

805C-42A-1257
Prepare Strength Accounting Reports
Status: Approved

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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.

Conditions: You are assigned as a HR Specialist and must prepare unit personnel reports in accordance with your unit Standing Operating Procedures (SOP) and higher headquarters guidance. You have access to unit personnel data for officers, warrant officers, and enlisted (duty status, strength data, and personnel gains / losses), AR 600-8-6 (Personnel Accounting and Strength Reporting), FM 1-0 (HR Support), ATP 1-0.01 (G-1 and S-1 Operations), and HR enabling systems. This task should not be trained in MOPP 4.

Standards: Initiate and complete the Personnel Summary Report (PERSUM), Personnel Requirements Reports (PRR), and Personnel Status Report (PERSTAT) in accordance with timeline established in your unit SOP with 100% accuracy.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to prepare personnel reports for your commander to use to assess unit readiness.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Prepare Personnel Summary Report (PERSUM).

Note: Format for PERSUM may vary by organization or task force based on commander's information requirements and / or higher headquarters reporting guidance.

a. Complete Part I - "Detailed Portion" of the report.

- (1) Name of the report.
- (2) Page number of the report.
- (3) Parent unit with the date and time of the report REPORTING UNIT / DATE / TIME OF REPORT).
- (4) Name of the unit (UNIT NAME) submitting the report.
- (5) Military Personnel Class (MPC).
- (6) Authorized strength of the unit by MPC (AUTH).
- (7) Unit's total personnel assigned for the previous day's ending strength (ASG).
- (8) Unit's ending strength of personnel on-hand who could do the unit's mission (OPSTR) for the previous day.
- (9) Number of replacements the unit received since the last report (REPL).
- (10) Number of Soldiers attached to the unit since the last report (ATCH).
- (11) Number of Soldiers reassigned to another unit since the last report (RSG).
- (12) Number of Soldiers killed in action or who have died of non-battle injuries since the last report (KIA).
- (13) Unit's number of Soldiers who have returned to duty either from the hospital or from missing in action since the last report (RTD).
- (14) Unit's number of Soldiers classified as missing in action (MIA) since the last report.
- (15) Unit's number of Soldiers wounded in action and hospitalized because of battle injury since the last report (WIA/HOS).
- (16) Unit's number of Soldiers hospitalized because of a non-battle injury since the last report (NBL/HOS).
- (17) Unit's number of Soldiers detached from the unit or performing a temporary duty outside the unit since last report (DTC/TDY).
- (18) Unit's number of Soldiers in any other type of duty status (OTH).
- (19) Unit's current assigned strength after gains and losses are computed into the previous numbers (PREVIOUS ASG).
- (20) Unit's personnel strength of Soldiers on-hand to do the unit's mission after duty status changes have been calculated (OPSTR).
- (21) Unit's operating strength percentage (OPSTR%).

b. Complete Part II - "Duty Status Summarized Portion" of the report.

- (1) Name of the report.
- (2) Page number on the report.
- (3) Unit's name submitting the report.
- (4) Unit's Military Personnel Class (MPC).
- (5) Unit's personnel who are present for duty (PDY).

- (6) Unit's personnel who are present for duty but are not deployable (PDY/ND).
- (7) Unit's number of attached personnel (ATCH).
- (8) Unit's personnel who are performing temporary duty outside the unit (TDY).
- (9) Unit's number of unauthorized absences of personnel or who is absent without leave(UA/AWOL).
- (10) Unit's number of hospitalized Soldiers (HOS/HOW).
- (11) Unit's number of missing Soldiers (MIS/MIA).
- (12) Unit's number of Soldiers captured (CAP).
- (13) Unit's number of Soldiers on leave (LEAVE).
- (14) Unit's number of Soldiers who are in another duty status not specified under the previous column (OTHER).

c. Complete Part III, "Narrative Portion" of the report.

2. Prepare Personnel Requirements Report (PRR).

Note: Format for PRR may vary by organization or task force based on commander's information requirements and / or higher headquarters reporting guidance.

a. Complete Part I - "Officer Requirements" of the report.

- (1) Name of the report.
- (2) Current unit data (CURRENT UNIT).
- (3) Area specifying the unit reporting personnel requirements, with the date and time of the report (REPORTING UNIT).
- (4) UIC.
- (5) Column header for grade (GRADE).
- (6) Two-character numeric code for Specialty Code (SSI).
- (7) Authorized strength specialty and grade (AUTH).
- (8) Current assigned strength specialty and grade (ASG).
- (9) Number of required replacements needed (REQUIRED).
- (10) Total number of Soldiers authorized and assigned in a specialty (TOTALS).
- (11) Percentage of fill for a specialty (FILL).
- (12) Write in number of Soldiers in the RQMT column for each SSI/PMOS, ASI, and grade.

b. Complete Part II- "Warrant Officer Requirements" of the report.

- (1) Name of the report.
- (2) Current unit data (CURRENT UNIT).
- (3) Area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).
- (4) UIC.

- (5) Four-character alpha number code for MOS.
- (6) Authorized strength specialty and grade (AUTH).
- (7) Current assigned strength specialty and grade (ASG).
- (8) Number of required replacements (REQUIRED).
- (9) Totals of authorized and assigned numbers in the specialty (TOTALS).
- (10) Percentage of fill for a specialty (FILL).

c. Complete Part III "Enlisted Requirements" of the report.

- (1) Name of the report.
- (2) Current unit data (CURRENT UNIT).
- (3) Area specifying the unit reporting personnel requirements, with the date and time of the report (REPORTING UNIT).
- (4) UIC.
- (5) Three-character alphanumeric code for MOS.
- (6) Column header for skill level (SL).
- (7) Authorized strength specialty and grade (AUTH).
- (8) Current assigned strength specialty and grade (ASG).
- (9) Number of required replacements (REQUIRED).
- (10) Totals of authorized and assigned numbers in the specialty (TOTALS).
- (11) Percentage of fill for a specialty (FILL).

d. Complete Part IV - Narrative Portion.

3. Prepare Personnel Status Report (PERSTAT).

Note: Format for PERSTAT may vary by organization or task force based on commander's information requirements and / or higher headquarters reporting guidance. In a Joint operational environment a Joint Personnel Status Report (JPERSTAT) may be required.

- a. Annotate Report Number.
- b. Annotate preparation date / time of the report.
- c. Annotate Unit.
- d. Complete Personnel Daily Summary.

- (1) Number of Authorized personnel that are commissioned, warrant and enlisted.
- (2) Number of Assigned personnel that are commissioned, warrant and enlisted from last PSR.
- (3) Number of PDY that are commissioned, warrant and enlisted from last PSR.
- (4) Number of KIA that are commissioned, warrant and enlisted from last PSR.
- (5) Number of WIA that are commissioned, warrant and enlisted for the reporting period.

- (6) Number of MIA that are commissioned, warrant and enlisted.
- (7) Number of NONBAT LOSSES that are commissioned, warrant and enlisted.
- (8) Number of total LOSSES that are commissioned, warrant and enlisted since last PSR.
- (9) Number of GAINS that are commissioned, warrant and enlisted since last PSR.
- (10) Annotate written comments in the Remarks Section.

e. Complete written comments in Part III - Remarks Section.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all applicable 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 do 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. Prepared PERSUM.			
a. Completed Part I - "Detailed Portion" of the report.			
b. Completed Part II - "Duty Status Summarized Portion" of the report.			
c. Completed Part III, "Narrative Portion" of the report.			
2. Prepared PRR.			
a. Completed Part I - "Officer Requirements" of the report.			
b. Completed Part II- "Warrant Officer Requirements" of the report.			
c. Completed Part III "Enlisted Requirements" of the report.			
d. Completed Part IV - Narrative Portion.			
3. Prepared PERSTAT.			
a. Annotated Report Number.			
b. Annotated preparation date / time of the report.			
c. Annotated Unit.			
d. Completed Personnel Daily Summary.			
e. Completed written comments in Part III - Remarks Section.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	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 :

Task Number	Title	Proponent	Status
805C-42A-1315	Process Personnel Strength Accountability Updates	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH