

**805C-42A-3000**  
**Conduct Personnel Readiness Management (PRM)**  
**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 an HR NCO and have responsibility for personnel readiness in your unit and advising your commander on the status of subordinate units. You have access to AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), AR 614-100 (Officer Assignment Policies, Details, and Transfers), AR 614-200 (Enlisted Assignments and Utilization Management), FM 1-0 (Human Resources Support), Active Component Manning Guidance (ACMG), HQDA G-1 Personnel Planning Guidance for Overseas Contingency Operations (PPG) and HR enabling systems. This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, execute personnel readiness policies / procedures and interpret for the commander the current and project personnel readiness status of subordinate units.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** You are reviewing the personnel readiness of subordinate units.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Execute readiness policies and procedures.

a. Verify personnel requirements, based on current strength levels, projected gains and losses, and nonavailable and nondeployable personnel.

b. Implement unit PRM/distribution fill plan and coordinate with Brigade S-1 / Division G-1 or Human Resources Command (HRC) on modifications based on operational requirements or commander's priorities.

c. Distribute Soldiers to subordinate units and publish orders.

d. Monitor Soldier utilization, distribution, and proper slotting of Soldiers within subordinate units.

e. Monitor and reconcile strength deviations.

f. Manage Unit Identification Code (UIC) hierarchies through various databases to ensure an accurate readiness common operational picture to the National HR Provider.

g. Receive replacement priorities based on current and forecasted readiness status and commander's intent, in coordination with the S-3.

h. Report critical personnel requirements to HRC for individual Soldiers and/or teams.

i. Coordinate Soldier Readiness Processing (SRP) to validate individual readiness and ensure visibility through updates to appropriate systems and databases.

j. Ensure PRM is included in all Operation Orders (OPORDs) and Operation Plans (OPLANs).

2. Interpret for the commander the personnel readiness status (current and projected) of subordinate units.

a. Submit timely and accurate personnel transactions into HR enabling system(s) that impact strength and duty status.

b. Ensure the personnel portion of the Unit Status Report (USR) accurately reflects critical shortages and establishes manning expectations.

c. Monitor personnel losses (e.g., combat, non-combat, legal actions, medical, MOS Administrative Retention Review (MAR2) Boards, Medical Evaluation Boards (MEBs), etc.

d. Coordinate with Brigade S-1 / Division G-1 or HRC for replacement of key personnel.

e. Monitor PRM for subordinate units.

f. Advise commander on current and projected personnel readiness status of subordinate units.

(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.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Executed readiness policies and procedures.			
a. Verified personnel requirements, based on current strength levels, projected gains and losses, and nonavailable and nondeployable personnel.			
b. Implemented unit PRM/distribution fill plan and coordinated with Brigade S-1/Division G-1 or HRC on modifications based on operational requirements or commander's priorities.			
c. Distributed Soldiers to subordinate units and published orders.			
d. Monitored Soldier utilization, distribution, and proper slotting of Soldiers within subordinate units.			
e. Monitored and reconciled strength deviations.			
f. Managed UIC hierarchies through various databases to ensure an accurate readiness common operational picture to the National HR Provider.			
g. Received replacement priorities based on current and forecasted readiness status and commander's intent, in coordination with the S-3.			
h. Reported critical personnel requirements to HRC for individual Soldiers and/or teams.			
i. Coordinated SRP to validate individual readiness and ensured visibility through updates to appropriate systems and databases.			
j. Ensured PRM was included in all OPORDs and OPLANs.			
2. Interpreted for the commander the personnel readiness status (current and projected) of subordinate units.			
a. Submitted timely and accurate personnel transactions into HR enabling system(s) that impacted strength and duty status.			
b. Ensured the personnel portion of the USR accurately reflected critical shortages and established manning expectations.			
c. Monitored personnel losses (e.g., combat, non-combat, legal actions, medical, MAR2, MEBs, etc.			
d. Coordinated with Brigade S-1 / Division G-1 or HRC for replacement of key personnel.			
e. Monitored PRM for subordinate units.			
f. Advised commander on current and projected personnel readiness status of subordinate units.			

**Supporting Reference(s):**

<b>Step Number</b>	<b>Reference ID</b>	<b>Reference Name</b>	<b>Required</b>	<b>Primary</b>
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	No
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes
	FM 1-0.01	S-1 Operations	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Material Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	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-3103	Conduct Personnel Accountability	805C - Adjutant General (Individual)	Superseded
805C-42A-3053	Review Enlisted Promotions and Reductions	805C - Adjutant General (Individual)	Superseded
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-3008	Process Strength Reports	805C - Adjutant General (Individual)	Approved
805C-42A-3011	Review Absent Without Leave (AWOL)/Dropped from the Rolls (DFR) Packets	805C - Adjutant General (Individual)	Approved
805C-42A-3014	Review the Officer Distribution and Assignment Process	805C - Adjutant General (Individual)	Approved
805C-42A-3006	Prepare the Unit Status Report (USR)	805C - Adjutant General (Individual)	Approved
805C-42A-3030	Coordinate the Deployment Cycle Support (DCS) Program	805C - Adjutant General (Individual)	Approved
805C-42A-3488	Process a Personnel Asset Inventory (PAI)	805C - Adjutant General (Individual)	Approved
805C-42A-3411	Employ the Enlisted Distribution and Assignment System (EDAS) / webEDAS	805C - Adjutant General (Individual)	Approved
805C-42A-3009	Review Separation Documents	805C - Adjutant General (Individual)	Approved
805C-42A-3241	Employ the Very Small Aperture Terminal (VSAT)	805C - Adjutant General (Individual)	Approved
171-133-5040	Monitor Unit Readiness Status	171 - Armor (Individual)	Approved
805C-42A-3406	Review the Human Resources Authorization Report (HRAR)	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None