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ARMY REGULATION
No. 600-36

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 August 1972

PERSONNEL—GENERAL
MILITARY PERSONNEL SYSTEMS MANAGEMENT

Effective 15 September 1972

Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (PEPS-P), WASH DC 20310; other commands will furnish one copy of each to the next higher headquarters.

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1. **Purpose.** This regulation identifies the policy and responsibilities for the design, implementation, and control of military personnel systems in the Army.

2. **Applicability.** This regulation applies to Headquarters, Department of the Army and Army field commands at all levels.

3. **Explanation of terms.** a. For the purpose of this regulation, a military personnel system is defined as the systematic organization of resources and procedures required to support and carry out DA policies in the procurement, training, distribution, sustainment, and separation of military personnel.

b. Military personnel systems (whether manual, automated, or a combination of both) begin with the company clerk and extend through personnel offices (AR 600-8) and other personnel support activities to HQDA. They are the systems that, when properly managed, provide complete, accurate, and timely personnel information and support to commanders at all levels.

4. **Objectives.** a. To enhance the effectiveness of personnel systems at all levels.

b. To achieve optimum utilization of resources in support of DA manpower and personnel management functions.

c. To provide organizational structures which will facilitate operations in either a peacetime or wartime environment.

5. **Policy.** HQDA policy in the area of personnel systems is one of centralized and standardized

operation which is centralized by direction of HQDA to the level that will assure efficient and economic performance. Effective implementation of this policy requires continuous command review at all levels to insure compliance with prescribed procedures.

6. **Responsibilities.** a. DCSPER, HQDA is responsible for—

(1) Providing central policy direction, coordination, and control for the planning, development, and application of integrated HQDA and Army-wide personnel systems (automated and manual) required to support the Army personnel functions of procurement, training, distribution, sustainment, and separation.

(2) Establishing policies for all standard personnel systems.

(3) Planning, coordinating, and controlling to insure compatibility between manual and automated personnel systems and subsystems.

(4) Establishing policies and operating guidelines which will facilitate the automation of manual systems.

(5) Establishing priorities for personnel systems design, development, and operation.

(6) Insuring standardization, compatibility, and interface of all personnel systems, to include prescribed organization and operation of field personnel offices.

(7) Developing concepts and coordinating actions designed to meet changing requirements for automatic data processing (ADP) support of

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personnel accounting and personnel management functions.

(8) Developing and monitoring a program for evaluating worldwide personnel systems.

(9) Exercising continuous monitorship, through periodic surveys, of HQDA operating systems and standard field systems that support the Army-wide personnel systems.

(10) Monitoring resource requirements and utilization in the development and maintenance of personnel systems.

b. Army field commanders are responsible for—

(1) Insuring that policies and procedures for the operation of personnel systems established by HQDA are adhered to in all subordinate elements.

(2) Insuring that staffing and organizational guidelines are followed.

(3) Forwarding requests for exception to established organizational policies and guidelines to HQDA (PEPS-P) WASH DC 20310, for ap-

proval prior to implementation. Such requests will include all justification for an exception to policy.

(4) Forwarding requests for exception to established procedures and guidelines to HQDA (DAPO-PMP) WASH DC 20315, for approval prior to implementation. Such requests will include all justification for an exception to policy. Requests for exception involving individual personnel actions will continue to be forwarded to the responsible action agency.

7. Related publications. a. AR 600-8 provides general policies governing organization and operation of military personnel offices and responsibility for command and staff supervision.

b. DA Pam 600-8 provides procedural guidance in the techniques of organization, management, and control of military personnel offices.

c. AR 680-60 defines functional responsibilities for effective management of personnel information systems in the field.

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (PEPS-P) WASH DC 20310.

By Order of the Secretary of the Army:

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