

**Report Date:** 29 Apr 2012

**Summary Report for Individual Task  
805C-42H-8104  
Interpret Unit Status Reporting Data  
Status: Approved**

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

DESTRUCTION NOTICE: None

**Condition:** You are assigned as the Brigade S-1. The commander has tasked you to review the monthly Unit Status Reports (USR) submitted by all subordinate units and prepare an assessment of the personnel readiness of the brigade. You have access to AR 220-1, personnel authorization documents, unit personnel status information, strength data, and human resources (HR) enabling systems. Some iterations of this task should be performed in MOPP.

**Standard:** Receive personnel USR data from 100% of subordinate units. Interpret the USR data and assess the current and projected personnel readiness for each unit. Prepare your assessment and provide the commander with a complete and accurate report on the readiness of the brigade.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**MOPP:** Sometimes

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Receive USR data from subordinate units.
2. Interpret personnel strength percentages.
  - a. Assess assigned personnel strength percentages (ASPER).
  - b. Assess available strength percentages (AVPER).
  - c. Assess available military occupational specialty qualified (MOSQ) personnel percentages (MSPER).
  - d. Assess available senior-grade percentage (SGPER).
3. Verify units' overall Personnel Level (P-Level).
  - a. Review required strength.
  - b. Review assigned strength.
  - c. Review available strength.
  - d. Review available MOSQ strength.
  - e. Review available senior-grade strength.
  - f. Review critical personnel shortages.
  - g. Review non-available personnel.
  - h. Review non-deployable personnel.
4. Prepare USR assessment briefing.
5. Brief commander.

(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. Received USR data from subordinate units.			
2. Interpreted personnel strength percentages.			
3. Verified units' overall Personnel Level (P-Level).			
4. Prepared USR assessment briefing.			
5. Briefed commander.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Unit Status Reporting	Yes	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 :**

Task Number	Title	Proponent	Status
805C-42B-6004	Manage Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Analysis

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42H-8101	Direct Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
12-6-0036(Step: 3.)	Conduct Personnel Accountability	12 - Adjutant General (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42H - Senior Human Resources Officer - MAJ	Officer	AOC: 42H, Rank: MAJ
42H - Senior Human Resources Officer	Officer	AOC: 42H