

# Training and Evaluation Outline Report

**Status: Approved**

**26 Nov 2024**

**Effective Date: 26 Nov 2024**

**Task Number:** 12-BDE-0007

**Task Title:** Perform Essential Personnel Services (S1)

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Jackson foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

## Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No	
	AR 600-8-22	Military Awards	Yes	No	
	AR 623-3	Evaluation Reporting System	Yes	No	
	ATP 1-0.1	Techniques for Human Resources Support to Operations	Yes	Yes	
	FM 1-0	Human Resources Support	Yes	No	
	IPPS-A User Manual V11	Integrated Personnel and Pay System - Army (IPPS-A), Version 11	Yes	No	

**Conditions:** The Brigade is deployed conducting unified land operations in support of Large Scale Combat Operations (LSCO) across multiple domains. Unit commanders, unit leaders and Soldiers are initiating Essential Personnel Services (EPS) actions that must be processed in a timely manner to maintain Soldier readiness and quality of life. Connectivity to both Non-Classified Internet Protocol Router Network (NIPRNET) and SECRET Internet Protocol Router Network (SIPRNET) has been established. The unit has established alternative methods of communication in the event that access to systems is denied, degraded, and/or disrupted. All required references and regulations are available. The unit is conducting operations in a dynamic and complex operational environment (OE) against a peer threat. Threat capabilities include space and cyberspace operations that degrade sustainment information system capabilities as well as employment of conventional, special operations, guerrilla, and insurgent forces to interdict friendly air, land, and maritime operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Perform Essential Personnel Services in accordance with governing regulations, established procedures, and the Standard Operating Procedures. Complete processing expeditiously and in a manner that precludes adverse morale implications IAW ATP 1-0.1.

To obtain a "T" rating, based on the unit's authorized strength, 75% of the units leaders and 80% of Soldiers are present at the training. The unit attains 80% on performance measures, 100% on critical performance measures, and 85% on leader performance measures.

**NOTE:** Leaders are defined as: S1, HR Technician, and Senior HR SGT.

**Live Fire:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare			Execute						Evaluate		
Operational Environment			Training Environment (LV/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
BDE & Above											
Dynamic and Complex (All OE Variables and Hybrid Threat)		Day	IAW unit CATS statement.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic and Complex (All OE Variables and Single Threat)				60-74%	60-79%	No	65-79% GO		75-84% GO	P	P
Dynamic and Complex (<All OE Variables and Single Threat)				<=59%	<=59%		<65% GO		<=74% GO	U	U

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

**Safety Risk:** Low

**Task Statements**

**Cue:** Perform Essential Personnel Services (EPS) actions that must be processed in a timely manner to maintain Soldier readiness and quality of life.

## **DANGER**

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## **WARNING**

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

## **CAUTION**

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

## Performance Steps and Measures

**NOTE:** Assess task proficiency using the task evaluation criteria matrix.

**NOTE:** Asterisks (\*) indicate leader steps; plus signs (+) indicate critical steps.

### STEP/MEASURE

GO	NO-GO	N/A
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#### Plan

+\* 1. S1 prepares and provides HR support information to operation plans (OPLANs) and operation order (OPORDs). Information should include awards and decorations, promotions, reductions, evaluations, military pay, absences, separations, LOD investigations, and other HR personnel action requests.

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#### Prepare

+\* 2. HR technician controls, supervises, and grants required HR systems access.

a. Determines user roles and grants system access; manages permission levels to HR systems; resolves and reconciles discrepancies in databases.

b. Verifies HR databases are updated in a timely manner and are accurate.

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+ 3. The S-1 section develops SOP.

a. The S1 reviews SOP and command directives to determine which essential personnel services can be provided.

b. Verifies SOPs are established for each HR core competency and subordinate key function.

c. Ensures S-1 SOPs are developed for key functions/operations (deployed and non-deployed).

d. The HR Services Team develops Standard Operating Procedures for Essential Personnel Services and includes the following topics:

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- (1) Promotion
- (2) Evaluations and rating schemes
- (3) Absences
- (4) CAC (Common Access Card) and ID tags
- (5) Awards and decorations
- (6) Discharges
- (7) Military Pay
- (8) Citizenship/naturalization
- (9) HR support to Casualty operations
- (10) Bars to continued service
- (11) Sponsorship
- (12) Record Reviews

(Note: HR technician verifies completion of annual personnel records reviews using the Records Review Tool in the Interactive Personnel Electronic Records Management System (iPERMS)

- (13) iPERMS
- (14) Personnel Actions Request
- (15) Unit Manning Report (UMR) operations
- (16) Congressional and Red Cross inquiries

#### Execute

+ 4. S-1 section processes awards and decorations.

a. Initiates and processes award orders, certificates/letters of commendation and appreciation, and maintains appropriate Soldier Talent Profile (STP).

b. HR Specialist(s) assist(s) in processing awards.

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+ 5. S-1 section monitors evaluation reporting system process.

+ 6. The S1 section verifies and maintains the unit rating scheme on all officers, NCOs, and DoD Civilian personnel within their perspective commands.

+ 7. S-1 section reviews promotions through a system of decentralized, semi-centralized, and centralized selections.

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8. S-1 section processes discharge/separation actions. They take the following actions:

a. Coordinates with subordinate S-1 sections to establish replacement priorities and unit of assignment guidance.

b. Establishes policies and procedures with respective rear detachments in order to move Soldiers from deployment areas to established separation transfer points.

c. Reviews Army regulations and command directives to determine which discharge actions can be processed.

(1) Determines validity, eligibility and requirements of discharge/separation actions received from individuals and units.

(2) Coordinates discharge/separation actions with legal and medical activities as required.

(3) Forwards actions to higher authority, as required.

(4) Coordinates for establishment of administrative boards, as required.

(5) Coordinates board recommendations/decisions with appropriate activities.

- (6) Obtains and distributes orders as required.
- + 9. S-1 section processes requests for transfer and performs the following actions:
  - a. Reviews Army regulations and command directives, and commander's guidance to determine which categories of transfers can be processed.
  - b. Receives requests for transfers from Soldiers assigned to subordinate and attached units.
  - c. Verifies validity and eligibility for transfer requested.
  - d. Prepares commander's endorsement to higher HQ for approval or disapproval of transfer, as appropriate.
  - e. Monitors headquarters actions on transfer request.
  - f. Notifies parent unit of requester on final disposition.

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- + 10. S-1 section processes absences request through (Integrated Personnel and Pay System-Army (IPPS-A) and performs the following actions:
  - a. Reviews Army regulations, command directives, and commander's guidance to determine which categories of absences can be processed.
  - b. Informs staff and subordinate units of current absence policies and procedures.
  - c. Monitors absence status until Soldier returns or is dropped from accountability.
  - d. Processes emergency absence requests after notification from Red Cross or another appropriate agency.
    - (1) Receives confirmation from the Commander or First Sergeant as to the individual's intention.
    - (2) Forwards confirmation of notification and Soldier's desires through channels to the agency providing the emergency notification.
    - (3) Request and Authority for absence.
    - (4) Coordinates emergency absence orders with higher HQ.
    - (5) Provides a copy of approved absence form and any related documents for emergency absence to Soldier. Ensures Soldiers are briefed on all elements required by Table 6-2, AR 600-8-10.
  - (6) Coordinates transportation to the port of embarkation.

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- + 11. S-1 section processes personnel actions. They take the following actions:
  - a. The S1 reviews personnel actions request.
  - b. Inputs or reviews automated Soldier initiated personnel actions.
  - c. S-1 section assists non-citizen Soldiers with their applications for citizenship to include cover sheets, fingerprint cards, and Form N-426 (Certification of Military or Naval Service).

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NOTE: DoD partners with the Immigrations and Naturalization Service to assist non-citizen military members with their citizenship applications.

- (1) Coordinates with HRC as necessary to facilitate the citizenship process for non- citizen Soldiers.
- (2) Verifies the application and service data and then completes the back side of Department of Homeland Security Form N-426, Request for Certification of Military or Naval Service.
- (3) Certifies that the character of the Soldier's service is "honorable".
- (4) Sends an email message to the appropriate overseas U.S. Citizenship and Immigration Services office after mailing the Soldier's citizenship application packet. The email must contain the following:
  - (a) Soldier's name, alien number, social security number.
  - (b) Date of birth, email address.
  - (c) Current or projected country of assignment or deployment, (if available, mailing address and projected date of arrival in country according to the Soldier's permanent change of station or deployment orders).

- +\* 12. The HR technician reviews EPS prepared by the unit and, if required, subordinate S-1s.
- + 13. S1 monitors Line of Duty (LOD) investigations and ensures DA Form 2173 (Statement of Medical Examination and Duty Status) is completed whenever a Soldier receives medical treatment for a condition that is incurred or aggravated while on active duty.
- + 14. S-1 section performs Suspension of Favorable Personnel Action when requested by the commander and provides supporting documentation and monitors bars to continue service.
- + 15. The S1 section coordinates responses to Congressional and Red Cross inquiries.


- a. Complies with commander and higher headquarters guidance and policies.
  - b. Logs all incoming requests.
  - c. Establishes internal suspense system.
  - d. Briefs the commander.
  - e. Collects required information.
  - f. Provides response to requesting agency.

- 16. S-1 section issues identification (ID) Cards and Tags.
  - a. Serves as the brigade site security manager (SSM).
  - b. Maintains stock of CACs and ID tags (if performing duties as the SSM).
  - c. HR Specialists issue CACs and ID tags and update Defense Enrollment Eligibility Reporting System (DEERS) and Real-Time Automated Personnel Identification System (RAPIDS) information.

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- + 17. S-1 section processes pay inquires and performs the following actions:
  - a. Verifies financial entitlements and pay inquiries are coordinated or executed.

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b. Manages pay inquiries and entitlements.

+ 18. The S-1 section resolves routine pay inquiries for their Soldiers (e.g., submitting a Basic Allowance for Housing request for a recently married Soldier, determining why a Soldier is in a no pay due status, and submitting documentation to change a Soldier's pay entitlements).

a. Verifies key supporting documents for pay transactions are uploaded to the Army Military Human Resource Record (AMHRR) per AR 600-8-104.

b. Monitors special pay entitlements, which may be authorized due to an Additional Skill Identifier (ASI), Military Occupational Specialty (MOS), Skill Qualification Identifiers (SQI), or hazardous duty.

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Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, P, U										

**Mission(s) supported:** None

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None.

**Prerequisite Collective Task(s):** None

**Supporting Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
1.	71-BDE-5100	Conduct the Operations Process for Command and Control (C2)	71 - Mission Command (Collective)	Approved
1.	63-BN-4009	Prepare Annex F (Sustainment) to Operations Order	63 - Multifunctional Logistics (Collective)	Approved

**OPFOR Task(s):** None

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
7.	805C-42A-1232	Review a Decentralized Promotion	805C - Adjutant General (Individual)	Approved
7.	805C-42A-3053	Manage the Enlisted Promotion Process	805C - Adjutant General (Individual)	Approved
10.	805C-42A-3011	Review a Dropped From Roll Packet	805C - Adjutant General (Individual)	Approved
10.	805C-42A-3463	Review a Request for Leave (Absence)	805C - Adjutant General (Individual)	Approved
17.	805C-42A-3499	Calculate Entitlement to Military Pay and Allowances Status	805C - Adjutant General (Individual)	Approved
17.	805C-42A-4101	Analyze Military Pay	805C - Adjutant General (Individual)	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
SN 4.1.1	Determine Requirements and Allocate Human Resources

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	5

**Materiel Items (NSN)**

NSN	LIN	Title	Qty
No materiel items specified			

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. It is the responsibility of all Soldiers and Department of the Army Civilians to protect the environment from damage.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer 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 current CBRN doctrine. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must insure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10 THE ARMY SAFETY PROGRAM).