

**805C-42B-6105**  
**Prepare Personnel Readiness Data for Unit Status Report (USR)**  
**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 USASSI / Fort Jackson foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** You are assigned to an S-1 section and are responsible for the personnel portion of the Unit Status Report (USR). You are preparing for the monthly USR submission and must review the personnel and medical readiness of your unit to prepare your report. 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 information, unit strength and authorization data, Medical Protection System (MEDPROS) reports, NetUSR, and human resources (HR) enabling systems. This task should not be trained in MOPP 4.

**Standards:** Receive USR personnel data from all subordinate units. Assess the personnel and medical readiness of assigned personnel, calculate personnel-level (P-Level) metrics, prepare an error-free USR and submit to higher headquarters using NetUSR in accordance with established reporting timeline.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You are required to submit your monthly USR to higher headquarters.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

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

## Performance Steps

### 1. Assess the Personnel and Medical Readiness deployability standards of unit personnel.

- a. Determine the number of Soldiers with a Deployment-Limiting (DL) code.
- b. Determine the number of Soldiers who are non-deployable because of their Physical Category Code.
- c. Determine the number of Soldiers who are in a non-deployable Medical Readiness Class (MRC).
- d. Verify the number of Soldiers who are reported Administratively Non-deployable.

(1) Identify Soldiers who do not meet baseline Individual Readiness Standards.

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

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

(a) Transition leave.

(b) Absent Without Leave (AWOL).

(c) No operational control.

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

(4) Commander's call.

- e. Verify with commanders personnel and medical readiness information is correct in the Medical Protection System (MEDPROS).

### 2. Review USR Personnel Readiness Data and HQDA Reporting Policies.

- a. Verify accuracy of personnel data in HR database of record and update accordingly.

- b. Ensure units 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).

- c. Ensure a commander's override to a Soldier's administrative and medical deployability is submitted in the authoritative database of record that updates 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).

- d. Identify the types of USR reports, personnel requirements for each, and timeframe for submitting each type of report.

- e. Determine the appropriate level of classification for the USR based on what personnel items are reported.

(1) Determine SECRET reporting requirements.

(2) Determine CONFIDENTIAL reporting requirements.

(3) Determine classification of reports associated with specific operations or exercises.

### 3. Calculate the unit's overall Personnel Level (P-Level).

- a. Verify unit's Required Strength with appropriate source document.

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

- b. Compute 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. Compute 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. Compute 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 assigned / attached MOS skills match by required strength and multiplying by 100.

e. Compute Deployable Senior Grade Composite Level.

(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 for each category 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. Determine P-Level based on the lowest personnel status percentage calculation.

(1) Deployable Strength Percentage.

(2) Assigned MOS Skills Match Percentage.

(3) Deployable Senior Grade Composite Level.

g. Submit USR to higher headquarters using NetUSR.

(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. Assessed the Personnel and Medical Readiness deployability standards of unit personnel.			
a. Determined the number of Soldiers with a Deployment-Limiting (DL) code.			
b. Determined the number of Soldiers who were non-deployable because of their Physical Category Code.			
c. Determined the number of Soldiers who were in a non-deployable MRC.			
d. Verified the number of Soldiers who were reported Administratively Non-deployable.			
e. Verified with commanders personnel and medical readiness information was correct in MEDPROS.			
2. Reviewed USR Personnel Readiness Data and HQDA Reporting Policies.			
a. Verified accuracy of personnel data in HR database of record and updated accordingly.			
b. Ensured units reported the "deployable" status of all personnel in USR as it relates to unit personnel readiness status (P-Level).			
c. Ensured a commander's override to a Soldier's administrative and medical deployability was submitted in the authoritative database of record that updates medical and administrative readiness status.			
d. Identified the types of USR reports, personnel requirements for each, and timeframe for submitting each type of report.			
e. Determined the appropriate level of classification for the USR based on what personnel items were reported.			
3. Calculated the unit's overall Personnel Level (P-Level).			
a. Verified unit's Required Strength with appropriate source document.			
b. Computed Assigned Strength percentage.			
c. Computed Deployable Strength percentage.			
d. Computed Assigned MOS Skills Match Strength percentage.			
e. Computed Deployable Senior Grade Composite Level.			
f. Determined P-Level based on the lowest personnel status percentage calculation.			
g. Submitted USR to higher headquarters using NetUSR.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	Yes
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	PAM 220-1	Defense Readiness Reporting System-Army Procedures	Yes	Yes

**TADSS :** None

**Equipment Items (LIN):** None

**Material Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	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
	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 :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved
805C-42B-6104	Prepare Unit Personnel Strength Data	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None