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ARMY REGULATION
No. 600-8

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC 28 July 1970

PERSONNEL—GENERAL
MILITARY PERSONNEL OFFICES

Effective 15 September 1970.

This revision is published to reflect the Office of Personnel Operations as the Department of the Army Staff agency responsible for supervision of Personnel Service Divisions, Personnel Service Companies, Consolidated Personnel Offices, and Unit Personnel Sections. Local supplementation of this regulation is prohibited except upon approval of the Chief of Personnel Operations.

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1. Purpose. This regulation prescribes—

- a. General policies governing the organization and operation of military personnel offices.
- b. The responsibilities for command and staff supervision of military personnel offices.
- c. Functions appropriate to the military personnel office.

2. Explanation of terms. a. Personnel office. A

personnel office is either a staff element of the organization being served or a separate unit responsible for storing and maintaining basic military personnel records, providing personnel management services which satisfy the personal requirements of individuals supported, and performing the necessary personnel management functions listed in paragraph 4. A personnel office usually will bear one of the following designations: "Personnel Service Division (PSD)," "Personnel Service Company (PSC)," "Consolidated Personnel Office (CPO)," or "Unit Personnel Section (UPS)."

b. PERMACAP. Personnel Management and Accounting Card Processors (PERMACAP) is an automatic data processing system which deals with personnel data and links the Army division or PSC with the military personnel information system operated at the major command data processing activity (DPA) and Headquarters, Department of the Army.

3. General policies. a. Military personnel offices

will be established and organized in accordance with approved TOE, TDA, MTOE, MTDA, or JTD.

b. PERMACAP operations in an Administrative Machine Branch/Division (AMB/AMD) of a personnel service division or personnel service company with TOE-authorized automatic data processing equipment will be governed by AR 680-4.

4. Functions of the military personnel office.

The major functions of the military personnel office are to—

- a. Insure accuracy of personnel accounting and personnel management data on all personnel records, and timely submission of changes for automated records at higher levels.
- b. Verify and correct personnel accounting and personnel management data on the monthly personnel rosters provided by the servicing data processing activity.
- c. Prepare accurately and submit promptly personnel data for the maintenance of the Department of the Army military personnel information system.
- d. Prepare, maintain, and process personnel rosters and reports and other statistical information as required.

*This regulation supersedes AR 600-8, 28 April 1970, and DA message OPOPMM 102002Z Jun 70 (U), subject: AR 600-8.

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e. Select, classify, assign, requisition, and monitor utilization of military personnel.

f. Prepare, maintain, and insure proper disposition of personnel records.

g. Process actions required under the Enlisted Evaluation System, Officer Efficiency Reporting System, Proficiency Pay System, Variable Reenlistment Bonus Program, and Personal Affairs Program not covered by AR 608-1.

h. Process appointments, promotions reductions, and demotions.

i. Process applications for special training, schooling, special assignments, and details.

j. Initiate, control, and conduct the processing of incoming and outgoing personnel, and inspect personnel records to insure that personnel data are correct.

k. Process applications and personnel actions for relief from active duty, discharge, and retirement.

l. Accomplish sample surveys of military personnel.

m. Report casualties.

n. Provide administrative support for the reenlistment program.

o. Prepare and process miscellaneous personnel actions.

5. Responsibilities. a. The Chief of Personnel Operations, Headquarters, Department of the Army will—

(1) Design and develop standards, systems, and procedures for operation of military personnel management activities and recommend procedures for procurement, selection, classification, assignment, utilization, and retention of military personnel.

(2) Develop specific plans and programs for personnel management of the Army's military personnel.

(3) Exercise staff responsibility at Headquarters, Department of the Army over the operation of personnel offices, Army-wide.

(4) Develop and disseminate personnel procedures and operational guides for military personnel offices.

(5) Review directives emanating from other DA Staff agencies which affect administration and procedures within military personnel offices.

b. Commanders at all echelons are responsible for—

(1) Insuring the accuracy and timeliness of information on Morning Reports and other documents used to provide personnel data from the personnel office to the Department of the Army military personnel information system.

(2) Proper utilization of assigned or attached personnel.

(3) Providing adequate personnel administration support.

c. Adjutants general/adjutants are responsible to commanders for staff supervision of personnel offices unless the commander specifically assigns this responsibility to another staff element.

d. Personnel officers are responsible for operation of the personnel office and for advising commanders on personnel management matters.

6. Servicing attached or detached organizations. When units are attached, detached, or given independent or semi-independent missions, the commander issuing the orders will determine the required changes in personnel administration support and issue appropriate instructions in the implementing order.

7. Operations. a. DA Pamphlet 600-8, Military Personnel Office Management and Administrative Procedures, contains procedural guidance for the operation of military personnel offices.

b. Personnel offices will operate in accordance with DA Pamphlet 600-8 to the maximum extent consistent with local command requirements.

c. Commanders are authorized and encouraged to make optimum consolidation of military personnel offices in order to provide more effective and efficient operation.



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The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315.

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