

805C-42A-4002
Analyze Strength Reporting
Status: Approved

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 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as the Senior HR NCO and must accurately analyze the strength reporting of all assigned and attached personnel. You have access to the HQDA Manning Guidance, AR 220-1 (Unit Status Reporting and Force Registration-Consolidated Policies), AR 600-8-6 (Personnel Accounting and Strength Reporting), FM 1-0 (Human Resources Support), ATP 1-0.1 (G-1/AG and S-1 Operations), JP 1-0 (Joint Personnel Support), and HR enabling systems. Some iterations of this task should be performed in MOPP 4.

Standard: Collect and process strength data to provide 100% accurate reporting to higher headquarters in order to obtain your unit's required manning and readiness levels.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Requirement to report unit strength and readiness data to higher headquarters.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Conduct S-1 Strength Reporting doctrinal responsibilities.
 - a. Develop unit strength reporting standing operating procedures (SOP).
 - b. Train S-1 Soldiers in strength reporting procedures and supporting HR enabling systems.
 - c. Coordinate for connectivity for secure and non-secure voice and data systems with higher headquarters, where appropriate.
 - d. Coordinate with S-3 to determine command relationships of supported units.
 - e. Review Operation Orders (OPORDs) and/or Fragmentary Orders (FRAGORDs) daily.
2. Perform S-1 Strength Reporting functions.
 - a. Consolidate personnel strength reports from subordinate units.
 - b. Convert by-name data into a numerical end product.
 - c. Process strength-related information on new personnel, return-to-duty (RTD) Soldiers, Army civilians, and multinational personnel, as required.
 - d. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the database as appropriate.
 - e. Perform error reconciliation between the manual Personnel Status Report (PERSTAT) and Deployed Theater Accountability Software (DTAS) database, when required.
 - f. Submit Personnel Summary (PERSUM) and Personnel Requirements Report (PRR) by unit SOP or established procedures from higher HQs.
 - g. Report personnel strength information, using secure or non-secure data systems in the directed format with the proper enabling HR system.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. 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 "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted S-1 Strength Reporting doctrinal responsibilities.			
a. Developed unit strength reporting SOP.			
b. Trained S-1 Soldiers in strength reporting procedures and supporting HR enabling systems.			
c. Coordinated for connectivity for secure and non-secure voice and data systems with higher headquarters, where appropriate.			
d. Coordinated with S-3 to determine command relationships of supported units.			
e. Reviewed OPORDs and/or FRAGORDs daily.			
2. Performed S-1 Strength Reporting functions.			
a. Consolidated personnel strength reports from subordinate units.			
b. Converted by-name data into a numerical end product.			
c. Processed strength-related information on new personnel, RTD Soldiers, Army civilians, and multinational personnel, as required.			
d. Coordinated with appropriate agencies for information on casualties, patient tracking, and stragglers and updated the database, as required.			
e. Performed error reconciliation between the manual PERSTAT and DTAS database, when required.			
f. Submitted PERSUM and PRR by unit SOP or established procedures from higher HQs.			
g. Reported personnel strength information, using secure or non-secure data systems, in the directed format with the proper HR enabling system.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	JP 1-0	Joint Doctrine for Personnel Support to Joint Operations	No	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7110-00-NSN-4		Calculator	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

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.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk

Management. 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 FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4000	Analyze Personnel Readiness Management (PRM) Considerations	805C - Adjutant General (Individual)	Superseded
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded
805C-42A-4001	Validate Personnel Accountability	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ