

Army Regulation 600–8–6

Personnel-General

Personnel Accounting and Strength Reporting

**Headquarters
Department of the Army
Washington, DC
27 June 2022**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600–8–6
Personnel Accounting and Strength Reporting

This major revision, dated 27 June 2022—

- o Updates principles of support; accountability and strength reporting resources; and accountability of Soldiers (paras 2–1, 2–5, 2–21).
- o Adds reporting accessions to the Regular Army (para 2–23).
- o Adds collecting and reporting Soldiers on personnel status reports (para 3–2).
- o Updates duty status codes and removes transaction change number (table 3–1).
- o Updates personnel accounting (para 4–3).
- o Changes “AAA–161, Human Resources Authorization Report” to “Human Resources Authorization Report” (throughout).

Effective 27 July 2022


Personnel-General

Personnel Accounting and Strength Reporting

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve (when in Active Federal Service), 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 requirements.

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 appendix 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–ZA), 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, Kentucky 40122–5400.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Summary. This regulation implements applicable parts of Title 10, United States Code, DoDI 1120.11, and DoDI 1336.07. It 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 DA Form 3986 (Personnel Asset Inventory).

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Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation prescribes the policies for the personnel accounting and strength reporting (PASR) 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 and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

See section II of this chapter.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Section II

Responsibilities

1–6. Chief, National Guard Bureau

The CNGB will—

- a.* Recommend to the Deputy Chief of Staff, G–1 (DCS, G–1), any Army National Guard (ARNG) policy changes regarding PASR functions, to include mobilization.
- b.* 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.

1–7. Deputy Chief of Staff, G–1

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—

- a.* Assist in developing standards, policies, capability goals, procedures, and provide management oversight of PASR functions for all personnel status (PERSTAT) categories to meet statutory and policy PASR requirements.
- b.* Synchronize policy objectives, available resources, requirements, and capabilities to inform technology enabler development and oversee short-term manual work around efforts to achieve the requirements of this policy, without interruption.
- c.* Oversee functional PASR business processes necessary to achieve the requirements of this regulation.
- d.* Develop personnel accounting (PA) information capture, validation and reporting systems and field-user tool requirements and provide functional support and guidance that capture, send and receive personnel strength accounting and reporting information necessary to achieve Total Army PASR requirements. Oversee and provide guidance and functional support to the development of future systems software that enables accountability from the point of entry to the government to separation, the Accessions Information Environment system, and current legacy systems that provide end-to-end PASR capabilities.

- e.* 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.
- f.* Define business process procedures, priorities of work and actions necessary to ensure timely identification and correction of PA data accuracy problems.

1–8. 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.

1–9. Chief, Army Reserve

The CAR will—

- a.* Recommend to the DCS, G–1 any U.S. Army Reserve (USAR) policy changes regarding the PASR functions, to include mobilization.
- b.* Assist in developing 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 USAR Soldiers are ordered to active duty.

1–10. Commanding Generals of Army commands, Army service component commands, and direct reporting units

CGs of ACOMs, ASCCs, and DRUs will monitor the PA and strength function to ensure Army units comply with policies and tasks mandated by this regulation.

1–11. Commanding General, U.S. Army Materiel Command

The CG, U.S. Army Installation Management Command, through the CG, AMC, will manage PASR policies and procedures at all Army garrisons, in concert with the units located in the garrison area.

Chapter 2 Overview

Section I

Principles and Standards

2–1. Principles of support

- a. Concept.* PASR begins with identity validation in recruiting and correct capture of PASR data at point of commitment to the government. PASR requires engaged leaders at the points of commitment to the government, onboarding, transition, and separation, to oversee internal controls to validate, capture, resource, inspect, comply, protect, transmit and receive required PASR and identity data, authoritative documents and report the correct PASR.
- b. Information technology.* Information Technology is critical to the ability of the Army to improve PASR. Commanders must ensure mission support to the Army efforts for PASR functionality, system efficiencies, protection of data, and compliance. Evolving technology is not a replacement for correct and accurate PASR, regardless of technologically enabled collecting and reporting. Internal controls and oversight efforts must be in place to ensure correct and accurate PASR during these technological transitional periods, and could temporarily cause reliance on manual intervention.
- c. Data accuracy.* Data accuracy is achieved when required data is resident in the system of record and is correct. Correct data is achieved when data in the system of record matches the data on the authoritative document in the Army Military Human Resource Record (AMHRR) when a required document correlates with the entered data, when data is timely entered, and when the data in the system of record was entered in accordance with statutory or policy data standards. Data accuracy requires government employee validation of the process and/or input of personnel identity data, PERSTAT, and any change in PERSTAT information. It requires DCS, G–1 and commander oversight of the business processes, internal controls and technological capability of the capture, validation, and programming to send and receive data between systems to the system of record from an individual’s commitment to the government until separation from the government. Data accuracy requires The Adjutant General Directorate (TAGD) functional oversight and oversight of the data quality standards. The primary authoritative document for correct Soldier status is

normally an order. Correct data regarding new Soldier PERSTAT is also found in the enlistment and appointment documents reflected in AR 600–8–104.

d. Data reconciliation. Data must be reconciled to ensure consistency between PA enabling systems and other command databases at all levels. HR professionals must reconcile data and must use approved Army accountability systems at all times. The Army does not recognize ad hoc systems or locally created databases as authoritative sources. The electronic Military Personnel Office (eMILPO) is the only approved system to account for all Regular Army (RA) and reserve component (RC) mobilized Soldiers on active duty tour for 30 days or more within the Army. 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 PA must be maintained in all PA enabling systems during peacetime and military operations. Recruiting and accession commanders must oversee the processes to ensure that on the day a Soldier has made a commitment to the government or is separated from the government the appropriate PERSTAT is timely reflected in the system of record. New Soldier strength generated by actions in Recruiting and Accessions significantly impact the end strength, PA and strength reporting of the Army. Although most new Soldier PERSTAT information will fall into the trainees, transients, holdees and students reporting categories, some may not, and all require 100 percent PA from point of commitment until separation, by the commander to whom the Soldier is aligned. Recruiting and accession commanders must reconcile data sent to any human resource system of record with data received by the human resource system of record at key points in the recruiting timeline and at least quarterly and at the end of the fiscal year. They should also reconcile data when a key graduation generates new PERSTAT and when the data does not reflect the actual intended PERSTAT of the new Soldier.

e. Timely data input. Timely initiating of new Soldier data, updating of changed data and sending and receiving of personnel strength and identity data is key to ensuring data accuracy in PASR of enabling systems. HR professionals must use approved Army accountability systems at all times. The eMILPO is the only approved system to account for all RA and RC mobilized Soldiers on active duty tour for 30 days or more in the Army. Recruiting and accessions commanders will use approved Army systems to capture, validate, send and receive personnel identity and PA data to the human resource system of record. Where ad hoc work around email, spreadsheets or locally procured databases are discovered, immediate measures should be taken to repair data that does not match the authoritative documents. Additionally, where the data reaching the approved Army system is not matching the authoritative documents in the AMHRR, HR professionals must coordinate with commanders and their supporting G6 to achieve accurate and timely reporting in accordance with this regulation.

2–2. Standards of service

a. Soldier accountability is the responsibility of commanders at all echelons during peacetime, mobilization, combat, and other types of deployments. Commanders and staffs will ensure 100 percent PA of all personnel for the duration of their military service. 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. Commanders and staffs will coordinate with the CG, AMC and gaining units to ensure minimum onboarding activity is accomplished upon physical arrival. The mission of PA systems is to provide PA through reporting strength-related information. PA 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 PA 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) Commanders and staffs will ensure report dates to active duty for the first time and verbiage on orders are synchronized with the process to arrive personnel in the HR data warehouse. Commanders and staffs will ensure PA authoritative documents are submitted to the AMHRR upon capture and validation by a government employee. PA is the recording and visibility of by-name management of the location and duty status of all personnel assigned or attached to a unit. It includes accounting for the movement of Soldiers, military members of other Services, DoD, and Department of the Army (DA) Civilians, and contractors authorized to accompany the force (CAAF) when they arrive, depart, change duty location, change duty status, change assignment eligibility and availability (AEA), or change grade. Timeliness and accuracy of the PA 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 PA 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. Unit commanders will account for Soldiers from their initial arrival date or specified reporting date in orders, to on order date to new gaining command, absent without leave (AWOL), date dropped from rolls (DFR), date dropped from strength (DFS), date of separation, or death date. When a Soldier fails to report to a permanent or temporary duty (TDY) unit of assignment on the ordered report date, the commander of the gaining unit is responsible for reporting the Soldier AWOL. Proper accountability at all times is essential to facilitating accurate PERSTAT reporting. Commanders 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 the Joint Personnel Accountability Reconciliation and Reporting (JPARR) System in accordance with Joint Publication 1-0, for processing to Defense Manpower Data Center.

Section II

Manpower

2-3. Manpower resources

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

2-4. Operating tasks and functions

PASR 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 PASR tasks and functions are noted in table 2-1.

Table 2-1
Personnel accounting and strength reporting

| Function/Task | Responsible Agency Battalion | Brigade | Division | Corps | ACOM, ASCC, and 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

S1 = adjutant

S1/PA = personnel/personnel accounting

S3 = operations

S4 = logistics

Section III

Accountability and Strength Reporting Resources

2-5. 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/USAR 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), and to track personnel tempo (PERSTEMPO). ARNG HR professionals also use eMILPO to track Soldier Deployability. In a deployed environment, ARNG Soldiers managing or being managed by Regular Army counterparts 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.

2-6. 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 PA data for active duty personnel (including mobilized RC Soldiers); Joint Servicemembers, DoD Civilians, and contractors using standardized software in accordance with AR 25-22.

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).

2-7. 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.

2-8. 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 issued 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 provides the readiness status reporting and force registration capabilities necessary to support the ongoing evolution of Sustainment Readiness concepts and processes for manning, equipping, and training, and the reporting of the progressive readiness of Army forces for full spectrum operations.

2-9. 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 RA and RC personnel, as well as 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, Deoxyribonucleic acid (DNA), human immunodeficiency virus, and dental status, among other data elements.

2-10. Force Management Systems website

The Force Management Systems website 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.

2-11. Common Operating Picture Synchronizer

a. The Common Operating Picture Synchronizer is a tool designed to give HRC, ASCC, DRU, 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.

2-12. 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. Pursuant to the terms and conditions of the applicable contract or agreement, contractor companies maintain by-name accountability within SPOT while government representatives use SPOT for oversight of the contractors they deploy.

2-13. 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 to SPOT information captured by JAMMS.

2-14. 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 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 PA and assessment information during 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.

2-15. Reserve Component Automation Systems

Reserve Component Automation Systems (RCASs) 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.

2-16. 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 three modules: personnel, finance, and RLAS support. RLAS interfaces with the standard Army financial system for processing financial 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 Readiness Divisions 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. RLAS can only be accessed in theater by means of the Citrix mainframe application to gain access to the Army Reserve Network.

2–17. 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, WOs, 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 each State's Military Pay Branch and the Retirement Points Accounting Management System. In addition, SIDPERS generates outputs for external interfaces and data transfers.

2–18. Reserve Component Manpower System-Reserve

The Vacancy Entry Portal houses a suite of products to support Army Reserve G–1 strength readiness, strength management, Soldier services missions and Army Reserve G–8 budget reporting requirements. Reserve Component Manpower System (RCMS) provides automation support for Automated Vacancy Entry, Command List Integration, Permanent Promotion Recommended List (PPRL), and Command Slating. RCMS also provides Business Intelligence support through various modules, including the Commander's Strength Management Module that allows leadership to determine personnel, medical, and financial-related issues and develop plans to address issues. Other features available in the system include: the ability for Soldiers of selected Reserve Units to manage their Automated Record Brief & Board Brief; the ability to manage and track Personnel Actions; the ability for 79V users to manage retention; and the ability for leaders to develop financial reports for Soldier participation, funding and Management Decision Evaluation Package management.

Section IV

Policies

2–19. 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 RA 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.
- e.* HR professionals must use approved Army accountability systems at all times. The Army does not recognize ad hoc systems or locally created databases as authoritative sources.

2–20. Electronic Military Personnel Office accountability

a. The eMILPO is the only approved system to account for all RA and RC mobilized Soldiers on active duty tour for 30 days or more within the Army. All Soldiers (RA 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 4–3). Soldiers are reported as attached, in accordance with their orders, when performing the following TDY or training in a TDY 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 readiness activity 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 the RA, when ordered to active duty for the following reasons:

(a) Initial active duty for training, one station unit training (OSUT) and Split Option.

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

- (c) Active Duty for Operational Support for 30 days or more.
- (d) Active Guard Reserve Program (10 USC).
- (e) Called or ordered to active duty for 30 days or more and federalized in execution of a civil disturbance operations plan 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.

2-21. Accountability of Soldiers

- a. Unit commanders 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, or the date of death. Unit commanders account for Soldiers being assigned to a transition center for transition processing (separation, transfer, discharge, retirement, or release from active duty) until the reporting date specified in transition orders. For Soldiers who will transition from the Regular Army 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 commander will not submit an eMILPO departure transaction transferring accountability to the transition center until the day before the Soldier transitions from the Regular Army. This process must be followed even if the Soldier departed on permissive TDY, excess leave, or ordinary 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 4-9 of this regulation).
- e. Transition center personnel 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 the Regular Army.

2-22. 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.

2-23. Reporting accessions to the Regular Army

- a. Accessions officially increase the overall strength of the Regular Army and will be reported on the actual date of the accession. In accordance with DoDI 1304.32, the military services will report recruiting and retention data monthly. Reports are due no later than 2 duty days prior to the 10th calendar day of each month.
- b. Accessions for commissioned and WOs entering the Regular Army (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 or Total Officer Management Information System (TOPMIS)/Personnel Network (PERNET) by the Commander, U.S. Army Human Resources Command (AHRC-OPM-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400. 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.
- c. The start of an accountability record for a newly accessed (initial entry) officer begins on the actual date that the officer physically arrives to an authorized UIC. Automated processes to arrive an individual into the RA or RC is not authorized. Assignment to a derivative UIC is unauthorized to a newly accessed (initial entry) officer. Recruiting and accessions commanders will coordinate to synchronize identity validation, authoritative document and PASR system processes to achieve the ability to report new and changed accessions correctly on the date upon which they occur.
- d. HR professionals will arrive individuals into an authorized UIC after visual or physical verification of arrival or failure to arrival to the unit on the date specified by the orders.
- e. Newly accessed (initial entry) officers' first assignment to an authorized Army UIC will occur when they are assigned to the Individual Ready Reserve (IRR), or a RA, ARNG or USAR unit.

f. The orders are the source document authorizing arrival to active duty. The orders must reflect the actual report date. Newly accessed (initial entry) officers' orders will not state early report authorized. This rule also applies to returning military members. The HR professional entering the arrival date must verify the transaction occurs during the same month of the same fiscal year.

g. Regular Army or RC personnel must report before or after a Federal holiday.

h. Adjustments to the arrival date of an individual will be in the form of an approved amended order.

i. The effective date for entry into the Army enterprise database is the actual arrival date. Approval from Army Human Resource Center is required prior to authorizing the commissioning of IRR personnel, and before entering the officer's information into the Army enterprise database.

j. USMA, Reserve Officer's Training Corps (ROTC), U.S. Army Recruiting Command (USAREC), and all special branch program managers must coordinate the cadets/applicants' arrival, departure and discharge date with the appropriate path of accessions program established by the commander, HRC.

k. USAR Troop Program Unit (TPU) report dates must reflect the date of the arrival transaction for the new member.

l. 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 nonfulfillment of enlistment commitment.

(7) RC or retirees called to active duty in support of a contingency operation or any phase of mobilization.

m. 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.

2-24. 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).

2-25. 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 within eMILPO main menu, View Only Section-R Reports menu at the S1, MPD, or DCS, G-1 level.

2-26. Reporting separations

a. A military personnel strength manager (MPSM) will be appointed (in writing) by the following commanders:

(1) Senior commanders, and commanders of divisions and activities maintaining a personnel readiness activity.

(2) Senior commanders, and commanders of 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.

Chapter 3

Managing Electronic Military Personnel Office Personnel Accounting Transactions

3–1. Overview

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

3–2. Collecting and reporting Soldier accountability on personnel status reports

Accurate PA improves accuracy of operational readiness reporting. PERSTAT reports are required to document and support duty status reporting as follows:

- a.* Unit commanders will use the PERSTAT report for reporting daily accountability to their S1 or supporting Human Resource office.
- b.* Commanders and Battalion S1s must ensure PERSTAT report is accurate and use it to report the duty status for their Soldiers. Failure to document any duty status and to retain supporting documents could affect the validity of a Soldier's leave entitlement. In turn, this affects accuracy of Army financial statements, creating a false view of company-level readiness, and putting into question data in readiness reports used for operational decisions.
- c.* The S1 or authorized official will update eMILPO using the duty status module.
- d.* A copy of the daily PERSTAT report must accompany any DA Form 31 (Request and Authority for Leave) submitted to the S1.
- e.* Information recorded on the DA Form 4179 (Leave Control Log) must match information recorded in the daily PERSTAT report.
- f.* Unit commanders are responsible for reconciling the Unit Commander's Finance Report (UCFR) with previously submitted PERSTAT reports.
- g.* The S1 must reconcile any differences between previously submitted PERSTAT reports, the DA Form 4179, and the UCFR during the unit's reconciliation process.
- h.* Both the unit commander and the battalion S1 must retain copies of the PERSTAT reports for 1 year after the end of the fiscal year.

3–3. 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. Duty status changes for departure on and return from leave, convalescent leave (CLV), permissive TDY, administrative absences (ADMs) and TDY is mandatory. (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, DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel), and DA Form 4187 (Personnel Action)).
- b.* Table 3–1 lists and defines the duty status codes.
 - (1) Duty status changes for departure on and return from leave are mandatory.
 - (2) Duty status changes for departure on and return from TDY for periods of less than 30 days are optional if the TDY is required in performance of normal duties. Duty status changes are required for other periods of TDY.
 - (3) Duty status changes for departure on and return from CLV is required.

3–4. 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 TDY, which are supported by DA Form 31 and TDY 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 commander. The unit of attachment commander will prepare and forward a DA Form 4187 to the Soldier's parent unit commander to document the eMILPO transaction.

3–5. Reconciling DA Form 647 and DA Form 647–1

- a.* DA Form 647 (Personnel Register) and DA Form 647–1 (Personnel Register) 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 3-1
Duty status codes¹

| Rule | Code | Description/Definition | Identifies |
|------|------|--|--|
| 1. | ADM | Administrative absence Awaiting disposition | Soldiers on ADM or permissive TDY. Soldiers who are attached and their records remain in their organization of assignment will not be reflected in this status. Soldiers who are attached awaiting disposition includes personnel who have been DFR. |
| 2. | AWC | Absent without leave/confined by civil authorities | Soldiers who are determined to be AWOL and confined by civil authorities. |
| 3. | AWL | Absent without leave | Soldiers who are absent from a place of duty without permission or authorization for more than 24 hours. |
| 4. | CAP | Captured | Soldiers captured by enemy forces. Casualty and Mortuary Affairs Division (CMAOD) Only authorized to use. |
| 5. | CCA | Confined in the hands of civil authorities | Soldiers who are determined not AWOL but who are arrested and confined by civil authorities. |
| 6. | CLV | Convalescent leave | Soldiers on an authorized period of convalescent absence from duties. |
| 7. | CMA | Confined in the hands of military authorities | Soldiers apprehended or confined by military authorities. |
| 8. | HOS | Hospital | Soldiers admitted to the hospital but not reassigned, who are wounded, sick, or injured, nonbattle-incurred. |
| 9. | HOW | Hospital | Soldiers admitted to the hospital but not reassigned, who are wounded, sick or injured, battle-incurred. |
| 10. | INT | Interned | Soldiers who are being detained by foreign power, not at war with the United States. (CMAOD) Only authorized to use. |

Table 3–1
Duty status codes1—Continued

| Rule | Code | Description/Definition | Identifies |
|------|------|--|--|
| 11. | 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. (CMAOD) Only authorized to use. |
| 12. | MIS | Missing | Soldier whose whereabouts and status are unknown, provided the absence appears to be involuntary. The type casualty code can be either hostile or non-hostile (CMAOD) Only authorized to use. |
| 13. | OLV | Ordinary Leave | Soldiers on an approved authorized period of absence from assigned duties |
| 14. | PDY | Present for duty | Soldiers who are present for performance of normal duty, arrest in quarters, or sick in quarters. |
| 15. | 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. |
| 16. | SMA | Sentenced by military authorities. | Soldiers sentenced by a military court to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge. |
| 17. | 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. |
| 18. | TDY | Temporary duty | Soldiers who are present for duty at another organization or location other than their parent organization or station. |
| 19. | TRA | Departed in transient Failure to gain | Soldiers reassigned to a gaining UIC that is serviced by the same HR support office or personnel readiness activity as the losing unit and Soldiers reported failure to gain. (Record status code equals B or C, depending on prior servicing personnel readiness activity.) |
| 20. | XLV | Excess leave | Soldiers on authorized excess leave. |

Note. See glossary for explanation of abbreviations and acronyms.

Chapter 4

Personnel Accounting

4–1. 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 RA 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, TDY en route, and leave en route. Transient time does not include TDY 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 Soldier recovery unit (SRU) 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 4–12 and 4–13).

(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 TDY school course en route to a permanent duty station.

(5) *Cadets.* Students attending USMA or ROTC.

c. Soldiers who are not available to perform duties but whose availability for duty is controlled by unit, installation, or senior commanders, will not be counted in the individual strength accounts. This includes Soldiers on sick call; on short-term hospitalization or on convalescent leave; on leave, pass, or permissive TDY from unit; or attending a local or TDY 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. These Soldiers fall into the following two accounting categories:

(1) *Drop from the rolls.* These Soldiers are DFR and do not remain a member of the reporting unit (see para 4–12).

(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 a 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 4–13).

4–2. Reporting systems

a. The primary system for providing PA 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. For those personnel that failed to arrive, the HR professional must verify with the MPD to initiate failure to arrive.

d. The HR professional will report the number of new officers with orders directing arrival to active duty by month and fiscal year, the number arriving and the number that require action because they did not arrive.

4–3. Reporting assigned or attached Soldiers

a. Commander, USAREC, will use appropriate accessioning systems to communicate the shipping of new Soldiers to be received by the Commander, Reception Battalion.

b. Commander, USAREC, will oversee internal controls to ensure a Government Employee validates that a new Soldier shipped to the gaining battalion.

c. 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.

d. Soldiers will not be assigned or attached without orders or authorization from appropriate authorities.

e. 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.

f. Soldiers failing to arrive on or before the specified reporting date in orders will be attached to the gaining unit (see para 5–4).

g. Gains (assigned or attached) reported in error will be corrected according to paragraph 4–7.

h. Intact unit transfers will be processed according to the eMILPO Field User's Guide.

i. The HR professional will report the number of new officers with orders directing arrival to active duty by month and fiscal year. The number arriving and the number that require action because they did not arrive.

j. The PARA/LIN is a sub-element of the MTOE/TDA. The HR professionals will use the PARA/LIN to assign Soldiers to duty positions.

4–4. Reporting failure to gains

a. RA Soldiers are considered failure to gain—

(1) When Soldiers fail to report to a gaining permanent or TDY 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 30th 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. (See AR 630–10 regarding mandatorily and voluntarily ordered to active duty or active duty training.

(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 commander of 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 commander of 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 RA Soldiers.

(b) Losing unit.

(c) Losing unit of attachment, if TDY 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.

4–5. 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.

4–6. Reporting a change to the unit or position number within that unit for a pending gain

a. Table 4–1 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 (HRAR).

**Table 4–1
Human Resources Authorization Report codes for Soldiers not occupying an authorized duty position**

| Rule | See note | 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 TDY), 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 TDY 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. |

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

4–7. 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.

4–8. Reporting reassignment losses

- a. The commander of 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 SRU when hospitalization exceeds, or is expected to exceed, 90 days.
- d. Assignment to a SRU 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 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 4–11 of this regulation.

4–9. Reporting the transfer, separation, discharge, or retirement of a Soldier from the Regular Army

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. Transition center personnel 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 and AR 600–8–11).

(1) For continental United States-based Soldiers, the reporting date to the transition center will be the effective date of separation or retirement minus any transition leave, excess leave, and transition permissive TDY authorized between installation final out and the effective date of separation or retirement. All transition leave, excess leave, or transition permissive TDY will end 1 day before the effective date of separation or retirement.

(2) For outside the continental United States-based (OCONUS-based) Soldiers returning to continental United States (CONUS) for transition, the reporting date to the transition center will be the port-call date, plus normal travel time to the gaining CONUS transition center. Soldier completes final out processing except for issuance of DD Form 214 (Certificate of Uniformed Service) and final out with finance at last unit of assignment and last permanent duty

station before departing to the CONUS transition center. Travel must be closely coordinated to ensure there are no more than 2 or 3 duty days at CONUS transition center before Soldier begins transition leave and/or transition permissive TDY.

(3) For OCONUS-based Soldiers transitioning in the overseas area, the reporting date will be established as stated in paragraph 4-9a(1).

b. For Soldiers being transferred, separated, discharged, or retired at other than a transition center, the Soldiers will be recorded as departure in eMILPO to the MPD that will process the Soldier for transition. The MPD will 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. 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. 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.

4-10. 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 1 transactions. Only Casualty Mortuary Affairs Operations Directorate 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 638-8 and DA Pam 638-8 provide 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 Directorate can submit the DECD transaction.

4-11. 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.

4-12. 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 31st 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 31st 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 31st 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 7th day following their failure to report for active duty processing (see AR 630–10 and para 4–5 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.

4–13. 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 or 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 (CCAs) 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 be prepared (see documents noted in para 4–12).

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

e. 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.

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

g. 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 transactions are not required to report these reassignments.

4–14. 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 4–11 of this regulation.

4-15. 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.

4-16. Reporting the accountable or attached strength of a unit

a. The local HR office personnel will use the AAA-162 to report accountable or attached strength.

b. The local HR office personnel will reconcile the AAA-162 daily, accounting for all personnel moves that resulted in gains, losses, or attachments or release from attachments.

4-17. 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 3-1.

4-18. Processing the Human Resources Authorization Report

The HRAR is a tool to monitor unit strength levels to meet utilization requirements. The S1 will produce the report twice a month, on the 1st and 15th (or the first following working day if the 1st and 15th fall on a weekend or holiday); the S1 will make any changes in eMILPO before sending the HRAR 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. Unit commanders 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 HRAR.

c. Soldiers should be assigned to a position on the HRAR 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 HRAR 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 HRAR will be retained and handled as "sensitive but unclassified" until a new report is produced.

Chapter 5 Strength Reports

5-1. Overview

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

5-2. 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 personnel 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.

5–3. 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 unit status report (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 15th of each month.
 - (3) Ensure the strength reported on USRs match the AAA–162.
- c.* Regardless of the operating environment, the HR support office personnel 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 installation PAS 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.
- f.* Use the AAA–162 for personnel asset inventory (PAI) for changes of command; prior to a unit move, inactivation, resignation, or demobilization.
- g.* The end-of-month AAA–162 will be filed in accordance with the 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.

5–4. 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 personnel 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 5–1.

Table 5–1
Processing the AAA–165

| Type rule notice | Soldier’s status | Determine the following | eMILPO-related actions ¹ |
|---|--|---|-------------------------------------|
| 1. Failure to gain (expired report date). | ASGD—Arrived on or before report date specified in orders. | If an eMILPO arrival (ARR) transaction was not submitted. | Submit an ARR transaction. |

**Table 5-1
Processing the AAA-165—Continued**

| Type rule notice | Soldier's status | Determine the following | eMILPO-related actions ¹ |
|---|--|---|--|
| 2. Failure to gain (expired report date). | ASGD—Arrived after report date specified in orders. | <p>If orders were amended or if Soldier was AWOL prior to ARR.</p> <p>If one of the following eMILPO transactions was submitted: ARR, attached (ATC), duty status (DYST).</p> | <p>Submit an ARR when orders were amended or the Soldier was determined not to be AWOL.</p> <p>Submit the following transaction when the Soldier is determined to have been AWOL:</p> <p>DYST—(in transit (TRA) to absent without leave (AWL)/absent without leave/confined by civil authorities (AWC)) DYST - AWL/AWC to appropriate DYST).</p> |
| 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 and eMILPO ATC transaction was previously submitted. | <p>If orders have not been revoked or amended, submit and ATC.</p> <p>Request the losing unit submit a "revocation of DPR" if the Soldier's orders have been revoked.</p> |
| 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 departed/departure (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. | <p>If Soldier's duty status has been confirmed.</p> <p>If reassignment orders have been revoked.</p> | <p>Submit a DYST transaction using the appropriate duty status code when the Soldier's status is confirmed.</p> <p>Submit a release from ATC transaction when orders have been revoked.</p> |
| 8. ATC over 10 days. | Physically arrived. | If any eMILPO change was submitted after the Soldier was reported as failure to gain. | <p>Submit either—</p> <p>ARR transaction when no transaction was submitted after the initial ATC transaction.</p> <p>DYST transaction when another initial ATC transaction.</p> <p>DYST was submitted after the initial ATC transaction.</p> |
| 9. AWOL over 25 days. | AWOL. | That the Soldier remains AWOL. | <p>If still AWOL, ensure action is suspended for future DFR action.</p> <p>If Soldier remains AWOL over 30 days, submit a DFR transaction.</p> |

Table 5-1
Processing the AAA-165—Continued

| Type rule notice | Soldier's status | Determine the following | eMILPO-related actions ¹ |
|---------------------------------|--------------------|---|---|
| 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. |

Note. Submit eMILPO transaction only when transaction noted under "eMILPO-related actions" have not been previously submitted.

Chapter 6

Conducting a Personnel Asset Inventory

6-1. 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.

6-2. Personnel asset inventory objective

The objective of the PAI is to maintain timely, error-free PA, 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.

6-3. 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.

6-4. Accountable strength

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

6-5. Reported strength

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

6-6. 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.

6-7. 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 in both eMILPO and Total Army Personnel Database (TAPDB).

(b) If the commander is lost due to death, extended hospitalization (60 days or more), 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 (Personnel Asset Inventory) 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 commander 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) Unit commanders 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 senior commander, division commander, or activity commander who provides eMILPO support will be the final PAI approval authority. Commanders of 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 PA 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, 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, ADM, 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. File the DA Form 3986 and supporting documentation according to ARIMS, AR 25-400-2.

Chapter 7

Personnel Tempo

7-1. Personnel Tempo

PERSTEMPO is a congressionally mandated program directed by the Office of the Secretary of Defense. (See DoDI 1336.07 Reporting of Personnel Tempo (PERSTEMPO) Events.) 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 active component (AC) strength who are participating in or associated with a PERSTEMPO event or activity. (See table 7-1 for PERSTEMPO event types.)
- b. All ARNG and USAR Soldiers counted and reported as part of official RC strength who are participating in or associated with a PERSTEMPO event or activity. (See table 7-1 for PERSTEMPO event types.)
- c. All retired personnel who have been ordered to active duty and are participating in a PERSTEMPO event. (See table 7-1 for PERSTEMPO event types.)

7-2. 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 which 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 7-1, 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.

7-3. 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 fields 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) 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.

7-4. 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.
- (5) Home Station Training/Local Operating Area of a Ship Vessel.

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) Muster Duty (if away from permanent training site).
- (7) 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.

Table 7-1
Personnel Tempo event types

| PERSTEMPO | Event category | Event purpose |
|------------|---------------------------|---|
| Deployment | Operations (includes TDY) | Contingency operations National emergency War Counter-drug law enforcement operations U.S. domestic civil humanitarian assistance Peacekeeping Surveillance Forward presence |

**Table 7-1
Personnel Tempo event types—Continued**

| | | |
|----------------|--|--|
| | | 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) | |

7-5. 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.

7-6. 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.

7-7. 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.

7-8. 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 personnel 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 commander will immediately send the verified and signed report to the gaining unit commander.
- d. S2/S3 will file the authenticated PERSTEMPO out-processing report in the Soldiers training folder.

7-9. Process out-processing report

- a. The Soldier's HR support office personnel 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.
- c. Any errors or discrepancies in the Soldier's PERSTEMPO record will be corrected by the Soldier's HR support office personnel during out-processing.
- d. 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.

7-10. Threshold management

- a. High-deployment threshold.
 - (1) The 1-year high-deployment threshold is 220 days deployed in the preceding 365 days.
 - (2) The 2-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.

7-11. 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 <https://armypubs.army.mil>.

AR 600–8

Military Human Resources Management (Cited in para 1–1.)

AR 600–8–10

Leaves and Passes (Cited in para 3–4c.)

AR 600–8–105

Military Orders (Cited in para 2–21d.)

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in para 4–4b(1).)

eMILPO

Field User’s Guide (Cited in para 2–1d.) (Available to authorized eMILPO users.)

10 USC

Armed Forces (Cited on title page.) (Available at <https://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 <https://armypubs.army.mil/>. Department of Defense instructions are available at <https://www.esd.whs.mil/dd/>.

AR 11–2

Managers’ Internal Control Program

AR 25–22

The Army Privacy Program

AR 25–30

Army Publishing Program

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 380–5

Army Information Security Program

AR 570–4

Manpower Management

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 Readiness 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 635–200

Active Duty Enlisted Administrative Separations

AR 715–9

Operational Contract Support Planning and Management

DA Pam 611–21

Military Occupational Classification and Structure

DoD 7000.14–R

Department of Defense Financial Management Regulations (FMRS)

DoDI 1120.11

Programming and Accounting for Active Component (AC) Military Manpower

DoDI 1215.06

Uniform Reserve, Training, and Retirement Categories for the Reserve Components

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

Joint Publication 1–0

Joint Personnel Support (Available at <https://www.jcs.mil/Doctrine/Joint-Doctrine-Pubs/1–0-Personnel-Series/>.)

JTR

Joint Travel Regulations

10 USC Chapter 15

Military Support for Civilian Law Enforcement Agencies (Available at <https://uscode.house.gov/>.)

Section III

Prescribed Forms

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

DA Form 647

Personnel Register (Prescribed in para 3–5a.)

DA Form 647–1

Personnel Register (Prescribed in para 3–5a.)

DA Form 3986

Personnel Asset Inventory (Prescribed in para 6–7c.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD web site (<https://www.armypubs.army.mil>); DD forms are available on the Executive Services Directorate (ESD) web site (<https://www.esd.whs.mil/directives/forms/>).

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 4179

Leave Control Log

DA Form 4187

Personnel Action

DD Form 93

Record of Emergency Data

DD Form 214

Certificate of Uniformed Service

DD Form 458

Charge Sheet

DD Form 553

Deserter/Absentee Wanted By the Armed Forces

DD Form 1610

Request and Authorization for TDY Travel of DoD Personnel

SGLV Form 8286

Servicemembers' Group Life Election and Certificate (Available at <https://www.benefits.va.gov/insurance/>.)

Appendix B

Internal Control Evaluation

B-1. Function

The function covered by this evaluation is the PA 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 5 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 TDY) 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 6-7 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 1 April 2015.

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

AAA-162

Unit Personnel Accountability Report

AAA-165

Unit Personnel Accountability Notices Report

AC

active component

ACOM

Army command

AEA

assignment eligibility and availability

AOR

area of responsibility

ARIMS

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

CNGB

Chief, National Guard Bureau

CONUS

continental United States

DA

Department of the Army

DCS

Deputy Chief of Staff

DEROS

date eligible for return from overseas

DFR

dropped from the rolls

DFS
dropped from the strength

DNA
Deoxyribonucleic acid

DoD
Department of Defense

DoDI
Department of Defense instruction

DRU
direct reporting unit

DTAS
Deployed Theater Accountability System

E-6
staff sergeant

eMILPO (system)
electronic Military Personnel Office

ESA
expiration of service agreement

ETS
expiration term of service

HQDA
Headquarters, Department of the Army

HR
human resources

HRC
U.S. Army 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

OCONUS-based
outside the continental United States-based

PA
personnel accounting

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

RA
Regular Army

RC
reserve component

RCAS
Reserve Component Automation System

RHA
records holding area

RLAS
Regional Level Application Software

RMC
return(ed) to military control

ROTC
Reserve Officers' Training Corps

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

SRU

Soldier recovery unit

SSN

social security number

TDA

tables of distribution and allowances

TRADOC

U.S. Army Training and Doctrine Command

U.S.

United States

UIC

unit identification code

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USC

United States Code

USMA

United States Military Academy

USR

unit status report

WO

warrant officer

XLV

excess leave

Section II**Terms****Accessed personnel**

The initial arrival of a person into the Army Enterprise Database (in any military status) for the first time as an authorized military member. It also applies to arriving the same person for the first time to the active duty list or a troop program unit. It also applies to arriving a former enlisted member (either traditional enlisted rank or contracted cadet or contracted applicant) to Regular Army or reserve duty as an officer or warrant officer for the first time.

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).

Double-Slotted

Multiple personnel assigned to one authorized position.

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

AMHRR

Army Military Human Resource Record

AR

Army Regulation

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

CAAF

contractors authorized to accompany the force

CAP

captured

CLV

convalescent leave

CMA

confined in the hands of military authorities

CMAOD

Casualty and Mortuary Affairs Division

DPRT (transaction)

departed/departure

DYST (transaction)

duty status

HOS (transaction)

hospital (nonbattle related)

HOW (transaction)

hospital (battle related)

HRAR

human resources authorization report

INT

Interned

IRR

individual ready reserve

JPARR

Joint Personnel Accountability Reconciliation and Reporting

MIS

missing

OLV

ordinary leave

OSUT

one station unit training

PASR

personnel accounting and strength reporting

PDY (transaction)

present for duty

PERNET

Personnel Network

PPRL

permanent promotion recommended list

RCMS

Reserve Component Manpower System

RRS–A

records retention schedule-Army

SCA (transaction)

sentenced by civil authorities

SMA (transaction)

sentenced by military authorities

SND

sick-not in the line of duty

TAPDB

total Army personnel data base

TDY

temporary duty

TMA

transfer to military academy

TOPMIS

Total Officer Management Information System

TPU

troop program unit

TRA

departed in transient failure to gain

TRA (transaction)

in transit

UCFR

Unit Commander's Finance Report

UNCLASSIFIED

PIN 071719-000