

Training and Evaluation Outline Report

Task Number: 12-1-1215

Task Title: Manage Theater Gateway Personnel Accountability Teams

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	Yes

Condition: The sustainment brigade is deployed to an operational theater to provide sustainment to designated forces within a specified area. The supported command's Operations Order (OPORD) deployment order directs the sustainment brigade to provide and coordinate for sustainment to specified forces during the deployment on an area basis. Support Operations (SPO) elements have staff responsibilities to supervise personnel accountability support activities required by deploying units/elements. The commander issues planning guidance for management of the Theater Gateway (TG) Personnel Accountability Team (PAT) to be provided to units within the specified area to facilitate their mission accomplishment. 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 added Army systems. Technical guidance is received from the Human Resources Sustainment Center (HRSC) and Human Resources Operations Branch (HROB), as appropriate. Communications are established with subordinate and adjacent units, and higher headquarters. Mission command networks and systems are operational and passing information in accordance with Tactical Standing Operating Procedures (TSOPs). 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, replacement, and redeployment of units before the unit flow begins, IAW FM 1-0 and Theater Command SOP. Initiate gateway personnel accountability operations on entry and expand to meet full 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. Director, Theater Gateway Personnel Accountability Teams (TG PAT) ensures the establishment of Personnel Processing Center at the Theater Gateway in coordination with the Reception, Staging, Onward Movement and Integration (RSO&I) Division of the HRSC to track support units and personnel as they enter, transit, or depart the theater.
 - a. Understands the mission for TG Personnel Accountability for Armed Forces who are deploying, taking R&R, emergency leave, temporary duty, and deployment.
 - b. Ensures limited Essential Personnel Services (EPS) is available to include issuance of ID Cards updating, DD93 and SGLV 8286.
 - c. Understands that TG PAT is augmented by an HR company.
 - d. Ensures HROB is involved in all planning and technical guidance flow.
2. PAT Inputs and accounts for all personnel by date as they enter into, transit, or depart the theater.
 - a. Accounts for personnel at aerial port of debarkations (APODs); entering and exiting the Theater Gateway (Inter-Theater APOD/sea port of debarkation (SPOD)).
 - b. Verifies Tactical Personnel System (TPS) input, tracking and processing of information to support Theater Personnel accountability.
 - c. Ensures the use of the designated Theater Tracking system for tracking servicemembers at the APOD/SPOD.
 - d. Ensures a copy of the TPS is uploaded and provided to finance to initiate applicable pay entitlements and is uploaded to the Theater Database of Accountability (DTAS).
3. Operations section ensures coordination between the Combat Service Support Battalion (CSSB) and TG PAT for the execution of logistics support (billeting, feeding, transportation, etc.) of transiting personnel, as necessary.
 - a. Coordinates and synchronizes the execution of logistical and other non-HR support, required to ensure HR units can accomplish the PA mission.
 - b. Tracks all deploying/redeploying intra theater air operations.
 - c. Updates information that forecasts flight days in advance.
 - d. Coordinates the execution of non-HR related tasks, e.g., transportation to and from aircraft, transporting personnel to the PA processing center, transportation for transiting personnel, billeting, feeding and storage of equipment or weapons.
- * 4. Director, Theater Gateway Personnel Accountability Teams (TG PAT) identifies proposed theater locations for placement of other PATs (HR Squads) (in coordination with HRSC and the Sustainment Brigade (HROB)).
 - a. Anticipates additional PATs at intra theater APODs where the daily transit numbers exceed 600 personnel a day.
 - b. Ensures the PA information is uploaded into the theater database (DTAS).
 - c. Coordinate for augmentation or replacement of postal equipment.
5. Operations section ensures PATs (HR squads) have the necessary access to appropriate systems to include connectivity and number of systems (automations support).

- a. Coordinates personnel accountability issues with the HRSC and Sustainment Brigade HROB.
 - b. Understands what systems are used, e.g., eMILPO, TPS, DTAS and other appropriate Theater Tracking systems.
6. Operations section ensures PATs have the appropriate connectivity to both NIPR and SIPR to track transient personnel (Force Requirements Enhanced Database (FRED), Medical Diagnostic Imaging Support (MDIS), Single Mobility System (SMS), Joint Operation Planning and Execution System (JOPES), and Global Force Management Allocation Plan (GFMAP)).

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Director, TG PAT ensured the establishment of Personnel Processing Center at the Theater Gateway in coordination with the Reception, Staging, Onward Movement and Integration (RSO&I) Division of the HRSC to track support units and personnel as they enter, transit, or depart the theater.			
2. PAT inputs and accounts for all personnel by date by date as they enter into, transit, or depart the theater.			
3. Operations section ensured coordination between the CSSB and TG PAT for the execution of logistics support (billeting, feeding, transportation, etc.) of transiting personnel, as necessary.			
4. * Director, Theater Gateway Personnel Accountability Teams (TG PAT) identified proposed theater locations for placement of other PATs (HR Squads) (in coordination with HRSC and the Sustainment Brigade (HROB)).			
5. Operations section ensured PATs (HR squads) have the necessary access to appropriate systems to include connectivity and number of systems (automations support).			
6. Operations section ensured PATs have the appropriate connectivity to both NIPR and SIPR to track transient personnel (FRED, MDIS, SMS, JOPES, and GFMAP).			

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-420-7001	Manage Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42A-1265	Maintain Emergency Notification Data	805C - Adjutant General (Individual)	Approved
	805C-42A-3473	Review Emergency Notification Data	805C - Adjutant General (Individual)	Approved
	805C-42A-4027	Integrate Identification Card (ID) Processing Requirements	805C - Adjutant General (Individual)	Approved
	805C-42B-6102	Administer Personnel Readiness Management	805C - Adjutant General (Individual)	Approved
	805C-42B-7108	Establish Human Resources (HR) Mission Command Nodes	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1	Provide Human Resources Support
ART 4.2.1.1.2	Conduct Personnel Accountability
ART 4.2.1.2.2	Perform Essential Personnel Services
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 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).