



BASE-LEVEL SERVICE DELIVERY MODEL INFORMATION TECHNOLOGY (BLSDM-IT)

INTRODUCTION

The Base-Level Service Delivery Model Information Technology (BLSDM-IT) Tool allows commanders and their delegates the capability to retrieve queries and perform actions on personnel within their unit, group or wing. Access the BLSDM-IT Tool by clicking one of the following paths:

1. Air Force Personnel Services: Click on <https://gum-crm.csd.disa.mil/app/home>, click on 'Secure Apps' in the top right-hand corner, click on 'BLSDM'.
2. Air Force Personnel Center Secure Applications: Click on <https://w20.afpc.randolph.af.mil/afpcsecurenet20/PKI/MainMenu1.aspx>, click on 'BLSDM'.
3. Air Force Portal: Click on <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5E044080020E329A9>, find 'Top Portal Links' on the left-hand side, click on AFPC Secure Applications, click on 'BLSDM'.

The system provides commanders the capability to produce a wide variety of pre-defined and user-driven reports, with the ability to export data to Microsoft Excel and complete three personnel actions. Commanders may delegate access to members within their Personnel Accounting Symbol Code (PAS Code) by selecting the 'Administration' link within BLSDM.

OPR: AFPC/DPTSF (AFPC Field Activities)

REFERENCES: [AFI 36-2134](#), *Air Force Duty Status Program*; [AFI 36-2803](#), *The Air Force Awards and Decorations Program* and [AFI 36-2406](#), *Officer and Enlisted Evaluations Systems*; [Air Force Computer Systems Manual \(AFCSM\) 36-699, Volume 4](#), *Personnel Accounting Symbol System Users Manual*; [AFCSM 36-699, Volume 6](#), *Personnel System Management (PSM) MilPDS* and [BLSDM-IT Demonstration](#)

TARGET AUDIENCE: Regular Air Force enlisted and officers in the grade of lieutenant colonel and below serving on Active Duty, HQ AGR (file type AA/BA, service component = V and functional category = X), and Individual Mobilization Augmentees (IMA) (file type AR/BR AFR Sec ID = MA, MB, MC, MD, ME, MH, MR).

TERMS: Personnel Accounting Symbol Code (PAS Code) is an 8-character alpha/numeric code depicting a parent or subordinate unit. The first two characters identify the base, the third and fourth characters identify the major command (MAJCOM) and the last four characters identify the unit. *EXAMPLE:* RJ0JF4CT, RJ identifies Randolph as the base, 0J identifies AETC as the MAJCOM and F4CT identifies 902nd Force Support Squadron as the unit.

GENERAL INFORMATION

Commanders may utilize the 'Individual Form' in BLSDM to request basic information. To request basic information, select 'Individual Form' from the left side of the home page. The 'Individual Form' contains the following data on personnel within the commander's unit, group or wing:

- Name, rank, social security number (SSN), record status and description, duty information, home address, reenlistment data, projected grade, EPR/OPR information and miscellaneous data
- Duty Information: office symbol, duty phone, duty title, position number, duty start date, date arrived station (DAS), total active federal military service date (TAFMSD), gaining PAS Code, Primary Air Force Specialty Code (PAFSC), duty AFSC (DAFSC), PAS Code and report not later than date (RNLTDD)
- Home Address: street address, city, state, zip code and home phone
- Reenlistment Data: date of enlistment (DOE), date of separation (DOS), expiration term service (ETS), reenlistment eligibility (RE) code and description
- Projected grade and EPR/OPR Information: grade permanent projected, date of rank (DOR), last rating, last report closeout date, projected closeout date, supervision began date, reporting official and supervisor name
- Miscellaneous data: unfavorable information code (UIF) and description, disposition date, date of birth (DOB), marital status, and spouse SSN, if military

Commanders may utilize the dashboard to request the following personnel transactions:

- [Request Decoration RIP \(DECOR 6\)](#)
- [Request Change of Reporting Official \(CRO\)](#)
- [Report Duty Status Change](#)

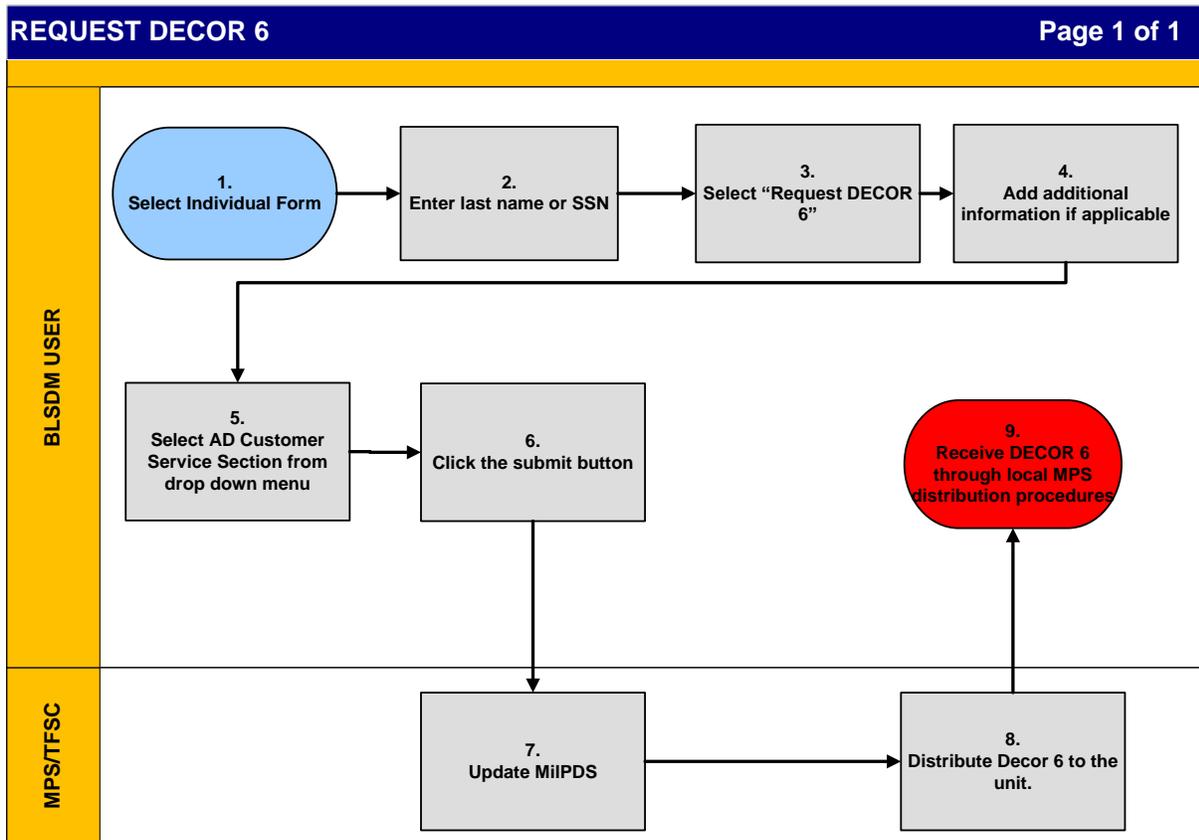
Commanders may also use the dashboard to request the following rosters:

- [Alpha Rosters](#)
- [Evaluations Listing](#)
- [Late Evaluations Rosters](#)
- [Pending and Projected Evaluations](#)
- [Gains Listing](#)
- [Loss Listing](#)
- [DECOR 6 Eligibility Roster](#)
- [Unit Personnel Management Roster \(UPMR\)](#)
- [AEF Roster](#)
- [Duty Status Roster](#)
- [Enlisted Monthly Promotion Roster](#)
- [Officer Monthly Promotion Roster](#)
- [Family Care Report](#)
- [Commander's Management Roster](#)

SECTION A. TRANSACTION REQUESTS

INTRODUCTION: Commanders have the capability to request personnel actions such as ordering a decoration RIP (DECOR 6), change of reporting official and duty status changes for members assigned under their PAS Administrative hierarchy. Commanders may delegate roles to members at the unit level, which they are administratively responsible.

REQUEST DECOR 6



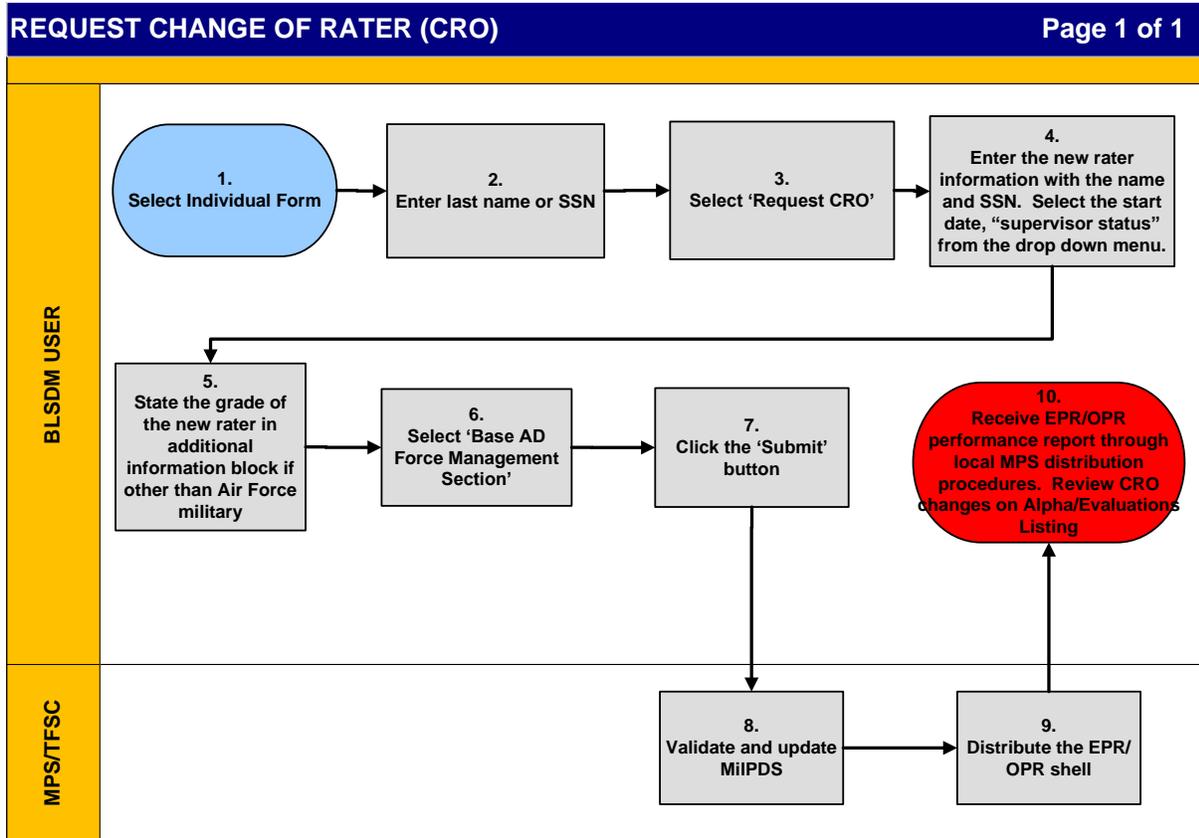
REQUEST DECORATION (DECOR 6) RIP

STEP	ACTION OWNER	NARRATIVE
1	BLSDM User	<i>Select form.</i> Select 'Individual Form' from the left side of the Home page.
2	BLSDM User	<i>Enter.</i> Enter last name or SSN of the member.
3	BLSDM User	<i>Select.</i> Select the 'Request DECOR 6'.
4	BLSDM User	<i>Additional Information.</i> Provide additional information if applicable.

5	BLSDM User	Select. Select 'AD Force Management Section' from the drop down menu. EXCEPTION: AETC User selects 'TFSC BLSDM DECOR 6'.
6	BLSDM User	Submit. Click the 'Submit' button.
7	Military Personnel Section (MPS)/Total Force Service Center (TFSC)	Update. Update MilPDS and distribute.
8	Military Personnel Section (MPS)	Distribute. Send DECOR 6 to the unit.
9	BLSDM User	Receive. Receive DECOR 6 through local MPS distribution procedures.

REQUEST CHANGE OF REPORTING OFFICIAL (CRO)

Utilize the following procedures to request a CRO when the member or the member's reporting official changes duty, has a permanent change of station (PCS), a permanent change of assignment (PCA), separates or retires. If a performance report is required because of the CRO, complete the performance report prior to submitting the CRO request within BLSDM. Submit the CRO once the report with the matching close out date reflects on the Alpha Roster or the Evaluations Listing as last EPR/OPR closeout date. Accomplish the actions in this order, otherwise the new supervisor may reflect prior to the start date of supervision. The performance report RIP may reflect the new supervisor and possibly transmit to the new unit/base, if applicable. **NOTE:** This is a reported MilPDS error and will be corrected after the 2012 software upgrade.



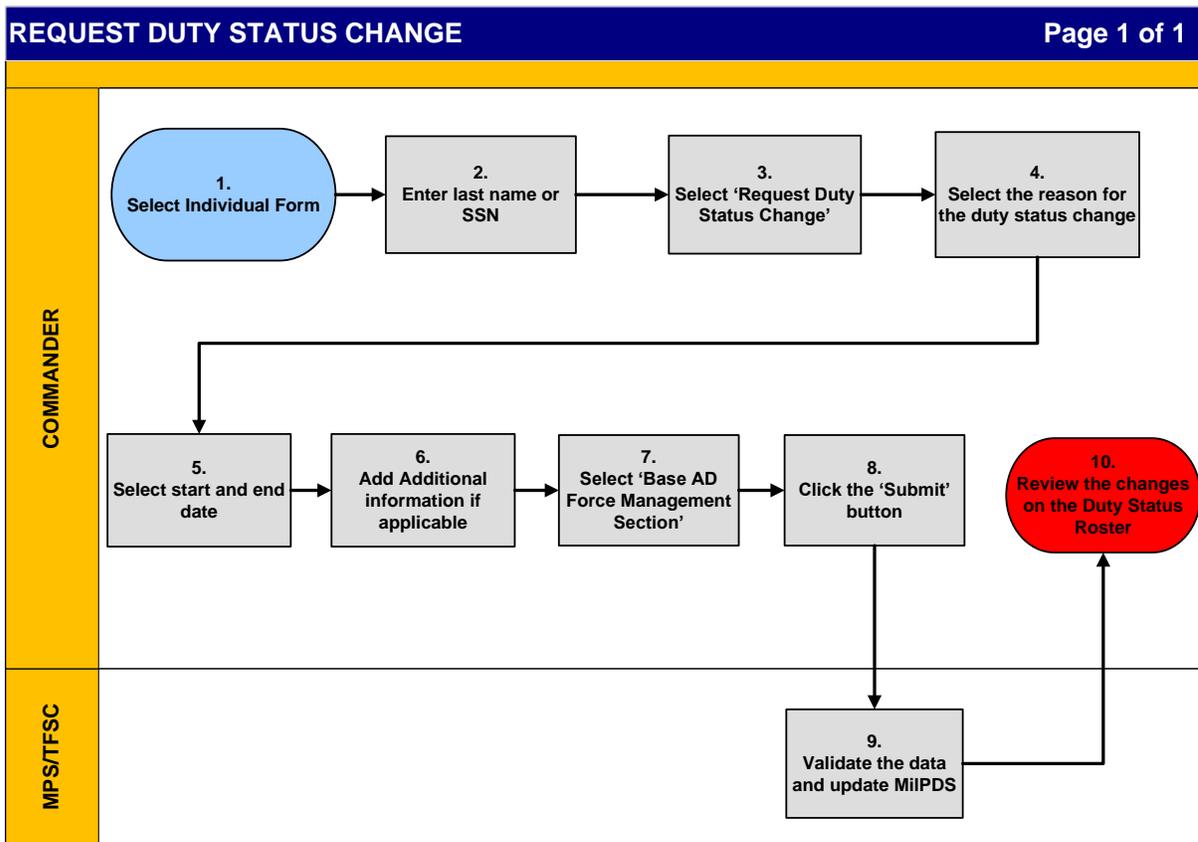
REQUEST CHANGE OF REPORTING OFFICIAL (CRO)

STEP	ACTION OWNER	NARRATIVE
1	BLSDM User	Select form. Select 'Individual Form' from the left side of the Home page.
2	BLSDM User	Enter. Enter last name or SSN of the member.
3	BLSDM User	Select. Select 'Request CRO'.
4	BLSDM User	Enter. Enter the new reporting official information with the name and SSN, select the start date and select the 'supervisor status' from the drop down menu.
5	BLSDM User	Additional Information. State the grade of the new reporting official in the additional information block if the individual is not an Air Force military member. Type the word 'Military' if the individual is a military member. Add additional information if required.
6	BLSDM User	Select. Select 'Base AD Force Management Section'. EXCEPTION: AETC User selects 'TFSC BLSDM CRO'
7	BLSDM User	Submit. Click the 'Submit' button.
8	MPS/TFSC	Validate and Update. Validate the data received and update MiIPDS.

9	MPS	Distribute. Distribute EPR/OPR RIP, if applicable.
10	BLSDM User	Receive. Receive the EPR/OPR RIP through local MPS distribution procedures, if applicable. Review the CRO changes on the Alpha Roster and Evaluations listing.

REQUEST DUTY STATUS CHANGE (DSC)

Request duty status change for members who are sick in quarters (includes in the hospital, not assigned) and present for duty (PFD).



REQUEST DUTY STATUS CHANGE		
STEP	ACTION OWNER	NARRATIVE
1	BLSDM User	Select form. Select 'Individual form' from the left side of the home page.
2	BLSDM User	Enter. Enter last name or SSN.
3	BLSDM User	Select. Select 'Request Duty Status Change'.
4	BLSDM User	Justification. Select the reason for the DSC from the drop down menu.

5	BLSDM User	Select. Select start and the end date.
6	BLSDM User	Add. Add additional information if applicable.
7	BLSDM User	Select. Select 'Base AD Force Management Section'. EXCEPTION: AETC Users selects 'TFSC BLSDM Duty Status'
8	BLSDM User	Submit. Click the 'Submit' button.
9	MPS/TFSC	Validate and Update. Validate the data received and update MilPDS.
10	BLSDM User	Review. Review the changes reflected on the Duty Status Roster.

RESPONSIBILITIES:

1. COMMANDER/APPROVED BLSDM USER:

- a. Utilize the BLSDM-IT Tool to complete MilPDS updates pertaining *only* to CRO, DECOR 6, Duty Status Change requests (Hospital Not Assigned, Sick in Quarters and Present for Duty). **NOTE:** Continental United States (CONUS) to CONUS, Overseas CONUS (OCONUS) to OCONUS, Duty Status updates and other update requests should **NOT** be included in these cases, i.e., duty information, TDY reporting, etc.
 - BLSDM Users: Select 'Base AD Force Management Section' from the agency drop-down to process transactional updates
 - BLSDM Users (AETC Units): Select the TFSC BLSDM Duty Status, TFSC BLSDM CRO or TFSC BLSDM DECOR 6 from the agency drop-down to process transactional updates
- b. Utilize the BLSDM-IT Tool on-demand personnel information and management tools on the left-hand side, to determine if a CRO, DECOR 6 or Duty Status Change requests are required:
 - Review the Alpha Roster (SUPV_NAME, SUPV_BEGIN_DATE and LAST_EVAL_CLOSE-DATE) when submitting Change of Reporting Official requests
 - Review the Duty Status Roster (DUTY_STATUS, DUTY_STASTUS_DESC, DUTY_STATUS_STATRT_DATE, and DUTY_STATUS_END_DATE) when submitting Duty Status changes
 - Review the DECOR 6 Eligibility Roster (SUSPENSE_DATE) when requesting a DECOR 6

The data on each roster is current within 24 hours with the exception of the Unit Manpower Personnel Roster (UMPR). The front BLSDM-IT Tool information page displays the date of currency for the UMPR.
- c. State the grade of the new reporting official in the additional information block if the individual is not an Air Force military member. Type the word 'Military' if the individual is a military member.
- d. BLSDM Users: Contact the Force Management Section within their Force Support Squadron to request assistance with a specific case.

AETC BLSDM Users: Contact the TFSC using the Case Management System (CMS) or call 1-800-525-0102 to request assistance with a specific case. Send issues pertaining to a specific transaction or case to TFSC.BLSDM@us.af.mil.

NOTE: Transactional Duty Status change updates pertaining to 'TDY Reporting' and 'Other' have been removed from the Duty Status drop-down. Forward these actions to the MPS with the required accompanying source document.

2. **MILITARY PERSONNEL SECTION (MPS) BLSDM POC:**

- a. Assist commanders and their delegates with the BLSDM Management Tools (rosters).
- b. Keep commanders abreast of informational changes.
- c. Ensure MPS technicians do not receive spreadsheets, e-mails or phone calls to process actions available within BLSDM.

3. **MILITARY PERSONNEL SECTION (MPS) (excluding AETC):**

- a. Direct commanders and their delegates to the BLSDM-IT Tool to complete CRO, DECOR 6 and Duty Status Change requests.
- b. Validate data and update MilPDS; return cases to units when required.
- c. Continue to disseminate DECOR 6 RIPs and performance evaluation RIPs to units.

4. **AETC MILITARY PERSONNEL SECTION (MPS):**

- a. Direct commanders and their delegates to the BLSDM-IT Tool to complete CRO, DECOR 6 and Duty Status Change requests.
- b. Discontinue MilPDS updates pertaining *only* to CROs, DECOR 6, and Duty Status Change Requests (Hospital Not Assigned, Sick in Quarters and Present for Duty) received in CMS through the BLSDM-IT Tool.
- c. Refer cases pertaining to CROs, DECOR 6 and Duty Status Change (Sick in Quarters/Present for Duty) received through 'Base AD Force Management Section' to the appropriate TFSC agency.
- d. Complete transactional work returned from the TFSC pertaining to additional requests or misrouted requests located in the BLSDM-IT Tool, i.e., duty information, TDY reporting, etc., and notify the BLSDM User of the error.
- e. Continue to disseminate DECOR 6 RIPs and performance evaluation RIPs to units. TFSC updates MilPDS and the local PSM disseminates the information to the units.

5. **TOTAL FORCE SERVICE CENTER SAN ANTONIO (TFSC-SA):**

- a. Receive BLSDM requests through CMS from assigned bases to verify and complete transactions in MilPDS within an appropriate amount of time.
- b. Use CMS to communicate discrepancies or transactional questions with units.
- c. Contact AFPC Offices of Primary Responsibility (OPRs) when required.
- d. Direct commanders and their delegates to the BLSDM-IT Tool to complete CRO, DECOR 6, and Duty Status Change requests.

SECTION B. BLSDM REPORTS

INTRODUCTION: Commanders may request BLSDM reports for officers and enlisted personnel within their specific unit or units administratively assigned to their unit, group or wing.

ALPHA ROSTER

The Alpha Roster contains pertinent information regarding members within a specific unit. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander's PAS. Commanders may only view records assigned or projected to their PAS Codes and their subordinates. Review the Marital Status code at [Attachment 3](#) and Performance Indicators (officers only) at [Attachment 6](#). All other codes are listed in clear text on the roster next to the code.

CRITERIA: The Alpha Roster selects all Airmen sorted by name assigned within the BLSDM User's PAS Code(s).

DATA ITEMS DISPLAYED ON THE ALPHA ROSTER

DATA ITEMS DISPLAYED ON THE ALPHA ROSTER			
Full Name	Social Security Number (SSN)	Grade	Record Status
Assigned PAS	Office Symbol	Duty Title	Duty Start Date
Date of Grade (DOR)	Duty Air Force Specialty Code (DAFSC)	Control Air Force Specialty Code (CAFSC)	Primary Air Force Specialty Code (PAFSC)
Date Arrived Station (DAS)	Duty Phone	Total Active Federal Military Service Date (TAFMSD)	Date of Enlistment (DOE)
Date of Separation (DOS)	Expiration Term of Service (ETS)	Date of Birth (DOB)	Home Address (Residential)
Home City (Residential)	Home State (Residential)	Home Zip Code (Residential)	Supervisor Name (SUPV)
Grade Permanent Projected	Unfavorable Information File (UIF) Code	Unfavorable Information File (UIF) Disposition Date	Projected EPR/OPR Closeout Date
Marital Status	Report not later than date (RNLTD)	Gaining Personnel Accounting Symbol (PAS)	Last Evaluation Rating
Last EPR/OPR Closeout Date	Performance Indicator (Officer only)	Spouse Social Security Number (SSN) (Military only)	Supervision Begin Date
Reenlistment Eligibility Status (Enlisted only)	Home Phone Number	Age	Date Eligible to Return from Overseas (DEROS)
Deploy Admin Status	Deploy Admin Status	Deploy Admin Stop	Deploy Legal Status

(Code)	(Description)	Date	(Code)
Deploy Legal Status Clear Text (Description)	Deploy Legal Stop Date	Deploy Physical Status (Code)	Deploy Physical Status Clear Text (Description)
Deploy Physical Stop Date	Deploy Time Status (Code)	Deploy Time Status Clear Text (Description)	Deploy Time Stop Date
Assignment Availability Code (Code)	Assignment Availability Code Clear Text (Description)	Assignment Availability Date	Assignment Availability Status (Code)
Assignment Availability Status (Description)	Assignment Limitation Code (Code)	Assignment Limitation Code Clear Text (Description)	Assignment Limitation End Date

UNIT MANPOWER PERSONNEL ROSTER (UMPR)

The UMPR contains funded and unfunded positions and personnel assigned to the listed position numbers to include future positions.

DATA ITEMS DISPLAYED ON THE UMPR ROSTER			
Personnel Accounting Symbol Code (PAS Code)	Organization Structure ID	Air Force Specialty Code (AFSC) Authorization	Grade Authorization
Current Quarter	Projected Quarter 1	Projected Quarter 2	Projected Quarter 3
Projected Quarter 4	Position Number	Security Access Requirement (SAR)	Functional Account Code (FAC)
Program Element Code (PEC)	Primary Special Experience Identifier (PSEI 1-10)	Secondary Special Experience Identifier (2SEI 1-10)	Personnel Reliability Program (PRP)
Rated Position Identifier (RPI)	Manpower Remarks	Duty Air Force Specialty Code (DAFSC)	Grade Assigned
Name	Social Security Number (SSN)	Duty Status (DS)	Control Air Force Specialty Code (CAFSC)
Primary Air Force Specialty Code (PAFSC)	Air Force Specialty Code (AFSC2)	Air Force Specialty Code (AFSC3)	Air Force Specialty Code (AFSC4)
Remarks			

AIR AND SPACE EXPEDITIONARY FORCE (AEF) ROSTER

The Air and Space Expeditionary Force (AEF) Roster contains information that identifies a member’s AEF Band within the unit. Members must have an AEF status. Contact the Unit Deployment Manager (UDM) if an AEF status is not annotated or annotated incorrectly. All dates display in a Date Time Format (*EXAMPLE*: 2/19/2010 12:00:00 AM). Assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Review the Deployment Availability codes at the following attachments:

[Attachment 7](#) – Deployment Availability Admin Code

[Attachment 8](#) – Deployment Availability Time Code

[Attachment 9](#) – Deployment Availability Legal Code

[Attachment 10](#) – Deployment Availability Physical Code

All other codes are listed in clear text on the roster next to the code.

CRITERIA: The AEF Roster selects all Airmen sorted by name assigned within the BLSADM User’s PAS Code(s). **NOTE:** This report is not in a defined sort order.

DATA ITEMS DISPLAYED ON THE AEF ROSTER			
Full Name	Social Security Number (SSN)	Grade	Duty Status
PAS Admin	AEF Status	AEF Start Date	Individual Dwell Time
Individual Dwell Time Expiration	Individual Dwell Time Counter	Deployment Availability Admin Code	Deployment Availability Admin Expiration Date
Deployment Availability Time Code	Deployment Availability Time Expiration Date	Deployment Availability Physical Code	Deployment Availability Physical Expiration Date
Deployment Availability Legal Code	Deployment Availability Legal Expiration Date	Record Status	Office Symbol
Duty Air Force Specialty Code (DAFSC)	Primary Air Force Specialty Code (PAFSC)	Air Force Specialty Code (AFSC2)	TDY Country State
Unit (Description)	Personnel Accounting Symbol (PAS)	Special Experience Identifier SEI_PAFSC_01-10	Special Experience Identifier SEI_2AFSC_01-10

TERMS: Individual Dwell Time (IDT) and Deployment Availability (DAV) Code 81 Program: Individual dwell is the period of time a member is not on an operational deployment. A member’s dwell is calculated by counting the number of days between deployments. A member is either operationally deployed or in dwell. Review the [Individual Dwell Time \(IDT\) and Deployment Availability \(DAV\) Code 81 PSD Guide](#) for detailed information.

Air and Space Expeditionary Force Indicator (AEFI): The AEFI identifies the actual AEF deployment vulnerability period for members regardless of assignment to a combat (C), combat support (CS), combat service support (CSS) or institutional force (IF) type unit. Members have corresponding AEFI updated in MilPDS in accordance with [AFI 10-401](#), *Air Force Operations Planning and Execution*, Table 14.1. Review the [Air and Space Expeditionary Force Indicator \(AEFI\) PSD Guide](#) for detailed information.

COMMANDER’S MANAGEMENT ROSTER

The Commander’s Management Roster (CMR) contains information, which identifies members with pertinent and derogatory information to include medical evaluation board (4K code) within the unit. All dates display in the DD-MON-YYYY format. Assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS Code. Commanders may only view records assigned or projected to their PAS Codes and their subordinates.

CRITERIA: The CMR selects UIF code equals 1, 2, 3; and the last evaluation rating equaling a 1 or 2. The CMR also selects and reenlistment eligibility status equaling 2A, 2D, 2E, 2F, 2G, 2H, 2J, 2K, 2L, 2M, 2N, 2P, 2X, 2Y, 4F, 4H, 4I, 4J, 4K, 5C, 5I, 5M, 6D, 6H, 6K, 6L, 6M, 6N, 6T, 6U) **or** Promotion Eligibility Status (PES) Code not equal to “X” (clear text codes are listed within the roster). Review the Record Status codes at [Attachment 1](#). **NOTE:** This report is not in a defined sort order.

DATA ITEMS DISPLAYED ON THE CMR ROSTER			
Full Name	Social Security Number (SSN)	Grade	Record Status
Date Arrived Station (DAS)	Date of Separation (DOS)	Expiration Term of Service (ETS)	Pay Date
Total Active Federal Military Service Date (TAFMSD)	Unfavorable Information File (UIF) Code	Unfavorable Information File (UIF) Code Clear text	UIF Disposition Date
Last Enlisted Performance Report (EPR)	Last Enlisted Performance Report (EPR) Close Date	Control Air Force Specialty Code (CAFSC)	Reenlistment Eligibility Status (RBA) Code
Reenlistment Eligibility Status (Description) Clear Text	Assignment Availability Code (AAC)	Assignment Availability Code (AAC) Clear Text	Promotion Eligibility Status Code (PES)
Promotion Eligibility Status Code (PES) Clear Text	Promotion Eligibility Status Code (PES) Expiration Date	Unit (PAS Code)	Unit Assignment Limitation Code (ALC)
Assignment Limitation Code (ALC) Clear Text Office Symbol	Personnel Accounting Symbol (PAS)		

DECOR 6 ELIGIBILITY ROSTER

The DECOR 6 Eligibility Roster contains information that identifies members who have not received an extended tour decoration within the last three years. This roster does not include members who received a permanent change of assignment/permanent change of station (PCA/PCS) within the last three years. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code and their subordinates. Review the Decoration Submission ID codes at [Attachment 11](#). All other codes are listed in clear text on the roster next to the code.

CRITERIA: Select Record Status between 11 and 29, current date minus date arrived station is greater than or equal to 1,095 days (3 years) and decoration condition of the last decoration is equal to 8 and close out date minus date arrived station is greater than or equal to 1,095 days (3 years).

DATA ITEMS DISPLAYED ON THE DECOR 6 ELIGIBILITY ROSTER			
Full Name	Social Security Number (SSN)	Grade	Record Status
Date Arrived Station (DAS)	Losing Unit (PAS Code)	Losing PAS	Suspense Date
Suspense Flag	Submission ID	Office Symbol	Last Decoration
Close Date	Personnel Accounting Symbol (PAS)		

DUTY STATUS ROSTER

The Duty Status roster identifies members NOT present for duty. It contains duty status of members either deployed, sick in quarters or on leave. All dates display in the DD-MON-YYYY format. Assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code and their subordinates. Review the Record Status codes at [Attachment 1](#) and Functional Category Codes at [Attachment 4](#).

CRITERIA: Select Record Status less than “60” and Duty Status not equal to “00” (Present for Duty). **NOTE:** This report is not in a defined sort order.

DATA ITEMS DISPLAYED ON THE DUTY STATUS ROSTER			
Full Name	Grade	Social Security Number (SSN)	Record Status
Losing Unit (PAS Code)	Duty Status	Duty Status (Description) Clear text	Duty Status Start Date
Duty Status End Date	Duty Status Projected	Duty Status Start Date	Duty Status End Date

		Projected	Projected
Losing PAS	Office Symbol	PAS Code	Functional Category
Assignment Availability Code	Assignment Availability Code (Description) Clear Text	Assignment Availability Expiration Date	Assignment Availability Status Code
Assignment Availability Status Code (Description) Clear Text	Assignment Limitation Code	Assignment Limitation Code (Description) Clear Text	Assignment Limitation Code End Date

EVALUATIONS LISTING

The Evaluations Listing contains information that identifies projected enlisted performance reports (EPR), and officer performance reports (OPR) on members within the unit. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code. Review the Record Status codes at [Attachment 1](#) and the Projected Evaluation Reason at [Attachment 12](#). All other codes are listed in clear text on the roster next to the code.

CRITERIA: Select Record Status less than “60”. **NOTE:** This report is not in a defined sort order.

DATA ITEMS DISPLAYED ON THE EVALUATIONS LISTING			
Full Name	Social Security Number (SSN)	Grade	Record Status
Duty Air Force Specialty Code (DAFSC)	Unit Assigned (PAS Code)	Assigned Personnel Accounting Symbol (PAS)	Evaluation Start Date
Projected Evaluation close date	Projected Evaluation Reason	Duty Title	Supervisor Name
Supervision Begin Date	Supervisor Personnel Accounting Symbol (PAS)	Office Symbol	

GAINS LISTING

The Gains Listing contains a list of members projected to the unit. All dates display in the DD-MON-YYYY format. Assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code and their subordinates.

CRITERIA: Select Record Status between “60” and “69” and Current PAS Code is NOT equal to Gaining PAS Code. **NOTE:** This report is not in a defined sort order. Review the Record

Status codes at [Attachment 1](#) and Marital Status codes at [Attachment 3](#). All other codes are listed in clear text on the roster next to the code.

DATA ITEMS DISPLAYED THE GAINS LISTING			
Full Name	Social Security Number (SSN)	Grade	Record Status
Gaining Personnel Accounting Symbol (PAS)	Gaining Personnel Accounting Symbol (PAS) Clear text	Report No Later Than Date (RNLTD)	Control Air Force Specialty Code (CAFSC)
Duty Air Force Specialty Code (DAFSC)	Marital Status	Sponsor SSN	Notification Date
Losing Personnel Accounting Symbol (PAS)	Losing Personnel Accounting Symbol (PAS) Clear text	Date Departed Last Duty Station (DDLDS)	Office Symbol
Date of Rank (DOR)	Date of Separation (DOS)		

LOSS LISTING

The Loss Listing contains a list of members projected to relocate, separate or retire. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code and their subordinates.

CRITERIA: Select Record Status between “60” and “69” and current PAS Code is NOT equal to Gaining PAS Code. **NOTE:** This report is not in a defined sort order. Review the Record Status codes at [Attachment 1](#). All other codes are listed in clear text on the roster next to the code.

DATA ITEMS DISPLAYED ON THE LOSS LISTING			
Full Name	Social Security Number (SSN)	Grade	Record Status
Record Status Code (Description) Clear Text	Losing Personnel Accounting Symbol (PAS)	Losing Personnel Accounting Symbol (PAS) Clear Text	Report Not Later Than Date (RNLTD)
Gaining Personnel Accounting Symbol (PAS)	Gaining Personnel Accounting Symbol (PAS) Clear Text	Control Air Force Specialty Code (CAFSC)	Projected Departure Date (PDD)
Organization Number	Organization Type	Installation Name	Country/State
Date of Separation (DOS)	Retirement/Separation Effective Date	Office Symbol	Date Eligible to Return from Overseas (DEROS)

LATE EVALUATIONS ROSTER

The Late Evaluations Roster reflects performance reports 31 days or more overdue within the unit. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code. Review the Record Status codes at [Attachment 1](#). All other codes are listed in clear text on the roster next to the code.

CRITERIA: Select Record Status less than “60” and projected evaluation close out date plus 31 days is less than or equal to the system date. **NOTE:** This report is not in a defined sort order.

DATA ITEMS DISPLAYED ON THE LATE EVALUATIONS ROSTER			
Full Name	Social Security Number (SSN)	Grade	Record Status
Assigned Personnel Accounting Symbol (PAS)	Last Evaluation Close Date	Projected Evaluation Close Date	Days Late
Supervisor Name	Supervision Begin Date	Office Symbol	

PENDING AND PROJECTED EVALUATIONS

The Pending and Projected Evaluations Listing reflects projected evaluation close out dates less than or equal to SYSDATE plus 30 days. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code and their subordinates. Review the Record Status codes at [Attachment 1](#), Projected Evaluation Reason at [Attachment 12](#), and the Unfavorable Information File codes at [Attachment 5](#). All other codes are listed in clear text on the roster next to the code.

CRITERIA: Select Record Status is less than “60” and Projected evaluation close out date is less than or equal to SYSDATE plus 30 days. **NOTE:** This report is not in a defined sort order.

DATA ITEMS DISPLAYED ON THE PENDING AND PROJECTED EVALUATIONS LISTING			
Full Name	Social Security Number (SSN)	Grade	Record Status
Office Symbol	Projected Evaluation Close Date	Projected Evaluation Reason	Supervisor Name
Supervision Begin Date	Last Evaluation Close Date	Evaluation Type	Duty Title
Unfavorable Information File (UIF) Code	Unfavorable Information File (UIF) Expiration Date	Assigned Personnel Accounting Symbol (PAS)	Personnel Accounting Symbol (PAS) Admin

FAMILY CARE REPORT

The Family Care Report reflects service members who are married to another service member and single members with family members. All dates display in the DD-MON-YYYY format. The assigned PAS Code equals the PAS Code associated with the active duty commander’s PAS. Commanders may only view records assigned to their PAS Code and their subordinates. Review the Record Status codes at [Attachment 1](#), Marital Status codes at [Attachment 3](#) and Mil-to-Mil Status codes at [Attachment 13](#). All other codes are listed in clear text on the roster next to the code.

CRITERIA: Select Record Status less than 30 and dependent care responsibility program is equal to “Y” **OR** Select record status less than 30 and mil to mil status is not blank and marital status is equal to I, L, M and total household dependents is greater than 0.

DATA ITEMS DISPLAYED ON THE FAMILY CARE REPORT			
Full Name	Social Security Number (SSN)	Grade	Record Status
Office Symbol	Marital Status	Total Household (HHLD) Dependents	Dependent Child 1-6 Date of Birth
Military to Military (Mil to Mil) Status	Dependent Care Responsibility Program	Duty Phone	Spouse SSAN
Losing Personnel Accounting Symbol (PAS)	Assigned Personnel Accounting Symbol (PAS)		

ENLISTED MONTHLY PROMOTION ROSTER

The Enlisted Monthly Promotion Roster identifies members projected for promotion within the next month either by date of rank or monthly increment. Monthly increments are reflected on this roster once Headquarters, United States Air Force (HQ USAF) determines and AFPC announces the monthly increments. All dates display in the DD-MON-YYYY format. Commanders may only view records assigned to their PAS Codes and their subordinates.

CRITERIA: Select a Projected DOR and Projected DOR is within the current month plus 1 month. Sort by Projected DOR.

DATA ITEMS DISPLAYED ON THE ENLISTED MONTHLY PROMOTION ROSTER			
Full Name	Social Security Number (SSN)	Grade	Projected Date of Rank (DOR)
Projected Grade	Promotion Sequence Number	Office Symbol	Assigned Personnel Accounting Symbol (PAS)
Grade Status Reason	Grade Status Reason (Description) Clear Text		

OFFICER MONTHLY PROMOTION ROSTER

The Officer Monthly Promotion Roster identifies members projected for promotion within the next month either by date of rank (DOR) or by monthly increment. Monthly increments are reflected on this roster once HQ USAF determines and AFPC announces the monthly increments. All dates display in the DD-MON-YYYY format. All dates display in the DD-MON-YYYY format. Commanders may only view records assigned to their PAS Codes and their subordinates.

CRITERIA: Select a Projected DOR is within the current month plus 1 month. Sort by Projected DOR.

DATA ITEMS DISPLAYED ON THE OFFICER MONTHLY PROMOTION ROSTER			
Full Name	Social Security Number (SSN)	Grade	Projected Date of Rank (DOR)
Projected Grade	Promotion Sequence Number	Office Symbol	Assigned Personnel Accounting Symbol (PAS)

SECTION C. BLSM-IT TOOL ADMINISTRATION

INTRODUCTION

The BLSM-IT Tool is a key enabler to the successful implementation of BLSM. However, BLSM-IT is not a Military Personnel Section (MPS) tool to be used in conjunction with, or as a replacement for MilPDS. Several BLSM reports are available directly from the MilPDS Reports “list of values” (LOV) and the Personnel Systems Manager (PSM) /Human Resource Systems Manager (HRSM) create others via the Discoverer reporting/ad hoc query tool.

BLSM-IT Tool uses the Parent Personnel Accounting Symbol (PAS) Hierarchy stored in each PAS Code record, controlled by the MAJCOM/FOA PAS Manager. The BLSM administrator or point of contact (POC) grants commanders access to the tool. Commanders delegate access to members of their organizations. The BLSM POC may delegate access to members of each organization in the commander’s absence. Three personnel data systems (PDS) support the BLSM IT Tool.

- Assignment Management System (AMS)
- Military Personnel Data System (MilPDS)
- Defense Civilian Personnel Data System (DCPDS) – DoD Civilians

ASSIGNMENT MANAGEMENT SYSTEM (AMS)

INTRODUCTION: Assignment Management System (AMS) is a web application that houses multiple applications, including BLSM-IT, in support of commander responsibilities and Air Force members.

The BLSM-IT Tool uses the AMS platform to align units under the parent PAS hierarchy. The procedures descend from parent to child PAS and not reverse. For example, an assignment within the group PAS provides access to all subordinate units. An assignment within a unit PAS, only provides access to the specific unit. The BLSM Administrator/POC must utilize the Retrieval Applications Website (RAW) PAS Code Hierarchy Application at [Attachment 14](#) to determine exceptions.

AMS PROFILES

The AMS profile **MUST** be correct in order to assign a member BLSM access. The member's unit of assignment (PAS Code) must match the PAS Code of the commander delegating the access. If not, the commander or BLSM administrator's attempt to add this user will result in a ‘No member found’ error.

AMS is refreshed weekly from MilPDS and monthly from the DCPDS to update PAS Codes and member's units of assignment. This is normally an automatic process; however, it may require reporting to AFPC in some instances.

If customers have specific questions concerning their AMS account, the customer should send an email to amshelp@us.af.mil. If experiencing problems with the AMS application, contact the Personnel Systems Operations Control Center (PSOCC) at DSN 665-5004 or 1-800-525-0102 option 8.

If the BLSDM POC or commander must delegate BLSDM access to someone other than an Air Force member (i.e., civilian, other service, etc.) and the individual does not have an AMS account, they should submit the information below to the Personnel Systems Operations Control Center (PSOCC) psocc.sd@us.af.mil with the following information:

- Subject Line: Civilian AMS access for BLSDM:
- Member's name - (last, first, middle initial)
- SSN (include dashes)
- Pay Grade
- Service Computation Date (SCD) in MM/DD/YY format
- Date of Birth (DOB) in MM/DD/YY format
- PAS Code
- Component
- Email
- Duty Phone

BLSDM PROFILES WITHIN AMS

BLSDM Administrator/POC role is used to manage BLSDM users for a base. This role is used to add commanders who subsequently delegate access to their members. The role allows for the management of commander delegates, if necessary. It also provides administrators the ability to retrieve rosters and request transactions for their assigned PAS Codes.

BLSDM Commander (CMDR) Account role allows commanders to delegate/add and delete access to BLSDM users assigned to their units. The member added **MUST** be assigned to the delegating commander's unit in AMS. It also provides commanders the ability to retrieve all rosters and request transactions under their assigned PAS Codes. **NOTE: Only commanders receive this role.**

BLSDM Commander (CMDR) Delegate role allows members who were delegated access to BLSDM by the commander or BLSDM administrator to retrieve all rosters and request transactions under their assigned PAS Codes. This role does not allow the user to delegate/add access or delete other users. **NOTE:** Wing/Group level personnel assigned to the Wing/Group PAS Codes are assigned BLSDM CMDR or CMDR Delegate roles to view all PAS Codes in either the Wing hierarchy or Group hierarchy. This role is based on the Parent PAS Code hierarchy and allows all records in the PAS Codes below their Parent PAS Code to be viewed.

BLSDM Commander (CMDR) Admin role allows commanders to delegate/add and delete BLSDM users assigned to their units. It also provides commanders the ability to retrieve all rosters and request transactions under their assigned PAS Codes to include visibility of

administratively assigned PAS Codes. Only provide this role to unit level personnel who have units administratively assigned their PAS Codes. This access displays records from PAS Codes aligned under the MilPDS PAS administrative hierarchy. (Check with the local PSM/HRSM to determine the configuration of MilPDS Administrative PAS tables used to ensure correct distribution of computer-generated products.) Visibility is based on MilPDS MPF PAS-ADMIN table structure. **NOTE: Only commanders receive this role.**

BLSDM Commander (CMDR) Admin Delegate role allows members who were delegated access to BLSDM by commanders or BLSDM administrators to retrieve all rosters and request transactions under their assigned PAS Codes to include administratively assigned PAS Codes. This role does not allow the user to delegate/add access or delete other users. Only provide this role to unit level personnel who have units administratively assigned to their PAS Code(s). This access displays records from PAS Codes aligned under the MilPDS PAS administrative hierarchy. Check with the local PSM/HRSM to determine the configuration of MilPDS MPF PAS-ADMIN tables used to ensure correct distribution of computer-generated products. **NOTE:** This access is not applicable to Wing/Group executives or administrative personnel if assigned to the Wing or Group in MilPDS or DCPDS. The normal PAS hierarchy enables personnel in these circumstances to view all records assigned under them. **NOTE:** Visibility is based on MilPDS MPF PAS-ADMIN table structure.

EXAMPLE: The Comptroller Squadron having administrative control (ADCON) over the wing staff personnel and the PSM/HRSM administratively aligns (Admin PAS) the wing's PAS Code to the CPTS in MilPDS. The CPTS/CC and delegates are assigned BLSDM CMDR admin and BLSDM CMDR admin delegate roles to view all members' records under their purview. The CPTS rosters will now contain both FW and CPTS personnel as depicted below:

<u>Full Name</u>	<u>Grade</u>	<u>SSAN</u>	<u>Unit</u>	<u>Marital Status</u>
Doe, John Bob	MSG	123-45-6789	1 FW	S
Eck, Billy Ray	SMS	234-56-7890	1 CPTS	M
Gum, Fred Andrew	CPT	345-67-8901	1 CPTS	D
Johns, Kenneth A	SRA	567-89-0123	1 FW	S

BLSDM Additional PAS Role allows users visibility of records assigned to PAS Codes outside of their Parent PAS hierarchy (i.e., ADCON). The member must be assigned one of the standard BLSDM profiles above before they can obtain the BLSDM Additional PAS Role. ***This role is presented in detail in the next section.***

NOTE: BLSDM users can only be assigned **one** role at any given time. For example, the BLSDM POC cannot also have the BLSDM CMDR Delegate role.

BLSDM ADDITIONAL PAS ROLE

The BLSDM Additional PAS Role supports unique unit circumstances such as reorganizations and unit moves to allow commanders and unit administration visibility of their personnel. It provides users the capability to view records assigned to PAS Codes outside of the Parent PAS hierarchy (i.e., ADCON, reorganizations, etc.). Requests for additional PAS roles originate from

the unit commander authorizing access and forwarded to the BLSDM Administrator/POC at the local installation. AFPC Field Activities (AFPC/DPTSF) is the final approval authority for all BLSDM Additional PAS role requests. **NOTE:** The BLSDM Additional PAS Role will not work for every scenario. The system has programming limitations. AFPC/DPTSF evaluates each request consistent with the delivered functionality of the BLSDM application.

The base-level BLSDM Administrator/POC should thoroughly evaluate each request for the BLSDM Additional PAS role to ensure requests that do not meet the intent of the delivered functionality are not sent to AFPC for consideration. Ensure requests meet the Air Force mandate to limit access to personnel information based on "need-to-know" and not grant access based on convenience or expedience.

EXAMPLE 1 - The CPTS/CC approves a request for access to CPTS records for the first sergeant assigned to the Force Support Squadron (FSS). The FSS commander cannot grant access to the CPTS records. As such, the CPTS/CC initiates and approves the request.

EXAMPLE 2 - The MXG/CC approves a request for access to all PAS Codes in the MXG for the group Unit Deployment Manager (UDM) assigned to the AMXS. The MXG can approve the request for access to the entire group versus individual requests from each squadron in the group.

EXAMPLE 3 - Organizations in the Air Force National Capital Region assigned to the HH (Pentagon) PAS requests access to PAS Codes at BP (Bolling AFB) and AU (Andrews AFB). The request must reflect commander coordination and approval by the commander(s) of the BP and AU units if access is provided to an HH user. We have experienced cases where the HH commander has command authority over the BP and AU units. In many cases, the Parent PAS hierarchy starts with the HH PAS and contains BP, AU, and others as children. The servicing MPS BLSDM POC should accept the request from the commander initiating the request and verify commander authority. This may require coordination with the BLSDM POC at the service MPS of the other units.

At a minimum, requests should include the requested user's Full Name, Grade, Last 4 SSN, Current PAS/Clear text (literal description), requested PAS Codes/Clear text, and clear justification. Do not forward convoluted email threads from multiple users as justification.

EXAMPLE 1

Justification: Member below is the commander of the CPTS and requires access to the 354 FW (EH0RF3Z9) records. He has ADCON responsibility over wing staff personnel.

Name	SSAN	Unit	PAS
Maj John M. Doe,	3234	354 CPTS	EH0RFPC9

EXAMPLE 2

Justification: The following members require access to the 673 MDG (EL0RFBSM) records. The members have administrative responsibility for monitoring personnel activities for the entire MDG.

ELORFBMC – 673 AEROSPACE MED SQ
 ELORFBMD – 673 DENTAL SQ
 ELORFBMG – 673 INPATIENT OPS SQ

ELORFBMN – 673 SUR OPS SQ
 ELORFBMX – 673 MED SUP SQ
 ELORFBMN – 673 MED OPS SQ

Name	SSAN	Unit	PAS
Capt John M. Doe,	1234	673 MDSS	ELORFBMX
SSgt Jane K. Smith	2345	673 DENTAL SQ	ELORFBMD
MSgt Bobby Jenkins	7654	673 MDOS	ELORFBMN

The member must have a primary BLSMD role in order to request the BLSMD Additional PAS role. Commanders may send requests to the Base BLSMD Administrator/POC by official memorandum or Common Access Card (CAC) signed email.

The BLSMD Base Administrator validates requests and forwards to AFPC/DPTSF dps.pdsystems@us.af.mil for approval/disapproval. Incomplete requests will be returned without action and must be resubmitted.

The AFPC BLSMD Administrator evaluates the request, updates the approved additional PAS Code(s) through AMS administration and notifies the BLSMD Base Administrator/POC when the action is complete. Disapproved cases are returned with comments to the originating Base Administrator/POC. All additional PAS Code requests should be limited to the minimum number of personnel necessary to accomplish the unit’s mission.

PERSONNEL ACCOUNTING SYMBOL (PAS) CODES

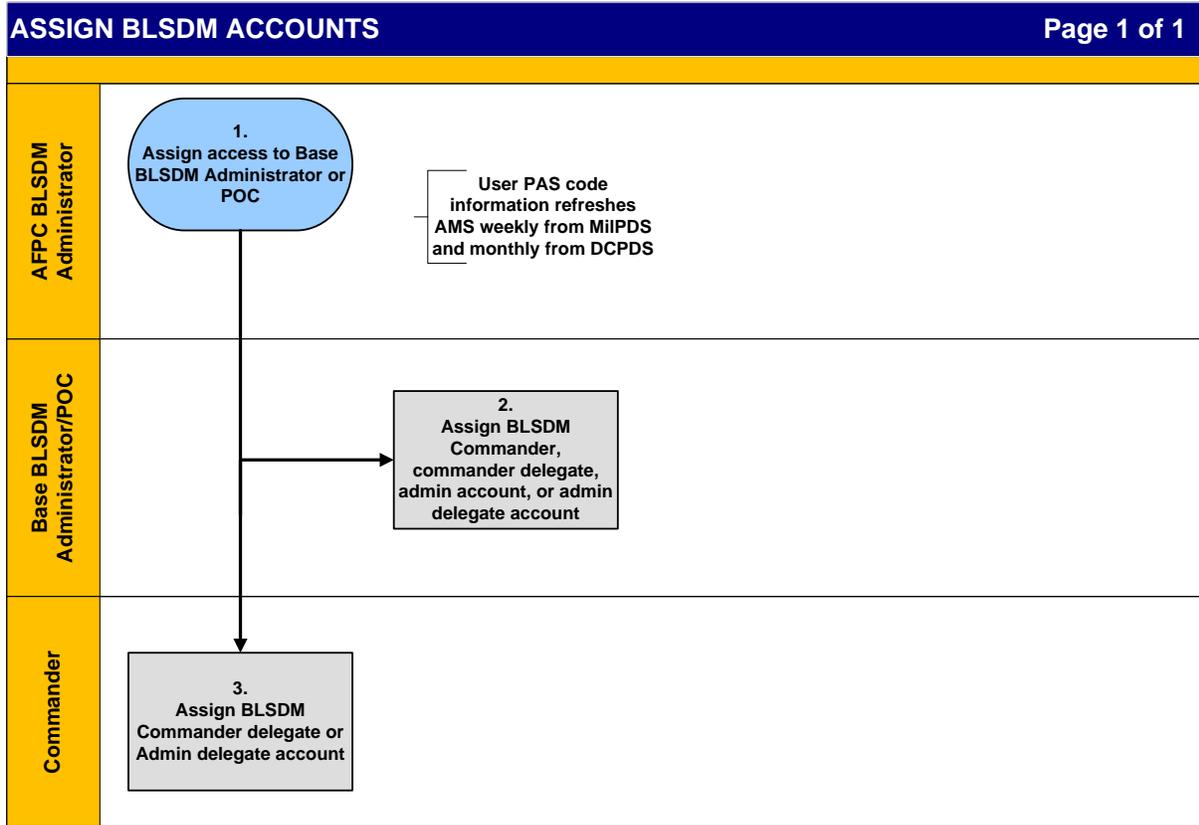
As previously stated, BLSMD-IT Tool uses the Parent PAS Hierarchy stored in each PAS Code record, which is managed by the MAJCOM/FOA PAS Manager. It also uses the Administrative PAS process (MPF PAS-ADMIN) in MilPDS, which is controlled by the local base PSM/HRSM assigned to the MPS.

BLSMD rosters are populated based on PAS Code. Parent/child PAS Codes can be viewed using the “Retrieval Application Website (RAW) PAS Codes – PAS Code Hierarchy Application” to determine records that will appear on BLSMD rosters when users are assigned to specific PAS Codes. Review [Attachment 14](#), RAW PAS Lookup and [Attachment 15](#), AMS PAS Tree.

ASSIGN BLSDM ACCOUNTS

Three personnel data systems (PDS) support BLSDM-IT Tool:

- Assignment Management System (AMS)
- Military Personnel Data System (MilPDS)
- Defense Civilian Personnel Data System (DCPDS) – DoD Civilians



ASSIGN BLSDM ACCOUNTS		
STEP	ACTION OWNER	NARRATIVE
1	AFPC BLSDM Administrator	<i>Assign.</i> Assign access to Base BLSDM Administrator/POC and BLSDM Additional PAS Role.
2	Base BLSDM Administrator/POC	<i>Assign.</i> Assign BLSDM access to commander and/or commander delegates.
3	Commander	<i>Delegate.</i> Delegate BLSDM access to members of their unit. The delegation must be in the commander's assigned PAS Code. If not, the 'no member found' error is displayed.

ROLES AND RESPONSIBILITIES:**1. BASE-LEVEL BLSDM ADMINISTRATOR/POINT OF CONTACT (POC):**

The base-level BLSDM Administrator/POC is located in the MPS. Support administration of the BLSDM-IT Tool by accomplishing the actions below:

- a. Assign all unit, group and wing commanders the BLSDM CMDR role based on the PAS/unit of assignment.
- b. Ensure all commanders are trained on the use of the BLSDM-IT Tool.
- c. Assist users with technical questions or problems as they relate to roles, updates, rosters or administration.
- d. Export user lists to Microsoft Excel, if necessary.
- e. Extend expiring user profiles using the administration tool.
- f. Report BLSDM-IT Tool suggestions to AFPC/DPTSF (dps.psdsystems@us.af.mil).
- g. Perform PAS Lookups on PAS Code questions from customers and before submitting requests for the Additional PAS Role by using the PAS Code Lookup application on the Retrieval Applications Website (RAW) on AFPC Secure.
- h. Review, update and delete access for base BLSDM users.
- i. Serve as liaison for base-level BLSDM user issues.
- j. Attempt to resolve problems at the lowest level before escalating.
- k. Contact PSOCC to report access or application issues. Retain the Remedy ticket, if issued.
- l. Direct customers to AMS help if "No member record" error occurs.
- m. Ensure problems are properly documented.
- n. Follow up on reported problems.

2. MILITARY PERSONNEL SECTION (MPS) PERSONNEL SYSTEMS MANAGER (PSM)/HUMAN RESOURCE SYSTEMS MANAGER (HRSM):

The base-level PSM/HRSM is located in the MPS. Support administration of the BLSDM-IT Tool by accomplishing the actions below:

- a. Maintain installation MilPDS MPF PAS-ADMIN table.
- b. Use the table to administratively align one PAS (unit) to another, when practical, to support the administration and delivery of personnel products to include BLSDM rosters.
- c. Execution of PAS-ADMIN procedure supports the use of the BLSDM Commander Admin and BLSDM Commander Admin Delegate roles, only.

3. AFPC BLSDM ADMINISTRATOR:

The AFPC BLSDM Administrator or business process owner (BPO) is located in AFPC/DPTSF Field Activities. Support administration of the BLSDM-IT Tool by accomplishing the actions below:

- a. Process requests from MPS Chief/Superintendent to add or delete base BLSDM Administrators/POCs. Submit requests through appointment memorandum or CAC signed email to AFPC/DPTSF (dps.psdsystems@us.af.mil).
- b. Review system issues and tickets from the PSOCC and respond to BLSDM POC, if necessary.

- c. Provide details of new enhancements and changes to the BLSM-IT Tool to users through AFPC Change Management communication.
- d. Review exceptions including requests for the BLSM Additional PAS role and approve/disapprove accordingly.
- e. Coordinate with programmers for system issues as required.
- f. Submit appropriate System Change Requests for defects and enhancements.
- g. Ensure all problems are properly documented.
- h. Notify the proper agencies of software, communications and functional problems.
- i. Follow up on reported problems.

4. **BLSM COMMANDER:**

The BLSM Commander has overall responsibility for members of their units and others accessing members records. Support administration of the BLSM-IT Tool by accomplishing the actions below:

- a. Delegate and delete access to BLSM-IT using the "Administration" function within the BLSM-IT Tool.
- b. Report BLSM-IT Tool problems/issues to the local BLSM Administrator/POC.
- c. Report BLSM-IT Tool suggestions to the local BLSM Administrator/POC.
- d. Evaluate operational requirements and submit requests to the base BLSM Administrator/POC to provide access to their unit(s) records to others through the Additional PAS Role process, if necessary.

5. **BLSM USER:**

The BLSM User is delegated access by the Commander or base BLSM POC and uses BLSM to access personnel data. Support administration of the BLSM-IT Tool by accomplishing the actions below:

- a. Report BLSM-IT Tool problems/issues to the local BLSM Administrator/POC.
- b. Report BLSM-IT Tool suggestions to the commander and local BLSM Administrator/POC.

BLSM ADMINISTRATION MENUS

The BLSM-IT Tool provides administration menus for the following users from the BLSM home page:

- BLSM Administrator
- BLSM Commander, only (not delegates)

The options are available and self-explanatory:

View/Delete Current Users (Both)

Add User Without Viewing Current Users (Both)

Extend Current Users (BLSM POC, only)

- Clicking the Extend Role button will extend the BLSM role for a period of 1095 days (3 years)

View Loss Access Log (Last 180 Days)

- Deleted by ... indicates that the role was deleted from the BLSM Commander Dash Board

- Delete profile button clicked by ... indicates the role was deleted by an Administrator in AMS
- Delete Acct button clicked by ... indicates the AMS account was deleted by an Administrator in AMS
- Deleted from Delegate Unit Access by ... indicates the role was deleted by a Commander in AMS
- Profile expiration date expired on ... indicates the role was deleted because the expiration date expired
- PAS code change from ... indicates that the assigned PAS code has changed. A PAS code change will cause all roles to be lost

BLSDM ENHANCEMENTS

The commander or designated representative can submit requests for BLSDM Dashboard enhancements. BLSDM Administrators/POCs coordinate with their PSM/HRSM to consolidate all requests and forward to APFC/DPTSF (Systems) dps.psdsystems@us.af.mil. Submit the request with a description of the proposed enhancement and appropriate justification.

BLSDM TROUBLESHOOTING

The Base-Level BLSDM Administrator should use the following troubleshooting procedures:

ISSUE: ‘No member found’ is displayed when adding a new BLSDM user. This is an AMS assignment issue – assigned to incorrect PAS code.

SOLUTION:

- Member cannot be added to BLSDM until PCA/PCS PAS (unit) is aligned in AMS
- Military: Access MilPDS to verify the member is assigned to the PAS Code of unit
- DoD Civilian user: Access DCPDS to verify member is assigned to PAS Code of unit
- Other user (i.e., Contractor): Commander must submit request to create AMS account for contractor in the assigned PAS if no AMS account exists (See section on AMS Profiles)
- If PAS (unit) information is correct in MilPDS/DCPDS, notify AMS help through e-mail or PSOCC to report the problem

ISSUE: Reports do not contain all of the PAS Codes expected or no PAS Codes selected

SOLUTION:

- Check RAW PAS hierarchy tool to verify PAS Codes
- Ensure BLSDM admin roles are used for commanders/delegates ONLY if units are administratively aligned to their primary unit(s) in MilPDS
- Ensure members are assigned to the PAS Code(s) in MilPDS
- Check with base PSM/HRSM for administrative PAS assignment, if necessary
- Contact PSOCC to report the problem

ATTACHMENT 1

RECORD STATUS CODES

Record Status	Record Status Description
03	Reactivated Record
08	Curriculum Record
09	Statistical Record
10	Active No Projected Action,
11	Active Projected Inter command Assignment
12	Active Projected Intra command Assignment
13	Active Projected Inter command & Inter command
14	Active Projected Inter command & Intra command
15	Active Projected Intra command & INTER
16	Active Projected Intra command & INTRA
17	Pending 518 from Headquarters Air Force (HAF)
18	Active Incomplete Record
19	Record Pending Record Build
20	Active Projected Separation no Projected Assignment
21	Active Projected Separation & Inter command
22	Active Projected Separation & Intra command
23	Active Projected SEP & INTER INTER
24	Active Projected SEP & INTER INTRA
25	Active Projected SEP & INTRA INTER
26	Active Projected SEP & INTRA INTRA,
27	Active Record-Projected Separation-Available for Reassignment
28	Active Projected SEP & Incomplete Record
29	Active Projected Record-Projected Retirement-Pending Record Build
30	Active Projected TDY Deployment
31	Active not Present for Duty (PFD) AWOL/Leave/Hospital
32	Active Not Present for Duty (PFD) Missing in Action (MIA)/Prisoner of War (POW)
33	Reserved Projected Deployed Record
39	Active TDY Deployment Complete
40	Active Record Transferred to National Personnel Record Center (NPRC)
41	Incomplete Point Credit Accounting and Reporting System (PCARS) Data Capture
42	Point Credit Accounting and Reporting System (PCARS) record No Prior Service
43	Point Credit Accounting and Reporting System (PCARS) record Unverified DMDC History
44	Complete Point Credit Accounting and Reporting System (PCARS) record, Captured (AF)

45	Point Credit Accounting and Reporting System (PCARS) Record Unverified History (AF)
46	Point Credit Accounting and Reporting System (PCARS) S Auto Data Capture Program
47	Complete Point Credit Accounting and Reporting System (PCARS) record Captured (OASD)
48	Point Credit Accounting and Reporting System (PCARS) Record Prior Service Capture Pending
49	RET Retention Date has Changed
60	Projected Forecasted Accession
61	Projected Record Projected Accession
62	Projected Record Projected Gain
63	Projected MAJCOM Gain & Inter command Loss
64	Projected MAJCOM Gain & Intra command Loss
65	Projected Record SSAN Correction
66	Projected AFROTC Cadet
68	Projected Reserve Mobilization Accession
69	Suspended Point Credit Accounting and Reporting System (PCARS) Record

ATTACHMENT 2
DUTY STATUS CODES (DSC)

DUTY STATUS CODE	CLEARTEXT
00	Present for Duty
01	Deceased (Reported By Attached Unit for DSC 20, 21 Only)
02	Missing
03	Ill/Injured (Casualty Reported)
04	Civilian Confinement (Under Arrest/Pending Trial/Awaiting Sentencing)
05	Civil Confinement Sentenced Prisoner/30 Days or More
06	Deserter
07	Absent without Leave (AWOL) Includes Non Locatee-ANG
08	Hospital Not Assigned, Sick in Quarters
09	Leave - Excluding Delay En route
10	Assigned Transfer – Member Departs PCS or Terminal Leave Including Reserve Transfer to New Unit
11	Assigned But Not Joined Including Reserve Await Entry Initial Active Duty Training
12	Accessed Not Joined, TDY En route, Reserve Initial Active Duty Training
13	Hospitalized, Assigned To Patient Squadron or Hospital
14	Not Present For Duty-Other
15	En route Assigned Station From Deployed Station (DSC 20, 21)
16	Military Confinement (Under Arrest/Pending Trial/Awaiting Sentencing)
17	Military Confinement Sentenced Prisoner/30 Days or More
18	Involuntary Recall 45 Days Active Duty Fail Participate(ANG/AFR)
19	TDY ARC Home station Active Duty
20	TDY Contingency/Rotational/Exercise
21	PALACE TRIP MANNING as Contingency/Exercise
22	TDY School (Less Than 20 Weeks)
23	TDY Permissive Bootstrap, House hunting, etc,
24	TDY Other CONUS to CONUS
25	TDY Other CONUS to OS
26	TDY Other Out Of Country Overseas Personnel Only
27	TDY Other In Country Overseas Personnel Only
28	Pending Separation/Under Invest Including ANG/Reserve in or Await IADT
29	TDY Overseas to CONUS
30	Whereabouts Unknown
31	Home Station/Local Area Training
40	AFR Mobilization Resource
42	Returned to Military Control from dropped from rolls (DFR) Pending Disposition Instructions from Higher Headquarters
43	Reassigned to Undergo Separation Out-processing/Awaiting Administrative

	Discharge
52	Leave Appellate Review
53	Parole
56	Civilian Confinement Sentenced Prisoner/Less than 30 Days
59	Military Confinement Sentenced Prisoner/Less than 30 Days
60	ANG Runway Alert Over 30 Days CHAMPUS Eligible
61	TDY ARC Conversion
62	TDY ARC Home Station Active Duty In Support of Contingency
63	TDY ARC Counterdrug/Interdiction CONUS
64	TDY ARC Management Support/Active Duty Sister Wing (ADSW)
65	TDY ARC Service Mission/Mission Support
66	TDY ARC Operational Training
67	TDY ARC Natural Disaster/Emergency
70	TDY Contingency/Rotational/Exercise- No Pay (NP)
71	PALACE TRIP Manning Contingency Exercise- No Pay (NP)
72	TDY ARC Operational Training- No Pay (NP)
73	TDY Other Than CONUS to CONUS- No Pay (NP)
74	TDY Other CONUS to Overseas- No Pay (NP)
75	TDY Other Out Of Country Overseas Personnel Only – No Pay (NP)
76	TDY Other in Country Overseas Personnel Only – No Pay (NP)
77	TDY Overseas to CONUS- No Pay (NP)
78	TDY ARC Conversion- No Pay (NP)
79	TDY ARC Counterdrug/Interdiction CONUS- No Pay (NP)
80	TDY ARC Management SUPPORT/ADSW- No Pay (NP)
81	TDY ARC Service Mission/Mission Support- No Pay (NP)
82	TDY ARC Natural Disaster/Emergency No Pay (NP)
83	Permanent Training Site, Not Present for Duty- No Pay (NP)
84	ARC Individual Training, With Travel- No Pay (NP)NP
85	ARC Funeral Honors Duty-No Pay (NP)

ATTACHMENT 3
MARITAL STATUS CODES

Marital Status	Marital Status Description
A	Annulled
D	Divorced
I	Interlocutory decree
L	Legally separated
M	Married
S	Single
W	Widowed

ATTACHMENT 4
FUNCTIONAL CATEGORY CODES

Functional Category	Functional Category Description
	None
A	Permanent party
B	Controlled positions/spec mgmt directed by USAF
C	Pipeline
E	Attending TDY training (20 weeks or <) en route
F	Controlled positions/spec mgmt dir by AFPC
G	Non-prior service member transient
J	Reserve forces authorization only
K	Joint manpower (JMP) authorizations
L	Attending training PCS status over 20 weeks
M	Member assigned to USAF Preparatory School
N	Member OTS and AECP trainees (ATC and AU)
Q	Pipeline (enlisted trainees and officer ACC students)
R	Transient (does not includes non-prior service member)
S	Controlled positions/special management directed by AFPC
X	All ANG/Reserve serving on active duty and paid by ANG/Reserve
Y	Recruiter - Air Force Reserve
Z	Unknown

ATTACHMENT 5
UNFAVORABLE INFORMATION FILE (UIF) CODES

UIF Code	UIF Code Description
1	YES - Individual Has UIF But Not On Control Roster
2	YES – Individual Has UIF And Is On Control Roster
3	YES - UIF Under Article 15/Cm Punishment
9	Unknown

ATTACHMENT 6
PERFORMANCE INDICATOR (OFFICER ONLY) CODES

Performance Indicator Code	Description
0	0
1	1
2	2
3	3
4	4
5	5
A	Deletion Of Erroneous Report Entry
B	Abbreviated Report
C	No Report (AF Reserve)
D	No Annual Report (Failed To Qualify)
E	Reviewer Controlled Rating Deleted IAW AFR 31-11 Or 31-3
F	Report Administratively Deleted IAW AFR 31-11 or 31-3
H	Report Is Other Than Air Force
M	M
N	Does Not Meet Standards
P	P
T	Training Report
W	W
X	X
Y	Meets All Standards

ATTACHMENT 7
DEPLOYMENT AVAILABILITY ADMINISTRATIVE CODES

Deployment Administrative Code	Description
60	Deferred From Hostile Fire Zone
61	Sole Surviving Son/Daughter
62	Pipeline Category
63	Requires SSIR Clearance
64	Operational Deferment
65	Commanders Option
66	Conscientious Objector
67	Serving On 15-Month Overseas Tour
68	Voluntary Expiration Term Of Service # ANG-AN
69	Involuntary Expiration Term Of Service #ANG-AN
70	Conditional Release # ANG
71	Promotional Deferral # ANG-ON
72	Mandatory Separation Date #ANG-ON
73	Age 60 # ANG
74	Involuntary Discharge Pending # ANG
75	Selective Retention
76	Voluntary Discharge Request AD Officers Only
77	Other #ANG
79	Ex-POW
96	ANG Special Tour On MPA Man days
97	USAFR Special Tour On MPA Man days
98	ANG on EAD Presidential Call

ATTACHMENT 8
DEPLOYMENT AVAILABILITY TIME CODES

Deployment Time Code	Description
50	Approved Separation Within 180 Days
51	51 Reserved
52	52 Reserved
53	PCS Inter command Within 180 Days
54	PCS Intra command Within 180 Days
55	DEROS Within 180 Days
56	Member With Less Than 12 Weeks TAFMS
57	Time On Station (TOS) Less Than 15 Days/45days/6months
58	Member Declined To Extend
59	59 Reserved
78	78 Reserved

ATTACHMENT 9
DEPLOYMENT AVAILABILITY LEGAL CODES

Deployment Legal Code	Description
28	Firearms/Ammunition Disqualified
29	Conditional Release (AGR/AFR)
30	Probation/Rehabilitation Program
31	Control Roster
32	Pending SP/AFOSI Investigation
33	International Hold
34	Material Witness
35	Action Under Article 15-UCMJ
36	Prisoner
37	Pending Court Martial/Civil Trial
38	Commander Directed Hold
39	Adoptive Parent
80	Under 18 Years Of Age
81	Individual Dwell Time

ATTACHMENT 10
DEPLOYMENT AVAILABILITY PHYSICAL CODES

Deployment Physical Code	Description
40	Assignment Limited To BAS w/Hospital
41	Temporary Medical Deferment
42	Medical and/or Physical Evaluation Board (MEB/PEB)
43	Deployment Limited To CONUS Installation With Hospital
44	EFMP Deferment
45	Humanitarian/Permissive Deferment
46	46 Reserved
47	47 Reserved
48	Medically Disqualified For Deployment
49	Pregnancy Deferment #

ATTACHMENT 11
DECORATION SUBMISSION ID CODES

Decoration Submission ID Code	Description
A	No Submission
B	Recommended AFAM Or Above
D	Recommendation Submitted
E	Correction/Deletion
F	Unprojected Submission

ATTACHMENT 12
PROJECTED EVALUATION REASON CODES

Office Evaluation Reason Code	DESCRIPTION
A	Annual
C	Change Reporting Official
D	Directed By Commander
E	Directed By HQ USAF
L	Directed By Wing/Group Commander (ANG ONLY)
M	Annual (No Report 1 Yr-60 Day Supervision)
Q	Directed By CH, NGB/AIR CMD/ADJ GEN/ANGSC/CD-ANG ONLY

Enlisted Evaluation Reason Code	DESCRIPTION
A	Annual
C	Change Of Reporting Official
D	Directed By Commander
E	Directed By HQ USAF
F	ANG-Separation
G	PCS Report (Active Duty E1-E3)
I	Initial Report (Active Duty E1-E3)
K	Biennial
L	Directed Wing/Group Commander (ANG ONLY)
M	Annual (No Report 1 Yr-60 Day Supervision)
Q	Directed By CH, NGB
Z	Unknown

ATTACHMENT 13
MILITARY-TO-MILITARY (MIL-TO-MIL) STATUS CODES

Mil to Mil Status Code	Description
A	Spouse Enlisted On Active Duty USAF
C	Spouse Officer On Active Duty USAF
G	Spouse Enlisted Member USAFR
H	Spouse Enlisted Member ANG
I	Spouse Officer Member ANG
J	Spouse Member Of Another Guard/Reserve Component (Non-USAF)
M	Spouse On Active Duty In The Marines
N	Spouse On Active Duty In The Navy
O	Spouse On Active Duty In The Coast Guard
R	Spouse On Active Duty In The Army
S	Spouse Member Other Branch Of Service
X	Unknown

ATTACHMENT 14
RETRIEVAL APPLICATION WEBSITE (RAW) PAS TREE

The PAS Code Hierarchy Application below is available on RAW. RAW is accessed through AFPC Secure. The PAS hierarchy view is available to the Base-Level BLSMD Administrator/POC or anyone with access to RAW.

For Official Use Only
Retrieval Applications Website (RAW)
[Secure RAW Log Out](#)

Mr MICHAEL JACKSON:
 You have access to the applications listed below. Your session will time out after 30 minutes of inactivity. This site is For Official Use Only, intended for the use of the Air Force. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner and the HQ AFPC Public Affairs Office.

News	Application	Description	Date Last Reviewed
RAW Info	View My Contact Info	View / Modify your email and phone	Jun 1 2011 12:00AM (8 days)
News	3D AF	Demographics Drilldown - AD, ANG and AFR	Jun 2 2011 11:47AM (7 days)
News	Auth/Asgn AD	Authorized/Assigned (Active Duty)	Jun 2 2011 11:47AM (7 days)
News	IDEAS	Interactive Demographic Analysis System	Jun 2 2011 11:47AM (7 days)
News	PAS Codes	PAS Code Hierarchy Application	Jun 3 2011 2:08PM (6 days)
News	R-Status	Retention Status Report	May 9 2011 6:43AM (31 days)
	Secure RAW Logout	Leave the Retrieval Applications Website	Jun 1 2011 12:00AM (8 days)

If you need assistance, please contact...

The Personnel Systems Operations Control Center (PSOCC)
 DSN Phone: 665-5004 Commercial Phone: (210) 565-5004
 Email: dpsaraBr@randolph.af.mil

Helpful Links

- [Getting Access](#)
- [RAW Applications List / POCs](#)
- [Demographics Homepage](#)
- [Air Force Personnel Center Homepage](#)
- [Privacy & Security Notice](#)

The lookup below depicts the parent PAS "LA0JFPWM - 59 Medical Support GP" and the child (subordinate) PAS Codes (LA0JFPYV and LA0JFYZ). Records from all PAS Codes are displayed on BLSMD rosters when a member assigned to the Parent PAS "LA0JFPWM" is provided BLSMD access.

PAS Code Reports

[All Locations](#) > [LACKLAND](#) > [MEDICAL SUPPORT](#)

Data Current as of: 7 June 2011

PAS Code Details				
PAS LA0JFPWM	SRID OJ	MAJ 1WH	LTC 1WH	EES 1WH
ORGN # 0059	ORGN NOMENCLATURE MEDICAL SUPPORT			ORGN TYPE GP
ORGN DET # 0000	INST LOC NAME LACKLAND		INST KIND AFB	
CNTRY/STATE TX /48		ZIP/APO + 4 78236 - 0000		
ORGN SCTY CLAS U Y	MPF-IND 0	ADSN 4095		
RPF ID 96	CPF ID 8Z	MET LA	PRC	
INST LOC IND MPLS	ARR ID 3	MAN PT A	TOUR LENGTH Y	
PAS RCD ST 10	EFF DT 01JAN1945			

Chain of Command	
BP3VFR3V - 0000	AFELM WHITE HOUSE FE (WASHINGTON CTY , DC)
HH3VFR3R - 0000	AFELM DEPT DEFENSE DO (PENTAGON ADM , VA)
HH13FBS4 - OS00	U S AIR FORCE HQ (PENTAGON ADM , VA)
HH13FHCC - CC00	U S AIR FORCE HQ (PENTAGON ADM , VA)
RJ0JF3MQ - CCCC	AIR EDUC AND TRNG CM (RANDOLPH AFB , TX)
LA0JFGTS - 0000	59 MEDICAL WG (LACKLAND AFB , TX)
LA0JFPWM - 0000	59 MEDICAL SUPPORT GP (LACKLAND AFB , TX)

Direct Subordinates	
LA0JFPYV - 0000	59 MEDICAL SUPPORT SQ (LACKLAND AFB , TX)
LA0JFPYZ - 0000	59 MED LOG&READINESS SQ (LACKLAND AFB , TX)

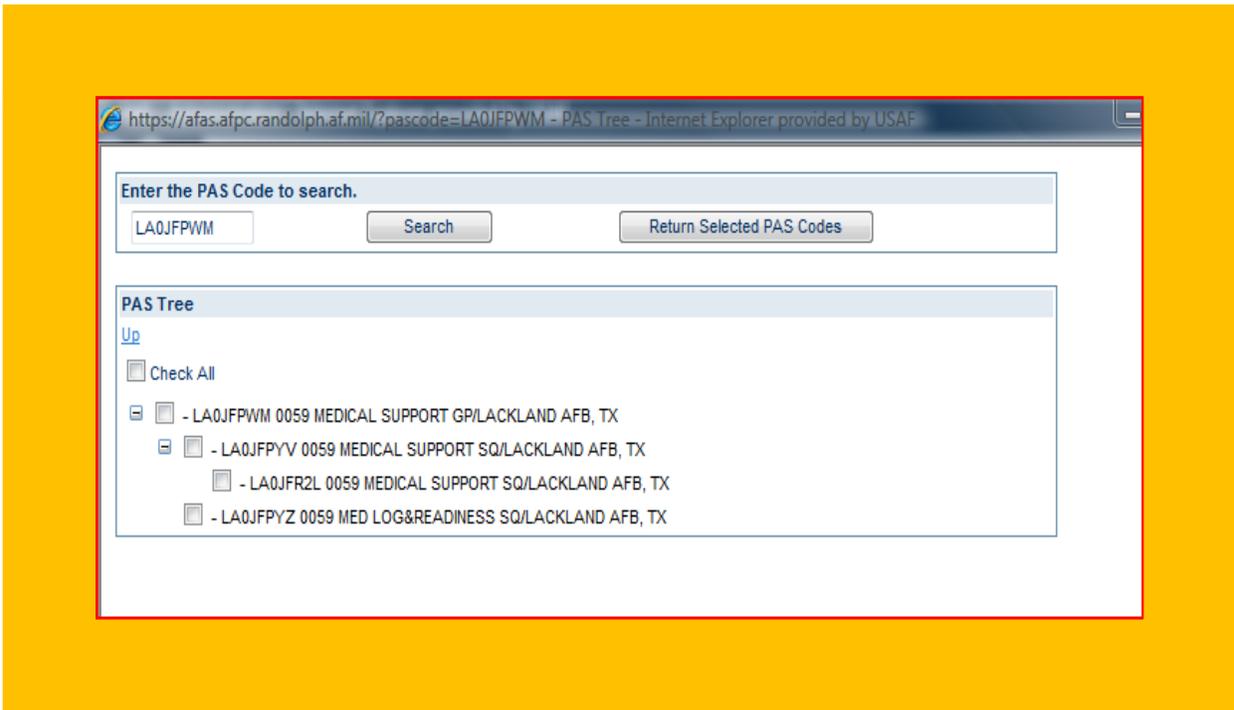
All Subordinates	
Display	Display list of all subordinate PAS Codes
Download	Download list of all Subordinate PAS Codes

FOR OFFICIAL USE ONLY

ATTACHMENT 15

ASSIGNMENT MANAGEMENT SYSTEM (AMS) PAS TREE

The AMS PAS Tree view below is only available to the **AFPC BLSDM Administrator and AMS Administrators**. The screenshot below depicts Parent PAS "LA0JFPWM - 59 Medical Support GP" and the child (subordinate) PAS Codes (LA0JFPYV, LA0JFR2L, LA0JFYZ). Records from all PAS Codes are displayed on BLSDM rosters when a member assigned to the Parent PAS "LA0JFPWM" is provided BLSDM access.



EXAMPLE:

<u>Full Name</u>	<u>Grade</u>	<u>SSAN</u>	<u>Unit</u>	<u>Assigned PAS</u>
Doe, John Bob	MSG	123-45-6789	59 MDSG	LA0JFPWM
Eck, Billy Ray	SMS	234-56-7890	59 MDSS	LA0JFR2L
Gum, Fred Andrew	CPT	345-67-8901	59 MDLRS	LA0JFYZ
Johns, Kenneth A	SRA	567-89-0123	59 MDSS	LA0JFR2L

ATTACHMENT 16 MILPDS ADMINISTRATIVE PAS ASSIGNMENT

This view is only available to the PSM/HRSM assigned to the MPS who controls the MPF PAS-ADMIN table process in MilPDS.

In the example below, the 502 ABW (RJ0JF4DL) – Randolph AFB TX is administratively aligned (PAS) to the 902 CPTS (RJ0JF4CQ) – Randolph AFB TX. If a member has BLSDM access in the CPTS, provide the BLSDM Cmdr Admin or BLSDM Cmdr Admin Delegate profiles in order to view CPTS records and the administratively assigned ABW Staff records on BLSDM rosters.

The screenshot shows a window titled "Local Lookup Codes Entry". It contains two input fields: "Type" with the value "MPF_PAS_ADMIN" and "Description" with the value "PERSONNEL ADMINISTRATION". Below these fields is a table titled "Local Lookups". The table has columns for Code, Meaning, Description, Start, End Date, Enabled, and a final column with values. The first row, with Code "RJ0JF4DL" and Meaning "RJ0JF4CQ", is highlighted with a blue oval.

Code	Meaning	Description	Start	End Date	Enabled	
^ RJ0JF4DL	RJ0JF4CQ				<input checked="" type="checkbox"/>	50
RJ0JF4FF	RJ0JF4FF				<input checked="" type="checkbox"/>	90
RJ0JF4FG	RJ0JF4FG				<input checked="" type="checkbox"/>	90
RJ0JF4YG	RJ0JF4YG				<input checked="" type="checkbox"/>	AE
RJ0JF6W4	RJ0JF3MQ				<input checked="" type="checkbox"/>	HC
RJ0JF76D	RJ0JF76D				<input checked="" type="checkbox"/>	AE
▼ RJ0JF7SD	RJ0JFGC4				<input checked="" type="checkbox"/>	AF