

Summary Report for Individual Task
805C-42B-6107
Conduct Personnel Information Management
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the USASSI / Fort Jackson foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as a battalion S-1 in a deployed unit. You have access to the references listed on the enclosed table, an Army Human Resources (HR) Workstation with internet capabilities, HR metrics, and appropriate HR systems. You are responsible for maintaining timely and accurate personnel information management for your unit's Soldiers. This task should not be trained in MOPP 4.

Standard: Develop a process to review and update Soldiers' personnel information that provides timely and error-free information to the commander that will assist in the decision-making process.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to maintain and report accurate and timely personnel information for Soldiers assigned to your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references and technical manuals not available online will be provided by the local command.

Performance Steps

1. Establish personnel information management responsibilities, policies, and procedures that affect personnel information data.

2. Review official documents for submission to the Interactive Personnel Electronic Records Management System (iPERMS) and ensure official documents are uploaded to iPERMS.

a. Verify documentation for change in Soldier status.

b. Verify Soldier's eligibility for change in status.

c. Upload documentation to iPERMS.

d. Batch documents in iPERMS for validation and log the batch number.

3. Maintain accurate personnel information data.

a. Ensure proper accesses are granted to personnel information systems.

b. Monitor personnel information on all assigned/attached personnel with particular attention to information that updates specific HR systems (to include gains, losses, and grade and duty status changes).

c. Ensure accurate and timely updates of strength related information in HR systems (Human Resources Command Identify Management System (HIMS), electronic Military Personnel Office (eMILPO), Total Officer Personnel Information Management System II (TOPMIS II), Enlisted Distribution and Assignment System (EDAS), Deployed Theater Accountability System (DTAS), iPERMS, Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF), and other HR systems as applicable).

d. Review key HR systems reports and outputs.

(1) Personnel Asset Visibility Report.

(2) Personnel Grade Strength Report.

(3) Enlisted Promotion Reports (AAA-117 and AAA-294).

(4) Multiple readiness report and individual data queries for Soldier information.

(5) Unit Personnel Accountability Report (AAA-162).

(6) Human Resources Authorization Report (HRAR) (AAA-161) (formerly known as the Unit Manning Report (UMR)).

(7) Officer / Enlisted Record Brief.

(8) HR Metrics.

(9) DD Form 93 (Record of Emergency Data).

(10) Service Member's Group Life Insurance via SGLV Form 8286.

e. Employ DCIPS-CF as the automated system to record and report casualty data.

f. Employ Tactical Personnel System (TPS) (as applicable) to create a deployable personnel database.

g. Employ DTAS as the cornerstone of accurate accountability of the deployed force.

h. Review key DTAS reports and outputs.

(1) View gains/losses to the organization during the 24-hour reporting period.

(2) View in-transit report.

(3) Review Personnel Status (PERSTAT) report.

i. Employ EDAS to manage and distribute the Army's enlisted Soldiers (active component) and to update enlisted records data on HR database of record.

j. Employ TOPMIS for its officer/warrant officer information retrieval and data query functionality.

k. Employ eTOPMIS to pull officer/warrant officer information, such as Officer Records Brief (ORBs), promotion orders, and Requests for Orders (RFOs).

4. Review monthly HR Metrics to ensure compliance.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Establish personnel information management responsibilities, policies, and procedures that affect personnel information data. | | | |
| 2. Reviewed official documents for submission to iPERMS and ensured official documents were uploaded to iPERMS. | | | |
| 3. Maintained accurate personnel information data. | | | |
| 4. Reviewed monthly HR Metrics to ensure compliance. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|--|--|----------|---------|
| | AAA-347 | Enlisted Records Brief | Yes | No |
| | AAA-348 | Officer Record Brief | Yes | No |
| | AR 600-8-1 | ARMY CASUALTY PROGRAM | Yes | No |
| | AR 600-8-104 (Revision, April 07, 2014) | Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf | Yes | Yes |
| | DD FORM 93 | RECORD OF EMERGENCY DATA | Yes | No |
| | DTAS | DTAS Functional Guidance | Yes | No |
| | EDAS USER'S MANUAL | Enlisted Distribution and Assignment System (EDAS) Field User's Manual | Yes | No |
| | EMILPO WEBSITE | Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil) | Yes | Yes |
| | FM 1-0 | Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf | Yes | No |
| | SGLV FORM 8286 | Servicemen's Group Life Insurance Election and Certificate | Yes | No |
| | TPS MANUAL | Tactical Personnel System Manual | Yes | No |
| | TPS WEBSITE | Tactical Personnel System Website (https://www.hrc.army.mil/site/active/fsd/tps) | Yes | No |
| | USERS MANUAL-TOPMIS | Total Officer Personal Management Information System (TOPMIS) User Manual | Yes | No |

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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

| Task Number | Title | Proponent | Status |
|---------------|---|--------------------------------------|------------|
| 805C-42B-6108 | Report Casualty Information | 805C - Adjutant General (Individual) | Approved |
| 805C-42B-6114 | Administer Awards and Decorations Program | 805C - Adjutant General (Individual) | Analysis |
| 805C-42B-6112 | Interpret Military Pay and Allowances | 805C - Adjutant General (Individual) | Analysis |
| 805C-42B-6113 | Administer Evaluations Reporting Program | 805C - Adjutant General (Individual) | Analysis |
| 805C-42B-6120 | Administer a Human Resources (HR) Metrics Program | 805C - Adjutant General (Individual) | Analysis |
| 805C-42B-6111 | Administer Enlisted Promotions and Selections | 805C - Adjutant General (Individual) | TMD Review |

| | | | |
|---------------|--|--------------------------------------|------------|
| 805C-42B-6110 | Review Officer Promotions and Selections | 805C - Adjutant General (Individual) | TMD Review |
|---------------|--|--------------------------------------|------------|

Supported Collective Tasks : None