

805C-42A-3233
Process 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 an HR NCO and are responsible processing and managing PIM for your unit. You have access to FM 1-0 (Human Resources Support), HR enabling systems and associated system documentation and user's manuals. Some iterations of this task should be performed in MOPP 4.

Standard: With a minimum of 70% accuracy, communicate the mission of PIM and its relationship to other HR Core Competencies, determine manual PIM requirements and management tools, administer Personnel Automation Support (PAS) Management responsibilities, maintain official Soldier Readiness Process (SRP) documents, and upload documents to the Army Military Human Resource Record (AMHRR) using the interactive Personnel Electronic Records Management System (iPERMS).

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are required to provide timely and accurate personnel information to your commander and unit leaders.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Communicate the mission of PIM and its relationship to other HR Core Competencies.
 - a. Determine how PIM supports the execution of all HR Core Competencies.
 - b. Define the goal of PIM.
2. Determine manual PIM requirements and management tools.
 - a. Identify the Integrated Total Army Personnel Data Base (ITAPDB) as the corporate-level data repository for all components.
 - b. Ensure accurate and timely updating of the database of record.
 - c. Employ eMILPO as the mechanism for updating Soldier information.
 - d. Review key eMILPO reports and outputs:
 - (1) Personnel Asset Visibility Report.
 - (2) Personnel Grade Strength Report.
 - (3) Enlisted Promotion Reports (AAA-117 and AAA-294).
 - (4) Readiness reports and individual data queries for Soldier information.
 - (5) Unit Personnel Accountability Report (AAA-162).
 - (6) Human Resources Authorization Report (HRAR).
 - e. View officer and enlisted personnel strength and authorization information through the Common Operating Picture Synchronizer (COPS).
 - f. Review key COPS reports and outputs:
 - (1) View unit authorized and assigned strength.
 - (2) View available and non-available population.
 - (3) Produce an MOS inventory style report.
 - g. Employ Defense Casualty Information Processing System (DCIPS) Casualty Reporting (CR) or Casualty Forward (CF) as the automated system to record and report casualty data (when deployed).
 - h. Employ deployable Real-time Automated Personnel Identification System (RAPIDS) in both tactical and non-tactical environments.
 - i. Employ Deployed Theater Accountability Software (DTAS) for accountability of the deployed force.
 - j. Prepare key DTAS reports and outputs:
 - (1) Gains/losses report.

(2) In-transit report.

(3) PERSTAT report.

(4) Unit Roster.

k. Employ the Enlisted Distribution and Assignment System (EDAS) to manage and distribute the Army's enlisted Soldiers (active component) and to update enlisted records data on the TAPDB-Active Enlisted.

l. Employ Total Officer Personnel Management Information System (TOPMIS/eTOPMIS) to pull officer/warrant officer information.

(1) Officer Record Brief (ORBs).

(2) Request for Orders (RFOs).

(3) Promotion Orders.

(4) Multiple individual queries.

(5) Unit Strength reports (Officer).

m. Employ the Tactical Personnel System (TPS) to support manifesting and deployed HR operations.

(1) Generate reports (Personnel Daily Summary, Personnel Requirements Report) which assist S-1 PASR and replacement management operations.

(2) Produce and edit task force structures by UIC, SSN and/or crew.

(3) Generate deployment, redeployment, and aircraft manifests.

(4) Automatically build a deployed personnel database.

(5) Provide queries on deployed personnel.

(6) Interface with RAPIDS, Air Mobility Command/Global Transportation Network

(7) Generate transfer files which are uploadable to populate the DTAS deployed personnel database.

3. Administer Personnel Automation Support (PAS) Management responsibilities.

a. Establish authorized accounts.

b. Perform system administration functions.

c. Assign user roles and permissions.

4. Maintain official documents required in the Soldier Readiness Process (SRP).

a. Update Officer / Enlisted Record Briefs (ORB/ERB).

b. Update DD Form 93 (Record of Emergency Data).

c. Update VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate).

d. Maintain copies of DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) packet with allied documents.

5. Upload documents to the Army Military Human Resource Record (AMHRR) using 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. Communicated the mission of PIM and its relationship to other HR Core Competencies.			
a. Determined how PIM supports the execution of all HR Core Competencies.			
b. Defined the goal of PIM.			
2. Determined manual PIM requirements and management tools.			
a. Identified the ITAPDB as the corporate-level data repository for all components.			
b. Ensured accurate and timely updating of the database of record.			
c. Employed eMILPO as the mechanism for updating Soldier information.			
d. Reviewed key eMILPO reports and outputs.			
e. Viewed officer and enlisted personnel strength and authorization information through the COPS.			
f. Reviewed key COPS reports and outputs:			
g. Employed DCIPS-CR/CF as the automated system to record and report casualty data (when deployed).			
h. Employed deployable RAPIDS in both tactical and non-tactical environments.			
i. Employed DTAS for accountability of the deployed force.			
j. Prepared key DTAS reports and outputs.			
k. Employed EDAS to manage and distribute the Army's enlisted Soldiers (active component) and to update enlisted records data on the TAPDB-Active Enlisted.			
l. Employed TOPMIS/eTOPMIS to pull officer/warrant officer information.			
m. Employed TPS to support manifesting and deployed HR operations.			
3. Administered PAS Management responsibilities at battalion and brigade S-1 level.			
a. Established authorized accounts.			
b. Performed system administration functions.			
c. Assigned user roles and permissions.			
4. Maintained official documents required in the Soldier Readiness Process (SRP).			
a. Updated ORBs / ERBs.			
b. Updated DD Form 93 (Record of Emergency Data).			
c. Updated VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate).			
d. Maintained copies of DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) packet with allied documents.			
5. Uploaded documents to the Army Military Human Resource Record (AMHRR) using iPERMS.			

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/pdf/files/r600_8_104.pdf	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	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 :

Task Number	Title	Proponent	Status
805C-42A-3013	Process Unresolved Error Reports	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI