

## Personnel Accountability SITREP Instructions

HQs and DLA FAs Personnel Accountability representatives will complete each category of the Personnel Accountability SITREP form as follows:

Type in activity name (i.e. J3/4, DESC), date, time of report, and type of report submitted (i.e. initial, interim, or final).

Complete Number of Personnel Assigned:

Number of Active Military Assigned: Column C  
Number of Reserve Military Assigned: Column D  
Number of Civilians Assigned: Column E  
Number of Contractors (OCONUS only): Column F

Each entry will automatically total in column B.

Complete Number of Personnel Accounted for:

Number of Active Military Accounted for Column H  
Number of Reserve Military Accounted for Column I  
Number of Civilians Accounted for Column J  
Number of Contractors Accounted for (OCONUS only) Column K

Each entry will automatically total in column G.

Complete Status of Personnel:

Total number of Personnel Unaccounted For: Column L  
Number of Present/Available for Duty: Column M  
Number on Leave: Column N  
Number on TDY/TAD: Column O  
Number at Safe Haven: Column P  
Number at hospital/injured: Column Q

Each entry will automatically total in column R, except for column L. Column L requires a manual input along with the name, rank/grade, HQs/Field Activity, and the reason the member is unaccounted for in the remarks section of the SITREP.

Checksum: column R Status of personnel should equal 0, unless a person is unaccounted for. If not, check your entries.