next processing of the FPURGE program.
- The Hold portion of the Personnel file contains records of prospective reenlistees who have been made a tentative offer, but have not yet accepted the requisition. Records remain on the Hold list for ten days, and then are automatically purged.
- The Waitlist portion of the Personnel file contains the records of reenlistees who are waiting for a requisition to come available which corresponds to their qualifications and preferences. The records of soldiers who have reenlisted for retraining under option 3 (retraining) and are awaiting duty assignment instructions are also contained on the Waitlist.
- The Personnel Big History file contains all records of reenlistees who have been on the History portion of the Personnel file more than 200 days. Old reenlistee records are automatically moved to the Personnel Big History file by the weekly (Thursday) processing of the FPURGE program.

b. RETAIN managers can access records from any of these files, providing them with information on the personnel involved in all ongoing and past transactions, as well as locations where the reenlistments were made. Managers can also manipulate this data, altering records on the Personnel file when necessary, and moving records between portions of the Personnel file to reflect the current reenlistment status (Reup, Hold, Waitlist, or History) of an individual. To locate a particular record, managers can utilize the ZHASH program, which provides them with the file location of any individual's record.

4-10-3. MANAGERS' CAPABILITIES WITHIN PERSONNEL AND HISTORY

Managers have a limited update capability in the Personnel and History module, since most of the records dealt with in this module are taken directly from the reenlistment worksheet which is created for each reenlistee by the TSAM processor. In certain cases, managers may change information on a reenlistee's record or recreate a record which has been damaged or lost during processing. When necessary, managers can also move records between the various files detailed in the previous paragraph. Managers' capabilities within the Personnel and History module fall within three categories: maintaining reenlistee records, monitoring reenlistment transactions, and generating statistical analyses from the data contained on the Personnel and Personnel Big History files. This paragraph presents managers' capabilities within each of these categories.

4-10-3-1. MAINTAINING REENLISTEE RECORDS

a. The reenlistee record portion of this module enables managers to report each or all reenlistee records, from any of the files described in Paragraph 4-10-2. Managers can display a single record by entering the individual's social security number (SSN) or view all records within a specific file. Managers can also view individual records grouped by any of the following criteria:

- MOS;
- Reenlistment Option;
- Command;
- LOCID where the transactions were processed; and
- Reenlistment counselor who processed the transactions.

b. Specific management report and update capabilities within this portion of the module, as well as the programs within which these capabilities may be effected, include the following:

- Managers can determine which portion of the Personnel file a reenlistee's record is on, or if the record is already on the Personnel Big History tapes. (ZHASH)
- Managers can display specific reenlistee records, then change data contained on the records. For example, perhaps the individual has been recently promoted and his or her grade must be changed. Managers can also display all records which originated at a certain LOCID, were processed by a specific reenlistment counselor, or have a specific MOS, reenlistment option, number, or command. (GETREC)
- Managers can create a new record to replace a record which was lost or damaged during processing. This record will first be added to the Year Group Management Program (GYMPY) data base for verification, then assimilated into the Personnel file through the next weekly input processing. (GYDA)
- Managers can move individual records, when necessary, between the various portions of the Personnel file and from the Personnel file to the Personnel Big History file. (MOVPER)

4-10-3-2. MONITORING REENLISTMENT TRANSACTIONS

a. The reenlistment transaction portion of this module enables managers to report past and present reenlistment transactions. Managers can monitor individual transactions or all transactions for an MOS, a LOCID, or a particular portion of the Personnel file or Big History file.

b. The Personnel and History module also allows managers to monitor cancellation transactions. In order to free the requisitions which were associated with cancelled transactions, managers may use the CANMAN program to submit the GHOST program for batch execution. The GHOST program frees all requisitions associated with cancellations which have occurred since the last execution of the GHOST program. Managers can use the CANMAN program both to report all records which have been cancelled since GHOST was last processed and to display a schedule of when GHOST will next be run.

c. Specific managerial capabilities within the transaction portion of this module are outlined below.

- Managers can determine which transactions have been made on an individual's record, on a particular portion of the Personnel file, or at a specific LOCID or all LOCIDs. Managers can also search for duplicate transaction records. If duplicate records are found, the superfluous record can be cancelled with the CANCEL program. (PFLAGS)
- Managers can display any cancelled record for which a duplicate SSN record is listed. Again, this record provides information as to the LOCID, reenlistment counselor, and date of the cancellation, as well as the program used to cancel the assignment. (KILACC)
- Managers can display all transaction records which originated at a certain LOCID, were processed by a specific reenlistment counselor, or have a particular MOS, reenlistment option number, or command. (GETREC)
- Managers can display the reservation status data for any transaction by Enlistment Personnel Directorate (EPD), reenlistment control number and line number. The reservation status data includes personnel information concerning the individual involved, as well as assignment and flag information associated with the requisition. Managers can also modify data contained on the records, as needed. (DUMPREQS)
- Managers can report reenlistment gains, losses and totals information by either ETS date, MOS, Major Army Command (MACOM), or GT scores. These figures can be generated for any twelve month time period. (TRACK)

4-10-3-3. AD HOC REPORTS AND STATISTICAL ANALYSES

a. In addition to the variety of reports described in the previous two paragraphs, the REPORTER program provides managers with the capability of generating ad hoc reports and statistical analyses. In other words, managers can search the RETAIN data base for specific criteria – any factor from the data dictionary (see Paragraph 4-3) – and customize a report format which will suit the data.

b. For example, a manager could specify a report of all reenlistees with MOS 12E, who are in their third term of service, and have reenlisted from a certain command. Only reenlistees who met all of these criteria would be reported.

Managers can also generate a statistical analysis of up to three report fields or specify numerical totals with the tally function.

4-10-4. THE IMPACT OF PERSONNEL AND HISTORY ON THE REENLISTMENT PROCESS

a. The Personnel and History module does not have an active impact on the reenlistment process. Rather, the module is the resulting record of all reenlistment transactions. While most other RETAIN modules are intended to produce reenlistments – supplying necessary information and standards, or matching requisitions with interested and qualified individuals – the Personnel and History module serves as a repository for all ongoing or completed reenlistment records. Though not playing an active role in producing reenlistment, this module provides a vital record of who has reenlisted, with which MOS, choosing what option, and when transactions were made.

b. By utilizing the various reports of the Personnel and History module managers are able to monitor the effectiveness of the reenlistment process for any given time frame, in meeting Army reenlistment goals and standards. If deficiencies or discrepancies are noted, managers can then access another functional module of RETAIN to affect the reenlistment process in such a way that goals will be met.

c. Careful maintenance of the Personnel and History records is crucial to the RETAIN System, especially with regard to records on the Personnel Waitlist. Individuals on the Waitlist have decided to reenlist, but must be matched as quickly as possible with the most suitable requisition. An expeditious matchup of soldier and opening is beneficial both to the individual involved and to the reenlistment process. The reenlistment will be spared the uncertainty of a prolonged search for a suitable position, while the RETAIN System will be provided with a complete, accurate record of the personnel waiting for an appropriate requisition and the attributes and qualifications of each individual. Thus, the automated weekly search of the Waitlist for possible matches (see Paragraph 4-9) will reflect the most current data.

d. Though data entry into the files of this module is an automated process, managers can contribute to the accuracy of file records and facilitate the efficient operation of the reenlistment process in the following ways:

- Checking for duplicate records; and
- Monitoring cancellation transactions.

e. In checking for duplicate transaction records, managers can ensure that an individual has not been assigned more than one requisition. Duplicate assignments could result in a qualified applicant being denied a requisition or in a unit not receiving an individual it is expecting.

f. By monitoring cancellation transactions and submitting the GHOST program (Paragraph 4-10-3), managers can prevent users at the unit level from reserving a requisition in anticipation of a reenlistment, then cancelling the reservation to free the requisition for a suitable reenlistee they have found. The GHOST program prevents this practice by automatically freeing the requisition associated with cancellation transactions, thus allowing access to the requisition by all reenlistment counselors and qualified candidates.

4-10-5. PROGRAMS AND FILES IN THE PERSONNEL AND HISTORY MODULE

a. The following is an alphabetical listing of the programs and file which are part of the Personnel and History module:

Table 4-24
Personnel And History Module.

| Program | Purpose |
|----------|---|
| CANMAN | Displays records involved in cancellation transactions processed since the last execution of the GHOST program. Records can be accessed by control/line number, MOS, or AIT date. CANMAN also enables managers to submit the GHOST program for execution. |
| DUMPREQS | Reports reservation status data by EPD, control, and line number. Also displays the record involved for up to three records. |
| FPURGE | Purges the Personnel file of records which have been on the History portion of the file for more than 200 days. Records which have been on the Reup portion of the file for more than 14 days are also moved to the History portion of the file. Reports both those records which were moved to the History portion and those transferred from the History portion to the Personnel Big History file. |
| GETREC | Enables managers to display and modify records on any portion of the Personnel file. Searches the file for records with specific criteria or for all records, as determined by the user. |
| GYDA | Displays individual records for verification of the data. Enables managers to modify data and recreate records which have been lost or damaged. |
| KILACC | Displays duplicate cancellation records and purges records which have been on the Cancel History file for more than one year. |
| MOVPER | Enables managers to move individual records between the Reup, Waitlist, Hold, and History portions of the Personnel file. |
| PFLAGS | Allows managers to determine which actions have been taken against an individual record on the Personnel file. |

Table 4-24
Personnel And History Module.—Continued

| Program | Purpose |
|----------|---|
| REPORTER | Provides managers with a means of searching the RETAIN data files for specific criteria, then customizing a report format to suit the data. Also provides a statistical and tallying function for analysis of the data. |
| TRACK | Reports reenlistment statistics for any specified twelve month period. Statistics can be obtained by MOS, MACOM, ETS date, or GT score. |
| ZHASH | Enables managers to determine which portion of the Personnel file a record is on or if the record is on the Personnel Big History file. |

b. Files

CANCEL History file
GYMPY Card file
Personnel file
Personnel Big History file

Section 4-11
THE ON-LINE COMMUNICATIONS MODULE

4-11-1. INTRODUCTION

a. The RETAIN System allows users to send and receive written messages via the system's computer facilities. The On-Line Communications module allows users to:

- Create and send a question to a manager.
- Receive an answer from the manager who received the question.
- Receive messages from managers on the status of reenlistment candidates' records in the Hold file for the user's location ID.
- Ask questions requiring prompt attention. In this "hotline" format, field users may ask questions and view answers they receive.

b. This paragraph describes the features of RETAIN's On-Line Communications module and how users can communicate with managers. Paragraph 4-11-2 discusses the managers' capabilities, including receiving and answering questions, sending individual messages, and generating automatic messages. Paragraph 4-11-3 lists programs and files used in the module.

4-11-2. MANAGERS' CAPABILITIES

Managers have four capabilities in On-Line Communications:

- Managers may create, update, or delete messages for all users. Messages up to 200 lines long may be entered and automatically generated for field and management users.
- Managers may create messages of up to seven lines for specified users by designating the user's SSN and location ID.
- Managers respond to questions of up to three lines from field users. Answers may relate to a specific question, or they may be taken from a file of "standardized" answers that have fill-in-the-blank features.
- Managers may view information indicating the reenlistment status for each candidate at a specified LOCID.

4-11-2-1. MAJOR COMMAND MESSAGE CAPABILITY

a. Messages from managers to major command (MACOM) user groups may be entered onto the RETAIN System via the CREMES program. These messages concern policy changes, new regulations, RETAIN computer system modifications or system enhancements, relevant meetings and workshops, significant personnel changes, etc. The messages are for a specific group of users, usually in one or more MACOMS. The CREMES program contains instructions for entering messages up to 200 lines long.

b. Managers create a message of up to 200 lines on a "Scratch" or working file, where they can make changes and view the entire message before it is sent to the user. They send the message to a specified group of users through the CREMES program. The messages are then automatically displayed for relevant users when they sign on to the system. The PROMES program, which has no user-accessible features, automatically generates these messages.

c. Managers designate one of the following MACOM sources for a message:

- Enlisted Personnel Management Directorate (EPD)

- Year Group Management Office (YGM)
- Reenlistment Control Branch (REC)
- Reenlistment Division of the Office of the Deputy Chief of Staff for Personnel, HQDA (MPR)
- U.S. Army Forces Command (FC)
- U.S. Army Training and Doctrine Command (TC)
- U.S. Army Europe (USAE)
- U.S. Army Recruiting Command (USAR)
- Army Personnel in Europe (PERS)

d. The CCNEWS program allows field users to view but not to make changes to messages with these source designations. These messages remain on the system until deleted by a manager.

4-11-2-2. INDIVIDUAL QUESTION, ANSWER, AND MESSAGE CAPABILITIES

a. RETAIN's HOTLINE program handles communications between field users and managers on a daily basis.
b. Managers may:

- View all questions entered by a field user.
- Give answers of up to four lines to the field user's questions.
- Send messages of up to seven lines to individual field users. These messages do not need to be in response to a question. Managers designate the individual's SSN and location ID and create a message of up to seven lines.

c. Answers may be written in response to a specific issue at a given location, or they may be taken from a standardized answer file, which contains up to 20 entries. The answer file may be updated by managers at any time by modifying, creating, or deleting standardized answers. The standard answers also have fill-in-the-blank fields to tailor responses to specific situations.

d. When a field user asks a question via the HOTLINE program, it is immediately entered onto the RETAIN System and is immediately available for viewing and response by managers. Response time is dependent on:

1. The interval between the manager's viewing of the question and the time it was entered onto the system by the field user; and
2. The time required for the manager to develop a response and enter it on HOTLINE.

Questions, answers, and messages are deleted from the field mode of the system after the field user accesses them once. When a manager receives a new question, all previously answered questions are deleted from the management mode of HOTLINE.

e. The message function is used independently of the question/answer capability to transmit information to field users. HOTLINE differs from CREMES in that HOTLINE allows only brief messages which are sent to a specified field user, rather than to a field user group.

4-11-2-3. HOLD FILE REPORTS

a. The MESSAGES program provides information on the status of reenlistment candidates' records in the Hold file. Records remain in the Hold file for up to ten days while the candidate decides whether or not to accept the offer of an assignment. Following the individual's decision, the RETAIN program places the candidate's record in the Reup file for reenlistment or on the Wait file for further considerations. Candidates who want a position for which there are no currently available requisitions are placed in the Wait file. Matching is performed automatically or by MILPERCEN managers as requisitions become available during weekly processing.

b. A report for a specific location ID is displayed which lists matched requisitions, term extensions, conditions for reenlistment, denied reenlistments, and the number of days each candidate has been in the Hold file.

c. The report generated by MESSAGES for a given location is displayed automatically by the CM program each morning when the first user signs on at that location. Managers may view candidate status reports that are on the RETAIN System for any location.

4-11-3. LIST OF PROGRAMS AND FILES IN THE ON-LINE COMMUNICATIONS MODULE

a. The following is a list of the programs for the On-Line Communications module and a short description of each one.

Table 4–25
On-Line Communications Module.

| Program | Function |
|--------------|--|
| CCNEWS CM | Displays messages from management command sources entered by CREMES to field users. Automatically generates the status report of reenlistment candidates in the Hold file for the user's location. |
| CREMES | Displays and modifies existing messages or creates new messages (up to 200 lines) from specific management command sources. |
| HOTLINE | Provides brief question/answer or message capability between field users and managers. Contains a file of standardized answers/messages with fill-in-the-blank options. |
| MESSAGES | Displays the status report of reenlistment candidates in the Hold file for specific locations. |
| PROMES | Automatically displays messages available through CCNEWS for specific location IDs. |
| SECMAP | Displays and updates message security flags for individual user identification account (KEYSTONE Branch only). |

b. The following files contain information processed in the On-Line Communications Module.

Hold file
Hotline file
Message file

Section 4-12

RETAIN INPUT/OUTPUT AND ENLISTED MASTER FILE PROCESSING

4–12–1. INTRODUCTION

a. The RETAIN System necessitates the continual entry, update, and deletion of personnel records and requisition data pertinent to reenlistment and assignment transactions. In turn, other Army automated systems such as CAP III, SIDPERS, and PERDDIMS–E must be notified in a timely manner of RETAIN System transactions so that the information on all the systems is synchronized.

b. At present, this transfer of data among systems occurs in two distinct but parallel processes. The first method is the weekly interaction between the RETAIN System and PERSINSD's CAP III and SIDPERS Systems explained in this paragraph of the Handbook. The second method occurs via the data link between RETAIN and the PERDDIMS–E System at PERSINSD. Refer to Paragraph 4–13 for a full description of this data link.

c. Managers need to know that transactions transmitted across the data link have priority over transactions occurring within the weekly RETAIN/CAP III cycle. An assignment made on Monday on RETAIN, for example, would take effect as soon as that transaction had been successfully transmitted across the data link. That assignment would take precedence over the same assignment made on Monday but not sent to CAP III until Thursday evening as part of the weekly RETAIN input/output cycle.

d. The weekly RETAIN input/output and Enlisted Master File processing cycle consists of:

- Recreating the Enlisted Master File (EMF) from data supplied by the Personnel Information System Directorate (PERSINSD);
- Reporting RETAIN transactions to the Army's Centralized Assignment Procedures System (CAP III) for approval; and
- Assimilating CAP III transactions into the RETAIN System records.

e. Because of the bulk of information involved in this processing – the EMF alone contains over 650,000 records – processing is done on weekends and evenings. This confines the time in which the RETAIN System's computer resources are monopolized by the weekly processing.

f. The following paragraphs of this module will describe the weekly interaction between CAP III, PERSINSD, and RETAIN, while explaining the function of each type of weekly processing. Paragraph 4–12–2 explains the purpose of Sunday input processing. Paragraph 4–12–3 details the output processing done each Thursday. Paragraph 4–12–4 describes the Saturday EMF processing. Paragraph 4–12–5 explains the impact of each of these weekly processes on the RETAIN System. Paragraph 4–12–6 lists the programs and files used in the weekly processing.

g. Though Army managers do not themselves execute these procedures, the input processing of RETAIN data and the updating of the EMF require a close interaction between PERSINSD and CAP III managers at MILPERCEN, and the RETAIN processors at System Automation Corporation (SAC). Army managers need to know the impact of this processing and its effects on the RETAIN System. The following paragraphs will illustrate the nature of the weekly EMF and RETAIN input/output processing.

4-12-1-1. EMF PROCESSING

a. Each week, RETAIN receives an abstract of the Enlisted Master File from PERSINSD. This abstract, called the EMF extract, contains data on each soldier pertinent to the RETAIN System. The EMF extract is a vital portion of the RETAIN data base. For example, the EMF provides the data necessary to create the TSAM Reenlistment Eligibles file (Paragraph 4-6), and for RETAIN managers to control assignments, deferments, and bars for reenlistment for each service member.

b. Because of the importance of the EMF, the file must be updated and recreated continuously. At RETAIN, the PERSINSD tape is verified for accuracy, as described in Paragraph 4-12-4, then used on the following Saturday to create a new EMF for the RETAIN data base. This updated EMF is then accessed by various RETAIN programs which depend on its accuracy for the most current personnel data.

4-12-1-2. SUNDAY INPUT PROCESSING

A second type of processing, critical to the RETAIN System, occurs each Sunday. Each week, data sent from CAP III is input on the RETAIN System. This input processing completely replaces the Nominated/Open Requisition and Special Instruction (NORMSI) file with the most recent data from CAP III. Input processing also includes updating of the special instructions attached to each requisition. Managers at both RETAIN and CAP III require this current data to effectively manage nominations, requisitions, and assignments.

4-12-1-3. THURSDAY OUTPUT PROCESSING

The Army's CAP III system relies on a weekly output tape for information about the current week's RETAIN transactions. Each Thursday, SAC merges all transactions input by Reenlistment Counselors, RETAIN Assignment, Deletion/Deferment, and Nominations managers onto a single tape record called the S8 Assignment tape. This tape is delivered to CAP III for final approval of all of the transactions it contains. The Year Group Management Program (GYMPY) Office at MILPERCEN also receives a record of the current week's RETAIN reenlistment and reclassification transactions on the GYMPY tape, which is likewise produced each Thursday.

4-12-1-4. DATA SOURCES FOR THE WEEKLY PROCESSING

a. The chart in Table 4-26 illustrates the flow of data and time schedule for each source of RETAIN data.

**Table 4-26
The Sources Of Weekly Processing Data.**

| Types of Data | Flow | Occurrence |
|---|---|--------------|
| Requisitions Special Instructions Assignments History Nominations | CAP III — RETAIN — CAP III | Weekly |
| Personnel Information Reenlistments | PERSINSD — RETAIN | Weekly |
| Guidance Counselor RETAIN Manager Transactions | RETAIN — SAC — CAP III Terminals Sunday/ Thursday Processing | Weekly |
| AIT Training Seats | REQUEST — RETAIN — REQUEST | Continuously |

b. In the first group of Table 4-26, information on open and nominated requisitions, special instructions attached to those requisitions, and new orders for personnel who have been assigned a requisition are sent each Sunday from CAP III to RETAIN (at System Automation Corporation) for processing. The data is processed on Sunday (as explained in Paragraph 4-12-2). On Thursday, the data is merged with additional reenlistment, deletion, assignment and nomination information from various RETAIN programs and returned to CAP III for verification.

c. The second grouping in Table 4-26 shows the source of data for the RETAIN EMF. Every Tuesday, PERSINSD, whose Standard Installation/Division Personnel System (SIDPERS) is responsible for maintaining the records and information on all enlisted personnel, sends an extract of their current EMF to SAC. This tape is tested by SAC between Tuesday and Saturday, then utilized on Saturday to create an updated RETAIN EMF. The RETAIN EMF is then utilized to provide the necessary data on each soldier processed on the RETAIN System.

d. The third group of Table 4-26 shows the constant flow of RETAIN data from the Reenlistment Counselors and RETAIN managers responsible for making day-to-day reenlistment and assignment transactions. Using programs such as REUP, REUP3, and LS8, candidates are matched with requisitions. These assignment programs are amassed by the RETAIN System on a weekly basis and delivered to CAP III for verification. Once verified, the assignment returns to SAC for inclusion on RETAIN as part of the On-Orders tape described in Paragraph 4-12-2.

e. The final group of Table 4-26 shows the interaction between the REQUEST and RETAIN Systems in monitoring the AIT seats required for Option 3 (retraining) reenlistments. AIT training seat vacancy information is maintained on the REQUEST System, which also allots the seats for reenlistment retrainees under Option 3. REQUEST, in turn,

needs the personnel records and count of reenlistees who have opted for retraining. This exchange of data is processed automatically between the REQUEST and RETAIN Systems.

4-12-2. SUNDAY INPUT PROCESSING

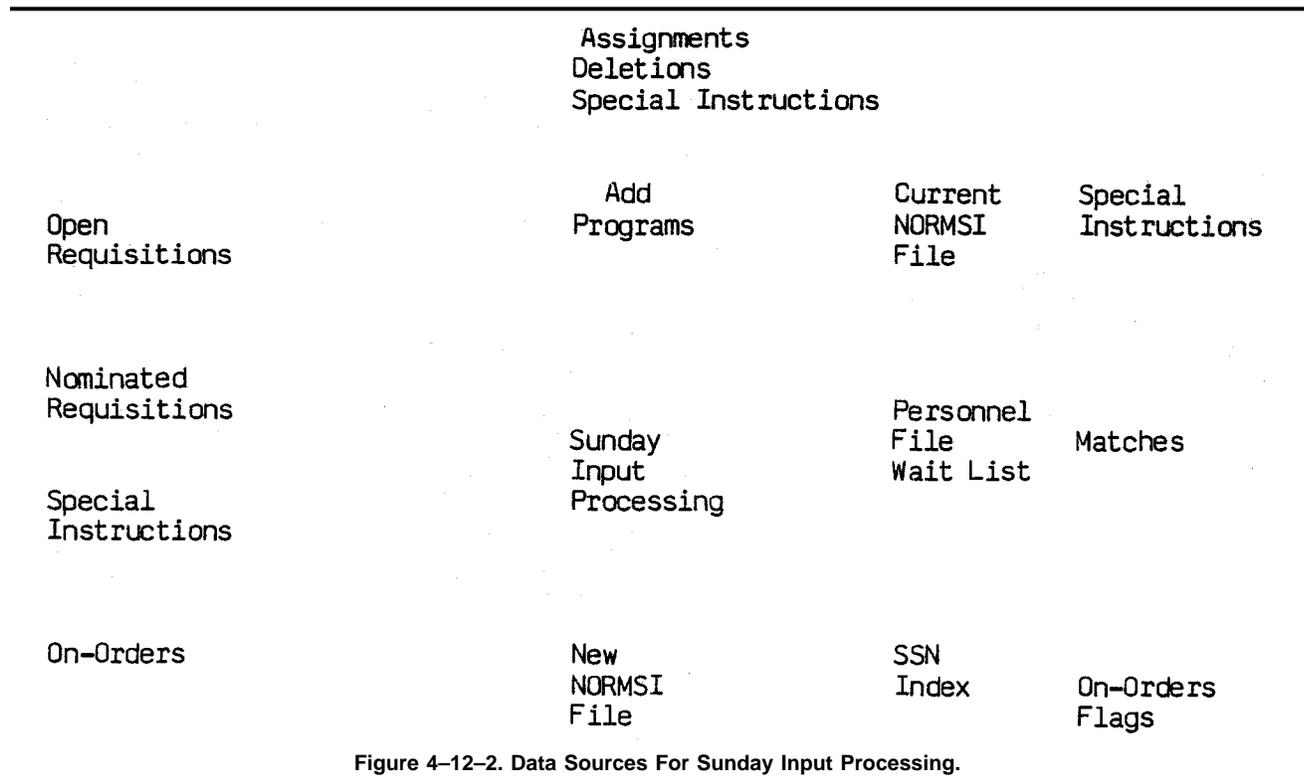
a. Each week, SAC receives input from CAP III which it uses to recreate the RETAIN file of Nominations, Requisitions, and Special Instructions, called the NORMSI file. This file is central to reenlistment and assignment processing, as it contains the records of all open and nominated requisitions, as well as any special instructions which may have been attached by RETAIN managers to a requisition. Special instructions can be MOS qualifications linked to a requisition, or TDY instructions, for example.

b. Every Sunday, CAP III delivers the following five tapes to SAC:

- Open Requisition tape – a listing of all existing and newly created requisitions which have not yet been filled;
- Unit Identification Code (UIC) tape – a partial listing of data contained on the UIC file, with choice of data determined by CAP III;
- Nominated Requisitions tape – a listing of all requisitions for which the CAP III System has automatically nominated a qualified service member;
- Special Instructions tape – the special instructions, if any, attached by RETAIN Assignment Managers to the requisitions; and
- On Orders tape – the SSNs of personnel who have been matched with a requisition and have been placed on orders for the vacancy.

c. These five tapes are compiled by CAP III with input from RETAIN Assignment, Deletion/Deferment, and Distribution Managers. Since CAP III is a separate Army system, totally divorced from the RETAIN System, transactions originating at CAP III must be loaded weekly on the RETAIN files.

d. In addition to the CAP III tapes, the Sunday input processing merges data from several additional sources, which are shown in Figure 4-12-2 and explained in the subsequent paragraphs.



4-12-2-1. PROCESSING REQUISITIONS AND SPECIAL INSTRUCTIONS

Each week, SAC extracts the Special Instructions sets from the current NORMSI file which have been replaced or updated by CAP III during the previous week. This is done by comparing the new Special Instructions tape to the NORMSI file. The current NORMSI file is then completely deleted. The total deletion of NORMSI has the effect of removing all unnecessary data and records and starting anew each week with current data. A new file is created by merging the Open Requisition and Nominated Requisition tapes from CAP III. The Special Instructions tape is then read into NORMSI, thereby attaching instructions to the pertinent requisitions.

4-12-2-2. SUNDAY ADD PROGRAMS

a. Another portion of the weekly Sunday processing involves posting of the reenlistment and in-service assignments made through the RETAIN assignment programs such as REUP, REUP3, MS8, and LS8. As will be described in Paragraph 4-12-3, each Thursday SAC processes an "output" tape, or report of all assignments made since the previous Sunday. Between Thursday and Sunday, transactions continue to be made on the NORMSI file, by Reenlistment Counselors and RETAIN managers. When the NORMSI file is deleted in the Sunday processing, these transactions, which do not appear on the CAP III tapes, must be reposted on the new NORMSI. These types of transactions include the following:

- Adding the RETAIN assignments made by Reenlistment Counselors since Thursday;
- Adding assignment transactions made by RETAIN Assignment managers since Thursday;
- Reporting any deletions made since Thursday; and
- Reporting Special Instruction transactions which were posted since Thursday.

b. The add programs ensure inclusion of normal RETAIN transactions made in the period between delivery of the CAP III tape record and creation of the new NORMSI file. Add-assignment transactions are then reported to CAP III on the S8 tape which results from the Thursday output processing. CAP III must verify these transactions before the assignments can be finalized, and then place the individual on orders. This verification will be reflected on the next week's On-Orders tape from CAP III.

4-12-2-3. PROCESSING THE ON-ORDERS TAPE

a. The new assignment orders from CAP III are entered each Sunday on a RETAIN file called the SSN Index. The SSN Index may be thought of as an attachment or index to the EMF. Inclusion of an SSN on the SSN Index indicates that the corresponding record in the EMF has a flag attached, because of pending orders or a bar to reenlistment, for example. The SSN Index protects the integrity of the EMF by allowing addition or deletion of flag information without reprocessing of the EMF records involved.

b. In addition to the weekly posting of the On-Orders tape to the SSN Index, every second Sunday the SSN Index is purged of the records (SSNs) which are no longer valid or necessary. For instance, when a person whose record is posted on the SSN Index as On-Orders is verified as having arrived at his or her receiving unit, the On-Orders flag can be removed. This removal is accomplished the next time the SSN Index is purged.

4-12-2-4. INPUT FROM THE WAIT LIST

a. RETAIN's Personnel file maintains a list of personnel who have elected to reenlist but have not yet been matched with a suitable requisition. Each Sunday, the list, called the Wait List, is scanned by RETAIN in an attempt to match records from the Wait List with open requisitions from the NORMSI file. Matches found are transferred to the Hold portion of the Personnel file pending the acceptance of the service member.

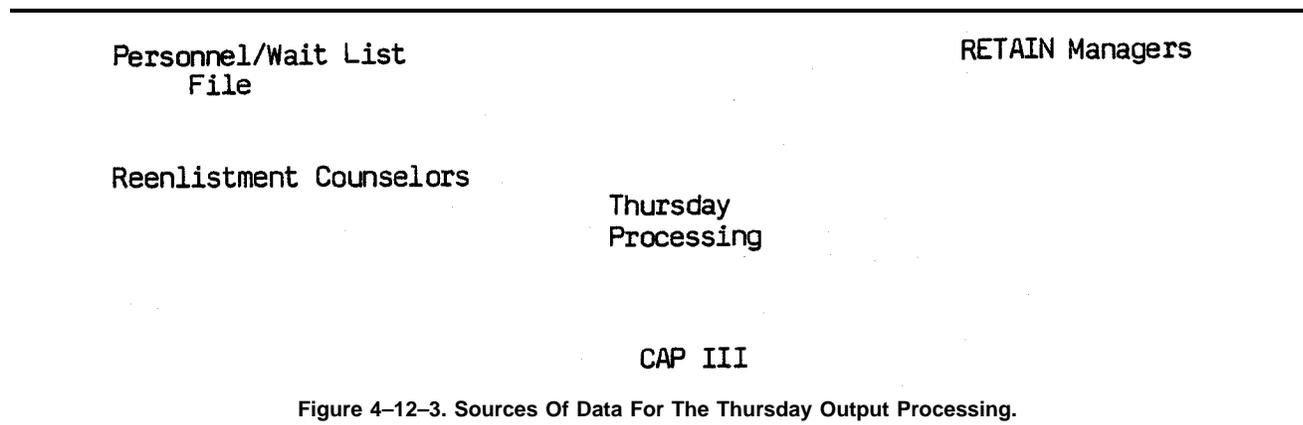
b. The purpose of this process is illustrated in the following example. A soldier who is within eight months of his or her ETS date has applied and qualified for reenlistment under Option 3 (retraining). Though the soldier has been accepted for reenlistment, no requisition can be offered, since no open training seat exists at present, within the necessary time frame. RETAIN will hold the soldier's record on the Wait List for up to 365 days. Each Sunday RETAIN searches the NORMSI file and attempts to locate an open requisition, whose description and special instruction requirements match the soldier's qualifications and reenlistment terms.

c. Once a match has been found, the requisition is reserved for the soldier and the record goes to the Hold portion of the Personnel file. The assignment is reported to the Reenlistment Counselor who can then offer the requisition to the soldier.

4-12-3. THURSDAY OUTPUT PROCESSING

a. As mentioned in the previous paragraph, CAP III relies on the S8 (output) tape from SAC for a report of the past week's RETAIN transactions.

b. Figure 4-12-3 shows the sources of data for the S8 output tape.



c. Every Thursday, RETAIN combines:

- Reenlistment Counselor transactions from the REUP and REUP3 programs;
- Assignments, deletions, deferments, nomination transactions, requisition modifications, and Special Instructions updates made since the previous Sunday input processing by RETAIN managers, and added to the NORMSI nightly by the NITRUN program; and

These three input sources are merged during the Thursday output processing to create the S8 tape. The S8 tape combines a listing of:

- Requisitions which have been added, deleted, or modified;
- Special Instructions;
- Deletions and deferments; and
- LS8, MS8, REUP, REUP3, and NOMPRO assignment transactions.

This output is delivered to CAP III on Thursday, where the transactions are approved and official orders can be issued.

4-12-4. EMF PROCESSING

a. The Enlisted Master File (EMF), accessed by RETAIN, is recreated each Saturday by the RETAIN processors from an abstract of the Standard Installation/Division Personnel System (SIDPERS) EMF. SIDPERS is a worldwide data base system which collects and maintains the EMF records for the Army. A portion of this record, pertinent to RETAIN, is compiled at MILPERCEN by the Personnel Information System Directorate (PERSINSD) and sent each Tuesday to the RETAIN processors at SAC. This abstract of the Army's EMF is called the "EMF extract." Also included is a record count of the number of records which PERSINSD is sending.

b. Because of the size and importance of the EMF extract to the RETAIN accessions management process, between Tuesday and Saturday, the EMF extract is tested and verified before it is loaded on the RETAIN System. For testing purposes, the EMF extract tape is loaded onto a test system. This file is tested for the correct record count and for accuracy of input on the data fields.

c. To test the record count, SAC compares the total number of records in the test EMF to the record count provided by PERSINSD. If a discrepancy is found, processing is discontinued and PERSINSD is notified immediately. Depending on the number and nature of the discrepancy, PERSINSD can authorize continuation of processing or ask that the EMF not be updated for that week.

d. The accuracy of certain data fields on the EMF is tested with the SHOEMF program. Fields such as SSN, Date of Birth, and ETS date, which require a specific number of characters and an exact format, are spot checked for accuracy. Again, if either single errors or a recurring problem is noted, PERSINSD is notified and must approve or disapprove the Saturday processing.

e. On Saturday, after the EMF extract has been verified, the previous week's EMF is deleted and the new EMF extract is loaded on the RETAIN System. The deletion of the old EMF in effect purges the file of all records no longer needed by the system. The Saturday processing ensures that the RETAIN System will be accessing the most current personnel data available, and to the extent possible, only correct data.

4-12-5. THE IMPACT OF RETAIN PROCESSING

a. The processing done on the RETAIN System each week has a twofold effect: first, it temporarily restricts access to the RETAIN computer network for all other transactions, while the batch processing is done; second, it assures that data utilized by RETAIN for its processing is current and correct.

b. The batch processing schedule for input, output, EMF, and all other weekly processing necessitating the temporary exclusion of normal RETAIN transactions is discussed in detail in Chapter 5. Managers should familiarize themselves with this schedule to be aware of time slots in which access to RETAIN is prohibited.

c. The continual weekly processing and interchange of data between the CAP III and SIDPERS Systems at MILPERCEN and the RETAIN System allows verification and update of the NORMSI file and the EMF on a regular basis. Up-to-date information is critical to RETAIN for effective processing of transactions. The weekly deletion/recreation cycle of the NORMSI file and EMF assures that RETAIN assignment programs such as REUP, REUP3, LS8, and NOMPRO, which rely on automated data entry from these files, will be provided with current data. The weekly deletion of the NORMSI file and EMF produces two positive results – the purging of unnecessary and outdated records and the freeing up of the computer storage space required for those records.

d. The Add phases of the Sunday processing, in which transactions made with the RETAIN, RETAIN3, LS8, MS8, DELETION, and NOMPRO programs between Thursday and Sunday are added to the NORMSI file, ensure that no void or omission occurs as a result of transactions made in the time lapse between Thursday output processing and Sunday input processing. Although this process will be streamlined by the implementation of Phase 1 of the PER-SINSD/RETAIN data link (Paragraph 4-13), all transactions made each week between Sunday input processings are sure to be included in the NORMSI file.

e. Finally, both Sunday and Thursday processing provide RETAIN with a cost-effective, automated means of scanning the Personnel file Wait List and the NORMSI files to search for possible matches between reenlistees and suitable requisitions.

4-12-6. PROGRAMS AND FILES ACCESSED BY THE WEEKLY PROCESSING MODULE

The following programs are utilized in RETAIN weekly processing:

Table 4-27

Weekly Processing Module.

| Program | Function |
|---------|--|
| ADDDEL | Reposts deletion transactions which were made between Thursday and Sunday to the new NORMSI file. |
| ADDFLG | Checks the SSN Index flags and tallies pending nominations, cancellations, deletions and additions. |
| ADDSSN | Reposts requisitions and reenlistment assignments made since the previous Thursday. |
| AFTRSI | Produces the SIPOST file containing all Special Instruction sets updated since the previous Sunday processing. |
| FPURGE | Purges the Personnel file and produces a record of reenlistees who were moved from the Reup portion of the Personnel file to the History file, and for those who were cancelled from the History file. |
| LADSSN | Reposts requisitions and non-reenlistment assignments made since the previous Thursday. |
| MATCH | Extracts people from the Wait List, sorts them by ETS date and attempts to find a matching requisition for them from the new NORMSI file created each Sunday. |
| MONREP | Provides managers with a report of all Sunday processing transactions. |
| NORMER | Merges the NOM2 and REQ2 files into the NORMSI file and flags nominated and open requisition records for assignment manager only access. |
| OOBAR | Posts the barred-to-reenlist flag and the on-orders flags from the BTR file to the SSN Index. |
| POSSI | Reconciles SI transactions that were posted over the weekend with the new NORMSI file. |
| SHOEMF | Displays EMF records for verification of field data. |
| SIREAD | Writes Special Instructions from the CAP III SI tape to the NORMSI file. If the requisition to which it applies is unreserved and a HAAP Special Instruction, the unfilled seat is restored to the HAAPVA file. |
| SUNTAP | Dumps the Sunday Requisition and Nomination tapes to disk and sorts them. |
| TDYDEL | Each Thursday night, TDYDEL reports the service members who will not be attending Temporary Duty Enroute Schooling (TDY) classes. The RETAIN Office delivers the TDYDEL report to the Specialized Training Branch. This branch then uses the report to update its training class rosters and to notify the various TDY school locations which service members will not be attending. |
| XTAPE | Dumps the four tapes from CAP III onto a disk file and verifies the tapes as correct and accurate. |

Section 4-13

THE RETAIN/PERSINSD DATA LINK

4-13-1. INTRODUCTION

a. The RETAIN/PERSINSD Data Link module implements a new method of exchanging requisition data between

the RETAIN System and the PERDDIMS-E System at the Personnel Information Systems Directorate (PERSINSD). This new method involves transferring requisition data across a data link between the two systems.

b. What is a data link? A data link is a physical communications path between the RETAIN System's requisition data, which is stored on an IBM 3081 computer at Boeing Computer Services (BCS), and the PERDDIMS-E System's requisition data, which is stored on a UNIVAC 1100/84 computer at MILPERCEN. The data link consists of a hard-wired telephone line and a piece of equipment known as a black box converter monitored and maintained by PERSINSD.

c. Transfer of requisition information across this data link is automatic. In other words, the data transfer occurs without action by RETAIN system managers. However, system managers may use this module to report the status of requisition transactions transmitted to and from the RETAIN System across the data link.

d. The data link between the RETAIN System and PERSINSD is being implemented in phases. The discussion in this paragraph of the Handbook deals with Phase I of the data link's implementation. Prior to Phase I, distribution managers used the RETAIN System to modify requisitions and SIs. They now use the PERDDIMS-E System to perform this same function. In Phase I, requisition data will be transmitted between the RETAIN System and PERSINSD in two ways. First, the current weekly cycle of requisition data transfer via tapes between the RETAIN System and PERSINSD's CAP III System will continue. Second, requisition data will be transmitted between the RETAIN System and PERSINSD's PERDDIMS-E System across the data link.

e. The rest of this paragraph of the Handbook provides more details about the RETAIN/PERSINSD data link. Paragraph 4-13-2 describes Phase I of the implementation of the RETAIN/PERSINSD data link. Paragraph 4-13-3 discusses the effects of Phase I implementation on the RETAIN System. Paragraph 4-13-4 discusses possible malfunctions of the data link and associated backup and recovery procedures. Paragraph 4-13-5 details the module's report capability. Paragraph 4-13-6 lists program and file information relevant to the Data Link module.

4-13-2. IMPLEMENTATION OF THE DATA LINK (PHASE I)

a. In Phase I, requisition data will be transferred between PERSINSD and the RETAIN System in two distinct but parallel processes. First, magnetic tapes with requisition data will continue to be exchanged between PERSINSD's CAP III System and the RETAIN System in the current weekly cycle of Sunday input/Thursday output processing.

b. Each Sunday, CAP III provides RETAIN with requisition data. This requisition data includes: available requisitions (both open and nominated), any Special Instructions associated with these requisitions, and the SSNs of soldiers whose assignments have been validated by CAP III the previous week. This process is called Sunday Input Processing and is discussed in detail in Paragraph 4-12, RETAIN Input/Output and Enlisted Master File Processing.

c. Using this requisition data, RETAIN system managers create assignment transactions. These transactions may involve acceptance or rejection of a nomination to a requisition, assignments to requisitions, creation of Special Instructions associated with assignments, and deletion or deferment of an assignment to a requisition.

d. Every Thursday night, the RETAIN System reports all the assignment transactions its users have made against the CAP III-supplied requisition data as well as any requisitions created by MILPERCEN assignment managers. This process is called Thursday Output Processing and is also described in Paragraph 4-12.

e. Parallel to the weekly CAP III/RETAIN requisition/assignment data exchange, requisition/assignment information will also be transferred across the data link between PERSINSD's PERDDIMS-E System and the RETAIN System.

f. Figure 4-13-1 shows the types of requisition/assignment data that are transmitted across the data link between the RETAIN System and the PERDDIMS-E System.

g. As shown in Figure 4-13-1, five kinds of RETAIN System transactions are transmitted across the data link. The first kind is an assignment made either in the core reenlistment programs or by managers using the LS8 and MS8 programs. Requisition and Special Instruction (SI) modifications are the second kind of transactions the RETAIN System will transmit across the data link. A HAAP assignment exemplifies this second type of transaction. An SI would need to be attached to the person's requisition to identify the transaction as a HAAP assignment. The third kind is a deletion or a deferment of an assignment. Fourth are nomination transactions (acceptance or rejection of a nomination). The fifth kind is an M-allocation, in which an assignment manager can create a dummy requisition to assign a soldier to future training. This can be done in anticipation of a future requisition.

h. Two kinds of requisition transactions travel across the data link from the PERDDIMS-E System to RETAIN. First, there are modifications to requisitions made by MILPERCEN distribution managers. These modifications include adding new requisitions, changing existing requisitions, or deleting available requisitions. Second, there are SI updates. In managing requisitions, distribution managers at MILPERCEN will also be updating the SIs associated with these requisitions.

i. Data is transmitted across the data link on a continuous basis. Continuous means within a few minutes of the completion of a transaction on either the RETAIN System or the PERDDIMS-E System, as long as the transaction occurs during the PERDDIMS-E System's operational hours of 0830 to 1630 hours Monday through Friday, Eastern Standard Time. When a RETAIN System user creates a transaction outside these hours, the transaction is "queued" or held for processing in order of the time of the transaction. These queued transactions are then transmitted across the data link on the next day when the PERDDIMS-E System resumes operation.

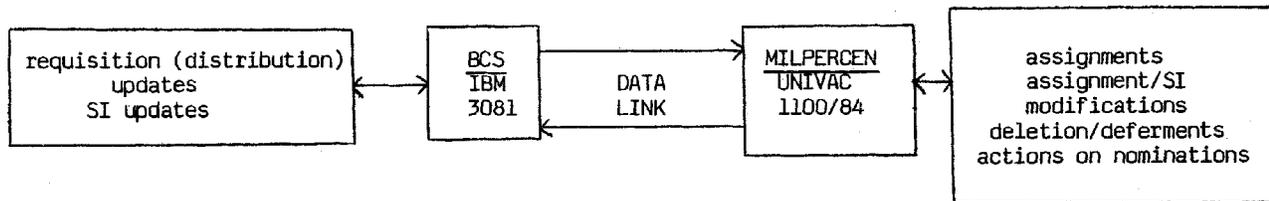


Figure 4-13-1. Types Of Requisition Data Transmitted Across The Data Link.

j. In Phase I, the same assignment transactions are being transmitted from RETAIN to two different systems at two separate times. The CAP III/RETAIN requisition data transfer occurs weekly, but the RETAIN/PERDDIMS-E transfer happens continuously.

k. Under these circumstances, when does a RETAIN System transaction take effect? In Phase I, transactions take effect as soon as the manager completes the transaction on the RETAIN System and the transaction has been transmitted to the PERDDIMS-E System across the data link. For instance, an assignment manager assigns a service member to a requisition on Monday at 8:30. That transaction is then transmitted across the data link during the data link's normal Monday operational hours of 0830 to 1630.

l. What, then, is the role of the RETAIN/CAP III requisition data exchange during Phase I of the data link's implementation? In Phase I, both Sunday input processing and Thursday night output processing will remain as a backup system to the data link.

m. The RETAIN System will continue to report its assignment transactions to CAP III each Thursday night. CAP III will validate assignments and report the SSNs of soldiers on-orders each Sunday to the RETAIN System.

4-13-3. EFFECTS OF IMPLEMENTATION OF THE DATA LINK (PHASE I)

a. RETAIN System managers need to be aware of the following effects of the data link's implementation.

b. First, distribution managers will sign on to the PERDDIMS-E System instead of to the RETAIN System to perform their requisition management functions.

c. Second, the CANDEL program, which is designed to cancel assignment deletion and deferment transactions before they are sent to CAP III on Thursday evening, will no longer have application. Because of the data link, assignment deletions and deferments take effect upon completion of the deletion/deferment transaction on the RETAIN System.

d. Third, new requisitions added by distribution managers via the PERDDIMS-E System become immediately available to the RETAIN System at the beginning of the next work day. RETAIN system users no longer have to wait for Sunday input processing to access these new requisitions.

4-13-4. BACKUP AND RECOVERY PROCEDURES FOR POSSIBLE DATA LINK MALFUNCTIONS

a. There are two possibilities for malfunctioning of the RETAIN/PERSINSD data link. In both cases, the data link design provides backup and recovery procedures.

b. The first possible malfunction can occur when the RETAIN System is available to users but the PERDDIMS-E System is "down", that is, becomes inaccessible to its users. If the PERDDIMS-E System is down, the RETAIN/PERSINSD data link is not operational.

c. In this first case, RETAIN users may continue to create transactions on the RETAIN System. These transactions are released to the RETAIN output queue and held by the IBM operating system. When the PERDDIMS-E System comes back "up," that is, becomes available to its users again, the RETAIN transactions are transmitted over the data link to PERDDIMS-E. All these RETAIN transactions will be recorded first on the PERDDIMS-E System. Only then will PERDDIMS-E transactions be processed.

d. Conversely, the PERDDIMS-E System could be up, but the RETAIN System might be unavailable. In this second case, PERDDIMS-E users may continue to create transactions. These PERDDIMS-E transactions accumulate in the Army's UNIVAC operating system. When the RETAIN System comes back up, the PERDDIMS-E transactions are transmitted across the data link to RETAIN. All these PERDDIMS-E transactions will be recorded first on the RETAIN System before any new RETAIN transactions are processed.

e. This data link design insures that no anticipated data loss will result from a malfunction of the link.

4-13-5. REPORT CAPABILITIES WITHIN THE DATA LINK MODULE

RETAIN system managers may use this module to obtain reports on the status of transactions which are transferred to PERDDIMS-E from RETAIN or from PERDDIMS-E to RETAIN via the data link. Using the LINKQ program, managers may trace these transactions either by the service member's SSN or by the control/line number of the requisition. The LINKQ program provides a status report on where a particular transaction is located in the queue of transactions waiting to be transferred to or from RETAIN via the data link. This LINKQ status report describes whether the transaction has been processed, when it was processed, and the result of the processing, when known.

4-13-6. LIST OF PROGRAMS AND FILES IN THE DATA LINK MODULE

a. The LINKQ program is the only user program in the Data Link module. This program allows managers to trace transactions transmitted between PERDDIMS-E and RETAIN via the data link. Managers identify the transaction they wish to trace either by the soldier's SSN or by the requisition's control/line number.

b. The following files contain the information processed within this module:

Active Assignment Data Base file
Queue files

Section 4-14

SUMMARY OF THE RETAIN SYSTEM

4-14-1. INTRODUCTION

a. The RETAIN System's purpose is to aid the Army in performing three major tasks: reclassification, reenlistment, and assignment of reenlisting and in-service personnel to requisitions. The thirteen preceding chapters in Chapter 4 have been presented to familiarize RETAIN system managers with specific functions of the system related to one or more of these three major tasks. Each system function was described within a separate functional module, e.g., the Bonus and Promotion module in Paragraph 4-4.

b. Of these thirteen functional modules, twelve are directly related to reclassification, reenlistment, and/or assignment processing. The thirteenth, On-Line Communications, Paragraph 4-11, facilitates communication among system users but bears no direct relationship to the system's three key processing tasks.

c. This summary chapter of the Handbook will illustrate the relationship of these twelve functional modules to one or more of the RETAIN System's three major processing tasks. In some cases, a functional module only corresponds to one of these processes. The Reclassification module is an example of a functional module related only to reclassification processing. In other cases, a functional module is connected with more than one major process. For instance, the Migration Control module is important to both reclassification and reenlistment processing.

d. Table 4-28 illustrates the relationship of the RETAIN System's functional modules to the system's three major tasks of reclassification, reenlistment, and assignment processing. Under each major task, the names of the system modules which provide the data to accomplish that task are identified by an alphabet letter. For instance, the EMF/RETAIN Input and Output (A) and the Data Dictionary (B) modules supply the RETAIN System with the data it needs to process reclassifications.

Table 4-28
The RETAIN System's Functional Modules Related To Reclassification, Reenlistment, And Assignment Processing.

| Reclassification | Reenlistment | Assignment |
|---|---|-----------------------------------|
| Migration Control Reclassification | Migration Control Eligibles TSAM Processor Bonus/Promotion Options Personnel/History | Assignment Deletion/Deferment |
| A. EMF/RETAIN I/O B. Data Dictionary | A. EMF/RETAIN I/O B. Data Dictionary C. Data Link | A. EMF/RETAIN I/O B. Data Link |

e. The rest of this paragraph describes the functional modules associated with reclassification, reenlistment, and assignment processing, respectively. Paragraph 4-14-2 describes the functional modules which impact on reclassification processing. Paragraph 4-14-3 focuses on the functional modules related to reenlistment processing. Paragraph 4-14-4 discusses the modules relevant to assignment processing.

4-14-2. RECLASSIFICATION PROCESSING ON THE RETAIN SYSTEM

a. Four of the RETAIN System's functional modules contribute to the system's reclassification capability. These four modules are the EMF/RETAIN Input and Output Processing module (Paragraph 4-12), the Data Dictionary module (Paragraph 4-7), the Migration Control module (Paragraph 4-2), and the Reclassification module (Paragraph 4-6).

b. The EMF/RETAIN Input and Output Processing module's chief function in reclassification processing is to provide the RETAIN System with the Enlisted Master File extract. This EMF Extract contains the records of all enlisted personnel. From the EMF Extract, the RETAIN System retrieves the records of those enlisted personnel who are to be reclassified.

c. The Data Dictionary module contains the system's data dictionary. The data dictionary describes standard items of information displayed or prompted for in the programs affected by the TSAM enhancement to RETAIN.

d. Many of these programs display or prompt users to enter a soldier's SSN, for example. The Data Dictionary module would define SSN as social security number and identify its valid range of values as numbers from 0 - 999999999.

e. The Migration Control module contributes to reclassification processing by allowing system managers to control the scoring of the Job Performance Indicator (JPI) and the qualifications for MOSs. By controlling these factors, system managers determine which MOSs the RETAIN System displays as reclassification alternatives. The JPI score restricts these MOSs to those which satisfy the Army's need for qualified personnel in MOSs and promote a balance of personnel within MOSs. The MOS qualifications control allows managers to exert quality control over the personnel reclassifying into MOSs.

f. Utilizing the information supplied in the EMF/RETAIN Input and Output Processing, Data Dictionary, and Migration Control modules, system users access the Reclassification module to reclassify in-service personnel. Both field users and MILPERCEN managers may process voluntary and non-voluntary reclassifications for soldiers in grades E1 through E5 and medical reclassifications for soldiers in grades E1 through E8 non-promotable. In addition, managers may use the Reclassification module to process special reclassification cases.

4-14-3. REENLISTMENT PROCESSING ON THE RETAIN SYSTEM

a. Nine of the functional modules play a role in the system's reenlistment capability. These nine reenlistment-related modules and their corresponding paragraph in this Handbook are listed below in Table 4-29.

Table 4-29
RETAIN System Functional Modules Related To Reenlistment Processing.

| Reenlistment-Related Modules | Corresponding Paragraph |
|------------------------------|-------------------------|
| Data Dictionary | (Paragraph 4-7) |
| PERSINSD/RETAIN Data Link | (Paragraph 4-13) |
| Migration Control | (Paragraph 4-2) |
| EMF/Input Processing | (Paragraph 4-12) |
| Eligibles | (Paragraph 4-3) |
| TSAM Processor | (Paragraph 4-1) |
| Bonus/Promotion | (Paragraph 4-4) |
| Options | (Paragraph 4-5) |
| Personnel/History | (Paragraph 4-10) |

b. The Data Dictionary module performs the same service for reenlistment processing as it does for reclassification processing. This module contains the data dictionary, a file describing all the standard items of information displayed or prompted for in reenlistment processing. The Basic Active Service Date (BASD) is a sample of a data dictionary item relevant to reenlistment processing.

c. The PERSINSD/RETAIN Data Link module supplies requisition and Special Instruction information needed for reenlistment processing. Using this information, the RETAIN System core reenlistment programs reserve appropriate requisitions for reenlisting soldiers.

d. As described in Paragraph 4-14-2, the Migration Control module allows system managers to control JPI values and MOS qualifications. These are the factors which determine whether a reenlistment candidate is offered Option 3, MOS Retraining, and if so, which MOSs are presented as retraining alternatives.

e. Each week, the EMF/RETAIN Input and Output Processing module provides the RETAIN System with the

following information:

- An extract of the records of all Army enlisted personnel (the EMF Extract);
- The SSNs of soldiers on orders to a new assignment; and
- All requisitions available for assignment/reservation during the current week.

The system relies on this information to process reenlistments.

f. Each month, the Eligibles module automatically scans the Enlisted Master File and produces a complete listing of all enlisted personnel with eight months or less until their ETS date. This list is available to the soldier's responsible reenlistment NCO via the PREPARE program in the TSAM Processor module. The Eligibles module also contains a list, maintained by RETAIN managers, of all personnel that a company or unit commander has decided are unsuitable for reenlistment.

g. The TSAM processor module contains the automated screening procedure which the RETAIN System performs for each reenlistment candidate. This screening involves a series of checks including: reenlistment eligibility, the candidate's qualifications for current and new MOSs, and the balance of personnel within the candidate's current and potential MOSs. The outcome of this TSAM Processor screening is the reenlistment worksheet. The worksheet displays all the candidate's reenlistment options plus bonus and promotion forecast information for the candidate's current MOS.

h. The Bonus and Promotion module enables managers to maintain and update bonus and promotion information on the candidate's current MOS. This information includes bonus, time-in-service, and time-in-grade information. Information entered in this module is accessed by the TSAM Processor module in creating each candidate's reenlistment worksheet.

i. The Options module gives managers the capability of controlling the area, location, and unit associated with reenlistment options. Managers also use the Options module to implement current Army policy as to which reenlistment options are available system-wide. Information entered in this module is accessed by the TSAM Processor module in producing the candidate's reenlistment worksheet.

j. The Personnel/History module records all the reenlistment transactions made on the RETAIN System. Managers use the extensive reporting capability of this module to monitor the progress of reenlistments.

4-14-4. ASSIGNMENT PROCESSING ON THE RETAIN SYSTEM

a. Four of the RETAIN System's functional modules impact directly on the system's assignment processing capability. These four modules are the EMF/RETAIN Input and Output Processing module, (Paragraph 4-12), the PERSINSD/RETAIN Data Link module (Paragraph 4-13), the Assignment module (Paragraph 4-8), and the Deletion/Deferment module (Paragraph 4-9).

b. As described above in Paragraph 4-14-3, each week the EMF/RETAIN Input and Output Processing module provides the RETAIN System with information on enlisted personnel and on available requisitions with which to make assignments. A parallel source of requisition data for processing assignments is the PERSINSD Data Link module. This module makes possible the continuous transfer of up-to-date requisition information between the RETAIN System and the PERDDIMS-E System at PERSINSD.

c. Utilizing the information from the EMF/RETAIN Input and Output Processing and PERSINSD Data Link modules, managers assign soldiers to requisitions in the Assignment module. Both in-service personnel and reenlisting soldiers on the RETAIN System Wait List may receive assignments within this module.

d. The Deletion/Deferment module allows managers to delete or defer the assignment of a soldier to a requisition. Assignments may be deferred for up to four months before or after the assignment start date. In addition to management deletion of an assignment, the RETAIN System automatically deletes assignments under certain conditions described in Paragraph 4-9, the Deletion/Deferment module.

Chapter 5

BATCH PROCESSING SCHEDULE AND ITS IMPACT ON ARMY USERS

5-1. INTRODUCTION

a. Each week System Automation Corporation (SAC) runs a series of programs in batch processing mode. These programs perform several important functions. They keep the data on RETAIN System files current. They reorganize system files for greater storage efficiency. They make possible the weekly input/output information transfer between RETAIN and CAP III. They also transfer the EMF extract from PERSINSD to the RETAIN System.

b. Though Army managers do not themselves execute any of these SAC batch programs, managers need to understand the impact of SAC's weekly batch processing on their access to the RETAIN System.

c. Paragraph 5-2 will describe the RETAIN weekly batch processing schedule and the functions of the programs run each week. Paragraph 5-3 will describe the impact of SAC batch programs on Army managers' use of the RETAIN System. Paragraph 5-4 will provide a list of these batch processing programs.

5-2. WEEKLY PROCESSING SCHEDULE

a. The SAC batch processing programs are run on a weekly schedule. Table 5-1 displays a typical weekly processing schedule.

**Table 5-1
RETAIN System Weekly Batch Processing Schedule.**

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------|-----------------------------|-------------------|-----------|-------------------|--------|-------------------|----------------------------|
| 00:00 | /// | /// | /// | /// | /// | /// | XXX XXX XXX |
| 1:00 | /// | /// | /// | /// | /// | /// | XXX XXX XXX |
| 2:00 | PROCMN | SHOCLS/ PROCMN | PROCMN | SHOCLS/ PROCMN | PROCMN | PROCMN | XXX XXX XXX |
| 3:00 | ===== USER BATCH JOBS ===== | | | | | | XXX XXX XXX |
| 4:00 | PROCMN | PROCMN | PROCMN | PROCMN | PROCMN | PROCMN | XXX XXX XXX |
| 5:00 | PROCMN | PROCMN | PROCMN | PROCMN | PROCMN | PROCMN | XXX XXX XXX |
| 6:00 | PROCMN | PROCMN | PROCMN | PROCMN | PROCMN | EMF | XXX XXX XXX |
| 8:00 | GHOST | GHOST | GHOST | GHOST | GHOST | EMF EMF EMF | XXX XXX XXX |
| 10:00 | | | | | | EMF | XXX XXX |
| 12:00 | GHOST | GHOST | GHOST | GHOST | GHOST | | RETAIN INPUT PROCESS |
| 13:00 | | | | | | | |
| 14:00 | | | | | | | |
| 15:00 | GHOST | GHOST | GHOST | GHOST | GHOST | | |
| 16:00 | | | | | | | |
| 17:00 | GHOST | GHOST | GHOST | GHOST | GHOST | | |
| 18:00 | PILOT | PILOT | PILOT | PILOT | PILOT | | RELEASES (SAC) |
| 19:00 | | | | RETAIN | | | FOR RETAIN |
| 20:00 | PROCMN | PROCMN | PROCMN | OUTPUT | PROCMN | XXX XXX | PROCMN OTHER |
| 21:00 | PROCMN | PROCMN | PROCMN | PROCESS | PROCMN | XXX XXX | MAINTENANCE |
| 22:00 | /// | /// | /// | /// | /// | XXX XXX | /// /// |
| 23:00 | /// | /// | /// | /// | /// | XXX XXX | /// /// |
| 24:00 | /// | /// | /// | /// | /// | XXX XXX | /// /// |

Notes:
 /// = RETAIN FILE BACKUP BY BCS
 xxx = BCS MAINTENANCE PERIOD: RETAIN SYSTEM NOT AVAILABLE

b. This sample weekly schedule shows the week's tasks, listed on Table 5-1 either by program name (PILOT, GHOST) or by job type (user batch jobs, input and output processing, releases). Each program or job type performed from Monday through Saturday will be discussed in Paragraph 5-2-1. The Sunday processing events will be discussed separately in Paragraph 5-2-2 because their functions are more varied and their processing times are more flexible than the Monday through Saturday processing events.

5-2-1. MONDAY THROUGH SATURDAY PROCESSING

- a. In this paragraph, the batch processing which occurs Monday through Saturday will be described.
- b. 3 a.m. Monday through Saturday is set aside for RETAIN user batch jobs. These are jobs submitted by system

users the previous day via programs such as TRACK and TRACK 2. These two programs, for instance, allow a user to choose a batch processing mode for creating a report rather than having the data searched for and reported interactively at the user's terminal. The output from user batch jobs is then delivered to the user by early morning courier from Boeing Computer Services (BCS).

c. Between three and six times per day, depending on the day of the week, PROCMN processing occurs. PROCMN processes TSAM worksheets requested from the field using the PREPARE program. PROCMN retrieves information concerning available class seats from the SHOCLS file, which is updated on Tuesday and Thursday mornings by the SHOCLS program.

d. Four times each day, the GHOST program is executed on the RETAIN System. The times shown on the sample schedule for this program's execution are typical but not fixed. The GHOST program processes requisition and AIT class seat cancellations made in either the LOOKAT or CANCEL programs. The GHOST program frees the cancelled requisition or AIT class seat for reservation by another service member.

e. The next scheduled processing event is the running of the PILOT program at 18:00 Monday through Saturday. This program controls the submission of the GHOST and NITRUN programs. Because of the PILOT program, the RETAIN System batch programs run in an automated, self-perpetuating cycle.

f. At approximately 21:00 on Mondays and Wednesdays, the NITRUN program is executed. NITRUN processes the requisition transactions created by MILPERCEN distribution managers. A transaction consists of adding, cancelling, or modifying a requisition. The purpose of NITRUN processing is to keep the RETAIN System's requisition information current.

g. Every Thursday evening at approximately 19:00, RETAIN System output processing takes place. All the RETAIN System transactions accumulated since the previous week's Thursday night output are collected on two tapes, the S8 output tape and the Gympy tape. The S8 tape is sent to CAP III; the Gympy tape is readied for delivery to the Year Group Management Program (GYMPY). Refer to Paragraph 4-12, the RETAIN Input/Output and EMF Processing module, for further details on Thursday output processing.

h. Each Saturday morning, EMF processing occurs. This processing involves transferring EMF data from the PERSINSD System to the RETAIN System. EMF processing lasts about 90 minutes and occurs sometime between the hours of 6:00 and 10:00. Refer to Paragraph 4-12, the RETAIN Input/Output and EMF Processing module, for further details on EMF processing.

i. Another batch processing task is RETAIN System file backup, scheduled from 22:00 to 01:00 Monday through Friday. File backup means creation of duplicate records in case of loss or damage to the original file records.

5-2-2. SUNDAY PROCESSING

a. The Sunday SAC maintenance processing schedule is more varied and more flexible than the Monday through Saturday schedule. The sample schedule in Table 5-1 above, which lists three different types of Sunday maintenance processing, illustrates the variety of Sunday processing.

b. Each Sunday, RETAIN System input processing occurs. The RETAIN System assimilates information from four tapes supplied by the CAP III System. These tapes contain assignment history, requisitions, nominations, and Special Instructions information. Refer to Paragraph 4-12, the RETAIN Input/Output and EMF Processing module, for further details on Sunday input processing.

c. Another event of Sunday processing is the periodic release of new or revised RETAIN System programs.

d. Other system maintenance also occurs on Sundays. This type of processing involves activities such as file reorganizations and file purges. When a file is reorganized, its data is compressed to utilize disk space most efficiently. When a file is purged, its outdated contents are deleted.

e. Occasionally, emergency system maintenance must occur. For instance, a file might need reorganizing immediately rather than waiting until Sunday. Emergency system maintenance takes place either before or after regularly scheduled batch processing events. Thus, an emergency file reorganization could take place at 20:00 Monday, an hour before the regular NITRUN program processing is scheduled. When emergency maintenance processing occurs, the time when this processing occurs extends the system's unavailability to users by approximately one hour.

5-3. IMPACT OF THE SAC WEEKLY BATCH PROCESSING SCHEDULE ON ARMY USERS

a. Managers need to be aware that at certain times, SAC's weekly processing affects their ability to sign on to the RETAIN System. Table 5-2 summarizes these times when managers cannot sign on to the RETAIN System.

Table 5-2
Impact Of The Weekly Processing Schedule On Army Users.

| Time | Reason | Impact |
|---------------------------------------|---|-------------------------|
| 20:00 Saturday to 12:00 Sunday | BCS maintenance period; RETAIN not available. | No SAC or Army sign-on. |
| 22:00 to 1:00 Sunday through Saturday | RETAIN file backup by BCS. | No Army sign on. |
| 19:00 to 22:00 Thursday | RETAIN output processing | No Army sign-on. |
| 6:00 to 10:00 Saturday | EMF processing | No Army sign-on. |
| 12:00 to 22:00 Sunday | Reserved for SAC batch processing | No Army sign-on. |

b. The first unavailable time is from 20:00 Saturday to 12:00 Sunday. During those hours, Boeing Computer Services (BCS) performs its own system maintenance, and its computers on which the RETAIN System resides are unavailable to either SAC or Army users.

c. The second unavailable time is Sunday through Friday from 22:00 to 01:00. Army users are automatically prevented from signing on during these hours. These times are reserved for RETAIN System file backup by BCS. This procedure involves making copies of the RETAIN System live files.

d. Thursday evenings from 19:00 to 22:00 are reserved for RETAIN Thursday output processing. The system is not available to users during this time.

e. Saturday mornings between 6:00 and 10:00, EMF processing takes place. This processing takes about 90 minutes to complete. Users may not sign on to the system while EMF processing is in progress.

f. Finally, Army users may not sign on to the RETAIN System at all on Sundays because the system is needed for Sunday input processing, file purges, and file reorganizations as described in Paragraph 5-2-2.

5-4. LIST OF SAC MAINTENANCE PROGRAMS

The following table lists SAC maintenance programs and their functions.

Table 5-3
SAC Maintenance Programs.

| Program | Function |
|--------------------------|---|
| EMF processing programs | Transfer the EMF extract from the SIDPERS System to the RETAIN System. |
| GHOST | Processes cancelled requisitions and AIT class seat reservations. |
| NITRUN | Posts requisition transactions made by MILPERCEN distribution managers to the Requisition file. |
| PILOT | Submits batch programs to the RETAIN System. |
| PROC MN | Processes TSAM Worksheets requested from the field. |
| Sunday input programs | Transfer data from the CAP III System to the RETAIN System. |
| Thursday output programs | Transfer RETAIN System transactions to the CAP III System at PERSINSD and to the Year Group Management Program (GYMPY). |

Chapter 6 **MANAGEMENT SUMMARIES**

Section 6-1 **MANAGEMENT SUMMARY OF THE CHECKQ PROGRAM**

6-1-1. INTRODUCTION

The following management summary explains the CHECKQ program and details the sources of its output information and reports. Paragraph 6-1-1 defines the purpose of this management summary and outlines the function of the program and its report modes. Paragraph 6-1-2 describes the user input to the CHECKQ program. Paragraph 6-1-3 traces the flow of data into the program from another program in the RETAIN System. Paragraph 6-1-4 shows the related source of data entry input. Paragraph 6-3-5 describes the output of the display modes.

6-1-1-1. PURPOSE OF THE MANAGEMENT SUMMARY

This summary will describe the program output for CHECKQ and will trace the source of its output. This information will benefit managers in two ways: 1) managers will understand the origin and significance of the report information; and 2) managers will understand the interaction of the parts of the RETAIN System.

6-1-1-2. PROGRAM FUNCTION

- a.* The function of the CHECKQ program is to display information about TSAM processor worksheet requests.
- b.* System users initiate TSAM processor screening when they direct the RETAIN System to prepare a reenlistment

worksheet for the candidate. A user's request for a worksheet puts the reenlistment candidate's record into the SSNQ file in the line, or "queue," of candidates whose records are to be screened by the TSAM processor. The TSAM processor screens reenlistment candidate's records in this queue according to the date and time of the user's request. Thus, a screening requested on Monday, October 17, at 9:00 a.m. would occur before a screening requested on the same day at 9:15 a.m.

c. Managers may use the CHECKQ program to report the following information about the TSAM processor queue:

- The number of reenlistment candidates' records currently in the queue;
- The position of a particular candidate's record in the queue;
- A list of all the records in the queue awaiting TSAM processor screening;
- The date and time each request for preparation of a worksheet was made; and
- The ID of the user making each worksheet request.

d. Managers should note that the CHECKQ program describes the contents of the TSAM processor queue at the time the system user executes the CHECKQ program. The contents of the queue are dynamic, since screening requests are received and processed on an on-going basis.

6-1-2. USER INPUT

a. The CHECKQ program prompts the user for a choice of the type of queue information to be displayed. The program's prompt is:

QUEUE LENGTH (Q), ALL (A), SSN OR END (E)?

b. To obtain a report of the length of the queue, the user enters a Q.

c. To display the SSNs of all the candidates whose records are currently in the queue awaiting TSAM processor action, the user enters an A.

d. To determine the position in the queue of one candidate, the user enters that candidate's SSN.

e. To terminate the CHECKQ program, the user enters E.

6-1-3. DATA INPUT SOURCE

PREPARE Provides the following information when a TSAM processor screening is requested:

- User ID
- Soldier's Social Security Number (SSN)

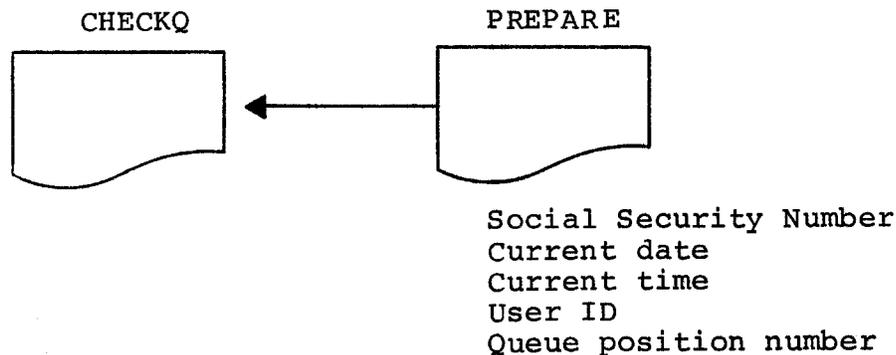


Figure 6-1-1. Source Of CHECKQ Output

6-1-4. SAMPLE OF PREPARE DATA ENTRY

The following sample illustrates the process of accessing the PREPARE program. The data utilized in CHECKQ (the user ID (UXQ) and the soldier's Social Security Number (SSN)) are entered during this process. The information is transferred to the SSNQ file, placed in a 'queue' of records, and retrieved by CHECKQ for its report modes (see 6-1-1).

- (4) ENTER UXQ OF USER TO BE TESTED:
423
LOCATION ID
ABER
- (3) WORKSHEET, REPORT, OR END (E)
W
NOC ID OR END:
123A
- (2) ENTER SSN OR END (E)
241987029

6-1-5. DESCRIPTION OF OUTPUT FIELDS

The CHECKQ program offers managers TSAM queue information in three different display formats. Managers may display: the length of the queue, the SSNs of all the candidates whose records are in the queue, and the position in the queue of an individual candidate's record.

6-1-5-1. QUEUE LENGTH REPORT

- a. This report displays the total number of records in the queue of the SSNQ file at the exact time that the report was requested.
- b. The parentheses accompanying an entry correspond to the output description following Figure 6-1-2.

QUEUE LENGTH (Q), ALL (A), SSN OR END (E)?
Q

(1)
TOTAL RECORDS IN THE QUEUE IS 284.

Figure 6-1-2. CHECKQ Output (Queue Length).

6-1-5-2. ALL RECORDS IN QUEUE REPORT

- a. This report displays all the records in the SSNQ file queue SSN. The sample in Figure 6-1-3 represents the first five records in the queue of 284 records.
- b. The parentheses accompanying an entry correspond to the output description following Figure 6-1-3.

QUEUE LENGTH (Q), ALL (A), SSN OR END (E)?
A

(2) (3) (4) (5)
241987029 10/12/83 8:38 SUBMITTED BY UXQ423 IS QUEUED AS NUMBER 1
211540680 10/12/83 8:42 SUBMITTED BY UXQ413 IS QUEUED AS NUMBER 2
227683660 10/12/83 8:42 SUBMITTED BY UXQ437 IS QUEUED AS NUMBER 3
587442267 10/12/83 8:48 SUBMITTED BY UXQ401 IS QUEUED AS NUMBER 4
262498823 10/12/83 8:48 SUBMITTED BY UXQ413 IS QUEUED AS NUMBER 5

Figure 6-1-3. CHECKQ Output (All Records In The Queue).

6-1-5-3. ONE CANDIDATE REPORT

- a. This report displays the record of one candidate in the queue, as specified by the user.
- b. The parentheses accompanying an entry correspond to the output description following Figure 6-1-4.

QUEUE LENGTH (Q), ALL (A), SSN OR END (E)?

146625488

| | | | |
|---------------|---------------|---|-----|
| (2) | (3) | (4) | (5) |
| SSN 146625488 | 10/12/83 9:03 | SUBMITTED BY UXQ417 IS QUEUED AS NUMBER | 12 |

Legend for Figure 6-1-4;

- (1) **Queue Length** The total number of records in the SSNQ file queue at the exact time that the CHECKQ report was processed. Each request for a TSAM processor screening in PREPARE adds a record to the file queue.
- (2) **SSN** The Social Security Number of the candidate for whom a system user has requested TSAM processor screening. The SSN is entered in PREPARE during the worksheet request process and transferred, on the candidate's record, to the SSNQ file.
- (3) **Date and Time of TSAM Processor Screening** The date and time that the user requested the TSAM worksheet through PREPARE. These values are automatically assigned to a record by PREPARE, using the date and date of the computer system itself, when the record enters the queue.
- (4) **User ID (UXQ)** The ID entered by the user when accessing PREPARE to request a TSAM screening.
- (5) **Queue Number** The number assigned by the PREPARE program as it transfers the record to the queue. The number is based on the date and time that the record entered the queue. For example, a record submitted on 10/12/82 at 9:03 a.m. might be assigned number 10. A record submitted at 10:45 a.m. would be assigned a higher number (14, for example) since it was entered later in the day than the previous record.

Figure 6-1-4. CHECKQ Output (One Candidate).

Section 6-2

MANAGEMENT SUMMARY OF THE GETREC PROGRAM

6-2-1. INTRODUCTION

The following management summary explains the Get Record (GETREC) program and details the sources of its output information and reports. Paragraph 6-2-1 defines the purpose of the management summary and outlines the function of the program and its modes. Paragraph 6-2-2 describes the user input to the GETREC program. Paragraph 6-2-3 traces the flow of data into GETREC from programs within the RETAIN system. Paragraph 6-2-4 shows the related programs and sources of data input. Paragraph 6-2-5 describes the output of each report and traces the flow of data into the GETREC program.

6-2-1-1. PURPOSE OF THE MANAGEMENT SUMMARY

This summary will describe the program output for GETREC and will trace the source of the output. This information will benefit managers in two ways: 1) managers will understand the origin and significance of the report information; and 2) managers will understand the interaction of the parts of the RETAIN system.

6-2-1-2. PROGRAM FUNCTION

The GETREC program enables managers to report and update reenlistment records from RETAIN files. The user may choose to retrieve the records of a specific individual or a group of individuals who meet a user-specified set of search criteria. The user is also able to select the file to be searched or to specify that all four files (Hold, Reenlistment, Wait, and History) be searched to locate the desired records.

6-2-2. USER INPUT

- a. The user has the option of generating either the reenlistment record of a specified individual by locid and social security number or the records of all individuals who meet a specific set of criteria. These criteria include:
 - (1) Career Counselor ID – the ID of a particular Reenlistment NCO;
 - (2) MOS code;
 - (3) Reenlistment option number; or

(4) Command code – for example, FC for FORSCOM.

b. To generate either of these output formats, the user must also enter a command to specify the file or files to be searched. These commands include:

(1) HOLD to specify the Hold file, which contains records of prospective reenlistees who have been made a tentative offer, but have not yet accepted the requisition;

(2) REUP to specify the Reenlistment file, which contains the records of prospective reenlistees who have accepted requisitions and been issued a reenlistment control number;

(3) WAIT to specify the Wait file, which contains the records of reenlistees who are waiting for a requisition to come available which corresponds to their qualifications and preferences; or

(4) HIST to specify the History file, which contains the records of confirmed reenlistees who have been given a reenlistment control number and have been on the REUP file at least 14 days.

6-2-3. DATA INPUT SOURCES

GETREC receives input from other programs within the RETAIN system. These data input sources are illustrated in the flowchart in Figure 6-2-1 and further described below:

PREPARE Provides:

- The soldier's name and personal characteristics such as date of birth, race, and special qualifications.
- Service descriptors, such as terms of service, grade, or primary MOS.

REUP or REUP3 Provides:

- The Career Counselor ID.
- Option number.
- AIT data (Option 3 only).
- Location.
- Date Information.

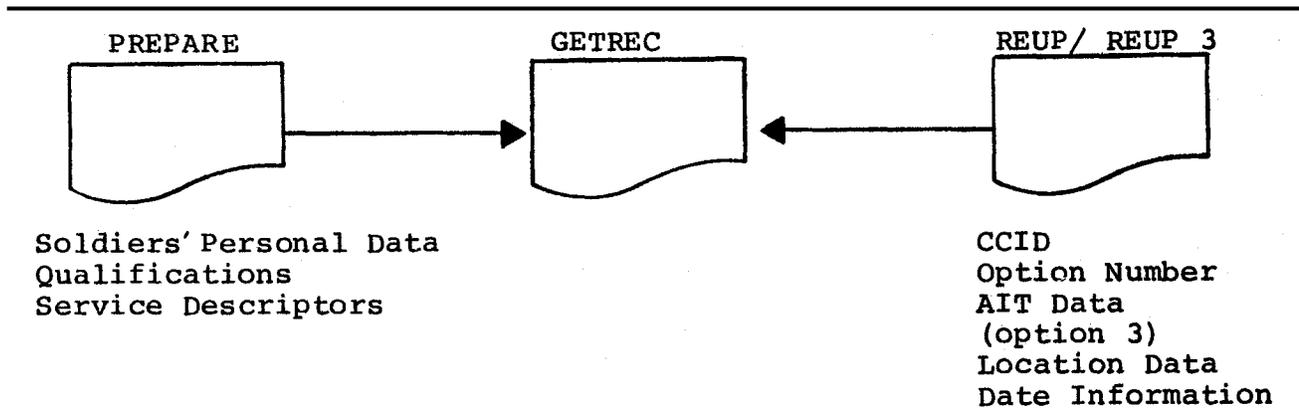


Figure 6-2-1. Sources Of GETREC Output.

6-2-4. SAMPLES OF RELATED REPORTS

The following program outputs contain information which is used by the GETREC program. A number in parentheses accompanying an entry on a report corresponds to the GETREC entry of the same number, which is explained in Paragraph 6-2-5.

CCID OR END
 (30)
 123
 SOC SEC NUM/ NAME / BASD / BPED / PMOS / GRD / SQI / SEX /
 1364803 MASSEY BO 3/71 1/69 76Y3 6 K M
 DOB / DOR / ETS / SEC / EDUC / ASI / DEROS / LANG / RACE/
 6/ 8/48 15/ 2/79 27/ 5/84 B K 5/84 C
 TERM / SQT-SC / AWOL / ART15 / CRT-MAR / WAIVE / PROMO MOS /
 1 100 0 0 0
 (25)
 OPTION NUMBER, LIST OR END
 3

 DO YOU NEED AIT DATES?
 Y
 FIRST AIT DATE / LAST AIT DATE / OR END (E)
 84/04/01 84/05/01

 (28)
 START MOS UNFIL SPACE RECSTA CLASS TYPE FOD
 84/ 5/ 4 15J1 1 84/ 3/ 5 153 0/ 0/ 0
 ENTER AIT DATE FOR MOS 15J1 OR END (E)
 (32)
 84/05/04

 (29)
 15J1 MAT WILL BEGIN ON 84/ 5/ 4 AT SILL AND LAST FOR 52 DAYS.
 (23) (21) (19)
 ASSN COMM / CURR LOC / JULIAN REUP /
 AS ABER 52
 (26) (27)
 REUP DATE / LENGTH OF TERM
 21/02/84/36 36
 (33) (34) (35) (36)
 YGM: 803317 EPD: V/6AV/0221

Figure 6-2-3. REUP Output.

6-2-5. DESCRIPTION OF OUTPUT FIELDS

The following paragraphs provide a sample of the Individual Record and Search Criteria formats and explains the output fields for each format.

6-2-5-1. THE INDIVIDUAL RECORD

- a. The Individual Record displays a soldier's detailed reenlistment record, including information concerning MOS, term of service, qualifications, and reenlistment information.
- b. The parentheses accompanying an entry correspond to the output description following Figure 6-2-5.

```

ABER REUP FILE 84 / 2/21
(1) (2) (3) (4) (5) (6) (7)
SSN / NAME / BPED / DEROS / TERM / PMOS4 / GRADE / SQI /
1364803 MASSEY BO 690115 840522 1 76Y3 6 K
(8) (9) (10) (11) (12) (13) (14) (15) (16)
SQT-SC / ASI / SEC / EDUC / SEX / LANG / BASD / ETS / DOR /
100 B K M 690115 840527 790215
(17) (18) (19) (20) (21) (22)
DOB / RACE / JULIAN-REUP / GT-SCORE / SRB-CODE / SRB-AMT /
480806 C 52 0 0
(23) (24) (25) (26) (27) (28)
ASSN-COM / CURR-LOC / OPTN / REUP-DATE / ENL-TERM / NEW-MOS /
AS ABER 3 840221 36 15J1
(29) (30) (31) (32) (33) (34) (35)
LOC-TRAIN / CCID / RECAP / AIT-DATE / YGM-NUM / REQ-ID / REQ-CNT /
SILL 123 840504 803317 V 6AV
(36) (37A) (37B) (37C) (37D) (38)
REQ-LINE / 1ST-AREA / 2ND-AREA / 3RD-AREA / 4TH-AREA / REENL-AWD /
0221 0

```

Figure 6-2-4. GETREC Individual Record.

6-2-5-2. THE SEARCH CRITERIA RECORD

a. The Search Criteria record displays reenlistment records that meet a user-specified criterion and its exact value. These criteria are listed in Paragraph 6-2-2 User Input.

```

ABER REUP FILE
(7)(9) (13) (12) (10) (25) (28)
SA L (6) S S O NM
(1) (5) QS A G E E (37) P EO (15) (13)(34)(35)(36) (38)
SSN NAME PMOSII N R X C 4 AREAS OF PREF T WS ETS RES I/CNT/LINE AWD
1364803 MASSE 76Y3K 6 M B 3 15J1 84 5 21 2 V/ 6AV/0221 0
214967140 DAVID 05K10 5 M U 3 11M1 8310 31 8 / / 0
400627687 SMITH 13F1P 4 M B 3 63W1 84 3 10 2 / / 0

```

Figure 6-2-5. GETREC Search Criteria Record.

b. The parentheses accompanying an entry correspond to the following output descriptions.

c. Entries 1-18 are all derived from the PREPARE program. (See Figure 6-2-1 for a sample output).

Table 6-1
Description Of GETREC Output Fields.

| Entry | | |
|--------|-------|---|
| Number | Name | Description |
| (1) | NAME | The soldier's name, up to a maximum of twelve characters. |
| (2) | BPED | The base pay eligible date, the date when the soldier became eligible for military pay. This date is usually the same as the soldier's basic active service (BASD) date (see entry 14). |
| (3) | DEROS | The date of eligibility for return from overseas, when a soldier on overseas duty is scheduled to return. |
| (4) | TERM | The total number of terms that the soldier has served in the Army. |
| (5) | PMOS | The primary MOS - the MOS in which the soldier is first enlisted. |
| (6) | GRADE | The soldier's military grade. |

Table 6-1
Description Of GETREC Output Fields.—Continued

| Entry | | |
|--------|--------|--|
| Number | Name | Description |
| (7) | SQI | <p>The alphabetic code identifying the soldier's special qualifications, if applicable:</p> <ul style="list-style-type: none"> A Technical Intelligence B Unit Interpersonal Relations Worker C CBR D Civil Affairs Operations E Northern Warfare Expert F Flying Status G Ranger H Instructor I Installer J Scuba K Logistics NCO L Linguist M First Sergeant N White House Communications Agency O None P Parachutist Q Race Relations Instructor R Research Development, Test, and Evaluation S Special Forces T Transition U Track Personnel/Cargo Driver V Ranger-Parachutist W Psychological Warfare X Drill Instructor Y Pathfinder Z Alcohol and Drug Abuse Program |
| (8) | SQT-SC | The Skill Qualification Test score. |
| (9) | ASI | Additional Skill Identifier code. Identifies any additional skills that the soldier may have. Refer to Appendix E of the RETAIN User Manual for the list of valid codes. |
| (10) | SEC | <p>The alphabetic code identifying the current security status of the soldier:</p> <ul style="list-style-type: none"> A Favorable Background Investigation (BI) completed B Favorable National Agency Check (NAC) completed C Favorable Local Files Check (LFC) completed D Favorable LFC completed, plus two years of continuous active duty completed; Output displayed in DD/MM/YY format F Favorable NAC completed, BI initiated but not complete G Favorable Entrance National Agency Check (ENTNAC) completed H NAC completed; individual is Personal Liability Program (PRP) qualified I NAC completed; individual is not PRP qualified K Favorable LFC completed, NAC initiated but not completed M BI initiated but not completed N BI completed; individual is PRP qualified O BI completed; individual is not PRP qualified P ENTNAC initiated but not completed Q ENTNAC completed; individual is PRP qualified R ENTNAC completed; individual is not PRP qualified S Special Background Investigation (SBI)—performed and is certified for Special Intelligence (SI) access T SBI—Performed and is not certified for Special Intelligence (SI) access U SBI—Performed and is certified for EW/Crypton Special Intelligence (SI) assignment V SBI—Performed and is not currently certified for EW/Crypton Special Intelligence (SI) assignment X No investigation initiated: or deletion of other codes from data base Y Ineligible for security clearance Z Review of DODNACC dossier required prior to security clearance determination. |

Table 6-1
Description Of GETREC Output Fields.—Continued

| Entry | | |
|--------|-------------|--|
| Number | Name | Description |
| (11) | EDUC | The highest education level achieved by the soldier while a civilian: 0 No formal education 1 1st Grade 2 2nd Grade 3 3rd Grade 4 4th Grade 5 5th Grade 6 6th Grade 7 7th Grade 8 8th Grade A 1 year HS B 2 years of HS C 3 years HS D 4 years HS E HS Graduate F GED HS G OS GED H GED Coll I 1 Coll Coll K 2 years Coll L 3 years Coll M 4 years Coll N Coll Grad O Bachelor of Laws P Doctor of Laws Q Juris Doctor R Doctor of Judicial Science S Graduate work of 1 or more years T Master's degree U Doctorate degree V Other professional degree. |
| (12) | SEX | The soldier's sex: M for male, F for female. |
| (13) | LANG | Identifies any languages other than English, in which the soldier is fluent. Refer to AR 611-6 for the listing of valid language codes. |
| (14) | BASD | Basic active service date. The date when the soldier began active military service. |
| (15) | ETS | Expiration of term of service: the date when the soldier's current term of service ends. |
| (16) | DOR | Date of rank. The date when the soldier achieved his current military rank. |
| (17) | DOB | Date of birth. The soldier's birthdate. |
| (18) | RACE | The soldier's racial classification: C Caucasian N Negro X Other Z Unknown |
| (19) | JULIAN REUP | The soldier's reenlistment date according to the Julian calendar. For example, if the reenlistment date were February 8, which is the thirty-ninth day of the year, the JULIAN REUP entry would be 39. This figure is derived from the REUP or REUP3 program (see Figure 6-2-2 for a sample). |
| (20) | GT SCORE | The soldier's General Test score. This score is derived from PREPARE. |
| (21) | SRB-CODE | The alphanumeric code indicating the zone in which a soldier is placed for a selective reenlistment bonus. In the SRB code 2A, the letter indicates the term of service - for example, A would represent twenty-one months to six years of active service. The numeral, or bonus multiplier, must be the number 1, 2, 3, 4 and is used to determine the bonus. The bonus formula is as follows: 1) multiply the soldier's base monthly pay (\$600, for example) by soldier's reenlistment term (6 years) = \$2,400. 2) multiply the dollar figure (\$2,400) by the bonus multiplier (2) to compute the soldier's bonus = \$4800. This information is entered in GETREC by users. |
| (22) | SRB-AMT | The amount of the selective reenlistment bonus, rounded to the nearest whole dollar. This information is entered in GETREC by users. |

d. Entries 23–30 and 31–37 may be derived from the REUP or REUP3 program, depending on the reenlistment option chosen. Option 3 reenlistments are processed through REUP3. All other options are processed through REUP. Refer to Figure 6–2–3 for an edited sample of REUP3. Entries 34–37 appear in both the Individual Record, which displays a single soldier’s reenlistment record, and the Search Criteria Record, which displays all reenlistment records that meet a user-specified criteria.

Table 6–2
Description Of GETREC Output Fields (Part II).

| Entry | | |
|----------|--|---|
| Number | Name | Description |
| (23) | ASSN–COM | The soldier’s current assigned command. Refer to Appendix C of the RETAIN User Manual for the list of valid codes. |
| (24) | CURR–LOC | The soldier’s current location, up to a maximum of nine characters. Refer to Appendix F of the RETAIN User Manual for the list of valid codes. |
| (25) | OPTN | The number of the reenlistment option selected by the soldier: 1 Regular Army 2 Current Station Stabilization 3 Army Service School 4 Overseas Area 5 CONUS Station of Choice 6 USAINSCOM 7 Combat Arms Unit of Choice 8 US Army Communications Command 9 Language 10 Berlin Brigade 11 3rd Infantry 12 CONUS to CONUS 13 Regimental Unit of Choice. |
| (26) | REUP–DATE | The soldier’s reenlistment date. |
| (27) | ENL–TERM | The reenlistment term chosen by the candidate, in months: 12, 24, 36, or 48. |
| (28) | NEW–MOS | In option 3 only, the MOS in which the individual will be retrained or the promotion MOS. |
| (29) | LOC–TRAIN | The location of the training class, originally derived from the REQUEST Location Training file. |
| (30) | CCID | The ID of the Career Counselor who handled the RETAIN transaction. |
| (31) | RECAP | The four-character alphanumeric code used by field users to monitor reenlistment. This information is controlled by users. |
| (32) | AIT–DATE | The date when the soldier will begin advanced individual training in a new MOS. |
| (33) | YGM–NUM | An individual’s Year Group Management transaction number, input to a maximum of eight digits. |
| (34) | REQ–ID (Individual Record) ID (Search Criteria) | The alphabetic code representing the Enlisted Personnel Directorate (EPD) ID of the requisition reserved for the individual. |
| (35) | REQ–CNT (Individual Record) CNT (Search Criteria) | The alphanumeric EPD control code for the requisition reserved for the soldier. |
| (36) | REQ–LINE (Individual Record) LINE (Search Criteria) | The line number of the requisition reserved for the soldier. |
| (37 A–D) | 1st, 2nd, 3rd 4th Area (Individual Record) | |
| (38) | 4 Areas of Pref (Search Criteria) REENL–AWD (Individual Record) AWD (Search Criteria) | The four-digit code for the soldier’s choice of assignment location. The numeric value assigned by DCSPERS to first-term soldiers who reenlist during the ‘window’ term. The value determines the size of the reenlistment award received. For example, 66 is considered a preferred value. This information is calculated in GETREC. |

Section 6-3
MANAGEMENT SUMMARY OF THE GTUSER PROGRAM

6–3–1. INTRODUCTION

The following management summary explains the GTUSR program and details the sources of its output information and reports. Paragraph 6–3–1 defines the purpose of this management summary and outlines the function of the

program and its modes. Paragraph 6-3-2 describes the user input to the GTUSR program. Paragraph 6-3-3 traces the flow of data into the program from other programs in the RETAIN System. Paragraph 6-3-4 shows a related program and source of data input. Paragraph 6-3-5 describes the output of the display mode.

6-3-1-1. PURPOSE OF THE MANAGEMENT SUMMARY

This summary will describe the program output for GTUSR and will trace the source of the output. This information will benefit managers in two ways: (1) managers will understand the origin and significance of the report information; and (2) managers will understand the interaction of the parts of the REQUEST System.

6-3-1-2. PROGRAM FUNCTION

The GTUSR programs provides for management control of user access to REQUEST data. The GTUSR program reports and updates TSAM user records to help managers achieve user control.

6-3-2. USER INPUT

a. The user has the following options:

- Add new user records to the User file.
- Change data for existing user records.
- Delete user records from the User file.
- Display the user record for inspection.

b. When a new record is added to the file, the user may input all entries during the add process. Only five entries may be derived from other programs. Refer to Paragraph 6-3-3, Data Input Sources, and Paragraph 6-3-5, Description of Output Fields, for information on programs which may contribute specific output entries.

6-3-3. DATA INPUT SOURCES

a. *PASSPORT*. Supplies the user's current password, old password, and last sign-on date when the user updated the password. Updates passwords.

b. *PASSWORD*. Report and updates addresses.

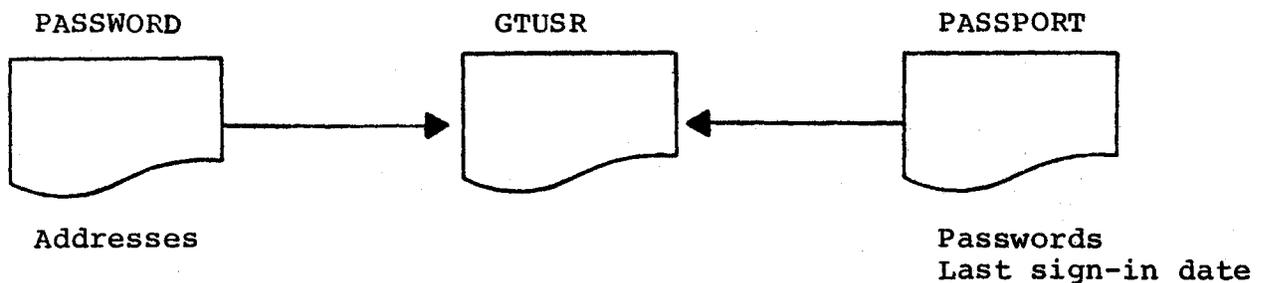


Figure 6-3-1. Sources Of GTUSR Output.

6-3-4. SAMPLE OF RELATED REPORT

The following program output contains information which is used by the GTUSR program. A number in parentheses accompanying an entry on the output corresponds to the GTUSR entry of the same number, which is explained in Paragraph 6-3-5.

```

UXQ4      DATE OF LAST CHANGE: 9/ 3/83

          (3)          (4)          (5)          (6)
LOC / 1-MAIL-ADDRS/ 1A-MAIL-ADDR/ 2-MAIL-ADDRS/ 2A-MAIL-ADDR/
DSPE HEADQUARTERS          ATTN: DAPE-M    PR-R

          (7)          (8)          (9)          (10)
3-MAIL-ADDRS/ 3A-MAIL-ADDR/ 4-MAIL-ADDRS/ 4A-MAIL-ADDR/
MO
CITY          / STATE/ ZIP-CODE/ AUTOVON-PHONE / AREA-CODE/
WASHINGTON,   D.C.    20301  473244-8888      202
COMMRCL-PHONE / TASSO-NAME-1 / TASSO-NAME-1A/ 1-MM-TERM1 /
575-8583/1111/1111 SSG S.C. RIP          NCR260
1-SER-NUM-TERM1/ 1-ST-CD-TERM1/ 2-MM-TERM2 / 2-SER-NUM-TERM2/
9898767          5          CDI1030      1111111
2-ST-CD-TERM2/ 3-MM-TERM3 / 3-SER-NUM-TERM3/ 3-ST-CD-TERM3/
5          HEWLETT      456          4
PRIMARY-USR-1 / PRIMARY-USR-1A/
MITCHELL

```

Figure 6-3-2. PASSWORD Output.

6-3-5. DESCRIPTION OF OUTPUT FIELDS

- a. The following paragraph provides a sample of the GTUSR output display and explains the output fields for each format. The parentheses accompanying an entry correspond to the output description following Figure 6-3-3.
- b. Unless otherwise specified, data is entered directly by the user into the output fields.

```

(1) (2) (3) (4) (5) (6)
UXQ/LOCID/1-MAIL-ADDRS/1A-MAIL-ADDR/2-MAIL-ADDRS/2A-MAIL-ADDR/
4 DSPE HEADQUARTERS ATTN: DAPE-M PR-R

(7) (8) (9) (10)
3-MAIL-ADDRS/3A-MAIL-ADDR/4-MAIL-ADDRS/4A-MAIL-ADDR/

(11) (12) (13) (14) (15) (16)
CITY /STATE/ZIP-CODE/PASSWD/OLD-PASSWD/EPD-ACC/
WASHINGTON, D.C. 20301 HANGUL 0

(17) (18) (19) (20) (21) (22) (23)
YGM-ACC/REC-ACC/MPR-ACC/FC-ACC/TC-ACC/USAF-ACC/USAR-ACC/
1 0 0 0 0 0 0

(24) (25) (26) (27) (28) (29) (30) (31)
PERS-ACC/EURS-ACC/EPD-SEC/YGM-SEC/REC-SEC/MPR-SEC/FC-SEC/TC-SEC/
0 0 0 1 0 0 0 0

(32) (33) (34) (35) (36) (37) (38)
USAF-SEC/USAR-SEC/PERS-SEC/EURS-SEC/OVR-CON-FLG/LST-SGN-ON/DRVM/
0 0 0 0 0 9/3/83

(39) (40) (41) (42) (43) (44)
DSP / UPD / USR / PASSWD-DATE / AREA / AUTH-FLG /
3 3 3 EUR

```

Figure 6-3-3. GTUSR Display Of User Records.

Table 6-3
GTUSR Output Display.

| Entry | | |
|-----------|--------------|--|
| Number | Name | Description |
| (1) | UXQ | The identification number of the user, between 1 and 999. |
| (2) | LOCID | The alphabetic code identifying the location of the user. |
| (3,5,7,9) | X-MAIL-ADDRS | The first 12 characters from the xth line of the user's address (X equals 1 through 4). This information serves two purposes: 1) It provides the address of the user for specific mailings; and 2) It provides addresses for mailing labels used in mass mailings. A sample address format display is: 1 (A)-MAIL-ADDR COMMANDER 2 (A)-MAIL-ADDR U.S. Army ELEMENT-CENTAG 3 (A)-MAIL-ADDR ATTN: DE DABP-AG-R 4 (A)-MAIL-ADDR APO NY 09099 |

c. This information may be entered through GTUSR or derived through the PASSWORD program.

**Table 6-4
GTUSR Output Display (Part II).**

| Entry | | |
|------------|---------------|---|
| Number | Name | Description |
| (4,6,8,10) | XA-MAIL-ADDRS | The second group of 12 characters from the xth line of the user's address (X equals 1 through 4). This information may be entered through GTUSR or derived through the PASSWORD program. |
| (11) | CITY | The city in which the user is located. |
| (12) | STATE | The state in which the user is located. |
| (13) | ZIP-CODE | The zip code of the user. |
| (14) | PASSWD | The current password of the user. The password may be changed using the PASSPORT program. The new password may not exceed eight characters and may contain letters and digits, with no spaces or slashes. |
| (15) | OLD PASSWORD | The user's former password, if the entry under PASSWD is a new password. |

d. Messages referenced in headings 16-31 are entered by the appropriate Army managers using the CREMES program. Messages are limited to 200 lines long and 72 characters per line. Messages are printed at the first sign-on by the PROMES message and called by managers after the first sign-on, using the CCNEWS or MESSAGES programs.

**Table 6-5
GTUSR Output Display (Part III).**

| Entry | | |
|--------|-------------|---|
| Number | Name | Description |
| (16) | EPD-ACC | The flag indicating that an Enlisted Personnel Directorate (EPD) message is waiting for the user. |
| (17) | REC ACC | The flag indicating that a Reenlistment Control Branch (REC) message is waiting for the user. |
| (18) | YGM-ACC | The flag indicating that a Year Group Management (YGM) message is waiting for the user. |
| (19) | MPR-ACC | The flag indicating that a message is waiting for the user from the Reenlistment Division of the Deputy Chief of Staff for Personnel, HQDA. |
| (20) | FC-ACC | The flag indicating that a U.S. Army Forces Command (FORSCOM) message is waiting for the user. |
| (21) | TC-ACC | The flag indicating that a U.S. Army Training and Doctrine Command (TRADOC) message is waiting for the user. |
| (22) | USAF-ACC | The flag indicating that a U.S. Armed Forces (USAF) message is waiting for the user. |
| (23) | USAR-ACC | The flag indicating that a U.S. Army Recruiting Command (USAR) message is waiting for the user. |
| (24) | PERS-ACC | The flag indicating that an Army Personnel in Europe (PERS) message is waiting for the user. |
| (25) | EURS-ACC | The flag indicating that a EURS message is waiting for the user. |
| (26) | EPD-SEC | The flag indicating that the user is authorized to receive EPD messages. |
| (27) | YGM-SEC | The flag indicating that the user is authorized to receive YGM messages. |
| (28) | REC-SEC | The flag indicating that the user is authorized to receive REC messages. |
| (29) | MPR-SEC | The flag indicating that the user is authorized to receive MPR messages. |
| (30) | FC-SEC | The flag indicating that the user is authorized to receive a FORSCOM message. |
| (31) | TC-SEC | The flag indicating that the user is authorized to receive a TRADOC message. |
| (32) | USAF-SEC | The flag indicating that the user is authorized to receive a USAF message. |
| (33) | USAR-SEC | The flag indicating that the user is authorized to receive a USAR message. |
| (34) | PERS-SEC | The flag indicating that the user is authorized to receive a PERS message. |
| (35) | EURS-SEC | The flag indicating that the user is authorized to receive a EURS message. |
| (36) | OVR-CON-FLG | The flag indicating whether the user's assignment is overseas or CONUS. |
| (37) | LST-SGN-ON | The date signifying the last time the user signed on to the system. |
| (38) | DRVMP | The secondary passwords, for security, which provides access to the DRVMP. DRVMP allows the user to report and update a list of RETAIN users and user groups and the programs that they are authorized to access. |
| (39) | DSP | The Display Security Level (the user's security level) which controls the displays that may be accessed. The level numbers range from 1, which the lowest access level (Career Counselors), to 5 (SAC only). |
| (40) | UPD | The numeric code indicating the user's update level. The valid values and user levels correspond to those described in entry (39), DSP. |

Table 6-5
GTUSR Output Display (Part III).—Continued

| Entry | | |
|--------|-------------|--|
| Number | Name | Description |
| (41) | USR | The code identifying the user's security level. The user levels are: 2 = Field User 3 = MILPERCEN This value, controlled by MILPERCEN, determines the processing path to be followed for specified programs. For example, a USR code of 2, identifying a field user, would not permit the processing of a special reclassification case. However, a user with a USR code of 3, identifying a manager at MILPERCEN, would be allowed to process special reclassification cases. |
| (42) | PASSWD-DATE | The date on which the user's password was last updated. |
| (43) | AREA | Location of the user's current User ID. |

Section 6-4
MANAGEMENT SUMMARY OF THE DRVMAP PROGRAM

6-4-1. INTRODUCTION

The following management summary explains the DRVMAP program and details the sources of its output information and reports. Paragraph 6-4-1 defines the purpose of this management summary and outlines the function of the program and its modes. Paragraph 6-4-2 describes the user input to the DRVMAP program. Paragraph 6-4-3 describes the output of the display mode.

6-4-1-1. PURPOSE OF THE MANAGEMENT SUMMARY

This summary will describe the program output for DRVMAP and will trace the source of the output. This information will benefit managers in two ways: 1) managers will understand the origin and significance of the report information; and 2) managers will understand the interaction of the parts of the RETAIN System.

6-4-1-2. PROGRAM FUNCTION

- a. The DRVMAP program reports and updates the list of RETAIN programs that are accessible to specified users and user groups. It also reports and updates the list of users and user groups that may access specified programs.
- b. These listings of users and programs are input to the Driver file via the DRVMAP program, which is responsible for controlling user access to all programs in the RETAIN System. When a user enters his ID to access a program, the DRIVER program checks the user listing in the Driver file to determine whether the user will be allowed access. These stringent controls guarantee the security of the RETAIN System.

6-4-2. USER INPUT

- a. The user has the following options in the Report mode:
 - Display a list of user IDs for one program or all RETAIN programs; and
 - Display a list of programs for one user ID, a range of user IDs, or all RETAIN user IDs.
- b. The user has the following options in the Update mode:
 - Delete a program from the list of accessible programs or change the hours a program may be accessed by any one user ID;
 - Delete a specified user, change the user's description, or change the hours that the user may have access to the RETAIN System; and
 - Add or delete programs to control user access.
- c. All report information displayed by DRVMAP is input by the user. There is no data input from other programs within the RETAIN System.

6-4-3. DESCRIPTION OF OUTPUT FIELDS

The following paragraph provides samples of the DRVMAP output displays and explains the output fields for each format. The parentheses accompanying an entry correspond to the output description following Figure 6-4-3.

```

REPORT (R), UPDATE (U), OR END (E)R
USERS (U), GROUPS (G), PROGS (P), OR END (E)?U
ENTER USER ID, RANGE S/E, ALL (RETURN) OR END459

USER IDENTIFICATION      LOCKOUT      GROUP NO.
UXQ459 22D USA           0:00- 0:00      5
ENTER USER ID, RANGE S/E, ALL (RETURN) OR END459/463

      (1)                (2)                (3)
USER IDENTIFICATION      LOCKOUT      GROUP NO.
UXQ459 USA               0:00- 0:00      5
UXQ460 BEAR             0:00- 0:00      5
UXQ461 USARMY           0:00- 0:00      5
UXQ462 CONUSA           0:00- 0:00      5
UXQ463 SAC              0:00- 0:00      5
ENTER USER ID, RANGE S/E, ALL (RETURN), OR ENDE
USERS (U), GROUPS (G), PROGS (P), OR END (E)?E

```

Figure 6-4-1. DRVMAP Reporting The User Identification, Lockout Period, And Group Number For Both A Single User Number And A Range Of User Numbers.

```

REPORT (R), UPDATE (U), OR END (E)R
USERS (U), GROUPS (G), PROGS (P), OR END (E)?G
ENTER GROUP *, RANGE S/E, ALL GROUPS (RETURN), PROGS (P), OR END (E)?9

      (3)                (4)
GROUP NUMBER      9      LOCK=ON
(5)CANCEL      CANRCL      CATEGORY      CCNEWS      CREMES      DA611
DDICT          GETRCL      GETREC       LOOKUP      MESSAGES    PREPARE
PROMPTK       PROMES      RECLAS      REPORTER    TLOOKAT     TRAC
REUP3         REUP       USTAT       WORKSHEE
ENTER GROUP *, RANGE S/E, ALL GROUPS (RETURN), PROGS (P), OR END (E) E
USERS (U), GROUPS (G), PROGS (P), OR END (E)?E

```

Figure 6-4-2. DRVMAP Reporting The RETAIN Programs Accessible To A Specified User Group, And The Group Lockout Status.

```

REPORT (R), UPDATE (U), OR END (E)R
USERS (U), GROUPS (G), PROGS (P), OR END (E)?P
PROGRAM NAME, ALL (CARRIAGE RETURN) OR END?PROMES

      (5)                (2)                (3)
PROGRAM NAME      LOCKOUT      USED IN GROUPS
PROMES           0:00- 0:00      50
SAC NAME IS PROMES.N

PROGRAM NAME, ALL (CARRIAGE RETURN) OR END? E

```

Legend for Figure 6-4-3:

- (1) **USER IDENTIFICATION (USER ID)** The three-digit code that identifies the specific user.
- (2) **LOCKOUT** The period of time when a specific program is inaccessible to a specific user ID.
- (3) **GROUP NUMBER (GROUP NO.)** The code, consisting of one or two digits, that identifies a particular user group.
- (4) **LOCK** The status flag indicating whether the lockout period preventing user access is in effect (ON) or not in effect (OFF).

Figure 6-4-3. DRVMAP Reporting The Lockout Period And Program User Groups For A Specified Program.

(5) **PROGRAM NAME (XXXXXX)** The label, consisting of three to seven alphanumeric characters, which designates a program name.

Figure 6-4-3. DRVMAP Reporting The Lockout Period And Program User Groups For A Specified Program.—Continued

Appendix A References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

The following reference sources were used in development of the RETAIN Manager's Handbook:

RETAIN System Concept Design

System Automation Corporation, July, 1975

RETAIN System Users Guide

System Automation Corporation, January, 1976

RETAIN System Reference Guide

System Automation Corporation, October, 1976

Conversion Handbook

System Automation Corporation, May, 1981

Task Enhancement (3TE) Final Report

System Automation Corporation, August, 1982

The Skill Alignment Module (TSAM) Concept Design

System Automation Corporation, October, 1982

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B THE MANAGEMENT CONTROL MODULE

B-1. INTRODUCTION

The programs in the Management Control module give RETAIN system managers a variety of controls over the RETAIN System itself. These management controls include:

- Control of RETAIN System usage;
- Management of user ID information;
- Authorization of the on-line messages from various Army agencies (e.g., FORSCOM, TRADOC) which individual user IDs may receive; and
- Control of Engineering Change Proposals (ECPs)

Each of these management controls will be described in detail in the following paragraphs.

B-2. CONTROL OF RETAIN SYSTEM USAGE

a. The RETAIN System is designed to allow managers to control the system's usage. To control system usage, managers at the KEYSTONE Branch and at the RETAIN Office must fully define each system user. This definition consists of several procedures. These procedures and the programs managers need to accomplish them are listed below in Table B-1. Each of the procedures listed in Table B-1 will be more completely described in the paragraphs following the table.

**Table B-1
Management Procedures For Defining A System User.**

| | Procedure | Program Name |
|----|---|---------------------------|
| 1. | Authorize a user ID | DRVMAP |
| 2. | Manage system passwords | GTUSR, PASSPORT, PASSWORD |
| 3. | Identify programs accessible to the user ID | DRVMAP |
| 4. | Designate user ID and program lockout times | DRVMAP |
| 5. | Establish security levels for RETAIN System data and programs | GTUSR |

b. The first aspect of management control of system usage is the authorization of RETAIN System users. Each system user must be identified by a user ID, a six-character code consisting of the letters UXQ and three digits from 001-999. UXQ010 is an example of a user ID. User IDs in the range of UXQ001-UXQ200 are reserved for management users; user IDs from UXQ201 through UXQ999 are assigned to field users.

c. Using the DRVMAP program, RETAIN Office managers may add a new user ID in the appropriate range. For instance, these managers might add UXQ099 for a new management user ID or UXQ800 for a new field user ID.

d. The second procedure in defining a system user is to oversee the user ID's passwords. Each user ID, at the minimum, requires a valid system password. This system password allows the user ID's personnel to execute whatever RETAIN programs managers make available to that user ID.

e. Army managers contact Boeing Computer Services (BCS) to assign an initial system password to each new user ID. After BCS assigns this first password, personnel at the newly designated user ID may change the password via the PASSPORT program. KEYSTONE Branch managers may report the current and previous passwords of any current user ID by executing the PASSWORD and GTUSR programs.

f. System security requires that all users change their passwords at least every six months. If users do not change their passwords before this six-month limit has been reached, the system forces users to make the change. The system displays a message at sign-on time that the user password is no longer valid. The system then automatically puts the user into the PASSPORT program to enable the user to make the password change.

g. Besides the requisite system password for the user ID, there is also an optional password, called the DRVMAP password. The DRVMAP password gives a user ID access to one specific program, named DRVMAP. The DRVMAP program is a powerful management control tool. DRVMAP enables its users to add user IDs to the RETAIN System, to remove user IDs from the system, to name the programs each user ID may execute, and to control system and program usage times. KEYSTONE Branch managers use the GTUSR program to assign this DRVMAP password to an appropriate user ID.

h. A third management procedure for defining a system user is to identify the particular RETAIN programs which personnel at a user ID may execute. RETAIN Office managers use the DRVMAP program to enter the names of all system programs they wish to authorize for use by a particular user ID. For example, these managers might give access to the programs listed in Figure B-1 to personnel at UXQ755.

UXQ755

Description of user: European In-Service Recruiter

**Programs: UVRESERV UVREPORT RPCANCEL
 RPGETREC PASSPORT HOTEUROF**

Figure B-1. Sample Of A RETAIN Office Manager's Assignment Of RETAIN Programs To UXQ755.

i. RETAIN Office managers may also use the DRVMAP program to revise the list of programs accessible to a user ID.

j. The fourth procedure is to control the times when a user may either sign on to the RETAIN System or execute a particular system program. The time when program or user ID access is not allowed is called "lockout time." Managers use the DRVMAP program to establish both program and user ID lockout times. Program lockout time means that a specified RETAIN program is unavailable to all users during the program lockout time named. For example, managers could choose to set 0:00 to 6:00 as the program lockout time for the HOTLINIS program. During those six hours, no user could execute the HOTLINIS program. User ID lockout time refers to a time period when an individual user ID

may not work on the RETAIN System. For instance, managers could lock out user ID UXQ201, located at Fort Dix, from 21:00 to 24:00. For those three hours, user at UXQ201 would not be able to execute RETAIN System programs.

k. The fifth procedure is to establish the user ID's appropriate security level for access to RETAIN System programs and data. The security level determines what RETAIN System functions and information are available to each user ID.

l. Valid values for a user ID security level range from 1 to 6. A security level of two or below identifies the user ID as a field user; a security level of three and above indicates a management user.

m. On RETAIN, the security level is subdivided into three categories: the user security level, the display security level, and the update security level. What do each of these categories represent? The user level controls the specific functions which the user may perform within RETAIN programs. For instance, in the PREPARE program, field users (i.e., with a user level of 2 or below) may update six items on the reenlistment candidate's EMF record which is displayed in the PREPARE program. Management users (i.e., with a user level of 3 or above) may update all the items on the reenlistment candidate's EMF record displayed in PREPARE.

n. The other two types of security level are the display level and the update level. These two levels control the user ID's access to specific items of information within a given program, e.g., the PREPARE program. The information items protected by these two security levels are those contained on the RETAIN Data Dictionary. The date of Expiration of Term of Service (ETS) is an example of a RETAIN Data Dictionary information item.

o. In the GTUSR program, KEYSTONE Branch managers define each user ID's security level by entering the desired value (1 or 2 for field user IDs; 3, 4, 5, or 6 for management user IDs) for each of the three security level categories. These security level values do not need to be the same for all three categories. For instance, managers could define the security level for user IDs UXQ800 (a field user) and UXQ100 (a management user) as shown in Table B-2:

Table B-2
Sample Security Levels For Two User IDs.

| User ID | User Level | Display Level | Update Level |
|---------|------------|---------------|--------------|
| UXQ800 | 2 | 2 | 1 |
| UXQ100 | 3 | 3 | 3 |

p. The security level set for user ID UXQ800 (a field user) is valid because all three values entered (user level, display level, update level) fall within the field user range of 2 or below. Continuing the example of the ETS date in the PREPARE program, a display level of 2 would allow this field user to see the ETS date on the soldier's EMF record. However, an update level of 1 would restrict this user ID from revising the ETS date when executing the PREPARE program.

q. Similarly, the security level managers established for user ID UXQ100 (a management user) is valid because all three values entered are within the management user range of 3 or above. The display level of 3 would allow this management user to see the ETS date on the soldier's EMF record when executing the PREPARE program. In addition, an update level of 3 would allow the user to use PREPARE to update the soldier's ETS date.

r. Managers need to implement the five procedures described above (authorize a user ID, manage system passwords, identify programs for user access, designate user and program lockout times, and establish security levels) when establishing a new user ID on the system. If the user ID has already been entered on the system, managers would bypass the first procedure but would implement the remaining four procedures.

s. Only with a complete definition of each user ID can managers effectively control system usage.

B-3. MANAGEMENT OF USER ID INFORMATION

a. Managers may use the RETAIN System to display and revise system user information. This information includes the user ID's:

- Mailing address;
- Autovon and commercial phone numbers;
- Descriptions of the computer terminals in the user's possession; and
- The names of terminal area security officers and each terminal's primary user.

The system indexes this user information by user ID. For example, UXQ271 is the user ID for RETAIN system users at the USA Training and Doctrine Command (TRADOC). Managers use the PASSWORD program to display and update information for each system user.

b. In addition, managers may use the PASSWORD program to request batch printing of address labels for a manager-specified range of user identification numbers. Managers could, for instance, request the printing of labels for system users with user IDs between UXQ201 and UXQ499. The labels are printed by a high-speed printer.

B-4. AUTHORIZATION FOR USERS TO RECEIVE MESSAGES

a. The RETAIN System enables its users to communicate on-line with other system users. Managers may send and receive messages; field users may only receive messages. Refer to Paragraph 4-4 of this Handbook for a detailed discussion of the system's on-line communications capability.

b. Because RETAIN serves a wide variety of users, messages can originate from multiple sources. A sample of these sources includes:

- Enlisted Personnel Management Directorate;
- Forces Command (FORSCOM);
- Reenlistment Control Branch;
- Year Group Management; and
- Reenlistment Division, Office of the Deputy Chief of Staff for Personnel.

Furthermore, these messages cover a broad range of topics such as subjects related to the U.S. Army in Europe or to the U.S. Army Reserve.

c. KEYSTONE Branch managers control both the sources and the topics of the messages which individual user IDs (UXQs) may receive.

d. Managers use the GTUSR program to authorize each UXQ for receipt of appropriate messages. For instance, managers could authorize UXQ215, at Fort Belvoir, to receive messages on that UXQ's terminals from the Enlisted Personnel Management Directorate and from the Reenlistment Control Branch but not from Forces Command. In addition, managers could establish that system users at UXQ215 would be able to receive messages concerning personnel in Europe and In-Service Recruiters in Europe but not messages dealing with the U.S. Army Reserve.

B-5. CONTROL OF ENGINEERING CHANGE PROPOSALS

a. Managers at the RETAIN Branch may use the RETAIN System to control an on-line file of active Engineering Change Proposals (ECPs). ECPs are proposed changes to the RETAIN System which require no more than six technical man weeks (TMWs) of work. For instance, the RETAIN Branch might initiate an ECP to modify a current RETAIN System report (e.g., the Temporary Duty, or TDY, report) to include new information.

b. Similarly, the RETAIN Branch would issue an ECP when new Army policy directives such as MOS migration policy would necessitate changes in current system reenlistment processing.

c. Active ECPs fall into several categories. These include ECPs currently being considered, those in the process of being changed, or those that have been completed.

d. Using the ASKECP program, managers may display any or all ECPs on file on the system. This display includes information on the priority of the ECP (first, second, or third priority), its scheduled delivery date, its cost in total man-weeks, the initials of the responsible programmer and analyst, and whether or not the ECP will necessitate revisions to maintenance and user documentation.

e. Besides obtaining reports on active ECPs, RETAIN Branch managers may also use the ASKECP program to add a new ECP to the system's file of active ECPs or delete an existing ECP from that file.

B-6. LIST OF PROGRAMS AND FILES

a. The following is a list of programs in the Management Control module and a brief description of each program's purpose.

Table B-3

Management Control Module.

| Program | Purpose |
|----------|--|
| ASKECP | Reports and updates active Engineering Change Proposals (ECPs). |
| DRVMAP | Adds user IDs to RETAIN, controls the hours of user ID and program usage, and assigns programs to individual user IDs. |
| GTUSR | Establishes security levels for RETAIN System programs and data, reports system passwords, manages DRVMAP passwords, and authorizes system message receipt by a user ID. |
| PASSPORT | Allows managers and field users to change their system password. |
| PASSWORD | Reports user ID system passwords, displays and updates user ID information, and prints user ID address labels. |

b. The following is a list of the files that contain the information processed in the Management Control module.

Driver file

Engineering Change Proposal file

User and Password file

Glossary

Section I Abbreviations

AIT

Advanced Individual Training

ASI

Additional Skill Identifier

BTR

Bar to Reenlistment

BASD

Basic Active Service Date

BCS

Boeing Computer Services

CA

Combat Arms

CAP III

Centralized Assignment Procedures System

CC

CONUS Code

CMF

Career Management Field

CONAP

Continental U.S. Areas of Preference

CONUS

Continental United States

CS

Circular Status

DA

Department of the Army

DCSPER

Deputy Chief of Staff for Personnel

DQ

Desirable Qualifications

ECP

Engineering Change Proposal

EDT

Eastern Daylight Time

EMF

Enlisted Master File

EPD

Enlisted Personnel Directorate

EPDID

Enlisted Personnel Directorate Identification Code

ETS

Expiration of Term of Service

FA

Field Artillery

FORSCOM

U.S. Army Forces Command

GYMPY

Year Group Management Program

HAAP

Homebase Advance Assignment Program

JPI

Job Performance Indicator

LOCID

Location Identification

MACOM

Major Army Command

MEB

Medical Evaluation Board

MILPERCEN

U.S. Army Military Personnel Center

MILPO

Military Personnel Office

MOS

Military Occupational Specialty

MPR

Reenlistment Division of the Office of the Deputy Chief of Staff for Personnel, HQDA

MQ

Mandatory Qualifications

MV

MOS Value

NCO

Non-Commissioned Officer

NORMSI

Nominated/Open Requisition and Special Instruction File

OJT

On-the-Job Training

PCC

Priority Command Code

PDI

Project Development Indicator

PERDDIMS-E

Personnel Deployment and Distribution Management System

PERS

Army Personnel in Europe

PERSACS

Personnel Structure and Composition System

PERSINSD

Personnel Information Systems Directorate

PRP

Personal Reliability Program

PUD

Parent Unit Designer

QV

Quality Value

RCN

Reclassification Control Number

REC

Reenlistment Control Branch

REQUEST

U.S. Army Recruit Quota System

RETAIN

U.S. Army Reenlistment System

SAC

System Automation Corporation

SI

Special Instruction

SIDPERS

Standard Installation/Division Personnel System

SIMOS

Space Imbalance MOS

SMCT

Special Management Commands Team

SPMOS

Source of Primary MOS Code

SQI

Special Qualifications Identifier

SRIP

Selective Reenlistment Incentive Program

SSN

Social Security Number

TDY

Temporary Duty Enroute Schooling

3TE

Three Task Enhancement

TRADOC

U.S. Army Training and Doctrine Command

TSAM

The Skill Alignment Module

UIC

Unit Identification Code

USAREUR

U.S. Army Europe

USAF

U.S. Armed Forces

USAREC

U.S. Army Recruiting Command

YGM

Year Group Management Office

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms**

This section contains no entries.

Index

RETAIN INDEX

This index to the RETAIN Manager's Handbook is organized as follows:

Entries and their corresponding acronyms are both included and cross-referenced.

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