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

AEPE-AG (600-8-6b2)                                        3 October 2023

MEMORANDUM FOR All Units with Personnel Assigned to, Attached to, or Under the Operational Control of USAREUR-AF

SUBJECT: Personnel Accountability in USAREUR-AF (AEA Cmd Memo 2023-018)

This memorandum expires in 1 year.

1. **References:**

    a. AR 600-8-6 (Personnel Accounting and Strength Reporting).

    b. FM 1-0 (Human Resources Support).

    c. ATP 1-0.2 (Theater-Level Human Resources Support).

2. **Supersession.** This memorandum supersedes USAREUR-AF, AEPE-AG memorandum (Personnel Accountability in USAREUR-AF (AEA Cmd Memo 2022-032)), 15 December 2022.

3. **Applicability.** This policy applies to U.S. military personnel, DOD civilians, DOD contractors, local national employees, and foreign service military personnel in units assigned to, attached to, or under USAREUR-AF operational control. This policy also applies to non-USAREUR-AF units permanently assigned to the USAREUR-AF area of operations.

4. **Policy.**

    a. 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 enclosed guidance through the Portal Daily Status Reporting Tool (PDSRT).

    b All deployed units, regardless of whether they are assigned or attached to a permanent party or rotational unit, will report personnel through the PDSRT and, additionally, through the Deployed Theater Accountability System (DTAS).

    c. Commanders may employ internal personnel accountability systems, but doing so does not relieve them of the enclosed requirements. Commanders and human resources (HR) personnel at all levels are directly responsible for the correct and timely input of personnel data as well as the accountability and accuracy of personnel data in

*This memorandum is available at*
*https://intranet.eur.army.mil/aepubs/SitePages/HomeNew.aspx.*

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the Integrated Personnel and Pay System–Army (IPPS–A) and all other HR systems, as stated in reference 1a.

**5.  Review.** The USAREUR-AF G1 will review this policy regularly and provide revisions as required.

**6.  Permanent Policy.** This policy will be converted into a permanent publication before this memorandum expires.

**7.  POC**.  The POC is the Data Analytics Branch, Military Personnel Readiness Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF, military 314-537-1136/1111/1113, or email: *USAREUR-AF_PERSTAT_Data_administrators@army.mil*.


Encl                                   DARRYL A. WILLIAMS
                                       General, USA
                                       Commanding

**Personnel Accountability of Personnel Assigned to, Attached to, or Under the Operational Control of USAREUR-AF**

1.  **Purpose.** This guidance identifies responsibilities in support of theater-wide personnel accountability (PA) of all U.S. military personnel, foreign service military personnel, DOD civilians, DOD contractors, and local national employees attached to, assigned to, or under the operational control (OPCON) of USAREUR-AF. This policy also applies to non-USAREUR-AF units permanently assigned to the USAREUR-AF area of operations (AO).

2.  **Scope.** This guidance outlines responsibilities in the PA process for garrison PA functions and personnel operationally deployed to the USAREUR-AF AO.

3.  **Background.** PA for personnel assigned, attached, or under USAREUR-AF OPCON, including non-USAREUR-AF units permanently assigned to the USAREUR-AF AO, is a continuous effort to ensure that commanders are confident of the operational utility of their formations. This 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. PA for operationally deployed personnel begins when they depart from home station; 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 also considered operationally deployed.

4.  **End State.** All units, including non-USAREUR-AF units permanently assigned to the USAREUR-AF AO, attached, or OPCON to USAREUR-AF report and continuously maintain 100-percent PA anywhere within the USAREUR-AF AO in accordance with the policy in this memorandum.

5.  **Responsibilities and Procedures.**

    a.  **Commanders at Every Level.** Commanders at every level will do the following:

        (1)  Maintain 100-percent accountability by ensuring PA reporting of all personnel through the Portal Daily Status Reporting Tool (PDSRT) within 24 hours after the personnel status changes.

        (2)  Maintain 100-percent accountability by ensuring additional PA reporting of all operationally deployed U.S. personnel through the Deployed Theater Accountability System Mobile/Personnel Manager (DTAS Mobile/PM) within 24 hours after the personnel arrive at the Life Support Area/Tactical Assembly Area; and thereafter within 24 hours after the personnel status changes.

(a) USAREUR-AF units or personnel deployed in Europe will report through DTAS-NIPR.

(b) USAREUR-AF units or personnel deployed in Africa will report through DTAS-SIPR.

**NOTE:** Changes to be entered may be updates to the duty status or physical location; or the beginning or end of an operation of exercise.

(3) Ensure that human resources (HR) elements reconcile PDSRT against DTAS.

(4) Ensure that HR elements daily reconcile PDSRT and DTAS Mobile/PM with PA reports or the Integrated Personnel and Pay System–Army (IPPS–A) to achieve 100-percent PA accuracy.

(5) Will direct an immediate personnel asset inventory (PAI), if the reconciliation results into a PA variance of more than 2 percent and if that PA variance cannot be reconciled within 72 hours after the report.

b. **Commanders of Supporting Units.** The supporting unit, not the parent unit, is responsible for placing assigned, attached, or OPCON personnel under the unit identification code (UIC) hierarchy of the supporting unit in DTAS Mobile/PM. Commanders of supporting units will ensure that the HR element—

(1) Conducts an assignment/attachment transaction in DTAS Mobile/PM in order to place the assigned, attached, or OPCON personnel under the UIC hierarchy of the supporting unit to maintain the reporting relationship and accuracy based on task organization.

(2) Reports and tracks updates in DTAS Mobile/PM for assigned, attached, or OPCON personnel who deploy without an HR element.

(3) Terminates the reporting relationship to the supported unit upon redeployment of the supported unit.

c. **Commanders of USAREUR-AF Major Subordinate Commands (MSCs).** Commanders of USAREUR-AF MSCs will do the following:

(1) Ensure that subordinate echelons conduct daily updates for all personnel through PDSRT and IPPS–A.

(2) Ensure access to PDSRT for all personnel who require such access, including at subordinate echelons.

(3)  Ensure that subordinate echelons upload and conduct daily updates for all deployed personnel through DTAS Mobile/PM.

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

(5)  Provide daily PA oversight of all 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 that discrepancies are resolved.

(b)  Submit PAI results to the Data Analytics Branch, Military Personnel Readiness Division (MPRD), Office of the Deputy Chief of Staff, G1 (ODCS G1), HQ USAREUR-AF, to account for variances between the PDSRT and the unit roster.

(c)  Submit PAI results to the PA Division, 1st Theater Personnel Operations Center (1st TPOC), 21st Sustainment Command (21st SC) to account for variances between the DTAS Mobile/PM unit roster and PDSRT.

(6)  Maintain a record of both the PDSRT unit roster and DTAS Mobile/PM unit roster daily for garrison and deployed formations/personnel.

(7)  Internally manage access to the HR systems described in d(6) through (7).

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

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

(10)  Resolve corps and division PA issues in coordination with the Data Analytics Branch, MPRD, ODCS G1, HQ USAREUR-AF; the PA Division, 1st TPOC, 21st SC; and subordinate HR elements.

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

**d.** **Battalion HR Elements.** Battalion HR elements will do the following:

(1) Conduct daily updates for all personnel through PDSRT and IPPS–A for military members.

(2) Upload and conduct daily updates for all deployed personnel through DTAS Mobile/PM.

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

(4) Reconcile and report daily PA utilizing the unit roster against the PDSRT and—

(a) Reconcile and report daily PA for deployed units and personnel through DTAS Mobile/PM against the PDSRT.

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

(5) Maintain a record of both the PDSRT unit roster and DTAS Mobile/PM unit roster daily for garrison and deployed formations/personnel.

(6) At a minimum, maintain two PDSRT accounts (one primary, and one alternate PDSRT account) and two DTAS accounts (one DTAS Mobile account and one Tactical Personnel System (TPS) account) at all times to process and ensure daily PA transactions.

(7) Create Virtual Private Network (VPN) accounts for all HR element personnel and install VPN software, Power BI, and Power APPs on their computers.

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

(9) Maintain training proficiency to ensure uninterrupted PDSRT and DTAS Mobile/PM support throughout garrison and deployed operational requirements.

**e.** **Brigade HR Elements.** Brigade HR elements will do the following:

(1) Conduct daily updates for all personnel through PDSRT reporting, validate compliance of subordinate units and reconcile military population with IPPS–A.

(2) Upload and conduct daily updates for all deployed personnel through DTAS Mobile/PM.

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

(4)  Collect and validate daily PA reconciliation for all subordinate echelons to ensure that 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 that discrepancies are resolved.

(b)  Submit PAI results to the next higher echelon to account for variances between the personnel accountability report, PDSRT, and DTAS Mobile/PM.

(5)  Maintain a record of both the PDSRT unit roster and the DTAS Mobile/PM unit roster daily for garrison and deployed formations/personnel.

(6)  Manage HR systems access for brigade and subordinate units as described in d(6) through (7) above.

(7)  Validate training for all subordinate unit HR elements and coordinate training support—

(a) For PDSRT: with the Data Analytics Branch, MPRD, ODCS G1, HQ USAREUR-AF.

(b) For DTAS Mobile/PM: with the PA Division, 1st TPOC, 21st SC.

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

**f.  The Human Resources Company (HR CO), 16th Sustainment Brigade (16th SB), 21st SC, 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) or aerial ports of embarkation (APOEs) (that is, other than through the Ramstein Army Reception Center) and enter the manifest into DTAS APOD.

(2)  Conduct reception and retrograde support at austere APODs and APOEs in coordination with the movement control team, ensuring that 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 DTAS APOD inbound/outbound report and, for reference purposes, archive training files for 60 calendar days.

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

**g.  The Human Resources Operations Branch (HROB), 16th SB, 21st SC, will—**

(1)  Provide technical guidance and training to the HR CO, 16th SB, and the PATs.

(2)  Coordinate with the HR CO, 16th SB and the servicing sustainment brigade to ensure PAT support for designated APODs and APOEs.

(3)  Track and provide essential flight information to the HR CO, 16th SB, to facilitate PAT operations.

(4)  Ensure that PATs have access to the appropriate HR systems, including DTAS APOD, DTAS Manifest Manager, Tactical Personnel System (TPS), and the Single Mobility System (SMS).

(5)  Ensure that 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 applicable policy 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, 16th SB, in obtaining adequate facilities to conduct PA operations instead of a theater gateway PAT (f(5) above).

(9)  Monitor personnel flow rates by node and unit and report through the PA Division, 1st TPOC.

**h.  The PA Division, 1st TPOC, 21st SC, will—**

(1)  Ensure that subordinate echelons upload and conduct daily updates for all deployed personnel through the DTAS Mobile/PM.

(2)  Serve as the consolidating point for PA of deployed forces and submit the theater PDSRT and DTAS variance data to the Data Analytics Branch, MPRD, ODCG G1, HQ USAREUR-AF.

(3)  Provide DTAS guidance and oversight to unit HR elements throughout the theater.

(4)  Provide DTAS 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 in accordance with ATP 1-0.2.

(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 for the reception, staging, and onward movement of regionally aligned forces instead of a theater gateway 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 HROB, 16th SB, on PAT emplacement.

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

   i.  **The USAREUR-AF G1.** The USAREUR-AF G1—

(1)  Will serve as the proponent for PA policy.

(2)  Will brief and update USAREUR-AF leaders on all matters pertaining to PA.

(3)  May direct changes to the PDSRT and the application of the IPPS–A without changing the policy in this memorandum.