

805C-42B-6102
Administer 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 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned to an S-1 section and are responsible for managing personnel readiness for your unit. You must analyze personnel readiness levels throughout your organization and execute S-1 PRM functions. You have access to Human Resources (HR) enabling systems and the references listed on enclosed table. This task should not be trained in MOPP 4.

Standards: Assess the personnel readiness of your unit, identify personnel requirements / shortages, and develop a strength management and personnel distribution plan that ensures your unit deploys at or above the current HQDA Army Manning Guidance.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to assess and manage the personnel readiness of your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Define Personnel Readiness Management (PRM) roles and responsibilities.
 - a. Human Resources Command (HRC).
 - (1) Execute Headquarters, Department of the Army (HQDA) Manning Guidance.
 - (a) Establish manning priorities and goals based on HQDA guidance.
 - (b) Synchronize unit readiness based on projected deployment schedule.
 - (2) Execute personnel allocation and distribution based on authorized requirements.
 - b. Army Service Component Command (ASCC) G-1/AG.
 - (1) Develop theater PRM policies.
 - (2) Monitor and assess theater units.
 - (3) Coordinate assignments to meet operational requirements.
 - (4) Prepare casualty estimates.
 - c. Corps and Division G-1/AG.
 - (1) Manage PRM for subordinate units.
 - (2) Determine replacement priorities and coordinate diversions, as required.
 - (3) Manage subordinate unit assignment priorities to ensure they meet the commander's guidance
 - (4) Prepare casualty estimate.
 - (5) Maintain and monitor the status of key combat leaders and request replacements when required.
 - d. Brigade or Special Troops Battalion (STB) S-1.
 - (1) Coordinate with HRC.
 - (2) Manage PRM for subordinate units.
 - (3) Establish and execute brigade/STB PRM and distribution fill plan.
 - (4) Determine, in coordination with the S-3, replacement priorities.
 - (5) Input timely and accurate strength and duty status transactions.
 - (6) Coordinate replacements.
 - e. Battalion S-1.
 - (1) Analyze personnel strength data.
 - (2) Monitor personnel losses.
 - (3) Monitor the status of non-deployable Soldiers.
 - (4) Coordinate replacements.

- (5) Report critical shortages to higher headquarters.
- (6) Manage Soldier Readiness Processing (SRP).
- (7) Submit timely and accurate eMILPO PRM transactions.

2. Administer S-1 Personnel Readiness Management (PRM).

a. Determine commander's manning priorities.

b. Coordinate unit personnel readiness.

- (1) Review Human Resources Authorization Report (HRAR)/Unit Manning Report (UMR) for authorizations and proper slotting of personnel.
- (2) Monitor personnel readiness metrics of subordinate units.
- (3) Identify non-deployable Soldiers.
- (4) Track the physical profile process, immunizations, and medical/dental readiness using the Medical Protection System (MEDPROS).
- (5) Conduct Soldier Readiness Processing (SRP).

c. Manage PRM functions.

- (1) Determine correct distribution of Soldiers to subordinate units.
 - (a) Establish a link with higher headquarters and/or HRC for personnel replacements.
 - (b) Coordinate replacement priorities with S-3 based on current and forecasted readiness status and commander's intent.
 - (c) Distribute Soldiers to subordinate commands based on documented manpower requirements, authorizations, and predictive analysis.
 - (d) Cross-level Soldiers, as required, to ensure all deploying elements are sufficiently manned.
- (2) Report critical personnel requirements.
 - (a) Key leaders.
 - (b) Low-density Military Occupational Specialties (MOS).
 - (c) Additional Skill Identifiers (ASI) / Skill Identifiers (SI).
 - (d) Special Qualification Identifiers (SQI).
 - (e) Critical combat squads, crews, and teams.
- (3) Monitor Soldier utilization and proper slotting within subordinate units.
- (4) Monitor and reconcile strength deviations.
- (5) Manage Derivative Unit Identification Codes (DUICs), as required.
- (6) Submit timely and accurate Electronic Military Personnel Office (eMILPO) PRM-related transactions.
- (7) Report current and projected personnel strength.
 - (a) Identify projected gains and losses.
 - (b) Identify nondeployable personnel.

(c) Monitor Return-to-Duty (RTD) personnel.

(d) Submit Rear Detachment (RD) report, as required.

(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 PRM roles and responsibilities.			
a. HRC.			
b. ASCC G-1/AG.			
c. Corps and Division G-1/AG.			
d. Brigade or STB S-1.			
e. Battalion S-1.			
2. Administered S-1 PRM.			
a. Determined commander's manning priorities.			
b. Coordinated unit personnel readiness.			
(1) Reviewed HRAR/UMR for authorizations and proper slotting of personnel.			
(2) Monitored personnel readiness metrics of subordinate units.			
(3) Identified non-deployable Soldiers.			
(4) Tracked the physical profile process, immunizations, and medical/dental readiness using MEDPROS.			
(5) Conducted SRPs.			
c. Managed PRM functions.			
(1) Determined correct distribution of Soldiers to subordinate units.			
(2) Reported critical personnel requirements.			
(3) Monitored Soldier utilization and proper slotting within subordinate units.			
(4) Monitored and reconciled strength deviations.			
(5) Managed DUICs, as required.			
(6) Submitted timely and accurate eMILPO PRM-related transactions.			
(7) Reported current and projected personnel strength.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	Yes
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	ARMY G-1 PPG	Army G-1 Personnel Planning Guidance	Yes	Yes
	EMILPO USERS MANUAL	Electronic Military Personnel Office Users Manual	Yes	Yes
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 220-1	Defense Readiness Reporting System-Army Procedures	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No

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
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	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-42B-6105	Prepare Personnel Readiness Data for Unit Status Report (USR)	805C - Adjutant General (Individual)	Approved
805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None