

Summary Report for Individual Task
805C-420-7002
Manage Personnel Strength Reporting Data
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 the Human Resources (HR) Technician assigned at echelons above brigade. The Division G-1 directs you to establish proper strength reporting procedures and manage required manning and personnel readiness levels. You have access to automated equipment, HR enabling systems, and references listed in the enclosed table. Some iterations of this task should be performed in MOPP 4.

Standard: Manage personnel strength reporting by collecting, analyzing, and processing strength data and provide strength reports that are 100% accurate to higher headquarters.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You have been directed by the G-1 to establish proper strength reporting procedures in order to manage required manning and readiness levels.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Define Strength Reporting principles.
 - a. Numerical end product of the personnel accountability process.
 - b. Compare by-name data (faces) against authorizations (spaces) to determine percentage of fill.
 - c. Report all personnel who deploy with the force.
 - (1) Soldiers.
 - (2) Military service members from other Services.
 - (3) Department of Defense (DoD) Civilians.
 - (4) Contractors.
 - d. Report all personnel strength categories.
 - (1) Required.
 - (2) Authorized.
 - (3) Operating.
 - (4) Assigned.
 - (5) Attached.
 - e. Determine Command Relationship.
 - (1) Operational Control (OPCON).
 - (2) Administrative Control (ADCON).
 - (3) Direct Support (DS).
 - (4) General Support (GS).
2. Correlate Strength Reporting doctrinal responsibilities at each echelon of command.
 - a. Battalion / brigade S-1.
 - (1) Analyze and report personnel strength information to higher headquarters.
 - (2) Perform error reconciliation between manual and automated reports.
 - (3) Submit personnel status reports in accordance with Standing Operating Procedures (SOP).
 - (4) Updated Deployed Theater Accountability Software (DTAS).

(5) Coordinate with Rear Detachment, appropriate staff sections, and external agencies, as required.

b. Corps / division G-1.

(1) Serve as Army Forces (ARFOR) Strength Manager.

(2) Establish strength reporting policies and procedures.

(3) Notify subordinate organizations of task organization changes.

(4) Coordinate with G-3 for replacements.

(5) Conduct strength reporting quality control checks.

(6) Consolidate / submit personnel strength reports, as required.

c. Army Service Component Command (ASCC) G-1.

(1) Establish strength reporting plans and policies.

(2) Manage / maintain ASCC personnel strength reporting information.

(3) Monitor DTAS.

(4) Monitor unit strength to determine personnel requirements and priorities.

(5) Validate personnel requirements.

(6) Develop theater personnel distribution plan.

(7) Manage theater replacement system

(8) Conduct reassignments to meet operational requirements.

(9) Coordinate with subordinate G-1/AGs, S-1s, and Human Resources Command (HRC), as required.

3. Identify Strength Reporting formats.

a. Joint Personnel Status Report (JPERSTAT).

b. Personnel Status Report (PERSTAT).

c. Personnel Requirements Report (PRR).

d. Personnel Summary Report (PERSUM).

e. Rear Detachment Report (RDR).

4. Identify Strength Reporting Human Resources (HR) Enabling Systems.

a. Joint Operations Planning and Execution System (JOPES).

b. Global Status of Resources and Training System (GSORTS).

(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 Strength Reporting principles.			
2. Correlated Strength Reporting doctrinal responsibilities at each echelon of command.			
3. Identified Strength Reporting formats.			
4. Identified Strength Reporting Human Resources (HR) Enabling Systems.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	No
	AR 600-8-105	MILITARY ORDERS	No	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	DTAS	DTAS Functional Guidance	No	No
	DTAS USERS MANUAL	User's Manual	No	No
	EMILPO FUNCTIONAL GUIDE	Electronic Military Personnel Office Functional Guidance	Yes	No
	EMILPO USERS MANUAL	Electronic Military Personnel Office Users Manual	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 600-3	COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	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 :

Task Number	Title	Proponent	Status
805C-420-7001	Manage Personnel Accountability	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None