

# UPMR Management

“Puts the Faces to the Spaces”

The Unit Personnel Management Roster is a MilPDS product that matches personnel information to the position data from the UMD

- Identifies:
  - Vacant positions
  - Personnel assigned to a position as an overage or overgrade
  - Personnel assigned to pseudo billets
- UPMRs are forwarded to URC’s quarterly
- The Detachment will review UPMRs and annotate with any required actions/recommendations (mismatches, AFSCs, overages, leveling, etc.)
- Internal realignments should be made to reduce overages
- Members should be matched to positions that meet their rank & AFSC

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)														
11 AIR FORCE AF FFBBB0 ( <u>ELORFBBB</u> )														
UNIT PERSONNEL MANAGEMENT ROSTER														
( <u>IMA</u> )														
(NOTE: >>> INDICATES INCORRECT OR NO POSITION DATA, * INDICATES MISMATCH DATA)														
AFSC	GR	<u>001</u>	<u>002</u>	003	004	005	POS-NR	SAR	FAC	PEC	SEI	PRP	RPI	MP-RMKS
DAFSC	GR	NAME					SSAN		<u>DS</u>	<u>CAFSC</u>	PAFSC	2AFSC	3AFSC	4AFSC
AFR-SEC-ID														
BRANCH														
DUTY TITLE	REMARKS										EXP-DT			

# How to Read an UPMR

“Puts the Faces to the Spaces”

## • The following symbols could be found on an UPMR:

### >>> Symbol

This means that the member does not have a valid position. There are 3 options for correcting the discrepancy:

1. Member should be leveled to an appropriate valid vacancy or overage.
2. If a member's position is deleted due to force reduction, then the member is authorized an overage code 8 (Pseudo position) RIO DET/CCs can withdraw at any time after determining the member has exhausted placement opportunities.
3. When a valid position or pseudo 8 is NOT a viable option, the member must vacate the position within 180 days, or will be transferred to the IRR.

(NOTE: >>> INDICATES INCORRECT OR NO POSITION)

AFSC	GR	001	002	003	004	005
DAFSC	GR	NAME				
DUTY TITLE						
>>>	-3F071	MSG				CANDACY S
SUP RESERVE HR MANAGEMENT						
-DELETED POSITION - MEMBER WILL NOT BE REASSIGNED						
-POSITION MOVED TO ANOTHER PASCOD						
-NEW GAIN - NO ACTION REQUIRED						

IN

### \* Symbol

This means there is a discrepancy between the member assigned to the position, and the position information. There are several options for correcting the discrepancy:

1. Rank Mismatches
  - Due to 1-grade under, there is no action.
  - Due to 2-grades under, overage code “L” applies, with an indef expiration date.
  - Due to overgrade – must have an overgrade waiver on file, up to 2-year expiration date. OR, member must vacate the position within 180 days, or will be placed in the IRR.
    - Exception: Enlisted members promoted under Step II will also have an overage code “L” with an indef expiration date.
2. AFSC Mismatches
  - All AFSC mismatches can be corrected on an AF2096.
  - If the mismatch is due to pending upgrade training, verify date entered training to ensure the member is not in overtime training.

-16G4	LTC					DANIEL J
SENIOR STRATEGIST, AF/A5SS-APC						
-EXPIRED OVERTIME - COMPLETE AN AF2096						
-3N090	SMS	1	1	1	1	1
*-3N090	SMS					MICHELLE F
TMA TO SUPT OPERATIONS						
-PAFSC/CAFSC ARE LOWER THAN THE AUTHORIZED						
-97E0	LTC	1	1	1	1	1
-VACANT POSITION - COMPLETE POSITION						

# The UPMR

## Line by Line

Line 1:	AFSC	GR	001	002	003	004	005	POS-NR	SAR	FAC	PEC	SEI	PRP	RPI	MP-RMKS
Line 2:	DAFSC	GR	NAME					SSAN	DS	CAFSC	PAFSC	2AFSC	3AFSC	4AFSC	OVERAGE RPI AFR-SEC-ID
Line 3:	BRANCH														
Line 4:	DUTY TITLE										REMARKS			EXP DATE	

### Line 1:

**AFSC** – The Air Force Specialty Code (is DAFSC of position)

**GR** – Authorized Grade of position

**001 thru 005** – Indicates if the position will be funded for the next 5 quarters

- If there is a 1 that means it is funded
- If there is a 0 in a quarter, the position is no longer funded and is being deleted

**Position Number** - Nine alpha-numeric characters.

- First 7 numbers represent the position number
- Last 2 characters represent the MAJCOM Code

**SAR – Security Access Requirement:** Identifies the level of security clearance/investigative requirements required in day to day operations.

- 5 – Top Secret SCI Access SBI
- 6 – Secret Access

**FAC – Functional Account Code:** Used to group the various functions and work centers.

**PEC – Program Element Code:** Used to identify the program or subdivision of programs within the Presidential Budget and the USAF Financial Program that provides the authority and funds for a requirement.

**SEI – Special Experience Identifier:** Used with the AFSC to identify a requirement or authorization that should be filled only by individuals with a special skill or advanced training in their primary AFSC.

**RPI—Rated Position Identifier:** Used to identify to a requirement or authorization that should be filled by an officer or enlisted with a specific operational flying rating

**MP REMARKS**—Manpower remarks

# The UPMR

## Line by Line

Line 1: AFSC GR 001 002 003 004 005 POS-NR SAR FAC PEC SEI PRP RPI MP-RMKS  
Line 2: DAFSC GR NAME SSAN DS CAFSC PAFSC 2AFSC 3AFSC 4AFSC OVERAGE RPI AFR-SEC-ID  
Line 3: BRANCH  
Line 4: DUTY TITLE REMARKS EXP DATE

### Line 2:

**DAFSC** – Duty Air Force Specialty Code. This code is the AFSC that the position requires.

**GR** – Grade. This is the grade of the member who is currently assigned to that position.

**NAME** – Self Explanatory

**SSAN**- Social Security Number. The member who is currently assigned to that position.

**DS** – **Duty Status**. The duty status that the member had on the day that the UPMR was run in MilPDS.

**CAFSC** – **Control Air Force Specialty Code** . \*\*For enlisted only\*\* The CAFSC is initially based on the AFSC into which the airman is classified as, and it will be identical to the highest awarded AFSC or CEM code in the ladder in which the airman has earned through upgrade training and grade restrictions.

**PAFSC** – **Primary Air Force Specialty Code**. AFSC in which the individual is most qualified to perform duty.

**2AFSC** – **Secondary Air Force Specialty Code**. A fully qualified AFSC that does not match the current DAFSC of the position.

**3AFSC** – **Third Air Force Specialty Code**. An AFSC in which the member hasn't worked recently.

**4AFSC** – **Fourth Secondary Air Force Specialty Code**. An AFSC in which you haven't worked in a while. For maintenance AFSCs, it could be a feeder AFSC. Enlisted members could have 4AFSCs. Officers are not authorized to hold a 4AFSC.

**OVERAGE/OVRGRD** - Indicates the member is either an overage or an over grade. Examples:

- Overage code 0 - Used for training capability enhancement or a PME overage, good for 2 years (AB-MSgt. 2LT-Maj) or 60 days from the date of graduation (2LT-Col).
- Overage code 3 - Readiness expires 2 years from the date input (AB-Maj) needs to be pre identified on a unit manning document.
- Overage code 8 - Focced Reductions can be withdrawn at any time, not eligible for unit vacancy promotion.
  - Overage code L - STEP I & II code for member promoted under one of those programs
  - Overage code P - Used for over grade.

**AFR-SEC-ID** – **Air Force Reserve Section ID**. This is a 2-digit identification which is associated with the unit a member is assigned to.

Reserve Section	Inactive Duty Training (IDT) Maximum Requirements Per FY	Annual Training (AT) Requirements Per FY	Minimum Retention/Retirement (R/R) Point Requirement
MA	36 Paid 12 Non-Paid	12-14 Days	35
MB,ME,MR	48 Paid	12-14 Days	35
MC	24 Paid	12-14 Days	35
MD	24 Non-Paid	12-14 Days	35
MT and MX	None	None	35 Non-Paid *
NC and ND	No Requirements	No Requirements	35 Non-Paid

\* Required to earn a minimum of 16 points through IDT, AT/ADT/ADSW/MPA or combination

# The UPMR

## Line By Line

Line 1: AFSC GR 001 002 003 004 005 POS-NR SAR FAC PEC SEI PRP RPI MP-RMKS  
Line 2: DAFSC GR NAME SSAN DS CAFSC PAFSC 2AFSC 3AFSC 4AFSC OVERAGE RPI AFR-SEC-ID  
Line 3: BRANCH  
Line 4: DUTYTITLE REMARKS EXP DATE

### Line 3:

**DUTY TITLE** - This is the duty title of the member currently assigned.

**REMARKS** - This column is usually left blank unless a member is retiring or is being gained, then you will see:

- **“RET: 30 JUN 16”** – This means the member is scheduled to retire on date identified and the retirement request has been updated in MilPDS.
- **“GAIN: 25 MAY 16”** – This means member is scheduled to be a gain to unit, but you cannot access that member’s record until gain date or after.

**EXP-DT** – This is the expiration date of the overage/over grade.

# UPMR EXAMPLES

This is a Maj in a Lt Col billet. It's an undergrade, so no action is necessary

-16Z4 LTC 1 1 1 1 1 095732940M 6 40G299 7792417A 0  
-16R4 \*MAJ [REDACTED] ANTHONY JOHN XXX-XX-1234 |00 -38F4 -38F3Q -16R1 0 MC  
F - UNITED STATES AIR FORCE  
IMA TO DS, RSRV AFF & AMN READ

This position is funded for the next 5 quarters

-64P4 MAJ 1 1 1 1 1 001234555 6 819000 9987562L 0  
-64P4 \*LTC [REDACTED] SALVATORE 123-XX-XXXX 00 -64P4 -64P3 -99G0 P 30DEC18 0 MC  
F - UNITED STATES AIR FORCE  
JT OPERATIONAL CONTRACT OFFCR

Mbr's grade is higher than the authorized grade of the position — approved overgrade is on file (expires 30 Dec 18). Mbr must locate another valid position before the expiration date

- review UPMR for possible position move— complete 2096
- contact manpower office for possible position upgrade