

**IG CHECKLIST  
(AG Admin & Pers – SIDPERS)**

<b>Proponent/Phone No:</b>	Adjutant General/2-3007	
<b>Functional Area:</b>	Administration & Personnel	
<b>Program/Activity Topic:</b>	SIDPERS	
<b>Date of Revision:</b>	10 September 1999	
<b>Management Control Checklist Applied:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NA	
<b>Unit Inspected:</b>	<b>Date Inspected:</b>	
<b>Inspector's Name:</b>	<b>Phone No:</b>	
<b>1. References.</b>		
a. AR 680-29, 1 Mar 89, Military Personnel- Organization and Type of Transaction Codes.		
b. AR 600-8-6, 20 May 94, Personnel Accounting and Strength Reporting.		
c. DA Pam 600-8-1, 1 Aug 86, Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures.		
d. DA Pam 600-8, 25 Feb 86, Management and Administrative Procedures.		
e. Workcenter Supervisor (WCS) Book, Edition IV.		
f. Error Resolution Handbook (most recent version).		
g. Published MOIs from PAB.		
i. Internal SOP.		
<b>2. Discussion.</b> Everyone in the U.S. Army has a key role in the success of the SIDPERS System.		
<b>3. Questions.</b>	<b>YES</b>	<b>NO</b>
a. Are the following publications on hand?		
DA Pam 600-8-1		
DA Pam 600-8		
AR 680-29		
AR 600-8-6		
Workcenter Supervisor (WCS) Book, Edition IV		
Error Resolution Handbook(most recent version)		
DA Pam 600-8-31 (DRAFT)		
Published MOIs from PAB		
Internal SOP		
b. Has the Bde or unit submitted a AAA-162 validated by the Cdr or Adjutant IAW the published Memorandum of Instruction MOI?		
c. Is the AAA-162 annotated with new arrivals and departures?		
d. Is AAA-342 monitored for Record Status Changes?		
e. Does the WCS know how to create, reset, and delete SIDPERS 3 accounts?		
f. Does the WCS know how to clear the back up and input transaction queues?		
g. Does the WCS retire accounts on departing soldiers?		
h. Are system maintenance logs cleaned weekly?		
i. Are local system tables populated?		
j. Can the clerk execute personnel procedures using SIDPERS-3?		
k. Does the unit meet the standard of forwarding transactions to PAB 90% of operational days?		
l. Did the S1 create a MIT Cut after the last change packet and is it on hand along with the system Configuration Report (AAA-996)?		
m. Do SIDPERS 3 workstations have "SIDPERS Help" as a shortcut?		

	YES	NO
n. Does the S1 monitor the SIDPERS 3 Web Site ( <a href="http://www.perscom.army.mil/tagd/sidpers3/page1.htm">www.perscom.army.mil/tagd/sidpers3/page1.htm</a> )?		
AAA-001 Personnel Requirement Report		
AAA-095 Suspension of Favorable Personnel Action Report		
AAA-117 Unit Enlistment Advancement Report		
AAA-119 Waiver Allocation Report		
AAA-160 Report of AWOL by Name		
AAA-161 Unit Manning Report		
AAA-162 Unit Personnel Accountability Report		
AAA-165 Unit Personnel Accountability Notices		
AAA-242 E5/E6 Recommendation List for Promotion		
AAA-256 Personnel Summary Recap		
AAA-342 Alpha Roster		
<b>4. REMARKS:</b>		