

Summary Report for Individual Task
805C-42B-6103
Report Personnel Accountability
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have assumed duties in an S-1 section where you are required to report the personnel accountability of your unit on a daily basis. You have access to human resources (HR) enabling systems and the references listed on the enclosed table. This task should not be trained in MOPP 4.

Standard: Achieve 100% accountability of your unit's personnel, to include by-name roster of the location and duty status of every person assigned or attached to a unit. Conduct accurate daily personnel accountability reporting to higher headquarters including tracking the movement of personnel as they arrive at, and depart from, a unit for duty.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to report the personnel accountability status of your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: All required references and technical manuals not available online will be provided by the local command.

Performance Steps

1. Determine unit and higher headquarters Personnel Accountability requirements.
2. Implement Personnel Accountability procedures.
 - a. Establish standing operating procedures (SOPs).
 - b. Maintain 100% accountability on all assigned or attached personnel, to include replacements, Return-to-Duty (RTD) Soldiers, Rest and Recuperation (R&R) leave personnel, Army civilians, Contractors Authorized to Accompany the Force (CAAF), multi-national personnel, as required.
 - c. Report unit personnel accountability-related information to higher headquarters.
 - d. Generate standard reports that contain personnel accountability data.
 - e. Review Operation Orders (OPORDs) and/or Fragmentary Orders (FRAGORDs) daily in order to monitor daily changes to personnel accountability requirements.
3. Verify Manual Reporting requirements.
 - a. Record by-name data on personnel when they arrive, depart, change deployed duty location, change duty status, or undergo a grade change.
 - b. Submit by-name personnel accountability-related transactions via HR enabling system(s).
 - c. Account for Soldiers by reporting personnel accountability via duty status changes in the electronic Military Personnel Office (eMILPO) and Deployed Theater Accountability Software (DTAS) (if deployed).
4. Verify S-1 Personnel Accountability responsibilities.
 - a. Implement Personnel Accountability.
 - (1) Establish deployment rosters.
 - (2) Track non-deployable Soldiers.
 - (3) Ensure Rear Detachment maintain accountability of non-deployed personnel and duty status changes were promptly entered into HR database of record.
 - (4) Identify reporting formats, standards and timelines.
 - (5) Include a Personnel Accountability section in the unit Tactical Standing Operating Procedures (TACSOP).
 - (6) Rehearse SOPs for using HR enabling systems in a deployed environment.
 - (7) Determine automation network requirements.
 - (8) Obtain access to the appropriate HR systems.
 - (9) Reassign non-deploying Soldiers in HR database of record (e.g., eMILPO).
 - (10) Prepare manifest for deployment.

(11) Deploy S-1 section personnel on the unit's advance party.

b. Ensure all personnel are entered into the theater database on entry or departure from the theater.

c. Report Soldier and civilians' correct duty status.

d. Report by name personnel strength information using Secret Internet Protocol Router Network (SIPRNET) or Nonsecure Internet Protocol Router Network (NIPRNET), in the directed format.

e. Maintain personnel accountability information and process duty status changes for all assigned/attached personnel.

(1) Report by-name personnel strength information, using secure or non-secure data system in the directed format.

(2) Process Assignment Eligibility and Availability (AEA) information for assigned/attached personnel.

(3) Process duty status change information.

(4) Process information on replacements, return to duty (RTD) Soldiers, Army civilians, contractors, Joint, Interagency, Intergovernmental, and Multinational (JIIM) and other personnel, as required.

(5) Reconcile manual and automated personnel accountability information.

(6) Perform data management and error reconciliation for HR systems, both manual and automated.

(7) Update automated DTAS daily.

(8) Submit Personnel Status Report (PERSTAT), Personnel Summary (PERSUM), and Personnel Requirements Report (PRR) as required by higher headquarters.

(9) Coordinate with Casualty Liaison Teams (CLTs), Mortuary Affairs (MA), hospitals, and military police for information on casualties, patient tracking, and stragglers and updated HR databases and systems as appropriate.

(10) Process duty status change information, i.e. Present for Duty (PDY) to Wounded-In-Action (WIA), Killed-In-Action (KIA), Missing-In-Action (MIA), etc., and update the appropriate databases and HR systems (e.g., eMILPO/DTAS).

(11) Track transiting unit personnel (emergency leave, Rest & Recuperation, etc.).

f. Conduct redeployment Personnel Accountability.

(1) Prepare manifest for redeployment.

(2) Redeploy with databases reflecting only redeploying Soldiers' records.

(3) Track transiting Soldiers in DTAS.

(4) Reassign non-deploying Soldiers from derivative Unit Identification Codes (UICs).

g. Coordinate a Personnel Asset Inventory (PAI).

5. Integrate Personnel Accountability Enabling Systems into unit operations.

a. Process personnel accountability related transactions.

(1) Obtain and file supporting documentation.

(2) Review HR enabling system output reports (e.g., eMILPO Unit Personnel Accountability Report (AAA-162)).

(3) Process personnel accountability transactions daily.

(4) Slot Soldiers into the correct duty position.

(5) Maintain suspense file for all Permanent Change of Station (PCS) orders.

(6) Coordinate connectivity for secure and non-secure voice and data systems.

(7) Ensure S-1 personnel have the appropriate security clearances and access/permissions to the appropriate HR databases and systems required to perform their mission.

b. Manifest Soldiers using Tactical Personnel System (TPS) during deployment.

c. Upload TPS into DTAS.

(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. Determined unit and higher headquarters Personnel Accountability requirements.			
2. Implemented Personnel Accountability procedures.			
3. Verified Manual Reporting requirements.			
4. Verified S-1 Personnel Accountability responsibilities.			
5. Integrated Personnel Accountability Enabling Systems into unit operations.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 5-0	The Operations Process	No	No
	AR 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	Yes
	DTAS	DTAS Functional Guidance	Yes	No
	DTAS USERS MANUAL	User's Manual	Yes	No
	EMILPO FUNCTIONAL GUIDE	Electronic Military Personnel Office Functional Guidance	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	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 :

Task Number	Title	Proponent	Status
805C-42B-6104	Prepare Unit Personnel Strength Data	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-6102	Administer Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Reviewed
805C-42B-6105	Prepare Personnel Readiness Data for Unit Status Report (USR)	805C - Adjutant General (Individual)	Approved
805C-42B-6104	Prepare Unit Personnel Strength Data	805C - Adjutant General (Individual)	Reviewed

Supported Collective Tasks : None