

**805C-42A-3008
Process a Strength 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 an HR NCO assigned at the Brigade S-1 and deployed in support of overseas contingency operations. You have been tasked by the S-1 to process a strength report for your higher headquarters. You have access to AR 600-8-6 (Personnel Accountability and Strength Reporting), FM 1-0 (HR Support), ATP 1-0.1 (G-1/AG and S-1 Operations), the system of record, Deployed Theater Accountability Software (DTAS), Personnel Status Report (PERSTAT), Joint Personnel Status Report (JPERSTAT) Personnel Summary Report (PERSUM), and the Personnel Requirements Report (PRR). This task should not be trained in MOPP 4.

Standards: Process a strength report IAW AR 600-8-6 without error, using a GO / NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are an HR NCO assigned at the Brigade S-1 and deployed in support of overseas contingency operations. You have been tasked by the S-1 to process a strength report for your higher headquarters.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Check Personnel Strength reporting requirements established by higher HQs.
 - a. Verify personnel strength reporting channels.
 - (1) Battalion S-1.
 - (2) Brigade S-1.
 - (3) Division G-1 / AG.
 - (4) Corps G-1 / AG.
 - (5) Army Service Component Command (ASCC) G-1 / AG.
 - (6) Army Human Resources Command (HRC).
 - b. Confirm timeline for personnel strength report submissions.
 - c. Confirm higher headquarters personnel strength reporting format(s) and required data elements.
 - (1) PERSTAT / JPERSTAT.
 - (2) PERSUM.
 - (3) PRR.
 - d. Identify secure and non-secure HR enabling systems available to obtain and update personnel strength reporting data in the system of record.
2. Prepare PERSTAT report (JPERSTAT in a Joint environment) using secure and non-secure HR automated systems.
 - a. Ensure required strength-related data is entered into the HR database to generate PERSTAT.
 - b. Obtain unit personnel strength reports from subordinate units.
 - c. Process information on replacements, Return to Duty (RTD) Soldiers, Army Civilians, and multinational personnel, as required.
 - d. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the databases, as required.
 - e. Perform error reconciliation between PERSTAT and DTAS.
 - f. Produce PERSTAT or JPERSTAT.
 - g. Submit PERSTAT or JPERSTAT to higher headquarters IAW established reporting timelines.
3. Prepare PERSUM using secure and non-secure HR automated systems.
 - a. Ensure required strength-related data is entered into the HR database to generate PERSUM.
 - b. Obtain PERSUM roll-up from subordinate units.
 - c. Merge PERSUM data from subordinate units.
 - d. Produce PERSUM.
 - e. Submit PERUM to higher headquarters IAW established reporting timelines.
4. Prepare PRR using secure and non-secure HR automated systems.

- a. Ensure required strength-related data is entered into the HR database to generate PRR.
- b. Obtain PRR roll up from subordinate units.
- c. Merge PRR data from subordinate units.
- d. Produce PRR.
- e. Submit PRR to higher headquarters IAW established reporting timelines.

(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. Checked Personnel Strength reporting requirements established by higher HQs.			
a. Verified personnel strength reporting channels.			
b. Confirmed timeline for personnel strength report submissions.			
c. Confirmed higher headquarters personnel strength reporting format(s) and required data elements.			
d. Identified secure and non-secure HR enabling systems available to obtain and update personnel strength reporting data.			
2. Prepared PERSTAT report (JPERSTAT in a Joint environment) using secure and non-secure HR automated systems.			
a. Ensured required strength-related data was entered into the HR database to generate PERSTAT.			
b. Obtained unit strength reports from subordinate units.			
c. Processed information on replacements, RTD Soldiers, Army Civilians, and multinational personnel, as required.			
d. Coordinated with appropriate agencies for information on casualties, patient tracking, and stragglers and updated the databases, as required.			
e. Performed error reconciliation between PERSTAT and DTAS.			
f. Produced PERSTAT or JPERSTAT.			
g. Submitted PERSTAT or JPERSTAT to higher headquarters IAW established reporting timelines.			
3. Prepared PERSUM using secure and non-secure HR automated systems.			
a. Ensured required strength-related data was entered into the HR database to generate PERSUM.			
b. Obtained PERSUM roll-up from subordinate units.			
c. Merged PERSUM data from subordinate units.			
d. Produced PERSUM.			
e. Submitted PERSUM to higher headquarters IAW established reporting timelines.			
4. Prepared PRR using secure and non-secure HR automated systems.			
a. Ensured required strength-related data was entered into the HR database to generate PRR.			
b. Obtained PRR roll-up from subordinate units.			
c. Merged PRR data from subordinate units.			
d. Produced PRR.			
e. Submitted PRR to higher headquarters IAW established reporting timelines.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	(DO NOT USE SUPERSEDED) AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes	
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No	
	FM 1-0	Human Resources Support	Yes	No	

TADSS : None

Equipment Items (LIN): None

Matériel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7110-00-NSN-4		Calculator	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
	7010-01-480-4355		Army Human Resources Workstation	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 :

Task Number	Title	Proponent	Status
12-CORP-0004(Step: 8.)	Monitor Personnel Readiness Management Procedures (G1)	12 - Adjutant General (Collective)	Approved
12-DIV-0004(Step: 9.)	Monitor Personnel Readiness Management Procedures (G1)	12 - Adjutant General (Collective)	Analysis
12-CORP-0004(Step: 7.)	Monitor Personnel Readiness Management Procedures (G1)	12 - Adjutant General (Collective)	Approved
41-CMD-5011(Step: 27.)	Coordinate Support to Civil Administration (BN--CMD)	41 - Civil Affairs (Collective)	Approved
12-CORP-0006(Step: 2.)	Monitor Personnel Information Management (G1)	12 - Adjutant General (Collective)	Analysis
12-DIV-0004(Step: 8.)	Monitor Personnel Readiness Management Procedures (G1)	12 - Adjutant General (Collective)	Analysis
12-BN-0037(Step: 6.)	Conduct Strength Reporting (S1)	12 - Adjutant General (Collective)	Approved
12-BDE-0037	Conduct Strength Reporting (S1)	12 - Adjutant General (Collective)	Approved

Knowledges :

Knowledge ID	Knowledge Name
805C-K-1363	Contents of the PS
805C-K-0019	Contents of local SOPs.
805C-K-1391	Required Strength
805C-K-1392	Accountable Strength
805C-K-1393	Assigned Strength
805C-K-1394	Unit Strength Recapitulation (RECAP)
805C-K-1397	Available Strength
805C-K-1398	Senior Grade Strength
805C-K-0907	Contents of PRR.
K23903	Know how to Process Strength Reports
805C-K-0689	Contents of AR 600-8-6.

Skills :

Skill ID	Skill Name
805C-S-0281	Operate Human Resource Information System (HRIS)
805C-S-0001	Locate, interpret and apply Army Regulations
805C-S-0482	Interpret and apply the Personnel Requirements Report
S3219	Ability to Process Strength Reports
805C-S-0027	Interpret and apply the Personnel Summary Report (PSR)

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI
Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI