

**805C-42A-3103**  
**Conduct Personnel Accountability**  
**Status: Approved**

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**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 USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You have assumed duties as an HR NCO where you are required to conduct daily personnel accountability for your unit. You have access to AR 600-8-6 (Personnel Accounting and Strength Reporting), FM 1-0 (HR Support), and HR enabling systems. Some iterations of this task should be performed in MOPP 4.

**Standard:** With a minimum of 70% accuracy, perform manual reporting requirements, S-1 personnel accountability responsibilities, and integrate personnel accountability enabling systems.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

**Task Statements**

**Cue:** You are required to maintain accountability of all unit personnel.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Perform Manual Reporting requirements.

- a. Record by-name data on personnel when they arrive, depart, change deployed duty location, change duty status, or undergo a grade change.
- b. Submit by-name personnel accountability-related transactions via eMILPO.
- c. Account for Soldiers by reporting personnel accountability via duty status changes in Deployed Theater Accountability Software (DTAS).

### 2. Perform S-1 Personnel Accountability responsibilities.

- a. Ensure all personnel are entered into the theater database on entry or departure from the theater.
- b. Report Soldiers' and civilians' correct duty status.
- c. Collect, summarize, analyze, update and report by name personnel strength information using SIPRNET or NIPRNET, in the directed format.
  - (1) Establish deployment rosters.
  - (2) Track non-deployable Soldiers.
  - (3) Reassign non-deployed Soldiers in eMILPO.
  - (4) Rehearse SOPs for using Tactical Personnel System (TPS) (BDE/BCT), DTAS, eMILPO, Total Officer Personnel Management Information System (TOPMIS) II, and Enlisted Distribution Assignment System (EDAS) in a deployed environment.
  - (5) Adhere to reporting formats, standards, and timelines.
  - (6) Prepare manifest for deployment.
- d. Maintain personnel accountability information and process duty status changes for all assigned/attached personnel.
  - (1) Collect, summarize, and update by-name personnel strength information, using secure or non-secure data system in the directed format.
  - (2) Process Assignment Eligibility and Availability (AEA) information for assigned / attached personnel.
  - (3) Process duty status change information.
  - (4) Process information on replacements, return to duty (RTD) Soldiers, Army civilians, contractors, JIIM and other personnel, as required.
  - (5) Reconcile manual and automated personnel accountability information.
  - (6) Perform data management and error reconciliation for HR systems, both manual and automated.
  - (7) Update automated DTAS daily.

(8) Coordinate with CLTs, MA, hospitals, and military police for information on casualties, patient tracking, and stragglers; and update HR databases and systems as appropriate.

(9) Process duty status change information, i.e. Present for Duty to WIA, KIA, MIA, etc.

(10) Track transiting unit personnel (leave, R&R, etc.).

e. Conduct redeployment Personnel Accountability.

(1) Prepare manifest for redeployment.

(2) Redeploy with databases reflecting only redeploying Soldiers records.

(3) Track transiting Soldiers in DTAS.

(4) Reassign non-deploying Soldiers from derivative UICs.

(5) Conduct a Personnel Asset Inventory.

3. Integrate Personnel Accountability Enabling Systems.

a. Process personnel accountability related transactions.

(1) Collect and file supporting documentation.

(2) Review eMILPO AAA-162.

(3) Process eMILPO transactions daily based on the Personnel Register.

(4) Slot Soldiers into the correct MTOE position via eMILPO.

(5) Maintain suspense file for all PCS orders.

b. Manifest Soldiers using TPS during deployment.

c. Upload TPS data into DTAS.

(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. Performed Manual Reporting requirements.			
a. Recorded by-name data on personnel when they arrived, departed, changed deployed duty location, changed duty status, or underwent a grade change.			
b. Submitted by-name personnel accountability-related transactions via eMILPO.			
c. Accounted for Soldiers by reporting personnel accountability via duty status changes in DTAS.			
2. Performed S-1 Personnel Accountability responsibilities.			
a. Ensured all personnel were entered into the theater database on entry or departure from the theater.			
b. Reported Soldiers' and civilians' correct duty status			
c. Collected, summarized, analyzed, updated and reported by-name personnel strength information using SIPRNET or NIPRNET, in the directed format.			
d. Maintained personnel accountability information and processed duty status changes for all assigned / attached personnel.			
e. Conducted redeployment Personnel Accountability.			
3. Integrated Personnel Accountability Enabling Systems.			
a. Processed personnel accountability related transactions.			
b. Manifested Soldiers using TPS during deployment.			
c. Uploaded TPS data into DTAS.			

**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	No	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

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**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 :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-42A-3231	Employ the Deployed Theater Accountability Software (DTAS)	805C - Adjutant General (Individual)	Approved
805C-42A-3223	Perform Tactical Personnel System (TPS) Functions	805C - Adjutant General (Individual)	Approved
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-3013	Process Unresolved Error Reports	805C - Adjutant General (Individual)	Approved
805C-42A-3463	Process Leaves and Passes	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None