

805C-42A-3223  
Perform Tactical Personnel System (TPS) Functions  
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 are assigned as a HR NCO scheduled to deploy in support of overseas contingency operations. You are required to create a manifest for all deploying personnel by utilizing the manifest function of the TPS. You have a computer loaded with the TPS software, a TRN file, the TPS Smartbook and Users Manual. Some iterations of this task should be performed in MOPP 4.

**Standard:** With a minimum of 70% accuracy, create a manifest using TPS, perform individual records updates, organize personnel for deployment as part of a Task Force, and view TPS reports.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

**Task Statements**

**Cue:** You are required to prepare a personnel manifest.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Create a TPS Manifest.

#### a. Click "Manifest" in the TPS Main Menu to create a manifest.

- (1) Click "Add New."
- (2) Enter Mission #.
- (3) Type or select appropriate data for each field displayed.
- (4) Click "Save" to continue.

#### b. Assign Department of Defense (DOD) or civilian personnel to the manifest.

- (1) Click "Manifest" in the TPS Main Menu.
- (2) Select the Manifest to which you wish to add personnel.
- (3) Click "Add New."
- (4) Swipe the Soldier's Identification Card using the scanner or input Soldiers manually using Social Security Number (SSN) if they are not in the Joint Personnel Database (JPD) file.
- (5) Enter the person's weight in pounds in the Weight field (optional).
- (6) Select the person's Deployed Unit Identification Code (UIC) from the picklist (optional).
- (7) Enter the Unit Line Number (ULN) (optional).
- (8) Click "OK" to add the person and return to the Manifest Detail window.
- (9) Click "Save" and the "X" in the upper right-hand corner of the window to return to the TPS Main Menu.

### 2. Update Individual Soldier Records.

#### a. Select Soldier's record to be updated.

- (1) Select "Service Member" from the TPS Main Menu.
- (2) Click "Search."
- (3) Enter either the service member's SSN, name, or Battle Roster Number and click "Search."
- (4) Select the service member you were searching for and click "OK" to return to the "Process Service Member" window.

#### b. Update (as needed) all data fields in the "Required Tab" completely and accurately.

- (1) SSN.
- (2) Sex.

- (3) Name (Last Name, First Name, Middle Name).
- (4) Rank.
- (5) Emergency POC Name (Last Name, First Name, Middle Name).
- (6) Emergency POC Phone.
- (7) INS Document Number.
- (8) INS Country Issue.
- (9) INS Document Expiration.
- (10) Primary Military Occupational Specialty (MOS).
- (11) Current Unit Identification Code (UIC).

c. Verify information in default value fields.

- (1) DOD Component.
- (2) Service Component.
- (3) Military Personnel Class.
- (4) Active.
- (5) INS Document Type.
- (6) Duty Status.
- (7) Duty Status Date / Time.

d. Click "Save" and "X" in the upper right-hand corner to return to the TPS Main Menu.

3. Organize Personnel for Deployment as part of a Task Force.

a. Click "Task Force" in the TPS main menu.

- (1) Enter Task Force identifier.
- (2) Click "Add New."
- (3) Enter branch of service to which the Task Force belongs.
- (4) Provide a description of the Task Force (optional).
- (5) Click "Save" and the "X" in the upper right-hand corner of the window to return to the TPS Main Menu.

b. Add personnel to the Task Force.

- (1) Select Task Force identifier and click "Display Task Force Details."
- (2) Click "Insert" to Add Personnel to the Task Force.
- (3) Select DOD or Foreign National personnel to add.
- (4) Click "OK" to add selected personnel to the Task Force.

c. View records of personnel assigned to a Task Force.

- (1) Select Task Force identifier and click "Display Task Force Details."
- (2) Select individuals whose personnel record you wish to view.

d. Combine Task Forces, as needed, to reflect task force organization.

- (1) Click "Task Force" in the TPS Main Menu.
- (2) Select the Task Force you wish to combine other Task Forces into.
- (3) Click "Display Task Force Details."
- (4) Click "Combine" to display the "Available Task Forces" window.
- (5) Select the units you want to add (or delete) from the Task Force.
- (6) Click "Save."

4. Review TPS Reports.

a. Click "TPS Reports" in the TPS Main Menu to display the "Reports" window.

b. Select the report to view, save, or print from the "Report" field and select the criterion to filter the report by selecting the appropriate radio button.

- (1) Army Personnel Summary.
- (2) Personnel Requirements.
- (3) Deployed Civilian Report.
- (4) Deployed Personnel Roster.
- (5) Deployed Foreign Nationals.
- (6) Joint Personnel Summary.

c. Save TPS Report.

(1) Click "Select" to open the report in Microsoft Excel.

(2) Click the "Save" icon or select "Save As" from the File menu to save report.

(3) Browse to the location on your computer you want to save the report and verify or change the file name.

(4) Select the file type you would like to save the report as by selecting the appropriate value from the "Save As" type picklist.

Note: The default value is CSC (Comma delimited) (\*.csv).

(5) Click "Save" to save the file and return to the report display.

(6) Click "Cancel" to return to the report display without saving the report.

d. Print TPS Report.

(1) Click "TPS Reports" in the TPS Main Menu to display the Reports window.

(2) Select the report you wish to print from the "Report" field.

(3) Select the criterion by which you want to filter the report by selecting the appropriate radio button.

(4) Click "Select" to open the report in Microsoft Excel.

(5) Print the report by clicking the "Print" icon or by selecting "Print" from the File menu.

(6) Change the printing parameters, as needed.

(7) Click "OK" to print the report and return to the report display.

(8) Click "Cancel" to return to the report display without printing the report.

(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:** Ensure the last version of TPS software is installed on the computer you are using before you begin. 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. Created a TPS Manifest.			
a. Clicked "Manifest" in the TPS Main Menu to create a manifest.			
b. Assigned DOD or civilian personnel to the manifest.			
2. Updated Individual Soldier Records.			
a. Selected Soldier's record to be updated.			
b. Updated (as needed) all data fields in the "Required Tab" completely and accurately.			
c. Verified information in default value fields.			
d. Clicked "Save" and "X" in the upper right-hand corner to return to the TPS Main Menu.			
3. Organized Personnel for Deployment as part of a Task Force.			
a. Clicked "Task Force" in the TPS Main Menu.			
b. Added personnel to the Task Force.			
c. Viewed records of personnel assigned to a Task Force.			
d. Combined Task Forces, as needed, to reflect task force organization.			
4. Reviewed TPS Reports.			
a. Clicked "TPS Reports" in the TPS Main Menu to display the "Reports" window.			
b. Selected the report to view, save, or print from the "Report" field and selected the criterion to filter the report by selecting the appropriate radio button.			
c. Saved TPS report.			
d. Printed TPS report.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	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	No
	TPS MANUAL	Tactical Personnel System Manual	Yes	Yes
	TPS SMARTBOOK, V2.3	Tactical Personnel System Smartbook, Version 2.3	Yes	No
	TPS WEBSITE	Tactical Personnel System Website ( <a href="https://www.hrc.army.mil/site/active/fsd/tps">https://www.hrc.army.mil/site/active/fsd/tps</a> )	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

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

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI