

805C-42A-3006
Prepare the Unit Status Report
Status: Approved

Security Classification: U - Unclassified

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 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an operational environment, you are assigned as a HR NCO at the Battalion S-1 and your commander has tasked you to prepare 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.

Standards: Prepare the Unit Status Report IAW DA Pam 220-1 without error, using a GO / NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned as a HR NCO at the Battalion S-1 and your commander has tasked you to prepare the Unit Status Report (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.
- (4) MRC 4 - Not medically ready / non-deployable (commander determines deployability).
 - (a) Status is unknown.
 - (b) Soldier is deficient in current Periodic Health Assessment or is Dental Readiness Class 4.

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 (TCDS), etc.

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)and the system of record.

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 for which it was designed.

(2) C-2: Unit possesses the required resources and is trained to undertake most of 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 it is designed.

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

(1) Calculate total available strength.

(2) Identify assigned MOS skills match.

(3) Determine available 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. Prepare 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 Available Strength Percentage.

(1) Determine number of Soldiers who are deployable.

(2) Divide Available 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 Available Assigned / Attached MOS Skills Match by Required Strength and multiply by 100.

e. Calculate Available Senior Grade Composite Level.

(1) Determine number of Available 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 Available Senior Grade Percentage for each category by dividing available 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 Available Senior Grade Composite Level and determine overall P-Level.

f. Determine the P-Level based on the lowest personnel status percentage calculation.

(1) Available Strength Percentage.

(2) Assigned MOS Skills Match Percentage.

(3) Available Senior Grade Composite Level.

4. Employ NetUSR Personnel Functions.

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 for status lower than P-1.

e. Submit personnel portion of USR report.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all steps are passed. Score the Soldier "NO-GO" if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

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

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	No	
	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

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7020-01-182-8535		Calculator, Electronic	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355		Army Human Resources Workstation	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 current Risk Management Doctrine. 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 current CBRN doctrine.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K23901	Know how to Prepare the Unit Status Report
805C-K-0911	Contents of Soldier Readiness Report
K24398	Medical Readiness standards, waivers, profiles and boards
805C-K-0906	Contents of PROFIS Roster.
805C-K-0196	Basic mathematical concepts
805C-K-0602	Processing requirements for non-deployable Soldiers
805C-K-0926	Contents of UPAR.
805C-K-0923	Contents of Unit Daily Status Report.
805C-K-0924	Contents of Unit Readiness Deficiency Summary Report.
101-K-1021	Knowledge of the purpose and use of the MTOE and TDA
K6157	Identify Deployment Limiting (DL) Medical Categories
805C-K-0880	Contents of AR 220-1.
101-K-1165	Knowledge of how to use AR 220-1.
805C-K-0459	Contents of the Unit Status Report

Skills :

Skill ID	Skill Name
805C-S-0578	Interpret Unit Training Report.
805C-S-0466	Interpret an Ad Hoc Query Report.
805C-S-0576	Interpret Unit Daily Status Report.
805C-S-0521	Interpret ETS Roster.
805C-S-0545	Interpret Soldier Readiness Report.
805C-S-0639	Perform basic mathematical computations.
805C-S-0001	Locate, interpret and apply Army Regulations
S3217	Ability to Prepare the Unit Status Report
805C-S-0560	Interpret the MTOE/TDA
805C-S-0537	Interpret PROFIS Roster.
805C-S-0579	Interpret UPAR.

ICTL Data : None