

SOLDIER'S MANUAL AND TRAINER'S GUIDE
MOS 420A



Officer Foundation Standards

**Adjutant General / Human
Resources Technician (420A)**

Warrant Officer's Manual
Ranks WO1, CW2, CW3, CW4

JUNE 2011

STP12-420A-OFS

SOLDIER TRAINING PUBLICATION

No. 12-420A-OFS

HEADQUARTERS

DEPARTMENT OF THE ARMY

Washington, DC, 30 Jun 2011

Soldier's Manual And Trainer's Guide MOS 420A

**Officer Foundation Standards Adjutant General (420A)
Warrant Officer's Manual
Ranks WO1, CW2, CW3, CW4**

Contents

STP12-420A-OFS	<i>i</i>
Preface	1
Chapter 1: Introduction	2
Chapter 2: MOS Training Plan	3
Chapter 3: MOS/Skill Level Tasks	7
Skill Level 1	7
Subject Area 1: Man the Force	7
805C-420-6000 Perform Personnel Accountability Functions	7
805C-420-6001 Review Personnel Readiness Data for USR	10
805C-42B-6102 Maintain Unit Personnel Readiness	12
805C-42B-6104 Prepare Unit Personnel Strength Data.....	15
805C-42B-6106 Review a Personnel Asset Inventory	17
805C-42B-6107 Maintain Personnel Information Data	23
Subject Area 2: Provide HR Services	26
805C-420-6002 Implement Casualty Operations Program	26
805C-420-6003 Authenticate Military Orders	28
805C-420-6004 Perform Personnel Office Computations	30
805C-42B-6110 Review Officer Promotions and Selections	33
805C-42B-6111 Administer Enlisted Promotions and Selections	35

805C-42B-6112 Interpret Military Pay and Allowance	37
805C-42B-6113 Administer Evaluations Reporting Program	39
805C-42B-6114 Administer Awards and Decorations Program	41
805C-42B-6116 Prepare Correspondence	44
Subject Area 4: Conduct HR Planning and Operations	47
805C-420-6005 Establish HR Data/Voice Communications Nodes	47
805C-42B-7107 Develop HR Planning and Operations Staff Products Using MDMP	49
Skill Level 3	52
Subject Area 1: Man the Force	52
805C-420-7000 Coordinate Personnel Readiness Management	52
805C-420-7001 Manage Personnel Accountability	55
805C-420-7002 Manage Personnel Strength Reporting Data	58
805C-420-7003 Interpret Unit Status Reporting Data	61
Subject Area 2: Provide HR Services	63
805C-420-7004 Administer Casualty Operations in Theater	63
805C-420-7005 Coordinate Theater Postal Operations	65
Subject Area 4: Conduct HR Planning and Operations	69
805C-42H-8107 Implement HR Planning and Operations Using MDMP	69
Glossary	73
References	77
Authentication	81

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

DESTRUCTION NOTICE: Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

This is a new STP

Preface

This Soldier Training Publication (STP) is the Officer Foundation Standards (OFS) for Adjutant General Human Resources Technician (MOS 420A). This OFS reference supports the self-development and training of officers possessing MOS 420A. Commanders, trainers, and officers should use this manual to plan, conduct, and evaluate training within their units.

Warrant Officers will use this publication as a training instrument and as a self-evaluation tool. Commanders will use this publication to formulate professional development programs for junior officers based on unit Mission Essential Task Lists (METLs). Warrant Officers should seek to attain a level of proficiency in performing the tasks in this publication so their responses will become automatic whenever they are required to perform, even under the most stressful circumstances.

All tasks in this guide are related to Human Resources Technician duties and responsibilities. Reserve officers in the Army National Guard and Army Reserve as well, with some modification, will use this publication in the same training and self-evaluation mode as active Army officers.

Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to a specific page, must be provided for each comment to ensure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forwarded directly to Commander, U.S. Army Soldier Support Institute, ATTN: ATSG-TD, Fort Jackson, SC 29207-7025.

Chapter 1: Introduction

1-1. General.

The Adjutant General School is committed to the ongoing training and development of warrant officers throughout their career. This OFS manual serves to identify many of the primary tasks that warrant officers will perform in the field. This OFS manual compliments the technical training that is presented in the Warrant Officer Basic Course and Warrant Officer Advance Course. However, it is imperative that AG Technicians realize that neither this manual, nor resident training, can take the place of experiences in the field and each officer's own efforts towards self development. It is ultimately each officer's personal duty to seek knowledge above and beyond the realm of formal training.

1-2. Task Summaries.

Task summaries outline the performance requirements of each critical task in this STP. Commanders and trainers will use this information to prepare, conduct, and evaluate critical individual task training. As a minimum, task summaries include the information officers must know and the skills they must perform to standard. The format for the task summaries is as follows:

- a. **Task Title.** The task title identifies the action that the officer must perform/demonstrate.
- b. **Task Number.** Task numbers are 11 alphanumeric characters that identify each task. Include this number and its title in any correspondence that relates to this task.
- c. **Conditions.** The condition statement lists all the necessary equipment, tools, references, job aids and supporting personnel, for the officer to perform the task. This section identifies any specific cues or events that trigger task performance.
- d. **Standards.** Task standards describe how well, completely, accurately, or quickly the officer must be able to perform a task. The standards reflect actual performance in support of full spectrum operations.
- e. **Evaluation Preparation.** This section shows the necessary modifications to task performance in order to train and evaluate a task that normally cannot be trained to the wartime standard, under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions to furnish the officer before evaluation.
- f. **Performance Measures:** Performance Measures: are evaluation guides that identify the specific actions the officer are to accomplish, to successfully complete the task. This STP lists specific actions in a "GO/NO GO" format.
- g. **Evaluation Guidance.** This section shows the requirements (for example, number of Performance Measures: receiving a "GO" on) for successfully completing the task.
- h. **References.** This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description.

Chapter 2: MOS Training Plan

2-1. General.

The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard.

2-2. Subject Area Codes.

The MTP shows the relationship of an MOS/AOC skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. This section lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS/AOC.

Subject Area Codes

Skill Level 1/3

1. Man the Force
2. Provide Human Resources Services
3. Coordinate Personnel Support
4. Conduct Human Resources Planning and Operations

2-3. Critical Task List.

This section lists by general subject areas the critical tasks to be trained in an MOS/AOC and the type of training required (resident, integration, or sustainment).

- **Subject Area column.** This column lists the subject area number and title in the same order as shown in paragraph 2-2.
- **Task Number column.** This column lists the task numbers for all tasks included in the subject area.
- **Title column.** This column lists the task title for each task in the subject area.
- **Training Location column.** This column identifies the training location where the task is first trained to Soldier training publications standards. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

AGWOBC	Adjutant General Warrant Officer Basic Course
AGWOAC	Adjutant General Warrant Officer Advance Course
UNIT	Trained in the Unit

Figure 2-1. Training Locations

- **Sustainment Training Frequency column.** This column indicates the recommended frequency at which the tasks should be trained to ensure Soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA - Biannually
AN - Annually
SA - Semiannually
QT - Quarterly
MO - Monthly
BW - Bi-weekly
WK - Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level column.** This column lists the skill levels of the AOC for which officers must receive sustainment training to ensure they maintain proficiency to SM standards.

Table 2-1. MOS TRAINING PLAN: 420A – Human Resources Technician

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 1					
1. MAN THE FORCE	805C-420-6000	Perform Personnel Accountability Functions	WOBC	AN	1-3
	805C-420-6001	Review Personnel Readiness Data for USR	WOBC	AN	1-3
	805C-42B-6102	Maintain Unit Personnel Readiness	WOBC	AN	1-3
	805C-42B-6104	Prepare Unit Personnel Strength Data	WOBC	AN	1-3
	805C-42B-6106	Review a Personnel Asset Inventory	UNIT	AN	1-3
	805C-42B-6107	Maintain Personnel Information Data	UNIT	AN	1-3
2. PROVIDE HR SERVICES	805C-420-6002	Implement Casualty Operations Program	WOBC	AN	1-3
	805C-420-6003	Authenticate Military Orders	WOBC	AN	1-3
	805C-420-6004	Perform Personnel Office Computations	WOBC	AN	1-3
	805C-42B-6110	Review Officer Promotions and Selections	WOBC	AN	1-3
	805C-42B-6111	Administer Enlisted Promotions and Selections	WOBC	AN	1-3
	805C-42B-6112	Interpret Military Pay and Allowances	WOBC	AN	1-3
	805C-42B-6113	Administer Evaluations Reporting Program	WOBC	AN	1-3
	805C-42B-6114	Administer Awards and Decorations Program	WOBC	AN	1-3
	805C-42B-6116	Prepare Correspondence	WOBC	AN	1-3
3. COORDINATE PERSONNEL SUPPORT		None			
4. CONDUCT HR PLANNING AND OPERATIONS	805C-420-6005	Establish HR Data/Voice Communications Nodes	WOBC	AN	1-3
	805C-42B-7107	Develop HR Planning and Operations Staff Products Using MDMP	WOBC	AN	1-3

Table 2-2. MOS TRAINING PLAN: 420A – Human Resources Technician (cont'd.)

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 3					
1. MAN THE FORCE	805C-420-7000	Coordinate Personnel Readiness Management	WOAC	AN	3
	805C-420-7001	Manage Personnel Accountability	WOAC	AN	3
	805C-420-7002	Manage Personnel Strength Reporting	WOAC	AN	3
	805C-420-7003	Interpret Unit Status Reporting Data	WOAC	AN	3
2. PROVIDE HR SERVICES	805C-420-7004	Administer Casualty Operations Program	WOAC	AN	3
	805C-420-7005	Coordinate Theater Postal Operations	WOAC	AN	3
153. COORDINATE PERSONNEL SUPPORT		None			
4. CONDUCT HR PLANNING AND OPERATIONS	805C-42H-8107	Implement HR Planning and Operations Using MDMP	WOAC	AN	3

Chapter 3: MOS/Skill Level Tasks

Skill Level 1

Subject Area 1: Man the Force

805C-420-6000 Perform Personnel Accountability Functions

Conditions:

You have assumed duties in an S-1 section where you are required to report the personnel accountability of your unit daily. You have access to FM 1-0 (Human Resources Support), FM 5-0 (The Operations Process), and an Army Human Resources Workstation (AHRW).

Standards:

Achieve 100% accountability of your unit's personnel and conduct accurate daily personnel accountability reporting to higher headquarters.

Performance Steps:

1. Establish policies and procedures to identify subordinate responsibilities, personnel accounting flow, and timelines that synchronizes with higher headquarters policies and timelines
2. Monitor HR enabling systems used to perform Personnel Accounting
 - a. Coordinate connectivity for secure and non-secure voice and data systems with S-6, if required
 - b. Ensure HR personnel have the appropriate security clearances and access/permissions to the appropriate HR database and systems
 - c. Manage HR databases and systems access for the unit
3. Ensure data accuracy in HR enabling systems that support Personnel Accounting
 - a. Ensure subordinate units process arrivals, departures, and grade changes
 - b. Ensure subordinate units process information on replacements, return to duty (RTD) Soldiers, Army civilians, contractors, JIIM and other personnel, as required
 - c. Ensure subordinate units perform slotting procedures to update and maintain the HR Authorizations Report
 - d. Monitor duty status change information, i.e. Present for Duty to Wounded In-Action (WIA), Killed In-Action (KIA), MIA, etc., and ensure the appropriate databases and HR systems are updated
 - e. Coordinate with CLTs, MA, hospitals, and military police for information on casualties, patient tracking, and stragglers as appropriate
 - f. Ensure subordinate units perform required daily DTAS updates
 - g. Monitor AEA information for assigned/attached personnel
 - h. Perform data management and error reconciliation for HR systems, both manual and automated
4. Monitor personnel accounting

- a. Ensure subordinate units maintain 100% accountability on all assigned or attached personnel, to include replacements, RTD Soldiers, R&R personnel, individual redeployers, Army civilians, contractors, multinational personnel, as required
 - b. Ensure the Rear Detachment maintains accountability of non-deployed personnel and that their duty status changes are promptly entered into the applicable HR system
5. Conduct Reception, Staging, and Onward Movement (RSO) operations
- a. Coordinate with the theater Accountability Manager to ensure visibility of unit's personnel flow to include all transit categories
 - b. Determine unit requirements to staff manifesting cell at APOE/APOD during deployment and redeployment and liaison requirements during deployment
 - c. Operate a manifesting cell at ports of embarkation, collect manifest data at ports of debarkation and enter/depart those personnel into/from the theater database
 - d. Track transiting unit personnel (leave, R&R, etc.)
 - e. Ensure duty status and location are updated in DTAS
 - f. Process information on replacements and RTD personnel, as required, into the appropriate database
6. Collect, summarize, analyze, update, and prepare Personnel Accountability information to conduct Strength Reporting using SIPRNET or NIPRNET, in the directed format

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:

	<u>GO</u>	<u>NO-GO</u>
1. Established policies and procedures to identify subordinate responsibilities, personnel accounting flow, and timelines that synchronizes with higher headquarters policies and timelines	—	—
2. Monitored HR enabling systems used to perform Personnel Accounting	—	—
3. Ensured data accuracy in HR enabling systems that support Personnel Accounting	—	—
4. Monitored personnel accounting	—	—
5. Conducted Reception, Staging, and Onward Movement (RSO) operations	—	—
6. Collected, summarized, analyzed, updated, and prepared Personnel Accountability information to conduct Strength Reporting using SIPRNET or NIPRNET, in the directed format	—	—

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

References:

Required

AR 600-8-6

FM 1-0

FM 5-0

Related

DTAS 0506

DTAS USERS MANUAL

805C-420-6001 Review Personnel Readiness Data for USR

Conditions:

You are assigned to an S-1 section and have been assigned responsibility for the personnel portion of the Unit Status Report (USR) system within your unit. You are preparing for the monthly submission and have several subordinate units who have assigned new personnel responsibility for collecting USR information. You must ensure they are trained properly in order for the USR submission to be completed. You have access to AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), unit personnel status information and strength data.

Standards:

Obtain personnel USR data from 100% of subordinate units. Submit a complete and 100% accurate USR to higher headquarters in accordance with established timeframes.

Performance Steps:

1. Identify Personnel Unit Status Reporting (USR) procedures and requirements
 - a. Assist commanders of reporting organizations to uniformly determine and accurately report personnel status
 - b. Identify the six types of USR reports, personnel requirements for each, and when each type of report is submitted
 - c. Receive reports from subordinate organizations
2. Verify accuracy of personnel data in eMILPO or (SIDPERS and UMR for USARNG) and update accordingly
3. Verify personnel strength percentages
4. Verify the unit's overall Personnel Level (P-Level)
5. Provide recommendations for the personnel portion of the commander's letter

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:

	<u>GO</u>	<u>NO-GO</u>
1. Identified Personnel Unit Status Reporting (USR) procedures and requirements	—	—
2. Verified accuracy of personnel data in eMILPO or (SIDPERS and UMR for USARNG) and update accordingly	—	—
3. Verified personnel strength percentages	—	—
4. Verified the unit's overall Personnel Level (P-Level)	—	—
5. Provided recommendations for the personnel portion of the commander's letter	—	—

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.

References:

Required

AR 220-1

Related

805C-42B-6102 Maintain Unit Personnel Readiness

Conditions:

You are assigned to an S-1 section and have responsibility for personnel readiness in your unit, including training subordinates on personnel readiness management (PRM). Your unit is scheduled to deploy in the next 180 days and you must review manning throughout the organization and ensure it achieves directed personnel readiness levels IAW the Army Manning Guidance. You have access to AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), AR 614-100 (Officer Assignment Policies, Details, and Transfers), AR 614-200 (Enlisted Assignments and Utilization Management), FM 1-0 (Human Resources Support), Army Manning Guidance, and HQDA G-1 Personnel Planning Guidance for Overseas Contingency Operations (PPG).

Standards:

Develop a strength management and personnel distribution plan that ensures your unit deploys at or above the current HQDA Army Manning Guidance.

Performance Steps:

1. Develop unit-level PRM policies and procedures
2. Submit timely and accurate personnel transactions into HR enabling system(s) that impact strength and duty status
3. Execute readiness policies and procedures
 - a. Predict personnel requirements, based on current strength levels, projected gains and losses, and non-available and nondeployable personnel
 - b. Implement unit PRM/distribution fill plan and coordinate with Human Resources Command (HRC) on modifications based on operational requirements or commander's priorities
 - c. Distribute Soldiers to subordinate units and publish orders
 - d. Monitor Soldier utilization, distribution, and proper slotting of Soldiers within subordinate units
 - e. Monitor and reconcile strength deviations
 - f. Manage Unit Identification Code (UIC) hierarchies through various databases to ensure an accurate readiness common operational picture to the National HR Provider
 - g. Monitor and advise the commander on the personnel readiness status (current and projected) of subordinate units to include: key leaders, critical combat squads, crews and teams
 - h. Report critical personnel requirements to HRC for individual Soldiers and/or teams
 - i. Establish a link with the HRC for replacement of key personnel
4. Determine, in coordination with the S-3, replacement priorities based on current and forecasted readiness status and commander's intent
5. Coordinate Soldier Readiness Processing (SRP) to validate individual readiness and ensure visibility through updates to appropriate systems and databases
6. Monitor personnel losses (e.g., combat, non-combat, legal actions, medical, MOS Medical Retention Boards (MMRBs), Medical Evaluation Boards (MEBs), etc.

7. Ensure the personnel portion of the USR accurately reflects critical shortages and establishes manning expectations
8. Monitor and maintain visibility of non-available or non-deployable Soldiers, to include Rear Detachments
9. Coordinate the call forward of replacements
10. Coordinate with S-4 for equipment for replacement personnel, if applicable
11. Plan and coordinate the personnel portion of reorganization or reconstitution operations
12. Ensure PRM is included in all OPORDs and OPLANs
13. Monitor PRM
for subordinate units

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:	<u>GO</u>	<u>NO-GO</u>
1. Developed unit-level PRM policies and SOPs	—	—
2. Submitted timely and accurate personnel transactions	—	—
3. Executed personnel readiness policies and procedures	—	—
4. Determined, in coordination with the S-3, replacement priorities	—	—
5. Coordinated Soldier Readiness Processing (SRP)	—	—
6. Monitored personnel losses	—	—
7. Ensured the personnel portion of the USR accurately reflects critical shortages and establishes manning expectations	—	—
8. Monitored and maintain visibility of non-available or non-deployable Soldiers, to include Rear Detachments	—	—
9. Coordinated the call forward of replacements	—	—
10. Coordinated with S-4 for equipment for replacement personnel, if applicable	—	—
11. Planned and coordinated the personnel portion of reorganization or reconstitution operations	—	—
12. Ensured PRM is included in all OPORDs and OPLANs	—	—
13. Monitored PRM for subordinate units	—	—

Evaluation Guidance:

Score the Soldier GO if all Performance Measures: are passed (P). Score the Soldier NO GO if any perfor-

mance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References:

Required

AR 220-1

AR 614-100

AR 614-200

ARMY G-1 PPG

DA PAM 611-21

FM 1-0

Related

805C-42B-6104 Prepare Unit Personnel Strength Data

Conditions:

You are assigned to an S-1 section and your unit is currently in the deployment phase of the ARFORGEN cycle. You are required to report the strength of your unit to your higher headquarters. You have access to AR 600-8-6 (Personnel Accounting and Strength Reporting), FM 1-0 (Human Resources Support), FM 5-0 (The Operations Process), HR enabling systems, Deployed Theater Accountability Software (DTAS), and SIPRNET web-based Joint Personnel Status Report (JPERSTAT), Personnel Requirements Report (PRR) and Personnel Summary (PERSUM).

Standards:

Report your unit's personnel strength in accordance with higher headquarters SOP and with 100% accuracy.

Performance Steps:

1. Review Operations Orders (OPORDs) and Fragmentary Orders (FRAGOs) to determine command relationships for all subordinate units
2. Identify any change to task organization/command relationships for subordinate units to ensure strength reporting requirements are communicated
3. Convert by-name data into a numerical end product
4. Reconcile the JPERSTAT and DTAS for accuracy
5. Review the JPERSTAT, PERSUM, and PRR before it is submitted to higher headquarters according to SOP
6. Prioritize replacements and influence tactical decisions based on strength data and the commander's intent
7. Process strength related transactions through DTAS, eMILPO and other applicable HR enabling system

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
1. Reviewed Operations Orders (OPORDs) and Fragmentary Orders (FRAGOs) to determine command relationship for all subordinate units	—	—
2. Identified any change any task organization/command relationships for subordinate units to ensure strength reporting requirements were communicated	—	—
3. Converted the by-name data into a numerical end product	—	—
4. Reconciled the JPERSTAT and DTAS for accuracy	—	—
5. Reviewed the JPERSTAT, PERSUM, and PRR before it was submitted to higher headquarters according to SOP	—	—

Performance Measures:

	<u>GO</u>	<u>NO-GO</u>
6. Prioritized replacements and influenced tactical decisions based on strength data and the commander's intent	—	—
7. Processed strength related transactions through DTAS, eMILPO and other applicable HR enabling systems	—	—

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.

References:**Required**

AR 600-8-6
FM 1-0
FM 5-0

Related

DTAS 0506
DTAS THEATER MANUAL
DTAS USERS MANUAL
EMILPO USERS MANUAL
FM 3-0

805C-42B-6106 Review a Personnel Asset Inventory

Conditions:

You are assigned to an S-1 section, and have just received the results of a Personnel Asset Inventory (PAI). You have access to an AAA-162 (Unit Personnel Accountability Report (UPAR)), DA Form 3986-R (Personnel Asset Inventory) and information/documentation indicating the reason that a Soldier is not physically at formation, AR 600-8-6 (Personnel Accounting and Strength Reporting), Standing Operating Procedures (SOP), and standard office supplies and equipment.

Standards:

Verify the PAI to data to ensure 100% of all assigned and attached personnel are properly accounted for and correct documentation on duty status is submitted.

Performance Steps:

1. Check the Unit Personnel Accountability Report (UPAR)
 - a. Date of the report
 - b. Unit identification code (UIC) is for the unit conducting the PAI
 - c. Date the Soldier was assigned or attached to the unit
 - d. Duty status of the Soldiers appearing on the report
 - e. Date of the duty status of Soldiers appearing on the report
 - f. Sum on the report
2. Check the Unit Personnel Accountability Notice (UPAN)
 - a. Date of the report
 - b. Report is for the unit conducting the PAI
 - c. UIC is for the unit conducting the PAI
 - d. Names, ranks and social security numbers (SSNs) of the Soldiers appearing on the report to ensure those Soldiers are supposed to be accounted for by the reporting unit
 - e. Type of notice for each Soldier listed on the report
 - f. Total number of personnel notices for failure to gain
 - g. Total number of personnel notices for failure to lose
 - h. Total number of personnel notices for absence without leave (AWOL) for over 25 days
 - i. Total number of personnel notices for expired date eligible to return from overseas (DEROS)
 - j. Total number of personnel notices for assigned not joined over 10 days
 - k. Total number of personnel notices for expired expiration term of service/expiration of service agreement (ETS/ESA)
 - l. Total number of personnel notices for Soldiers discharged by HRC
3. Verify that the correct information is entered in the appropriate blocks of DA Form 3986-R for the unit conducting the PAI by comparing it to the UPAR and UPAN

- a. Date the PAI was conducted is entered in block 1
- b. Name of the unit conducting the PAI is entered in block 2
- c. Name of the next higher unit in the chain of command is entered in block 3
- d. Appropriate major command of the unit conducting the PAI is entered in block 4
- e. Complete unit address is entered in block 5
- f. Unit processing code (UPC) from the UPAR is entered in block 6
- g. Correct data is entered in blocks 7a, c, d, e, and f
 - (1) Correct "as of date" is entered in block 7a
 - (2) Correct number of officers currently assigned is entered in block 7c (assigned)
 - (3) Correct number of warrant officers currently assigned is entered in block 7d (assigned)
 - (4) Correct number of enlisted currently assigned is entered in block 7e (assigned)
 - (5) Total number of officers, warrant officers, and enlisted Soldiers entered in blocks 7c, d, and e (assigned) is entered in block 7f (assigned)
 - (6) Correct number of officers currently attached is entered in block 7c (attached)
 - (7) Correct number of warrant officers currently attached is entered in block 7d (attached)
 - (8) Correct number of warrant officers currently attached is entered in block 7e (attached)
 - (9) Total number of officers, warrant officers, and enlisted Soldiers entered in blocks 7c, d, and e (attached) is entered in block 7f (attached)
- h. Verify the correct data is entered in blocks 8c, d, e, and f
 - (1) Orders are enclosed for newly assigned officers and the number of new officers assigned is entered in block 8c (assigned)
 - (2) Orders are enclosed for newly assigned warrant officers and the number of new warrant officers assigned is entered in block 8d (assigned)
 - (3) Orders are enclosed for newly assigned enlisted Soldiers and the number of new enlisted Soldiers assigned is entered in block 8e (assigned)
 - (4) Total number of new officers, warrant officers, and enlisted Soldiers entered in blocks 8c, d, and e (assigned) is entered block 8f (assigned)
 - (5) Orders are enclosed for newly attached officers and the number of new officers assigned is entered in block 8c (attached)
 - (6) Orders are enclosed for newly attached warrant officers and the number of new warrant officers assigned is entered in block 8d (attached)
 - (7) Orders are enclosed for newly attached enlisted Soldiers and the number of new enlisted Soldiers assigned is entered in block 8e (attached)
 - (8) Total number of new officers, warrant officers, and enlisted Soldiers entered in blocks 8c, d, and e (attached) is entered in block 7f (attached)
- i. Verify the correct data is entered in blocks 9c, d, e, and f

- (1) Orders are enclosed for departing officers assigned and the number is entered in block 9c (assigned)
 - (2) Orders are enclosed for departing warrant officers and the number of departing warrant officers assigned is entered in block 9d (assigned)
 - (3) Orders are enclosed for departing enlisted Soldiers and the number of departing enlisted Soldiers assigned is entered in block 9e (assigned)
 - (4) Total number of departing officers, warrant officers, and enlisted Soldiers entered in blocks 9c, d, and e (assigned) is entered in block 9f (assigned)
 - (5) Orders are enclosed for departing officers attached and the number is entered in block 9c (attached)
 - (6) Orders are enclosed for departing warrant officers and the number of departing warrant officers attached is entered in block 9d (attached)
 - (7) Orders are enclosed for departing enlisted Soldiers and the number of departing enlisted Soldiers attached is entered in block 9e (attached)
 - (8) Total number of departing officers, warrant officers, and enlisted Soldiers entered in blocks 9c, d, and e (attached) is entered in block 9f (attached)
- j. Verify the correct data is entered in blocks 10 a, c, d, e, and f
- (1) Verify the correct "as of date" from block 1 of DA Form 3986-R is entered in block 10a
 - (2) Verify the correct adjusted assigned strengths are entered in blocks 10 c, d, e, and f (assigned) by adding blocks 7, 8, and 9 (assigned)
 - (3) Verify the correct adjusted attached strengths are entered in blocks 10 c, d, e, and f (attached) by adding blocks 7, 8, and 9 (attached)
- k. Verify the correct data is entered in blocks 11 a, c, d, e, and f
- (1) Date the muster formation was physically held is entered in block 11a
 - (2) Written documentation is enclosed for the number of officers not physically at the formation and the number is entered in block 11c (assigned).
 - (3) Written documentation is enclosed for the number of warrant officers not physically at the formation and the number is entered in block 11d (assigned)
 - (4) Written documentation is enclosed for the number of enlisted Soldiers not physically at the formation and the number is entered in block 11e (assigned)
 - (5) Written documentation is enclosed for the number of officers not physically at the formation and the number is entered in block 11c (attached)
 - (6) Written documentation is enclosed for the number of warrant officers not physically at the formation and the number is entered in block 11d (attached)
 - (7) Written documentation is enclosed for the number of enlisted Soldiers not physically at the formation and the number is entered in block 11e (attached)
 - (8) Total number of officers, warrant officers, and enlisted Soldiers physically present at the muster formation entered in blocks 11c, d, and e (attached) is entered in block 11f (attached)
- l. Verify the type of PAI is annotated in block 12

- m.** Verify the correct data is entered in block 13
 - (1)** Verify the grade, name, social security number (SSN), and status of Soldiers assigned (gains) to the unit, but do not appear on the UPAR, are listed in block 13
 - (2)** Verify the grade, name, SSN, and status of Soldiers departing (losses) the unit are listed in block 13
 - (3)** Verify the grade, name, SSN, and status of Soldiers who appear on the UPAR but are not present at the muster formation are listed in block 13
 - (4)** Verify the grades, names, SSN, and status of Soldiers who are listed in block 13 are continued on a separate sheet of paper if needed
- n.** Verify the correct data is entered in block 14 a, b, and c
 - (1)** Name, grade, branch, and title of the commander of the unit conducting the PAI is entered in block 14a
 - (2)** Signature of the commander of the unit conducting the PAI is entered in block 14b
 - (3)** Commander of the unit conducting the PAI entered the date of his or her signature in block 14c
- o.** Verify the correct data is entered in block 15 if the PAI was conducted as a result of a change of command
 - (1)** Appropriate block is checked, “concur” or “nonconcur”
 - (2)** Explanation is entered in block 15 if “nonconcur” is checked
 - (3)** Explanation is continued on a separate sheet of paper if needed
- p.** Verify the correct data is entered in block 16 a, b, and c if the PAI was conducted as a result of a change of command
 - (1)** Name, grade, branch, and title of the new commander of the unit conducting the PAI is entered in block 16a
 - (2)** Signature of the new commander of the unit conducting the PAI is entered in block 16b
 - (3)** New commander of the unit conducting the PAI entered the date of his or her signature in block 16c
- q.** Enter the correct data in item 17
 - (1)** Annotate the appropriate block, “concur” or “nonconcur”
 - (2)** Enter an explanation if “nonconcur” is checked
 - (3)** Continue the explanation on a separate sheet of paper if needed
- r.** Enter the correct data in block 18 a, b, and c
 - (1)** Enter the name, grade, branch, and title of the personnel automation section supervisor in block 18a
 - (2)** Obtain the signature of the personnel automation section supervisor in block 18b
 - (3)** Ensure the personnel automation section supervisor entered the date of his or her signature in block 18c
- s.** Verify the commander authentication data is completed
 - (1)** Verify PAI was forwarded through command channels
 - (2)** Verify blocks 19-33b are completed by the chain of command and all necessary signatures are pres-

ent according to local policy

- t. Verify the Military Personnel Strength Monitor (MPSM) certification is completed
 - (1) Verify the TO address entered in block 34 is the address of the commander of the unit conducting the PAI
 - (2) Verify the date the MPSM approved the PAI is entered in block 36
 - (3) Verify the unit personnel strength is reconciled and deviations are corrected and the appropriate box is checked in block 37
 - (4) Verify remarks by the MPSM are entered in blocks 38, if applicable
 - (5) Verify the MPSM name, grade, branch, and title are entered in block 39a
 - (6) Verify the MPSM name, grade, branch, and title are entered in block 39a

- 4. Ensure discrepancies are resolved
 - a. Correct any discrepancies prior to forwarding to higher headquarters
 - b. Forward PAI to the MPSM to resolve any discrepancies
- 5. Route the PAI to the appropriate agencies
 - a. Forward the original document to higher headquarters within 5 working days of the PAI
 - b. Ensure the original document is returned to the BNS1 after processing through command channels according to the local SOP
 - c. Ensure one copy is retained for the unit files
 - d. Ensure one copy is retained for the PAS analyst
 - e. Ensure one copy is retained for the MPSM
 - f. Ensure one copy is provided to the departing commander, if it is a change-of-command PAI
- 6. Verify PAI documents are correctly filed

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:

	<u>GO</u>	<u>NO-GO</u>
1. Reviewed the Unit Personnel Accountability Report (UPAR)	—	—
2. Reviewed the Unit Personnel Accountability Notice (UPAN)	—	—
3. Verified that the correct information was entered in the appropriate blocks of DA Form 3986-R for the unit conducting the PAI by comparing it to the UPAR and UPAN	—	—
4. Ensured discrepancies were resolved	—	—

Performance Measures:

5. Routed the PAI to the appropriate agencies

GO NO-GO

— —

6. Verified PAI documents were correctly filed

— —

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.

References:

Required

AR 600-8-6

Related

DA FORM 3986-R

805C-42B-6107 Maintain Personnel Information Data

Conditions:

You are assigned as a human resources professional in a deployed unit with access to AR 600-8-1 (Army Casualty Program), AR 600-8-104 (Military Human Resources Records), FM 1-0 (Human Resources Support), DD Form 93 (Record of Emergency Data), SGLV-8286 documents, access to an Army Human Resource Workstation with internet capabilities, and access to the appropriate HR systems. You are responsible for maintaining timely and accurate personnel information data for your unit's Soldiers.

Standards:

Develop a process to review and update Soldiers' personnel information that provides timely and accurate information to the commander that will assist in the decision-making process.

Performance Steps:

1. Establish personnel information data maintenance responsibilities within the S-1 section
2. Maintain accurate personnel information data
 - a. Update strength related information in automated databases to include gains, losses, and grade and duty status changes
 - b. Update HR enabling and information systems (HURS, eMILPO, TOPMIS II, EDAS, DTAS, iPERMS, DCIPS-CF, and other HR systems as applicable)
 - c. Ensure proper accesses are granted to personnel information systems
 - d. Maintain personnel files in accordance with governing regulations and policies
 - e. Monitor personnel information on all assigned/attached personnel with particular attention to information that updates specific HR databases and automated systems
 - f. Establish policies and procedures that affect management of personnel information data for subordinate units
3. Administer manual personnel information data requirements and management tools
 - a. Ensure accurate and timely updating of the database of record
 - b. Employ HR enabling systems for updating Soldier information
 - c. Review key HR enabling systems reports and outputs
 - (1) Personnel Asset Visibility Report
 - (2) Personnel Grade Strength Report
 - (3) Enlisted Promotion Reports (AAA-117 & AAA-294)
 - (4) Multiple readiness report and individual data queries for Soldier information
 - (5) Unit Personnel Accountability Report, AAA-162
 - (6) Human Resource Authorization Report (HRAR) AAA-161 (formerly known as the Unit Manning Report)
 - (7) Officer/Enlisted Record Brief

- (8)** DD Form 93 (Record of Emergency Data)
- (9)** Service Member's Group Life Insurance via SGLV Form 8286
 - (a)** Provide written notification to spouse if a married Soldier elects reduce insurance coverage or designates a beneficiary who is not NOK
 - (b)** Counsel Soldiers on reasons for termination of SGLI
 - (c)** Schedule periodic reviews of the DD Form 93 and SGLV Form 8286 IAW established regulations
- d.** Request and manage access to DA-level HR systems through HURS
- e.** View officer and enlisted personnel strength and authorization information through the Common Operating Picture Synchronizer (COPS)
- f.** Review key COPS reports and outputs
 - (1)** View unit authorized and assigned strength
 - (2)** View available and non-available population
 - (3)** Produce an MOS inventory style report
- g.** Employ DCIPS-CF as the automated system to record and report casualty data
- h.** Employ deployable RAPIDS for use in both tactical and non-tactical environments
- i.** Ensure system operators are appointed in writing and are trained on how to use the deployable RAPIDS
- j.** Employ DTAS as the cornerstone of accurate accountability of the deployed force
- k.** Review key DTAS reports and outputs
 - (1)** View gains/losses to the organization during the 24-hour reporting period
 - (2)** View in-transit report
 - (3)** Review PERSTAT report
- l.** Employ EDAS to manage and distribute the Army's enlisted Soldiers (active component) and to update enlisted records data on HR database of record
- m.** Employ TOPMIS for its officer/warrant officer information retrieval and data query functionality
- n.** Employ eTOPMIS to pull officer/warrant officer information, such as Officer Records Brief (ORBs), promotion orders, and Requests for Orders (RFOs)
- o.** Employ TPS to create a deployable personnel database which assists BN and BDE/BCT S-1 sections to
 - (1)** Generate reports (Personnel Daily Summary, Personnel Requirements Report) which assist S-1 PA and replacement management operations
 - (2)** Eliminate unnecessary data entry to create manifests, deployed databases, and reports
 - (3)** Generate deployment, redeployment, and/or aircraft manifests
 - (4)** Automatically build a deployed personnel database
 - (5)** Provide queries on deployed personnel
 - (6)** Generate transfer files (.trn) which are uploadable to populate the DTAS

4. Determine official documents required in the Interactive Personnel Electronic Records Management System (iPERMS) and ensure official documents are uploaded to iPERMS

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:	<u>GO</u>	<u>NO-GO</u>
1. Established personnel information data maintenance responsibilities within the S-1 section	—	—
2. Maintained accurate personnel information data	—	—
3. Administered manual personnel information data requirements and management tools	—	—
4. Determined official documents required in the Interactive Personnel Electronic Records Management System (iPERMS) and ensured official documents were uploaded to iPERMS	—	—

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.

References:

Required

AR 600-8-1
AR 600-8-104
FM 1-0

Related

DD FORM 93
SGLV FORM 8286

Subject Area 2: Provide HR Services

805C-420-6002 Implement Casualty Operations Program

Conditions:

You are assigned to an S-1 section and your commander has directed you to establish casualty operations for your command. You have access to FM 1-0 (Human Resources Support), AR 600-8-1 (Army Casualty Program), AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), AR 600-25 (Salutes, Honors, and Visits of Courtesy), AR 638-2 (Care and Disposition of Remains and Disposition of Personal Effects), access to iPERMS, DD Form 93 (Record of Emergency Data), SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) and DA Form 1156 (Casualty Feeder Card). You have access to DCIPS-CR/CF, user manual, and an Army Human Resources Workstation.

Standards:

Integrate casualty reporting procedures in the unit that ensure all casualties are properly reported within theater standards, Next of Kin (NOK) notification is confirmed, remains and personal effects are recovered and S-1 key functions are accomplished without error.

Performance Steps:

1. Implement the commanders intent for casualty operations
2. Initiate a "heads-up" phone call to the next higher level upon notification of a casualty
3. Review the initial casualty report and submit DCIPS input to higher headquarters IAW published guidance
 - a. Ensure initial casualty reports for deceased/DUSTWUN are authenticated by a field grade officer or higher
 - b. Complete initial casualty report's required minimum information and forward
 - c. Confirm accuracy and completeness of the casualty report against all source documents
 - d. Provide copies of DD93 and SGLV 8286 to next higher level/CAC IAW local SOP
 - e. Any missing or changed data will be sent on supplemental reports until all information is completed
4. Update duty status on personnel systems
5. Coordinate with the medical officer and CLTs to monitor patient tracking
6. Confirm notification of PNOK
7. Process awards, promotions and evaluations, if applicable
8. Appoint a SCMO and AR 15-6 Officer, if required
9. Process casualty mail
10. Prepare letters of sympathy and/or condolence
 - a. A copy of the letters must be forwarded to higher headquarters for review IAW regulatory guidance
 - b. Mail the letters IAW regulatory guidance after confirmation of PNOK notification
11. Update commander throughout the process
12. Confirm with S-4 movement of PE completed
13. Be prepared to assist Chaplain with memorial ceremony

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:	<u>GO</u>	<u>NO-GO</u>
1. Received notification that a casualty has occurred in the battalion	—	—
2. Extracted casualty data from unit's reporting document as per unit SOP	—	—
3. Initiated a heads-up phone call to the next higher level	—	—
4. Completed the initial casualty report using DCIPS and submit to higher head-quarters within 3 hours of incident, or as conditions permit	—	—
5. Updated duty status on PERSTAT and databases	—	—
6. Coordinated with the medical officer and CLTs, monitor patient tracking.	—	—
7. Confirmed notification of PNOK	—	—
8. Processed awards, promotions and evaluations if applicable	—	—
9. Appointed a SCMO and AR 15-6 Officer, if required	—	—
10. Processed casualty mail	—	—
11. Prepared letters of sympathy	—	—
12. Updated commander throughout the process	—	—
13. Coordinated with BN S-4 for movement of PE	—	—
14. Prepared to assist Chaplain with memorial ceremony	—	—

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.

References:**Required**

AR 600-25
AR 600-8-1
AR 600-8-4
AR 638-2
FM 1-0

Related

DCIPS FORWARD USER MANUAL
DD FORM 93
SGLV FORM 8286

805C-420-6003 Authenticate Military Orders

Conditions:

You are assigned as a Human Resources technician and are responsible for authenticating the military orders produced within your section. You have access to AR 600-8-105 (Military Orders), a Julian date calendar, and standard office supplies.

Standards:

Manage the processing of military orders by identifying the purpose and types of military orders, defining authorities for publishing military orders, reviewing the components of military orders, and reviewing the general administrative information of military orders to ensure 100% accuracy.

Performance Steps:

1. Determine when a military order is required
2. Identify type of military order required
 - a. Regular orders
 - b. Permanent orders
3. Identify who has the authority to issue travel orders
4. Determine who has the authority to issue orders for other than travel
5. Review military orders by ensuring
 - a. Proper order format is used
 - b. Correct heading is used
 - c. Standard Name Line (SNL) is correct
 - d. Constant information is correct
 - e. Body of the order consists of the constant information, leadlines, and variable information
 - f. Leadlines identify and control an item of information and lead to an appropriate response
 - g. Variable information comes from the Soldier's records, regulations, or instructions explained in the order format
 - h. Construct Movement Designator Code (MDC), if required
 - i. Additional instructions information is included
 - j. Authentication consists of the authority line and signature block
 - k. Authority line is omitted when the commander signs the order
 - l. Signature block is prepared using the same format for a memorandum
6. Review the general administrative processing of military orders within the unit

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:	<u>GO</u>	<u>NO-GO</u>
1. Determined when a military order was required	—	—
2. Identified type of military order required	—	—
3. Identified who has the authority to issue travel orders	—	—
4. Determined who had the authority to issue orders for other than travel	—	—
5. Reviewed military orders	—	—
6. Reviewed the general administrative processing of military orders within the unit	—	—

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.

References:

Required

AR 600-8-105

Related

AR 310-50

805C-420-6004 Perform Personnel Office Computations

Conditions:

You are assigned to an S-1 and have a requirement to determine service dates for Soldiers in the unit. You have access to DoD FMR (Department of Defense Financial Management Regulation) 7000.14R, a DA Form 1506 (Statement of Service), AR 37-104-4 (Military Pay and Allowance Policy and Procedures-Active Component), AR 600-8-104 (Military Personnel Information Management/Records), and standard office supplies.

Standards:

Accurately compute the service dates for personnel in the unit.

1. Determine the types of services dates
2. Determine creditable service periods
3. Determine amount of lost time, if any
4. Calculate service dates
5. Adjust service time

Performance Steps:

1. Identify types of service creditable for pay, active service, enlisted service, and date of rank
2. Identify periods of service using source documents
3. Determine whether the individual has any lost time
4. Adjust service time.
 - a. Adjust Pay Entry Basic Date (PEBD)
 - (1) Determine all periods of creditable service
 - (2) Compute all periods of service using the three basic computation rules
 - (3) Add all periods of service
 - (4) Subtract the total from the beginning date of the Soldier's last continuous period of service
 - (5) Adjust for any lost time on a day-by-day basis
 - b. Adjust Basic Active Service Date (BASD)
 - (1) Determine all periods of active service
 - (2) Compute all periods of service using the three basic computation rules
 - (3) Add all periods of service
 - (4) Subtract the total from the beginning date of the Soldier's last continuous period of service
 - (5) Adjust for any lost time on a day-by-day basis
 - c. Adjust Basic Enlisted Service Date (BESD)
 - (1) Determine all periods of enlisted service
 - (2) Compute each period of enlisted service using the three basic computation rules
 - (3) Add all periods of enlisted service

(4) Subtract the total from the beginning date of the last continuous period of enlisted service (current period)

(5) Adjust for any lost time on a day-by-day basis

d. Adjust Expiration of Term of Service (ETS)

(1) Determine the date of enlistment, reenlistment, extension, and the term of service

(2) Add the term of service to the date of enlistment, reenlistment or extension by subtracting one day to compensate for the inclusive day

(3) Adjust the ETS date for any lost time on a day-by-day basis

e. Adjust Date of Rank (DOR)

(1) Determine any periods of active duty service in the same rank or higher ranks than that in which the individual entered his/her most recent period of active duty service

5. Adjust service dates for lost time

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:

	<u>GO</u>	<u>NO-GO</u>
1. Identified types of service creditable for pay, active service, enlisted service, and date of rank.	—	—
2. Identified periods of service using source documents	—	—
3. Determined whether the individual has any lost time	—	—
4. Reviewed the computation to adjust service dates	—	—
a. Adjusted Pay Entry Basic Date (PEBD)		
b. Adjusted Basic Active Service Date (BASD)		
c. Adjusted Basic Enlisted Service Date (BESD)		
d. Adjusted Expiration of Term of Service (ETS)		
e. Adjusted Date of Rank (DOR)		
5. Adjusted service dates for lost time	—	—

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.

References:

Required

Related

AR 37-104-4
AR 600-8-104
DODFMR 7000.14-R, VOL 1

805C-42B-6110 Review Officer Promotions and Selections

Conditions:

You are assigned to an S-1 and have the responsibility for reviewing officer promotions and selections. You have AR 600-8-29 (Officer Promotions), AR 350-100 (Officer Active Duty Service Obligations), AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army), DA Form 78-R (Recommendation for Promotion to 1LT/CW2), DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)), Officer Record Brief (ORB) and standard office supplies and equipment. You also have access to the internet where you can review pertinent Military Personnel (MILPER) messages pertaining to promotions and selections.

Standards:

Integrate the principles of the decentralized and the centralized officer promotion/selection system into unit operations to ensure accurate management of the officer promotion program.

Performance Steps:

1. Compute promotion eligibility date (PED) for 1LT/CW2
 - a. Determine which rule to use for calculating the PED
 - (1) Determine if the officer is a West Point Graduate
 - (2) Determine if the officer is a Reserve Officer Training Course (ROTC) Graduate
 - (3) Determine if the officer is a Officer Candidate School (OCS) Graduate
 - b. Calculate the PED based on the applicable rule
2. Identify all officers not recommended for promotion to 1LT/CW2
3. Complete DA Form 268 (Report to Suspend Favorable Personnel Action (FLAG)) and flag officer in HR enabling system, if required
4. Identify promotion/selection board dates based on published MILPER messages
5. Identify and inform eligible officers in the zones of consideration of their eligibility
6. Submit updates to OMPF and ORB as requested by the officer
7. Process mandatory and optional evaluation reports as necessary
8. Inform commander of promotion/selection board results
9. Identify names of officers eligible for promotion based on the range of sequence numbers, upon receipt of monthly promotion numbers MILPER message
10. Print the promotion order from eTOPMIS
11. Produce the promotion certificate (DD Form 1-A) for presentation
12. Schedule promotion ceremony on effective date of promotion or the last duty day prior if promotion effective date is on a non-duty day

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:	<u>GO</u>	<u>NO-GO</u>
1. Computed promotion eligibility date (PED) for 1LT/CW2	—	—
2. Identified all officers not recommended for promotion to 1LT/CW2	—	—
3. Completed DA Form 268 and flag officer in HR enabling system, if required	—	—
4. Identified promotion/selection board dates based on published MILPER messages	—	—
5. Identified and inform eligible officers in the zones of consideration of their eligibility	—	—
6. Submitted updates to OMPF and ORB as requested by the officer	—	—
7. Processed mandatory and optional evaluation reports as necessary	—	—
8. Informed commander of promotion/selection board results	—	—
9. Identified names of officers eligible for promotion based on the range of sequence numbers, upon receipt of monthly promotion numbers MILPER message,	—	—
10. Printed the promotion order from eTOPMIS	—	—
11. Produced the promotion certificate (DD 1-A) for presentation	—	—
12. Scheduled promotion ceremony on effective date of promotion or the last duty day prior if promotion effective date is on a non-duty day	—	—

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.

References:

Required

AR 350-100

AR 600-8-29

AR 601-100

Related

DA FORM 268

805C-42B-6111 Administer Enlisted Promotions and Selections

Conditions:

You are assigned to an S-1 and are reviewing the results of the semi-centralized promotion board. You also have the responsibility to review centralized promotion/selection board processes and decentralized promotions. You have AR 600-8-19 (Enlisted Promotions and Reductions), DA Form 3355 (Promotion Point Worksheet), DA Form 3356 (Board Member Appraisal Worksheet), DA Form 3357 (Board Recommendation), DA Form 4187 (Personnel Action), Enlisted Advancement Report (AAA-117), Waiver Allocation Report (AAA-119), Eligibility Roster (AAA-294), and standard office supplies. You also have access to the internet where you can review pertinent Military Personnel (MILPER) messages pertaining to promotions/selections.

Standards:

Integrate the principles of the decentralized enlisted promotion system, the semi-centralized promotion system, and the centralized promotion/selection system into unit operations to ensure accurate management of the enlisted promotion program.

Performance Steps:

1. Determine the appropriate promotion authorities for each level of enlisted promotions
2. Review decentralized promotion processes
 - a. Review the waiver allocation to ensure it is completed correctly before obtaining the battalion commander's signature
 - b. Review the AAA-117
 - (1) For those Soldiers fully eligible and denied promotion, ensure the company has completed a DA Form 4187 (Request for Personnel Action) to deny promotion
 - (2) Verify the promotions clerk has input the system transaction for Soldiers denied automatic promotion not later than the 20th of the month
 - (3) For those eligible Soldiers being promoted, review and sign the DA Form 4187 authorizing the promotion
 - c. Review the promotion certificates then forward to the battalion commander for signature
 - d. Ensure company receives completed DA Form 4187 and promotion certificate
3. Process semi-centralized promotion actions
 - a. Review the Unit Enlisted Promotion Report (AAA-294)
 - b. Ensure promotion board has been coordinated with the CSM, and an Memorandum of Instruction (MOI) has been published
 - c. Review the promotion packet (DA3355) to avoid delay of promotion due to administrative errors
 - d. Review the memorandum of board proceedings before forwarding to the commander for signature
 - e. Ensure promotable NCOs who make the points cutoff for promotion are not flagged
 - f. Review monthly audits
 - g. Process Exception to Policy packets as needed

h. Ensure promotion ceremonies have been coordinated

4. Process centralized promotion/selection actions

- a. Identify Soldiers eligible for promotion/selection based upon zones of consideration in the applicable MILPER message
- b. Ensure eligible Soldiers are informed of pre-board requirements, including any mandatory or optional evaluation reports
- c. Upon receipt of HQDA selection list, ensure all eligible Soldiers were considered by the promotion/selection board
- d. Upon receipt of the MILPER message with the monthly promotion numbers, ensure promotable NCOs whose sequence number are in the range of sequence numbers are not flagged
- e. Ensure Soldiers are counseled concerning the service remaining requirement and procedures for declining promotions
- f. Review the promotion certificates, then forward to the commander for signature
- g. Ensure promotion ceremonies have been coordinated

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:

	<u>GO</u>	<u>NO-GO</u>
1. Determined the appropriate promotion authorities for each level of enlisted promotions	—	—
2. Reviewed decentralized promotion processes	—	—
3. Processed semi-centralized promotion actions	—	—
4. Processed centralized promotion/selection actions	—	—

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.

References:

Required

AR 600-8-19

Related

DA FORM 3355

DA FORM 3356

DA FORM 3357

805C-42B-6112 Interpret Military Pay and Allowance

Conditions:

You are assigned to an S-1 section and are responsible for ensuring all members of the unit are receiving entitlements IAW DoD regulations. Given the requirement to research pay and entitlement issues, access to Department of Defense (DoD) Financial Management Regulation 7000.14-R Volume 7A, calculator, an Army Human Resource Work Station with internet capabilities, and standard office supplies.

Standards:

Establish entitlements to basic, special, and incentive pays for unit personnel with 100% accuracy. Implement internal control procedures that ensure 100% accountability of military pay allowances and entitlements received by Soldiers.

Performance Steps:

1. Determine unit specific special pay entitlements (e.g., parachute, hazardous duty, etc.)
2. Review DoDFMR 7000.14-R Vol 7A
3. Research finance actions
 - a. Identify key words or terms
 - b. Review the Table of Contents
 - c. Research applicable chapters
 - d. Perform office computations to support pay-related issues
4. Determine Special Pay entitlements by verifying
 - a. Supporting documentation
 - b. Eligibility
5. Determine Incentive Pay entitlements by verifying
 - a. Supporting documentation
 - b. Eligibility
6. Determine Subsistence allowances by verifying
 - a. Supporting documentation
 - b. Eligibility
 - (1) Basic Allowance for Subsistence (BAS)
 - (2) Family Subsistence Supplemental Allowance (FSSA)
7. Determine other payable allowances by indentifying eligibility for
 - a. Basic Allowance for Housing
 - b. Family Separation Allowance
 - c. Cost of Living Allowance
 - d. Other entitlements (e.g. Clothing Allowance)
8. Supervise processing of Pay Inquiries

9. Implement Internal Control Procedures

- a. Verify all documentation
- b. Maintain documentation on file
- c. Verify data on Unit Commander’s Finance Report (UCFR)
- d. Reconcile data on UCFR
- e. Safeguard assets
- f. Detect errors and fraud
- g. Adhere to the Defense Finance Accounting Service (DFAS) supplemental internal control policies and practices

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:	<u>GO</u>	<u>NO-GO</u>
1. Determined unit specific special pay entitlements	—	—
2. Reviewed DoDFMR 7000.14-R Vol 7A	—	—
3. Researched finance actions	—	—
4. Determined Special Pay entitlements	—	—
5. Determined Incentive Pay entitlements	—	—
6. Determined Subsistence allowances	—	—
7. Determined other payable allowances	—	—
8. Supervised processing of Pay Inquiries	—	—
9. Implemented Internal Control Procedures	—	—

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.

References:

Required

Related

DOD 7000.14R VOL 7A

805C-42B-6113 Administer Evaluations Reporting Program

Conditions:

You are assigned to an S-1 section and have received multiple evaluation reports to review and process. You have AR 623-3 (Evaluation Reporting System), DA PAM 623-3 (Evaluation Reporting System), DA Form 67-9 (Officer Evaluation Report), DA Form 67-9-1 (Officer Evaluation Report Support Form), DA Form 67-9-1a (Developmental Support Form), DA Form 2166-8 (NCO Evaluation Report), DA Form 2166-8-1 (NCO Counseling and Support Form), access to the internet, access to the senior rater profile, and standard office supplies.

Standards:

Integrate the principles of the evaluation reporting system into unit operations to ensure accurate management of officer and enlisted evaluation reports. Verify officer and enlisted rating schemes. Implement a quality control and evaluations tracking system that ensure 100% timeliness and that all evaluation reports are submitted without errors.

Performance Steps:

1. Identify population requiring evaluations using applicable systems (e.g., IWRS, eMILPO, etc.)
2. Establish a rating scheme IAW applicable regulatory guidance
3. Ensure an accurate tracking system is maintained for all evaluations
 - a. Track current status and location of evaluations
 - b. Monitor suspense dates in order to meet the submission requirement to Human Resources Command (HRC)
 - c. Update the commander on the status of evaluations, as required
4. Review and process all evaluations for your respective unit
 - a. Review evaluation reports for accuracy
 - b. Provide referred reports (OER only) to the rated Soldier and continue to route through the referral process
 - c. Advise personnel on the evaluation report redress program
5. Review Senior Rater Profile for Officer Evaluation Reports (if required)
 - a. Obtain current senior rater profile from the Senior Rater
 - b. Review senior rater profile with senior rater to ensure the profile is current and that all previously submitted reports are captured on the profile
 - c. Identify current OERs submitted for projected senior rater profile percentage
 - d. Project the senior rater profile percentage; ensure it does not exceed 50% for Above Center of Mass (ACOM)
6. Forward completed evaluations to HRC, as required
7. Monitor IWRS to ensure the reports have been received and processed by HRC

Evaluation Preparation:

This task can be evaluated by use of the Performance Measures: as listed. This method of evaluation is ap-

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:	<u>GO</u>	<u>NO-GO</u>
1. Identified population requiring evaluations using applicable systems (IWRS, EMILPO, etc)	—	—
2. Established a rating scheme IAW applicable regulatory guidance	—	—
3. Ensured an accurate tracking system was maintained for all evaluations	—	—
4. Reviewed and processed all evaluations	—	—
5. Reviewed Senior Rater Profile for Officer Evaluation Reports (if required)	—	—
6. Forwarded completed evaluations to HRC, as required	—	—
7. Monitored IWRS to ensure the reports were received and processed by HRC	—	—

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.

References:

Required

AR 623-3
DA PAM 623-3

Related

DA FORM 2166-8
DA FORM 2166-8-1
DA FORM 67-9



805C-42B-6114 Administer Awards and Decorations Program

Conditions:

You are assigned to an S-1 section and have responsibility for the awards and decorations program for your unit. You must ensure your unit is prepared to execute the awards and decorations program both in garrison and while deployed. You have access to AR 600-8-22 (Military Awards), AR 672-20 (Incentive Awards), Joint Publication 1-0 (Joint Doctrine for Personnel Support to Joint Operations), DA Form 638 (Award Recommendations), DA Form 7594 (Unit Award Recommendation), DA Form 1256 (Incentive Award Nomination and Approval), appropriate MILPER/ ALARACT messages, and standard office supplies.

Standards:

Integrate the principles of the awards and decorations program for the unit to ensure deserving Soldiers are recognized and awards are submitted in a timely manner and error free.

Performance Steps:

1. Determine the commander's awards philosophy, goals and objectives for the individual awards program
2. Publish commander's award philosophy, policies, and procedures
 - a. Communicate the commander's awards program philosophy, objectives, and policy to subordinate commanders
 - b. Publish DA Form 638 templates for individual awards, to include up-to-date routing (intermediate approval and approval authorities) information for each level of award
 - c. Publish commander's criteria for awards such as Certificates of Achievement and unit coins
 - d. Establish award and special skill badge submission criteria and timelines
 - e. Establish routing and (digital) signature procedures
 - f. Establish quality control measures for all award/special skill badge recommendation paperwork to include the review procedures at the recommender level, through the chain of command, and to the approval level (if applicable)
 - g. Publish DA Form 4187 templates for special skill badges and Purple Hearts
 - h. Ensure S-1 personnel have access to upload approved awards/orders into iPERMS
 - i. Determine wartime awards considerations (e.g., ensure awards completion prior to Relief-In-Place (RIP)/ Transfer of Authority (TOA))
3. Establish internal S-1 policy for timeline and publication of award orders (i.e. Good Conduct Medal certificates/orders, Drivers' and Mechanics' Badge orders)
4. Supervise the review of administrative data (Part I) of the DA Form 638 and ensure S-1 personnel are trained on administrative data review criteria
5. Review DA Form 638 or DA Form 4187 and supporting documents prior to forwarding to commander
 - a. Ensure the DA Form 638 or DA Form 4187 are free of errors and that correct routing information is reflected
 - b. Ensure supporting documents are included if required (i.e. narratives, citations, SIGACTS, Story Boards, DA Form 1156, Casualty Reports, etc.)

6. Ensure that all award recommendations adhere to policy and procedures of higher headquarters
7. Establish tracking system to maintain 100% accountability of all award recommendations/special skill badge recommendations until completion
 - a. Ensure copies of all approved awards/orders and certificates are maintained by S-1 section
 - b. Ensure approved awards/orders are uploaded into Soldiers' iPERMS file
8. Ensure completion of Part V of the DA Form 638 if applicable (i.e. AAMs at BN level)
9. Verify accuracy of certificates
10. Advise unit commanders on Civilian (employee and volunteer), Contractor, and FRG awards
 - a. Process Civilian awards to the appropriate level of approval
 - b. Process FRG awards to the appropriate level of approval
11. Advise unit leaders on the Joint Services Awards program and ensure clarification of qualification criteria for both Joint Individual Awards and Joint Unit Awards
12. Request delegation authority for approval of awards when applicable
13. Conduct awards ceremonies when required
 - a. Ensure S-1 personnel are trained on critical tasks required to execute awards ceremonies
 - b. Establish internal S-1 procedures for the execution of awards ceremonies
 - c. Ensure S-1 section maintains adequate number of certificates, medal sets, skill badges, and awards folders on-hand

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:	<u>GO</u>	<u>NO-GO</u>
1. Determined the commander's awards philosophy, goals and objectives for the individual awards program	—	—
2. Published commander's award philosophy, policies, and procedures	—	—
3. Established internal S-1 policy for timeline and publication of award orders (i.e. Good Conduct Medal certificates/orders, Drivers' and Mechanics' Badge orders)	—	—
4. Supervised the review of administrative data (Part I) of the DA Form 638 and ensured S-1 personnel are trained on administrative data review criteria	—	—
5. Reviewed DA Form 638 or DA Form 4187 and supporting documents prior to forwarding to commander	—	—
6. Ensured that all award recommendations adhered to policy and procedures of higher headquarters	—	—

Performance Measures:

	<u>GO</u>	<u>NO-GO</u>
7. Established tracking system to maintain 100% accountability of all award recommendations/special skill badge recommendations until completion	—	—
8. Ensured completion of Part V of the DA Form 638 if applicable (i.e. AAMs at BN level)	—	—
9. Verified accuracy of certificates	—	—
10. Advised unit commanders on Civilian (employee and volunteer), Contractor, and FRG awards	—	—
11. Advised unit leaders on the Joint Services Awards program and ensure clarification of qualification criteria for both Joint Individual Awards and Joint Unit Awards	—	—
12. Requested delegation authority for approval of awards when applicable	—	—
13. Conducted awards ceremonies when required	—	—

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.

References:

Required

AR 600-8-22

Related

DA FORM 4187

DA FORM 638



805C-42B-6116 Prepare Correspondence

Conditions:

Given a draft memorandum, a personal computer system loaded with MS Office software, AR 25-50 (Preparing and Managing Correspondence), and standard office supplies and equipment, to include a dictionary.

Standards:

Prepared, saved and printed a properly formatted memorandum for signature, distribution, and file.

Performance Steps:

1. Type all of the elements appropriate to preparing a formal or informal memorandum. Such elements may include -
 - a. Letterhead (for formal memorandum).
 - b. Suspense date (if applicable).
 - c. Office symbol.
 - d. Date.
 - e. MEMORANDUM FOR addressee(s).
 - f. SEE DISTRIBUTION addresses format (if applicable).
 - g. MEMORANDUM THRU-FOR addresses (single or multiple).
 - h. Subject Line.
 - i. Body (text).
 - (1) Reference(s) in first paragraph (when used).
 - (2) Writer's identification (point of contact) and address (if necessary).
 - j. Authority line (if required).
 - k. Signature block.
 - l. Enclosure listing (if applicable).
 - m. Distribution listing (if applicable).
 - n. Copy(ies) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).
 - o. Page number (second and subsequent pages only).
 - p. Classification markings/handling instructions (if applicable).
2. Prepare a formal or informal memorandum so that the content of each element is complete and correct.
3. Prepare the formal or informal memorandum in the proper format.
 - a. Placement of the elements.
 - b. Margins (left, right, top, and bottom).
 - c. Spacing (horizontal/vertical).
 - d. Paragraphing.
 - (1) Spacing within the paragraph(s).

- (2) Spacings between paragraphs.
 - (3) Indention.
 - (4) Division/subdivision.
 - (5) Identification (number, letter, etc.).
4. Type a continuation page of a formal or informal memorandum (if required) on a second and subsequent pages, using the appropriate elements and proper format.
 5. Prepare a formal or informal memorandum in sufficient copies for proper distribution and file.
 6. Use correct spelling, capitalization, abbreviations, and punctuations.
 7. Make neat and legible corrections.
 8. Mark all enclosures as required.
 9. Assemble (and protect with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence and staple where/when necessary.

Note: Cover sheets are used.

Evaluation Preparation:

To evaluate a Soldier’s performance on the job, the Soldier should perform the task, using the materials which appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures:

	<u>GO</u>	<u>NO-GO</u>
1. Typed all of the elements appropriate to preparing a formal or informal memorandum.	—	—
2. Prepared a formal or informal memorandum so that the content of each element is complete and correct.	—	—
3. Prepared a formal or informal memorandum in the proper format.	—	—
4. Typed a continuation page of a formal or informal memorandum (if required) on a second and subsequent pages, using the appropriate elements and proper format.	—	—
5. Prepared a formal or informal memorandum in sufficient copies for proper distribution and file.	—	—
6. Used correct spelling, capitalization, abbreviations, and punctuation.	—	—
7. Made neat and legible corrections.	—	—
8. Marked all enclosures as required.	—	—
9. Assembled (and protected with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence, and stapled where necessary.	—	—

Evaluation Guidance:

Score the soldier a GO if the soldier passes (P) all Performance Measures:. Score a NO GO if the soldier fails

(F) any performance measure. Show the soldier what was done wrong on any failed performance measure and how to do it correctly.

References:

Required

AR 25-50

Related



Subject Area 4: Conduct HR Planning and Operations

805C-420-6005 Establish HR Data/Voice Communications Nodes

Conditions:

You are assigned as a Human Resources Technician in a BDE/STB S1 section and have just arrived in a deployed theater. You have access to a Very Small Aperture Terminal (VSAT) and/or local network infrastructure and standard automation equipment.

Standards:

Establish connectivity to the following systems: CITRIX, Personnel Network (PERNET), Deployed Theater Accountability System (DTAS), Defense Eligibility Enrollment Report System (DEERS)/Real Time Automated Personnel Identification System (RAPIDS) and Defense Casualty Information Processing System-Forward (DCIPS-FWD).

Performance Steps:

1. Employ the Very Small Aperture Terminal (VSAT)
2. Establish connectivity to CITRIX, PERNET, DEERS/RAPIDS and DCIPS-FWD
 - a. Coordinate with S6/IMO to install software, if applicable
 - b. Verify installation of software
 - c. Register Internet Protocol (IPs) with NETCOM
 - d. Verify connectivity to CITRIX, PERNET, DEERS/RAPIDS, and DCIPS-FWD
3. Establish connectivity with DTAS through Secret Internet Protocol Router Network (SIPRNET)
 - a. Obtain activation key from theater DTAS manager
 - b. Initialize workstation with DTAS software
 - c. Verify connectivity with theater DTAS manager

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:

	<u>GO</u>	<u>NO-GO</u>
1. Employed the Very Small Aperture Terminal (VSAT)	—	—
2. Established connectivity to CITRIX, PERNET, DEERS/RAPIDS and DCIPS-FWD	—	—
3. Established connectivity with DTAS through SIPRNET	—	—

Evaluation Guidance:

Score the Soldier GO if all Performance Measures: are passed (P). Score the Soldier NO GO if any perfor-

mance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

References:

Required

CSS VSAT ORG

VSAT/CAISI SATCOM SOP

Related



805C-42B-7107 Develop HR Planning and Operations Staff Products Using MDMP

Conditions:

You are assigned as the battalion S-1 and your unit is scheduled to deploy in support of full spectrum operations. The battalion Executive Officer and S-3 have called a meeting to begin the deployment planning process. As a battalion S-1, you must advise the commander on all planning considerations involving human resources (HR) and develop appropriate Courses of Action (COAs). You have access to FM 1-0 (Human Resources Support) and FM 5-0 (The Operations Process).

Standards:

Analyze HR planning considerations using the Military Decision Making Process (MDMP) and prepare courses of action and recommendations for the commander. Provide HR input to the sustainment annex during the orders development process.

Performance Steps:

1. Receive plans, orders, or guidance from higher headquarters
 - a. Disseminate initial HR planning information and planning considerations
 - b. Conduct composite risk management (CRM) in all phases of planning
2. Formulate HR planning considerations
 - a. Analyze commander's intent to determine HR requirements
 - b. Determine data and voice communication requirements and resources
 - (1) Coordinate with battalion S-6 to address anticipated communications shortfalls
 - (2) Consider NIPR and SIPR requirements for automated HR systems to support personnel information management (PIM)
 - c. Determine necessary Command and Control (C2) nodes to track key personnel and main body movements throughout theater
 - d. List unit, location, and functional area support provided by supporting unit (include all that apply) by determining
 - (1) Postal support
 - (2) Finance support
 - (3) Available support from higher headquarters
 - (4) Casualty Liaison Team(s) support
 - (5) American Red Cross (ARC) support
 - (6) Army and Air Force Exchange System (AAFES) support
 - e. Determine battalion personnel strength requirements to include
 - (1) Reporting requirements for DTAS and JPERSTAT
 - (2) Reporting requirements for deployed Unit Status Reporting (USR)
 - f. Determine HR support requirements

- (1)** Develop and maintain the personnel estimate
- (2)** Identify HR support constraints
- (3)** Identify key facts and assumptions impacting HR operations
- (4)** Formulate the concept of HR support in line with the concept of operation and the commander's intent
- (5)** Determine HR resources required to support the operation
- (6)** Identify specified and implied tasks
- (7)** Evaluate organization of the S-1 section to ensure EPS are available during every phase of the operation
- (8)** Determine MWR requirements and resources throughout every phase of the operation
- g.** Coordinate HR planning activities with other staff sections and higher headquarters
- h.** Identify and develop training for HR battle drills, i.e. casualties, Red Cross messages, etc.
- i.** Coordinate for necessary Deployment Cycle Support tasks for all phases of the deployment
- 3.** Develop HR support plan for the sustainment of operations
 - a.** Assess battalion casualty SOP
 - b.** Prepare estimates for personnel replacements
 - c.** Plan for rear detachment operations
 - d.** Revise HR planning guidance as necessary
 - e.** Review HR plan to ensure it supports the commander's intent
 - f.** Include Composite Risk Management (CRM) is included in HR support plan
- 4.** Apply HR support plan to the battalion's approved deployment course of action (COA)
 - a.** Refine the status of all HR resources in theater
 - b.** List all critical HR events
 - c.** Identify HR support shortfalls
 - d.** Refine HR support plan
- 5.** Consider redeployment operations
 - a.** Develop plan for Relief in Place and Transfer of Authority HR considerations
 - b.** Coordinate with servicing post office for mail forwarding
 - c.** Develop policy for end of tour awards processing
 - d.** Complete evaluations on personnel attached for deployment
 - e.** Develop plan to accomplish personnel reset
 - (1)** Complete PCS Awards
 - (2)** Complete evaluations reports on personnel departing unit
 - (3)** Cross-level personnel within battalion, as necessary

- 6. Produce HR planning products
 - a. Develop detailed HR support plans
 - b. Provide input to Sustainment Annex of the OPORD

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:	<u>GO</u>	<u>NO-GO</u>
1. Received plans, orders, or guidance from higher headquarters	—	—
2. Formulated HR planning considerations	—	—
3. Developed HR support plan for the sustainment of operations	—	—
4. Applied HR support plan to the battalion’s approved deployment course of action (COA)	—	—
5. Considered redeployment operations	—	—
6. Produced HR planning products	—	—

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.

References:

- Required**
 FM 1-0
 FM 5-0

Related



Skill Level 3

Subject Area 1: Man the Force

805C-420-7000 Coordinate Personnel Readiness Management

Conditions:

You are the HR Tech assigned to echelons above brigade. Your unit is scheduled to deploy in 180 days and your personnel readiness is reported at less than 60%. The commander tasked you to improve the unit's Personnel Readiness Management (PRM) in preparation for deployment. You have access to FM 1-0 (Human Resources Support), the HQDA G-1 Personnel Planning Guidance for Overseas Contingency Operations (PPG), the Army Manning Guidance, HR enabling systems and standard office supplies and equipment.

Standards:

Implement a PRM program to achieve personnel readiness levels IAW the Army Manning Guidance.

Performance Steps:

1. Develop PRM policies and SOPs.
 - a. Ensure timely and accurate updates in HR enabling systems for all required personnel data, strength, and duty status changes.
 - b. Ensure that PRM in the unit is a continuous process that starts with the individual Soldier and continues through the full spectrum of operations.
2. Establish electronic link to HR enabling systems.
3. Track personnel readiness IAW ARFORGEN cycle.
4. Ensure subordinate units perform all Soldier accountability transactions.
5. Provide higher headquarters with a list of deploying units' UICs.
6. Analyze the personnel portion of the USR to ensure unit personnel readiness of subordinate units accurately reflects, identifies critical shortages, and establishes manning expectations
7. Determine replacement priorities based on current and forecasted readiness status and Commander's intent.
8. Distribute Soldiers and Army civilians to subordinate commands based on documented manpower requirements, authorizations, and predictive analysis in support of the Commander's intent, plans and priorities.
9. Report to the commander the personnel readiness status (current and projected) of subordinate units to include: key leaders, critical combat squads, crews and teams.
 - a. Predict personnel readiness requirements, based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers and Army civilians returning to duty from MTFs.
 - b. Cross-level Soldiers to deploying units to ensure all deploying elements are sufficiently manned.
 - c. Utilize Warrior Transition Units (WTUs) when appropriate.
 - d. Ensure officers and enlisted personnel comply with HRC assignment instructions
10. Monitor losses (e.g., combat, non-combat, legal actions, medical, MMRB, MEBs, etc)

11. Monitor status of non-available or non-deployable Soldiers to include Rear Detachments
12. Coordinate the personnel portion of reorganization or reconstitution operations.
13. Monitor SRPs to ensure subordinate units validate individual readiness and ensure visibility through updates to appropriate systems and databases.
14. Monitor Soldier utilization, distribution and proper slotting.
15. Coordinate personnel strength of realigning/transforming units.
16. Report critical personnel requirements for individual Soldiers and/or teams.
17. Ensure PRM is included in all OPORDs and OPLANS.
18. Conduct PRM predeployment activities .
 - a. Submit the G1 Rear Detachment (RD) report monthly
 - b. Track non-deployable Soldiers on the G1 RD report.
 - c. Update HR enabling systems to track non-available Soldiers
 - d. Monitor the physical profile process (temporary and permanent Soldier profiles), immunizations, and medical and dental readiness
 - e. Manage Derivative UICs (DUIC)
 - f. Review Human Resource Authorization Reports (HRAR)/Unit Manning Reports (UMR) that reflect both unit MTOE positions and current personnel slotted to those positions.
19. Assess new equipment and weapons systems impact on personnel requirements
20. Provide updates as required of personnel readiness and replacements

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:	<u>GO</u>	<u>NO-GO</u>
1. Developed unit-level PRM policies and SOPs	—	—
2. Ensured S1 section performs all Soldier accountability transactions	—	—
3. Provided Brigade with a list of deploying units	—	—
4. Prepared the personnel portion of the USR to ensure unit personnel readiness is accurately reflected, identifies critical shortages, and establishes manning expectations	—	—
5. Determined replacement priorities based on current and forecasted readiness status and commander's intent	—	—
6. Monitored and reported to the commander the personnel readiness status (current and projected) of subordinate units to include: key leaders, critical combat squads, crews and teams.	—	—

Performance Measures:	<u>GO</u>	<u>NO-GO</u>
7. Monitored losses (e.g., combat, non-combat, legal actions, medical, MMRBs, MEBs, etc)	—	—
8. Monitored status of non-available or non-deployable Soldier status, to include Rear Detachments	—	—
9. Planned and coordinated the personnel portion of reorganization or reconstitution operations	—	—
10. Coordinated the SRP to validate individual readiness and ensure visibility through updates to appropriate systems and databases.	—	—
11. Managed Soldier utilization; distribute and properly slot Soldiers within the battalion	—	—
12. Reported critical personnel requirements for individual Soldiers and/or teams	—	—
13. Prepared the personnel portion of the USR to ensure unit personnel readiness is accurately reflected.	—	—
14. Ensured PRM is included in all OPORDs and OPLANs	—	—
15. Conducted PRM predeployment activities	—	—

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.

References:

Required

FM 1-0

Related



805C-420-7001 Manage Personnel Accountability

Conditions:

You are the HR Tech assigned to echelons above brigade. You have been directed to review subordinate unit Personnel Accounting capabilities, activities, and procedures which serve as the key factor for strength reporting. DTAS connectivity is available for all subordinate units in a deployed environment. You have access to FM 1-0 (Human Resources Support), AR 600-8-6 (Personnel Accounting and Strength Report), DTAS Users Manual, and HR enabling systems.

Standards:

Implement Personnel Accountability reporting procedures to ensure subordinate units maintain 100% of all assigned and attached personnel, which include replacements, patient tracking, RTD Soldiers, leave and pass personnel, DOD civilians, contractors and multi-national personnel.

Performance Steps:

1. Deploy as part of the personnel accountability team/section with the early entry module to establish the theater deployed personnel database prior to Soldiers' arrival
2. Execute theater personnel accountability operations IAW the ASCC G-1/AG policies, plans, timelines and other guidance
3. Establish the DTAS theater database and ensure connectivity to the DTAS enterprise server
4. Ensure required data is entered into the database to generate Joint Personnel Status (JPERSTAT)/PER-STAT requirements
5. Monitor the automated theater personnel accountability database
6. Conduct data reconciliations and quality control checks
7. Ensure adequate resources and training is available for database(s)
8. Coordinate with the Personnel Accountability Division to ensure database mobile units are synchronized at the personnel processing center (PPC) for reception operations
9. Provide guidance and oversight for accountability cells at ports of embarkation and debarkation in Joint Operations Area (JOA)
10. Coordinate with the appropriate HROB and S-1 to resolve any personnel accountability issues or problems
11. Provide training and guidance to subordinate units
12. Establish personnel reporting plans, policies, and timelines reflecting detailed reporting procedures and responsibilities
13. Monitor HR enabling systems to obtain personnel accountability information
14. Establish connectivity with HRC, RC Personnel Offices, Rear Detachments (as required), appropriate Joint HQ/other Services/federal agencies, and CRC
15. Authenticate critical personnel accountability information and provide to personnel readiness managers
16. Establish and provide oversight for CLTs at MTFs in the AOR
17. Conduct reassignments to meet operational requirements

18. Direct a Personnel Asset Inventory (PAI) for any subordinate unit, as required
19. Ensure the synchronization of timely vertical flow of automated personnel information from subordinate units
20. Coordinate with higher headquarters to establish an automated personnel accountability system that aligns assigned and attached element UICs with supporting G-1/AGs/S-1s
21. Ensure arriving/departing chalks provide copies of their manifests to the appropriate Theater Gateway (TG) Personnel Accountability Team (PAT) at the port of embarkation/debarkation
22. Notify subordinate G-1/AGs and S-1s of all pending and potential task organization changes

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:	<u>GO</u>	<u>NO-GO</u>
1. Deployed as part of the personnel accountability team/section with the early entry module to establish the theater deployed personnel database prior to Soldiers' arrival	—	—
2. Executed theater personnel accountability operations IAW the ASCC G-1/AG policies, plans, timelines and other guidance.	—	—
3. Established the DTAS theater database and ensure connectivity to the DTAS enterprise server	—	—
4. Ensured required data is entered into the database to generate Joint Personnel Status (JPERSTAT)/PERSTAT requirements	—	—
5. Monitored the automated theater personnel accountability database	—	—
6. Conducted data reconciliations and quality control checks	—	—
7. Ensured adequate resources and training is available for database(s).	—	—
8. Coordinated with the Personnel Accountability Division to ensure database mobile units are synchronized at the personnel processing center (PPC) for reception operations	—	—
9. Provided guidance and oversight for accountability cells at ports of embarkation and debarkation in Joint Operations Area (JOA)	—	—
10. Coordinated with the appropriate HROB and S-1 to resolve any personnel accountability issues or problems	—	—
11. Provided training and guidance to subordinate units	—	—
12. Established personnel reporting plans, policies, and timelines reflecting detailed reporting procedures and responsibilities	—	—
13. Monitored HR enabling systems to obtain personnel accountability information	—	—

Performance Measures:

	<u>GO</u>	<u>NO-GO</u>
14. Established connectivity with HRC, RC Personnel Offices, Rear Detachments (as required), appropriate Joint HQ/other Services/federal agencies, and CRC	—	—
15. Authenticated critical personnel accountability information and provide to personnel readiness managers	—	—
16. Established and provide oversight for CLTs at MTFs in the AOR	—	—
17. Conducted reassignments to meet operational requirements	—	—
18. Directed a Personnel Asset Inventory (PAI) for any subordinate unit, as required	—	—
19. Ensured the synchronization of timely vertical flow of automated personnel information from subordinate units	—	—
20. Coordinated with higher headquarters to establish an automated personnel accountability system that aligns assigned and attached element UICs with supporting G-1/AGs/S-1s	—	—
21. Ensured arriving/departing chinks provide copies of their manifests to the appropriate Theater Gateway (TG) Personnel Accountability Team (PAT) at the port of embarkation/debarkation	—	—
22. Notified subordinate G-1/AGs and S-1s of all pending and potential task organization changes	—	—

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.

References:

Required

- AR 600-8-6
- AR 614-100
- AR 614-200
- DA PAM 611-21
- FM 1-0

Related

- DA PAM 611-21 SMARTBOOK
- DTAS USERS MANUAL



805C-420-7002 Manage Personnel Strength Reporting Data

Conditions:

You are the HR Tech assigned at echelons above brigade. You have been directed to establish proper strength reporting (SR) procedures to ensure required manning and readiness levels. You have access to the Army's Manning Guidance, AR 614-100 (Officer Assignment Policies, Details, and Transfers), AR 614-200 (Enlisted Assignments and Utilization Management), AR 600-8-6 (Personnel Accounting and Strength Reporting), AR 600-8-105 (Military Orders), AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), DA PAM 600-3 (Commissioned Officer Professional Development and Career Management), DA PAM 611-21 (Military Occupational Classification and Structure(SMARTBOOK)), FM 1-0 (Human Resources Support), and HR enabling systems.

Standards:

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.

Performance Steps:

1. Establish personnel strength reporting SOP reflecting detailed reporting procedures, timelines, formats and responsibilities
2. Manage personnel strength reporting information
3. Maintain PERSTAT / JPERSTAT reports
4. Monitor HR enabling systems to obtain strength reporting information
5. Direct PAI for any subordinate unit, as required
6. Establish connectivity with HRC, RC Personnel Offices, Rear Detachments (as required), appropriate Joint HQ/other Services/federal agencies, and CRC
7. Review unit strengths to determine personnel requirements and priorities
8. Maintain PERSUM and PRR
9. Project personnel requirements based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers and Army civilians RTD
10. Develop personnel distribution plans
11. Conduct reassignments and diversions to meet operational requirements
12. Verify receipt of all pending and potential task organization changes with G1/AGs and S-1s
13. Ensure reports reflect current task organization
14. Coordinate with the HRSC, if necessary, to establish an automated personnel accountability system that aligns assigned and attached element UICs with supporting S-1s
15. Ensure arriving/departing units provide copies of their manifests to the appropriate PAT at the port of embarkation/debarkation
16. Conduct personnel strength reporting quality control checks

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
1. Established personnel strength reporting SOP reflecting detailed reporting procedures, timelines, formats and responsibilities	—	—
2. Managed personnel strength reporting information	—	—
3. Maintained PERSTAT / JPERSTAT reports	—	—
4. Monitored HR enabling systems to obtain strength reporting information	—	—
5. Directed PAI for any subordinate unit, as required	—	—
6. Established connectivity with HRC, RC Personnel Offices, Rear Detachments (as required), appropriate Joint HQ/other Services/federal agencies, and CRC	—	—
7. Reviewed unit strengths to determine personnel requirements and priorities	—	—
8. Maintained PERSUM and PRR	—	—
9. Projected personnel requirements based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers and Army civilians RTD	—	—
10. Developed personnel distribution plans	—	—
11. Conducted reassignments and diversions to meet operational requirements	—	—
12. Verified receipt of all pending and potential task organization changes with G1/AGs and S-1s	—	—
13. Ensured reports reflect current task organization	—	—
14. Coordinated with the HRSC, if necessary, to establish an automated personnel accountability system that aligns assigned and attached element UICs with supporting S-1s	—	—
15. Ensured arriving/departing units provide copies of their manifests to the appropriate PAT at the port of embarkation/debarkation	—	—
16. Conducted personnel strength reporting quality control checks	—	—

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.

References:

Required

AR 220-1
AR 600-8-6
AR 614-100
AR 614-200
DA PAM 600-3
FM 1-0

Related

AR 600-8-105
DA PAM 611-21 SMARTBOOK
DTAS
DTAS USERS MANUAL
EMILPO GUIDE 09-2006



805C-420-7003 Interpret Unit Status Reporting Data

Conditions:

You are the HR Tech assigned to echelons above brigade. You are directed to verify the accuracy and ensure submission timeliness of the personnel portion of the USR for subordinate units in your organization. You have access to AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), unit personnel status information, strength data, and HR enabling systems.

Standards:

Analyze unit status reporting personnel data to determine current mission capability and future personnel requirements. Ensure 100% of subordinate organization's report IAW established timeframes. Identify all USR related personnel issues and work to resolve internally or with higher headquarters/external agencies.

Performance Steps:

1. Identify Personnel Unit Status Reporting (USR) procedures and requirements
 - a. Communicate the purpose of the personnel portion of the USR
 - b. Receive monthly USR in accordance with policy guidance
 - c. Identify normal personnel-related USR reporting channels
2. Verify accuracy of personnel data in HR enabling systems and update accordingly
3. Validate the unit's overall Personnel Level (P-Level) to include:
 - a. Required strength
 - b. Assigned strength
 - c. Assigned strength percentage
 - d. Available strength
 - e. Available strength percentage
 - f. Available MOS-qualified strength by duty position
 - g. Available MOSQ percentage
 - h. Available senior - grade strength
 - i. Available senior - grade percentage
 - j. Critical personnel shortages
 - (1) MOS shortages
 - (2) SQI, ASI, SSI shortages
 - (3) Language qualification
 - k. Non-available and non-deployable personnel
 - l. Operating strength available to deploy
 - m. Track the milestones for individual PME completion
 - n. Verify unit's overall P-level
4. Conduct USR analysis

5. Provide subordinate units appropriate USR feedback
6. Determine which USR issues can be addressed internally
7. Address other USR personnel issues with higher headquarters or external agencies

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:	<u>GO</u>	<u>NO-GO</u>
1. Identified Personnel Unit Status Reporting (USR) procedures and requirements	—	—
2. Verified accuracy of personnel data in HR enabling systems and update accordingly	—	—
3. Validated the unit's overall Personnel Level (P-Level)	—	—
4. Conduct USR analysis	—	—
5. Provide subordinate units appropriate USR feedback	—	—
6. Determine which USR issues can be addressed internally	—	—
7. Address other USR personnel issues with higher headquarters or external agencies	—	—

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.

References:

Required
AR 220-1

Related



Subject Area 2: Provide HR Services

805C-420-7004 Administer Casualty Operations in Theater

Conditions:

You are the HR Tech in charge of Casualty Operations at echelons above brigade. You have received an OPORD for deployment to an immature theater. Your supervisor has tasked you to review the casualty program for your organization and be prepared to execute theater casualty operations within your Area of Responsibility. You have access to FM 1-0 (Human Resources Support), AR 600-8-1 (Army Casualty Program), AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), AR 600-25 (Salutes, Honors, and Visits of Courtesy), AR 638-2 (Care and Disposition of Remains and Disposition of Personal Effects), and DD Form 93 (Record of Emergency Data), SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate), DA Form 1156 (Casualty Feeder Card). You have DCIPS CF/CR, user manual and access to HR enabling systems.

Standards:

Develop a casualty operations SOP that covers pre-deployment, deployment, and redeployment operations. Submit error-free initial casualty reports to higher headquarters, as applicable. Submit all supplemental casualty reports as updates occur. Reconcile all casualty information with the appropriate unit, medical personnel, CLTs, Mortuary Affairs (MA) collection points or other sources to substantiate casualty information.

Performance Steps:

1. Assess mission requirements
 - a. Determine format for the unit battle roster.
 - b. Identify methods of collecting casualty data within the area of operation.
 - c. Determine a means of verifying the casualty status of a person.
 - d. Develop the process for verifying the accuracy of all casualty information.
 - e. Format letters of sympathy, condolence, and concern.
 - f. In coordination with the chaplain, develop memorial SOP.
2. Develop Casualty Guidance for an AOR
 - a. Coordinate Casualty reporting requirements
 - b. Determine Casualty structure required to support the Theater mission
 - c. Determine policy and procedures for subordinate units
 - (1) Awards
 - (2) Promotions (posthumous)
 - (3) Casualty Mail
 - (4) Pay, benefits, and entitlements
 - (5) Citizenship (posthumous)
 - (6) Line of Duty
3. Operate Casualty Operations section

- a. Synchronize casualty operations between G1/AG, CLTs, MTFs, and Mortuary Affairs activities
 - b. Provide Casualty technical guidance to all CLTs, Bde and BCT S-1 Sections
 - c. Receive and forward all casualty reports
 - d. Receive OPCON of all HR platoons, HQs, and CLTs
 - e. Monitor status of all AR 15-6 and LOD death investigations
 - f. Ensure letters of condolence or sympathy are completed
4. Establish data links with higher reporting element
 5. Establish, monitor and maintain Casualty Database (s)

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:

	<u>GO</u>	<u>NO-GO</u>
1. Assessed the mission requirements	—	—
2. Developed Casualty Guidance for an AOR	—	—
3. Operated Casualty Operation section	—	—
4. Established data links with higher reporting element	—	—
5. Established, monitored and maintained Casualty Database (s)	—	—

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.

References:

Required

- AR 600-25
- AR 600-8-1
- AR 600-8-4
- AR 638-2
- FM 1-0

Related

- DCIPS FORWARD USER MANUAL
- DD FORM 93
- SGLV FORM 8286



805C-420-7005 Coordinate Theater Postal Operations

Conditions:

You are the HR Technician assigned to a Postal Operations Division or Military Mail Terminal. Your unit has received a deployment order. You will provide short and long term postal planning, current and future postal operations management, and technical support to units within your area of responsibility which includes Soldiers, DOD civilians, and contractors. You have access to AR 600-8-3 (Unit Postal Operations), FM 1-0 (HR Support), and DoD Manual 4525.6-M (DOD Postal Manual).

Standards:

Develop and coordinate a postal operations plan that supports 100% of all assigned and attached units in AOR. Establish a Postal Operations SOP that includes predeployment, deployment, and redeployment responsibilities and functions.

Performance Steps:

1. Coordinate with the combatant commander and Single Service Postal Manager to request and ensure appropriate MPS resources (e.g., Host Nation Support, Transportation, Facilities, Equipment, etc.) are assigned for the execution of postal responsibilities in the AOR
2. Implement AOR postal policies and procedures
3. Coordinate with all AOR Custodian of Postal Effects (COPE) to establish postal finance accounting/claims policies, procedures, and provide daily postal finance support to finance clerks within the MPOs
4. Coordinate all AOR level postal supplies and equipment accountability and ordering
5. Determine the location and function of AOR postal units
6. Coordinate strategic-level training for MPO representatives to ensure compliance with DoD and USPS policy and procedures
7. Develop procedures for postal support of the AOR voting program
8. Plan and coordinate MPO openings, closings, and relocations when standing-up a theater of operations
9. Ensure the operation of MMTs and Mail Control Activities (MCAs) in coordination with the theater Single Service Postal Manager and/or theater Air Force Postal Representative
10. Consult with JMPA to develop mail routing instructions and procedures for optimum mail delivery in theater
11. Plan and provide unit mail routing information to the servicing JMPA in coordination with the MMT
12. Establish and operate an AOR locator system and redirect services
13. Coordinate AOR-level mail transportation support for mail movement to and from all necessary locations within postal platoon(s) AOR within the TSC/ESC Distribution Management Center (SPO)
14. Establish procedures for casualty mail operations
15. Coordinate the AOR EPW mail plan, and monitor its execution IAW the Geneva Convention
16. Coordinate requests for Coalition Mail support
17. Establish suspicious mail procedures
18. Collect postal statistical and historical workload information from postal units to identify trends, inefficien-

cies, and improve postal network services

19. Conduct Postal Inspections/Audits
20. Implement procedures for responding to congressional inquiries, customer complaints, inquiries and suggestions
21. (in the MMT) Establish the Army component of a JMMT in conjunction with other Services when operating in a Joint or multi-service environment
22. Develop and coordinate mail routing schemes, mail distribution points and schedules in coordination with the combatant command, Single Service Postal Manager, supported MPOs and direct reporting units
23. Control mail movement within and throughout the AOR
24. Provide specialized postal expertise and experience and limited augmentation manpower
25. Provide integrated, accurate, and timely processing and distribution of all mail arriving in the AOR
26. Coordinate with HRSC and MPOs to resolve mail dispatching and transportation problems
27. Distribute mail to HR (Postal) companies providing area support, or as the tactical situation directs, direct to postal platoons depending on the size of the supported force
28. Serve as a collection point and routing agency for all retrograde mail coming from within the AOR
29. Receive higher headquarters postal support plan
30. Serve as Contracting Officer Representative (COR) for postal contract management

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:	<u>GO</u>	<u>NO-GO</u>
1. Coordinate with the combatant commander and Single Service Postal Manager to request and ensure appropriate MPS resources (e.g., Host Nation Support, Transportation, Facilities, Equipment, etc.) are assigned for the execution of postal responsibilities in the AOR.	—	—
2. Implement AOR postal policies and procedures.	—	—
3. Coordinate with all AOR Custodian of Postal Effects (COPE) to establish postal finance accounting/claims policies, procedures, and provide daily postal finance support to finance clerks within the MPOs	—	—
4. Coordinate all AOR level postal supplies and equipment accountability and ordering	—	—
5. Determine the location and function of AOR postal units.	—	—
6. Coordinate strategic-level training for MPO representatives to ensure compliance with DoD and USPS policy and procedures	—	—

Performance Measures:	<u>GO</u>	<u>NO-GO</u>
7. Develop procedures for postal support of the AOR voting program	—	—
8. Plan and coordinate MPO openings, closings, and relocations when standing-up a theater of operations.	—	—
9. Ensure the operation of MMTs and Mail Control Activities (MCAs) in coordination with the theater Single Service Postal Manager and/or theater Air Force Postal Representative.	—	—
10. Consult with JMPA to develop mail routing instructions and procedures for optimum mail delivery in theater.	—	—
11. Plan and provide unit mail routing information to the servicing JMPA in coordination with the MMT.	—	—
12. Establish and operate an AOR locator system and redirect services.	—	—
13. Coordinated AOR-level mail transportation support for mail movement to and from all necessary locations within postal platoon(s) AOR within the TSC/ESC Distribution Management Center (SPO)	—	—
14. Established procedures for casualty mail operations	—	—
15. Coordinated the AOR EPW mail plan, and monitor its execution IAW the Geneva Convention	—	—
16. Coordinated requests for Coalition Mail support	—	—
17. Established suspicious mail procedures	—	—
18. Collected postal statistical and historical workload information from postal units to identify trends, inefficiencies, and improve postal network services	—	—
19. Conducted Postal Inspections/Audits	—	—
20. Implemented procedures for responding to congressional inquiries, customer complaints, inquiries and suggestions	—	—
21. Established the Army component of a JMMT in conjunction with other Services when operating in a Joint or multi-service environment (IN THE MMT)	—	—
22. Developed and coordinate mail routing schemes, mail distribution points and schedules in coordination with the combatant command, Single Service Postal Manager, supported MPOs and direct reporting units	—	—
23. Controlled mail movement within and throughout the AOR	—	—
24. Provided specialized postal expertise and experience and limited augmentation manpower	—	—
25. Provided integrated, accurate, and timely processing and distribution of all mail arriving in the AOR	—	—
26. Coordinated with HRSC and MPOs to resolve mail dispatching and transportation problems	—	—

Performance Measures:

	<u>GO</u>	<u>NO-GO</u>
27. Distributed mail to HR (Postal) companies providing area support, or as the tactical situation directs, direct to postal platoons depending on the size of the supported force	—	—
28. Served as a collection point and routing agency for all retrograde mail coming from within the AOR	—	—
29. Received higher headquarters postal support plan	—	—
30. Served as Contracting Officer Representative (COR) for postal contract management	—	—

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.

References:

Required

AR 600-8-3

DOD 4525.6-M

FM 1-0

Related

FM 4-94



Subject Area 4: Conduct HR Planning and Operations

805C-42H-8107 Implement HR Planning and Operations Using MDMP

Conditions:

You are the Expeditionary Sustainment Command (ESC)/Sustainment Brigade (SB) Human Resources (HR) Operations Branch Chief in a mature theater. Your unit is conducting the Military Decision Making Process (MDMP) in support of full spectrum operations. Your Area of Responsibility (AOR) is about surge from 60,000 to 90,000 personnel arriving over the next 90 days. The Support Operations Officer (SPO) has tasked you to participate in the sustainment planning process to ensure HR operations are fully integrated into overall sustainment operations. You need to provide input from the theater HR perspective to include personnel accountability, postal, and casualty operations. You have access to FM 1-0 (Human Resources Support), FM 3-0 (Operations), FM 4-0 (Sustainment), FM 4-94 (Theater Sustainment Command), FM 5-0 (The Operations Process), and FM 5-19 (Composite Risk Management).

Standards:

Prepare a HR estimate that supports discussion of likely courses of action (COAs) developed during MDMP. Provide the SPO an update on all critical personnel capabilities affecting the operation. Identify risks associated with each considered COA from an HR perspective. Communicate risks by developing performance indicators to ensure HR operations are fully integrated into the overall sustainment plan.

Performance Steps:

1. Coordinate Human Resources inputs to Military Decision Making Process (MDMP)
 - a. Assess the current situation from an HR perspective
 - b. Forecast HR requirements
 - c. Assess HR unit/system capabilities, limitations, and employment
 - d. Identify risk and mitigation strategy
 - e. Determine HR organizations for operations, command, and support relationships
 - f. Determine general locations and movements of HR units
 - g. Synchronize HR operations with sustainment requirements
2. Implement HR Military Decision Making Process (MDMP)
 - a. Receive the Mission
 - (1) Receive orders and guidance from higher headquarters or a new mission anticipated by the commander
 - (2) Receive the commander's initial guidance and a decision to conduct initial planning, to include timelines
 - (3) Integrate the Composite Risk Management (CRM) process as part of each phase of the operations planning process
 - b. Conduct Mission Analysis
 - (1) Identify how the commander's intent focuses HR support efforts to subordinate units

- (2)** Analyze the unit and system capabilities, limitations, and employment
- (3)** Analyze the Task Organization to determine the command support relationship for HR support
- (4)** Analyze the organization of the unit for HR operations and how manpower allocations will be made to subordinate units
- (5)** Analyze personnel strength data to determine current capabilities and project future requirements
- (6)** Analyze unit strength maintenance, including monitoring, collecting, and analyzing data affecting Soldier readiness
- (7)** Determine HR support and HR services available to the force (current and projected)
- (8)** Prepare estimates for personnel replacements requirements, based on estimated casualties, non-battle losses, and foreseeable administrative losses to include critical military occupational skill requirements
- (9)** Prepare casualty estimates, as required
- (10)** Analyze command and support relationships, to include HR units and supported organizations and how these relationships affect the delivery of HR support
- (11)** Analyze resource allocation and employment synchronization of organic and supporting units
- (12)** Analyze locations and movement of HR units and supporting HROB
- (13)** Analyze current and near-term (future) execution of the planned HR support
- (14)** Analyze actions impacting on
 - (a)** Personnel accountability
 - (b)** Casualties
 - (c)** Postal operations
- (15)** Update the running estimate / personnel estimate
- (16)** Analyze the unit mission and the mission of supported and supporting units
- (17)** Analyze Theater-level HR considerations
 - (a)** Determine MMT resourcing
 - (b)** Coordinate support from Joint assets
 - (c)** Evaluate postal facilities
 - (d)** Obtain equipment to support mail operations
 - (e)** Determine location of postal facilities
 - (f)** Ensure staffing of Personnel Accountability Teams
 - (g)** Determine transportation requirements
 - (h)** Determine access to HR enabling systems
 - (i)** Analyze location of CLTs
 - (j)** Confirm connectivity and communications requirements
- (18)** Identify key specified, implied and essential tasks

- (19) Identify constraints and limitations impact end state affects HR operations
 - (20) Identify HR key facts and assumptions
 - (21) Prepare, authenticate, and distribute the HR plan in the form of approved annexes, estimates, appendices, orders and OPLANS
 - (22) Identify recommended CCIRs and status of essential elements of friendly information
 - (23) Issue/receive warning order update
- c. Course of Action Development
- (1) Develop a broad operations and sustainment concept
 - (2) Revise planning guidance, as necessary
 - (3) Determine HR resources required to support each COA
 - (4) Review each COA to ensure it supports the commander's intent
 - (5) Determine and refine casualty estimations for each COA
 - (6) Ensure HR capabilities, strength impacts, and HR asset vulnerabilities are considered
 - (7) Ensure deployment, intra-theater transit or movements, and redeployment are considered
 - (8) Ensure current and future HR operations are included in COA
- d. Analyze Courses of Action
- (1) Refine the status of all HR friendly forces
 - (2) List critical HR events during war gaming
 - (3) Analyze how HR events will be evaluated
 - (4) Analyze the potential decision points, branches, or sequels
 - (5) Analyze the results of the war gaming (from an HR perspective)
- e. Compare Courses of Action
- (1) Refine COAs based on war game results
 - (2) Compare relative success of achieving HR success by each COA
 - (3) Analyze the advantages and disadvantages of each COA
 - (4) Analyze any critical areas of HR support which may impact on each COA, if any
 - (5) Analyze major deficiencies in manpower or in number of HR units, teams, or squads
 - (6) Recommend the best COA from an HR perspective
- f. Approve Course of Action
- (1) Select best COA and modify as necessary
 - (2) Refine commander's intent, CCIRs, and essential elements of friendly information
 - (3) Issue the Warning Order
- g. Produce Orders
- (1) Prepare OPORD

(2) Prepare HR Annex

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:

	<u>GO</u>	<u>NO-GO</u>
1. Coordinated Human Resources inputs to Military Decision Making Process (MDMP)	—	—
a. Assessed the current situation from an HR perspective		
b. Forecasted HR requirements		
c. Assessed HR unit/system capabilities, limitations, and employment		
d. Identified risk and mitigation strategy		
e. Determined HR organizations for operations, command, and support relationships		
f. Determined general locations and movements of HR units		
g. Synchronized HR operations with sustainment requirements		
2. Implemented HR Military Decision Making Process (MDMP)	—	—
a. Received the Mission		
b. Conducted Mission Analysis		
c. Developed COAs		
d. Analyzed COAs		
e. Compared COAs		
f. Approved COAs		
g. Produced Orders		

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.

References:

Required

- FM 1-0
- FM 5-0
- FM 5-19

Related

- FM 3-0
- FM 4-0
- FM 4-94



Glossary

Section I - Acronyms & Abbreviations

AAR - after action review; after action report

AC - active component; assistant commandant

ACC - Army correspondence course

ACE - American Council on Education

ACS - Army Community Service

AD - active duty

ADT - active duty for training

AG - Adjutant General

AGS - Adjutant General School

AMOS - additional awarded military occupational specialty

AN - annually

AOC - area of concentration

APFT - Army physical fitness test

APO - Army Post Office

AR - Army Regulation; Army Reserve

ARNG - Army National Guard

ARTEP - Army Training and Evaluation Program

ASD - Administrative Services Division

AWOL - absent without leave

BASD - basic active service date

BESD - basic enlisted service date

BSA - brigade support area

CAP - centralized assignment procedures

CFR - casualty feeder report

COA - Comptroller of the Army; course of action

CONUS - the continental United States

DA - Department of the Army

DCIPS-F - Defense Casualty Information Processing System - Forward

DFR - dropped from rolls

DMM - Domestic Mail Manual

DoD - Department of Defense

DoD - Department of Defense

DOR - date of rank; detail obligation report

DOR - date of rank; detail obligation report

DPA - data processing activity

DTG - date-time group

EB - enlisted bonus

EDAS - enlisted distribution assignment system

ETS - Expiration Term of Service

FID - Format Identification

FM (1) - field manual

FSOP - Field Standard Operating Procedure

FTX - field training exercise

HQDA - Headquarters, Department of the Army

IAW - in accordance with

JMPA - joint military postal activity; joint military satellite communications (MILSATCOM) panel administrator

KIA - killed in action

KIA - killed in action

LOI - letter of instruction

METL - mission essential task list

MIA - missing In action

MILPER - military personnel

MMRB - MOS/medical retention board

MOS - military occupational specialty

MPS - military postal system

MPSA - Military Postal Service Agency

MPSA - Military Postal Service Agency

MQS - military qualification standards

MWR - morale, welfare, and recreation

NAF - non-appropriated fund

NCO - noncommissioned officer

NCOER - noncommissioned officer evaluation report

NG - National Guard

NOK - next of kin

OCONUS - outside the continental United States

OCS - officer candidate school
ODP - officer distribution plan
OER - officer evaluation report
OMPF - official military personnel file
OPLAN - operations plan
ORB - officer record brief
PAS - personnel automation section
PCS - permanent change of station
PEBD - pay entry basic date
PME - professional military education
PMOS - primary military occupational specialty
POR - preparation of replacements for oversea movement
PQR - personnel qualification record
PRR - personnel requirements report
PS - prior service; postal service
PSR - personnel summary report; personnel status report; personnel strength report
PULHES - physical profile serial code
QMP - qualitative management program
RA - regular army
REFRAD - release from active duty
RFO - request for orders
ROTC - Reserve Officer Training Corps
RSOP - readiness standing operating procedure
SF - standard form
SGLI - servicemembers' group life insurance
SJA - Staff Judge Advocate
SMOS - secondary military occupational specialty
SOP - standing operating procedure
SPECAT - special category
SRB - selective reenlistment bonus
SSD - single source data
STP - Soldier Training Publication
TDR - training device requirement
TDY - temporary duty

TIG - time in grade

TIS - time in service

TM - technical manual

TOE - table of organization and equipment; Term of Enlistment

TPFDL - time-phased force development list

TTAD - temporary tours of active duty

UMR - unit manning report

UPC - unit processing code

USAR - U.S. Army Reserve

USMA - United States Military Academy

USPS - United States Postal Service

UTL - unit transmittal letter

WIA - wounded In action

WIA - wounded In action

Section II - Terms

DA CIR

Department of the Army Circular

DA PAM

Department of the Army Pamphlet

References

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 11-2 - Managers' Internal Control Program

AR 220-1 - Unit Status Reporting

AR 25-30 - The Army Publishing Program

AR 25-400-2 - The Army Record Information Management System (ARIMS)

AR 25-50 - Preparing and Managing Correspondence

AR 27-10 - Military Justice

AR 350-1 - Army Training and Leader Development

AR 350-100 - Officer Active Duty Service Obligations

AR 37-104-4 - Military Pay and Allowance Policy and Procedures-Active Component

AR 380-5 - Department of the Army Information Security Program

AR 385-10 - The Army Safety Program

AR 600-20 - Army Command Policy (*RAR 002, 11/30/2009)

AR 600-25 - Salutes, Honors, and Visits of Courtesy

AR 600-37 - Unfavorable Information

AR 600-60 - Physical Performance Evaluation System

AR 600-8-1 - Army Casualty Program

AR 600-8-104 - Military Personnel Information Management/Records

AR 600-8-105 - Military Orders

AR 600-8-14 - Identification Cards for Members of Uniformed Services, Their Family Members, and Other Eligible Personnel

AR 600-8-19 - Enlisted Promotions and Reductions

AR 600-8-2 - Suspension of Favorable Personnel Actions (FLAGS)

AR 600-8-22 - Military Awards

AR 600-8-24 - Officer Transfer and Discharges (*RAR 001, 11/19/2008)

AR 600-8-29 - Officer Promotions

AR 600-8-3 - Unit Postal Operations

AR 600-8-4 - Line of Duty Policy, Procedures and Investigations

AR 600-8-6 - Personnel Accounting and Strength Reporting

AR 600-9 - The Army Weight Control Program
AR 601-100 - Appointment of Commissioned and Warrant Officers in the Regular Army
AR 608-99 - Family Support, Child Custody, and Paternity
AR 614-100 - Officer Assignment Policies, Details and Transfers
AR 614-200 - Enlisted Assignments and Utilization Management (*RAR 001, 09/03/2009)
AR 614-30 - Overseas Service
AR 623-3 - Evaluation Reporting System
AR 635-200 - Active Duty Enlisted Administrative Separations
AR 638-2 - Care and Disposition of Remains and Disposition of Personal Effects
AR 670-1 - Wear and Appearance of Army Uniforms and Insignia

Department of Army Forms

DA FORM 1156 - Casualty Feeder Card
DA FORM 1695 - Oath of Extension of Enlistment
DA FORM 3964 - Classified Document Accountability Record
DA FORM 410 - Receipt for Accountable Form
DA FORM 4126-R - Bar to Enlistment/Reenlistment Certificate
DA FORM 4187 - Personnel Action
DA FORM 455 - Mail and Document Register
DA FORM 479 - Publication and Blank Forms Stock Record Card
DA FORM 638 - Recommendation for Award

Department of Army Pamphlets

DA PAM 600-3 - Commissioned Officer Professional Development and Career Management
DA PAM 600-60 - A Guide to Protocol and Etiquette for Official Entertainment
DA PAM 600-8-101 - Personnel Processing (In-Out-, Soldier Readiness, Mobilization and Deployment Processing)
DA PAM 611-21 - Military Occupational Classification and Structure
DA PAM 623-3 - Evaluation Reporting System

Department of Defense Publications

DOD 4525.6-M - DoD Postal Manual
DODFMR 7000.14-R, VOL 1 - Department of Defense Financial Management Regulation, Volume 1, General Financial Management Information, Systems and Requirements

Field Manuals

FM 1-0 - Human Resources Support
FM 4-0 - Sustainment

FM 4-93.4 - Theater Support Command
FM 5-0 - The Operations Process
FM 5-19 - Composite Risk Management
FM 7-0 - Training for Full Spectrum Operations

Other Product Types

ARMY G-1 PPG - Army G-1 Personnel Planning Guidance
CSS VSAT ORG - Combat Service Support Very Small Aperture Terminal (CSS VSAT) Operational Reference Guide
DD FORM 285 - Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly
DD FORM 93 - Record of Emergency Data
S-1 NETWORK - The S-1 Network
SF 135 - Records Transmittal and Receipt
VSAT/CAISI SATCOM SOP - Combat Service Support Satellite Communications (CSS SATCOM) Program Support Office Standard Operating Procedures (SOP), Version 4.0

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations

AR 310-50 - Authorized Abbreviations, Brevity Codes and Acronyms
AR 600-8-105 - Military Orders
Department of Army Forms
DA FORM 2166-8 - NCO Evaluation Report
DA FORM 2166-8-1 - NCO Counseling and Support Form
DA FORM 268 - Report to Suspend Favorable Personnel Actions (FLAG)
DA FORM 3355 - Promotion Point Worksheet
DA FORM 3356 - Board Member Appraisal (Worksheet)
DA FORM 3357 - Board Recommendation
DA FORM 3986-R - Personnel Asset Inventory
DA FORM 4187 - Personnel Action
DA FORM 638 - Recommendation for Award
DA FORM 67-9 - Officer Evaluation Report

Department of Defense Publications

DOD 7000.14R VOL 7A - Military Pay Policy and Procedures, Active Duty and Reserve Pay

Field Manuals

FM 3-0 - Operations

FM 4-0 - Sustainment

FM 4-94 - Theater Sustainment Command

Other Product Types

DA PAM 611-21 SMARTBOOK - MOS Smartbook

DCIPS FWD USER MANUAL - Defense Casualty Information Processing System Forward User Manual

DD FORM 93 - Record of Emergency Data

DTAS - DTAS Functional Guidance

DTAS 0506 - DTAS Functional Guidance

DTAS THEATER MANUAL - DTAS Theater Manager Application User's Manual

DTAS USERS MANUAL - User's Manual

EMILPO GUIDE 09-2006 - Electronic Military Personnel Office Functional Guidance

EMILPO USERS MANUAL - Electronic Military Personnel Office Users Manual

SGLV FORM 8286 - Servicemen's Group Life Insurance Election and Certificate

Authentication

STP 12-42B-OFS

By Order of the Secretary of the Army

MARTIN E. DEMPSEY

*General, United States Army
Chief of Staff*

Official:

JOYCE E. MORROW

*Administrative Assistant to the
Secretary of the Army*