

805C-42A-3406  
Review the Human Resources Authorization Report (HRAR)  
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 an HR NCO and must review your unit's Human Resources Authorization Report (HRAR) to ensure properly slotting and utilization. You have access to AR 600-8-6 (Personnel Accounting and Strength Reporting), AR 614-100 (Officer Assignment Policies, Details, and Transfers), AR 614-200 (Enlisted Assignments and Utilization), DA PAM 611-21 (Military Occupational Classification and Structure), eMILPO Functional Guide, HR enabling systems, and your unit's HRAR. This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, ensure all personnel are properly slotted and utilized in authorized positions, verify Expiration Term of Service (ETS) and other losses, and identify qualified Soldiers to fill vacant positions on the HRAR.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You are assessing the personnel readiness of your unit and must review the HRAR to ensure Soldiers are properly slotted and utilized.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Ensure personnel are properly slotted in authorized Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowances (TDA) positions.
  - a. Locate the Military Occupational Specialty (MOS) / Area of Concentration (AOC) lines for the authorization and incumbent assigned on the HRAR.
  - b. Identify discrepancies between the incumbent lines and the authorization lines.
  - c. Determine if assigned MOSCs that do not match the authorized MOSCs are assigned IAW the commander's priorities.
  - d. Access eMILPO and use the slotting function to assign Soldier, as required.
2. Confirm designated personnel are properly utilized.
  - a. Utilize Conscientious Objectors in noncombatant duty positions.
  - b. Utilize inducted physicians, dentists, and veterinarians in authorized positions.
  - c. Utilize Defense Language Institute (DLI) graduates in authorized linguist positions.
  - d. Utilize nonbonus, first-term Soldiers in their PMOS during their first term of service.
  - e. Utilize enlistment or reenlistment bonus recipients in the PMOS for which they received a bonus.
  - f. Utilize qualified Soldiers in the grade of SFC-MSG in First Sergeant positions (SQI M).
  - g. Utilize NCOs in the ranks of SGT through SGM/CSM in MTOE troop positions before filling TDA staff positions.
3. Verify upcoming ETS or known losses.
  - a. Locate the ETS column on the HRAR.
  - b. Verify the ETS is within the next 30 to 180 days.
  - c. Access eMILPO and submit pending loss transactions, as required.
4. Ensure all new vacant positions are filled with qualified Soldiers.
  - a. Locate qualified Soldiers who are carried in a 999X special category position to fill vacancies.
    - (1) 9990 - Overstrength.
    - (2) 9991 - Surplus or excess personnel.
    - (3) 9992 - Incoming and assigned personnel who are awaiting assignment to an authorized position.
  - b. Access eMILPO and submit position number changes (POSN), as required.
  - c. Report any surplus or overstrength personnel monthly.

(1) Determine if Soldier's current MOS is overstrength per Human Resources Command (HRC) In/Out call messages.

(2) Report Soldiers who cannot be properly utilized as surplus or overstrength to your higher headquarters.

d. Ensure the HRAR is reconciled and verified by the commander monthly.

(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. Ensured personnel were properly assigned in authorized MTOE or TDA positions.			
a. Located the MOS/AOC lines for the authorization and incumbent assigned on the HRAR.			
b. Identified discrepancies between the incumbent lines and the authorization lines.			
c. Determined if assigned MOSCs that did not match the authorized MOSCs were assigned IAW the commander's priorities.			
d. Accessed eMILPO and used the slotting function to assign Soldier, as required.			
2. Confirmed designated personnel were properly utilized.			
a. Utilized Conscientious Objectors in noncombatant duty positions.			
b. Utilized inducted physicians, dentists, and veterinarians in authorized positions.			
c. Utilized DLI graduates in authorized linguist positions.			
d. Utilized nonbonus, first-term Soldiers in their PMOS during their first term of service.			
e. Utilized enlistment or reenlistment bonus recipients in the PMOS for which they received a bonus.			
f. Utilized qualified Soldiers in the grade of SFC-MSG in First Sergeant positions (SQI M).			
g. Utilized NCOs in the ranks of SGT through SGM/CSM in MTOE troop positions before filling TDA staff positions			
3. Verified upcoming ETS or known losses.			
a. Located the ETS column on the HRAR.			
b. Verified the ETS was within the next 30 to 180 days.			
c. Accessed eMILPO and submitted pending loss transactions, as required.			
4. Ensured all new vacant positions were filled with qualified Soldiers.			
a. Located qualified Soldiers who were carried in a 999X special category position to fill vacancies.			
b. Accessed eMILPO and submitted position number changes (POSN), as required.			
c. Reported any surplus or overstrength personnel monthly.			
d. Ensured the HRAR was reconciled and verified by the commander monthly.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	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
	DA PAM 611-21 SMARTBOOK	MOS Smartbook	Yes	No
	EMILPO FUNCTIONAL GUIDE	Electronic Military Personnel Office Functional Guidance	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website ( <a href="https://emilpo.ahrs.army.mil">https://emilpo.ahrs.army.mil</a> )	Yes	Yes

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	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-3233	Process Personnel Information Management (PIM)	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 - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI