

Training and Evaluation Outline Report

Task Number: 12-8-1219

Task Title: Monitor Transient Personnel Activities at Theater Gateway

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 1-0.2	Theater-Level Human Resources Support	Yes	No
	ATP 4-93	Sustainment Brigade	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 Expeditionary Sustainment Command, ESC, is deployed to or in support of an operational theater to provide sustainment to designated forces within a specified area. The supported command's Operations Order, OPORD/Fragmentation Order, FRAGO/deployment order directs the sustainment command to provide support to specified forces during the deployment. The Human Resources Operations Branch, HROB, within the Support Operations, SPO, section, has staff responsibility to supervise support activities required for deployed units/elements. The commander stated in his/her planning guidance that the command may also have initial responsibility for the theater opening mission and then transition to theater distribution mission. Unit Standing Operating Procedures, SOPs, are available in hard copy and/or digital formats. The section has appropriate connectivity to both Nonsecure Internet Protocol Router, NIPR, and Secret Internet Protocol Router, SIPR, Networks and access to all added Army systems. Technical guidance is received from the Human Resource Sustainment Center, HRSC. 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. 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: Verify that the Theater Gateway, TG, Personnel Processing Center, PPC, is established prior to arrival of deploying units. Verify that the ESC transitions from theater opening to theater distribution for transient personnel accountability after the TG PPC is established. Monitor the assignment of Human Resources Personnel Accountability Teams, PAT, to Aerial Ports of Debarkation/Sea Ports of Debarkation, APODs/SPODs, with a daily flow rate of 600 or more per day. Verify that PATs are submitting personnel accountability data to the deployed theater database in accordance with (IAW)FM 1-0 and Theater Command SOP, coordinating life support, and transportation support for arriving and departing units and individuals. Verify that the Tactical Personnel System, TPS, Deployed Theater Accountability Software, DTAS, Synchronized Pre-deployment and Operation Tracker, SPOT, and related systems are available.

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. ESC reviews the operations order/plan for the theater opening and follow on theater distribution mission.
Note: The performance steps for theater opening mission will only apply to the command given that specific mission.
 - a. Conducts mission analysis.
 - b. Reviews plans to manage transient personnel accountability.
 - c. Determines Commander's Critical Information Requirements (CCIR).
 - d. Provides planning guidance to staff.
 - e. Briefs commander of any problem area.
2. ESC personnel review plans for theater opening mission.
 - a. Review higher headquarters operations order/plan.
 - b. Review internal SPO sections theater opening plans.
 - c. Review theater opening plans of subordinate Sustainment Brigade (SB) assigned mission at end (ESC Task only).
 - d. Coordinate with the Reception, Staging, Onward Movement, and Integration (RSOI) Division for theater policies and procedures.
 - e. Conduct mission analysis.
 - f. Determine implied and directed tasks.
 - g. Review personnel and equipment estimates for conducting transient personnel accountability.
 - h. Develop Courses of Action (COA).
 - i. Coordinate COA with RSOI, HRSC and HROB, SB.
 - j. Brief COA and identified problem areas to SPO.
3. HROB personnel monitor conduct of theater opening mission at end (ESC task only).
 - a. Maintain communications with subordinate SB HROB, RSOI, HRSC and higher headquarters, as appropriate
 - b. Verify subordinate SPOs have received current theater policies and procedures.
 - c. Verify the establishment of communications between TG PPC PAT and the deployed theater database.
 - d. Verify the deployed theater database is receiving personnel accountability input in a timely manner.
 - e. Provide subordinate SPOs with reporting requirements, formats, and time lines.
 - f. Brief SPO on ongoing operations.

4. HROB personnel monitor the conduct of the theater distribution mission.
 - a. Maintain communication with subordinate SPOs and RSOI, HRSC (ESC task only).
 - b. Verify designated SB transitions from theater opening to theater distribution mission (ESC task only).
 - c. Identify additional resource requirements.
 - d. Coordinate with internal SPO sections, subordinate elements, lateral logistical elements, and/or higher headquarters, as required, for resources required for theater distribution mission (ESC task only).
 - e. Identify changes to CCIR reporting requirements.
 - f. Verify the deployed theater database is receiving timely and accurate transient personnel accountability data.
 - g. Verify TG PPC is being provided sufficient transportation and life support for arriving and departing units and individuals.
 - h. Provide subordinate SPOs with reporting requirements, formats, and time lines (ESC task only).
 - i. Review reports for trends and problems.
 - j. Verify availability of PATs to support all APOE/APODs.
 - k. Provide changes in theater policies and/or procedures for transient personnel accountability to subordinate SPOs (ESC task only).
 - l. Provide guidance/assistance, as required.
5. ESC personnel maintain liaison with the Army Service Component Command (ASCC) G1 and RSOI, HRSC for theater policies, procedures, and technical guidance (ESC task only).
 - a. Review policies, procedures, and technical guidance for implementation.
 - b. Provide guidance and additional instructions, as required, to subordinate SPOs and supported G1/S1s.
 - c. Verify subordinate SPOs and supported unit G1/S1s are complying with theater policies and procedures.
6. ESC personnel maintain liaison with supporting and supported units.
 - a. Coordinate with subordinate SPOs for status, capabilities, and assistance required.
 - b. Coordinate with supported G1/S1s for support required and problems encountered.
 - c. Coordinate with supporting logistical units for support capabilities.
 - d. Coordinate with HRSC for:
 - (1) Current and proposed changes in personnel flow in and out of theater.
 - (2) Changes to links and/or procedures for entry of data gathered into the deployed theater database.

(3) Determine status of inbound HR elements.

e. Identify any problem areas requiring higher headquarters assistance.

7. ESC personnel assess capabilities for conducting transient personnel accountability.

a. Review rules of allocations and exceptions.

b. Review manning and work load.

c. Develop COAs to meet projected personnel and/or equipment requirements of continuing mission requirements.

d. Coordinate proposed COA with subordinate SPOs and RSOI, HRSC.

e. Prepare requests for increase or reduction in forces and/or equipment, as required.

f. Track requests for forces and/or equipment and adjust arrival dates as required.

8. Monitor PAT Operations performance indicators.

a. Location of PAT assets and operational status. PATs are required at Aerial Port of Debarkation (APOD)/Sea Port of Debarkation (SPOD) when the daily flow rate is 600 or more per day.

b. Number of personnel arrived or departed in last 24 hours and number of projected in the next 24 hours.

c. Red, Amber, Green status of each Personnel Processing Center (PPC).

d. Are the TG PAT and HR Company PATs capturing all categories of personnel (Soldiers, Joint personnel, DoD Civilians, and contractors)?

e. Number of days personnel remain at the APOD/TG.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * ESC reviewed the operations orderplan for the theater opening and follow on theater distribution mission.			
2. ESC personnel reviewed plans for theater opening mission.			
3. HROB personnel monitored conduct of theater opening mission at end.			
4. HROB personnel monitored the conduct of the theater distribution mission.			
5. ESC personnel maintained liaison with the Army Service Component Command (ASCC) G1 and RSOI, HRSC for theater policies, procedures, and technical guidance (ESC task only).			
6. ESC personnel maintained liaison with supporting and supported units.			
7. ESC personnel assessed capabilities for conducting transient personnel accountability.			
8. Monitored PAT Operations performance indicators.			

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 4.2.1.3.2	Provide Morale, Welfare, and Recreation and Community Support Activities
ART 4.2.1.1	Man the Force
ART 4.2.1.1.2	Conduct Personnel Accounting

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).