

805C-42A-4026
Validate Unit Status Reporting (USR)
Status: Approved

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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.

Conditions: You are the Senior HR NCO responsible for verifying the medical readiness of unit personnel and the accuracy of the personnel portion of the monthly USR. You have access to AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), DA PAM 220-1 (Defense Readiness Reporting System-Army Procedures), AR 600-8-6 (Personnel Accounting and Strength Reporting), unit personnel status and strength data, authorization documents, Medical Protection System (MEDPROS) reports, NetUSR, and HR enabling systems. This task should not be trained in MOPP 4.

Standards: Without error, verify personnel and medical readiness deployability standards, administer USR reporting policies, verify personnel-level (P-Level) metrics, and manage NetUSR personnel functions.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Monthly requirement to submit the USR.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Verify Personnel and Medical Readiness Deployability Standards.

a. Confirm the number of Soldiers with Deployment-Limiting (DL) codes.

- (1) DL1 - Temporary Profile > 14 days.
- (2) DL2 - Dental Readiness Class 3.
- (3) DL3 - Pregnancy.
- (4) DL4 - Permanent Profile indicating a MOS Administrative Retention Review (MAR2) action needed.
- (5) DL5 - Permanent Profile indicating a Medical Evaluation Board (MEB) action needed.
- (6) DL6 - Permanent Profile indicating a Non-Duty related action is needed.
- (7) DL7 - Permanent Profiles with deployment / assignment restriction code (F, V, or X).

b. Review Physical Category Codes for assigned non-deployable Soldiers.

(1) F - No assignment or deployment to OCONUS areas where definitive medical care for the Soldier's medical condition is not available.

(2) S - MEB. Soldier has been determined to meet medical retention standards by an MEB.

(3) T - Waiver granted for a disqualifying medical condition / standard for initial enlistment or appointment.

(4) V - Deployment. A Soldier with restrictions on deployment to certain areas.

(5) W - MAR2. Soldier has a permanent 3 or 4 profile with a MAR2 finding of retain or reclassify and returned to duty.

(6) X - Continued on Active Duty (COAD) / Continued on Active Reserve (COAR). Soldier is allowed to continue in the military service with a disease, injury, or medical defect that is below medical retention standards, pursuant to a waiver of retention standards, or waiver of unfit finding and continued on active duty or in active Reserve status under AR 635-40.

(7) Y - Fit for Duty.

c. Confirm the number of non-deployable Soldiers in each Medical Readiness Class (MRC).

(1) MRC 1 - Medically ready / deployable.

(2) MRC 2 - Partially medically ready / deployable.

(3) MRC 3 - Not medically ready / non-deployable.

(a) Temporary profile > 14 days.

(b) Dental Readiness Class 3.

(4) MRC 4 - Not medically ready / non-deployable (commander determines deployability).

(a) Status is unknown.

(b) Soldier is deficient in current Periodic Health Assessment or is Dental Readiness Class 4.

d. Confirm the facts and circumstances of Soldiers reported Administratively Non-Deployable.

(1) Review the status of Soldiers who do not meet baseline Individual Readiness Standards.

(2) Review the status of Soldiers who do not meet combatant commander's (COCOM) mission-specific individual readiness standards when tailored for accomplishment of an assigned mission.

(3) Review the status of Soldiers who cannot be under direct operational control of reporting unit (present or able to be present within 72 hours).

(a) Departed on transition leave.

(b) Reported Absent Without Leave (AWOL).

(c) No operational control.

Note: e.g., deployed separately from unit, rear detachment, temporary change of station (TCS), etc.

(d) Commander's discretion.

2. Administer USR Reporting Policies.

a. Confirm HQDA adjustments to Readiness Reporting policies are used for USR preparation.

(1) Report the "deployable" status of all personnel in USR as it relates to unit personnel readiness status (P-Level).

Note: Commanders will no longer report the "available" status of personnel in the USR per Secretary of the Army Directive 2016-07 (Redesign of Personnel Readiness and Medical Deployability) (1 March 2016).

(2) Report commander's override to a Soldier's administrative and medical deployability in the authoritative data sources that provide medical and administrative readiness status.

Note: e.g., Medical Protection System (MEDPROS); electronic Military Personnel Office (eMILPO); Regional Level Application System (RLAS); Standard Installation / Division Personnel Reporting System (SIDPERS).

b. Determine reporting units.

(1) Consolidate unit-level reports from detachments, separate companies, and battalions at brigade-level.

(2) Submit composite reports at the division and separate brigade-level.

c. Assess four primary measured areas for USR.

(1) Personnel (P).

(2) Equipment and Supplies on-hand / available (S).

(3) Equipment Readiness / Serviceability (R).

(4) Unit Training Proficiency (T).

d. Determine security classification of USRs.

(1) SECRET: Major Combat Units at the brigade-level and above.

(2) SECRET: More than one battalion or five or more separate MTOE company / detachment sized units (AA level UIC).

(3) CONFIDENTIAL: All reports not classified SECRET IAW established guidelines.

e. Review capabilities level (C-Level) assessment.

(1) C-1: Unit can undertake the missions it was designed for.

(2) C-2: Unit possesses the required resources and is trained to undertake most of the its missions for which it is designed.

(3) C-3: Unit possesses the required resources and is trained to undertake many, but not all, portions of the mission for which it is designed.

(4) C-4: Unit requires additional resources or training to undertake its designed mission, but may be directed to undertake some portions of its mission with resources on hand.

(5) C-5: Unit is undergoing a service directed resource action and is not prepared, at this time, to undertake the full spectrum mission for which designed

3. Verify Personnel Level (P-Level) Metrics.

a. Confirm Required Strength.

Note: Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowances (TDA).

b. Verify Assigned Strength Percentage.

(1) Determine number of Soldiers assigned to unit on official orders.

(2) Calculate Assigned Strength Percentage by dividing assigned strength by required strength and multiplying by 100.

c. Verify Deployable Strength Percentage.

(1) Determine total number of Soldiers who are deployable.

(2) Calculate Deployable Strength percentage by dividing deployable strength by required strength and multiplying by 100.

d. Verify Assigned MOS Skills Match Strength Percentage.

(1) Determine number of Soldiers who possess the required MOS required by MTOE / TDA.

Note: Includes Additional or Secondary MOS.

(2) Calculate Assigned MOS Skills Match Strength Percentage by dividing deployable assigned / attached MOS skills match by required strength and multiplying by 100.

e. Verify Deployable Senior Grade Composite Level and Percentage.

(1) Determine number of Deployable Senior Grade personnel for each category.

(a) Junior NCO (E5-E6).

(b) Senior NCO (E7-E9).

(c) Warrant Officer (W1-W5).

(d) Junior Officer (O1-O3).

(e) Senior Officer (O4-O6).

(2) Calculate Deployable Senior Grade Percentage by dividing deployable senior grade strength by senior grade requirements and multiplying by 100.

(3) Determine P-Level for each category of Senior Grade personnel.

(4) Compute aggregate Deployable Senior Grade Composite Level and determine overall P-Level.

f. Verify P-Level based on the lowest personnel status percentage calculation.

(1) Deployable Strength Percentage.

(2) Assigned MOS Skills Match Percentage.

(3) Deployable Senior Grade Strength Percentage.

4. Manage NetUSR Personnel Functions.

- a. Coordinate access for NetUSR via the Non-Secure Internet Protocol Router NETWORK (NIPR) or Secret Internet Protocol Router Network (SIPR).
- b. Review type of NetUSR report required.
 - (1) Regular report.
 - (2) Validation report.
 - (3) Deployed report.
 - (4) Composite report.
 - (5) Installation status report.
 - (6) Derivative Unit Identification Code (DUIC) report.
 - (7) Generating Force short report.
- c. Review military personnel strength data for accuracy.
- d. Review commander's comments.
- e. Validate personnel portion of NetUSR report.

(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. Verified Personnel and Medical Readiness Deployability Standards.			
a. Confirmed the number of Soldiers with Deployment-Limiting (DL) codes.			
b. Reviewed the Physical Category Codes for assigned non-deployable Soldiers.			
c. Confirmed the number of non-deployable Soldiers in each Medical Readiness Class (MRC).			
d. Confirmed the facts and circumstances of Soldiers reported Administratively Non-Deployable.			
2. Administered HQDA USR Reporting Policies.			
a. Communicated HQDA adjustments to Readiness Reporting so subordinate units / S-1s.			
b. Determined reporting units.			
c. Assessed four primary measured areas for USR.			
d. Determined security classification of USRs.			
e. Reviewed capabilities level (C-Level) assessment.			
3. Verified Personnel Level (P-Level) Metrics.			
a. Confirmed Required Strength.			
b. Verified Assigned Strength Percentage.			
c. Verified Deployable Strength Percentage.			
d. Verified Assigned MOS Skills Match Strength Percentage.			
e. Verified Deployable Senior Grade Composite Level and Percentage.			
f. Verified P-Level based on the lowest personnel status percentage calculation.			
4. Managed NetUSR Personnel Functions.			
a. Coordinated access for NetUSR via the NIPR or SIPR.			
b. Reviewed type of NetUSR report required.			
c. Reviewed military personnel strength data for accuracy.			
d. Reviewed commander's comments.			
e. Validated personnel portion of NetUSR report.			

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	No	No
	PAM 220-1	Defense Readiness Reporting System-Army Procedures	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7020-01-182-8535		Calculator, Electronic	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)	Approved
805C-42A-4002	Analyze Strength Reporting	805C - Adjutant General (Individual)	Approved
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-4001	Validate Personnel Accountability	805C - Adjutant General (Individual)	Approved

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