

Deployed Theater Accountability Software (DTAS)

DTAS Mobile Application User Manual

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Submitted to
LTC John Kilgallon
Product Manager, AHRS
PEO Enterprise Information Systems

Prepared by
Electronic Data Systems
13600 EDS Drive, Mailstop A4S-D52
Herndon, VA 20171
Contract Number: NBCHA010033
Task Order Number: 002
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Authorized by: _____
Date: _____

Approved by: _____
Date: _____

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Version	Date	Status	Comment
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2.0	11/14/2005	Draft	Thirteenth draft, draft; revisions to pages 561 and 7631.

1. INTRODUCTION

The Deployed Theater Accountability Software (DTAS) application provides the U.S. Army and the U.S. Marine Corps with a reliable, timely, and efficient mechanism for tracking and providing reporting visibility into the location and duty status of deployed Soldiers at both the Enterprise level (top of the system) and the unit level (bottom of the system). This visibility is vital in determining war fighting capability.

In support of the DTAS vision, this project controls the work effort to meet the following objectives:

- Develop a standard Army system for deployed personnel accountability
- Improve data quality
- Establish a common picture
- Perpetuate deployed personnel accountability

DTAS enables commanders in deployed theaters to account for DoD personnel in their areas of operations by name (SSN), unit, location, and day. DTAS comprises three components: the Enterprise, Theater, and 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 Operational 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 and the JPERSTAT are configured to run against the DTAS Enterprise data warehouse.

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 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 Theater Manager application allows theater-level users to manage mobile systems and UIC structure. The Theater system also provides reporting capabilities, such as the JPERSTAT report and support for ad hoc queries.

The Mobile system provides the First Sergeant/Company (1SG/CO) level with a micro-database, reporting capabilities, and personnel accounting tools. The Mobile database contains information on the soldier's current location and duty status as well as a mini-record. The Mobile system allows the user to update location, duty status, personnel information, DUIC, and tour status. In addition, the system provides several predefined, roster-based reports. The Mobile system is deployed on laptop computers and uses Web Services because these systems

may only occasionally be connected to the network. While a Mobile system is disconnected, any DTAS work performed is stored in a message in its micro-database. When the Mobile system is connected, the stored messages are sent to the Theater via Web Services.

Note: DTAS displays the SSN for an individual in several instances, such as on the People tab screen. The SSN has been removed from all screen captures contained in this document for privacy reasons. Therefore, some screens will appear differently in the document than they will on your system: For example, a table column that would be populated on your system will appear blank in the screen captures.

2. DTAS MENUS

DTAS includes the following menu choices: File, View, Tools, and Help. Each menu provides you with a set of functions that enable you to exit the system, view synchronization data, etc.

2.1 File Menu

You may exit the DTAS application from the File menu. To exit DTAS, select Exit from the File menu (or click the X in the upper right-hand corner of the window).



Figure 2–1: DTAS File Menu

2.2 View Menu

The View menu allows you to select the view for your branch of service. The default view for the application is whichever DoD component was identified when your Mobile system was activated. 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 option allows you to select the Marine view of the DTAS Mobile application.



Figure 2–2: DTAS View Menu

2.3 Tools Menu

The Tools menu provides you with the following options:

- **Mass Add Wizard...** – The Mass Add Wizard allows you to add personnel from a TPS TRN file, an eMILPO Load, or a .CSV file.
- **System Info ...** – The System Info provides information related to the system configuration, such as System POC Name, System POC Phone Number, System DUIC, and System Activation Date.
- **Deactivate System...** – The Deactivate System function resets the theater system. This function will delete all personnel from the database and delete theater-specific information.
- **View Synchronization Info...** – This function allows you to view system messages and synchronization information.
- **CSV File** – This function allows you to create and edit an Excel spreadsheet that is saved as comma delimited file for upload via the Mass Add Wizard.

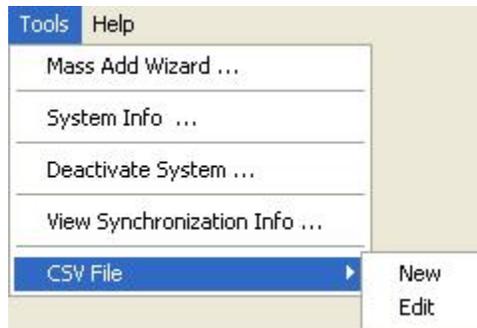


Figure 2–3: DTAS Tools Menu

2.3.1 Mass Add Wizard

The Mass Add Wizard function allows you to load data to your DTAS database using an eMILPO XML load file, a TPS TRN file, or a CSV file. The XML and TRN files are created in eMILPO or TPS, respectively, and are saved to a floppy disk or other removable/transportable media. To load data from a file, perform the following steps:

1. Select Mass Add Wizard from the Tools menu. DTAS displays the Mass Add Wizard dialog.

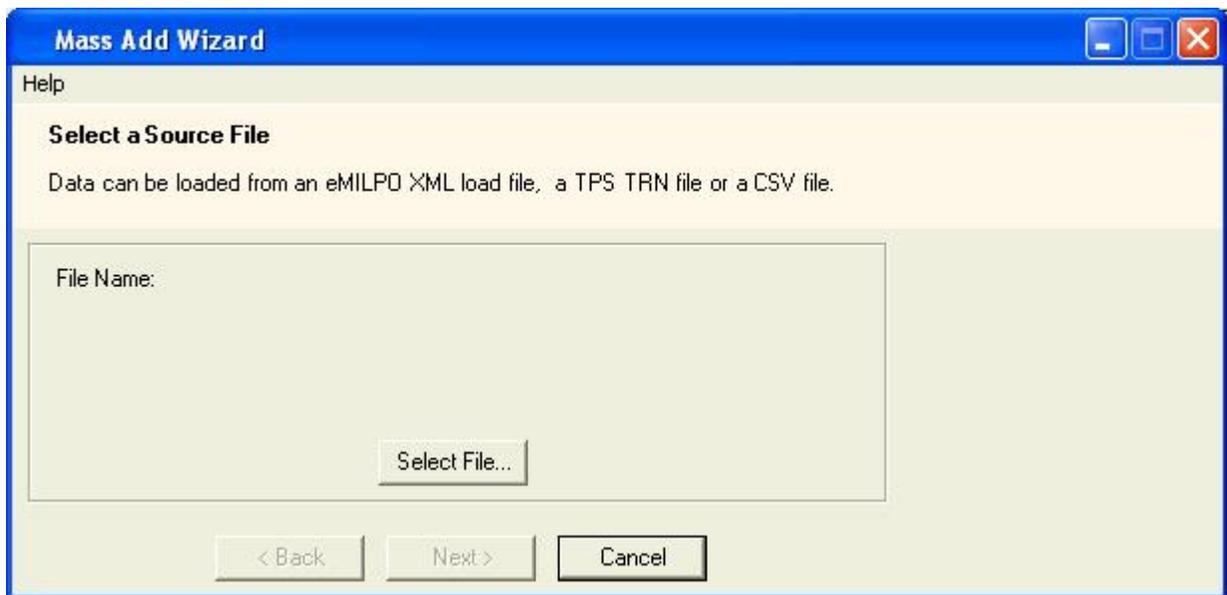


Figure 2–4: Mass Add Wizard—Select a Source File

2. Click the Select File button to select the file. DTAS displays the Open dialog box. Navigate to the folder location of the file you wish to upload. Highlight the file and then click Open or double click on the file to select it. DTAS displays the file name and path on the dialog and activates the Next button. Click Next to proceed.

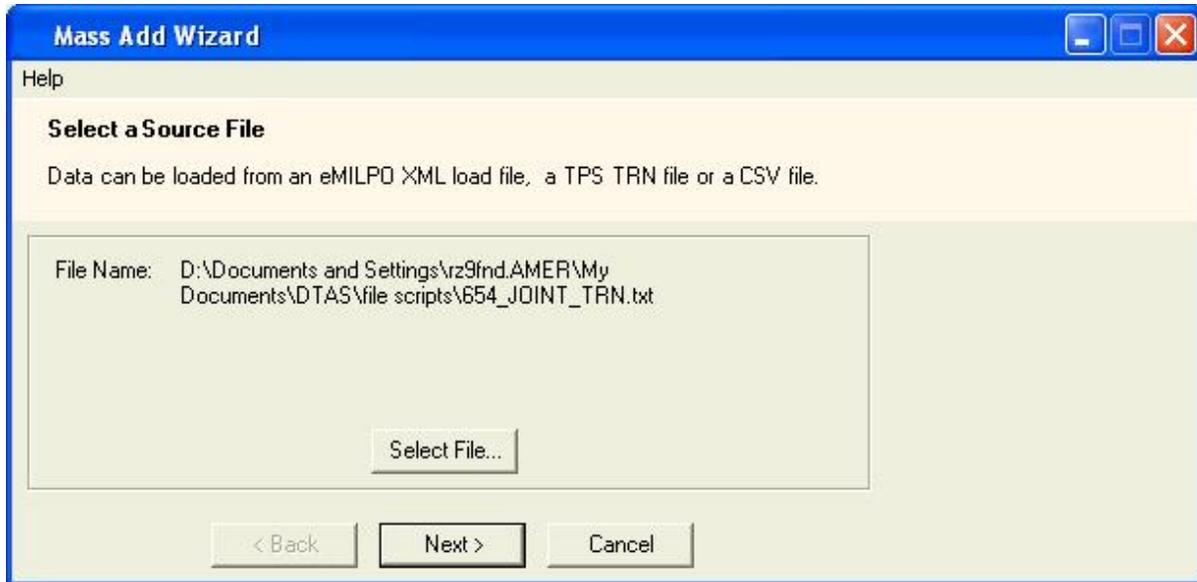


Figure 2–5: Mass Add Wizard—Source File Selected

Note: If the file you select is not of the appropriate type (either an XML, a TRN, or a CSV file), DTAS displays a message informing you that the file is not in the proper format. Click OK to return to the Mass Add Wizard dialog.



Figure 2–6: Mass Add Wizard—File Error Message

Note: When adding personnel from a CSV file, the Mass Add Wizard will not load records that are missing data or contain errors. The Mass Add Wizard will only load complete/accurate records; any records containing errors will not be loaded. You will be unable to load information for these persons until you correct the errors. If your CSV file contains errors, the system displays an error message (shown below) informing you that the file contains errors as well as the location of the error log file.



Figure 2–7: Mass Add Wizard—CSV File Error Message

The error log file provides information on what values are missing and in which record (corresponds to the rows of the spreadsheet). To correct the CSV file: from the Tools menu, select CSV File and then Edit (see Section 2.2.5, CSV File, for additional information).

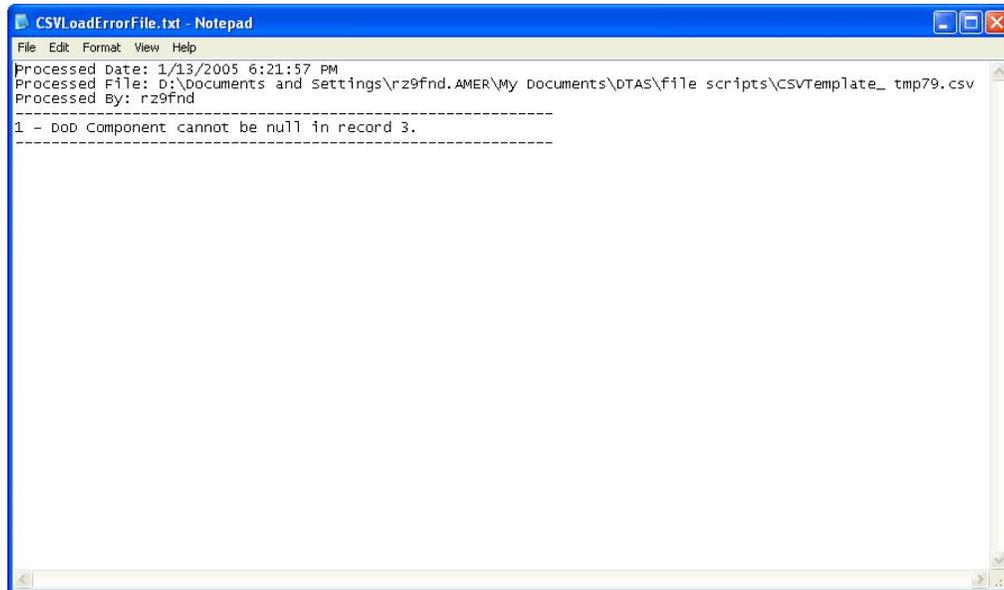


Figure 2–8: CSV File Error Log

3. DTAS displays the Select People to Load dialog box.
4. By default, all records are selected. Click Select All to select all records or you can select individual records by clicking the check box to the left of each record to select individual records you wish to load. You can also click Deselect All to deselect all the records or you can deselect individual records by clicking the checkbox to the left of the record.

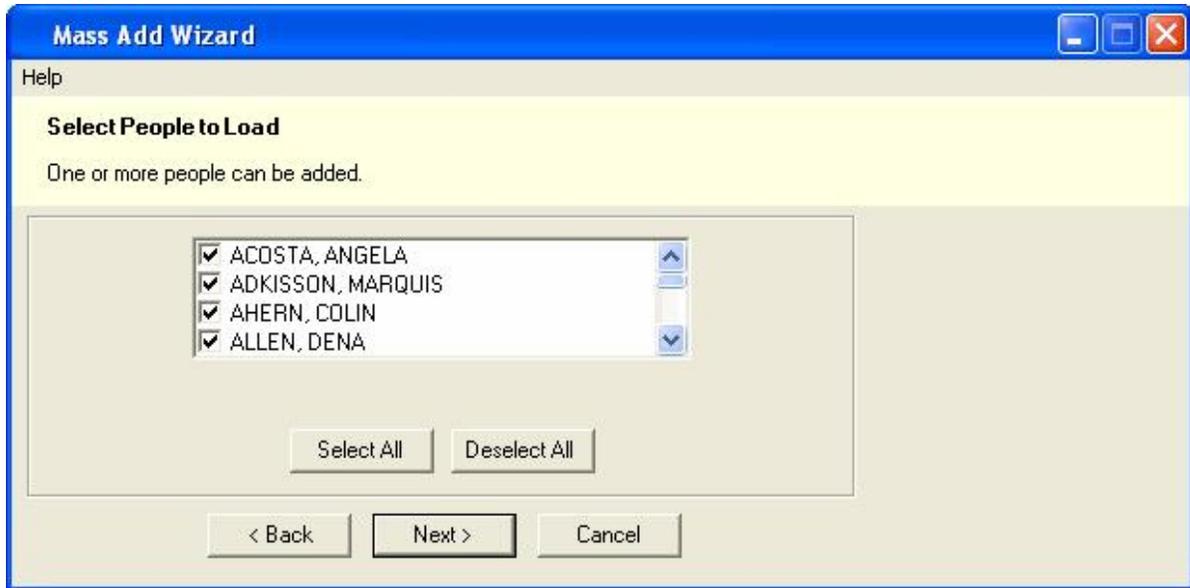


Figure 2–9: Mass Add Wizard—Select People to Load

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

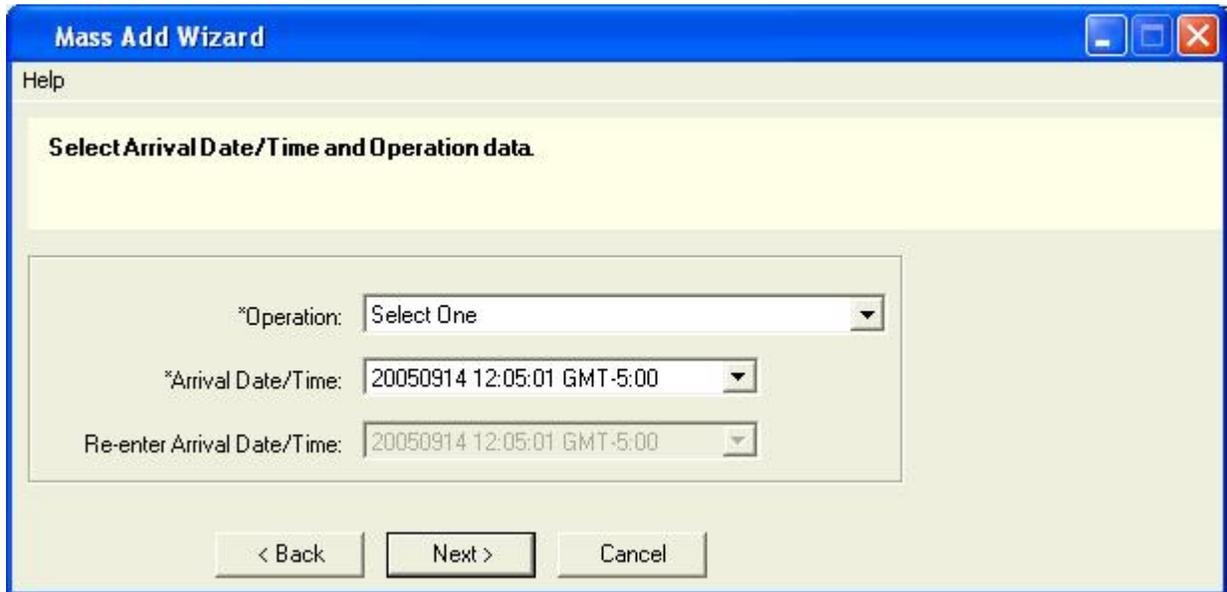


Figure 2–10: Select Arrival Date/Time and Operation Data Dialog

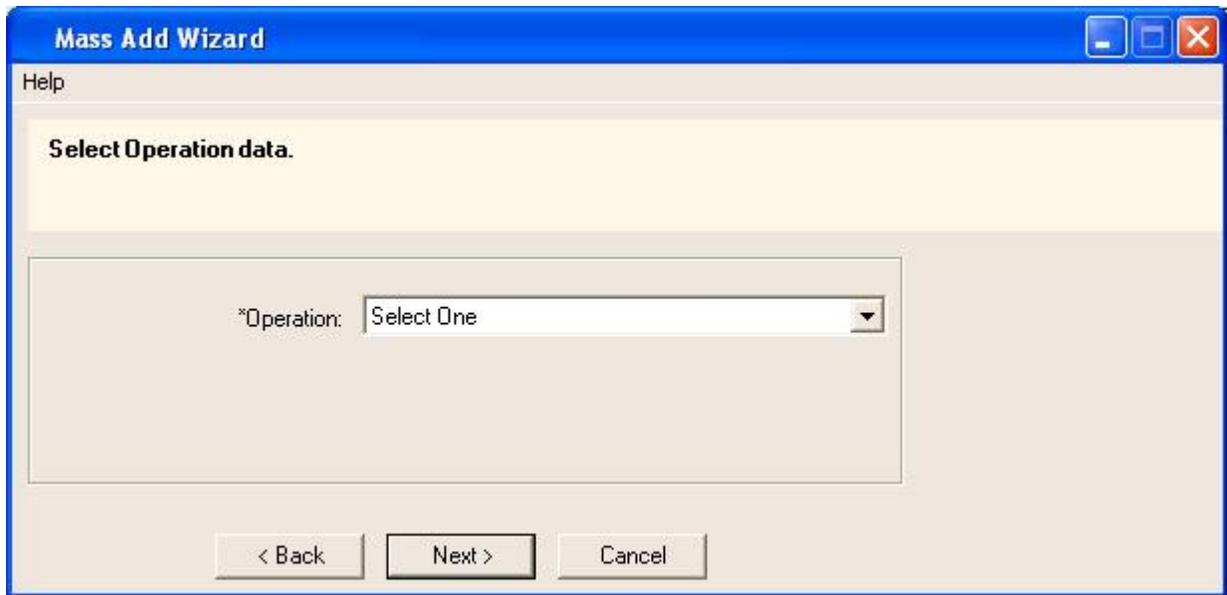


Figure 2–11: Select Operation Data Dialog

6. Select the name of the operation to which the personnel are being added from the Operation picklist. This is a required field.
7. The Arrival Date/Time picklist defaults to what has previously been entered for the arrival date and time (the Arrival Date/Time field is not displayed for CSV files). If you enter an Arrival Date/Time that is 30 or more days old, DTAS enables the Re-enter Arrival Date/Time field and you must re-enter the arrival date and time. **Note:** The arrival date and time cannot be a date greater than 4 years old.

For CSV files, if the Arrival Date/Time is not a valid arrival date and time, the Arrival Date/Time field defaults to the current system date and time.

8. Click Next to proceed with the load process. DTAS displays the Select Assigned and Physical Location dialog.

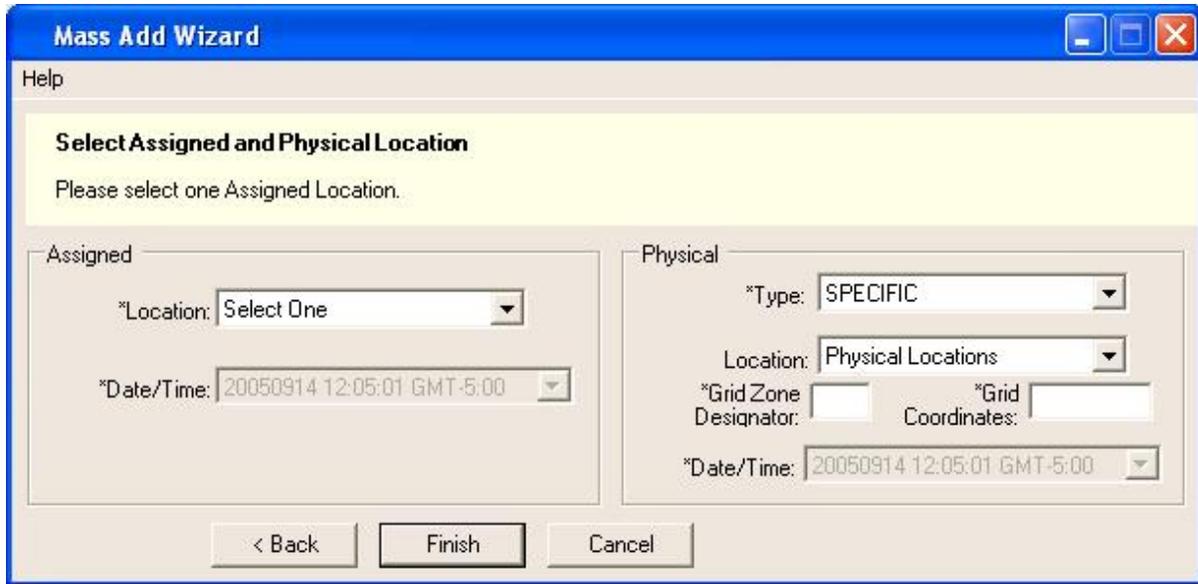


Figure 2–12: Mass Add Wizard—Select Assigned and Physical Location (XML and TRN Files)

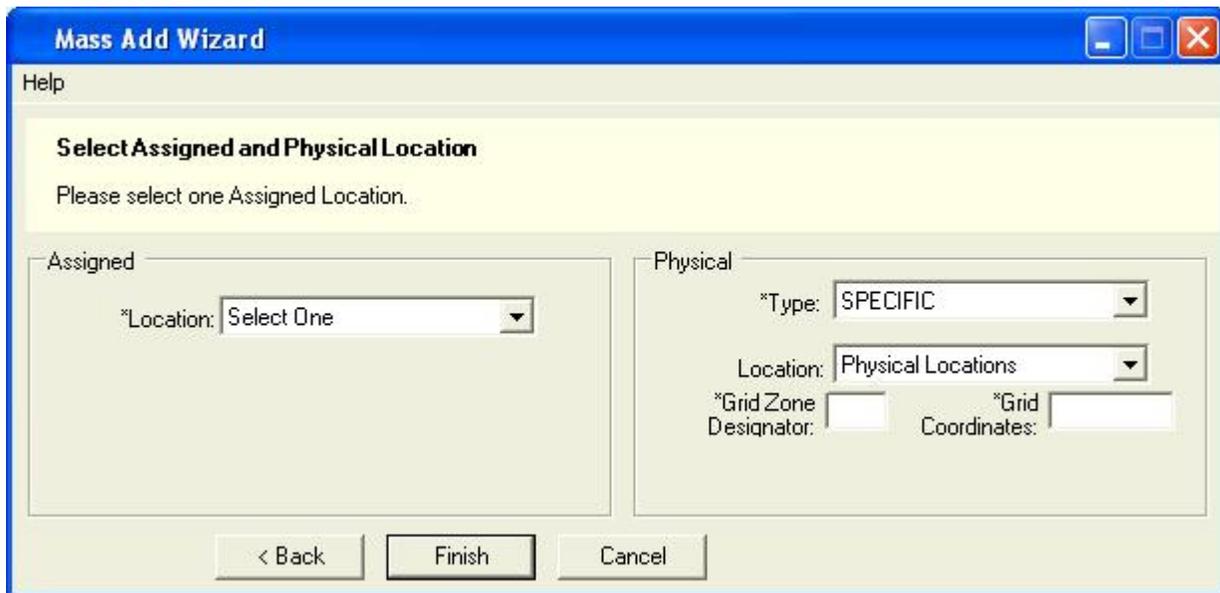


Figure 2–13: Mass Add Wizard—Select Assigned and Physical Location (CSV Files)

9. In the Assigned area, select an Assigned location from the Location picklist. DTAS defaults the Date/Time field to the current date and time.
10. In the Physical section, select the type of location from the Type picklist.

11. Select a location from the Location picklist. DTAS defaults this to the Assigned location you selected in the Assigned data entry area. The Assigned and Physical locations can be different.
12. You may edit the Grid Zone Designator (this must be two letters) and the Grid Zone Coordinates (this must consist of six or eight numbers). These fields are populated with the designator and coordinates for the Assigned location value if the Assigned and Physical locations are the same. If the Assigned and Physical location differ, DTAS populates the Grid Zone Designator and Grid Zone Coordinates with the values associated with the Physical location.
13. Click Finish to load the data into the database.
14. Click Back to return to the previous step in the process.
15. Click Cancel to exit the process without adding data.

2.3.2 System Info

The System Info function provides you with contact and activation date information related to your DTAS system. To view information related to your system, perform the following steps: Select System Info from the Tools menu. DTAS displays the System Info dialog box. Click Close when you are finished. DTAS closes the dialog box and returns you to your previous screen location.

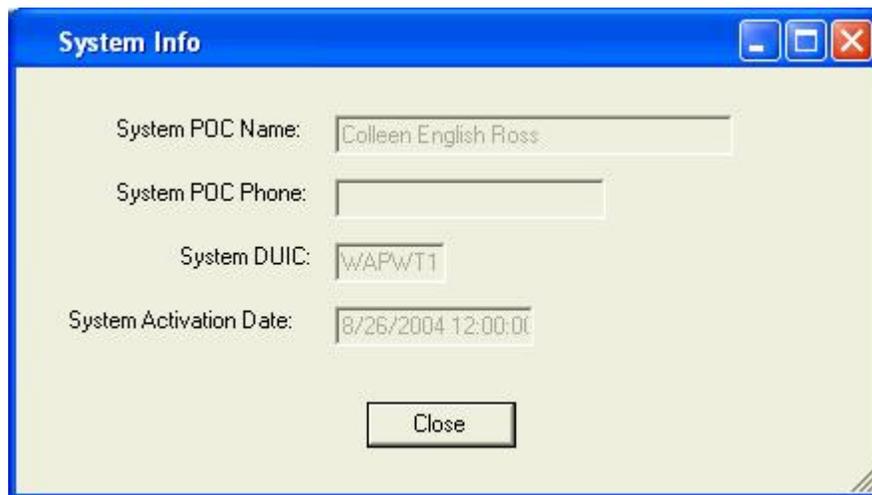


Figure 2–14: System Info Dialog

2.3.3 Deactivate System

The Deactivate System functions allows you to reset your system. The function removes the existing database. To deactivate a 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.

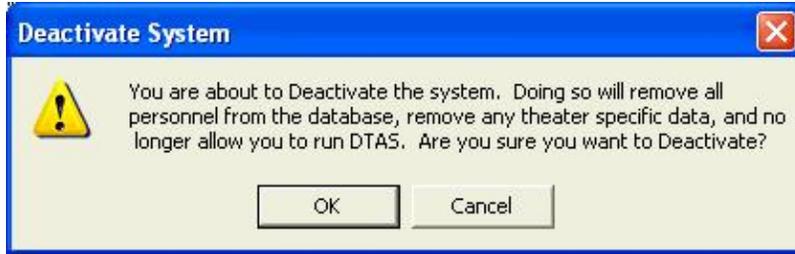


Figure 2–15: Deactivate System Message

2.3.4 View Synchronization Info

The View Synchronization Info function allows you to view system-generated messages awaiting upload to the Theater system and a synchronization log that details the synchronizations sent between the Mobile and Theater systems. To view synchronization information, select View Synchronization Info from the Tools menu. DTAS displays the Synchronization Info window. The window contains two tabs, Message Queue and Synchronization Log. DTAS defaults the display to the Message Queue. To change the display, click the Synchronization Log tab, and DTAS displays the log. The information displayed is read-only. Click Refresh to update the display to show the most recent data. In addition, on the Synchronization Log tab you can specify how many rows are displayed in the window by selecting from the Row Height picklist. When you are finished viewing the information, click Close. DTAS returns you to your previous screen location.

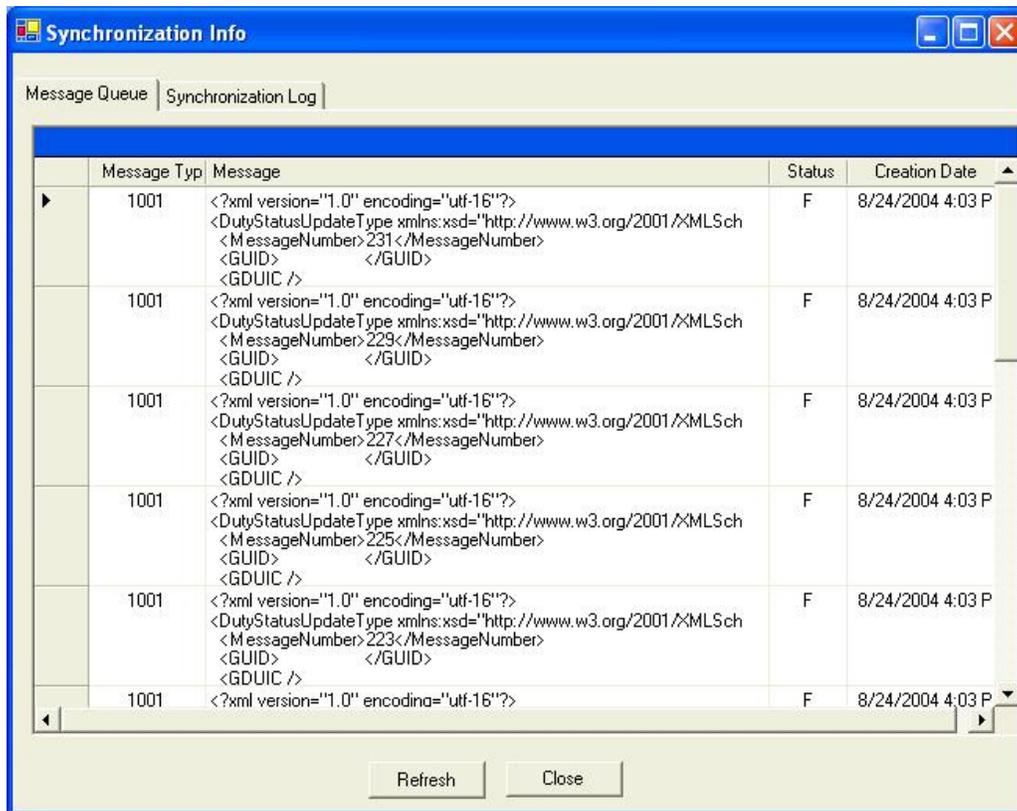
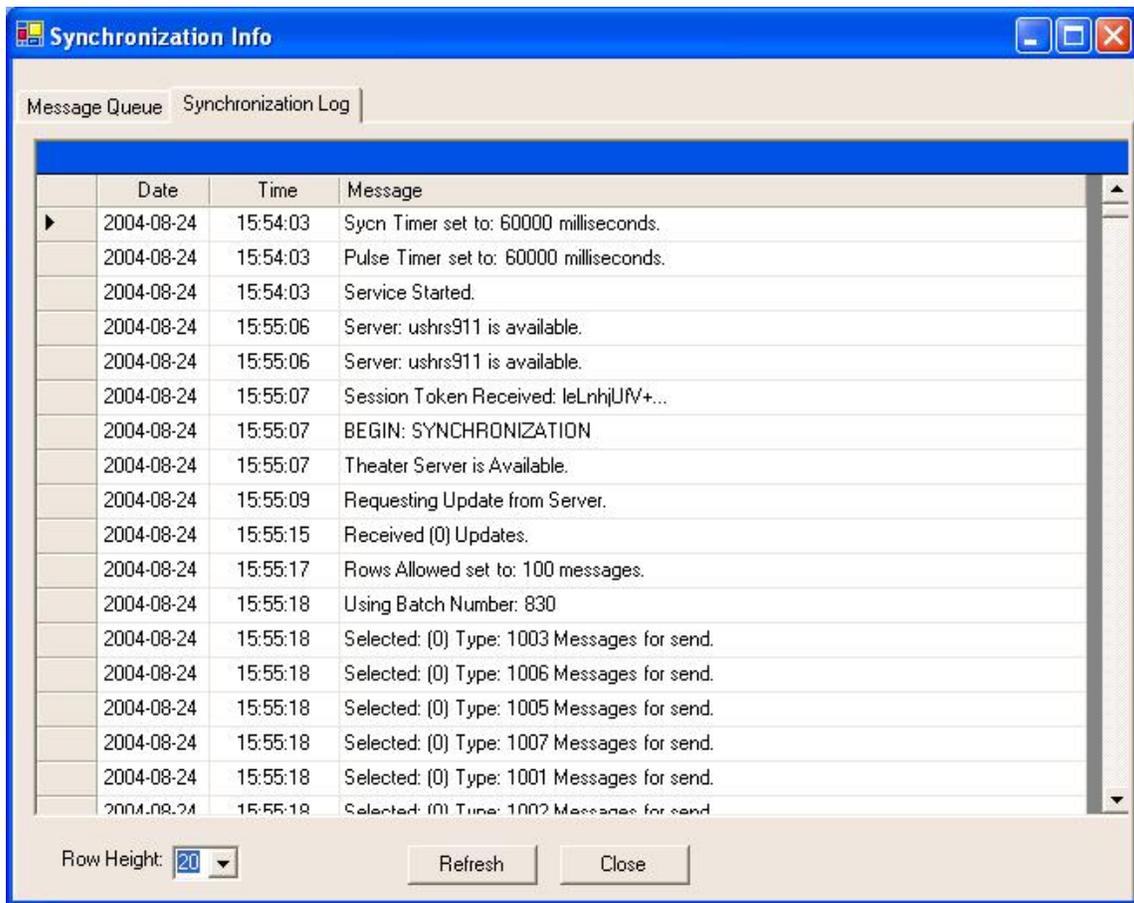


Figure 2–16: Message Queue



	Date	Time	Message
▶	2004-08-24	15:54:03	Sync Timer set to: 60000 milliseconds.
	2004-08-24	15:54:03	Pulse Timer set to: 60000 milliseconds.
	2004-08-24	15:54:03	Service Started.
	2004-08-24	15:55:06	Server: ushrs911 is available.
	2004-08-24	15:55:06	Server: ushrs911 is available.
	2004-08-24	15:55:07	Session Token Received: leLnhjUfV+...
	2004-08-24	15:55:07	BEGIN: SYNCHRONIZATION
	2004-08-24	15:55:07	Theater Server is Available.
	2004-08-24	15:55:09	Requesting Update from Server.
	2004-08-24	15:55:15	Received (0) Updates.
	2004-08-24	15:55:17	Rows Allowed set to: 100 messages.
	2004-08-24	15:55:18	Using Batch Number: 830
	2004-08-24	15:55:18	Selected: (0) Type: 1003 Messages for send.
	2004-08-24	15:55:18	Selected: (0) Type: 1006 Messages for send.
	2004-08-24	15:55:18	Selected: (0) Type: 1005 Messages for send.
	2004-08-24	15:55:18	Selected: (0) Type: 1007 Messages for send.
	2004-08-24	15:55:18	Selected: (0) Type: 1001 Messages for send.
	2004-08-24	15:55:18	Selected: (0) Type: 1002 Messages for send.

Row Height: 20

Refresh Close

Figure 2–17: Synchronization Log

2.3.5 Comma Separated Values (CSV) File

The CSV File function allows you to create or edit an Excel spreadsheet that can be used for data entry and upload to DTAS. The Excel spreadsheet is saved in a comma delimited format (.CSV file) that you can use to upload data using the Mass Add Wizard function. The CSV File function consists of submenu with two options: New and Edit. An example of the file format is provided below. **Note:** Required fields are denoted by an asterisk.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Carrier	*SSN	*Last Name	*First Name	MI	*Sex	*Service	DOD Component	Service Component	Foreign Military Indicator	RUC	ULN
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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19												
20												

Figure 2–18: Left Portion of the CSV Template

	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	MOS	Rank	TRUC	APOE	APOD	Depart Date	Depart Time	Arrive Date (YYYYMMDD)	Arrive Time (hh:mm:ss)	Birth Date (YYYYMMDD)	Duty Status	Blood	Marital Status
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													

Figure 2–19: Right Portion of the CSV Template

For information on the business rules associated with the CSV File function, refer to Section 2.2.5.3, Business Rules: CSV File.

2.3.5.1 NEW

To create a new CSV file, perform the following steps:

1. Select CSV File from the Tools menu and then select New from the submenu.
2. DTAS launches the Excel CSV file template.
3. Enter data directly into the spreadsheet cells. Required fields are denoted with a red flag in the upper right corner of the column header, as shown in the close-up below. If you hover the cursor over the red flag, additional information about the data column is provided.

	A	B	C	D	E
1	Carrier	*SSN			MI
2					
3					
4					
5					

Required field for all Service (Person Types) except for Foreign National/Military.

Figure 2–20: CSV File Pop-Up

4. The following fields are available for data entry:

- **Carrier**ô This is the organization that provided transportation for the individual.
- **SSN (Social Security Number)**ô This is the individual's Social Security number. The field requires nine numeric characters.
- **Last Name**ô Data entry is not limited in Excel; however, the database field is limited to 30 alpha characters.
- **First Name**ô Data entry is not limited in Excel; however, the database field is limited to 30 alpha characters.
- **MI (Middle Initial)**ô Data entry is limited to one alpha character.
- **Sex**ô Enter M for male and F for female.
- **Service**ô This field corresponds to the People Type field in the DTAS database and denotes the organization with which the individual is associated. Data entry is made through a picklist.
- **DOD Component**ô This field is for designating the branch of the Department of Defense for whom the soldier or DoD civilian works. Data entry is made through a picklist.
- **Service Component**ô This field is for designating whether the soldier is Active, Reserve, or Guard. A fourth data entry option of Unknown is available to the user. Data entry is made through a picklist.
- **Foreign Military Indicator**ô This is a yes/no indicator of whether the individual is with a foreign military or is a foreign national. Selection is made through a picklist.
- **RUC (Reporting Unit Code)**ô The RUC is the Marine Corps code for the soldier's deployed unit. This code is analogous to the DUIC in DTAS. The code consists of five alphanumeric characters.
- **ULN (Unit Line Number)**ô The ULN is a line item number that corresponds to the MOS. Each unit has a table of organization that lists each soldier by unit line number.
- **MOS (Military Occupational Specialty)**ô This identifies the soldier's MOS, which is a group of duty positions of close occupational or functional relationships that facilitate interchangeability among persons of various skill levels. Data entry consists of three alphanumeric characters for the Army, and four numeric characters for the Marine Corps.

- **Rank** This field indicates the soldier's current rank. The rank should be entered as an abbreviation, such as SSG for Staff Sergeant.
- **TRUC (Temporary RUC)** The TRUC is a temporary unit to which a Marine is attached; it is used for temporary duty assignments.
- **APOE (Air Port of Embarkation)** This is the part from which the individual last departed en route to theater.
- **APOD (Air Port of Debarkation)** This is the individual's point of arrival in theater.
- **Depart Date** This is the date the individual departs the APOE. Data entry must be numeric characters. Data entry should be eight numeric characters, including four-digit year, two-digit month, and two-digit day.
- **Depart Time** This is the time the individual departs the APOE. Data entry must be numeric characters. Data entry should be six numeric characters, including two-digit hour, two-digit minutes, and two-digit seconds.
- **Arrive Date (YYYYMMDD)** This is the date the individual arrives at the unit. DTAS defaults this to the system date. Data entry should be eight numeric characters, including four-digit year, two-digit month, and two-digit day.
- **Arrive Time (hh:mm:ss)** This is the time the individual arrives at the unit. DTAS defaults this to the system date. Data entry should be six numeric characters, including two-digit hour, two-digit minutes, and two-digit seconds.
- **Birth Date (YYYYMMDD)** This is the individual's date of birth. Data entry should be eight numeric characters, including four-digit year, two-digit month, and two-digit day.
- **Duty Status** This is the current duty status for the individual. DTAS defaults the status to PDY, Present for Duty, during the Mass Add Wizard process.
- **Blood** Enter the individual's blood type by selecting the code that corresponds to the blood type. Selection is made from a picklist which includes the following options:
 - ó A denotes A+ blood type
 - ó B denotes A- blood type
 - ó C denotes B+ blood type
 - ó D denotes B- blood type
 - ó E denotes O+ blood type
 - ó F denotes O- blood type
 - ó G denotes AB+ blood type
 - ó H denotes AB- blood type
- **Marital Status** Enter the current marital status for the individual. Selection is made from a picklist, which includes the following options:
 - ó A: Annulled
 - ó D: Divorced
 - ó I: Interlocutory Decree
 - ó L: Legally Separated
 - ó M: Married
 - ó S: Single
 - ó W: Widowed

- ó Z: Unknown
5. The following fields have pull-down menus associated with them to expedite data entry:
 - Service
 - DoD Component
 - Service Component
 - Foreign Military Indicator
 - Blood
 - Marital Status
 6. After completing data entry, select Save from the File menu to save the file. Excel displays a message prompting you to confirm that you would like to save the file. You may perform one of the following:
 - Click Yes to save the file. **Note:** Ensure you save the file and that you maintain the file in CSV format. If you do not click Yes to save your file, you will lose the data you have entered.
 - Click No to proceed without saving your changes.
 - Click Cancel to return to the spreadsheet and make further changes.

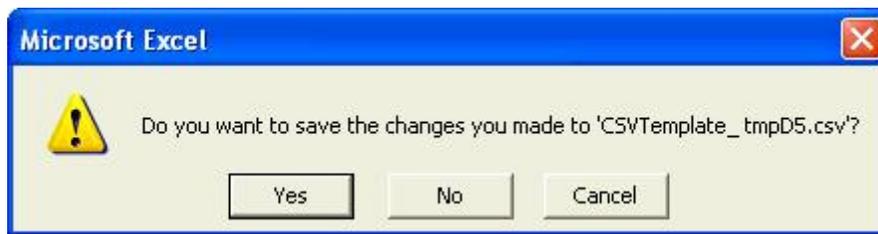


Figure 2–21: Save Prompt

2.3.5.2 EDIT

To edit an existing CSV file, perform the following steps:

1. Select CSV File from the Tools menu and then select Edit from the submenu.
2. DTAS displays the Open dialog box.

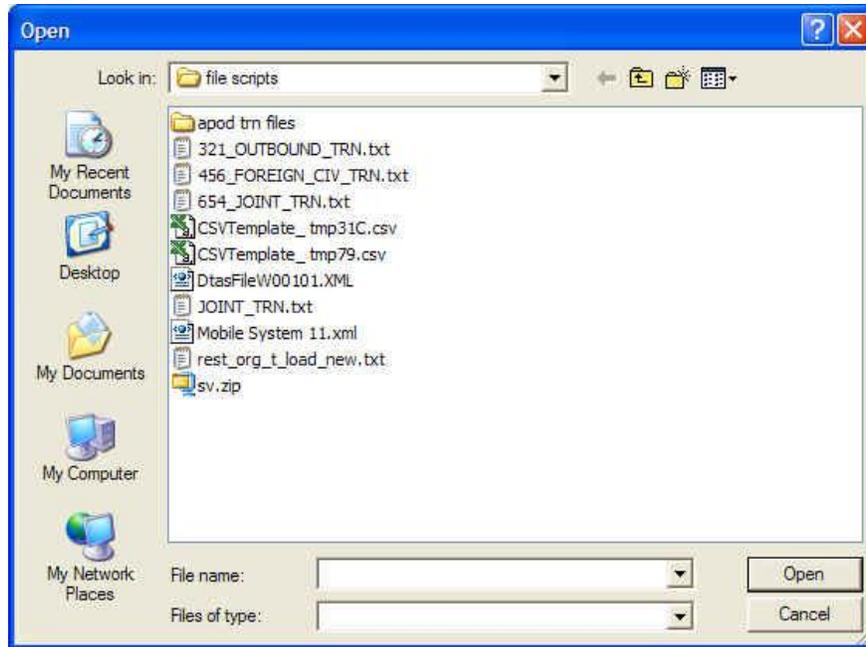


Figure 2–22: Open Dialog

3. Enter the changes you want and save the file. Select Save from the File menu to save the file. Excel displays a message prompting you to confirm that you would like to save the file. Click Yes to save the file. Click No to proceed without saving your changes or click Cancel to return to the spreadsheet and make further changes.

2.3.5.3 BUSINESS RULES: CSV FILE

The following business rules apply to the CSV File function:

- If Other US Service Member or DoD Federal Civilian is selected, the DoD Component column must be populated.
- If US Army Soldier or Other US Service Member is selected, the Service Component column must be populated.
- If Foreign National/Military is selected, the Foreign Military Indicator must be populated.
- If the person being added through the CSV file already exists on the local database, no add or update will be performed for that person.
- If you enter data in an invalid format (for example, E1 in the Rank field rather than the acronym), DTAS leaves that field null on the database. This applies to all fields, except the following: SSN, Last Name, First Name, Sex, Service, DoD Component, Service Component, Foreign Military Indicator, and Duty Status.

2.4 Help Menu

The Help menu contains the following options: About; Contents, Index, and Search for the help; and Email Theater Manager. The About function provides information about the DTAS application, such as the version number. You can access help by either browsing the Contents or Index, or you can search the help file. The Email Theater Manager allows you to email the

Theater Manager if you have issues with your system; when you select the option, DTAS launches a blank email using your default email application.



Figure 2–23: Help Menu

3. UNKNOWN LOCATION AND DATA MISMATCH LIST

The Unknown Location and Data Mismatch List window informs you of action you must take when persons contained within your mobile database either have an unknown location for their Assigned Location or have a mismatch between their Person Type and their DoD Component.

DTAS checks the database every 10 minutes for persons who meet these criteria and displays the SSNs of affected persons in list form on the Unknown Location and Data Mismatch List window, as shown in Figure 361, Unknown Location and Data Mismatch List Window. If no persons exist in your mobile database who match the criteria, DTAS does not display the Unknown Location and Data Mismatch List window. DTAS displays the person's information on the Unknown Location and Data Mismatch List window until the information is corrected. Click Close to close the window and return to the People tab screen. **Note:** You must close this window before updating the information for the persons listed.

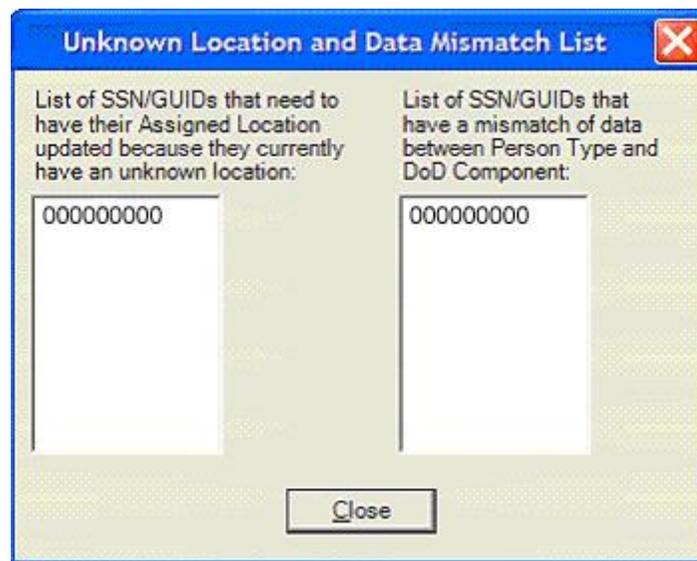


Figure 3–1: Unknown Location and Data Mismatch List Window

For information and procedures related to an unknown location, please see Section 3.1, Unknown Location. For information and procedures related to a Person Type/DoD Component data mismatch, please see Section 3.2, Data Mismatch.

3.1 Unknown Location

On the left side (shown in Figure 362, Unknown Location Close-Up) of the Unknown Location and Data Mismatch List window, DTAS displays the SSNs of the persons who have an unknown location as their Assigned Location. To be flagged for an unknown location, the person must have an unknown country code in the database.

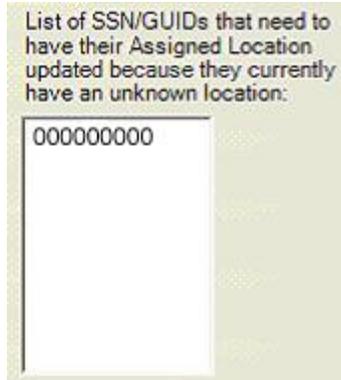


Figure 3–2: Unknown Location Close-Up

To correct the person's location, perform the following steps:

1. Highlight the SSN and press **Ctrl+C** to copy the SSN to the clipboard.
2. Close the Unknown Location and Data Mismatch List window.
3. Copy the SSN into the SSN lookup field.
4. Highlight the person and click Update Location.
5. DTAS defaults the Location picklist in the Assigned Location area to Select One.
6. Select the applicable assigned location from the picklist.
7. Click OK to save the changes. If you do not correct the Assigned Location, DTAS displays a message notifying you that you must enter all required fields. **Note:** If you select Cancel without correcting the Assigned Location, DTAS continues to display the person on the Unknown Location and Data Mismatch List until you take corrective action.

3.2 Data Mismatch

On the right side (shown in Figure 363, Data Mismatch Close-Up) of the Unknown Location and Data Mismatch List window, DTAS displays the SSNs of the persons who have a mismatch between their Person Type and their DoD Component. A person is flagged for a data mismatch if they meet the following criteria:

- If the Person Type is US Army Soldier and the DoD Component is either null or a code other than Army
- If the Person Type is United States Marine, US Air Force, US Coast Guard, or US Navy and the DoD Component code is either null, Army, or OSD

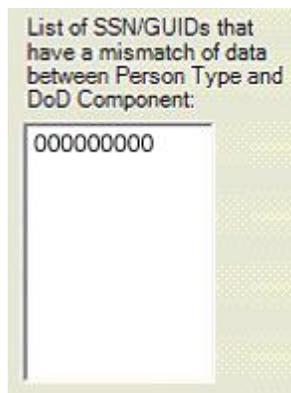


Figure 3–3: Data Mismatch Close-Up

To correct the person's data mismatch, perform the following steps:

1. Highlight the SSN and press **Ctrl+C** to copy the SSN to the clipboard.
2. Close the Unknown Location and Data Mismatch List window.
3. Copy the SSN into the SSN lookup field.
4. Highlight the person and click Update Personnel.
5. DTAS defaults the values on the screen to those stored in the database for the person.
6. Select the applicable DoD Component from the picklist. Alternatively, you may also change the Person Type by selecting the appropriate one from the picklist. If you do not correct the Person Type or DoD Component code, DTAS displays a message informing you that the component selected does not match the Person Type selected.
7. Click OK to save the changes. **Note:** If you select Cancel without correcting the DoD Component mismatch, DTAS continues to display the person on the Unknown Location and Data Mismatch List until you take corrective action.

4. DTAS FUNCTION TABS

The DTAS application provides a streamlined interface from which you can quickly access the tasks you need to perform. The interface presents information in a tab format (shown below), grouping functions and tasks according to the information they serve (that is People, Location, Reports, and Management tabs, which are discussed in Sections 5 through 8). The default display is the People tab. To access data on other tabs, click the tab and DTAS displays that tab in the foreground.

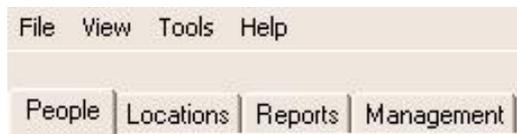


Figure 4–1: Close-Up of DTAS Tabs

5. PEOPLE TAB

5.1 Overview

The People tab displays the personnel in your UIC. You may also update personnel data, tour status data, location data, and duty status from this tab. The People tab provides the functionality to manage personnel records. The tab displays the personnel assigned to your UIC and their associated information. The People tab provides the following functions:

- Add Personnel
- Update Personnel
- Update Duty Status
- Update Location
- Update DUIC
- Update Tour Status
- Delete Person
- View Mini-Record

For information about the components of the People tab and how to navigate the tab, refer to Section 5.2, Navigating the People Tab.

5.2 Navigating the People Tab

The display of the People tab is divided into two panes. The left side of the screen displays the UIC hierarchy. Click the plus sign to display the organization below the parent UIC. You can repeat this as needed to get to the level of detail desired.

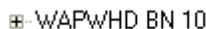


Figure 5–1: Unexpanded Tree



Figure 5–2: Expanded Tree

The right side of the screen displays the personnel assigned to the selected UIC and their associated data. To select a record, highlight the row in the display that lists the soldier you wish to select. You may select multiple individuals by pressing **Shift** for consecutive rows and **Ctrl** for nonconsecutive rows and clicking in the left-hand blank column. In addition, you may select all records by pressing **Ctrl+A**. Multiple select is only available for the Update Personnel (Operation field only), Update Duty Status, Update Location, Update DUIC, and Update Tour Status functions.

Clicking the Include Sub Units checkbox displays all personnel within the UIC you have selected and any child UIC of the selected UIC. If this checkbox is not checked, DTAS displays only those personnel in the top branch. The page displays a records count of the number of records displayed and the number contained within the database.

The Search By fields allow you to search the listed data by SSN and Last Name. To search by SSN, enter the soldier's SSN or a partial SSN in the SSN field. DTAS displays the soldier's information or, in the case of a partial SSN, a list of SSNs that match the search criteria, as shown below. To search by the soldier's last name, enter the name or part of the name in the Last Name field. DTAS displays only that soldier's information if the full name was entered or displays those names that match the criteria entered. To return to a full listing display, you must clear the SSN and Last Name data-entry fields.

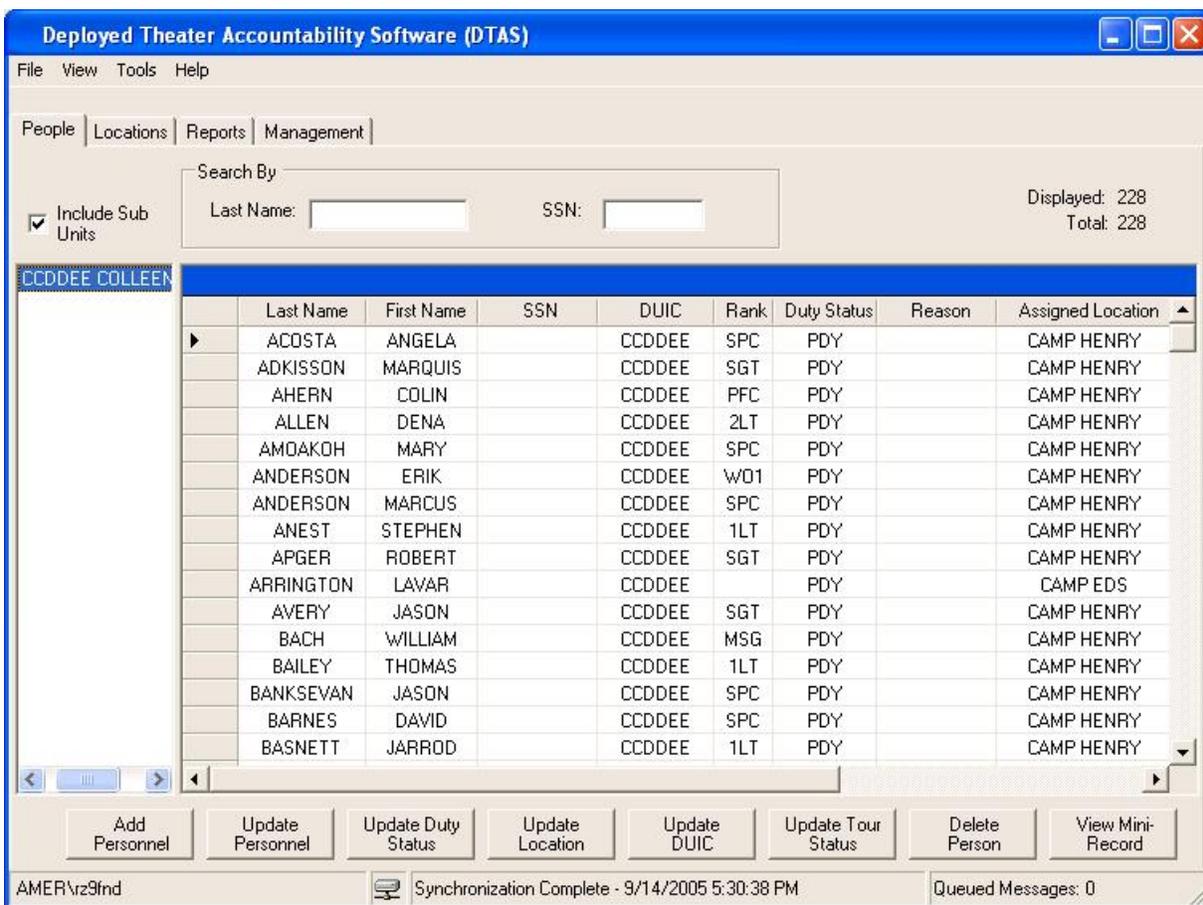


Figure 5–3: Display Grid

To perform a function (except Add Personnel), highlight the soldier's record and click the button related to the function you wish to perform. Once you have selected an individual, you may also select a function by clicking the right mouse button; DTAS displays a pop-up menu from which you can select the function you wish to perform. An example of the menu is shown below.

Note: If you have selected multiple individuals for whom to perform a function, only Add Personnel, Update Personnel (for Operation only), Update Duty Status, Update Location, Update

DUIC, and Update Tour Status will be available when you click the right mouse button and will be the only buttons activated.



Figure 5–4: Right-Click Menu

To sort the table, click the header name of column you wish to sort by.

The Update DUIC is only activated for those UICs for which you have responsibility.

5.3 Add Personnel

The Add Personnel function allows you to add personnel as they are assigned to your UIC. Clicking the Add Personnel button will launch a wizard that guides you through the data-entry process. To add an individual, perform the following steps:

1. Click Add Personnel. DTAS displays the Add Personnel dialog box. If you would like to add more than one person, check the Continue to Add People checkbox. This will allow you to add more than one person without having to return to the People tab.

Add Personnel

Help

*Person Type: **US ARMY SOLDIER**

*SSN/GUID: Birth Date: 20051020 *Sex: Select One

*Last Name: *First Name: Middle Name:

*Deployed UIC: **CCDDEE COLLEEN TEST** *Arrival Date/Time: 20051020 10:30:26 GMT-5:00

Re-enter Arrival Date/Time: 20051020 10:30:26 GMT-5:00

*DoD Component: **ARMY** *Military Service Component: **REGULAR** MOS/AOC:

Rank: Select One *Operation: Select One

Pay Plan: Select One

Series: Select One

Pay Grade: Select One Employer: Select One

Foreign Country: Select One Foreign Military

Continue to Add People

Figure 5–5: Add Personnel Dialog (Army View)

Add Personnel

Help

*Person Type: **UNITED STATES MARINE**

*SSN/GUID: *Birth Date: 20050915 *Sex: Select One

*Last Name: *First Name: Middle Name:

*Deployed UIC: **CCDDEE COLLEEN TEST** *Arrival Date/Time: 20050915 17:03:10 GMT-5:00

Re-enter Arrival Date/Time: 20050915 17:03:10 GMT-5:00

*DoD Component: **MARINE CORPS** *Military Service Component: **REGULAR** PMOS:

Rank: Select One *Operation: Select One

Pay Plan: Select One

Series: Select One

Pay Grade: Select One Employer: Select One

Foreign Country: Select One Foreign Military

Continue to Add People

Figure 5–6: Add Personnel Dialog (Marine View)

2. Select the type of person you wish to add from the Person Type picklist. DTAS defaults the picklist to US Army Soldier if the Army view was selected and default to United States Marine if the Marine view was selected. The options are DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy. The fields available for data entry will vary depending on the type of person selected. **Note:** Required fields are marked with an asterisk.
3. You may change the arrival date and time if the person's arrival date and time differs from the default of the system date. If you enter a date 30 days or more in the past, DTAS enables the Re-enter Arrival Date/Time field to confirm the new arrival date and time. The date you enter may not exceed 4 years in the past.
4. Enter the required information using the provided text-entry fields and picklists. Click Next to continue with the process. DTAS displays a second Add Personnel dialog. Click Cancel to cancel the process without saving any data.

Figure 5–7: Add Personnel—Duty Status and Location Dialog (Army View)

Figure 5–8: Add Personnel—Duty Status and Location Dialog (Marine View)

5. In the Duty Status section, select the duty status that applies to the individual from the Duty Status picklist. The default is Present for Duty. Depending on the duty status selected, you may need to select a reason from the Reason picklist.
6. The date and time in the Date/Time field within the Duty Status, Assigned, Physical, and Tour Status sections will be the date previously entered into DTAS; the field will read-only in these data entry sections.
7. In the Assigned section, select a location from the Location picklist. **Note:** The location selected cannot be Unknown. DTAS populates the Grid Zone Designator and Grid Zone Coordinates based on the location selected.
8. In the Tour Status section, entry of this information is optional. However, if one field is selected for entry, all fields in the Tour Status section must be entered.
9. Select a tour status from the Tour Status picklist.
10. Select a subtype from the Tour Status Subtype picklist. The values available in this picklist are filtered depending on the Tour Status selection.
11. Enter the length of the tour in the Number of Days field. **Note:** The value entered must be at least 1 and cannot be zero.
12. In the Physical section, select the type of location from the Type picklist.
13. Select a location from the Location picklist. DTAS defaults this to the Assigned location you selected in the Assigned data entry area. The Assigned and Physical locations can be different.
14. You may edit the Grid Zone Designator (this must be two letters) and the Grid Zone Coordinates (this must consist of six or eight numbers). These fields are populated with the

designator and coordinates for the Assigned location value if the Assigned and Physical locations are the same. If the Assigned and Physical location differ, DTAS populates the Grid Zone Designator and Grid Zone Coordinates with the values associated with the Physical location.

15. Click Finish to save the record. DTAS returns you to the People tab. If you checked the Continue to Add People checkbox, DTAS returns you the first page of the Add Personnel wizard. When you have finished adding all the individuals you want, uncheck the Continue to Add People checkbox. DTAS returns you to the People tab.
16. In addition, you may either click Back to return to the previous dialog or click Cancel to cancel the process without saving data.

5.3.1 Add Personnel Dialog Fields

The Add Personnel dialog contains the following fields:

- **Person Type**ô This defaults to US Army Soldier if the view selected is Army. If the view selected was Marine, the field defaults to United States Marine.
- **SSN/GUID (Social Security Number/Global Unique Identifier)**ô When entering a Social Security number, you must enter a nine digit number or an alphanumeric character string for a Foreign National/Military person type.
- **Birth Date**ô This defaults to the current date. You may enter the correct date by either using the calendar function or manually typing the data.
- **Sex**ô The default is Select One; choose either Male or Female from the picklist.
- Last Name
- First Name
- Middle Name
- **Deployed UIC**ô This is the UIC to which this individual is deployed.
- **Arrival Date/Time**ô This is the date and time at which the individual arrived to the unit. You may enter the correct date by either using the calendar function or manually typing the data.
- **Re-enter Arrival Date/Time**ô This field is enabled if you enter an arrival date and time that is 30 days or more in the past. You will be required to re-enter the date and time to confirm that it is a valid entry. **Note:** You cannot enter a date that is more than 4 years in the past.
- **DoD Component**ô The defaults for this field are as follows:
 - ó To Army for the US Army Soldier Person Type
 - ó To Marine Corps for the United States Marine Person Type
 - ó To Air Force for the US Air Force Person Type
 - ó To Coast Guard for the US Coast Guard Person Type
 - ó To Navy for the US Navy Person Type
- **Military Service Component**ô This defaults to Regular.
- MOS/AOC (Army view) or PMOS (Marine view)
- **Rank**ô This defaults to Select One.
- **Operation**ô This is a required field. The available selections are managed and sent down from Theater Manager.

- **Pay Plan** This defaults to Select One.
- **Series** This defaults to Select One.
- **Pay Grade** This defaults to Select One.
- **Employer** This defaults to Select One.
- **Foreign Country** This defaults to Select One.

Note: Some of these fields are disabled (grayed out) depending on the Person Type selected.

5.4 Update Personnel

The Update Personnel function allows you to change information on DTAS for a selected individual. This function allows you to update the person's DoD Component, gender, the spelling of his or her name, etc. To update personnel information for an individual, perform the following steps:

1. Highlight the name of the individual for whom you wish to update information.
2. Click the Update Personnel button. DTAS displays the Update Personnel dialog box. **Note:** The title bar of the dialog box will display the function, Update Personnel, and the name of the person whose information you are updating.

The screenshot shows a Windows-style dialog box titled "Update Personnel - PFC AHERN, COLIN". The dialog contains the following fields and controls:

- *Person Type: US ARMY SOLDIER (dropdown)
- *SSN/GUID: (text field)
- Birth Date: 19840814 (dropdown)
- *Sex: MALE (dropdown)
- *Last Name: AHERN (text field)
- *First Name: COLIN (text field)
- Middle Name: DANIEL (text field)
- *Deployed UIC: CCDDEE COLLEEN TEST (dropdown)
- *Arrival Date/Time: 20050913 16:46:54 GMT-5:00 (dropdown)
- Initial Arrival Date/Time: 20050913 16:46:54 GMT-5:00 (dropdown)
- *DoD Component: ARMY (dropdown)
- *Military Service Component: RESERVE (dropdown)
- MOS/AOC: 92F (text field)
- Rank: PFC (dropdown)
- *Operation: Default Operation (dropdown)
- Pay Plan: Select One (dropdown)
- Series: Select One (dropdown)
- Pay Grade: Select One (dropdown)
- Employer: Select One (dropdown)
- Foreign Country: Select One (dropdown)
- Foreign Military
- OK and Cancel buttons at the bottom.

Figure 5–9: Update Personnel Dialog (Army View)

Figure 5–10: Update Personnel Dialog (Marine View)

3. Change the information that you need directly in each field. For example, to change the person type, select from the Person Type picklist or to change the spelling of the last name, type in your correction.
4. After you have completed your changes, click OK to save the changes. DTAS returns you to the People tab screen. Click Cancel to exit the transaction without saving any changes.

Updating the Person Type, Initial Arrival Date, DoD Component, Service Component, or Operation fields generates a message to the Theater system to update the data. If you update the Person Type, DoD Component, or Service Component fields, DTAS prevents data from being sent from the Theater system via the mini-record to overlay the data on the Mobile system.

5.4.1 Enabled Fields for Update Personnel

Some fields are unavailable for update depending on the Person Type selected. The following lists the fields available for update by Person Type:

- **Foreign National/Military Person Type** The following business rules for Update Personnel apply to the Foreign National/Military Person Type:
 - ó The record retains the Mini Record Indicator of 'P' status; after adding the record to the system, the indicator does not change to 'U' or 'D'.
 - ó The enabled fields on load are: SSN/GUID, Birth Date, Sex, Last Name, First Name, Middle Name, Initial Arrival Date/Time, Operation, Foreign Country and Foreign Military.
 - ó **Note:** The Person Type cannot be changed.

- All Other Person Types With Mini Record Indicator of 'P' or 'U' The following business rules for Update Personnel apply to all Person Types with a Mini Record Indicator of 'P' or 'U' except Foreign National/Military:
 - ó All fields that are appropriate to the Person Type are enabled.
 - ó If Person Type is changed, then fields are enabled or disabled as needed.
 - ó **Note:** The Foreign National/Military will not be a value in the Person Type pick list.
- All Other Person Types With Mini Record Indicator of 'D' The following business rules for Update Personnel apply to all Person Types with a Mini Record Indicator of 'D':
 - ó The Person Type, DoD Component, Operation, and Initial Arrival Date/Time fields are always enabled.
 - ó For all Military Person Types (Army, Marine, etc.), the Military Service Component is always enabled.
 - ó If the Person Type is changed, then the fields are enabled or disabled as needed. This includes fields that had been previously disabled on the initial screen load.
 - ó **Note:** Foreign National/Military is not listed as a value in the Person Type picklist.

5.5 Update Duty Status

The Update Duty Status function allows you to change the duty status for the individual and to provide the reason and effective date for the change. To update the duty status for an individual, perform the following steps:

1. Highlight the row containing the name of the individual you wish to update and either click the Update Duty Status button or right click the mouse button and select Update Duty Status. You can also select multiple individuals to update with the same duty status by highlighting multiple rows. You may select multiple individuals by pressing **Shift** for consecutive rows and **Ctrl** for nonconsecutive rows and clicking in the left-hand blank column. In addition, you may select all records by pressing **Ctrl+A**. If you select more than one person, then the Update Deployed Duty Status form defaults the Duty Status picklist to Select One and the Date/Time field to the current date and time. At the Location form if you selected more than one individual, the defaults are as follows: The Location pick list defaults to Select One, both the Assigned and Physical Date/Time fields are the current date and time. The Type picklist and the Grid Zone Designator and Grid Coordinates default values will vary depending on the Duty Status selected.

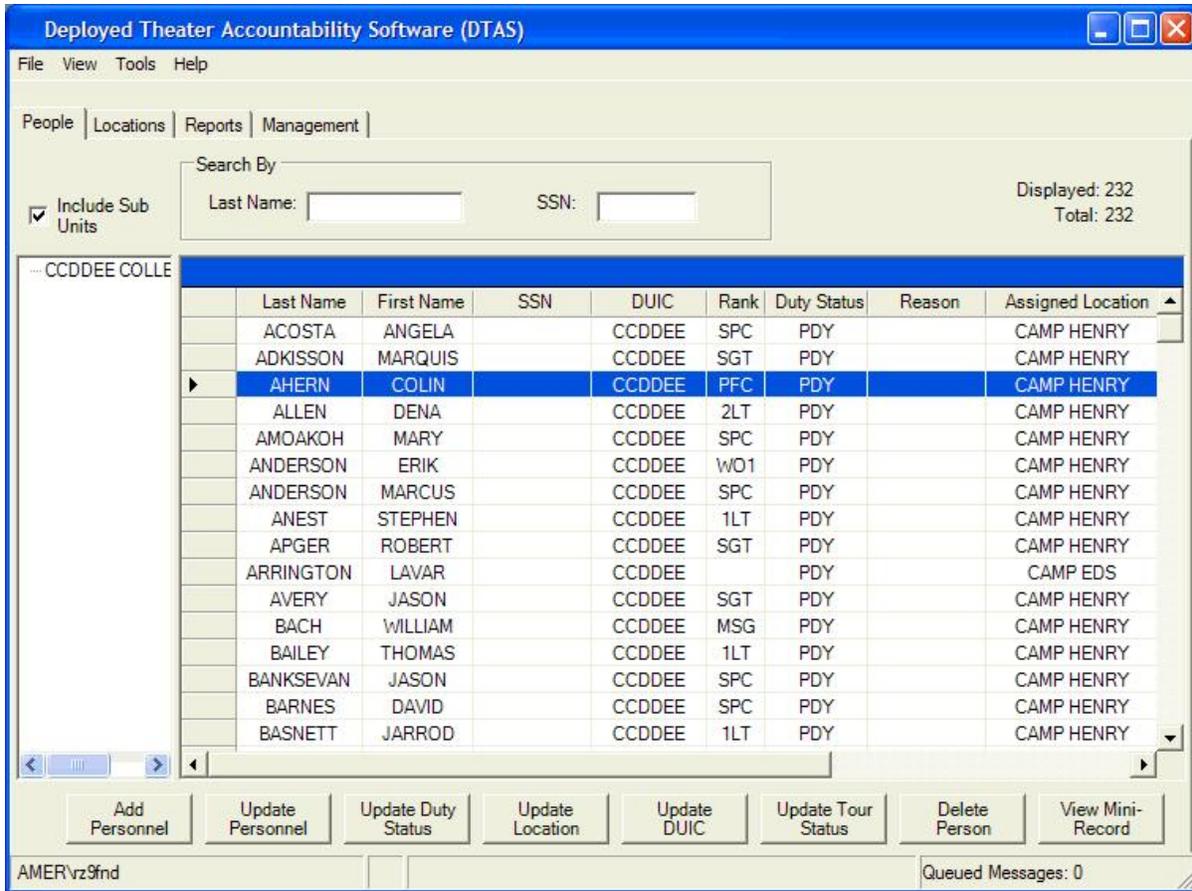


Figure 5–11: Display Grid—Selection Highlighted

- DTAS displays the Update Deployed Duty Status dialog box.

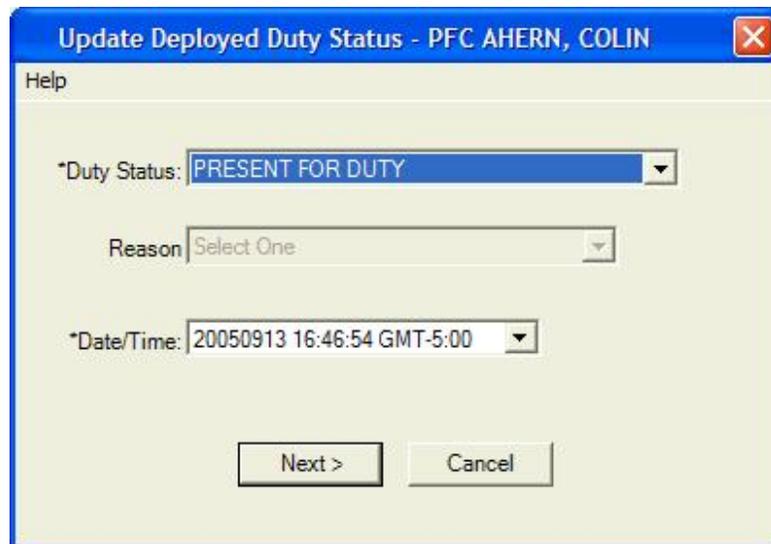


Figure 5–12: Update Deployed Duty Status Dialog

3. Select the applicable status code from the Duty Status picklist.
4. If required, select the reason for the status (for example, Emergency Leave) from the Reason picklist.
5. Enter the date and time in the Date/Time picklist. You can select the date from the pop-up calendar or you can highlight the components of the date and time to change those manually (for example, clicking on the 2004 in 20040511 allows you to enter the year).
6. Click Next. DTAS displays the Update Location dialog box. Click Cancel to cancel the update without saving any changes.

The screenshot shows a dialog box titled "Update Location - PFC AHERN, COLIN". It is divided into two main sections: "Assigned" and "Physical".

- Assigned Section:**
 - *Location: CAMP HENRY, US (dropdown menu)
 - *Date/Time: 20050913 16:46:54 GMT-5:00 (dropdown menu)
- Physical Section:**
 - *Type: SPECIFIC (dropdown menu)
 - Location: CAMP HENRY, US (dropdown menu)
 - *Grid Zone Designator: 23 (text input)
 - *Grid Coordinates: 998877 (text input)
 - *Date/Time: 20050913 16:46:54 GMT-5:00 (dropdown menu)

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 5–13: Update Duty Status—Location Dialog

7. In the Assigned data entry area, select the individual's assigned location from the Location picklist.
8. Select the date and time from the Date/Time picklist. You can select the date from the pop-up calendar or you can highlight the components of the date and time to change those manually (for example, clicking on the 2004 in 20040511 allows you to enter the year).
9. In the Physical data entry area, select the type from the Type picklist.
10. Select a location from the Location picklist. DTAS defaults this to the Assigned location you selected in the Assigned data entry area. The Assigned and Physical locations can be different.

11. You may edit the Grid Zone Designator (this must be two letters) and the Grid Zone Coordinates (this must consist of six or eight numbers). These fields are populated with the designator and coordinates for the Assigned location value if the Assigned and Physical locations are the same. If the Assigned and Physical location differ, DTAS populates the Grid Zone Designator and Grid Zone Coordinates with the values associated with the Physical location.
12. Select the date and time from the Date/Time picklist. You can select the date from the pop-up calendar or you can highlight the components of the date and time to change those manually (for example, clicking on the 2004 in 20040511 allows you to enter the year).
13. Click OK to save the record. Click Cancel to cancel the update without saving any changes.

5.5.1 Business Rules: Update Duty Status Dialog

5.5.1.1 GENERAL BUSINESS RULES

The following business rules apply to the Update Duty Status dialog:

- The following duty statuses do not require a reason:
 - ó Confined by Military Authorities
 - ó Convalescent Leave
 - ó Death Other
 - ó Duty Status Where Abouts Unknown
 - ó Hospitalized (Battle Incurred)
 - ó Hospitalized (Nonbattle Incur)
 - ó Killed in Action
 - ó Present for Duty
 - ó Temporary Duty
 - ó Wounded in Action
- The following duty statuses require reasons (as listed):
 - ó **In-Transit**ô Requires one of the following reasons: Convalescent Leave, Emergency Leave, Local Reassignment, Mission Complete, Rest and Recuperation, and Temporary Duty
 - ó **Missing**ô Requires one of the following reasons: Absent Without Leave, Beleaguered, Besieged, Captured, Detained, Interned, Missing, and Missing in Action
 - ó **Redeployed**ô Requires one of the following reasons: Absent Without Leave; Convalescent Leave; Dropped From Rolls; Emergency Leave; Erroneously Added; Hospitalized (Nonbattle Incur); Hospitalized (Battle Incurred); Mission Complete; Rest and Recuperation; and Temporary Duty.
 - ó **Rest and Recuperation (R&R)**ô Requires you to select one of the following reasons: Leave or Pass.
- The Date/Time entered cannot be a future date or time.
- When a Date/Time is entered that is prior to the current date/time, a history record is sent to the Theater and Enterprise systems, and the current status remains on the Mobile system.
- When entering a Duty Status of Death Other or Killed in Action, the effective date entered must be more recent than the current Duty Status effective date.

- A message is sent to the Theater system.
- If you erroneously added a person to the mobile database, you may tag this person's record for deletion using the Update Duty Status function. Select a Duty Status of Redeployed and then select Erroneously Added to indicate the person was added incorrectly. DTAS deletes the record after 24 hours.

5.5.1.2 SYSTEM MESSAGES

DTAS generates several system messages depending on the duty status selected, as follows:

- DTAS displays the following message with these duty statuses: Death Other, Killed in Action, and Wounded in Action.



Figure 5–14: System Message—Casualty Status Warning

- The Convalescent Leave duty status should only be used for in-theater convalescence. When you select this duty status, DTAS displays a message reminding you that this code is for in-theater convalescent leave only and that you should use the Redeployed ó Convalescent Leave for convalescence outside the theater.



Figure 5–15: System Message—Redeployed-Convalescent Leave

- DTAS generates the message shown below if you select a duty status of Hospitalized (Battle Incurred).



Figure 5–16: System Message—Hospitalized (Battle Incurred)

- DTAS generates the message shown below if you select a duty status of Rest and Recuperation (R&R).



Figure 5–17: System Message—Redeployed-Rest and Recuperation

- DTAS generates the message shown below if you select a duty status of Temporary Duty.

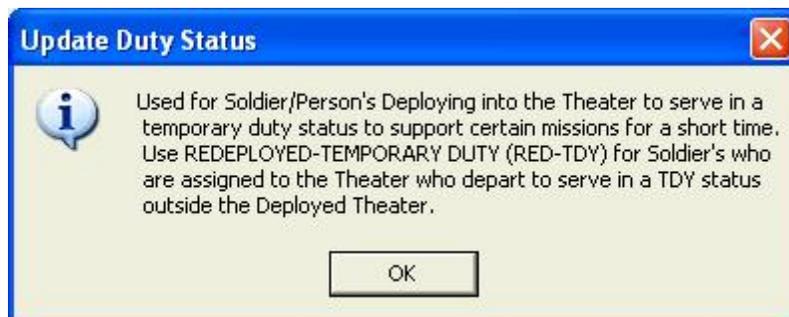


Figure 5–18: System Message—Redeployed-Temporary Duty

- Selecting a duty status of Redeployed with a reason of Hospitalized (Battle Incurred) generates the following message:

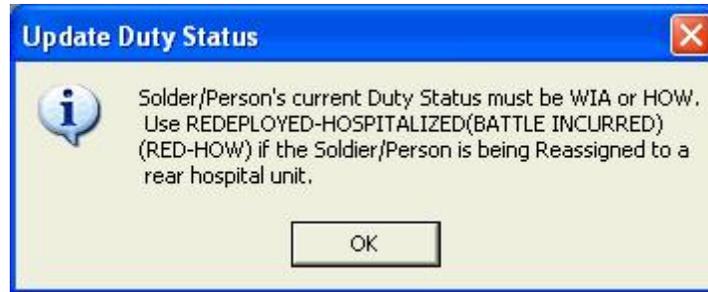


Figure 5–19: System Message—Redeployed-Hospitalized (Battle Incurred)

- Selecting a duty status of Redeployed with a reason of Dropped from Rolls generates the following error message if the 31-day threshold has not been met:



Figure 5–20: System Message—Redeployed-Dropped From Rolls

- Selecting a duty status of Redeployed with a reason of Temporary Duty generates the following error message:

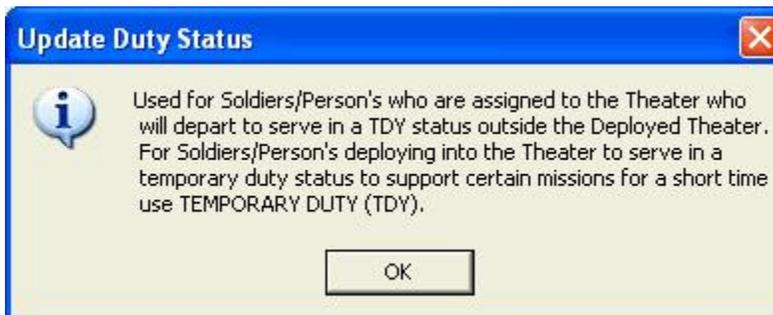


Figure 5–21: System Message—Temporary Duty

- Selecting a duty status of Redeployed with a reason of Erroneously Added generates the following error message:



Figure 5–22: System Message—Erroneously Added

- Selecting a Duty Status of Death Other or Killed in Action and entered a date later than the current Duty Status effective date generates the following message:



Figure 5–23: System Message—Killed in Action/Death Other

5.5.2 Business Rules: Update Duty Status, Update Location Dialog

- The Grid Zone Designator must be two alphanumeric characters.
- The Grid Coordinates must be six or eight numbers.
- The Assigned Date/Time cannot be a future date and time.
- The Physical Date/Time cannot be a future Date/Time.
- When a Date/Time is entered that is prior to the current date/time, a history record is sent to the Theater and Enterprise systems, and the current status remains on the Mobile system.
- If you perform an update on multiple people (by using multi-select), the Assigned Location section can be left blank. If an Assigned location is not entered, only the Physical location will be updated for each person selected.
- The following duty statuses will have Unknown as the default Type in the Physical data entry area: Missing (all reasons) and Duty Status Where Abouts Unknown.
- The following duty statuses will have In-Theater as the Type selection in the Physical data entry area: Convalescent Leave and Rest and Recuperation (R&R).
- The following duty statuses will have Specific as the default Type in the Physical data entry area:
 - ó Confined by Military Authorities
 - ó Hospitalized (Battle Incurred)*
 - ó Hospitalized (Nonbattle Incur)

- ó In-Transit (with the following reasons: Convalescent Leave, Emergency Leave, Mission Complete, Rest and Recuperation, and Temporary Duty)
- ó Killed in Action
- ó Present for Duty
- ó Redeployed (Drop from Rolls)
- ó Temporary Duty
- ó Wounded in Action

***Note:** The individual must first be in Wounded in Action status.

- If you select In Transit with a reason of Local Reassignment, the Next button is an OK button. Click OK and DTAS updates the status and returns you to the People tab.
- The Physical location information for the Redeployed duty status varies by reason code, as follows:
 - ó The Absent Without Leave and Dropped from Rolls reason codes will have a location of Unknown.
 - ó The Convalescent Leave, Emergency Leave, Hospitalized (Nonbattle Incur), Hospitalized (Battle Incurred), Mission Complete, Rest and Recuperation, and Temporary Duty reason codes will have location selections of OCONUS and CONUS.
- A message is sent to the Theater system.

5.6 Update Location

The Update Location function allows you to update the assigned and physical locations for a selected person. To update the location for the selected individual, perform the following steps:

1. Highlight the record of the individual you wish to update and click the Update Location button. DTAS displays the Update Location dialog. You may select multiple individuals by pressing **Shift** for consecutive rows and **Ctrl** for nonconsecutive rows and clicking in the left-hand blank column. In addition, you may select all records by pressing **Ctrl+A**. If you select more than one person, then the Update Location form defaults the Location pick list to Select One and both the Assigned and Physical Date/Time fields to the current date and time; the Grid Zone Designator and Grid Coordinates are blank.

The screenshot shows a dialog box titled "Update Location - PFC AHERN, COLIN". It has a "Help" button in the top left and a close button in the top right. The dialog is divided into two sections: "Assigned" and "Physical".

Assigned Section:

- *Location: CAMP HENRY, US (dropdown menu)
- *Date/Time: 20050913 16:46:54 GMT-5:00 (dropdown menu)

Physical Section:

- *Type: SPECIFIC (dropdown menu)
- Location: CAMP HENRY, US (dropdown menu)
- *Grid Zone Designator: 23 (text box)
- *Grid Coordinates: 998877 (text box)
- *Date/Time: 20050913 16:46:54 GMT-5:00 (dropdown menu)

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 5–24: Update Location Dialog

2. Within the Assigned data entry section, select a location from the Location picklist. DTAS populates the Grid Zone Designator and Grid Coordinates fields based on the selected assigned location.
3. Select the date and time from the Date/Time picklist. You can select the date from the pop-up calendar or you can highlight the components of the date and time to change those manually (for example, clicking on the 2004 in 20040511 allows you to enter the year).
4. Within the Physical data entry section, you may select the location type from the Type picklist.
5. Select a location from the Location picklist. DTAS defaults this to the Assigned location you selected in the Assigned data entry area. The Assigned and Physical locations can be different.
6. You may edit the Grid Zone Designator (this must be two letters) and the Grid Zone Coordinates (this must consist of six or eight numbers). These fields are populated with the designator and coordinates for the Assigned location value if the Assigned and Physical locations are the same. If the Assigned and Physical location differ, DTAS populates the Grid Zone Designator and Grid Zone Coordinates with the values associated with the Physical location.

7. Select the date and time from the Date/Time picklist. You can select the date from the pop-up calendar or you can highlight the components of the date and time to change those manually (for example, clicking on the 2004 in 20040511 allows you to enter the year).
8. Click OK to save the data. DTAS returns you to the People tab. Click Cancel to cancel the transaction without saving any data.

5.7 Update DUIC

The Update Deployed UIC function allows you to change the DUIC for a selected individual.

Note: The Update DUIC function is available only for those individuals for whom you have direct control. (It is not available for those individuals one or more active levels below yours.)

To update the DUIC for an individual, perform the following steps:

1. Highlight the name of the individual for whom you wish to update the DUIC. To select a record, highlight the row in the display that lists the soldier you wish to select. You may select multiple individuals by pressing **Shift** for consecutive rows and **Ctrl** for nonconsecutive rows and clicking in the left-hand blank column. In addition, you may select all records by pressing **Ctrl+A**. If you do select more than one individual, the Current Deployed UIC field will be blank and the New Deployed UIC picklist will default to Select One.
2. Click the Update DUIC button. DTAS displays the Update DUIC dialog box. **Note:** The title bar of the dialog box will show the name of the function, Update DUIC, and the name of the individual whose record you are updating.

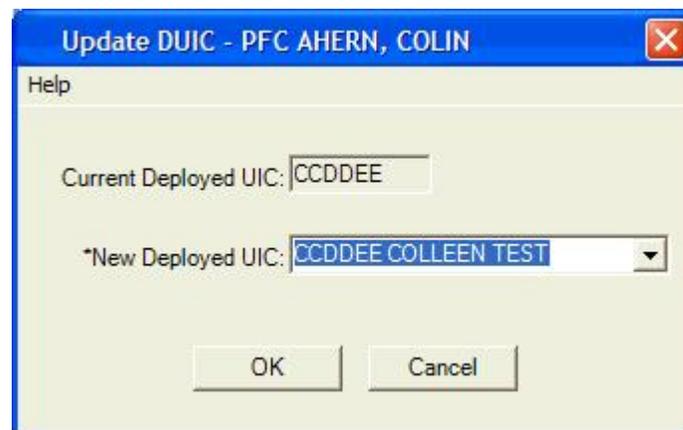


Figure 5–25: Update DUIC Dialog

3. Select the new DUIC from the New Deployed UIC picklist.
4. Click OK to save the change. DTAS returns you to the People tab screen. Click Cancel to exit the action without saving any changes.

5.8 Update Tour Status

The Update Tour Status function allows you to update the Tour Status type, Tour Status subtype, date and time of the tour, and the length of the tour for a selected soldier or selected soldiers.

To update the status of an individual, perform the following steps:

5. Highlight the name of the individual whose tour status you wish to update. **Note:** You may select multiple individuals by pressing **Shift** for consecutive rows and **Ctrl** for nonconsecutive rows and clicking in the left-hand blank column. In addition, you may select all records by pressing **Ctrl+A**.
6. Click the Update Tour Status button. DTAS displays the Update Tour Status dialog. **Note:** The title bar of the dialog box will show the name of the function, Update Tour Status, and the name of the individual whose record you are updating.

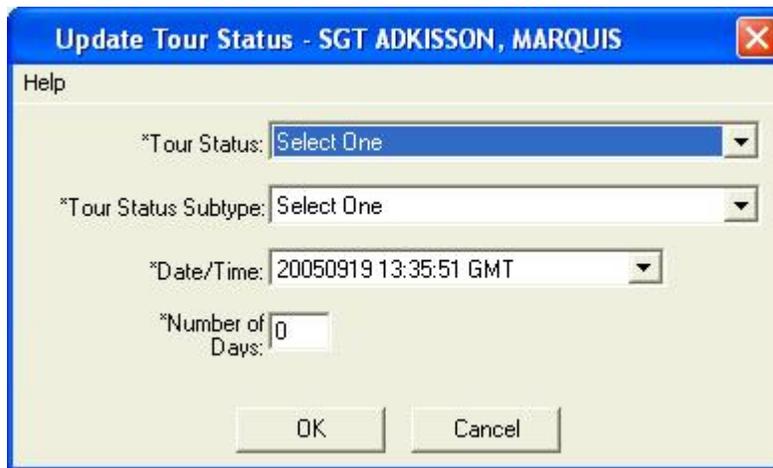


Figure 5–26: Update Tour Status

7. Select a tour status from the Tour Status picklist. The available options are Permanent Party, Temporary Change of Station, or Temporary Duty.
8. Select a subtype from the Tour Status Subtype picklist. The available options are filtered depending on the Tour Status selected. Refer to Section 5.8.1, Tour Status/Tour Status Subtype Combinations, for a list of the subtypes available for the Tour Status selected.
9. Select the date and time from the Date/Time picklist. You can select the date from the pop-up calendar or you can highlight the components of the date and time to change those manually (for example, clicking on the 2004 in 20040511 allows you to enter the year). You can enter a date prior to the identified Theater Arrival Date/Time. If you do so, DTAS displays a message (shown below) stating you have entered a date the precedes the Theater Arrival Date/Time and that the Date/Time may be changed to match the Theater Arrival Date/Time on the Enterprise system. **Note:** You cannot enter a Date/Time that is in the future.



Figure 5–27: Update Tour Status Message

Note: The Update Tour Status message contains the Social Security number of the individual you are updating; however, it has been removed in this example for privacy reasons.

10. Enter a value for the length of the tour in the Number of Days field. **Note:** The value must be a number greater than zero.
11. Click OK to save your changes. DTAS returns you to the display grid.

5.8.1 Tour Status/Tour Status Subtype Combinations

The following Tour Status Subtypes are available when you select a Tour Status of Permanent Party:

- Individual ó Augmentee
- Individual ó Replacement
- Unit ó Active

The following Tour Status Subtypes are available when you select a Tour Status of Temporary Change of Station:

- Individual ó Augmentee
- Individual ó Individual Ready Reserve (IRR)
- Individual ó Replacement
- Individual ó Retiree Recall
- Unit ó Active
- Unit ó Active Guard Reserve (AGR)
- Unit ó Individual Mobilized Augmentee (IMA)
- Unit ó Individual Ready Reserve (IRR)
- Unit ó Retiree Recall
- Unit ó Troop Program Unit (TPU)

The following Tour Status Subtypes are available when you select a Tour Status of Temporary Duty:

- Individual ó Augmentee
- Unit ó Active
- Unit ó Active Guard Reserve (AGR)
- Unit ó Troop Program Unit (TPU)
- Individual ó Active Guard Reserve (AGR)
- Individual ó Troop Program Unit (TPU)

5.9 Delete Person

The Delete Person function allows you to delete a DTAS personnel record for a person who was incorrectly added to the system and whose record has not been sent to the Theater system. The Delete Person function should not be used for an individual who is leaving the theater, who should be assigned a duty status of Redeployed ó Mission Complete using the Update Duty Status function. To delete the record for an individual, perform the following steps:

1. Highlight the name of the individual whose record you wish to delete. **Note:** You cannot delete an individual whose mini-record has been downloaded. For an individual whose mini-record has been downloaded, use the Update Duty Status function and assign the person a duty status of Redeployed ó Erroneously Added to remove them and delete their record on the Theater database. Assigning an individual a deployed duty status of Redeployed when they leave the theater deletes that individual from your mobile system. DTAS displays the following message if you select an individual whose mini-record has been downloaded.



Figure 5–28: Delete Person—Error Message

2. Click the Delete Person button. DTAS displays the Delete Person confirmation.

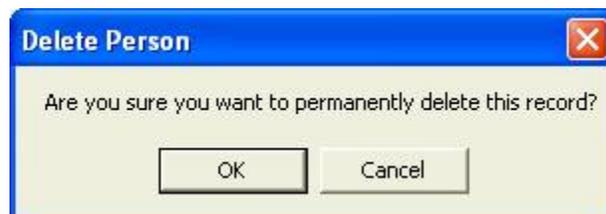


Figure 5–29: Delete Person—Confirmation Message

3. Click OK to confirm that you wish to delete this record. DTAS deletes the record and returns you to the People tab screen.
4. Click Cancel to cancel deletion of the record. DTAS returns you to the People tab screen, and the record remains in the database.

5.10 View Mini-Record

The View Mini-Record function provides an abbreviated personnel record for the selected individual. For ease of use, the record is divided into five tabs: Deployment, Basic, Service, Personal, and Patient Tracking.

The data displayed in the mini-record is downloaded to the Mobile database from the Enterprise System, which receives the data from eMILPO and ODSE for Army and Marine Corps personnel, respectively. If a person is not on either eMILPO or ODSE, then the data is obtained from DMDC. Please contact the Theater Manager if these records do not download properly (remain in P status).

To view the mini record, perform the following steps:

1. Highlight the name of the person for whom you wish to review the record.
2. Click the View Mini-Record button. DTAS displays the DTAS Mini-Record Screen with the Deployment tab as the default view.
3. To view another tab, click on that tab.
4. Click Close to return to the People tab.

5.10.1 Deployment Tab

The Deployment tab displays information about an individual's deployment, such as Deployed Operation Name, Tour Status information, and location information.

DTAS Mini Record - PFC AHERN, COLIN

Help

Deployment | Service | Basic | Personal | Patient Tracking

Deployment Information

Personnel Type: US ARMY SOLDIER Limited External Data Block: N

DUIC: CCDDEE DUIC Unit Name: COLLEEN TEST

Current Unit Arrival Date: 20050913 Initial Deployment Arrival Date: 20050913

Individuals Physical Location: 23998877 - CAMP HENRY, US

Unit Location: CAMP HENRY, US Deployed Country: UNITED STATES

Deployed Operation Name: Default Operation

Deployed Duty Status: PDY Reason:

Tour Status Type: Permanent Party Tour Status Subtype: Individual - Augmentee

Tour Status Start Date: 20050913 Tour Status # Days: 5 Tour Status End Date: 20050918

Close

Figure 5–30: Deployment Tab (Army View)

DTAS Mini Record - BYRON, GORDON

Help

Deployment | Service | Basic | Personal | Patient Tracking

Deployment Information

Personnel Type: UNITED STATES MARINE Limited External Data Block: N

DUIC: CCDDEE DUIC Unit Name: COLLEEN TEST

Current Unit Arrival Date: 20050915 Initial Deployment Arrival Date: 20050915

Individuals Physical Location: A1070476 - CAMP EDS, AF

Unit Location: CAMP EDS, AF Deployed Country: AFGHANISTAN

Deployed Operation Name: Default Operation

Deployed Duty Status: PDY Reason:

Tour Status Type: Temporary Change of Station Tour Status Subtype: Unit - Active Guard Reserve (AGR)

Tour Status Start Date: 20050915 Tour Status # Days: 120 Tour Status End Date: 20060113

Close

Figure 5–31: Deployment Tab (Marine View)

5.10.2 Service Tab

The Service tab displays military service-related information, including the service component, home UIC, and BASD.

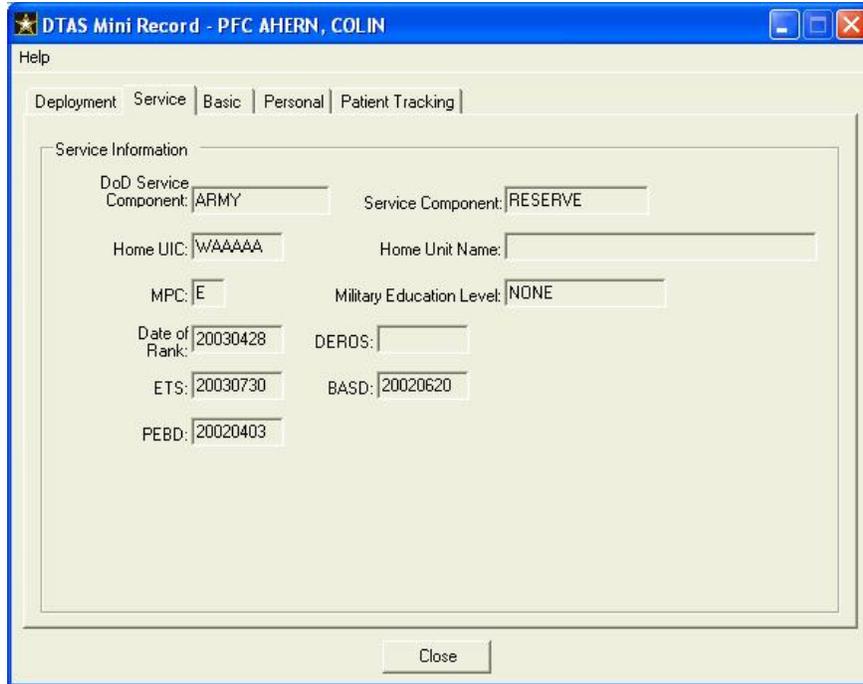


Figure 5–32: Mini-Record—Service Tab (Army View)

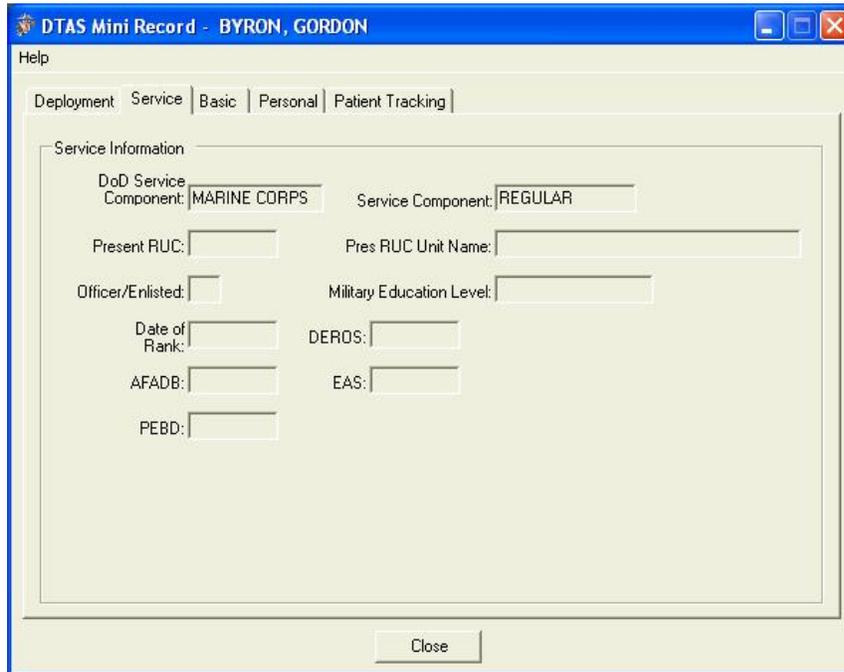


Figure 5–33: Mini-Record—Service Tab (Marine View)

5.10.3 Basic Tab

The Basic tab displays information, such as the individual's name, Social Security Number, Rank, etc.

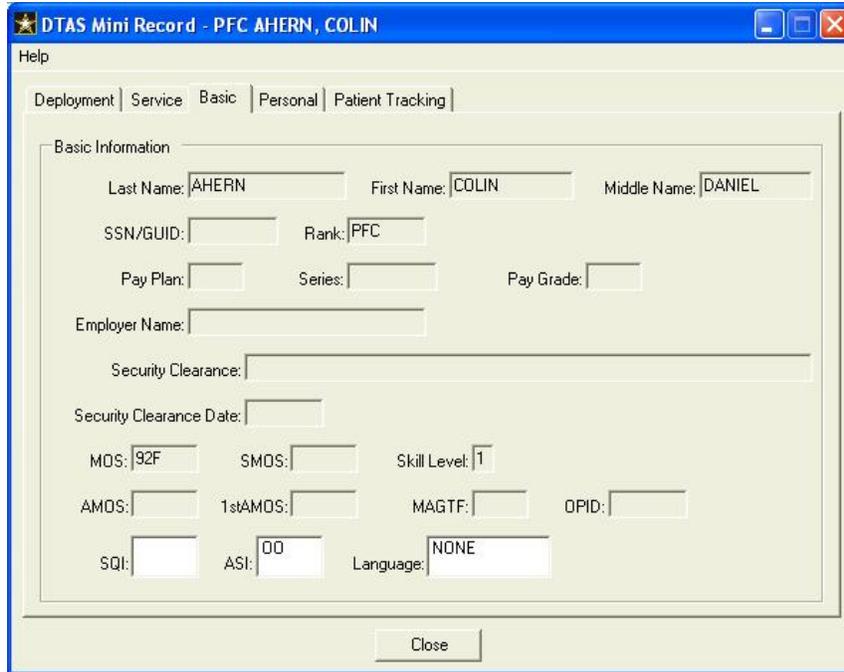


Figure 5–34: Mini-Record—Basic Tab (Army View)

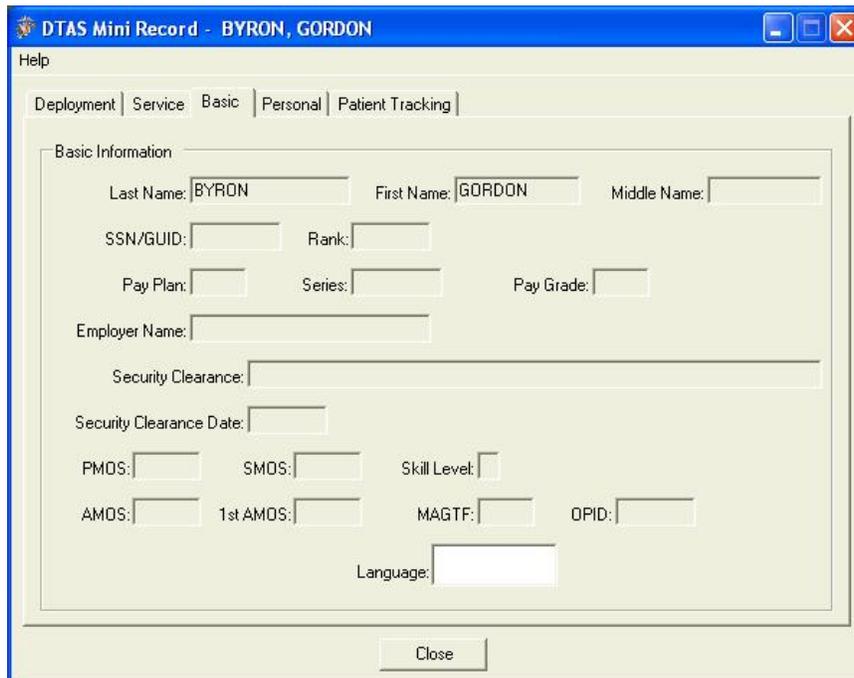


Figure 5–35: Mini-Record—Basic Tab (Marine View)

5.10.4 Personal Tab

The Personal tab displays information such as birth date, race, and blood type.

DTAS Mini Record - PFC AHERN, COLIN

Help

Deployment | Service | Basic | Personal | Patient Tracking

Personal Information

Birth Date: 19840814 Marital Status: S Religious Denom: UNITN UNIV ASN

Country of Citizenship: Race: C Sex: M

Citizenship Origin: Ethnic Group: OTHER

HDR State: HDR City:

Blood Type:

Close

Figure 5–36: Mini-Record—Personal Tab (Army View)

DTAS Mini Record - BYRON, GORDON

Help

Deployment | Service | Basic | Personal | Patient Tracking

Personal Information

Birth Date: 19800915 Marital Status: Religious Denom:

Country of Citizenship: Race: Sex: M

Citizenship Origin: Ethnic Group:

HDR State: HDR City:

Blood Type:

Close

Figure 5–37: Mini-Record—Personal Tab (Marine View)

5.10.5 Patient Tracking Tab

The Patient Tracking tab allows you to view hospitalization and condition information for a selected person.

DTAS Mini Record - PFC AHERN, COLIN

Help

Deployment | Service | Basic | Personal | Patient Tracking

Patient Tracking Information

Admission Date: Discharge Date:

Hospital Description:

Destination Description:

Condition Description:

Status Description:

Patient Disposition: Remarks:

Close

Figure 5–38: Mini-Record—Patient Tracking (Army View)

DTAS Mini Record - BYRON, GORDON

Help

Deployment | Service | Basic | Personal | Patient Tracking

Patient Tracking Information

Admission Date: Discharge Date:

Hospital Description:

Destination Description:

Condition Description:

Status Description:

Patient Disposition: Remarks:

Close

Figure 5–39: Mini-Record—Patient Tracking (Marine View)

6. LOCATIONS TAB

The Locations tab displays data related to locations within the deployment theater. Locations are managed—including adding and editing locations—by the Theater Manager.

Location Name	Country	City	Coordinates
CAMP GRANADA	ALASKA		123456
CAMP JERSEY	ARUBA	BALTIMORE	11111111
CAMP EDS	AFGHANISTAN		070476
CAMP SQTUAT	ALASKA		44444444
CAMP HENRY	UNITED STATES	LEWISBURG	998877
CAMP PASADENA	BARBADOS	GOTHOM	121212
CAMP PENN STATE	ST LUCIA	STATE COLLEGE	10000000
CAMP SUSAN G	UNITED STATES	ASHBURN	223332

Figure 6–1: Locations Tab

7. REPORTS TAB

The Reports tab displays the available reports that you may generate within the DTAS application. The Reports function allows you to generate several reports to assist in tracking deployed personnel. You can generate the following four reports:

- **Gains/Losses Report** The report displays those personnel who have either arrived at the DUIC or become a non-asset to the organization during the 12-hour reporting period. The report presents data from the 12-hour period preceding the time you generate the report. The report consists of two parts—Gains and Losses—that are each presented on a separate worksheet in Microsoft Excel.
- **In Transit Report** This report displays data on those personnel who are in transit from the DUIC.
- **PERSTAT Report** This is the DTAS Personnel Status Report. The report consists of four parts: Personnel Daily Summary, Loss Summary, Gains Summary, and Remarks. The Remarks field is editable by the user; DTAS populates the other columns with data from the database.
- **Unit Roster** The Unit Roster lists all deployed personnel assigned to the unit for which you generate the report.

DTAS displays all reports in Microsoft Excel. You can only produce reports for the UICs for which you have visibility. You have the capability to generate all available reports for your UICs. You can manipulate the reports in Excel. For directions on generating a report, refer to Section 7.1, Generating a Report.

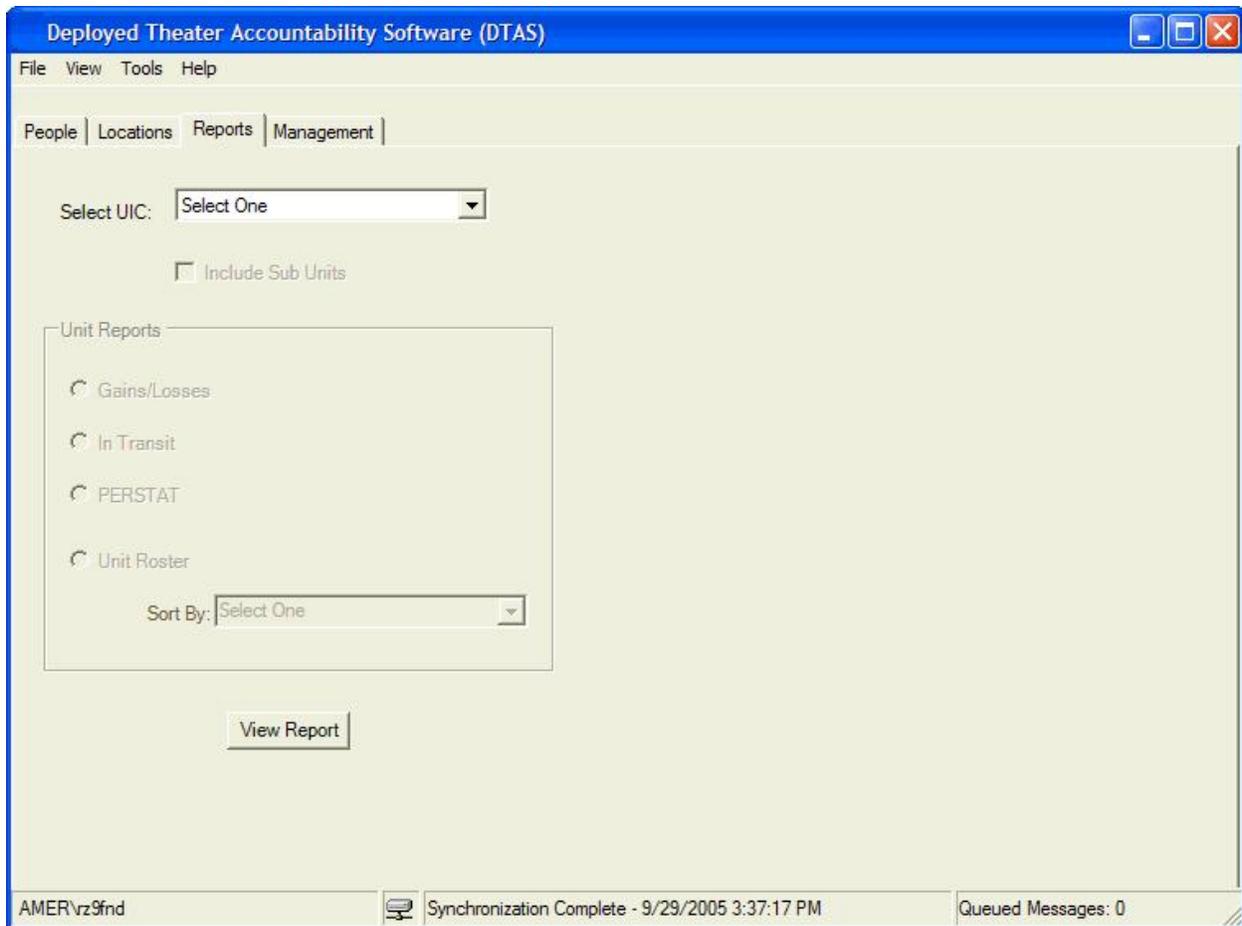


Figure 7–1: Reports Tab

7.1 Generating a Report

To generate a report, perform the following steps:

1. Select a UIC from the Select UIC picklist.
2. Check the Include Sub Unit checkbox if you would like to include personnel data from child UICs; otherwise, the report will include only personnel data related to the selected UIC.
3. Click the radio button to the left of the report you wish to generate.
4. If you selected the Unit Roster report, the Sort by picklist is activated. Select a criterion by which you would like to sort the report data. You can only select one criterion.
5. Click View Report to generate the report. DTAS displays the report in Microsoft Excel.
6. You can print or save the report from within Excel. To print the report, select Print from the File menu and click OK. To save the report, select Save from the File menu, assign a file name, and click Save.

7.2 Gains/Losses Report

The Gains/Losses Report is divided into two worksheets: one for gains and one for losses. The Gains portion of the report lists personnel who have arrived in the current 12-hour reporting

period as a gain to the DUIC. This is determined by the person's arrival date and arrival time to the DUIC. The Losses portion of the report lists those personnel who are no longer an asset to this organization. These personnel became a non-asset during the current reporting period.

7.2.1 Data Definitions (Army View)

The following are the definitions for the data columns contained on both the Gains worksheet and the Losses worksheet of the Army report:

- **DUIC** This is the deployed unit identification code of the unit. This number is only displayed when this report is run at the unit level.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Name** This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID** This is the Social Security number or global unique identifier (GUID) of the individual gain or loss during this reporting period.
- **Person Type** This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component** This may contain one of the Department of Defense Component codes.
- **Service Component** This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank** This is the rank of the individual gain or loss.
- **PMOS/AOC/Series** This is the primary MOS/AOC/Series of the individual gain or loss during this reporting period.
- **SQI** This is a list of all Skill Qualification Identifiers (SQIs) of the individual gain or loss during this reporting period.
- **ASI** This is a list of all Additional Skill Identifiers (ASIs) of the individual gain or loss during this reporting period.
- **2nd MOS** This is the secondary MOS of the individual gain or loss during this reporting period.
- **LANG** This is list of all language identifiers of the individual gain or loss during this reporting period.
- **Sex** This is the sex of the individual gain or loss during this reporting period.

- **DDS** This is the deployed duty status of the individual gain or loss during this reporting period.
- **DDS Reason** This is the deployed duty status reason code of the individual in transit.
- **DDS Date** This is the deployed duty status date of the individual gain or loss during this reporting period.
- **Theater Arrival Date** This is the initial arrival date to the theater for the current deployment.
- **DUIC** This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

7.2.2 Gains/Losses Report Sample (Army View)

DTAS displays the Gains/Losses Report for the Army view in an Excel spreadsheet template as shown in the samples below.

SECRET																	
DTAS GAINS / LOSSES REPORT																	
DUIC 000000		UNIT NAME COLLEEN TEST												DTG			
*GAINS: *Gains will be as of the 12 month reporting period. **Deployed Duty Status																	
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS/ AOC/ SERIES	SOI	ASI	2ND MOS	LANG	SEX	DDS**	DDS* REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC	DATE
SECRET																	

Figure 7–2: Gains Worksheet (Army View)

SECRET

DTAS GAINS / LOSSES REPORT

DUIC 000000	UNIT NAME COLLEEN TEST	DTG
----------------	---------------------------	-----

*LOSSES:
 *Losses will be as of the 12 hour reporting period.
 **Deployed Duty Status

NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS/ AOC/ SERIES	SOI	ACI	2ND MOS	LANG	SEX	DDS**	DDS* REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC

SECRET

Figure 7–3: Losses Worksheet (Army View)

7.2.3 Data Definitions (Marine View)

The following are the definitions for the data columns contained on the both the Gains worksheet and the Losses worksheet of the Marine view report:

- **DUIC**ô This is the deployed unit identification code of the unit. This number is only displayed when this report is run at the unit level.
- **Unit Name**ô This is the corresponding unit name of the DUIC.
- **DTG**ô Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format: 221805ZNOV04
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Name**ô This is the name of the individual gain or loss during this reporting period.

- **SSN/GUID** This is the Social Security number or global unique identifier (GUID) of the individual gain or loss during this reporting period.
- **Person Type** This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component** This may contain one of the Department of Defense Component codes.
- **Service Component** This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank** This is the rank of the individual gain or loss.
- **PMOS** This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **AMOS** This is the Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **1st AMOS** This is the First Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **LANG** This is list of all language identifiers of the individual gain or loss during this reporting period.
- **Sex** This is the sex of the individual gain or loss during this reporting period.
- **DDS** This is the deployed duty status of the individual gain or loss during this reporting period.
- **DDS Reason** This is the deployed duty status reason code of the individual in transit.
- **DDS Date** This is the deployed duty status date of the individual gain or loss during this reporting period.
- **Theater Arrival Date** This is the initial arrival date to the theater for the current deployment.
- **DUIC** This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

7.2.4 Gains/Losses Report Sample (Marine View)

DTAS displays the Gains/Losses Report for the Marine view in an Excel spreadsheet template as shown in the samples below.

SECRET															
DTAS GAINS / LOSSES REPORT															
DUIC CCDDDEE		UNIT NAME COLLEEN TEST										DTG			
*GAINS:															
*Gains will be as of the 12 hour reporting period.															
**Deployed Duty Status															
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS	AMOS	1st AMOS	LANG	SEX	DDS**	DDS* REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC
SECRET															

Figure 7–4: Gains Worksheet (Marine View)

SECRET															
DTAS GAINS / LOSSES REPORT															
DUIC CCDDDEE		UNIT NAME COLLEEN TEST										DTG			
*LOSSES:															
*Losses will be as of the 12 hour reporting period.															
**Deployed Duty Status															
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS	AMOS	1st AMOS	LANG	SEX	DDS**	DDS* REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC
SECRET															

Figure 7–5: Losses Worksheet (Marine View)

7.3 In Transit Report

7.3.1 Data Definitions (Army View)

The following are the definitions for the data columns contained on the In Transit report for the Army view:

- **DUIC** This is the deployed unit identification code of the unit. This block is only displayed when this report is run at the unit level.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year

- **Name**ô This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID**ô This is the Social Security number or global unique identifier (GUID) of the individual in transit.
- **Person Type**ô This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component**ô This may contain one of the Department of Defense Component codes.
- **Service Component**ô This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank**ô This is the rank of the individual in transit.
- **MOS/AOC/Series**ô This is the MOS/AOC/Series of the individual in transit.
- **DDS**ô This is the deployed duty status of the individual in transit.
- **DDS Date**ô This is the deployed duty status date of the individual in transit.
- **DDS Reason**ô This is the deployed duty status reason code of the individual in transit.
- **Theater Arrival Date**ô This is the initial arrival date to the theater for the current deployment of the individual in transit.
- **Phys. Loc.**ô This is the physical location of the individual in transit.
- **Location Arrival Date**ô This is the arrival date to the current location of the individual in transit.
- **DUIC**ô This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

- ó Z represents Zulu
- ó NOV represents November
- ó 04 represents the year
- **Name**ô This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID**ô This is the Social Security number or global unique identifier (GUID) of the individual in transit.
- **Person Type**ô This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component**ô This may contain one of the Department of Defense Component codes.
- **Service Component**ô This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank**ô This is the rank of the individual in transit.
- **PMOS**ô This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **DDS**ô This is the deployed duty status of the individual in transit.
- **DDS Date**ô This is the deployed duty status date of the individual in transit.
- **DDS Reason**ô This is the deployed duty status reason code of the individual in transit.
- **Theater Arrival Date**ô This is the initial arrival date to the theater for the current deployment of the individual in transit.
- **Individual Location**ô This is the location of the individual in transit.
- **Location Arrival Date**ô This is the arrival date to the current location of the individual in transit.
- **DUIC**ô This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

- **Part IV: Remarks** The Remarks section allows you to include comments and additional information with the report.

There are several business rules that govern the data that are reported on the PERSTAT Report. Please refer to Business Rules: PERSTAT Report for more information.

7.4.1 Part I: Personnel Daily Summary

7.4.1.1 DATA DEFINITIONS

The following are the definitions for the data columns contained on Part I of the PERSTAT report:

- **Report Number** This sequential number is generated by the unit for management for all PERSTAT reports.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **Person Type** The Person Type tracked includes Army Regular Active, Army Reserve, Army National Guard, Army Unknown, Navy, Air Force, Marines, Coast Guard, DoD Civilian, Non-DoD Civilian, Contractor, Other Civilian, NAF Employee (AAFES), Red Cross Worker, Foreign National Civilians, and Foreign National Military.
- **ASGD** Assigned consists of all personnel assigned to the DUIC.
- **Op. Strength** This is the operational strength number for the unit.
- **Females** This is a count of the number of female soldiers in the unit.
- **KIA** This is a DTAS deployed duty status that represents a casualty who is killed outright or who dies as a result of wounds received in action.
- **WIA** This is a DTAS deployed duty status that represents a casualty who is wounded, sick, or injured as the result of a battle.
- **MIA** This is a DTAS deployed duty status that represents a Soldier who is missing in action by reason of enemy action.
- **Other Losses** This includes the following DTAS deployed duty statuses:
 - ó (1) DO Dead Other. Personnel who died as a result of an accident or illness not related to hostilities
 - ó (2) HOS Hospital. 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.

- **Total Losses** This is the sum of the previous four columns on this report: (1) KIA, (2) WIA, (3) MIA, and (4) Other Losses.
- **Gains** This includes personnel who have arrived in the current 12-hour reporting period as a gain to the DUIC. This is determined by the person's arrival date and arrival time to the DUIC.
- **Remarks** This block is an editable field, allowing you to manually type in relevant, useful data.

7.4.1.2 PART I: PERSONNEL DAILY SUMMARY SAMPLE (ARMY VIEW)

A sample of the Personnel Daily Summary worksheet is shown below. The sample shown is for the Army view.

SECRET											
DTAS PERSONNEL STATUS REPORT											
REPORT NUMBER		DTG			DUIC			UNIT NAME			
		211548ZSEP05			CCDDEE			COLLEENTEST			
PART I - PERSONNEL DAILY SUMMARY											
PERSON Type	ASGO	Op Strength	Females	KIA	WIA	MIA	OTHER LOSSES	TOTAL LOSSES	GAINS	REMARKS	
Army - Regular Active	135	135	40	0	0	0	0	0	0		
Army - US Army Reserve	12	12	1	0	0	0	0	0	0		
Army - National Guard	35	35	8	0	0	0	0	0	0		
Army - Unknown	2	2	0	0	0	0	0	0	0		
Navy	5	5	0	0	0	0	0	0	0		
Air Force	5	5	0	0	0	0	0	0	0		
Marines	7	7	0	0	0	0	0	0	0		
Coast Guard	5	5	0	0	0	0	0	0	0		
State Civilian	1	1	1	0	0	0	0	0	0		
Non DoD Civilian	1	1	0	0	0	0	0	0	0		
Contractor	1	1	0	0	0	0	0	0	0		
Other Civilian	1	1	0	0	0	0	0	0	0		
RAF Employee (AFPS)	1	1	0	0	0	0	0	0	0		
Red Cross Worker	1	1	0	0	0	0	0	0	0		
Foreign National Civilians	5	5	0	0	0	0	0	0	0		
Foreign National Military	3	3	0	0	0	0	0	0	0		
Total	220	220	50	0	0	0	0	0	0		

SECRET

Figure 7-8: Part I: Personnel Daily Summary Sample (Army View)

7.4.1.3 PART I: PERSONNEL DAILY SUMMARY SAMPLE (MARINE VIEW)

A sample of the Personnel Daily Summary worksheet is shown below. The sample shown is for the Marine view.

SECRET										
DTAS PERSONNEL STATUS REPORT										
REPORT NUMBER	DTG	DUIC	UNIT NAME							
	211724ZSEP05	CCDDDE	COLLEENTEST							
PART I - PERSONNEL DAILY SUMMARY										
PERSON TYPE	ASCD	Cs Strength	Females	RSA	WIA	MIA	OTHER LOSSES	TOTAL LOSSES	GAINS	REWARDS
Army - Regular Active	135	135	40	0	0	0	0	0	0	
Army - US Army Reserve	12	12	1	0	0	0	0	0	0	
Army - National Guard	35	35	8	0	0	0	0	0	0	
Army - Unknown	2	2	0	0	0	0	0	0	0	
Navy	5	5	0	0	0	0	0	0	0	
Air Force	5	5	0	0	0	0	0	0	0	
Marines	7	7	0	0	0	0	0	0	0	
Coast Guard	5	5	0	0	0	0	0	0	0	
DOD Civilian	1	1	1	0	0	0	0	0	0	
Non DOD Civilian	1	1	0	0	0	0	0	0	0	
Contractor	1	1	0	0	0	0	0	0	0	
Other Civilian	1	1	0	0	0	0	0	0	0	
NAP Employee (AFESI)	1	1	0	0	0	0	0	0	0	
Red Cross Worker	1	1	0	0	0	0	0	0	0	
Foreign National Civilians	5	5	0	0	0	0	0	0	0	
Foreign National Military	3	3	0	0	0	0	0	0	0	
Total	220	220	50	0	0	0	0	0	0	

SECRET

Figure 7–9: Part I: Personnel Daily Summary Sample (Marine View)

7.4.2 Part II: Loss Summary

7.4.2.1 DATA DEFINITIONS FOR LOSS SUMMARY SECTION (ARMY VIEW)

The following are the definitions for the data columns contained on the summary portion of Part II of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Unit Name** This is the corresponding unit name of the DUIC.

- **DTG**ô Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Person Type**ô The Person Type is derived from the following data elements: DoD Contractor, DoD Federal Civilian, Foreign National/Military, NAF Employee (AAFES), Non-DoD Federal Civilian, Other Civilian, Other US Service Member, Red Cross Worker, or US Army Soldier.
- **PMOS/AOC/Series**ô This is the primary MOS/AOC/Series of the individual loss during this reporting period.
- **Grade/Skill Level**ô This represents the grade or skill level for the individual loss during this reporting period.
- **DUIC**ô This is the deployed unit identification code of the reporting unit.
- **Loss Type**ô This reports on what loss type the individual represents to the unit.
- **Total**ô This is the total number for each line of information
- **Remarks**ô This block is an editable field, allowing you to manually type in relevant, useful data.

7.4.2.2 PART II: LOSS SUMMARY SAMPLE (ARMY VIEW)

A sample of the Loss Summary worksheet is shown below.

SECRET

PART II - LOSS SUMMARY

DUIC CCDDDEE	UNIT NAME COLLEEN TEST				DTG 211829ZSEP05	
PERSON TYPE	PMOS/A OC/ SERIES	GRADE/ SKILL LEVEL	DUIC	LOSS TYPE	TOTAL	REMARKS
Total Losses, All Person Type					0	

SECRET

Figure 7–10: Part II: Loss Summary Sample (Army View)

7.4.2.3 DATA DEFINITIONS FOR LOSS SUMMARY SECTION (MARINE VIEW)

The following are the definitions for the data columns contained on the summary portion of Part II of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Person Type** Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD

Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.

- **PMOS** This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **Grade/Skill Level** This represents the grade or skill level for the individual loss during this reporting period.
- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Loss Type** This reports on what loss type the individual represents to the unit.
- **Total** This is the total number for each line of information
- **Remarks** This block is an editable field, allowing you to manually type in relevant, useful data.

7.4.2.4 PART II: LOSS SUMMARY SAMPLE (MARINE VIEW)

A sample of the Loss Summary worksheet is shown below.

SECRET						
PART II - LOSS SUMMARY						
DUIC CCDDEE		UNIT NAME COLLEEN TEST				DTG 211830ZSEP05
PERSON TYPE	PMOS	GRADE/ SKILL LEVEL	DUIC	LOSS TYPE	TOTAL	REMARKS
Total Losses, All Person Type					0	
SECRET						

Figure 7–11: Part II: Loss Summary Sample (Marine View)

7.4.2.5 DATA DEFINITIONS FOR LOSS DETAIL SECTION (ARMY VIEW)

The following are the definitions for the data columns contained on the detail portion of Part II of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the unit. This number is only displayed when this report is run at the unit level.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Name** This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID** This is the Social Security number or global unique identifier (GUID) of the individual gain or loss during this reporting period.
- **Person Type** This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component** This may contain one of the Department of Defense Component codes.
- **Service Component** This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank** This is the rank of the individual gain or loss.
- **PMOS/AOC/Series** This is the primary MOS/AOC/Series of the individual gain or loss during this reporting period.
- **SQI** This is a list of all Skill Qualification Identifiers (SQIs) of the individual gain or loss during this reporting period.
- **ASI** This is a list of all Additional Skill Identifiers (ASIs) of the individual gain or loss during this reporting period.
- **2nd MOS** This is the secondary MOS of the individual gain or loss during this reporting period.
- **LANG** This is list of all language identifiers of the individual gain or loss during this reporting period.
- **Sex** This is the sex of the individual gain or loss during this reporting period.
- **DDS** This is the deployed duty status of the individual gain or loss during this reporting period.

- **DDS Reason** This is the deployed duty status reason code of the individual in transit.
- **DDS Date** This is the deployed duty status date of the individual gain or loss during this reporting period.
- **Theater Arrival Date** This is the initial arrival date to the theater for the current deployment.
- **DUIC** This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

7.4.2.6 LOSS DETAIL SAMPLE (ARMY VIEW)

A sample of the Loss detail worksheet is shown below.

SECRET																
DTAS GAINS / LOSSES REPORT																
DUIC CCODEE		UNIT NAME COLLEEN TEST										DTG				
LOSSES: *Losses will be as of the 12 hour reporting period. **Deployed Duty Status																
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS/AOC/SERIES	SQI	ASI	2ND MOS	LANG	SEX	DDS**	DDS* REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC
SECRET																

Figure 7–12: Part II: Loss Detail Sample (Army View)

7.4.2.7 DATA DEFINITIONS FOR LOSS DETAIL SECTION (MARINE VIEW)

The following are the definitions for the data columns contained on the detail portion of Part II of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the unit. This number is only displayed when this report is run at the unit level.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Name** This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID** This is the Social Security number or global unique identifier (GUID) of the individual gain or loss during this reporting period.
- **Person Type** This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component** This may contain one of the Department of Defense Component codes.
- **Service Component** This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank** This is the rank of the individual gain or loss.
- **PMOS** This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **SQI** This is a list of all Skill Qualification Identifiers (SQIs) of the individual gain or loss during this reporting period.
- **ASI** This is a list of all Additional Skill Identifiers (ASIs) of the individual gain or loss during this reporting period.
- **AMOS** This is the Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **1st AMOS** This is the First Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **LANG** This is list of all language identifiers of the individual gain or loss during this reporting period.
- **Sex** This is the sex of the individual gain or loss during this reporting period.
- **DDS** This is the deployed duty status of the individual gain or loss during this reporting period.
- **DDS Reason** This is the deployed duty status reason code of the individual in transit.

- **DDS Date** This is the deployed duty status date of the individual gain or loss during this reporting period.
- **Theater Arrival Date** This is the initial arrival date to the theater for the current deployment.
- **DUIC** This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

7.4.2.8 LOSS DETAIL SAMPLE (MARINE VIEW)

A sample of the Loss detail worksheet is shown below.

SECRET																			
DTAS GAINS / LOSSES REPORT																			
DUIC CCDDDEE		UNIT NAME COLLEEN TEST															DTG		
*LOSSES: Losses will be as of the 12 hour reporting period. **Deployed Duty Status																			
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS	SQI	ASI	AMOS	1st AMOS	LANG	SEX	DDS**	DDS* REASON	DDS* DATE	THEATER ARRIVAL DATE	DUIC		
SECRET																			

Figure 7–13: Part II: Loss Detail Sample (Marine View)

7.4.3 Part III: Gains Summary

7.4.3.1 DATA DEFINITIONS FOR GAINS SUMMARY SECTION (ARMY VIEW)

The following are the definitions for the data columns contained on the summary portion of Part III of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Person Type** The Person Type is derived from the following data elements: DoD Contractor, DoD Federal Civilian, Foreign National/Military, NAF Employee (AAFES), Non-DoD Federal Civilian, Other Civilian, Other US Service Member, Red Cross Worker, or US Army Soldier.
- **PMOS/AOC/Series** This is the primary MOS/AOC/Series of the individual loss during this reporting period.
- **Grade/Skill Level** This represents the grade or skill level for the individual loss during this reporting period.
- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Total** This is the total number for each line of information
- **Remarks** This block is an editable field, allowing you to manually type in relevant, useful data.

7.4.3.2 PART III: GAINS SUMMARY SAMPLE (ARMY VIEW)

A sample of the Gains Summary worksheet is shown below.

SECRET

PART III - GAINS SUMMARY

DUIC CCDDDEE	UNIT NAME COLLEEN TEST	DTG 211829Z SEP05			
PERSON TYPE	PMOS/A OC/ SERIES	GRADE/S KILL LEVEL	DUIC	TOTAL	REMARKS

Total Gains, All Person Type 0

SECRET

Figure 7–14: Part III: Gains Summary Sample (Army View)

7.4.3.3 DATA DEFINITIONS FOR GAINS SUMMARY SECTION (MARINE VIEW)

The following are the definitions for the data columns contained on the summary portion of Part III of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Person Type** The Person Type is derived from the following data elements: DoD Contractor, DoD Federal Civilian, Foreign National/Military, NAF Employee

(AAFES), Non-DoD Federal Civilian, Other Civilian, Other US Service Member, Red Cross Worker, or US Army Soldier.

- **PMOS** This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **Grade/Skill Level** This represents the grade or skill level for the individual loss during this reporting period.
- **DUIC** This is the deployed unit identification code of the reporting unit.
- **Total** This is the total number for each line of information
- **Remarks** This block is an editable field, allowing you to manually type in relevant, useful data.

7.4.3.4 PART III: GAINS SUMMARY SAMPLE (MARINE VIEW)

A sample of the Gains Summary worksheet is shown below.

SECRET					
PART III - GAINS SUMMARY					
DUIC CCDDEE	UNIT NAME COLLEEN TEST			DTG 211830Z SEP05	
PERSON TYPE	PMOS	GRADE/S KILL LEVEL	DUIC	TOTAL	REMARKS
Total Gains, All Person Type				0	
SECRET					

Figure 7–15: Part III: Gains Summary Sample (Marine View)

7.4.3.5 DATA DEFINITIONS FOR GAINS DETAIL SECTION (ARMY VIEW)

The following are the definitions for the data columns contained on the detail portion of Part III of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the unit. This number is only displayed when this report is run at the unit level.
- **Unit Name** This is the corresponding unit name of the DUIC.
- **DTG** Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format: 221805ZNOV04
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Name** This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID** This is the Social Security number or global unique identifier (GUID) of the individual gain or loss during this reporting period.
- **Person Type** This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component** This may contain one of the Department of Defense Component codes.
- **Service Component** This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank** This is the rank of the individual gain or loss.
- **PMOS/AOC/Series** This is the primary MOS/AOC/Series of the individual gain or loss during this reporting period.
- **SQI** This is a list of all Skill Qualification Identifiers (SQIs) of the individual gain or loss during this reporting period.
- **ASI** This is a list of all Additional Skill Identifiers (ASIs) of the individual gain or loss during this reporting period.
- **2nd MOS** This is the secondary MOS of the individual gain or loss during this reporting period.
- **LANG** This is list of all language identifiers of the individual gain or loss during this reporting period.
- **Sex** This is the sex of the individual gain or loss during this reporting period.
- **DDS** This is the deployed duty status of the individual gain or loss during this reporting period.

- **DDS Reason** This is the deployed duty status reason code of the individual.
- **DDS Date** This is the deployed duty status date of the individual gain or loss during this reporting period.
- **Theater Arrival Date** This is the initial arrival date to the theater for the current deployment.
- **DUIC** This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

7.4.3.6 GAINS DETAIL SAMPLE (ARMY VIEW)

A sample of the Gains detail worksheet is shown below.

SECRET																
DTAS GAINS / LOSSES REPORT																
DUIC CCDDDEE	UNIT NAME COLLEEN TEST										DTG					
*GAINS: *Gains will be as of the 12 hour reporting period. **Deployed Duty Status																
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS/AOC/SERIES	SQI	ASI	2ND MOS	LANG	SEX	DDS**	DDS* REASON	DDS** DATE	THEATER ARRIVAL DATE	DUIC
SECRET																

Figure 7–16: Part III: Gains Detail Sample (Army View)

7.4.3.7 DATA DEFINITIONS FOR GAINS DETAIL SECTION (MARINE VIEW)

The following are the definitions for the data columns contained on the detail portion of Part III of the PERSTAT report:

- **DUIC** This is the deployed unit identification code of the unit. This number is only displayed when this report is run at the unit level.

- **Unit Name**ô This is the corresponding unit name of the DUIC.
- **DTG**ô Date Time Group prepared. The DTG will be in the following format: 221805ZNOV04. The following is an explanation of this format:
 - ó 22 is the day of the month
 - ó 1805 is the military time
 - ó Z represents Zulu
 - ó NOV represents November
 - ó 04 represents the year
- **Name**ô This is the name of the individual gain or loss during this reporting period.
- **SSN/GUID**ô This is the Social Security number or global unique identifier (GUID) of the individual gain or loss during this reporting period.
- **Person Type**ô This is the Person Type of the individual gain or loss during this reporting period. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component**ô This may contain one of the Department of Defense Component codes.
- **Service Component**ô This is the Service Component of the individual gain or loss during this reporting period. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank**ô This is the rank of the individual gain or loss.
- **PMOS**ô This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **SQI**ô This is a list of all Skill Qualification Identifiers (SQIs) of the individual gain or loss during this reporting period.
- **ASI**ô This is a list of all Additional Skill Identifiers (ASIs) of the individual gain or loss during this reporting period.
- **AMOS**ô This is the Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **1st AMOS**ô This is the First Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **LANG**ô This is list of all language identifiers of the individual gain or loss during this reporting period.
- **Sex**ô This is the sex of the individual gain or loss during this reporting period.
- **DDS**ô This is the deployed duty status of the individual gain or loss during this reporting period.
- **DDS Reason**ô This is the deployed duty status reason code of the individual.
- **DDS Date**ô This is the deployed duty status date of the individual gain or loss during this reporting period.

- **Theater Arrival Date** This is the initial arrival date to the theater for the current deployment.
- **DUIC** This is the deployed unit identification code of the unit. This column is only necessary if this report is run at a level that is higher than the unit level.

7.4.3.8 GAINS DETAIL SAMPLE (MARINE VIEW)

A sample of the Gains detail worksheet for the Marine view is shown below.

SECRET																	
DTAS GAINS / LOSSES REPORT																	
DUIC CCDDEE		UNIT NAME COLLEEN TEST										DTG					
*GAINS: *Gains will be as of the 12 hour reporting period. **Deployed Duty Status																	
NAME	SSN / GUID	PERSON TYPE	DoD COMPONENT	SERVICE COMPONENT	RANK	PMOS	SQI	ASI	AMOS	1st AMOS	LANG	SEX	DDS**	DDS* REASON	DDS* DATE	THEATER ARRIVAL DATE	DUIC
SECRET																	

Figure 7–17: Part III: Gains Detail Sample (Marine View)

7.4.4 Part IV: Remarks

This block is an editable field, allowing you to manually type in relevant, useful data.

7.4.4.1 PART IV: REMARKS SAMPLE

A sample of the Remarks worksheet is shown below.

SECRET
PART IV - REMARKS
SECRET

Figure 7–18: Part IV: Remarks Sample

7.4.5 Business Rules: PERSTAT Report

The following business rules apply to the PERSTAT Report:

Part I: Personnel Daily Summary

- Only the MissingóMissing in Action (MIS-MIA) duty status is reported in the MIA column.
- The Other Losses column reports the following duty statuses:
 - ó Confined by Military Authorities (CMA)
 - ó Convalescent Leave (CLV)
 - ó Death Other (DO)
 - ó Duty Status Where Abouts Unknown (DWU)
 - ó Hospitalized (Battle Incurred) (HOW)
 - ó Hospitalized (Nonbattle Incurred) (HOS)
 - ó In-Transit (TRA)
 - ó MissingóAbsent Without Leave (MIS-AWL)
 - ó MissingóBeleaguered (MIS-BGD)

- ó MissingóBesieged (MIS-BSG)
- ó MissingóCaptured (MIS-CAP)
- ó MissingóDetained (MIS-DTN)
- ó MissingóInterned (MIS-INT)
- ó MissingóMissing (MIS-MIS)
- ó Redeployed (RED)
- ó Rest and Recuperation (RNR)
- After 12 hours, the following permanent losses are not counted against assigned strength and Female columns:
 - ó Death Other (DO)
 - ó Killed in Action (KIA)
 - ó RedeployedóDropped from Rolls (RED-DFR)
 - ó RedeployedóHospitalized (Battle Incurred) (RED-HOW)
 - ó RedeployedóHospitalized (Nonbattle Incurred) (RED-HOS)
 - ó RedeployedóMission Complete (RED-MIC)

Part II: Loss Summary

- Losses reported on both the Loss Summary worksheet and the Losses worksheet include all duty status changes except Present for Duty (PDY) and Temporary Duty (TDY).
- Losses include delete actions that originate from the Mobile and Theater systems.
- The Update DUIC function reports a loss for the losing DUIC.
- The data reported on the Loss Summary is only for the preceding 12-hour period.

Part III: Gains Summary

- The data reported on the Gains Summary is only for the preceding 12-hour period.
- The Update DUIC function reports a gain for the gaining DUIC.

7.5 Unit Roster

7.5.1 Data Definitions (Army View)

The following are the definitions for the data columns contained on the Unit Roster:

- **Name**ô This is the name of the individual.
- **SSN/GUID**ô This is the Social Security number or global unique identifier (GUID) of the individual.
- **Person Type**ô This is the Person Type of the individual. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.

- **DoD Component**ô This may contain one of the Department of Defense Component codes.
- **Service Component**ô This is the Service Component of the individual. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank**ô This is the rank of the individual.
- **MOS/AOC/Series**ô This is the MOS/AOC/Series of the individual.
- **SQI**ô This is a list of all Skill Qualification Identifiers (SQIs) of the individual.
- **ASI**ô This is a list of all Additional Skill Identifiers (ASIs) of the individual.
- **LANG**ô This is list of all language identifiers of the individual.
- **DUIC**ô This is the deployed unit identification code of the unit.
- **Deployed Unit Name (DUIC)**ô This is the deployed unit name of the unit for the individual.
- **HUIC**ô This is the UIC of the unit the person is assigned to at his or her home station.
- **Assigned Unit Name (HUIC)**ô This is the assigned unit name of the unit for the individual at his or her home station.
- **MPC**ô This is the Military Personnel Class code for the soldier and other service member.
- **DDS**ô This is the deployed duty status of the individual.
- **DDS Reason**ô This is the deployed duty status reason code of the individual.
- **DDS Date**ô This is the deployed duty status date of the individual.
- **Theater Arrival Date**ô This is the initial arrival date to the theater for the current deployment.
- **Phys. Loc.**ô This is the physical location of the individual.
- **Location Arrival Date**ô This is the arrival date to the current location of the individual.
- **Sex**ô This is the sex of the individual.
- **HOR City**ô This is the home of record (HOR) city for the individual.
- **HOR State**ô This is the home of record (HOR) State for the individual.
- **Marital Status**ô This is the marital status of the individual.
- **Military Education Level**ô This is the military education level of the individual.
- **Religious Denomination**ô This is the religious denomination of the individual.
- **Race**ô This is the race population code for the individual.
- **Ethnic Group**ô This is the code for the individual's ethnic group.
- **Blood Type**ô This is the blood type of the individual.
- **Date of Birth**ô This is the date of birth for the individual.
- **Security Clearance Level**ô This is the security clearance level for the individual.

- **Operation Name** The title of the operation to which the individual is assigned.

7.5.2 Unit Roster Report Sample (Army View)

DTAS displays the Unit Roster Report in an Excel spreadsheet template. Because of the width of the report, you may want to print the report as two pages, as shown in the sample below, in order to produce a legible report.

SECRET														
DTAS U														
Deployed Duty Status														
NAME	BRN CUE	RASTER TYPE	SAC COMPONENT	SERVICE EQUIPMENT	MIN	MAX	DD	SI	DD	DD	DD	DD	DD	
ACOSTA, ANGELA	US ARMY SOLDIER	ARMY	REGULAR	SFC 92V	0	03						QB	CCDDEE COLLEEN TEST W475AA USAE EUROPEAN CTRD JC	
ADKISSON, MARGUIS	US ARMY SOLDIER	ARMY	REGULAR	SOT 92V	0	00							SEP TRANSFER PT	
AHERN, COLAN	US ARMY SOLDIER	ARMY	RESERVE	PFC 92F	0	00					YY		CCDDEE COLLEEN TEST W00807	
ALLEN, DENA	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	2LT									CCDDEE COLLEEN TEST WAAAAA	
AJDAKOH, MARY	US ARMY SOLDIER	ARMY	REGULAR	SFC 42L								QB	CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
ANDERSON, BRK	US ARMY SOLDIER	ARMY	REGULAR	WO1 151A		L, P					00		CCDDEE COLLEEN TEST W18888 USAICPH CO C (STU) 304	
ANDERSON, HARKOUS	US ARMY SOLDIER	ARMY	REGULAR	SFC 90K	0								CCDDEE COLLEEN TEST W00113 741 MI BN CO B	
ANEST, STEPHEN	US ARMY SOLDIER	ARMY	RESERVE	1LT 31A							YY		CCDDEE COLLEEN TEST WAAAAA	
APGER, ROBERT	US ARMY SOLDIER	ARMY	REGULAR	SOT 98H	0						00		CCDDEE COLLEEN TEST WAAAAA 010003NHHC	
ARINGTON, LAVAR	US COAST GUARD	COAST GUARD	NATIONAL GUARD OF THE UNITED STATES	SOT 98H							00, Y2		CCDDEE COLLEEN TEST W00113 741 MI BN CO B	
AVERY, JASON	US ARMY SOLDIER	ARMY	REGULAR	M/SG 98Z		M, O, P					2B, SW, J4	21B	GM	CCDDEE COLLEEN TEST W00101 704 MI BDE HHC
BACH, WILLIAM	US ARMY SOLDIER	ARMY	REGULAR	SFC 98H	0								CCDDEE COLLEEN TEST W00113 741 MI BN CO B	
BAILEY, THOMAS	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT									CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
BANKSEVANS, JASON	US ARMY SOLDIER	ARMY	REGULAR	SFC 98H	0								CCDDEE COLLEEN TEST W00113 741 MI BN CO B	
BARNES, DAVID	US ARMY SOLDIER	ARMY	RESERVE	SFC 92S	0						00		CCDDEE COLLEEN TEST W05893 1013 CB CO DET 3 FLD BN	
BARNETT, LARROD	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT 31A									CCDDEE COLLEEN TEST WAAAAA	
BEBBE, PATRICK	US ARMY SOLDIER	ARMY	REGULAR	SOT 98C	0								CCDDEE COLLEEN TEST W00111 741 MI BN HHC	
BELOKFER, THOMAS	US ARMY SOLDIER	ARMY	REGULAR	MAJ 48Z							2B, SP	45A		CCDDEE COLLEEN TEST W022AA DCS FOR OPS PMS AND PLA
BELL, HELENE	DD FEDERAL CIVILIAN	ARMY											CCDDEE COLLEEN TEST	
BELL, ROBERT	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT 31A							00		CCDDEE COLLEEN TEST WAAAAA	
BENALLY, PAUL	US ARMY SOLDIER	ARMY	REGULAR	S/SG 98C	0								CCDDEE COLLEEN TEST W00110 741 MI BN	
BENNETT, MARK	US ARMY SOLDIER	ARMY	REGULAR	SFC									CCDDEE COLLEEN TEST	
BENEFORD, ROBERT	US ARMY SOLDIER	ARMY	REGULAR	SOT 98C	4.0								CCDDEE COLLEEN TEST W065AA USAREC BALTIMORE RB	
BLAR, JOHN	US ARMY SOLDIER	ARMY	REGULAR	SFC 98C		L, O, P					00		CCDDEE COLLEEN TEST W0B1AA 060025F8F GRP	
BOODIE, MICHAEL	US ARMY SOLDIER	ARMY	REGULAR	SOT 25B									CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
BOOKER, DAVID	US ARMY SOLDIER	ARMY	RESERVE	1LT 31A							YY		CCDDEE COLLEEN TEST WAAAAA	
BOOIN, JENNIFER	US ARMY SOLDIER	ARMY	RESERVE	1LT 31A							00		CCDDEE COLLEEN TEST WAAAAA	
BOSTIC, JEFF	US AIR FORCE	AIR FORCE	UNKNOWN										CCDDEE COLLEEN TEST	
BOYCE, JAMES	US ARMY SOLDIER	ARMY	REGULAR	S/SG 98K							017	42L	CCDDEE COLLEEN TEST W18874 USAICPH CO D 244TH MI	
BRIGHT, PAWELA	US ARMY SOLDIER	ARMY	REGULAR	S/SG 44C	0								CCDDEE COLLEEN TEST W490AH DPAS SAN ANTONIO	
BRODERICK, MICHAEL	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	2LT 31A							00		CCDDEE COLLEEN TEST WAAAAA	
BROOKS, BRIE	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT 31A							YY		CCDDEE COLLEEN TEST WAAAAA	
BROWN, LARRY	US ARMY SOLDIER	ARMY	REGULAR										CCDDEE COLLEEN TEST	
BROWN, LEROY	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT 31A							YY		CCDDEE COLLEEN TEST WAAAAA	
BROWN, NATASHA	US ARMY SOLDIER	ARMY	REGULAR	SFC 44C	0						00		CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
BROWN, TRINA	US ARMY SOLDIER	ARMY	REGULAR	S/SG 42L	0						00, E3		CCDDEE COLLEEN TEST W051AA USA STR INF DIV NCO AC	
BROWN, TONETTE	US ARMY SOLDIER	ARMY	REGULAR	SOT 42L	0								CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
BRUNNEL, MARK	US NAVY	NAVY	UNKNOWN										CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
BUCKLEY, PATRICK	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT									CCDDEE COLLEEN TEST WY1LAA 0116ARHHC BDE CAV	
BUGGS, DANNY	FOREIGN NATIONAL/MILITARY												CCDDEE COLLEEN TEST	
BUTZ, DAVE	DD CONTRACTOR	ARMY											CCDDEE COLLEEN TEST	
BYRON, GORDON	UNITED STATES MARINE	MARINE CORPS	REGULAR										CCDDEE COLLEEN TEST	
CAMARILLO, JANICE	US ARMY SOLDIER	ARMY	REGULAR	SOT 27D	0								CCDDEE COLLEEN TEST W00101 704 MI BDE HHC	
CANN, JUANAN	US ARMY SOLDIER	ARMY	RESERVE	SOT 00D	0						00		CCDDEE COLLEEN TEST WAAAAA	
CAPERTON, DANIEL	US ARMY SOLDIER	ARMY	REGULAR	SFC 96C									CCDDEE COLLEEN TEST W00121 742 MI BN HD OPS CO	
CAUSEY, DAVID	US ARMY SOLDIER	ARMY	REGULAR	MAJ 56A							2B, SP		CCDDEE COLLEEN TEST WAYSAA 0003ARCVR RGT	
CHAFOZ, TIMOTHY	US ARMY SOLDIER	ARMY	REGULAR	MAJ 39D								GM, JT	CCDDEE COLLEEN TEST W89FAA	
CHANTAW, MATTHEW	US ARMY SOLDIER	ARMY	REGULAR	MAJ 35D							6Z	40A	CCDDEE COLLEEN TEST W89JAA	
CLARK, AUY	US ARMY SOLDIER	ARMY	REGULAR	S/SG 98B	0								CCDDEE COLLEEN TEST W00110 741 MI BN	
CLARK, GARY	FOREIGN NATIONAL/MILITARY												CCDDEE COLLEEN TEST	
CLARK, WILLIE	US ARMY SOLDIER	ARMY	RESERVE	SFC 75R	0							13B	CCDDEE COLLEEN TEST W031YAA USAREC JACKSON RB	
CLARKE, SHULA	US ARMY SOLDIER	ARMY	REGULAR	SFC									CCDDEE COLLEEN TEST	
CLINCK, ABLINN	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	1LT 31A							00		CCDDEE COLLEEN TEST WAAAAA	
COBBE, NIKKA	US ARMY SOLDIER	ARMY	NATIONAL GUARD OF THE UNITED STATES	SFC 21B	0						YY		CCDDEE COLLEEN TEST WAAAAA	
COLLA, ANTHONY	US ARMY SOLDIER	ARMY	REGULAR	SFC 96C	0						00		CCDDEE COLLEEN TEST W00112 741 MI BN CO A	

Figure 7-19: Unit Roster—Left-Hand Side (Army View)

SECRET

ROSTER

UNIT	DOB	EXP/STATUS	DOB/FIN	THREAT/STATUS	PHYSICAL	SECURITY/STATUS	DOB	HR/DTY	REPORTING	CHARACTER/STATUS	MILITARY/REDUCTION	RECORDS/RECORDS	DOB	STATUS/STATUS	DOB/TYPE	DATE/STATUS	SECURITY/CLASSIFICATION	STATUS/STATUS
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F	S	Y	62	C	S					1981APR14	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	M	X	66	N	X					1980MAY02	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	S	Y	66	C	X					1984AUG 14		Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F												Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F	BROOKLYN	NY	S	X	13	N	X	O+		1981OCT06	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
W POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1966JUN03	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	RICHFIELD	MN	S	B	62	C	X	A+		1978MAY22	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1979FEB12		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1980AUG 20	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M												Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1977AUG 27	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	FRANKLIN	OH	M	T	10	C	X			1983MAY02	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1976JUL03	SECRET	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	BROOKLYN	NY	S	X	01	N	X	B+		1981SEP02	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	DIGALLALA	D	G	NO	C	X		A+		1984AUG05	NONE	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1970SEP13		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1973MAY14	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1965JUN02	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 F												Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1978JAN31		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1978OCT19	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M												Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1983APR16	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1971SEP07	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	FALL RIVER	VA	S	X	36	N	Y	O+		1969AUG 10	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F										1981FEB15		Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M												Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1980OCT15	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1973JUL26	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1974NOV07		Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M										1978OCT02		Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M												Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	UNION CITY	GA	M	G	LL	C	X	O+		1963AUG 21		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F										1974APR06		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F										1973NOV10	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F	CHESTERFIELD	VA	M	X	10	N	X			1978NOV13	CLASSIFIED DATA ACCESS SUSPENDED	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1979OCT17	SECRET	Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M												Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M												Default Operation	
O POY	2008SEP16	2008SEP16	A1 070476	-CAIIF EDS, AF	2008SEP16 M												Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F	JOURDANTON	TX	M	X	62	C	1	A+		1980SEP16		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1973MAY06		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	POLIPANO BEACH	FL	S	X	01	N	X	A+		1983MAY01	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1966MAY15	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	ROCHESTER	MN	M	B	62	C	X			1967APR01	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1968MAY01	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F	MESOPOTAMIN	OH	M	T	62	C	X	B+		1980SEP23	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	
O POY	2008SEP14	2008SEP14	A1 070476	-CAIIF EDS, AF	2008SEP14 M												Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M	FT HIEADE	MD	M	V	10	N	X			1965APR22		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F												Default Operation	
O POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1980OCT23		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 F										1982APR09		Default Operation	
E POY	2008SEP13	2008SEP13	23 9988 77	-CAIIF HENRY, US	2008SEP13 M										1976JAN06	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation	

Figure 7–20: Unit Roster—Right-Hand Side (Army View)

7.5.3 Data Definitions (Marine View)

The following are the definitions for the data columns contained on the Unit Roster:

- **Name** This is the name of the individual.
- **SSN/GUID** This is the Social Security number or global unique identifier (GUID) of the individual.
- **Person Type** This is the Person Type of the individual. Person Types can be one of the following: DOD Contractor, DOD Federal Civilian, Foreign National/Military, NAF Employee(AAFES), Non-DOD Federal Civilian, Other Civilian, Red Cross Worker, or United States Marine, US Air Force, US Army Soldier, US Coast Guard, or US Navy.
- **DoD Component** This may contain one of the Department of Defense Component codes.
- **Service Component** This is the Service Component of the individual. The Service Component may be one of the following: National Guard, Regular, Reserve, or Unknown.
- **Rank** This is the rank of the individual.
- **PMOS** This is the Primary Military Occupational Specialty of the individual gain or loss during this reporting period.
- **AMOS** This is the Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.

- **1st AMOS**ô This is the First Alternate Military Occupational Specialty of the individual gain or loss during this reporting period.
- **LANG**ô This is list of all language identifiers of the individual.
- **DUIC**ô This is the deployed unit identification code of the unit.
- **Deployed Unit Name (DUIC)**ô This is the deployed unit name of the unit for the individual.
- **PRUC**ô This is the Primary Reporting Unit Code of the individual.
- **PRUC Unit Name**ô This is the Primary Reporting Unit name of the individual.
- **Officer/Enlisted**ô This denotes whether the individual is an officer or enlisted personnel.
- **DDS**ô This is the deployed duty status of the individual.
- **DDS Reason**ô This is the deployed duty status reason code of the individual.
- **DDS Date**ô This is the deployed duty status date of the individual.
- **Theater Arrival Date**ô This is the initial arrival date to the theater for the current deployment.
- **Individual Location**ô This is the location of the individual.
- **Location Arrival Date**ô This is the arrival date to the current location of the individual.
- **Sex**ô This is the sex of the individual.
- **HOR City**ô This is the home of record (HOR) city for the individual.
- **HOR State**ô This is the home of record (HOR) State for the individual.
- **Marital Status**ô This is the marital status of the individual.
- **Military Education Level**ô This is the military education level of the individual.
- **Religious Denomination**ô This is the religious denomination of the individual.
- **Race**ô This is the race population code for the individual.
- **Ethnic Group**ô This is the code for the individual's ethnic group.
- **Blood Type**ô This is the blood type of the individual.
- **Date of Birth**ô This is the date of birth for the individual.
- **OPID**ô This is the Operational Identifier for the individual.
- **MAGTF**ô This is the Marine Air-Ground Task Force to which the individual is assigned.
- **Security Clearance Level**ô This is the security clearance level for the individual.
- **Operation Name**ô The title of the operation to which the individual is assigned.

7.5.4 Unit Roster Report Sample (Marine View)

DTAS displays the Unit Roster Report in an Excel spreadsheet template. Because of the width of the report, you may want to print the report as two pages, as shown in the sample below, in order to produce a legible report.

SECRET

UNIT	UNIT TYPE	UNIT STATUS	UNIT CODE	UNIT NAME	UNIT ADDRESS	UNIT CITY	UNIT STATE	UNIT ZIP	UNIT PHONE	UNIT FAX	UNIT EMAIL	UNIT WEBSITE	UNIT URL	UNIT DESCRIPTION	UNIT COMMENTS
200556P13	23 99577 - CAMP HEURY, US	200556P13	F											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	F											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	F	BROOKLYN		NY	S	X	13	N	X	CA	1981OCT08	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	RICHFIELD		MN	S	G	82	C	X	AA	1976JAN22	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	F											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	FRANKLIN		OH	M	T	10	C	X	CA	1977AUG27	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	BROOKLYN		NY	S	X	01	N	X	AA	1975JUL03	SECRET	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	OGALLALA			S	Y	82	C	X	AA	1984AUG28	None	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	F											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	FALL RIVER		VA	S	X	36	N	Y	CA	1975SEP20	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	FALL RIVER		VA	M	G	55	C	X	AA	1984AUG10	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	UNION CITY		GA	M	G	LL	C	X	CA	1983AUG21	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	CHESTERFIELD		VA	M	X	10	N	X	CA	1978NOV13	CLASSIFIED DATA ACCESS SUSPENDED	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	JOURDANTON		TX	M	X	82	C	1	AA	1985SEP15	CLASSIFIED DATA SENSITIVITY DENIED BY DEPT LEVEL COP	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	POHRAW BEACH		FL	S	Y	56	C	X	AA	1973JUL03	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	ROCHESTER		MN	M	B	82	C	X	AA	1987APR01	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	MISSOURIAVON		OH	M	T	82	C	X	AA	1985SEP28	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P14	A1070478 - CAMP SDS, AF	200556P14	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M	FT MEADE		MD	M	Y	10	N	X	AA	1985APR22	TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation
200556P13	23 99577 - CAMP HEURY, US	200556P13	M											TOP SECRET WITH SENSITIVE COMPARTMENTED INFORMATION	Default Operation

SECRET

Figure 7-22: Unit Roster—Right-Hand Side (Marine View)

8. MANAGEMENT TAB

The Management tab allows you to manage personal equipment issued to an individual, such as night vision goggles (NVGs) and weapons. To update information for an individual, perform the following steps:

1. Place the cursor in the column you wish to update for the applicable individual and click the left mouse button. For example, to update a serial number for night vision goggles, place the cursor in the NVG Serial # column.

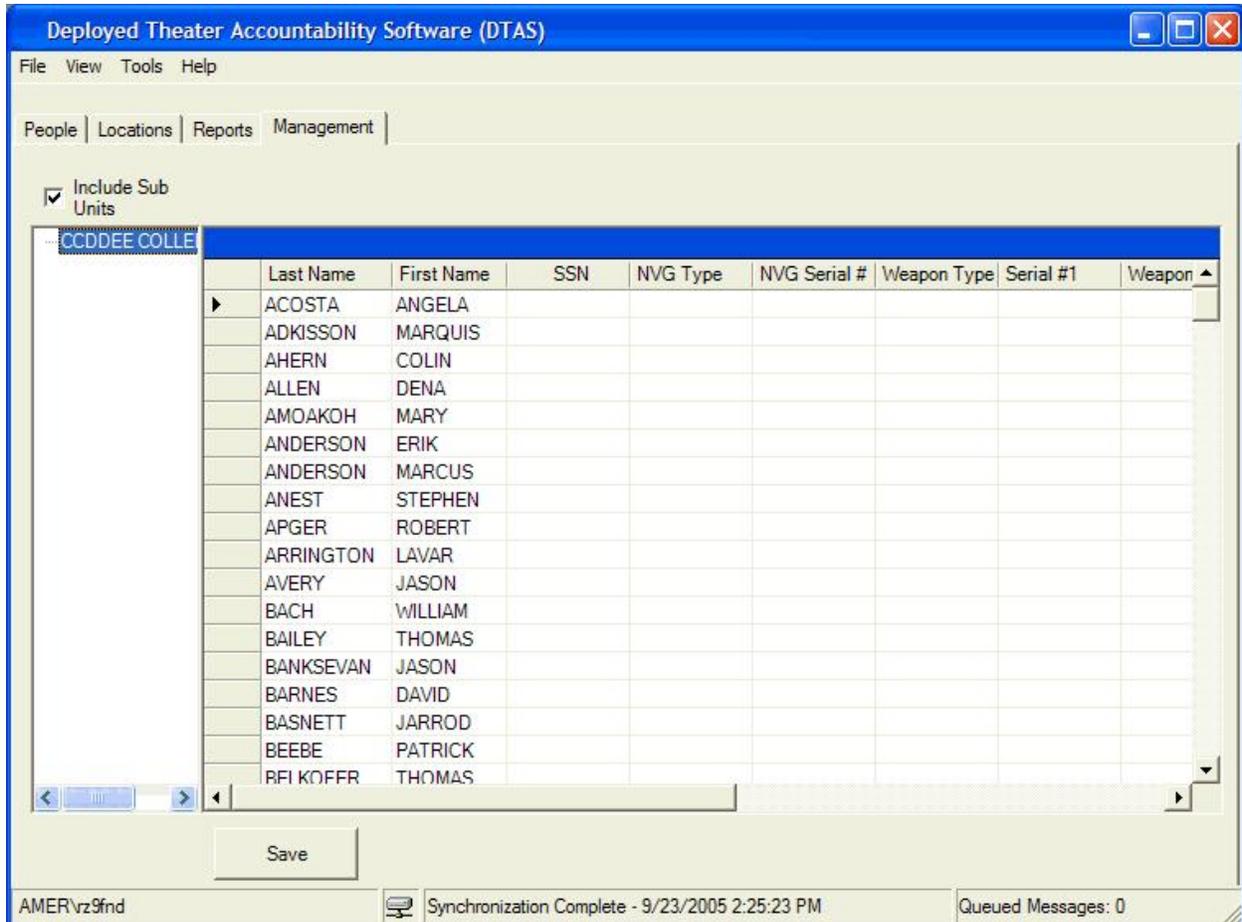


Figure 8–1: Management Tab

2. Enter the data you wish to update.
3. When you have finished entering the data, click Save to save the changes.
4. DTAS displays a confirmation message if the update is successful.

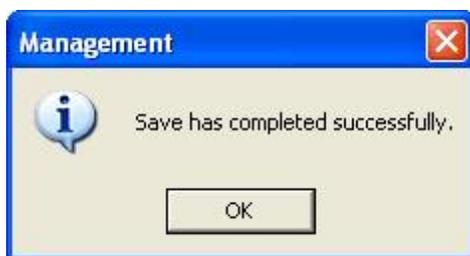


Figure 8–2: Save Confirmation Message

Note: If the system detects that there have been no updates, DTAS displays the "There are no updates to perform" message when you click the Update button.

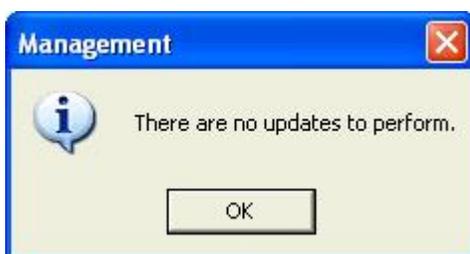


Figure 8–3: No Updates Message

9. DCIPS-FORWARD EXPORT

The DTAS Mobile application provides a refresh of data used in the Defense Casualty Information Processing System Forward (DCIPS-Forward). DCIPS-Forward is a casualty reporting system that is designed to work in situations where e-mail or Internet access is unavailable. The system allows users to create casualty reports locally and, when e-mail access is restored, send the information to the casualty office for upload to the main DCIPS database.

The DTAS DCIPS-Forward refresh process runs every 4 hours and is transparent. DTAS exports the data to the df_personnel.mdb MS Access database file. DTAS exports data for all personnel contained on your local DTAS database. The data elements exported include the following:

- SSN
- Last Name
- First Name
- Middle Name
- Rank
- Unit
- UIC
- PMOS
- PEBD
- BASD
- Grade

Once the export process is complete, you must then copy the df_personnel.mdb file to the directory in which DCIPS-Forward is located on your PC. You can turn the process off by changing the job enabled setting in the DCIPS_Export.ini file from JOB_ENABLED=true to JOB_ENABLED=false. **Note:** The JOB_ENABLED keyword is case-sensitive. If the refresh process fails, DTAS creates a log file.

Refer to the USMC DCIPS Forward Support Page for additional information and directions on how to install DCIPS-Forward. The site is located at http://143.84.96.35/dcips/usmc/dcipsforward/usmc_dcipsforward.htm.

Information on DCIPS-Forward for Army personnel can be found at <http://usassi-www.army.mil/agobc/AG%20Lessons/DCIPS/DCIPS.htm>.

APPENDIX A—GLOSSARY

Glossary

The following abbreviations and acronyms are used in this document:

Abbreviation/Acronym	Definition
1SG/CO	First Sergeant/Company
1 st AMOS	First Alternate Military Occupational Specialty
AAFES	Army and Air Force Exchange Service
AFADBD	Armed Forces Active Duty Base Date
AOC	Area of Concentration
AMOS	Alternate Military Occupational Specialty
APOD	Air Port of Debarkation
APOE	Air Port of Embarkation
ASI	Additional Skills Identifier
BASD	Basic Active Service Date
CONUS	Continental United States
CSV	Comma Separated Values
DCIPS-Forward	Defense Casualty Information Processing System Forward
DDS	Deployed Duty Status
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DTAS	Deployed Theater Accountability Software
DTG	Date Time Group
DUIC	Deployed Unit Identification Code
EAS	End of Active Service
eMILPO	Electronic Military Personnel Office
HAG	High Assurance Guard
HOR	Home of Record
HUIC	Home UIC
JPERSTAT	Joint Personnel Status
KIA	Killed in Action
LANG	Language
MAGTF	Marine Air-Ground Task Force
MI	Middle Initial
MIA	Missing in Action
MOS	Military Occupational Specialty
MOS/AOC	Military Occupational Specialty/Area of Concentration
MPC	Military Personnel Class
MS	Microsoft
NAF	Non-Appropriated Fund
NVG	Night Vision Goggle
OCONUS	Outside the Continental United States
ODSE	Operational Data Store Enterprise
OPID	Operational Identifier
PC	Personal Computer
PEBD	Pay Entry Base Date
PERSTAT	Personnel Status
PMOS	Primary Military Occupational Specialty

Abbreviation/Acronym	Definition
POC	Point of Contact
PRUC	Primary Reporting Unit Code
R&R	Rest And Recuperation
RUC	Reporting Unit Code
SQI	Skill Qualification Indicator
SSN	Social Security Number
SSN/GUID	Social Security Number/Global Unique Identifier
TPS	Tactical Personnel System
TRN	Transfer File
TRUC	Temporary Reporting Unit Code
UIC	Unit Identification Code
ULN	Unit Line Number
US	United States
USMC	U.S. Marine Corps
WIA	Wounded in Action
XML	Extensible Markup Language