

Summary Report for Individual Task  
805C-420-7001  
Manage 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 Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the Human Resource (HR) Technician assigned to echelons above brigade in a mature theater. The S-1 tasks you to review subordinate unit Personnel Accounting capabilities, activities, and procedures which serve as the key factor for strength reporting. Deployed Theater Accountability Software (DTAS) connectivity is available for all subordinate units in a deployed environment. You have access to HR enabling systems and the references listed on the enclosed table. Some iterations of this task should be performed in MOPP 4.

**Standard:** Manage Personnel Accountability reporting procedures to ensure subordinate units maintain 100% of all assigned and attached personnel, including patient tracking, augmentees, Return-to-Duty (RTD) Soldiers, leave and pass personnel, Department of Defense (DOD) civilians, contractors and multi-national personnel.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You have been directed to review subordinate unit Personnel Accounting capabilities, activities, and procedures which serve as the key factor for strength reporting.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Define Personnel Accountability and Strength Reporting relationship.
  - a. Human Resources (HR) key functions under Man the Force.
  - b. By-name management of the location and duty status of every person assigned or attached to a unit.
    - (1) Soldiers.
    - (2) Reportable Army Civilians.
    - (3) Contractors Authorized to Accompany the Force (CAAF).
    - (4) Joint, Inter-agency, Intergovernmental, and Multinational personnel (JIIM) (when directed).
  - c. Personnel Accountability data accuracy is the key factor for accurate Strength Reporting.
2. Understand Army G-1/S-1 and Standard Requirements Code (SRC) 12 doctrinal HR Responsibilities.
  - a. Execute theater personnel accountability operations IAW the Army Service Component Commander (ASCC) G-1/AG policies, plans, timelines and other guidance.
  - b. Coordinate with higher headquarters to establish an automated personnel accountability system that aligns assigned and attached element Unit Identification Codes (UICs) with supporting G-1/AGs and S-1s.
  - c. Ensure the synchronization of timely vertical flow of automated personnel information from subordinate units.
  - d. Ensure required data is entered into the database to generate Joint Personnel Status (JPERSTAT) / Personnel Status (PERSTAT) requirements.
  - e. Conduct data reconciliations and quality control checks.
  - f. Coordinate with the Personnel Accountability Division to ensure database mobile units are synchronized at the Theater Database.
  - g. Provide guidance and oversight for accountability cells at ports of embarkation and debarkation in Joint Operations Area (JOA).
  - h. Coordinate with the appropriate Human Resources Operations Branch (HROB) and S-1 to resolve any personnel accountability issues or problems.
  - i. Establish personnel reporting plans, policies, and timelines reflecting detailed reporting procedures and responsibilities.
  - j. Monitor HR enabling systems to obtain personnel accountability information.
  - k. Monitor critical personnel accountability requirements.
  - l. Monitor task organizations to meet operational requirements.
  - m. Ensure adequate resources and training is available for database(s).

n. Ensure arriving/departing chalks provide copies of their manifests to the appropriate Theater Gateway (TG) Personnel Accountability Team (PAT) at the port of embarkation/debarkation.

o. Notify subordinate G-1/AGs and S-1s of all pending and potential task organization changes.

3. Monitor HR Enabling Systems to obtain Personnel Accountability information.

a. Electronic Military Personnel Office (eMILPO).

b. Regional Level Application System (RLAS).

c. Deployed Theater Accountability Software (DTAS).

d. Standard Installation / Division Personnel Reporting System (SIDPERS).

e. Tactical Personnel System (TPS).

4. Direct a Personnel Asset Inventory (PAI) for any subordinate unit, as required.

a. Conduct at the lowest and most practical administrative level.

b. Conduct PAI for:

(1) Annual Army-wide PAI.

(2) Change of command.

(3) Loss of commander.

(4) Unit move, inactivation, or re-designation.

(5) Movement from the Mobilization Station.

(6) Directed by chain of command.

c. Verify Soldier data accuracy using Unit Personnel Accountability Report (AAA-162) as source document.

d. Verify / document duty status for all assigned and attached Soldiers.

(1) Leave or pass.

(2) Absent without leave (AWOL).

(3) Military or civilian confinement.

(4) Assigned-not-joined.

(5) Hospitalized.

(6) Temporary duty.

e. Submit personnel database updates, 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. Defined Personnel Accountability and Strength Reporting relationship.			
2. Understood Army G-1/S-1 and Standard Requirements Code (SRC) 12 doctrinal HR Responsibilities.			
3. Monitored HR Enabling Systems to obtain Personnel Accountability information.			
4. Directed a Personnel Asset Inventory (PAI) for any subordinate unit, as required.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	DA PPG	Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (with current update)	Yes	No
	DTAS	DTAS Functional Guidance	Yes	No
	DTAS THEATER MANUAL	DTAS Theater Manager Application User's Manual	No	No
	EMILPO FUNCTIONAL GUIDE	Electronic Military Personnel Office Functional Guidance	Yes	No
	EMILPO USERS MANUAL 05-07	Electronic Military Personnel Office Users Manual	No	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website ( <a href="https://emilpo.ahrs.army.mil">https://emilpo.ahrs.army.mil</a> )	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
	TPS MANUAL	Tactical Personnel System Manual	No	No
	TPS SMARTBOOK, V2.3	Tactical Personnel System Smartbook, Version 2.3	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 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 :** None

**Supported Collective Tasks :** None