



Department of Defense DIRECTIVE

NUMBER 1205.17

April 30, 2004

ASD(RA)

SUBJECT: Official National Guard and Reserve Component Personnel Data

- References:
- (a) DoD Directive 1205.17, same subject as above, June 20, 1985 (hereby canceled)
 - (b) Section 2006 and 10204; and Chapter 74 of title 10, United States Code
 - (c) [DoD Instruction 7730.54](#), "Reserve Components Common Personnel Data System," March 15, 1999
 - (d) [DoD Directive 5124.2](#), "Under Secretary of Defense for Personnel and Readiness," October 31, 1994
 - (e) through (g), see enclosure 1

1. PURPOSE

This Directive reissues reference (a) to establish policy for the maintenance and reporting of personnel data pertaining to members of the National Guard and Reserve components. It assigns responsibilities with respect to Reserve forces personnel data base maintenance and reporting, and establishes objectives and provides overall policy for the Reserve Components Common Personnel Data System (RCCPDS).

2. APPLICABILITY AND SCOPE

2.1. This Directive applies to the Office of the Secretary of Defense (OSD) and the Military Departments (including their National Guard and Reserve components). The term "Military Departments" as used herein refers to the Departments of the Army, Navy, and Air Force, and to the Coast Guard (by agreement with the Secretary of Homeland Security, when not operating as a Service of the Navy).

2.2. Its provisions cover personnel record data for all members of the National Guard and Reserve components except for those members who are counted within the end strengths authorized annually by the Congress for active duty personnel for the active forces.

3. POLICY

3.1. Section 10204 of 10 U.S.C. (reference (b)) requires the Armed Forces to maintain adequate and current personnel records on each member of the Reserve components showing:

3.1.1. Physical condition.

3.1.2. Dependency status.

3.1.3. Military qualifications.

3.1.4. Civilian occupation skills.

3.1.5. Availability for service and such other information as the Secretary of the Military Department concerned may prescribe.

3.2. The National Guard and Reserve component personnel data systems developed, operated and maintained by the Military Departments should each incorporate the following readiness-enhancing features:

3.2.1. A database consistent with the active force database so that personnel systems integration may be accomplished in an efficient and expedited manner upon full or partial mobilization.

3.2.2. Data elements needed to perform, refine, and improve mobilization planning and management functions.

3.3. A computerized common database shall be maintained to meet the needs for manpower planning, personnel strength accounting, and budgeting; for prevention of fraud, waste, and abuse; and for calculations relative to the Department of Defense Military Retirement Fund (Chapter 74 of 10 U.S.C. (reference (b))) and the Department of Defense Education Benefits Fund (Section 2006 of 10 U.S.C. (reference (b))). This computerized database, the RCCPDS, shall be used as the official source to provide statistical tabulations of Reserve component strengths and related data for use

throughout the Department of Defense, by other Government Agencies, the Congress, and for appropriate public release by the Assistant Secretary of Defense (Public Affairs). It shall also be used in conjunction with programs of the Department of Defense and other Government Agencies to prevent receipt of unauthorized compensation or benefits and help ensure the proper use of Government funds. Detailed procedures, data accuracy requirements, and reporting requirements for the RCCPDS shall be in accordance with DoD Instruction 7730.54 (reference (c)).

4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

4.1.1. Ensure that National Guard and Reserve personnel information requirements for actuarial valuations and effective Total Force military personnel management are identified to the Assistant Secretary of Defense For Reserve Affairs (ASD(RA)).

4.1.2. Exercise such policy guidance and management supervision for the Defense Manpower Data Center (DMDC), consistent with USD(P&R) responsibilities in subparagraph 5.1.2.4. of DoD Directive 5124.2 (reference (d)), as required to ensure adequate resources are available and utilized by the DMDC to fulfill its responsibilities as outlined in paragraph 4.7. of this Directive.

4.2. The Assistant Secretary of Defense for Reserve Affairs (ASD(RA)), under the USD(P&R), shall:

4.2.1. Establish policy and provide guidance for Reserve component categories, personnel transaction accounting, personnel data items, definitions, and accuracy standards.

4.2.2. Provide policy guidance to the DMDC on the content and use of the RCCPDS to include data items and definitions, and the frequency, format and content of periodic and special RCCPDS reports in accordance with responsibilities detailed in DoD Directive 5125.1 (reference (e)).

4.2.3. Revise and maintain reference (c) as necessary to include appropriate data requirements and provide accurate and effective guidance for personnel data management to the Military Departments and their National Guard and Reserve components.

4.3. The Deputy Under Secretary of Defense for Program Integration (DUSD(PI)), under the USD(P&R), shall:

4.3.1. Administer the collection, processing, and reporting of manpower data in support of OSD, the DoD Components, and other Government Agencies as assigned.

4.3.2. Provide technical guidance and supervision to the DMDC.

4.3.3. Provide administrative support and services including office space, facilities, equipment, automatic data processing support, and travel expenses, for the DMDC staff personnel.

4.3.4. Provide the necessary military and civilian personnel resources to adequately staff the DMDC.

4.4. The Director, Defense Manpower Data Center, under the USD(P&R), shall receive policy guidance from the USD(P&R) and the ASD(RA), as appropriate; and shall receive technical guidance and supervision from the DUSD(PI)). The Director, DMDC shall:

4.4.1. Operate and maintain the RCCPDS, to include computer support, software development, quality control, time sharing, inquiry capability, and administrative support.

4.4.2. Develop, produce, and distribute all periodic and special RCCPDS reports.

4.4.3. Provide programming and analytical support to the ASD(RA) for special studies requiring use of the RCCPDS.

4.4.4. Manage the RCCPDS in accordance with the life-cycle management provisions of DoD Directive 5000.1 (reference (f)) and modify the RCCPDS to reflect the changing nature of the Reserve forces.

4.4.5. Inform the ASD(RA) of data produced from the RCCPDS for other users and the state and quality of the information submitted by the Reserve components.

4.5. The Under Secretary of Defense (Comptroller)/Chief Financial Officer shall ensure that National Guard and Reserve personnel information requirements for program budget and accounting purposes are identified in a timely manner to the ASD(RA).

4.6. The Assistant Secretary of Defense for Public Affairs shall ensure that information on National Guard and Reserve personnel strengths prepared for release to the public has been coordinated with the Office of the ASD(RA).

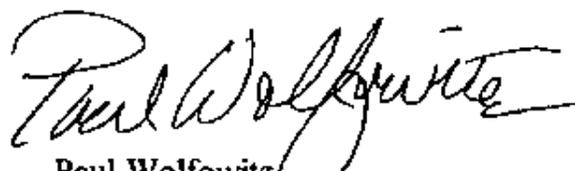
4.7. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall provide their respective National Guard and Reserve components with the necessary resources for the operation and maintenance of personnel data systems that fully support readiness requirements and meet the reporting requirements and standards set forth in reference (c). It is recognized that the Coast Guard's budget process is unique among the seven Reserve components and may therefore be constrained in fully meeting these requirements.

5. INFORMATION REQUIREMENTS

Information requirements under this Directive shall be managed in accordance with the provisions of DoD Directive 8910.1 (reference (g)).

6. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz
Deputy Secretary of Defense

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 5125.1](#), Assistant Secretary of Defense (Reserve Affairs),"
March 2, 1994
- (f) [DoD Directive 5000.1](#), "The Defense Acquisition Systems," May 12, 2003
- (g) [DoD Directive 8910.1](#), "Management and Control of Information Requirements,"
June 11, 1993