Appendix F, SIDPERS OPERATIONS CHECKLIST, to 1A Cir 1-201

UNIT EVALUATED:_____DATE EVALUATED_____

INSPECTOR:_____PHONE:_____

OVERALL RATING: MET STANDARDS NEEDS IMPROVEMENT

1. **PUBLICATIONS**: Does the unit have the following references?

a. AR 680-29, Mil Pers, Org, & Type of Trans Codes	YES	NO	NA
b. DA Pam 600-8, Management & Admin Procedures	YES	NO	NA
c. DA Pam 600-8-1, SIDPERS Unit Level Procedures	YES	NO	NA
d. AR 25-400-2, Modern Army Recordkeeping System (MARKS)	YES	NO	NA
e. DA Pam 600-8-2, Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures	YES	NO	NA
f. AR 600-8-6, Personnel Asset Inventory (PAI)	YES	NO	NA
g. All Ranks Update	YES	NO	NA
h. DA Pam 600-8-20	YES	NO	NA
i. SIDPERS MOIs	YES	NO	NA

2. **GENERAL:**

a. Are batches being signed IAW DA Pam 600-8-1, para 2-12e (1)?	YES	NO	NA
b. Does the unit use control numbers to control SIDPERS input? (DA Pam 600-8-1, para 2-12d)	YES	NO	NA
c. Does the unit use DA Form 647 or DA Form 647-1 as required by DA Pam 600-8-1, para 2-12c?	YES	NO	NA
d. PO1, Personnel Transaction Register by Unit (PTRU)			
(1) Does the unit retain the PO1 IAW DA Pam 600-8-1, App E, Table E-1?	YES	NO	NA
(2) Does the unit closely monitor strength summaries and annotate gains and losses? (DA Pam 600-8-1, para 4-12)	YES	NO	NA
(3) Are units appropriately working each cycle as required? (DA Pam 600-8-1, para 4-12)	YES	NO	NA
(4) Are cycles shown on PO1 less than 30 days? (DA Pam 600-8-1, para 4-12)	YES	NO	NA

e. P11, Personnel Transaction Register by Originator (PTRO)

(1) Are corrective transactions being submitted the first duty day after occurrence of error? (DA Pam 600-8-1, para 4-11)	YES	NO	NA
(2) Are the number of transactions submitted checked against the number of unprocessed transactions IAW DA Pam 600-8-1, para 4-11, proc 4-1 Step 2c?	YES	NO	NA
(3) Does the unit retain the P11 IAW DA Pam 600-8-1, App E, Table E-1?	YES	NO	NA

f. P29, Unresolved Errors Report.

(1) Does the current P29 reflect recent cycle errors? (DA Pam 600-8-1, Chap. 4)	YES	NO	NA
(2) Has corrective action been taken on the P29? (DA Pam 600-8-1, Chap. 4)	YES	NO	NA
(3) Does the unit retain the P29 IAW DA Pam 600-8-1, App E, Table E-1?	YES	NO	NA
g. Does the unit retain the Unresolved Errors Processed (P41) IAW DA Pam 600-8-1, App E, Table E-1?	YES	NO	NA

h. C27, Personnel Strength Zero Balance

(1) Is action being taken to adjust out of balance conditions reflected on C27? (DA Pam 600-8-1)	YES	NO	NA
(2) Are all strength gains posted on the front page of the C27? (DA Pam 600-8-1)	YES	NO	NA
(3) Are all strength losses annotated on the front page of the C27? (DA Pam 600-8-1)	YES	NO	NA
(4) Is the EOM C27 properly reconciled and authenticated by the adjutant or company commander? (AR 800-8-6)	YES	NO	NA
(5) Does the unit retain the C27 IAW DA Pam 600-8-1, App E, Table E-1?	YES	NO	NA

i. C40, Unit Personnel Accountability Notices.

(1) Is the unit posting corrective action taken to resolve accountability notices? (DA Pam 600-8-1)	YES	NO	NA
(2) Does the unit retain the C40? (DA Pam 600-8-1, App E, Table E-1)	YES	NO	

3. **PERSONNEL ASSET INVENTORY**

a. Are PAIs conducted as required by Chapter 5, para 5-7, AR 600-8-6?	YES	NO	NA
b. Are PAIs conducted IAW Table 5-2, AR 600-8-6?	YES	NO	NA
c. Are PAIs completed using DA Form 3986-R and as outlined in Table 5-1, AR 600-8-6?	YES	NO	NA

COMMENTS:_____

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