

805C-42A-1315
Process Personnel Strength Accountability Updates
Status: Approved

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.

Conditions: You are assigned as a HR Specialist and are responsible for personnel strength accountability updates in your unit. You have access to AR 600-8-6 (Personnel Accountability and Strength Reporting), AR 630-10 (Absence Without Leave and Desertion), AAA-162 (Unit Personnel Accountability Report), AAA-165 (Unit Personnel Accountability Notices Report), AAA-342 (Alpha Roster), eMILPO, and eMILPO Field User's Guide. This task should not be trained in MOPP 4.

Standards: Without error, process personnel strength accounting actions and review unit personnel reports to maintain 100% accountability of all assigned / attached personnel.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You must submit personnel strength accountability updates in eMILPO.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Process Personnel Strength Accounting Actions.

- a. Login to eMILPO.
- b. Perform eMILPO personnel strength transactions.
 - (1) Process a Soldier arrival.
 - (2) Process an Arrival Correction Date.
 - (3) Process a Revoke an Arrival.
 - (4) Process an attachment.
 - (5) Process a Duty Status Change.
 - (6) Update Patient Tracking History from Brigade Surgeon.
 - (7) Process a Transitional/Loss transaction.
 - (8) Process a Departure transaction.
 - (9) Process a Revoke Departure transaction.
- c. Verify eMILPO personnel strength transaction processed correctly.

2. Review Unit Personnel Reports.

- a. Reconcile Unit Personnel Accountability Report (AAA-162).
 - (1) Perform monthly Unit Status Report (USR) reconciliation.
 - (2) Perform End-of-Month reconciliation.
 - (3) Perform Other reconciliations.

Note: e.g., changes of command, prior to a unit move, inactivation, resignation, demobilization, or change in support personnel agency.
 - (4) Submit eMILPO transactions for any required corrections.
- b. Process Unit Personnel Accountability Notices Report (AAA-165).
 - (1) Process Failure to Gain notices.
 - (2) Process Absent Without Leave (AWOL) over 25 days notices.
 - (3) Process Expired Date Eligible to Return from Overseas (DEROS) notices.
 - (4) Process Expired Expiration Term of Service (ETS) / Expired Service Agreement (ESA) notices.
 - (5) Process Soldier Discharged by Human Resources Command (HRC) notices.
- c. Review Alpha Roster (AAA-342).
 - (1) Ensure all assigned / attached personnel are listed on the AAA-342.
 - (2) Verify duty status for all Soldiers is correct.
 - (3) Submit eMILPO transactions for any required corrections.

(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. Processed Personnel Strength Accounting Actions.			
a. Logged into eMILPO.			
b. Performed eMILPO personnel strength transactions.			
(1) Processed a Soldier arrival.			
(2) Processed an Arrival Correction Date.			
(3) Processed a Revocation of an Arrival.			
(4) Processed an attachment.			
(5) Processed a Duty Status Change.			
(6) Updated Patient Tracking History from Brigade Surgeon			
(7) Processed a Transitional/Loss transaction.			
(8) Processed a Departure transaction.			
(9) Processed a Revoke Departure transaction			
c. Verified eMILPO personnel strength transaction processed correctly.			
2. Reviewed Unit Personnel Reports.			
a. Reconciled Unit Personnel Accountability Report (AAA-162).			
(1) Performed monthly USR reconciliation.			
(2) Performed End-of-Month reconciliation.			
(3) Performed Other reconciliations (as required).			
(4) Submitted eMILPO transactions for any required corrections.			
b. Processed Unit Personnel Accountability Notices Report (AAA-165).			
(1) Processed Failure to Gain notices.			
(2) Processed AWOL over 25 days notices.			
(3) Processed Expired DEROS notices.			
(4) Processed Expired ETS / ESA notices.			
(5) Processed Soldier Discharged by HRC notices.			
c. Reviewed Alpha Roster (AAA-342).			
(1) Ensured all assigned / attached personnel were listed on the AAA-342.			
(2) Verified duty status for all Soldiers was correct.			
(3) Submitted eMILPO transactions for any required corrections.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	AR 630-10	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	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
	7010-01-480-4355	Z39781	Army Human Resources Workstation	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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None