

Summary Report for Individual Task  
805C-42B-7104  
Manage Personnel Strength Data  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** As a battalion S-1 your most recent unit personnel strength report indicates you are in need of replacements. The battalion commander tasks you to manage proper strength reporting procedures to ensure required manning and readiness levels. You have access to the references listed on the enclosed table. The Brigade S-1 informs you to correct the problem and submit a personnel strength report in accordance with Brigade SOP. You have access to the references listed on the enclosed table. This task should not be trained in MOPP 4.

**Standard:** Manage unit personnel strength by tracking projected gains and losses, submitting timely strength related transactions, and providing 100% accurate strength reports to your higher headquarters.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You are required to submit timely and accurate personnel strength reports to your higher headquarters.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** All required references and technical manuals not available online will be provided by the local command.

**Notes:** None

### Performance Steps

1. Review battalion Strength Reporting responsibilities.
  - a. Implement battalion Strength Reporting SOP.
  - b. Review Operation Orders (OPORDs) and/or Fragmentary Orders (FRAGORDs) daily.
  - c. Coordinate with S-3 to determine command relationships of supported units.
  - d. Train S-1 Soldiers in strength reporting.
  - e. Convert by-name data into a numerical end product.
2. Submit personnel strength reports to the brigade S-1.
3. Process information on new personnel, return-to-duty (RTD) Soldiers, Army civilians, and multinational personnel, as required.
4. Submit Personnel Summary (PERSUM) and Personnel Requirements Report (PRR) by unit SOPs or established procedures from higher HQs.
5. Coordinate for connectivity for secure and non-secure voice and data systems with the battalion S-6 and brigade S-1, where appropriate.
6. Perform additional deployed strength reporting responsibilities.
  - a. Report personnel strength information, using secure or non-secure data systems in the directed format with the proper enabling HR system.
  - b. Perform error reconciliation between the manual Personnel Status Report (PERSTAT) and Deployed Theater Accountability System (DTAS) when required.
  - c. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the database as appropriate.
  - d. Coordinate with battalion S-6 and brigade S-1 for connectivity and access to secure and non-secure HR systems.
7. Ensure battalion S-1 personnel have clearance for access to appropriate HR systems.
8. Provide manifest to Personnel Accountability Team (PAT) and maintain a copy at the unit level.

(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. Reviewed battalion SR responsibilities.			
2. Submitted personnel strength reports to the brigade S-1.			
3. Processed information on new personnel, RTD Soldiers, Army civilians, and multinational personnel, as required.			
4. Submitted PERSUMs and PRRs by unit SOPs or established procedures from higher HQs.			
5. Coordinated for connectivity for secure and non-secure voice and data systems with the battalion S-6 and brigade S-1, where appropriate.			
6. Performed additional deployed strength reporting responsibilities.			
7. Ensured battalion S-1 personnel had clearance for access to appropriate HR systems.			
8. Provided manifest to PAT and maintained a copy at the unit level.			

**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 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	Yes
	ATTP 1-0.1	S-1 Operations	Yes	No
	DTAS	DTAS Functional Guidance	No	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
	PAM 220-1	Defense Readiness Reporting System-Army Procedures	Yes	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-42B-7103	Validate Personnel Accountability Procedures	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42B-7102	Implement Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved

**Supported Collective Tasks : None**