

Summary Report for Individual Task
805C-42H-8108
Develop Human Resources Key Performance Indicators
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 or higher echelon as a staff officer. The commander tasks you to assess Human Resources (HR) planning considerations and develop HR Key Performance Indicators to ensure HR operations are fully integrated into overall sustainment operations. You have access to unit personnel status information, strength data, postal reports and mail flow data, casualty reports, unit deployment/redeployment information, HR enabling systems, and references listed in the enclosed table. This task should not be trained in MOPP 4.

Standard: Develop an accurate HR Key Performance Indicators briefing for your commander that identifies HR planning considerations for personnel accountability, postal operations, casualty operations, and HR asset force management. Present HR Key Performance Indicators to your commander for approval and/or additional guidance.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: The commander tasks you to assess personnel accountability, postal operations, casualty operations and HR asset force management planning considerations and develop a Key Performance Indicators briefing.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Define HR Metrics intent.

a. Provides commanders and S-1s with objective tools to measure the effectiveness and efficiency of HR operations and support.

b. Allows Human Resources Command (HRC) to evaluate the effectiveness of Army HR policies, procedures, and systems.

c. Provides for early detection of HR issues / deficiencies.

d. Identifies training and additional resource requirements.

2. Review primary baseline HR Metrics.

a. Man the Force.

(1) Medical Readiness Categories (MRC).

(2) Personnel In-Transit greater than 120 days.

(3) Invalid duty positions.

(4) Absent Without Leave greater than 30 days.

(5) Military or civilian confinement greater than 90 days.

(6) Hospitalized greater than 90 days.

b. Provide HR Services.

(1) Blank/Expired Good Conduct Medal (GCDML) Eligibility Date.

(2) Suspension of Favorable Personnel Actions (FLAGs) older than 6 Months.

(3) Exceptional Family Member Program Expired > 3 Years.

(4) DD Form 93 (Record of Emergency Data) not in iPERMS.

(5) SGLV (Servicemembers' Group Life Insurance Election and Certificate) not in iPERMS.

(6) DD Form 93 (Record of Emergency Data) not validated >365 Days.

(7) SGLV (Servicemembers' Group Life Insurance Election and Certificate) not validated.

(8) Officer Evaluation Report (OER) Timeliness.

(9) Noncommissioned Officer Evaluation Report (NCOER) Timeliness.

(10) My Board File (MBF) Validated.

(11) My Board File (MBF) Viewed.

3. Develop HR Metrics Scorecard from Army HR Information Systems.

a. Download instructions for pulling HR Metrics data from Army Knowledge Online (AKO).

b. Access HR enabling systems to compile HR Metrics data.

(1) Electronic Military Personnel Office (eMILPO)

(2) AHRS Datastore.

(3) Common Operating Picture Synchronizer (COPS).

(4) Enlisted Distribution and Assignment System (EDAS) / webEDAS.

(5) Total Officer Personnel Management Information System (TOPMIS).

(6) Interactive Web Response System (IWRS).

(7) Medical Protection System (MEDPROS).

(8) Interactive Personnel Electronic Records Management System (iPERMS).

(9) Defense Joint Military Pay System (DJMS).

c. Produce HR Key Performance Indicators report / briefing using HR Metrics scorecard.

(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 HR Metrics intent.			
2. Reviewed primary baseline HR Metrics.			
3. Developed HR Metrics Scorecard from Army HR Information Systems.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501 (Change 1,2,3)	Standards of Medical Fitness	No	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdffiles/r623_3.pdf	No	No
	AR 630-10	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL	No	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	No	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes
	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System http://www.apd.army.mil/pdffiles/p623_3.pdf	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 : None

Supported Individual Tasks : None

Supported Collective Tasks : None