

**11D PAM 1-201**  
**COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: M	DATE OF REVISION: 1 May 03
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Standard Installation/Division Personnel System (SIDPERS)	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A. Discussion: Maintenance of SIDPERS-3 is key to manning units and keeping soldiers' records accurate. Department of the Army relies on this system to make decisions involving personnel resources.</p> <p>B. References:</p> <ol style="list-style-type: none"> <li>1. Army Regulation 380-19, Information Systems Security and USAREUR Regulation 380-19, Information Systems Security.</li> <li>2. Army Regulation AR 600-8-6, Personnel Accounting and Strength Reporting</li> <li>3. 1<sup>st</sup> PERSCOM SIDPERS-3 SOP, dated 19 Oct 2001.</li> </ol> <p>1. LOCAL SYSTEM TABLES MANAGEMENT:</p> <ol style="list-style-type: none"> <li>a. Are all the below tables populated:               <ol style="list-style-type: none"> <li>(1) T16, Authentication Details</li> <li>(2) T43, Order Distribution Scheme</li> <li>(3) T71, Mailing/Distribution Address</li> <li>(4) T72, Letterhead Details</li> <li>(5) T73, Office Symbol</li> <li>(6) T78, Authority Line</li> </ol> </li> <li>b. Has the Order Control Log been Set</li> </ol> <p>2. ACCOUNT MANGAGEMENT</p> <ol style="list-style-type: none"> <li>a. How many current users are there?</li> <li>b. Are user accounts created for each new user of the system?</li> <li>c. Have all departed personnel user accounts been retired?</li> <li>d. Has the Security Automation System Manager been appointed in writing?</li> </ol> <p>3. PROCESSING TRANSACTIONS:</p> <ol style="list-style-type: none"> <li>a. Submission of Arrival Transactions</li> </ol>		

(1) Does the unit attempt to submit arrival on soldier immediately upon soldier signing into the unit?

(2) Is the soldier annotated on the AAA-162 upon arrival to the unit?

(3) Does the SIDPERS Clerk ensure that temporary arrivals are not submitted?

(4) Does the unit notify the PAS when they are unable to submit a regular arrival after 3 days?

(5) Are arrival transactions revoked for erroneously arrived soldiers?

#### b. Submission of Departure Transactions

(1) Does the unit wait until a pending loss record is in SIDPERS-3 prior to submitting departure transactions?

(2) Does the unit ensure they do not submit departure transactions on any soldiers separating/retiring? Do they wait and allow the Transition Center to submit the necessary transactions?

(3) Does the unit notify the PSD when a gaining UIC is not reflected in SIDPERS-3 and a soldier is within 30 days from his/her PCS?

(4) Are departure transactions submitted NLT the next work day after the soldier departs the unit?

(5) Are departure transactions submitted in error revoked on the same day or as soon as discovered?

#### 4. MAINTAIN PERSONNEL REPORTS

a. Are errors elevated to the PAS when unable to be resolved at the unit?

b. Does the unit annotate the Unit Commander's Finance Report monthly with all newly arrived/departed personnel and provide it to the Finance Office?

c. Does the unit receive a schedule from the PAS that list by name the ERBs/ORBs required to be forwarded to the PSB for audit?

#### 5. UNIT PERSONNEL ACCOUNTABILITY REPORT (AAA-162) RECONCILIATION

a. Is the AAA-162 report printed and reconciled (at a minimum bi weekly)?

b. Does the unit annotate the AAA-162 with newly arrived and departed personnel & notify the appropriate echelon if unable to submit the appropriate transactions?

c. Is the report properly used to monitor unit strength and database accuracy?

d. Does the unit conduct a monthly reconciliation with the PAS of AAA-162, AAA-165 and Alpha Roster (AAA-342)?

	<b>GO</b>	<b>NO-GO</b>
<p>e. Does the unit forward a copy of the reconciled and signed (Unit Commander) EOM AAA-162 report to the PAS by the 10<sup>th</sup> of the month? Does the unit retain the original on file?</p> <p>f. Does the unit conduct a PAI whenever a Change of Command occurs? Is it forwarded to the PAS for review? Is it forwarded to the G1 for approval/disapproval?</p> <p>g. Are the reports retained and disposed of properly?</p> <p>6. UNIT PERSONNEL ACCOUNTABILITY NOTICES (AAA-165) RECONCILIATION</p> <p>a. Is the AAA-165 report printed daily?</p> <p>b. Are respective units identified and coordination made with the unit to clear discrepancies?</p> <p>c. Is the report retained and disposed of properly?</p> <p>7. UNIT MANNING REPORT (AAA-161)</p> <p>a. Is the Unit Manning report maintained IAW AR 600-8-6, Chap 3, procedure 3-35?</p> <p>b. Does the unit annotate the Unit Manning Report daily with all newly arrived/departed personnel?</p> <p>c. Are newly assigned personnel assigned in position number 9992 beyond seven days after arrival in the unit?</p> <p>d. Are soldiers double-slotted or assigned to position number 999?</p> <p>8. ALPHA ROSTER (AAA-342)</p> <p>a. Is the Alpha Roster printed bi-weekly (at a minimum) and maintained properly?</p> <p>b. Is the Alpha Roster viewed weekly to determine soldier's Record Status Code (RSC)?</p> <p>c. Are RSC Codes 1D resolved. Is RSC Codes 3B &amp; 3E referred to the PAS immediately for resolution?</p> <p>9. FILE MAINTENANCE</p> <p>Are all files/reports maintained IAW AR 25-400-2?</p>	<b>GO</b>	<b>NO-GO</b>

**Rating standard (PAT: Standard Installation/Division Personnel System (SIDPERS))**

- Commendable – 90% of all items receive a “GO” rating.
- Satisfactory – 75%-89% of all items receive a “GO” rating.
- Needs Improvement – 74% and below of all items receive a “GO” rating

Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date