

**THE DEPLOYED THEATER  
ACCOUNTABILITY SYSTEM (DTAS)  
Version 3.6.8  
FUNCTIONAL GUIDANCE**

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15 May 2017

# DTAS FUNCTIONAL GUIDANCE

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Latest changes are listed in the Introduction section.  
Updated: 15 May 2017

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**\* These are functions required to manage the DTAS Systems, but are not found as a menu selection at any level of DTAS.**

# INTRODUCTION

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## DTAS Functional Guidance

Updated 15 May 2017

Welcome to the Deployed Theater Accountability System (DTAS) Functional Guidance. This document provides guidance for DTAS functionality that corresponds to the modules. It lists appropriate references, provides work center actions, and supplements regulations and current policy. This guidance also complements the DTAS User's Manual, which takes the user through entering data step by step.

**DTAS** is the "vehicle" which captures what the First Sergeants and the Company Commanders know. It is the cornerstone of accurate accountability of the deployed and non-deployed force. DTAS is a user friendly application that is the sole personnel accountability tool for a deployed unit and provides a tool for a non-deployed unit. This system is designed to provide reports to all levels of command in near real time. The mobiles send their information directly to the theater level and then the information is disseminated down the chain of command all at once as the mobiles synchronize with the theater server.

DTAS includes three operational modes. The SIPRNet mode supports the processing of classified data. The NIPRNet mode supports the processing of unclassified data. The Training mode is intended for the exclusive use of the Soldier Support Institute (SSI) in Fort Jackson. Minor functional differences distinguish the three operational modes from each other. This Functional Guidance is a reference for all three operational modes described about.

There are three distinct levels of DTAS. This functional guidance is divided into those three levels:

- Mobile System Level (User Level)
- Major Command Level
- Enterprise Level

**The Mobile System** provides the Company 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, and allows the user to update location and duty status, providing several predefined, roster-based reports. The Mobile system is deployed on laptop or desktop computers and communicates with the Theater Server over the SIPRNET or NIPRNET (dependent on which version you are using), but can operate in a disconnected mode when the network is not available. When 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 via web services, and updates for that mobile are transmitted from the Major Command module.

**The Major Command System** consists of the Major Command Management application, APOD module and a transaction database that reflect their particular theater and major command. Each ACOM (MACOM) Manager Module reports to the Enterprise database.

**A Major Command** is defined as a level two unit (a unit one level below the top unit in the Global Unit Hierarchy) and all of its subordinate units. The level two units cannot be relocated (either via an assignment or an attachment) within the hierarchy. The DTAS application will

retain personnel records on the Major Command database for 30 days following a terminal duty status (vice 7 days on the current Major Command database).

Theaters are defined as a list of countries identified by the National Command Authority as a deployed area. The Major Command Manager application allows theater-level users to manage mobile systems and UIC structure, and provides reporting capabilities, such as the JPERSTAT report and support for ad-hoc queries. The Major Command database is a subset of the Enterprise system. The Major Command system communicates with both the Enterprise and Mobile systems. Replication is used for communications between the Major Command and Enterprise systems. The Major Command system uses Web Services to support data communications with occasionally connected DTAS Mobile systems.

**The DTAS Enterprise** system houses the central database, and serves a data warehouse that contains historical data for each deployed Soldier, such as a transaction history of those attributes for which DTAS is the authoritative source. Ad hoc reporting is configured to run against the DTAS Enterprise data warehouse. The Enterprise system also interfaces—through a secure Cross Domain Solution (CDS)/trusted gateway—with eMILPO and receives data from the Defense Manpower Data Center (DMDC) to provide Soldier and civilian demographic data. In addition, the Enterprise system includes an integration broker that manages the messaging among DTAS.

***ARCENT DTAS Mobile System Users should contact their ARCENT Major Command Manager and Helpdesk for questions.***

***ARCENT SIPR Helpdesk email address: [usarmy.arifjan.usarcent.mbx.dtas-helpdesk@mail.smil.mil](mailto:usarmy.arifjan.usarcent.mbx.dtas-helpdesk@mail.smil.mil).***

***DTAS NIPR Mobile System Users should contact the DTAS Functional Support Team for questions COML: (502) 613-8103/8291 or DSN: (312)983-8103/8291***

***DTAS NIPR Functional Support Email Address: [usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-dtas-support@mail.mil)***

***TPS Users should contact the TPS Functional Support Team for questions COML: (502) 613-8435/8104 or DSN: (312)983-8435/8104***

***TPS Functional Support Email Address: [usarmy.knox.hrc.mbx.tagd-tps-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-tps-support@mail.mil)***

**Listed below are changes to the DTAS Functional Guidance**

**15 May 2017:**

**GENERAL:**

**MOBILE SYSTEM – NEW FUNCTIONALITY:**

- Will be able to assign all DoD Contractor personnel under Person Type “DOD CONTRACTOR”.
- Operation drop down menu will allow the option to select an Exercise or Operation Force Rotation

### **MAJOR COMMAND MANAGEMENT APPLICATION – NEW FUNCTIONALITY:**

- When the user adds an Operation using the Static Table Maintenance feature within the Major Command Manager web application, the Country Code defaults to 'AA-ARUBA'.
- Document Manager has been removed from the list of available functions.

### **DASHBOARD – NEW FUNCTIONALITY:**

- JPERSTAS will display Direct Reporting Unit
- JPERSTAT will have the ability to drill down and view the personnel information related to various “Delta” columns on report
- Incorporate non-deployed personnel into Datastore dimensions.

### **PERSONNEL MANAGER – NEW FUNCTIONALITY:**

- Personnel Manager application allows users to search for personnel records by UIC, but does not have an option to include the personnel that are assigned and/or attached to descendent units of the search UIC.

# MOBILE SYSTEM LEVEL

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## Introduction

- The Mobile System Level is the base level of Deployed Theater Accountability System (DTAS). The Mobile System also is where the user maintains location, duty status, and unit information for each Soldier or civilian in their command. The Mobile provides several predefined, roster-based reports for company internal use.
- It is the heart of the DTAS system and where all data is validated by the company. S-1s are the key to the system, if your data is not correct the whole system becomes useless and full of bad data. It contains information on the deployed person's current location and duty status as well as demographic data downloaded from Electronic Military Personnel File (E-MILPO).
- The DTAS System operates on a secure network, but is capable of operating disconnected from the network. When a user's Mobile System is disconnected, any work performed is stored in a message queue in its micro-database. When the Mobile System is connected, the stored messages are sent to the Major Command Database and any updates messages from above are sent to the mobile.

## Software Installation

### Responsible agencies:

- Commander
- DTAS Major Command Manager
- DTAS Mobile System User
- Unit System Administrator

### References:

- DTAS Mobile User Application User Manual v3.6.8
- DTAS Mobile Install Upgrade

### General guidance:

- The DTAS Mobile System software has the following installation requirements:
  - Operating System: Windows XP Professional or Windows Vista Enterprise
  - Processor - 1 gigahertz (GHz), 32-bit (x86), 64-bit (x64)
  - Memory: 1 GB RAM (2GB RAM if using 64-bit system)
  - Hard Disk Space: 250 MB or higher free hard drive space (may need more for Division or Corps Mobile Systems)
  - CD-ROM Drive
  - Microsoft Office 2003 or 2007 with Excel
  - Video: DirectX 9 graphics device with WDDM 1.0 or higher driver
- The DTAS Mobile System software has the following operational requirements:
  - Dedicated PC or laptop
  - Access to the SIPRNet/NIPRNet as appropriate

### Work center actions:

- Major Command Manager - Provide latest version of DTAS Installation Software to all Mobile System Users.
- Mobile System User - Coordinate with unit system administrator to install DTAS software
- Unit System Administrator – Follow the DTAS Mobile Install Upgrade Guide to install software into target client.

## **Mobile System Initialization**

### **Responsible agencies:**

- Commander
- DTAS Major Command Manager
- DTAS Mobile System User

### **References:**

- DTAS Mobile Application User Manual v3.6.8

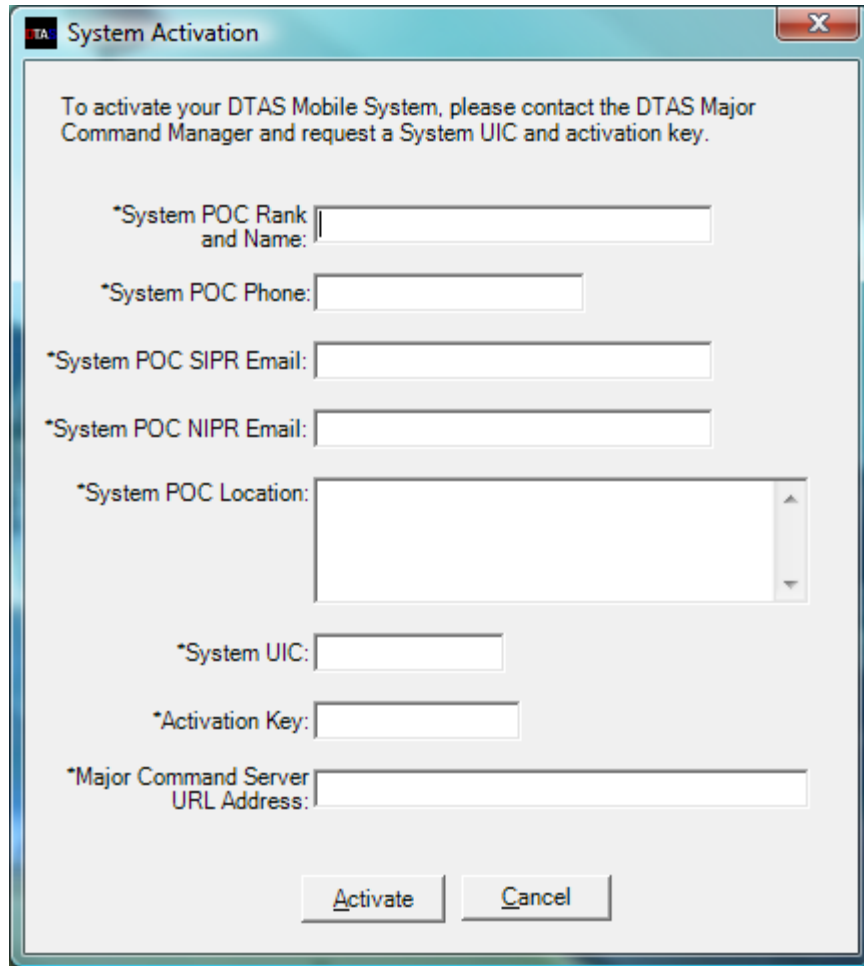
### **General guidance:**

- This function allows the Mobile System User to initialize the Mobile System with the DTAS Major Command System. The DTAS Mobile Software will not function until it has been initialized with DTAS Theater Major Command Manager. This starts the communication process between the Mobile System and the Major Command system. This process is usually performed one time when the unit first arrives in theater.

### **Work center actions:**

- Mobile System User - Provide Organizational Hierarchy to DTAS Major Command Manager.
- Major Command Manager - Adjust Global Unit Hierarchy to include Mobile System User's Organizational Hierarchy.
- Mobile System User - Coordinate with Major Command Manager to establish Unit Mobile System in Theater.
- Major Command Manager - Assign Unit UIC as a Mobile System.
- Major Command Manager - Provide Major Command System IP address and Mobile System Activation Key to Mobile System User in order to initialize DTAS Mobile.
- Mobile System User - Connect the DTAS computer to the SIPRNet. It must stay connected throughout Initialization.
- Mobile System User - Open DTAS Application to begin activation process. Click on the DTAS icon. Since this is the first time that you have opened DTAS on your Mobile System, an Activation Window will be displayed.





The image shows a Windows-style dialog box titled "System Activation". At the top, there is a close button (X) and a small icon. Below the title bar, the text reads: "To activate your DTAS Mobile System, please contact the DTAS Major Command Manager and request a System UIC and activation key." The dialog contains several input fields, each with an asterisk indicating it is required:

- \*System POC Rank and Name: [Text box]
- \*System POC Phone: [Text box]
- \*System POC SIPR Email: [Text box]
- \*System POC NIPR Email: [Text box]
- \*System POC Location: [Text box with vertical scrollbar]
- \*System UIC: [Text box]
- \*Activation Key: [Text box]
- \*Major Command Server URL Address: [Text box]

At the bottom of the dialog, there are two buttons: "Activate" and "Cancel".

- Mobile System User - Enter the personal information of the Mobile System User, the POC's System SIPR Email, NIPR Email, Location, UIC, the Activation Key, IP address of the Major Command Server and click Activate.

**Note: the Activation Key and Major Command Server IP address must be obtained from the Major Command Manager POC.**

System Activation

To activate your DTAS Mobile System, please contact the DTAS Major Command Manager and request a System UIC and activation key.

\*System POC Rank and Name: MSG Tony Reeder

\*System POC Phone: 502-613-8579

\*System POC SIPR Email: Tony.Reeder@us.army.smil.mil

\*System POC NIPR Email: Tony.Reeder@us.army.mil

\*System POC Location: Camp Cowboyz

\*System UIC: WKOBE1

\*Activation Key: B6<st^a8@f

\*Major Command Server URL Address: 144.10.126.173

Activate Cancel

- **Note:** After this step, the DTAS Mobile Software will begin downloading command specific data for the mobile system. This download must be completed prior to using the mobile. *DTAS must remain connected to NIPR/SIPR throughout Initialization.*
- Mobile System User – Monitor the DTAS Application during Initialization the Process. System is fully activated when the Add Personnel and Attach Personnel buttons becomes active (no longer 'grayed out').

## Manage Command Hierarchy

### Responsible agencies:

- Commander
- DTAS Major Command Manager
- DTAS Mobile System User
- AHRS DTAS Help Desk

### References:

- DTAS Mobile Application User Manual v3.6.8
- DTAS Major Command Manager User Manual v3.6.8

### General guidance:

- The Unit Hierarchy provides a visual indication of which units are assigned to the Mobile system, attached to this Mobile system, and which are assigned to this Mobile but attached elsewhere.
- Adjusted Unit Identification Codes (UICs) to accept up to 10 characters in length. This will allow other services UICs to transfer data through DTAS. It does not allow a UIC to process that contains special characters.
- When a unit's command structure changes for any reason, (unit operational moves and reassignment, unit redeployment, etc.), the hierarchy must be adjusted in DTAS.
- **Note: Careful consideration should be given to hierarchy changes for UICs or groups of UICs that contain 5000 or more personnel. Every Hierarchy change produces four messages per person. Mass UIC Hierarchy changes can overload and crash a theater server.**

### Work center actions:

- Mobile System User - Coordinate with Major Command Manager to change Mobile System Hierarchy.
- Major Command Manager - For UIC hierarchy changes involving less than 5000 personnel make changes as appropriate. See Major Command Management functions in Major Command Manager User Manual.
- Major Command Manager - For UIC hierarchy changes involving 5000 or more personnel, contact the AHRC DTAS Help Desk. See Major Command Management functions in Major Command Manager User Manual.
- AHRS DTAS Help Desk - For UIC hierarchy changes involving 5000 personnel or more, plan and complete hierarchy changes during periods of lower Major Command server activity.

## Mobile System Menu Choices

- The Mobile includes the following menu choices; File, View, Tools, and Help. Each menu provides users with a set of functions that enables the user to exit, set up the system synchronize data, etc.
- The **Tools Menu** provides the user with the following options:
  - Mass Assign/Attach Wizard – The mass add wizard allows users to add personnel from other systems via removable/transportable media. Note: To alleviate errors when uploading Foreign National personnel, DTAS now prohibits users from inputting CSV files without the EDI-PI/SSN field. It further prohibits population of personnel whose EDI-PI/SSN value matches a known person in DTAS.
  - Diagnostic Info - provides information in a single display that aids trouble shooting problems. The user has easy access to information that when provided to the help desk can assist in diagnosing system issues.
  - System Info – The System Info provides the user with contact and activation date information related to the system configuration.
  - Deactivate System – Resets the theater database and deletes all personnel from the database and delete theater-specific information.
  - View Synchronization Info – This function allows users to view system generated messages awaiting upload to a Major Command system and a synchronization log with two tabs of Message Queue and Synchronization Log.
  - CSV File – Allows the user to pull up a CSV format file for use in the Mass Add Wizard.
  - Workflow – This function allows you to read or delete notices of unit attachments and release from attachment.
  - Attachment Physical Location – This function allows you to update the physical location for those Soldiers attached to your unit through a unit attachment.
  - Unit Release – This function allows you to release units from attachment to your unit.
- The **Help Menu** contains the following options; About, Contents, Index, and Search for the help; and Email Major Command Manager.
- The About function provides information about the DTAS application, such as the version number. You can access help by either browsing the Contents or Index, or you can search the help file.
- The Email Major Command Manager allows you to email the Major Command Manager if you have issues with your system; when you select the option, DTAS launches a blank email using your default email application.
- The Mobile database presents information in a Tab format, grouping functions and tasks according to the information they serve. There are four basic tabs, People, Locations, Reports and Management. The Mobile System defaults to the People Tab. To access data on other tabs, select the tab and the system displays that tab in the foreground.
- Multiple Records – While using the People Tab, a user can select multiple individuals to update by highlighting multiple rows. A user may select multiple rows by pressing Shift for consecutive rows and Ctrl for nonconsecutive rows and clicking in the left hand blank column. A user may select all records by pressing Ctrl+A.

## People (TAB)

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General Guidance:

- The People Tab displays the personnel Assigned and Attached in the user's UIC.
- The People Tab provides the following functions: Assign Personnel, Attach Personnel, Release Personnel, Reassign Personnel, Correct ASUIC, Update Personnel, Update Duty Status, Update Location, Update Tour Status, Update Operation, Delete Person, Delete Attachment, and View Mini Record. These functions are shown as Hot buttons across the bottom of the People TAB. They can also be selected by right-clicking on a record or group of records.
- Multiple Personnel selection is available for the following: Update Duty Status, Update Location, Update Tour Status, Update Operation, Correct ASUIC, Delete Person, Delete Attachment, and Release Personnel function.
- ASUIC and ATUIC Overview:
  - The Deployed Assigned Unit Identification Code (ASUIC) the unit to which the deployed person is assigned. The ASUIC for the person does not change if they are attached to another unit—either through an individual or unit attachment.
  - The Deployed Attached Unit Identification Code (ATUIC) is the unit to which the deployed person is attached.
- The Strength View area displays the count of Unit Strength, Available Strength, and Non Available personnel for the selected unit and its subordinate units. Selecting the radio button for each option displays the associated people.
- The following functions are available as hyperlinks: Workflow Inbox, Attachment Physical Location, and Unit Release. Each function displays the number of items available for action. The hyperlink for each function is only enabled when there are items available for action.
- Displayed/Total: this area of the People Tab lists the number of records displayed in the grid in the Displayed field. The total number of records on the Mobile database is listed in the Total field.
- The Search field allows you to search the listed data by EDI-PI/SSN and Last Name.
- To sort the table, click the header name of the column. To sort in reverse order, double click the header name.
- Selecting the 'Include Sub Units' checkbox displays all personnel listed in the database. If this checkbox is not checked, only personnel in the highlighted UIC are displayed.

## Assign Personnel

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- 'Assign Personnel' allows users to add various types of personnel (Soldier, Civilian, Contractor, etc.) as they are assigned to an ASUIC. This action is performed at the mobile level.
- In the event an incorrect mini-record is pulled down due to incorrect EDI-PI/SSN 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 within 24 hours.
- 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.

### Related system reports:

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

### Work center actions:

- Mobile System User - For new personnel arriving in theater, add personnel to Mobile System within 12 hours of arrival to unit.
- For personnel reassigned within Theater.
  - Losing Unit Mobile System User - Submit 'Duty Status Update' of 'In-Transit-Local Reassignment' within 12 hours of departure. Person will remain assigned to losing unit's Mobile System, will appear as an 'Operational Loss' on PERSTAT and will appear on 'In-Transit Report' until the gaining unit adds the person.
  - Gaining Unit Mobile System User - Add person to unit's Mobile System within 12 hours of arrival.
- Mobile System User - Select and enter person's correct Duty Status, Assigned Location, Physical Location, and Operation.
  - If correct 'Assigned Location' is not available in the drop down menu, contact the Major Command Manager to Update that Static Table.

## Attach Personnel

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- 'Attach Personnel' allows users to attach various types of personnel (Soldier, Civilian, Contractor, etc.) as they are attached to an ATUIC.
- 'Attach Personnel' also allows the users in control of an attached person or unit to be able to submit duty status updates, to include termination of accountability.
- Personnel to be attached must meet the following criteria:
  - The person remains assigned to another unit in this deployed theater.
  - You must account for this person on your Mobile system.
- If a person is erroneously attached to a unit, the gaining unit will submit a 'Delete Attachment'. This function allows you to delete an attachment for an individual. Only use the Delete Attachment function if the person was erroneously attached to your Mobile or one of its subordinate units.

### Attach Personnel Business Rules:

- A person must be assigned in the deployed theater and exist on a Mobile system before the Attach Personnel function can be used successfully. If you use the Attach Personnel function to attach a person who does not meet this requirement, the Major Command system sends a message to delete the attached person's record and a Workflow notice to alert you to the problem. If this happens, contact the person's assigned unit and inform them to use the Assign Personnel function to assign the person to a unit on their Mobile system. After the assigned unit submits the Assign Personnel action, you can use the Attach Personnel function to attach the person again.
- **The effective date/time of the attachment cannot be before the initial arrival date/time to the deployed theater. If you back-date the attachment before the initial arrival date/time to theater, the Major Command system sends a message to delete the attached person. If this happens, contact the Major Command Manager to determine the initial arrival date/time of the person. Then you may use the Attach Personnel function, to attach the person again with an effective date/time that is after the initial arrival date/time to theater.**

### Related system reports:

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

**Work center actions:**

- Mobile System User.
  - Losing Unit Mobile System User - Person will remain assigned to losing unit's Mobile System, will appear as an 'Operational Loss' on PERSTAT and will appear on the People Tab with an ATUIC.
  - Gaining Unit Mobile System User - Add person to unit's Mobile System within 12 hours of arrival. Select and enter the person's correct Duty Status, Assigned Location, Physical Location, Tour Status, and Operation. If correct 'Assigned Location' is not available in the drop down menu, contact the Major Command Manager to Update that Static Table.

**Delete Attachment****Responsible agencies:**

- Commander
- DTAS Mobile System User

**References:**

- DTAS Mobile User Application User Manual v3.6.8

**General guidance:**

- Delete Attachment allows the user to delete an attachment record for a selected individual that was erroneously added to the Mobile System.
- Delete Attachment is not used to delete attachments of personnel that were actually deployed, but have being released from their attachment. To release these personnel, a Release Personnel transaction must be completed to release the person back to their unit of assignment maintaining a proper historic file.
- Delete Attachment can only be performed with personnel that are attached.
- When the 'Delete Attachment' function is used to delete attachments of any person from a Mobile System, the record is completely removed from all levels of DTAS, to include History. For this reason, it is imperative that Delete Person is not used incorrectly.

**Related system reports:**

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

**Work center actions:**

- Mobile System User - Delete erroneously added personnel on Mobile System as necessary.



## Reassign Personnel

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- 'Reassign Personnel' allows users to update individual's ASUIC.
- This action can be performed at all levels of SIPRNet connectivity as long as the ASUIC is a part of the Mobile System Hierarchy.
- In the event an incorrect mini-record is pulled down due to incorrect EDI-PI/SSN entry, use the Update Personnel function to correct the EDI-PI/SSN.
- This function is intended for Units that manage several ASUICs in a hierarchy.

### Related system reports:

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

### Work center actions:

- Mobile System User. For new personnel arriving in theater, add personnel to Mobile System within 12 hours of arrival to unit.
- For personnel reassigned within Theater.
  - Losing Unit Mobile System User - Submit 'Duty Status Update' of 'In-Transit-Local Reassignment' within 12 hours of departure. Person will remain assigned to losing unit's Mobile System, will appear as an 'Operational Loss' on PERSTAT and will appear on 'In-Transit Report' until the gaining unit adds the person.
  - Gaining Unit Mobile System User - Add person to unit's Mobile System within 12 hours of arrival.
- Mobile System User. Select and enter person's correct Duty Status, Assigned Location, Physical Location, and Operation.
  - If correct 'Assigned Location' is not available in the drop down menu, contact the Major Command Manager to Update that Static Table.

## Release Personnel

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6 8

### General guidance:

- 'Release Personnel' function allows users to release a person from attachment. You may release a person's Individual Attachment or Unit Attachment. If the person has both an individual and a unit attachment, both attachments are released.
- You can release persons from attachment individually or as a group if the release date/time is the same.
- When a person is returning from a period of attachment, a workflow message is generated for the lowest level Mobile System administratively responsible for the attached units or personnel when the period of attachment is ended. The workflow message will include the date, the units, or personnel released from attachment.

### Related system reports:

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

### Work center actions:

- Mobile System User.
  - Assigned Unit Mobile System User - Person will remain assigned to unit's Mobile System and will no longer have a DTAUIC on the People Tab.
  - Attached Unit Mobile System User - Person will be removed from the unit's Mobile System and they will appear as an "Operational Loss" on the PERSTAT.

## Update Personnel

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Update Personnel allows users to update basic personnel information on the user's DTAS Mobile System.
- Updating EDI-PI/SSN can only be performed with a Mini-Record Status Code of 'P' (Pending), or 'U' (Unverified). Once the mini-record status code changes to 'D' (Downloaded) the Update Personnel function is available for the following personnel updates; Person Type, Initial Arrival Date to Theater, DOD Service Component, Military Service Component, and Operation.
- This action is performed at the lowest level of SIPRNet connectivity
- Modified the Mobile System so that the effective date for the child records (duty status, assign location, physical location, and tour status) is set to the Arrival Date or Attachment Date entered by the user if the date is changed. If the user needs to correct the Arrival Date or Attachment Date, they can Cancel out of the form and then re-select the Assign Personnel or Attach Personnel function.

### Related system reports:

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

### Work center actions:

- Mobile System User - Update personnel information on Mobile System as necessary.
- Mobile System User - Monitor and review mini-records with 'U' status code for incorrect EDI-PI/SSN.
- Mobile System User - If person has been added to Mobile System with incorrect EDI-PI/SSN, use Update Personnel function to submit correct EDI-PI/SSN. This will pull down the correct mini-record.
- Mobile System User - If the person type is Foreign National/Military, no Person Type or DOD Service Component changes will be allowed. In addition, Military Service Component will be enabled for entry/change as long as the Person Type is US Army Soldier or other US Service Member.

## Update Duty Status

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Update Duty Status function allows users to update 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.
- The DTAS Duty Statuses are below:

Update Duty Status	Explanation
Confined by Military Authorities (CMA)	Soldiers apprehended or confined by military authorities.
Convalescent Leave (CLV)	Soldiers on an authorized period of convalescent absence from assigned duties. This is only used for Soldiers who take CLV and <u>stay in the Deployed Theater</u> . If the Soldier departs the deployed theater to take CLV (CONUS or OCONUS), the Soldier will be in the following status: Redeployed-Convalescent Leave.
Duty Status / Whereabouts Unknown (DWU)	A transitory status, applicable when the responsible commander suspects the person may be a casualty whose absence is involuntary.
Hospitalized (Non-battle incurred) (HOS)	Soldiers/persons admitted to a Mobile Army Surgical Hospital (MASH), a Combat Army Support Hospital (CASH), or a permanent rear Army Medical Hospital, but not reassigned, who are wounded, sick, or injured, not the result of battle. If the Soldier/person is being reassigned to a rear hospital unit (outside of theater), the Soldier/person should be assigned a duty status of Redeployed-Hospitalized (non-battle incurred). This means that the Soldier was redeployed to be transferred to a hospital unit.
Hospitalized (battle incurred) (HOW)	This DDS cannot be used until the casualty is first updated to a DDS of "Wounded in Action". Soldiers/persons admitted to a Mobile Army Surgical Hospital (MASH), a Combat Army Support Hospital (CASH), or a permanent rear Army Medical Hospital, but not reassigned, who are wounded, sick, or injured, and are the result of battle. If the Soldier/person is being reassigned to a rear hospital unit, the Soldier/person should be assigned a duty status of Redeployed-Hospitalized (battle incurred). This means that the Soldier was redeployed to be transferred to a hospital unit.
Missing (MIS) <b>(Reason code Required)</b>	Soldiers who are missing. There are several sub-categories of missing. Each of these is discussed in the Duty Status Reason Table.
Present for Duty (PDY)	Soldiers who are present for duty, on pass, arrest in quarters, or sick in quarters.

<b>Update Duty Status</b>	<b>Explanation</b>
Redeployed (RED)  <b>(Reason Code Required)</b>	Soldiers who depart the deployed theater for a variety of reasons. An associated Reason Code will define the reason for redeployment. See Duty Status Reason Table.
Rest and Recuperation (RNR)  <b>(Reason Code Required)</b>	Soldiers who are on authorized Rest and Recuperation. This is only used for Soldiers who take RNR and <u>stay in the Deployed Theater</u> . If the Soldier departs the deployed theater to take Rest and Recuperation (i.e. CONUS or OCONUS), the Soldier will be in the following status: Redeployed - Rest and Recuperation.
Temporary Duty (TDY)	Soldiers who are <u>Deployed into the theater to serve in a temporary duty status</u> to support certain missions for a short time. These Soldiers are not on a regular tour of deployment. <u>Note:</u> This status does not include Soldiers who are assigned to the theater who depart to serve in a TDY status outside the deployment theater.
In-Transit (TRA)  <b>(Reason Code Required)</b>	Soldiers who depart the unit for a variety of reasons. An associated Reason Code will define the reason for departure. See Duty Status Reason Table for an explanation of the available reasons.
Wounded in Action (WIA)	Casualty is wounded, sick, or injured as the result of a battle.

- Six duty statuses Missing (MIS), In-Transit (TRA), Rest and Recuperation (RNR), Redeployed (RED), End Deployment, Continue Accountability (RED) and Terminate Deployment require a 'Reason Code'. The reason codes are listed in the table below.

<b>Duty Status 'Missing'</b>
<b>Absent Without Leave (AWL):</b> Soldiers who are absent from place of duty without permission or authorization for more than 24 hours. This is used when a Soldier is in a Duty Status of Missing with a reason of Missing then found to be Absent Without Leave.
<b>Beleaguered (BGD):</b> The Soldier is a member of an organized element that has been surrounded by a hostile force to <i>prevent escape</i> of its members.
<b>Besieged (BSG):</b> The Soldier is a member of an organized element that has been surrounded by a hostile force <i>for compelling it to surrender</i> .
<b>Captured (CAP):</b> Soldiers captured and detained by enemy forces.
<b>Detained (DTN):</b> The Soldier is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the Soldier is being held.
<b>Interned (INT):</b> The Soldier is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the armed forces of the United States are engaged.
<b>Missing (MIS):</b> The Soldier is not present at his or her duty location due to apparent involuntary reasons or found to be Absent Without Leave and whose location is unknown.
<b>Missing In Action (MIA):</b> The Soldier is missing in action by reason of enemy action.
<b>Duty Status 'Redeployed'</b>
<b>Absent Without Leave (AWL):</b> Soldiers who are absent from place of duty without permission or authorization for more than 24 hours. This is used when a Soldier redeployed out of theater, is expected back, and has been determined to be Absent Without Leave.
<b>Convalescent leave (CLV):</b> Soldiers who have left the Theater on an authorized period of convalescent absence from assigned duties. Note: Soldiers who are on convalescent leave In-Theater use Duty Status of Convalescent Leave.
<b>Dropped From Rolls (DFR):</b> Soldier has been Missing - Absent Without Leave or Redeployed - Absent Without Leave for 31 days. 1SG submits Redeployed – Dropped from Rolls on the 31st day to remove Soldier from DTAS.
<b>Emergency leave (ELV):</b> Soldiers on authorized emergency leave.
<b>Erroneously Added (ERR):</b> Soldier has been erroneously added to DTAS.

<b><u>Hospitalized (Non-Battle Incurred) (HOS):</u></b> Soldiers/persons transferred to a permanent rear Army Medical Hospital, who are wounded, sick, or injured not the result of battle.
<b><u>Hospitalized (Battle Incurred) (HOW):</u></b> This Duty Status cannot be used until the casualty is first updated to a Duty Status of Wounded in Action. Soldiers/persons transferred to a permanent rear Army Medical Hospital, who are wounded, sick, or injured and are the result of battle.
<b><u>Rest and Recuperation (RNR):</u></b> Soldiers who are on authorized Rest and Recuperation leave outside the theater. (i.e., CONUS or OCONUS) Note: Soldiers who are on authorized Rest and Recuperation leave In-Theater use Duty Status of Rest and Recuperation, not Redeployment.
<b><u>Temporary Duty (TDY):</u></b> Soldiers who are Redeploying outside of the theater for purposes of Temporary Duty. These Soldiers will be returning to the deployed theater when the Temporary Duty is complete. Do not include those Soldiers who are Temporary Duty to serve in a temporary duty status to support certain missions for a short time.
<b>Duty Status 'Rest and Recuperation'</b>
<b><u>Leave (LVE):</u></b> Soldiers who are on authorized Rest and Recuperation leave in theater.
<b><u>Pass (PAS):</u></b> Soldiers who are on authorized Rest and Recuperation Pass in theater.
<b>Duty Status 'In-Transit'</b>
<b><u>Convalescent leave (CLV):</u></b> Soldiers on an authorized period of convalescent absence from assigned duties outside the Theater, (i.e. CONUS/OCONUS) use Redeploy with reason code Convalescent Leave. Note: Soldiers who are on Convalescent Leave In-Theater should use this Duty Status, not Redeployment.
<b><u>Emergency leave (ELV):</u></b> Soldiers on authorized emergency leave.
<b><u>Local reassignment: (LOR)</u></b> This is used when the Soldier is leaving the 1SG's unit and is on the way to another unit within the deployed theater. This is not used if the person is not leaving the deployed theater.
<b><u>Mission complete (MIC):</u></b> Soldiers who have completed the current deployment mission and are transitioning out of the deployed theater.
<b><u>Rest and Recuperation (RNR):</u></b> Soldiers who are traveling to authorized Rest and Recuperation leave in CONUS or OCONUS. Note: Upon arrival to Rest and Recuperation location, Duty Status will be changed to Redeployed with a reason Rest and Recuperation.
<b><u>Temporary Duty (TDY):</u></b> Soldiers who are Redeploying outside of the theater for purposes of temporary duty. These Soldiers will be returning to the deployed theater when the TDY is complete. Do not include those Soldiers who are TDY to serve in a temporary duty status to support certain missions for a short time.
<b>'Terminate Deployment'</b>
<b><u>Death Other (DO):</u></b> Personnel who died as a result of an accident or illness not related to hostilities.
<b><u>Killed in Action (KIA):</u></b> Casualty who is killed outright or who dies as a result of wounds received in action.
<b>Redeployed</b>
<b><u>Mission complete (MIC):</u></b> Soldiers who have completed the current deployment mission and are transitioning out of the deployed theater.
<b><u>Hospitalized (Non-Battle Incurred) (HOS):</u></b> Soldiers/persons transferred to a permanent rear Army Medical Hospital, who are wounded, sick, or injured not the result of battle.
<b><u>Hospitalized (Battle Incurred) (HOW):</u></b> This Duty Status cannot be used until the casualty is first updated to a Duty Status of Wounded in Action. Soldiers/persons transferred to a permanent rear Army Medical Hospital, who are wounded, sick, or injured and are the result of battle.

- DTAS Duty Status Updates do not replace Casualty Reporting requirements. Current casualty reporting procedures are still required for all casualty related duty status updates.

- To update to a duty status of 'Hospitalized (battle incurred) (HOW)' or a duty status reason of 'Redeployed Hospitalized (Battle Incurred) (RED HOW)' the person's current duty status must be 'Wounded in Action (WIA).
- It is imperative that casualty status data be treated as sensitive until verification of notification of Family Member/Next of Kin'.
- Duty Status Updates require a 'Physical Location' Update.
- Revoke Duty Status – The Update Duty Status function also provides you with the ability to revoke certain duty statuses. The duty statuses for which you can perform a revocation are the following: Killed in Action, Death Other, Redeployed-Mission Complete, and Redeployed-Drop from Rolls. DTAS resets the duty status to Present for Duty with the current date and time. Subsequent updates are not allowed until revocation of the above mentioned is complete.
- This action is performed at the lowest level of SIPRNet connectivity.

#### **Related system reports:**

- Gains/Losses Report
- In-Transit Report
- PERSTAT
- Unit Roster

#### **Work center actions:**

- Mobile System User - Update deployed duty status as necessary within 12 hours of duty status change.
- Mobile System User - Update Assigned Location as required.
- Mobile System User - Update Physical Location to person's current physical location.

## **Update Location**

#### **Responsible agencies:**

- Commander
- DTAS Major Command Manager
- DTAS Mobile System User

#### **References:**

- DTAS Mobile User Application User Manual v3.6.8

#### **General guidance:**

- Update Location allows the user to update the assigned and physical locations for a selected individual.
- Assigned Location refers to the location of a unit a person is assigned. Users are required to select a country out of a country pick-list before they are permitted to select a location. After a user has selected a country, the application will populate the Location pick-list with locations that are within the selected country.
- 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.

- Assigned Location is updated to a point within a country that is associated with a Theater. The application will terminate a person's deployment when one of the following conditions are met:
  - A user updates the person's Assigned Location to a point within a different Theater (in this case, the application will start another deployment for the person).
  - A user updates the person's Assigned Location to a non-deployed location and the person is re-assigned to a unit within a different Major Command.
  - A user updates the person's Assigned Location to a non-deployed location and the person's unit of assignment is re-located to a different Major Command.
  - A user updates the person's duty status to a terminal duty status value (e.g., Redeployed/Mission Complete).
- 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 Manager to coordinate a Location update on the Major Command Database. Until the Location Table is updated, use the six or eight digit grid for the physical location.
- 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.
- This action is performed at the lowest level of SIPRNet connectivity.

**Related system reports:**

- Unit Roster

**Work center actions:**

- Major Command Manager - Update Location Table as required within 12 hours of establishment of new named location, camp, or city. Delete any locations that are invalid. Make sure there are no people assigned to that location before removing it.
- Mobile System User. Update Physical Location on Mobile System as necessary to show movement and relocation of person throughout theater within 12 hours of person's relocation or completion of movement.
- Mobile System User. Update Assigned Location on Mobile System as necessary to show movement and relocation of unit throughout theater within 12 hours of unit's relocation or completion of movement.
- Mobile System User. Coordinate with Major Command Manager for any required location updates.



## Correct ASUIC

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance

- The Correct ASUIC function is primarily used at the battalion level to move people from one company to another. It is available only to Mobile System Users who have exclusive Mobile System control over the UICs within their hierarchy. Correct UIC is not available for a higher headquarters to move people in subordinate UICs if that subordinate UIC has a Mobile System, nor is it available between two Mobile Systems.
- If the Correct UIC option is not available to the Mobile System User, it will be grayed out.
- Correcting the UIC does not record as assignment history at the Enterprise Level. To update assignment history in the DTAS Enterprise Level, the Mobile System User must do an 'Add Personnel' function, rather than 'Correct UIC'.
- This action is performed at the lowest level of SIPRNet connectivity.

### Related system reports:

- PERSTAT
- Unit Roster

### Work center actions

- Mobile System User - Correct the UIC on Mobile System within 12 hours of assignment change.

## Update Tour Status

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Update tour status function allows the user to identify the tour status of deployed personnel.

### The DTAS Tour Status is listed below:

Tour Type	Sub Type
Permanent Party - PERPTY	Individual – Augmentee Individual – Replacement

Tour Type	Sub Type
	Unit - Active
Temporary Change of Station - TCS	Individual – Augmentee Individual – Individual Ready Reserve (IRR) Individual – Replacement Individual – Retiree Recall Unit – Active Unit – Active Guard Reserve (AGR) Unit – Individual Mobilized Augmentee (IMA) Unit – Individual Ready Reserve (IRR) Unit – Retiree Recall Unit – Troop Program Unit (TPU)
Temporary Duty - TDY	Individual – Augmentee Individual – Active Guard Reserve Individual – Troop Program Unit (TPU) Unit – Active Unit – Active Guard Reserve (AGR) Unit – Troop Program Unit (TPU)

**Related system reports:**

**Unit Roster**

**Work center actions:**

- Mobile System User - Update Tour Status information on Mobile System as necessary.

**Update Operation**

**Responsible agencies:**

- Commander
- DTAS Mobile System User

**References:**

- DTAS Mobile User Application User Manual v3.6.8

**General guidance:**

- Update Operation allows you to change the operation information for selected individuals.
- You can update operation information for individuals or as a group if the operation is the same.

**Related system reports:**

- Unit Roster

**Work center actions:**

- Mobile System User - Update Operation information on Mobile System as necessary.

## Delete Person

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Delete Person can only be performed with a Mini-Record status code of 'P' (Pending), or 'U' (Unverified). Once the mini-record status code changes to 'D' (Downloaded) the Delete Person function is unavailable for that record (is 'grayed out').
- Delete Person allows the user to delete a personnel record for a selected individual that was erroneously added to the Mobile System.
- Delete Person is not used to delete personnel that were actually deployed, but have departed theater. To remove these personnel, an Update Duty Status transaction must be completed to redeploy the person and show a complete deployment history.
- When the 'Delete Person' function is used to delete any person from a Mobile System, the record is completely removed from all levels of DTAS, to include History. For this reason, it is imperative that Delete Person is not used incorrectly.

### Related system reports:

- Gains/Losses Report.
- In-Transit Report
- PERSTAT
- Unit Roster

### Work center actions:

- Mobile System User. Delete erroneously added personnel on Mobile System as necessary.

## View Mini-Record

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- View Mini-Record provides an abbreviated personnel record for the selected individual.

- The Mini-Record is divided into three tabs: Basic, Service, 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:
  - 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.
  - U – Unverified. The record was not found or not successfully pulled from the Enterprise level. There may be a mismatched EDI-PI/SSN or the Mobile System may be offline. See Update Personnel for instructions on correcting erroneously added EDI-PI/SSN.
  - D – Downloaded. The record was found and has been pulled successfully from Enterprise level.
- Foreign National civilian / military personnel will remain as Record Status Code 'P' as their record is never sent to Enterprise for verification.
- This action is performed at the lowest level of SIPRNet connectivity.

**Work center actions:**

- Mobile System User. View Mini-Record on Mobile System as necessary.

**Locations (TAB)**

**Responsible agencies:**

- Commander
- DTAS Major Command Manager
- DTAS Mobile System User

**References:**

- DTAS Mobile User Application User Manual v3.6.8

**General Guidance:**

- The Location Tab displays data related to locations within the deployment theater.
- This information is read only.
- Locations are managed, including adding and editing locations, by the Major Command Manager.
- If the required city or base camp location is not shown in the Locations Table, contact the Major Command Manager to coordinate a Location update on the Major Command Database. Until the Location Table is updated, use the six or eight digit grid for the required location.

**Work center actions:**

- Major Command Manager. Update Location Table as required within 12 hours of establishment of new named location camp, or city. Delete any locations that are invalid.
- Mobile System User. Coordinate with Major Command Manager for any required location updates.

## Reports (TAB)

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- The Reports Tab displays the available reports that a user may generate from the Mobile System database.
- All reports are produced in Microsoft Excel.
- All reports require Microsoft Office XP or later versions to run and display correctly.
- A user can generate the following four reports:
  - Gains/Losses Report - Displays those personnel who have either arrived or are an operational loss during the 72-hour reporting period.
  - In-Transit Report – Displays data on those personnel who are In-Transit from the UIC for any reason.
  - PERSTAT Report – Displays a summary of UIC Personnel assets and changes during the reporting period.
  - Unit Roster – Displays all deployed personnel assigned to the UIC for which a user generates the report.

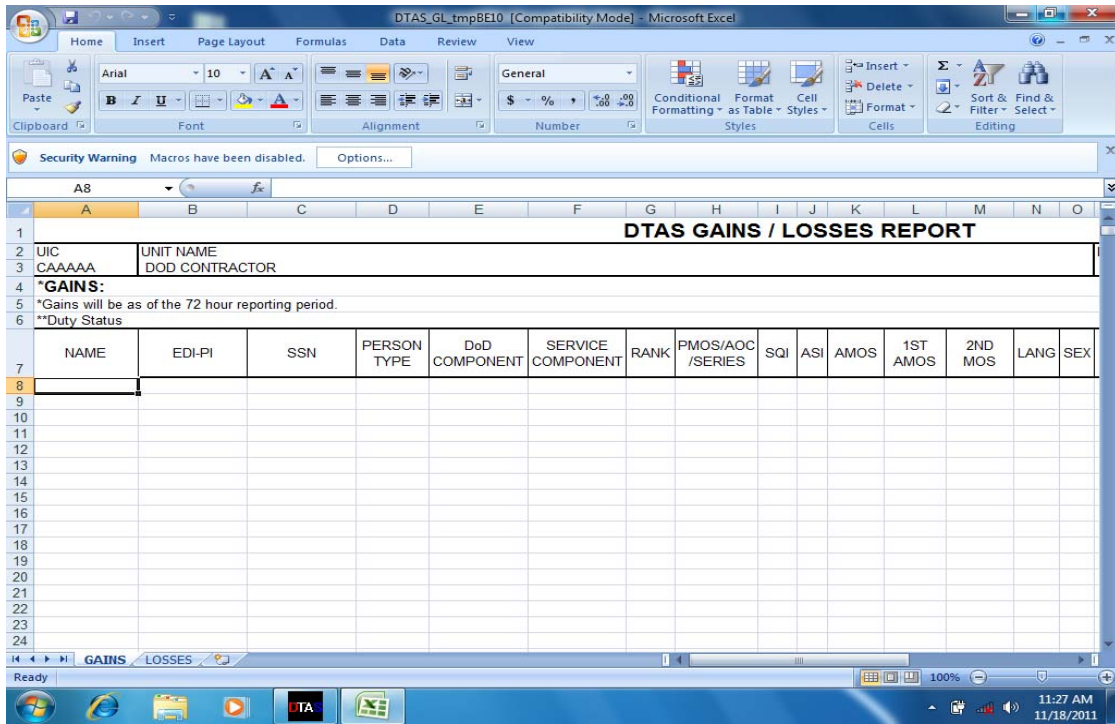
## Gains and Losses Report

### Responsible agencies:

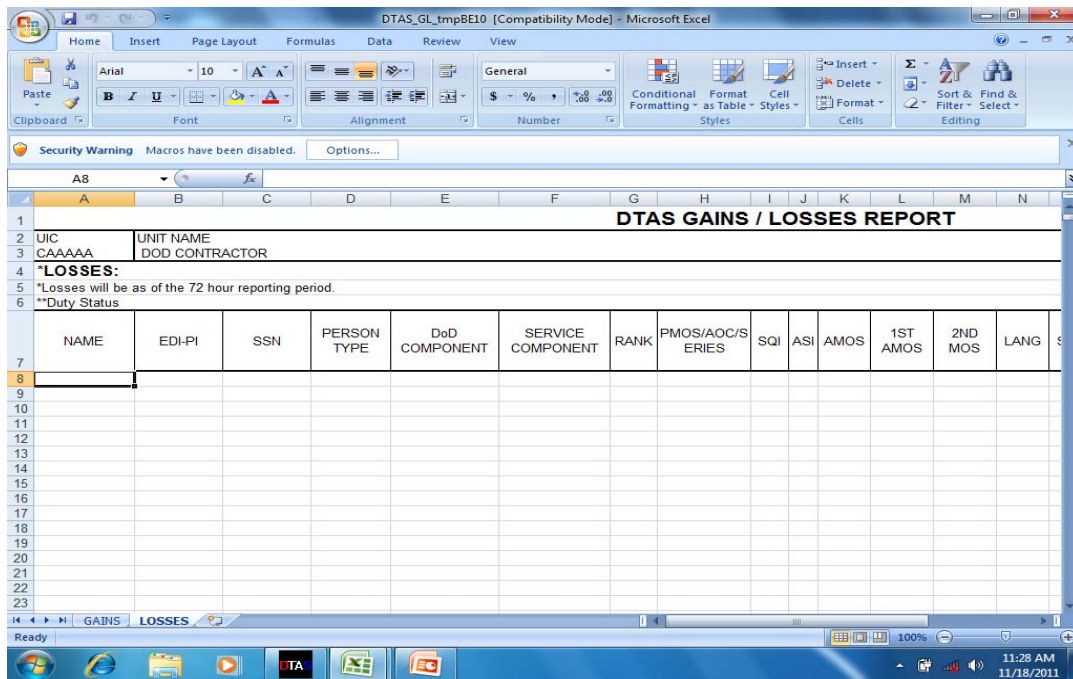
- Commander
- DTAS Mobile System User

### General guidance:

- The Gains Loss Report displays those personnel who have either arrived or departed the UIC or were an operational loss to the organization during the 72-hour reporting period.
- This report consists of two parts – Gains and Losses – that are presented as separate worksheets in Microsoft Excel.
- The report presents data from the 72-hour period preceding the time you generate the report.



Gains Report Sample



Losses Report Sample

**Work center actions:**

- Mobile System User - Produces Gains/Loss Report as necessary.

## In-Transit Report

### Responsible agencies:

- Commander
- DTAS Mobile System User

### General guidance:

- The In-Transit report displays data on those personnel who are In-Transit from the UIC for any reason. This report allows the unit to track an individual throughout a movement out of theater or to another unit. This report will show the Soldiers physical and assigned location.
- 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)
  - Relieved from Attached (RATH)

UIC	UNIT NAME	DTG	NAME	EDPI	SSN	PERSON TYPE	DIV COMPONENT	SERVICE COMPONENT	RAN K	MOSIAO C/SERIES	DS*	DS* DATE	DS#*	DEPLOYMENT T/START DATE	PHYS LOC	PHYS LOC ARRIVAL DATE	ASS LOC	ASS LOC ARRIVAL DATE	ASUC	ATU C	SPOT ID	
05	ASG LOC																					
1	DTAS IN-TRANSIT REPORT																					
2	UIC	UNIT NAME																			DTG	
3	DELANCEYB	DELANCEYBDE																				
4	*Only State																					
5																						
6	ABBOTT, TERRELL		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	PNAV	20HSEP17	GREENSBORO, NC	20HSEP18	GREENSBORO, NC	20HSEP18	DELANCEYB			
7	ABDUL, HASSAN		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	PNAV	20HSEP17	GREENSBORO, NC	20HSEP18	GREENSBORO, NC	20HSEP18	DELANCEYB			
8	ABRYTA, ANDREW D		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	LOR	20HSEP17	BREMEN,	20HSEP18	BREMEN,	20HSEP18	DELANCEYB			
9	ACHENBACH, BIFF		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	TCV	20HSEP17	BREMEN,	20HSEP18	BREMEN,	20HSEP18	DELANCEYB			
10	AJAMLI, STEPHEN		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	LOR	20HSEP17	AAA,	20HSEP18	AAA,	20HSEP18	DELANCEYB			
11	ADAMS, MORRIS		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	LOR	20HSEP17	GRANDFHL	20HSEP18	GHANZA,	20HSEP18	DELANCEYB			
12	ADAMS, PIETER		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	LOR	20HSEP17	GRANDFHL	20HSEP18	ARFFY,	20HSEP18	DELANCEYB			
13	ADDINGTON, ANHELLE		00000000	US ARMY SOLDIER	ARMY	REGULAR						TRF 20HSEP18	LOR	20HSEP17	AAA,	20HSEP18	AAA,	20HSEP18	DELANCEYB			
14	AIR FORCE, BLUE	IIIIIIII	00000000	US AIR FORCE	AIR FORCE	REGULAR	T5					TRF 20HSEP18	PNAV	20HSEP17	TEST CITY,	20HSEP18	TEST CITY,	20HSEP18	DELANCEYB			
15	ALPHENET, ROYNE	IIIIIIIIII	00000000	UNITED STATES AIR FORCE	UNITED STATES AIR FORCE	REGULAR	T5					TRF 20HSEP18	PNAV	20HSEP17	INDIANAPOLIS,	20HSEP18	INDIANAPOLIS,	20HSEP18	DELANCEYB			

In-Transit Report Sample

### Work center actions:

- Mobile System User - Produces 'In-Transit' report daily.

- Mobile System User - Monitor duty status for personnel on In-Transit report until they no longer appear to ensure duty status change is correctly submitted.

## PERSTAT Report

### Responsible agencies:

- Commander
- DTAS Mobile System User

### General guidance:

- The PERSTAT gives the user and the commander a strength summary. It provides an assigned and available strength count, captures gains and losses for the last 24 hour period.
- The PERSTAT works on a 24 hour period 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 must 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 UIC 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 Assign Personnel, Attach Personnel, and Update Duty Status functions in the Mobile System. If the user does not assign personnel, attach 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 views or summaries of the main report.
  - Personnel Daily Summary – A break-down of all the different person types and a count of assigned and operating strength for each UIC. The Assigned, Operating Strength and Females columns are not subject to the 24 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.
  - Loss Summary – shows the strength information such as total number of MOS by skill level that have been lost in the last rolling 24 hour block, and a by name report of personnel losses.
  - Gains Summary – shows the strength information such as total number of MOS by skill level that have been gained in the last rolling 24 hour block, and a by name report of personnel gains
  - Remarks – is editable by the user.
- There are several business rules that govern the reported on the PERSTAT Report. Please refer to Section 8.4.5 Business Rules PERSTAT Report in the DTAS Mobile Application User Manual.





## Unit Roster

### Responsible agencies:

- Commander
- DTAS Mobile System User

### General guidance:

- The Unit Roster lists all deployed personnel assigned to the unit for which a user generates the report.
- It includes all 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.
- The heading columns in the Unit Roster are displayed according to the view option (Army or Marine) the user selects.

### Work center actions:

- Mobile System User - Produce Unit Roster as necessary.

## Management (TAB)

### Responsible agencies:

- Commander
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- 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, 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 (last, first, middle initial) in the Management Tab is pre-populated based on the people 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 location.

### Work center actions:

- Mobile System User. Determine the pieces of data your unit wants to track. Enter data into the Management Tab.
- Mobile System User. Back up data as desired. To back up data:
  - Select data elements for back up, or press Ctrl A to select all data fields.
  - Press Ctrl C to copy selected data.

- Open MS Excel to a new spreadsheet.
- Press 'Paste' or Ctrl V to paste data into spreadsheet.
- Save spreadsheet as desired file name.
- User can also overwrite data in a previous file, by selecting all data in the Excel file and pressing Ctrl V.
- Mobile System User. Print data as desired. To print:
  - Select data elements for printing, or press Ctrl A to select all data fields.
  - Press Ctrl C to copy selected data.
  - Open MS Excel to a new spreadsheet.
  - Press 'Paste' or Ctrl V to paste data into spreadsheet.
  - Press spreadsheet by pressing 'Print' or Ctrl P.

## Mobile System Deactivation

### Responsible agencies:

- Commander
- DTAS Major Command Manager
- DTAS Mobile System User

### References:

- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Mobile System Deactivation allows you to reset your system. The function removes the existing database.
- Mobile System Deactivation does not uninstall the DTAS application from the computer.
- There are two times when you will deactivate your Mobile System. Both must be coordinated with the Major Command Manager.
  - Upon Mobile System data base corruption.
  - Upon direction of you Major Command Manager.
- If system is deactivated, but is still required for DTAS, Mobile System User will have to reinitialize the system. See [Mobile System Initialization](#).

### Work center actions:

- Mobile System User. Coordinate deactivation with Major Command Manager. Do not deactivate until approval/permission is received from Major Command Manager.
- Major Command Manager. Unassigned Mobile System.
- Mobile System User. Deactivate the Mobile System. To deactivate the system:
  - Select Deactivate System from the Tools menu.
  - DTAS displays the Deactivate System confirmation message.
    - Click OK to proceed with the process. Note: This will remove the existing database, deleting all your data. Click Cancel to cancel the deactivation without making any changes.
- Mobile System User. If Mobile System is still required for use in Theater, coordinate re-initialization with the Major Command Manager. See [Mobile System Initialization](#).

- Major Command Manager. If Mobile System is still required for use in Theater, conduct re-initialization. See Mobile System Initialization.

# MAJOR COMMAND SYSTEM LEVEL

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## Introduction

The Major Command System consists of the Major Command Manager Application and a core database. A Major Command database is a subset of the Enterprise system. The Major Command System communicates with both the Enterprise System and all Mobile Systems. The Major Command System uses Web Services to support data communications with occasionally connected DTAS Mobile Systems. Message Queuing is used for communication between the Theater and Enterprise Systems.

- The Theater System Level is the corporate, theater level of DTAS. Three theater-level applications work together to support the Major Command System:
  - Major Command Manager Application
  - Major Command Datastore
  - APOD Tool.
- Additionally, there are some theater-level responsibilities that the Major Command Manager must manage to ensure successful DTAS operations and accurate data. These procedures are outlined in this section.

## Major Command Manager Application

### Introduction

The Major Command Manager Application is an invaluable DTAS management tool for the Major Command Manager. This tool consists of seven main functions:

- Major Command Management – This function allows the MACOM manager to manage the following:
  - Administrative Hierarchy
  - Operational Hierarchy
  - Mobile Systems
  - Mobile System POC Information
- Static Table Maintenance – This function allows the Major Command Manager to manage and export tables into excel whose values are dynamic.
- APOD Manager – This function allows the Major Command Manager to manage Aerial Port of Debarkation (APOD) UICs and APOD User accounts.
- Mobile Configuration – This function allows the Major Command Manager to send sync service configuration changes to the targeted mobile system.
- Mobile Activation Log – Mobile Activation Log function allows the Major Command Manager to view a snapshot of system activation activity for the previous week.
- System Administration – Allows Major Command Manager to assign permissions to Major Command Manager Application users.
- User Management – Allows the Major Command Manager to add users to DTAS Web Applications.

## Major Command Management

### Responsible Agencies

- DTAS Major Command Manager
- Commander
- DTAS Mobile System User

### References

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- This module allows the Major Command Manager to manage the Theater UIC hierarchies, update and review Mobile POC information, and manage Theater DTAS Mobile Systems.
- Administrative hierarchy is the cornerstone of a theater structure that makes DTAS work. If this is not managed aggressively, the theater's DTAS operations will not be current or accurate. Administrative hierarchy drives the ability to see units and update a record on the Mobile Systems.
  - Email Mobile POCs - Allows the user to send a message to a mobile user or to select multiple users.
- Operational hierarchy allows unit attachment-related actions. Operational hierarchy drives the ability to see units and update a record on the Mobile Systems.
- Hierarchy Management consists of the following responsibilities:
  - The Major Command Manager will ensure that each unit's UIC is placed in the theater hierarchy. The Major Command Manager must solicit hierarchy documentation from new organizations as they arrive in the MACOM manger area of operation.
  - Execute timely updates to the UIC Hierarchy. This includes additions, deletions, and edits; to include attachments and release from attachments. The Major Command Manager cannot delete UICs from the Major Command Hierarchy until all personnel have been redeployed from the mobile system.
  - Create UIC(s) to accommodate Task Force operations, other branches of service, and civilian organizations by updating the DOD Service Component and Command Code, and unit level.
  - The Major Command Manager will ensure that each requested Unit attachment is completed.
- Mobile System Management allows the Major Command Manager to assign and unassigned or attach and release from attachment a Mobile System to a UIC in Theater, establishing Mobile Systems on the SIPRNet that regularly synchronize with the Major Command Database.
- Activation Status Codes used to activate the Mobile system indicates a Mobile system's status to the left of the UIC. The codes are:

Icon	Indicator Code	Explanation
	N	A DTAS mobile system has been assigned to the unit, but has not yet begun the activation processes. The Mobile System operator will need this activation code to begin the mobile system's activation process.
	A	The DTAS mobile system has connected to the DTAS Theater System and communicated that it is up and running. Generally, the initialization process will begin immediately afterward.
	P	The DTAS mobile system's initialization process has begun. Depending on the quality of the connection between the DTAS Mobile and Theater systems, the synchronization frequency, and the amount of data to transfer, a Mobile could be at this status for some time.
	I	The DTAS mobile system has been fully initialized, is up to date, and is ready for day-to-day operations. The mobile system should stay in this status until it is unassigned (from the Theater System) or deactivated (from the mobile system itself).

**Deactivation of Mobile System:** If the Mobile System user does not deactivate the Mobile System in accordance with work center actions, a message is sent to the Major Command Manager Application, notifying the Major Command Manager that the Mobile System was deactivated. This message can be found in the Mobile Activation Log.

**Hierarchy Management and Mobile System Assignment Rule:** Additional Mobile System User levels should not be created in the Theater Hierarchy to support multiple users viewing the same population. Organizations, such as a G1, should not have a Mobile System for viewing only, and this practice should be strongly discouraged. Those requiring access to view the population should request Datastore access from the Major Command Manager.

**Multiple Mobile System User levels viewing the same population replicates the database, all related personnel and hierarchy messages, and all health check reconciliations. This causes unnecessary stress on the Theater Server and the SIPRNet. Users must be educated with the Datastore method of viewing data. Datastore was designed for this type of requirement.**

- Examples of this include:
  - T128TF – Task Force 1/28 Inf
    - |\_\_\_\_\_ TF00G1 – Task Force G1
    - |\_\_\_\_\_ TF8SSB – 8<sup>th</sup> Soldier Support Battalion
    - |\_\_\_\_\_ WTFO25– 17<sup>th</sup> Personnel Detachment
  - TF00G1, TF8SSB and WTFO25 are UICs that were established as Mobile Systems to view the same population, 17<sup>th</sup> PD which supports TF 1/28. In this case, TF00G1 and TF8SSB should be unassigned by the Major Command Manager and deactivated by the Mobile System User. The users at TF00G1 and TF8SSB should request Theater Datastore access from the Major Command Manager to obtain visibility over this population.

**Work center actions:**

- Major Command Manager - Solicit organizational UIC Hierarchy documentation from new organizations as they arrive in theater.
- Mobile System User - Provide Organizational Hierarchy to DTAS Major Command Manager upon arrival in theater or UIC change.
- Major Command Manager - Adjust Theater Hierarchy to include Mobile System User's Organizational Hierarchy, or changes, as provided.
- Mobile System User - Coordinate with Major Command Manager to establish Unit Mobile System in Theater upon unit arrival in Theater.
- Major Command Manager - Assign Unit UIC as a Mobile System upon request.
- Major Command Manager - Provide Theater System IP address and Mobile System Activation Key to Mobile System User upon request.
- Major Command Manager - Assign DOD Service Component, Command Code, and Unit Level to all UICs.
- Mobile System User - Connect the DTAS computer to the SIPRNet and Initialize DTAS Mobile System. The Mobile System must stay connected throughout Initialization.
- Major Command Manager - Monitor DTAS Mobile System Status Code using the Major Command Management Application during Initialization Process. System is fully activated when the Mobile System Status Code changes to 'I'.
- Mobile System User - Coordinate with Major Command Manager to remove Unit Mobile System from Theater hierarchy upon unit departure from Theater.
- Major Command Manager - Coordinate with HRC Global Theater manager to move UIC from losing MACOM to gaining MACOM.
- Major Command Manager - Review the Mobile Activation Log daily to ensure all Mobile Systems are still activated.
- Major Command Manager - Update POC Name, phone number, SIPR/NIPR Email, Location, and UIC.



## Static Table Maintenance

### Responsible Agencies:

- DTAS Major Command Manager
- Commander
- DTAS Mobile System User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Mobile System Users can not make any changes to records in the static tables, and must contact the Major Command Manager to update, or add records to the static tables.
- The Major Command Manager can only add new records or edit existing records in the static tables with the exception of Assigned Location.
- Static Table Maintenance allows the Major Command Manager to update the Employer Code, Command Code, Operation Code, Assigned Location Static Tables, Hospital Lookup, Patient Condition Lookup, Patient Disposition Code Lookup, and Patient Status Code Lookup.
- It is important that no two locations have the same grid coordinates. If two locations are entered with the same grid coordinates, physical location data for these two locations cannot be displayed on the Unit Roster of the Mobile System. This will cause the user's Unit Roster to error, and the report will not produce correctly.

### Work center actions:

- Mobile System User - Identify an incorrect or missing record in a static table as necessary.
- Mobile System User - Contact the Major Command Manager to add or edit a record in static tables as necessary.
- Major Command Manager - Update Static Tables as appropriate.
- DTAS Mobile User Application User Manual v3.6.6

### General guidance:

- The Document Manager allows a Major Command Manager to manage authorization documents for assigned UICs.

### Work center actions:

- Deployed Unit. Provide Theater Strength Manager with Wartime Requirements Documentation upon arrival in theater.
- Major Command Strength Manager. Add or edit an authorization document as required.

## APOD Manager

### Responsible Agencies:

- DTAS APOD User
- Major Command Server System Administrator
- DTAS Major Command Manager

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- APOD Manager allows the Major Command Manager to manage APOD UICs and APOD User accounts.
- The Major Command Manager can add, edit and delete APOD UICs for the deployed theater. The following information is required when adding an APOD UIC:
  - APOD UIC – This is a deployed UIC that is not part of the theater hierarchy.
  - APOD Description – This is a text description of the APOD UIC. It is equivalent to a unit name.
  - APOD Location – This is the physical location of the APOD.
  - APOD Time Zone – This is the Time Zone of the APOD Location.
  - Owning Unit – This is the command that owns the APOD.
  - Traffic Flow Direction – Traffic Flow for an APOD UIC can be one of the following:
    - Inbound – The APOD UIC will only be available for processing arrivals. Arrivals to theater that have not been previously assigned to a UIC in the theater hierarchy will be assigned to this APOD UIC.
    - Outbound – The APOD UIC will only be available for processing departures. Departures that have not been previously assigned to a UIC in the theater hierarchy will be assigned to this APOD UIC.
    - Both – The APOD UIC will be available for processing arrivals and departures. Arrivals or departures that have not been previously assigned to a UIC in the theater hierarchy will be assigned to this APOD UIC.
- The APOD user can revoke a duty status for personnel who were erroneously departed from the theater of operation.
- Once an APOD UIC is created, the APOD UIC and the APOD Description cannot be changed. If the APOD UIC or APOD Description must be changed, the Major Command Manager must “Delete” the APOD UIC and “Add” it again with the correct information.
- For each APOD UIC, the Major Command Manager can add and remove APOD Users.
- APOD UICs are not visible on any Mobile System. APOD UICs are outside the scope of the Theater UIC Hierarchy, and only appear on the Major Command and Enterprise Systems via Datastore.

**Work center actions:**

- Major Command Manager. Establish APOD UICs for each APOD in the Major Command Area of Operations (AO) as necessary.
- Major Command Manager. Remove obsolete APOD UICs as required. Note: An APOD UIC cannot be removed until no personnel are assigned to the APOD UIC.
- APOD User. Contact Major Command Manager for the following:
  - To establish a new APOD User account.
  - To remove APOD User accounts when personnel leave.
  - To reset password when current APOD account stops working.
- Major Command Manager. Coordinate with Major Command System Administrator for the following:
  - To add Windows domain accounts for APOD Users as required.
  - To remove Windows domain accounts for APOD Users as required.
  - To reset expired passwords for APOD Users as required.
- DTAS Major Command System Administrator. Execute the following actions for APOD Users as required:
  - Add new Windows domain accounts.
  - Remove obsolete Windows domain accounts.
  - Reset expired passwords.
- Major Command Manager. Add or delete APOD User to established APOD UICs as necessary.
- Major Command Manager. Open or close APOD as required.

## Mobile Configuration

### Responsible Agencies:

- DTAS Major Command Manager
- Commander
- DTAS Mobile System User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Mobile Configuration allows the Major Command Manger to send synch service configuration changes to the mobile systems.

### Work center actions:

- Major Command Manager - Identify the correct synch settings for each Mobile System and update as necessary.

## Mobile Activation Log

### Responsible Agencies:

- DTAS Major Command Manger

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Mobile Activation Log function allows the Major Command Manager to view a snapshot of system activation activity for the previous week.

### Work center actions:

- Major Command Manager - View Mobile System initialization status.

## User Management

**Responsible Agencies:**

- DTAS Major Command Manger

**References:**

- DTAS Major Command Manager User Manual v3.6.8

**General guidance:**

- This function will only be available to users with authorization to access the “System Administration” and/or “APOD Manager” functions. The capabilities provided within this function will vary depending on the system mode as follows:
  - NIPRNet: This function will provide the capability to manage (add, edit, and delete) DTAS web application (i.e., APOD, Major Command Manager, Personnel Manager, and Dashboard) users. Additionally, this page will provide the capability to manage (add, edit, and delete) Datastore users. Lastly, this page will provide the capability to manage (edit, confirm, and delete) ‘new user’ requests.
  - SIPRNet: This function will provide the capability to ‘edit’ and ‘delete’ DTAS web application (i.e., APOD, Major Command Manager, Personnel Manager, and Dashboard) users. The current mechanism for adding DTAS web application and Datastore users in SIPRNet will be unchanged.
  - Training: This function will provide the capability to manage (add, edit, and delete) DTAS web application (i.e., APOD, Major Command Manager, Personnel Manager, and Dashboard) users.

**Work center actions:**

**Major Command Manager. Add users to DTAS web applications.**

**System Administration****Responsible Agencies:**

- DTAS Major Command Manger

**References:**

- DTAS Major Command Manager User Manual v3.6.8

**General guidance:**

- System Administration function allows you to restrict to which applications a user has access to in Major Command Manager, designate the top UIC within the user’s hierarchy and export the system administration user’s list into excel the shows their current rights and privileges.

**Work center actions:**

**Major Command Manager. Identify users and assigns required permissions.**

## Tactical Personnel System (TPS) – Manifesting

### Responsible Agencies:

- Gaining Unit Commander
- Gaining Unit Liaison
- TPS User
- DTAS - APOD (application) User
- DTAS Major Command Manager
- Field Services Division (FSD)

### References:

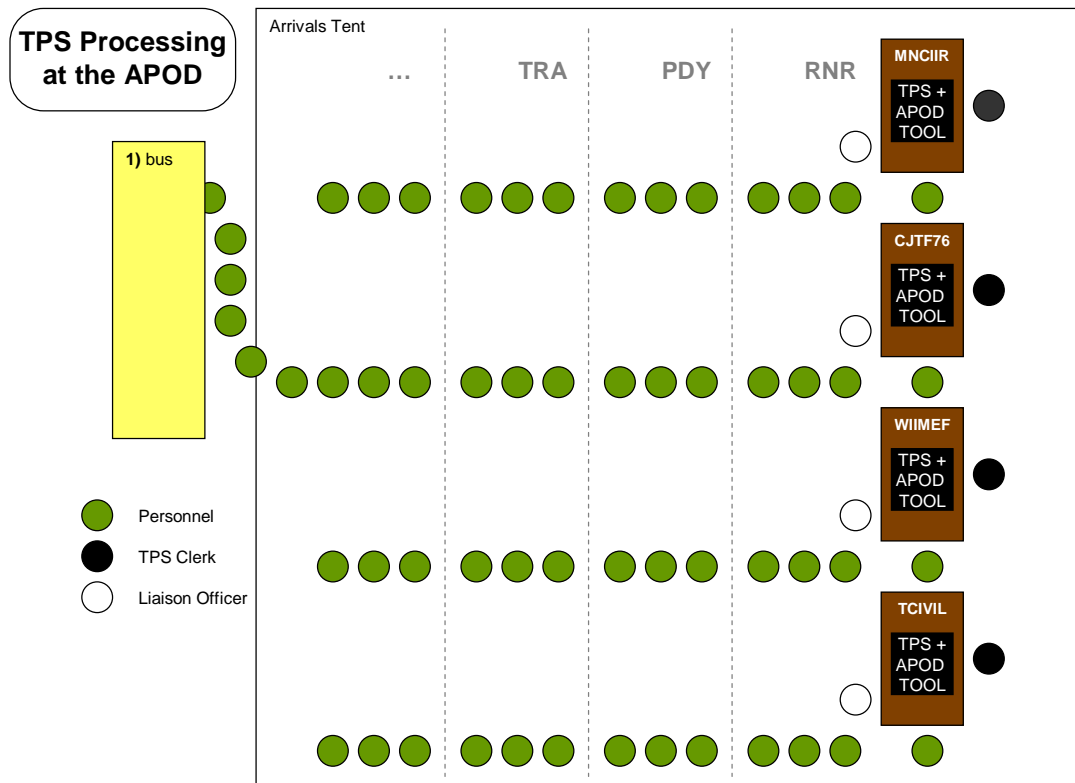
- Tactical Personnel System User Manual v3.0.6
- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- The Tactical Personnel System (TPS) must be used at each Aerial Port of Debarkation (APOD) or Sea Port of Debarkation (SPOD) to manifest inbound and outbound personnel. This includes arrivals, departures, and intra-theater movements of the deployed theater. The instructions for manifesting personnel with TPS are in the Tactical Personnel System User Manual.
- TPS uses the Joint Personnel Database (JPD) as a data source for personnel information. JPD information:
  - The JPD only contain data for Army Agency/Department personnel that have Common Access Cards (CAC).
  - The Personnel Accountability Branch (PAB) updates and distributes the JPD monthly.
  - The Major Command Manager of each theater must coordinate with The TPS Help desk [usarmy.knox.hrc.mbx.tagd-tps-support@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-tps-support@mail.mil) to get added to the JPD distribution list.
- TPS users must ensure:
  - The latest version of TPS is being used. The latest version of TPS is Version 3.0.6.
  - The latest copy of the JPD is loaded on the TPS Workstation.
  - Procedures are implemented for group arriving or departing personnel appropriately to facilitate accurate information-gathering for the following:
    - Potential Gaining UIC. This is correctly identified by coordinating with the Unit Liaison and grouping personnel by Potential Gaining Units prior to TPS processing.
    - Deployed Duty Status. This is correctly identified by grouping personnel by the reason for arrival/departure prior to TPS processing.
- TPS users play a critical role in the accuracy of deployed data in DTAS. Correct TPS Duty Status entry will ensure accurate deployment history for arriving and departing personnel. Accuracy of the Deployed UIC will provide the Major Command Manager with the necessary data, the Potential Gaining UIC, to research personnel who remain assigned to APODs for extended periods of time.

## TPS – Manifesting - Arrivals

- To capture and process all personnel accurately, the following procedures should be followed for *inbound* personnel:
  - To facilitate ease of entry for TPS users and to identify the Potential Gaining UIC and reason for arrival (Deployed Duty Status), inbound personnel should be grouped together as follows:
    - Group personnel by destination. To assist with this process, potential Gaining Unit Liaisons should be on site.
    - Within each destination group, further divide personnel by the reason for arrival (Deployed Duty Status).



- Process personnel using TPS:
  - In “Manifest”, create a new “Mission Number”. Use the flight number for the name of the Mission Number.
  - Ensure that the Actual Arrival Date/Time is populated and correct for this flight or “Mission Number”. Convert the flight’s arrival date and time to **Greenwich Mean Time (GMT)** and use this converted date/time as the Mission Number’s Actual Arrival Date/Time.
  - Ensure that each person in this manifest has an accurate Duty Status. TPS Duty Statuses for inbound personnel can only be one of the following:

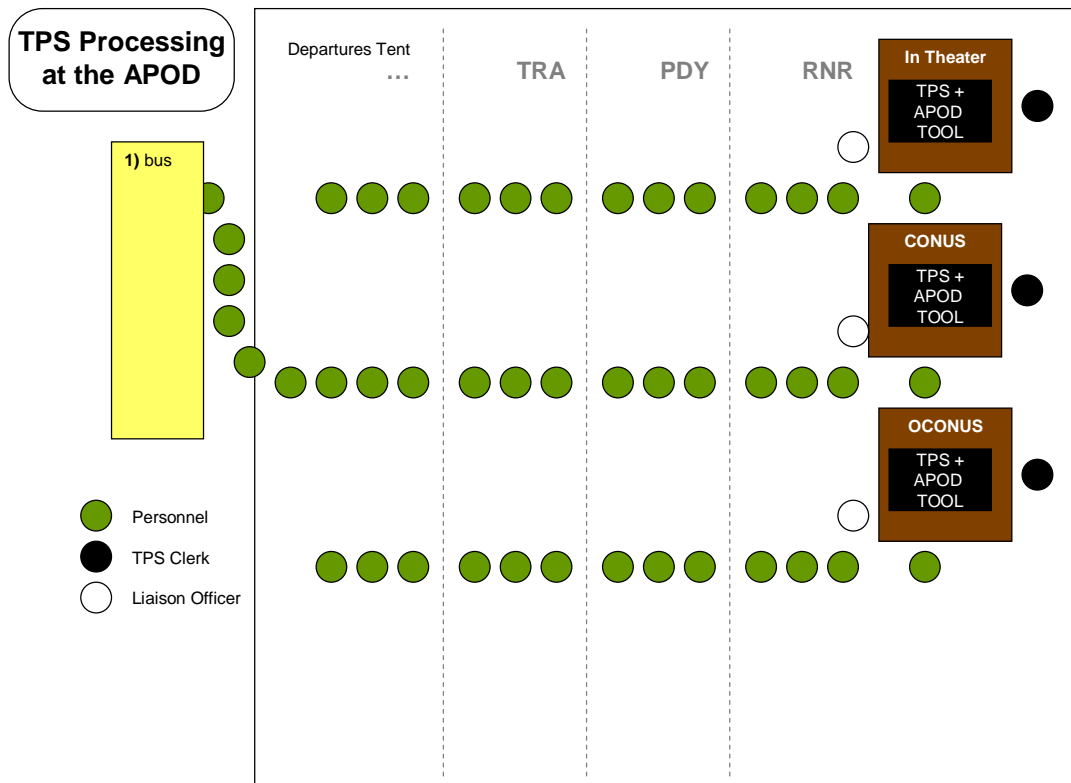


<b>Inbound/Arrival TPS Duty Statuses</b>	<b>Meaning</b>
ARR	New Arrival
ELA	Arriving from Emergency Leave
MEA	Arriving from Emergency Leave
OLV	Ordinary Leave
RRA	Arriving from R&R Leave
RSG	Reassigned
RTD	Returned to Duty
TDA	Arriving from TDY
TDY	Temporary Duty
TRA	In-Transit

- Ensure that each person in this manifest has an accurate Deployed UIC. This will be used to populate the Potential Gaining UIC in DTAS. Although this is an optional field in TPS, it is a mandatory field for the APOD Tool. The Unit Liaison should identify the Potential Gaining UIC to the TPS personnel. If the UIC is invalid, it must be added via the TPS System Administration menu first.

## TPS – Manifesting - Departures

- To capture and process all personnel accurately, the following procedures should be followed for *outbound* personnel:
  - To facilitate ease of entry for TPS users and to correctly group the personnel by destination and reason for departure (Deployed Duty Status), outbound personnel should be grouped together as follows:
    - Group personnel by destination. Personnel are departing to one of three general locations: In Theater, CONUS, or OCONUS.
    - Within each destination group, further divide personnel by the reason for departure (Deployed Duty Status).



- Process personnel using TPS:
  - In “Manifest”, create a new “Mission Number”. Use the flight number for the name of the Mission Number.
  - Ensure that the Actual Departure Date/Time is populated and correct for this flight or “Mission Number”. Convert the flight’s departure date and time to **GMT** and use this converted date/time as the Mission Number’s Actual Departure Date/Time
  - Ensure that each person in this manifest has an accurate Duty Status. TPS Duty Statuses for outbound personnel can only be one of the following:

<b>Outbound/Departure TPS Duty Statuses</b>	<b>Meaning</b>
ELD	Departing for Emergency Leave
HOS	Hospital (Non-Battle Incurred)
HOW	Hospital (Battle-Incurred)
MED	Departing for Medical Leave
OLV *	Ordinary Leave
RED	Departing Theater for Redeployment
RRD	Departing for R&R Leave and Pass
RSG *	Reassigned
TDD	Departing for TDY
TRA *	In-Transit

**\* Used for "In Theater" Departures only. If these duty statuses are used to depart personnel to CONUS or OCONUS, the update will fail.**

### **TPS – Manifesting - Invalid Duty TPS Duty Statuses**

- The following TPS Duty Statuses are not accepted by the APOD application for DTAS updates. If these TPS Duty Statuses are used, the personnel update will fail:

<b>Invalid TPS Duty Statuses</b>	<b>Meaning</b>
ADM	Administrative Absence
ATC	Attached
AWL	Absent Without Leave
CAP	Captured
CLV	Convalescent Leave
CON	Confinement
DED	Deceased
DTC	Detached
KIA	Killed In Action
MIA	Missing In Action
MLV	Maternity Leave
NBI	Non-battle Injury
OTH	(Duty Status Not Listed)
PDY	Present For Duty
POW	Prisoner of War
QTR	Quarters (Sick)
WIA	Wounded In Action

### **Work center actions:**

- HRC- Create and distribute monthly updates to the JPD.
- Major Command Manager - Coordinate with PAB to be placed on JPD distribution. Provide weekly updates to all theater APODs.
- TPS User - Ensure that all TPS Workstations are using the latest version of TPS.
- TPS User - Ensure that the monthly JPD update is received and loaded on every TPS Workstation.

### Arrival:

- TPS User. Upon arrival of new personnel, coordinate with APOD personnel and the Gaining Unit Liaisons to ensure arriving personnel are grouped in order to facilitate ease of data entry into TPS. Personnel should be grouped as follows to identify the Potential Gaining UIC and reason for arrival:
  - Group personnel by destination. To assist with this process, potential Gaining Unit Liaisons should be on site.
  - Within each destination group, further divide personnel by the reason for arrival (Deployed Duty Status).
- TPS User. Create a new manifest. Ensure the following:
  - Mission No. Enter the Flight No. as the Mission No.
  - Actual Arrival Date and Actual Arrival Time. Convert the flight's actual arrival date and time to **GMT**. Use this new, converted date and time as the Actual Arrival Date and the Actual Arrival Time.
- TPS User. Process arrival groups and add personnel to manifest. Multiple TPS stations may be used for the same flight. However, if personnel are grouped and processed according to the Potential Gaining Unit and reason for arrival, the TPS user will have fewer individual updates to change and processing will be faster. The TPS User must ensure the following data is entered accurately for all arrivals:
  - Deployed UIC.
  - Duty Status.
- TPS User. Create the TRN file.
- TPS User. Identify the TRN file correctly as an "arrival" file to the DTAS – APOD User.
- TPS User. Provide the TRN file to the DTAS – APOD (application) User for the DTAS – APOD web application upload.
- DTAS – APOD User. Upload the TRN file into DTAS with the DTAS – APOD (application).

### Departures:

- TPS User. When processing departures, coordinate with APOD personnel to ensure departing personnel are grouped in order to facilitate ease of data entry into TPS. Personnel should be grouped as follows to identify the destination and the reason for departure.
  - Group personnel by destination. Personnel are departing to one of three general locations: In Theater, CONUS, or OCONUS.
  - Within each destination group, further divide personnel by the reason for departure (Deployed Duty Status).
- TPS User. Create a new manifest. Ensure the following:
  - Mission No. Enter the Flight No. as the Mission No.
  - Actual Departure Date and Actual Departure Time. Convert the flight's actual arrival date and time to **GMT**. Use this new, converted date and time as the Actual Departure Date and the Actual Departure Time.
- TPS User. Process departure groups and add personnel to manifest. Multiple TPS stations may be used for the same flight. However, for each destination there must be a separate manifest. For example, personnel who departing to CONUS cannot be included in the manifest with personnel who departing to In Theater and OCONUS. Also, if personnel are grouped and processed according to the destination and reason for departure, the TPS user will have fewer individual updates to change and processing will be faster. The TPS User must ensure the duty status is entered accurately for all departures.

- TPS User. Create the TRN file.
- TPS User. Identify the TRN file correctly as a “departure” file to the DTAS – APOD User.
- TPS User. Provide the TRN file and the destination (In Theater, CONUS, or OCONUS) of the personnel in the file to the DTAS – APOD User for the DTAS – APOD web application upload.
- DTAS – APOD User. Upload the TRN file into DTAS with the DTAS – APOD (application).

## DTAS – APOD

### Responsible Agencies:

- TPS User
- DTAS – APOD (application) User
- DTAS Major Command Manager
- DTAS Major Command Datastore User

### References:

- Tactical Personnel System (TPS) Smart Book
- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8
- APOD User Manual v3.6.8

### General guidance:

- The DTAS – APOD web application provides the deployed theater with the capability to capture mass updates in DTAS for arriving and departing personnel at the Aerial Port of Debarkation (APOD). To capture the updates, this application allows the DTAS – APOD User to upload TPS-created TRN files into the DTAS Theater database.
- The APOD Application uses APOD UICs that provide the DTAS – APOD User with arrival and departure functionality during the TRN file uploads. The Major Command Manager establishes the APOD UICs for each APOD with the APOD Manager. APOD UICs are created with “Traffic Flow” properties. The Traffic Flow property of an APOD UIC determines the functionality of the UIC. An APOD UIC can have one of the following Traffic Flow properties:
  - Inbound – The APOD UIC will only be available for processing arrivals. Arrivals to theater that have not been previously assigned to a UIC in the theater hierarchy will be assigned to this APOD UIC.
  - Outbound – The APOD UIC will only be available for processing departures. Departures that have not been previously assigned to a UIC in the theater hierarchy will be assigned to this APOD UIC.
  - Both – The APOD UIC will be available for processing arrivals and departures. Arrivals or departures that have not been previously assigned to a UIC in the theater hierarchy will be assigned to this APOD UIC.
- DTAS – APOD Users obtain access to the DTAS – APOD application by contacting the Major Command Manager. With the APOD Manager, the Major Command Manager creates new DTAS – APOD User accounts and establishes which APOD UICs are accessible to the new user.
- The DTAS – APOD web application accepts TRN files created with TPS. Each file represents a manifest of arrivals or departures. A TRN file can be a manifest of arrivals, or a TRN file can be a manifest of departures. However, a TRN file cannot contain both arrivals and departures.

## DTAS – APOD – Arrivals

- There is a set of TPS Duty Status that is valid for the DTAS – APOD arrival functionality. All other TPS Duty Statuses will error when the file is “uploaded” as an arrival TRN.
- For each person whose deployment begins with an APOD arrival, the application will update the person’s Assigned Location to the location of the APOD.
- When a Mobile System user updates a person’s Duty Status to Transit/Local Reassignment “TRA/LOR”, the application will prompt the user to enter the unit to which the person will be re-assigned (gaining UIC). The application will generate a workflow notice indicating that the person is expected to arrive for the lowest level Mobile System responsible for the gaining UIC.
- When a first-time arrival is initially added to DTAS via the DTAS – APOD arrival functionality, the DTAS Duty Status of the new person defaults to TRA – LOR (In-Transit – Local Reassignment). However, once a person has been added to a Mobile System, the DTAS – APOD web application translates the TPS Duty Status to a related DTAS Deployed Duty Status. The valid arrival TPS Duty Statuses and the related DTAS translation are:

Inbound/Arrival	Translated DTAS Deployed Duty Status	
TPS Duty Statuses	Duty Status Code	Reason Code
ARR	TRA – In-Transit	LOR – Local Reassignment
ELA	TRA – In-Transit	ELV – Emergency Leave
MEA	TRA – In-Transit	CLV – Convalescent Leave
OLV	RNR – Rest and Recuperation	NULL
RRA	TRA – In-Transit	RNR – Rest and Recuperation
RSG	TRA – In-Transit	LOR – Local Reassignment
RTD	TRA – In-Transit	LOR – Local Reassignment
TDA	TRA – In-Transit	TDY – Temporary Duty
TDY	TRA – In-Transit	LOR – Local Reassignment
TRA	TRA – In-Transit	LOR – Local Reassignment

\* For definitions of arrival TPS Duty Statuses, see [TPS – Manifesting - Arrivals](#).

## DTAS – APOD - Departures

- There is a set of TPS Duty Statuses that are valid for the DTAS – APOD departure functionality. All other TPS Duty Statuses will err when the file is “uploaded” as a departure TRN.
- Once the file is uploaded as a departure file, the DTAS – APOD User must select the destination: In Theater, CONUS, or OCONUS. The selected destination determines how the TPS departure Duty Status is translated by the DTAS – APOD web application. Based on the destination, the DTAS – APOD web application translates the TPS departure Duty Status to a related DTAS Deployed Duty Status.
  - When the selected destination is “In Theater”, the valid departure TPS Duty Status and the related DTAS translation are:

Outbound/Departure to “In Theater”	Translated DTAS Deployed Duty Status	
	Duty Status Code	Reason Code
ELD	TRA – In-Transit	ELV – Emergency Leave
HOS	HOS – Hospital (Non-Battle Incurred)	NULL
HOW	HOW – Hospital (Battle Incurred)	NULL
MED	TRA – In-Transit	CLV – Convalescent Leave
OLV	RNR – Rest and Recuperation	NULL
RED	TRA – In-Transit	MIC – Mission Complete
RRD	TRA – In-Transit	RNR – Rest and Recuperation
RSG	TRA – In-Transit	LOR – Local Reassignment
TDD	TRA – In-Transit	TDY – Temporary Duty
TRA	TRA – In-Transit	LOR – Local Reassignment

\* For definitions of departure TPS Duty Statuses, see [TPS – Manifesting - Departures](#).

- When the selected destination is “CONUS” or “OCONUS”, the valid departure TPS Duty Status and the related DTAS translation are:

Outbound/Departure to “CONUS” or “OCONUS”	Translated DTAS Deployed Duty Status	
	Duty Status Code	Reason Code
ELD	RED – Redeployed	ELV – Emergency Leave
HOS	RED – Redeployed	HOS – Hospital (Non-Battle Incurred)
HOW	RED – Redeployed	HOW – Hospital (Battle Incurred)
MED	RED – Redeployed	CLV – Convalescent Leave
RED	RED – Redeployed	MIC – Mission Complete
RRD	RED – Redeployed	RNR – Rest and Recuperation
TDD	RED – Redeployed	TDY – Temporary Duty

\* For definitions of departure TPS Duty Statuses, see [TPS – Manifesting - Departures](#).



## DTAS – APOD - Potential Gaining UIC

- The Potential Gaining UIC (PGUIC) represents the known destination of the arriving person that processes through the APOD.
- The PGUIC is derived from the Deployed UIC field of the TPS-created TRN file. The Deployed UIC is not a mandatory field for the TPS User. So, the Deployed UIC field has the potential to contain a NULL value when it is received at the APOD. If any record has a NULL value in the PGUIC field when the TRN file is uploaded as an arrival manifest with the DTAS – APOD web application, the DTAS – APOD User will be prompted for a PGUIC value. Before the uploaded TRN file can be submitted via the DTAS – APOD web application, all records must have a PGUIC. After the DTAS – APOD User enters the PGUIC; the PGUIC value is applied to all records that have a blank PGUIC.
- To ensure the accuracy of PGUIC data, it is recommended that the TPS User obtain the information and enter the value as the Deployed UIC entry at the APOD via TPS.
- When the DTAS – APOD User submits arrivals via the DTAS – APOD web application, the PGUIC is updated for all personnel that are not assigned to a Deployed UIC in theater.
- The PGUIC is populated on all APOD Personnel Reports in Datastore. This information allows the Major Command Manager to effectively determine the location of personnel who remain assigned to APOD for extended periods of time.
- Mobile System users will be able to assign personnel records to a unit within their respective Major Command in a non-deployed status. As the personnel assigned to this unit arrive at the APOD, the application will automatically initiate deployment records for these personnel. The personnel records will remain on the Mobile System in which they were originally entered (they will not need to be re-loaded).

## DTAS – APOD - Errors

- For each TPS-created TRN file that is submitted via the DTAS – APOD web application, two types of errors may be generated:
  - **Failed To Load TRN Record Errors**. This type of error occurs immediately after the file is “Uploaded” into memory. Before a file is uploaded, the DTAS – APOD User must select the file type: Arrival or Departure. During the upload process, the DTAS – APOD web application checks for the following:
    - **Formatting Errors**. This will occur if the file is corrupt or manually manipulated. (Error Example: “Error: There are less than 90 columns in this TRN Record.”) **Resolution:** TPS User must regenerate the file for failed records with TPS.
    - **Arrival Duty Status Errors**. This will occur if a departure duty status is uploaded with an arrival manifest. (Error Example: “Error: The Duty Status “MED” in this record is not valid for APOD Arrivals.”) **Resolution:** DTAS – APOD User must ensure that Arrival was the correct “Traffic Flow” option. If this is true, the TPS User must regenerate the file with valid APOD Arrival Duty Statuses for the failed records. If Arrival was not the correct “Traffic Flow” option, the DTAS – APOD User must upload the TRN file again with the Departure “Traffic Flow” selected.

- **Departure Duty Status Errors.** This will occur if an arrival duty status is uploaded with a departure manifest. (Error Example: “Error: The Duty Status “ARR” in this record is not valid for APOD Departures.”) **Resolution:** DTAS – APOD User must ensure that Departure was the correct “Traffic Flow” option. If this is true, the TPS User must regenerate the file with valid APOD Departure Duty Statuses for the failed records. If Departure was not the correct “Traffic Flow” option, the DTAS – APOD User must upload the TRN file again with the Arrival “Traffic Flow” selected.
- **Invalid Duty Status Errors.** This will occur if an invalid duty status is uploaded with any manifest. (Error Example: “Error: The Duty Status “POW” in this record is not a valid APOD Duty Status.”) **Resolution:** TPS User must use TPS to regenerate the file with valid APOD Duty Statuses for failed records.
- **APOD Theater Processing Errors.** This type of error occurs when the DTAS Theater database receives and processes the uploaded TRN file. The possible errors include:
  - **Adding a new person failed. Resolution:** The DTAS – APOD User must research the Theater database to determine the reason for failure. The DTAS – APOD User will resubmit the update if necessary. If the DTAS – APOD User is unable to resolve the error, the user will contact the Theater Help Desk for resolution.
  - **Updating UIC failed. Resolution:** The DTAS – APOD User must research the Theater database to determine the reason for failure. The DTAS – APOD User will resubmit the update if necessary. If the DTAS – APOD User is unable to resolve the error, the user will contact the Theater Help Desk for resolution.
  - **Updating Duty Status failed. Resolution:** The DTAS – APOD User must research the Theater database to determine the reason for failure. The DTAS – APOD User will resubmit the update if necessary. If the DTAS – APOD User is unable to resolve the error, the user will contact the Theater Help Desk for resolution.
  - **Updating Assigned Location failed. Resolution:** The DTAS – APOD User must research the Theater database to determine the reason for failure. The DTAS – APOD User will resubmit the update if necessary. If the DTAS – APOD User is unable to resolve the error, the user will contact the Theater Help Desk for resolution.
  - **Updating Physical Location failed. Resolution:** The DTAS – APOD User must research the Theater database to determine the reason for failure. The DTAS – APOD User will resubmit the update if necessary. If the DTAS – APOD User is unable to resolve the error, the user will contact the Theater Help Desk for resolution.
  - **Invalid INECCD value in input.** This record in the TPS file contained an invalid person type code. **Resolution:** The DTAS – APOD User must research the record in the TRN file to verify the incorrect (Incorrect Person Type) INECCD value. If necessary, the TPS User must use TPS to regenerate the file with a valid INECCD for failed records.
  - **Duty Status is not valid for Departure to CONUS or OCONUS.** There are three departures (TPS) Duty Statuses that can *only* be used to depart personnel to “In Theater”: OLV, (Reassignment) RSG, and TRA.

- Resolution:** If the personnel records with the error are departing to “In Theater”, the DTAS – APOD User must upload the TRN file again and choose the correct destination. However, if the personnel records with the error are departing for CONUS or OCONUS, the TPS User must use TPS to regenerate the file with valid departure Duty Statuses for the failed records. The new departure duty statuses must be valid for departing to CONUS or OCONUS.
- **Individual does not exist in DTAS Theater.** This is generated when a departure is submitted for a person that does not exist in the DTAS Theater database. **Resolution:** There is no further action required at the APOD level. However, the Major Command Manager must work with the unit to resolve the person’s deployment history.

**Work center actions:**

**Arrivals:**

- TPS User - Create the TRN file.
- TPS User - Identify the TRN file correctly as an “arrival” file to the DTAS – APOD User.
- TPS User - Provide the TRN file to the DTAS – APOD User for the DTAS – APOD upload.
- DTAS – APOD User - Within 12 hours, upload the TRN file into DTAS via the DTAS – APOD web application. Choose the appropriate APOD UIC and ensure the “Arrival” Radio Button is selected. Upload the TRN file into DTAS with the DTAS – APOD web application.
  - DTAS – APOD User - Review and reconcile with the TPS User any “Failed Records” that do not upload successfully.
  - TPS User - If necessary, recreate TRN files to fix Formatting and Duty Status Errors.
- DTAS – APOD User - Ensure the following information is populated and correct:
  - Flight Number.
    - PGUIC.
  - Arrival Date. If the TPS User did not convert the date/time to **Greenwich Mean Time (GMT)**, it should be done at this time.
  - Arrival Time. If the TPS User did not convert the date/time to **GMT**, it should be done at this time.
- DTAS – APOD User. Submit the TRN manifest by clicking “Submit”.
- DTAS – APOD User. Monitor the uploaded “batch” by using the View Status function of the DTAS – APOD web application. Ensure the following:
  - Within five minutes, the batch information should contain values for the following columns: Load Time, Sent Time, and Complete Time. If a date/time value is not posted within five minutes, contact the DTAS Theater Help Desk for resolution.
  - Once a Complete Time is posted, click “View” to review the batch contents. Ensure that every record receives the Status of “Theater Processing Successful”. If the Status states “Theater Processing Failed”, click on the Status to view the error message. If necessary, contact the DTAS Theater Help Desk for resolution.

**Departures:**

- TPS User. Create the TRN file.

- TPS User. Identify the TRN file correctly as a “departure” file to the DTAS – APOD User.
- TPS User. Provide the TRN file and the destination (In Theater, CONUS, or OCONUS) of the personnel in the file to the DTAS – APOD User for the DTAS – APOD web application upload.
- DTAS – APOD User. Within 12 hours, upload the TRN file into DTAS via the DTAS – APOD web application. Choose the appropriate APOD UIC and ensure the “Departure” Radio Button is selected. Upload the TRN file into DTAS with the DTAS – APOD web application.
  - DTAS – APOD User. Review and reconcile with the TPS User any “Failed Records” that do not upload successfully.
  - TPS User. If necessary, recreate TRN files to fix Formatting and Duty Status Errors.
- DTAS – APOD User. Ensure the following information is populated and correct:
  - Flight Number.
  - Destination. Choose from the following:
    - CONUS
    - OCONUS
    - INTHEATR
  - Departure Date. If the TPS User did not convert the date/time to **GMT**, it should be done at this time.
  - Departure Time. If the TPS User did not convert the date/time to **GMT**, it should be done at this time.
- DTAS – APOD User. Submit the TRN manifest by clicking “Submit”.
- DTAS – APOD User. Monitor the uploaded “batch” by using the View Status function of the DTAS – APOD web application. Ensure the following:
  - Within five minutes, the batch information should contain values for the following columns: Load Time, Sent Time, and Complete Time. If a date/time value is not posted within five minutes, contact the DTAS Theater Help Desk for resolution.
  - Once a Complete Time is posted, click “View” to review the batch contents. Ensure that every record receives the Status of “Theater Processing Successful”. If the Status states “Theater Processing Failed”, click on the Status to view the error message. If necessary, contact the DTAS Theater Help Desk for resolution.

# MAJOR COMMAND DATASTORE

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## Responsible Agencies:

- DTAS Major Command Manager
- DTAS Major Command Datastore User

## References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

## General guidance:

- DTAS Major Command Datastore is a corporate level view of the entire Theater Database. Its data is view only and provides no update capability.
- DTAS Theater Datastore allows the user to perform the following functions.
  - Produce canned reports that are built into data store.
  - Customize, save and produce reports by manipulating existing cubed reports.
  - Develop, save and produce new reports using the Ad-Hoc query tool.
- The Major Command database resides on the SIPRNet; therefore, new users that are requesting access must have a SIPRNet account, and access to a SIPRNet terminal. Access to DTAS Major Command Datastore is not granted to all Mobile System Users. Access is usually granted to who are at the MACOM level or higher. The Major Command Manager is responsible for determining what users are granted access to the Major Command Datastore.
- For Major Command Datastore Ad-Hoc Query users, Datastore column definitions are explained in the following embedded document. [Enterprise Datastore](#).
- Major Command Datastore provides JPERSTAT Report capabilities to the user in the following formats:
  - JPERSTAT Data Cube
  - JPERSTAT Summary Report
- Major Command Datastore has the following additional features. It allows users to:
  - Share reports with other users.
  - Print export data generated from reports.
- The Major Command database does not store history. Users that require access to DTAS history must request access to the [Enterprise Datastore](#).
- Major Command Datastore is part of a classified system and users must operate in accordance with AR 25-2, Information Assurance. Unauthorized attempts to view, upload, or change information on Enterprise are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986.

## Work center actions:

- Major Command Datastore User. Request DTAS Datastore accounts by submitting DTAS Datastore Access Request Form to the Major Command Manager/Helpdesk.
- Major Command Manager. Manage access to the DTAS Datastore.
  - Create, maintain and delete accounts as required.
  - Delete accounts have been inactive for more than 45 days.
- Major Command Manager. Resolve Datastore access requests within 24 hours of receipt.

- Before issuing DTAS Datastore access, verify that the user has a SECRET or Interim clearance and need to know.
- Before a DTAS Datastore System Administrator can add a new user, the Theater Server system administrator must create a Windows account for the new user on the Theater System server.
- Major Command Manager. Create Ad-Hoc Query reports as necessary to provide commanders with requested information.

Major Command Manager. Provide training for Datastore users as required. This training will include; Menu navigation, viewing established or saved reports, customizing and saving cubed reports, creating, saving, and producing Ad-Hoc Query Reports, creating, moving, copying, or deleting sub-News boxes, and moving, copying, or deleting reports from the Personal News box and Public Reports News box. Other Major Command Manager Responsibilities

### **Introduction**

The Major Command Manager plays a vital role in DTAS operations. Some of the Major Command Manager responsibilities are not part of a DTAS application, but are procedures that must be implemented and managed to ensure database accuracy and successful DTAS operations.

## \* Manage Incoming Units - Training

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Mobile User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- The Major Command Manager is responsible to coordinate training for all incoming units that will be utilizing DTAS.
- It is recommended the training take place prior to the unit moving to its final location within the Theater of Operation. Due to time constraints imposed on incoming units the training must be done (within reason) at the convenience of the incoming unit.
- The incoming unit must be aware prior to the training that they will be required to provide the Major Command Manager with their hierarchy prior to completing the training.
- DTAS operates on the SIPRNet; therefore all Mobile System Users are required to have a security clearance, or an interim clearance.
- The Major Command Manager should conduct regular assistance visits to all Mobile System users to ensure the Mobile System is working properly, software is up to date, all Users are properly trained, and to identify any training issues.

### Work center actions:

- Major Command Manager - Plan training for all incoming units that will utilize a DTAS Mobile System
- Major Command Manager - Obtain UIC hierarchy from incoming unit.
- Major Command Manager - Obtain wartime requirements document from unit.
- Major Command Manager - Provide eMILPO .XML file or TPS TRN file for their supported personnel/units for use in Mass Assign of Personnel.
- Major Command Manager - Ensure that the users set their system time to the current time. If they fail to accomplish this, their higher headquarters PERSTAT will not reflect their updates accurately or timely.
- Major Command Manager - Provide incoming unit with access to latest version of DTAS Mobile System software, and any applicable software patches.
- Major Command Manager - Conduct regular Assistance Visits with all Mobile System users.

## \* Manage APOD – Assigned Personnel

### Responsible Agencies:

- DTAS Mobile System User
- TPS User
- DTAS – APOD (application) User
- DTAS Major Command Manager

### References:

- Tactical Personnel System (TPS) User Manual v3.0.6
- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- The Major Command Manager is responsible for monitoring and reconciling personnel who remain assigned to APOD UICs for extended periods of time.
- Personnel who are assigned to an APOD UIC but never assigned to a Mobile System UIC will remain assigned to the APOD indefinitely. Personnel in this situation have the potential to remain assigned to the APOD for the entire deployment.
- Personnel who are assigned to APOD UICs are not counted as part of the operating strength. These personnel are counted as an “In-Transit” or “RNR” status and are counted as part of the deployed theater’s assigned strength only.
- There are four APOD Reports in Datastore that the Major Command Manager can use to monitor APOD – Assigned Personnel.
  - APOD Historical Batch Data Report – This is a listing of all submitted batches from the APOD within theater. The history of batch data is available for viewing for seven days. After seven days, it is automatically deleted from the theater database.
  - APOD Personnel By Arrival Date – This lists all APOD – Assigned Personnel who are not permanent losses to theater by the Arrival Date.
  - APOD Personnel By APOD UIC – This lists all APOD – Assigned Personnel who are not permanent losses to theater by the assigned APOD UIC.
  - APOD Personnel By Gain UIC – This lists all APOD – Assigned Personnel who are not permanent losses to theater by the Potential Gaining UIC.
- The Major Command Manager can create additional reports with Ad-Hoc Query to group APOD – Assigned personnel by commands within theater.

### Work center actions:

- Major Command Manager - Weekly, review APOD reports identify personnel who have assigned to APOD UICs for extended periods of time.
- Major Command Manager - Coordinate with the various theater commands to identify and contact Mobile Systems/units that have failed to account for their personnel in DTAS.
- Mobile System User - Assign new personnel to correct Mobile System UIC.



## \* Manage Mobile System Synchronization

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Mobile User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- Synchronization is the only means by which the Major Command Server receives updates from the Mobile Systems, and sends updates to the Mobile System.
- The Major Command Manager must ensure that Mobile System users synchronize their systems on a regular basis.
- Mobile System users must be aware that even if they do not have changes to send to the Major Command Server, the Major Command Server may have updates to send to the Mobile System.
- Mobile System statuses are identified by a Status Code. The DTAS Mobile System may be in one of the following statuses:

<b>(‘N’)</b> - A DTAS mobile system has been assigned to the unit, but has not yet begun the activation processes. During this status, the Mobile System’s Activation Code is appended to the end of its node in the Mobile System Window View of the Major Command Management Application. The Mobile System operator will need this activation code to begin activating the mobile system
<b>(‘A’)</b> - The DTAS mobile system has connected to the DTAS Theater System and communicated that it is up and running. If DTAS Synch Services are running, the Mobile System will be in ‘A’ status for ten minutes. If the Mobile System is in the status for more than ten minutes, the Major Command Manager must contact the unit to resolve DTAS synch services issues.
<b>(‘P’)</b> - The DTAS mobile system’s initialization process has begun. Depending on the quality of the connection between the DTAS Mobile and Theater systems, the synchronization frequency, and the amount of data to transfer, a Mobile System could be at this status for some time (30 minutes to 2 hours).
<b>(‘I’)</b> - The DTAS mobile system has been fully initialized, is up to date, and is ready for day-to-day operations. The Mobile System should stay in this status until it is unassigned (from the Theater System).

### Work center actions:

- Major Command Manager - Monitor the status of all Mobile Systems daily, by reviewing the ‘DTAS Mobile Systems Summary Report’.
- Major Command Manager - Reconcile existing initialization/synchronization issues for Mobile Systems that are remaining in an “N”, “A”, or “P” status.
- Major Command Manager - Filter for specific systems that have not synchronized in the last 24 hours using the ‘Synchronization Date Check Report’.
- Major Command Manager - Contact units that are on the ‘Synchronization Date Check Report’ to resolve synchronization issues.
- Mobile System User - Work with the Major Command Manager to resolve synchronization issues.

## \* Manage Mobile System Health Checks

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Mobile User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- DTAS has Health Check capability. Health Check keeps Mobile Systems in synch with the Major Command Server. If records on a Mobile System become out-of-synch, the Health check reconciles the discrepancies.
- The default settings for Health Check are set to reconcile Mobile Systems with less than 5,000 records every 24 hours. For Mobile Systems with 5,000 or more records the Health Check settings must be modified to extend the record cap and to execute every seven days.

### Work center actions:

- Major Command Manager- Monitor weekly the Major Command System to identify Mobile Systems that contain 5,000 or more records.
- Major Command Manager - Contact Mobile System User for Mobile Systems containing 5,000 or more records to direct modifying the Health Check configuration.
- Mobile System User - Coordinate with unit System Administrator to modify the following Health Check configuration files:
  - HealthCheck Date.txt – Open HealthCheckDate.txt and change the date to reflect Sunday Morning at 0200.
  - HealthCheckInterval.txt – Open HealthCheckInterval.txt and change the interval to 168 (168 hours = seven days).
  - HealthCheckMaxRows.txt – Open HealthCheckMaxRows.txt and change the maximum number of records to 500,000.

## \* Manage Unknown Locations

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Mobile User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- There should never be a person in theater assigned to an unknown location. Assigned Locations affect the Joint Personnel Status (JPERSTAT); an Unknown Location will cause discrepancies.
- The Major Command Manager is responsible for reconciling personnel who are assigned to a 'ZZ' Country Code.

### Work center actions:

- Major Command Manager - Review the JPERSTAT Summary Report daily to identify personnel in a Country Location of UNKNOWN.
- Major Command Manager - Identify the unit reporting personnel in an UNKNOWN Location using the Locations Report.
- Major Command Manager - Contact the units reporting personnel in the UNKNOWN location and instruct the unit to reassign these personnel to the correct location. This may require the Major Command Manager to create a new city or base camp location for the theater.
- Mobile System User - Update Assigned Location to correct location.

## \* Manage the Mini-record Status Code

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Mobile User

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- DTAS personnel records may be in one of the following Mini-record status:
  - 'P' – Pending - Every record will have this mini-record status code initially. This means the record is “pending” a download. If the EDI-PI/SSN of the record resides on eMILPO (Army), Operation Datastore Enterprise (ODSE – Marines), or the Defense Manpower Data Center (DMDC – Every other DOD employee), a mini-record will download during subsequent synchronizations. Foreign Nationals/Foreign Military will always be in 'P' status because DTAS will not send a message to DTAS Enterprise to request a mini-record. Foreign Nationals/Foreign Military do not reside on eMILPO, ODSE, or DMDC.
  - 'D' – Downloaded - If the EDI-PI/SSN of the record resides in eMILPO, ODSE, or DMDC, a mini-record will be sent to the DTAS Theater System during subsequent synchronizations. After the mini-record is received at the Theater System, it will be sent to all Mobile Systems who have visibility of the record. When the Mobile System synchronizes and receives this record, the mini-record status code will change from 'P' to 'D'.
  - 'U' – Unverified - If the EDI-PI/SSN of the record is not found on eMILPO, ODSE, or DMDC, an “Unverified” notification message will be sent to the Theater System. Subsequently, this will be sent to the Mobile Systems who have visibility of the record. When the Mobile System synchronizes and receives this notification, the mini-record status code will change from 'P' to 'U'.
  - If the Soldier’s EDI-PI/SSN has been entered incorrectly, that Soldier will not have accurate historical information on DTAS for that deployment. The Major Command Manager must work with units to identify and reconcile all Soldier mini-records statuses of 'U'.
- For a variety of reasons, there will be some personnel that are simply not on any of the data sources. For these personnel, instruct the unit DTAS manager to validate the EDI-PI/SSN and update the personnel data with the “Update Personnel” function.

### Work center actions:

- Major Command Manager - Identify 'U' status mini-records by running the “Unverified Mini-Record Status Report” weekly. Additional filters may be applied to export a report for each unit that has discrepancies.
- Major Command Manager - Search the following Enterprise data stores for mini-record availability for unverified US Military records as necessary:
  - AVAIL\_DMDC\_PERSON\_T (DMDC personnel data source)
  - AVAIL\_EMILPO\_PERSON\_T (eMILPO personnel data source)
  - AVAIL\_ODSE\_PERSON\_T (ODSE personnel data source)

- Major Command Manager. Conduct a Name Search on the appropriate source for unverified US Military records as necessary.
  - For Army personnel, search eMILPO first, if not found, search DMDC.
  - For Marine personnel, search ODSE first, if not found, search DMDC.
  - For Navy, Air Force and Coast Guard personnel, search DMDC.
- Major Command Manager. Coordinate with Mobile System User to correct EDI-PI/SSN discrepancies as necessary.
- Mobile System User. Validate unverified EDI-PI/SSN and submit corrections using Update Personnel function as necessary.

## \* Help Desk Responsibilities

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Major Command Manager Help Desk
- DTAS Mobile User
- HRC DTAS Help Desk
- HRC Field Services Division (FSD)
- Contractor/Developers

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- The Major Command Manager is responsible for fielding all Mobile System User questions and concerns, through the Major Command Manager Help Desk. The Help Desk is intended to be the first tier of support in resolving any Mobile System User issues with DTAS.
- Units will request assistance for UIC Hierarchy changes, Mobile System Activation Keys, requests for .XML/TRN files, requests to add locations/Base Camps, change grid coordinates, as well as for technical problems. Technical problems could include Mobile Systems are connected to the SIPRNet but do not receive updates; queued messages not going out, or how to do certain functions on DTAS.
- The Mobile System User will send issues to the Help Desk through two primary methods; email and telephone. All requests for assistance will be replied to regardless of the issue: the Major Command Manager has the responsibility to reply.
  - The Major Command Manager Help Desk email address is an AKO-S (Army Knowledge Online - Secure) email account and is the most secure communications method between the Major Command Manager and the Mobile System User. This account must always be monitored for incoming traffic. All Major Command Manager/Helpdesk personnel should have access to this account, and must check for incoming email periodically throughout the day.
  - An alternate, but less secure method of communication is telephone. The Major Command Manager will field all DTAS Help Desk calls for the Theater.
- Any problems or questions that cannot be resolved by the Major Command Manager will be submitted to the Human Resources Command – Field Services Division (FSD) Help Desk for resolution as a Trouble Ticket. A log will be kept for all submitted Trouble Tickets. Trouble Tickets must be completed using the Trouble Ticket format found in the Major Command Manager Help Desk SOP.
- The Major Command Manager Help Desk will assist the Mobile System User by trouble shooting the problem. This involves talking through the issue/problem in order to fully understand and be able to identify the resolution.
- Any issues that require a software change for resolution must be submitted to the HRC DTAS Help Desk for resolution. These must come from the Major Command Manager on a DA Form 5005.

**Work center actions:**

- Major Command Manager - Establish a DTAS Help Desk, request an AKO-S email address, publish the email address and telephone number to all Mobile System users in theater.
- Mobile System User - Send issues/problems to Major Command Manager Help Desk as necessary. Do not send issues directly to the HRC Help Desk.
- Major Command Manager - Check the AKO-S email account at least four times a day. Recommended frequency is first thing in the morning, thirty minutes prior to lunch, upon return from lunch, and forty-five minutes prior to close of business.
- Major Command Manager - Resolve issues IAW procedures contained in the users' manual, functional guidance and Help Desk SOP whenever possible.
- Major Command Manager - Submit a Trouble Ticket to the FSD DTAS Help Desk when issue cannot be resolve in theater. Maintain a log of submitted Trouble Tickets.
- Major Command Manager - Monitor recurring issues to determine systemic problems versus training issues.
- Major Command Manager - Utilize DA Form 5005-RM for recommending software changes that are required in DTAS.
- HRC DTAS Help Desk - Review submitted Trouble Tickets to ensure it contains all necessary items of information.
- HRC DTAS Help Desk. Log Trouble Ticket into Trouble Ticket database.
- HRC DTAS Help Desk. Forward copy of Trouble Ticket to theater and to Project Manager. This informs theater that ticket is being worked.
- HRC DTAS Help Desk - Determine who can resolve trouble ticket; FSD or AHRS. Forward trouble ticket for resolution. If neither can resolve the issue, contact theater to submit DA Form 5005 for software change.
- FSD or contractor services. Resolve issue. Notify DTAS Help Desk of resolution.
- HRC DTAS Help Desk - Notify Major Command and Project Manager Trouble ticket is resolved and close trouble ticket.

## \* Major Command Manager Daily Checklist

### Responsible Agencies:

- DTAS Major Command Manager
- DTAS Major Command Manager Help Desk

### References:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General guidance:

- DTAS requires certain actions on a recurring or daily basis in order to function efficiently. Many of these actions are completed by the Major Command Manager. These are listed below.

### Work center actions:

- Major Command Manager. Without exception: Check the statuses and synchronizations of all major Mobile User Systems (for example: IRAQMNGR, KUWAITMNGR, CJTF76, TCFLCC, etc.). Because of the database sizes, problems with these Mobile Systems must be addressed immediately and aggressively.
- Major Command Manager. Check dtas.tm@us.army.smil.mil four times daily (minimum). Resolve and answer emails as soon as possible.
- Major Command Manager. Review Trouble Ticket log/database to identify outstanding Trouble Tickets that require follow-up action at Theater or FSD. Call FSD to get statuses on outstanding Trouble Tickets.
- Major Command Manager. Review Mobile System data to resolve the following Mobile Systems statuses: N: Non-activated, A: Activated, and P: Pending.
- Major Command Manager. Review Mobile Systems data to determine outstanding synchronizations. Keep a log of outstanding synchronizations that captures reasons for not synchronizing. This will enable the Major Command Managers (MCM) to manage the statuses from day to day. For example, a unit may be on the move. However, a unit may be experiencing other SIPRNET problems and may need assistance. The MCM must manage this aggressively to ensure maximum synchronization of all Mobile Systems.
- Major Command Manager. Manage the reconciliation of unverified mini-records. Assist to identify and reconcile erroneous EDI-PI/SSN.
- Major Command Manager. Manage the reconciliation of persons in UNKNOWN locations. There should never be persons in UNKNOWN locations.
- Major Command Manager. Continuously review the Theater database for data anomalies. Submit problems that cannot be resolved by the Major Command Manager to the HRC DTAS Help Desk for resolution.



## \* Password Control

### Responsible Agencies:

- DTAS Major Command Server System Administrator
- DTAS Major Command Manager

### References:

- AR 25-2 Information Assurance, dtd 23 Mar 2009, chapter 4-12 Password Control
- DISA Computing Services SECURITY HANDBOOK version 3, change 1, 1 Dec 2000, chapter 3.13 Passwords
- DTAS Major Command Manager User Manual v3.6.8

### General guidance:

- The DTAS Major Command Server System Administrator is responsible for generation of passwords for Major Command Management Application, APOD Web Application, and Theater Datastore.
- The DTAS Major Command Manager is responsible for issuance, overseeing and justifying personnel requesting access for Major Command Management Application, APOD Web Application, and Theater Datastore.
- The Password will be sent via AKO-S email to the user.
- The Password holder (the user) is the only authorized user of that Password
- Passwords must be changed at least every 90 days.
- The password will be at least 8 to 10 characters long, and be a mix of uppercase letters, lowercase letters, numbers and special characters. The password will contain no less than two of each.

# ENTERPRISE SYSTEM LEVEL

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## Introduction

- The Enterprise System Level consolidates the data from all deployed theaters that are using DTAS to track personnel. The Enterprise System contains a classified database that provides a corporate level, read-only view of current and historical information for deployed personnel. It is the authoritative source for historical data of deployed personnel.
- Enterprise resides on the SIPRNet; therefore, new users that are requesting access must have a SIPRNet account, access to a SIPRNet terminal, and an active AKO-S account. Access to Enterprise is restricted to high-level users with a “need-to-know”. High-level users include: Army Human Resources Command, MACOMs, Agencies, Installations, etc. It is not intended for the battalion, brigade or division level user.
- Enterprise interfaces with five data pools to produce the mini-record for personnel in DTAS:
  - EMILPO for Army Personnel.
  - Synchronized Personnel Operational Tracker (SPOT) for contract personnel.
  - Defense Manpower Data Center (DMDC) for all other personnel types.
- Enterprise stores history for the following DTAS fields as updates are received from Theater:
  - Deployed Unit Identification Code (UIC) and related data.
  - Assigned Location data.
  - Physical Location data.
  - Deployed Duty Status Codes, Reason Code, and related data.
  - Deployed Theater
  - Tour Status

**Processing Suite compares the Operation effective date received from the Mobile System with the person’s current Operation effective date. If the Operation effective date received from the Mobile System is earlier than the person’s current Operation effective date, the Processing Suite will forward the Operation data received from the Mobile System to the Enterprise System. If the Operation effective date received from the Mobile System is later than or equal to the person’s current Operation effective date (or the person does not currently have an Operation), the Processing Suite will update its database with the new Operation data and forward the new Operation data to the Enterprise System.**

**Enterprise System will retain historical Operation data for a person when an Operation update is received for a person. If the effective date received exactly matches an existing Operation effective date in the person’s record, replace the existing Operation data with the Operation data submitted by the Mobile System. The Enterprise application will only reject an Operation update if the effective date is not within a period of accountability for the person.**

**Added a new view to the Enterprise database that includes only the current Operation for personnel:**

- Enterprise provides JPERSTAT Report capabilities to the user in the following formats
  - JPERSTAT Data Cube
  - JPERSTAT Summary Report
  
- Enterprise provides three different report capabilities. The Enterprise user can:
  - Produce “canned” or static reports that have been built into the Enterprise. This includes the JPERSTAT Summary, the Search by Name Report, and the Search by EDI-PI/SSN Report.
  - Customize, save, and produce reports by manipulating existing “cubed” reports. The cubed reports include data related to casualty data and strength reporting.
  - Develop, save, and produce “new” reports via the Ad-Hoc Query tool. The Ad-Hoc Query tool allows the user to create and save user-specific reports for view, print, or extraction (in accordance with the provisions of AR 25-2).
  
- Enterprise has the following additional features. It allows users to:
  - Share reports with other users.
  - Print export data generated from reports.
  
- Enterprise is a classified system and users must operate in accordance with AR 25-2, Information Assurance. Unauthorized attempts to view, upload, or change information on Enterprise are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986.

## Enterprise Datastore

### Responsible agencies:

- HRC DTAS Help Desk
- Enterprise Datastore Users

### Reference:

- DTAS Major Command Manager User Manual v3.6.8
- DTAS Mobile User Application User Manual v3.6.8

### General Guidance:

- HRC DTAS Help Desk is the Enterprise Datastore System Administrator, and is responsible for managing account access to the datastore.
- Access to Enterprise is restricted to high-level users with a “need-to-know”. High-level users include: Army Human Resources Command, MACOMs, Agencies, Installations, etc. It is not intended for the battalion, brigade or division level user.
- Enterprise resides on the SIPRNet; therefore, new users that are requesting access must have a SIPRNet account, access to a SIPRNet terminal, and an active AKO-S account.
- Enterprise users that have AKO-S account issues must contact the AKO-S Help Desk.
- For Enterprise Datastore Ad-Hoc Query users, Datastore column definitions are explained in the following embedded document:



Enterprise Datastore  
Dictionary.xls



Theater Datastore  
Dictionary.xls

### Work center actions:

- Enterprise User - Request AKO-S account at [www.us.army.smil.mil](http://www.us.army.smil.mil).
- Enterprise User - Request, update, and/or delete an Enterprise User account.
  - Obtain the “DTAS Enterprise Datastore Access Request Form” from the DTAS section of the AHRC  
<https://www.hrc.army.mil/site/active/TAGD/PSSD/psb/ACCT/DTAS.htm>.
  - Fill out the form completely and follow the instructions on the form for submitting the request to HRC DTAS Help Desk.
- DTAS Help Desk - Process Enterprise Datastore Access Request form, creating, updating and deleting access accounts as necessary. Notify user of completion.

# PERSONNEL MANAGER

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## Introduction

The Deployed Theater Accountability System (DTAS) application provides the U.S. Army with a reliable, timely, and efficient mechanism for tracking and providing reporting visibility into the location and duty status of deployed and non-deployed Soldiers at both the Army enterprise level (top of the system) and the unit level (bottom of the system). This visibility is vital in determining the war-fighting capability of the Army and subordinate commands. DTAS enables commanders in deployed theaters to account for Department of Defense (DoD) personnel in their areas of operations by name, SSN, unit, location, and day. DTAS comprises three components: the Enterprise, Major Command, and Mobile systems.

The Personnel Manager Web Application is a component of the Major Command system. The Personnel Manager Web Application was created to provide Major Command-level users who do not have access to a Mobile system with the ability to update personnel records. This ensures the timely update of personnel records. Personnel Manager provides users with the ability to view and update the personnel records for which they are responsible.

The application will restrict the user's ability to update personnel records based on the unit associated with the user's account. Users will only be permitted to assign or individually attach personnel to the unit associated with their account or one of its subordinate units. If the user selects the option to update personnel records, the application will only permit the user to update personnel records that are currently assigned or attached to the unit associated with their account or one of its subordinate units.

The application allows the user to pull reports just like DTAS Mobile does (Gains/Losses, In Transit, PERSTAT, Unit Operational Strength and Unit Roster) and select a unit (UIC) within the user's Assigned/Attached Hierarchy and optionally include sub-units when generating a report. For the Unit Roster and Unit Roster with Dependents reports, the application allows the user to optionally specify a "Sort By" field. If the user does not select a "Sort By" field, the report shall be sorted by Name.

Link to the Personnel Manager User Manual:  
<https://www.us.army.mil/suite/files/38205188>

# DASHBOARD

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## Introduction

The AHRS DTAS Dashboard application was created by a directive from the AHRS Program Manager. It was deployed to the production Processing Suite server in March 2007. Its main purpose is to provide users in the field a quick and effective way to retrieve personnel information captured in DTAS, whether they are deployed or non-deployed. The reports include Duty Status exception reports, Accountability reports, JPERSTAT reports, APERSTAT reports and various search conditions. Since deployment, the Dashboard application has been expanding its scope and is continually updated with new functionalities based on the customer's needs. This document describes major functionalities of the application. All counts on the screenshots or sample reports within this document are for examples only.

This User's Guide is maintained by the EDS DTAS Datastore Development team. It will be updated as new functionalities are added to the application. The Revision pages provide the history of the changes to the application.

### Note:

All information retrieved from the DTAS Dashboard application when accessed on the SIPRNet platform is considered as classified information. It must be handled according to the Federal Rules and Regulations.

The DTAS Dashboard exists on the SIPRNet, NIPRNet and Training platforms. Information accessed on the SIPRNet is annotated as "SECRET". Data accessed on the NIPRNet is annotated as "For Official Use Only" (FOUO) and data accessed on the Training platform is annotated as "For Training Purposes Only". The screen shots shown in this document are taken from the Training mode of operation. In addition, the data shown on the screen shots is fictitious.

Link to the Dashboard User Manual:  
<https://www.us.army.mil/suite/files/38205188>