

805C-42A-4233
Coordinate Personnel Information Management (PIM)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as the Senior HR NCO and are required to coordinate personnel information management for your unit. You have access to, AR 600-8-104 (Army Military Human Resource Record (AMHRR)), FM 1-0 (HR Support), ATP 1-0.1 (G-1/AG and S-1 Operations), and HR enabling systems. This task should not be trained in MOPP 4.

Standard: Direct the flow of personnel information in your unit to provide 100% accurate information to commanders while ensuring personnel information management (PIM) responsibilities and requirements are executed without error by unit personnel.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Requirement to provide timely and accurate personnel information.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Establish accurate personnel information data maintenance responsibilities within the S-1 section.
 - a. Update strength related information in automated databases to include gains, losses, and grade and duty status changes.
 - b. Update HR enabling and information systems (e.g., eMILPO, TOPMIS II, EDAS, DTAS, iPERMS, DCIPS, and other HR systems as applicable).
 - c. Ensure proper accesses are granted to personnel information systems.
 - d. Maintain personnel files in accordance with governing regulations and policies.
 - e. Monitor personnel information on all assigned/attached personnel with particular attention to information that updates specific HR databases and automated systems.
 - f. Establish policies and procedures that affect management of personnel information data for subordinate units.
2. Administer manual personnel information data requirements and management tools.
 - a. Ensure accurate and timely updating of the database of record.
 - b. Employ HR enabling systems for updating Soldier information.
 - c. Review key HR enabling systems reports and outputs.
 - (1) Personnel Asset Visibility Report.
 - (2) Personnel Grade Strength Report.
 - (3) Enlisted Promotion Reports (AAA-117 & AAA-294).
 - (4) Multiple readiness report and individual data queries for Soldier information.
 - (5) Unit Personnel Accountability Report (AAA-162).
 - (6) Human Resources Authorization Report (HRAR) (AAA-161).
 - (7) Officer/Enlisted Record Brief.
 - (8) Record of Emergency Data (DD Form 93).
 - (9) Service Member's Group Life Insurance (SGLV Form 8286).
 - d. View officer and enlisted personnel strength and authorization information through the Common Operating Picture Synchronizer (COPS).
 - e. Employ DCIPS as the automated system to record and report casualty data.
 - f. Employ deployable RAPIDS for use in both tactical and non-tactical environments.
 - g. Employ DTAS for accurate accountability of the deployed force.

- h. Employ EDAS to manage and distribute the Army's enlisted Soldiers (active component).
- i. Employ TOPMIS for its officer / warrant officer information retrieval and data query functionality.
- j. Employ eTOPMIS to pull officer / warrant officer information.
Note: e.g., Officer Records Brief (ORBs), promotion orders, and Requests for Orders (RFOs).
- k. Monitor the employment of TPS to create a deployable personnel database and/or manifest.

l. Determine official documents required in the Interactive Personnel Electronic Records Management System (iPERMS) and ensure official documents are uploaded to iPERMS.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Established accurate personnel information data maintenance responsibilities within the S-1 section.			
a. Updated strength related information in automated databases to include gains, losses, and grade and duty status changes.			
b. Updated HR enabling and information systems.			
c. Ensured proper accesses were granted to personnel information systems.			
d. Maintained personnel files in accordance with governing regulations and policies.			
e. Monitored personnel information on all assigned/attached personnel with particular attention to information that updates specific HR databases and automated systems.			
f. Established policies and procedures that affected management of personnel information data for subordinate units.			
2. Administered manual personnel information data requirements and management tools.			
a. Ensured accurate and timely updating of the database of record			
b. Employed HR enabling systems for updating Soldier information.			
c. Reviewed key HR enabling systems reports and outputs.			
d. Viewed officer and enlisted personnel strength and authorization information through the COPS.			
e. Employed DCIPS as the automated system to record and report casualty data.			
f. Employed deployable RAPIDS for use in both tactical and non-tactical environments.			
g. Employed DTAS for accurate accountability of the deployed force.			
h. Employed EDAS to manage and distribute the Army's enlisted Soldiers (active component).			
i. Employed TOPMIS for its officer / warrant officer information retrieval and data query functionality.			
j. Employed eTOPMIS to pull officer / warrant officer information.			
k. Monitored the employment of TPS to create a deployable personnel database and/or manifest.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdffiles/r600_8_104.pdf	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ