## **Training and Evaluation Outline Report**

## Status: Approved 30 Sep 2021 Effective Date: 23 Feb 2022

Task Number: 12-BDE-0011

Task Title: Maintain Unit Strength (S1)

## **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 SSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

## Supporting Reference(s):

| Step<br>Number | Reference ID | Reference Name   | Required | Primary | Source Information |
|----------------|--------------|--|----------|---------|--------------------|
|                | AR 220-1     | Army Unit Status Reporting and Force<br>Registration - Consolidated Policies | Yes      | No      |                    |
|                | AR 600-8-6   | Personnel Accounting and Strength<br>Reporting                               | Yes      | No      |                    |
|                | AR 638-8     | ARMY CASUALTY PROGRAM  | Yes      | No      | AR-600-8-1         |
|                | ATP 1-0.1    | G-1/AG and S-1 Operations  | Yes      | Yes     |                    |
|                | FM 1-0       | Human Resources Support  | Yes      | No      |                    |

**Conditions:** The unit (BDE) is deployed to an operational theater conducting unified land operations in support of Large Scale Combat Operations across multiple domains. 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. Standard operating procedures (SOPs) are present. The unit is conducting operations in a dynamic and complex operational environment (OE) against a peer threat. Threat capabilities include space and cyberspace operations that degrade sustainment information system capabilities as well as employment of conventional, special operations, guerilla, and insurgent forces to interdict friendly air, land, and martime operations in a chemical, biological, radiological, nuclear and high yield explosive (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Maintain Unit Strength IAW ATP 1-0.1; 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; keepmanning/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 SOP.

To obtain a "T" rating, based on the BDE S1 Personnel Readiness Teams authorized strength, 75% of the units leaders and 80% of Soldiers are present at the training. The unit attains 80% on performance measures, 100% on critical performance measures, and 85% on leader performance measures.

**NOTE:** Leaders are defined as S1, Strength Manager and HR NCO.

Live Fire: No

## **Objective Task Evaluation Criteria Matrix:**

| Plan  | an        | d Prepare                           | Execute                                    |                                 |              |                         | Ass  | ess                               |  |                           |
|---|-----------|-------------------------------------|--|---------------------------------|--------------|-------------------------|--|-----------------------------------|--|---------------------------|
| Operation<br>Environme  | al<br>ent | Training<br>Environment<br>(L/V/C)  | Leaders<br>Present at<br>Training/Required | Present at<br>Training/Required | External Eva | Performance<br>Measures | Critical<br>Performance<br>Measures                      | Leader<br>Performance<br>Measures | Evaluator's Observed<br>Task Proficiency<br>Rating | Commander's<br>Assessment |
| BDE &<br>Above  |           | nment<br>//C)                       | lers<br>equired                            | nt at<br>Required               | al Eval      | nance<br>iures          | cal<br>nance<br>ures                                     | der<br>mance<br>ures              | Observed<br>ficiency<br>ng                         | inder's<br>sment          |
| Dynamic<br>and<br>Complex<br>(All OE<br>Variables                                       |           |                                     | >=75%                                      | >=80%                           | Yes          | >=80%                   |  | >=85%                             | Т  | т                         |
| (All OE<br>Variables<br>and Hybrid<br>Threat)   |           | At the di                           | >=73%                                      | >=00%                           | 8            | >=00%                   | All  | >=03%                             | T-   | T-                        |
| Dynamic<br>and<br>Complex   | Day       | At the discretion of the Commander. | 60-74%                                     | 60-79%                          |              | 65-                     |  | . 75-                             | Ρ  | Ρ                         |
| And<br>Complex<br>(All OE<br>Variables<br>and Single<br>Threat)                         |           | mander.                             | 60-74%                                     | 60-79%                          | No           | 79%                     |  | 84%                               | P-   | P-                        |
| Dynamic<br>and<br>Complex<br>( <all oe<br="">Variables<br/>and Single<br/>Threat)</all> |           |                                     | <=59%                                      | <=59%                           |              | <=64%                   | <all< td=""><td>&lt;=74%</td><td>U</td><td>U</td></all<> | <=74%                             | U  | U                         |

#### 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.

## Safety Risk: Low

#### **Task Statements**

**Cue:** The unit (BDE) is deployed to an operational theater conducting unified land operations in support of Large Scale Combat Operations across multiple domains. Casualties are occurring and may continue to occur while deployed.

# 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.

## **Performance Steps and Measures**

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (\*) indicate leader steps; plus signs (+) indicate critical steps.

#### STEP/MEASURE

#### Plan

\* 1. Strength Manager plans and coordinates personnel asset inventories

#### Prepare

+\* 2. Strength Manager maintains accountability of personnel.

\* 3. Strength Manager prepares the personnel portion of the Unit Status Report (USR).

\* 4. HR NCO develops policies, procedures, and Standard Operating Procedures (SOPs) for Personnel Readiness Management (PRM), Personnel Accountability (PA), Strength Reporting (SR), Personnel Information Management (PIM), and casualty operations.

5. Personnel Readiness Team (PR TM) coordinates the brigade replacements.

#### Execute

+\* 6. Brigade S1 supervises summary, analysis, update, and reporting of personnel strength information to G-1/AG or higher HQs.

a. Duty status change information (i.e., PDY, WIA, KIA, MIA), and update personnel database and HR management systems.

b. Information on replacements, Return to Duty (RTD) Soldiers, DA Civilians, multi-national personnel, as required.

c. Perform error reconciliation and correct deviations in strength between the systems of record.

d. Daily update, and maintenance of DTAS.

e. Consolidation and submission of Personnel Status Reports (PERSTATs), Personnel Summary Report (PERSUMs), and Personnel Readiness Reviews (PRRs), as required.

f. Reassignments to meet operational requirements.

\* 7. Strength Manager conducts strength management and personnel readiness for the unit (to include subordinate S-1s).

\* 8. Strength Manager maintains situational awareness of the Common Operating Picture (COP).

\* 9. Strength Manager verifies PA, SR, and duty status changes are executed or submitted when changes occur.

\* 10. Strength Manager manages oversight of daily personnel accounting and strength reporting, using the system of record.

\* 11. Strength Manager verifies the S-1 has accurate and timely information for the S-1 running estimate.

 $^{\ast}$  12. HR NCO monitors PA of all assigned or attached military personnel and Civilians (DOD and CAAF).

\* 13. HR NCO collects, maintains and submits PERSTATs.

\* 14. HR NCO maintains task force reports.

\* 15. HR NCO analyzes readiness reports for reconciliation.

\* 16. HR NCO re-assigns Soldiers in accordance with operational requirements.

\* 17. HR NCO conducts replacement operations.

18. HR Specialist(s) collect and maintain PERSTAT information.

19. HR Specialist(s) process duty status changes as they occur.

20. HR Specialist(s) analyze reports for reconciliation.

21. HR Specialist(s) assign Soldiers to unit.

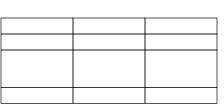
22. PR TM analyzes SR data and reports.

23. PR TM manages the brigade Distribution Management Sub-level (DMSL) for both officer and enlisted strength distribution.

24. PR TM coordinates replacement operations in terms of distribution and executes the personnel portion of the USR process.

25. PR TM executes brigade strength management utilizing the system of record.

| GO | NO-GO | N/A |
|----|-------|-----|
|    |       |     |



| Task Performance Summary Block                              |  |       |           |     |         |       |       |       |         |
|---|--|-------|-----------|-----|---------|-------|-------|-------|---------|
| Training Unit   |  |       | ITERATION |     |         |       |       |       |         |
|   |  |       |           |     | 2       |       | 3     | 4     |         |
| Date of Training per  | r Iteration:                               |       |           |     |         |       |       |       |         |
| Day or Night Tra  | aining:                                    | Day / | / Night   | Day | / Night | Day / | Night | Day / | / Night |
|   |  | #     | %         | #   | %       | #     | %     | #     | %       |
| Total Leaders Authorized                                    | % Leaders Present                          |       |           |     |         |       |       |       |         |
| Total Soldiers Authorized                                   | % Soldiers Present                         |       |           |     |         |       |       |       |         |
| Total Number of Performance<br>Measures                     | % Performance<br>Measures 'GO'             |       |           |     |         |       |       |       |         |
| Total Number of Critical<br>Performance Measures            | % Critical<br>Performance<br>Measures 'GO' |       |           |     |         |       |       |       |         |
| Live Fire, Total Number of<br>Critical Performance Measures | % Critical<br>Performance<br>Measures 'GO' |       |           |     |         |       |       |       |         |
| Total Number of Leader<br>Performance Measures              | % Leader<br>Performance<br>Measures 'GO'   |       |           |     |         |       |       |       |         |
| MOPP LEVEL  |  |       |           |     |         |       |       |       |         |
| Evaluated Rating per Iteration<br>T, T-, P, P-, U           |  |       |           |     |         |       |       |       |         |

## Missions(s) supported:

| Mission ID | Mission Title        | Frequency | Recommended Interval |
|------------|----------------------|-----------|----------------------|
| MP-04      | HHC / HHD Operations | 1         | Annually             |

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

## Supporting Collective Task(s):

| Step<br>Number | Task Number | Title   | Proponent                          | Status   |
|----------------|-------------|---|------------------------------------|----------|
|                | 71-BDE-5100 | Conduct the Operations Process for Command and Control (C2) | 71 - Mission Command (Collective)  | Approved |
| 6.             | 12-BDE-0037 | Conduct Strength Reporting (S1)                             | 12 - Adjutant General (Collective) | Approved |
| 10.            | 12-BDE-0037 | Conduct Strength Reporting (S1)                             | 12 - Adjutant General (Collective) | Approved |

## OPFOR Task(s): None

## Supporting Individual Task(s):

| Step Number | Task Number   | Title  | Proponent                            | Status   |
|-------------|---------------|--|--------------------------------------|----------|
| 2.          | 805C-420-6001 | Review Personnel Readiness Data for Unit Status Report   | 805C - Adjutant General (Individual) | Approved |
| 3.          | 805C-42B-7104 | Evaluate Personnel Strength Data                         | 805C - Adjutant General (Individual) | Approved |
| 3.          | 805C-42B-6105 | Prepare Personnel Readiness Data for USR                 | 805C - Adjutant General (Individual) | Approved |
| 6.          | 805C-42A-2001 | Conduct a Personnel Asset Inventory                      | 805C - Adjutant General (Individual) | Approved |
| 6.          | 805C-42A-3103 | Conduct Personnel Accountability in the System of Record | 805C - Adjutant General (Individual) | Approved |
| 6.          | 805C-42A-3231 | Employ the Deployed Theater Accountability System        | 805C - Adjutant General (Individual) | Approved |
| 6.          | 805C-42B-6108 | Implement Casualty Information Reporting                 | 805C - Adjutant General (Individual) | Approved |
| 6.          | 805C-42A-1257 | Prepare a Strength Accounting Report                     | 805C - Adjutant General (Individual) | Approved |
| 6.          | 805C-42B-7104 | Evaluate Personnel Strength Data                         | 805C - Adjutant General (Individual) | Approved |
| 12.         | 805C-42A-1257 | Prepare a Strength Accounting Report                     | 805C - Adjutant General (Individual) | Approved |

## Supporting Drill(s): None

## Supported AUTL/UJTL Task(s):

| Task ID       | Title                      |
|---------------|----------------------------|
| ART 4.2.1.1.3 | Conduct Strength Reporting |

## TADSS

| TADSS ID           | Title | Product Type | Quantity |
|--------------------|-------|--------------|----------|
| No TADSS specified |       |              |          |

## **Equipment (LIN)**

| LIN    | Nomenclature                   | Qty |
|--------|--------------------------------|-----|
| 70209N | Computer, Personal Workstation | 4   |

## Materiel Items (NSN)

| 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. It is the responsibility of all Soldiers and Department of the Army civilians to protect the environment from damage.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. 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).