

Summary Report for Individual Task  
805C-420-6004  
Perform Personnel Office Computations  
Status: Approved

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**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 Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are assigned to an S-1 and are required to determine correct service dates for Soldiers in the unit. You have access to the references listed on the enclosed table and standard office supplies. This task should not be trained in MOPP 4.

**Standard:** Compute the service dates for personnel in the unit with 100% accuracy to include creditable service, service time adjustments, and lost time (if any).

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You have a requirement to determine service dates for Soldiers in the unit.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Compute the Pay Entry Basic Date (PEBD), Basic Active Service Date (BASD), Basic Enlisted Service Date (BESD), Expiration Term of Service (ETS), and Date of Rank (DOR).

a. Adjust Pay Entry Basic Date (PEBD).

- (1) Determine all periods of creditable service.
- (2) Compute all periods of service using the three basic computation rules.
- (3) Add all periods of service.
- (4) Subtract the total from the beginning date of the Soldier's last continuous period of service.
- (5) Account for any lost time on a day-by-day basis.

b. Adjust Basic Active Service Date (BASD).

- (1) Determine all periods of active service.
- (2) Compute all periods of service using the three basic computation rules.
- (3) Add all periods of service.
- (4) Subtract the total from the beginning date of the Soldier's last continuous period of service.
- (5) Account for any lost time on a day-by-day basis.

c. Adjust Basic Enlisted Service Date (BESD).

- (1) Determine all periods of enlisted service.
- (2) Compute each period of enlisted service using the three basic computation rules.
- (3) Add all periods of enlisted service.
- (4) Subtract the total from the beginning date of the last continuous period of enlisted service (current period).
- (5) Account for any lost time on a day-by-day basis.

d. Adjust Expiration of Term of Service (ETS).

- (1) Determine the date of enlistment, reenlistment, extension, and the term of service.
- (2) Add the term of service to the date of enlistment, reenlistment or extension by subtracting one day to compensate for the inclusive day.
- (3) Account the ETS date for any lost time on a day-by-day basis.

e. Adjust Date of Rank (DOR).

- (1) Determine any periods of active duty service in the same rank or higher ranks.

(2) Determine when the individual entered his/her most recent period of active duty service.

2. Verify a DA Form 1506 (Statement of Service).

(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. Computed the Pay Entry Basic Date (PEBD), Basic Active Service Date (BASD), Basic Enlisted Service Date (BESD), Expiration Term of Service (ETS), and Date of Rank (DOR).			
2. Verified a DA Form 1506 (Statement of Service).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management <a href="http://www.apd.army.mil/pdf/files/r600_8_104.pdf">http://www.apd.army.mil/pdf/files/r600_8_104.pdf</a>	Yes	No
	DA FORM 1506	STATEMENT OF SERVICE - FOR COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	Yes	Yes
	DA Pam 600-8	Military Human Resources Management Administrative Procedures	No	No
	DODFMR 7000.14-R, VOL 1	Department of Defense Financial Management Regulation, Volume 1, General Financial Management Information, Systems and Requirements	Yes	Yes

**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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**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 :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
420A - Human Resources Technician - WO1/CW2	Warrant Officer	MOS: 420A, Skill Level: WO1, Duty Pos: USI