

Summary Report for Individual Task
805C-420-7000
Coordinate Personnel Readiness Management
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 Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are the Human Resources (HR) Technician assigned to Division G-1. One of your Brigade Combat Teams (BCT) has just been notified to deploy in 180 days and their personnel readiness is reported at less than 60%. The Division Chief of Staff tasks you to improve the BCTs personnel readiness in preparation for deployment. You have access to HR enabling systems and references listed in the enclosed table. Some iterations of this task should be performed in MOPP 4.

Standard: Coordinate personnel readiness procedures and develop a strength management and personnel distribution plan to ensure your BCT deploys at or above the current Headquarters, Department of the Army (HQDA) Manning Guidance.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: The Division Chief of Staff tasked you to improve the BCTs Personnel Readiness Management (PRM) in preparation for deployment.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Apply Personnel Readiness Management (PRM) principles.
 - a. Determine unit's combat capability.
 - b. Project future readiness requirements.
 - (1) Determine top five critical Military Occupational Specialties (MOS) shortages.
 - (2) Identify Key Leader positions (e.g., commander, command sergeant major, field grade and warrant officers, senior noncommissioned officers (NCO)).
 - (3) Assess readiness of low-density MOSs.
 - (4) Determine crew / team requirements.
 - (5) Project personnel gains / losses.
 - c. Reconcile personnel readiness information and determine personnel allocations.
 - (1) Compare unit's personnel strength against its authorizations.
 - (2) Conduct predictive analysis of manpower changes.
 - (a) Casualty rates.
 - (b) Replacement flow.
 - (c) Non-deployable rates.
 - (d) Evacuation policies.
 - d. Update / maintain Personnel Running Estimate.
2. Interpret Headquarters Department of the Army (HQDA) PRM policies.
 - a. Army Manning Guidance (AMG).
 - (1) Directed Fill Forces.
 - (2) Army Forces Generation (ARFORGEN) forces.
 - (3) Urgent Forces.
 - (4) Essential Forces.
 - (5) Important Forces.
 - b. Army G-1 Personnel Policy Guidance (PPG).
 - (1) Regular Army (RA).

(2) Army National Guard (ARNG).

(3) United States Army Reserve (USAR).

c. ARFORGEN Model.

(1) Reset.

(2) Train / ready.

(3) Available.

3. Develop solutions to operational environment (OE) PRM challenges.

a. Maintain Brigade Combat Team (BCT) personnel readiness.

b. Assess BCT critical shortages.

c. Identify and fill shortages and key billets from within the Division.

d. Develop manning timeline and priority of fill.

e. Submit timely and accurate personnel requisitions.

f. Conduct division cross-leveling / diversions.

g. Monitor Soldier accountability transactions of subordinate BCT.

h. Monitor status of non-available or non-deployable Soldiers to include Rear Detachments.

i. Monitor BCT Soldier utilization, distribution, and proper slotting.

(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. Applied Personnel Readiness Management (PRM) principles.			
2. Interpreted Headquarters Department of the Army (HQDA) PRM policies.			
3. Developed solutions to operational environment (OE) PRM challenges.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 3-0	Unified Land Operations	No	No
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	Yes
	AR 600-8-105	MILITARY ORDERS	No	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	No	No
	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	No	No
	COPS TRAINING MODULE	COPS Training Module	No	No
	DA PPG	Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (with current update)	Yes	No
	EDAS USER'S MANUAL	Enlisted Distribution and Assignment System (EDAS) Field User's Manual	No	No
	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	Yes
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No
	USERS MANUAL-TOPMIS	Total Officer Personal Management Information System (TOPMIS) User Manual	No	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-420-7001	Manage Personnel Accountability	805C - Adjutant General (Individual)	Superseded
805C-420-7002	Manage Personnel Strength Reporting Data	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None