U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U664 JUN 06

SUPERVISE WARTIME STRENGTH ACCOUNTING

PRERESIDENT TRAINING SUPPORT PACKAGE

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PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	U664 / SUPERVISE WARTIME STRENGTH ACCOUNTING
Effective Date	01 Jun 2006
Supersedes TSP(s) / Lesson(s)	U664, Supervise Wartime Strength Accounting, Jun 05.
TSP Users	521-SQIM (DL), First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, *Recommended Changes to Publications and Blank Forms.* Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002 Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875 E-mail: atss-dcd@bliss.army.mil
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the student with a standardized lesson plan of instruction for:

Task Number	**Task Title**
121-010-8011	Supervise Wartime Strength Accounting

This TSP Contains

TABLE OF CONTENTS

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SUPERVISE WARTIME STRENGTH ACCOUNTING
U664 / Version 1
01 Jun 2006

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

Course Number	Version	Course Title
521-SQIM	1	First Sergeant

Task(s) Taught(*) or Supported

Task Number	Task Title
121-010-8011 (*)	Supervise Wartime Strength Accounting

Reinforced Task(s)

Task Number	Task Title

Academic Hours

The academic hours required to teach this lesson are as follows:

	Resident Hours/Methods	
	1 hr 10 mins	/ Study Assignment
	40 mins	/ Practical Exercise (Performance)
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	2 hrs	

Test Lesson Number

	Hours	Lesson No.
Testing (to include test review)	3 hrs	E516 version 1

Prerequisite Lesson(s)

Lesson Number	Lesson Title
None	

Clearance Access

Security Level: Unclassified
Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References

Number	Title	Date	Additional Information
AR 600-8-6	PERSONNEL ACCOUNTING AND STRENGTH REPORTING	24 Sep 1998	
S1 TOOLKIT	ADJUTANT'S CALL - THE S1 HANDBOOK	On-Line	Adjutant School Homepage

Student Study Assignments

All material included in this Training Support Package (TSP).

Instructor Requirements	None

Additional Support Personnel Requirements

Name	Stu Ratio	Qty	Man Hours
MSG, FSC graduate, ITC, and SGITC graduate, (Enlisted)	1:14	1	2

Equipment Required for Instruction

Id Name	Stu Ratio	Instr Ratio	Spt	Qty	Exp
None					

* Before Id indicates a TADSS

Materials Required

Instructor Materials:
None

Student Materials:

- TSP.
- Pen or pencil and paper.

Classroom, Training Area, and Range Requirements

None

Ammunition Requirements

Id	Name	Exp	Stu Ratio	Instr Ratio	Spt Qty
None					

Instructional Guidance

None

Proponent Lesson Plan Approvals

Name	Rank	Position	Date
Santa Barbara, Robert A.	GS-09	Training Specialist	
Smith, Sandra	SGM	Chief Instructor, FSC	
Graham, Kevin L.	SGM	Chief, FSC	
Collins, Curtis R.	SGM	Chief, SMC	
Bennett-Green, Agnes	SGM	Chief, CMDD	

SECTION II. INTRODUCTION

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio is: 1:14
Time of Instruction: 5 mins
Media: None

Motivator

Proper maintenance of wartime strength reports is critical to commanders and first sergeants in every contingency operation. During this lesson you will learn the different strength reports, when and how to use them, and how to obtain replacement personnel for combat losses. This lesson will provide you with the necessary tools to assist your commander in maintaining wartime strength.

Terminal Learning Objective

At the completion of this lesson, you [the student] will:

Action:	Determine key actions and procedures to supervise wartime strength accounting.
Conditions:	As a first sergeant in a self-study environment, given extracts from AR 600-8-6 (SH-1) and S1 Toolkit (SH-2).
Standards:	Determined key actions and procedures to supervise wartime strength accounting IAW AR 600-8-6 (SH-1) and S1 Toolkit (SH-2).

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

None

Evaluation

At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in Phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

Instructional Lead-In

None

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SECTION III. PRESENTATION

A. ENABLING LEARNING OBJECTIVE

ACTION:	Identify the purpose of the Command and Control Strength Reporting System.
CONDITIONS:	As a first sergeant in a self-study environment, given extracts from AR 600-8-6 (SH-1).
STANDARDS:	Identified the purpose of the Command and Control Strength Reporting System IAW AR 600-8-6, Chapter 6 (SH-1).

1. Learning Step / Activity 1. Identify the Purpose of the Command and Control Strength Reporting System

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Study SH-1, Chapter 6.

2. Learning Step / Activity 2. Identify the Purpose of the Command and Control Strength Reporting System

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 10 minutes to complete the questions.
- Complete questions 1 thru 5 of PE-1, p C-2.
- Compare your response with the solutions on p C-4.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO A.

B. **ENABLING LEARNING OBJECTIVE**

ACTION:	Identify procedures for duty status changes and when to submit transactions.
CONDITIONS:	As a first sergeant in a self-study environment, given extracts from AR 600-8-6 (SH-1).
STANDARDS:	Identified procedures for duty status changes and when to submit transactions IAW AR 600-8-6, Chapters 1 and 2 (SH-1).

1. Learning Step / Activity 1. Identify Procedures for Duty Status Changes and when to Submit Transactions

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Study SH-1, Chapters 1 and 2.

2. Learning Step / Activity 2. Identify Procedures for Duty Status Changes and when to Submit Transactions

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 10 minutes to complete the questions.
- Complete questions 6 and 7 of PE-1, p C-3.
- Compare your response with the solutions on p C-5.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO B.

C. **ENABLING LEARNING OBJECTIVE**

ACTION:	Identify procedures for casualty tracking and monitoring.
CONDITIONS:	As a first sergeant in a self-study environment, given extracts from S1 Toolkit (SH-2).
STANDARDS:	Identified procedures for casualty tracking and monitoring IAW S1 Toolkit (SH-2).

1. Learning Step / Activity 1. Identify Procedures for Casualty Tracking and Monitoring

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 15 mins
Media: SH-2

To complete this learning step activity, you are to--

- Read the above ELO.

- Study SH-2.

2. Learning Step / Activity 2. Identify Procedures for Casualty Tracking and Monitoring

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: SH-2

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 10 minutes to complete the questions.
- Complete questions 8 and 9 of PE-1, p C-3.
- Compare your response with the solutions on p C-5.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO C.

D. ENABLING LEARNING OBJECTIVE

ACTION:	Identify procedures for integrating replacement personnel.
CONDITIONS:	As a first sergeant in a self-study environment, given extracts from AR 800-8-6 (SH-1).
STANDARDS:	Identified procedures for integrating replacement personnel IAW AR 800-8-6, Chapter 6 (SH-1).

1. Learning Step / Activity 1. Identify Procedures for Integrating Replacement Personnel

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced Instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 15 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.

- Review SH-1, Chapter 6.

2. Learning Step / Activity 2. Identify Procedures for Integrating Replacement Personnel

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 10 mins
Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 10 minutes to complete the questions.
- Complete question 10 of PE-1, p C-3.
- Compare your responses with the solutions on p C-5.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO D.

SECTION IV. **SUMMARY**

Method of Instruction: Study Assignment Technique of Delivery: Individualized, self-paced Instruction Instructor to Student Ratio is: 1:14 Time of Instruction: 5 mins Media: None

Check on Learning	PE-1 is the check on learning for this lesson.
Review / Summarize Lesson	Accounting for Soldiers and reporting their duty status is one of the primary responsibilities of a first sergeant. It is the foundation for critical peacetime and wartime decisions. The ability to take care of Soldiers has a direct relationship to the management of unit personnel and their morale.
Transition to Next Lesson	None

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SECTION V. STUDENT EVALUATION

Testing Requirements	At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in Phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.
Feedback Requirements	**NOTE:** Feedback is essential to effective learning.

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STUDENT QUESTIONAIRE U664

Directions

- Enter your name, your rank, and the date you complete this questionnaire.

Rank:_____ Name: ______________________________ Date: ________

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist USASMA in refining and improving this course. While completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

Item 1	Do you believe you have met the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of the lesson were most helpful to you in learning the objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

ATTN ATSS DCF
COMDT USASMA
BLDG 11291 BIGGS FLD
FORT BLISS TX 79918-8002

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Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

PRACTICAL EXERCISE 1

Title	SUPERVISE WARTIME STRENGTH ACCOUNTING
Lesson Number/Title	U664 version 1/ Supervise Wartime Strength Accounting
Introduction	None
Motivator	None
Terminal Learning Objective	At the completion of this lesson, you [the student] will:

Action:	Determine key actions and procedures to supervise wartime strength accounting.
Conditions:	As a first sergeant in a self-study environment, given extracts from AR 600-8-6 (SH-1) and S1 Toolkit (SH-2).
Standards:	Determined key actions and procedures to supervise wartime strength accounting IAW AR 600-8-6 (SH-1) and S1 Toolkit (SH-2).

Safety Requirements	None
Risk Assessment Level	Low
Environmental Considerations	None
Evaluation	At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in Phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.
Instructional Lead-In	None
Resource Requirements	**Instructor Materials:** None **Student Materials:** • TSP. • Pen or pencil and paper.
Special Instructions	None

Procedures

This is a self-graded exercise. Write in your answer on the following questions. Upon completion, compare your response to the correct response in the Solution for Practical Exercise 1, pp C-4 and C-5.

Question 1 What three things have to occur before you perform a battle roster initialization?

Question 2 What two individuals are responsible for assigning the battle roster position sequence numbers?

Question 3 Part III of the Personnel Requirement Report deals with information on what category of Soldiers?

Question 4 What is the definition of the personnel summary (PS) report?

Question 5 How often is the personnel summary report prepared?

Question 6 When changing a Soldier's duty status to meet the definition of another duty status, what transactions are necessary?

Question 7 During wartime, how much time do you have to submit duty status changes?

Question 8 Who is responsible for verifying information of casualty feeder reports and witness statements?

Question 9 Who continuously monitors and tries to resolve all open casualty cases?

Question 10 What report do you use to calculate requirements based on the differences between assigned strength and authorized strength for the unit?

Feedback Requirements None

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SOLUTION FOR
PRACTICAL EXERCISE 1

Question 1 The correct response is:

1. Whenever a TACCS device is initially installed.
2. When a major authorization document changes.
3. Whenever a loss of existing TACCS files occurs.

Ref: SH-1 (AR 600-8-6), p 42, para 6-16(b)

Question 2 The correct response as quoted from AR 600-8-6 is:

The company commander or 1SG.

Ref: SH-1 (AR 600-8-6), p 42, para 6-14(a)

Question 3 The correct response is:

Part III--Enlisted by 3 Position MOS.

Ref: SH-1 (AR 600-8-6), p 48, Table 6-6

Question 4 The correct response is:

The PS report is a snapshot of a unit's strength which provides the units authorized, assigned, and operating strength by officer, WO, and enlisted MPC. The PS Report also provides a breakout, by category, of all gains, losses, and duty status changes since the last PS Report.

Ref: SH-1 (AR 600-8-6), p 42, para 6-14(b)(1)

Question 5 The correct response as quoted from AR 600-8-6 is:

"The PS Report will be prepared at least daily, through the BDE S1, to reflect information at a specified time (for example, 1800), and as dictated by the battlefield situation. Times will be established by division or corps tactical SOP. Reports will be prepared daily, even when there is no change in a unit's strength since the last PS Report."

Ref: SH-1 (AR 600-8-6), p 44, para 6-20(e)

Question 6 The correct response is:

Any time the duty status of a Soldier changes so as to meet the definition of another duty status, a SIDPERS transaction is necessary, unless exempted.

Ref: SH-1 (AR 600-8-6), p 5, para 2-2(a)

Question 7 The correct response as quoted from AR 600-8-6 is:

The duty status of a Soldier will be processed into the battalion within 5 days during wartime.

Ref: SH-1 (AR 600-8-6), p 2, para 1-13b(1)

Question 8 The correct response is:

The company commander/first sergeant or a designated Soldier will collect the casualty feeder reports and witness statements.

Ref: SH-2-3, Procedures, para b (S1 TOOLKIT)

Question 9 The correct response is:

The S1 rear will continuously monitor and try to resolve open casualty cases. They will seek additional information from all potential sources such as grave registration, hospital admissions and dispositions sheets, EPW interrogations, and straggler reports.

Ref: SH-2-3, Procedures, para e (S1 TOOLKIT)

Question 10 The correct response is:

Personnel Requirements Report (PRR).

Ref: SH-1 (AR 600-8-6), p 42, para 6-14c(1)

HANDOUTS FOR LESSON: U664 version 1

This appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Extracted Material from AR 600-8-6	SH-1-1
SH-2, Extracted Material from S1 Toolkit	SH-2-1 thru SH-2-3

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Student Handout 1

Extracted Material from AR 600-8-6

This student handout contains 14 pages of extracted material from the following publication:

AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sep 1998

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

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Section III
The Personnel Accounting and Strength Reporting Function

1–12. The principles of support
Personnel accounting, through SIDPERS, must provide sufficient management information to local commanders, immediate commanders, and HQDA during peacetime. It must also provide essential personnel strength management information during periods of conflict, mobilization, and war. The Military Personnel System directs a function to—

a. Account for soldiers and report their duty status.

b. Operate a command and control strength reporting system (C2SRS) to manage the personnel combat power of the tactical force.

c. Reconcile PASR information over a period of time.

d. Support the Army's personnel life-cycle function of sustainment.

1–13. Standards of service
a. PASR system . The PASR system is—

(1) A wartime and a peacetime military personnel function.

(2) Resourced in the table of organization and equipment (TOE) personnel authorization system.

(3) Deployed with the tactical force.

(4) The functional responsibility of the Personnel Data Base Management Work Center (PDBM) and its tactical counterpart.

b. Personnel accounting standards.

(1) The duty status of a soldier will be processed into the battalion database not later than 1000 on the next duty day in peacetime and within 5 days during wartime.

(2) One hundred percent soldier accountability will be maintained in the SIDPERS in peace and war.

Section IV
Manpower

1–14. Manpower resources
Manpower Staffing Standards System (MS3) teams measure tasks described in this regulation at field locations to determine manpower resources for accomplishing PASR.

1–15. Levels of work
a. Most personnel work in the field is performed at three primary levels—unit, battalion, and installation (or their equivalent in other organization structures). This regulation provides guidance on the three levels as follows:

(1) Unit and battalion-level work are tasks that are normally accomplished at that level.

(2) Installation-level work requires an understanding of the organizational structure. Work at installation level falls into the following two major categories:

(a) Command and staff (C&S). C&S includes work required to manage the personnel strength of a command and work required to support the commander's decision process. The headquarters elements of all Army commands are responsible for C&S work. (Brigades within Army divisions are notable exceptions.) C&S work includes enlisted and officer strength management, awards and special correspondence, and personnel actions requiring a commander's decision.

(b) Personnel support. Personnel support work is performed by personnel support activities, either in the Personnel Service Company (PSC), or as part of the Base Operating Information System support structure.

b. The guidance in this regulation will typically address the following levels of work:

(1) *Soldiers.* Work beginning with input from the soldier.

(2) *Unit.* Work executed at the unit level.

(3) *Battalion Adjutant (BNS1).* Work executed at the battalion, separate company, or equivalent level.

Section V
Policies

1–16. Active Army strength accounting and reporting
a. Soldiers accessed into the Standard Installation or Division Personnel System–Active Army (SIDPERS–AC) will be reported in SIDPERS, 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, or lost from military control, or dead.

b. Soldiers accessed into the Active Component (AC) of the Army will be counted in the active duty end–strength.

preparing strength reports are in DA Pam 600–8–1 (SIDPERS Personnel Service Center Level Procedures) and DA Pam 600–8–2 (SIDPERS Unit Level Procedures).

(1) DA Form 3805 (SIDPERS Input and Control Data - Officer Accession).

(2) DA Form 3806 (SIDPERS Input and Control Data - Enlisted Accession).

(3) DA Form 3807 (SIDPERS Input and Control Data - Officer Transfer Data Record).

(4) DA Form 3808 (SIDPERS Input and Control Data - Enlisted Transfer Data Record).

(5) DA Form 3813 (SIDPERS Input and Control Data - Personnel/Organization Change).

b. Use the DA Form 3815 (SIDPERS Input and Control Data, Authentication and Transmittal) to transmit documentation to the Personnel Automation Section (PAS).

1–26. Management Controls

The Personnel Register (DA Forms 647 and 647-1), Strength Reports, the Personnel Asset Inventory (PAI) (DA Form 3986-R), and Personnel Mobilization are management control processes in the Army Internal Control Program of AR 11-2, Internal Control Systems. The required checklists for these processes are in Appendices B, C, D, and E, respectively.

Chapter 2
Managing SIDPERS Personnel Accounting Transactions

Section I
Reporting Duty Status Changes

2–1. Overview

This chapter provides information about reporting soldiers' duty status. (See DA Pam 600–8–1 and DA Pam 600–8–23 for detailed instructions.) It also provides instructions for preparing the DA Form 4187 (Personnel Action) and the DA Form 647 (Personnel Register), documents that support SIDPERS transactions.

2–2. Duty status codes

a. Any time the duty status of a soldier changes so as to meet the definition of another duty status, a SIDPERS transaction is necessary, unless exempted below. (See DA Pam 600–8–1, chap 2, and DA Pam 600–8–23, chap 10 for SIDPERS duty status processing instructions.) All duty status changes must be supported by authorizing documentation (for example, DA Form 31 (Request Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187).

(1) Duty status changes for departure and return from leave are optional.

(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.

b. Table 2-1 lists and defines the duty status codes used in SIDPERS duty status transactions.

c. Table 2-2 defines reportable absences and returns to duty, and associated duty status codes.

Section II
Task: Preparing and Distributing the DA Form 4187

2–3. Rules for preparing and distributing the DA Form 4187

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

a. Care will be taken in preparing DA Form 4187, as it may be used in court-martial proceedings and in the adjudication of claims, based on the duty status of a soldier. Because of its importance—

(1) Incorrect entries will be corrected by drawing a line through the incorrect entry and entering the correct information. This corrected entry will be initialed by the certifying official. Erasures are not authorized on the form.

(2) Incorrect forms previously submitted will be changed or deleted by preparing and submitting a new form.

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

(4) The duty status entries in section II will be spelled out. Abbreviations in this section are not authorized. For

Table 2–7
Reconciling the personnel register

Step	Work center	Required action
1	BNS1	Ensure all incoming and outgoing soldiers (or designated representative) complete and sign the Personnel Register.
2	BNS1	Close out Personnel Register by 2400 each day.
3	BNS1	Submit required SIDPERS transactions.
4	BNS1	Use the Modern Army Record–Keeping System (MARKS) (AR 25–400–2) number 680–1A to file DA Form 647. (Note: File number will change to a 600–8–6 number at a later date.)

2–11. Management control process for the Personnel Register.

The Personnel Register is a management control process in the Army Internal Control Program of AR 11-2. To assist commanders, units, BNS1, and PAS in evaluating this key management control item, the Management Control Review Checklist for the Personnel Register appears in appendix B.

Table 2–1
SIDPERS duty status codes [1,2]

Rule	Code	Transaction used in or created by	Description	Identifies
1	ADM	DYST	Administrative absence	Soldiers on administrative absence or permissive TDY.
2	ATC	ATCH ATAD	Attached Awaiting disposition	Soldiers who are ATCH for duty or course or service school with personnel records. Soldiers who are attached and their records remain in their organization of assignment will not be reflected in this status. ATAD includes personnel who have been dropped from the rolls and are attached awaiting disposition.
3	AWC	DYST	Absent-without-leave Confined in the hands of civil authorities	Soldiers who are determined to be AWOL and confined by civil authorities.
4	AWL	DYST	Absent-without-leave	Soldiers who are absent from a place of duty without permission or authorization for more than 24 hours.
5	CAP	DYST	Captured	Soldiers captured by enemy forces.
6	CCA	DYST	Confined in the hands of civil authorities	Soldiers who are determined not AWOL but who are arrested and confined by civil authorities.
7	CLV	DYST	Convalescent leave	Soldiers on an authorized period of convalescent absence from assigned duties.
8	CMA	DYST	Confined in the hands of military authorities	Soldiers apprehended or confined by military authorities.
9	DCH	SEP FENL	Discharged Erroneously on active duty	Soldiers who have been separated (Type A discharge or transfer). If generated by "FENL", soldiers who were erroneously reported enlisted, inducted, or ordered to active duty (TCN, 979).
10	DED	DECD	Deceased	Deceased personnel when cause of death if nonbattle or nonhostile action-related (TCN 945 or 946).
11	DFR	DFR	Dropped from the rolls	Soldiers who have been DFR reasons other than death from battle or hostile action (TCN 944); to enter the USMA (TCN 948); or another Service academy (TCN 949).
12	HOS	DYST	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick, or injured, nonbattle-incurred.
13	HOW	DYST	Hospital	Soldiers admitted to the hospital but not reassigned, who are wounded, sick or injured, battle-incurred.
14	INT	DYST	Interned	Soldiers who are being detained by foreign power, not at war with the United States.
15	KIA	DECD	Killed in action	Soldiers who are killed in battle or hostile action (TCN 944).

Table 2–1
SIDPERS duty status codes [1,2] —Continued

Rule	Code	Transaction used in or created by	Description	Identifies
16	MIA	DYST	Missing in action	Soldiers who are missing in action by reason of enemy action, soldiers missing on maneuvers and training flights, and in assigned-not-joined status.
17	OLV	DYST	Ordinary leave	Soldiers on an approved authorized period of absence from assigned duties.
18	PDG	TDR (FID L, M, N, or O)	Pending gain	Incoming soldiers from another PPA.
19	PDY	ARR DYST	Present for duty	Soldiers who are present for performance of normal duty, arrest in quarters, or sick in quarters.
20	REL	SEP	Released	Soldiers who have been discharged or transferred to the ARNG or USAR (Type B discharge or transfer).
21	RET	SEP	Retired	Soldiers who have retired, retired temporary disability, or retired permanent disability. (Type C discharge or transfer.)
22	RSG	DPRT	Reassigned	Soldiers reassigned to another unit with a different PPA.
23	SCA	DYST	Sentenced over 30 days but less than 6 months by civil court	Soldiers who are sentenced over 30 days but less than 6 months by a civil court.
24	SLV	DYST	Special leave	Soldiers on graduation leave from the USMA or other special leave.
25	SMA	DYST	Sentenced by military court	Soldiers sentenced by a military court to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.
26	SND	DYST	Sick-not in line of duty	Soldiers who are sick in quarters or admitted to the hospital but not reassigned, and who are sick or injured, not in the line of duty.
27	TDY	DYST	Temporary duty	Soldiers who are present for duty at another organization or location other than their parent organization or station.
28	TFR	TRAN	Interservice transfer	Soldiers transferred to another Service.
29	TMA	DFR	Transfer to military academy	Soldiers who enter the USMA (TCN 948) or other Service academy (TCN 949.)
30	TRA	DPRT ASNJ	Departed in transient Assigned-not-joined	Soldiers reassigned to a gaining UPC that is serviced by the same PAS or PPA as the losing unit and soldiers reported assigned-not-joined. (Record status code (RSC) equals B or C, depending on prior servicing PPA.)
31	TRO	ARR	Transfer out	Soldiers who have been arrived by another unit but have not been reported as departed by the losing unit. (Used only on the AAC–C27.)
32	XLV	DYST	Excess leave	Soldiers on authorized excess leave.

Notes:
[1] This table lists 'DYST' transaction codes used to report returns to duty and codes generated by other than 'DYST' transactions.
[2] See glossary for explanation of abbreviations and acronyms.

Table 2–2
Reportable absences and returns to duty in SIDPERS:

Rule	If soldier's new duty status is:	New duty status code is:	Old duty status must be:
1	Permissive absence.	ADM	CLV, HOS, HOW, OLV, PDY, SLV, XLV
2	Absent without leave—confined in the hands of civil authorities. Soldier is apprehended and confined by civil authorities.	AWC	ADM, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV
3	Absent without leave—for over 24 hours.	AWL	ADM, AWC, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
4	Captured by enemy forces.	CAP	ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV

Table 2–2
Reportable absences and returns to duty in SIDPERS:—Continued

Rule	If soldier's new duty status is:	New duty status code is:	Old duty status must be:
5	Confined in the hands of civil authorities. Soldier is determined not to be AWOL but has been arrested and confined.	CCA	ADM, CAP, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TRA, XLV
6	Convalescent leave.	CLV	HOS, HOW, PDY
7	Confined in the hands of military authorities.	CMA	ADM, AWC, AWL, CAP, CCA, CLV, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
8	Hospital (nonbattle). Soldier admitted to the hospital but not reassigned.	HOS	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
9	Hospital.	HOW	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
10	Detained by a foreign power not at war with the United States.	INT	ADM, AWL, CAP, CCA, CLV, CMA, HOS, HOW, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
11	Missing on maneuvers and of enemy action.	MIA	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
12	Missing on maneuvers or training flights in assigned or ASNJ status and in any nonenemy-related action when the status of the soldier is uncertain.	MIS	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, OLV, PDY, SLV, SND, TDY, TRA, XLV
13	Ordinary, advance, or emergency leave.	OLV	ADM, AWC, CCA, CLV, CMA, HOS, HOW, INT, PDY, SLV, SND, TDY, TRA, XLV
14	Present for duty. Soldier is present for normal duty, arrest in quarters, or sick.	PDY	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, SCA, SLV, SMA, SND, TDY, XLV
15	Sentenced to "over 30 days, but less than 6 months" by civil court.	SCA	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, MIA, MIS, OLV, PDY, SLV, SND, TDY, TRA, XLV
16	Special leave. Soldier is on graduation leave from the USMA or is on other special leave.	SLV	PDY, TRA
17	Sentenced by military court, to confinement of 30 days or more and not sentenced to a bad conduct or dishonorable discharge.	SMA	CMA, PDY
18	Sick—Not in the line of duty. Soldier is sick in quarters or admitted to the hospital, but not reassigned and is sick or injured, not in the line of duty.	SND	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, TDY, TRA, XLV
19	Temporary duty—Soldier is at an organization or location other than the assigned organization or station, for duty on a temporary basis.	TDY	ADM, AWC, AWL, CAP, CCA, CLV, CMA, HOW, HOS, INT, OLV, PDY, SLV, SND, TRA, SLV
20	Excess leave	XLV	ADM, AWC, AWL, CCA, CLV, CMA, HOS, HOW, INT, OLV, PDY, SLV, SND, TDY, TRA

Notes:

1. Duty status ATC can only be changed by reporting an ATCH or RATH transaction.
2. Duty status DCH, DED, DFR, KIA, REL, RET, RSG, TFR, and TMA all indicate a departure or deceased status and are not accountable in local SIDPERS. The DYST transaction cannot be used to report these status. They are reported as follows:

Status; Reported by; Revoked by
DCH; SEP; Accession
DED; DECD; Accession
DFR; DFR; RDFR
KIA; SEP; Accession
REL; SEP; Accession
RET; SEP; Accession
RSG; DPRT; REVD
TRF; TRANS; RDFR
TMA; DFR; RDFR

3. Duty status PDG means a TDR is on the SPF. For SIDPERS accountability, an ARR or an ASNJ transaction must be submitted.
4. Duty status TRA is recorded only by an ASNJ transaction or by a DPRT transaction to another unit serviced by the local SIDPERS activity.
5. See glossary for explanation of abbreviations and acronyms.

6–9. Replacement battalions, companies, or activities

Replacement units or activities, within the theater of operations, will submit SIDPERS ARR transactions on all individual replacements processing through the activity. SIDPERS DPRT transactions must also be submitted when these soldiers depart the replacement activity for further reassignment.

6–10. Intact unit transfers to theater of operations

a. When a unit will change servicing PPA, the losing PPA will process an out intact unit transfer (OIUT) transaction 4 days prior to unit's departure. An out intact unit transfer gain (OIUG) will be processed upon notification from the gaining PPA of successful processing of the OIUT SIDPERS transaction. (See AR 220–10 and DA Pam 600–8–23, chaps 9, 10, and 16 for further instructions.)

b. Only data pertaining to soldiers who will actually move with the unit will be transferred. Soldiers who do not deploy with the unit will be departed in SIDPERS-AC to a nondeploying unit at the current duty station prior to deploying unit's actual deployment date. After departing nondeploying soldiers, submit SIDPERS unit deployment indicator transaction.

c. A PAI will be performed, according to chapter 5 of this regulation, 14 days prior to unit's deployment.

Section III
Demobilization or Release from Active Duty

6–11. Intact unit transfers during redeployment

Paragraph 6-10 also applies for unit redeployments. A PAI will be performed, according to chapter 5, 14 days prior to unit's redeployment, inactivation, discontinuance, or redesignation. SIDPERS redeployment indicator, DPRT, and ARR transactions will be submitted for soldiers redeploying as individuals.

6–12. SIDPERS separation transactions

The requirement to submit SIDPERS SEP transactions for all soldiers leaving active duty cannot be overemphasized. This transaction removes the soldier from the field and HQDA databases and allows the Army to properly manage the Army's transition to post-redeployment restructure and operations.

a. RC and AC soldiers separating or transitioning from active duty will be processed according to DA Pam 600–8–11. SIDPERS SEP transactions will be submitted for all soldiers (RC and AC) separating or transitioning from active duty, according to DA Pam 600–8–1, procedure 2–31.

b. The activity that processes the soldier for separation or transition is responsible for processing the SIDPERS SEP transaction. If the soldier is not on the local database, submit a pass record SIDPERS SEP transaction. Otherwise, submit a normal SIDPERS SEP transaction.

Section IV
Command and Control Strength Reporting System

6–13. General description of Command and Control Strength Reporting System

a. The C2SRS is a battlefield accounting system which provides a means to rapidly report operating strength at each operating level (company, battalion, brigade, or division) to the next higher command. Operating strength is defined as not only assigned (organic) personnel strength but also any personnel attached, either as an individual or as a group. This data is required by each command level to support personnel and tactical decisions.

b. The C2SRS performs critical task force forming functions, such as detaching a slice element from a unit, or attaching sliced elements to a unit to form a task force. C2SRS also provides the ability to account for DS or GS personnel. This includes U.S. civilians (USCIV), other U.S. military (OUSM) personnel, non-U.S. military (NUSM) personnel, and local national civilians (LNC).

c. C2SRS constantly interacts with and augments SIDPERS-AC. Each time a gain, loss, or duty status change is submitted through SIDPERS-AC, C2SRS is simultaneously updated. A duty status change submitted through C2SRS will generate either a SIDPERS duty status change or DECD transaction, depending on the type of action submitted. This interaction between SIDPERS-AC and C2SRS is possible because both systems share the same TACCS datafiles.

d. While the C2SRS is primarily a battlefield system, it must be maintained and used during peacetime. Unit personnel will remain proficient on the C2SRS. This allows them to operate the system during field exercises, during deployment in support of a contingency operation, or during any phase of GMR.

6–14. Command and Control Strength Reporting System reports

a. BR. The BR is the primary management tool in C2SRS. This roster reflects both personnel and authorization data to the company level. TACCS assigns each individual soldier on the BR a BR number. The BR number is automatically assigned to each soldier during the BR initialization process. Every authorized position on the BR must be assigned a position sequence number. The position sequence numbers, however, must be manually entered, based on input from the company commander or 1SG.

b. Personnel Summary (PS) Report.

(1) The PS Report is a key personnel reporting tool in a battlefield environment. The PS Report is a snapshot of a unit's strength which provides the units authorized, assigned, and operating strength by officer, WO, and enlisted MPC. The PS Report also provides a breakout, by category, of all gains, losses, and duty status changes since the last PS Report.

(2) The PS Report consists of three parts. Parts one and two are automatically updated each time a strength-related or duty status change is submitted through SIDPERS-AC or C2SRS. Part three is for the commander's use. The PS Report may be placed on a floppy diskette and rolled up through brigade and division.

(a) Part one provides detailed strength information on all organic units by UPC.

(b) Part two provides a summary by duty status within MPC.

(c) Part three provides a narrative section where the command can send a free text message, stating any critical data desired for submission.

(3) Units that do not have TACCS machines must prepare PS Reports, using manual or other automated means. (See paras 6–22 and 6–23.)

c. Personnel Requirements Report (PRR).

(1) This report identifies personnel requirements by MPC and MOS. The PRR calculates requirements based on the differences between assigned strength and authorized strength for the unit. Both the PRR and the PS Report provide the capability to send additional information or requirements in narrative form to the next higher command.

(2) Units that do not have TACCS machines must prepare the PRR, using manual or other automated means. (See paras 6–26 and 6–27 of this regulation.)

d. Task force personnel summary (TFPS). The TFPS provides the command with a tool for submitting current personnel strength data without having to process all the SIDPERS and casualty related actions first. The TFPS allows manual update of strength and duty status for attached personnel. Strength data may also be updated for DS or GS personnel attached to an organization. The TFPS must be updated each time there is a change.

6–15. Strength reconciliation's

a. Command database managers will provide summarized C2SRS information to strength managers for use in detecting units that are significantly out of balance.

b. Hasty strength reports and SIDPERS TACCS database will be reconciled not less than three times a month, using the BR roster as the baseline.

c. Strength managers at division, MACOM, and corps levels will direct strength reconciliation whenever the degree of imbalance between hasty strength reports and results of C2SRS processing exceeds plus or minus 2 percent. Strength reconciliation will be completed within 5 days of the tasking from the MPSM.

d. One hundred percent agreement between the SIDPERS-AC unit data, the battalion personnel database, and strength reports will be achieved during each reconciliation process.

e. Casualty management information will be synchronized with personnel information and strength reporting information at all personnel echelons.

Section V
Task: Initiate the Battle Roster

6–16. Rules for initiating the battle roster

a. The BNS1 (or separate company equivalent) will perform BR initiation.

b. The BR initiation will be performed whenever a TACCS device is initially installed, when a major authorization document changes, or whenever a loss of existing TACCS files occurs.

c. The unit commander, or 1SG, will structure the BR and will assign each position on the unit document a BR sequence number, beginning with 001, so that each soldier's BR number reflects where the soldier's actual assignment is within the unit.

6–17. Steps for initiating the battle roster

The steps for initiating the BR are shown in table 6–1.

Table 6–1
Initiating the battle roster

Step	Work center	Required action
1	BNS1	Receive the Theater Command (TCOM) diskette from PAS.
2	BNS1	Load the TCOM diskette.
3	BNS1	Verify that subordinate units are on the UPC listing, and if not on the listing, notify PAS.
4	BNS1	Select “PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, INITIALIZE FILES, BATTLE ROSTER INIT” from the TACCS menu.
5	BNS1	Select the desired UPC function (for example, INIT NEW, ADD UPC, CHANGE UPC, DELETE UPC).
6	BNS1	Enter UPCs for subordinate units.
7	BNS1	Obtain printed BR skeleton and forward to unit.
8	BNS1	Initiate the PS Report.
9	BNS1	Initiate the PRR.
10	Unit	Assign BR sequence number for each duty position number reflected on the BR skeleton.
11	Unit	Return the annotated BR skeleton to the BNS1.
12	BNS1	Select “PERS ACCT/STR RPT, CMD & CTL STR REP SYS, INITIALIZED FILES, ASGN SEQUENCE NUMBER” from the TACCS menu and enter all unit-designated BR sequence numbers.

Section VI
Task: Maintain and Reconcile the Battle Roster

6–18. Rules for maintaining and reconciling the battle roster
a. The BNS1 will provide an updated BR to each supported unit as often as necessary, but not less than three times a month to support strength reconciliation’s.

b. During peacetime, changes in a soldier’s duty status on the BR will be updated through SIDPERS transactions.

c. During wartime, changes in a soldier’s duty status on the BR will be updated, either through SIDPERS transaction input (time permitting), or from the C2SRS input screen.

d. All soldiers will be assigned a BR sequence number at the time of initial unit inprocessing and where a change in duty affects BR positioning. Repositioning of soldiers on the SIDPERS UMR will not automatically change a soldier’s BR sequence number.

e. Attached soldiers will have BR sequence numbers assigned by the unit of attachment. All other personnel data will be entered by the parent unit of assignment (with information provided by the unit of attachment).

6–19. Steps for maintaining and reconciling the battle roster
The steps for maintaining and reconciling the BR are shown in table 6–2.

Table 6–2
Maintaining and reconciling the battle roster

Step	Work center	Required action
1	Unit	Notify BNS1 of changes.
2	BNS1	Receive changes from unit.
3	BNS1	Select “PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, BATTLE ROSTER” from the TACCS SIDPERS menu.
4	BNS1	Select “Update Individual” and input changed data.
5	BNS1	Create backup copy of the BR.

Section VII
Task: Prepare the TACCS Personnel Summary Report

6–20. Rules for preparing the TACCS Personnel Summary Report

a. The automated PS Report will be prepared, using C2SRS applications on the TACCS. A sample PS is at figure 6–1 and completion instructions are at table 6–3.

b. In the event of TACCS failure at any level of command, units will transfer their files to another TACCS and prepare the PS Report.

c. Since only organic personnel and by-name attachments reported through SIDPERS are reflected on the PS Report, reporting units must use the TFPS to account for units where by-name attachments are not reported.

d. The PS Report will be updated through BR maintenance steps outlined in this chapter or SIDPERS input transactions.

e. The PS Report will be prepared at least daily, through the BDE S1, to reflect information at a specified time (for example, 1800), and as dictated by the battlefield situation. Times will be established by division or corps tactical SOP. Reports will be prepared daily, even when there is no change in a unit's strength since the last PS Report.

f. Units attached to other armed services will submit a PS Report to the gaining command, with an information copy to their next higher headquarters.

g. The PS Report reflects the unit's status only as of the time it is prepared.

h. The parent unit of detached elements will retain personnel accounting responsibility for detached personnel. The unit of attachment will provide such information as it becomes available to the parent unit.

i. The parent unit of units assigned a support mission (DS, GS, general support re-enforcing (GSR), or re-enforcing (R)) will retain strength reporting responsibility.

j. The automated PS Report will be delivered to the next higher headquarters by the quickest means available (for example, diskette).

6–21. Steps for preparing the TACCS Personnel Summary Report

The steps for preparing the TACCS PS Report are shown in table 6–4.

Table 6–3
Instructions for completing the TACCS Personnel Summary Report

Item	Entry
PART I—PERSONNEL SUMMARY DETAIL [1,2,3]	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–253.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Subordinate Unit	Subordinate unit designation.
Unit Identification Code	UIC.
Authorized	Number of authorized soldiers. [4]
Assigned	Number of assigned soldiers from the last Personnel Summary Report. [4]
Operating Strength	Operating strength from the last Personnel Summary Report. [4]
Replacements	Number replacements that arrived after the last Personnel Summary Report. [4]
Attached	Number of soldiers attached since the last Personnel Summary Report. [4]
Reassigned	Number of soldiers lost (reassigned, DFR, released from attachment, or separated) since the last Personnel Summary Report. [4]
Killed in Action and Deaths	Number of soldiers KIA and other deaths since the last Personnel Summary Report. [4]

Table 6–4
Preparing the TACCS Personnel Summary Report—Continued

Step	Work center	Required action
21	G1 or AG	Select “LOAD FLOPPY.”
22	G1 or AG	Execute the read “Floppy function” to merge subordinate element PS Report input.
23	G1 or AG	Produce a division rollup PS Report.

Section VIII
Task: Prepare the Non-TACCS Personnel Summary Report

6–22. Rules for preparing the non-TACCS Personnel Summary Report

a. The PS Report will be prepared at least daily, even when no changes are to be reported.

(1) The daily report will reflect strength information as of a specific time (for example, 1800).

(2) A sample of the automated PS is at figure 6–1 and instructions for completion are at table 6–3.

(3) Commanders may use the format outlined in figure 6–1 or DA Form 5367–R as directed by local SOP to submit PS. (See FM 12–6, Personnel Doctrine.)

b. The division or corps SOP will establish the submission times.

c. The data in the PS Report is not cumulative; it will reflect the unit’s status at the time of preparation.

d. Units attached to other armed services will submit a PS Report to the gaining command, with information copy to their next higher headquarters.

e. The parent unit of detached elements retains personnel accounting responsibility for detached soldiers. The unit of attachment will provide such information as it becomes available to the parent unit.

f. Normally, the parent organization of units assigned a support mission (DS, GS, GSR, or R) will retain strength reporting responsibility for detached soldiers.

g. Operational control (OPCON) elements will be reported in accordance with division or corps SOP.

h. The PS Report should be given a “CONFIDENTIAL ” or higher classification, as required, when completed.

i. The PS Report will be transmitted to the next higher headquarters as quickly as possible, by secure telephone, teletype, radio-teletype, or messenger.

6–23. Steps for preparing the non-TACCS Personnel Summary Report

The steps for preparing the non-TACCS PS Report are shown in table 6–5.

Table 6–5
Preparing the non-TACCS Personnel Summary Report

Step	Work center	Required action
1	Unit	Report by-name duty status changes for assigned and attached personnel.
2	BNS1	Receive the by-name changes in duty status from all reporting units or elements.
3	BNS1	Determine the number of gains and losses during the reporting period.
4	BNS1	Prepare the battalion PS Report. (See fig 6–1, table 6–3, and FM 12–6.)
5	BNS1	Prepare and submit necessary SIDPERS gain, loss, and duty status transactions.
6	BNS1	Forward the battalion PS Report to the BDE S1.
7	BDE	Receive the PS Report from all subordinate elements.
8	BDE	Roll up all the PS Report data from subordinate elements and prepare the BDE PS Report.
9	BDE	Forward the BDE PS Report to the G1 or AG.
10	MPSM	Receive the PS Report from BDE or subordinate elements.
11	MPSM	Roll up the PS Report data from BDE or subordinate elements and prepare the division PS Report.

Section IX
Task: Prepare the TACCS Personnel Requirements Report

6–24. Rules for preparing the TACCS Personnel Requirements Report

a. The automated PRR will be prepared, using C2SRS applications on the TACCS. A sample PRR is at figure 6–2 and completion instructions are at table 6–6.

b. In the event of TACCS failure at any command level, units will transfer their files to another TACCS and prepare the PRR.

c. The PRR will be prepared at least daily, as dictated by the battlefield situation, in conjunction with the PS Report.

d. PRR requirements are cumulative. All unfilled requirements will be carried automatically on the PRR until they are filled.

e. Units attached to other armed services will submit a PRR to their parent unit.

f. The PRR includes only organic, not attached, unit requirements.

Table 6–6
Instructions for completing the Personnel Requirements Report

Item	Entry
PART I—OFFICERS BY AREA OF CONCENTRATION	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–274.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Area of Concentration	3 digit AOC.
Authorized	The number of officers authorized in each AOC for each rank.
Assigned	The number of officers assigned in each AOC for each rank.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter “0”. If number assigned is less than number authorized, then enter difference.
Total Authorized (horizontal total)	Total the number authorized for each AOC. For example, total the number authorized for each 2LT–1LT, captain, major, LTC, and COL.
Total Assigned (horizontal total)	Total the number of assigned for each AOC. For example, total the number assigned for each 2LT–1LT, captain, major, LTC, and COL.
%Fill (horizontal)	Divide number assigned by number authorized for each AOC.
Total (vertical columns)	*a.* Total each authorized and assigned column. *b.* To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter “0”. If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART II—WARRANT OFFICERS BY A 4 POSITION MOS	
Product Control Number	AAA–275.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.

Table 6–6
Instructions for completing the Personnel Requirements Report—Continued

Item	Entry
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Military Occupational Specialty	4 digit MOS.
Authorized	The number of warrant officers authorized in each MOS.
Assigned	The number of warrant officers assigned in each MOS.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter “0”. If number assigned is less than number authorized then enter difference.
% Fill (horizontal)	Divide number assigned by number authorized for each MOS.
Total (vertical columns)	*a.* Total each authorized and assigned column. *b.* To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter “0”. If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART III—ENLISTED BY 3 POSITION MOS	
Product Control Number	AAA–276.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Military Occupational Specialty	3 digit MOS.
Authorized	The number of enlisted authorized in each MOS for each skill level.
Assigned	The number of enlisted assigned in each MOS for each skill level.
Required	Subtract assigned from authorized. If the number assigned is greater than number authorized, enter “0”. If number assigned is less than number authorized, then enter difference.
Total Authorized (horizontal total)	Total the number authorized for each MOS. For example, total the number authorized for each SL1, SL2, SL3, SL4, and SL5.
Total Assigned (horizontal total)	Total the number of assigned for each MOS. For example, total the number assigned for each SL1, SL2, SL3, SL4, and SL5.
%Fill (horizontal)	Divide number assigned by number authorized for each MOS.
Total (vertical columns)	*a.* Total each authorized and assigned column. *b.* To calculate total required columns, subtract number assigned from number authorized. If number assigned is greater than number authorized, enter “0”. If number of assigned is less than number authorized, enter the difference.
Total %Fill	Divide total number assigned by total number authorized.
PART IV—PERSONNEL REQUIREMENTS REPORT—NARRATIVE	
Prepared Date	Date summary was prepared.
Product Control Number	AAA–277.
Cycle Date	Cycle date.
Shipment Control Number	Shipment Control Number.
Page	Page number.
Date Report	Date of report.
Reporting Unit	Full unit designation.

Table 6–6 Instructions for completing the Personnel Requirements Report—Continued	
Item	Entry
Time Reported	Time report was produced.
Unit Identification Code	UIC.
Narrative	Information the commander feels necessary to clarify unit's combat-readiness status.

6–25. Steps for preparing the TACCS Personnel Requirements Report

The steps for preparing the TACCS PRR are shown in table 6–7.

Table 6–7
Prepare the TACCS Personnel Requirements Report

Step	Work center	Required action
1	Unit	Report by-name duty status changes and BR number to the BNS1.
2	BNS1	Obtain by-name duty status changes from subordinate elements. Maintain close coordination with the battalion aid station.
3	BNS1	Input all reported duty status changes.
4	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL STR RPT SYS, PERS REQMTS REPORTS" on TACCS SIDPERS menu.
5	BNS1	Select "Unit (By UPC)."
6	BNS1	Print a battalion PRR.
7	BNS1	Select "PERS ACCT/STR RPT, CMD & CTL TPT SYS, PERS REQMTS REPORT" on TACCS SIDPERS menu.
8	BNS1	Select "BATTALION."
9	BNS1	Create a battalion PRR floppy.
10	BNS1	Deliver the battalion PRR floppy to the BDE S1.
11	BDE S1	Obtain all PRR floppies from subordinate elements.
12	BDE S1	Select "PERS ACCT/STR RPT, PRR ROLLUP" from the TACCS SIDPERS menu.
13	BDE S1	Select "BRIGADE PROCESSING."
14	BDE S1	Execute the "Read Floppy" function to merge subordinate element submissions.
15	BDE S1	Print BDE PRR.
16	BDE S1	Create a BDE rollup floppy, using division processing.
17	BDE S1	Deliver the BDE rollup PRR floppy to the division G1 or AG.
18	G1/AG	Obtain all rollup PRR from subordinate elements.
19	G1/AG	Select "PERS ACCT/STR RPT, PRR ROLLUP" from the TACCS SIDPERS menu.
20	G1/AG	Execute the "Read Floppy" function to merge subordinate element PRR input.
21	G1/AG	Create a division rollup PRR, using division processing.

Section X
Task: Prepare the Non-TACCS Personnel Requirements Report

6–26. Rules for preparing the non-TACCS Personnel Requirements Report

a. The PRR will be prepared at least daily, as dictated by the battlefield situation, in conjunction with the PS Report.

(1) The daily report will reflect strength information as of a specific time (for example, 1800).

(2) A sample of the automated PRR is at figure 6–2 and instructions for completion are at table 6–6.

(3) Commanders may use the format outlined in figure 6–2 or DA Form 5367–R as directed by local SOP to submit PRR. (See FM 12–6.)

b. PRR requirements are cumulative. All unfilled requirements will be carried on the PRR until they are filled.

c. Army units attached to other Services will submit a PRR to their parent unit.

d. The PRR normally includes only organic units, not attached unit requirements.

e. The PRR will properly reflect actual needs, not current vacancies.

f. A requirement should be shown on the PRR whenever a soldier is evacuated from the battalion area, regardless of subsequent disposition of the soldier.

g. The PRR will be forwarded as quickly as possible, by the most rapid means.

6–27. Steps for preparing the non-TACCS Personnel Requirements Report

The steps for preparing the non-TACCS PRR are shown in table 6–8.

Table 6–8
Prepare the non-TACCS Personnel Requirements Report

Step	Work center	Required action
1	Unit	Report by-name duty changes for assigned and attached personnel.
2	BNS1	Receive by-name duty changes from all reporting units or elements.
3	BNS1	Determine the number of requirements for each MPC (officer (by grade and two-digit specialty); WO (by four-position MOS), and enlisted (by three-position MOS)).
4	BNS1	Prepare the PRR. (See fig 6–2 and tables 6–4 and 6–6.)
5	BNS1	Forward the completed PRR to the G1 or AG rear.
6	BNS1	Submit necessary SIDPERS transactions.
7	MPSM	Obtain the PRR from all division elements.
8	MPSM	Determine the number of requirements for the division.

Section XI
Task: Prepare the Command and Control Task Force Report

6–28. Rules for preparing the Command and Control Task Force Report

a. The C2 Task Force Report will be prepared, using C2SRS applications on the TACCS.

b. In the event of TACCS failure at any level of command, units will transfer their files to another TACCS and prepare the C2 Task Force Report.

c. The C2 Task Force Report will be prepared when an immediate need exists for the PS Report and SIDPERS input; or BR maintenance is not feasible due to the situation, and for whenever slice elements to a unit are being accounted.

d. Use the C2 Task Force Report to report strengths of non-organic elements for which individuals have not been attached in SIDPERS-AC.

e. The C2 Task Force Report will be used to report strength changes for non-U.S. Army personnel.

f. The C2 Task Force Report will not be used in lieu of SIDPERS reporting or BR maintenance.

g. The C2 Task Force Report will be produced, at least once daily, if rules d and e above apply.

h. The C2 Task Force Report will normally be transmitted to higher headquarters by floppy diskette.

6–29. Steps for preparing the Command and Control Task Force Report

The steps for preparing the C2 Task Force Report are shown in table 6–9.

Student Handout 2

Extracted Material from Adjutants Call-The S1 Toolkit

This student handout contains two pages of extracted material from the following publication:

Adjutants Call, The S1 Toolkit, Undated—Online on the AG School Homepage

Casualty Operations pages SH-2-2 and SH-2-3

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

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Adjutant’s Call – The S-1 Toolkit

Casualty Operations

WARTIME

For wartime casualty operations to be successful, accurate and timely casualty reporting needs to be accomplished. Casualty reporting will help to reconcile hasty strength reporting. DA Forms 1156 and 1155 will be used to report all battle and nonbattle casualties. The DA Form 1155 (Witness Statement) will be submitted for all the casualties listed as follows:

- *Dead. remains not recovered. If the witness knows the individual was actually killed but the remains were not recovered.*
- *Missing (MIS). Anytime an individual becomes missing. This could happen during an attack or when the unit is not engaged. Based on the evidence. the commander must make a determination if the individual is in fact missing. AWOL. or missing in action.*
- *Missing in action (MIA), captured (CAP), interned (INT), and detained (DET*). *Only if the witness knows for a fact and was an eyewitness to the incident. If the soldier completing the forms was not an eyewitness but only believes the casualty is in one of the above categories. the casualty status will be MIS. The commander determines actual status after all available information has been received.*

TYPES OF HOSTILE AND NONHOSTILE CASUALTIES

HOSTILE	NONHOSTILE
• Killed in Action (KIA)	• Died, noncombat
• Died of Wounds (DOW)	• Ill
• Wounded in Action (WIA)	• Injured
• Missing in Action (MIA)	• Missing
• Captured (CAP)	
• Interned (INT)	
• Detained (DET)	

.

The DA Form 1156 *(Casualty Feeder Report) will be submitted for all casualties. hostile and nonhostile.*

PROCEDURES

The casualty reporting procedures in your unit should function as follows:

a. Each individual soldier should carry a blank DA Form 1155 and 1156. Squad leaders and platoon sergeants are encouraged to carry a booklet of 1155s and 1156s. Soldiers will report all casual- ties they witness or find, to include American civilians, soldiers from other units or services, and allied soldiers. If forms are not available, casualty information will be written on blank paper. These reports and witness statements will be forwarded via company headquarters to the company commander/first sergeant.

b. The company commander/first sergeant or a designated soldier will collect the casualty feeder reports and witness statements. He will verify as much information as possible and update the battle roster and casualty log. The reports and statements will then be forwarded to the Sl forward or main depending on the way the Sl is deployed.

c. The Sl forward will manually post all casualty data to their casualty log, PSR, and PRR. The Sl will keep the commander and the S3 advised of the battalion's casualty posture. Casualty reports and witness statements will be forwarded to the Sl rear as soon as the tactical situation permits. The Sl rear and Sl main will need to schedule periodic reconciliation's of casualty input. This will enable them to account for all input and status changes.

d. The Sl rear will maintain a casualty log as a manual backup to the Army Casualty Information Processing System-Light (ACIPS-L) report. Daily reconciliation of casualty status will be effected with GRREG, the battalion aid station, and the provost marshal. The Sl forward will reconcile with the aid station if it is located nearby.

e. The Sl rear will continuously monitor and try to resolve all open casualty cases. They will seek additional information from all potential sources such as GRREG, hospital admissions and dispositions sheets, EPW interrogations, and straggler reports.

NOTIFICATION STANDARDS

- For KIA, the primary and secondary NOK will be notified.
- Notification includes an explanation of the circumstances of death or injury.
- The PNOK is notified if the injury or illness is serious.
- Medical notification is accomplished by the attending physician if the soldier is stateside.

REFERENCES:

- **AR 600-8-1** **ARMY CASUALTY OPERATIONS/ASSISTANCE/INSURANCE**
- **FM 12-16** **PERSONNEL DOCTRINE**
- **DA Pam 608-4** **GUIDE FOR THE SURVIVORS OF DECEASED ARMY MEMBERS**