



Department of Defense INSTRUCTION

NUMBER 7730.54
May 20, 2011

USD(P&R)

SUBJECT: Reserve Components Common Personnel Data System (RCCPDS)

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this Instruction reissues DoD Instruction (DoDI) 7730.54 (Reference (b)) to establish policy, assign responsibilities, identify objectives, and provide guidance for the maintenance and reporting of personnel data pertaining to members of the Reserve Components (RCs) in the RCCPDS.

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

b. All members of the RCs except for those members who are counted within end strengths authorized annually by Congress for active duty personnel of the regular components.

3. POLICY. It is DoD policy that:

a. Adequate and current personnel records on each member of the RCs shall be maintained in accordance with section 10204 of title 10, United States Code (Reference (c)).

b. A computerized common database, the RCCPDS, shall be used for manpower planning; personnel strength accounting and budgeting; prevention of fraud, waste, and abuse; calculations relative to the DoD Military Retirement Fund (chapter 74 of Reference (c)); calculations relative to the DoD Education Benefits Fund (section 2006 of Reference (c)); and be the authoritative

source for Defense Enrollment Eligibility Reporting System (DEERS) enrollment for legislatively mandated benefits and entitlements for all member of the RCs.

(1) The RCCPDS shall be used as the official source to provide statistical tabulations of RC strengths and related data for use throughout the DoD, by other Government agencies, and Congress and for appropriate public release by the Assistant Secretary of Defense for Public Affairs (ASD(PA)).

(2) This database shall also be used in conjunction with programs of the DoD and other Government agencies to prevent receipt of unauthorized compensation or benefits and help ensure the proper use of Government funds.

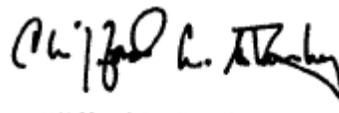
(3) DoD reporting procedures, data accuracy requirements, and reporting requirements for the RCCPDS shall be in accordance with guidance issued in support of this Instruction.

4. RESPONSIBILITIES. See Enclosure 2.

5. INFORMATION REQUIREMENTS. The reporting requirements in this Instruction are assigned the following Report Control Symbols (RCS) in accordance with DoD 8910.1-M (Reference (d)). The approvals to collect information are assigned RCS: DD-RA(M)1147, DD-RA(D)1148, DD-RA(M)2171, DD-RA(D)2170, DD-RA(D)2302, DD-RA(D)2420, and DD-RA(AR)2421.

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Clifford L. Stanley
Under Secretary of Defense for
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," March 31, 2008 (hereby cancelled)
- (c) Sections 2006, 10204, and chapter 74 of title 10, United States Code
- (d) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (e) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (f) DoD Directive 5125.01, "Assistant Secretary of Defense for Reserve Affairs (ASD(RA))," December 27, 2006
- (g) Department of Defense Chief Information Officer Memorandum, "DoD Net-Centric Data Strategy," May 9, 2003¹
- (h) DoD Directive 8320.02, "Data Sharing in a Net-Centric Department of Defense," December 2, 2004

¹ Available from the Internet at <http://www.defenselink.mil/cio-nii/docs/Net-Centric-Data-Strategy-2003-05-092.pdf>.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

a. Develop policies, plans, and programs for total force management to ensure efficient and effective support of wartime and peacetime operations, contingency planning, and preparedness.

b. Oversee the Director, DoD Human Resources Activity (DoDHRA) consistent with paragraph 5.1.4.13 of Reference (a) to ensure, to the greatest extent possible, that adequate resources are available and used by the Defense Manpower Data Center (DMDC) to fulfill the responsibilities in section 4 of this enclosure.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:

a. Develop policies, conduct analyses, update data requirements, and provide accurate and effective guidance for managing RC personnel data to the Military Departments and their RCs.

b. Develop systems and standards for the administration and management of approved DoD RC plans and programs.

c. Develop policies and provide guidance to the DMDC on the content and use of the RCCPDS including data items, definitions, frequency, format, and the content of periodic and special RCCPDS reports in accordance with this Instruction and DoDDs 5400.11 and 5125.01 (References (e) and (f)).

d. Use data elements standardized in accordance with Reference (d), the DoD Chief Information Officer Memorandum (Reference (g)), and DoDD 8320.02 (Reference (h)).

3. DIRECTOR, REQUIREMENTS AND STRATEGIC INTEGRATION (RSI). The Director, RSI, under the authority, direction, and control of the USD(P&R), shall ensure that RC military personnel information requirements for actuarial valuations and effective total force military personnel management are identified to the ASD(RA).

4. DIRECTOR, DoDHRA. The Director, DoDHRA, under the authority, direction, and control of the USD(P&R) and through the Director, RSI, shall ensure the Director, DMDC:

a. Operates and maintains the RCCPDS to include computer support, software development, quality control, inquiry capabilities, and administrative support.

- b. Develops, produces, and distributes all periodic and ad hoc RCCPDS reports.
- c. Provides record-level data, programming, reports, and analytical support as requested to the ASD(RA) for studies and projects requiring use of the RCCPDS.
- d. Provides software modification for the RCCPDS to reflect the changing nature of the RCs.
- e. Informs the ASD(RA) of data produced from the RCCPDS for other users and of the state of quality of the information submitted to the RCCPDS by the RCs.
- f. At least annually, reviews and defines submission requirements, providing changes as required, and develop procedures that each RC shall use in preparing and sending their submissions.
- g. Follows the requirements and procedures prescribed by Reference (e) to safeguard personal data contained in this reporting system and, in conjunction with the DoDHRA, ensures that the RCCPDS has an approved records schedule.

5. UNDER SECRETARY OF DEFENSE (COMPTROLLER) (USD(C))/CHIEF FINANCIAL OFFICER (CFO), DEPARTMENT OF DEFENSE. The USD(C)/CFO shall ensure that National Guard and Reserve personnel information requirements for program budget and accounting purposes are identified to the ASD(RA) in a timely manner.

6. ASD(PA). The ASD(PA) shall coordinate information on National Guard and Reserve personnel strengths prepared for release to the public with the ASD(RA).

7. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE U.S. COAST GUARD. The Secretaries of the Military Departments and the Commandant of the U.S. Coast Guard shall:

- a. Maintain adequate and current personnel records on each member of their respective RCs in accordance with section 10204 of Reference (c).
- b. Provide their respective RCs with the necessary resources for the operation and maintenance of personnel data systems that fully support readiness requirements and meet the reporting requirements and standards set forth in this Instruction.
- c. Ensure that required reports are prepared and submitted to the DMDC and that a quality control validation of the data is performed before submission to the DMDC.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASD(PA)	Assistant Secretary of Defense for Public Affairs
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
DMDC	Defense Manpower Data Center
DoDD	Department of Defense Directive
DoDHRA	DoD Human Resources Activity
DoDI	Department of Defense Instruction
RC	Reserve Component
RCCPDS	Reserve Components Common Personnel Data System
RCS	Report Control Symbols
RSI	Requirements and Strategic Integration
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer
USD(P&R)	Under Secretary of Defense for Personnel and Readiness