Employ the Deployed Theater Accountability Software (DTAS)

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

<table>
<thead>
<tr>
<th>Method/Hours</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Discussion</td>
<td>5 hrs</td>
</tr>
<tr>
<td>Practical Exercise (Performance)</td>
<td>2 hrs</td>
</tr>
<tr>
<td>PE Review</td>
<td>15 mins</td>
</tr>
<tr>
<td>Test</td>
<td>1 hr</td>
</tr>
<tr>
<td>Test review</td>
<td>15 mins</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td><strong>7 hrs 30 mins</strong></td>
</tr>
</tbody>
</table>

**Instructional Guidance**

**NOTE: INTRODUCTION:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Method of Instruction: Conference / Discussion  
Instructor to Student Ratio is: 1:28  
Time of Instruction: 5 mins  
Media: None

**MOTIVATOR:** Imagine your unit has just been deployed in support of the Global War on Terrorism (GWOT). At the Aerial Port of Embarkation (APOE), all personnel were manifested onto the flight using TPS. Upon arrival at the Aerial Port of Debarkation (APOD), again personnel were accounted for. As daily work gets under way, the commander receives a call stating that the Secretary of Defense is asking how many female 88M's are stationed at Camp Freedom. What would you do?
Slide 1

SHOW SLIDE 1: Employ the Deployed Theater Accountability Software (DTAS)

Slide 2

SHOW SLIDE 2: Learning Objective (TLO)

NOTE: Inform the students of the TLO requirements:

Action: Employ the Deployed Theater Accountability Software (DTAS)

Conditions: In a classroom environment, given a computer with the DTAS Mobile Training application loaded, training scenarios, the eMILPO training database, and awareness of Operational Environment (OE) variables and actors.
**Standards:** Perform the following with 70% accuracy:

- Navigate DTAS Functions.
- Perform a Mass Add.
- Perform Individual Updates

**Safety Requirements**

Safety Statement: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

**Risk Assessment Level** Low -

Safety Review = PT

**Environmental Considerations**

Environmental Statement: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

**Evaluation**

Students will be given one multiple choice Practical Exercise, and one multiple choice Test.

**INSTRUCTIONAL GUIDANCE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material. Throughout this lesson, solicit from students the challenges they experienced in the current operational environment (OE) and what they did to resolve them. Encourage students to apply at least 1 of the 8 critical variables: political, military, economic, social, information, infrastructure, physical environment and time.

**Instruction Lead-In:** The human resource system in place today does not have the capability to answer strength related questions down to the "camp" level. All strength data is by Unit Identification Code (UIC). In order to get the information, you would have to make a call to the theater of operations.

With the Deployed Theater Accountability System (DTAS), the Secretary of Defense can
make a simple inquiry using the DTAS Datastore (Enterprise). Today you will learn how DTAS allows for the accountability of Soldiers down to a 6 digit grid coordinate.
SHOW SLIDE 3: Introduction to DTAS (1 of 2)

1. Learning Step / Activity 1. Overview

Method of Instruction: Conference / Discussion
Instructor to Student Ratio: 1:28
Time of Instruction: 1 hr
Media: Large Group Instruction

Note to Instructor: Ensure DTAS version 3.5.1.2 software loaded on all computers before starting this lesson.

a. As a nation at war, personnel strength accountability in the theater of operations is vital. The Deployed Theater Accountability System (DTAS) is a software application designed to account for military and civilian personnel in a deployed theater by Name, Unit, Location and Date. It is the application used to capture what the 1SG’s and Commanders know and is designed to report to Major Command level the personnel accountability information for deployed units. DTAS is the standard Army application for deployed personnel accountability. It is the cornerstone of accurate accountability of the deployed force and resolves the by-name accountability deficiency that existed in Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF).

b. The DTAS System operates on a secure network (SIPRNET), but is capable of operating disconnected from the network. The DTAS is comprised of three distinct sub-systems:
(1) Mobile System level (User level)

(2) Major Command Level (formerly called “Theater Level”)

(3) Enterprise Level

Slide 4

SHOW SLIDE 4: Introduction to DTAS (2 of 2)

c. The Mobile system provides the First Sergeant/Company (1SG/CO) level with a micro-database, reporting capabilities, and personnel accounting tools. The Mobile database contains information on the soldier’s current location and duty status as well as a mini-record. The Mobile system allows the user to update location, duty status, personnel information, Deployed Assigned Unit Identification Code (DASUIC), and Deployed Attached Unit Identification Code (DATUIC), and tour status. In addition, the system provides several predefined, roster-based reports. The Mobile system is deployed on laptop computers and uses Web Services because these systems may only occasionally be connected to the network. While a Mobile system is disconnected, any DTAS work performed is stored in a message in its micro-database. When the Mobile system is connected, the stored messages are sent to the Major Command Level via Web Services.

d. All Mobile system users must call their Major Command Level Manager for assistance. Only the Major Command Level Manager should call the Human Resources Command for assistance.
e. Prior to a unit's deployment to theater, there are some equipment requirements and **pre-deployment actions** that must be accomplished IAW Unit Standard Operating Procedures (SOP).

f. The UIC Hierarchy must be established prior to deploying. Unit's need to ensure that a completed hierarchy is turned in to the **Major Command Level** Manager.

g. Once the unit is in the area of operations, Mobile System users must coordinate with the **Major Command Level** Manager to obtain the **Major Command Level** System IP Address, and Mobile System Activation Key.

h. The DTAS Mobile System setup is complete once the users plug into the SIPRNET, initialize the DTAS System, and add personnel via the Add Personnel function, or Mass Assign using a TPS (TRN), eMILPO (XML), or Excel (CSV) Load File.

Slide 5

**SHOW SLIDE #5: Mass Assign Wizard**

2. Learning Step / Activity 2. DTAS Functions

Method of Instruction: Conference / Practical Exercise
Instructor to Student Ratio: 1:28
Time of Instruction: 1 hr 20 mins
Media: Large Group Instruction

**Note to Instructor:** Have the students create a DTAS Temp Folder on their desktop screen naming the folder **“DTAS Temp Folder-Student Last Name”** for example **(DTAS Temp Folder-Doel)**. Inform the students that they will be using this folder during this lesson and they will **DELETE** the folder when completed.
**Note to Instructor:** To create the Extensible Markup Language (XML) File have the students go to eMILPO, click on DTAS Soldier Record Link and select UIC from picklist, enter UIC - **W3CLSN** (i.e, W30405) to access the AAA-162. Student must complete all applicable steps to load XML file and save to desktop.

**Note to Instructor:** Have the students open the DTAS application by double clicking on it. Point out that not all functions will be available until data is populated. As a result, we will partly cover the “Mass Assign” function to populate the system with data. It will be covered again in more detail later in the lesson.

a. Performing a Mass Add

**Slide 6**

![Select a Source File]

**SHOW SLIDE #6: Select a Source File**

b. Using the XML file you have just downloaded in to the DTAS Temp folder, you will now populate your DTAS Mobile System with personnel using the Mass Assign Wizard.

**Note to Instructor:** Have the students open the DTAS folder on their computers. Verify that the files needed are in this folder on the desktop of each computer. The Folder is called DTAS Temp Folder, and the (XML) file that you just downloaded.

c. To do the first Mass Assign, perform the following:

   (1) **Select Mass Assign Wizard** from the Tools menu. DTAS displays the Mass Assign Wizard dialog
(2) **Click the Select File** button to select the file. DTAS displays the Open dialog box. Navigate to the folder location of the file you wish to upload. Highlight the file and then click Open or double click on the file to select it. DTAS displays the file name and path on the dialog and activates the Next button. Click Next to proceed.

**SHOW SLIDE#7: Select People to Load**

(3) DTAS displays the Select People to Load dialog box.

(4) By default, all records are selected. **Click Select All** to select all records or you can select individual records by clicking the check box to the left of each record to select individual records you wish to load. You can also click Deselect All to deselect all the records or you can deselect individual records by clicking the checkbox to the left of the record.
SHOW SLIDE #8: Select Arrival Date/Time and Operation Data

(5) Click “Next” to proceed. The application displays the Operation and Select Arrival Date/Time Data (or if adding personnel from a CSV file, the Select Operation Data) dialog.

(a) Select the name of the operation to which the personnel are being added from the Operation picklist. This is a required field. (Select Operation Enduring Freedom, AF)

(b) The Arrival Date/Time picklist defaults to what has previously been entered for the arrival date and time (the Arrival Date/Time field is not displayed for CSV files). If you enter an Arrival Date/Time that is 30 or more days old, DTAS enables the Re-enter Arrival Date/Time field and you must re-enter the arrival date and time.
SHOW SLIDE #9: Select Assigned and Physical Location

(6) Click “Next” to proceed with the load process. DTAS displays the Select Assigned and Physical Location dialog.

(7) In the Assigned area, select an country location from the country picklist (Select Afghanistan) and select a location from the location picklist (select Gardez AF, Test). DTAS defaults the Date/Time field to the current date and time.

(8) In the Physical section, the “Type” of location will default to “SPECIFIC”.

(9) Select a country and location from the applicable picklist. DTAS defaults this to the Assigned country and location you selected in the Assigned data entry area. The Assigned and Physical locations can be different.

(10) Enter the Grid Zone Designator (this is two numbers and one letter); this is a required field. The Grid Square Identifier and Grid Zone Coordinates (this must consist of six or eight numbers) fields are populated with the identifier and coordinates associated with the Physical location selected.

(11) Click Next to proceed with the load process. DTAS displays the Select Tour Status Data dialog, if the person or persons you have selected are a U.S. Army soldier. (Note: The Select Tour Status Data dialog is not displayed if the persons selected are other person types.)
SHOW SLIDE #10: Select Tour Status Data

(12) Select the soldier’s tour status from the Tour Status picklist. The picklist defaults to Temporary Change of Station.

(13) Select an appropriate value from the Tour Status Subtype picklist. This is a required field. **(Select Individual Replacement)**

(14) Select the appropriate date in the Date/Time field. For XML and TRN files, the Date/Time field defaults to the Arrival Date/Time; for CSV files, the field defaults to the current system date/time. You may enter the date by either using the calendar function or manually typing the date. This is a required field.

(15) Enter the length of the tour in the Number of Days field. The field defaults to 365. Type the appropriate number of days for tour duration. This is a required field.

(16) **Click Finish** to load the data into the database.

(17) **Click Back** to return to the previous step in the process.

(18) **Click Cancel** to exit the process without adding data.

**Note to instructor: Inform students to select “Cancel”**.
SHOW SLIDE #11: People Tab

a. The People Tab displays the personnel in your UIC. You may also update personnel data, tour status data, location data, and duty status from this tab. The People tab provides the functionality to manage personnel records. The tab displays the personnel assigned to your UIC and their associated information. The People tab provides the following functions: Assign Personnel, Attach Personnel, Update Personnel, View Mini-Record, Release Personnel, Update Location, Update Tour Status, Reassign Personnel, Update Duty Status, Update Operation, Delete Person, Delete Attachment, and Correct DASUIC.

- The Assign Personnel option allows users to add various types of personnel (Soldier, Civilian, Contractor, etc.) as they are assigned to a DASUIC. This action is performed at the mobile level. In the event an incorrect mini-record is pulled down due to incorrect SSN/DoD ID# entry, the record cannot be deleted. Instead, submit a duty status update changing the soldier’s duty status to ‘Redeployed - Erroneously Added’. The record will ‘age off’ the Mobile System 24 hours later. There is no departure transaction in DTAS. If a person is reassigned from a unit to another unit in theater, the gaining unit will submit an ‘Assign Personnel’ transaction which will remove the person from the losing unit’s mobile system.

- The Update Personnel option allows users to update basic personnel information on the user’s DTAS system. This update only updates the Major Command for SSN. All other changes remain only on the User’s System. Personnel Updates can only be performed with a mini-record indicator of ‘P’ (Pending), or ‘U’ (Unverified). Once the mini-record indicator changes to ‘D’ (Downloaded) the Update Personnel function is unavailable for that record (is ‘grayed out’).
The Update Duty Status option allows users to update a person's deployed duty status as it changes. It is important to note that updating duty statuses in DTAS, does not update them in eMILPO.

SHOW SLIDE #12: Update Location

The Update Location option allows the user to update the assigned and physical locations for a selected individual. The assigned location refers to the location of a unit a person is assigned to. Physical location is the actual camp, city, or grid coordinates where the person is located. For example, a Soldier is assigned to 1-4 Cav at Camp Saber, Iraq, but is forward in Bader City. His Assigned location is Camp Saber; his physical location is Bader City. If the established city or base camp location you are relocating individual to is not available in the drop-down menu, contact the Major Command Level Manager to coordinate a Location update on the Major Command Level Database. Until the Location Table is updated, use the six or eight digit grid for the physical location. The Physical Location is important for a variety of reasons, not least of which is for medical tracking. It should be updated for any change in physical location, whether for a week, a day or a few hours. Units should update personnel physical locations to show movement through, over, or near any and all cities, base camps or established locations. All data updates will be performed within 12 hours of the completion of movement.
SHOW SLIDE #13: Update Tour Status

(5) **Update Tour Status** function allows the user to identify the tour status of deployed personnel. (Refer students to DTAS Functional Guidance, p. 26)

SHOW SLIDE #14: DTAS Mini-Record

(6) The **View Mini-Record** option provides an abbreviated personnel record for the selected individual. The Mini-Record is divided into **five tabs: Deployment, Basic, Service, Patient Tracking and Personal**. Mini-records Status codes are shown on the main page of the People Tab. There are three Mini-Record status codes. The Status Codes are:
(a) **P - Pending.** This is the initial status of the Mini-Record after a person is added to the Mobile System and before the Mini-Record is pulled from the Enterprise System. Note: Foreign National civilian/military personnel will remain as a Record Status Code P as their record is never sent to Enterprise for verification.

(b) **U – Unverified.** The record was not found or not successfully pulled from the Enterprise Level. There is a mismatched SSN. See Update Personnel for instructions on correcting erroneously added SSNs.

(c) **D – Downloaded.** The record was found and has been pulled successfully from the Enterprise Level.
SHOW SLIDE #16: Reports Tab (1 of 2)

c. The Reports Tab displays the available reports that a user may generate from the Mobile System database. All reports are produced in Microsoft Excel, and require Microsoft Office XP to run and display correctly. A user can generate the following four reports:

   (1) **Gains/Losses Report** – The report displays those personnel who have either arrived at the unit or become a non-asset to the organization during the 24-hour reporting period. The report presents data from the 24-hour period preceding the time you generate the report. The report consists of two parts—Gains and Losses—that are each presented on a separate worksheet in Microsoft Excel.

   (2) **In-Transit Report** – Displays data on those personnel who are in transit from the DUIC for any reason. This report allows the unit to track an individual throughout a movement out of theater or to another unit. Personnel will remain on the In Transit report until a duty status change is submitted. A person may be in transit for any of the following reasons:

   - Convalescent Leave
   - Emergency Leave
   - Local Reassignment
   - Mission Complete
   - Rest and Recuperation (R&R Leave)
   - Temporary Duty (TDY)
SHOW SLIDE #17: Reports Tab (2 of 2)

(3) PERSTAT Report – Displays a summary of DUIC Personnel assets and changes during the reporting period. The PERSTAT gives the user and the commander a strength summary throughout the entire deployment. It provides an assigned and available strength count, and captures gains and losses for the last 12 hour period. The PERSTAT works on a 12 hour rolling “window” or “block” of time. Because the report is produced in Excel, it can be archived to show past time periods. This is not automatic. The user can do this as desired. As long as the Mobile System is connected to the SIPRNET and turned on, the PERSTAT Report will roll up to and be visible at higher echelons of the DUIC hierarchy. If the Mobile System is not connected, the user will have to send the PERSTAT information to their higher headquarters by some other method. The PERSTAT is populated by the Add Personnel and Update Duty Status functions in the Mobile System. If the user does not add personnel or enter duty status changes in a timely manner, the PERSTAT will not reflect an accurate picture of the unit strength to the Mobile System user or the higher echelon. The PERSTAT is broken down into subsections or tabs that provide various view or summaries on the main report as follows:

(a) Personnel Daily Summary – A breakdown of all the different personnel types and a count of assigned and operating strength for each UIC. The Assigned, Operating Strength, and Females columns are not subject to the 12 hour rolling window, but are cumulative snapshots of unit strength. The Females column is a subset of the Assigned Column, rather than the Op Strength Column.

(b) Loss Summary – shows the strength information such as total number of MOS by skill level that have been lost in the last rolling 12 hour block, and a by name report of personnel losses.
(c) **Gains Summary** – shows the strength information, such as total number of MOS by skill level that have been gained in the last rolling 12 hour block and a by name report of personnel gains.

(d) **Remarks** – Edited by the user.

(4) **Unit Roster** – Displays all deployed personnel assigned to the DUIC for which a user generates the report. It includes all the data elements in the Mini-Record, and is intended as a generic report that the user can modify as needed. The user can sort the report by any data column, and delete those columns that the user does not require.

**SHOW SLIDE #18: Management Tab**

d. The **Management Tab** allows a user to manage personal equipment issued to an individual, such as night vision goggles (NVGs) and weapons. There are additional blank columns that allow the user to store additional unit-specific and user-defined data. The data stored in the management tab is only visible on that Mobile User System. It does not roll-up to higher echelons. The name data in the Management Tab is pre-populated based on the personnel assigned to the Mobile System. Edits are not permanent until the "Save" button is clicked. There is no Print option in the management field. To print the data, save the desired data fields to an MS Excel file, and print in Excel. Since this data is local to the Mobile System, if the Mobile System is deactivated, crashes, etc, the data is lost. To avoid loss of this data, it should be backed up to a separate database.
SHOW SLIDE #19: Bridge Words Activity

NOTE: This activity has 2 animations, click on the mouse to reveal the bridge words and then again to reveal the final solution after the students have solved the puzzle. The activity can be completed individually, as a small group, or as a classroom utilizing a dry erase board, butcher block paper or a blank sheet of paper. In each of the word pairs in the puzzle, a different word can be placed between the two words on the line to make two new words. See the dashes in between to indicate the number of letters you are looking for in each word. Each word relates to training conducted today.

Example: work (book) worm: workbook and bookworm

What are the three words and what do they have in common?

Answer: They are the three sub-systems that make up DTAS; the Mobile System, Major Command Level System, and Enterprise System levels.

NOTE: Review with additional questions.

Q. What mini-record status code will the Mobile System user monitor for incorrect SSNs?
   A. U - Unverified.

Q. How many reports can be found in the Reports Tab?
   A. Four.

Q. What is DTAS?
   A. DTAS is the standard Army system for deployed personnel accountability

Q. The USER will function at what level?
A. The Mobile System level.

Q. What is DTAS?
   A. DTAS is the standard Army system for deployed personnel accountability

**Summary:** In summary, we have discussed DTAS and its three sub-systems. Also we covered functions within DTAS. What are your questions?

Slide 20

SHOW SLIDE #20: UNIT PERSONNEL ROSTER (AAA-162)

3. Learning Step / Activity 3. eMILPO Transactions for XML File / Perform a Mass Add with Individual Updates

Method of Instruction: Conference / Practical Exercise
   Instructor to Student Ratio: 1:28
   Time of Instruction: 1 hr 15 mins
   Media: Large Group Instruction

**Note to Instructor:** Inform student they will use the DTAS Temp Folder they created on their desktop. Inform the students that they will be using this folder during this lesson and they will **DELETE** the folder when completed.

**Note to Instructor:** Inform the students that they will first pull a UPAR (AAA-162), using their class number (third and fourth digits) and their student number (fifth and sixth digits) for the UIC (i.e. **WKCLSN – WK0502**) and save the AAA-162 as (AAA-162-1) file in the folder that they have just created on their desktop.
**Note:** eMILPO Unit Personnel Accountability Report (AAA-162) has 5 animations that highlight the “OLD/NEW Duty Status”, and the “Total Number of Assigned E/W/O”.

**Note:** Review the AAA-162 with the students elaborating on the duty status and “Total Number of Assigned and Attached E/W/O” numbers; **Note:** Elaborate on the Old/New Duty Status columns and the assigned / attached numbers at the bottom of both first and clean reports. This will be part of their hands on exercise during the lesson. Inform the students that they must follow along closely during this lesson because they will be conducting the first part of the exercise.

**SHOW SLIDE #21: Scenario**

Read the Scenario.

**Note to Instructor:** Ensure the students review the AAA-162 to identify all assigned Soldiers that have a “New Duty Status” other than PDY and include them as part of the Rear Detachment and to complete all required transactions in eMILPO based on the supporting documents contained in the Supplement. Emphasize to the students that failure to perform the transactions will create an inaccurate AAA-162 for the Brigade Commander.

**Note to Instructor:** Upon completion of the hands-on portion, have the students “review” the working AAA-162 for UIC (WKCLSN i.e. WK0503), to ensure that their transactions processed. SPC Sargent, Jared (9CL 14 30SN i.e. 905143003) SHOULD NOT SHOW on the updated AAA-162 due to the PCS transaction. If he shows on the AAA-162, the “DEPARTURE/ARRIVAL” transaction did not process correctly. Assist
Soldiers with completing these transactions; ensure they arrive SPC Sargent to the following UIC W3CLSNI i.e. W30501.

**Note to Instructor:** Inform the students that all the Soldiers identified as Rear Detachment Personnel will not be part of the deployed roster and must be checked off the updated AAA-162 which will be used to create the XML File and uploaded into DTAS when the unit arrives in Iraq.

**Note to Instructor:** Inform the students that they will now create the XML File using the eMILPO Training Database, DTAS sub-menu.

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**Show Slide #22: eMILPO Main Menu**

**Note:** The eMILPO Main Menu has 1 animation. On the “DTAS” Sub-menu, have the students click on the “DTAS Soldier Record”.

**Note to Instructor:** Have the students open the LP Supplement with the Rear Detachment roster to include their updated AAA-162.
Show Slide #23: eMILPO DTAS – Soldier Selection (1 of 3)

**Note:** This slide has 2 animations; eMILPO “DTAS – Soldier Selection”, on the “Search Criteria” have the students select “UIC” and type in (WK__01), click “ADD” then “Search”. Note: On “Select/Deselect” have the students click on “Select” this will place a check by all the Soldier’s names. As they review the first page, ensure that they “uncheck” the Soldier’s who are not being deployed using the LP Rear Detachment Roster and the clean AAA-162. Have the students click “Next” to view the next page.

**Note to Instructor:** Explain to the students that by selecting this function, it makes it quicker for them to “uncheck” a few names than to place a “check” on each individual Soldier on the roster.
Show Slide #24: eMILPO DTAS – Soldier Selection (2 of 3)

**Note:** This slide has 3 animations; page 2, eMILPO “DTAS – Soldier Selection” have the students click on “Select” and then have them review the list and ensure that they “uncheck” the Soldier’s who are not being deployed. Have the students click “**Next**” to continue to the next page.

**Note to Instructor:** Inform the student that if the previous departure/arrival transactions on SPC Sargent, Jared did not process, they need to uncheck his name on the updated AAA-162 to ensure he is not included in the XML File.

Show Slide #25: eMILPO DTAS – Soldier Selection (3 of 3)
NOTE: This slide has 2 animations; page 3, eMILPO "DTAS – Soldier Selection" have the students click on "Select" and then have them review the list and ensure that they "unchecked" the Soldier’s who are not being deployed. Have the students click “OK” to continue to the next page.

Slide 26

Show Slide #26: eMILPO “DTAS – Data Extract”

Note to Instructor: Inform the students to click on the “Hyperlink” so that the eMILPO Database could create the XML File. This may take about 10 to 30 seconds.

Slide 27

Show Slide #27: eMILPO “DTAS – Data Extract” (XML) “File Download” (1 of 2)
**Note to Instructor:** Have the students click “Save” to the file in the DTAS folder that they created on their desktop.

**Slide 28**

**Show Slide #28:** eMILPO “DTAS – Data Extract” (XML) “File Download” (2 of 2)

**Note:** “Save As” window opens; inform the students that on the left side of the window have them locate the “Desktop” icon, to view their desktop on the “Right” window. Have the students open the “DTAS Temp Folder” and “save” the XML file here. The saved file name is “FOUO_DtasFile.XML”.

**Slide 29**

**Show Slide #29:** (FOUO-DtasFile.XML)
Note to Instructor: Explain to the students that this file is the deployed roster that they have just created will be UPLOADED on to the DTAS Database when they arrive in Theater. As stated above in Learning Activity 1, the DTAS Database can read three types of files; (TRN), eMILPO (XML), or Excel (CSV) Load File. Once the file has been uploaded to DTAS the information will be readable.

NOTE: Review with the following questions.

Q: What DTAS sub-menu in Emilpo do you click to Select / Deselect Soldiers for deployment?
A: DTAS Soldier Record.

Q: What file format does eMILPO produce for uploading in to DTAS?

Summary: In summary, we discussed creating and uploading the DTAS XML File. What are your questions?

Note to Instructor: Have the students maximize DTAS on their computers.

Show Slide #30: SITREP

a. Have the students read the following Situation Report (SITREP) and guide the students thru the steps needed to complete all actions.
Note to Instructor: The UIC is visible after expanding the hierarchy on the left side of the DTAS window. It is located just above the UIC used previously.

(1) Highlight this UIC by selecting it. From the DTAS main page select "Tools" in the upper left hand corner of the window.

(2) Select the "Mass Assign Wizard." The open/search window will be displayed.

(3) Click on "Select File."

(4) Choose the location where the file is and select "Open." Locate the DTAS Temp folder. Locate and double click on the file you have just created.

(5) Click "Next."

(6) “Select All” and click "Next" again.

(7) Select "Operation Iraqi Freedom" and accept the default Arrival Date/Time. Click "Next."

(8) You will then be prompted to enter the assigned and physical location information. Use the location "Camp Bucca, IZ Test" for both, and click "Next."

(9) You will then be taken to the “Select Tour Status data” on the “Tour Status” drop down selection arrow, select (Temporary Change of Station); in the “Tour Status Subtype” select (Unit – Active); the “Date/Time is default to the computer or laptop settings for your location; the “Number of Days” may be changed for how long the unit will be deployed in country, leave the number of 365 and click “Finish”, you will then be brought back to the DTAS main page where you will see the personnel you added.

Note to Instructor: Explain to the students that some of the required fields are not populated through the TRN load file. In order to perform any updates to the personnel after the Mass Assign, the user will have to ensure all the required fields have been manually inputted.
Show Slide #31: Update Personnel (1 of 2)

Note: This slide has 3 animations. By using the slides you can talk the students through the process of updating the personnel information on their own systems.

SITREP: After you have ensured that all personnel in theater are on your Mobile System you notice that the following information needs to be corrected in DTAS:

Note: This slide has 4 animations. By using the slides you can talk the students through the process of updating the personnel information on their own systems.

(10) To Update Personnel, click on the DTAS icon which brings up the DTAS Main page (unless you are already there). Here, you will be able to look at all the personnel assigned to your unit, to include subordinate UICs under your hierarchy.

(11) Select the UIC and highlight the record you wish to update and click the "Update Personnel" tab at the bottom of the screen.

UIC: WATGA0
Name: Trader, Foster
Show Slide #32: Update Personnel (2 of 2)

(12) Once you have clicked on the Update Personnel tab, you will see the Update Personnel window open.

(13) The update you are performing depends on the field that need to input. In this case, it is the Rank. Service member is a SPC.

(14) Once you have made all required updates, click OK.

Show Slide #33: Update Assigned Location
**Note**: This slide has 8 animations. By using the slides you can talk the students through the process of updating the personnel information on their own systems.

**Note to Instructor**: Have students click on the “Update Location” tab at the bottom of the screen.

**Update Assigned Location:**
Name: Escobar, Dennis J.
New Physical Location: As Asad, IZ

(15) Follow the same procedure above to update the location after selecting the "Update Location" tab at the bottom of the screen.

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**Show Slide #34: SITREP – Assign Personnel**

**Note to Instructor**: Have the students read the following Situation Report (SITREP) and guide the students thru the steps needed to complete all actions using the ‘Assigned Personnel” Tab.

**Note to Instructor**: Provide the students with following information to add all three personnel. Continue until you have completed all steps and all three personnel are in the database.

(16) A complete personnel listing within your deployed UIC should still appear on the screen. Only personnel that fall under your hierarchy will appear.
(17) From the DTAS Main page you will select "Assign Personnel".

(18) A drop-down menu titled Person Type should appear. Select the correct one for the entry you are making. Every Person Type will have a set of different required fields, and those will have a *** next to the proper field. Input/Select the appropriate information for the individual and Click on "Next".

(19) The date of birth and arrival date can be added by clicking on the drop-down arrow, or the date can be manually typed. The arrival time uses zulu time, which marks precision time and military time. It also shows Greenwich Mean Time (GMT), which is World Time and at the center of the time zone map.

(20) Select the current Duty Status, the location, the Operation, the grid zone designator, and the grid coordinates. Once you have updated all fields Click "Finish" to complete update.

(21) You have just added one individual to the DTAS database. The information you input will now be synchronized to the Major Command Level Database. Once the Enterprise Database receives the information it will then synchronize down to your unit's database.

Show Slide #35: Assign Personnel –SFC Kilbride

Note to Instructor: This slide had 25 animations. By using the slides you can walk the students through the process of updating the personnel information.
First Person
Person Type: US Army Soldier
EDI-PI: 2897654213
SSN/GUID: 901100401
Birth Date: 19701207 Change this date by year, then month, then day, or use the drop down Calendar.
Sex: M
Last Name: Kilbridge
First Name: Evan
Middle Name: Daniel
Deployed UIC: WATGA0
Arrival Time: Default to system time.
DoD Component: Army
Military Service Component: Regular
MOS/AOC: 11B
Rank: SFC
Operation: Operation Iraqi Freedom, IZ

Note to Instructor: You must click "NEXT" to go to your next screen to complete a duty status and Tour Status.

Duty Status: Present for Duty
Assigned and Physical Location: Camp Cedar, IZ
Tour Status: Not Required
Tour Status Subtype: Not Required
Number of Days: Not Required
Accept the default information for Grid Zone and Grid Coordinates

Note to Instructor: Inform students to click "Finish" to go to the next record.
Note to Instructor: This slide had 21 animations. By using the slides you can walk the students through the process of updating the personnel information.

Second Person
Person Type: DoD Federal Civilian
SSN/GUID: 067225342
Birth Date: 19640303
Sex: F
Last Name: Powell
First Name: Jeanette
Middle Name: Marie
Deployed UIC: WATGA0
Arrival Time: Default to system time.
DoD Component: Army
Operation: Operation Iraqi Freedom
Pay Plan: GS
Series: 2210
Pay Grade: 12

Note to Instructor: Must click "NEXT" to go to your next screen to complete a duty status and Tour Status.

Duty Status: Present for Duty
Assigned and Physical Location: Camp Bucca, IZ Test
Tour Status: Not Required
Tour Status Subtype: Not Required
Number of Days: Not Required
Accept the default information for Grid Zone and Grid Coordinates

Note to Instructor: Inform students to click “Finish” to go to the next record.

Slide 37

Show Slide #37: Assign Personnel – Sergio Galvez, Foreign National
Note to Instructor: This slide had 12 animations. By using the slides you can walk the students through the process of updating the personnel information.

Third Person
Person Type: Foreign National/Military
SSN/GUID: Accept default
Birth Date: 19660412
Sex: M
Last Name: Galvez First
Name: Sergio Middle
Name: None Deployed
UIC: WATGA0
Arrival Time: Default to system time.
DoD Component: N/A (Use Select One)
Operation: Operation Iraqi Freedom
Foreign Country: Venezuela
Foreign Military: Yes (check the block)

Note to Instructor: Must click "NEXT" to go to your next screen to complete a duty status and Tour Status.

Duty Status: Present for Duty
Assigned and Physical Location: Camp Cedar, IZ
Tour Status: Not Required
Tour Status Subtype: Not Required
Number of Days: Not Required
Accept the default information for Grid Zone and Grid Coordinates

Note to Instructor: Inform students to click "Finish" to go to the next SITREP.
Show Slide #38: SITREP – Duty Status

Note to Instructor: Have the students read the following Situation Report (SITREP) and guide the students thru the steps needed to complete all actions using the "Update Duty Status" Tab.

Note to Instructor: Provide the students with following information to update the “duty status” for all four personnel. Continue until you have completed all steps and each duty status has been updated in the database.

(22) From the DTAS Main page you will highlight the individual you will be updating and select the "Update Duty Status" button at the bottom of the screen.

(23) You can select more than one person at a time by Clicking on a name and holding down Shift or Ctrl, then selecting the next. If you select more than one name, then the duty status you are changing must apply to all individuals selected. Remember if someone left the theater, they will be in an in-transit duty status. Also explain to the students that they can view a complete listing of all Duty Status’ and Duty Status Reasons in the DTAS Functional Guidance.

(24) Select the individuals new Duty Status.

(25) Next, if the duty status is Missing, Redeployed, or In-Transit, you are required to select a Duty Status Reason. If so, select the appropriate reason. Otherwise, ensure the date and times are correct, and click "next".

(26) Update these Duty Status changes.

Slide 39

Slide Show #39: Duty Status – SSG Akers
**Situation 1:** One late night you receive a Red Cross message for one of your Soldiers and the commander authorized the Soldier to take emergency leave. The following Soldier will be flying out of Baghdad, IZ:

**Note to Instructor:** This slide has 13 animations. By using the slides you can walk the students through the process of updating the personnel information.

Update Duty Status: Name: 
**Akers, Pamela T.** 
Status: **In-Transit** 
Reason: **Emergency Leave**

**Note to Instructor:** Remember, you must click "NEXT" to go to your next screen to complete the location.

Date/Time: Default to System Date / Time 
Physical Location: **Camp Doha, KU**

*Slide 40*

![Duty Status – PFC Hoagland](image)

**Show Slide #40: Duty Status – PFC Hoagland**

**Situation 2:** While your unit was conducting a patrol, a vehicle was hit by an IED and two (2) Soldiers were wounded in action and one (1) was later hospitalized due to injuries sustained from the blast. The following is the information you gathered from casualty feeder and witness cards:
Note to Instructor: This slide has 9 animations. By using the slides you can walk the students through the process of updating the personnel information.

Update Duty Status:
Name: Hoagland, Insoo M.
Wounded in Action
Physical Location: As Asad, IZ TEST

Note to Instructor: You will have to first change the duty status to Wounded in Action (Location: AL Taji, IZ), in order to place Berg in a Hospitalized status.

Slide 41

Show Slide #41: Duty Status – MSG Bays

Situation 2 (Con’t): While your unit was conducting a patrol, a vehicle was hit by an IED and two (2) Soldiers were wounded in action and one (1) was later hospitalized due to injuries sustained from the blast. The following is the information you gathered from casualty feeder and witness cards:

Note to Instructor: This slide has 14 animations. By using the slides you can walk the students through the process of updating the personnel information.

Update Duty Status: Name:
Bays, Bobby Hospitalized
(Battle - Incurred)
Physical Location: HOSP-CONUS, US
Show Slide #42: Duty Status – CPT Israel

**Situation 3:** As your time to redeploy to Fort Jackson approaches, you are told that the following individual is going to depart now as part of the advance party, since he was the first person to deploy to the Area of Operation (AO):

**Note to Instructor:** This slide has 12 animations. By using the slides you can walk the students through the process of updating the personnel information.

Update Duty Status: Name:
**Israel, Ronald F.** New Duty Status: **In-Transit** Reason:
**Mission Complete**
Physical Location: **CAMP DOHA, KU TEST**
Show Slide #43: PERSTAT

Note to Instructor: Have Students verify that these changes are reflected in the database.

b. View the PERSTAT report to get a summary of today’s changes to your Unit strength. Click the Tabs across the bottom of the screen to view the different pages of the report. View the Unit Roster, sorted by Service component.

(28) To view reports from the DTAS Main page you will select Reports in the upper left hand side of the window. Depending on your access level you will be prompted to select a UIC based on your hierarchy. Select WATGA0.

(29) To include Sub Units, click "Include Sub Units." For this step we will not use this option.

(30) Choose the report type. You can either choose the Gains/Losses, In Transit, PERSTAT, or Unit Roster. By selecting Unit Roster you have the choice of sorting the report by any of the categories. Once you have chosen PERSTAT, click View Report.

(31) The report will then generate and will open in an excel format. You then have the option to save or print. To print the report, select Print from the File menu and click "OK." To save the report, select Save from the File menu, assign a file name and click "Save." Click on the View the Unit Roster tab and sort by Service
component. Verify that your information is correct. View the report and once complete, just close the spreadsheet.

c. Once the students have completed this lesson, ask if there are any questions. After resolving any questions, have them go back and delete all personnel from the WATGA0 UIC so that the next class can start with an empty UIC. Click "People Tab" - highlight each name, click "Delete", click "OK" and repeat these steps. This must be done one at a time for all personnel in each UIC.

Slide 44

Show Slide #44: Quiz Creation Activity

NOTE: This activity is to be completed in small group. Break students into groups of 4-5 and provide each group with two 3x5 cards or two blank sheets of paper. Tell them, in a moment, they will have 10 minutes to review all the material covered in the class and create a quiz for fellow classmates. The goal is for each group to generate at least 5 “challenging” questions on one sheet of paper; answers to those questions should be annotated on the additional paper. Once all groups have completed their questions, they will pass it to another group for them to complete the quiz and review with the classroom. Answer sheets should be maintained by the originating group for that review.

Questions can be true/false, multiple choice, short answer, etc.

NOTE: Additional questions to review if not covered in activity.

Q: What tab will you be in when updating personnel duty status?
A: Person Tab
Q: What does EDI-PI stand for?
A: Electronic Data Interchange–Personal Identifier

Q. What must the user do first, before entering a Soldier into a Duty Status of Hospitalized (Battle - incurred)?
A. The Soldier must first be entered as Wounded in Action.

Q. What report will display a summary of today’s changes?
A. The PERSTAT Report.

Show Slide #45: Learning Objective

Note: Restate TLO

Action: Employ the Deployed Theater Accountability Software (DTAS)

Conditions: In a classroom environment, given a computer with the DTAS Mobile Training application loaded, training scenarios, the eMILPO training database, and awareness of Operational Environment (OE) variables and actors.

Standards: Perform the following with 70% accuracy:

- Navigate DTAS Functions.
- Perform a Mass Add.
Perform Individual Updates

**Summary:** In summary, you have learned how to add personnel to the DTAS database, and also how to update that information. What are your questions?

**Note to Instructor:** Inform the students they will now be given a PE and must receive 70% accuracy to receive a Passing Score.

4. Learning Step / Activity 4. Practical Exercise  
Method of Instruction: Practical Exercise (Performance)  
Instructor to Student Ratio: 1:28  
Time of Instruction: 1 hr  
Media: Large Group Instruction

5. Learning Step / Activity 5. Test  
Method of Instruction: Test  
Instructor to Student Ratio: 1:28  
Time of Instruction: 1 hr  
Media: Programmed Media

Method of Instruction: Conference / Discussion  
Instructor to Student Ratio: 1:28  
Time of Instruction: 1 hr  
Media: Large Group Instruction