

Training and Evaluation Outline Report

Task Number: 12-6-0010

Task Title: Prepare Personnel for Redeployment

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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 600-8-10	Leaves and Passes (*RAR 001, 08/04/2011)	Yes	No
	AR 600-8-101	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, AND DEPLOYMENT CYCLE)	Yes	Yes
	AR 600-8-22 (Change 002 06/24/2013 204 Pages)	Military Awards (*RAR 001, 09/15/2011) (002 06/24/2013 204 Pages)	Yes	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	DA PAM 600-8-101	Personnel Processing (In-Out-, Soldier Readiness, Mobilization and Deployment Processing	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: The deployed unit you are assigned to is ordered to redeploy to home station or to another overseas theater. The unit is directed to complete redeployment processing using organic assets. Automated personnel systems are present and operational. Limited support is available from local agencies. The deployment order, movement order, and theater and unit standing operating procedures (SOPs) are present. The commander has issued redeployment guidance. Threat capabilities cover a unified land operations including information gathering, hostile force sympathizers, terrorist activities to include suicide bombings, and on to conventional, air supported, and reinforced squad operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Complete all required personnel redeployment processing for all unit personnel within the established time frame and in accordance with governing regulations, the movement order, and the theater and unit SOPs.

Safety Risk: Low

Task Statements

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 commander directs unit to commence preparation for redeployment to designated area.
 - a. Receives warning order for redeployment.
 - b. Reviews task requirements and develops initial concept.
 - c. Directs staff and subordinate units to begin preparations for redeployment.
 - d. Provides commander's intent.
 - e. Monitors unit preparations.
 - f. Notifies higher headquarters of unit status for redeployment.

- * 2. The S1 directs personnel processing.
 - a. Identifies processing tasks and requirements in governing directives, orders, SOPs, and the commander's guidance.
 - b. Lists processing requirements and tasks.
 - c. Briefs S1 section personnel, other staff members, and unit commanders on the personnel processing concept, tasks, and specific requirements.
 - d. Coordinates unit processing requirements with unit staff elements.
 - e. Coordinates processing procedures for Soldiers redeploying as individuals.
 - f. Requests support from external agencies, as required.
 - g. Briefs the commander, higher headquarters, and other agencies on status of personnel processing and any problem areas encountered.
 - h. Inspects personnel processing activities.

3. S1 personnel provide personnel and administrative support.
 - a. Develop a detailed personnel processing plan.
 - b. Publish detailed processing instructions and schedule.
 - c. Update personnel and finance records and reports.
 - d. Process personnel actions (to include evaluation reports, awards, and other individual requested actions).
 - e. Verify all line of duty investigations have been completed, if required.
 - f. Resolve incomplete and open theater-specific personnel actions.
 - g. Assist Soldiers in obtaining support from other activities (Chaplain, Staff Judge Advocate, Inspector General, etc.), as required.

4. S2/3 personnel conduct personnel processing.
 - a. Determine security clearance, briefings, and/or specialized training requirements for redeployment.
 - b. Conduct required briefings and training, as required.
 - c. Coordinate support for conduct of higher echelon training requirements, as required.
 - d. Notify subordinate units and staff of training schedules.
 - e. Monitor scheduled training events.
 - f. Update training records and files, as required.
 - g. Verify security clearances and training completion by all Soldiers.
5. S1 personnel conduct personnel processing.
 - a. Establish the personnel processing site(s).
 - b. Implement site security.
 - c. Integrate unit staff elements and external agencies into the redeploying processing process.
 - d. Complete required processing of all redeploying personnel.
 - e. Prepare required records, reports, and automated data entries for all personnel.
 - f. Prepare manifests and other departure documentation.
 - g. Identify all non-deployable personnel.
 - h. Request disposition instructions for non-deployable personnel.
 - i. Brief the S1 on program status, problems, and additional external support requirements.
- * 6. Commander/first sergeant verifies completion of unit clearance requirements.
 - a. Monitors personnel and administrative processing to ensure personnel complete actions in accordance with the schedule.
 - b. Notifies S1 of non-deployable personnel.
 - c. Monitors the submission of performance reports, award and decoration recommendations, and other personnel actions.
 - d. Informs unit leaders and Soldiers of any changes in redeployment requirements or schedule.
 - e. Reviews actions taken by staff elements.
 - f. Verifies individual and unit deployability status.

Step Number	Task Number	Title	Proponent	Status
	805C-420-6000	Coordinate Personnel Accountability Functions	805C - Adjutant General (Individual)	Approved
	805C-420-7000	Coordinate Personnel Readiness Management	805C - Adjutant General (Individual)	Approved
	805C-42A-1208	Process Recommendation for Award	805C - Adjutant General (Individual)	Approved
	805C-42A-1250	Process a Request for Leave, Pass or Permissive Temporary Duty (TDY)	805C - Adjutant General (Individual)	Approved
	805C-42A-1257	Prepare Personnel Accounting Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-1315	Process Personnel Strength Accountability Updates	805C - Adjutant General (Individual)	Approved
	805C-42A-3000	Conduct Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved
	805C-42A-3030	Coordinate the Deployment Cycle Support (DCS) Program	805C - Adjutant General (Individual)	Approved
	805C-42A-3497	Process an Evaluation Report	805C - Adjutant General (Individual)	Approved
	805C-42A-4051	Manage Demobilization Procedures	805C - Adjutant General (Individual)	Approved
	805C-42B-6021	Manage the Deployment Cycle Support (DCS) Program	805C - Adjutant General (Individual)	Approved
	805C-42B-7103	Validate Personnel Accountability Procedures	805C - Adjutant General (Individual)	Approved
	805C-42B-7104	Manage Personnel Strength Data	805C - Adjutant General (Individual)	Approved
	805C-42H-8101	Direct Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved
	805C-LF4-3517	Check Mail Directory Operations	805C - Adjutant General (Individual)	Approved
	805C-LF5-1230	Conduct Postal Directory Functions	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.1.1	Perform Personnel Readiness Management

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 ensure a safe and healthful workplace 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 seatbelts. 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).