

# Training and Evaluation Outline Report

**Task Number:** 12-1-1214

**Task Title:** Conduct Return to Duty 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
	AR 600-8-111	WARTIME REPLACEMENT OPERATIONS	Yes	Yes
	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	No

**Condition:** The Theater Gateway Personnel Accountability Team, TG PAT, is deployed in support of United States (U.S.) forces within the theater. Soldiers, Department of Defense (DOD) personnel and Joint Interagency and Multinational (JIM) personnel require medical treatment for injuries, illness, and wounds occurring at duty location, during movement, and/or contact with hostile forces. Rapid and frequent unit movements are generating stragglers. Casualties with minor injuries/wounds/illness receive medical treatment and are being discharged for return to duty. Communications are established between higher headquarters, supporting units, Military Police, units, and Casualty Liaison Teams (CLT), at Combat Support Hospitals. Tactical Standing Operating Procedures (TSOP) for the unit and higher headquarters are available. Terrorist and other hostile force sympathizers are operating in the area. 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:** Account for, safeguard, re-equip, as required, and return personnel released by medical treatment facilities and those collected at straggler collection points to their assigned unit or reassign them to other units as directed by theater G1. At MOPP4, reduce return-to-duty activities to minimum actions required for immediate mission accomplishment and force protection.

**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. Director, Theater Gateway (TG), manages Return-To-Duty (RTD) operations.
  - a. Provides technical direction to the Human Resources Company (HR Co) commander.
  - b. Reviews return to duty (RTD) flow rates to determine Personnel Accountability Team (PAT) requirements.
  - c. Briefs Commander, Theater Sustainment Command (TSC); Director, Human Resources Sustainment Center (HRSC); and theater G1 on any problem areas.
  - d. Prepares after-action reports for historical records and future operations.
2. TG PAT manages return-to-duty operations.
  - a. Implements RTD plan, policies, and procedures.
  - b. Maintains locations of supported units.
  - c. Coordinates with logistical elements for facilities, transportation, and equipment and quality of life support.
  - d. Coordinates with Casualty Liaison Teams (CLTs) for movement to RSOI location.
  - e. Provides RTD reports to HRSC.
  - f. Monitors RTD processing.
3. TG PAT headquarters implements procedures for processing personnel released from medical treatment facilities and straggler collection points for RTD.
  - a. Establishes liaison with CLTs, Combat Support Hospital (CSH) Admissions and Depositions Section (A&DS) and S4, and major area Military Police (MP) elements.
  - b. Determines locations of CLTs, CSH A&DS; and MP units.
  - c. Verifies theater guidance on assignment of RTD personnel.
  - d. Obtains theater guidance for equipment issue to RTD personnel.
  - e. Coordinates location and life support for PATs.
  - f. Coordinates procedures with supporting logistical units for acquiring equipment, billeting, messing, and transportation for RTD personnel.
  - g. Develops RTD estimates for Human Resources Operations Cell (HROC), Sustainment Brigade.
  - h. Identifies current and potential problems.
  - i. Obtains assistance for resolving problems.
  - j. Supervises processing activities.
4. PATs establish operational area.

- a. Coordinates with supporting elements for work site.
  - b. Sets up work site and RTD life support areas.
  - c. Establishes communications with higher headquarters, CLTs, CSH, A&DS; and major area MP units.
  - d. Informs TG PAT of any problem areas.
5. PATs maintain accountability of RTD personnel.
- a. Verifies personnel status.
  - b. Keeps units informed of Soldier personal status and coordinates delivery schedule for return to unit, as required.
  - c. Coordinates release and pickup schedule for RTD personnel.
  - d. Accounts for personnel by name, MOS, and grade throughout the processing cycle.
  - e. Verifies duty status of straggles for processing through legal or replacement channels.
  - f. Submits RTD status reports.
  - g. Maintains in-transit accountability.
  - h. Processes RTD personnel gain and loss data into theater database.
6. PATs coordinate the execution of administrative and logistical support.
- a. Coordinates billeting and food service support.
  - b. Coordinates equipment requirements for RTD personnel.
  - c. Coordinates necessary medical screening and treatment for stragglers.
  - d. Schedules external agency Soldier support (Chaplain, legal, finance, etc.).
  - e. Coordinates or provide current battlefield orientation.
7. PAT headquarters section movement personnel coordinate transportation operations for delivery of RTDs to assigned units.
- a. Request transportation support.
  - b. Coordinate security for movement.
  - c. Prepare transportation manifests.
  - d. Designate pickup times and locations.
  - e. Brief RTDs on movement schedules and their responsibilities during movement.



Step Number	Task Number	Title	Proponent	Status
	805C-420-6005	Establish Human Resources (HR) Data/Voice Communications Nodes	805C - Adjutant General (Individual)	Approved
	805C-42A-1208	Process Recommendation for Award	805C - Adjutant General (Individual)	Approved
	805C-42A-1250	Process a Request for Leave, Pass or Permissive Temporary Duty (TDY)	805C - Adjutant General (Individual)	Approved
	805C-42A-1315	Process Personnel Strength Accountability Updates	805C - Adjutant General (Individual)	Approved
	805C-42A-1317	Employ the Deployed Theater Accountability System (DTAS)	805C - Adjutant General (Individual)	Approved
	805C-42A-3497	Process an Evaluation Report	805C - Adjutant General (Individual)	Approved
	805C-42A-4021	Review the Evaluation Reporting System	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	Man the Force

**TADSS**

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

**Equipment (LIN)**

Step ID	LIN	Nomenclature	Qty
No equipment specified			

**Materiel 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. 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).