

MILPER Message 19-071 Proponent AHRC-PDF-P

**Title: Mandatory Daily Accountability (Duty Status Reporting)
...Issued:[26-Feb-2019]...**

A. DoDD 5124.02 (Under Secretary of Defense for Personnel and Readiness (USD (P&R))), 23 Jun 08.

B. DoDI 1120.11 (Program and Instruction for Active Component (AC) Military Manpower), 17 Mar 15.

C. Special Inspection of U.S. Army Military Personnel System, Inspection Number ID-1603, 9 Aug 15 – 9 Dec 15.

D. AR 600-8-6 (Personnel Accountability and Strength Reporting) 1 Apr 15.

E. electronic Military Personnel Office (eMILPO) Field Users Guide, <https://emilpo.ahrs.army.mil>.

F. AR 600-8-10 (Leaves and Passes) 20 Apr 15.

1. This message will expire no later than 26 Feb 20.

2. The purpose of this message is to provide instructions to improve personnel accountability using the duty status function (Personnel Accounting Module) inside of eMILPO and announce the change to duty status reporting for leave and temporary duty (TDY):

a. The Department of the Army Inspector General (DAIG) conducted a special assessment on personnel accounting and strength reporting at multiple levels of command. The assessment revealed that the Army lacks a standardized Human Resource Information System as an integrated system for personnel management. The lack of an integrated HR automated system requires leaders to spend additional time developing and managing redundant systems to create accountability and strength reports, which results in skewed and unreliable accountability and strength reporting. The DAIG assessment also revealed that some units are unaware of how to use or are not using the personnel accounting module within eMILPO to update daily duty statuses.

b. Effective immediately, duty status changes for departure on and return from leave, convalescent leave, permissive TDY, administrative absences, and TDY are mandatory.

c. The next revision of AR 600-8-6 will provide regulatory guidance pertaining to this change.

3. Army Personnel Accountability Reporting Systems:

a. HR professionals must use approved Army accountability systems at all times. The Army does not recognize ad hoc systems or locally created databases as authoritative sources.

b. eMILPO is the only approved system to account for all Active Component and Reserve Component mobilized Soldiers on active duty tours for thirty (30) days or more within the Army.

(1) Daily status reports must document the history of a Soldier's duty status on any specific duty date.

(2) When a Soldier is not present for duty, the correct duty status must appear in eMILPO for that duty day.

(3) Deployed and non-deployed units will use eMILPO.

c. The Standard Installation/Division Personnel System is the database of record for all Army National Guard Soldiers to support the functional areas of strength accounting and personnel management.

d. The Regional Level Application Software is the database of record for all Army Reserve Soldiers to support the functional areas of strength accounting and personnel management.

4. Reporting Soldier accountability using eMILPO:

a. The Battalion S1 or the HR Support Office has the primary responsibility to enter the unit's daily accountability information into eMILPO.

(1) Regulatory guidance allows each Personnel Automation Section (PAS) Chief to establish subordinate user access to eMILPO. Granting access to eMILPO for non-HR Soldiers increases readiness reporting.

(2) Units should request access to the duty status function within eMILPO from their unit's PAS Chief.

(3) When access is granted to a subordinate unit, the subordinate unit will enter its own daily duty status information into eMILPO.

(4) Units will update all duty status changes except: missing, captured, missing in action, or interned. The U.S. Army Human Resources Command updates these system-restricted duty statuses.

(5) Units will use the daily status information entered into eMILPO to update their approved Personnel Status (PERSTAT) report for submission to their S1 or HR Support Office.

b. Commanders, Battalion S1s, and HR Support Offices must ensure the accuracy of the daily status entries used for the daily PERSTAT. Unit commanders or the commander's designated representative must report the duty status of their Soldiers. Failure to document a Soldier's duty status and retain copies of supporting documents affects the validity of the PERSTAT for inspection purposes, creates a false view of company-level readiness, and affects the accuracy of readiness reports used to make operational and readiness decisions.

5. Point of Contact for this message is the Personnel Accountability Branch, Field Services Division, The Adjutant General Directorate. Commercial (502) 613-8097/8094, DSN 683-8097/8094, email: usarmy.knox.hrc.mbx.tagd-fsd-perstempo@mail.mil. PAS Administrators may contact the FSD help desk for assistance, phone: 1-800-325-4980, commercial 502-613-9534, DSN: 983-9534, email: usarmy.knox.hrc.mbx.tagd-emilpo-helpdesk@mail.mil.