

## Training and Evaluation Outline Report

**Task Number:** 12-6-0037

**Task Title:** Conduct Strength Reporting

**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 SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**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<br>(Revision, April 11, 2014) | MILITARY PERSONNEL MANAGEMENT<br><a href="http://www.apd.army.mil/pdffiles/r600_8.pdf">http://www.apd.army.mil/pdffiles/r600_8.pdf</a>                             | Yes      | No      |
|             | AR 600-8-6                             | Personnel Accounting and Strength Reporting  | Yes      | Yes     |
|             | AR 638-8                               | ARMY CASUALTY PROGRAM  | Yes      | No      |
|             | ATP 1-0.1                              | G-1/AG and S-1 Operations  | Yes      | No      |
|             | DA PAM 600-8                           | Management and Administrative Procedures   | Yes      | No      |
|             | FM 1-0                                 | Human Resources Support<br><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      | No      |

**Condition:** The unit is deployed to a specified theater conducting Unified Land Operations ranging from active combat to stability operations. Soldier, Department of Defense (DOD) Civilian, and contractor personnel, losses and gains, are occurring in subordinate assigned, attached, and operational control (OPCON) units. Subordinate unit leaders are submitting duty status, casualty reports, and other personnel strength information to the S1 section. The element has communications with higher, adjacent, subordinate, and supporting units. The S1 section is equipped with operational automated personnel systems. The unit and supporting unit tactical standing operating procedures (TSOPs), FM 1-0, ATTP 1-0.1, and FM 1-0 are on hand. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standard:** Strength data for assigned, attached, and OPCON units is verified, accurately recorded, and maintained with 100 percent accuracy in accordance with (IAW) AR 600-8-6. Personnel strength data is based on the personnel accountability database and changes made to the system will automatically be displayed for personnel strength reporting. Strength reports are submitted within established theater time frames and prescribed formats. Accurate strength data is provided to the commander, staff, and other applicable headquarters (HQ) as requested.

**Safety Risk:** Medium

|                        |
|------------------------|
| <b>Task Statements</b> |
|------------------------|

**Cue:** None

## **DANGER**

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## **WARNING**

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

## **CAUTION**

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

## TASK STEPS

\* 1. The S1 manages strength reporting operations.

- a. Determines higher Headquarters reporting requirements, formats and time lines.
- b. Ensures accuracy and timely processing of all strength reporting information.
- c. Inspects strength reports and reporting procedures.
- d. Provides specific strength information to commander, staff, subordinate units, supporting units, and higher Headquarters (HQ), as requested.
- e. Conducts periodic briefing to the commander, staff, supporting units, and higher HQ on unit strength information and activities.
- f. Predicts personnel requirements based on current strength levels, projected gains, estimated losses and projected return to duty (RTD) personnel.
- g. Recommends replacement priorities to Commander.

2. The S1 section personnel establish Strength Reporting operations.

- a. Provide Theater Gateway Personnel Accountability Team (TG PAT) with copy of manifest upon arrival at port of debarkation.
- b. Verify all databases as accurate and current upon arrival in theater.
- c. Coordinate with appropriate S6 activities for connectivity for secure and non-secure voice and digital communications.
- d. Inform subordinate reporting units of procedures and requirements.

\* 3. S1 NCOIC supervises strength reporting processing.

- a. Assigns individual responsibilities for strength reporting processing.
- b. Ensures human resources (HR) personnel have appropriate security clearances, permissions, and training on automated systems employed.
- c. Ensures HR personnel are trained on manual procedures.
- d. Reviews records, reports, and processing procedures.
- e. Directs actions to correct strength imbalances and inconsistencies.
- f. Briefs the S1, command group, and staff on strength status and activities.

4. S1 personnel process strength reporting information.

- a. Submit personnel status (PERSTAT), personnel summary report (PERSUM), and personnel requirements reports (PRR) to higher headquarters as required.
- b. Review strength feeder information to identify missing, conflicting, and inaccurate information.



| Step Number | Task Number   | Title  | Proponent                            | Status   |
|-------------|---------------|--|--------------------------------------|----------|
|             | 805C-42A-1317 | Employ the Deployed Theater Accountability System (DTAS) | 805C - Adjutant General (Individual) | Approved |
|             | 805C-42A-1323 | Perform Unit Strength Reconciliation                     | 805C - Adjutant General (Individual) | Approved |
|             | 805C-42A-3008 | Process Strength Reports                                 | 805C - Adjutant General (Individual) | Approved |

**Supporting Drill Task(s):** None

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**Supported AUTL/UJTL Task(s):**

| Task ID       | Title                      |
|---------------|----------------------------|
| ART 4.2.1.1.3 | Conduct Strength Reporting |

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**TADSS**

| Step ID            | TADSS ID | Title | Product Type | Quantity |
|--------------------|----------|-------|--------------|----------|
| No TADSS specified |          |       |              |          |

**Equipment (LIN)**

| Step ID | LIN    | Nomenclature                   | Qty |
|---------|--------|--------------------------------|-----|
|         | 70209N | Computer, Personal Workstation | 4   |

**Material Items (NSN)**

| Step ID                     | NSN | LIN | Title | Qty |
|-----------------------------|-----|-----|-------|-----|
| No materiel items specified |     |     |       |     |

**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. None

**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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must insure a safe and healthful work place by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seat belts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10 THE ARMY SAFETY PROGRAM).