



**United States Army
Soldier Support Institute**

Adjutant General School

**Advanced Noncommissioned Officer
Course**

ALARACT 236-2005

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THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER
ON BEHALF OF DA WASHINGTON DC//AHRC-FS//.

SUBJECT: PERSONNEL ACCOUNTING AND STRENGTH REPORTING (PASR)
REQUIREMENTS IN SUPPORT OF FUTURE ENHANCED COMMON OPERATING PICTURE
SYNCHRONIZER (COPS)

REFERENCES:

- A. AR 600-8-6, PERSONNEL ACCOUNTING AND STRENGTH REPORTING
- B. AR 630-10, ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION
OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS
- C. DEPARTMENT OF THE ARMY PERSONNEL POLICY GUIDANCE (PPG),
([HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/PPG.ASP](http://www.armyg1.army.mil/militarypersonnel/ppg.asp))
- D. ELECTRONIC MILITARY PERSONNEL OFFICE (EMILPO) FUNCTIONAL GUIDANCE
ON THE FIELD SYSTEMS DIVISION WEBSITE,
([HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/INDEX.HTM](https://www.hrc.army.mil/site/active/fsd/index.htm))
- E. DEPLOYED THEATER ACCOUNTABILITY SYSTEM (DTAS) GUIDANCE
([HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/INDEX.HTM](https://www.hrc.army.mil/site/active/fsd/index.htm))
- F. PERSONNEL TEMPO (PERSTEMPO) FUNCTIONAL GUIDANCE
([HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/FSD/INDEX.HTM](https://www.hrc.army.mil/site/active/fsd/index.htm))
- G. MILPER MESSAGE NUMBER: 05-214, AHRC-EPO-P,
ACCESS TO COMMON OPERATING PICTURE SYNCHRONIZER (COPS)

1. PURPOSE.

A. TO MAN THE FORCE AND MEET THE ARMY'S PRIORITIES, WE MUST BASE
PERSONNEL STRENGTH AND READINESS DECISIONS ON THE MOST CURRENT AND
ACCURATE UNIT STRENGTH REPORTS FROM THE FIELD. WE NEED PRECISION TO
ACCOUNT FOR MORE THAN AGGREGATE STRENGTH. PERSONNEL MANAGEMENT
SHOULD NOT BE JUST ABOUT NUMBERS BUT ABOUT MAXIMIZING THE SKILLS AND
EXPERIENCE OF THE INDIVIDUAL SOLDIERS. HUMAN RESOURCES COMMAND AND
COMMANDERS IN THE FIELD NEED TO SHARE THE SAME PICTURE AND RELY ON IT
TO DRIVE OUR MANNING AND THE ARMY STRATEGIC READINESS UPDATE (ASRU).
WE MUST HAVE A COMMON VIEW OF GRADE/SKILLS, NON-DEPLOYABLES,
NON-AVAILABLES, TEMPORARY CHANGE OF STATION (TCS), MOBILIZED
RESERVISTS AND ALL THE OTHER FACTORS NECESSARY TO GIVE US A COMPLETE
STRENGTH PICTURE.

B. THIS MESSAGE OUTLINES ESSENTIAL REQUIREMENTS FOR PERSONNEL
ACCOUNTING AND STRENGTH REPORTING (PASR) IN EMILPO, THE ARMY'S
PERSONNEL ACCOUNTABILITY SYSTEM OF RECORD. THE INFORMATION THIS AND
OTHER HR SYSTEMS PROVIDE IS THE BASIS FOR EFFECTIVE STRENGTH
MANAGEMENT AND IS THE FOUNDATION FOR THE COPS REPORTING ANALYSIS

APPLICATION.

2. BACKGROUND.

A. COPS IS THE DA STANDARD FOR STRENGTH MANAGEMENT. EMILPO IS THE STANDARD FOR SOLDIER ACCOUNTABILITY. COPS GIVES STRENGTH MANAGERS A CONSOLIDATED DISPLAY OF ASSIGNED STRENGTH, PERSONNEL MANNING AUTHORIZATION DOCUMENT (PMAD) AND THE ARMY AUTHORIZATION DOCUMENT SYSTEM (TAADS) DOCUMENTS AS FOUND IN THE EDAS AND TOPMIS APPLICATIONS. EDAS AND TOPMIS ARE DEPENDENT UPON ACCURATE AND TIMELY ACCOUNTABILITY DATA RECEIVED FROM EMILPO. WITH INCREASED DATA INTEGRITY THROUGHOUT HR SYSTEMS, THE COPS TOOL POSSESSES THE POTENTIAL TO PROVIDE AN IMPROVED HR COMMON OPERATING PICTURE SOUGHT BY UNIT COMMANDERS AND STRENGTH MANAGERS AT ALL LEVELS.

B. COPS PROVIDES THE CAPABILITY TO VIEW STRENGTH INFORMATION BY MACOM, UIC, DML, AND DMSL LEVEL WITH DRILL DOWN CAPABILITY TO AUTHORIZATION INFORMATION AT THE SPECIALTY, GRADE, AND ASI/SQI. COPS ALSO PROVIDES THE CAPABILITY TO DRILL DOWN TO DATA AT THE INDIVIDUAL SOLDIER LEVEL.

C. ACCESS TO COPS IS PROVIDED IAW REFERENCE G ABOVE.

3. UNIT RESPONSIBILITIES/KEY AREAS FOR EMPHASIS.

A. PERSONNEL ACCOUNTING AND STRENGTH REPORTING (PASR).

(1) ACCURATE PASR AFFECTS THE CURRENT PERSONNEL STRENGTH BASELINE USED IN DECISIONS AT EVERY LEVEL. INACCURATE REPORTING ADVERSELY AFFECTS SOLDIERS' BENEFITS AND CAREERS, UNIT READINESS, AND TIMELY REPLACEMENTS.

(2) ALL ACTIVE COMPONENT ORGANIZATIONS AS WELL AS MOBILIZED / FEDERALIZED RESERVE COMPONENT PERSONNEL AND UNITS ARE REQUIRED TO USE EMILPO AS THE ARMY'S PERSONNEL SYSTEM OF RECORD FOR PASR.

(3) COMMON REPORTING FAILURES INCLUDE ARRIVALS, ATTACHMENTS, DEPARTURES, MOBILIZATION, SEPARATIONS, AWOLS, DROPPED FROM STRENGTH OR ROLLS, PATIENT TRACKING, JUNIOR GRADE ADVANCEMENTS, AND SOLDIER DEPLOYMENT NON-AVAILABILITY.

B. PERSONNEL ASSET INVENTORIES (PAI).

(1) IN ADDITION TO THE ANNUAL ARMY-WIDE PAI, PAIS ARE REQUIRED FOR CHANGE OF COMMAND, LOSS OF COMMANDER, A UNIT MOVE OR REDESIGNATION, AND OTHER REASONS CITED IN CHAPTER 5 OF AR 600-8-6. ALL UPDATES IN DUTY STATUS AND SOLDIER DEPLOYMENT NON-AVAILABILITY WILL BE ENTERED INTO EMILPO PRIOR TO COMMANDER'S AUTHENTICATING THE PAI.

(2) UNITS MUST CONDUCT A PAI PRIOR TO DEPLOYMENT OR MOVEMENT FROM THE MOBILIZATION STATION. THE LARGE NUMBER OF MOBILIZED RESERVE COMPONENT PERSONNEL NOT RECORDED IN EMILPO IS AN INDICATION THAT PAIS ARE NOT BEING PROPERLY CONDUCTED. WE NEED ALL LEVELS OF COMMAND TO INSTILL THE DISCIPLINE NECESSARY TO ACCOMPLISH THIS CRITICAL TASK.

C. UNIT STATUS REPORTING AND THE UNIT PERSONNEL ACCOUNTABILITY REPORT (AAA-162). THERE IS A DIRECT CORRELATION OF THE PERSONNEL REPORTED IN EMILPO AND UNIT STATUS REPORTING. UNIT S1S MUST USE THE AAA-162 AS A SUPPORTING DOCUMENT FOR THEIR USR SUBMISSION. SOLDIERS

NON-AVAILABLE FOR DEPLOYMENT MUST BE ACCURATELY REFLECTED IN EMILPO AND CORRESPOND TO THE DATA REPORTED ON THE UNIT STATUS REPORT. S1S MUST ENSURE EMILPO NON-AVAILABILITY TRANSACTIONS REFLECT REAL-TIME STATUS, REASON, AND CORRESPONDING START AND END DATES FOR NON-AVAILABLE SOLDIERS.

D. MOBILIZATION. COMMANDERS MUST ENSURE THAT ALL RESERVE COMPONENT (INCLUDES THE ARMY NATIONAL GUARD AND ARMY RESERVE) SOLDIERS REPORTING TO THEIR DESIGNATED MOBILIZATION STATION ARE PROPERLY ENTERED INTO EMILPO. INSTRUCTIONS ARE PROVIDED IN REFERENCES C AND D ABOVE.

E. PERSTEMPO. TRACKING OF PERSTEMPO IS CONGRESSIONALLY MANDATED. THE PERSTEMPO MODULE WAS MIGRATED INTO EMILPO IN MARCH 05 AND IS THE ARMY'S SYSTEM OF RECORD TO COLLECT AND TRACK INDIVIDUAL SOLDIER DEPLOYMENTS FOR ALL ARMY COMPONENTS (AC AND RC). INCREASED ARMY OPTEMPO REQUIRES ACCURATE PERSTEMPO REPORTING TO ASSIST IN MAKING DEPLOYMENT DECISIONS AND TO MANAGE ACTIVE ARMY ASSIGNMENTS.

F. DEPLOYED THEATER ACCOUNTABILITY SOFTWARE (DTAS). DTAS IS THE CLASSIFIED PERSONNEL ACCOUNTABILITY SOFTWARE USED BY THE ARMY AND USMC IN SUPPORT OF OIF/OEF. IT PROVIDES DAILY ACCOUNTABILITY DATA (BY UNIT, BY LOCATION, BY NAME) AND IS PROTECTED BY AND ACCESSIBLE ONLY VIA THE SIPRNET. HUMAN RESOURCES COMMAND (HRC) SPONSORS TRAINING TO UNITS DURING THE PRE-DEPLOYMENT PHASE AND UPON ARRIVAL INTO THE THEATER OF OPERATIONS. UNIT S1S MUST ACTIVATE THEIR DTAS MOBILE SYSTEM AND ACCOMPLISH REPORTING.

4. WAY AHEAD.

A. COMMANDERS AT ALL LEVELS MUST UNDERSTAND AND ENFORCE ACCURATE PERSONNEL ACCOUNTABILITY AND STRENGTH REPORTING IN EMILPO TO ENSURE WE HAVE A TIMELY, ACCURATE, AND RELEVANT OPERATING PICTURE. WE CANNOT EFFECTIVELY MAN THE FORCE WHILE AT WAR AND TRANSFORMING THE ARMY WITHOUT ACCURATE PERSONNEL ACCOUNTING AT THE UNIT LEVEL. STRENGTH MANAGEMENT IS A MULTI-FACETED PROCESS, INVOLVING MAINTENANCE OF ACCOUNTABILITY DATA, ANALYSIS, PRIORITIZATION AND REQUISITION. EMILPO IS THE DA STANDARD FOR ACCOUNTABILITY. EDAS AND TOPMIS ARE THE DA STANDARD FOR PRIORITIZATION AND REQUISITION. COPS IS THE DA STANDARD FOR ANALYSIS.

B. LEADERS MUST ENSURE THAT WE TRAIN OUR COMMANDERS AND YOUNG LEADERS ON THE IMPORTANCE OF MAINTAINING PERSONNEL ACCOUNTABILITY AND UPDATING THE PERSONNEL DATABASE. COMMANDERS CLEARLY UNDERSTAND THE IMPORTANCE OF SENSITIVE ITEMS ACCOUNTABILITY AND THE REQUIREMENT TO CONDUCT A PROPERTY INVENTORY. THE TASK ISN'T COMPLETED TO STANDARD UNTIL THE PROPERTY BOOKS/DATABASES ARE UPDATED. THE SAME IS TRUE FOR PERSONNEL ACCOUNTABILITY AND UPDATING THE PERSONNEL DATABASE -EMILPO - OUR PERSONNEL PROPERTY BOOK.

C. HRC'S COMMITMENT TO COMMANDERS AND STRENGTH MANAGERS AT ALL LEVELS IS TO IMPROVE THE CURRENT COPS PRODUCT BY PROVIDING A MORE ROBUST FIELD STRENGTH REPORTING CAPABILITY. WE INTEND TO INCORPORATE A MUCH MORE INCLUSIVE DEPLOYMENT HISTORY AND DWELL TIME COUNT FOR EVERY SOLDIER TO MORE ACCURATELY GAUGE STRESS ON THE FORCE IN ASSIGNMENT CONSIDERATIONS. WE WANT TO BE SURE TO CAPTURE YOUR REQUIREMENTS AND WELCOME YOUR FEEDBACK AND IDEAS.

D. REQUEST YOUR SUPPORT AND ENERGY TO HELP US MAKE COPS A TRUER

PICTURE OF MANNING - ONE THAT WILL ACCURATELY DRIVE OUR DECISIONS.

5. POINTS OF CONTACT:

A. FOR THIS MESSAGE CONTACT MAJ DOUG GRAY, DSN 221-3775, EMAIL DOUGLAS.GRAY@HOFFMAN.ARMY.MIL OR MAJ KAY EMERSON AT DSN 221-3822, EMAIL KAY.EMERSON@HOFFMAN.ARMY.MIL,

B. FOR THE COPS APPLICATION CONTACT MR. LUTHER MONROE, DSN 221-9644, EMAIL LUTHER.MONROE@HOFFMAN.ARMY.MIL.

C. FOR PERSONNEL ACCOUNTING AND EMILPO ISSUES CONTACT MS. DAVON MCKEONE, DSN 221-9006 OR COML (703) 325-9006, EMAIL MCKEONED@HOFFMAN.ARMY.MIL, MS. SHELLY BROWN, DSN 221-2912 OR COML (703) 325-2912, EMAIL SHELLY.BROWN1@HOFFMAN.ARMY.MIL.

D. FOR INDIVIDUAL RESERVE COMPONENT ISSUES, CONTACT CW5 RODGER SHUTTLEWORTH, DSN 221-0535 OR COML (703) 325-0535, EMAIL RODGER.SHUTTLEWORTH@HOFFMAN.ARMY.MIL.

E. FOR PERSTEMPO ISSUES, CONTACT MS. BEVERLY MEDLEY AT DSN 221-3789 OR COML (703) 325-3789, EMAIL BEVERLY.MEDLEY@HOFFMAN.ARMY.MIL.

F. FOR DTAS ISSUES, CONTACT MAJ TRUDY LEONARD AT DSN 221-5107 OR COML (703) 325-5107, EMAIL TRUDY.LEONARD@HOFFMAN.ARMY.MIL.

6. THIS MESSAGE WILL EXPIRE NLT 31 OCTOBER 2008.