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DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 1 March 1983

PERSONNEL—GENERAL  
MILITARY PERSONNEL OFFICES

Effective 1 April 1983

*This change adds subparagraph 6l, to paragraph 6, Functions of the Military Personnel Office, within AR 600-8. This addition, clarifies the requirement for maintenance of the MILPO message and MILPO letter files in the MILPO, and delegates in subparagraph 12g to AMEDD/HSC units and activities the authority to publish priority orders for filler personnel in times of mobilization. This change will not affect or implement the New Manning System. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.*

1. AR 600-8, 16 November 1976, is changed as follows:
  - Page 2. Subparagraph 6l, is added to paragraph 6, as follows:
    - l. Establish and maintain a reference file of all MILPO Messages and Letters until they are rescinded or superseded.
  - Page 4. Subparagraph 12g is superseded as follows:
    - g. Preparation and publication of orders pertaining to assigned military patients. In addition, authority is granted to publish as required, priority orders such as those authorizing medical attendants and in times of mobilization AMEDD/HSC units and activities for filler personnel. A copy of each order published will be furnished the servicing MILPO.
2. File this change in front of the publication.

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**PERSONNEL—GENERAL**  
**MILITARY PERSONNEL OFFICES**

Effective 1 January 1977

*This is a complete revision of AR 600-8. It establishes policies, assigns responsibilities, and provides updated guidance for the efficient operation of Consolidated Military Personnel Activities (COMPACT), Regional Personnel Centers (RPC), and other specialized activities supported by the Standard Installation/Division Personnel System (SIDPERS). COMPACT staffing guidance is currently contained in Incl 2 to HQDA Letter 600-74-10, Subject: Implementation of the Consolidation of Military Personnel Activities (Short Title: COMPACT), 9 August 1974, which will expire on 30 June 1977. This guidance will be observed pending incorporation in a forthcoming change to DA Pamphlet 570-551 (Staffing Guide for US Army Garrisons). Local supplementation of this regulation is prohibited except upon approval of the CG, US Army Military Personnel Center (DAPC-MSF-R).*

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- 1. Purpose.** This regulation establishes—
- a. General policies governing the organization and operation of military personnel offices (MILPO).
  - b. The responsibilities for command and staff supervision of military personnel offices.
  - c. Functions appropriate to the military personnel office.
- 2. Applicability.** This regulation applies to all organizational elements of the Army, with limited applicability to ARNG and USAR units not on active duty, authorized to establish and operate a military personnel office.
- 3. Explanation of terms.** a. A military personnel office is an organizational element established for the purpose of providing personnel support and services to satisfy the needs of individual service members, commanders, and HQDA.
- b. The Standard Installation/Division Personnel System (SIDPERS) is a worldwide, multicommand standard military personnel accounting,

reporting, and management system for the Army in the field.

c. Combat Service Support System (CS<sub>2</sub>) is a multifunctional system based on a service center concept for division and corps combat service support.

**4. Organization.** a. Military personnel offices will be established and organized in accordance with this regulation and approved TDA, MTOE, or JTD. Deviations are not authorized unless specifically approved by HQDA.

b. Military Personnel Offices at division/installation and regional levels, except Army JTD elements, generally will be designated as one of the following: "Personnel Service Division (PSD)," "Personnel Service Company (PSC)," "Regional Personnel Centers (RPC)," or "Consolidated Military Personnel Activities (COMPACT)." These MILPO will be established and organized in accordance with DA TOE 12 series or DA Pam 570-551.

\*This regulation supersedes AR 600-8, 27 July 1973.

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c. Staffing for PSD and PSC are in accordance with the TOE 12 series and AR 570-2.

d. Student sections, trainee and transfer points, when required, will be established as an integral element of the COMPACT in accordance with staffing guidance contained in DA Pam 570-551.

e. A Personnel Staff NCO (PSNCO), grade E-7, MOS 75Z40 is authorized and will be assigned to the S1 section of battalion or equivalent and higher level headquarters serviced by COMPACT/PSD/RPC/PSC.

**5. Policy.** a. Automated rosters and reports will be utilized to the maximum extent possible to promptly and accurately accomplish the functions of the military personnel office.

b. The standardized procedures contained in DA Pamphlet 600-8 series will be followed.

c. Transfer or disposition of records will be accomplished in accordance with the provisions of AR 640-10, AR 635-10, AR 40-403, and AR 340 series.

d. Personnel assigned duty in the military personnel office will be completely familiar with the provisions of AR 340-21, The Army Privacy Program. Additionally, they will be periodically oriented to insure that they are familiar with regulatory directives pertaining to personal privacy and rights of individuals regarding their personal records.

**6. Functions of the Military Personnel Office.** The MILPO will—

a. Prepare, maintain, and process military personnel documents and records, to include inprocessing and outprocessing of personnel and their records; insure that personnel alerted for oversea movement are POR qualified for their specific assignments and *will continue to be so qualified on the availability or reporting date.*

b. Process pay documents and medical records as required by applicable regulations.

c. Monitor proper assignment of personnel and process related reassignment actions.

d. Report personnel data under appropriate personnel systems, resolve discrepancies and take corrective action; also update, verify, and correct data on recurring rosters and personnel records.

e. Maintain a suspense system to insure completion of selected personnel actions by a specified date.

f. Process individual personnel actions and reports applicable to personnel service and support (PSS) required to support the enlisted and officer personnel systems.

g. Insure that personnel requisitions are promptly and accurately reported to HQDA. The current documents reflected in The Army Authorization Documents System (TAADS) will be utilized.

h. Accomplish periodic surveys such as the sample surveys described in DA Pamphlet 600-21; and support the Army Occupational Survey Program (AR 611-3).

i. Provide administrative support for the reenlistment program.

j. Process casualty reports from supported commanders and provide administrative support to the Survivor Assistance Program.

k. Maintain customer service facilities in support of the military personnel service and support program. *l. see ch. 2*

**7. Responsibilities.** a. The CG, US Army Military Personnel Center (MILPERCEN) will—

(1) Exercise staff responsibility for the Army-wide operation of military personnel offices.

(2) Develop, maintain and publish standardized operational procedures for military personnel offices.

(3) Develop specific plans and programs for personnel management of Army military personnel.

b. Commanders at all echelons will—

(1) Insure proper utilization of assigned or attached personnel.

(2) Provide appropriate administrative support to the Military Personnel Service and Support Program.

(3) Insure accurate and prompt reporting of personnel and pay information and maintenance of related documents. The use of SIDPERS generated suspense reports will be utilized insofar as possible to satisfy these requirements.

c. Adjutants general/adjutants/S1 will—

(1) Exercise staff supervision of military personnel offices.

(2) Advise commanders on personnel management and administration matters.

(3) Establish special purpose teams such as inprocessing, outprocessing, and personnel assistance teams to provide personnel/pay support services in accordance with AR 37-101-1 and chapters 1 and 8, DA Pamphlet 600-8.

(4) Insure that commanders of supported units are visited at least once during each quarter by the adjutant general/adjutant or his representative to discuss mutual problems and provide assistance on military personnel management/pay matters.

(5) Insure that personnel assistance teams each month visit supported units not collocated with the servicing MILPO.

(6) Maintain safeguards under AR 340-16, AR 340-17, and AR 340-21 for use, transmission, and storage of military personnel records and information.

d. Military personnel officers will:

(1) Exercise custody of military personnel records.

(2) Provide service and support to all units or activities supported, including those supported under the host-tenant/satellite agreement (AR 5-9).

(3) Use, store, dispose of, and safeguard Military Personnel Records Jackets; US Army (MPRJ) (DA FORM 201) including related records, documents, correspondence, rosters, and other types of allied information.

(4) Maintain continuous liaison with servicing finance and accounting officers.

**8. Location of facilities.** Commanders will collocate MILPO and Finance and Accounting Office (FAO) to the maximum extent possible. The facility should be centrally located and convenient to the troop population. Exceptions are installations which have trainee and/or student populations. MILPO responsible for servicing trainee and/or student section(s) will be under the control of the COMPACT; the location should be near the billeting area. The purpose of this principle is to insure that the collocated MILPO/FAO serves units in its geographic area thereby providing optimum personnel service and support to the individual soldier.

**9. Servicing tenant/satellite units.** Tenant/satellite units serviced by a designated COMPACT will receive complete and timely personnel services and support. A host/tenant COMPACT agreement will be executed in writing by commanders concerned in order to insure mutual consent and understanding of the required personnel services and support to be provided.

**10. Services/support provided by COMPACT.**

a. PSS to be provided by COMPACT elements

are listed under "Services Provided," staffing guide contained in DA Pam 570-551.

b. In recognition of the commander's role as a personnel manager, and, as an exception to policy, the following are examples of personnel actions initiated by tenant/satellite units which will be forwarded through the servicing COMPACT to the major commander of the tenant/satellite unit, except when modified by Army regulations or other directives:

(1) Enlisted requisitions and related assignment actions.

(2) Applications for special training, schooling, and for special assignment.

(3) Appointments, promotions, and reductions.

(4) Suspension of favorable personnel actions.

(5) Applications for relief from active duty, discharge, separations, resignations, and retirements.

(6) Enlisted reclassification and reenlistment actions.

(7) Officer control specialty change requests (except Forces Command and Training and Doctrine Command direct requisitioning activities who will forward requests directly to MILPERCEN in accordance with AR 614-185).

**11. Tenant/satellite commander responsibilities.** In addition to responsibilities in paragraph 7b, tenant/satellite commanders will retain responsibility for—

a. Proper assignment and utilization of all personnel.

b. Monitoring enlisted reclassification actions.

c. Preparation of charges under UCMJ.

d. Continued operations of organic civilian personnel offices and related activities.

**12. Processing AMEDD requirements.** AMEDD/HSC units and activities will be responsible for—

a. Coordination of local officer assignments with the USAMEDDPERSA (appropriate career activities office), WASH, DC 20314.

b. Preparation and forwarding directly to HQDA (SGPE-ED), WASH, DC 20314; all requests for both inservice and civilian short course training for AMEDD officer and enlisted personnel as listed in the AMEDD Course Catalog.

c. Preparing and forwarding to The Surgeon General requests and recommendations for AMEDD officer classification and reclassification actions.

d. Insuring that AMEDD officers are provided personnel services and support on site at the MEDDAC/Medical Center (except for inprocessing and outprocessing).

e. Maintaining personnel records of assigned military patients.

f. Obtaining assignment instructions for assigned military patients.

~~g. Preparation and publication of orders pertaining to assigned military patients. In addition, authority is granted to publish as required, priority orders such as those authorizing medical attendants. A copy of each order published will be furnished the COMPACT.~~ *See CA 7*

h. Preparation and forwarding to servicing FAO continuation and variable incentive pay agreements. A copy will also be forwarded the servicing COMPACT.

i. Preparation and approval of requests for conference travel in accordance with AR 1-211.

j. Areas prescribed in paragraph 11.

**13. COMPACT processing responsibilities.** The Chief of COMPACT will process routine administrative actions which are initiated by tenant/satellite units only when the servicing MILPO is required to make entries on records, to furnish additional data, or to make a recommendation on which the major commander will base a decision. Actions initiated by tenant/satellite units which do not require a local MILPO indorsement or record entry will be expeditiously processed to the headquarters where final decision can be made, or the major command to which the tenant/satellite unit is assigned.

**14. Servicing attached or detached organizations.** When organizations are attached, detached, or given independent or semi-independent missions, the commander (assigning the mission) will determine the changes required in personnel administration support and will issue appropriate modifying instructions in the implementing order.

**15. Constitution, activation, and inactivation of MILPO.** a. A military personnel office will be activated or inactivated only with the advance approval of CG, US Army Military Personnel

Center, HQDA. Whenever it becomes necessary to constitute, activate, inactivate, or modify a MILPO, a letter of intent with justification (exempt report, para 7-2b, AR 335-15) will be forwarded through command channels to HQDA (DAPC-MSF-O), 200 Stovall Street, Alexandria, VA 22332.

b. Information furnished will include the following:

(1) Exact mailing address of MILPO.

(2) Number of supported units identified by UIC and strength of officer and enlisted personnel in each unit supported by the MILPO.

(3) Approximate distance in miles if the supported units are geographically separated from the servicing MILPO.

(4) Number of personnel positions authorized (officer, enlisted, and civilian separately) within the MILPO.

(5) Number of officer, enlisted, and civilian personnel assigned to the MILPO.

(6) Proposed date for activation or inactivation.

(7) Justification supporting the request.

(8) A statement of the additional resources (manpower and funds) required to activate or modify the MILPO. The major commander or head of the Army Staff agency forwarding the recommendation will state whether the additional resources required are available within the command.

(9) Location of the servicing finance office, statement that the proposal has been coordinated with that office, and that finance resources are adequate to support the proposal.

c. When tenant and satellite units are involved, request for inactivation will also include a copy of the coordinated action document with interested major commanders (MACOM for which PSS support is provided by the MILPO recommended for inactivation). Statement in b(8) above is not required.

d. Requirements contained herein in no way alter the procedures outlined in AR 310-49 for submission of concept plans and TAADS documents.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSF-R), 200 Stovall Street, Alexandria, VA 22332.

By Order of the Secretary of the Army:

BERNARD W. ROGERS  
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*Chief of Staff*

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*Major General, United States Army*  
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