

805C-42A-4411  
Manage Enlisted Strength Management  
Status: Approved

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

**Condition:** You are assigned as the Senior HR NCO and are required to manage enlisted strength within the brigade. You have access to AR 600-8-11 (Reassignment), AR 614-30 (Overseas Service), AR 614-200 (Enlisted Assignments and Utilization Management), DA PAM 611-21 (Military Occupational Classification and Structure) (SMARTBOOK), FM 1-0 (HR Support), Active Component Manning Guidance and standard office supplies. This task should not be trained in MOPP 4.

**Standard:** Manage enlisted assignments and maintain unit readiness at the percentage of fill established by the HQDA Active Component Manning Guidance.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** Requirement to assess, monitor and manage enlisted strength within your unit.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** The HQDA Active Component Manning Guidance is available on the Army G-1 website (<http://www.armyg1.army.mil>).

**Notes:** None

## Performance Steps

1. Review Army readiness policies.
  - a. Active Component Manning Guidance (ACMG).
  - b. Sustainable Readiness Model.
  - c. Enlisted Distribution Target Model (EDTM).
  - d. Army Campaign Plan.
  - e. Deployment Cycles.
2. Analyze enlisted personnel readiness by comparing strengths against authorizations using HR enabling systems.
  - a. Enlisted Distribution and Assignment System (EDAS).
  - b. Common Operational Picture Synthesizer (COPS).
  - c. electronic Military Personnel Office (eMILPO).
3. Project future enlisted personnel requirements.
  - a. Determine projected losses (e.g., PCS, ETS, retirement, etc.).
  - b. Assess the impact of potential unprojected losses (e.g., medical, legal, chapters, etc.).
  - c. Identify critical enlisted personnel information.
    - (1) Critical MOS shortages.
    - (2) Key Leader positions.
    - (3) Low-density MOS / SQIs / ASIs.
    - (4) Crew / team requirements.
    - (5) Mission specific MOS.
    - (6) Reconcile personnel database errors.
    - (7) Professional development needs.
4. Assess conditions of individual readiness.
  - a. Identify non-deployable personnel.
  - b. Identify deployable personnel.
  - c. Assess individual medical readiness (MEDPROS).

d. Determine Soldier Readiness Processing (SRP) requirements.

5. Communicate with unit Account Manager at Army Human Resources Command (HRC) or supporting G-1, as applicable.

a. Identify shortages.

b. Report personnel requirements in a clear manner.

c. Monitor personnel requisition fill using EDAS.

d. Monitor status of inbound personnel.

6. Generate personnel allocation decision.

a. Obtain commander's guidance on priority of fill.

b. Allocate gains to subordinate units.

c. Coordinate senior NCO assignments with the CSM, if applicable.

(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 Army readiness policies.			
a. Active Component Manning Guidance (ACMG).			
b. Sustainable Readiness Model.			
c. Enlisted Distribution Target Model (EDTM).			
d. Army Campaign Plan.			
e. Deployment Cycles.			
2. Analyzed enlisted personnel readiness by comparing strengths against authorizations using HR enabling systems.			
a. EDAS.			
b. COPS			
c. eMILPO.			
3. Projected future enlisted personnel requirements.			
a. Determined projected losses.			
b. Assessed the impact of potential unprojected losses.			
c. Identified critical enlisted personnel information.			
4. Assessed conditions of individual readiness.			
a. Identified non-deployable personnel.			
b. Identified deployable personnel.			
c. Assessed individual medical readiness (MEDPROS).			
d. Determined SRP requirements.			
5. Communicated with unit Account Manager at HRC or supporting G-1, as applicable.			
a. Identified shortages.			
b. Reported personnel requirements in a clear manner.			
c. Monitored personnel requisition fill using EDAS.			
d. Monitored status of inbound personnel.			
6. Generated personnel allocation decision.			
a. Obtained commander's guidance on priority of fill.			
b. Allocated gains to subordinate units.			
c. Coordinated senior NCO assignments with the CSM, if applicable.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-11	REASSIGNMENT	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	Yes
	AR 614-30	OVERSEAS SERVICE	No	No
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	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	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Material Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	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-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded
805C-42A-4028	Review the Enlisted Promotions System	805C - Adjutant General (Individual)	Superseded
805C-42A-4002	Analyze Strength Reporting	805C - Adjutant General (Individual)	Superseded
805C-42A-4100	Integrate Legal Support	805C - Adjutant General (Individual)	Superseded

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ