

Training and Evaluation Outline Report

Status: Approved

24 May 2021

Effective Date: 24 May 2021

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 USASSI, Fort Jackson, SC 29207 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 600-8-10	Leaves and Passes	Yes	No	
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	No	
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No	
	AR 600-8-22	Military Awards	Yes	No	
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	Yes	
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No	

Conditions: The unit (BDE) 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. The unit is in communication with the higher, adjacent, subordinate, and supporting units. Automated human resources support systems are present and operational. The unit tactical standard operating procedure (TSOP) is present. 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 Explosive (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standards: Perform EPS in accordance with governing regulations, established procedures, and the TSOP. Processing is completed expeditiously and in a manner that precludes adverse morale implications IAW ATP 1-0.1.

To obtain a "T" rating, based on the units authorized strength, 85% of the units leaders and 80% of Soldiers are present at the training. The unit attains 90% on performance measures, 100% on critical performance measures, and 90% 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					Assess		
Operational Environment	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	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)	IAW unit CATS statement.	>=85%	>=80%	Yes	>=90%	All	>=90%	T	T
		75-84%			80-89%		80-89%	T-	T-
Dynamic and Complex (All OE Variables and Single Threat)		65-74%	75-79%	No	65-79%	<All	<=79%	P	P
		60-64%	60-74%		51-64%			P-	P-
Dynamic and Complex (<All OE Variables and Single Threat)		<=59%	<=59%	<=50%				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: 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.

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

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

GO	NO-GO	N/A

* 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.

* 3. The S-1 section develops SOP/TSOPs.

* a. The S1 reviews Tactical Standard Operating Procedure (TSOP) and command directives to determine which essential personnel services can be provided.

* b. The HR technician verifies SOPs are established for each HR core competency and subordinate key function.

* c. The SR HR NCO ensures S-1 SOPs are developed for key functions/operations (deployed and non-deployed).

d. The HR Services Team NCOIC develops SOPs for EPS and includes the following topics:

- (1) Promotions.
- (2) Evaluations and rating schemes.
- (3) Leave and passes.
- (4) CAC (Common Access Card) and ID tags.
- (5) Awards and decorations.
- (6) Discharges.
- (7) Entitlements and pay inquiries.
- (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 finance and personnel records reviews using the Records Review Tool in the Interactive Personnel Electronic Records Management System (iPERMS))

- (13) iPERMS (Personnel Electronic Records Management System).
- (14) Soldier actions.
- (15) UMR (Unit Manning Report) operations.
- (16) Congressional and Red Cross inquiries.

4. S-1 section processes awards and decorations. (See individual tasks; 805C-42A-1208: Process a Recommendation for Award, and 805C-42A-3007: Review Awards and Decorations).

a. HR NCO initiates and processes award orders, certificates/letters of commendation and appreciation, and maintains appropriate records brief.

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

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

Note: NOTE: S1's should have a discussion with the commander in regards to access to the senior profile report and who within the command has the authority to forward completed reports to HRC or other filing authority.

* a. S1 manages the commander's profile as requested.

b. HR NCO complies and maintains the unit rating scheme on all officers, NCOs, and DOD civilian personnel within their perspective commands.

c. S-1 section submit evaluations and maintain suspense control of evaluations IAW AR 623-3, DA PAM 623-3, and unit SOP.

6. S-1 section review promotions through a system of decentralized, semi-centralized, and centralized selections. (See individual tasks; 805C-42A-1219: Process Semi-Centralized Promotions, 805C-42A-1232: Process Decentralized Promotions, and 805C-42B-6110: Process Officer Promotions and Selections).

* 7. S-1 section process discharge/separation actions. They take the following actions:

* a. HR technician coordinates with subordinate S-1 sections to establish replacement priorities and unit of assignment guidance.

b. S-1 establish policies and procedures with respective rear detachments in order to move Soldiers from deployment areas to established separation transfer points.

c. S-1 section review Army regulations and command directives to determine which discharge actions can be processed.

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

--	--	--

- (2) Coordinate discharge/separation actions with legal and medical activities as required.
- (3) Forward actions to higher authority, as required.
- (4) Coordinate for establishment of administrative boards, as required.
- (5) Coordinate board recommendations/decisions with appropriate activities.
- (6) Obtain and distribute orders as required.

8. S-1 section process requests for transfer and perform the following actions:
- a. Review Army regulations and command directives, and commander's guidance to determine which categories of transfers can be processed.
 - b. Receive requests for transfers from Soldiers assigned to subordinate and attached units.
 - c. Verify validity and eligibility for transfer requested.
 - d. Prepare commander's endorsement to higher HQ for approval or disapproval of transfer, as appropriate.
 - e. Monitor headquarters actions on transfer request.
 - f. Notify parent unit of requester on final disposition.

--	--	--

9. S-1 section process leave and pass requests and perform the following actions: (See individual task 805C-42A-1250: Process a Request for Leave and 805C-42A-3463: Process Leaves and Passes).

- a. Review Army regulations, command directives, and commander's guidance to determine which categories of leaves and passes can be processed.
- b. Inform staff and subordinate units of current leave policies and procedures.
- c. Prioritize leave requests received from subordinate units, as required.
- d. Provide requesting units and finance a copy of the DA Form 31.
- e. Monitor leave status until Soldier returns or is dropped from accountability.
- f. Process emergency leave requests after notification from Red Cross or other appropriate agency.
 - (1) Receive confirmation from the Commander or First Sergeant as to the individual's intention.
 - (2) Forward confirmation of notification and Soldier's desires through channels to the agency providing the emergency notification.
 - (3) Process DA Forms 31, Request and Authority for Leave.
 - (4) Coordinate emergency leave orders with higher HQ.
 - (5) Provide a copy of approved DA Form 31 and any related documents for emergency leave to Soldier. Ensure Soldiers are briefed on all elements required by Table 6-2, AR 600-8-10.
 - (6) Coordinate transportation to the port of embarkation.

* 10. S-1 section process personnel actions. They take the following actions: (See individual task 805C-42A-1291: Process a Request for Personnel Action).

- * a. The S1 reviews personnel actions.
- * b. The HR technician reviews EPS prepared by the unit and, if required, subordinate S-1s.
- c. The HR services NCOIC inputs or reviews automated Soldier initiated personnel actions.
- d. S-1 section assist non-citizen Soldiers with their applications for citizenship to include cover sheets, fingerprint cards, and Form N-426 (Certification of Military or Naval Service).

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

- (1) Coordinate with HRC as necessary to facilitate the citizenship process for non-citizen Soldiers.
- (2) Verify the application and service data and then complete the back side of Department of Homeland Security Form N-426, Request for Certification of Military or Naval Service.
- (3) Certify that the character of the Soldier's service is "honorable".
- (4) Send 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.

* 11. S1 monitors LOD (Line Of Duty) 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. (See individual task 805C-42A-4020: Monitor a Line of Duty Investigation).

12. S-1 section perform Suspension of Favorable Personnel Action when requested by the commander and provides supporting documentation and monitors bars to continue service. (See individual task 805C-42A- 1284: Prepare a Suspension of Favorable Personnel Actions).

- * 13. The S1 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.

* 14. S-1 section issues identification (ID) Cards and Tags. (See individual tasks; 805C-42A-1045: Issue a Common Access Card and 805C-42A-4027: Integrate Identification Card (ID) Processing Requirements)

* a. HR tech serves as the brigade site security manager (SSM).

b. HR services team NCOIC maintains stock of CACs and ID tags (if performing duties as the SSM).

c. HR Specialists Issues CACs and ID tags; updates DEERS RAPIDS information (if performing duties as the verifying official).

* 15. S-1 section process pay inquires and performs the following actions:

* a. HR technician verifies financial entitlements and pay inquiries are coordinated or executed. (See individual task 805C-42B-6112: Interpret Military Pay and Allowances)

b. HR services NCOIC manages pay inquiries and entitlements.

c. 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). (See individual tasks; 805C-42A-1303: Interpret Entitlement to Pay and Allowances and 805C-42A-3499: Determine Entitlement to Military Pay and Allowances)

(1) Verify key supporting documents for pay transactions are uploaded to the AMHRR per AR 600-8-104.

(2) Monitor special pay entitlements which may be authorized due to an ASI, MOS, SQI, or hazardous duty.

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, T-, P, 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.	63-BN-4009	Prepare Operations Plan/Operations Order and Annexes	63 - Multifunctional Logistics (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
4.	805C-42A-3007	Review Awards and Decorations	805C - Adjutant General (Individual)	Approved
4.	805C-42A-1208	Process a Recommendation for Award	805C - Adjutant General (Individual)	Approved
6.	805C-42A-1219	Process a Semi-Centralized Promotion	805C - Adjutant General (Individual)	Approved
6.	805C-42A-3053	Review Enlisted Promotions and Reductions	805C - Adjutant General (Individual)	Approved
6.	805C-42A-1232	Process a Decentralized Promotion	805C - Adjutant General (Individual)	Approved
9.	805C-42A-1250	Process a Request for Leave	805C - Adjutant General (Individual)	Approved
9.	805C-42A-3463	Process Leaves and Passes	805C - Adjutant General (Individual)	Approved
9.	805C-42A-3011	Review Absent Without Leave (AWOL) / Dropped From Rolls (DFR) Packets	805C - Adjutant General (Individual)	Approved
10.	805C-42A-1291	Process a Request for Personnel Action	805C - Adjutant General (Individual)	Approved
11.	805C-42A-1291	Process a Request for Personnel Action	805C - Adjutant General (Individual)	Approved
12.	805C-42A-1284	Prepare a Suspension of Favorable Personnel Action	805C - Adjutant General (Individual)	Approved
13.	805C-42A-4027	Integrate Identification Card (ID) Processing Requirements	805C - Adjutant General (Individual)	Approved
13.	805C-42A-1045	Issue a Common Access Card	805C - Adjutant General (Individual)	Approved
14.	805C-42A-4027	Integrate Identification Card (ID) Processing Requirements	805C - Adjutant General (Individual)	Approved
14.	805C-42A-1045	Issue a Common Access Card	805C - Adjutant General (Individual)	Approved
15.	805C-42A-1303	Interpret Entitlement to Pay and Allowances	805C - Adjutant General (Individual)	Approved
15.	805C-42A-4101	Interpret Military Pay (MILPAY) and Allowances	805C - Adjutant General (Individual)	Approved
15.	805C-42A-3499	Determine Entitlement to Military Pay and Allowances	805C - Adjutant General (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.2.2	Perform Essential Personnel Services

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).