

**Summary Report for Individual Task  
805C-42A-1323  
Perform Unit Strength Reconciliation  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** While assigned as an HR Specialist you are required to reconcile your personnel strength twice a month (mid-month and end-of-month) ensuring the Military Personnel Classification codes, duty status, and gain/loss dates are correct, utilizing AR 600-8-6 (Personnel Accounting and Strength Reporting), eMILPO functional guidance, the AAA-162 (Unit Personnel Accountability Report), AAA-165 (Unit Personnel Accountability Notice), and access to eMILPO. This task should not be trained in MOPP.

**Standard:** Perform and validate unit strength reconciliations, without error, utilizing the Personnel Accountability Reports and correct any deficiencies found on the Unit Personnel Accountability Notices.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Safety Level:** Low

**MOPP:** Never

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Produce a Unit Personnel Accountability Report (AAA-162) from eMILPO.
  
2. Review each section of the Unit Personnel Accountability Report.
  
3. Perform Unit Strength Reconciliation.
  - a. Review and reconcile all applicable Personnel Registers (DA Form 647-1) and submit required eMILPO transaction.
  
  - b. Reconcile the Assigned Strength.
  
  - c. Reconcile the Attached Strength.
  
  - d. Reconcile the Duty Status Changes with supporting documents (e.g., DA Form 4187, DA Form 31, DD Form 1610, etc.).
  
4. Identify and reconcile any issues on the AAA-165s.

(Asterisks indicates a leader performance step.)

**Evaluation Preparation:** This task can be evaluated by use of the performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Produced a Unit Personnel Accountability Report (AAA-162) from the eMILPO.			
2. Reviewed each section of the Unit Personnel Accountability Report.			
3. Performed Unit Strength Reconciliation.			
4. Identified and reconciled any issues on the AAA-165s.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-42A-1315	Process Personnel Strength Accountability Updates	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-42A-1257	Prepare Personnel Accounting Reports	805C - Adjutant General (Individual)	Analysis

**Supported Collective Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
12-6-0037	Conduct Strength Reporting	12 - Adjutant General (Collective)	Approved
12-6-0011	Maintain Unit Strength	12 - Adjutant General (Collective)	Approved

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH