

**THE DEPLOYED THEATER
ACCOUNTABILITY (DTAS)
SOFTWARE,
Version 3.1,
FUNCTIONAL GUIDANCE**



Field Systems Division
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DTAS FUNCTIONAL GUIDANCE

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[Latest changes](#) are listed in the Introduction section.
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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

DTAS Functional Guidance

Updated 14 Jul 2006

Welcome to the Deployed Theater Accountability Software (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 in which to capture what the 1SGs and the commanders know. It is the cornerstone of accurate accountability of the deployed force. DTAS is a user friendly application that is the sole personnel accountability tool for a deployed unit. This software is designed to report to theater level the personnel accountability information for deployed units.

The DTAS System operates on a secure network, but is capable of operating disconnected from the network.

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

- Mobile System Level (User Level)
- Theater 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, and provides several predefined, roster-based reports. The Mobile system is deployed on laptop or desktop computers and communicates using web services because these systems may only occasionally be connected to the network. While a Mobile system is disconnected, any DTAS work performed is stored in a message in its micro-database. When the Mobile system is connected, the stored messages are sent to the Theater via web services.

The Theater system consists of the Theater Manager application and a core database. The Theater 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 Theater database is a subset of the Enterprise system. The Theater system communicates with both the Enterprise and Mobile systems. Message Queuing is used for communications between the Theater and Enterprise systems. The Theater system uses Web Services to support data communications with occasionally connected DTAS Mobile systems.

The DTAS Enterprise system houses the central database, which contains soldier data obtained from eMILPO as well as information on current soldier location and duty status as entered into the Mobile systems and passed to the Enterprise system. The Enterprise system also interfaces—through a secure high assurance guard (HAG)/trusted gateway—with eMILPO and receives data from the Defense Manpower Data Center (DMDC) and the Marine Corps Operations Data Store Enterprise (ODSE). In addition, the Enterprise system includes an integration broker that manages the messaging among DTAS component systems. The Enterprise system also houses 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.

Mobile systems user should contact their Theater Manager for questions. Theater Mangers should call COML: (703) 325-5107 / 3775 or DSN: 221-5107 / 3775 for DTAS. For TPS issues, Theater Managers should call COML: (703) 325-3858 / 9405 or DSN: 221-3858 / 3837.

Listed below are changes to the DTAS Functional Guidance.

14 Jul 2006:

- **General.** For clarity, all additions/changes are in blue font..
- **THEATER MANAGER – NEW FUNCTIONALITY:**
- **Mobile Activation Log** – Allows the Theater Manger to view a snapshot of system activation activity for the previous week.

System Administration. Allows you to restrict to which applications a user has access to in Theater Manager and to designate the top UIC within the user's hierarchy.

- **ENTERPRISE INTRODUCTION – NEW FUNCTIONALITY:**
- **Synchronized Personnel Operational Tracker (SPOT)** – For contract personnel only.
- **Joint Patient Tracking Application (JPTA)** – For service members (all branches) as well as civilians.

MOBILE SYSTEM LEVEL

Introduction

- The Mobile System Level is the user level of Deployed Theater Accountability Software (DTAS). It provides the company level with a micro-database, reporting capabilities, and personnel accounting tools. It contains information on the deployed person's current location and duty status as well as a mini-record. The Mobile System also allows the user to update location and duty status, Deployed Unit Identifier Code (DUIC) and provides several predefined, roster-based reports.
- 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 Theater Level or Theater Database.



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Software Installation

Responsible agencies:

- Commander
- DTAS Theater Manager
- DTAS Mobile System User
- Unit System Administrator

References:

- DTAS Mobile User Application User Manual
- DTAS Installation CD Readme.txt

General guidance:

- The DTAS Mobile System software has the following installation requirements:
 - Operating System: Windows 2000 or higher
 - Processor: Pentium III 333Mhz or higher
 - Memory: 128 MB of RAM or higher
 - Hard Disk Space: 250 MB or higher free hard drive space (may need more for Division or Corps Mobile Systems)
 - CD-ROM Drive
 - Video: 800 X 600 or higher screen resolution
 - Microsoft Office XP with Excel Service Pack 3
- The DTAS Mobile System software has the following operational requirements:
 - Dedicated SIPRnet PC or laptop
 - Access to the SIPRnet

Work center actions

- Theater 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 ReadMe.txt file instructions to install software. The Readme.txt file is located in the Root Directory of the Installation Software CD ROM.


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Mobile System Initialization

Responsible agencies:

- Commander
- DTAS Theater Manager
- DTAS Mobile System User

References:

- DTAS Mobile Application User Manual

General guidance:

- This function allows the Mobile System User to initialize the Mobile System with the DTAS Theater System. The DTAS Mobile Software will not function until it has been initialized with DTAS-Theater. This starts the communication process between the Mobile System and the Theater 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 Theater Manager.
- Theater Manager. Adjust Theater Hierarchy to include Mobile System User's Organizational Hierarchy.
- Mobile System User. Coordinate with Theater Manager to establish Unit Mobile System in Theater.
- Theater Manager. Assign Unit DUIC as a Mobile System.
- Theater Manager. Provide Theater System IP address and Mobile System Activation Key to Mobile System User.
- 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.

- Mobile System User. Enter the personal information of the Mobile System User, the System DUIC, the Activation Key and IP address of the Theater System and click Activate. Note: the Activation Key and Theater Server IP address must be obtained from the Theater Manager POC.

- Note: After this step the DTAS Mobile Software will begin downloading theater specific data for the mobile system. This download of information must be complete prior to using the Application. DTAS must remain connected to the SIPRnet throughout Initialization.
- Mobile System User. Monitor DTAS Application during Initialization Process. System is fully activated when the Add Person button becomes active (no longer 'grayed out').


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* Manage Mobile System Hierarchy

Responsible agencies:

- Commander
- DTAS Theater Manager
- DTAS Mobile System User
- AHRC Field Systems Division Help Desk

References:

- DTAS Mobile Application User Manual
- DTAS Theater Manager Functional Guidance

General guidance:

- When a unit's UIC hierarchy changes for any reason, unit operational moves and reassignment, unit redeployment, etc., the hierarchy must be adjusted in DTAS.
- This process is usually performed only when a unit arrives, or is departing from the theater. However, it can also be used to create a task force organization in DTAS for a particular operation.
- Caution: Careful consideration should be given to hierarchy changes for DUICs or groups of DUICs that contain 5000 or more personnel. Every Hierarchy change produces four messages per person. Mass DUIC Hierarchy changes can overload and crash the Theater Server.

Work center actions

- Mobile System User. Coordinate with Theater Manager to change Mobile System Hierarchy.
- Theater Manager. For DUIC hierarchy changes involving less than 5000 personnel make changes as appropriate. See [Theater Management](#) functions in Theater Manager Functional Guidance.
- Theater Manager. For DUIC hierarchy changes involving 5000 or more personnel, contact the AHRC FSD Help Desk. See [Theater Management](#) functions in Theater Manager Functional Guidance.
- AHRC FSD Help Desk. For DUIC hierarchy changes involving 5000 personnel or more, plan and complete hierarchy changes during periods of lower theater server activity.



Mobile System Menu Choices

- The Mobile Database 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 **View Menu** allows user to select the view for their service branch. The default view for the application is whichever DOD component was identified when the Mobile system was activated and can be changed if you contact the Theater Manager. The menu provides you with the following options:
 - Army - This option allows you to select the Army view of the DTAS Mobile application.
 - Marine – This menu option displays the Marine view of the DTAS Mobile application.
- The **Tools Menu** provides the user with the following options:
 - Mass Add Wizard – The mass add wizard allows users to add personnel from other systems via a floppy disk or other removable/transportable media.
 - 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 the Theater 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.
- 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

General Guidance

- The People Tab displays the personnel in the user's UIC.
- The People Tab provides the following functions: Add Personnel, Update Personnel, Update Duty Status, Update Location, Update DUIC, Update Tour Status, Delete Person 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 only available for the Update Personnel, Update Duty Status, Update Location, Update DUIC, and Update Tour Status function.
- The Search field allows you to search the listed data by 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.


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Add Personnel

Responsible agencies:

- Commander
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

General guidance:

- 'Add Personnel' allows users to add various types of personnel (Soldier, Civilian, Contractor, Marine, etc.) as they are assigned to a DUIC.
- This action is performed at the lowest level of SIPRnet connectivity.
- In the event an incorrect mini-record is pulled down due to incorrect SSN entry, the record can not be deleted. Instead, submit a duty status update changing the soldier's duty status to 'Redeployed - Erroneously Added'. The record will 'age off' the Mobile System 24 hours later. Then add the correct SSN.
- 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 'Add Personnel' transaction which will remove the associated mini-record 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 Theater Manager to [update that Static Table](#). Do not use 'Unknown Location' as that will populate the 'Unknown Location'.



Update Personnel

Responsible agencies:

- Commander
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

General guidance:

- Update Personnel allows users to update basic personnel information on the user's DTAS system.
- Updating 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 Service Component, Military Service Component, and Operation.
- 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 personnel information on Mobile System as necessary.
- Mobile System User. Monitor and review mini-records with 'U' status code for incorrect SSNs.
- Mobile System User. If person has been added to Mobile System with incorrect SSN, use Update Personnel function to submit correct 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

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 DTAS does not update them in eMILPO.
- The DTAS Duty Statuses are below.

Deployed 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 stay in the Deployed Theater. If the Soldier departs the deployed theater to take CLV (CONUS or OCONUS), the Soldier will be in the following status: Redeployed-Convalescent Leave.
Death Other (DO)	Personnel who died as a result of an accident or illness not related to hostilities.
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.
Killed in Action (KIA)	Casualty who is killed outright or who dies as a result of wounds received in action.
Missing (MIS) (Reason code Required)	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.

Deployed Duty Status	Explanation
Redeployed (RED) (Reason Code Required)	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) (Reason Code Required)	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 Deployed into the theater to serve in a temporary duty status 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) (Reason Code Required)	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.

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

Duty Status 'Missing'
Absent Without Leave (AWL): 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.
Beleaguered (BGD): 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.
Besieged (BSG): The Soldier is a member of an organized element that has been surrounded by a hostile force <i>for compelling it to surrender</i> .
Captured (CAP): Soldiers captured and detained by enemy forces.
Detained (DTN): 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.
Interned (INT): 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.
Missing (MIS): 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.
Missing In Action (MIA): The Soldier is missing in action by reason of enemy action.
Duty Status 'Redeployed'
Absent Without Leave (AWL): 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.
Convalescent leave (CLV): 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.
Dropped From Rolls (DFR): 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.
Emergency leave (ELV): Soldiers on authorized emergency leave.

<u>Erroneously Added (ERR):</u> Soldier has been erroneously added to DTAS.
<u>Hospitalized (Non-Battle Incurred) (HOS):</u> Soldiers/persons transferred to a permanent rear Army Medical Hospital, who are wounded, sick, or injured not the result of battle.
<u>Hospitalized (Battle Incurred) (HOW):</u> 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.
<u>Mission complete (MIC):</u> Soldiers who have completed the current deployment mission and are transitioning out of the deployed theater.
<u>Rest and Recuperation (RNR):</u> 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.
<u>Temporary Duty (TDY):</u> 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.
Duty Status 'Rest and Recuperation'
<u>Leave (LVE):</u> Soldiers who are on authorized Rest and Recuperation leave in theater.
<u>Pass (Pas):</u> Soldiers who are on authorized Rest and Recuperation Pass in theater.
Duty Status 'In-Transit'
<u>Convalescent leave (CLV):</u> 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.
<u>Emergency leave (ELV):</u> Soldiers on authorized emergency leave.
<u>Local reassignment:</u> 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.
<u>Mission complete (MIC):</u> Soldiers who have completed the current deployment mission and are transitioning out of the deployed theater.
<u>Rest and Recuperation (RNR):</u> 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.
<u>Temporary Duty (TDY):</u> 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.

- 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.
- 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.


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Update Location

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Responsible agencies:

- Commander
- DTAS Theater Manager
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

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 to. Physical location is the actual camp, city or grid coordinates where the person is located. For example, a Soldier is assigned to 1-4 Cav at Camp Saber, Iraq, but is forward in Bader City. His Assigned location is Camp Saber; his physical location is Bader City.
- If the established city or base camp location you are relocating individual to is not available in the drop-down menu, contact the Theater Manager to coordinate a Location update on the Theater 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

- Theater 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. 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 Theater Manager for any required location updates.



Update DUIC

Responsible agencies:

- Commander
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

General guidance

- The Update DUIC 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 DUICs within their hierarchy. Update DUIC is not available for a higher headquarters to move people in subordinate DUICs if that subordinate DUIC has a Mobile System, nor is it available between two Mobile Systems.
- If the Update UIC option is not available to the Mobile System User, it will be grayed out.
- Updating DUIC 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 'Update DUIC'.
- This action is performed at the lowest level of SIPRnet connectivity.

Related system reports:

- PERSTAT
- Unit Roster

Work center actions

- Mobile System User. Update the DUIC 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

General guidance:

- Update tour status function allows the user to identify the tour status of deployed personnel.
- **The DTAS Tour Statuses are listed below:**

Tour Type	Sub Type
PERPTY – Permanent Party	Individual – Augmentee Individual – Replacement Unit - Active
TCS – Temporary Change of Station	Individual – Augmentee Individual – Individual Ready Reserve (IRR) Individual – Replacment 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)
TDY- Temporary Duty	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.

Delete Person

Responsible agencies:

- Commander
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

General guidance:

- 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.
- 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').
- 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

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 SSN or the Mobile System may be offline. See [Update Personnel](#) for instructions on correcting erroneously added SSNs.
 - 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 Theater Manager
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

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 Theater Manager.
- If the required city or base camp location is not shown in the Locations Table, contact the Theater Manager to coordinate a Location update on the Theater Database. Until the Location Table is updated, use the six or eight digit grid for the required location.

Work center actions

- Theater 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 Theater Manager for any required location updates.


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Reports (TAB)

Responsible agencies

- Commander
- DTAS Mobile System User

References

- DTAS Mobile User Application User Manual

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 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 12-hour reporting period.
 - In-Transit Report – Displays data on those personnel who are in transit from the DUIC for any reason.
 - PERSTAT Report – Displays a summary of DUIC Personnel assets and changes during the reporting period.
 - Unit Roster – Displays all deployed personnel assigned to the DUIC for which a user generates the report.



Microsoft Excel - DTAS_GL_tmpB.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

C:\Documents and Settings\Spaz\Local Settings\Temp\DTAS_GL_tr

DTAS GAINS / LOSSES REPORT																
2	DUIC	UNIT NAME										DTG				
3	WAK5C0	020008FABTY C 105 MM										241420ZMAR05				
4	*LOSSES:															
5	*Losses will be as of the 12 hour reporting period.															
6	**Deployed Duty Status															
7	NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS/AOC /SERIES	SQT	ASI	LANG	SEX	DDS*	DDS** REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC DATE
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																

Ready

Losses Report Sample

Work center actions

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



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 12 hour period.
- The PERSTAT works on a 12 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 DUIC hierarchy. If the Mobile System is not connected the user will have to send the PERSTAT information to their higher headquarters by some other method.
- The PERSTAT is populated by the Add Personnel and Update Duty Status functions in the Mobile System. If the user does not add personnel or enter duty status changes in a timely manner, the PERSTAT will not reflect an accurate picture of the unit strength to the Mobile System User or the higher echelon.
- The PERSTAT is broken down into subsections or tabs that provide various 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 12 hour rolling window, but are cumulative snapshots of unit strength. The Females column is a subset of the Assigned Column, rather than the Op Strength Column.
 - Loss Summary – shows the strength information such as total number of MOS by skill level that have been lost in the last rolling 12 hour block, and a by name report of personnel losses.
 - Gains Summary – shows the strength information such as total number of MOS by skill level that have been gained in the last rolling 12 hour block, and a by name report of personnel gains
 - Remarks – is editable by the user
- There are several business rules that govern the reported on the PERSTAT Report. Please refer to Section 6.4.5 Business Rules PERSTAT Report in the DTAS Mobile Application User Manual.

Microsoft Excel - DTAS_PS_tmp9.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

C:\Documents and Settings\Spaz\Local Settings\Temp\DTAS_PS_tr

A4 PART I - PERSONNEL DAILY SUMMARY

DTAS PERSONNEL STATUS REPORT											
2	REPORT NUMBER		DTG			DUIC			UNIT NAME		
3			241406ZMAR05			WAK5C0			020008FABTY C 105 MM		
4	PART I - PERSONNEL DAILY SUMMARY										
5	PERSON TYPE	ASGD.	Op. Strength	Females	KIA	VIA	MIA	OTHER LOSSES	TOTAL LOSSES	GAINS	REMARKS
6	Army - Regular Active	0	0	0	0	0	0	0	0	0	
7	Army - US Army Reserve	0	0	0	0	0	0	0	0	0	
8	Army - National Guard	0	0	0	0	0	0	0	0	0	
9	Army - Unknown	0	0	0	0	0	0	0	0	0	
10	Navy	0	0	0	0	0	0	0	0	0	
11	Air Force	0	0	0	0	0	0	0	0	0	
12	Marines	0	0	0	0	0	0	0	0	0	
13	Coast Guard	0	0	0	0	0	0	0	0	0	
14	DoD Civilian	0	0	0	0	0	0	0	0	0	
15	Non DoD Civilian	0	0	0	0	0	0	0	0	0	
16	Contractor	0	0	0	0	0	0	0	0	0	
17	Other Civilian	0	0	0	0	0	0	0	0	0	
18	NAF Employee (AAFES)	0	0	0	0	0	0	0	0	0	
19	Red Cross Worker	0	0	0	0	0	0	0	0	0	
20	Foreign National Civilians	0	0	0	0	0	0	0	0	0	
21	Foreign National Military	0	0	0	0	0	0	0	0	0	
22	Total	0	0	0	0	0	0	0	0	0	

Ready

PERSTAT Personnel Daily Summary Sample

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

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 database.

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 Theater Manager
- DTAS Mobile System User

References:

- DTAS Mobile User Application User Manual

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 Theater Manager.
 - Upon Mobile System unit redeployment.
 - Upon Mobile System data base corruption.
- 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 Theater Manager. Do not deactivate until approval/permission is received from Theater Manager.
- Theater Manager. Unassign 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 reinitialization with the Theater Manager. See [Mobile System Initialization](#).
- Theater Manager. If Mobile System is still required for use in Theater, conduct reinitialization. See [Mobile System Initialization](#).



THEATER SYSTEM LEVEL

Introduction

- The Theater system consists of the Theater Manager Application and a core database. The Theater database is a subset of the Enterprise system. The Theater System communicates with both the Enterprise System and all Mobile Systems. The Theater 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 Theater System:
 - Theater Manager Application
 - Theater Datastore
 - APOD Tool.
- Additionally, there are some theater-level responsibilities that the Theater Manager must manage to ensure successful DTAS operations and accurate data. These procedures are outlined in this section.



Theater Manager Application

Introduction. The Theater Manager Application is an invaluable DTAS management tool for the Theater Manager. This tool consists of four main functions:

- Theater Management – This function allows the TM to manage the following:
 - Theater Hierarchy
 - Mobile Systems
 - Mobile System POC Information
- Static Table Maintenance – This function allows the TM to manage tables whose values are dynamic.
- Document Manager – This function allows the Theater Strength Manager to manage wartime requirements for each DUIC in theater.
- APOD Manager – This function allows the TM to manage Arial Port of Debarkation (APOD) UICs and APOD User accounts.
- Mobile Config – This function allows the Theater Manager to send sync service configuration changes to the targeted mobile system.
- Mobile Activation Log – Mobile Activation Log function allows the Theater Manager to view a snapshot of system activation activity for the previous week.
- [System Administration](#) – [Allows Theater Manager to assign permissions to Theater Manager Application users.](#)

Access to the Theater Manager Application is restricted Theater Manager-level users.



Theater Management

Responsible Agencies

- DTAS Theater Manager
- Commander
- DTAS Mobile System User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance:

- Theater Management allows the Theater Manager to manage the Theater DUIC hierarchy, update and review Mobile POC information, and manage Theater DTAS Mobile Systems.
- DUIC Hierarchy is the cornerstone of the theater structure that makes DTAS work. If this is not managed aggressively, the Theater's DTAS operations will not be current or accurate. Hierarchy drives the ability to see units and update a record on the Mobile Systems.
- Hierarchy Management consists of the following responsibilities:
 - The Theater Manager will ensure that each unit's DUIC is placed in the theater hierarchy. The Theater Manager must solicit hierarchy documentation from new organizations as they arrive to theater.
 - Execute timely updates to the DUIC Hierarchy. This includes additions, deletions, and edits. The Theater Manager can not delete DUICs from the Theater Hierarchy until all personnel have been redeployed in DTAS.
 - Create DUIC(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](#).
- Mobile System Management allows the Theater Manager to assign and unassign a Mobile System to a DUIC in Theater, establishing Mobile Systems on the SIPRnet that regularly synchronize with the Theater 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. During this status, the Mobile System's Activation Code is appended to the end of its node on the Hierarchy Tree View in the Theater Manager application's Mobile System Manager. 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.

Icon	Indicator Code	Explanation
	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 Theater Manager notifying them that the Mobile System has been 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 Theater 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 – 8th Soldier Support Battalion
 - |_____  WTFO25– 17th Personnel Detachment
 - TF00G1, TF8SSB and WTFO25 are DUICs that were established as Mobile Systems to view the same population, 17th PD which supports TF 1/28. In this case, TF00G1 and TF8SSB should be unassigned by the Theater Manager and deactivated by the Mobile System User. The users at TF00G1 and TF8SSB should request Theater Datastore access from the Theater Manager to obtain visibility over this population.

Work center actions

- Theater Manager. Solicit organizational DUIC Hierarchy documentation from new organizations as they arrive in theater.
- Mobile System User. Provide Organizational Hierarchy to DTAS Theater Manager upon arrival in theater or DUIC change.
- Theater Manager. Adjust Theater Hierarchy to include Mobile System User's Organizational Hierarchy, or changes, as provided.

- Mobile System User. Coordinate with Theater Manager to establish Unit Mobile System in Theater upon unit arrival in Theater.
- Theater Manager. Assign Unit DUIC as a Mobile System upon request.
- Theater Manager. Provide Theater System IP address and Mobile System Activation Key to Mobile System User upon request.
- Theater Manager. Assign DOD Service Component, Command Code, and Unit Level to all DUICs.
- Mobile System User. Connect the DTAS computer to the SIPRnet and Initialize DTAS Mobile System. The Mobile System must stay connected throughout Initialization.
- Theater Manager. Monitor DTAS Mobile System Status Code using the Theater Management Application during Initialization Process. System is fully activated when the Mobile System Status Code changes to 'I'.
- Mobile System User. Coordinate with Theater Manager to remove Unit Mobile System from Theater hierarchy upon unit departure from Theater.
- Theater Manager. Unassign Unit DUIC as a Mobile System upon request.
- Theater Manager. If DUIC is a valid Army UIC, remove unit DUIC from Theater Hierarchy once all personnel are redeployed. If DUIC is not a valid Army UIC, delete DUIC, remove unit DUIC from Theater Hierarchy once all personnel are redeployed
- Theater Manager. Review the Mobile Activation Log daily to ensure all Mobile Systems are still activated.
- Theater Manager. Update POC Name, phone number, and email address when necessary.


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Static Table Maintenance

Responsible Agencies

- DTAS Theater Manager
- Commander
- DTAS Mobile System User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance:

- Static Table Maintenance allows the Theater 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](#).
- The Theater Manager can only add new records or edit existing records in the static tables with the exception of Assigned Location.
- 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 err, and the report will not produce correctly.
- Mobile System Users can not make any changes to records in the static tables, and must contact the Theater Manager to update, or add records to the static tables.

Work center actions

- Mobile System User. Identify an incorrect or missing record in a static table as necessary.
- Mobile System User. Contact the Theater Manager to add or edit a record in static tables as necessary.
- Theater Manager. Update Static Tables as appropriate.
- Theater Manager. If a location is no longer valid (i.e. a camp has closed) – Delete Assigned Location from the Static Table.

Document Manager

Responsible Agencies

- DTAS Theater Strength Manager
- Commander
- DTAS Mobile System User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- The Document Manager allows a Theater Manager to manage authorization documents for assigned DUICs.

Work center actions

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



APOD Manager

Responsible Agencies

- DTAS APOD User
- Theater Server System Administrator
- DTAS Theater Manager

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- APOD Manager allows the Theater Manager to manage APOD UICs and APOD User accounts.
- The Theater 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.](#)
 - Owing 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 DUIC 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 DUIC 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 DUIC in the theater hierarchy will be assigned to this APOD UIC.
- 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 Theater Manager must “Delete” the APOD UIC and “Add” it again with the correct information.
- For each APOD UIC, the Theater 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 DUIC Hierarchy, and only appear on the Theater and Enterprise Systems via Datastore.

Work center actions

- Theater Manager. Establish APOD UICs for each APOD in the Theater Area of Operations (AO) as necessary.
- Theater 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 Theater 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.
- Theater Manager. Coordinate with Theater 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 Theater System Administrator. Execute the following actions for APOD Users as required:
 - Add new Windows domain accounts.
 - Remove obsolete Windows domain accounts.
 - Reset expired passwords.
- Theater Manager. Add or delete APOD User to established APOD UICs as necessary.



Mobile Config

Responsible Agencies

- DTAS Theater Manger
- Commander
- DTAS Mobile System User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- Mobile Config allows the Theater Manger to send synch service configuration changes to the mobile systems.

Work center actions

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

Mob Activation Log

Responsible Agencies

- DTAS Theater Manger

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

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

Work center actions

- Theater Manager. View Mobile System initialization status.

System Administration

Responsible Agencies

- DTAS Theater Manger

References

- DTAS Theater Manager Application User Manual

General guidance

- System Administration function allows you to restrict to which applications a user has access to in Theater Manager and to designate the top UIC within the user's hierarchy.

Work center actions

- Theater 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 Theater Manager
- Field Systems Division (FSD)

References

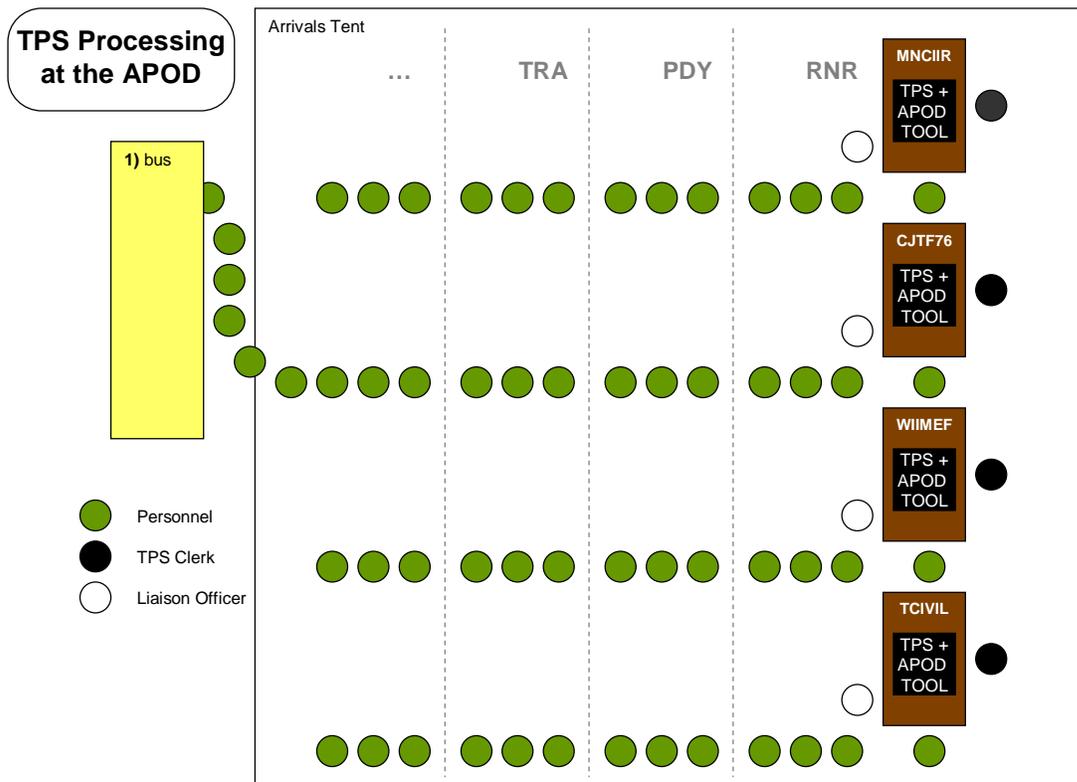
- Tactical Personnel System Smartbook
- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

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 Smartbook. This documentation is available for downloading at <https://www.hrc.army.mil/site/active/fsd/>
- TPS uses the Joint Personnel Database (JPD) as a data source for personnel information. JPD information:
 - The JPD consists of the Army, Navy, Air Force, Marines, and DoD civilians that have Common Access Cards (CAC).
 - The Field Systems Division (FSD) updates and distributes the JPD weekly.
 - The Theater Manager of each theater must coordinate with FSD to get added to the JPD distribution list.
- TPS users must ensure:
 - The latest version of TPS is being used. The last version of TPS is Version P22-02-03-d.
 - The latest copy of the JPD is loaded on the TPS Workstation. TPS users must coordinate with the Theater Manager to receive weekly JPD updates or coordinate with FSD to be added to the JPD distribution.
 - 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 DUIC will provide the Theater 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).



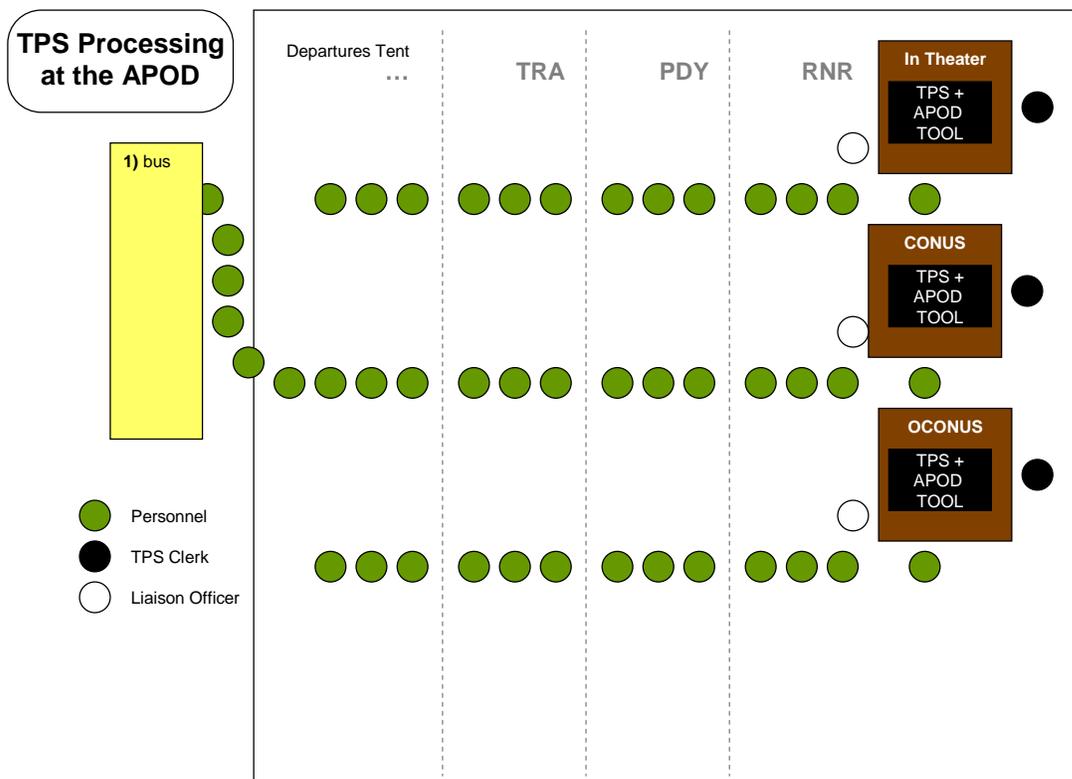
- Process personnel using TPS:
 - In “Manifest”, create a new “Mission Number”. Use the flight number for the name of the Mission Number.
 - Ensure that the Actual Arrival Date/Time is populated and correct for this flight or “Mission Number”. Convert the flight’s arrival date and time to **Greenwich 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:

Inbound/Arrival TPS Duty Statuses	Meaning
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:

Outbound/Departure TPS Duty Statuses	Meaning
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:

Invalid TPS Duty Statuses	Meaning
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

- FSD. Create and distribute weekly updates to the JPD.
- Theater Manager. Coordinate with FSD 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 weekly JPD update is received and loaded on every TPS Workstation.

ARRIVALS.

- 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 Theater Manager
- DTAS Theater Datastore User

References

- Tactical Personnel System (TPS) Smartbook
- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

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 Theater 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 DUIC 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 DUIC 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 DUIC in the theater hierarchy will be assigned to this APOD UIC.
- DTAS – APOD Users obtain access to the DTAS – APOD application by contacting the Theater Manager. With the [APOD Manager](#), the Theater 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 Statuses that are valid for the DTAS – APOD arrival functionality. All other TPS Duty Statuses will err when the file is “uploaded” as an arrival TRN.
- 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 Statuses 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 Statuses 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 Theater Manager to effectively determine the location of personnel who remain assigned to APOD for extended periods of time.

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 DUIC 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 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 departure (TPS) Duty Statuses that can *only* be used to depart personnel to “In Theater”: OLV, 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 Theater 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.

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Theater Datastore

Responsible Agencies

- DTAS Theater Manager
- DTAS Theater Datastore User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- DTAS Theater 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 Theater 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 Theater Datastore is not granted to all Mobile System Users. Access is usually granted to who are at the MACOM level or higher. The Theater Manager is responsible for determining what users are granted access to the Theater Datastore.
- For Theater Datastore Ad-Hoc Query users, Datastore column definitions are explained in the following embedded document.



Datastore Column
Definitions for Theate

- Theater Datastore provides JPERSTAT Report capabilities to the user in the following formats:
 - JPERSTAT Data Cube
 - JPERSTAT Summary Report
- Theater Datastore has the following additional features. It allows users to:
 - Share reports with other users.
 - Print export data generated from reports.
- The Theater database does not store history. Users that require access to DTAS history must request access to the [Enterprise Datastore](#).
- Theater 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

- Theater Datastore User. Request DTAS Datastore accounts by submitting DTAS Datastore Access Request Form to the Theater Manager/Helpdesk.
- Theater Manager. Manage access to the DTAS Datastore.

- Create, maintain and delete accounts as required.
 - Delete accounts have been inactive for more than 45 days.
- Theater 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.
- Theater Manager. Create Ad-Hoc Query reports as necessary to provide commanders with requested information.
- Theater 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.


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Other Theater Manager Responsibilities

Introduction

- The Theater Manager plays a vital role in DTAS operations. Some of the Theater 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.

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* Manage Incoming Units (Training)

Responsible Agencies

- DTAS Theater Manager
- DTAS Mobile User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- The Theater 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 Theater 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 Theater 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

- Theater Manager. Plan training for all incoming units that will utilize a DTAS Mobile System
- Theater Manager. Obtain DUIC hierarchy from incoming unit.
- Theater Manager. Obtain wartime requirements document from unit.
- Theater Manager. Provide eMILPO .XML file or TPS TRN file for their supported personnel/units for use in Mass Add of Personnel.
- Theater 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.
- Theater Manager. Provide incoming unit with access to latest version of DTAS Mobile System software, and any applicable software patches.
- Theater Manager. Conduct regular Assistance Visits with all Mobile System users.


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* Manage APOD – Assigned Personnel

Responsible Agencies

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

References

- Tactical Personnel System (TPS) Smartbook
- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- The Theater 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 DUIC 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 Theater 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 Theater Manager can create additional reports with Ad-Hoc Query to group APOD – Assigned personnel by commands within theater.

Work center actions

- Theater Manager. Weekly, review APOD reports identify personnel who have assigned to APOD UICs for extended periods of time.
- Theater 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. Add new personnel to correct Mobile System DUIC.



* Manage Mobile System Synchronization

Responsible Agencies

- DTAS Theater Manager
- DTAS Mobile User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- Synchronization is the only means by which the Theater Server receives updates from the Mobile Systems, and sends updates to the Mobile System.
- The Theater 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 Theater Server, the Theater 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:

(‘N’) - 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 Theater Management Application. The Mobile System operator will need this activation code to begin activating the mobile system

(‘A’) - 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 Theater Manager must contact the unit to resolve DTAS synch services issues.

(‘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 System could be at this status for some time (30 minutes to 2 hours).

(‘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).

Work center actions

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

- Mobile System User. Work with the Theater Manager to resolve synchronization issues.



* Manage Mobile System Health Checks

Responsible Agencies

- DTAS Theater Manager
- DTAS Mobile User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- DTAS Version 2 has Health Check capability. Health Check keeps Mobile Systems in synch with the Theater 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

- Theater Manager. Monitor weekly the Theater System to identify Mobile Systems that contain 5,000 or more records.
- Theater 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.



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* Manage Unknown Locations

Responsible Agencies

- DTAS Theater Manager
- DTAS Mobile User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- Unknown Locations are Assigned Locations with a country code of 'ZZ' or Unknown.
- There should never be a person in theater assigned to an unknown location. Assigned Locations affect the JPERSTAT; an Unknown Location will cause discrepancies.
- The Theater Manager is responsible for reconciling personnel who are assigned to a 'ZZ' Country Code.

Work center actions

- Theater Manager. Review the JPERSTAT Summary Report daily to identify personnel in a Country Location of UNKNOWN.
- Theater Manager. Identify the unit reporting personnel in an UNKNOWN Location using the Locations Report.
- Theater 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 Theater 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 Theater Manager
- DTAS Mobile User

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- DTAS personnel records may be in one of the following Mini-record statuses:
 - 'P' – Pending. Every record will have this mini-record status code initially. This means the record is “pending” a download. If the 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 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 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 SSN has been entered incorrectly, that Soldier will not have accurate historical information on DTAS for that deployment. The Theater 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 SSN and update the personnel data with the “Update Personnel” function.

Work center actions

- Theater 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.
- Theater 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)

- Theater 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.
- Theater Manager. Coordinate with Mobile System User to correct SSN discrepancies as necessary.
- Mobile System User. Validate unverified SSNs and submit corrections using [Update Personnel](#) function as necessary.



* Help Desk Responsibilities

Responsible Agencies

- DTAS Theater Manager
- DTAS Theater Manager Help Desk
- DTAS Mobile User
- HRC DTAS Help Desk
- HRC Field Systems Division (FSD)
- Electronic Data Systems (EDS)

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

General guidance

- The Theater Manager is responsible for fielding all Mobile System User questions and concerns, through the Theater 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 DUIC 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 Theater Manager has the responsibility to reply.
 - The Theater Manager Help Desk email address is an AKO-S (Army Knowledge Online - Secure) email account and is the most secure communications method between the Theater Manager and the Mobile System User. This account must always be monitored for incoming traffic. All Theater 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 Theater Manager will field all DTAS Help Desk calls for the Theater.
- Any problems or questions that cannot be resolved by the Theater Manager will be submitted to the Human Resources Command – Field Systems 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 Theater Manager Help Desk SOP.
- The Theater 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 Theater Manager on a DA Form 5005.

Work center actions

- Theater 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 Theater Manager Help Desk as necessary. Do not send issues directly to the HRC Help Desk.
- Theater 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.
- Theater Manager. Resolve issues IAW procedures contained in the users manual, functional guidance and Help Desk SOP whenever possible.
- Theater 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.
- Theater Manager. Monitor recurring issues to determine systemic problems versus training issues.
- Theater 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 EDS. Forward trouble ticket for resolution. If neither can resolve the issue, contact theater to submit DA Form 5005 for software change.
- FSD or EDS. Resolve issue. Notify DTAS Help Desk of resolution.
- HRC DTAS Help Desk. Notify theater and Project Manager trouble ticket is resolved and close trouble ticket.


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* Theater Manager Daily Checklist

Responsible Agencies

- DTAS Theater Manager
- DTAS Theater Manager Help Desk

References

- DTAS Theater Manager Application User Manual
- DTAS Mobile User Application User Manual

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 Theater Manager. These are listed below.

Work center actions

- Theater Manager. Without exception: Check the statuses and [synchronizations](#) of all major Mobile User Systems (for example: TMM001, MNCIIR, CJTF76, TCFLCC, TCIVIL, etc). Because of the database sizes, problems with these Mobile Systems must be addressed immediately and aggressively.
- Theater Manager. [Check](#) dtas.tm@us.army.smil.mil four times daily (minimum). Resolve and answer emails as soon as possible.
- Theater 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.
- Theater Manager. Review Mobile System data to resolve the following [Mobile Systems statuses](#): N : Non-activated, A : Activated, and P : Pending.
- Theater 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 TM 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 TM must manage this aggressively to ensure maximum synchronization of all Mobile Systems.
- Theater Manager. Manage the reconciliation of [unverified mini-records](#). Assist to identify and reconcile erroneous SSNs.
- Theater Manager. Manage the reconciliation of persons in [UNKNOWN locations](#). There should never be persons in UNKNOWN locations.
- Theater Manager. Continuously review the Theater database for data anomalies. Submit problems that cannot be resolved by the TM to the FSD DTAS Help Desk for resolution.

* Password Control

Responsible Agencies

- DTAS Theater Server System Administrator
- DTAS Theater Manager

References

- AR 25-2 Information Assurance 14 Nov 2003, chapter 4-12 Password Control
- DISA Computing Services SECURITY HANDBOOK version 3, change 1, 1 Dec 2000, chapter 3.13 Passwords
- DTAS Theater Manager Application User Manual

General guidance

- The DTAS Theater Server System Administrator is responsible for generation of passwords for Theater Management Application, APOD Web Application, and Theater Datastore.
- The DTAS Theater Manager is responsible for issuance, overseeing and justifying personnel requesting access for Theater 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

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.
 - Operation Data Store Enterprise (ODSE) for USMC Personnel.
 - [Synchronized Personnel Operational Tracker \(SPOT\) for contract personnel.](#)
 - [Joint Patient Tracking Application \(JPTA\) for service members \(all branches\) as well as civilians.](#)
 - 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 (DUIC) and related data.
 - Assigned Location data.
 - Physical Location data.
 - Deployed Duty Status Codes, Reason Code, and related data.
 - Deployed Theater
 - Tour Status
 - [Patient Tracking](#)
- 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 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 Theater Manager Application User Manual
- DTAS Mobile System User's Manual

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:



Datastore Column
Definitions for Enterp

Work center actions:

- Enterprise User. Request AKO-S account at 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 web site: <https://www.perscomonline.army.mil/fsd/index.htm>.
 - Fill out the form completely and follow the instructions on the form for submitting the request to FSD.
- DTAS Help Desk. Process Enterprise Datastore Access Request form, creating, updating and deleting access accounts as necessary. Notify user of completion.


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