

# Training and Evaluation Outline Report

**Task Number:** 12-9-1224

**Task Title:** Maintain the Theater Database

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-93	Sustainment Brigade	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes

**Condition:** The Human Resources Sustainment Center (HRSC) is deployed to an active theater in support of operational forces. The supported command's operations order (OPORD) is available. The Personnel Accountability/Personnel Readiness Management/Information Management (PA/PRM/PIM) Division has staff responsibility for maintaining the theater deployed database. The commander has issued his/her assessment and planning guidance for providing human resources support to units within the specified area. Unit Standard Operating Procedures, SOPs, ATP 4-93, ATP 4-94, and FM 1-0 are on-hand. The division has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and automated personnel systems. Technical guidance continues to be received from the Human Resources Command, HRC. Communications are established with the Army Service Component Command (ASCC) G1, Support Operations (SPO) Section, Theater Sustainment Command (TSC)/Expeditionary Sustainment Command (ESC) as appropriate, and supported G1/S1s, and Personnel Accountability Teams (PATs). Command and Control Information Systems (CCIS) are operational and passing information in accordance with (IAW) tactical standing operating procedures (TSOPs). Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standard:** Maintain communications links with all PATs and G1/S1s of all specified Army reporting elements. Provide the ASCC G1, SPO, TSC/ESC, and HRSC divisions all specified and directed reports within the timeline established. Identify and report all units to the ASCC G1 that exceed the two percent personnel accountability variance IAW TSOP, ATP 4-93, ATP 4-94, and FM 1-0.

**Safety Risk:** Low

<b>Task Statements</b>
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**Cue:** None

**DANGER**

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

## CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

## TASK STEPS

\* 1. Director, HRSC receives theater support mission.

- a. Reviews theater task requirements.
- b. Coordinates deployed theater database requirements with ASCC G1 and SPO, TSC/ESC.
- c. Provides staff guidance for maintaining the deployed database.

\* 2. Chief, Personnel Accountability/Personnel Readiness Management/Personnel Information Management (PA/PRM/PIM) directs division personnel to complete transition from an opening database to an enduring theater deployed database.

- a. Directs personnel to ensure fidelity of transferred data.
- b. Verifies theater policies with ASCC G1.
- c. Determines ASCC G1's and HRSC director's critical information requirements.
- d. Determines types and frequency of reports required by ASCC G1 and HRSC divisions.
- e. Verifies that PA/PRM/PIM division personnel have current operating guidance.
- f. Provides PA/PRM/PIM division personnel with priority of actions.

3. PA/PRM/PIM Division personnel establish theater deployed database operations.

- a. Merge early entry database into an enduring theater database.
- b. Verify accuracy of data transfer.
- c. Establish backup database.
- d. Establish the Deployed Theater Accounting System (DTAS) as the enabling automated system within theater.

e. Use DTAS, Electronic Military Personnel Office, eMILPO, Regional Level Application Software, RLAS, and other systems, as required, to maintain situational awareness of theater personnel accountability.

- f. Obtain list of units in country, scheduled arrivals, and departures.
- g. Coordinate with ASCC G1 to track changes in task organization.

h. Coordinate with appropriate ASCC G6 and/or TSC G6 to insure connectivity with supported G1/S1s and Personnel Accountability Teams (PAT).

4. PA/PRM/PIM Division personnel establish DTAS operating procedures.

- a. Operate the automated theater personnel accounting management system servers.
- b. Ensure required data is entered into DTAS to generate Joint Personnel Status Report (JPERSTAT) requirements.

- c. Conduct data reconciliations and quality control checks.
  - d. Coordinate with the Reception, Staging, Onward Movement, and Integration (RSOI) Division to ensure DTAS mobile units are synchronized at the Theater Gateway Center for accountability of incoming and outgoing personnel.
  - e. Manage the theater data flow hierarchy and adjust as required.
  - f. Notify ASCC G1/AG of all replacements that arrive in theater without pinpoint assignments.
  - g. Advise the director and ASCC G1 of any deployed database problem areas or expected shortfalls.
5. PA/PRM/PIM division personnel provide reports and information.
- a. Provide ASCC G1 with specified recurring reports.
  - b. Inform the ASCC G1 when unit's strength imbalance is two percent or more (between the eMILPO database and Total Army Personnel Data Base, TAPDB).
  - c. Provide HRSC divisions with specified real-time information relevant to their staff requirements.
  - d. Prepare ad hoc inquiries as directed by director and ASCC G1.
6. PA/PRM/PIM division personnel provide technical assistance to theater elements.
- a. Assist units with training on DTAS.
  - b. Provide technical guidance to Human Resources Operations Branch within the Sustainment Brigade and the Expeditionary Sustainment Command (ESCs).
  - c. Assist unit G1/S1s in correcting deployed database discrepancies.
  - d. Assist director, HRSC divisions, and ASCC G1 in maintaining personnel accountability situational awareness.

(Asterisks indicates a leader performance step.)

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. * Director, HRSC received theater support mission.			
2. * Chief, Personnel Accountability/Personnel Readiness Management Personnel Information Management (PA/PRM/PIM) directed division personnel to complete transition from an opening database to an enduring theater deployed database.			
3. PA/PRM/PIM Division personnel established theater deployed database operations.			
4. PA/PRM/PIM Division personnel established DTAS operating procedures.			
5. PA/PRM/PIM division personnel provided reports and information.			
6. PA/PRM/PIM division personnel provided technical assistance to theater elements.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

**ITERATION:** 1 2 3 4 5 M

**COMMANDER/LEADER ASSESSMENT:** T P U

**Mission(s) supported:** None

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):** None

**Supporting Collective Task(s):** None

**Supporting Individual Task(s):** None

**Supporting Drill Task(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.1.4	Provide Personnel Information Management

**TADSS**

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

**Equipment (LIN)**

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

**Material Items (NSN)**

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).