

Summary Report for Individual Task  
805C-42B-6104  
Prepare Unit Personnel Strength Data  
Status: Approved

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

**Condition:** You are assigned to an S-1 section and your unit is currently in the deployment phase of the Army Force Generation (ARFORGEN) cycle. You are required to report the strength of your unit to your higher headquarters. You have access to the references listed on the enclosed table, Human Resources (HR) enabling systems, Deployed Theater Accountability Software (DTAS), and Secret Internet Protocol Router Network (SIPRNet) web-based Joint Personnel Status Report (JPERSTAT), Personnel Requirements Report (PRR) and Personnel Summary (PERSUM). This task should not be trained in MOPP 4.

**Standard:** Report your unit's personnel strength in accordance with higher headquarters Standing Operating Procedures (SOP) and with 100% accuracy.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** Your higher headquarters as directed you to report the personnel strength of your unit.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** All required references and technical manuals not available online will be provided by the local command.

## Performance Steps

1. Define Strength Reporting Principles.
  - a. Numerical end product of personnel accountability.
  - b. Comparison of by-name data against authorizations.
  - c. Includes reporting all personnel who deploy with the force.
    - (1) Soldiers.
    - (2) Military personnel from other branches of service.
    - (3) Department of Defense (DoD) civilians.
    - (4) Contractors.
  - d. Reflects combat power of a unit.
  - e. Provides common operational picture for all S-1 / G-1 Staff elements.
  - f. Key terminology.
2. Define Strength Reporting Doctrinal Responsibilities at each Echelon of Command.
  - a. Army Service Component Command (ASCC) G-1/AG.
  - b. Corps / Division G-1/AG.
  - c. Brigade / Special Troops Battalion (STB) S-1.
  - d. Battalion S-1.
3. Identify Strength Reporting Formats.
  - a. Manual reports.
    - (1) Personnel Summary (PERSUM).
    - (2) Personnel Requirement Report (PRR).
    - (3) Joint Personnel Status Report (JPERSTAT).
    - (4) Personnel Status Report (PERSTAT).
    - (5) Rear Detachment Report (RDR).
    - (6) Personnel Availability Report.
  - b. Automated reports.

(1) Unit Personnel Accountability Report (UPAR) (AAA-162).

(2) Unit Personnel Accountability Notices (UPAN) (AAA-165).

4. Submit electronic Military Personnel Office (eMILPO) Strength Reporting Transactions.

a. Arrivals.

b. Attachments.

c. Departures.

d. Duty Status.

5. Reconcile Unit Personnel Accountability Report.

6. Identify Strength Reporting Enabling Systems.

a. eMILPO.

b. Deployed Theater Accountability Software (DTAS).

c. Tactical Personnel System (TPS).

7. Utilize Deployed Theater Accountability Software (DTAS).

(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. Defined Strength Reporting Principles.			
2. Defined Strength Reporting Doctrinal Responsibilities at each Echelon of Command.			
3. Identified Strength Reporting Formats.			
4. Submitted electronic Military Personnel Office (eMILPO) Strength Reporting Transactions.			
5. Reconciled Unit Personnel Accountability Report.			
6. Identified Strength Reporting Enabling Systems.			
7. Utilized Deployed Theater Accountability Software (DTAS).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	DTAS	DTAS Functional Guidance	No	No
	DTAS USERS MANUAL	User's Manual	No	No
	EMILPO USERS MANUAL	Electronic Military Personnel Office Users Manual	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website ( <a href="https://emilpo.ahrs.army.mil">https://emilpo.ahrs.army.mil</a> )	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No

**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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None