



## Texas State Guard

# INSTRUCTION

**TXSGI 1115.01**

29 March 2018

NGTX-XHZ

SUBJECT: Personnel Accountability

Reference. FM 1-0, Human Resources Support, 1 April 2014

1. PURPOSE. This instruction sets requirements to ensure accountability of all Texas State Guard (TXSG) personnel while on State Active Duty (SAD) missions, conducting TXSG training, or attending Unit Training Assemblies (UTAs).

2. APPLICABILITY AND SCOPE. This policy applies to all TXSG personnel.

3. DEFINITIONS. NA

4. POLICY.

a. Personnel Management functions are necessary at all levels of command. This allows commanders to track mission readiness, personnel strength, and training status.

(1) Personnel accountability is the by-name management of the location and duty status of every person assigned or attached to a unit or Mission Ready Package (MRP). Accountability must be maintained as individuals enter, transit, and depart a location or MRP. [Accountability is a command responsibility starting at the lowest level, progressing through the chain of command]

(2) Strength reporting (SR) is generating a numerical end-product from the by-name accountability report. SR is conducted at all levels of command, including MRPs. It starts with by-name strength reports submitted by units, MRPs, or locations and ends with personnel updates at all levels of command.

(3) Strength reporting is accomplished through the electronic Personnel Status Report (PERSTAT). In addition to personnel accountability, PERSTAT authenticates

duty attendance during SAD missions, community support missions, training events, and UTA. PERSTAT is the only authorized method to verify attendance for payroll purposes.

b. The following procedures are required and will be implemented by all components and TXSG Headquarters.

(1) All reports will be made by PERSTAT.

(2) O-5 and O-6 level commanders will develop personnel accountability methods, conduct 100% accountability verifications (to the lowest level) during all UTAs, training events, and mission types, and report PERSTAT to next higher headquarters within 24 hours.

(3) Component commanders will consolidate all subordinate reports and provide overall PERSTAT to TXSG Headquarters with the monthly Commander's Update Brief submission.

5. RESPONSIBILITIES. All TXSG leaders will enforce the guidance in this instruction.

6. INFORMATION REQUIREMENTS. NA

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. J-1, TXSG at 512-782-6223.



ROBERT J. BODISCH  
Major General, TXSG  
Interim Commander

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