



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

PERSUPPACTWESTINST 1070.1F
Code N3
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PERSUPPACT WEST INSTRUCTION 1070.1F

Subj: SERVICE RECORD CHECK-IN/OUT PROCEDURES

Encl: (1) Accounting categories required for entry into the
Check It Out Program.

1. **Purpose.** To set forth procedures for accountability of enlisted service records.

2. **Cancellation.** PERSUPPACTWESTINST 1070.1E

3. **Discussion.** The Commanding Officer, Personnel Support Activity (PSA) West is responsible for overall accountability of customer command service records. Service record accountability is delegated to the Officer in Charge (OIC) of each Personnel Support Activity Detachment (PSD) for service records of their customer commands. To ensure that each service record is accounted for at all times, it is paramount that PSDs have current and accurate knowledge of service record location. The Check It Out Record Accountability Program has been implemented and is designed to track and maintain accountability of service records from initial receipt to final transfer or separation, including service records borrowed and returned by authorized customer command personnel.

4. **Action.** Each PSD within PSA West shall adhere to the following procedures:

a. Ensure all personnel performing duties related to enlisted service records are knowledgeable of the Check It Out program. All service records of active and inactive duty personnel must be entered into the database in order for the program to work effectively.

b. When the Check It Out program is inoperative due to mechanical or hardware problems, a log will be utilized to check records in and out of PSD. The following information will be listed:

(1) Name (Last, First, Middle Initial), including barcode number.

(2) Social Security Number

(3) Rate

- (4) Command Assigned
- (5) Borrower/Barcode number
- (6) Date Out
- (7) Date In

When the program is again operational, enter all recorded transactions from the logbook into the system.

c. Receipts. Service records will be entered into the Check It Out program on the same day of the transaction. In cases where the Receipts Clerk does not have access to the program, the record will be delivered to the service record maintenance section for entry into the program. Enclosure (1) indicates duty status codes of members to be entered into the program.

d. Transfers. Service records will be checked out using the Transfer Clerk's bar code for tracking purposes. Upon removal of the service record for transfer purposes, the projected transfer date will be entered into the "projected loss" portion of the record maintenance section by service record maintenance personnel. This will automatically delete the member's name from the program on the day following the entry. In the event of a change to the projected transfer date, it is the responsibility of the Transfer Clerk to inform service record maintenance personnel not later than the day prior to the original loss date of required changes.

e. Discharge, Reenlistment, Separation, Fleet Reserve, and Retirement. Service records will be checked out using the Separation Clerk's bar code for tracking purposes. Upon removal of the record for discharge, separation, retirement, or transfer to the Fleet Reserve, the projected separation date will be entered into the "projected loss" portion of the record maintenance section. This will automatically delete the member's name from the program on the day following the date entered. In the event of a change to the projected separation date, it is the responsibility of the Separation Clerk to inform service record maintenance personnel not later than the day prior to the original loss date of the required date change.

f. Transients. The Transient Section will maintain accountability of personnel in a duty status other than ACC 100 and 103. Enclosure (1) contains transient duty codes to be entered into the system. The Transient Section will be responsible for entry and deletion of transient personnel in the system.

g. PSD Staff. Service records of PSD personnel will be entered into the system and filed separately from customer command service records.

h. Service records will not be checked out for more than five working days except under extenuating circumstances, such as legal/discipline or for separation processing. This rule also applies to service records checked out to various sections within the PSD. Overdue notices will be sent to customer commands if records remain checked out for more than five working days. A printout of service records checked out in excess of five working days will be delivered to the OIC for verification. These lists will be prepared and forwarded under cover letter on Monday, or the first working day of each week, to each customer command that has records in an outstanding status. If records remain checked out more than 30 days, OICs would personally contact the appropriate Commanding Officer to ascertain the need for further retention of the record.

i. The "Records Checked-Out by Name" report will be run quarterly on 31 March, 30 June, 30 September, and 31 December in order to properly monitor records checked out for 99 days or more. The report will be verified by each section, i.e., Transfers, Receipts, Separations, and Transients to determine any service record that needs to be recalled from customer commands. The Service Record Maintenance Section will maintain the report for the entire quarter.

j. Any document which requires filing in service records that are checked out will be filed in a "pending file" until the service record is returned. All documents to be filed in service records shall be done on a daily basis.

k. Acquire and maintain a list of those personnel authorized to check out service records for customer commands. Ensure each borrower has an access code on file. Each barcode number will have only one person assigned. Ensure the number of names on the list is kept to a minimum (3-5 per customer command) and updated regularly.

l. Ensure all service records removed by PSD personnel are properly checked out or in. Ensure that when a record checked out to one section within the Detachment needs to go to another section, it is first returned to the service record maintenance section, checked in, and then checked out again to the appropriate section.

m. Records of new personnel shall not be checked out until all receipt action is complete. Ensure all records are entered into barcoding prior to any record being checked out.

n. In the event that service records need to be checked out for extended periods of time, i.e., deployments, detachments, or legal proceedings, the Record Maintenance Section will ensure that all records are barcoded to one senior individual who will retain accountability of all records until they are returned to the servicing PSD. The Remarks block of the Check-It-Out program will be utilized to indicate the actual physical location of the records during this period. If it becomes necessary to retain these records beyond the due date, then that same individual must request an extension from the servicing PSD.

5. **Security of Service Records.** Adequate controls shall be established to safeguard service records against loss and access by unauthorized personnel. In this regard, service records are not required to be kept in locked files unless the records are being maintained in a space shared with another command. Service records must be kept in lockable files and locked when division spaces are not manned by PSD personnel.


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Distribution:
PERSUPPACTWESTINST 5216.1c, Lists I and II

ACCOUNTING CATEGORIES REQUIRED TO BE ENTERED INTO THE CHECK-IT-OUT PROGRAM

ACC	<u>DEFINITION</u>
100	Onboard for duty
103	For Duty - TEMAC (Recruiters/Mobilized Reserves)
104	For Duty - Humanitarian Assignment (6 months or greater)
105	For Duty - Limited Duty
108	For Duty - Guaranteed Programmed School Input
109	Declared Deserter
150	Temporary Duty - Programmed School Input
320	Temporary Duty - For Further Assignment
340	Temporary Duty - Recruit Training (PSD, RTC only)
341	*TEMDUINS - (Less Than 20 Weeks)
342	DUINS - (20 weeks or greater)
350	*TEMDUINS - Not otherwise defined
354	TEMDU HUMS - Humanitarian Assignment (Less than 6 months)
355	TEMDU MED BD/PEB
370	*TEMDU UNTREAT (Inpatient)
371	TEMDU UNTREAT (Medical Holding Company)
372	*TEMDU UNTREAT (at other uniformed service medical facility)
380	*TEMDU SEPROS
381	TEMDU SEPROS
390 - 393	TEMDU DISCP. (All cases held at PSD holding service records)

- - Enter into the Barcode System, if service member will be onboard longer than 60 days.