

# Training and Evaluation Outline Report

**Task Number:** 12-9-1222

**Task Title:** Plan Establishment of the Theater Database

**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
	ATP 4-94	THEATER SUSTAINMENT COMMAND	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	Yes

**Condition:** The Human Resources Sustainment Center (HRSC) will deploy to active theater in support of operational forces. The supported command's operations order (OPORD)/deployment order or draft is available. The Personnel Accountability/Personnel Readiness Management/Personnel Informational Management (PA/PRM/PIM) Division has staff responsibility for establishing the theater deployed database. The commander will issue his/her assessment and planning guidance for providing human resources support to units within the specified area to facilitate their mission accomplishment. A PA/PRM/PIM capability will be included in the early entry element. Unit Standing Operating Procedures (SOP), ATP 4-93, ATP 4-94, and FM 1-0 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 and access to all necessary automated personnel systems. Technical guidance is received from the Human Resources Command (HRC). Communications are established with Army Service Component Command (ASCC) G1, Support Operations (SPO) Section, Theater Sustainment Command (TSC)/Expeditionary Sustainment Command (ESC), as appropriate. Command and Control Information Systems (CCIS) are operational and passing information in accordance with (IAW) tactical standing operating procedures (TSOP). 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:** Plan establishment of the theater deployed database prior to the flow of forces. Identify and prepare a team for inclusion in the early entry element. Maintain communication links with HRC, SPO TSC/ESC, and theater opening element. Determine ASCC G1 and SPO, TSC reporting requirements and timeline IAW TSOP, ATP 4-93, ATP 4-94, and FM 1-0.

**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, HRSC receives warning order.
  - a. Receives and analyzes mission.
  - b. Obtains additional theater specific task requirements.
  - c. Obtains technical guidance from the HRC.
  - d. Issues staff planning guidance.
  - e. Advises ASCC G1 and SPO, TSC/ESC of plans and any problem areas.
  
- \* 2. Chief, Personnel Accountability/Personnel Readiness Management/Personnel Information Management (PA/PRM/PIM) Division directs division personnel to plan establishment of the theater deployed database.
  - a. Receives mission and director's intent.
  - b. Coordinates for specific ASCC G1 reporting requirements and frequencies.
  - c. Provides division with guidance for initial entry team.
  - d. Provides division guidance for continuing operations.
  - e. Provides division guidance for reporting requirements.
  - f. Reviews plans for establishing and maintaining the deployed database.
  - g. Recommends courses of action to the director.
  - h. Reports any problem areas encountered.
  
3. PA/PRM/PIM Division personnel plan for establishing the theater deployed database.
  - a. Analyze mission and director's guidance.
  - b. Determine all directed and implied tasks.
  - c. Determine resources and external support requirements needed to accomplish tasks.
  - d. Select PA/PRM/PIM personnel to provide early entry capability for the theater opening element.
  - e. Coordinate inclusion of PA/PRM/PIM team in early entry element.
  - f. Conduct systems training, as required.
  - g. Develop plans to acquire resources and support to accomplish mission.
  - h. Acquire division chief approval.
  
4. PA/PRM/PIM early entry team plans for theater opening mission.

- a. Determine mission requirement.
  - b. Upload appropriate software and verify system requirements
  - c. Review unit deployment schedules.
  - d. Identify units for preliminary unit data upload.
  - e. Coordinate with theater opening element for movement and personal requirements.
  - f. Establish internal work/sleep plans.
5. PA/PRM/PIM division coordinates support for PA/PRM/PIM early entry team.
- a. Coordinates facilities and signal support with entry element.
  - b. Coordinates with ASCC G1 for PA/PRM/PIM policies.
  - c. Coordinates with ASCC G1 and internally for reporting requirements.
  - d. Identifies communications links with early entry element Personnel Accountability Team(s).
  - e. Coordinates procedures for transfer of personnel accountability data from early entry team into the theater database.
  - f. Informs entry element/division chief of any problem areas.

(Asterisks indicates a leader performance step.)

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. * Director, HRSC received warning order.			
2. * Chief, Personnel Accountability Personnel Readiness Management Personnel Information Management (PA/PRM/PIM) Division directed division personnel to plan establishment of the theater deployed database.			
3. PA/PRM/PIM Division personnel planned for establishing the theater deployed database.			
4. PA/PRM/PIM early entry team planned for theater opening mission.			
5. PA/PRM/PIM division coordinated support for PAPERMPIM early entry team.			

<b>TASK PERFORMANCE / EVALUATION SUMMARY BLOCK</b>							
<b>ITERATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>M</b>	<b>TOTAL</b>
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-42A-3231	Employ the Deployed Theater Accountability Software (DTAS)	805C - Adjutant General (Individual)	Approved

**Supporting Drill Task(s):** None

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**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.4	Conduct Human Resources Planning and Operations

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**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).