

**Summary Report for Individual Task**  
**805C-42A-1259**  
**Create a Manifest Using the Tactical Personnel System (TPS)**  
**Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You are an HR Specialist and are required to create various types of personnel manifests using the Tactical Personnel System (TPS). You have access to a computer loaded with TPS software, TPS User Manual and TPS Smart Book. Some iterations of this task should be performed in MOPP.

**Standard:** Create a manifest, load a TRN (transfer) file and export a TRN file using TPS with 100% accuracy.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Safety Level:** Low

**MOPP:** Sometimes

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

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Upload TRN file into the manifest.
  - a. Select the "Upload TRN file" icon from the main manifest menu.
  - b. Locate the TRN file on the desktop, select it and upload it into your manifest.
  - c. Save the manifest and export the TRN file once all changes to the manifest are complete.
  
2. Build a manifest within TPS manually.
  - a. Ensure that "all" fields are completely filled out if a Soldier, civilians, and foreign nationals needs to be manually inputted into TPS.
  - b. Ensure the correct data is in the fields and click in the gray empty space within the Personal Data screen, if the Soldier is having problems manually adding the UIC or MOS.
  
3. Update personnel.
  - a. Select personnel to be updated and click "update personnel" if you are currently in the manifest.
  - b. Modify all fields that require modification and click save.
  
4. Create Jump Manifest with TPS.
  
5. Identify reports within TPS.
  - a. Army Personnel Summary.
  - b. Personnel Requirements.
  - c. Deployed Civilian Personnel.
  - d. Deployed Personnel Roster.
  - e. Deployed Foreign Nationals.
  - f. Joint Personnel Summary.

(Asterisks indicates a leader performance step.)

**Evaluation Preparation:** This task can be evaluated by use of performance measures. 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. Score the Soldier "GO" or "NO GO" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Uploaded TRN file into your manifest.			
2. Built a manifest within TPS manually.			
3. Updated personnel.			
4. Created Jump Manifest with TPS.			
5. Identified reports within TPS.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATTP 1-0.1	S-1 Operations	No	No
	FM 1-0	Human Resources Support	No	No

**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 FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
12-6-0010	Prepare Personnel for Redeployment	12 - Adjutant General (Collective)	Approved
12-6-0004	Prepare Personnel for Deployment	12 - Adjutant General (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH