



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY EUROPE  
UNIT 29351  
APO AE 09014-9351

AEPE-M

6 November 2017

MEMORANDUM FOR All Units Assigned to, Attached to, or Under the Operational Control of USAREUR

SUBJECT: Personnel Accountability for Personnel Deployed to USAREUR (AE Cmd Memo 2017-030)

**1. References:**

- a. AR 600-8-6, Personnel Accounting and Strength Reporting.
- b. FM 1-0, Human Resources Support.

**2. Applicability.** This policy applies to U.S. military personnel, DOD civilians, and contractors deployed to any unit assigned to, attached to, or under the operational control (OPCON) of USAREUR.

**3. Policy.** Commanders at every level will report and maintain 100-percent by-name personnel accountability of the location and duty status of applicable personnel in accordance with the Functional Guidance - Personnel Accountability of Deployed Personnel in USAREUR ([encl](#)) through the Deployed Theater Accountability System (DTAS). A sample personnel status report (PERSTAT) is available in the "USAREUR DTAS Policy Letter" folder at <https://www.milsuite.mil/book/groups/usareur-g1-dtas>. Commanders may employ internal personnel accountability systems, but doing so does not relieve them of the [enclosed requirements](#).

**4. Review.** The USAREUR G1 and the 1st Personnel Center (Human Resources Sustainment), 21st Sustainment Command, will review this policy and provide required revisions before the implementation of the Integrated Personnel Pay System-Army.

**5. POC.** The POC is the Plans, Operations, and Exercise Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR, military 314-537-1385/1372/1373, or e-mail: [usarmy.wiesbaden.usareur.mbx.odcs-g1-operations@mail.mil](mailto:usarmy.wiesbaden.usareur.mbx.odcs-g1-operations@mail.mil). For DTAS technical guidance, users may contact the DTAS Helpdesk at military 314-484-8487 or e-mail: [usarmy.rheinland-pfalz.21-tsc.mbx.1st-hrsc-dtas@mail.mil](mailto:usarmy.rheinland-pfalz.21-tsc.mbx.1st-hrsc-dtas@mail.mil).

[Encl](#)

A handwritten signature in black ink that reads "Kai Rohrschneider".

KAI R. ROHRSCHEIDER  
Brigadier General, GS  
Chief of Staff

This page intentionally left blank.  
(This text will not be printed.)

## **Functional Guidance Personnel Accountability of Personnel Deployed to USAREUR**

- 1. Purpose.** This enclosure provides functional guidance and identifies responsibilities in support of theater-wide personnel accountability (PA) of all operationally deployed U.S. personnel (that is, military personnel, DOD civilians, and contractors authorized to accompany the Force) attached to, assigned to, or under the operational control (OPCON) of the United States Army Europe (USAREUR).
- 2. Scope.** This guidance outlines responsibilities in the PA process for operationally deployed U.S. personnel to the USAREUR area of responsibility, but does not specify policy or procedures associated with garrison PA functions; nor does it supersede or preclude execution of those functions.
- 3. Background.** PA for operationally deployed personnel begins when they depart from home-station and includes reporting the by-name location and duty status of all applicable personnel to the higher headquarters to support the Sustainment and Protection warfighting functions. Personnel are considered to be in a deployment status on any day that, pursuant to orders, they are performing service in a training exercise or operation at a location under conditions that prevent spending off-duty time in their quarters at their permanent duty station. Personnel on TDY in support of an exercise or operation are “operationally deployed.”
- 4. End State.** Deployed forces assigned, attached, or OPCON to USAREUR report and maintain continuous 100-percent accountability of deployed personnel anywhere within the USAREUR AOR in accordance with USAREUR policy and the procedures and requirements set forth in this enclosure.
- 5. Command Responsibilities.**
  - a. Commanders will report and maintain 100-percent accountability of all operationally deployed U.S. personnel through the Deployed Theater Accountability System (DTAS) Mobile/Personnel Manager (PM) within 24 hours after the personnel arrive at the Life Support Area/Tactical Assembly Area (LSA/TAA) and ensure personnel workcenters (S1s and human resources (HR) managers) reconcile DTAS Mobile/PM against the manual personnel status report (PERSTAT) on a daily basis. The USAREUR G1 may direct changes to the manual PERSTAT without revising this policy.
  - b. Commanders will ensure all changes (for example, duty status, physical location, operation, exercise) are entered into DTAS Mobile/PM within 24 hours after the change. All changes not submitted before the DTAS Mobile/PM cyclic update will be noted accordingly in the by-name exception report on the PERSTAT.
  - c. Reporting requirements for personnel who are assigned, attached, or OPCON to another unit (not the parent unit) are the responsibility of the supporting unit (not the parent unit). Supporting units must ensure they conduct an assignment/attachment transaction in DTAS Mobile/PM in order to place their assigned, attached, or OPCON personnel under their unit identification code (UIC) hierarchy. This maintains the reporting relationship and accuracy based on task organization. Organizations, units, detachments, and individuals

that deploy without a G1 or S1 section will be reported and tracked in DTAS Mobile/PM by the unit to which they are assigned, attached, or under OPCON.

d. Assigned, attached, or OPCON Forces whose parent units are neither deployed to nor permanently stationed in USAREUR must be uploaded into DTAS Mobile/PM by the supporting unit and terminated from DTAS Mobile/PM on redeployment.

e. Commanders at every level will ensure S1s and G1s reconcile DTAS Mobile/PM with the manual PERSTAT daily to achieve a 100-percent match. USAREUR's goal is 100-percent PA accuracy. If the PA variance exceeds 2 percent and cannot be reconciled within 72 hours after the report, commanders will direct an immediate personnel asset inventory (PAI). Brigade S1s will provide documentation of completed PAIs to their command G1 for validation.

## **6. Responsibilities by Echelon.**

a. Battalion S1s will—

(1) Upload and conduct daily updates (for example, changes pertaining to duty status, physical location, operation, exercise) for all deployed personnel through DTAS Mobile/PM and, if applicable, the electronic Military Personnel Office (eMILPO).

(2) Terminate accountability in DTAS Mobile/PM for redeployed personnel within 24 hours after redeployment.

(3) Reconcile and report daily PA through DTAS Mobile/PM Unit Roster against the manual PERSTAT and—

(a) Submit the manual PERSTAT and by-name exception report to the next higher echelon to account for variances between DTAS Mobile/PM Unit Roster and the manual PERSTAT.

(b) Execute PAI when variance exceeds 2 percent and cannot be reconciled within 72 hours after the report or as directed, resolve discrepancies, and report results.

(4) Maintain a record of both the DTAS Mobile/PM Unit Roster and the manual PERSTAT for the duration of the deployment.

(5) As a minimum, maintain two DTAS PM accounts (one DTAS Mobile account, and one Tactical Personnel System (TPS) account) at all times to process and ensure daily PA transactions.

(6) Create Virtual Private Network (VPN) accounts for all S1 personnel and install VPN software on all S1 computers.

(7) Coordinate information technology (IT) support as required to ensure mission accomplishment.

(8) Maintain training proficiency to ensure DTAS Mobile/PM uninterrupted support throughout the course of operations.

b. Brigade S1s and special troops battalion S1s will—

(1) Upload and conduct daily updates (for example, changes pertaining to duty status, physical location, operation, exercise) for all deployed personnel through DTAS Mobile/PM and, if applicable, the eMILPO.

(2) Terminate accountability in DTAS Mobile/PM for redeployed personnel within 24 hours after redeployment.

(3) Collect and validate daily PA reconciliation for all subordinate echelons as described in [a\(3\) above](#) to ensure variance does not exceed 2 percent and—

(a) Direct a PAI when variance exceeds 2 percent and cannot be reconciled within 72 hours after the report or collect results and ensure discrepancies are resolved.

(b) Submit the manual PERSTAT and by-name exception report to the next higher echelon to account for variances between DTAS Mobile/PM Unit Roster and the manual PERSTAT.

(4) Maintain a record of both the DTAS Mobile/PM Unit Roster and the manual PERSTAT for the duration of the deployment.

(5) Manage HR systems access for the brigade and subordinate unit S1s as described in [a\(5\) through \(6\) above](#).

(6) Validate training for all subordinate S1s and coordinate training support with the PA Division of the 1st Personnel Center (Human Resources Sustainment) (1st HRSC) if required.

(7) Validate task organization for all assigned, attached, or OPCON units and request changes, as required, through higher reporting echelons and through the DTAS Mobile/PM helpdesk.

c. The Mission Command Element and the 21st Sustainment Command (21st SC) will—

(1) Ensure subordinate echelons upload and conduct daily updates (for example, changes pertaining to duty status, physical location, operation, exercise) for all deployed personnel through the DTAS Mobile/PM and, if applicable, the eMILPO.

(2) Terminate accountability in DTAS Mobile/PM for redeployed personnel within 24 hours after redeployment.

(3) Provide daily PA oversight of all deployed Forces to ensure compliance with policy by collecting and validating subordinate echelon reconciliation to ensure that any variance does not exceed 2 percent and—

(a) Direct a PAI when variance exceeds 2 percent and cannot be reconciled within 72 hours after the report or collect results and ensure discrepancies are resolved.

(b) Submit the manual PERSTAT and by-name exception report to the 1st HRSC PA Division to account for variances between the DTAS Mobile/PM Unit Roster and the manual PERSTAT.

(4) Maintain a record of both the DTAS Mobile/PM Unit Roster and the manual PERSTAT for the duration of the deployment.

(5) Internally manage access to the HR systems described in [a\(5\) through \(6\) above](#).

(6) Notify subordinate echelons of all pending and potential task organization changes.

(7) Validate the task organization for all assigned, attached, or OPCON units and request changes as required through the DTAS Mobile/PM helpdesk.

(8) Resolve corps and division PA issues in coordination with the 1st HRSC and subordinate S1s.

(9) Coordinate with the 1st HRSC PA Division to establish an automated PA system that aligns assigned and attached element UICs with supporting S1s.

(10) Ensure the synchronization and timely flow of automated personnel information from battalions, brigades, and separate units or detachments.

d. The HR Company (CO) and the personnel accountability teams (PATs) will—

(1) Create a manifest of all personnel entering or departing the theater through austere aerial ports of debarkation (APODs) (APODs other than Ramstein Gateway Reception Center (RGRC)) and enter into DTAS APOD.

(2) Conduct reception and retrograde support at austere APODs in coordination with the movement control team, ensuring 100-percent of transient personnel are entered into DTAS APOD inbound or outbound as appropriate.

(3) Maintain capacity to conduct PAT operations from austere locations throughout Europe.

(4) Provide a daily copy of the APOD inbound/outbound report and, for reference purposes, archive training files for 60 days.

(5) Establish and operate personnel processing centers or areas at APODs/APOEs, instead of a theater gateway (TG) PAT, in accordance with the concept of support.

e. The Human Resources Operations Branch, Sustainment Brigade (SB), will—

(1) Provide technical guidance and training to the HR CO and PATs.

(2) Coordinate with the HR CO and the servicing SB to ensure PAT support for designated APODs.

(3) Track and provide essential flight information to HR CO to facilitate PAT operations.

(4) Ensure PATs have access to the appropriate HR systems, including DTAS APOD, the TPS, and the Single Mobility System.

(5) Ensure PATs receive adequate training and maintain sufficient equipment to execute PA operations, including sufficient HR mobile workstations, scanners, and requisite signal support to operate austere PA nodes.

(6) Coordinate PAT support in accordance with the concept of support for all transient personnel.

(7) Provide staff assistance to PATs to ensure technical competence, functionality of equipment, and adequate logistic support for PA operations.

(8) Assist the HR CO in obtaining adequate facilities to conduct PA instead of a TG PAT.

(9) Monitor personnel flow rates by node and unit and report through the 1st HRSC.

f. The 1st HRSC will—

(1) Ensure subordinate echelons upload and conduct daily updates (for example, changes pertaining to duty status, physical location, operation, exercise) for all deployed personnel through the DTAS Mobile/PM.

(2) Serve as the consolidating point for PA of deployed forces and submit the manual theater PERSTAT and by-name exception report to the USAREUR G1.

(3) Provide guidance and oversight for accountability cells within the operational area.

(4) Provide training and technical guidance to units throughout the theater.

(5) Establish and maintain the DTAS Mobile/PM and DTAS APOD, maintaining connectivity with the DTAS enterprise server.

(6) Initiate and manage the DTAS Mobile/PM theater database hierarchy in accordance with the published task organization and inform stakeholders of task organizational changes.

(7) Issue and manage DTAS Mobile/PM and DTAS APOD account access for units throughout the theater.

(8) Operate and provide oversight for the DTAS Mobile/PM and DTAS APOD helpdesk.

(9) Provide liaison officer support for the DTAS Mobile/PM during surge operations and reception, staging, and onward movement of regionally allocated forces instead of a TG PAT.

(10) Conduct site surveys for new/austere APODs to ensure viability for PAT operations, coordinating host nation support as required.

(11) Analyze throughput and provide recommendations to the 21st SC on PAT emplacement.

(12) Initiate and manage the APOD locations in DTAS.

g. The USAREUR G1 will—

(1) Serve as the proponent for PA policy for deployed forces.

(2) Brief and update USAREUR leaders on all matters pertaining to PA of deployed forces.

h. The Current Operations Branch, G3/3 Operations Division, Office of the Deputy Chief of Staff (ODCS), G3/5/7, HQ USAREUR, in coordination with G3/7 Training and Exercise Division, ODCS, G3/5/7, will provide current and future USAREUR exercises and operations task organization to the DTAS Mobile/PM helpdesk to facilitate validation of the reporting hierarchy.

**NOTE:** Europe has no theater-committed TG PAT. The 1st HRSC provides oversight for reception operations at the RGRC (the primary theater gateway). TG PAT missions and functions are divided between HR sustainment organizations to support PA and reception operations at multiple and varying APODs and APOEs throughout the theater.

**7. Prepared by:** Plans Officer, 1st Personnel Center (Human Resources Sustainment), 21st Sustainment Command, USAREUR, at military 314-484-8476.

**8. Approved by:** Director, Plans, Operations, and Exercise Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 314-537-1380.