

Training and Evaluation Outline Report

Task Number: 12-1-1213

Task Title: Plan Establishment of Theater Gateway Personnel Accountability Team (PAT)

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
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: The Theater Gateway Personnel Accountability Team (TG PAT) will deploy to active theater as an element of the theater opening brigade. Aerial and sea ports are established by logistical elements. Initial task organizations to establish lodgment are identified. Additional units to be assigned to the Geographic Combatant Commander are scheduled to begin movement into the theater. Personal and strength related data for both units and individuals entering, transiting, or departing the area of operations will be gathered by the TG PAT for establishing and maintaining the theater database. Minimum essential personnel services will be provided as required. On completion of the theater opening personnel accountability mission, the TG PAT will transition to theater distribution/sustainment mission. 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: Complete plans and coordination for the reception of arriving units before the unit flow begins. Initiate gateway personnel accountability operations on entry and expand to meet personnel flow. Establish communication link for database entries. Coordinate with logistical elements for provision of billets and messing, as required. Coordinate transportation for onward or retrograde movement of individuals and/or units. Transition to theater distribution mission on order.

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. Chief, Theater Gateway (TG) plans initial theater reception operations.
 - a. Receives and analyzes mission.
 - b. Obtains additional theater specific tasks requirements from the Human Resources Sustainment Center (HRSC), Theater Support Command (TSC), or Expeditionary Support Command (ESC).
 - c. Obtains technical guidance from HRC.
 - d. Obtains locations and numbers of planned entry points.
 - e. Projects long and short term flow rates for Personnel Accountability (PA) support requirements.
 - f. Issues staff planning guidance.
 - g. Plans for other contingencies.
 - h. Advises HRSC/theater G1 on plans and any problem areas.
2. Theater Gateway Personnel Accountability Team (PAT) provides support to the theater operations.
 - a. Coordinates and provides PA operations and database inputs as Soldiers enter, transit, and depart the theater at the inter-theater APOD; and executes tasks supporting the PA task.
 - b. Supports units S-1's during RSO&I and redeployment operations.
 - c. Performs limited EPS, i.e., ID documents, DD Form 93, (Record of Emergency Data) and SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate).
 - d. Determine resources and external support requirements needed to accomplish tasks.
 - e. Determine PAT requirements.
 - f. Develop plans to acquire resources and support to accomplish mission.
 - g. Acquire chief's approval.
3. Operations Section personnel develop operations plan.
 - a. Analyze mission and chief's guidance.
 - b. Determine all directed and implied tasks.
 - c. Determine organizations and elements included in operation.
 - d. Determine resources and external support requirements needed to accomplish tasks.
 - e. Determine PAT requirements.
 - f. Develop plans to acquire resources and support to accomplish mission.

g. Acquire chief's approval.

* 4. Chief, TG designates a PAT to deploy with initial entry forces.

a. Coordinates and provides guidance to supporting Human Resources (HR) Company.

b. Coordinates and provides guidance to supporting Human Resources (HR) Company.

c. Coordinates with TSC/sustainment brigade for life support, logistical support, and time line.

d. Designates team leader, mission, and command relationships.

e. Directs team planning and rehearsals.

f. Assists in receiving full contingent of supporting HR Company.

5. Operations Section personnel conduct preparation for reception/retrograde/transient operations.

a. Coordinate with HRSC/theater G1 for HR policies and technical guidance, as required.

b. Coordinate movement and signal support with Sustainment Brigade.

c. Coordinate with designated logistical elements/Sustainment Brigade for facilities and life support.

d. Coordinate with movement control cells at ports of debarkation for unit and individual replacements arrival information.

e. Coordinate with movement control cells at ports of embarkation for movement schedules of departing units and individuals.

f. Coordinate with PAT Operations Section, HRSC for assignment instructions for Return to Duty (RTD) Soldiers and replacements entering the theater without a pinpoint assignment.

g. Coordinate with designated transportation elements for movement support, as required.

h. Coordinate with HRSC/theater G1 for requirements for data entry in personnel information and strength accounting related databases.

i. Develop processing briefing for arriving units.

j. Brief the Director, HRSC/theater G1 on reception operations.

6. Operations Section personnel plan for transition to theater distribution/sustainment mission.

a. Develop plans for theater distribution/sustainment mission.

b. Coordinate with HRSC/theater G1 for transition of mission.

c. Plan for increase or decrease of PATs as required.

d. Conduct after-action review to determine strengths and weakness encountered in deployment.

e. Prepare after-action report for continuity, historical records, and future operations.

f. Assume theater distribution/sustainment roles as directed.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. *Chief, Theater Gateway (TG) planned initial theater reception operations.			
2. Theater Gateway Personnel Accountability Team (PAT) provided support to the theater operations.			
3. Operations Section personnel developed operations plan.			
4. *Chief, TG designated a PAT to deploy with initial entry forces.			
5. Operations Section personnel conducted preparation for reception, retrograde, and transient operations.			
6. Operations Section personnel planned for transition to theater distribution sustainment mission.			

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-420-6001	Review Personnel Readiness Data for Unit Status Report (USR)	805C - Adjutant General (Individual)	Approved
	805C-42A-1257	Prepare Personnel Accounting Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42A-4001	Validate Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42B-7107	Develop Human Resources (HR) Planning and Operations Staff Products Using Military Decision Making Process (MDMP)	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
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 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. 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).