805C-42A-3006
Prepare the Unit Status Report (USR)
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:** You are a Human Resources (HR) NCO responsible for monitoring medical readiness for unit personnel and preparing the personnel portion of the Unit Status Report (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 readiness data, authorization documents, Medical Protection System (MEDPROS) reports, NetUSR, and HR enabling systems. This task should not be trained in MOPP 4.

**Standard:** Without error, define personnel and medical readiness deployability standards, communicate USR reporting policies, determine personnel-level (P-Level) metrics and data points, and employ NetUSR personnel functions.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

---

**Task Statements**

**Cue:** You are required to report the medical readiness of your unit and prepare the personnel portion of the USR.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None
Performance Steps

1. Define Personnel and Medical Readiness Deployability Standards.

a. Identify 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 the Physical Category Codes for assigned 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. Determine the number of 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.
d. Identify Soldiers who are Administratively Non-Deployable.

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

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

(3) Determine 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) Unit has no operational control.

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

   (d) Commander’s determination.

2. Communicate USR Reporting Policies.

a. Apply HQDA adjustments to Readiness Reporting Policy.

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

   (2) Replace “available” status of personnel in the USR to "deployable" when applicable.

   (3) Submit commander’s override to a Soldier’s administrative and medical deployability in the authoritative database that provides 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. Identify 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).

c. Define 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.

d. Identify metrics used to measure Personnel Level (P-Level).

(1) Calculate total deployable strength.

(2) Identify assigned MOS skills match.

(3) Determine deployable Senior Grade Composite level.

e. Determine USR Security Classification.

(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.

3. Determine Personnel Metrics and Data Points.

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

b. Calculate Assigned Strength Percentage.

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

   (2) Divide Assigned Strength by Required Strength and multiply by 100.

c. Calculate Deployable Strength Percentage.

   (1) Determine number of Soldiers who are deployable.

   (2) Divide Deployable Strength by Required Strength and multiply by 100.

d. Calculate 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) Divide Deployable Assigned / Attached MOS Skills Match by Required Strength and multiply by 100.

e. Calculate Deployable Senior Grade Composite Level.

(1) Determine number of Deployable Senior Grade personnel in 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) Determine 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) Calculate aggregate Deployable Senior Grade Composite Level and determine overall P-Level.

f. Determine the 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.


   a. Access NetUSR via the Non-Secure Internet Protocol Router NETwork (NIPR) or Secret Internet Protocol Router
      Network (SIPR).

   b. Determine 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. Input military personnel strength data.

d. Enter commander’s comments.

e. Submit personnel portion of USR 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.

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>GO</th>
<th>NO-GO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Defined Personnel and Medical Readiness Deployability Standards.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Identified Soldiers with Deployment-Limiting (DL) codes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Reviewed the Physical Category Codes for assigned Soldiers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Determined the number of Soldiers in each Medical Readiness Class (MRC).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Identified Soldiers who were Administratively Non-Deployable.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Communicated USR Reporting policies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Applied HQDA adjustments to Readiness Reporting Policy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Identified primary measured areas for USR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Defined capabilities level (C-Level) assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Identified metrics used to measure Personnel Level (P-Level).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Determined USR Security Classification.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Determined Personnel Metrics and Data Points.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Determined Required Strength.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Calculated Assigned Strength Percentage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Calculated Deployable Strength Percentage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Calculated Assigned MOS Skills Match Strength Percentage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Calculated Deployable Senior Grade Composite Level and Percentage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Determined the P-Level based on the lowest personnel status percentage calculation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Employed NetUSR personnel functions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Accessed NetUSR via the NIPR or SIPR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Determined type of NetUSR report required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Input military personnel strength data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Entered commander’s comments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Submitted personnel portion of USR report.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supporting Reference(s):**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Reference ID</th>
<th>Reference Name</th>
<th>Required</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 220-1</td>
<td></td>
<td>Army Unit Status Reporting and Force Registration - Consolidated Policies</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>AR 600-8-6</td>
<td>Personnel Accounting and Strength Reporting</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>PAM 220-1</td>
<td>Defense Readiness Reporting System-Army Procedures</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Step ID</th>
<th>NSN</th>
<th>LIN</th>
<th>Title</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>7020-01-182-8535</td>
<td>7020-01-C14-3190</td>
<td>70210N</td>
<td>Calculator, Electronic</td>
<td>1</td>
</tr>
<tr>
<td>7010-01-480-4355</td>
<td>Z39781</td>
<td></td>
<td>Computer, Micro Lap-Top Portable AC: M4500 Dell</td>
<td>1</td>
</tr>
<tr>
<td>7025-01-328-5540</td>
<td></td>
<td></td>
<td>Army Human Resources Workstation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>7025-01-328-5540</td>
<td></td>
<td>Printer, Automatic Data Processing, Laser Printer</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Title</th>
<th>Proponent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>805C-42A-3008</td>
<td>Process Strength Reports</td>
<td>805C - Adjutant General (Individual)</td>
<td>Approved</td>
</tr>
<tr>
<td>805C-42A-3233</td>
<td>Process Personnel Information Management (PIM)</td>
<td>805C - Adjutant General (Individual)</td>
<td>Approved</td>
</tr>
<tr>
<td>805C-42A-3103</td>
<td>Conduct Personnel Accountability</td>
<td>805C - Adjutant General (Individual)</td>
<td>Approved</td>
</tr>
<tr>
<td>805C-42A-3011</td>
<td>Review Absent Without Leave (AWOL)/Dropped from the Rolls (DFR) Packets</td>
<td>805C - Adjutant General (Individual)</td>
<td>Approved</td>
</tr>
</tbody>
</table>

ICTL Data:

<table>
<thead>
<tr>
<th>ICTL Title</th>
<th>Personnel Type</th>
<th>MOS Data</th>
</tr>
</thead>
</table>