



Defense Health Agency
**ADMINISTRATIVE
INSTRUCTION**

NUMBER 099
May 24, 2018

J-1, MPSD

SUBJECT: Military Joint Personnel Accountability Reporting System (JPARS)

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (g), establishes the Defense Health Agency's (DHA) procedures for the Military JPARS for DHA Headquarters personnel.

2. **APPLICABILITY.** This DHA-AI applies to all DHA military personnel to include:

a. Assigned, attached, or detailed Service members at DHA, to include regional and field activities (remote locations).

b. DHA Directorates and Special Staff. The DHA Military JPARS will be utilized for daily peacetime accountability, exercises, natural disasters, contingency operations and/or circumstances, and situations that call for personnel accountability of DHA military personnel.

3. **POLICY IMPLEMENTATION.** It is DHA's policy, pursuant to References (d) through (g), that DHA Joint Structure Directors and Special Staff Directors must account for and report the duty status of their military personnel (daily) no later than 10:30 AM Eastern Standard Time/Eastern Daylight Time (EST/EDT), Monday–Friday, or as directed.


4. **RESPONSIBILITIES.** See Enclosure 2.

5. **PROCEDURES.** See Enclosure 3.

6. RELEASABILITY. **Not cleared for public release.** This DHA-AI is available to users with Common Access Card authorization on the DHA SharePoint site at: <http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. This DHA-AI:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (c)).



R. C. BONO
VADM, MC, USN
Director

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Accountability Report

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 21, 2015
- (d) Army Regulation 600-8-6, "Personnel Accounting and Strength Reporting," September 24, 1998, as amended
- (e) Office of the Chief of Naval Operations Instruction 3120.32, "Standard Organization and Regulations of the U.S. Navy," July 16, 2012
- (f) Air Force Instruction 36-2134, "Air Force Strength Accounting Duty Status Program," October 8, 2004, as amended
- (g) DHA-Administrative Instruction 066, "Director's Critical Information Requirements (DCIRs) Situation Report (SITREP)," July 21, 2017

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will delegate the oversight and implementation of the JPARS to the Chief, Military Personnel Support Division (MPSD).

2. DIRECTORATE DIRECTORS AND SPECIAL STAFF, DHA. The DHA Directorate Directors and Special Staff will:
 - a. Complete an appointment memorandum assigning a primary and secondary point of contact (POC) to the MPSD to facilitate information and submit daily accountability reports.

 - b. Ensure that all military personnel are being accounted for accurately and in a timely manner.

 - c. Notify MPSD of any duty changes that will affect the accountability of military personnel.

 - d. Maintain an electronic and hard copy phone tree contact list of directorate personnel in the event of a loss in electricity or SharePoint connectivity.

3. CHIEF, MPSD. The Chief, MPSD, will:
 - a. Maintain the master roster for all DHA military personnel.

 - b. Coordinate with directorate POCs to capture the required changes.

 - c. Publish guidance and training requirements for military personnel accountability.

 - d. Provide an accountability report to the front office (daily) or as directed (see Enclosure 4).

ENCLOSURE 3

PROCEDURES

1. ACCOUNTABILITY

a. Directorate POC will log on to SharePoint prior to 10:30 AM EST/EDT. Directors are responsible for notifying the Chief of Staff, DHA, or Chief, MPSD, of any significant changes (absent without leave, hospitalization) on the Service member's duty status.

Note: JPARS reporting processes do not supersede other reporting requirements such as the Service's personnel accountability on wide-spread catastrophic event(s) or Reference (g).

b. In the event SharePoint is down, directorate POC will email using the subject line "Daily Accountability" and the day's date to the MPSD mailbox (dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil) for the daily accountability status.

2. STEPS FOR REPORTING THE DAILY DHA MILITARY JPARS REPORT

STEP 1: Prior to 10:30 AM EST/EDT (daily), access the DHA Military JPARS at the following SharePoint site:

<https://info.health.mil/mpsd/SitePages/Home.aspx>

STEP 2: Click the *Accountability* link.



Accountability

STEP 3: Find and click the appropriate Directorate/Special Staff button.

Example:



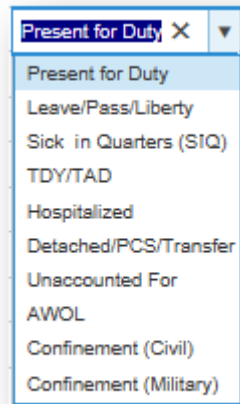
STEP 4: Click the *edit* link located in the top left hand corner of the screen.



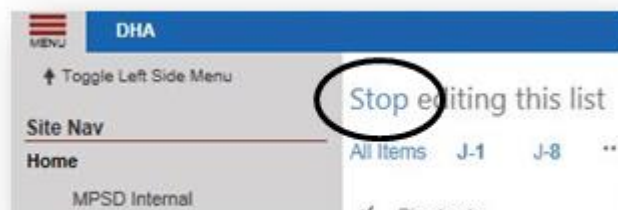
STEP 5: Accurately account for all military personnel utilizing the drop-down option located in each cell associated with the individual located in the STATUS column (please see the snapshot below).

Notes:

1. Only one duty status can be identified per individual.
2. After selecting the status for all personnel, proceed to Step 6 as the information is automatically saved.



STEP 6: Click the *Stop* link located in the top left hand corner of the screen, once complete.



ENCLOSURE 4ACCOUNTABILITY REPORT

Directorate	Present For Duty	Leave/Pass/Liberty	Sick in Quarters (SIQ)	TDY/TAD	Hospitalized	Detached/PCS/Transfer	Unaccounted For	AWOL	Confinement (Military)	Confinement (Civil)	Grand Total
CSA	91	1	1	3	2		1	1		1	101
HCO	33	4	1		1						39
J-1	7			1							8
J-11	5		1			1					7
J-5	3										3
J-6	70	4		3	1	1	1	1			81
J-7	135	5	5	3	3	1	1		1		154
J-8	9										9
J-9	12										12
JSS	15		1								16
MA	22	1	1								24
PEO	24		1	1			1				27
Grand Total	426	15	11	11	7	3	4	2	1	1	481

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
EST/EDT	Eastern Standard Time/Eastern Daylight Time
JPARS	Joint Personnel Accountability Reporting System
MPSD	Military Personnel Support Division
POC	point of contact

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this DHA-AI.

absent without leave. Or unauthorized absence. Absence from a place of duty without permission or authorization and without the intention of deserting.

confinement. Confinement is the physical restraint of a person imposed by order of competent authority, either pending disposition of charges (pretrial) or as a result of a sentence adjudged by court-martial.

confinement (Civil). Confined in a civilian facility/detention/prison.

confinement (Military). Confined in a military facility/detention/prison.

detached/permanent change of station/transfer. A Service member is no longer attached to the Agency.

hospitalized. When a sick and/or wounded Service member is under hospital and treatment care.

leave/pass/liberty. Authorized absence. Leave should be approved in the Service system.

present for duty. A Service member is stationed at their assigned place of work and accounted for (includes telework location).

sick in quarters. When a Service member's medical condition or injury does not require in hospital/patient care, to return him/her to a full or limited duty status.

temporary duty assignment. Such assignments may include military required school, a conference meeting, and other assignments where member is assigned to serve that is not the permanent duty station.

unaccounted for. Unable to account for the status of personnel. The Service member should be in this status for **no more** than 12–24 hours.