

Summary Report for Individual Task
805C-42B-6120
Administer an HR Metrics Program
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 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 a brigade S-1. You must use HR metrics to measure the timeliness and accuracy of updates to HR enabling systems and provide your commander information which will maximize HR readiness. You have access to HR enabling systems and the references listed on the enclosed table. This task should not be trained in MOPP 4.

Standard: Establish error-free HR Metrics using HR enabling systems and the commander's guidance in order to assess areas which require additional emphasis on training. Present HR Metrics to the commander for additional guidance.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You must use HR metrics to measure the timeliness and accuracy of updates to HR enabling systems and provide your commander information which will maximize HR readiness.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Employ HR enabling systems to retrieve unit level HR Metrics.
2. Interpret HR metrics from the HR Metrics Program enabling systems.
 - a. Assess medical readiness for Medical Readiness Category (MRC) 3A/3B and MRC 4.
 - b. Assess eligibility for the Good Conduct Medal.
 - c. Validate the duty status of Soldiers in Transit longer than 120 days.
 - d. Assess Soldier utilization using slotting percentages.
 - e. Assess the percentage of Soldiers in a Confined Military Authority (CMA), Confined Civilian Authority (CCA), or Hospital (HOS) longer than 90 days.
 - f. Assess accountability of Soldiers in an Absent Without Leave (AWOL) status.
 - g. Assess the percentage of Soldiers with active Flags older than 6 months.
 - h. Validate the percentage of Soldiers with Exceptional Family Member Program (EFMP) enrollment greater than 3 years.
 - i. Validate casualty documents using the percentage of expired or missing Record of Emergency Data (DD Form 93) and Servicemembers' Group Life Insurance Election and Certificate (SGLV).
 - j. Assess the evaluation program using the percentage of late evaluation submissions.
 - k. Assess promotion board readiness using the My Board File application S-1 tool.
 - l. Access Records Review Tool to identify and track Soldiers who need to review and validate personnel data.
3. Receive guidance from the commander on HR Metrics.
4. Brief commander on HR metrics results.

(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. Employed HR enabling systems to retrieve unit level HR Metrics.			
2. Interpreted HR metrics from the HR Metrics Program enabling systems.			
3. Received guidance from the commander on HR Metrics.			
4. Briefed commander on HR metrics results.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-10	Leaves and Passes (*RAR 001, 08/04/2011)	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf	Yes	Yes
	AR 600-8-105	MILITARY ORDERS	Yes	No
	AR 600-8-11	REASSIGNMENT	Yes	No
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No
	AR 600-8-22 (Change 002 06/24/2013 204 Pages)	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages)	Yes	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	AR 608-75	EXCEPTIONAL FAMILY MEMBER PROGRAM RAR 24 Feb 2011	Yes	No
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DD FORM 93	RECORD OF EMERGENCY DATA	No	No
	EMILPO USERS MANUAL	Electronic Military Personnel Office Users Manual	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	SGLV FORM 8286	Servicemen's Group Life Insurance Election and Certificate	No	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
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805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved
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Supported Individual Tasks : None

Supported Collective Tasks : None