

PERSONNEL INFORMATION SYSTEMS

**US ARMY
RESERVE
COMPONENTS
PERSONNEL
INFORMATION
REPORTING
SYSTEM
(USARCPIRS)**

Headquarters
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Washington, DC
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Unclassified

SUMMARY of CHANGE

AR 680-52

US ARMY RESERVE COMPONENTS PERSONNEL INFORMATION REPORTING SYSTEM (USARCPIRS)

Effective 15 March 1981

PERSONNEL INFORMATION SYSTEMS

US ARMY RESERVE COMPONENTS PERSONNEL INFORMATION REPORTING SYSTEM
(USARCPIRS)

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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

History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This revision assigns responsibilities for the implementation, administration, maintenance, and control of the US Army Reserve Components Personnel Information

Reporting System (USARCPIRS); incorporates information requirements announced in DODI 7730.54, as changed; defines the three data reliability categories established by DOD; changes the date for RPIRS RPMF and OMF monthly tape files and RPIRS-OS monthly transaction cards to arrive at RCPAC; and requires OCONUS commanders to transmit punched card data or negative reports to RCPAC by Automatic Digital Network (AUTODIN).

Applicability. See paragraph 1-2.

Proponent and exception authority. The proponent agency of this regulation is the US Army Military Personnel Center.

Army management control process. Not applicable.

Supplementation. Local supplementation of this regulation is prohibited, except upon approval of Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-SSP, 9700 Page Boulevard, St. Louis, MO. 63132

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 Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-EPP-P) Alexandria, VA 22331.

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

Active Army: —A

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* This regulation supersedes AR 680-52, 15 September 1978.

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Chapter 1 GENERAL

1-1. Purpose

This regulation—

a. Assigns responsibilities for implementing, administering, maintaining, and controlling subordinate data operating systems that combine to support the US Army Reserve COMPONENTS PERSONNEL INFORMATION Reporting System (USARCIPIRS).

b. Governs strength accounting and reporting of all officer, warrant officer, and enlisted personnel assigned to units and control groups as prescribed in NGR 10-1 and AR 140-1.

c. Implements DODI 7730.54, Reserve Components Common Personnel Data System (RCCPDS).

1-2. Applicability

a. This regulation applies to the Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR).

b. This regulation does not apply to enlisted members of the Regular Army who also have a Reserve commission.

1-3. Description of US Army Reserve Components Personnel Information Reporting System (USARCIPIRS).

a. USARCIPIRS is the management designation for a nonoperating system that addresses all Army Reserve Component systems as one entity. It is a consolidation of the operational systems below.

(1) Army National Guard Automated Personnel Information Systems.

(2) Reserve Personnel Information Reporting Systems (RPIRS).

(3) Reserve Personnel Information Reporting System—Overseas (RPIRS—OS).

(4) The Individual Ready, Standby, and Retired Reserve Personnel Information System (TIRPERSINS).

b. RPIRS, RPIRS—OS, and TIRPERSINS are the operational systems for the USAR.

1-4. Basic data requirements

a. The Armed Forces will maintain adequate and current personnel records of Reserve Components (10 USC 275). Records will include each member's—

(1) Physical condition.

(2) Dependency status.

(3) Military qualifications.

(4) Civilian occupational skills.

(5) Availability for service, and

(6) Other information that the Secretary of the Military Department may prescribe.

b. The three data reliability objectives below are established for USARCIPIRS—

(1) Reliability objective 100 percent—

(a) Social Security Number

(b) Organization Class Code

(c) Active Duty Training Status Code

(2) Reliability objective 98 percent—

(a) Name

(b) Grade

(c) Military Personnel Class

(d) Date of Birth

(e) Constructive Commission Service Date (Officer)

(f) Expiration Term of Service Obligation (Enlisted)

(g) Pay Entry Basic Date

(h) Sex

(i) Marital/Dependency Status

(j) Civilian Education

(k) Unit Identification Code

(l) Unit State Code

(m) Unit ZIP Code

(o) Incentive Status Code (Enlisted)

(p) Procurement Program Number (Enlisted)

(q) Scheduled Initial Active Duty Training Date

(r) Scheduled Return from Active Duty Training Date (Enlisted)

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

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

(1) No Expiration Term of Service date will be more than 30 days past due for enlisted personnel.

(2) No Mandatory Removal Date will be past due more than 30 days for officers and warrant officers.

d. Commanders, CONUS armies and CONUS commands may issue additional instructions to insure the reliability objectives in b above are maintained.

e. The date items below are required for accessioning a USAR personnel record.

(1) All US Army Reserve Personnel.

(a) Name.

(b) Social Security Number.

(c) City/State/County/APO/FPO/

(d) Grade Abbreviation and Code.

(e) Sex.

(f) Pay Entry Basic Date.

(g) Military Personnel Class

(h) Duty Military Occupational Specialty/Duty Special Skill Identifier.

(i*) Unit Processing Code

(j) Basic Branch (officers only).

(k) Gain Transaction Type Code and Date.

(l*) Current Incentive Status Code and Date. (See User Manual.)

(2) *Nonprior service enlisted members only.*

(a) Active Duty for Training Status Code (generated, see User Manual).

(b) Armed Forces Qualifications Test.

(c) Civilian Education Level.

(d) Date of Rank (generated from promotion transaction, see User Manual).

(e) Procurement Program Number. (See User Manual.)

(f) Initial Active Duty Training Date (if applicable).

(g) Release from Active Duty Training Date.

(h) Service Obligation

(i) Date of Birth

Note. Data elements apply to both unit and nonunit Army Reserve unless preceded by an asterisk (*). This does not apply to the Army National Guard.

1-5. Responsibilities

a. Deputy Chief of Staff for Personnel (DCSPER),—

(1) Provides functional guidance for all Personnel Information Systems.

(2) Coordinates Reserve Component manpower statistics for aggregate military strength (gains and loss data, authorized and actual, historical, current, and projected).

(3) Controls the addition of data elements over and above those required by DoD.

b. Chief, National Guard Bureau—

(1) Provides State headquarters and US territories the support to maintain adequate and current personnel and organizational records of ARNG personnel.

(2) Designs, develops, and controls the maintenance of personnel data files maintained by the States and the National Guard Computer Center (NGCC).

c. Chief, Army Reserve—

(1) Provides USAR policy guidance to develop and maintain USAR automated personnel systems.

(2) Requests recurring information in accordance with AR 335-15, and sends requests to TAG/RCPAC.

d. The Adjutant General (TAG/RCPAC)—

(1) Develops USAR personnel and administration information systems. These systems maintain and employ the data base to provide management information to commanders for decision making and provide status of mobilization readiness. The data may also be

used to measure unit performance against either fixed standards or objectives.

(2) Prepares documents (user manuals, coding manuals, and standing operating procedures) of USAR Systems. These documents contain detailed information on systems application and capabilities. They specify the source documents to be used to collect data.

(3) Directs operation of a data processing installation at RCPAC.

(4) Insures that the requirements and procedures prescribed by the Privacy Act (5 USC 552a), AR 340–21, and AR 380–380 are met.

e. CG, US Army Forces Command (FORSCOM)—

(1) Commands the USAR units throughout the Continental US Armies (CONUSA) and the 172d Infantry Brigade, Alaska.

(2) Provides Reserve training doctrine and unit readiness guidelines to US Army Western Command (WESTCOM).

(3) Controls reporting and maintenance of personnel and organization record files maintained by RPIRS through CONUS Armies, RPIRS–OS (excluding Europe), and the 172d Infantry Brigade, Alaska.

f. Commander in Chief, US Army, Europe (CINCUSAREUR)—

(1) Commands the USAR units in geographical area of responsibility.

(2) Controls the reporting and maintenance of personnel and organization record files maintained by RPIRS–OS for USAR units in Europe.

g. CG, WESTCOM—

(1) Commands and supports assigned and attached USAR units in geographical area of responsibility.

(2) Controls the reporting and maintenance of personnel and organization data files maintained by RPIRS–OS for USAR units in geographical area of responsibility.

1–6. Preservation of privacy

All personnel who operate systems of records or have access to records that contain personnel data must follow the requirements and procedures prescribed by the Privacy Act (5 USC 552a), AR 340–21, and 380–380. The privacy Act and AR 340–21 require protection of systems of records that contain personal data.

Chapter 2 ARMY NATIONAL GUARD AUTOMATED PERSONNEL INFORMATION SYSTEM (RCS:ARNGB–1)

2–1. Responsibilities for ARNG Automated Personnel Information

Chief, National Guard Bureau (NGB)—

a. Is responsible for the overall design, development, and operation of the Army National Guard Automated Personnel Information System. This includes coordination among the National Guard Computer Center (NGCC), the US Army Finance and Accounting Center, and the States and US territories. CNGB also submits reports RCS:DD–M(M)1147 and 1148 to DoD (chap. 6).

b. Prepares, distributes, and maintains procedural documents for data collection, updating, and reconciliation. The documents also explain codes used in the RCS: ARNGB-1.

2–2. Purpose of the system

This system is operated at the States and US territories and the NGCC. It provides—

a. DoD, HQDA, NGB, individual States and territories, and ARNG unit commanders with prompt personnel information on current strength, procurement, projected losses, and career management.

b. Planning data for preparing budgets, personnel programming, training facilities, or other data as may be required by Congress, DoD, or HQDA.

c. Recurring and one-time personnel reports for individual ARNG units or States.

2–3. System description

This system has two major subsystems—A Standard Personnel System and a Command Personnel System. The Standard Personnel System is centrally designed at the National Guard Computer Center and operates as a field system in the States. The Command Personnel System is designed by and operated at the National Guard Computer Center.

2–4. System operation

a. The Standard Personnel operates at ARNG State headquarters. It is also the data reduction and processing point in each State. Units submit personnel changes and accessions and the data are reduced and processed weekly and on the last day of each month. The system edits and makes corrections within equipment limitations.

b. The Command Personnel System operates at the National Guard Computer Center. It receives edited personnel changes and accessions on computer readable media from all States. Expanded edits are made, the file is updated, and error lists returned to State headquarters for correction.

2–5. Report requirements

a. *Standard Personnel System.* ARNG State headquarters will provide—

(1) A complete personnel data base, including personnel changes and accessions, to the National Guard Bureau.

(2) Personnel management reports required by State headquarters and unit commanders.

(3) The State US Property and Fiscal Officer with all applicable personnel changes that affect pay and create input documents for the JUMPS–RC system.

b. *Command Personnel System* This system—

(1) Produces ARNG input for the Reserve Components Common Personnel Data System (chap. 6).

(2) Produces recurring and one-time reports for all system users. This includes reports to Congress, DoD, DA, NGB, the States, and other Government and non-Government agencies.

(3) Produces various forecasts and special analyses, on request.

Chapter 3 RESERVE PERSONNEL INFORMATION REPORTING SYSTEM (RPIRS) (RCS:AG–669)

3–1. Responsibilities for RPIRS

a. *DCSPER*—

(1) Has functional proponent agency responsibility to receive, coordinate, and approve or disapprove all DA Forms 4157–R, System Change Request (SCR), received.

(2) Monitors systems operation by the CONUSA, through HQ FORSCOM, and insures that TAG/RCPAC applies policy and regulatory changes to the system.

(3) Controls the addition of data elements over and above those required by DoD.

b. *CG, FORSCOM*—

(1) Commands USAR units through the three CONUS Army headquarters. Insures that standard administrative support and management capabilities are available and accomplished.

(2) Insures quality and timeliness of the Reserve data files maintained by RPIRS through—

(a) The US Army Reserve Personnel Information System–Command Involvement Program (USARPISCIP), and

(b) The Reserve Personnel Information System (RPERSINS) Performance Report (RCS: AFAG–11).

(3) Supports standardization of the RPIRS. This is done by insuring that all SCRs are coordinated with each CONUSA and a FORSCOM position is established before sending to DCSPER for decision.

c. TAG/RCPAC—

(1) Is assigned responsible agency for the design, development, and programming of RPIRS. Changes the ADP programs to include approved SCRs and to accommodate applicable changes to policy and regulations.

(2) Prepares documents listed in paragraph 1–5*d*(2).

d. CONUS Army headquarters—

(1) Commands the USAR units within the geographical limits of the CONUSA. Insures the accuracy, quality, timeliness, and uniformity of the data reduction and action taken on personnel and administrative support hardcopy documents.

(2) Coordinates schedules and insures that inputs for processing RPIRS are available. Insures that computer outputs are used by subordinate commands.

(3) Recommends system changes to CG, FORSCOM to accommodate new or changed functional support requirement.

(4) Submits reports in accordance with paragraph 3–5

3–2. Purpose of the system

RPIRS is operated by the three Continental Army Headquarters (CONUSA). It—

a. Provides personnel administrative support to unit commanders and immediate commands on members of the Selected Reserve.

b. Provides data for strength accounting, recurring reports, special one-time reports, and management information. These data are required by DoD, HQDA, FORSCOM, US Army Training and Doctrine Command (TRADOC) and US Army Recruiting Command, US Army Finance and Accounting Center, US Army Health Services Command, and US Army Concept Analysis Agency.

c. Provides automated personnel administrative support to CONUSA headquarters, ARCOMs, GOCOMs, and USAR units by processing a Reserve Personnel Master File (RPMF) and an Organization Master File (OMF).

d. Provides recurring and one-time management information reports, DA standard forms, and punched card outputs to CONUSA headquarters and subordinate commands.

e. Sends personnel and organizational data each month to TAG/RCPAC. These data are included in the many DA, DoD, and Command Involvement Program (CIP) strength accounting and management information reports.

3–3. System description

The RPIRS automated system is divided into seven subsystems—

a. Files Maintenance This includes data edits and updates to the RPMF and OMF,

b. Personnel Administrative Support This includes the generation of recurring preprinted forms and reports relating to personnel administration,

c. Military Occupational Specialty and Specialty Skill Identifier code conversion required by AR 611–101, AR 611–112 and AR 611–201.

d. Officer Mandatory Promotion subsystem,

e. Annual Active duty for Training Requisition Edits,

f. Automated Enlisted Honorable Discharge Processing subsystem, and

g. Reserve Mobilization subsystem.

3–4. System operation

The system allows cyclic processing (weekly edit and update, monthly output, and other “as required” cycles). The edit and update cycles may be adjusted to meet transaction volume and individual CONUSA processing requirements. Data for the RPIRS are collected manually from source documents at the unit level. Data for gains are collected at the Armed Forces Examining and Entrance Station (AFEES). Data are reduced through a machine input media from the coding sheets prepared at the CONUSA headquarters. Input data are edited and that which fails to meet the edit criteria is printed on error rosters for reconciliation and resubmission. In addition, turnaround punched cards are produced to aid in correcting certain types

of errors. The hardcopy documents produced by RPIRS for personnel and administrative support are sent to the USAR unit commanders. Suspense controls are used to insure that reconciliation’s are reduced and processed promptly. FORSCOM will implement policy to provide procedural guidance to control the manual administration and management of the USAR unit personnel.

3–5. Report requirements (RCS:AG–669).

Commanders, CONUSA headquarters, will submit—

a. Two copies of the updated month-end RPMF and two copies of the Reserve (OMF) to RCPAC via command pouch. Providing duplicate copies of the RPMF and OMF prevents processing delays at RCPAC if one of the tapes received is damaged or unreadable. Tapes must arrive on or before the first working day of the month after the report month. Each file will be accompanied by DA Form 200 (ADP Data Transmittal Record) completed in accordance with AR 18–7. Address: Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ–SSO–A, 9700 Page Blvd., St. Louis, MO 63132.

(1) The DA Form 200 used to transmit RPMF tape will show—

(a) The number of gains and losses in the RPMF,

(b) Number of other transactions,

(c) Strength by officer and enlisted personnel, and

(d) Total number of records.

(2) The DA Form 200 used to transmit the OMF tape will show a separate count of the number of training center records and the number of unit records.

b. One copy of the USAR unit to nonunit transfer data record (TDR) tape produced in each update cycle will be sent to RCPAC via AUTODIN. Tapes must arrive at RCPAC the day after the update cycle.

Chapter 4 RESERVE PERSONNEL INFORMATION REPORTING SYSTEM—OVERSEAS (RPIRS—OS)(RCS:AG—669)

4–1. General

For the purpose of this regulation, Army Reserve units in Europe, Alaska, and WESTCOM are included in RPIRS–OS.

4–2. Responsibilities for RPIRS–OS.

a. CG, FORSCOM—

(1) Has overall command jurisdiction over Reserve units in the geographical area serviced by 172d Infantry Brigade, Alaska.

(2) Through subordinate commands, insures that required data are collected and sent to RCPAC in an accurate and timely manner.

(3) Provides Reserve training doctrine and unit readiness guidelines to CG, WESTCOM.

(4) Insures that 172d Infantry Brigade, Alaska, complies with the report requirements of this regulation as implemented in the RPIRS–OS User Manual issued by RCPAC.

b. CINCUSAREUR—

(1) Has overall command jurisdiction over Reserve units located in Europe.

(2) Through subordinate commands, insures that required data are collected and sent to RCPAC in an accurate and timely manner.

(3) Complies with report requirements of this regulation as implemented in the RPIRS–OS User Manual issued by RCPAC.

c. CG, WESTCOM—

(1) Has command jurisdiction over Reserve units in geographical area of responsibility.

(2) Insures that required data elements are collected and sent to RCPAC in an accurate and timely manner.

(3) Receives Reserve training doctrine and unit readiness guidelines from CG, FORSCOM.

(4) Complies with the report requirements of this regulation as implemented in RPIRS–OS User Manual issued by RCPAC.

d. TAG/RCPAC—

(1) Designs, develops, and maintains and ADP system for

processing data cards received from OCONUS Army Reserve Commands. The data base is needed to support DoD and HQDA reporting.

(2) Prepares, distributes, and maintains procedures to aid in data collecting, encoding, and transmitting of data transaction cards to RCPAC. Procedures also include instructions on reconciling erroneous data transactions.

4-3. Purpose of the system

RPIRS-OS is operated at RCPAC. It-

a. Provides the basic data for strength accounting, recurring reports, special one-time reports, and management information reports. These data are required by DoD, HQDA, FORSCOM, and TRADOC.

b. Maintains RPFM and an OMF.

c. Updates the RPFM and OMF monthly. This is done by using punched cards sent by OCONUS commanders.

d. Includes the updated files of the total USAR (personnel master file from RPIRS, TITPERSINS, and RPIRD-OS) which is used to meet DoD and HQDA report requirements.

4-4. System operation

RCPAC maintains personnel and an organization master file for each overseas command listed in paragraph 4-2. OCONUS area commanders send punched cards to RCPAC. The cards show gains, losses, changes, reassignments, and attachments. RCPAC edits the punched cards (for agreement and validity by data element and applies them to the RPIRS-OS data base. Error listings are sent to OCONUS commanders for reconciliation and submission of corrected transaction cards to RCPAC. RCPAC sends OCONUS commanders DA Forms 2 (Personnel Qualification Records) for annual audit. RPFM and OMF master record transcripts are furnished monthly for new accessions, losses, and changed records. Personnel information is audited by comparing the MPRJ data to a quarterly RPFM transcript.

4-5. Report requirements

a. CINCUSAREUR; CG, US Army Western Command; and CG, 172d Infantry Brigade, Alaska, will send punched cards to RCPAC. The cards will show gains, changes, losses, reassignments, and attachments. Cards must arrive on or before the first workday of the month after the report month. Punched cards will be sent by Automatic Digital Network (AUTODIN) in accordance with chapter 4, RPIRS-OS User Manual.

b. A negative report will be sent by AUTODIN if there are no transactions during the month.

Chapter 5 THE INDIVIDUAL READY, STANDBY AND RETIRED RESERVE PERSONNEL INFORMATION SYSTEM (TIRPERSINS)

5-1. Responsibilities for TIRPERSINS

a. *DCSPER*-

(1) Has proponent agency responsibility to monitor operations and insures that TAG/RCPAC applies policy and regulatory changes to the system.

(2) Controls the addition of data elements over and above those required by DoD.

b. *TAG/RCPAC*-

(1) Is assigned responsible agency for the design, development, programming, data collection, and maintenance of TIRPERSINS.

(2) Incorporates approved ADP system changes to accommodate applicable policy and regulation modifications.

(3) Develops and maintains the system documents.

5-2. Purpose of system

TIRPERSINS is an automated information system operated at RCPAC to-

a. Manage, administer and mobilize reservists assigned to the Individual Ready, Standby, and Retired Reserve Control Groups.

b. Provide support in the form of personnel administration, master index, retirement point accounting, and data base maintenance.

c. Provide basic data for strength accounting, recurring reports, special one-time reports, management and mobilization information reports required by DoD, HQDA, FORSCOM and TRADOC.

5-3. System description

The TIRPERSINS automated system employs several master disk files, including a RPFM, a retirement credits master file, and organizational files. The RPFM contains data on the individual reservist for purpose of training, career development, mobilization readiness, and retirement. The RPFM is updated by punched cards, magnetic tape files, or typewritten data sheets prepared on optical character recognition (OCR) typewriters.

5-4. System operation

The system operates on weekly transaction edit and update cycles; weekly, monthly, and bimonthly output cycles; and other "as required" cycles. Punched cards, magnetic tape files, disk files, and typewritten data sheets are used as input to the system. Data are reduced by manually preparing OCR data sheets, keypunching input cards, and processing magnetic tape and disk files. Input data are edited. That which fails to meet the edit criteria is printed on error rosters for reconciliation and resubmission. Outputs from this system may be rosters, recurring preprinted forms, personnel and administrative reports, punched cards, magnetic tapes and disk files. The audit trail requirement is met by keeping a hardcopy document in searchable sequence.

5-5. Report requirements

CG, RCPAC will include TIRPERSINS personnel data in recurring reports, special one-time reports, and management information for DoD, HQDA, and FORSCOM. RCPAC will also provide the local administrative support needed for TIRPERSINS personnel processing.

Chapter 6 RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS) DOD (RCS:DD-M(M) 1147 and DD-M(M)1148

6-1. Responsibilities for submitting data to RCCPDS

a. The agencies below will follow the procedures and instructions in this chapter for submitting Army Reserve Component data to the RCCPDS.

(1) CNGB submits the consolidated ARNG input, and

(2) TAG/RCPAC submits input for the USAR Selected Reserve, Individual Ready Reserve, Standby Reserve, and Retired Reserve.

(3) DA submits uniform magnetic tape files produced from the automated personnel data banks of the ARNGUS and the USAR. RCCPDS Record Layout is at figure 6-1

b. RCCPDS receives input from the monthly submission of magnetic tape files from-

(1) The US Army Reserve Components Personnel Information Reporting System, and

(2) Automated personnel information systems of the other Services (Navy, Air Force, Air National Guard, Coast Guard, and Marine Corps).

6-2. Purpose of submissions. Submissions provide DoD-

a. Reserve Component files and data to produce the "Official Guard and Reserve Manpower Strength and Statistic" report. Effective management decisions and manpower research analyses and actuarial studies are based on these data. The report is sent through the Office of the Assistant Secretary of Defense (Public Affairs) for

release to the public. It is used throughout DoD by other Government agencies and by Congress.

b. Detailed statistical listings of Reserve personnel strength (to be used in making policy decisions) and provide a basis for research analyses and actuarial studies.

6-3. Report requirements

a. The reporting requirements of this chapter are assigned the Requirement Control Symbols below—

(1) DD-M(M)1147 (Master Reserve Components Common Personnel Data File), and

(2) DD-M(M)1148 (Transactions to the Reserve Components Common Personnel Data File).

b. The personnel data included in this reporting system (shown in the record layout (fig. 6-1) partially meet the minimum data needed to satisfy statutory requirements (10 USC 275). The items in paragraph 1-4 must also be maintained in individual records to meet these requirements. The Transaction File (DD-M(M)1148) will be used to report only gains, losses, reenlistments, and extensions of members of the Selected Reserve.

6-4. Frequency and forwarding reports

a. Magnetic tape report files will be sent by Airmail or Air Express monthly. Reports should arrive at Defense Manpower Data Center by the 20th of the month following the “as of” month.

b. Computer produced quality control edits will be sent with the magnetic tape files. After the files have been produced, they will be edited before submission.

c. Reports and copies of the computer produced quality control

edits will be sent with the DA Form 200. The form will be completed in accordance with AR 18-7 and mailed to Defense Manpower Data Center, 550 Camino El Estero (Suite 200), Monterey, CA 93940.

6-5. Files description

a. Files will be separated into officer and enlisted files.

b. Master files will be sequenced by social security number (SSN) in ascending order beginning with 001010001.

c. Transaction file will be sequenced major to minor as follows:

(1) Social security number, ascending order.

(2) Transaction date, ascending order.

d. Multifile reels are permissible and preferred in order to reduce the volume of tape handling.

e. Magnetic tapes will be 9 track, 1600 BPI, with standard IBM 360 labels. The external label data set names will be seven positions without spaces or periods as follows:

(1) *Position 1.* Reserve Component. Enter—

G—Army National Guard

A—Army Reserve

(2) *Position 2.* Military Personnel Class. Enter—

O—Officer

E—Enlisted

(3) *Positions 3 through 6.* As of Date. Enter—

YYMM

(4) *Position 7.* Type of File. Enter—

M—Master File

T—Transaction File

g. Files will be submitted in the RCCPDS Record Layout format at figure 6-1.

h. All unknown data items are to be left blank.

RESERVE COMPONENT COMMON PERSONNEL DATA SYSTEM RECORD LAYOUT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
RESERVE COMPONENTS	SOCIAL SECURITY NUMBER	INDIVIDUAL NAME (FIRST 18 CHARACTERS)	RESERVE CATEGORY	INS/PAY/RETIRED CAT	PAY GRADE	DATE OF CURRENT PAY GRADE (YYMM)	FULL TIME SPECIAL ACT GUARD/RES ID	DATE OF BIRTH (DOB) (YYMMDD) OR (YYMM)	OFFICERS DATE OF COMMISSION ENLISTED DATE OF ETS/ECC (YYMMDD) OR (YYMM)	POSTAL STATE ABBREVIATION (INDIVIDUAL)	POSTAL ZIP CODE (INDIVIDUAL)	PAY ENTRY BASE DATE (PEBD) (YYMMDD) OF (YYMMDD)	PRIMARY MOS/AFSC/ RATE, RATING	DUTY MOS/AFSC/ RATE, RATING	SOURCE OF COMM/ENTRY	RACE	ETHNIC GROUP		
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	
SEX	MARITAL STATUS	DEPENDENTS NUMBER	CIVILIAN EDUCATION	MILITARY EDUCATION	LANGUAGE	TOTAL MONTHS OF ACTIVE FED MILITARY SERVICE	TOTAL YEARS OF SATISFACTORY FED SERV FOR RET	PROGRAM ELEMENT CODE (PEC)	UNIT IDENTITY CODE (UIC)	UNIT STATE CODE	UNIT ZIP CODE (UIC)	BASIC BRANCH AND SPECIALISTS	CURRENT AERB RATING	CURRENT FILING STATUS	20-YR LETTER INDICATOR	MANDATORY REMOVAL DATE (YMM)	EMPLOYER	CIVILIAN OCCUPATION CODE	CURRENT INCENTIVE STATUS CODE
39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	
COMMAND STAT/MENTAL GP	OBLIGOR STATUS	TERM OF ENLISTMENT (TDE)	DISPUTED DATA INDICATOR	GAIN/LOSS/MISS SEPARATION PROGRAM	DESIGNATOR (SPD)	CHARACTER OF SERV	TRANSACTION EFFECTIVE DATE (YYMMDD)	TRANSACTION CODE	CIVIL SERVICE COMPUTATION DATE (YYMMDD) OR (YYMM)	CIVILIAN GRADE	EMPLOYER	MANDATORY REMOVAL DATE (YMM)	CURRENT FILING STATUS	CURRENT AERB RATING	20-YR LETTER INDICATOR	MANDATORY REMOVAL DATE (YMM)	EMPLOYER	CIVILIAN OCCUPATION CODE	CURRENT INCENTIVE STATUS CODE
58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
RESERVE COMPONENTS	SOCIAL SECURITY NUMBER	INDIVIDUAL NAME (FIRST 18 CHARACTERS)	RESERVE CATEGORY	INS/PAY/RETIRED CAT	PAY GRADE	DATE OF CURRENT PAY GRADE (YYMM)	FULL TIME SPECIAL ACT GUARD/RES ID	DATE OF BIRTH (DOB) (YYMMDD) OR (YYMM)	OFFICERS DATE OF COMMISSION ENLISTED DATE OF ETS/ECC (YYMMDD) OR (YYMM)	POSTAL STATE ABBREVIATION (INDIVIDUAL)	POSTAL ZIP CODE (INDIVIDUAL)	PAY ENTRY BASE DATE (PEBD) (YYMMDD) OF (YYMMDD)	PRIMARY MOS/AFSC/ RATE, RATING	DUTY MOS/AFSC/ RATE, RATING	SOURCE OF COMM/ENTRY	RACE	ETHNIC GROUP		

NOTES: * TO BE CARRIED AS BLANKS ON MOST RECORDS UNTIL FURTHER NOTICE.
 ** REPORT DATA ONLY ON MILITARY TECHNICIANS.
 *** NOT APPLICABLE TO MASTER RECORDS.

Figure 6-1. RESERVE COMPONENT COMMON PERSONNEL DATA SYSTEM RECORD LAYOUT

Unclassified

PIN 003752-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.56

PIN: 003752-000
DATE: 04-06-99
TIME: 11:55:37
PAGES SET: 10

DATA FILE: e226.fil
DOCUMENT: AR 680-52
DOC STATUS: REVISION