

# DSCA Strength Report



# Completion



## Objective

- Learn what items are required by JFHQ to be filled out on a DSCA Strength Report and Roster.
- Learn what the report and roster are used for.





## From the WARNO/OPORD

### **J1:**

T1: Issue Component Orders IAW C213. Authorize 2,500 ARNG, 750 ANG, 750 TXSG SAD duty from 28APR09 through 11MAY09.

T2: Update Personnel Estimate and issue to JOC IAW Hurricane Checklist.

P: IOT provide personnel administration support during hurricane operations.

JFTX-FUOPS publishes WARNO/OPORD and distributes via JOC

This section is written for the JFTX-J1. The J1 is responsible for cutting a component order for each of the components responding to the mission. Paragraph 3, Coordinating Instructions and Paragraph 4, Admin/Log may also include instructions for unit personnel regarding reporting and administrative duties, but will more often than not refer to the State Active Duty (SAD) Standard Operating Procedures (SOP). See [www.texasnationalguard.us/dsca](http://www.texasnationalguard.us/dsca).

# Component Orders

TEXAS MILITARY FORCES  
Joint Force Headquarters  
Adjutant General's Department  
Post Office Box 5218  
Austin, Texas 78763-5218  
512-782-5001

PERMANENT ORDERS 252-1050

07 September 2008

Texas Air National Guard, P.O. Box 5218, Austin, Texas 78763-5218

By the direction of the Governor, the unit listed above is ordered to state active military service for the period indicated unless sooner relieved or extended by proper authority.

Authority: Verbal orders of the Adjutant General of Texas per Texas Government Code, Chapter 431.  
(Mission Reference Number: TX-08-10-252)

Reporting Date: 08 September 2008

Period: 08 September 2008 to 21 September 2008

Purpose: Hurricane Ike response/recovery operations.

Report to: The Joint Operations Center in building 8, Camp Mabry, Austin, Texas NLT 0730, unless otherwise instructed.

Additional Instructions: This is not federal duty. No federal pay, allowances or creditable active federal service accrues based on this order. The maximum number of personnel ordered to perform State Active Duty (SAD) will not exceed 1500, unless directed by this office. The authorized duty uniform is ABUs with soft cap, unless otherwise directed by this JFTX-J3-JOC. Task force strength for this mission will be determined by JFTX-J3-JOC. State pay and allowances will be in accordance with current state active duty guidance as directed by JFTX-J3-JOC. Additional operational requirements and/or deployments will be controlled by JFTX-J3-JOC. If rations are available per diem is not authorized.

Format 800

FOR THE ADJUTANT GENERAL:

#####

W/ HQ, ARNG //

OFFICIAL //

#####

BRANDON S. WATKINS

LTC, AR, TXARNG

Adjutant

DISTRIBUTION:  
Texas Air National Guard  
JFTX-J3-JOC  
JFTX-J1

JFTX J-1 cuts component orders IAW ICS 213 and WARNO/OPORD from JOC

Each component (TXARNG, TXANG, TXSG) with missions in the JOC's Order will be sent a component order identifying the number of personnel not to exceed for that component and providing the dates for the current mission. Will normally state that "If rations are available, no per diem is authorized."

# STRENGTH REPORT TAB

DAILY STRENGTH REPORT									
(Due daily at 0900 as of 0700 to the JFTX-JOC-J1)									
PREPARED (dtg):	110900MAY09	MISSION OR THREAT							
as of time:	0700	Actual Unit Name							
OPERATION:									
REPORTING UNIT:									
UNIT CODE:	UIC or ORG Code used for SPFO at Audit								
POC:									
PHONE:									
EMAIL:									
MAJOR COMMAND (For Consolidation):									
COMPONENT:	ARNG	ANG	TXSG	JFHQ	Other				
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto;"></div>									
PERSONNEL SUPPORTING THE MISSION									
This section will automatically populate when roster is filled in.									
OFF	WO	EN	CIV	TOTAL	TOTALS Should Match				
2	0	3	1	6					
PAY CATEGORY									
SAD	T32EV	AGR	TECH	Other FT	Other	TOTAL			
0	0	1	1	3	1	6			
DUTY STATUS									
PRESENT					HOSPITAL			OTHER	
OFF/WO	EN	CIV	OFF/WO	EN	CIV	OFF/WO	EN	CIV	TOTAL
									0
REMARKS									
Use this section to identify HR issues. Identify anyone on per diem, individual travel orders etc. and reasons.									

The first Tab of the DSCA Strength Report is the Strength Report itself. It identifies the unit, the component, the POC and the number of personnel supporting the mission identified several different ways. The Personnel Supporting the Mission area is based on reporting requirements for JFTX, NGB, and the Governor's office.

The Personnel and Pay Category areas are automatically counted and calculated as the roster on the next tab is filled in.

The only fully manual blocks are In the Duty Status area.

The Remarks indicate who may be on individual travel or per diem and the reason for it. Any individual travel or per diem must be pre-authorized through the Component HQ in coordination with the Joint Logistics Operation Cell. Then that authorization should be added to the individual order before payroll, IOT ensure swift processing of vouchers. There's a class for that too!

The unit can also identify HR issues of concern needing attention here.

## DSCA Roster Tab Use

- Tracking
- Reporting
- SAD payroll
- T32 Transition
- Awards validation
- Workers Comp validation

# ROSTER TAB

BY-NAME ROSTER							
NAME	SERVICE #	DUTY DATES		PAY	UNIT CODE	TYPE	Unit Internal Use
LAST, FIRST M.	LAST 4	START	END	CAT	OR NAME	O/W/E/C	LOCATION
ALPHA, JON	09484	28-Apr		AGR	C	O	FWD
BETA, HENRY	3545	30-Apr		TECH	D	E	FWD
CARROTOP, LISA	1584	28-Apr		NDS	HHT	C	BEEVILLE
DEN, NED	2154	28-Apr		ADOS	F	O	BEEVILLE
DEN, STEVE	1648	28-Apr		UTA	A	E	GALVESTON
ECHO, DEBRA	6548	28-Apr	11-May	UTA	A	E	GALVESTON
SHARING, HENRY	5983	28-Apr	11-May	SAD	C	E	FWD

Fill in end date only on the last day of duty. After this report, this individual will move to End of Mission Roster TAB

Used primarily for internal unit designation.

MILITARY: Officer(O)  
Enlisted (E)  
Warrant Officer(W)  
CIVILIAN: (C) This automatically counts for the appropriate block.

Used for location tracking by units. Identify specifically whether an individual goes forward either by "FWD" or actual location. Otherwise, HQ facility location for those in the rear.

Here is the Roster of personnel supporting the mission. All personnel, including fulltime members, supporting in forward elements are included as are those in the rear supporting the

Mission. Technicians may support the mission in that federal role as long as they are performing duties within the scope of their position description and work schedule. If not, they must

Not be receiving federal pay on technician duty status to receive SAD pay order. In other words, they must be on time off, be on leave, or taking comp time to get paid SAD.

Civilians, AGR, ADOS, or anyone on other than SAD pay status won't get SAD orders.

End dates are only added on the last day of duty or the last day in that status. Once that report is turned in, those individuals will be cut and pasted over to the last Tab - End Of Mission (EOM) Roster. If that person is changing status, move them in the old status to the EOM Roster after the report on the last day and add a new row for them beginning on the next day's report with that start date reflecting the new status. The EOM Roster Tab is your record for future use. Those individuals on SAD are input into the payroll and once the unit is mission complete, the rest are added with the appropriate start and end dates, and payroll process can begin.

# PERSTAT TAB

To provide accurate personnel strength and detailed personnel related to Chain of Command to the J1 JOC Representative (512-792-7624) through command channels of means of transmission: Email (primary), A.L. Landlord Cell Phone or Courier.

will submit NLT 0900 daily. Report Personnel Strength (LINE 1 to LINE 13) only when primary means unavailable. (Use Strength Report Tab as primary)

is an OROK on the day of report or covers the previous 24 hours, as appropriate.

Roster must be submitted to JOC with initial report from Home Station prior to departure. And daily for changes only. (See Strength Report TAB)

once submission will include separate sheets for primary subordinate forces location along with a cumulative sheet for the Task Force.

or

LINE 1: PERSONNEL STATUS REPORT NO. (Sequence beginning with 100)

LINE 2: Report Datetime:

LINE 3: Location:

LINE 3: Task Force:

LINE 4: LNO/POC Name and Number:

LINE 5: Total Strength

LINE 6: Army National OFF

LINE 7: Air National OFF

LINE 8: Texas State OFF

LINE 9: Duty Status #

LINE 10: Duty Status HOSPITAL: OFF

LINE 11: Duty Status AWOL: OFF

LINE 12: Duty Status OTHER: OFF

LINE 13: Where meals and lodging provided? Meals: Lodging:

LINE 14: Record information for each of the following as it applies to the previous 24 hours

**This area is Strength Report information. Use this portion only if required to brief strength report over the phone or radio. Report by Line #.**

Personnel Strength Report (PSR) - (See JOC Representative for Chain of Command)

1. Report to: J1 JOC Representative (512-792-7624) through command channels of means of transmission: Email (primary), A.L. Landlord Cell Phone or Courier.

2. Report Datetime: \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Task Force: \_\_\_\_\_

5. LNO/POC Name and Number: \_\_\_\_\_

6. Total Strength

7. Army National OFF

8. Air National OFF

9. Texas State OFF

10. Duty Status #

11. Duty Status HOSPITAL: OFF

12. Duty Status AWOL: OFF

13. Duty Status OTHER: OFF

14. Where meals and lodging provided? Meals: \_\_\_\_\_ Lodging: \_\_\_\_\_

15. Record information for each of the following as it applies to the previous 24 hours

The PERSTAT is not always required during DSCA. Use only if reporting strength vocally or as unit has events to track. It can be turned in with the Strength Report. It provides placed to track the typical administrative issues. The first section is Strength Report data and is only used if reporting via phone or radio.



# Pay Category Codes TAB

Pay Category Codes\*:

**SAD** - Personnel in this status will have State Active Duty Orders cut for this specific mission (Techs must be on leave status)

**T32EV** - Personnel in this status will have T32 military orders cut for this specific mission (Techs must be on leave status)

**AGR** - Personnel in this status are on current AGR orders during this period

**TECH** - Military personnel in this status are performing duty in a technician status during this period primarily supporting the mission

**Other FT** - Military personnel in this status are performing duty in a FTUS status that is not AGR or Technician during this period. (UTA, AT, ADOS, ADOS-CD, T10, etc. will be used in the Pay Status block in the Roster to identify the individual's pay status)

**Other** - Other than military personnel in this status are performing duty in a civilian status during this period. (Non-dual Status Techs (NDS), State Employees (AGD), and contractors (CTR) used in the Pay Status block in the Roster)

This is for reference when identifying the pay status for personnel.

# EOM TAB

BY-NAME ROSTER								
NAME	SERVICE #	DUTY DATES		PAY	UNIT CODE	TYPE		Unit Internal Use
LAST, FIRST M.	LAST 4	START	END	CAT	OR NAME	O/W/E/C	LOCATION	
FOX, GLOVE	2414	28-Apr	03-May	AGR	A	O	BEEVILLE	Went FWD 1-2MAY
BENTON, DESERIE	0544	28-Apr	03-May	TECH	B	E	BEEVILLE	
HEFFER, VINCENT	2546	28-Apr	03-May	NDS	HHT	C	GALV	
GELSIE, FINN	6598	28-Apr	10-May	ADOS	HHT	O	GALV	
TRAVIS, MIKE	5895	28-Apr	03-May	UTA	B	E	BEEVILLE	
TRAVIS, MIKE	2812	28-Apr	10-May	UTA	C	E	FWD	
TRAVIS, MIKE	5895	04-May	10-May	SAD	B	E	FWD	

Used for members as they change status or complete mission.  
Permanent Record.

End of Mission Tab. Place members onto this sheet as they roll off the mission or change pay status. It looks just like the Roster with all the end dates included. After a mission, you may have some people on this roster with multiple lines indicating that they performed 3 days as a technician at the unit, conducted the mission as SAD on the weekend and the mission went T32 for the event (T32EV) on Monday and member went on T32 orders IOT complete the mission downrange. A possible use for the internal use column is to indicate that a member is eligible for the humanitarian award by having served fwd during the mission.

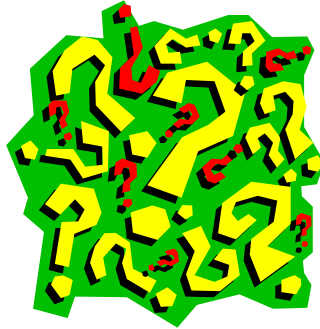


## Where to Get More Information

- Obtain latest copy of form at:  
<http://www.texasnationalguard.us/dsca>
- Be familiar ANNEX C (Personnel) of the SAD SOP
- JFTX-J1 is DSCA personnel proponent

- When entering in date don't enter in slashes or dash marks. Excel doesn't recognize that format and it will rearrange the date. Instead just enter in the numbers as is. Like today would be 110905 and Excel will put the dash marks in for you.
- Whenever you see zeros this means there is a formula built in and you will not be able to enter in values in that field. Instead Excel will pull numbers for other places on the voucher and fill that information in for you.
- When typing in description of duties performed and other related travel information in the purpose of trip section, block "Y", give yourself room on the right hand margin or wording will be cut off. Do not type all the way up to the border of this block.
- In the in-state meals and lodging section there is a formula built in not to let you exceed \$36 a day for meals or \$85 for lodging. You can type in a higher amount, but when Excel is adding up your totals it will not exceed those rates. Be careful because that formula does not exist in the out-of-state meals and lodging section. There are just too many rates and too many ways to increase your rates for a formula to be possible.
- On FRONTPG1 you need to enter in your mileage rate. Find the State Mileage reimbursement rate authorized by going to: Texas Mileage Guide online.
- ON BACKPG1 you will see in the very bottom of the voucher in the Detail section is where you record the point to point miles. If you look at that section and click over a little bit you will see a box for you to put an "I" (for in-state) and an "O" (for out-of-state) miles. There is a formula that will carry that mileage amount to the front page once an "I" or an "O" has been recorded.

Any Questions?



Thanks For Coming To The  
DSCA Strength Report  
Completion Class!