

FUNCTIONS AND RESPONSIBILITIES

Army Branch, MTPD

General Functions

Classification, assignment and utilization of military personnel; operation of the unit personnel section portion of the military pay system; operation of the reenlistment program; operation of the personal affairs program; preparation and maintenance of personnel records; personnel accounting; preparation and processing of personnel rosters and reports; processing appointments, promotions, reductions, release from active duty, discharges, retirements, and other miscellaneous actions.

Specific Responsibilities

Responsible for classification including testing and reclassification actions.

Processes voluntary applications for schooling, special assignments, special details, oversea service and POR processing.

Administers the enlisted evaluation system.

Develops, maintains and furnishes MOS strength and statistical information as required.

Processes all matters pertaining to elimination cases, release from active duty, discharges, retirements, enlistment, extension of of enlistment, request for excess leave and non-CCNUS leave, branch transfers and details for officers, rotation, deployment, extension and curtailment of foreign service tours and Agency tours of duty, service medals, awards and decorations, issuance of military identification cards, security clearances, consumation of initial appointment of officers and warrant officers, and extensions or declination of category renewals for officers.

Insure preparation and submission of efficiency reports for officers and warrant officers on extended active duty, reserve officer evaluation reports for Regular Army enlisted personnel, officer preference statements, and officer photographs.

Insure accomplishment of annual and special physical examinations as required.

Responsible for casualty reporting.

Prepares and maintains personnel records including officer and enlisted qualification records, service records and personnel records jackets.

Prepares, verifies, and submits rosters and reports required in the Army personnel system.

Develops, maintains, and furnishes strength and statistical information as required.

Initiates and controls processing of incoming and outgoing personnel including installation and Agency clearance and transmission of personnel records.

Processes all cases pertaining to marriage, legitimization or adoption of children, payment of personal debts, and civil-legal proceedings.

Administers the life insurance and soldier voting programs.

Handles dependent affairs, including deployment and redeployment, emergency or disciplinary return of dependents to the United States from areas, issuance of military dependent identification cards, dependent medical care, dependent schooling, dependent travel, assistance of dependents.

Renders advice and assistance to service personnel and their dependents in matters pertaining to serviceman's and veterans survivor benefits,

pensions and compensations, loan and education benefits, legal affairs, Soldier's and Sailor's Civil Relief Act, Retired Serviceman's Family Protection Plan, Federal Housing Act, Army Emergency Relief, American Red Cross, and Social Security Benefits.

Handles all other matters pertaining to the personal affairs on military personnel and their dependents.

Processes charge sales slips, separate ration authorizations, debt liquidation schedules, statements of charges, reports of survey, allotments, soldier's deposits, applications for basic allowance for quarters for personnel with dependents, requests for special pay actions, pay discrepancies, statements of service, matters pertaining to clothing maintenance allowances, and all other matters affecting the pay or allowances of individuals.

Determines individual entitlements to the various items of pay and allowances.

Answers queries from individuals on all matters pertaining to pay.