

Report Date: 29 Apr 2012

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

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are a new battalion S-1. The unit has not received needed personnel replacements in months. When you asked the Brigade S-1 about the situation, she explained that you haven't received replacements because your battalion has submitted inaccurate personnel strength reports. The battalion commander tasked you to establish proper strength reporting (SR) procedures to ensure required manning and readiness levels. You have access to the Army's Manning Guidance, AR 600-8-6 (Personnel Accounting and Strength Reporting), AR 220-1 (Unit Status Reporting and Force Registration-Consolidated Policies), and FM 1-0 (Human Resources Support). Some iterations of this task should be performed in MOPP.

Standard: Collect and process strength data to provide 100% accurate reporting to higher headquarters in order to obtain your unit's required manning and readiness levels.

Special Condition: None

Special Standards: None

Special Equipment: None

MOPP: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review battalion SR responsibilities.
 - a. Implement battalion SR SOP.
 - b. Review Operations Orders (OPORDs) and/or Fragmentary Orders (FRAGOs) daily.
 - c. Coordinate with S-3 to determine command relationships of supported units.
 - d. Train S-1 Soldiers in SR.
 - 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 PERSTAT and 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.

(Asterisks indicates a leader performance step.)

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.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Unit Status Reporting	Yes	No
	AR 600-8-6	PERSONNEL ACCOUNTING AND STRENGTH REPORTING	Yes	No
	FM 1-0	HUMAN RESOURCES SUPPORT	Yes	No
	FM 5-0	THE OPERATIONS PROCESS	No	No

Environment: Environmental Statement: 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 FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination. Safety Statement: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B0 - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT
42B0 - Human Resources Officer	Officer	AOC: 42B