

Summary Report for Individual Task
805C-42A-4065
Plan for Joint Human Resources (HR) Operations
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: As the Senior HR NCO serving in a joint assignment, you are responsible for operational planning, personnel support, and Joint Task Force (JTF) manning requirements. You have access to Joint Publication (JP) 1-0 (Joint Personnel Support). Some iterations of this task should be performed in MOPP 4.

Standard: With a minimum of 70% accuracy, plan for the employment of a joint service organization, provide joint personnel support, and determine the manning requirements of a JTF headquarters.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Plan for the employment of Joint Service Structure and Organization.
 - a. JTF/CJTF J-1 (Manpower and Personnel).
 - b. Establish the J-1 staff.
 - (1) Personnel Readiness Division.
 - (2) Personnel Services Division.
 - (3) Joint Manpower Division (JMD).
 - (4) Director's Actions Group.
2. Provide personnel support to Joint Operations.
 - a. Develop joint plans, policy, and guidance on manpower and personnel issues.
 - b. Coordinate manpower and personnel support to ensure success of ongoing peacetime, contingency, and wartime operations.
 - c. Synchronize the efforts of Service components to optimize personnel support to the joint force.
 - d. Develop rotation policy recommendations.
 - e. Ensure civilians arriving in theater receive the appropriate processing, equipment, and training afforded military personnel supporting the operation.
 - f. Advise the commander on the establishment of theater admission requirements.
 - (1) Publish guidance outlining admission requirements for the operational area.
 - (2) Publish the requirement for passports and visas, collection of DNA samples, all immunization requirements, ISOPREP, and policy on HIV testing.
 - (3) Publish information pertaining to any other customs or laws that may impact on deployment eligibility.
 - g. Initiate the decision making process for pay entitlements affected by the operation as part of the crisis action planning process.
 - (1) Hardship Duty Pay-Location.
 - (2) Family Separation Allowance.
 - (3) Special Leave Accrual.
 - (4) Tax exemption.
 - (5) Special Duty Pay.
 - h. Coordinate with the Joint Forces Postal Staff to establish the start of mail service.

i. Establish Morale, Welfare and Recreation (MWR) programs.

j. Ensure that Service components adhere to Service reporting requirements for casualty information, particularly when there is no Service personnel element assigned.

k. Ensure that awards from foreign governments are accepted only in recognition of active combat service or for outstanding or unusually meritorious performance.

3. Determine manning requirements for a Joint Task Force headquarters.

a. Advise the Joint Force Commander (JFC) that he/she has the authority to organize forces to best accomplish the assigned mission based on the concept of operations and that the organization should be sufficiently flexible to meet the planned phases of the contemplated operations and any development that may necessitate a change in plan.

b. Establish a standardized procedure to account for all personnel, including initial accountability for all personnel and ensure accountability procedures are conducted for the duration of the operation.

c. Issue guidance that provides for C2 of joint operations, and direct and supervise JTF staff actions.

(1) Identify the JTF Headquarters (HQ) Base-Unit.

(2) Identify Key Staff and Command Group Personnel.

(3) Provide guidance on JTF HQ Organizational Structure.

(4) Advise CJTF on organization of JTF HQ and identify key staff codes.

(5) Coordinate the overall formation/organization of JTF Staff.

d. Ensure the Joint Manning Document (JMD) is utilized by the JTF to identify joint manning requirements.

e. Ensure the J1 analyzes the mission to determine the manning requirements.

(1) Ensure that critical positions are identified, minimum grade, security clearances and occupational skill requirements are specified for individuals required to man the HQ.

(2) Ensure other J-1 staff sections identify their specific personnel requirements.

(3) Consolidate JMD input and forward to the CJTF.

(4) Ensure the Combatant Command J-1 coordinates validation of the requirements by the Combatant Commander.

(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. Planned for the employment of Joint Service Structure and Organization.			
2. Provided personnel support to Joint Operations.			
3. Determined manning requirements for a Joint Task Force headquarters.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No
	JP 1-0	Joint Personnel Support	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 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. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-4041	Analyze HR Planning Considerations Using the MDMP	805C - Adjutant General (Individual)	Approved
805C-42A-4062	Coordinate Morale, Welfare, and Recreation (MWR) Operations	805C - Adjutant General (Individual)	Approved
805C-42A-4064	Employ Situational Leadership	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None