

# Training and Evaluation Outline Report

**Task Number:** 12-6-0011

**Task Title:** Maintain Unit Strength

**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 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 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	No
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	Yes
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	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

**Condition:** The unit is deployed to an operational theater conducting Unified Land Operations in an urban/field environment. Casualties are occurring and may continue to occur while deployed. Replacement personnel are assigned and are expected to continue to arrive as required. As the theater matures, unit personnel may participate in Rest and Recuperation (R&R) programs outside the unit area. As the operational environment stabilizes, unit personnel may also be allowed to take emergency and ordinary leaves and be eligible for reassignment to other operational areas. Replacement actions are conducted during lulls in combat operations. Communications links with subordinate elements and higher headquarters are operational. Tactical standing operating procedures (TSOPs) are present. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standard:** Account for all assigned, attached, or augmentee personnel. Which includes Soldiers, service members from other services, Department of Defense(DOD) Civilians and contractors. Integrate newly assigned personnel into appropriate unit elements within 72 hours of arrival or as permitted by the tactical situation in accordance with (IAW) AR 600-8-6. Keep the manning/battle rosters current and accurate. Submit casualty reports within established timeliness of event or as permitted by the tactical situation. Submit consolidated personnel status reports to higher headquarters daily or as required by the TSOP. At MOPP4, performance degradation factors increase time required for preparation of strength reports and replacement processing and reduces support to minimum essential actions.

**Safety Risk:** Low

<b>Task Statements</b>
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**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. Unit leaders maintain accountability of personnel.
  - a. Review unit manning/battle rosters.
  - b. Review last submitted personnel status report.
  - c. Receive personnel status updates, including DA Forms 1156 (Casualty Feeder Cards), from subordinate elements.
  - d. Verify the duty status of all personnel.
  - e. Correct erroneous or incomplete data.
  - f. Update unit manning/battle rosters.
  - g. Determine critical shortages and cross-leveling alternatives.
  - h. Prepare hasty and formal strength reports.
- \* 2. Unit Leaders integrate newly assigned personnel into the unit.
  - a. Collect personnel information.
  - b. Assign personnel to appropriate elements.
  - c. Provide unit orientation briefings to include mission, rules of interaction (ROI), rules of engagement (ROE), threat, tactical situation, chain of command, duties, and responsibilities.
  - d. Inspect clothing, equipment, weapons, and ammunition.
  - e. Coordinate issue of needed items.
  - f. Arrange for messing and billets, if required.
  - g. Arrange transportation to assigned element, as required.
  - h. Confirm personnel arrival at element of assignment.
- \* 3. Unit leaders disseminate personnel strength information.
  - a. Verify accuracy of personnel information.
  - b. Maintain working copy of current and next day's personnel status reports.
  - c. Review current operating strength and projected losses and gains.
  - d. Determine replacement assignment priorities.
  - e. Inform subordinate leaders of personnel strength decisions.
  - f. Submit personnel status report daily and DA Forms 1156 as required, to higher headquarters.

g. Submit leader's assessment of critical essential personnel requirements.

h. Brief personnel readiness status to higher headquarters, as required.

\* 4. Unit leader performs strength management actions.

a. Reviews current and projected personnel operating status.

b. Determines combat critical personnel requirements.

c. Directs cross-leveling as required.

d. Submits recommendations on all voluntary individual applications that affect duty status changes (leaves, rest and recuperation, and reassignments).

e. Submits comments on all personnel actions that affect unit strength.

5. Soldiers support casualty reporting.

a. Carry DA Form 1156 to report casualties.

b. Submit properly completed DA Form 1156 to unit leaders as soon as situation permits.

c. Restrict distribution of casualty information to official channels.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Unit leaders maintained accountability of personnel.			
2. * Unit leaders integrated newly assigned personnel into the unit.			
3. * Unit leaders disseminated personnel strength information.			
4. * Unit leader performed strength management actions.			
5. Soldiers supported casualty reporting.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

**ITERATION:** 1 2 3 4 5 M

**COMMANDER/LEADER ASSESSMENT:** T P U

**Mission(s) supported:** None

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):** None

**Supporting Collective Task(s):** None

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
	805C-420-6001	Review Personnel Readiness Data for Unit Status Report (USR)	805C - Adjutant General (Individual)	Approved
	805C-420-7002	Manage Personnel Strength Reporting Data	805C - Adjutant General (Individual)	Approved
	805C-42A-1315	Process Personnel Strength Accountability Updates	805C - Adjutant General (Individual)	Approved
	805C-42A-3008	Process Strength Reports	805C - Adjutant General (Individual)	Approved
	805C-42A-4411	Manage Enlisted Strength Management	805C - Adjutant General (Individual)	Approved
	805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42B-6104	Prepare Unit Personnel Strength Data	805C - Adjutant General (Individual)	Approved
	805C-42B-6108	Report Casualty Information	805C - Adjutant General (Individual)	Approved
	805C-42B-7104	Manage Personnel Strength Data	805C - Adjutant General (Individual)	Approved
	805C-42H-8103	Implement Deployed Personnel Strength Reporting	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 4.2.1.1.3	Conduct Strength Reporting

**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 insure 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).