

**Army Regulation 600–8–6**

**Personnel-General**

# **Personnel Accounting and Strength Reporting**

**Headquarters  
Department of the Army  
Washington, DC  
1 April 2015**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-8-6

Personnel Accounting and Strength Reporting

This major revision, dated 1 April 2015--

- Updates information on accountability and strength reporting resources (paras 1-16 through 1-28).
- Replaces all references to Personnel Strength Zero Balance Report (AAC-C27) with Unit Personnel Accountability Report (AAA-162) (paras 1-28, 3-16, 4-3, 5-5, 5-6, 5-7d, 5-7i(2), 5-7o, and B-4).
- Updates information on reporting failure to gains (para 3-4).
- Replaces all references to Unit Personnel Accountability Notices Report (AAC-C40) with Unit Personnel Accountability Notices Report (AAA-165) (paras 3-4 and 4-4; table 4-1; and app B).
- Replaces all references to Unit Manning Report (AAC-C07) with Human Resources Authorization Report (AAA-161) (paras 3-6b and 3-18).
- Updates information on reporting Soldiers dropped from rolls (para 3-12).
- Adds exception for double-slotting (para 3-18e).
- Deletes personnel mobilization (previously chap 6).
- Adds new chapter on Personnel Tempo (chap 6).
- Updates internal control evaluation (app B).
- Replaces all references to military personnel strength monitor with military personnel strength manager (throughout).
- Replaces all references to assigned-not-joined with failure to gains (throughout).
- Replaces all references to Total Army Personnel Command and Army Reserve Personnel with Deputy Chief of Staff, G-1 and U.S. Army Human Resources Command (throughout).
- Replaces all references to the Standard Installation/Division Personnel System as the Army's personnel accountability automation system with the electronic Military Personnel Office (throughout).
- Deletes Personnel Transaction Register (AAC-P01) (throughout).

Effective 1 May 2015

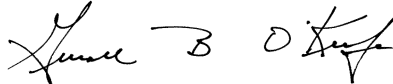
## Personnel-General

# Personnel Accounting and Strength Reporting

By Order of the Secretary of the Army:

**RAYMOND T. ODIERNO**  
General, United States Army  
Chief of Staff

Official:



**GERALD B. O'KEEFE**  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation implements applicable parts of Title 10, United States Code, DODI 1120.11, and DODI 1336.07. This regulation prescribes policy, standards, and requirements for performing the functions of personnel accounting and strength reporting; institutes internal controls for strength reports, personnel register, and personnel asset inventory; and prescribes the use of the following: DA Form 647 (Personnel Register), DA Form 647–1 (Personnel Register), and DA Form 3986 (Personnel Asset Inventory).

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and

identifies key internal controls that must be evaluated (see app B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZXS), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–PDF–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

**Contents** (Listed by paragraph and page number)

## Chapter 1 Introduction, page 1

### Section I

Overview, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

### Section II

Principles and Standards, page 1

\*This publication supersedes AR 600–8–6, dated 24 September 1998.

## **Contents—Continued**

Principles of support • 1–5, *page 1*

Standards of service • 1–6, *page 2*

### *Section III*

*Manpower, page 2*

Manpower resources • 1–7, *page 2*

Operating tasks and functions • 1–8, *page 2*

### *Section IV*

*Accountability and Strength Reporting Resources, page 3*

Electronic Military Personnel Office • 1–9, *page 3*

Deployed Theater Accountability System • 1–10, *page 3*

Tactical Personnel System • 1–11, *page 3*

Defense Readiness Reporting System—Army • 1–12, *page 3*

Medical Protection System • 1–13, *page 4*

Force Management Systems Web site • 1–14, *page 4*

Common Operating Picture Synchronizer • 1–15, *page 4*

Synchronized Predeployment and Operational Tracker • 1–16, *page 4*

Joint Asset Movement Management System • 1–17, *page 4*

Army Disaster Personnel Accountability and Assessment System • 1–18, *page 4*

Reserve Component Automation Systems • 1–19, *page 4*

Regional Level Application Software • 1–20, *page 5*

Standard Installation/Division Personnel System • 1–21, *page 5*

### *Section V*

*Policies, page 5*

Regular Army strength accounting and reporting • 1–22, *page 5*

Electronic military personnel office accountability • 1–23, *page 5*

Accountability of Soldiers • 1–24, *page 6*

The strength reporting period • 1–25, *page 6*

Reporting accessions to active duty • 1–26, *page 6*

Reporting separations • 1–27, *page 6*

Strength reconciliation • 1–28, *page 6*

Strength management • 1–29, *page 7*

Internal controls • 1–30, *page 7*

## **Chapter 2**

**Managing Electronic Military Personnel Office Personnel Accounting Transactions, page 7**

Overview • 2–1, *page 7*

Duty status codes • 2–2, *page 7*

Reporting duty status changes • 2–3, *page 7*

Preparing and distributing DA Form 4187 • 2–4, *page 7*

Reconciling DA Form 647 and DA Form 647–1 • 2–5, *page 8*

## **Chapter 3**

**Personnel Accounting, page 10**

Accounting for personnel • 3–1, *page 10*

Reporting systems • 3–2, *page 12*

Reporting assigned or attached Soldiers • 3–3, *page 12*

Reporting failure to gains • 3–4, *page 12*

Reporting the arrival of a Soldier previously reported as failure to gain • 3–5, *page 13*

Reporting a change to the unit or position number within that unit for a pending gain • 3–6, *page 13*

Reporting erroneous gain actions • 3–7, *page 13*

Reporting reassignment losses • 3–8, *page 13*

Reporting the transfer, separation, discharge, or retirement of a Soldier from active duty • 3–9, *page 14*

## Contents—Continued

Reporting the loss of a Soldier—deceased • 3–10, *page 14*  
Reporting erroneous loss actions • 3–11, *page 14*  
Reporting Soldiers dropped from rolls • 3–12, *page 15*  
Reporting Soldiers dropped from the strength • 3–13, *page 15*  
Returning a Soldier to the rolls from dropped from the rolls and/or deserter • 3–14, *page 16*  
Reporting the revocation of a sentence by a civil or military court and return to duty • 3–15, *page 16*  
Reporting the accountable or attached strength of a unit • 3–16, *page 16*  
Reporting a position number change • 3–17, *page 16*  
Processing the Human Resources Authorization Report (AAA–161) • 3–18, *page 16*

### Chapter 4

#### Strength Reports, *page 17*

Overview • 4–1, *page 17*  
Headquarters, Department of the Army feedback, error, data reconciliation, and change notices • 4–2, *page 17*  
Processing the Unit Personnel Accountability Report (AAA–162) • 4–3, *page 17*  
Processing the Unit Personnel Accountability Notices Report (AAA–165) • 4–4, *page 17*

### Chapter 5

#### Conducting a Personnel Asset Inventory, *page 19*

Overview • 5–1, *page 19*  
Personnel asset inventory objective • 5–2, *page 19*  
Definition of a unit • 5–3, *page 19*  
Accountable strength • 5–4, *page 19*  
Reported strength • 5–5, *page 19*  
Strength imbalance • 5–6, *page 19*  
Conducting a personnel asset inventory • 5–7, *page 19*

### Chapter 6

#### Personnel Tempo, *page 20*

Personnel Tempo • 6–1, *page 20*  
Terms • 6–2, *page 21*  
Reporting • 6–3, *page 21*  
Personnel Tempo events • 6–4, *page 21*  
Process unassociated Soldier events • 6–5, *page 22*  
Record an event for individual Soldiers • 6–6, *page 23*  
Record an event for multiple Soldiers • 6–7, *page 23*  
Process in-processing Soldiers in personnel tempo • 6–8, *page 23*  
Process out-processing report • 6–9, *page 23*  
Threshold management • 6–10, *page 23*  
Processing workflow messages • 6–11, *page 23*

## Appendixes

- A. References, *page 25*
- B. Internal Control Evaluation, *page 28*

## Table List

Table 1–1: Personnel accounting and strength reporting, *page 3*  
Table 2–1: Duty status codes, *page 9*  
Table 3–1: Transaction change numbers, *page 11*  
Table 3–2: Human Resources Authorization Report codes for Soldiers not occupying an authorized duty position, *page 13*  
Table 4–1: Processing the AAA–165, *page 18*  
Table 6–1: Personnel Tempo event types, *page 22*

## Glossary

# Chapter 1 Introduction

## Section I Overview

### 1–1. Purpose

This regulation prescribes the policies for the personnel accounting and strength reporting human resources (HR) support office function of the HR Support System (see AR 600–8). All references to Soldier(s) in this regulation refer to officers, warrant officers (WOs), and enlisted Soldiers, unless otherwise stated.

### 1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1–4. Responsibilities

*a. Deputy Chief of Staff, G–1.* The DCS, G–1 establishes personnel policies relating to the personnel accounting and strength reporting functions. As such, the DCS, G–1 will designate a representative to coordinate requests for exceptions to policy with Headquarters, Department of the Army, Office of the Judge Advocate General, Administrative Law Division (DAJA–AL), 2200 Army Pentagon, Washington, DC 20310–2200. The Commanding General (CG), U.S. Army Human Resources Command, on behalf of the DCS, G–1 will—

(1) Establish standards, policies, procedures, and management oversight of daily personnel accounting and strength reporting, using the electronic Military Personnel Office (eMILPO), the Army system of record.

(2) Develop personnel accountability reporting systems and field-user tools, and provide functional support for eMILPO.

(3) Report deficiencies to Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), and installation adjutant generals and/or installation directors of human resources.

(4) Define procedures and actions necessary to ensure identification and correction of personnel accounting data accuracy problems.

*b. Deputy Chief of Staff, G–3/5/7.* The DCS, G–3/5/7 delegates oversight to the CG, U.S. Army Training and Doctrine Command. The CG, TRADOC, through the Commandant, Soldier Support Institute will ensure that lesson programs of instruction incorporate the provisions of this regulation.

*c. Commanding General, U.S. Army Installation Management Command.* The CG, IMCOM will manage personnel accounting and strength reporting policies and procedures at all Army garrisons, in concert with the units located in the garrison area.

*d. Chief, National Guard Bureau.* The Chief, NGB will—

(1) Recommend to the DCS, G–1 any Army National Guard (ARNG) policy changes to include mobilization, regarding personnel accounting and strength reporting functions.

(2) Establish policies, procedures, and audits to ensure that Soldier data is transmitted in a timely manner to the Regular Army through the Inter-Component Data Transfer process when ARNG Soldiers are ordered to active duty.

*e. Chief, Army Reserve.* The CAR will—

(1) Recommend to the DCS, G–1 any U.S. Army Reserve (USAR) policy changes, to include mobilization, regarding the personnel accounting and strength reporting functions.

(2) Establish policies, procedures, and audits to ensure that Soldier data is transmitted in a timely manner to the Active Army through the Inter-Component Data Transfer process when USAR Soldiers are ordered to active duty.

*f. Commanders of Army commands, Army service component commands, and direct reporting units.* Commanders of ACOMs, ASCCs, and DRUs will monitor the personnel accounting and strength function to ensure Army units comply with policies and tasks mandated by this regulation.

## Section II Principles and Standards

### 1–5. Principles of support

*a. Data accuracy.* The accuracy of data stored and updated in the enabling systems of personnel accounting and strength reporting is crucial to providing commanders, strength managers, and manpower analysts at Headquarters, Department of the Army (HQDA) a correct strength picture of the Army and individual units. Data accuracy is critical to the manning of the force, while also affecting unit readiness, replacements, recruiting models, funding decisions, and careers.

*b. Data reconciliation.* Data must be reconciled to be consistent between personnel accounting enabling systems and other command databases at all levels. Data reconciliation must take place, at a minimum, on the 1<sup>st</sup> and the 15<sup>th</sup> of each month in conjunction with submission of unit status report (USR) information.

*c. Timely data input.* Timely updating of data is key to ensuring data accuracy in personnel accounting and strength reporting enabling systems. Commanders and HR personnel at all levels must ensure personnel data updates are entered daily in eMILPO and the Deployed Theater Accountability System (DTAS). One hundred percent personnel accountability must be maintained in all personnel accounting enabling systems during peacetime and military operations.

#### **1–6. Standards of service**

*a.* Soldier accountability is the responsibility of commanders at all echelons during peacetime, mobilization, combat, and other types of deployments. Unit commanders will account for their assigned and attached personnel by verifying their full name, Department of Defense (DOD) common access card with electronic data interchange—personnel identifier, and/or full social security number (SSN). Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas. Various HR accountability and strength reporting resources are used for this process.

*b.* The mission of personnel accounting systems is to provide personnel accountability through reporting strength-related information. Personnel accounting depends on timely, accurate, and complete personnel data information entered correctly and updated as frequently as possible or when personnel duty statuses change. Information gained through personnel accounting not only updates and synchronizes automated personnel and readiness databases, but also provides commanders, readiness managers, and strength managers at all levels the data necessary to analyze personnel strength and make timely decisions that affect combat power.

(1) Personnel accounting is the recording and tracking of by-name data on personnel when they arrive, depart, change duty location, change duty status, change assignment eligibility and availability (AEA), or change grade. Timeliness and accuracy of the personnel accountability process is a critical aspect in manning the force and has a direct impact on unit readiness, replacements and reassignments, recruiting models, and funding decisions affecting careers. The personnel accounting system of record for all personnel serving in the Regular Army and all components in wartime environments is eMILPO. Personnel accountability is executed primarily at brigade (BDE) and below echelons. Commanders and HR officers at all levels are directly responsible for the accurate and timely submission of personnel data into eMILPO to maintain a relevant and viable accountability system.

(2) Strength reporting is the transformation of by-name data into a numerical end product that, when compared to unit authorized strength, drives Army readiness and personnel readiness management. Strength reporting is a command and control functional responsibility performed by adjutant (S1/DCS, G–1) personnel and is designed to record the number of assigned Soldiers, Army civilians, Joint personnel, and any other individual categories. These numerical strength reports reflect the combat power of a unit and are used to make and support critical tactical decisions.

(3) See AR 715–9 for contractor personnel accounting.

*c.* Units will account for Soldiers from their initial arrival date or specified reporting date in orders, to actual departure date, absent without leave (AWOL), date dropped from rolls (DFR), date dropped from strength (DFS), date of separation from active duty, or death date. When a Soldier fails to report to a permanent or temporary duty unit of assignment on the ordered report date, the gaining unit is responsible for reporting the Soldier AWOL. Proper accountability at all times is essential to facilitating accurate personnel status (PERSTAT) reporting. Commands at every level must maintain 100 percent accountability for deploying, deployed, and the redeployment of every DOD Soldier, civilian, and contractor in support of DOD—Army missions. All personnel are required to provide full SSN and/or DOD identification number/electronic data interchange—personnel identifier for DTAS accountability. DTAS is the Army’s system for providing input to Joint Personnel Accountability Reconciliation and Reporting system for processing to Defense Manpower Data Center.

### **Section III Manpower**

#### **1–7. Manpower resources**

Manpower Staffing Standards System teams measure tasks described in this regulation at field locations to determine manpower resources for accomplishing personnel accounting.

#### **1–8. Operating tasks and functions**

Personnel accounting and strength reporting is performed throughout all echelons of the ACOM structure to include the following unit levels: company, battalion (BN), brigade combat team and/or BDE, division headquarters, corps headquarters and at the ACOM, ASCC, and DRU headquarters. (See FM 1–0 for further guidance on unit tasks and functions). Specific personnel accounting and strength reporting tasks and functions are noted in table 1–1.

**Table 1-1  
Personnel accounting and strength reporting**

Function/Task	Responsible agency				
	Battalion	Brigade	Division	Corps	ACOM/ASCC/DRU
Personnel accountability	S1	S1	DCS, G-1	DCS, G-1	DCS, G-1
Strength reporting	S1	S1	DCS, G-1	DCS, G-1	DCS, G-1
Patient tracking	S1/PA	S1/PA	Surgeon	Surgeon	Surgeon
Straggler control	S3	S3	Provost marshal	Provost marshal	Provost marshal
Mortuary affairs (MA)	S4	S4	MA team	MA collection company	DCS, G-4

Legend for Table 1-1:

S1=adjutant

S1/PA=personnel/personnel accountability

S3=operations

S4=logistics

## **Section IV Accountability and Strength Reporting Resources**

### **1-9. Electronic Military Personnel Office**

*a.* The Army's personnel database, eMILPO, is accessible 24 hours every day by all echelons of field users through the World Wide Web. It provides the Army with a reliable, timely, and efficient mechanism for performing actions and managing strength accountability. ARNG HR professionals use eMILPO for preparation and execution of DD Form 93 (Record of Emergency Data) and SGLV Form 8286 (Servicemembers' Group Life Election and Certificate). In a deployed environment, ARNG Soldiers managing or being managed by Regular Army counterparts will use eMILPO for HR tasks.

*b.* Commanders and 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 eMILPO.

### **1-10. Deployed Theater Accountability System**

*a.* The Deployed Theater Accountability System provides land force commanders with a standardized software tool and database for tracking and reporting the duty status of all deployed personnel by name, SSN, unit location, and date. It collects, processes, stores, displays, and disseminates personnel accounting data for active duty personnel (including mobilized Reserve Component (RC) Soldiers); Joint Servicemembers, DOD civilians, and contractors using standardized software in accordance with AR 340-21.

*b.* It is a Web-enabled software application accessible worldwide via connection to the secure Internet protocol router network. It provides near real-time visibility and accountability for military and civilian personnel in a deployed theater of operations. This visibility is vital in determining the warfighting capability for all ground forces within a specific area of responsibility (AOR).

### **1-11. Tactical Personnel System**

The Tactical Personnel System serves as a deployment manifesting platform for all military personnel, DOD civilians, contractors, and foreign nationals. It allows for immediate HR monitoring during deployment and reception by the receiving AOR. The Tactical Personnel System is used at each aerial port or seaport to manifest inbound and outbound personnel. This includes arrivals, departures, and intra-theater movements of the deployed theater.

### **1-12. Defense Readiness Reporting System-Army**

*a.* The Defense Readiness Reporting System-Army was developed by the Deputy Chief of Staff, G-3/5/7 (DAMO-ODR), to accommodate the ongoing development and implementation of additional and/or revised readiness status reporting and force registration requirements by the Secretary of Defense, the Chairman, Joint Chiefs of Staff, and the Secretary of the Army and/or Chief of Staff, Army to meet their responsibilities under Title 10, United States Code (10 USC).

*b.* The Defense Readiness Reporting System-Army is a family of related and supporting systems that include currently existing systems, that is, the Army's new Web-based readiness status reporting and force registration applications.

*c.* The Defense Readiness Reporting System-Army also provide the readiness status reporting and force registration



capabilities necessary to support the ongoing evolution of Army Force Generation concepts and processes for manning, equipping, and training, and the reporting of the progressive readiness of Army forces for full spectrum operations.

### **1–13. Medical Protection System**

*a.* The Medical Protection System was developed by the U.S. Army Medical Department to track all immunization, medical readiness, and deployability data for all active component (AC) and RCs of the Army, as well as Department of the Army (DA) civilians, contractors, and others. It is a powerful tool, allowing the chain of command to determine the medical and dental readiness of individuals, units, and task forces. Commanders and medical leaders at various echelons are responsible for the use of the Medical Protection System to measure their unit and/or individual medical readiness status.

*b.* The comprehensive medical readiness data includes all medical and dental readiness requirements in accordance with AR 600–8–101. Readiness data includes immunizations, permanent physical profiles or duty limitations, eyeglasses or inserts, blood type, medical warning tags, personal deployment medications, pregnancy screening, DNA, human immunodeficiency virus, and dental status, among other data elements.

### **1–14. Force Management Systems Web site**

The Force Management Systems Web site documents all Army force structure, to include manpower and equipment requirements and authorizations, using an integrated process. It provides support, analysis, and discipline for the Army's (personnel, materiel, resource, and force managers) plans and decisions.

### **1–15. Common Operating Picture Synchronizer**

*a.* The Common Operating Picture Synchronizer is a tool designed to give HRC and ACOM personnel strength managers the capability to view officer and enlisted personnel strength and authorization information.

*b.* It provides the capability to view strength information by ACOM, distribution management level, and distribution management sub-level with drill down capability to authorization information at the specialty, grade, and additional skill identifier and/or skill qualifications identifier. In addition, it also provides the capability to drill down assigned strength to the individual Soldier level.

### **1–16. Synchronized Predeployment and Operational Tracker**

Synchronized Predeployment and Operational Tracker (SPOT) is a Joint enterprise contractor management and accountability system that provides a central source of contingency contractor information. Contractor companies are required to maintain by-name accountability within SPOT while government representatives use SPOT for oversight of the contractors they deploy.

### **1–17. Joint Asset Movement Management System**

*a.* The Joint Asset Movement Management System (JAMMS) is an information technology application developed to capture movement and location information about operating forces, government civil servants, and government contractors in specified operational theaters.

*b.* JAMMS is a stand-alone system that has no direct connectivity to local area networks or database servers. A storage medium must be used daily to upload information captured by JAMMS to SPOT.

### **1–18. Army Disaster Personnel Accountability and Assessment System**

*a.* The Army Disaster Personnel Accountability and Assessment System (ADPAAS) is the Army's official tool for reporting the status of Soldiers, Family members, civilians and overseas defense contractors accountability subsequent to a natural or man-made disaster event. ADPAAS was designed to meet the policy requirements outlined in DODI 3001.02.

*b.* It is an Internet-based application for reporting, gathering, and processing real-time personnel accountability and assessment information during in times of emergencies. ADPAAS offers a standardized method for the Army to account, assess, manage, and monitor the recovery process for DA personnel and their Families affected and/or scattered by large-scale crises.

*c.* This system provides affected DA personnel, with World Wide Web accessibility, to report their location and status, to request information and assistance, and to view useful reference information.

*d.* The Army leadership uses ADPAAS's valuable information to focus resources where needed to resolve the crises as quickly as possible, and to facilitate a return to stability.

### **1–19. Reserve Component Automation Systems**

Reserve Component Automation Systems (RCAS) is an integrated suite of software products and automated information systems that significantly improve the ability of RC Soldiers and units to accomplish day-to-day unit administration. RCAS has been serving the Soldier since the 1990s through the development and sustainment of infrastructure, hardware, and readiness software products and solutions. In addition to the HR community, RCAS has applications

which support aviation, facilities, logistics, information management, internal review, mobilization, resource management, safety, and training.

### **1–20. Regional Level Application Software**

Regional Level Application Software (RLAS) is a software application developed to provide the USAR with a client-server, Web-enabled application for managing personnel and resources. RLAS contains four modules: personnel, training, finance, and RLAS supports. RLAS interfaces with the standard Army financial system for processing financial data, the training assessment module for processing training data, the defense joint military system for processing pay transactions, and the retirement point accounting system for tracking retirement points. Information contained in the databases of the USAR regional support commands is transferred electronically to the U.S. Army Reserve Command, then sent on to external systems. The RLAS personnel module is the only module required to assist in updating records in a deployed theater.

### **1–21. Standard Installation/Division Personnel System**

Standard Installation/Division Personnel System (SIDPERS) is the database of record for all ARNG Soldiers. It provides information retrieval capabilities for commissioned officers, WO, and enlisted personnel. It is designed to support the functional areas of strength accounting and personnel management. SIDPERS has the capability of interfacing (sharing data between systems) with other systems such as those within the Military Pay Branch and as well as the Retirement Points Accounting Management System. In addition, SIDPERS generates outputs for external interfaces and data transfers.

## **Section V Policies**

### **1–22. Regular Army strength accounting and reporting**

*a.* Soldiers accessed into eMILPO will be reported in eMILPO beginning on the actual date their active duty orders are executed, or upon their return to military control (RMC). They will continue to be reported until released from active duty, separated, discharged, retired, lost from military control, or dead.

*b.* Soldiers accessed into the AC of the Army will be counted in the active duty end-strength. RC Soldiers accessed onto active duty for administrative accounting purposes will not be counted in the active duty end-strength.

*c.* Soldiers will be dropped from the active duty end-strength on the effective date of the loss action.

*d.* Soldiers will be counted as gains to a unit on the effective date of the gain action and will be dropped from the unit on the effective date of the loss action.

### **1–23. Electronic military personnel office accountability**

*a.* All Soldiers (AC and RC) serving on active duty will be accounted for in eMILPO according to the following:

(1) Soldiers accessed to eMILPO will be reported as assigned or attached, as appropriate (see para 3–3). Soldiers are reported as attached, in accordance with their orders, when performing the following temporary duty or training in a temporary duty status:

*(a)* For 30 days or more at a unit serviced by a HR support office, other than the military personnel division (MPD), which supports the Soldier's parent unit.

*(b)* At an Army Service school, regardless of the length of course (for example, Advanced Leaders Course and Captains Career Course).

*(c)* At a unit (regardless of length of period) serviced by the same personnel processing activity (PPA) as the Soldier's parent unit.

*(d)* At an installation, while initiating action for a compassionate reassignment, hardship discharge, or diversion; seeking treatment for health problems or for drug or alcohol abuse; attached awaiting disposition; or waiting for records or orders.

(2) RC Soldiers will be reported as attached, not accessed into AC, when ordered to active duty for the following reasons:

*(a)* Initial active duty for training under the special RC program.

*(b)* Active duty for training for 30 days or more.

*(c)* Temporary tour of active duty for 30 days or more.

*(d)* Active duty for special work.

*(e)* Active Guard Reserve status.

*(f)* Called or ordered to active duty for 30 days or more and federalized in execution of a civil disturbance operations plan (OPLAN) or federalized in support of a domestic relief operation (such as, floods, earthquakes, storms, or fires).

*b.* Commanders and 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 eMILPO.

#### **1–24. Accountability of Soldiers**

*a.* Units account for Soldiers in eMILPO by using a unit identification code (UIC) for reporting purposes.

*b.* Unit commanders report all changes in PERSTAT occurring during the reporting period to the S1, separate company commanders, or other responsible officials each duty day.

*c.* S1s and separate commanders will ensure all changes in PERSTAT received from subordinate elements are entered in eMILPO.

*d.* Units account for Soldiers from their initial arrival date or specified reporting date in orders (whichever is earlier), to actual departure date, date DFR, date DFS, date of separation from active duty, or the date of death.

*e.* Units account for Soldiers being assigned to a transition center for transition processing (separation, transfer, discharge, retirement, or relief from active duty) until the reporting date specified in transition orders. For Soldiers who will transition from active duty at their current duty station, the reporting date in the reassignment orders assigning them to the transition center must be the date the Soldier will transition from the Regular Army. The losing unit will not submit an eMILPO departure transaction transferring accountability to the transition center until the date prior to the date the Soldier will transition from the Regular Army. This process must be followed even though the Soldier has departed on permissive temporary duty, excess leave, or transition leave. The purpose of this reporting date in the reassignment orders is for transfer of accountability from the losing unit to the transition center. The Soldier is not required to return to the transition center on this date. The departure date in the eMILPO departure transaction must be the date prior to the Soldier's transition date and the reporting date must be the date the Soldiers will transition from the Regular Army (see AR 600–8–105 and para 3–9 of this regulation).

*f.* Transition centers account for Soldiers from the actual report date reflected in reassignment orders until the day after the date of transfer, separation, discharge, or retirement from active duty.

#### **1–25. The strength reporting period**

The accounting period covers the 24-hour period beginning at 0001 hours and ending at 2400 hours for each calendar day.

#### **1–26. Reporting accessions to active duty**

*a.* Accessions officially increase the overall strength of the Active Army and will be reported on the actual date of the accession.

*b.* Accessions for commissioned and WOs entering active duty (from civilian life, Officer Candidate School, United States Military Academy (USMA), Reserve Officers' Training Corps, and direct appointments from enlisted status) will be reported through the Cadet Command Information Management System by the Commander, U.S. Army Human Resources Command (AHRC–OPM–R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

*c.* Accessions from enlistments originating in the United States, including Alaska, Hawaii, Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Marianas, American Samoa, and Guam, will be reported by the U.S. Army Recruiting Command upon a Soldier's entry on active duty.

*d.* Accessions will be reported through eMILPO by branches of the MPD, Assistant Chief of Staff, or DCS, G–1 in coordination with unit commanders, when Soldiers—

- (1) Enlist in an overseas area except as stated in paragraph *c*, above.
- (2) Enlist within 24 hours after the date of relief from active duty or separation as a commissioned officer or WO.
- (3) RMC from a DFR or DFS status.
- (4) Were erroneously reported as separated, DFR, or DFS.
- (5) Have been erroneously omitted from the Army personnel databases.
- (6) Enlist immediately when the term current enlistment is voided, due to discharge for fraudulent entry or non fulfillment of enlistment commitment.
- (7) RC or retirees called to active duty in support of a contingency operation or any phase of mobilization.

*e.* When a Soldier is transferring between military personnel classes (MPCs) (for example, sergeant to first lieutenant), the discharge transaction must be processed prior to submission of accession transaction.

#### **1–27. Reporting separations**

The Regular Army accountable strength, by MPC, will be officially decreased whenever an individual is no longer a Servicemember of the Regular Army (see chap 3 for further discussion).

#### **1–28. Strength reconciliation**

*a.* The Unit Personnel Accountability Report (AAA–162) will be the source document and historical document for strength reconciliations. The AAA–162 list all Soldiers assigned and attached to a specific organization and identifies their present and last duty status.

b. The AAA-162 is produced from the Army HR System Web portal, eMILPO reports menu at the S1, MPD, or DCS, G-1 level.

### **1-29. Strength management**

- a. A military personnel strength manager (MPSM) will be appointed (in writing) by the following commanders:
- (1) Commanders of installations, divisions, or activities maintaining a PPA.
  - (2) Commanders of installations, posts, camps, and stations located on an eMILPO satellite activity for support.
  - (3) Commanders of field operating agencies or activities on an installation or satellite installation.
- b. At installation level, the MPSM will not be the personnel automation section (PAS) chief, but will be a person assigned to the strength management section of the DCS, G-1 or MPD.
- c. The MPSM at each level will serve as the principal contact for military personnel strength information for assigned units or subordinate commands. The MPSM will monitor and analyze automated strength reports for unit strength errors and resolve all issues to ensure accurate personnel strength accounting.

### **1-30. Internal controls**

DA Form 647 (Personnel Register), DA Form 647-1 (Personnel Register), strength reports, and DA Form 3986 (Personnel Asset Inventory) are management control processes in AR 11-2. The required checklists for these processes are in appendix B.

## **Chapter 2**

## **Managing Electronic Military Personnel Office Personnel Accounting Transactions**

### **2-1. Overview**

This chapter provides information about reporting Soldiers' duty status. (Authorized eMILPO users can access the eMILPO Field User's Guide for detailed instructions.)

### **2-2. Duty status codes**

- a. Any time the duty status of a Soldier changes to meet the definition of another duty status, an eMILPO transaction is necessary, unless exempted below. (See eMILPO Filed User's Guide for eMILPO duty status processing instructions.) All duty status changes must be supported by authorizing documentation (for example, DA Form 31 (Request and Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187 (Personnel Action)).
- b. Table 2-1 lists and defines the duty status codes.
- (1) Duty status changes for departure on and return from leave are optional.
  - (2) Duty status changes for departure on and return from temporary duty for periods of less than 30 days are optional if the temporary duty is required in performance of normal duties. Duty status changes are required for other periods of temporary duty.

### **2-3. Reporting duty status changes**

- a. Unauthorized absences for periods of less than 24 hours will not be reported in eMILPO.
- b. DA Form 4187 will be prepared to support absences, unauthorized absences in excess of 24 hours, and return to duty (RTD). The exceptions are leave and temporary duty, which are supported by DA Form 31 and temporary duty orders, respectively.
- c. See AR 600-8-10 to determine the effective date of a duty status change when Soldier's status changes while on ordinary leave.
- d. The duty status changes for attached Soldiers will be reported in eMILPO by the parent unit. The unit of attachment will prepare and forward a DA Form 4187 to the Soldier's parent unit to document the eMILPO transaction.

### **2-4. Preparing and distributing DA Form 4187**

Use the DA Form 4187 to support absences and RTDs that have a direct impact on strength accounting, pay entitlements, and other administrative actions. In such cases, sections I, II, IV, and V of DA Form 4187 will be completed.

- a. Care will be taken in preparing DA Form 4187, as it may be used in court-martial proceedings and in the adjudication of claims, based on the duty status of a Soldier. Because of its importance—
- (1) Incorrect entries will be corrected by drawing a line through the incorrect entry and entering the correct information. This corrected entry will be initialed by the certifying official. Erasures are not authorized on DA Form 4187.

(2) Incorrect DA Forms 4187 previously submitted will be changed or deleted by preparing and submitting a new DA Form 4187.

(3) DA Forms 4187 made retroactive will reflect the actual effective date of the duty status change and the reason for late preparation.

(4) The duty status entries in section II will be spelled out. Abbreviations in this section are not authorized. For example, "PDY to HOS effective 0900, 19 Apr 12" is spelled out as "Present for Duty to Hospital, effective 0900, 19 April 2012."

(5) If necessary, a plain sheet of white paper will be used as a continuation sheet. The top portion of the continuation sheet will fully identify the Soldier and reporting unit.

*b.* The DA Form 4187 will be authenticated by the unit commander or designated representatives. The unit commander or designated representatives will authenticate the DA Form 4187 by signing in black or blue-black ink and by placing an "X" in the "HAS BEEN VERIFIED" box. The unit commander or designated representatives will ensure that data entered on the DA Form 4187 is in agreement with data entered into eMILPO. Designated representatives are as follows:

(1) The commissioned officers and WOs serving in the position of S1, adjutant, or assistant adjutant. This authorization includes adjutants and assistant adjutants of organizations authorized commanders (lieutenant colonel and above) that do not have a headquarters company or similar organization.

(2) DA civilian employees in grades general schedule 7 and above, when appointed in writing by the unit commander.

(3) HR sergeant or assistant HR sergeant serving in grade E-6 or above, when appointed in writing by the BN commander.

(4) First sergeants or acting first sergeants of separate companies.

(5) Other designated representatives appointed in writing by the BN commander.

*c.* The Soldier's current duty status determines distribution of the DA Form 4187.

(1) Always place a copy of the DA Form 4187 in the local file in accordance with AR 25-400-2, regardless of the situation.

(2) For all instances, involving AWOL or DFR, follow the procedural guidelines documented in AR 630-10 for distribution of the DA Form 4187.

(3) Additionally, in the following instances, the DA Form 4187 must be forwarded to the servicing finance office to process the pay transactions as required by the DOD Financial Management Regulations 7000.14-R and Joint Federal Travel Regulation:

(*a*) AWOL and confined by civilian authorities.

(*b*) AWOL.

(*c*) Confined by civilian authorities.

(*d*) Sentenced by civil authority.

(*e*) Sentenced by military authority.

(*f*) Sick, not in line of duty. Forward with DD Form 261 (Report of Investigation—Line of Duty and Misconduct Status).

(4) File the original copy of the DA Form 4187 with DD Form 1300 (Report of Casualty) for the following duty statuses. Once the case is disposed of in accordance with AR 600-8-1, forward the DA Form 4187 to the appropriate official military HR record manager along with the case files for filing in the interactive personnel electronic records management system.

(*a*) Hospitalized (nonbattle incurred).

(*b*) Hospitalized (battle incurred).

(*c*) Interned.

(*d*) Missing in action (MIA).

(*e*) Missing.

*d.* If a previously submitted duty status change must be corrected or deleted, complete a new DA Form 4187. In section IV, enter any additional information clarifying the reason for the correction or deletion action.

## **2-5. Reconciling DA Form 647 and DA Form 647-1**

*a.* DA Form 647 and DA Form 647-1 are source documents for eMILPO. They are used to record military personnel arrivals to or departures from units on permanent change of station (PCS) or temporary duty. They will be used also for recording passes, leaves, and visitors.

*b.* DA Form 647 will be used to the greatest extent possible.

*c.* DA Form 647-1 will be used when the use of DA Form 647 is impractical. When the Soldier's duty station is located way from the unit maintaining the DA Form 647, the DA Form 647-1 will be mailed to the parent unit when the Soldier signs in or out.

d. Commanders will establish procedures for maintaining the DA Form 647 and designate a place where it will be located, during and after duty hours.

(1) Instructions on how to complete the DA Form 647 will be posted in the immediate vicinity of the register, easily accessible to individuals signing in or out.

(2) DA Form 647 will be used until all spaces are filled.

(3) A separate line entry will be made on DA Form 647 for each individual duty status change. When the DA Form 647-1 is used; separate forms will be used when signing in and out.

(4) Personnel responsible for maintaining the DA Form 647 will be briefed on the required register entries and any special requirements of the local command.

(5) The responsible person will close out the DA Form 647 as of 2400 each day.

(6) All entries except signatures will be typed or printed in black ink.

(7) All persons signing in or out will personally sign the DA Form 647. When this is impractical, commanders may designate a representative to accept telephonic reports and sign for the person. The name and title of the representative will be printed in the remarks block.

(8) Care will be taken to ensure the DA Form 647 is properly safeguarded and filled out. Recreating the DA Form 647 for the sole purpose of improving the appearance is prohibited. If the DA Form 647 is lost or destroyed prior to being used to support strength accounting, the person responsible for maintaining the DA Form 647 will recreate it, using the best information available.

(9) Entries on DA Form 647 are not required for Regular Army trainees who arrive at basic training or one-station-unit training organizations from a reception BN on the same installation.

(10) Soldiers departing on transition leave will check the "PCS" block and enter the number of days of leave in the remarks block.

**Table 2-1**  
**Duty status codes<sup>1</sup>**

Rule	Code	Description	Identifies
1	ADM	Administrative absence	Soldiers on administrative absence or permissive temporary duty.
2	ATC	Attached	Soldiers who are attached for duty or course or Service school with personnel records.
		Awaiting disposition	Soldiers who are attached and their records remain in their organization of assignment will not be reflected in this status. Attached awaiting disposition includes personnel who have been DFR.
3	AWC	Absent without leave/ confined by civil authorities	Soldiers who are determined to be AWOL and confined by civil authorities.
4	AWL	Absent without leave	Soldiers who are absent from a place of duty without permission or authorization for more than 24 hours.
5	CAP	Captured	Soldiers captured by enemy forces.
6	CCA	Confined in the hands of civil authorities	Soldiers who are determined not AWOL but who are arrested and confined by civil authorities.
7	CLV	Convalescent leave	Soldiers on an authorized period of convalescent absence from duties.
8	CMA	Confined in the hands of military authorities	Soldiers apprehended or confined by military authorities.
9	DCH	Discharged erroneously on active duty	Soldiers who have been separated (Type A discharge or transfer). If generated by Soldiers who were erroneously reported enlisted, inducted, or ordered to active duty.
10	DECD	Deceased	Deceased personnel when cause of death is nonbattle or nonhostile action-related.
11	DFR	Dropped from the rolls	Soldiers who have been DFR for reasons other than death from battle or hostile action; to enter the USMA; or another Service academy.
12	HOS	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick, or injured, nonbattle-incurred.
13	HOW	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick or injured, battle-incurred.

**Table 2-1**  
**Duty status codes<sup>1</sup>—Continued**

14	INT	Interned	Soldiers who are being detained by foreign power, not at war with the United States.
15	KIA	Killed in action	Soldiers who are killed in battle or hostile action.
16	MIA	Missing in action	Soldiers who are MIA by reason of enemy action, Soldiers missing on maneuvers and training flights, and in failure to gain status.
17	OLV	Ordinary leave	Soldiers on an approved authorized period of absence from assigned duties.
18	PDG	Pending gain	Incoming Soldiers from another PPA.
19	PDY	Present for duty	Soldiers who are present for performance of normal duty, arrest in quarters, or sick in quarters.
19	PDY	Present for duty	Soldiers who are present for performance of normal duty, arrest in quarters, or sick in quarters.
21	RET	Retired	Soldiers who have retired, retired temporary disability, or retired permanent disability. (Type C discharge or transfer.)
22	RSG	Reassigned	Soldiers reassigned to another unit with a different PPA.
23	SCA	Sentenced over 30 days but less than 6 months by civil court	Soldiers who are sentenced over 30 days but less than 6 months by a civil court.
24	SLV	Special leave	Soldiers on graduation leave from USMA or other special leave.
25	SMA	Sentenced by military court	Soldiers sentenced by a military court to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.
26	SND	Sick—not in line of duty	Soldiers who are sick in quarters or admitted to the hospital but not reassigned, and who are sick or injured, not in the line of duty.
27	TDY	Temporary duty	Soldiers who are present for duty at another organization or location other than their parent organization or station.
28	TFR	Interservice transfer	Soldiers transferred to another Service.
29	TMA	Transfer to military academy	Soldiers who enter USMA or other Service academy.
30	TRA	Departed in transient Failure to gain	Soldiers reassigned to a gaining UIC that is serviced by the same HR support office or PPA as the losing unit and Soldiers reported failure to gain. (Record status code equals B or C, depending on prior servicing PPA.)
31	TRO	Transfer out	Soldiers who have been arrived by another unit but have not been reported as departed by the losing unit.
32	XLV	Excess leave	Soldiers on authorized excess leave.

Notes:

<sup>1</sup> See glossary for explanation of abbreviations and acronyms.

## Chapter 3 Personnel Accounting

### 3-1. Accounting for personnel

*a.* Regular Army Soldiers assigned to modified table of organization and equipment (MTOE) or tables of distribution and allowances (TDA) units will be counted as part of the active duty operating end-strength account.

*b.* Regular Army Soldiers not assigned to MTOE or TDA units will be counted as part of the active duty end-strength but not as part of the Regular Army's operating strength. These Soldiers will be accounted for separately, in individual accounts. These accounts include trainees, transients, holdees (for example, patients, prisoners, separatees), students, and USMA cadets.

(1) *Trainees.* Trainees include officer accession students. Trainees are those active duty Soldiers who have not completed initial military training. Initial military training includes basic training, advanced individual training, and other proficiency or developmental training accomplished before arrival at first permanent duty assignment.

(2) *Transients.* Transients include Soldiers not available for duty while en route to a new permanent duty station. Transient time includes PCS travel time, temporary duty en route, and leave en route. Transient time does not include

temporary duty training en route to new permanent duty station, travel associated with a unit move, or travel time associated with movement to or between initial entry courses of instruction.

(3) *Holdees*. Holdees include Soldiers who are reassigned from the strength of a MTOE or TDA unit and assigned to a holding activity.

(a) *Patients*. Soldiers will be reassigned to a Warrior Transition Unit (WTU) when hospitalization or inpatient treatment has exceeded, or is expected to exceed, 180 days; when a Soldier is hospitalized and RTD is not expected; when a Soldier enters a patient status while in transit between duty stations; or when Soldier is hospitalized as the result of an injury received in a combat area. Exceptions will be based on the Soldier's needs or desires and personnel requirements with the concurrence of the medical treatment facility commander.

(b) *Prisoners*. Soldiers assigned to a personnel control facility (PCF) or other type of control facility. Prisoners include Soldiers sentenced to 30 days or more of confinement by a military or civilian court, or Soldiers RMC from a DFR status (see paras 3–12 and 3–13).

(c) *Separatees*. Soldiers assigned to a transition center awaiting transition from the Army.

(4) *Students*. Soldiers assigned to a non-initial entry course of instruction (normally, a course length of 20 weeks or more) or Soldiers attending a temporary duty school course en route to a permanent duty station.

(5) *Cadets*. Students attending USMA.

c. Soldiers who are not available to perform duties but whose availability for duty is controlled by unit, installation, or senior local commands, will not be counted in the individual strength accounts. This includes Soldiers on sick call; on short-term hospitalization; on leave, pass, or permissive temporary duty from unit; or attending a local or temporary duty and return course of instruction.

d. Soldiers who are outside of military control and whose date of RMC is uncertain will not be counted as part of the active duty end-strength. (See table 3–1 for transaction change number used to report Soldiers who are outside of military control.) These Soldiers fall into the following two accounting categories:

(1) *Drop from the rolls*. These Soldiers are DFR and strength of the Army. They do not remain a member of the reporting unit (see para 3–12).

(2) *Drop from the strength*. These Soldiers are dropped from the accountability of the Army; however, they are DFS of the Army for personnel strength accounting purposes. Exclusion from the Regular Army strength does not, by itself, affect status as an Regular Army Servicemember. DFS personnel may remain entitled to pay and benefits. Except for prisoners of war (POWs) and missing personnel, they remain a member of the reporting unit until separated from the Service or until they are reassigned by a higher authority. The POW, missing personnel, and transient accounts are managed by HRC (see para 3–13).

**Table 3–1**  
**Transaction change numbers**

Number	Transaction used in	For transaction
941	DFR	DFR as deserter.
942	DFR	DFR as military prisoner with bad conduct or dishonorable discharge.
943	DFR	DFR as missing or captured.
944	DECD	Death as a result of battle or hostile action.
945	DECD	Death resulting from disease.
946	DECD	Death resulting from other than battle, hostile action, or disease.
948	DFR	To enter USMA.
949	DFR	To enter any of the Service academies, other than USMA.
950	DFR	DFR; sentenced to 6 months or more by civil authority.
971	DFR	Erroneously reported as returned from DFR as deserter.
972	DFR	Erroneously reported as restored to duty from DFR as a military prisoner.
973	DFR	Erroneously reported as returned from DFR as missing or captured.



**Table 3-1**  
**Transaction change numbers—Continued**

974	DFR	Erroneously reported or restored to duty from DFR, or sentenced to 6 months or more civil authority.
-----	-----	--

### **3-2. Reporting systems**

- a.* The primary system for providing personnel accounting information from the unit level to HQDA is eMILPO.
- b.* The Recruit Quota Enlistment System will account for enlisted Soldiers upon initial entry to active duty.
- c.* The Cadet Command Information Management System will account for initial officer accessions.

### **3-3. Reporting assigned or attached Soldiers**

- a.* Soldiers arriving at a permanent or temporary gaining unit of assignment on or before the reporting date reflected in orders will be gained (assigned or attached, as appropriate), and reported effective on the actual date of arrival. For RC Soldiers individually called to active duty, the effective date will be the date Soldiers begin travel to the gaining duty station or mobilization station.
- b.* Soldiers will not be assigned or attached without orders or authorization from appropriate authorities.
- c.* When Soldiers are attached for the purpose of applying for a compassionate reassignment, processing and reporting will be accomplished by the supporting HR unit. All other attachments will be processed by the MPD.
- d.* Soldiers failing to arrive on or before the specified reporting date in orders will be attached to the gaining unit (see para 3-4).
- e.* Gains (assigned or attached) reported in error will be corrected according to paragraph 3-7.
- f.* Intact unit transfers will be processed according to the eMILPO Field User's Guide.

### **3-4. Reporting failure to gains**

- a.* AC Soldiers are considered failure to gain—
  - (1) When Soldiers fail to report to a gaining permanent or temporary duty en route unit of assignment on the report date.
  - (2) When Soldiers fail to report to their gaining permanent unit of assignment on the reporting date specified on the Unit Personnel Accountability Notices Report (AAA-165).
- b.* An ARNG of the United States or USAR commissioned officer, WO, or enlisted Soldier will be placed in failure to gain status as outlined below when he or she fails to report for active duty processing on the prescribed report date stated on active duty orders.
  - (1) RC Soldiers who are mandatorily called or ordered to active duty in compliance with a contractual agreement or by operation of law and fail to report for active duty will be accessed into eMILPO on the 30<sup>th</sup> day after the report date prescribed in active duty orders and placed in failure to gain status the next day. This process also includes RC Soldiers ordered to Federal active duty in accordance with 10 USC Chapter 15. RC Soldiers are accessed into eMILPO under the provisions of this paragraph for administrative strength accounting purposes only and will not be counted in the Regular Army end-strength. (AR 630-10 (see mandatorily ordered to active duty or active duty training) applies to Soldiers voluntarily ordered to active duty.)
  - (2) Members of the Selected Reserve who are called or ordered to active duty and accessed into eMILPO under—
    - (a)* Presidential reserve call up or partial mobilization authority are accessed for administrative strength accounting purposes and will not be counted in the Regular Army end-strength.
    - (b)* Full or total mobilization authority will be counted in the Regular Army end-strength.
    - c.* The gaining unit stated on the assignment orders takes the following actions when a Soldier does not arrive:
      - (1) Reconcile the gains roster with the Soldiers that in-processed. If no information is available on the reasons for the Soldier's absence, report the Soldier as AWOL within 48 hours of the commander's determination that there is no legitimate reason for the Soldier's absence.
      - (2) Attach the Soldier to the gaining unit using the reporting date in the orders when the Soldier fails to arrive.
    - d.* After a Soldier is attached, the gaining unit—
      - (1) Notifies the installation provost marshal within 48 hours that there is no legitimate reason for the Soldier's absence.
      - (2) Queries the following by telephonic or electronic message:
        - (a)* HRC personnel management directorate for AC Soldiers.
        - (b)* Losing unit.
        - (c)* Losing unit of attachment, if temporary duty en route.
        - (d)* Losing MPD.
        - (e)* Replacement center serving the gaining unit.

(3) Maintains a 15-day suspense file for replies to all inquiries. If a reply is not received within 15 days the unit commander—

- (a) Inquires again and suspends the action for another 15 days.
- (b) Includes in the second inquiry the statement: “This is a second request.”

(4) Sends a letter informing the next of kin that the Soldier has not reported and that his or her current status is unknown. The letter is not written as a notice of AWOL, but asks the next of kin if they have information on the Soldier’s location.

(5) Reports the Soldier AWOL if there is no information on the Soldier’s location within 30 days. The effective date of AWOL is the original reporting date in the orders or the availability date plus 9 days (whichever applies).

(6) Reports the Soldier as a deserter after 30 consecutive days AWOL unless required sooner in accordance with AR 630–10.

### 3–5. Reporting the arrival of a Soldier previously reported as failure to gain

- a. Soldiers previously reported as failure to gain must be gained when they arrive at the unit.
- b. If the previous duty status was AWOL or confined by civil authority (AWC), a duty status transaction will be done to bring the Soldier back to present for duty for further processing.

### 3–6. Reporting a change to the unit or position number within that unit for a pending gain

a. Table 3–2 lists and defines the position number (POSN) to report Soldiers not occupying authorized duty positions.

b. The slotting function in eMILPO may be used to locally assign a Soldier who is a pending gain (POSN 9999) or awaiting assignment (POSN 9992) to a position in which the Soldier will be properly utilized, as reflected on the Human Resources Authorization Report (AAA–161).

**Table 3–2**  
**Human Resources Authorization Report codes for Soldiers not occupying an authorized duty position**

Rule	See note 1	When reporting
1	9990	Reassignable overstrength.
2	9991	Surplus or excess Soldiers.
3	9992	Incoming assigned Soldiers (can be used no longer than 7 days after arrival).
4	9993	Known losses.
5	9994	Attached Soldiers having authorized positions (system-generated).
6	9996	a. Assigned temporary Soldiers in replacement detachments pending specific assignments.  b. All assigned nonpermanent party Soldiers assigned to basic combat training and advanced individual training units, officer or WO candidate schools, formal Army Service schools and courses, allied Armed Forces, Joint colleges, projects (not temporary duty), personnel control facilities after RMC, and correctional holding detachments, or U.S. Disciplinary Barracks.  c. Soldiers attending civilian institutions for the purpose of receiving instruction (not temporary duty personnel).  d. Soldiers being separated from the Regular Army by a unit other than a transition center.
7	9999	Potential gains other than Soldiers in a failure to gain status.

Notes:

If Soldier is not positioned in an authorized duty position then use POSN.

### 3–7. Reporting erroneous gain actions

- a. Soldiers incorrectly reported as assigned or attached to a unit will be removed from a unit’s strength.
- b. When a Soldier’s reported arrival date to a unit is reported incorrectly, the correct arrival date will be determined and reported.

### 3–8. Reporting reassignment losses

- a. The accountable unit will report in eMILPO all reassignment loss actions.

*b.* Losses due to reassignment and relief from attachment will be reported effective on the actual date of departure. These losses will not be reported without official orders or other supporting documentation.

*c.* Soldiers are reported as reassignment losses and reassigned to WTU when hospitalization exceeds, or is expected to exceed, 90 days.

*d.* Assignment to a WTU or evacuation to a medical treatment facility will be confirmed through electronic message, orders, or admission and disposition slips in accordance with AR 40–400. Close coordination must be maintained with medical officials to determine the Soldier's status and to ensure evacuated Soldiers are properly dropped from the unit's assigned strength.

*e.* Reassignment losses will be in a present for duty status prior to departure, except for losses due to confined in the hands of military authorities (CMA) or hospital nonbattle-related.

*f.* Soldiers departed on assignment, or relief from attachment in error, will be gained to the unit's strength according to paragraph 3–11 of this regulation.

### **3–9. Reporting the transfer, separation, discharge, or retirement of a Soldier from active duty**

*a.* Soldiers being transferred, separated, discharged, or retired at a transition center the losing unit will record the Soldiers' departure to the transition center in eMILPO. The transition center that will process a Soldier's separation will record the arrival of the Soldier in eMILPO. The report date stated in the Soldier's orders will govern this action, as appropriate (see AR 600–8–105, AR 600–8–11, and para 1–27 of this regulation).

(1) For continental United States (CONUS)-based Soldiers, the reporting date in the transition orders will be the date after that Soldiers leave end will complete transition leave, excess leave, and permissive temporary duty.

(2) For outside the continental United States (OCONUS)-based Soldiers returning to CONUS for transition, the reporting date in the transition orders will be the port-call date, plus normal travel time to the gaining CONUS transition center.

(3) For OCONUS-based Soldiers transitioning in the overseas area, the reporting date will be established as stated in paragraph *a*(1), above.

*b.* For Soldiers being transferred, separated, discharged, or retired at other than a transition center, the record the Soldiers' will, record the Soldiers' as departure-in eMILPO to the MPD that will process the Soldier for transition. The MPD fill submit an eMILPO transaction upon the Soldier's reporting date. The MPD will submit an eMILPO transaction when the Soldier leaves active duty.

*c.* If a Soldier is being separated for the purpose of a change in the Soldier's MPC (for example, enlisted to WO), the Soldier will be separated in eMILPO prior to being accessed in the new status.

*d.* If a Soldier was previously DFR, submit a revocation of DFR and/or DFS transaction or return from DFR and/or DFS transaction, in eMILPO before submitting the separation transaction.

*e.* The transition center will normally submit the eMILPO transaction for the Soldier being transferred, separated, discharged, or retired from active duty (see para 1–27). When a separation transaction is submitted, the UIC in the transaction will be the transition center UIC.

*f.* The effective date of loss in the separation transaction for Soldiers being transferred, separated, discharged, or retired from active duty is the day following the date of transfer, separation, discharge, or retirement listed on DD Form 214 (Certificate of Release or Discharge from Active Duty.) These Soldiers must be counted on the rolls of the Regular Army strength, up to 2400 hours, on the established transfer, separation, discharge, or retirement date.

### **3–10. Reporting the loss of a Soldier—deceased**

*a.* Reporting the death of a Soldier may be based upon notification of death from HQDA or another command through the MPD servicing the unit. Units are not authorized to submit loss to the Army transactions for deceased Soldiers; this includes revocation of DECD transactions. Only Casualty Mortuary Affairs Operations Center is authorized to submit a DECD transaction upon verification from a reporting organization.

*b.* Losses due to battle and nonbattle death will be reported, effective the date of death, as confirmed by medical officials. AR 600–8–1 provides detailed guidance on casualty reporting.

*c.* If a Soldier has been previously DFR, S1 will submit a revocation of DFR or DFS transaction or return from DFR or DFS transaction, in eMILPO before Casualty Mortuary Affairs Operations Center can submit the DECD transaction.

### **3–11. Reporting erroneous loss actions**

*a.* Soldiers reported incorrectly as reassignment losses, incorrectly released from attachment, or who return to a unit as a result of orders being revoked, rescinded, or amended, will be gained to the unit's assigned or attached strength as if the Soldier never departed.

*b.* Soldiers reported incorrectly as DFR or DFS, or as separated, will be gained or accessed back into the assigned strength of the reporting unit, effective the date the Soldier was originally assigned.

*c.* Units incorrectly reporting a Soldier as deceased will coordinate directly with HRC to ensure reinstatement of the Soldier's automated files.

### **3-12. Reporting Soldiers dropped from rolls**

*a.* Regular Army Soldiers will be reported as DFR when they—

(1) Remain AWOL for 30 consecutive days. The DFR status will be effective 0001 on the 31<sup>st</sup> day of AWOL, which is also the day the eMILPO DFR transaction will be submitted.

(2) Are confirmed to be a deserter (see AR 630-10).

(3) Leave Regular Army to enter USMA or other Service academy as a cadet. The DFR status is effective on the date of entry to the academy.

*b.* RC Soldiers who remain absent 30 consecutive days after reporting to a Regular Army unit will be accessed to the Regular Army and immediately DFR. (See AR 630-10 for exceptions.) The DFR status will be effective 0001 on the 31<sup>st</sup> consecutive day of AWOL (see AR 600-8-10 and AR 630-10 for guidance (also, see DFR of a Regular Army unit)).

*c.* An ARNG or USAR commissioned officer, WO, or enlisted Soldier will be DFR as outlined below when he or she fails to report for active duty processing on date stated in active duty orders.

(1) RC Soldiers who are mandatorily called or ordered to active duty will be DFR on the 31<sup>st</sup> day following their failure to report for active duty processing. This process also includes RC Soldiers ordered to Federal active duty in accordance with 10 USC Chapter 15 (see AR 630-10 and para 3-4 of this regulation).

(2) Members of the Selected Reserve who are called or ordered to active duty under Presidential reserve call up or partial, full, or total mobilization will be DFR on the 7<sup>th</sup> day following their failure to report for active duty processing (see AR 630-10 and para 3-5 of this regulation). Refer to AR 630-10 for processing of other categories of RC Soldiers.

*d.* Soldiers reported incorrectly as DFR will be gained or accessed into the unit's strength.

*e.* DA Form 4187 and DA Form 268 (Report to Suspend Favorable Personnel Actions FLAG) will not be prepared for Soldiers DFR to enter a Service academy (see AR 600-8-2).

*f.* DA Form 268, DD Form 458 (Charge Sheet), and DD Form 553 (Deserter/Absentee Wanted By the Armed Forces) must be completed for personnel reported DFR (see AR 630-10).

*g.* Reassignment losses will be in a present for duty status prior to departure, except for losses due to confinement by military authorities or hospital nonbattle-related.

*h.* PAS chiefs will submit the DFR transaction in eMILPO once the DFR packet is approved in accordance with AR 630-10.

*i.* In cases involving deserters, those AWOL for 30 consecutive days, or those ARNG or USAR personnel who fail to report for active duty processing, PAS chiefs will coordinate with their servicing Staff Judge Advocate.

### **3-13. Reporting Soldiers dropped from the strength**

*a.* Soldiers will be DFS when they—

(1) Are confirmed to be a POW, prisoner of a non-state actor, terrorist group or missing. The effective date is the date the status is officially declared by HQDA

(2) Are sentenced to confinement in a domestic or foreign penal institution (or detained in a foreign country) for 6 months or more. The Soldiers must be in civil confinement.

(a) Soldiers held by domestic civilian authorities remain in a confined in the hands of civil authorities (CCA) duty status until their sentence begins. The effective date of DFS is the date sentence begins.

(b) Soldiers detained by foreign authorities remain in a CCA status until their sentence begins, or after 6 months of detention, whichever comes first. The effective date of DFS is the date sentence begins, or after 6 months of detention.

(3) Have an approved bad conduct discharge or dishonorable discharge (with or without military confinement). The effective date of DFS is the date the convening authority approves the action. The Soldier will be DFS, even though remaining present in the unit, in confinement, or in an excess leave status awaiting punitive discharge.

*b.* DFS losses will be in a present for duty status prior to submitting the eMILPO DFS transaction.

*c.* Soldiers reported as DFS will not be reported as DFR to the U.S. Army Deserter Information Point, nor will a DFR packet (see documents noted in para 3-12) be prepared.

*d.* The official military personnel file is transferred and maintained according to AR 600-8-104 and AR 25-400-2.

*e.* A DA Form 4187 will not be prepared for DFS Soldiers.

*f.* A DFS Soldier may be reassigned to a PCF in the geographic area after the Soldier's commander completes action, according to AR 635-200.

*g.* When DFS Soldiers are separated, an eMILPO separation transaction will be processed by the PAS chief.

*h.* DFS Soldiers will not be accessed for any purpose except when erroneously reported, conviction is completely reversed, or when a POW or missing Soldier is returned to Army control. When necessary to reassign a Soldier in DFS status, only orders formats 405, 410, or 414, as applicable, are required. eMILPO departure (DPRT) and arrival (ARR) transactions are not required to report these reassignments.

### **3-14. Returning a Soldier to the rolls from dropped from the rolls and/or deserter**

- a.* Soldiers will be accessed into the strength of the Regular Army from DFR status, effective on the date they—
- (1) Surrender to, are delivered to, or are apprehended by, or for, military authorities.
  - (2) Are available for transfer to military custody after being held by civilian authorities for reasons other than at military request.
- b.* AR 630-10 provides policy for the assignment of Soldiers RMC from DFR status.
- c.* When a Soldier is transported to a PCF, the PCF commander will access the Soldier to eMILPO, effective the date of the Soldier's RMC.
- d.* Soldiers reported incorrectly as DFR will be gained or accessed into the unit's strength according to paragraph 3-11 of this regulation.

### **3-15. Reporting the revocation of a sentence by a civil or military court and return to duty**

- a.* The purpose of this procedure is to correct or change previous erroneous reporting of sentenced by civil authorities (SCA) or sentenced by military authorities (SMA) duty status and return to present for duty status. This procedure will remove previously reported (not current) SCA and SMA transactions. The eMILPO remove duty status function should be used if a Soldier was incorrectly reported in a SCA or SMA duty status.
- b.* SCA is a duty status transaction code that applies to a Soldier who has been convicted and sentenced to confinement by a civil court (foreign or domestic) for a period of more than 30 days but less than 6 months.
- c.* SMA is a duty status transaction code that applies to a Soldier who has been convicted and sentenced to confinement for 30 days or more but not adjudged a bad conduct discharge or dishonorable discharge by military authorities.

### **3-16. Reporting the accountable or attached strength of a unit**

- a.* The local HR office will use the AAA-162 to report accountable or attached strength.
- b.* The local HR office will reconcile the AAA-162 daily, accounting for all personnel moves that resulted in gains, losses, or attachments or release from attachments.

### **3-17. Reporting a position number change**

- a.* POSN changes will be reported to the S1 as they occur.
- b.* Soldiers who are not assigned to an authorized duty position will be reported by a special category POSN in the 9000 series as outlined in table 3-2.

### **3-18. Processing the Human Resources Authorization Report (AAA-161)**

The AAA-161 is a tool to monitor unit strength levels to meet utilization requirements. The S1 will produce the report twice a month, on the 1<sup>st</sup> and 15<sup>th</sup> (or the first following working day if the 1<sup>st</sup> and 15<sup>th</sup> fall on a weekend or holiday); the S1 will make any changes in eMILPO before sending the AAA-161 to the unit commander for verification. Processing rules are as follows:

- a.* Soldiers will be assigned to an organizational element according to the authorized MTOE, TDA, or directed military over strength positions, consistent with their qualifications. Units need to periodically reevaluate utilization of Soldiers and adjust overages and shortages by reassigning Soldiers when appropriate.
- (1) For special duty management policies refer to AR 570-4.
  - (2) For officer and WO utilization management policies refer to AR 614-100.
  - (3) For enlisted utilization management policies refer to AR 614-200.
- b.* All Soldiers in a unit will be assigned a POSN, which will be reflected on the AAA-161.
- c.* Soldiers should be assigned to a position on the AAA-161 upon their initial arrival in a unit.
- d.* Soldiers should not remain assigned to POSN 9992 (Incoming Assigned Personnel) beyond 7 days after arrival in a unit.
- e.* Assigned Soldiers will not be double-slotted on the AAA-161 or assigned to a 9999 POSN. The only exception to this rule is if the Soldier is assigned to an organization as a result of an approved document (MTOE or TDA) authorization, not yet effective, then double slotting in same military occupational specialty (MOS) and skill level is authorized.
- f.* Assigned Soldiers who cannot be properly slotted will be reflected as "Reassignable Overstrength."
- g.* The AAA-161 will be retained and handled as "sensitive but unclassified" until a new report is produced.

## Chapter 4 Strength Reports

### 4-1. Overview

This chapter establishes the procedures for processing the various reports that maintain and provide complete and accurate personnel strength accounting data.

### 4-2. Headquarters, Department of the Army feedback, error, data reconciliation, and change notices

*a.* HQDA feedback, error, and data reconciliation notices are an important part of the personnel strength accounting error resolution process. They will be processed, along with the other reports discussed in this chapter. The HR support office will review notices, research problems, and coordinate submission of corrective transactions to eMILPO.

*b.* Instructions for processing HQDA feedback and error notices and processing monthly audit data reconciliation records are discussed in the eMILPO Field User's Guide.

### 4-3. Processing the Unit Personnel Accountability Report (AAA-162)

This report is the source and historical document for strength reconciliations. It displays all Soldiers assigned and attached to a specific organization and identifies their present and last duty status. The AAA-162 will be processed according to the following procedure:

- a.* The AAA-162 report will be produced from eMILPO at the S1, BDE, MPD, or DCS, G-1 level.
- b.* Monthly USR reconciliation.
  - (1) Produce copies and reconcile monthly in accordance with AR 220-1 for USR submission.
  - (2) Enter all known changes prior to the 15<sup>th</sup> of each month.
  - (3) Ensure the strength reported on USRs match the AAA-162.
- c.* Regardless of the operating environment, the HR support office will produce the AAA-162 on paper, midmonth, and at the end-of-month, and then will provide copies to supported units.
- d.* The MPD IPAS chief and/or BDE S1 PAS chief will authenticate the original copy of the AAA-162 for historical purposes by preparing and signing a monthly memorandum. The memorandum will be addressed to the records holding area (RHA) and will include the following statements:
  - (1) The enclosed AAA-162 reports reflect the status of Soldiers recorded in the eMILPO database during the course of normal business of (name reporting activity), for the period (day, month, year) through (day, month, year).
  - (2) The attached AAA-162 reports are the UICs that this HR support office was responsible for during the above period.
- e.* At the MPD or BDE PAS level, the original AAA-162 will be held for the current year then transferred, along with the above memorandum, to the RHA. The RHA will hold them for 12 months and then retire them to the National Personnel Records Center. The National Personnel Records Center stores the reports for 75 years and then destroys them (see AR 25-400-2).
- f.* For other reconciliations, use the AAA-162 for personnel asset inventory (PAI) changes of command, prior to a unit move, inactivation, resignation, demobilization, or in support personnel agency.
- g.* The end-of-month AAA-162 will be filed in accordance with the Army Records Information Management System (ARIMS).
- h.* Units (subordinate to the BN) may destroy old reports upon receipt of the new AAA-162.
- i.* On the date a unit becomes temporarily without assigned or attached Soldiers, an AAA-162 for that unit will be produced. A statement signed by the PAS chief, reflecting the zero strength, will be attached to the AAA-162.
- j.* Units without assigned or attached Soldiers are not required to have AAA-162s printed until personnel are again assigned or attached.

### 4-4. Processing the Unit Personnel Accountability Notices Report (AAA-165)

This report displays personnel discrepancies or notices for the unit. These notices list Soldiers whose personnel records contain specified unit accountability conditions that require actions by the unit HR specialist.

- a.* The HR support office will produce the AAA-165 daily from eMILPO.
- b.* Unit eMILPO clerk, S1, and/or MPD will annotate on the latest copy of the AAA-165 report all actions taken.
- c.* The previous AAA-165 will be destroyed upon receipt of the latest AAA-165.
- d.* Unit eMILPO clerk, S1, and/or MPD will work and resolve all notices prior to receipt of the next AAA-165.
- e.* The PAS chief will assist units in the resolution of notices which are beyond the control of the unit eMILPO clerk, S1, and/or MPD, and will monitor the resolution of notices by supported BNs and separate units.
- f.* Expiration term of service (ETS), expiration of service agreement (ESA), and expired date eligible for return from overseas (DEROS) notices will be resolved through coordination with the responsible retention office and/or MPD.
- g.* Instructions for processing the AAA-165 are in table 4-1.

**Table 4–1  
Processing the AAA–165**

Type rule notice	Soldier's status	Determine the following	eMILPO-related actions <sup>1</sup>
1. Failure to gain (expired report date).	ASGD—Arrived on or before report date specified in orders.	If an eMILPO ARR transaction was not submitted.	Submit an ARR transaction.
2. Failure to gain (expired report date).	ASGD—Arrived after report date specified in orders.	If orders were amended or if Soldier was AWOL prior to ARR.  If one of the following eMILPO transactions was submitted: ARR, ATC, duty status (DYST).	Submit an ARR when orders were amended or the Soldier was determined not to be AWOL.  Submit the following transaction when the Soldier is determined to have been AWOL:  DYST—(in transit (TRA) to absent without leave (AWL)/absent without leave/confined by civil authorities (AWC)) DYST - AWL/AWC to appropriate duty status).
3. Failure to gain (expired report date).	ASGD—Not arrived by the specified reporting date or within 9 days after availability date stated in orders, whichever comes first.	If orders were revoked or amended and whether an eMILPO ATC transaction was previously submitted.	If orders have not been revoked or amended, submit an ATC.  Request the losing unit submit a "revocation of DPR" if the Soldier's orders have been revoked.
4. Failure to gain (expired report date).	ASGD—Not arrived by the reporting date stated on AAA–165.	If an eMILPO ATC transaction was previously submitted.	Submit an ATC transaction.
5. Failure to lose.	Departed the unit on reassignment.	If an eMILPO DPRT transaction was previously submitted.	Submit a DPRT transaction.
6. Failure to lose.	Has not departed on reassignment.	Why Soldier has not departed.	If orders have been revoked or amended, request the gaining unit submit a revocation of ATC transaction.
7. ATC over 10 days.	Not yet arrived.	If Soldier's duty status has been confirmed.  If reassignment orders have been revoked.	Submit a DYST transaction using the appropriate duty status code when the Soldier's status is confirmed.  Submit a release from ATC transaction when orders have been revoked.
8. ATC over 10 days.	Physically arrived.	If any eMILPO change was submitted after the Soldier was reported as failure to gain.	Submit either— –ARR transaction when no transaction was submitted after the initial ATC transaction.  –DYST transaction when another DYST was submitted after the initial ATC transaction.
9. AWOL over 25 days.	AWOL.	That the Soldier remains AWOL.	If still AWOL, ensure action is suspended for future DFR action.  If Soldier remains AWOL over 30 days, submit a DFR transaction.
10. AWOL over 25 days.	Present for duty.	If eMILPO DYST transaction was submitted.	Submit a DYST transaction.
11. Expired ETS, ESA, or DEROS.	Departed the unit.	That the Soldier has departed the unit to the transition point or had departed, upon completion of an overseas tour. Determine if DPRT transaction was submitted.	Submit a DPRT transaction, if necessary.
12. Expired ETS, ESA, or DEROS.	Remains in unit.	That the Soldier has reenlisted, extended term of service, extended overseas assignment, or has a delay in separation.	Coordinate with the supporting transition point, MPD, and/or retention branch to ensure necessary transactions have been submitted.

Notes:

<sup>1</sup> Submit eMILPO transaction only when transaction noted under "eMILPO-related actions" have not been previously submitted.

## Chapter 5 Conducting a Personnel Asset Inventory

### 5-1. Overview

- a. This chapter provides instructions for conducting a PAI. PAIs will be conducted by—
  - (1) Regular Army units.
  - (2) RC units serving on active duty for reasons other than annual training.
- b. PAIs are primarily conducted at company or BN levels. However, PAIs must also be conducted by any organization assigned a unique UIC.
- c. PAIs are the unit commander's responsibility.

### 5-2. Personnel asset inventory objective

The objective of the PAI is to maintain timely, error-free personnel accountability, and to involve commanders at all levels in the strength accounting and reporting process. Reconcile the eMILPO database with Soldiers present in the unit, whether assigned or attached; ensure synchronization between the eMILPO database and the Total Army Personnel Database; and to ensure servicing finance offices are informed of all changes affecting both Soldiers' accountability and pay status.

### 5-3. Definition of a unit

For the purpose of this chapter, a unit is any company, detachment, BN, U.S. Army element, agency, team, group, activity, individual, or similar organization assigned a unique UIC.

### 5-4. Accountable strength

Accountable strength is the number of all personnel assigned or attached to a unit, regardless of their duty status.

### 5-5. Reported strength

Reported strength is the assigned and attached strengths by MPC as shown on the most recent AAA-162.

### 5-6. Strength imbalance

A strength imbalance occurs when—

- a. Soldiers on the AAA-162 do not exactly match the Soldiers in the unit (boots on the ground).
- b. Unresolved failure to gain notices or strength deviation report conditions exist for a UIC.
- c. Any difference in name, rank, SSN, or eMILPO record status code counts as an imbalance.

### 5-7. Conducting a personnel asset inventory

- a. A PAI (physical muster formation) will be conducted—
  - (1) At change of command. For the purpose of conducting a PAI, a unit commander is defined as any company commander, BN commander, commander or senior Army individual of a U.S. Army element, or Army chief of an agency or activity having a unique UIC that has assigned Army personnel. (The key in determining if an activity other than a company or BN should conduct a PAI is whether or not a unit is assigned a unique UIC) (see para 5-3).
    - (a) If possible, the departing commander and the new commander will jointly conduct the PAI. The departing commander will not be allowed to depart or PCS until unit personnel strength has been reconciled; all assigned and attached Soldiers must be accounted for at both eMILPO and Total Army Personnel Database.
    - (b) If the commander is lost due to death, extended hospitalization (60 days or more), operational relief, or a similar reason, a PAI will be completed by the acting commander or new commander within 15 days after assuming command.
  - (2) Fourteen calendar days prior to a unit move to a different duty station; a unit inactivation, discontinuance or redesignation; or a change in organizational structure.
  - (3) At the direction of the chain of command. Commanders at any level may direct a PAI whenever they determine one is required.
  - (4) When the unit's strength imbalance between eMILPO and TAPDB is 2 percent or more. The PAS chief will recommend to the commander which units require a PAI.
- b. Commanders at all levels will establish command PAI procedures and conduct inspections to ensure the PAIs are properly conducted. The PAS chief will report to the appropriate commander recurring unit or installation strength variances of 2 percent or more that cannot be resolved. The commander will investigate causes and direct correction of the causes.
- c. DA Form 3986 is used to document the PAI.
- d. The AAA-162 is the baseline document for conducting a PAI. Commanders will reconcile information on the AAA-162 with an actual physical muster formation of assigned and attached Soldiers. (See the glossary for definition of attached and assigned personnel.)



*e.* Units and commands located in an area of armed conflict may be exempted from conducting a PAI by the ASCC or theater commander.

*f.* The actual PAI should be conducted at the lowest and most practical administrative level, consistent with the overall organization structure. Normally, the PAI will be conducted at the UIC level (see para 5–3).

*g.* Commanders of widely dispersed units (staff elements or headquarters above BDE or regiment level, hospitals, or split units, and so forth) may delegate conducting the PAI to the senior Army individual at the dispersed location. The commander will receive PAIs from these locations and will forward them through the servicing HR support office to the approval authority, according to local standard operating procedure (SOP).

*h.* The unit must obtain from the PAS/BDE S1 a listing of the latest unresolved failure to gain notice and deviation reports pertaining to their unit. The PAS/BDE S1 will determine which unresolved conditions are appropriate to pass to the unit. These conditions must be resolved and appropriate corrective actions must be taken to update the eMILPO database before the DA Form 3986 is forwarded from the unit to the PAS/BDE commander.

*i.* The unit commander will sign DA Form 3986 and forward it through the HR support office and intermediate commanders to the PAI approval authority.

(1) The PAI is invalid if not signed by the unit commander and PAS chief.

(2) Units must enter all corrective actions in eMILPO and print a new or updated AAA–162 that reflects all changes prior to obtaining the commander’s signature on the DA Form 3986.

*j.* The division, installation, or activity MPSM and HR support office will provide units assistance while conducting PAIs.

*k.* The division, installation, or activity commander who provides eMILPO support will be the final PAI approval authority. Tenant elements assigned to other ACOMs and Army elements of the Joint Staff, being supported by the local eMILPO activity, will cooperate with the local commander to ensure accurate personnel accountability of their units.

*l.* eMILPO strength transactions will be submitted to correct unit strengths and will contain the actual event date, that is, the actual arrival, loss, attachment, relief from attachment, or DFR dates. eMILPO administrative add or loss transactions will not be used to correct unit strengths.

*m.* All assigned and attached Soldiers (see para 1–26), will be accounted for during the PAI, to include absences such as the following:

(1) Failure to gain.

(2) Hospitalization.

(3) Leave.

(4) Temporary duty.

(5) AWOL.

(6) Confined.

(7) Pass, administrative absence, sick in quarters.

(8) Essential duties.

(9) Missing.

*n.* The PAI packet is distributed as follows:

(1) The original copy is forwarded through the HR support office and immediate commanders to MPSM. The original copy will be returned to S1 after processing through command channels, according to local SOP.

(2) One copy is retained for unit file until original is returned.

(3) One copy is retained by the HR support office for analyst follow up.

(4) One copy is retained by the MPSM.

(5) One copy is retained by the BDE S1.

(6) One copy is provided the departing commander, if a change-of-command PAI.

*o.* The completed DA Form 3986 packet with all supporting documents such as DA Form 31, DD Form 1610, reassignment orders, AAA–162 as needed will be forwarded to the HR support office within 5 workdays of the PAI.

*p.* File the DA Form 3986 and supporting documentation according to ARIMS, AR 25–400–2.

## **Chapter 6 Personnel Tempo**

### **6–1. Personnel Tempo**

Personnel Tempo (PERSTEMPO) is a congressionally mandated program, directed by the Office of the Secretary of Defense. It is the Army’s method to track and manage individual rates of deployment (time away from home), unit training events, special operations and/or exercises and mission support in TDY status. The integration of component data gives the Army a consolidated view of its deployment across all components. This chapter applies to:

- a. Regular Army Soldiers counted and reported as part of official AC strength who are participating in or associated with a PERSTEMPO event or activity. (See table 6–1 for PERSTEMPO event types.)
- b. All ARNG or RC Soldiers counted and reported as part of official RC strength who are participating in or associated with a PERSTEMPO event or activity. (See table 6–1 for PERSTEMPO event types.)
- c. All retired personnel who have been ordered to active duty and are participating in a PERSTEMPO event. (See table 6–1 for PERSTEMPO event types.)

## 6–2. Terms

a. *Deployment (creditable event)*. Soldiers are considered to be deployed or on a deployment on any day that, pursuant to orders, they are performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for Soldier to spend off-duty time in the housing in that they reside when on garrison duty at their permanent duty station. Members of the RC will be considered to be deployed or in a deployment on any day that, pursuant to orders that do not establish a PCS, they are performing active duty or full-time ARNG duty at a location that is not their permanent training site and is either 100 or more miles, or 3 or more hours travel time, from their permanent civilian residence. (See table 6–1, PERSTEMPO event types, deployment.)

b. *Non-deployment (non-creditable event)*. Soldiers are considered to be non-deployed on any day that they are engaged in official duties, unable to spend off-duty time in the housing at which they reside, and—

- (1) Performing service as a student or trainee at a school (including any government school).
- (2) Performing administrative, guard, or detail duties in garrison at their permanent duty station.
- (3) Unavailable solely because of hospitalization (when not deployed).
- (4) Unavailable as a result of disciplinary action.
- (5) Reservist participation in inactive duty training, muster duty (Individual Ready Reserve only).
- (6) Performing funeral honors duty.

## 6–3. Reporting

Command attention is required to ensure accurate and timely reporting and tracking of all PERSTEMPO creditable events.

a. Reporting will be accomplished using appropriate HR system.

b. PERSTEMPO transactions will be submitted when one of the following occurs:

- (1) The Soldier's participation in or association with a PERSTEMPO event or activity begins.
- (2) The Soldier's participation in or association with a PERSTEMPO event or activity ends.
- (3) The value of one or more of the following record field changes:

- (a) Assigned UIC.
- (b) Duty UIC.
- (c) PERSTEMPO event category code.
- (d) PERSTEMPO event purpose code.
- (e) Soldier event projected end calendar date.

(4) Cancellation. A cancellation to a transaction record will be submitted whenever a previously reported PERSTEMPO begin or end record was submitted in error or submitted incorrectly. If it was submitted in error, the correct information will be submitted as a new PERSTEMPO begin or end record.

c. When Soldiers are entered in eMILPO on a PERSTEMPO creditable event, the Soldiers will have an assigned AEA code of "N" to ensure they are not erroneously reassigned during deployment. Upon their return (end date of deployment), they will be automatically assigned an AEA code of "L."

d. Unit HR support offices will have at a minimum of two personnel trained to support PERSTEMPO reporting and tracking. When forward deployed, HR support offices must designate a minimum of two personnel for rear detachment PERSTEMPO reporting and tracking.

## 6–4. Personnel Tempo events

a. Creditable PERSTEMPO events are those days away from home that fall into the following categories:

- (1) Operations.
- (2) Exercises.
- (3) Unit training (to include hospitalization away from duty station).
- (4) Mission support TDY.

b. Non-creditable PERSTEMPO events are those days away from home that fall into the following categories:

- (1) Individual training and/or school TDY.
- (2) Duty in garrison.
- (3) Hospitalization (except deployed).
- (4) Discipline.

- (5) Inactive duty training.
- (6) Funeral honors.
- c. Non-creditable PERSTEMPO events do not count towards high deployment allowance.
- d. Staff duty officer, charge of quarters, administrative, guard, or detail duties in garrison at the Soldier's permanent duty station are not reportable in PERSTEMPO.
- e. Commanders will ensure PERSTEMPO events are input in a timely manner by the HR support office PERSTEMPO designee. Whenever possible, events will be initially inputted in eMILPO prior to departure on TDY, operational deployment, exercises, unit training, or hospitalization away from duty station.
- f. Only one PERSTEMPO event may be open per Soldier. In order to enter a new event the old event must be closed and new event added.
- g. Events may not have overlapping dates.

<b>PERSTEMPO</b>	<b>Event category</b>	<b>Event purpose</b>
Deployment	Operations (includes TDY)	Contingency operations National emergency War Counter-drug law enforcement operations U.S. domestic civil humanitarian assistance Peacekeeping Surveillance Forward presence Hospitalization
	Named exercise (includes TDY)	Joint/Combined Service North Atlantic Treaty Organization Hospitalization
	Unit training (includes TDY)	Combined training center Training area Hospitalization
	Home station training/local operating area of a ship or vessel	
	Mission support TDY (includes meetings, conferences, staff visits, staff augmentation, medical appointments)	
Non-deployment	Individual training/school TDY	
	Duty in garrison (home station/homeport duty)	
	Hospitalization (except deployed)	
	Discipline	
	Inactive duty training	
	Muster duty (if away from permanent training site)	
	Funeral honors duty (if away from permanent training site)	

**6-5. Process unassociated Soldier events**

Allows users to update or remove an unassociated event for a selected AC Soldier.

a. PERSTEMPO users will use the unassociated Soldier Events function in eMILPO, to view, update, and remove PERSTEMPO records of Soldiers that have event records in PERSTEMPO, but are not otherwise on Integrated Total Army Personnel Database or eMILPO.

b. To ensure events are entered accurately, PERSTEMPO users will request copies of deployment orders, TDY orders, travel vouchers, and other official documents, and will enter the data as shown on the documentation.

## **6-6. Record an event for individual Soldiers**

- a. On notification of a recordable PERSTEMPO event for one AC Soldier, the PERSTEMPO user will add a new event in the eMILPO PERSTEMPO application. See the eMILPO Field User's Guide for additional instructions.
- b. PERSTEMPO users will use the data shown on official documents including deployment orders, TDY orders, and travel vouchers, and will enter the data as shown on the documentation.

## **6-7. Record an event for multiple Soldiers**

- a. A mass event consists of mass add, mass update, and mass removal.
  - (1) Select multiple Soldiers and define an event to be created with the same parameter for all selected Soldiers.
  - (2) Update multiple existing events with common data changes.
- b. To ensure events are entered accurately, PERSTEMPO users will request copies of deployment orders, TDY orders, travel vouchers, and other official documents, and will enter the data as shown on the documentation.

## **6-8. Process in-processing Soldiers in personnel tempo**

- a. Intelligence (S2)/S3 will obtain the authenticated PERSTEMPO out-processing report from the Soldier when they in-processes the unit.
- b. S2/S3 will verify the number of creditable PERSTEMPO event days with the in-processing Soldier to ensure that all of the Soldier's events have been recorded and that the data is correct.
- c. Any errors or discrepancies in the Soldier's PERSTEMPO record will be corrected by the Soldier's HR support office during in-processing using supporting documentation provided by the Soldier (for example orders, individual event history). If the verified and signed report is missing, the S2/S3 will contact the losing unit commander. The losing unit will immediately send the verified and signed report to the gaining unit.
- d. S2/S3 will file the authenticated PERSTEMPO out-processing report in the Soldiers training folder.

## **6-9. Process out-processing report**

- a. The Soldier's HR support office will provide the Soldier with an out-processing report and individual event history print out.
- b. S2/S3 will review each departing Soldier's PERSTEMPO out-processing report and compare it with all relevant documents from the Soldier's individual training files, and any additional documents the Soldier may furnish.
  - (1) Any errors or discrepancies in the Soldier's PERSTEMPO record will be corrected by the Soldier's HR support office during out-processing.
  - (2) Once the out-processing report is reconciled, the signed and dated copy of the updated PERSTEMPO out-processing report is provided to the Soldier to hand carry to the next duty station and a copy is placed in the individual's training file.

## **6-10. Threshold management**

- a. High-deployment threshold.
  - (1) The one-year high-deployment threshold is 220 days deployed in the preceding 365 days.
  - (2) The two-year high-deployment threshold is 400 days deployed in the preceding 730 days.
  - (3) The Secretary of Defense may prescribe lower thresholds.
- b. Notification through command channels.
  - (1) Notification will be made as soon as it is known that the Soldier will exceed a high-deployment threshold.
  - (2) Threshold reports will be included with notifications.
- c. Approval for continued deployment.
  - (1) The Secretary of Defense, or delegated general officer in the Soldier's chain of command, may approve deployment beyond a high-deployment threshold.
  - (2) Units must receive approval or disapproval no later than 90 days prior to the Soldier exceeding a high-deployment threshold.
- d. Service secretaries may suspend the applicability of this program in the interest of national security. Suspension of the program does not suspend the requirement to record PERSTEMPO events in the appropriate HR System.

## **6-11. Processing workflow messages**

Workflow messages are generated by the PERSTEMPO functionality in eMILPO. Workflow messages will be processed immediately upon notification to ensure accurate and timely PERSTEMPO information.

- a. *Ending events.* This notice is generated for events that have ended and for which a workflow notice has not been generated previously.
- b. *Starting events.* This notice is generated for events that will start within 7 days of the current date and for which a workflow notice has not been generated previously.

*c. Missing operation/exercise title.* This notice is generated for closed events that are missing the operation or exercise title.

## **Appendix A References**

### **Section I Required Publications**

Unless otherwise stated, all publications are available at <http://www.apd.army.mil>.

#### **AR 600–8**

Military Personnel Management (Cited in para 1–1.)

#### **AR 600–8–10**

Leaves and Passes (Cited in paras 2–3*c*, 3–12*b*.)

#### **AR 600–8–105**

Military Orders (Cited in paras 1–24*e*, 3–9*a*.)

#### **AR 630–10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in paras 2–4*c*(2), 3–4*b*(1), 3–4*d*(6), 3–12, 3–14*b*.)

#### **eMILPO**

Field User's Guide (Cited in paras 2–1, 2–2*a*, 3–3*f*, 4–2*b*, 6–6*a*.) (Available via link in the eMILPO database to authorized eMILPO users.)

#### **10 USC**

Armed Forces (Cited in paras 3–4*b*(1), 3–12*c*(1).) (Available at <http://uscode.house.gov/>.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all publications are available at <http://www.adp.army.mil/>. Department of Defense instructions are available at <http://www.dtic.mil/whs.directives/>.

#### **AR 11–2**

Managers' Internal Control Program

#### **AR 25–30**

The Army Publishing Program

#### **AR 25–52**

Authorized Abbreviations, Brevity Codes, and Acronyms

#### **AR 25–55**

The Department of the Army Freedom of Information Act Program

#### **AR 25–400–2**

The Army Records Information Management System (ARIMS)

#### **AR 40–400**

Patient Administration

#### **AR 190–9**

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies

#### **AR 220–1**

Army Unit Status Reporting and Force Registration - Consolidated Policies

#### **AR 340–21**

The Army Privacy Program

**AR 380-5**

Department of the Army Information Security Program

**AR 570-4**

Manpower Management

**AR 600-8-1**

Army Casualty Program

**AR 600-8-2**

Suspension of Favorable Personnel Actions (FLAG)

**AR 600-8-11**

Reassignment

**AR 600-8-24**

Officer Transfers and Discharges

**AR 600-8-101**

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

**AR 600-8-104**

Army Military Human Resource Records Management

**AR 612-201**

Initial Entry/Prior Service Trainee Support

**AR 614-100**

Officer Assignment Policies, Details, and Transfers

**AR 614-200**

Enlisted Assignments and Utilization Management

**AR 635-10**

Processing Personnel for Separation

**AR 635-200**

Active Duty Enlisted Administrative Separations

**AR 715-9**

Operational Contract Support Planning and Management

**DA Pam 600-8-11**

Military Personnel Office Separation Processing Procedures

**DA Pam 611-21**

Military Occupational Classification and Structure

**DOD 7000.14-R**

Department of Defense Financial Management Regulations

**DODI 1120.11**

Programming and Accounting for Active Military Manpower

**DODI 1336.07**

Reporting of Personnel Tempo (PERSTEMPO) Events

**DODI 3001.02**

Personnel Accountability in Conjunction with Natural or Manmade Disasters

**FM 1-0**

Human Resources Support

**JFTR, Volume 1**

Joint Federal Travel Regulation

**Section III**

**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.adp.army.mil>).

**DA Form 647**

Personnel Register (Prescribed in paras 1-30, 2-5, and B-4.)

**DA Form 647-1**

Personnel Register (Prescribed in paras 1-30, 2-5, and B-4.)

**DA Form 3986**

Personnel Asset Inventory (Prescribed in paras 1-30, 5-7, and B-4.)

**Section IV**

**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.adp.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>).

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 31**

Request and Authority for Leave

**DA Form 268**

Report to Suspend Favorable Personnel Actions (FLAG)

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 4187**

Personnel Action (Prescribed in paras 2-2, 2-3, 2-4, 3-12, and 3-13.)

**DD Form 93**

Record of Emergency Data

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 261**

Report of Investigation - Line of Duty and Misconduct Status

**DD Form 458**

Charge Sheet

**DD Form 553**

Deserter/Absentee Wanted By the Armed Forces

**DD Form 1300**

Report of Casualty



**DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel

**SGLV Form 8286**

Servicemembers' Group Life Insurance Election and Certificate (<http://www.benefits.va.gov/INSURANCE>)

**Appendix B  
Internal Control Evaluation****B-1. Function**

The function covered by this evaluation is the personnel accounting function of the HR Support System.

**B-2. Purpose**

The purpose of this evaluation is to assist commanders, units, S1s, and HR support offices in evaluating the key internal controls outlined. It is not intended to cover all controls.

**B-3. Instructions**

Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. The internal controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

**B-4. Test questions***a. Use of DA Form 647 and DA Form 647-1.*

(1) Has the commander established procedures for maintaining the DA Form 647 and DA Form 647-1 in a designated location for use during and after duty hours?

(2) Has the commander or designated representative posted the instructions on how to complete the DA Form 647 and DA Form 647-1 in the immediate vicinity of the DA Form 647 and DA Form 647-1?

(3) Is the S1 ensuring that all personnel arrivals and departures from the unit (both PCS and temporary duty) are being recorded on the DA Form 647 and DA Form 647-1?

(4) Has the commander designated an individual to monitor and close out the DA Form 647 and DA Form 647-1 by 2400 each day?

(5) Are the required eMILPO transactions (ARRs, DPRTs, and so forth) being submitted based on the data from the DA Form 647 and DA Form 647-1?

*b. Use of strength reports (AAA-162 and AAA-165).*

(1) Is the HR support office producing the AAA-162 each eMILPO cycle?

(2) Is the HR support office chief authenticating the original copy of the AAA-162 for historical purposes by preparing and signing a monthly memorandum addressed to the local RHA?

(3) Is the S1 reconciling the differences between the adjusted personnel files and reported strength in the accountable strength section of the AAA-162?

(4) Is the S1 taking action to correct discrepancies between personnel files and AAA-162 (that is, submission of ARR, DPRTs, and so forth)?

(5) Is HR support office producing the AAA-165 each eMILPO cycle?

(6) Is the S1 comparing the latest AAA-165 to the previous cycle's AAA-165 to ensure that all previous errors were resolved?

(7) Is the S1 carrying unresolved notices from the previous cycle's AAA-165 forward to the latest AAA-165?

(8) Are the appropriate eMILPO transactions being submitted by the S1 to resolve AAA-165 notices?

(9) Is the S1 annotating the latest AAA-165 with the actions taken?

*c. Use of the Personnel Asset Inventory and DA Form 3986.*

(1) Are PAIs (that is, a physical muster formation) being conducted in accordance with paragraph 5-7 of this regulation?

(2) Have commanders at all levels established procedures for conducting a command PAI and inspection to ensure that PAIs are properly accomplished?

(3) Is the PAS chief reporting recurring unit or installation strength variances (if 2 percent or more that cannot be resolved) to the appropriate commander?

(4) Is the commander investigating the causes of strength variances and ensuring the prevention of recurrences?

(5) Are eMILPO reports, the AAA-165 and the AAA-162 being used to support the PAI?

- (6) Is the S1 resolving items on the AAA-165 and AAA-162?
- (7) Is the S1 resolving duty or assignment status issues and submitting the appropriate eMILPO transactions?
- (8) Are items 1 through 10 and item 12 on the DA Form 3986 being completed by the S1?
- (9) Is the commander verifying the status of Soldiers not present at the PAI?
- (10) Is the commander completing items 11 through 14 on DA Form 3986 and signing in item 14?
- (11) Is the HR support office completing and signing section III of DA Form 3986?
- (12) Is DA Form 3986 being forwarded through the chain of command (as established by local SOP) for corrective action and final approval?

**B-5. Supersession**

This evaluation replaces the management control evaluation checklist previously published in AR 600-8-6, dated 24 September 1998.

**B-6. Comments**

Submit comments to Commander, U.S. Army Human Resources Command (AHRC-PDF-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400.

## **Glossary**

### **Section I Abbreviations**

**AC**

active component

**ACOM**

Army command

**AEA**

assignment eligibility and availability

**AOR**

area of responsibility

**ARIMS**

The Army Records Information Management System

**ARNG**

Army National Guard

**ASCC**

Army service component command

**AWOL**

absent without leave

**BDE**

brigade

**BN**

battalion

**CAR**

Chief, Army Reserve

**CCA**

confined in the hands of civil authority

**CG**

commanding general

**CONUS**

continental United States

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**DD**

Department of Defense

**DEROS**

date eligible for return from overseas

**DFR**

dropped from the rolls

**DFS**

dropped from the strength

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**DRU**

direct reporting unit

**DTAS**

Deployed Theater Accountability System

**eMILPO (system)**

electronic Military Personnel Office

**ESA**

expiration of service agreement

**ETS**

expiration term of service

**E-6**

staff sergeant

**HQDA**

Headquarters, Department of the Army

**HR**

human resources

**HRC**

Human Resources Command

**JAMMS**

Joint Asset Movement Management System

**MA**

mortuary affairs

**MIA**

missing in action

**MOS**

military occupational specialty

**MPC**

military personnel class

**MPD**

military personnel division

**MPSM**

military personnel strength manager

**MTOE**

modified table of organization and equipment

**NGB**

National Guard Bureau

**OCONUS**

outside the continental United States

**OPLAN**

operations plan

**PA**

personnel accountability

**PAI**

personnel asset inventory

**PAS**

personnel automation section

**PCF**

personnel control facility

**PCS**

permanent change of station

**PERSTAT**

personnel status

**PERSTEMPO**

personnel tempo

**POSN**

position number

**POW**

prisoner of war

**PPA**

personnel processing activity

**RC**

reserve component

**RCAS**

Reserve Component Automation System

**RLAS**

Regional Level Application Software

**RHA**

records holding area

**RMC**

return(ed) to military control

**RTD**

return(ed) to duty

**S1**

personnel

**S2**  
intelligence

**S3**  
operations

**S4**  
logistics

**SIDPERS**  
Standard Installation/Division Personnel System

**SOP**  
standard operating procedure

**SPOT**  
synchronized predeployment and operational tracker

**SSN**  
social security number

**TRADOC**  
Training and Doctrine Command

**TDA**  
table of distribution and allowances

**U.S.**  
United States

**UIC**  
unit identification code

**USAR**  
U.S. Army Reserve

**USC**  
United States Code

**USMA**  
United States Military Academy

**USR**  
unit status report

**WO**  
warrant officer

**WTU**  
Warrior Transition Unit

## **Section II**

### **Terms**

**assigned personnel**  
All personnel currently assigned on orders to the unit (duty status may vary).

**attached personnel**  
All personnel in the strength report of the gaining commander on attachment orders to the unit (attached personnel are fed; housed; armed; receive replacement; mail; and so forth by the gaining commander).

**SHELF**

A listing of all requirements by MOS and grade supporting a specified operation plan. It consists of two parts: fillers and replacements. Fillers are personnel required to bring a deployed unit up to its wartime required strength. The replacement portion is an estimate of personnel requirements (post-D-day) necessary to backfill units because of personnel losses (for example, killed in action, wounded in action, missing in action, and disease nonbattle injury).

**Section III****Special Abbreviations and Terms****ADM (transaction)**

administrative absence

**ADPAAS**

Army Disaster Personnel Accountability and Assessment System

**ARR (transaction code)**

arrival

**ASGD (transaction code)**

assigned

**ATC (transaction)**

attached

**AWC (transaction)**

absent without leave/confined by civil authorities

**AWL (transaction)**

absent without leave

**CAP**

captured

**CLV**

convalescent leave

**CMA**

confined in the hands of military authorities

**DCH**

discharged erroneously on active duty

**DECD (transaction)**

deceased

**DPRT (transaction)**

departed/departure

**DYST (transaction)**

duty status

**HOS (transaction)**

hospital (nonbattle related)

**HOW (transaction)**

hospital (battle related)

**INT**

interned

**IPAS**

installation personnel automation section

**KIA**

killed in action

**OLV**

ordinary leave

**PDG**

pending gain

**PDY (transaction)**

present for duty

**REL**

released

**RET**

retired

**RSG (transaction)**

reassigned

**SCA (transaction)**

sentenced by civil authorities

**SLV**

special leave

**SMA (transaction)**

sentenced by military authorities

**SND**

sick-not in the line of duty

**TDY**

temporary duty

**TFR**

interservice transfer

**TMA**

transfer to military academy

**TRA**

departed in transient failure to gain

**TRA (transaction)**

in transit

**TRO**

transfer out

**XLV**

excess leave



**UNCLASSIFIED**

**PIN 071719-000**