

Summary Report for Individual Task  
805C-42B-7103  
Validate Personnel Accountability Procedures  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are the S-1 and are required to validate subordinate units' Personnel Accountability capabilities, activities, and procedures which serve as the key factor for strength reporting for your brigade. Deployed Theater Accountability Software (DTAS) connectivity is available for all subordinate units. You have access to the references listed on the enclosed table, DTAS Users Manual, and Human Resources (HR) enabling systems. Some iterations of this task should be performed in MOPP 4.

**Standard:** Develop standing operating procedures (SOP) that establish effective personnel accountability procedures and practices for subordinate units. Ensure 100% accountability of all Soldiers, Joint and Multi-national personnel, DoD civilians, contractors, and others IAW theater policy. Direct a Personnel Asset Inventory (PAI) to establish, reestablish, or verify 100% accountability as required or when DTAS and unit personnel status reports (PERSTAT) are out of balance IAW theater policy. When deployed, correlate the brigade hierarchy in DTAS so there is a 100% match with the current task organization. Verify DTAS connectivity for 100% of all subordinate units and confirm units are sending updates in accordance with theater policy.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** Validate accountability of all assigned and attached personnel.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** All required references and technical manuals not available online will be provided by the local command.

**Notes:** None

## Performance Steps

1. Review Personnel Accountability Policy.
2. Establish a Personnel Accountability SOP.
3. Coordinate with Theater DTAS Manager (if deployed) or Human Resources Command Identify Management System (HIMS) for access.
  - a. Establish Unit Identification Code (UIC) hierarchy.
  - b. Identify unit locations.
4. Maintain 100% accountability of all assigned or attached personnel.
  - a. Verify HR enabling system(s) connectivity for subordinate units.
  - b. Ensure subordinate units train in personnel accountability reporting requirements.
  - c. Validate the reconciliation of manual and automated database information.
  - d. Validate change of duty status and location of all personnel.
  - e. Ensure by-name strength-related transactions are submitted in HR database of record.
  - f. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and ensure updates the database, as appropriate.
5. Direct Personnel Asset Inventories (PAIs), as required.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed Personnel Accountability Policy.			
2. Established a Personnel Accountability SOP.			
3. Coordinated with Theater DTAS Manager (if deployed) or Human Resources Command Identify Management System (HIMS).			
4. Maintained 100% accountability of all assigned or attached personnel.			
5. Directed PAIs, as required.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DTAS	DTAS Functional Guidance	Yes	Yes
	DTAS THEATER MANUAL	DTAS Theater Manager Application User's Manual	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

**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.

**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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42B-7102	Implement Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved
805C-42B-7104	Manage Personnel Strength Data	805C - Adjutant General (Individual)	Approved

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
12-1-1212	Perform Transient Personnel Accountability	12 - Adjutant General (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42B - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT, Duty Pos: AAG