

Training and Evaluation Outline Report

Task Number: 12-9-1223

Task Title: Establish the Theater Database

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

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-93	Sustainment Brigade	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

Condition: The Human Resources Sustainment Center (HRSC) will deploy to active theater in support of operational forces. The supported command's operations order (OPORD)/deployment order or draft is available. The Personnel Accountability/ Personnel Readiness Management/Personnel Informational Management (PA/PRM/PIM) Division has staff responsibility for establishing the theater deployed database. The commander issues his assessment and planning guidance for providing human resources (HR) support to units within the specified area to facilitate their mission accomplishment. A PA/PRM/PIM capability will be included in the movement of the early entry element. Unit Standing Operating Procedures (SOPs) are available. The section has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Command (HRC). Communications are established with subordinate and adjacent units, and higher headquarters. Command and Control Information Systems are operational and passing information in accordance with (IAW) Tactical Standing Operating Procedures (TSOP). Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Establish the theater deployed database with the entry of the theater opening elements prior to the flow of forces. Establish links with HRC, all Personnel Accountability Teams (PAT) and G1/S1s of all specified Army reporting elements as they arrive in theater. Implement initial reporting requirements IAW FM 1-0 and Theater Command SOP. Provide Army Service Component Command (ASCC) G1 and Theater Support Command (TSC) Special Operations (SPO) with specified reports within the time line established.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

* 1. Director, HRSC receives warning order.

a. Receives and analyzes mission.

b. Obtains additional theater specific tasks requirements.

c. Obtains technical guidance from the HRC.

d. Issues staff planning guidance.

e. Advises supported Army Service Component Command (ASCC) G1 and Theater Sustainment Command (TSC) Support Operations (SPO) of plans and any problem areas.

* 2. Chief, Personnel Accountability/Personnel Readiness Management/Personnel Information Management (PA/PRM/PIM) Division directs division personnel to prepare to establish theater deployed database.

a. Receives mission and directors intend.

b. Obtains specific ASCC G1 policies, plans, reporting requirements and frequencies.

c. Provides division with guidance for initial entry team.

d. Provides division guidance for continuing operations.

e. Provides division guidance for reporting requirements.

f. Reviews plans for establishing and maintaining the deployed database.

g. Recommends courses of action to the Director.

h. Reports any problem areas encountered.

3. PA/PRM/PIM Division personnel plan for establishing theater deployed database.

a. Analyzes mission and director's guidance.

b. Determines all directed and implied tasks.

c. Determines resources and external support requirements needed to accomplish tasks.

d. Selects PA/PRM/PIM personnel to provide early entry capability for inclusion in theater opening element.

e. Coordinates PA/PRM/PIM early entry capability in theater opening element.

f. Conducts any required systems training.

g. Coordinates with Human Resources Operations Branch (HROB) to acquire resources and support to accomplish mission.

h. Acquire division chief approval..

4. PA/PRM/PIM early entry team plans for theater opening mission.
 - a. Determines mission requirement.
 - b. Uploads appropriate software and verify system requirements
 - c. Uploads available preliminary unit data.
 - d. Reviews unit deployment schedules.
 - e. Coordinates with HROB of theater opening element for movement and personal support requirements.
 - f. Establishes internal work/sleep plans.
5. PA/PRM/PIM entry team establishes deployed database.
 - a. Coordinates HR node facilities and signal support with early entry element.
 - b. Initiates theater database hierarchy.
 - c. Coordinates with HRSC and ASCC G1 for reporting requirements.
 - d. Ensures required data is entered into the database to generate Joint Personnel Status (JPERSTAT) requirements.
 - e. Establishes linkage to early entry element Personnel Accountability Teams (PATs).
 - f. Maintains audit data for transfer to theater database.
 - g. Informs entry element/division chief of any problem areas.
6. PA/PRM/PIM early entry team transitions to established theater deployed database.
 - a. Contacts main body of PA/PRM/PIM Division.
 - b. Verifies procedures for database linkage and transfer.
 - c. Establishes backup records.
 - d. Merges early entry deployed database with theater deployed database.
 - e. Coordinates with CONUS Aerial Port of Debarkation (APOD), CONUS Replacement Centers (CRCs) and Air Force Planners for projected personnel flow.
 - f. Coordinates with Personnel Accountability Operations Division to ensure database mobile units are synchronized at the Personnel Processing Center (PPC) for reception operations.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Director, HRSC received warning order.			
2. * Chief, Personnel Accountability/Personnel Readiness Management/Personnel Information Management (PA/PRM/PIM) Division directed division personnel to prepare to establish theater deployed database.			
3. PA/PRM/PIM Division personnel planned for establishing theater deployed database.			
4. PA/PRM/PIM early entry team planned for theater opening mission.			
5. PA/PRM/PIM entry team established deployed database.			
6. PA/PRM/PIM early entry team transitioned to established theater deployed database.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

Supporting Individual Task(s): None

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.1	Man the Force
ART 4.2.1.1.3	Conduct Strength Reporting

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

Material Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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. None

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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).