

# Training and Evaluation Outline Report

**Task Number:** 12-6-1216

**Task Title:** Manage Transient Personnel Activities

**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 1-0.1	G-1/AG and S-1 Operations	Yes	No
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-93	Sustainment Brigade	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

**Condition:** The sustainment brigade is deployed to an operational theater to provide sustainment to designated forces within a command specified area. The supported command's Operations Order (OPORD) deployment order directs the sustainment brigade to provide/coordinate for support to specified forces during the deployment on an area basis. The Human Resources Operation Branch (HROB) within the Support Operations (SPO) Section has staff responsibilities to supervise personnel accountability activities for units/individuals entering and departing the theater of operations. The commander has issued planning guidance that the brigade may be required to perform as theater opening element then shift to theater distribution role. 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 automated personnel systems. Technical guidance is received from the Human Resource Sustainment Center (HRSC) and higher headquarters SPOs, as appropriate. Communications are established with subordinate, adjacent units and higher headquarters. Command and control information systems are operational and passing information in accordance with 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 Gateway Personnel Processing Center prior to arrival of deploying units NOTE: this only applies if assigned the theater opening mission. Assume theater accountability responsibilities after Theater Gateway is established. Ensure Human Resources (HR) Personnel Accountability Teams (PAT) are in place at all Aerial Port of Embarkation (APOEs) and Aerial Port of Debarkation (APODs). Ensure that PATs submit unit/individual personnel arrival and departure accountability data to the deployed theater database within specified reporting time line. Establish procedures for the PAT's to coordinate with other appropriate Brigade SPO elements for the execution of life support and transportation for arriving and departing units and individuals.

**Safety Risk:** Low

<b>Task Statements</b>
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**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. Chief, Support Operations (SPO) receives the Theater Opening Mission with follow on theater distribution mission from commander.
  - a. Conducts mission analysis.
  - b. Issues warning order and provides planning guidance to Section Chiefs.
  - c. Reviews plans from branches.
  - d. Briefs commander on courses of action.
- \* 2. Chief, Human Resources Operations Branch (HROB) receives mission statement.
  - a. Conducts mission analysis.
  - b. Provides planning guidance to HROB personnel.
  - c. Oversees and provides additional direction, as needed, to staff planning.
  - d. Reviews and approves final plans with HROB personnel.
  - e. Briefs SPO on plan for personnel accountability during Theater Gateway (TG) Opening phase.
3. HROB personnel develop plans for theater opening mission.
  - a. Determine initial support requirements.
  - b. Determine resource requirements.
  - c. Identify supporting elements.
  - d. Develop courses of action (COAs).
  - e. Brief COAs to Chief, HROB.
4. HROB personnel coordinate with supporting and supported units.
  - a. Coordinate with specified TG-PAT team for status and capabilities.
  - b. Coordinate with supporting Human Resources Company (HR CO) for status and capabilities.
  - c. Coordinate with appropriate SPO branches and/or sustainment elements for recurring procedures for the PATs to request transportation and life support for incoming units and individuals.
  - d. Coordinate with Human Resources Sustainment Center (HRSC), Reception, Staging, Onward Movement, and Integration (RSOI) Division.
    - (1) Determine any specific personnel accountability requirements for theater.
    - (2) Establish link for entry of data gathered into the deployed theater database.

(3) Status requests for additional; forces required to support new missions, as required.

5. HROB personnel monitor TG-PAT activities.

a. Provide theater personnel accountability policies to TG-PAT team.

b. Provide linkage to HRSC theater database.

c. Receive personnel status from TG-PAT team and supporting HR CO.

d. Provide TG-PAT team with contents, frequency, and format for commander's critical information requirements (CCIR).

e. Review personnel processing reports and CCIR.

f. Assist in resolving support issues.

g. Provide SPO with current assessments of TG-PAT operations.

\* 6. Chief, HROB receives order to transition from theater opening to theater distribution mission.

a. Conducts mission analysis.

b. Provides planning guidance to HROB personnel.

c. Oversees and provides additional direction, as needed, to staff planning.

d. Reviews and approves final plans with HROB personnel.

e. Briefs HROB plan for Personnel Accountability.

7. HROB personnel revise plans to perform theater distribution mission.

a. Verify forecasted support requirements for the theater with HRSC RSOI Division.

b. Coordinate with HRSC RSOI Division to determine if additional APOE/APOD will be established.

c. Review rules of allocation and develop resource requirements.

d. Verify elements to be supported with higher headquarters SPO.

e. Develop COAs.

f. Develop requests for additional forces and equipment, as required.

g. Brief COAs to Chief.

8. HROB personnel monitor Personnel Accountability Team (PAT).

a. Provides PAT with any changes to theater personnel accountability policies or procedures.

- b. Alerts PAT to implement personnel accountability requirements for personnel flowing in and out of theater.
- c. Provides PAT with any changes to deployed theater database links.
- d. Provides PAT with any changes to reporting requirements.
- e. Reviews personnel processing reports and CCIR.
- f. Briefs Chief, HROB of problem areas.
- g. Maintains a running estimate.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Chief, SPO received the Theater Opening Mission with follow on theater distribution mission from commander.			
2. * Chief, Human Resources Operations Branch (HROB) received mission statement.			
3. HROB personnel developed plan for theater opening mission.			
4. HROB personnel coordinated with supporting and supported units.			
5. HROB personnel monitored TG activities.			
6. * Chief, HROB received order to transition from theater opening to theater distribution mission.			
7. HROB personnel revised plans to perform theater distribution mission.			
8. HROB personnel monitored PAT.			

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):**

Step Number	Task Number	Title	Proponent	Status
	805C-42A-1317	Employ the Deployed Theater Accountability System (DTAS)	805C - Adjutant General (Individual)	Approved

**Supporting Drill Task(s):** None

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**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.1.2	Conduct Personnel Accounting
ART 4.2.1.3.2	Provide Morale, Welfare, and Recreation and Community Support Activities
ART 4.2.1.1.3	Conduct Strength Reporting

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**TADSS**

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

**Equipment (LIN)**

Step ID	LIN	Nomenclature	Qty
	FJ2195	Dell Laptop	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).