

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

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PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

11 AIR FORCE AF FFBBB0 ( ELORFBBE )
|
UNIT PERSONNEL MANAGEMENT ROSTER
( IMA )

(NOTE: >>> INDICATES INCORRECT OR NO POSITION DATA, * INDICATES MISMATCH DATA)

AFSC  GR  001 002 003 004 005 POS-NR  SAR  FAC  PEC  SEI  PRP  RPI  MP-RMKS
DAFSC  GR  NAME  SSAN  DS  CAFSC  PAFSC  2AFSC  3AFSC  4AFSC  OVERAGE  RPI
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 no other position is available, the member can be placed in a “Pseudo 8” position, which is valid for up to 2 years.
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 POS  
AFSC GR 001 002 003 004 005  
DAFSC GR NAME  
DUTY TITLE  
>>>-3F071 MSG [REDACTED] CANDACY S  
SUP RESERVE HR MANAGEMENT  
-DELETED POSITION - MEMBER WILL N  
-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 [REDACTED] DANIEL J  
SENIOR STRATEGIST, AF/A5SS-APC  
-EXPIRED OVERAGE - COMPLETE AN AF2096  
-3N090 SMS 1 1 1 1 1  
*-3N090 SMS [REDACTED] MICHELLE P  
TMA TO SUPT OPERATIONS  
-PAFSC/CAFSC ARE LOWER THAN THE AUTH  
-97E0 LTC 1 1 1 1 1  
-VACANT POSITION - COMPLETE POSITIO
```

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 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

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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 - Commonly used for pseudo positions, updated 12 m. at a time
- Overage code 3 - Readiness (most commonly used)
- Overage code 8 - Also used for pseudo positions, updated 12 m. at a time
- 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	Minimun 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 throught IDT, AT/ADT/ADSW/MPA or combination

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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

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-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
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This position is funded for the next 5 quarters

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-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
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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