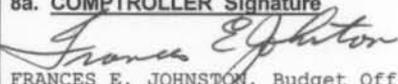
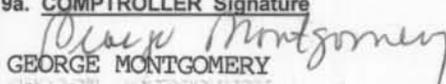
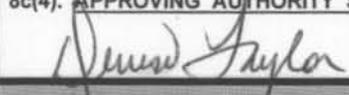


INTRASERVICE

**SUPPORT AGREEMENT**

E68

<b>1. AGREEMENT NUMBER</b> (Provided by Supplier) W44DQ1-98336-767		<b>2. SUPERSEDED AGREEMENT NO.</b> (If this replaces another SA) W44DQ1-91139-767		<b>3. EFFECTIVE DATE (YYMMDD)</b> 990907		<b>4. EXPIRATION DATE</b> (May be "Indefinite") Indefinite	
<b>5a. SUPPLYING ACTIVITY (Name and Address)</b> Commander U.S. Army Field Artillery Center and Fort Sill ATTN: ATZR-LMI Fort Sill, OK 73503-5100				<b>6a. RECEIVING ACTIVITY (Name and Address)</b> Commander Red River Army Depot ATTN: SIORR-RB Texarkana, TX 75507-5000			
<b>5b. MAJOR COMMAND:</b> TRADOC				<b>6b. MAJOR COMMAND:</b> AMC			
<b>7. SUPPORT PROVIDED BY SUPPLIER</b>							
<b>7a. SUPPORT (Specify what, when, where, and how much)</b>		<b>7b. BASIS FOR REIMBURSEMENT</b>		<b>7c. ESTIMATED REIMBURSEMENT</b>			
M2-Military Personnel Support		None/Non-Reimbursable		\$0			
M5-Mortuary Services		None/Non-Reimbursable		\$0			
R2-Resource Management		None/Non-Reimbursable		\$0			
R3-Retired Affairs		None/Non-Reimbursable		\$0			
Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>TOTAL</b>		\$0			
<b>8. SUPPLYING COMPONENT</b>				<b>9. RECEIVING COMPONENT</b>			
<b>8a. COMPTROLLER Signature</b>  FRANCES E. JOHNSTON, Budget Officer		<b>8b. Date Signed</b> 31 Aug 99		<b>9a. COMPTROLLER Signature</b>  GEORGE MONTGOMERY Director of Resource Management		<b>9b. Date Signed</b> 18 Aug 99	
<b>8c(1). APPROVING AUTHORITY Typed Name</b> TIMOTHY S. HAYMEND, Director of Logistics				<b>9c(1). APPROVING AUTHORITY Typed Name</b> LONNIE F. WRIGHT, Civilian Executive Assistant			
<b>8c(2). Organization</b> Directorate of Logistics ATZR-L		<b>8c(3). Telephone No.</b> DSN 639-3004		<b>9c(2). Organization</b> Red River Army Depot		<b>9c(3). Telephone No.</b> DSN 829-2102	
<b>8c(4). APPROVING AUTHORITY Signature</b> 		<b>8c(5). Date Signed</b> 9-7-99		<b>9c(4). APPROVING AUTHORITY Signature</b> 		<b>9c(5). Date Signed</b> 20 Aug 99	
<b>10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)</b>							
<b>SUPPLYING COMPONENT</b>				<b>RECEIVING COMPONENT</b>			
<b>10a. Approving Authority Signature</b>		<b>10b. Date Signed</b>		<b>10c. Approving Authority Signature</b>		<b>10d. Date Signed</b>	

# SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-98336-767

**11. GENERAL PROVISIONS** (Complete blank spaces and add additional general provisions as appropriate; e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

a. The Receiving Components will provide the Supplying Component projections of requested support. (Significant changes in the Receiving Components' support requirements should be submitted to the Supplying Component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the Supplying Component to bring any required or requested change in support to the attention of \_\_\_\_\_ (See page 4, para 8b.) \_\_\_\_\_ prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DFAS Lawton-Fort Sill OPLOC, ATTN: DFAS-LW-A, Fort Sill, OK 73503-0500, DSN 639-6367.

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons such as legislation, DOD directive, and commercial utility rate increases. The Receiver will be notified immediately of such rate changes that must be passed through to the support Receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within Supplier's capabilities.

g. Attachments:

A - Military Personnel General Support Provisions

**DISTRIBUTION:**

Cdr, USAFACFS, ATTN: ATZR-LMI, Fort Sill, OK 73503-5100

Cdr, RRAD, ATTN: SIORR-RB, Texarkana, TX 75507-5000

Continued on page 3.

**12. SPECIFIC PROVISIONS** (As appropriate: location and size of occupied facilities; unique Supplier and Receiver responsibilities; and conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

Continued on page 5.

Additional specific provisions attached:  YES  NO

SA #W44DQ1-98336-767

Receiver: Red River Army Depot  
Texarkana, TX

## GENERAL PROVISIONS

### 1. References:

- a. AR 5-9, 1 Apr 84, Intraservice Support Installation Area Coordination.
- b. AR 37-27; 5 Dec 72; Accounting Policy and Procedures for Intragovernment, Intradefense, and Intra-Army Transactions.
- c. AR 37-49; 19 Oct 78; Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.
- d. Letter, HQDA, DAAG-PAP-P(M)/DAPC-PSF-M, 8 May 74, subject: Implementation of the Consolidation of Military Personnel Activities (COMPACT).
- e. Message, TRADOC, R261524Z Mar 76, subject: Consolidation of Military Personnel Activities (COMPACT).
- f. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.

2. This intraservice support agreement (SA) documents administrative support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier) to Commander, Red River Army Depot, Texarkana, TX (Receiver). In accordance with (IAW) references 1d and 1e, Fort Sill assumed COMPACT support of the military personnel records from Red River Army Depot. Authorized personnel strength is 6 officers and 1 enlisted personnel.

3. Supplier is funded from operation and maintenance, Army (OMA), funds; and Receiver is funded from Army working capital funds (AWCF). Although both parties are funded separately, base operations (BASOPS) support provided will be on a non-reimbursable basis since the Receiver has transferred one civilian slot (GS-5) to the Supplier to handle the additional workload. Receiver shall provide necessary budget feeder information to the Supplier in sufficient time and detail for inclusion in the appropriate FORSCOM/TRADOC budget as financed or unfinanced requirements.

4. Any mission unique and stock fund support that might be provided will be reimbursable. In those instances the Receiver shall submit DD Form 448 (Military Interdepartmental Purchase Request) to Cdr, USAFACFS, ATTN: ATZR-RP, Fort Sill, OK 73503-5100, DSN 639-3134. Supplier has the option to accept any portion of the MIPR as a direct fund cite. Money accepted as a direct fund cite shall be monitored by DFAS Lawton-Fort Sill OPLOC and the Receiver. Supplier will forward DD Form 448-2 (Acceptance of MIPR) to the address in Block 6a on page 1. DFAS Lawton-Fort Sill OPLOC shall then bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to the address in Block 6a on page 1 for payment. SF 1080 shall cite this SA number and DODAAC W45G18 and have appropriate accountable documents attached.

5. Receiver shall comply with Supplier's policies, procedures, and regulations that apply to the services provided and financial arrangements made. Unless stated otherwise in the specific provisions; services provided will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities (standard level of support) and will be provided within available capabilities and resources. Above-standard level of support and mission unique support are annotated with asterisks (\*\*) in the specific provisions.

6. Receiver is responsible for categories of support not listed in this agreement until negotiated with and approved by the Supplier to be provided.

7. Supplier will not change, reduce, or terminate the agreement unilaterally without giving sufficient advance notice to the Receiver.

a. When possible, both parties shall effect significant changes to support provided by giving sufficient advance notice to the other to allow appropriate funding adjustments to be made during the budget formulation process (at least 180 days). Minor changes may be made by pen and ink or by attaching a memorandum; these changes must be initialed by both parties.

b. Supplier reserves the right to reduce/terminate support based on customer demand and will apply any reductions in support on an equitable basis to all receivers of support.

c. If this agreement is unilaterally terminated with less than 180 days prior notice to the other party, the terminating party may be billed by the non-terminating party for reimbursement of unavoidable termination and reprocurement expenses incurred during the 180-day period following notification.

8. Points of contact for the administration of this support agreement are as follows:

- a. Supplier: Ms. Dora Presley, Installation Support Agreements Manager (SAM)  
or Mr. Bob Clutter, Assistant SAM  
Directorate of Logistics (DOL), Fort Sill, OK 73503-5100  
DSN 639-5072/4909 or (580) 442-5072/4909, FAX ext 2719  
E-mail Address: PRESLEYD or CLUTTERW@DOIMEX1.SILL.ARMY.MIL
  
- b. Receiver: Ms. Karen Ford  
Red River Army Depot  
ATTN: SIORR-RB  
Texarkana, TX 75507-5000  
DSN 829-3331, FAX ext 2551

SA #W44DQ1-98336-767

Receiver: Red River Army Depot  
Texarkana, TX

## SPECIFIC PROVISIONS

### SUPPLIER SHALL

### RECEIVER SHALL

#### M2-Military Personnel Support: Non-Reimbursable

1. Provide military personnel services IAW attachment A. Attach Receiver's personnel to Personnel and Support Battalion (PSB).

1. Comply with the attached military personnel general support provisions.

#### M5-Mortuary Services: Non-Reimbursable

1. Provide for the performance (contract operation) of all logistical functions associated with the recovery, identification, care, and disposition of deceased Army personnel on active duty when death occurs within OK and AR.

1. Request services as required IAW AR 600-8-1. Coordinate special requirements with the mortuary officer, Military Personnel Division/Adjutant General (AG), B 3162, 2-4014.

#### R2-Resource Management: Non-Reimbursable

1. Cost and process SAs; manage reimbursable funds.

1. Provide feeder data as requested by the Supplier in a timely manner.

#### R3-Retired Affairs: Non-Reimbursable

1a. Administer the Army Retirement Services Program outlined in AR 600-8-7, Chapter 3. Conduct semi-annual pre-retirement counseling sessions, provide individual counseling sessions for retirees, and provide individual counseling to potential retirees on personal affairs. Main-tain liaison with Social Security and Department of Veterans Affairs in order to provide referral assistance. Maintain a supply of pamphlets for pre-retirement packets and a small library in Retirement Services Office for handouts.

1a. Contact the Retirement Services Ofc, DCA, 2-5963, B 3162, Rm 104, for assistance. Publicize programs and make personnel available for counseling.

1b. Review retirement applications for compliance with AR 635-200 and AR 635-100. Approve and publish retirement and reassignment orders for valid enlisted applications. Forward officer and enlisted applications requiring waivers to PERSCOM for approval. Upon receipt of approved applications and retirement orders from PERSCOM, publish reassignment orders for officers; publish reassignment and retirement orders for enlisted. Publish amendments when required. Return disapproved applications through channels to individuals concerned.

1b. Monitor, review, and forward officer and enlisted applications for voluntary retirements with commander's recommendation to POB. Arrange for retirement physical examination as required. Initiate transition leave requests. Arrange for soldier to travel to Fort Sill to out-process.

2a. Administer the Survivor Benefit Plan (SBP). Conduct group briefings on SBP at pre-retirement briefings and provide a resident expert on difficult cases.

2. Publicize the SBP.

2b. Furnish retirement packets, if applicable, and letters of instruction for the Survivor Benefit Plan to military personnel with approved applications for retirement. Provide assistance and counseling services both in person and telephonically, except for specified counseling to members undergoing MEB/PEB action at GLNRM.

Attachment A to  
SA #W44DQ1-98336-767  
Receiver: Red River Army Depot  
Texarkana, Tx

## MILITARY PERSONNEL GENERAL SUPPORT PROVISIONS

### SUPPLIER SHALL

### RECEIVER SHALL

#### SECTION I: PERSONNEL SERVICE BRANCH (PSB)

##### 1. RECORDS MANAGEMENT.

1a. Maintain officer Smith file and enlisted military personnel records jackets (MPRJJs).

1b. Schedule and conduct required records review.

1c. Control access to and release of information from DA Forms 2 and 2-1.

1d. Maintain "charge-out records" to account for records removed from files.

1e. Process SIDPERS transactions IAW DA Pam 600-8-2 for updating the SIDPERS and Personnel Information Systems (PERSINS) database.

1f. Ensure that the transfer data record for inter-SIDPERS arrival is keyed into the automated files.

1g. Provide new or correct data for blanks and errors on individual personnel data files in SIDPERS.

1h. Prepare change reports and maintain automated suspense files for actions pertaining to individuals.

1i. Initiate inquiries pertaining to individuals.

1j. Initiate inquiries pertaining to missing records.

1k. Maintain a suspense of the Armed Forces Reserve Medal (AFRM). Screen MPRJJs to determine administrative eligibility for award of the AFRM. Issue letters awarding AFRM to eligible individuals. Provide data on previous awards requested by Receiver's commander to process achievement or service awards.

1l. Closely screen each MPRJ of in-coming officer/enlisted personnel assigned to Fort Sill. Review each DA Form 2 and 2-1, make necessary changes, report changes, and submit TDRs to SIDPERS. In-coming and out-going processing are

1a. In-process officer/enlisted personnel. Ensure MPRJJs are reviewed by Receiver's Security Division and Finance Division prepares travel vouchers. Forward MPRJJs and travel packets to Supplier. Coordinate all actions with Military Personnel Division (MPD) record personnel.

1b. Notify personnel of time of records review.

1c. Furnish personnel as needed by MPD.

1d. Authenticate all records requiring signature.

1e. Provide updated information as necessary and as requested by Personnel Automation Branch (PAB).

1f. Ensure a DPRT SIDPERS transaction is processed for duty day after the effective date of departure to generate a TDR to the gaining database.

1g. Coordinate information with PAB.

1h. Monitor and coordinate suspense items to ensure completion. Advise PSB of completion.

1i. Monitor the SIDPERS command and staff report (C40) for expired reporting dates. Respond to other personnel inquiries.

1j. Provide information upon request from MPD.

1k. Administer all internal actions pertaining to awards and decorations except for award of the AFRM and Good Conduct Metal (GCMDL).

1l. Prepare requests for sponsors, housing, and dependent travel. Secure port calls and passports and issue clearance forms and PCS leave. Ensure individuals are properly cleared prior to reporting to PSB.

## SUPPLIER SHALL

accomplished by mail for military personnel whose duty stations are outside the commuting area and MPRJs are mailed to Receiver for departing military personnel.

**1m.** Maintain a suspense of the Good Conduct Medal (GCMDL). Screen MPRJs to determine administrative eligibility for award of GCMDL. Provide data on previous awards requested by Receiver's commander to process achievement or service awards.

**2. NONCOMMISSIONED OFFICER EFFICIENCY REPORTS (NCOERS).** Initiate annual and initial NCOERS and maintain suspenses. Forward reports to Receiver. Perform the personnel office portion of the noncommissioned officer evaluation system.

**3. OFFICER EFFICIENCY REPORTS (OERS).** Maintain suspense and initiate annual and initial OERS when required. Initiate reports upon receipt of notification when other than annual or initial OERS are due. Provide information to complete Part I of DA Form 67-8.

**4. CENTRAL RECORDS FACILITY (CRF).** Operate the CRF and administer and dispose of MPRJs of deserters. Serve as installation point of contact concerning absentee drop from rolls (DFR) records.

**5. SUSPENSION OF FAVORABLE PERSONNEL ACTIONS.** Establish controls to preclude processing of favorable personnel actions.

**6. CHANGE OF NAME, BIRTH DATE, AND SOCIAL SECURITY NUMBER (SSN).** Process communications requesting official name change, birth information, and/or SSN. Issue special orders announcing changed data.

**7. ID CARDS.** Monitor.

**8. PROMOTIONS (OFFICER)—LOCAL CONTROL.** Suspend and initiate DA Form 78 for recommendations for promotion from 2LT/WO1 to 1LT/CW2. Screen personnel records for qualification for promotion and notify approval authority of results of screening. Issue orders affecting approved promotions.

**9. PROMOTIONS (OFFICER)—DA CONTROL.** Monitor promotion of officers in DASO. Coordinate with Receiver to verify promotion eligibility. Publish extract copies of DASO effecting promotion and furnish to Receiver's commander and MACOM. Check promotion consideration lists to ensure all officers within the announced zones are properly being considered.

## RECEIVER SHALL

**1m.** Administer all internal actions pertaining to awards and decorations except for award of the GCMDL and AFRM. Approve or disapprove award of GCMDL when notified of administrative eligibility.

**2.** Establish rating schemes for E5 and above. Monitor the flow of NCOERS received from PSB to ensure timely completion and return. Provide technical assistance to NCOER rating official. Initiate and forward change of rater and special reports to PSB for processing. Prepare correspondence related to NCOER appeals. When required, forward report to Cdr, DESCOM, for completion by rater/senior rater/reviewer.

**3.** Establish rating schemes and furnish copy to evaluation work center when changes occur or once each quarter, whichever comes first. Monitor the flow of OERS within supported units to ensure timely completion. When required, send reports to DESCOM for completion by rater/senior rater. Provide technical assistance to rating officials.

**4.** Initiate and furnish CRF documents required by AR 630-10 when individual becomes DFR'd. Coordinate with CRF upon accession of a former absentee to procure documentation for Uniform Code of Military Justice (UCMJ) action or duty status reconciliation.

**5.** Initiate and control suspension of favorable personnel actions. Verify proper SIDPERS are accomplished.

**6.** Initiate, review, and approve recommendations. Forward to PSB for issuance of orders.

**7.** Prepare DD Form 1172 for soldiers and dependents as required. Furnish a copy with photo to Supplier. Issue ID tags as required.

**8.** Review and approve/disapprove promotions and return to PSB for issuance of orders. Conduct promotion ceremonies.

**9.** No action.

## SUPPLIER SHALL

- 10. ENLISTED PROMOTION TO GRADES E2/E3.** Review and monitor enlisted promotions to grades E2 and E3. Periodically check to ensure that E2 and E3 promotions are being affected on a timely basis.
- 11. ENLISTED PROMOTION TO GRADE E4.** Check promotion recommendations to ensure recommended soldiers meet all eligibility requirements.
- 12. ENLISTED PROMOTION TO GRADES E5/E6.** Upon receipt of cutoff scores from HQDA, screen promotion recommended lists for grades E5/E6 and verify eligibility for promotion of personnel who meet cutoff score criteria. Publish promotion orders to include required MOS actions. Process actions (initial, re-evaluation, promotion point adjustment) within the month of receipt. Forward a copy of the product to the soldier.
- 13. ENLISTED PROMOTION TO GRADES E7/E8/E9.** Submit required documentation to HQDA for promotion boards for grades E7/E8/E9. Screen promotion eligibility listings to ensure all personnel within announced zones are being properly considered. Advise Receiver of personnel selected for promotion as announced in DASO.
- 14. REPORTS OF ENLISTED PERSONNEL.** Prepare reports of enlisted personnel eligible for promotion consolidated with Receiver's eligible personnel.
- 15. ENLISTED REDUCTION BOARDS.** Process enlisted administrative reductions. Publish orders necessary for establishment of a reduction board. Publish reduction and MOSC orders.
- 16. ENLISTED REDUCTIONS.** Publish reduction orders. Receive copies of documents (Articles 15 and/or approved reduction board findings) affecting the reduction of enlisted personnel. When applicable, publish orders effecting forfeiture of pay and/or changes in MOSC. The PSB will announce reductions for personnel who will be separated UP AR 635-200 and will receive an undesirable discharge and/or separation in grade E1.

## RECEIVER SHALL

- 10.** No action.
- 11.** No action.
- 12.** Conduct promotion ceremonies.
- 13.** Monitor documents forwarded to MPD for review prior to the promotion board. Conduct promotion ceremonies. Furnish copies of orders.
- 15.** Initiate reduction requests. Prepare requests for orders. Convene boards and forward approved board findings to PSB for issuance of orders. Forward appeals to the appellate authority.
- 16.** Ensure reductions are affected and distribute the necessary documents to Finance via UTL.

## SECTION II: PERSONNEL OPERATION BRANCH (POB)

### 1. CASUALTY ADMINISTRATION.

- 1a.** Provide casualty administration. Prepare and distribute casualty reports when death occurs within the casualty area (OK and AR). For deaths outside the casualty area, furnish MPRJ data to the appropriate casualty area commander.
  - 1b.** Administer the Survivor Assistance Program when next of kin is located within the casualty area. Coordinate with appropriate casualty area commander when survivor resides outside the casualty area.
- 1a.** Call in all available information to DSN 639-6405, Casualty Section, ATZR-OBT, B 3162, FAX ext 6914. Respond to requests for additional information. Maintain a staff duty officer on call after duty hours to furnish assistance.
  - 1b.** Provide a survivor assistance officer, and upon request, notify next of kin.

## SUPPLIER SHALL

**2. LINE OF DUTY (LOD) INVESTIGATIONS.** Appoint (issue orders), review, and exercise final approval authority on formal LOD investigations.

**3. SEPARATION / ELIMINATION ACTIONS.** Appoint boards; review and expedite board actions. Advise Receiver's commander of board results. Administer board/elimination actions at the General Court Martial (GCM) level.

**4. CONGRESSIONAL / SPECIAL INTEREST INQUIRIES.** Acknowledge, process, and reply to congressional inquiries.

**5. OCONUS LEAVE.** Process OCONUS leave requests.

**6. EXTENSIONS / DECLINATIONS OF ACTIVE DUTY OFFICERS FOR U.S. ARMY RESERVE PERSONNEL.** Process requests to approval authority.

**7. OFFICER CANDIDATE SCHOOL (OCS) AND U.S. MILITARY ACADEMY PREPARATORY SCHOOL (USMAPS).** Process applications for OCS and USMAPS. Convene OCS boards. Provide data from MPRJ as requested. Schedule written examinations and board appearances, as applicable. Forward USMA applications to USMAPS. After board action, forward OCS applications to PERSCOM.

**8. OFFICER, REGULAR ARMY APPOINTMENT PROGRAM.** Administer the Regular Army Appointment Program. Process recommendations, except those requiring general officer endorsement (which will be forwarded to Receiver's commander directly to PERSCOM). Provide information copies of applications to Receiver's commander.

**9. OFFICER RELEASE FROM ACTIVE DUTY AND UNQUALIFIED RESIGNATIONS.** Monitor release from active duty and unqualified resignations to normal end of service separation or DA-directed release programs. Forward information copies of individual request or release from active duty to Receiver's commander.

**10. COMPASSIONATE REASSIGNMENTS.** Counsel and assist individuals in preparing requests. Recommend approval/disapproval of requests and send to DA for approval. Publish orders for attachment(s) if appropriate.

**11. MOS TESTING (TCO 231-DPT RESPONSIBILITY).** Appoint and monitor an alternate TCO at RRAD.

**12. SERVICE SCHOOLS.** Process requests for school and verify qualifications for attendance. Then forward to DPTM. Publish necessary TDY or permanent change of station (PCS) orders.

## RECEIVER SHALL

**2.** Appoint (issue orders), review, and conduct LOD investigations. Furnish names of officers to perform LOD for actions involving Receiver's military personnel.

**3.** Prepare and document recommendations for separation/elimination and submit to commander of Receiver's MACOM.

**4.** Provide specific and detailed data for basing replies.

**5.** Approve/disapprove requests for leave IAW AR 600-8-10.

**6.** Prepare requests.

**7.** Assist and counsel OCS and USMAPS applicants. Coordinate processing of applications; review for completeness and appropriate commander's recommendation. Forward to PSB for review, board action, and disposition. Arrange for physical examinations as required.

**8.** Counsel and assist individuals in preparing requests. Make appropriate command recommendations. Forward to POB.

**9.** Advise officers of selection for directed release program. Counsel and assist officers requesting individual release from active duty.

**10.** Process requests for compassionate reassignments and forward to Supplier.

**11.** Perform MOS testing related functions.

**12.** Prepare applications for school and forward to POB.

**SUPPLIER SHALL****RECEIVER SHALL****SECTION III: PERSONNEL STRENGTH MANAGEMENT (PSM)**

- |   |  |
|---|--|
| <p><b>1. SPECIFIED TOUR ASSIGNMENTS.</b> Monitor and control personnel on specified tour assignments and maintain accurate "date of loss" data on Individual Standard Installation/Division Personnel System Personnel Files (SPF).</p> <p><b>2. UNIT MANNING REPORTS (UMRs).</b> Review monthly malutilization reports and notify Receiver to correct their UMRs.</p> <p><b>3. ON-THE-JOB TRAINING (OJT).</b> Approve or disapprove requests for reclassification based upon OJT.</p> <p><b>4. CONUS ASSIGNMENT INSTRUCTIONS—ENLISTED.</b> Receive DA or major command assignment instructions for continental United States (CONUS) reassignments. Advise Receiver of names of personnel who were levied and appear administratively qualified for shipment. Publish orders and send out sponsor forms.</p> <p><b>5. EXCHANGE OR OTHER REASSIGNMENTS.</b> Process requests for exchange or other reassignments. Publish orders effecting approved transfers.</p> <p><b>6. VOLUNTEERS FOR OVERSEAS AREAS.</b> Process requests of volunteers for overseas areas.</p> | <p><b>1.</b> Advise PSB of changes to tour lengths. Send requests for tour extensions to PSB for forwarding to PERSCOM for approval.</p> <p><b>2.</b> Update UMRs via the Tactical Army Combat Computer System (TACCS).</p> <p><b>3.</b> Recommend approval or disapproval of awards of military occupational specialty (MOS) upon completion of OJT.</p> <p><b>4.</b> If applicable, prepare requests for release from assignment instructions or deferment assignment instructions. Ensure personnel located at Fort Sill receive required reassignment processing requirements.</p> <p><b>5.</b> Counsel and assist individuals in preparing requests. Recommend approval or disapproval of requests and send to PSB.</p> <p><b>6.</b> Prepare requests and forward to PSB.</p> |
|---|--|

**SECTION IV: PERSONNEL AUTOMATION BRANCH (PAB)**

- |   |   |
|---|---|
| <p><b>1. SIDPERS SUPPORT FILES.</b> Maintain all SIDPERS transaction personnel files.</p> <p><b>2. SIDPERS PERSONNEL FILES.</b> Maintain the SIDPERS personnel master files.</p> <p><b>3. REPORT PRODUCTION AND DISTRIBUTION.</b> Provide automatic command and staff reports IAW DA Pam 600-8-1 or as requested and approved.</p> <p><b>4. MONITORING STRENGTH STATUS.</b> Monitor strength status IAW DA Pam 600-8-1.</p> <p><b>5. PROGRAMMING AND SOFTWARE ANALYSIS.</b> Provide software and program support.</p> <p><b>6. PERFORMANCE STANDARDS.</b> Prepare periodic performance reports to display Receiver's unit-level processing.</p> <p><b>7. SIDPERS TRAINING.</b> Provide SIDPERS unit-level training for personnel sergeants and unit clerks.</p> | <p><b>1.</b> Provide support file update information IAW DA Pam 600-8-1.</p> <p><b>2.</b> Ensure a copy of any DA-approved TDA is forwarded to the PAB prior to the effective date on the TDA.</p> <p><b>3.</b> Maintain all reports IAW DA Pam 600-8 series and DA Pam 25-400-2.</p> <p><b>5.</b> Request services as required.</p> <p><b>6.</b> Review the performance report and take appropriate action to either correct below-standard performance or recognize satisfactory or above performance.</p> <p><b>7.</b> Request services as required. Individuals will provide for own TDY funds. Unit will coordinate with the PAB (DSN 639-4520/4579) to schedule training.</p> |
|---|---|