

S/S By change 1,30 Oct 86

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Army Regulation 600-61

Personnel—General

The Personnel Management Assistance System (PERMAS)

Headquarters
Department of the Army
Washington, DC
25 July 1985

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What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

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The Editors

SUMMARY of CHANGE

AR 600-61

The Personnel Management
Assistance System (PERMAS)

This regulation is a complete revision of AR 600-61, dated 30 September 1976. It contains minor changes, corrections, and updates throughout. In addition, this regulation prescribes team composition, scheduling, and the ratings to be used in the conduct of evaluations. While permitting the command option to conduct inspection visits, it encourages visits in the assistance mode.

UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

UPDATE Cancel and Underscore Technique

| | | |
|---|---|---|
| 1. | 2. | 3. |
| Original text as it appeared in the base publication: | <i>Change</i> text as it appears in a current UPDATE issue: | <i>Fresh</i> text as it will appear in the next UPDATE issue: |
| The quick brown fox jumped over the lazy dog. | The quick brown <u>gray</u> fox jumped over <u>on</u> the lazy dog. | The quick gray fox jumped on the lazy dog. |

UPDATE Tint Technique

| | | |
|--|--|---|
| 1. | 2. | 3. |
| Text as it appeared in the last UPDATE issue: | <i>Restructured change</i> text as it appears in this UPDATE issue: | <i>Fresh</i> text as it will appear in the next UPDATE issue: |
| Chapter 1 Introduction | Chapter 1 Introduction | Chapter 1 Introduction |
| 1-1. Purpose a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for—the Army functional Files System (TAFFS), systematic identification, maintenance, retirement, and destruction of Army records, establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA), and the reporting requirements for TAFFS. b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records. | 1-1. Purpose a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for— (1) The Army Functional Files System (TAFFS). (2) The systematic identification, maintenance, retirement, and destruction of Army records. (3) The establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA). (4) The reporting requirements for TAFFS. b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records. | 1-1. Purpose a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for— (1) The Army Functional Files System (TAFFS). (2) The systematic identification, maintenance, retirement, and destruction of Army records. (3) The establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA). (4) The reporting requirements for TAFFS. b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records. |

Supersession Notice: This UPDATE publication supersedes the standard format bound edition of AR 600-61 dated 30 September 1976.

Distribution: Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 383 and 385 of the subscriber's DA Form 12-9A. AR 600-61 distribution is B for Active Army, and D for USAR.

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Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

Placement of Tables, Figures, Appendixes, and "R" Forms:

• Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located

after the last chapter of the publication. Less than full-page tables and figures will be placed nearest the first cited reference in the publication.

• All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

A Special Note About Forms and Local Reproduction: Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

• DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.

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• Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.

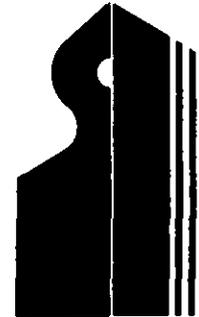
• The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a modified format more convenient to local users. Those provisions permit back-to-back printing,

carbon sets, and continuous construction for word processing use.

• AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

• The rules for procuring printing differs from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economical and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

Effective 25 July 1985

Personnel—General

The Personnel Management Assistance System (PERMAS)

This UPDATE printing publishes a revision which is effective 25 July 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 30 September 1976.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation establishes the responsibilities, scope, and policies for conducting visits to Active Army installations, Military Personnel Offices, supported units, and commanders under the Personnel Management Assistance System. It does not prohibit nor replace the formal or informal visits to assess personnel operations required by Army Regulation 600-8 and other visits conducted at the discretion of commanders at any echelon.

Applicability. This regulation applies to all Active Army organizations and U.S. Army elements of DOD activities that have responsibility for personnel management or records maintenance. It does not apply to

Reserve Officer Training Corps or units of the Army National Guard and U.S. Army Reserve.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA(DAPC-EAZ-MD), ALEX VA 22332-0400.

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 dates unless sooner superseded or rescinded.

Suggested improvements. The proponent 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 and Blank Forms) directly to HQDA(DAPC-EAZ-MD), ALEX VA 22332-0400.

Distribution: Active Army, B; ARNG, None; USAR, D.

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1. Purpose

The purpose of The Personnel Management Assistance System (PERMAS) is to assess the effectiveness of military personnel management and improve the quality of personnel service and support provided to soldiers and commanders at all levels. The PERMAS also identifies problems in the personnel management system and communicates those problems through channels for corrective action.

2. Reference

DA Pamphlet 600-7, Personnel Management Assistance System (Cited in paras 4b(2), 7, and 8b(2)).

3. Explanation of abbreviations

- a. CG . . . commanding general.
- b. DAPERMAST. Department of the Army Personnel Management Assistance System Team.
- c. HQDA . . . Headquarters, Department of the Army.
- d. MACOM . . . major command.
- e. MILPERCEN . . . Military Personnel Center.
- f. MILPO . . . Military Personnel Office.
- g. PERMAS . . . Personnel Management Assistance System.

4. Responsibilities

a. U.S. Army Military Personnel Center (MILPERCEN). The Commanding General (CG), MILPERCEN is assigned proponent responsibility for PERMAS directives and is

responsible for ensuring that PERMAS operates effectively and in accord with established standards. The CG, MILPERCEN will—

(1) Monitor the operation of the PERMAS Army-wide. Coordinate Headquarters Department of the Army (HQDA) and Major Command (MACOM) PERMAS efforts in the collection of data. Enhance mutual support and cooperation among PERMAS teams.

(2) Establish a DA PERMAS team (DAPERMAST) to perform systematic field evaluations at installations not supported by a MACOM PERMAST which—

(a) Promote standardization among Military Personnel Offices (MILPOs) in implementing HQDA policies and procedures.

(b) Provide assistance in the introduction of new policies, programs and systems.

(c) Provide assistance to the local commander to improve the efficiency and effectiveness of local personnel service support.

(3) Employ DAPERMAST members to accompany MACOM PERMASTs to—

(a) Conduct fact finding and data collection missions for HQDA as required.

*This regulation supersedes AR 600-61, 30 September 1976.

(b) Learn first hand of any problems in the personnel management system.

(c) Provide maximum assistance in resolving problems which arise during visits and require action at HQDA level.

(d) Advise MACOM PERMASTs of policy changes affecting military personnel management.

(4) Establish, with MACOM input, the minimum projects to be evaluated by all PERMAST.

(5) Identify, develop, coordinate, and ensure the completion of HQDA special projects to be accomplished by all PERMASTs. Separate directives will be issued for each special project. These projects will be conducted for a limited time.

(6) Identify MILPO or personnel systems problems Army-wide requiring HQDA resolution.

(7) Coordinate with the HQDA proponent to provide quarterly feedback of information through CG, MILPERCEN to MACOM commanders outlining the status of problems identified by PERMAST for resolution at HQDA.

(8) Provide assistance to mobilized Reserve Components to attain a deployable status and integration into the Active Army personnel system.

(9) Furnish extracts of PERMAST reports to appropriate HQDA staff elements when information contained therein affects their staff functions or responsibilities.

b. *Major commands.* Authorization for PERMASTs is limited to MILPERCEN, U.S. Army Forces Command (FORSCOM), U.S. Army Training and Doctrine Command (TRADOC), U.S. Army Europe and Seventh Army (USAREUR), and Eighth U.S. Army (EUSA). CGs of these commands will—

(1) Maintain and provide sufficient funds for a permanent team composed of qualified individuals to ensure fulfillment of the PERMAS mission. PERMAS positions will be nominative and every effort will be extended to utilize qualified volunteers. Ensure that members are, as a minimum, cleared in accordance with AR 604-5 for access to information classified as SECRET.

(2) Ensure that MILPO under their command and units supported by these activities receive PERMAS visits in accordance with this regulation and DA Pam 600-7.

(3) Complete DA special projects as directed by CG, MILPERCEN and report findings to MILPERCEN.

(4) Request assistance from the DAPERMAST or another MACOM team when feasible, in conducting PERMAS visits based on geographical considerations and economy of operations. Copies of the memorandum of understanding made under provisions of this paragraph will be forwarded to HQDA(DAPC-EAZ-MD), 200 Stovall Street, ALEX VA 22332-0400.

(5) Furnish MILPERCEN a copy of all PERMAS visit reports.

(6) Inform the installation commander and other MACOM, as appropriate, when a

representative from MILPERCEN will accompany the MACOM PERMAST on a visit.

c. *Unified commands and MACOMs not authorized PERMAST.* Commanders of Army components of unified commands and activities not included in a or b above, will communicate with MILPERCEN to ensure that units under their command or operational control receive visits by the MILPERCEN or a MACOM PERMAST as specified in this regulation.

d. *Installation and division commanders.* Installation and division commanders will—

(1) Provide administrative and logistical support to PERMAST for the duration of visits, as outlined in the notification of visit letter.

(2) Grant access to facilities, personnel, personnel records, personal finance records, medical and dental records, and reports and supporting equipment as required to conduct a PERMAS visit.

5. Composition of teams

a. Teams will be established on a permanent basis. However, the composition of teams for specific visits will be determined by the geographical area to be covered, the number and size of activities to be visited, and the mission to be accomplished. The team will be formed and operated at a level within the MACOM to ensure an unbiased evaluation of MACOM personnel service and support. The team will consist of a field grade officer or chief warrant officer as the team chief and a sufficient number of team members (commissioned, warrant, or non-commissioned officers or civilians) fully qualified in military personnel management and procedures. A minimum of six members is normally required to conduct a PERMAS evaluation.

b. PERMAST members will—

(1) Be assigned against established table of distribution and allowances with primary duty of serving on the PERMAST. Team members will not be used as regulation proponents or policymakers.

(2) Have the ability to analyze procedures, conduct briefings, provide advice, and instruction.

(3) Keep abreast of new personnel management procedures, policies and current developments in all areas of personnel management and operations.

(4) Inform MILPO and unit personnel of proper management practices and procedures when deviations from standards are observed or weaknesses are identified in specific areas, referencing the appropriate directives.

(5) Devote enough time to each project to identify problems and provide assistance.

c. All statements by the team, whether to local personnel or to the Department of the Army, must be based on facts that will withstand critical analysis.

6. Type of visits

a. The purpose of the visit is to identify problem areas within the personnel services

and support system and to provide on-site assistance in eliminating the cause of the problem and to initiate corrective or preventive action as required. Informal deskside instruction at the operator level is essential. Commanders and operating personnel will be advised as to the overall effectiveness of military personnel procedures at the installation or organization. Subjective ratings will be provided in each area evaluated along with an overall rating for personnel service support in the command. Ratings will be based upon published DA and PERMAS standards. The two ratings to be used are satisfactory (SAT) or requires considerable improvement (RCI). All DA PERMAST visits will be conducted in the assistance mode.

b. A MACOM commander may determine that an evaluation of the effectiveness of military personnel management and the identification of problems within the command is appropriate. When true, the MACOM PERMAST may conduct a visit in an inspection mode as directed by the MACOM Commander.

7. Projects to be evaluated

The minimum projects to be evaluated by all PERMAST will be listed in DA Pam 600-7. The DA PERMAST will provide guidance on DA special projects. MACOMs may assign additional projects, beyond basic and DA special projects, provided resources permit and the conduct thereof does not interfere with the accomplishment of projects contained in DA Pam 600-7 and DA special projects.

8. Visit policies

a. *Scheduling.*

(1) Active Army activities identified in paragraph 2 will receive PERMAS visits. All MILPOs will be visited each fiscal year. Visits will include as many supported units and activities performing military personnel functions as scheduling and project loads will permit. More frequent visits will be made when conditions indicate that assistance is needed.

(2) Reasonable care should be taken to avoid conflict with visits by inspectors general.

(3) Projected schedules are needed to formulate activities of the DA PERMAST. MACOMs will provide a copy of their scheduled visits to HQDA(DAPC-EPZ-MD) semiannually.

(4) The DA PERMAST will be notified promptly when a MACOM PERMAST alters a previously submitted schedule.

b. *Method of operation.*

(1) Upon arrival at the installation, the team chief will report to the commander or designated representative (CofS, G1, AG) to explain the nature and scope of the visit, DA special projects and method of team operation.

(2) The PERMAS report will be prepared and distributed prior to the PERMAST departure. The format for the

report will be the same as that outlined in DA Pam 600-7.

9. Post visit actions

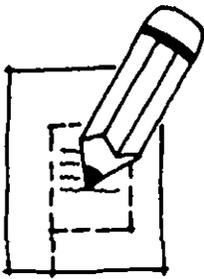
a. At the conclusion of a visit, commanders at local, intermediate, and major command levels will take appropriate action to resolve problem areas. Problems that cannot be resolved will be outlined into PERMAS report for resolution by HQDA.

b. MILPERCEN will ensure that systemic problems noted in PERMAS reports are identified for inclusion in the Problem Resolution Tasking System.

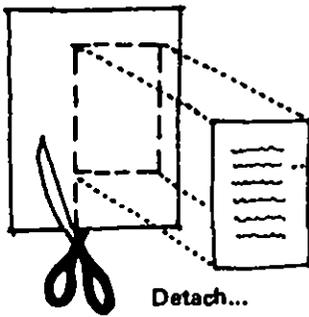


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