



**SOLDIER'S MANUAL  
and  
TRAINER'S GUIDE**

**MOS 42A**

**Human Resources Specialist**

**Skill Levels**

**3/4/5**

**MARCH 2012**

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

**HEADQUARTERS, DEPARTMENT OF THE ARMY**

This publication is available at  
Army Knowledge Online ([www.us.army.mil](http://www.us.army.mil)) and  
General Dennis J. Reimer Training and Doctrine  
Digital Library at ([www.train.army.mil](http://www.train.army.mil)).

# SOLDIER'S MANUAL and TRAINER'S GUIDE

## MOS 42A

### Human Resources Specialist

#### Skill Levels 3/4/5

#### TABLE OF CONTENTS

	<u>PAGE</u>
<b>Table of Contents</b> .....	<b>i</b>
<b>PREFACE</b> .....	<b>iv</b>
<b>Chapter 1. Introduction</b> .....	<b>1-1</b>
<b>Chapter 2. Training Guide</b> .....	<b>2-1</b>
<b>Chapter 3. MOS/Skill Level Tasks</b> .....	<b>3-1</b>
<b>Skill Level 3</b>	
<b>Subject Area 1: Man the Force</b>	
805C-42A-3006 Prepare the Unit Status Report .....	3-1
805C-42A-3008 Process Strength Reports .....	3-4
805C-42A-3011 Process AWOL/DFR Packets.....	3-6
805C-42A-3013 Process Unresolved Error Reports.....	3-8
805C-42A-3014 Review the Officer Distribution and Assignment Process .....	3-9
805C-42A-3030 Coordinate the Deployment Cycle Support (DCS) Program.....	3-11
805C-42A-3103 Conduct Personnel Accountability.....	3-14
805C-42A-3233 Process Personnel Information Management (PIM) .....	3-16
805C-42A-3411 Process Enlisted Distribution and Assignments (EDAS).....	3-19
805C-42A-3488 Process a Personnel Asset Inventory (PAI).....	3-23
805C-42B-6000 Conduct Personnel Readiness Management (PRM) .....	3-25
<b>Subject Area 2: Provide HR Services</b>	
805C-42A-3002 Review Correspondence .....	3-28
805C-42A-3007 Review Awards and Decorations .....	3-29

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

\*This publication supersedes STP 12-42L35-SM-TG dated 30 October 2003.

805C-42A-3009	Review Separation Documents .....	3-31
805C-42A-3012	Prepare Personnel Office Computations.....	3-35
805C-42A-3015	Maintain Records Using ARIMS.....	3-37
805C-42A-3053	Review Enlisted Promotions and Reductions .....	3-40
805C-42A-3060	Conduct Unit Postal Operations .....	3-42
805C-42A-3431	Update the Officer and Enlisted Records Brief .....	3-46
805C-42A-3463	Process Leaves and Passes .....	3-49
805C-42A-3473	Review Emergency Notification Data.....	3-52
805C-42A-3474	Review Casualty Reports .....	3-53
805C-42B-6028	Interpret Military Pay and Allowances .....	3-55

**Subject Area 3: Coordinate Personnel Support**

805C-42A-3062	Review Unit Morale, Welfare, and Recreation (MWR) Operations .....	3-59
805C-42A-3406	Review the Human Resources Authorization Report (HRAR) to Ensure Proper Utilization.....	3-62

**Subject Area 4: Conduct HR Planning and Operations**

805C-42A-3029	Perform Joint Human Resources (HR) Operations.....	3-64
805C-42A-3300	Apply the Human Resources Decisionmaking Process .....	3-67

**Subject Area 5: Postal Service Center Administration**

805C-LF4-1361	Inspect a Military Post Office .....	3-70
805C-LF4-3537	Control Postal Supplies and Capital/Sensitive Equipment.....	3-75
805C-LF4-3541	Report Postal Offenses.....	3-76
805C-LF4-3558	Identify Military Postal Service Responsibilities .....	3-77
805C-LF4-3560	Operate a Contingency Military Post Office.....	3-80
805C-LF4-3565	Operate the Automated Military Postal System (AMPS) Database .....	3-81

**Subject Area 6: Postal Finances**

805C-LF4-3555	Perform Audits at a Military Post Office.....	3-83
---------------	---	------

**Skill Level 4**

**Subject Area 1: Man the Force**

805C-42A-4026	Supervise Unit Status Reporting (USR) .....	3-85
805C-42A-4030	Supervise the Deployment Cycle Support (DCS) Program.....	3-88
805C-42A-4233	Supervise Personnel Information Management (PIM) .....	3-91
805C-42A-4411	Supervise Enlisted Distribution and Assignments (EDAS).....	3-94
805C-42A-5026	Supervise Officer Distribution and Assignments .....	3-97

**Subject Area 2: Provide HR Services**

805C-42A-4022	Manage Transfers and Discharges .....	3-99
805C-42A-4023	Supervise the Awards and Decorations Program .....	3-103
805C-42A-4025	Supervise Personnel Evaluation Systems.....	3-106
805C-42A-4027	Supervise Identification Card Processing.....	3-109
805C-42A-4028	Supervise Enlisted Promotions and Reductions .....	3-111
805C-42A-4042	Supervise Casualty Operations.....	3-114
805C-42A-4052	Interpret Military Pay and Allowances .....	3-119

805C-42A-4060 Supervise Unit Postal Operations ..... 3-123

**Subject Area 3: Coordinate Personnel Support**

805C-42A-4033 Review Mobilization Procedures ..... 3-127

805C-42A-4051 Manage Demobilization Procedures ..... 3-129

805C-42A-4062 Manage Morale, Welfare, and Recreation (MWR) Operations ..... 3-131

**Subject Area 4: Conduct HR Planning and Operations**

805C-42A-4011 Review the Human Resources Organization Structure..... 3-134

805C-42A-4041 Analyze Human Resources Planning Considerations using MDMP ..... 3-137

805C-42A-4064 Employ Situational Leadership ..... 3-140

805C-42A-5029 Supervise Joint Human Resources (HR) Operations..... 3-142

**Glossary ..... Glossary-1**

**References ..... References-1**

## PREFACE

This publication is for skill levels (SL) 3, 4, and 5 Soldiers holding Military Occupational Specialty (MOS) 42A and their trainers/first-line supervisors. It contains standardized training objectives in the form of task summaries, which can be used to train and evaluate Soldiers on critical tasks that support unit missions during wartime. Soldiers holding the MOS/SL 42A 3, 4, and 5 should have access to this publication. It should be made available in the Soldier's work area, unit learning center, and unit library. Trainers and first-line supervisors should actively plan for Soldiers to have access to this publication. However, it is not intended that an individual copy be available for each Soldier holding the MOS/SL.

This publication applies to the Active Army, the Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and the United States Army Reserve (USAR) unless otherwise stated.

The proponent of this publication is the United States Army Training and Doctrine Command (TRADOC). 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, Training Development Directorate, ATTN: ATSG-TDD-ITD-AG, Fort Jackson, SC 29207-7025.

## CHAPTER 1

### Introduction

#### 1-1. GENERAL.

a. This Soldier Training Publication (STP) is the Soldier's Manual (SM) and Trainer's Guide (TG) that identifies the military occupational specialty (MOS) training requirement for individual Soldiers in MOS 42A3/4/5 Human Resources Specialist. It is the primary MOS reference that supports the self-development and training for Soldiers possessing MOS 42A3/4/5. Therefore, commanders, trainers, and Soldiers should use this manual to plan, conduct, and evaluate training within their units.

b. To establish effective training plans and programs that integrate Soldier's, leader's, and collective tasks, use this manual with the following publications:

(1) Soldier's Manual of Common Tasks (SMCT). STP 21-24-SMCT for SL2 and above Soldiers.

(2) FM 1-0, Human Resources Support.

1-2. TASK SUMMARIES. Task summaries outline the wartime performance requirements of each critical task in this SMTG. They give both Soldiers and trainers the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include the information Soldiers must know and the skills they must perform/demonstrate to standards. Task summaries contain the format as follows:

a. Task Title. The task title identifies the action that the Soldier 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 Soldier to perform the task in wartime.

d. Standards. The task standards describe how well and to what level the Soldier must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness and speed.

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 Soldier before evaluation.

f. Performance Measures. Performance measures are evaluation guides that identify the specific actions the Soldiers are to accomplish, to successfully complete the task. This SMTG 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") 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.

1-3. SOLDIER'S RESPONSIBILITIES. Each Soldier is responsible for performing individual tasks, which the first-line supervisor identifies. The Soldier must perform the task to the standard listed in this STP. The Soldier's first line supervisor can clarify any questions about how to do a task, or which tasks in this STP the Soldier must perform. It is the Soldier's responsibility to ask the first-line supervisor for

clarification. In addition, the first line supervisor knows how to perform each task and can direct the Soldier to the appropriate training materials.

1-4. NCO SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL AND DISTANCE LEARNING.

a. Self-development is one of the key components of the leader development program. It is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, is responsible for remaining current in all phases of the MOS.

b. The SMTG is the NCO's primary source for maintaining MOS proficiency.

c. Distance Learning (DL). Formal, nonresident training programs for TRADOC service schools and certain DoD/DA schools and agencies are available in several Distance Learning formats. For example, the Army Institute for Professional Development (AIPD) administers the Army Correspondence Course Program (ACCP). The ACCP Catalog lists the courses and sub courses available in both the consolidated and the non-consolidated portions of the program. For information about ACCP courses and subcourses, compact disks available in distance learning classrooms, and other distance learning courseware, visit the Army Training Support Center (ATSC) website at: **<http://www.atsc.army.mil/helpdesk/TrainingDelivery>**.

d. Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials.

1-5. TRAINING SUPPORT. This STP includes the following sections that provide additional training support information.

a. Glossary. The glossary is a comprehensive list of acronyms, abbreviations, and terms.

b. References. This section contains the references that support training for all tasks in this SMTG.



## CHAPTER 2

### Training Guide

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. The MTP is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for Soldiers in this MOS.

2-2. SUBJECT AREA CODES. The MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. This section list subject areas numbers and titles used through the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

#### **Skill Level 3/4/5**

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 and the type of training required (resident, integration, or sustainment). Refer to the MOS Training Plan, Critical Task List.

**Subject Area column.** This column lists the subject area number and title in the same order as listed in paragraph 2-2 above.

**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. If the task is first trained to standard in the unit, the word Unit will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ALC, SLC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

<b>ALC</b>	Advanced Leaders Course
<b>SLC</b>	Senior Leaders Course
<b>Unit</b>	Trained in the Unit
<b>F4</b>	Postal Supervisors Course

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.

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

Figure 2-2. Sustainment Training Frequency Codes

**Sustainment Training Skill Level column.** This column lists the skill levels of the MOS for which Soldiers must receive sustainment training to ensure they maintain proficiency to Soldier's manual standards.

**MOS TRAINING PLAN  
42A – HUMAN RESOURCES SERGEANT**

**CRITICAL TASKS**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 3					
1. MAN THE FORCE	805C-42A-3006	Prepare the Unit Status Report	UNIT	AN	3-4
	805C-42A-3008	Process Strength Reports	ALC	AN	3-4
	805C-42A-3011	Process AWOL/DFR Packets	UNIT	AN	3-4
	805C-42A-3013	Process Unresolved Error Reports	UNIT	AN	3-4
	805C-42A-3014	Review the Officer Distribution and Assignment Process	ALC	AN	3-4
	805C-42A-3030	Coordinated the Deployment Cycle Support (DCS) Program	ALC	AN	3-4
	805C-42A-3103	Conduct Personnel Accountability	ALC	AN	3-4
	805C-42A-3233	Process Personnel Information Management	ALC	AN	3-4
	805C-42A-3411	Process Enlisted Distribution and Assignments (EDAS)	ALC	AN	3-4
	805C-42A-3488	Process a Personnel Asset Inventory	ALC	AN	3-4
	805C-42B-6000	Conduct Personnel Readiness Management	ALC	AN	3-4
2. PROVIDE HR SERVICE	805C-42A-3002	Review Correspondence	ALC	AN	3-4
	805C-42A-3007	Review Awards and Decorations	UNIT	AN	3-4

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	805C-42A-3009	Review Separation Documents	ALC	AN	3-4
	805C-42A-3012	Prepare Personnel Office Computations	ALC	AN	3-4
	805C-42A-3015	Maintain Records Using ARIMS	UNIT	AN	3-4
	805C-42A-3053	Review Enlisted Promotions and Reductions	ALC	AN	3-4
	805C-42A-3060	Conduct Unit Postal Operations	ALC	AN	3-4
	805C-42A-3431	Update the Officer and Enlisted Records Brief	UNIT	AN	3-4
	805C-42A-3463	Process Leaves and Passes	ALC	AN	3-4
	805C-42A-3473	Review Emergency Notification Data	UNIT	AN	3-4
	805C-42A-3474	Review Casualty Reports	ALC	AN	3-4
	805C-42A-3497	Process a Completed Evaluation Report	ALC	AN	3-4
	805C-42A-3499	Interpret Military Pay and Allowances	ALC	AN	3-4
3. COORDINATE PERSONEL SUPPORT	805C-42A-3062	Review Unit Morale, Welfare, and Recreation (MWR) Operations	ALC	AN	3-4
	805C-42A-3406	Review the Human Resources Authorization Report (HRAR) to Ensure Proper Utilization	ALC	AN	3-4
4. CONDUCT HR PLANNING AND OPERATIONS	805C-42A-3029	Perform Joint Human Resources Operations	ALC	AN	3-4
	805C-42A-3300	Apply the Human Resources Decisionmaking Process	ALC	AN	3-4
	805C-42A-4011	Review the Human Resources Organization	ALC	AN	3-4
5. POSTAL SERVICE CENTER ADMINISTRATION	805C-LF4-1361	Inspect a Military Post Office	F4	AN	3-5
	805C-LF4-3537	Control Postal Supplies and Capital/Sensitive Equipment	F4	AN	3-5
	805C-LF4-3541	Report Postal Offenses	F4	AN	3-5
	805C-LF4-3558	Identify Military Postal Service Responsibilities	F4	AN	3-5
	805C-LF4-3560	Operate a Contingency Military Post Office	F4	AN	3-5
	805C-LF4-3565	Operate the Automated Military Postal System (AMPS) Database	F4	AN	3-5
	805C-LF4-3555	Perform Audits at a Military Post Office	F4	AN	3-5

**This page intentionally left blank.**

## CHAPTER 3

### MOS/Skill Level Tasks

#### Skill Level 3

#### Subject Area 1: Man the Force

### Prepare the Unit Status Report

#### 805C-42A-3006

**Conditions:** You are assigned to prepare personnel readiness data for the USR and have access to—

- a. Personnel Readiness Data Worksheet.
- b. NetUSR.
- c. Connectivity or access to a Non-Classified Internet Protocol Router Network (NIPR) and Secret Internet Protocol Router Network (SIPR).
- d. AR 220-1.
- e. AR 600-8-6.
- f. Standard office supplies and equipment.

**Standards:** The standard will be met when the following can be accomplished without error:

1. Determine the Assigned Strength Percentage (ASPER).
2. Determine the number of assigned Soldiers who are not deployable.
3. Determine the Available Strength Percentage (AVPER) and the P-level.
4. Determine the Military Occupational Specialty Qualified Percentage (MSPER) and the P-level.
5. Determine the Senior Grade Percentage (SGPER) and the P-level.
6. Determine the personnel turnover percentage (APERT).
7. Complete information required for Report Options Tab.
8. Complete unit information Tab.
9. Complete personnel Tab.
10. Employ the full functionality of the NetUSR.

### Performance Steps

1. Determine the ASPER using the MTOE and the AAA-162.
  - a. Determine the required strength of the unit from the MTOE.
  - b. Determine the assigned strength of the unit from the AAA-162.
  - c. Compute the ASPER.
    - (1) Identify the number of assigned personnel by adding gains and subtracting losses occurring since the date of the unit strength.
    - (2) Identify the number of PROFIS personnel from a copy of the current PROFIS roster, if applicable.
    - (3) Identify assigned personnel who are designated, by name for assignment to the measured unit under alert, deployment, or combat conditions.
    - (4) Identify individual personnel, attached to another unit under TCS orders for deployment, that will be counted as assigned, but not available by the parent unit.
    - (5) Divide the assigned strength by the required strength.
    - (6) Multiply the quotient by 100 to obtain the ASPER.
    - (7) Annotate the ASPER on scratch paper for future reference.
2. Identify the number of assigned Soldiers who are not deployable.
  - a. Determine the number of Soldiers who are nondeployable based on the AAA-162.
  - b. Identify the number of Soldiers who are nondeployable.

### Performance Steps

- (1) Generate a Non-Deployable list from the PAVR Calculations.
    - (2) Add the number of nondeployable Soldiers extracted from the AAA-162 and the Unit Non-Deployable list.
  - c. Identify the number of Soldiers who are nondeployable due to Expiration Term of Service (ETS) in less than seven days using an ETS Roster.
  - d. Identify the number of Soldiers who are nondeployable due to not fulfilling the minimum training requirements by reviewing the Local Unit Training Report or the Soldier's training records.
  - e. Add the total number of Soldiers who have been identified as nondeployable.
  - f. Subtract the number of nondeployable Soldiers from the number of total assigned Soldiers to obtain the available strength.
  - g. Annotate the number of Soldiers who are nondeployable due to pregnancy for future reasons.
3. Determine the AVPER and the P-level.
  - a. Generate the Personnel Summary Report.
  - b. Divide the available strength from the Personnel Summary Report by the required strength as previously annotated.
  - c. Multiply the quotient by 100.
  - d. Annotate the AVPER on scratch paper for future reference.
  - e. Determine the P-level.
    - (1) Round off the AVPER to the nearest whole percentage.
    - (2) Locate Table 4-1 in AR 220-1.
    - (3) Locate the percentage in the table equal to the total available strength.
    - (4) Identify the P-level, based on the percentage range.
    - (5) Annotate the P-level on scratch paper for future reference.
4. Determine the MSPER and the P-level.
  - a. Determine the required MOS qualified personnel strength of the unit.
    - (1) Determine the number of qualified available personnel by generating a Personnel Requirements Report (PRR).
    - (2) Determine the number of personnel spaces required by rank and by military occupational specialty code (MOSC) from the MTOE.
    - (3) Match the qualified available personnel against the requirements.
  - b. Verify that MOS qualified strength does not exceed available strength.
  - c. Divide the available MOS qualified strength by the required qualified MOS strength.
  - d. Multiply the quotient by 100 to obtain the MSPER.
  - e. Annotate the MSPER on scratch paper for future reference.
  - f. Determine the P-level.
    - (1) Round off MSPER to the nearest whole percentage.
    - (2) Locate Table 4-1 in AR 220-1.
    - (3) Locate the percentage for the total available strength from the table.
    - (4) Identify the P-level, based on percentage range.
    - (5) Annotate the P-level on scratch paper for future reference.
5. Determine the SGPER and the P-level.
  - a. Identify the number of senior grade personnel assigned or attached to the unit by performing an Ad Hoc query on eMILPO.
  - b. Determine the required senior grade strength.
  - c. Determine the available senior grade strength by using a MOS Inventory by Grade Report.
  - d. Divide the available senior grade strength by the required senior grade strength.
  - e. Multiply the quotient by 100 to obtain the SGPER.
  - f. Annotate the SGPER on scratch paper for future reference.
  - g. Determine the P-level.
    - (1) Round off the SGPER to nearest whole percentage.
    - (2) Locate Table 4-1 in AR 220-1.
    - (3) Locate the percentage for the total available strength in the table.
    - (4) Identify the P-level, based on percentage range.

**Performance Steps**

- (5) Annotate the P-level on scratch paper for future reference.
- 6. Determine the APERT.
  - a. Identify the number of personnel reassigned or separated from the unit during the preceding three months by creating a loss roster on eMILPO.
  - b. Divide the number of personnel who have departed by the assigned strength.
  - c. Multiply the quotient by 100 to obtain the APERT.
  - d. Annotate the APERT on scratch paper for future reference.
- 7. Access NetUSR.
- 8. Create Report.
  - a. Select UIC Enter "C" for security classification, unless otherwise indicated.
  - b. Select create report.
- 9. Click on Personnel Tab.
  - a. Update Basic Unit Information in accordance with MTOE and Unit Requirements.
- 10. Route the USR to the Personnel Services Supervisor for approval.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Determined the ASPER using the MTOE and the AAA-162.	___	___
2. Identified the number of assigned Soldiers who are not deployable.	___	___
3. Determined the AVPER and the P-level.	___	___
4. Determined the MSPER and the P-level.	___	___
5. Determined the SGPER and the P-level.	___	___
6. Determined the APERT level.	___	___
7. Accessed NetUSR.	___	___
8. Created report in NetUSR.	___	___
9. Clicked on Personnel Tab.	___	___
10. Routed the USR to the Personnel Services Supervisor for approval.	___	___

**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

**Related**

**Process Strength Reports  
805C-42A-3008**

**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, FM 1-0, FM 5-0, eMILPO, DTAS, SIPERNET web based JPERSTAT, PRR, and PERSUM.

**Standards:** Accurately process the strength information for your unit.

**Performance Steps**

1. Determine Personnel Strength reporting requirements established by higher HQs.
2. Collect, summarize, analyze, update, and process personnel strength information using secure and non-secure HR automated systems.
3. Prepare PERSTAT report (JPERSTAT in a Joint environment) using secure and non-secure HR automated systems.
  - a. Obtain the unit strength reports from subordinate units.
  - b. Process information on replacements, Return to Duty Soldiers, Army Civilians, and multinational personnel as required.
  - c. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the databases as appropriate.
  - d. Perform error reconciliation between PERSTAT and DTAS.
  - e. Produce PERSTAT or JPERSTAT.
4. Prepare PERSUM using secure and non-secure HR automated systems.
  - a. Obtain PERSUM roll up from subordinate units.
  - b. Merge PERSUM data from subordinate units.
  - c. Produce PERSUM.
5. Prepare PRR using secure and non-secure HR automated systems.
  - a. Obtain PRR roll up from subordinate units.
  - b. Merge PRR data from subordinate units.
  - c. Produce PRR.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures 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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Determine Personnel Strength reporting requirements established by higher HQs.	—	—
2. Collect, summarize, analyze, update, and process personnel strength information using secure and non-secure HR automated systems.	—	—
3. Prepare PERSTAT report (JPERSTAT in a Joint environment) using secure and non-secure HR automated systems.	—	—
4. Prepare PERSUM using secure and non-secure HR automated systems.	—	—
5. Prepare PRR using secure and non-secure HR automated 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

**Related**

**Process AWOL/DFR Packets**  
**805C-42A-3011**

**Conditions:** You are assigned to an S-1 section where you are required to provide documents for a dropped from rolls (DFR) packet on a Soldier who has been AWOL for more than 30 consecutive days. You have access to the following:

- a. AR 630-10.
- b. AR 600-8-6.
- c. DA PAM 600-8.
- d. DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)).
- e. DD Form 458 (Charge Sheet).
- f. DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).
- g. DA Form 2823 (Sworn Statement).
- h. DA Form 3444 (Inpatient Treatment Records and Dental Records).
- i. DA Form 4187 (Personnel Action).
- j. DD Form 93 (Record of Emergency Data).
- k. DD Form 1966 (Record of Military Processing – Armed Forces of the United States).
- l. SF 86 (Questionnaire for National Security Positions).
- m. Standard office supplies and equipment.
- n. Enlisted Records Brief.
- o. Letter to next of kin for AWOL and DFR (NOK).
- p. Inventories of both the member's Military Clothing Issue and personal clothing/effects.
- q. Military Orders, if Soldier is PCSing or TDY in transient and fails to report as ordered.
- r. Human Resources automated systems.

**Standards:** Ensure all documents required for a DFR packet are obtained, assembled, and scanned to USADIP NLT 5 days after the 31<sup>st</sup> day of AWOL.

**Performance Steps**

1. Ensure all required documents are obtained and assembled for a DFR packet.
  - a. Assembles the following documents for the Deserter Control Officer (MPD/PSDR BDE S1):
    - (1) DD Form 458 (Charge Sheet).
    - (2) DA Form 4187 changing the Soldier's Duty Status from PDY to AWL.
    - (3) DA Form 4187 changing the Soldier's Duty Status from AWL to DFR.
    - (4) DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).
    - (5) 10 - Day AWOL Letter to Next-of-Kin (NOK) stating Soldier is AWOL.
    - (6) 31 - Day DFR Letter to Next-of-Kin stating Soldier is DFR.
  - b. Consults the following primary source document for DFR Packet:
    - (1) Standard Form (SF) 86 (Questionnaire for National Security Positions).
    - (2) DD Form 93 (Record of Emergency Data).
2. Ensure the DFR packet contains all the necessary forms and all forms are filled out properly IAW DFR Packet Sample and Procedures supplied by USADIP.
3. Ensure that a copy of the DA Form 4187 (AWL to DFR), DD Form 458, and DD Form 553 are forwarded to the provost marshal. The provost marshal will complete block 19 on the DD Form 553 and return to unit commander within 48 hours.

**Performance Steps**

4. Ensure the DA Form 4187 (AWOL to DFR) is submitted to local finance office within 48 hours of DFR status.
5. Ensure the entire DFR packet (DD Form 553 scanned separate) is scanned as a .TIF document and emailed to USADIP (knox.usadip.admin@conus.army.mil) within 5 days of the Soldier's DFR status (no hardcopies).
6. Confirm that PAS Chief submits DFR transaction in eMILPO upon notification from DCO.
7. Confirm that the HR clerk scans DFR packet to IPERMS within 10 days of warrant issue.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures 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. Ensured all required documents are obtained and assembled for a DFR packet.	_____	_____
2. Ensured the DFR Packet contained all necessary forms and that all forms were filled out properly.	_____	_____
3. Ensured that the DA Form 4187 (AWL to DFR) was submitted to local finance office within 48 hours of DFR status.	_____	_____
4. Ensured that a copy of the DA Form 4187 (AWL to DFR), DD Form 458, and DD Form 553 was forwarded to the provost marshal.	_____	_____
5. Ensured the entire DFR packet (DD Form 553 scanned separate) was scanned as a .TIF document and emailed to USADIP (knox.usadip.admin@conus.army.mil) within 5 days of the Soldier's DFR status (no hardcopies).	_____	_____
6. Confirmed the PAS Chief submitted DFR transaction in eMILPO upon notification from DCO.	_____	_____
7. Confirmed the HR clerk scanned DFR packet to iPERMS within 10 days of warrant issue.	_____	_____

**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 630-10
- AR 600-8-6
- DA PAM 600-8
- DA Form 4187

**Related**

- DA Form 268
- DD Form 458
- DD Form 553
- DA Form 2823
- DA Form 3444
- DD Form 93
- DD Form 1966
- SF 86

**Process Unresolved Error Reports  
805C-42A-3013**

**Conditions:** You are assigned to an S-1 section and have been given a requirement to process unresolved error reports. You have access to eMILPO, the eMILPO Functional Guidance and Users Manual, EDAS, PERNET, MS51, an AAA-165 (Unit Personnel Accountability Reports), and Personnel Accountability and Strength Reports.

**Standards:** Process errors on the AAA-351, AAA-352, and AAA-125, without error.

**Performance Steps**

1. Ensure the Unresolved Error Report (AAA-351) is generated daily using eMILPO.
2. Identify errors on the Unresolved Error Report (AAA-351).
  - a. Define the three sections of the Unresolved Error Report (AAA-351).
  - b. Define TAPDB error codes.
3. Ensure the EDAS Error Report is generated weekly using eMILPO.
4. Identify the two sections of the EDAS Error Report (AAA-125).
  - a. Section one contains Essential Errors (E) and Associated Errors (A).
  - b. Section two contains acknowledgments to the BRIGADE S-1/MPD Reassignment Section of all EDAS errors created for a giving cycle.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Ensured the Unresolved Error Report (AAA-351) was generated daily using eMILPO.	_____	_____
2. Identified errors on the Unresolved Error Report (AAA-351).	_____	_____
3. Ensured the EDAS Error Report was generated weekly using eMILPO.	_____	_____
4. Identified the two sections of the EDAS Error Report (AAA-125).	_____	_____

**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**

<b>Required</b>	<b>Related</b>
eMILPO Functional Guidance and Users Manual	

**Review the Officer Distribution and Assignment Process**  
**805C-42A-3014**

**Conditions:** You are assigned to a brigade S-1 section and must manage officer assignments within the brigade. You have access to FM 1-0, AR 611-1, AR 614-100, and AR 614-185.

**Standards:** Administer officer distribution and assignments within the brigade that maintains levels of staffing and does not degrade unit readiness.

**Performance Steps**

1. Explain the goal and challenges of the officer distribution and assignment.
  - a. Inform personnel that the ultimate goal of the assignment system is to place the right officer in the right place at the right time.
  - b. Correlate assignment considerations and challenges:
    - (1) Army priorities.
    - (2) Lifecycle Manning (LM).
    - (3) Army Force Generation (ARFORGEN).
    - (4) Female officers assigned to positions that are coded female only or interchangeable.
    - (5) Officer's grade, career field, education, and experience.
    - (6) Professional development needs of the officer.
    - (7) Availability.
    - (8) Policy considerations, such as PCS costs, stabilization, and tour equity.
    - (9) Officer's potential for advancement.
    - (10) Personal preferences of the officer or family considerations, for example, exceptional family member program (EFMP), and concurrent assignment of family members to the same military unit.
    - (11) Regimental affiliation.
    - (12) Location and date of projected command selection list (CSL) command as Project/Systems Manager.
  
2. Explain the officer and warrant officer classification system.
  - a. Determine the characteristics of the officer classification system by identifying the following:
    - (1) Two character branch code.
    - (2) Three character AOC code.
    - (3) Two character Functional Area (FA) codes.
    - (4) Two character Skill Identifiers (SI).
    - (5) Two character Language Identification Codes (LIC).
  - b. Determine the components of the warrant officer Military Occupational Specialty Code (MOSC) by identifying the following:
    - (1) Two character branch.
    - (2) AOC.
    - (3) Definable qualifications.
    - (4) SQI (if applicable).
    - (5) Two position ASI (if applicable).
    - (6) Eighth and ninth characters consist of either an ASI or LIC, a two position alphabetic code which is authorized to identify language skills.

**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. Explained the goal and challenges of the officer distribution and assignment system to unit leaders.
2. Defined the officer and warrant officer classification system.
  - a. Identified the characteristics of the officer classification system.
  - b. Identified the components of the warrant officer Military Occupational Specialty Code (MOSC).

\_\_\_\_    \_\_\_\_  
 \_\_\_\_    \_\_\_\_

**Evaluation Guidance:** Score the Soldier GO if the Soldier passes (P) all applicable performance measures. Score NO GO if the Soldier fails (F) any performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty (show what was done wrong and how to do it correctly). Direct self study or SOJT should the Soldier experience major problems with task performance.

**References**

**Required**

- FM 1-0
- AR 611-1
- AR 614-100
- AR 614-185

**Related**

**Coordinate the Deployment Cycle Support (DCS) Program**  
**805C-42A-3030**

**Conditions:** You are recently assigned to an S-1 section and your unit is preparing to deploy. The commander has assigned you the responsibility to coordinate the DCS program. You have access to AR 600-8-101, DA PAM 600-8-101, FM 1-0, and DA Form 7631(Deployment Cycle Support (DCS) Checklist) to use as your references.

**Standards:** Coordinate the DCS principles and considerations into your unit's planning and operations to ensure all S-1 responsibilities are performed and unit and Soldier readiness is achieved and maintained.

**Performance Steps**

1. Correlate the basic principles of DCS.
  - a. Define DCS.
  - b. Explain the objective of DCS.
  - c. Identify the seven stages to the DCS.
  - d. Conduct DCS planning by ensuring—
    - (1) DCS operations include Soldiers departing theater on emergency leave, R&R, and medical evacuation.
    - (2) All Soldiers undergo DCS tasks within the respective phases of the deployment cycle and complete and document tasks.
    - (3) Supporting units, agencies, and staffs provide necessary assistance to units and/or eligible individuals to accomplish DCS tasks during the appropriate phases of the deployment cycle.
    - (4) All levels of command are involved to ensure DCS tasks are accomplished and documented for all Soldiers, including Army personnel deploying or deployed with other services.
    - (5) The gaining command is responsible for DCS tasks not completed for newly assigned and returning Soldiers and their families.
    - (6) Family members of DA Civilians are included in Army family programs and both Soldier and DA Civilian family members are authorized and encouraged to attend briefings, training, counseling, and other services identified by the DCS process and participate in follow-up assistance.
    - (7) DA Civilians deployed overseas and their family members use Military OneSource services during the period of deployment and for up to 180 days after return to home station.
2. Correlate the stages of DCS and S-1 considerations during each stage into unit planning and operations.
  - a. Identify tasks during the first stage of DCS.
    - (1) Establish personnel administrative actions, briefings, training, counseling, and medical evaluations to ensure they are completed for all Soldiers, DA Civilians, and their families for extended deployments.
    - (2) Coordinate with the sustaining base for—soldier readiness processing, database management, custody and maintenance of personnel records for Soldiers and Department of Defense (DoD) civilians, family readiness and support, and casualty operations management in CONUS.
    - (3) Develop Soldier's Personnel Readiness File.
  - b. Prepare units or individuals for mobilization.
    - (1) Supervise the mobilization processing requirements.
    - (2) Utilize the Military Decisionmaking Process (MDMP) to prepare personnel and casualty estimates.
  - c. Prepare for DCS tasks during the deployment stage.

**Performance Steps**

- (1) Supervise the deployment process in four major phases: pre-deployment activity, movement to and activities at the Port of Embarkation (POE), movement to the Port of Debarkation (POD), and Reception, Staging, Onward Movement and Integration (RSOI).
- (2) Ensure recurring administrative actions are completed during the deployment stage.
- (3) Account for all Army, civilian, contracted Joint, Interagency, and Multi-national (JIM) personnel.
- d. Conduct DCS tasks during the employment stage.
  - (1) Supervise employment stage tasks including recurring administrative actions and briefings, training, and counseling for Soldiers departing theater on emergency leave, R&R, and medical evacuation.
  - (2) Account for unit personnel.
  - (3) Report strength daily.
  - (4) Report casualties.
  - (5) Conduct essential personnel services.
  - (6) Administer Morale, Welfare, and Recreation, Rest and Recuperation (R & R), and pass programs.
- e. Monitor DCS tasks during the redeployment stage.
  - (1) Maintain personnel accountability.
  - (2) Plan for the train-up of incoming S-1 personnel and provide Relief in Place/Transfer of Authority (RIP/TOA) ceremony support with incoming unit.
  - (3) Prepare for the transfer of Rear Detachment to the incoming unit's organizational property book.
- f. Ensure that those tasks not completed in the redeployment stage are completed in the post-deployment stage.
  - (1) Ensure all individuals departing theater have a DA Form 7631 (Deployment Cycle Support (DCS) Checklist) in their possession.
  - (2) Ensure when all of the tasks are complete, the commander validates the form.
- g. Advise that during post deployment, when personnel, equipment, and material arrive at home station, CONUS Replacement Center (CRC), or DEMOB station, individual redeployment and demobilization processing (reverse SRP, medical screening, and DCS process) must be completed.
  - (1) Ensure Rear Detachment Commander (RDC) provides updated manifest to key local agencies, identifies potential home station issues and notifies the incoming commander.
  - (2) Maintain accountability of personnel.
  - (3) Plan for leave schedules and homecoming ceremonies.
  - (4) Complete investigations, evaluation reports, and safety briefings.
- h. Ensure that during the reconstitution phase, preparations begin for future deployment missions.
  - (1) Prepare to begin collective unit training.
  - (2) Complete reception activities for every Soldier and ensure all tasks are completed on DA Form 7631.

**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**

- 1. Correlated the basic principles of DCS by—
  - a. Explained the DCS.
  - b. Identified the objective of DCS.
  - c. Identified the seven stages to the DCS process.
  - d. Implemented DCS planning.

**GO**    **NO-GO**  
 \_\_\_\_\_    \_\_\_\_\_



**Performance Measures**

**GO**      **NO-GO**

- |   |                           |
|---|---------------------------|
| <p>2. Correlated the stages of DCS and S-1 considerations during each stage into unit planning and operations by—</p> <ul style="list-style-type: none"> <li>a. Communicated tasks during train-up and preparation, including coordinating with the sustaining base.</li> <li>b. Prepared units or individuals for mobilization.</li> <li>c. Identified tasks that must be accomplished during the deployment stage.</li> <li>d. Identified tasks that must be accomplished during the employment stage.</li> <li>e. Monitoring DCS tasks during the redeployment stage.</li> <li>f. Ensured those tasks not completed during the redeployment stage are completed in the post-deployment stage.</li> <li>g. Identified post-deployment DCS tasks that must be completed.</li> <li>h. Ensured that during the reconstitution phase, preparations began for future deployment missions.</li> </ul> | <p>_____</p> <p>_____</p> |
|---|---------------------------|

**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 600-8-101  
 DA PAM 600-8-101  
 DCS CONPLAN  
 DCS Directive  
 FM 1-0

**Related**

DA Form 7631

## Conduct Personnel Accountability

### 805C-42A-3103

**Conditions:** You have assumed duties in an S-1 section where you are required to conduct personnel accountability for your unit daily. You have access to AR 600-8-6, FM 1-0, FM 5-0, and an AHRW.

**Standards:** Achieve 100% accountability of your unit's personnel and conduct accurate daily personnel accountability reports for submission to higher headquarters.

#### Performance Steps

1. Receive unit and higher HQ Personnel Accountability requirements.
2. Perform Manual Reporting requirements.
  - a. Record by-name data on personnel when they arrive, depart, change deployed duty location, change duty status, or undergo a grade.
  - b. Submit by-name personnel accountability-related transactions via eMILPO.
  - c. Account for Soldiers by reporting personnel accountability via duty status changes in DTAS.
3. Perform S-1 Personnel Accountability responsibilities.
  - a. Ensure all personnel are entered into the theater database on entry or departure from the theater.
  - b. Report Soldiers and civilians' correct duty status.
  - c. Collect, summarize, analyze, update and report by name personnel strength information using SIPRNET or NIPRNET, in the directed format.
  - d. Train Soldiers on Personnel Accountability.
    - (1) Establish deployment rosters.
    - (2) Track non-deployable Soldiers.
    - (3) Adhere to reporting formats, standards, and timelines.
    - (4) Rehearse SOPs for using TPS (BRIGADE/BCT), DTAS, eMILPO, COPS, Total Officer Personnel Management Information System (TOPMIS) II, and Enlisted Distribution Assignment System (EDAS) in a deployed environment.
    - (5) Reassign non-deployed Soldiers in eMILPO.
    - (6) Prepare manifest for deployment.
  - e. Maintain personnel accountability information and process duty status changes for all assigned/attached personnel.
    - (1) Collect, summarize, and update by-name personnel strength information, using secure or non-secure data system in the directed format.
    - (2) Process AEA information for assigned/attached personnel.
    - (3) Process duty status change information.
    - (4) Process information on replacements, return to duty (RTD) Soldiers, Army civilians, contractors, JIM and other personnel, as required.
    - (5) Reconcile manual and automated personnel accountability information.
    - (6) Perform data management and error reconciliation for HR systems, both manual and automated.
    - (7) Update automated DTAS daily.
    - (8) Coordinate with CLTs, MA, hospitals, and military police for information on casualties, patient tracking, and stragglers; and update HR databases and systems as appropriate.
    - (9) Process duty status change information, i.e. Present for Duty to WIA, KIA, MIA, etc.
    - (10) Track transiting unit personnel (leave, R&R, etc.).
  - f. Conduct redeployment Personnel Accountability.
    - (1) Prepare manifest for redeployment.
    - (2) Redeploy with databases reflecting only redeploying Soldiers records.
    - (3) Track transiting Soldiers in DTAS.
    - (4) Reassign non-deploying Soldiers from derivative UICs.
  - g. Conduct a Personnel Asset Inventory.

**Performance Steps**

4. Integrate Personnel Accountability Enabling Systems.
  - a. Process personnel accountability related transactions.
    - (1) Collect and file supporting documentation.
    - (2) Review eMILPO AAA-162.
    - (3) Process eMILPO transactions daily based on the Personnel Register.
    - (4) Slot Soldiers into the correct MTOE position via eMILPO.
    - (5) Maintain suspense file for all PCS orders.
  - b. Manifest Soldiers using Tactical Personnel System's (TPS) during deployment.
  - c. Upload TPS into DTAS.

**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 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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Received unit and higher HQ Personnel Accountability requirements.	_____	_____
2. Performed manual reporting requirements.	_____	_____
3. Performed S-1 Personnel Accountability responsibilities.	_____	_____
4. Integrated Personnel Accountability 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**

<b>Required</b>	<b>Related</b>
AR 600-8-6	
FM 1-0	
FM 5-0	

## Process Personnel Information Management (PIM)

### 805C-42A-3233

**Conditions:** You are assigned to an S-1 section for a deployable unit and have access to AR 600-8-1, AR 600-8-104, FM 1-0, DD Form 93 (Record of Emergency Data), and VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) documents.

**Standards:** Direct the flow of personnel information in a brigade that provides timely and accurate information to commanders, while ensuring personnel information management (PIM) responsibilities and requirements are adhered to by unit personnel.

### Performance Steps

1. Communicate the mission of PIM and how it affects other HR Core Competencies.
  - a. Explain that PIM is the foundation for HR Core Competencies.
  - b. Explain explicitly that the goal of PIM is to ensure timely and accurate personnel data on Soldiers and civilians.
2. Determine manual PIM requirements and management tools.
  - a. Identify the Integrated Total Army Personnel Data Base (ITAPDB) as the corporate-level data repository for all components that is maintained by the U.S. Army Personnel Information Systems Directorate (PERSINSD) at HRC.
  - b. Ensure accurate and timely updating of the database of record.
  - c. Employ eMILPO as the mechanism for updating Soldier information.
  - d. Prepare key eMILPO reports and outputs:
    - (1) Personnel Asset Visibility Report.
    - (2) Personnel Grade Strength Report.
    - (3) Enlisted Promotion Reports (AAA-117 and 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) (formerly known as the Unit Manning Report).
  - e. Prepare 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 to the brigade level.
    - (2) View available and non-available population.
    - (3) Produce an MOS inventory style report.
  - g. Utilize DCIPS-FWD as the automated system to record and report casualty data.
  - h. Utilize deployable RAPIDS as a laptop version of RAPIDS designed 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. Utilize DTAS as the cornerstone of accurate accountability of the deployed force.
  - k. Prepare key DTAS reports and outputs:
    - (1) View gains/losses report that displays those personnel who have either arrived or departed the derivative UIC or were an operational loss to the organization during the 12-hour reporting period.
    - (2) View in-transit report that displays data on those personnel who are in transit from the derivative UIC for any reason (This report allows the unit to track an individual throughout a movement out of theater or to another unit).
    - (3) Review PERSTAT report that gives the user and the commander a strength summary (It provides an assigned and available strength count, captures gains and losses for the last 12 hour period).

### Performance Steps

- (4) View Unit Roster that lists all deployed personnel assigned to the unit for which a user generates the report.
- l. Utilize EDAS to manage and distribute the Army's enlisted Soldiers (active component) and to update enlisted records data on the TAPDB-Active Enlisted. Assignment managers at HRC process assignments, deletions, and deferments for Soldiers via EDAS.
- m. Utilize TOPMIS for officer/warrant officer information retrieval and data query functionality.
- n. Utilize eTOPMIS to pull officer/warrant officer information, such as Officer Records Brief (ORBs), promotion orders and Request for Orders (RFOs). Review key reports and outputs:
- o. Utilize TPS to create a deployable personnel database which allows HR managers to conduct deployed PA and SR operations:
  - (1) Generate reports (Personnel Daily Summary, Personnel Requirements Report) which assist S-1 PA/SR and replacement management operations.
  - (2) Eliminate unnecessary data entry to create manifests, deployed databases and reports based on embedded capabilities and link to TAPDB.
  - (3) Produce and edit task force structures by UIC, SSN and/or crew.
  - (4) Generate deployment, redeployment, and aircraft manifests.
  - (5) Automatically build a deployed personnel database.
  - (6) Provide queries on deployed personnel.
  - (7) Interface with RAPIDS, Air Mobility Command/Global Transportation Network.
  - (8) Generate transfer files which are uploadable to populate the DTAS deployed personnel database.
3. Administer PAS Management responsibilities at Battalion and Brigade S-1 level.
  - a. Establish accounts for all users of eMILPO assigned to the Brigade.
  - b. Perform system administration functions using the System Administration Menu.
  - c. Assign Roles and Responsibilities through workflow roles within the eMILPO application.
  - d. Create, maintain, and remove user accounts for the unit boundaries authorized to manage.
4. Determine official documents required in the Military Personnel File (MPF).
  - a. Establish a MPF that consists of an Enlisted Record Brief (ERB) or DA Form 4037 (Officer Record Brief (ORB)); DD Form 93 (Record of Emergency Data); VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate); and every DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) packet with allied documents.
  - b. Maintain MPF in a manila folder or any other suitable filing method as determined by personnel record custodians.
  - d. Ensure section personnel are trained on how to update the DD Form 93 (Record of Emergency Data) and what documents are required to validate the information.
  - e. Enter Person Authorized to Direct Disposition (PADD) information in eMILPO.
  - f. Ensure each Soldier designates who will receive payments from Servicemember's Group Life Insurance via the VA Form SGLV 8286.
  - g. Provide written notification to the spouse if a married Soldier elects reduced insurance coverage from the maximum amount or designates a beneficiary outside of his or her spouse or family members.
  - h. Brief Soldiers on reasons for termination of SGLI.
    - (1) Absent without leave.
    - (2) Court-martial sentence.
    - (3) Civilian confinement.
  - i. Schedule periodic reviews of the DD Form 93 and VA Form SGLV 8286.
5. Upload documents to the OMPF using iPERMS.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Communicated the mission of PIM and how it affects other HR Core Competencies.	_____	_____
2. Determined manual PIM requirements and management tools.	_____	_____
3. Administered PAS Management responsibilities at battalion and brigade S-1 level.	_____	_____
4. Determined official documents required in the Military Personnel File (MPF).	_____	_____
5. Uploaded documents to the OMPF using iPERMS.	_____	_____

**Evaluation Guidance:** Score a GO if the Soldier passes (P) all applicable 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 600-8-1
- AR 600-8-104
- DD Form 93
- FM 1-0
- VA Form SGLV 8286
- DA Form 4037

**Related**

- DD Form 4

**Process Enlisted Distribution and Assignments (EDAS)  
805C-42A-3411**

**Conditions:** You have been given a requirement to review the processing of an EDAS Assignment. You have been given special situations, including information extracted from a Soldier's Enlisted Records Brief (ERB) and access to—

- a. DA Form 4036 (Medical and Dental Preparation for Overseas Movement).
- b. DA Form 4787 (Reassignment Processing).
- c. DA Form 5117 (Reassignment Control Sheet).
- d. DA Form 5118 (Reassignment Status and Election Statement).

**Standards:** Review the processing of Enlisted Distribution Assignment System (EDAS) to include the following:

1. Review the initial screening of the EDAS cycle.
2. Review the reassignment notification for eligible Soldiers.
3. Compare Part 1 of a Soldier's DA Form 5118 to the Soldier's Enlisted Records Brief (ERB) to ensure that all normal and special eligibility requirements for reassignment are met.
4. Review deletions/deferments request.
5. Ensure all departure documents are prepared and processed.
6. Ensure a date of loss (DLOS) transaction has been prepared.

**Performance Steps**

1. Review the screening of the EDAS cycle.
  - a. Review weekly EDAS cycle from Personnel Automation Section (PAS).
  - b. Ensure a reassignment file for each Soldier on the current EDAS cycle is complete.
    - (1) Verify there are copies of all reassignment forms and documents.
      - (a) Verify DA Form 4036 is included if Soldier is being assigned overseas.
      - (b) Verify DA Form 4787 is included if Soldier is being assigned overseas.
      - (c) Verify DA Form 5117 is included to monitor the Soldier through the reassignment process.
      - (d) Verify copies of any reclassification, medical examination board, physical evaluation board, or physical evaluation board actions that relate directly to the reassignment action and documents qualifying the Soldier for permanent change of station (PCS) movement, deletion or deferment are included.
    - (2) Ensure blocks 1 through 15 of DA Form 5118 are complete.
  - c. Review the Special Management Command (SMC) process of each Soldier using DA Form 5118.
    - (1) Verify the appropriate boxes (yes, no, N/A) in questions 17 through 27 in Section B - General Eligibility Status - are checked.
    - (2) Verify the appropriate boxes (yes, no, N/A) in questions 28 through 34 in Section C - Time in Service Requirements Status are checked.
  - d. Confirm ineligible Soldiers have been identified.
  - e. Ensure deferment/deletion tasks have been initiated for ineligible Soldiers.
  - f. Ensure DA Form 5118 for eligible Soldiers has been forwarded to their battalion for completion of Part II, III, & IV of the form.
  - g. Verify Sections II, III & IV of DA Form 5118 from HRC are completed by Battalion S1.
  - h. Ensure the eligible Soldiers that require special handling procedures for processing are identified.
  - i. Confirm the appropriate tasks for Soldiers that require special handling are initiated.
  - j. Ensure eligible Soldiers who must acquire additional service time for reassignment are identified.
  - k. Ensure tasks for additional service remaining requirements are initiated.
  - l. Ensure there is a copy of a completed DA Form 5118 placed in the Soldier's reassignment file.

**Standards:** Review the processing of Enlisted Distribution Assignment System (EDAS) to include the following:

1. Review the initial screening of the EDAS cycle.
2. Review the reassignment notification for eligible Soldiers.
3. Compare Part 1 of a Soldier's DA Form 5118 to the Soldier's Enlisted Records Brief (ERB) to ensure that all normal and special eligibility requirements for reassignment are met.
4. Review deletions/deferments request.
5. Ensure all departure documents are prepared and processed.
6. Ensure a date of loss (DLOS) transaction has been prepared.

**Performance Steps**

- m. Ensure there is the appropriate label for the Military Personnel File (MPF).
  - n. Ensure the reassignment MPF distinctive label to the Personnel Information Work Center is forwarded.
2. Review reassignment briefing and individual interview.
    - a. Ensure there are four completed copies of the Reassignment Notification Memorandum for the Soldier completing DA Form 5118, Part III.
    - b. Confirm any special processing requirements are annotated during initial screening of the assignment by Brigade S-1.
    - c. Ensure the interview date is established and this date is on the Reassignment Notification Memorandum.
    - d. Confirm a copy of DA Form 5118, Parts IV-VII, is attached to the Reassignment Notification Memorandum.
    - e. Ensure a copy of the "Handout for Personnel Assignment DA Directed Schooling in Conjunction with PCS" to Reassignment Notification Memorandum is attached, if the Soldier requires temporary duty (TDY) schooling.
    - f. Confirm the Reassignment Notification Memorandum original, two copies, and enclosures are forwarded to Battalion S-1 for action.
    - g. Ensure an additional copy of the Reassignment Notification Memorandum is forwarded to the Retention and Transition Work Center (if Soldier does not have enough remaining service to meet the requirements for reassignment).
    - h. Ensure a copy of the Reassignment Notification Memorandum is placed in the Soldier's reassignment file.
    - i. Review the Reassignment Notification Memorandum 1st End from Battalion S-1 to Brigade S-1 and DA Form 5118 to identify any disqualification when received from Battalion S1.
    - j. Initiate a deletion or deferment task if Reassignment Notification Memorandum 1st End from Battalion S-1 to Brigade S-1 and DA Form 5118 reveal any disqualifications.
    - k. Ensure any special processing requirements such as Exceptional Family Member Program (EFMP), Homebase Advance Assignment Program (HAAP), and married Army couples are identified.
  3. Compare Part 1 of a Soldier's DA Form 5118 to the Soldier's MPF and ERB to ensure that all normal and special eligibility requirements for reassignment are met.
    - a. Confirm that Part 1 - Military Personnel Division/Personnel Service Company - is accurate.
    - b. Ensure Section A - Special Management Command Status - is completed. Compare the check mark in the "yes," "no," or "N/A" box in Block 16 to the Reassignment Eligibility rules.
    - c. Confirm that Section B - General Eligibility Status - is completed.
    - d. Ensure Section C - Time in Service Requirements Status - is completed.
  4. Review deletions/deferments request.
    - a. Ensure DA Form 5118 is complete.
    - b. Ensure all supporting documentation is attached to the DA Form 5118.
      - (1) Reassignment Notification Memorandum.
      - (2) DA Form 3739 (Application for Compassionate Actions), if applicable.
      - (3) DA Form 4187 (Personnel Action), if applicable.



**Standards:** Review the processing of Enlisted Distribution Assignment System (EDAS) to include the following:

1. Review the initial screening of the EDAS cycle.
2. Review the reassignment notification for eligible Soldiers.
3. Compare Part 1 of a Soldier's DA Form 5118 to the Soldier's Enlisted Records Brief (ERB) to ensure that all normal and special eligibility requirements for reassignment are met.
4. Review deletions/deferments request.
5. Ensure all departure documents are prepared and processed.
6. Ensure a date of loss (DLOS) transaction has been prepared.

**Performance Steps**

- (4) DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)), if applicable.
- (5) DA Form 3349 (Physical Profile), if applicable.
- (6) DA Form 2339 (Application for Voluntary Retirement), if applicable.
- (7) DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army), if applicable.
5. Ensure all departure documents are prepared and processed.
  - a. Permanent Change Station (PCS) orders are attached.
  - b. Completed DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is attached, if applicable.
  - c. Memorandum for authorization for travel at government expense, if applicable.
  - d. Nonconcurrent family travel authorization, if applicable.
  - e. Verify there is a passport, if applicable.
6. Confirm that a date of loss (DLOS) transaction has been prepared.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Reviewed the screening of the EDAS cycle.	—	—
2. Reviewed the reassignment briefing and individual interview.	—	—
3. Compared Part 1 of a Soldier's DA Form 5118 to the Soldier's MPRJ and ERB to ensure that all normal and special eligibility requirements for reassignment are met.	—	—
4. Reviewed deletions/deferments request.	—	—
5. Ensured all departure documents were prepared and processed.	—	—
6. Confirmed that a date of loss (DLOS) transaction has been prepared.	—	—

**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  
 AR 600-8-11

**Related**  
 DA Form 4036  
 DA Form 4787

**References**

**Required**

AR 614-30  
DA Form 5117

**Related**

DA Form 5118  
DA Form 3739  
DA Form 268  
DA Form 3349  
DA Form 2339  
DA Form 3340-R  
DD Form 1610  
DA Form 4187

## Process a Personnel Asset Inventory (PAI)

**805C-42A-3488**

**Conditions:** You are the Battalion HR Sergeant and have received the OPOD for A Company's Change of Command. As a result, your section is responsible for conducting 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 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:** The standard will have been met when the following can be accomplished without error:

1. Review the Unit Personnel Accountability Report (AAA-162).
2. Review the Unit Personnel Accountability Notice (UPAN).
3. Determine the correct information is entered in the appropriate blocks of DA Form 3986-R for the unit conducting the PAI by comparing the PAI to the AAA-162.
4. Ensure discrepancies are resolved.
5. Route the PAI to the appropriate agencies.
6. Verify that PAI documents are correctly filed.

### Performance Steps

1. Review the Unit Personnel Accountability Report (AAA-162).
2. Review the Unit Personnel Accountability Notice (UPAN).
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. Enter correct data in blocks 7a, c, d, e, and f.
  - h. Enter correct data in blocks 8c, d, e, and f.
  - i. Enter correct data in blocks 9c, d, e, and f.
  - j. Enter correct data in blocks 10 a, c, d, e, and f.
  - k. Enter the correct data in blocks 11 a, c, d, e, and f.
  - l. Type of PAI is annotated in block 12.
  - m. Enter the correct data in block 13.
  - n. Enter the correct data in blocks 14 a, b, and c.
  - 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.

**Performance Steps**

- q. Enter the correct data in item 17.
  - (1) Annotate the appropriate block, "concur" or "nonconcur."
  - (2) Enter an explanation if "nonconcur" is checked.

4. Route the completed DA Form 3986-R to the adjutant for review.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Reviewed the UPAR.	_____	_____
2. Reviewed the UPAN.	_____	_____
3. Verified 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.	_____	_____
4. Routed the DA Form 3986-R to Adjutant for review.	_____	_____

**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
- DA Form 3986-R

**Related**

## Conduct Personnel Readiness Management (PRM)

**805C-42B-6000**

**Conditions:** You are assigned to a Brigade S-1 section and have responsibility for personnel readiness in your unit, including training subordinate Battalion S-1 personnel on personnel readiness management (PRM). Your unit is scheduled to deploy in the next 180 days and you must review manning throughout the Brigade and ensure that the brigade achieves personnel readiness levels of at least 90%. You have access to FM 1-0, the Army Manning Guidance, and standard office supplies and equipment.

**Standards:** Achieve deployment manning levels consistent with Army Manning Guidance by—

1. Executing the Army's PRM mission and processes.
2. Correlating PRM relationships with PIM, PA and SR.
3. Assigning responsibility for the PRM tasks executed by different organizations.
4. Defining how human resource information systems support PRM.
5. Describing to unit leaders the impact of the Army's Manning Guidance.
6. Explaining to unit leaders HRC's role in PRM and how it allocates Soldiers by Distribution Management Sub Level (DMSL).
7. Executing the predeployment activities involved in PRM.

### Performance Steps

1. Execute the PRM mission and process.
  - a. Process the distribution of 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.
    - (1) Obtain commander's PRM intent and guidance.
    - (2) Analyze personnel strength data to determine current combat capabilities, project future requirements, and assess conditions of individual readiness.
    - (3) Ensure that PRM in the unit is a continuous process that starts with the individual Soldier and continues through the full spectrum of operations.
  - b. Brief unit leaders on the overarching premise of the PRM system:
    - (1) Explain that Brigades are empowered to man subordinate units.
    - (2) Inform leaders that HRC assigns Soldiers to brigade level.
    - (3) Explain that the brigade commander, through the S-1, directs and manages pin-point assignments.
    - (4) Explain that brigades coordinate directly with HRC on strength management issues.
    - (5) Explain that the division G1 mission is strength monitoring, which is resolving readiness imbalances), non-available management and brigade resets.
  - c. Correlate the HR core competencies of PIM/PA/SR/PRM as being interrelated and interdependent upon one another and collectively supporting personnel readiness.
    - (1) Explain that upon arrival in theater a Theater PAT will capture the personnel accountability (PA) of individual Soldiers entering, exiting or transiting the theater in DTAS.
    - (2) Explain that the HRSC is responsible for the theater PA portion of PA/SR and executes this mission through its PATs and support to subordinate commands.
    - (3) Effective PRM requires PA/SR to provide analyzed personnel strength data in order to further process and determine Soldier distribution and further personnel requirements impacting allocation decisions and replacements operations.
  - d. Train personnel that the following tasks are executed by echelon:
    - (1) Ensure battalion S1s perform all Soldier accountability transactions and ensure status changes are updated in the database of record accurately and timely, while monitoring the personnel readiness status of subordinate units.

### Performance Steps

- (2) Ensure brigade S1s direct pin-point assignments by coordinating directly with HRC on strength management issues, while tracking and improving the non-deployable population and reducing attrition by working with a collaboration team to resolve Soldier non-deployable issues.
  - (3) Confirm the division G1s mission is strength monitoring.
  - (4) Confirm that HRC will assign Soldiers to BCT-level vice installation.
  - e. Coordinate with HRC to begin the planning process for replacing casualties.
    - (1) Ensure that 150 days prior to deploying, HRC prepares individualized casualty estimates that are tailored to each unit's expected composition, by grade and skill, in theater.
    - (2) Ensure that casualty replacements are available for movement to theater NLT D+90 and can be deployed immediately or held at home station and used as "pull" replacements after casualty occurs.
    - (3) Ensure that estimates are designed to compensate for casualties in theater.
    - (4) Coordinate to ensure all subordinate S1s.
    - (5) Plan and be prepared for mass casualty events should they occur.
2. Disseminate current Army Manning Guidance and PRM processes.
- a. Explain the Army G-1's responsibility for formulating, coordinating, publishing and maintaining oversight of the Active Component Manning Guidance based on guidance from the Chief of Staff, Army.
  - b. Confirm that the Army G-3 tracks and provides visibility of—
    - (1) All units projected to deploy, by UIC, as early as possible, but no later than 6 months prior to the unit's Latest Arrival Date to HRC.
    - (2) All Mission Readiness Exercises (MRE) or Mission Rehearsal Exercises (MRX) schedules, as early as possible, but no later than 6 months prior to MRE/MRX to HRC.
    - (3) All units projected to assume special mission requirements such as Global Reaction Force (GRF), Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Consequence Management Response Force (CCMRF), Prepare to Deploy Order (PTDO), that may warrant a higher priority as early as possible but no later than 6 months prior to assumption of mission, to HRC.
  - c. Confirm the S1's role in the execution of the Army Manning Guidance, including to—
    - (1) Implement and adhere to AC Army Manning guidance.
    - (2) Provide HRC with a list of deploying BCTs and all other deploying units at the battalion, company or detachment level.
    - (3) Ensure Soldiers are assigned in accordance with the pinpoint information and special instructions issued by HRC.
    - (4) Cross-level Soldiers in deploying units to ensure all deploying elements not directly managed by HRC are sufficiently manned.
    - (5) Ensure units process individual Soldier Deployment Availability Status in eMILPO.
    - (6) Utilize Warrior Transition Units (WTUs) when appropriate.
    - (7) Reassign deployable Soldiers performing rear detachment/garrison duties to deploying units to the maximum extent possible.
    - (8) Utilize non-deployable Soldiers to perform rear detachment duties when possible.
    - (9) Ensure Soldiers deploying have appropriate dwell time in accordance with current policies.
    - (10) Ensure officers and enlisted personnel comply with HRC assignment instructions.
    - (11) Mitigate manning shortages using officer/enlisted grade/job code substitution rules.
  - d. Identify the three categories that the Manning Guidance recognizes and provides manning priorities for filling each category.
    - (1) Deployers - manning goal GTE 100% assigned.
    - (2) Priority Missions - manning goal 90%-100% assigned.
    - (3) Remainder of Units - filled in accordance with available Army inventory.
  - e. Confirm that the PMAD is prepared and distributed by the Army G1 at six month intervals to define Soldier authorizations for the Army's personnel distribution community.
  - f. Explain the Army Force Generation is a management process.

**Performance Steps**

- g. Explain that HRC is responsible for the proper execution of the Army's manning guidance based on a unit's priority of fill.
  - h. Ensure personnel allow for strength management to occur at brigade/brigade combat team level through the use of DMSLs.
3. Determine the predeployment activities involved in PRM.
- a. Submit the G1 Rear Detachment (RD) report monthly once Brigades reach their Latest Arrival Date (LAD)-180 and then weekly at LAD-90 until deployment.
  - b. Track non-deployable Soldiers on the G1 RD report.
  - c. Track non-available Soldiers with the monthly USR.
  - d. Update eMILPO Non-Available Deployment Tracking Module.
  - e. Track the physical profile process (temporary and permanent Soldier profiles), immunizations and medical and dental readiness using the Medical Protection System (MEDPROS).
  - f. Conduct MMRB to determine if Soldiers with a P3/P4 profile meet the retention standards in their current Primary PMOS.
  - g. Conduct Physical Evaluation Board (PEB) to make a determination for the purpose of a Soldier's retention, separation or retirement.
  - h. Transfer appropriate Soldiers to Warrior Transition Units (WTUs).
  - i. Conduct Soldier Readiness Program (SRP) processing.
  - j. Manage Derivative UICs (DUICs) for identification of cellular teams, as well as split-unit elements that are associated with a parent organization.
  - k. Review eMILPO Human Resource Authorization Report (HRAR) that reflects both unit MTOE positions and current personnel slotted to those positions.
  - l. Manage key personnel readiness processes, to—
    - (1) Identify as early as possible in the deployment cycle the non-deployable Soldiers.
    - (2) Manage physical profiles and the MMRB and MEB/PEB processes.
    - (3) Execute SRP requirements and allocate time to conduct regular reoccurring events.
    - (4) Improve the data accuracy of personnel strength and readiness reporting in eMILPO, NetUSR and the G-1 Rear Detachment Report.
    - (5) Ensure the updating of the eMILPO non-availability module monthly while completing the USR.
    - (6) Engage with the HRC distribution manager for your specific 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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Executed the PRM mission and processes.	—	—
2. Disseminated current Army Manning Guidance and PRM processes.	—	—
3. Determined the predeployment activities involved in PRM.	—	—

**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

**Related**  
 AR 220-1  
 AR 614-100  
 DA PAM 611-21

Subject Area 2: Provide HR Services

**Review Correspondence**

**805C-42A-3002**

**Conditions:** You have been given final-typed correspondence (classified or unclassified) prior to signature, the required enclosures/attachments, the draft from which the correspondence was prepared, and access to AR 25-50 and AR 25-52.

**Standards:** Ensure that all correspondence is properly prepared IAW AR 25-50 and is acceptable for signature and dispatch.

**Performance Steps**

1. Identify the various types of memorandum and their uses.
  - a. Formal memorandums.
  - b. Multiple page memorandums.
  - c. Informal memorandums.
  - d. Memorandums of understanding/agreement.
  - e. Memorandums for record.
  - f. Classified memorandums.
2. Ensure letters are prepared for the appropriate use.
  - a. Confirm the correct use for letters.
  - b. Identify appropriate responses and replies.
  - c. Identify general rules.
  - d. Ensure the proper format is used.
3. Identify the types of errors to look for when reviewing correspondence.
  - a. Format errors.
  - b. Capitalization errors.
  - c. Spelling errors.
  - d. Punctuation errors.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Identified the various types of memorandums and their uses.	_____	_____
2. Ensured letters were prepared for the appropriate use.	_____	_____
3. Identified the types of errors looked for when reviewing correspondence.	_____	_____

**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 25-50

**Related**



**Review Awards and Decorations**  
**805C-42A-3007**

**Conditions:** You are assigned to an S-1 section and have been assigned the responsibility to review award recommendations. You have access to AR 600-8-22, AR 600-8-105, AR 600-8-2, a completed DA Form 638 (Recommendation for Award), eMILPO, iPERMS, and standard office supplies.

**Standards:** Review award recommendations for completeness and accuracy and process final recommendations, without error.

**Performance Steps**

1. Identify the various types of awards and decorations.
2. Determine criteria for submitting award recommendations by identifying the following:
  - a. Time limitations for submitting awards.
  - b. Period of award.
  - c. Service versus achievement.
  - d. Duplication of awards.
  - e. Interim awards.
  - f. Rules for recognition upon retirement.
  - g. Approving authorities.
3. Process initial award recommendation.
  - a. Ensure the award is initiated through the Forms Content Management Program (FCMP), located in the AKO portal (the award may be processed manually; however FCMP is the preferred method).
  - b. Verify that parts I, II, and III of the DA Form 638 are filled out correctly.
  - c. Verify that Soldier is eligible to receive the award.
    - (1) Verify that Soldier is not flagged in eMILPO.
    - (2) Verify that if Soldier is flagged, he or she is still eligible to receive an award.
    - (3) Electronically sign block 22.
  - d. Verify that part IV is completed correctly.
  - e. Forward DA Form 638 to the commander via Myforms.
4. Process approved award recommendation.
  - a. Prepare part V of DA Form 638.
  - b. Assign orders number.
    - (1) Assign order numbers consecutively for each calendar year.
    - (2) Assign order numbers using Julian date followed by the number of the order issued the same day.
    - (3) Enter order number in the orders log and Block 27b of DA Form 638.
  - c. Prepare award certificate.
  - d. Forward award certificate to the Soldiers OMPF via iPERMS.
  - e. Update Soldiers ERB, via eMILPO, reflecting approved award.
5. Process disapproved award recommendation.
  - a. Send copies of disapproved award to recommender and Soldier.
  - b. File a copy of DA Form 638 in unit files.
  - c. Forward a copy of the DA Form 638 to the Soldiers OMPF via iPERMS.
6. Process downgraded award recommendation.
  - a. Prepare part V of DA Form 638.
  - b. Assign orders number.
    - (1) Process disapproved/downgraded award recommendation.
    - (2) Assign order numbers using Julian date followed by the number of the order issued the same day.

**Performance Steps**

- (3) Enter order number in the orders log and Block 27b of DA Form 638.
- c. Prepare award certificate.
- d. Forward a copy of the DA Form 638 to the Soldier OMPF via iPERMS.
- e. Update Soldiers ERB, via eMILPO, reflecting approved award.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Identified the various types of awards and decorations.	_____	_____
2. Identified criteria for submitting award recommendation.	_____	_____
3. Processed the initial award recommendation.	_____	_____
4. Processed the approved award recommendation.	_____	_____
5. Processed the disapproved award recommendation.	_____	_____
6. Processed the downgraded award recommendation.	_____	_____

**Evaluation Guidance:** Score the Soldier a 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**

<b>Required</b>	<b>Related</b>
AR 600-8-22	
DA Form 638	

**Review Separation Documents**  
**805C-42A-3009**

**Conditions:** You are the HR Sergeant and have been given a requirement to review transfers, discharges, and separation actions from the active Army. You have access to AR 635-200, AR 614-200, DA Pam 600-8-11. Additionally, you have access to DA Form 4856 (Developmental Counseling Form), DA Form 4187 (Personnel Action), DA Form 2166-8-1(NCOER Counseling and Support Form), DA Form 2339 (Application for Voluntary Retirement), DA Form 4941 (Statement of Options, Qualitative Management Program (QMP)), DA Form 4991-R (Declination of Continued Service Statement), DA Form 5138 (Separation Action Control Sheet), and DD Form 458 (Charge Sheet).

**Standards:** The standard will be met when the following can be verified without error:

1. Actions required for separation/discharge.
2. Proper separation/discharge authorities.
3. Proper routing channels for separation/discharge.
4. Proper separation/discharge and reduction orders.
5. Proper distribution of transfer/separation and discharge proceedings.

**Performance Steps**

1. Verify the actions required for separation/discharge.
  - a. The specific type of separation/discharge action being reviewed is correct.
  - b. The characterization of the Soldier's service or description of his or her separation is correct for the Soldier's type of separation or discharge.
  - c. The initiating commanding officer who is recommending separation/discharge of the Soldier, if applicable, submitted a report to the separation authority in proper format and it contains all the data and documentation required for the specific type of separation/discharge being recommended:
    - (1) Cited the specific chapter and paragraph upon which he or she is basing his or her recommendation.
    - (2) Recommended a specific separation/discharge action and characterization of service.
    - (3) Listed a specific, factual reason(s) for his or her recommended action.
    - (4) Listed any counseling records.
    - (5) Noted any trial(s) by court-martial the Soldier had or any other disciplinary action(s) and other derogatory data regarding the Soldier.
    - (6) Attached a copy of SF 600 (Chronological Record of Medical Care) or psychiatric report to show that the Soldier received a mental status evaluation, if applicable.
    - (7) Attached a copy of DD Form 2808 (Report of Medical Examination) to the report to show that the Soldier received a medical examination, if applicable.
    - (8) Explained why he or she believes it is not feasible or appropriate to dispose of the Soldier's case by other means.
    - (9) Recorded any promotions and/or reductions the Soldier received and the dates of those actions.
    - (10) Recorded any time the Soldier lost and whether the loss was due to his or her being absent without leave (AWOL), in confinement, or other reasons.
    - (11) Noted any favorable communications, recommendations, citations, or awards regarding the Soldier.
    - (12) Noted any evidence of rehabilitation made by the Soldier when there is derogatory data.
    - (13) Noted any medical or other data.
    - (14) Included a statement that he or she, in consultation with the rehabilitation team, has determined that further rehabilitative efforts are not practical, when recommending a Soldier for separation because of alcohol or other drug abuse rehabilitation failure.
  - d. The appropriate notification of separation memorandum was forwarded to the Soldier when the type of separation/discharge requires it and is attached to the initiating commander's recommendation report:

### Performance Steps

- (1) Followed the proper format when the recommended separation/discharge action requires use of the Notification Procedure.
  - (2) Followed the proper format when the recommended separation/discharge action requires use of the Administrative Separation Board Procedure.
  - (3) Advised the Soldier of the type of discharge and character of service he or she is recommending.
  - (4) Informed the Soldier of the least favorable characterization of service or description of separation he or she could receive.
  - (5) Advised the Soldier of his or her rights when the recommended separation/discharge action requires adherence to the Notification Procedure.
  - (6) Ensure a Soldier who is requesting separation because of dependency or hardship has submitted a formal request and all necessary documentation.
  - (7) Ensure the separation documents of a female Soldier who is requesting separation because of pregnancy contain the necessary supporting documents.
  - (8) Ensure the separation documents contain the appropriate documents for a Soldier who is requesting separation because he or she has been denied reenlistment and has declined continued service.
  - (9) Ensure the separation documents contain the appropriate documents for a Soldier who is requesting early separation or discharge from active duty to attend a specific term at a college, university, or vocational school.
  - h. Ensure a Soldier who qualifies for the Army's Mobilization Asset Transfer Program is transferred to the Individual Ready Reserve (IRR) upon separation from active duty.
  - i. Ensure a Soldier who is being separated for alcohol or drug abuse rehabilitation failure, misconduct, homosexuality, or with a characterization of service of under other than honorable conditions is not transferred to the IRR.
  - j. Ensure the appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion.
    - (1) Ensure under normal circumstances the separation/discharge process did not exceed 15 working days from the date the Soldier acknowledged receipt of the notification of his or her proposed separation when the Notification Procedure is used.
    - (2) Ensure under normal circumstances the separation/discharge process did not exceed 50 working days from the date the Soldier acknowledged receipt of the notification of his or her proposed separation when the Administrative Separation Board Procedure is used.
2. Verify the proper separation/discharge authorities.
- a. Each intermediate commander in the chain of command has recommended approval or disapproval of the recommended separation/discharge action.
  - b. The administrative separation board, if applicable, is composed properly by ensuring—
    - (1) The board consists of at least three experienced, unbiased commissioned, warrant, or noncommissioned officers (NCOs) who are fully aware of applicable regulations and policies pertaining to cases for which the board is being convened.
    - (2) Enlisted Soldiers who are appointed to the board are in grade sergeant first class (SFC) or above and are senior in grade to the respondent.
    - (3) At least one member of the board is serving in the grade of major or above.
    - (5) The senior member of the board acts as its president.
    - (6) The convening authority appoints a nonvoting recorder of the board's proceedings and, if he or she chooses, appoints a nonvoting legal advisor to the board.
    - (7) In the case of a female Soldier, the board will, upon written request of the Soldier, include a female voting member, if reasonably available.
    - (8) When a female Soldier was not available to serve on the board, this is noted in the record of the board's proceedings.
    - (9) In the case of a Soldier of the Army who holds a Reserve commission or warrant, the board is composed of an uneven number of officers.

**Performance Steps**

- (10) In the case of a Soldier who is a member of a minority group the board will, upon written request of the Soldier, include a voting member who is also a minority group member, if reasonably available.
  - (11) The board has a competent stenographer or clerk.
  - (12) The initiating officer of the discharge/separation action or any intervening officer who has direct knowledge of the case is not a member of the board.
  - (13) No members of the board served on a previous board which was convened to consider any of the same matters against the Soldier.
  - c. The administrative separation board's proceedings are conducted properly by ensuring—
    - (1) A Soldier under military control is notified in writing of the board's convening date at least 15 days prior to the hearing.
    - (2) When a Soldier chooses to appear before the board without counsel that the record shows that the president of the board counseled the Soldier.
    - (3) The record reflects that the Soldier was advised of his rights during the board proceedings.
    - (4) When a Soldier holds RC status as a commissioned or warrant officer the board notifies him or her that the separation/discharge action also involves his or her RC status and could result in the termination of such status.
    - (5) When the board meets in closed session only voting members are present.
    - (6) The board's proceedings are summarized as fairly and accurately as possible and contain a verbatim record of its findings and recommendations.
  - d. The servicing Judge Advocate was consulted by the separation authority, if appropriate.
  - e. The separation authority who signed the separation/discharge documents has approval authority for this type of separation/discharge.
  - f. The appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion.
3. Verify the proper routing channels for the separation/discharge by ensuring the following:
    - a. The HR specialist prepared an endorsement to forward a separation/discharge recommendation to the appropriate separation authority when the report is found to be complete and free of errors.
    - b. Improperly authorized separation/discharge documents are returned to the separation authority for correction.
    - c. The appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion.
  4. Confirm the proper separation/discharge and reduction orders are prepared.
    - a. Ensure the Soldier's separation orders are prepared correctly when his or her separation is approved by the appropriate separation authority.
    - b. Ensure the separation orders correctly identify the type of separation/discharge the Soldier is to receive.
    - c. Verify the type of separation/discharge action is honorable or other than honorable.
    - d. Ensure the appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion.
  5. Ensured the proper distribution of transfer/separation and discharge proceedings by ensuring—
    - a. The proper procedures are followed when the separation authority directs that the Soldier be retained on active duty.
      - (1) Ensure the suspense of favorable personnel actions (Flags) against the Soldier is removed if the separation authority directs that the Soldier be retained on active duty.
      - (2) Ensure the original copy of the proceedings is filed at the headquarters of the separation authority when the separation authority directs that the Soldier be retained on active duty.
      - (3) Ensure the Soldier's commanding officer is notified that the separation authority has directed the Soldier's retention on active duty.
    - b. The proper procedures are followed when the separation authority directs that the Soldier be separated from the active Army.

**Performance Steps**

- (1) Ensure the endorsement and a copy of the proceedings are forwarded to the commander who has the Soldier's records.
- (2) Ensure the original copy of the proceedings is filed in the permanent section of the Soldier's MPRJ when his or her separation/discharge is approved.
- (3) Ensure for a naturalized Soldier, who is being separated under conditions other than honorable, the Soldier's commanding officer notified the Immigration and Naturalization Service (INS) by letter.
- c. The appropriate items on DA Form 5138 were completed.
- d. The Soldier receives a copy of the proceedings regardless if he or she is approved or disapproved for separation/discharge.
  - (1) Soldier's copy is marked, "Copy for (name and SSN of the Soldier)."
  - (2) Soldier's copy of the proceedings does not include any written medical testimony and reports that would prove injurious to his or her physical or mental health.
  - (3) Proceedings contain a receipt signed by the Soldier or his or her counsel indicating receipt of a copy of the proceedings or a statement indicating that the Soldier was unwilling to sign the receipt.
  - (4) Soldier's copy contains a notation, if appropriate, that neither the Soldier nor his counsel wanted a copy of the proceedings and that the copy is attached to the original.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Verified the actions required for separation/discharge.	___	___
2. Verified the proper separation/discharge authorities.	___	___
3. Verified the proper routing channels for the separation/discharge.	___	___
4. Confirmed the proper separation/discharge and reduction orders were prepared.	___	___
5. Ensured the proper distribution of transfer/separation and discharge proceedings.	___	___

**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**

<b>Required</b>	<b>Related</b>
AR 635-200	
DA Form 2166-8-1	
DA Form 2339	
DA Form 4187	
DA Form 4856	
DA Form 4941	
DA Form 4991-R	
DA Form 5138	
DA PAM 600-8-11	
DD Form 458	
SF 600	
DD Form 2808	

## **Prepare Personnel Office Computations**

### **805C-42A-3012**

**Conditions:** You are assigned to an S-1 section where you are frequently required to determine service dates for Soldiers of the unit. You have access to DoDFMR (Department of Defense Financial Management Regulation) 7000.14-R, a DA Form 1506 (Statement of Service – for Computation of Length of Service for Pay Purposes), 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:** Computed accurately the service dates for personnel in the unit, including—

1. Determined the types of services dates.
2. Determined service periods.
3. Calculated service dates.
4. Adjusted service time.
5. Adjusted dates for lost time.

### **Performance Steps**

1. Determine the types of service dates.
  - a. Verify the types of service dates that must be computed.
  - b. Adjust service dates under certain circumstances such as breaks in service, breaks in active duty, change in status (enlisted to officer and vice-versa), and for time lost.
2. Process the DA Form 1506 (Statement of Service - for Computation of Length of Service for Pay Purposes).
  - a. Submit a DA Form 1506 when sufficient documentation is not readily available to substantiate the total creditable service time a Soldier has accrued for pay purposes.
  - b. Coordinate with the Defense Finance and Accounting Service (DFAS) for adjusting the PEBD and the BASD.
  - c. Verify Soldier's periods of service by appropriate documentation provided and presented by the Soldier for each period.
3. Calculate service dates.
  - a. Add "1" day when subtracting a date from a date. DO NOT add "1" day when subtracting a period of service from a date. Subtract "1" day when adding a period of service to obtain a Soldier's ETS.
  - b. Ensure all periods of service are computed using 30 days in a month and 12 months in a year. When subtracting, all months have 30 days and all years have 12 month with the exception of LOST TIME.
4. Adjust service time.
  - a. 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. 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.

**Performance Steps**

- (5) Adjust for any lost time on a day-by-day basis.
  - c. 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. 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. Date of Rank (DOR).
    - (1) Adjust the DOR due to a reduction for inefficiency, misconduct, break in service, or lost time.
    - (2) Adjust the DOR after a break in service to give credit for active service prior to the break.
    - (3) Adjust the DOR due to lost time to a later date for all lost time.
5. Adjust service dates for lost time.
- a. Add lost time for enlisted Soldiers who are Absent Without Leave (AWOL), confined for more than one day, or who are unable to perform their duties because of their misconduct, to the initial enlistment period for which the Soldier was enlisted or inducted.
  - b. Compute two calculations, when calculating Lost Time, and then use the one that is most advantageous to the Soldier.
    - (1) Compute lost time using the 30 Days per Month calculation.
    - (2) Computer lost time using the day-by-day method.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Determined types of service dates.	—	—
2. Processed the DA Form 1506.	—	—
3. Calculated service dates.	—	—
4. Adjusted service time.	—	—
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**  
DA Form 1506

**Related**



**Maintain Records Using ARIMS**  
**805C-42A-3015**

**Conditions:** You are assigned to an S-1 section and have been assigned the responsibility to ensure files for your office are prepared and maintained properly. You have access to AR 25-400-2, ARIMS website, a multimedia computer, monitor, and MS Office.

**Standards:** Determine the type of record, ensuring properly labeled to include record code, disposition and classification.

**Performance Steps**

1. Ensure Recordkeeping Requirements are met:
  - a. Unscheduled records requirements are met.
  - b. Contractor records requirements are met.
  
2. Confirm Electronic Recordkeeping Requirements are met:
  - a. Documentation on all Information Systems that produce, use, or store electronic records are kept in accordance with technical bulletins and standards.
    - (1) All electronic records are accompanied by documentation sufficient to ensure that the information is accessible and usable.
    - (2) Documentation, to include a copy (or mirror image) of the software program, for IS containing or generating T records is transferred along with the related electronic records sent to AEA, unless a prior transfer of the same information occurred and no changes were made.
    - (3) Documentation to determine if it adequately specifies all technical characteristics necessary to read or process the records; identifies all inputs and outputs of the system; provides an audit trail of changed or deleted information and the correct disposition of the information content and use; defines the contents of the files and records; and clearly states the purpose and functions of the system.
  - b. Electronic media requirements are met:
    - (1) Disposition schedules for information recorded on media in a machine-readable format are met.
    - (2) Electronic records are giving the same level of protection of any other media.
    - (3) Media and systems selected to store and manage electronic records meet the requirements of Department of Defense 5015.2 throughout their life cycle.
  - c. Requirements for use of CD-ROMS to store TP records are met.
    - (1) CD-ROMS conform to International Standards Organization 9660 standard; comply with the American Standard Code for Information Interchange (ASCII) standard; comply with the ASCII character set and are not dependent on control characters or codes not defined in the ASCII character set; are not compressed unless the software to decompress files is provided; and are individually addressable.
    - (2) Coordination is made with the USARMDA when permanently valuable electronic records on CD-ROM exist on other media such as magnetic tape.
    - (3) Records contained on CD-ROM for transfer contain appropriate labels and documented.
    - (4) Approval to destroy hardcopy source documents is obtained from the NARA.
  
3. Confirm Micrographic Records requirements are met:
  - a. Micrographic systems are designed so the microform serves as the record copy.
    - (1) Duplicate record copies are not kept and that microforms are adequate substitutes for original records and serve the purpose for which such records were created or maintained.
    - (2) Microforms are created by computer output microfilm without a hardcopy source documents, the original (first generation) microform becomes the record copy.

### Performance Steps

- (3) Microforms are the record copy they are recorded on polyester based silver-gelatin type film that conforms to American National Standards Institute Code (ANSI/NAPM IT9.1-1996) for permanent (TP and TEP) information and are an acceptable substitute for original records and meet prescribed archival quality standards.
- b. Conduct inspections on records.
  - (1) Conduct inspections on permanent and unscheduled records when the records are 2 years old and every 2 years thereafter until they are transferred to an NARA FRC or the National Archives.
  - (2) Conduct inspections on temporary (K, KE, T, and TE) records to prevent loss of data prior to authorized disposal dates and to protect the records in the event they become the subject of a records freeze or moratorium (this is not required but recommended).
- c. Ensure disposition of microforms and source information are met.
  - (1) Permanent records (one silver-gelatin microform set and one diazo or vesicular copy) are retired either to and FRC for later offer to the National Archives or, in coordination with USARMDA, offer directly to the National Archives.
  - (2) Nonpermanent records are disposed per the disposition instructions under the applicable record title or number.
  - (3) Microform copies are disposed when no longer needed for current operations or reference.
  - (4) Microforms source information requirements are met.
  - (5) Indexes are disposed of with the records to which they relate.
  - (6) Record copy microforms transfer and retirement requirements are met.
4. Ensure Filing Procedures are followed.
  - a. Records are maintained electronically when possible.
  - b. Records are examined prior to filing, all cover sheets are removed before filing, and hardcopy documents are stapled (if possible).
  - c. Guides are used to divide records and to identify subdivisions to ease filing and retrieval.
  - d. Folders are used to consolidate, retrieve, and protect the records.
  - e. Folders are stamped or marked per AR 380-5.
  - f. Records are arranged in a manner that best suits the business or reference needs of the office.
  - g. Classified documents filing requirements are met.
    - (1) Classified and unclassified documents are filed separately except when the volume of the classified material is small and it is more advantageous to use otherwise empty space for unclassified material and/or the record of an action consists of both classified and unclassified documents and reference needs require that both be filed together.
    - (2) All classified documents, both originally and derivatively classified, are marked on the face of the document with a "Declassify on" line, with instructions for the declassification of the information.
  - h. If records for multiple organizations are maintained they are maintained separately.
  - i. Office Records List (ORLs) are prepared using the Records Management Assistance (RM-Assist) module in ARIMS.
5. Ensure Labeling Procedures are followed.
  - a. All folders and containers used to store official records, including records in electronic form, are labeled.
  - b. Labels include the letter(s) "K", "KE", "KN", "KEN", or "U" for records that will be managed entirely within the office or the letter(s) "T", "TE", "TEP", or "TP" for records that will be transferred to an RHA/AEA/other location as specified in the disposition instruction, a title, and the year of file creation.
  - c. Records covered by the PA system notice include the PA system notice number corresponding to those records identified in the RRS-A.

**Performance Steps**

- d. When there are several folders, drawers, or other containers with records under the same category that only the first folder, drawer, or container shows all of the required label information and the remaining folders, drawers, or containers are identified by the name, number, or other feature identifying the contents.
  - e. Labels are placed on folders, disks, tapes, drawers, containers, and so on, in a place that are suitable and visible for easy identification and retrieval of records.
  - f. When written exceptions to disposition instructions are granted, a reference to the document authorizing the exception is included on the label below the title line or following the disposition instruction.
6. Ensure disposition instructions are applied.
    - a. All records are divided into one of two categories: transfer (T) records or keep (K) records.
    - b. Disposition instructions and standards located in table 7-1, AR 25-400-2 are followed.
    - c. Unclassified records authorized for destruction are processed through property disposal channels for sale or recycling; destroyed in accordance with local policy if they cannot be economically sold; disposed of under the DoD Precious Metals Recovery Program when in the form of exposed x-ray film, motion picture film, and certain microfilm that contains precious metals.
    - d. Unclassified sensitive and PA records are destroyed by shredding or burning.
    - e. Classified records are destroyed in accordance with AR 380-5.
  7. Identify Reference Procedures.
    - a. Master index of retire records as being located on the ARIMS.
    - b. The search tool in ARIMS is being used to seek, locate, request, and retrieve records stored in the AEA, RHA's, or FRCs.
  8. Ensure Records Transfer and Retirement Procedures are followed.
    - a. T records are provided to activity records managers upon request.
    - b. When deployed, T records are transmitted monthly and at the end of the deployment to parent unit.

**Evaluation Preparation:** Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Ensured Recordkeeping Requirements were met.	—	—
2. Confirmed Electronic Recordkeeping Requirements were met.	—	—
3. Confirmed Micrographic Records requirements were met.	—	—
4. Ensured Filing Procedures were followed.	—	—
5. Ensured Labeling Procedures were followed.	—	—
6. Ensured that disposition instructions were applied.	—	—
7. Identified Reference Procedures.	—	—
8. Ensured Records Transfer and Retirement Procedures were followed.	—	—

**Evaluation Guidance:** Score the Soldier GO on performance measures passed. Score the Soldier NO GO on any performance measures failed. The Soldier must score a GO on all performance measures to receive a GO on the task. If the Soldier scores NO GO, show the Soldier what was wrong.

**Review Enlisted Promotions and Reductions**  
**805C-42A-3053**

**Conditions:** You are assigned to an S-1 section and have been a requirement to review enlisted promotion and reduction actions. You have access to the following:

- a. Completed Enlisted Promotion Report (AAA-117).
- b. AR 600-8-19 (Enlisted Promotions and Reductions).
- c. DA Form 4187 (Personnel Action).
- d. Enlisted Records Brief (ERB).

**Standards:** The standard will have been met when the following is completed without error.

1. Ensure that AAA-117, AAA-294, and AAA-095 reports corrections are complete.
2. Confirm all waivers are accompanied with DA Form 4187.
3. Verify the correct disposition of the AAA-117 Report and DA Form 4187.
4. Review computing waiver allocations.
5. Review correcting erroneous promotions.

**Performance Steps**

1. Ensure the AAA-117 and AAA-294 Reports are correct by verifying the following:
  - a. Current month's reports are correct.
  - b. All unmade corrections are annotated and resubmitted for processing.
  - c. All missing Basic Active Service Dates (BASD) corrections are reported to Finance & Accounting Office (FAO) for terminal input.
  - d. The AAA-117 Report is annotated by the unit commander to identify those Soldiers who will be advanced.
  - e. The AAA-117 Report is annotated by the unit commander to identify those Soldiers who are being denied advancement.
2. Confirm that all DA Forms prepared from the unit commander's AAA-117 report annotations are correct by verifying the following:
  - a. DA Form 4187 is correctly prepared.
  - b. Soldiers who are now eligible for advancement.
  - c. Advancement certificates are correctly prepared for the unit commander's signature.
  - d. Appropriate document(s) are signed by the proper promoting authorities.
  - e. Necessary annotations are made to the current AAA-117 Report.
3. Verify the correct disposition of the AAA-117 Report, AAA-294 Report and DA Form 4187.
  - a. Distribution of a copy of DA Form 4187 has been sent to the OMPF, Unit, and Soldier.
  - b. Distribution of a copy of the AAA-117 Report and AAA-294 reports has been sent to the brigade S-1.
  - c. Copy of DA Form 4187 is filed in the battalion promotion files.
  - d. Copy of the AAA-117 and AAA-294 reports are filed in battalion promotion files.
4. Review waiver allocation computations.
  - a. Determine total number of Soldiers assigned and authorized.
  - b. Multiply step "a" by total allowable with waivers or as announced by Headquarters, Department of the Army.
  - c. Verify total allowable with waiver. Use whole numbers only. Drop fractions, do not round up.
  - d. Verify number of Soldiers already assigned with less than the required Time In Service minus exceptions in paragraph 2-5h.
  - e. Verify row 4 was subtracted from row 3 for total waivers authorized.
  - f. Verify steps 3 through 11 of table 2-1 for continuing process.

**Performance Steps**

5. Ensure erroneous promotions are corrected by verifying the following:
  - a. Soldier was erroneously promoted.
  - b. Soldier had de facto status.
  - c. DA Form 4187 or proper notification to either revoke promotion and grant de facto status or adjust Date of Rank.
  - d. DA Form 4187 has been prepared for signature.
  - e. DA Form 4187 revoking promotion and granting de facto status or adjusting DOR has been signed.
  - f. Grade Change transactions have been submitted.
  - g. Battalion S1 files have been updated.
  - h. DA Form 4187 is placed in the Soldier's OMPF and sent to Finance by Unit Transmittal 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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Verified that the AAA-117 Report and the AAA-294 corrections are completed.	—	—
2. Confirmed that all DA Forms (prepared from unit commander AAA-117 and AAA-294 reports annotations) are completed.	—	—
3. Verified the correct disposition of the AAA-117 Report and DA Form 4187.	—	—
4. Reviewed waiver allocation computations.	—	—
5. Ensure erroneous promotions are corrected.	—	—

**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**

<b>Required</b>	<b>Related</b>
AR 600-8-19	
DA Form 4187	
MILPER MESSAGE 05-053	

## Conduct Unit Postal Operations

### 805C-42A-3060

**Conditions:** You have been assigned to the Brigade/Battalion S1 section and are preparing to deploy. You must create and implement a plan to manage the Postal Operations for a BCT size element. You have access to AR 600-8-3, FM 1-0, DoD Manual 4525.6-M, DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly), and DD Form 2258 (Temporary Mail Disposition Instructions).

**Standards:** Administer a postal operation that accurately delivers mail efficiently resulting in 100% accountability of mail.

### Performance Steps

1. Explain the Postal Operations Mission and Requirements.
  - a. Mission of the Military Postal System (MPS).
  - b. Statutory requirements.
  - c. Functional proponent for postal operations management.
2. Advise S1 personnel of responsibilities of Postal Operations, to include the—
  - a. Military Postal Service Agency (MPSA).
  - b. Joint Military Postal Activity (JMPA).
  - c. Postal Operations Division (POD) of the Human Resources Sustainment Center (HRSC).
  - d. Combatant Commanders (CCDRs).
  - e. MMT Team.
  - f. HR Companies (Postal).
  - g. Postal Plans and Operations Team.
  - h. Postal Platoon.
  - i. Corps/Division G-1.
  - j. Brigade S-1.
3. Explain Postal Flow.
  - a. Describe how mail flows from CONUS into theater, through Corps to Divisions, Brigades, and below.
  - b. Describe how the mail is transported via USPS from the mail box to the local US Postal Processing Center, and then it is transported, again by USPS, to the nearest Gateway.
4. Administer Unit Mail Room Operations.
  - a. Establish a unit mailroom in a secure area.
  - b. Appoint—
    - (1) A unit postal officer and an alternate postal officer, who will fulfill the duties of the unit postal officer in his absence, in writing.
    - (2) A unit mail clerk and at least one alternate unit mail clerk using DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly).
  - c. Train assigned personnel on the importance of safeguarding mail, timely delivery, and the serious consequences of negligence of their duty.
  - d. Ensure the postal officer and alternate are—
    - (1) US citizen, if required to handle official accountable and first class mail which may contain classified material.
    - (2) An officer or noncommissioned officer in the grade of SSG and above, if military.
    - (3) In the grade of GS-6 or above, if civilian.
  - e. Designate unit mail clerks and unit mail orderlies with the following qualifications:
    - (1) No conviction by court-martial.
    - (2) No punishment under UCMJ Article 15.
    - (3) No civil court conviction related to a theft or a financial or postal incidents.
    - (4) Have no record of derogatory information or unfavorable conduct that casts doubt on the individual's trustworthiness and integrity.

**Performance Steps**

- (5) Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determines the condition no longer exists.
- (6) Have not been relieved of postal duties for cause.
- (7) Be a US citizen if handling official Registered mail and be eligible for a SECRET clearance (have an Entrance National Agency Check [ENTNAC]).
- f. Inspect the unit mail room daily and conduct a self-inspection monthly as follows:
  - (1) During the daily check—
    - (a) Verify that all pieces of accountable mail received are accounted for.
    - (b) Ensure that mail is treated properly.
  - (2) The monthly inspection will ensure compliance with DoD 4525.6-M, and will include the following:
    - (a) Confirm that postal records are properly maintained.
    - (b) Confirm all mail on hand to assure prompt and accurate delivery and forwarding.
    - (c) Inspect unit mailroom security.
    - (d) Review directory files to ensure that they are correct and that all locator actions have been done since the last weekly inspection.
    - (e) The unit postal officer will use the checklist contained in DoD 4525.6-M, Volume II, appendix C, for the monthly inspection. This checklist will be kept on file for one year.
- 5. Execute the responsibilities of a Battalion S-1 section, including—
  - a. Ensure the Battalion Commander appoints the S-1 as the unit postal officer and ensure mail clerks are appointed and trained prior to deployment.
  - b. Focus on Unit Mail Room (UMR) and Unit Mail Clerk (UMC) operations, certification, and inspection.
  - c. Coordinate with APO, unless the Brigade is running a consolidated mail room.
  - d. Ensure space is set aside to sort through and organize the mail for the battalion and secure all mail when no one is in the mail room.
  - e. Coordinate daily retrograde mail routing to the APO.
  - f. Work closely with the S-4 to determine transportation needs for the mail.
  - g. Monitor mail clerks closely.
  - h. Forward mail for wounded, deceased, or missing Soldiers or civilians.
  - i. Coordinate with Battalion S-6 who is responsible for official mail.
  - j. Ensure that appropriate supervision of unit mail operations is accomplished, including allowing sufficient time for mail clerks to accomplish their mission, investigating and resolving any issues within the battalion that is hindering mail delivery, and establishing and executing an internal mail inspection program.
- 6. Execute the responsibilities of a Brigade S-1 section, including—
  - a. Coordinate with the S-6 and G-6 regarding official mail.
  - b. Monitor outlying units to ensure they are receiving adequate postal finance support.
  - c. Monitor and inspect the Battalion S-1 mail rooms to ensure that they are being run in accordance with DoD directives.
  - d. Investigate and resolve any problems hindering mail delivery within the brigade.
- 7. Oversee postal requirements during deployment:
  - a. Ensure pre-deployment actions are accomplished:
    - (1) Train and appoint qualified mail personnel so that upon arrival in theater mail service to the Soldier is not disrupted.
    - (2) Provide mailing instructions to deploying personnel and their family.
    - (3) Ensure DD Form 2258 (Temporary Mail Disposition Instructions) for mail disposition is completed.
  - b. Ensure information is disseminated to Soldiers regarding who to notify of their address change for a deployment and mailing restrictions.
  - c. Ensure Soldiers are aware of the choices regarding mail disposition during deployment, prior to making a determination.
  - d. Establish contact with your servicing postal platoon as soon as possible upon arrival in theater.

**Performance Steps**

- e. Inform APO in theater of the unit's arrival and provide a unit manning roster.
  - (1) Keep the APO notified of any unit or individual Soldier changes.
  - (2) Verify mailing address with the APO and disseminate to all unit members.
  - (3) Determine the transportation requirements to get mail.
- f. Integrate S-1 mail responsibilities during the sustainment phase of an operation.
  - (1) Ensure availability of mail clerks.
  - (2) Inform APOs of changes in unit location or individuals ensures no disruption of mail service and mail to individuals is promptly forwarded.
  - (3) Coordinate routine checks of the mail directory.
  - (4) Be aware of the sensitive nature of mail problems.
  - (5) Ensure availability of mail clerks and plan for their replacements.
  - (6) Inform APOs of changes in unit location or individuals to ensure no disruption of mail.
  - (7) Check directory mail.
  - (8) Coordinate with S4 to ensure that a designated vehicle is available during mail call to transport mail to/from the APO.
  - (9) Establish postal operations at outlying FOBs without servicing APOs.
- g. Execute postal redeployment responsibilities.
  - (1) Advise APO of unit departure date and provide them a list of all Soldiers affected.
  - (2) Notify correspondents to stop sending mail 10 to 15 days prior to departure.
  - (3) Upon redeployment notify the local Post Office of the unit's arrival.
  - (4) Reserve component units must notify the mobilization station of redeployment and unit forwarding address.
  - (5) Ensure Soldiers are aware of all mailing restrictions and distribute information on items that cannot be mailed.
  - (6) Notify rear detachment of bulk shipped mail packages.
    - (i) Coordinate through rear detachment and home station APOs storage space.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Explained the Postal Operations Mission and Requirements.	___	___
2. Advised personnel about the responsibilities of Postal Operations.	___	___
3. Explained Postal Flow.	___	___
4. Administered Unit Mail Room Operations.	___	___
5. Administered the responsibilities of a Battalion S-1.	___	___
6. Executed the responsibilities of a Brigade S-1.	___	___
7. Oversaw postal requirements during deployment.	___	___

**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

**Related**



**References**

**Required**

FM 1-0  
DD Form 285  
DD Form 2258

**Related**

**Update the Officer and Enlisted Records Brief  
805C-42A-3431**

**Conditions:** Given a requirement to review an ERB and ORB and identify the correct documents that must be forwarded for placement in the Official Military Personnel File (OMPF)/Career Management Individual File (CMIF). You have access to eMILPO, an ORB and ERB with pen changes.

**Standards:** The standard will be met when the following can be accomplished without error:

1. Ensure that the ORB is processed only for an officer who is eligible to receive one.
2. Verify the reason why HRC generated an ORB for the officer by locating the officer's supporting source documents.
3. Verify that the officer's ORB is properly audited during his or her birth month.
4. Verify the Brigade S-1 followed the proper ORB correction procedures by submitting a correction of ORB memorandum to the appropriate authority.
5. Review the officer's feedback ORB when it is received from HRC to ensure that the audit changes have been made.
6. Verify the proper disposition procedures are followed in filing, distributing, and disposing of the officer's ORB, and his or her source documents.
7. Review the administrative heading and contents of each section of the ERB.

**Performance Steps**

1. Ensure the ORB is processed only for an officer who is eligible to receive one.
  - a. Human Resource Command (HRC) issued the ORB as required.
  - b. HRC issued the ORB as one of three which it issues annually in connection with the officer's birth month.
    - (1) ORB was issued so it could be audited during the officer's birth month.
    - (2) ORB was issued to verify any necessary changes and/or corrections to the audit ORB were made.
    - (3) ORB for an officer who is within the zone of consideration for promotion.
2. Verify the reason why HRC generated an ORB for the officer by locating the officer's supporting source documents.
  - a. ORB received from HRC is for an Active Army commissioned or warrant officer.
  - b. ORB is destroyed when the officer has been reassigned and his or her new duty assignment is not known.
  - c. ORB is destroyed when the officer has been separated from active duty (AD).
  - d. A request for an ORB is suspended for an officer who is scheduled for transition from AD within 90 days of his or her audit month until his or her transition.
3. Verify the officer's ORB is properly audited during his or her birth month.
  - a. Battalion S-1 notified the officer's unit of the date, time, and location of the audit.
  - b. Brigade S-1 obtained the officer's source documents prior to the audit.
    - (1) Clerk reviewed each item on the audit ORB with the officer.
    - (2) Necessary changes and/or corrections are entered on the ORB in pen or pencil.
    - (3) Clerk obtained the necessary documents to substantiate the changes and/or corrections which are made to the officer's ORB.
    - (4) Officer and the personnel officer or auditor signed and dated the ORB in SECTION X (REMARKS) to indicate that the changes entered on the document are complete and accurate.
    - (5) When attempts to have the officer personally review and sign the ORB failed, the personnel officer wrote in SECTION X, "Attempts have failed in having (rank, name) personally review (his or her) ORB," and signed the statement.
    - (6) The officer's previous ORB is destroyed.

**Performance Steps**

4. Verify Brigade S-1 followed the proper ORB correction procedures by submitting a Correction of ORB Memorandum to the appropriate authority at HQDA or making the appropriate corrections in eMILPO.
  - a. When the transaction source is identified as HQDA in Table 4-1, Column 2, of AR 600-8-104, Brigade S-1 prepared a Correction of ORB Memorandum.
  - b. Brigade S-1 forwarded the correction memorandum, along with supporting documentation, to the proper authority at HQDA.
5. Review the officer's feedback ORB when it is received from HRC.
  - a. The audit changes have been made as they were submitted on the Correction of ORB Memorandum or input in eMILPO.
  - b. ORB correction procedures are reinitiated when discrepancies still exist on the officer's ORB.
6. Verify proper disposition procedures are followed in filing, distributing, and disposing of the officer's ORB, and his or her source documents.
  - a. The officer's audit ORB is destroyed once the feedback ORB was found to be complete and accurate.
  - b. A copy of the corrected ORB is provided to the officer.
  - c. The corrected ORB is filed and forwarded as required.
  - d. Officer's source documents which are authorized to be filed in his or her Official Military Personnel File (OMPF) are forwarded to Commander, HRC, ATTN: TAPC-MSR-S, Fort Knox, KY 40122.
  - e. Any of the officer's source documents which are authorized to be filed in his or her Career Management Individual File (CMIF) are forwarded.
7. Review the administrative heading and contents of each section of the ERB.
  - a. ERB Heading: BRIEF DATE, NAME, RANK-DOR, PMOS, SSN and COMPONENT.
  - b. Entries in Section 1 - Assignment Info.
  - c. PSI status, PSI Invest INIT, and Invest Compl entries in Section II - Security Data are correct.
  - d. Section III - Service Data.
  - e. Section IV - Personal/Family Data.
  - f. Section V - Foreign Language.
  - g. Section VI - Military Education.
  - h. Section VII - Civilian Education.
  - i. Section VIII - Awards and Decorations.
  - j. Section IX - Assignment Information.
  - k. Section X - Remarks.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Ensured the ORB was processed only for an officer who was eligible to receive one.	_____	_____
2. Verified the reason HRC generated an ORB for the officer by locating the officer's supporting source documents.	_____	_____
3. Verified the officer's ORB was properly audited during his or her birth month.	_____	_____

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
4. Verified Brigade S-1 followed the proper ORB correction procedures by submitting a Correction of ORB Memorandum to the appropriate authority at HQDA or making the appropriate corrections in eMILPO.	_____	_____
5. Verified proper disposition procedures were followed in filing, distributing, and disposing of the officer's ORB, the P85s, and his or her source documents.	_____	_____
6. Reviewed the officer's feedback ORB when it was received from HRC.	_____	_____
7. Reviewed the administrative heading and contents of each section of the ERB.	_____	_____

**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 600-8-104

**Related**

**Process Leaves and Passes**  
**805C-42A-3463**

**Conditions:** You are assigned to an S-1 and have responsibility for reviewing the processing of a Request and Authority for Leave, Pass, or Permissive Temporary Duty (PTDY). You have received a DA Form 31 (Request for Authority for Leave) via the "My Forms" application and have access to a DA Form 31, AR 600-8-10, DA Form 647 (Personnel Register), DA Form 647-1 (Personnel Register), standard office supplies, and equipment.

**Standards:** The standard will be met when the following can be accomplished without error:

1. Review DA Form 31 for accuracy and completeness utilizing Forms Content Management (FCMP).
2. Ensure the number of days of chargeable and nonchargeable leave is determined.
3. Confirm the DA Form 4179-R (Leave Control Log) is updated by checking a hard copy printout.
4. Ensure Soldier's leave is voided when leave has been cancelled.
5. Ensure Soldier's leave is extended when applicable.
6. Ensure the DA Form 4179-R is cross-checked daily with DA Form 647 or DA Form 647-1 for current departures.
7. Confirm DA Form 31 is routed properly after a Soldier has departed on leave.
8. Confirm Soldier's return from leave is processed.
9. Certify errors on chargeable leave are corrected.

**Performance Steps**

1. Review DA Form 31 for accuracy and completeness.
  - a. Check that all blocks are filled out for the appropriate type of leave.
  - b. Verify the Soldier has sufficient leave on his or her Leave and Earning Statement to cover the dates listed in Block 10 of DA Form 31.
  - c. Determine the type of leave being processed.
  - d. Verify the Soldier has noted his or her leave address and phone number in Block 6.
  - e. Verify the Soldier digitally signed the form in Block 11.
  - f. Determine the leave was properly approved.
  - g. Verify the DA Form 4179-R (Leave Control Log).
    - (1) DA Form 4179-R control number in Block 1 of DA Form 31 is entered correctly.
    - (2) Data to indicate involuntary separation with authorized leave is entered correctly, if appropriate.
    - (3) Block 17 is annotated with the following statements if the Soldier is authorized for Excess and/or Transition Leaves.
      - (a) Verify "Soldier is authorized Excess Leave nonchargeable leave dates from (date) to (date)" is entered.
      - (b) Verify "Soldier is authorized Transition Leave chargeable leave dates from (date) to (date)" is entered.
    - (4) Block 17 is annotated with the telephone numbers of the Soldier's parent organization, the Brigade S1, the American Red Cross Field Office at the installation where the Soldier's unit is located, and the Military Airlift Command (MAC) passenger reservation center if this is an approved Emergency Leave.
    - (5) All copies of DA Form 31 are filed in a suspense file to be retrieved at the Soldier's departure date.
2. Ensure the number of days of chargeable and nonchargeable leave was determined by verifying—
  - a. Departure day was charged as Start of Leave if the departure date is a leave or travel day.
  - b. Date chargeable as the End of Leave was determined.
    - (1) Return date was charged as End of Leave if the Soldier does not work on that date.
    - (2) Day prior to return was charged as End of Leave if the Soldier works for more than half of a normally scheduled workday on the return date.

**Performance Steps**

- (3) Day prior to return was charged as End of Leave if the Soldier returns on a scheduled non-duty day.
  - d. Days that qualify as nonchargeable leave were determined.
    - (1) Dates of leave that do not match the guidelines for chargeable leave are identified.
    - (2) Leave conditions were compared to the guidelines for nonchargeable leave.
    - (3) Leave matches the guidelines for nonchargeable leave.
  - e. Number of days from the chargeable Start of Leave date and chargeable End of Leave date were counted as chargeable leave.
  - f. Period of nonchargeable absence was subtracted from chargeable leave.
  - g. Resulting chargeable leave dates are entered in Block 17.
  - h. Block 17 is left blank if leave is never charged, such as for a convalescent leave.
3. Confirm the DA Form 4179-R is updated by checking a hard copy printout.
  4. Ensure a Soldier's leave is voided when leave has been cancelled.
    - a. Leave is voided on DA Form 31.
    - b. Leave was voided on the DA Form 4179-R.
  5. Ensure a Soldier's leave is extended when applicable.
    - a. Block 21 of DA Form 31 is checked for approval of the leave extension.
    - b. Leave extension dates are entered in Block 15 on the copy of DA Form 31 being maintained in the suspense file.
    - c. Extension dates are posted to the DA Form 4179-R.
    - d. Original DA Form 31 is forwarded to the Finance Office.
  6. Ensure the DA Form 4179-R (Leave Control Log) is cross-checked daily with DA Form 647 or DA Form 647-1 for current departures.
  7. Confirm DA Form 31 is routed properly after a Soldier has departed on leave.
  8. Confirm a Soldier's return from leave is processed.
    - a. DA Form 4179-R is checked daily for current returns.
    - b. Leave Completion data is entered.
    - c. Staff duty personnel can process returns during the supervisor's non-duty hours.
    - d. Original copy of DA Form 31 was routed to the finance office within 3 working days after completion of ordinary leave.
  9. Certify errors on chargeable leave are corrected.
    - a. Date changes to the affected DA Form 31 are posted.
    - b. DA Form 31 was annotated with the message "Corrected Leave Charges."
    - c. Revised DA Form 31 and the reconciliation memo were routed to the Finance Office within 3 workdays after completing the corrections.
    - d. Organizational copy of DA Form 31 was filed in the functional files for 6 months.

**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 DA Form 31 for accuracy and completeness.	_____	_____
2. Ensured the number of days of chargeable and nonchargeable leave was determined.	_____	_____

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
3. Confirmed the DA Form 4179-R (Leave Control Log) is updated by checking a hard copy printout.	_____	_____
4. Ensured Soldier's leave is voided when leave has been cancelled.	_____	_____
5. Ensured Soldier's leave is extended when applicable.	_____	_____
6. Ensured the DA Form 4179-R (Leave Control Log) is cross checked daily with DA Form 647 or DA Form 647-1 for current departures.	_____	_____
7. Confirmed DA Form 31 is routed properly after a Soldier has departed on leave.	_____	_____
8. Confirmed Soldier's return from leave is processed.	_____	_____
9. Certified errors on chargeable leave are corrected.	_____	_____

**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 600-8-10
- AR 600-8-105
- DA Form 31
- DA Form 4179-R
- DA Form 647
- DA Form 647-1

**Related**

**Review Emergency Notification Data  
805C-42A-3473**

**Conditions:** You have been assigned to an S-1 section and have been given a requirement to review a Soldier's emergency documents. Given access to the Soldier, a completed DD Form 93 (Record of Emergency Data), a completed VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate), AR 600-8-1 and an Officer Records Brief (ORB)/Enlisted Records Brief (ERB).

**Standards:** The standard will be met when the following can be accomplished without error:

1. Verify the items 1-16 of the DD Form 93 are properly completed.
2. Verify the personal data on the VA Form SGLV 8286 is filled out completely and accurately.
3. Ensure the completed DD Form 93 and VA Form SGLV 8286 are properly distributed.

**Performance Steps**

1. Verify items 1-16 of the DD Form 93 are properly completed using the Soldier ERB/ORB.
2. Verify the personal data on the VA Form SGLV 8286 is filled out completely and accurately.
3. Ensure the completed DD Form 93 and VA Form SGLV 8286 are properly distributed.
  - a. Verify the Soldier received one copy of each form.
  - b. Verify one copy was filed in the Soldier's personnel file.
  - c. Verify the remaining copy was mailed to CDR, Human Resources Command.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. 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. Score the Soldier "Pass" or "Fail" as determined by the performance.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Verified Items 1-16 of the DD Form 93 were properly completed.	_____	_____
2. Verified the personal data on the VA Form SGLV 8286 is filled out completely and accurately.	_____	_____
3. Ensured the completed DD Form 93 and VA Form SGLV 8286 were properly distributed.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if all applicable 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 do it correctly.

**References**

<b>Required</b>	<b>Related</b>
AR 600-8-1	
DD Form 93	
VA Form SGLV 8286	



**Review Casualty Reports  
805C-42A-3474**

**Conditions:** You are assigned to an S-1 section and have been given a requirement to review casualty report(s). You have access to AR 600-8-1; Enlisted Record Brief (ERB); DA Form 4037 (Officer Record Brief (ORB)); DD Form 93 (Record of Emergency Data), a completed VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate), and standard office supplies and equipment.

**Standards:** The standard will be met when casualty reports are reviewed with 100% accuracy and they are forwarded to higher headquarters in a timely manner.

**Performance Steps**

1. Verify the casualty's identification on the DA Form 1156 (Casualty Feeder Card) and the casualty's ERB/ORB, DD Form 93, and VA Form SGLV 8286 (If applicable).
2. Review the casualty report message items that must be completed, based on the type of report, the category of person, and the type of casualties.
  - a. Casualty Type from DA Form 1156.
  - b. Casualty Status from DA Form 1156.
  - c. Category of Individual from the ERB/ORB.
  - d. Social Security Number from all source documents.
  - e. Name from all source documents.
  - f. Rank from all source documents.
  - g. Component from ERB/ORB.
  - h. Organization of Assignment from all source documents.
  - i. Duty Military Occupational Specialty (MOS) from ERB/ORB.
  - j. DD Form 93.
  - k. Date/Time of Incident from DA Form 1156.
  - l. Place of Incident from the DA Form 1156.
  - m. Circumstances from the DA Form 1156.
  - n. Inflicting Force from the DA Form 1156.
  - o. PEBD and BASD Date from the ERB/ORB.
  - p. The SGLI Date from the VA Form SGLV 8286.
  - q. Any additional information not already noted.
3. Verify that the casualty report is ready to be electronically submitted in accordance with local policies and unit SOP.

**Evaluation Preparation:** This method of evaluation is appropriate if the Soldier processes Casualty Reports. 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. Score the Soldier "Pass" or "Fail" as determined by the performance.

**Performance Measures**

	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Verified the casualty's identification on the DA Form 1156 (Casualty Feeder Card) and the casualty's ERB/ORB, DD Form 93, and VA Form SGLV 8286 (If applicable).	_____	_____
2. Reviewed the casualty report message items that must be completed, based on the type of report, the category of person, and the type of casualties.	_____	_____

**Performance Measures**

**GO**    **NO-GO**

- 3. Verified that the casualty report was ready to be electronically submitted in accordance with local policies and unit SOP.

\_\_\_\_\_    \_\_\_\_\_

**Evaluation Guidance:** Score the Soldier GO if all applicable 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 do it correctly.

**References**

**Required**

- AR 600-8-1
- DCIPS FORWARD USER MANUAL
- DD Form 93
- VA Form SGLV 8286
- DA Form 4037
- DA Form 1156

**Related**

**Interpret Military Pay and Allowances**  
**805C-42B-6028**

**Conditions:** You are assigned to an S-1 section and have been given responsibility for military pay and internal controls within your unit. You have access to Department of Defense (DoD) Financial Management Regulation 7000.14-R Volume 7A, calculator, a laptop or desktop computer with internet capabilities, and standard office supplies.

**Standards:** Oversee the determination of entitlements to basic, special, and incentive pays for unit personnel while implementing internal control procedures that ensure proper accounting of military pay allowances and entitlements.

**Performance Steps**

1. Analyze the DoDFMR 7000.14-R Vol 7A.
  - a. Brief personnel that the DoDFMR, Volume 7A is divided into 66 chapters that are grouped together to cover 11 subject areas.
  - c. Explain the paragraph numbering system.
  - d. Explain that Decision Logic Tables (DLT's).
    - (1) Confirm that DLTs contain the table heading that identifies the type of instruction, the column headings that are alphabetically designated, and a heavy black line that separates condition column headings from action column headings.
    - (2) Read the DLT, following the sequence of the Table Heading to identify what the table is about, the heading for column A leading to the condition statements describing the problem being solved. Follow the rule line for the condition describing the precise problem for the specific action statement that applies.
2. Supervise the researching of finance actions.
  - a. Ensure subordinates use several different techniques to locate the specific area of the DoDFMR that is needed.
    - (1) First, have your subordinates look and listen for KEY WORDS or terms that are being used to pose the question.
    - (2) Second, have your subordinates use the Table of Contents to help find the Chapter which covers the area in question. Explain that the chapters also have a Table of Contents that breaks the chapter down into sections.
    - (3) Third, as your subordinates search through the chapter, they should eliminate paragraphs and sub-paragraphs that do not pertain to their specific search.
3. Determine special pay entitlement.
  - a. Identify several types of Special Pays. Explain that the rates of various special pays may be found in the DoDFMR.
  - b. Ensure documents required for entitlement to SDAP are present.
  - c. Confirm that Hardship Duty Pay (HDP) is payable only to members entitled to basic pay, at a monthly rate not to exceed \$300. Confirm that there are two types of hardship duty pay.
    - (1) Confirm documents required for entitlement to HDP-Mission pay are present.
    - (2) Confirm that HDP-Location is payable to members for either permanent change of station duty or temporary/deployed/attached duty of over 30 days duration in specified locations.
    - (3) Confirm documents required for entitlement to HDP-L are present.
4. Determine incentive pay entitlement.
  - a. Describe incentive.
  - b. Compute the various types of incentive pays on a thirty day month basis.
  - c. Confirm that Soldiers under competent orders who participate in regular and frequent aerial flights are entitled to flight pay.
  - d. Compute requirements for Hazardous Duty Incentive Pay (HDIP), when after placement on competent orders, a Soldier has a minimum of four hours flying time per month.

### Performance Steps

- e. Ensure that officers qualified for aviation service receive Aviation Career Incentive Pay (ACIP), since it is a continuous entitlement.
  - f. Ensure that Parachute duty pay, commonly referred to as "jump pay," is paid to a Soldier that performs duty involving parachute jumping as an essential part of his/her military duty.
  - g. Confirm that demolition duty pay is payable to Soldiers under competent orders to perform duty involving the demolition of explosives.
  - h. Confirm that Soldiers who qualify for incentive pay for more than one type of hazardous duty may receive no more than two types of payments for the same period.
5. Determine subsistence allowances.
- a. Explain there are two types of subsistence allowance.
    - (1) Basic Allowance for Subsistence (BAS).
    - (2) Family Subsistence Supplemental Allowance (FSSA).
  - b. Explain that a single rate of BAS applies to all officers and the entitlement is paid at a monthly rate.
  - c. Explain that Enlisted members are entitled to one of two BAS rates (Enlisted BAS or Enlisted BAS-II).
  - d. Confirm restrictions for entitlement to BAS under the following conditions:
    - (1) When undergoing Basic Military Training.
    - (2) When in excess leave status.
    - (3) When in an AWOL status in excess of 24 hours.
    - (4) When on an approved educational leave.
    - (5) When a member with no dependents is training for Olympic Games.
    - (6) When serving a court-martial sentence that includes confinement.
  - e. Confirm payable BAS rates, including—
    - (1) BAS is paid at a monthly rate for a 30-day month.
    - (2) Officer BAS is paid at one rate.
    - (3) Confirm there are two rates for enlisted BAS.
      - (a) Standard Rate: The amount that a Soldier authorized to mess separately will receive.
      - (b) Discount Meal Rate: The rate for meal collections when a Soldier is on essential station messing.
    - (4) Ensure that for mandatory meal collections, the first day a Soldier is issued a meal card and last day when a Soldier is authorized to mess separately.
    - (5) Ensure that Soldiers who have mandatory meal collections deducted claim MISSED MEALS for meals they were unable to eat in the dining facility.
  - f. Confirm that a DA Form 4187 (Personnel Action) is used to start, stop, or change a Soldier's rations.
  - g. Confirm payment of Family Subsistence Supplemental Allowance (FSSA).
6. Explain other payable allowances.
- a. Compute Basic Allowance for Housing (BAH).
  - b. Compute Without Dependents-BAH-AC.
    - (1) Ensure members without dependents residing in other than government quarters, are paid BAH at the without dependent rate.
    - (2) Ensure Reserve Component Soldiers without Dependents are authorized BAH Type 1 at the without dependents rate when they are on active duty for more than 30 days.
  - c. Compute With Dependents-BAH-AC.
    - (1) Ensure that unless otherwise entitled, members residing with dependents in other than government quarters, are paid BAH at with/dependent rate.
  - d. Compute With Dependents-BAH-RC. Ensure if the Soldier is on orders for more than 30 days and residing with dependents in other than government quarters, Soldier is paid BAH at with dependent rate.
  - e. Compute Partial BAH:

**Performance Steps**

- (1) Ensure partial BAH is paid to a Soldier without dependents, who is assigned to single-type quarters, or is on field or sea duty, and not otherwise entitled to receive a BAH.
  - (2) Confirm that the DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)) is used to request partial BAH.
  - (3) Ensure applications for BAH on behalf of primary dependents are made on DA Form 5960 and include a copy of a marriage license, housing termination order or birth certificate be attached.
  - (4) Ensure DD Form 137-4 (Dependency Statement –Child Born Out of Wedlock Under Age 21) is used to apply for BAH on behalf of secondary dependents.
  - (5) Confirm that assignment and termination of Government Quarters is done with orders from the Housing Office serving the Soldier's duty station.
  - f. Compute Family Separation Allowance (FSA).
    - (1) Ensure FSA Type I (FSA-I) is paid to Soldiers for added housing expenses resulting from forced separation.
    - (2) Ensure FSA Type II (FSA-II) is paid to Soldiers with dependents when Soldiers with no other dependents are entitled to FSA-II under the same general conditions as members with non-active duty dependents, provided the couple was residing together immediately before being separated by reason of execution of military orders.
  - g. Compute Overseas Housing Allowance (OHA) to reimburse Soldiers for expenses they incur for overseas housing when government quarters are not assigned.
  - h. Compute Cost of Living Allowance (COLA) to defray the average excess costs for Soldiers with OCONUS assignments.
7. Implement Internal Control Procedures.
- a. Verify all documentation used to substantiate pay actions; maintain documentation on file.
  - b. Advise the unit commander on the Unit Commander's Finance Report (UCFR).
  - c. Reconcile the UCFR to ensure Soldiers don't incur undo financial hardship due to incorrect pay.
  - d. Implement plans, methods, and procedures to safeguard assets, and to prevent and detect errors and fraud.
  - e. Ensure that Internal control provides reasonable assurance that the objectives of the agency are being achieved.
  - f. Ensure reasonable assurance by designing and implementing internal controls based on related costs and benefits.
  - g. Adhere to The Defense Finance Accounting Service (DFAS) supplemental internal control policies and practices necessary to help protect resources and ensure mission effectiveness.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Analyzed the DoDFMR 7000.14-R Vol 7A.	—	—
2. Supervised the researching of finance actions.	—	—
3. Determined special pay entitlements.	—	—
4. Determined incentive pay entitlements.	—	—
5. Determined subsistence allowances.	—	—
6. Explained other payable allowances.	—	—

**Performance Measures**

**GO**    **NO-GO**

7. 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**

DoD 7000.14R VOL 7A  
DA Form 4187  
DA Form 5960  
DD Form 137-4

**Related**

## Subject Area 3: Coordinate Personnel Support

**Review Unit Morale, Welfare, and Recreation (MWR) Operations****805C-42A-3062**

**Conditions:** You are assigned to a Brigade S-1 section and your unit is preparing to deploy. The S-1 has tasked you to review the unit's MWR program and provide information to the brigade commander on what must occur prior to, during, and after deployment. You have access to AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities), FM 1-0, Human Resources Support), and standard office supplies.

**Standards:** Coordinate MWR and community support activities for the unit for peacetime and full spectrum operations while assigning responsibilities for support at the unit level during mobilization, contingency, and wartime operations to maintain the morale and esprit de corps of the unit.

**Performance Steps**

1. Brief commanders on the MWR Program's concept and objectives.
  - a. Explain that the MWR program—
    - (1) Supports combat readiness and effectiveness.
    - (2) Supports recruitment and retention of quality personnel.
    - (3) Provides leisure time activities, which support a quality of life commensurate with generally accepted American values.
    - (4) Promotes and maintains the mental and physical well-being of authorized personnel.
    - (5) Fosters community pride, Soldier morale, and Family wellness and promotes unit esprit de corps.
    - (6) Eases the impact of unique aspects of military life, such as frequent relocations and deployment.
  - b. Correlate each MWR program into several categories:
    - (1) Mission-sustaining programs.
    - (2) Community support programs.
    - (3) Revenue-generating programs.
2. Apply the principles of MWR support during peacetime and full spectrum operations.
  - a. Explain that during peacetime, the scope of MWR includes, but is not limited to sports activities, recreation centers, libraries, Family programs, child and youth services, clubs, bowling centers, golf courses, outdoor recreation, arts and crafts, automotive skills centers, and entertainment.
  - b. Explain that during full spectrum operations, the MWR network provides services to the Area of Responsibility (AOR). These services are in the form of unit recreation, library book kits, sports programs, and rest areas at brigade level and higher.
    - (1) The level of MWR Programs and subsequent access to these programs will expand and increase as the theater matures and stabilizes.
    - (2) Unit level management of MWR programs is accomplished by the Athletics and Recreation (A&R) Officer/NCO in each battalion and brigade/BCT.
  - c. Submit requests for assigned Red Cross personnel to accompany the brigade size unit through the U.S. Army Community and Family Support Center, Directorate of Family Programs (USACFSC-FP), the DoD executive agent for the deployment of Red Cross personnel during these situations.
  - d. Advise commanders that they should know and understand the role of the Family Readiness Group (FRG) and how community agencies can support Soldiers and their Families.
  - f. Ensure Army and Air Force Exchange Service (AAFES) opens and operates exchanges in contingency locations at the request of the combatant commander and subordinate commands.

3. Determine responsibilities for providing MWR support at the unit level during mobilization, contingency, and wartime operations.
  - a. Ensure commanders at all levels are responsible for the MWR support and readiness provided for their Soldiers and civilians.
  - b. Assign the Battalion S-1 A&R Officer/NCO the following MWR responsibilities:
    - (1) Coordinate with battalion S-4 to ensure that Soldiers and Civilians deploy with Health and Comfort Packs (HCPs).
    - (2) Determine the type and quantity of HCPs carried by Soldiers.
    - (3) Plan for unit MWR programs prior to deployment.
    - (4) Requisition book kits at the sustaining base or mobilization station.
    - (5) Ensure units include MWR equipment (unit level recreation kits, book kits, etc.) in the unit basic load plan.
    - (6) Appoint unit A&R officers/NCOs to coordinate MWR programs and maintain equipment
    - (7) Plan for AIFA that may be established and operated by unit personnel.
    - (8) Schedule Soldiers and civilians for R&R periods based on allocations established by their brigade/BCT.
    - (9) Coordinate establishment and operation of Soldier activity centers, recreation activities, exchanges and unit lounges.
    - (10) Coordinate unit programs to include acquisition, use, and maintenance of MWR equipment and supplies.
    - (11) Coordinate the unit Family Readiness programs and policies.
    - (12) Ensure that unit commanders appoint Family Readiness liaison personnel as an additional duty.
    - (13) Ensure that unit commanders establish Family Readiness Groups.
  - c. Assign the Brigade S-1 staff to facilitate and coordinate MWR programs with the following MWR responsibilities:
    - (1) Ensure commanders appoint A&R officers/NCOs at the Battalion and Company level.
    - (2) Plan for TFEs that are established and operated by commands using unit personnel.
    - (3) Plan for AIFAs that may be established and operated by unit personnel.
    - (4) Plan for DOX-T operations established and operated by AAFES personnel in a secure environment.
    - (5) Plan for MWR service level kits.
    - (6) Schedule Soldiers and civilians for R&R periods based on allocations provided by Division/Corps G-1.
    - (7) Schedule Soldiers and civilians for rest area utilization and pass programs.
    - (8) Coordinate establishment and operation of activity centers, recreation activities, exchanges, and unit lounges for all assigned personnel.
    - (9) Coordinate unit A&R programs to include acquisition, use and maintenance of equipment and supplies through G-1/S-1 and G-4/S-4 to determine what is already established and available in the unit area.
    - (10) Ensure that commanders appoint Family Readiness personnel at the Battalion and Company level as an additional duty.
4. Determine the battlefield flow of MWR.
  - a. Ensure operational plans include requirements for fitness and recreation, exchange activities, and community support functions.
  - b. Ensure staff responsibility for MWR support in a deployed environment remains an S-1/G-1 function whether civilian recreation staffs are available or not.
  - c. Plan for civilian MWR specialists to deploy to the AOR as early as the situation permits and only at the request of the Commander through the World Wide Individual Augmentation System (WIAS).
  - d. Coordinate with the Army/ASCC G-1 and appropriate Division/Brigade/BCT G-1/S-1 for rest areas and base camp commanders to deploy MWR service level kits, electronic game kits, theater in-a-box kits, and video messenger kits.



- e. Coordinate with Corps G-1 for rest areas to provide MWR support and exchange services within Corps and Division rear areas.
- f. Ensure supply channels stock MWR items on their Consolidated Table of Allowances (CTA).
- g. Ensuring the Army/ASCC G-1 establishes a pass program or rest area within the AOR.
- h. Request live entertainment based on availability, Army/ASCC policy, and the tactical situation.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Briefed commanders on the MWR Program's concept and objectives.	_____	_____
2. Applied the principles of MWR support during peacetime and full spectrum operations.	_____	_____
3. Determined responsibilities for providing MWR support at the unit level during mobilization, contingency, and wartime operations.	_____	_____
4. Determined the battlefield flow of MWR.	_____	_____

**Evaluation Guidance:** Score a GO if the Soldier passes (P) all applicable 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**  
 FM 1-0

**Related**

**Review the Human Resources Authorization Report (HRAR) to Ensure Proper Utilization  
805C-42A-3406**

**Conditions:** You are assigned to a Brigade S-1 section and your unit is preparing to deploy. You have access to—

- a. Human Resource Authorization Report (HRAR).
- b. DA Pam 611-21.
- c. AR 614-200.
- d. AR 600-8-6.
- e. eMILPO functional guidance.

**Standards:** The standard will be met when the following can be accomplished without error:

1. Verify personnel are properly assigned.
2. Verify mismatches which are not assigned according to the commander's priorities are an exception.
3. Verify designated personnel are properly utilized.
4. Ensure the processing of upcoming Expiration Terms of Service (ETS) or known losses and all new vacancies are filled with qualified Soldiers.
5. Ensure all new vacancies are filled with qualified Soldiers.

**Performance Steps**

1. Verify personnel are properly assigned.
  - a. Locate the Military Occupational Specialty Code (MOS) lines for the authorization and incumbent assignments on the UMR.
  - b. Identify discrepancies between the incumbent lines and the authorization lines.
  - c. Verify assigned MOSCs which do not match the authorized MOSCs are assigned IAW the commander's priorities.
2. Verify mismatches which are not assigned according to the commander's priorities are an exception, by verifying—
  - a. The assignment is to meet an urgent military requirement to satisfy an exceptional special duty.
  - b. The assignment is to qualify the Soldier for a shortage MOS.
  - c. The assignment is made to support Reserve summer training.
  - d. The assignment is made under special instruction from Headquarters, Department of the Army (HQDA).
  - e. Corporals are utilized in a specialist position at the same rank when no Noncommissioned Officer (NCO) vacancies are available in the current rank and same or higher skill level.
  - f. Soldiers assigned in a one-grade lower position meet the required conditions.
3. Confirm that designated personnel are properly utilized.
  - a. Identify personnel who are Conscientious Objectors.
  - b. Confirm Conscientious Objectors are properly utilized.
  - c. Confirm Inducted physicians, dentists, and veterinarians are properly utilized.
  - d. Confirm DLI graduates are properly utilized.
  - e. Ensure Non-bonus, First Term Soldiers serve in their PMOS during their first 12 months after completion of advanced individual training (AIT).
  - f. Ensure Bonus Recipients are utilized in the MOS in which they are receiving the bonus.
  - g. Ensure First Sergeant positions are utilized in their PMOS, by verifying—
    - (1) Exceptions are in the rank of Master Sergeant (MSG).
    - (2) Exceptions have the Skill Qualification Identifier (SQI) of "M."
    - (3) No qualified and available personnel with the proper PMOS/CPMOS and rank are available to fill the vacancy.

**Performance Steps**

- h. NCO ranks of Sergeant (SGT) through Sergeant Major (SGM)/Command Sergeant Major (CSM) fill MOS and grade authorization in Modification Table of Organization and Equipment (MTOE) and the Table of Distribution and Allowances (TDA) troop units.
- 4. Verify upcoming ETS or known losses.
  - a. Locate the ETS column on the UMR.
  - b. Verify the ETS is within the next 30 to 180 days.
  - c. Direct clerk to ensure pending losses are entered in eMILPO.
- 5. Ensure all new vacancies are filled with qualified Soldiers.
  - a. Locate Soldiers qualified in position number (POS NUM) 9990 or 9991 or 9992 to fill the vacancy.
  - b. Direct clerk to enter the change in position numbers in eMILPO.
  - c. Report any surplus or excess personnel monthly.
    - (1) Check that the Soldier's current MOS is over strength per HRC in/out call messages.
    - (2) Declare Soldiers who cannot be assigned as surplus or over strength.
  - d. Verify that UMR is kept in the active file.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Verified personnel were properly assigned.	_____	_____
2. Verified mismatches which were not assigned according to the commander's priorities are an exception.	_____	_____
3. Confirmed that designated personnel were properly utilized.	_____	_____
4. Verified upcoming ETS or known losses.	_____	_____
5. Ensured all new vacancies were filled with qualified Soldiers.	_____	_____

**Evaluation Guidance:** Score the Soldier GO if 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**

<b>Required</b>	<b>Related</b>
AAA-161	
AR 600-8	
AR 614-200	
DA PAM 611-21	

Subject Area 4: Conduct HR Planning and Operations

**Perform Joint Human Resources (HR) Operations**

**805C-42A-3029**

**Conditions:** You are assigned to a Human Resources (HR) position in a joint assignment where you are responsible for managing joint responsibilities and for training new HR personnel for their positions. You have access to Joint Publication (JP) 1-0.

**Standards:** Conduct Joint HR Operations that includes—

1. Employment of Joint structure and organizations.
2. Providing Personnel Support to Joint operations.
3. Key elements and requirements of a Joint Task Force Headquarters.

**Performance Steps**

1. Plan for the employment of Joint Service Structure and Organization by organizing the J-1 section of a joint force headquarters by establishing—
  - a. Personnel Readiness Division to focus on both current operations and long-term issues, develop and coordinate initiatives to ensure and enhance individual, theater and force-wide personnel readiness, and draft, coordinate and implement plans to address policy concerns such as postal procedures, awards, entitlements and pay and morale, welfare and recreation programs in theater.
  - b. Personnel Services Division to provide management of the internal Joint Staff military and civilian personnel programs, including selection, assignment and reassignment; and management of the organizational structure, functional assignments and manpower authorizations for the Joint Staff.
  - c. Joint Manpower Division (JMD) to develop manpower plans, policy guidance, and oversight for joint and NATO military activities, including the combatant commands and the Chairman of the Joint Chiefs of Staff-controlled activities, and control and maintain a current record of all approved manpower requirements and authorizations for the combatant commands and Chairman's Controlled Activities through review and validation of Joint Tables of Distribution (JTDs) and Joint Tables of Mobilization Distribution (JTMDs) listed in eJMAPS.
  - d. Director's Actions Group to review, analyze, and provide the Chairman, Joint Chiefs of Staff, positions on a broad range of personnel programs including: military entitlements and compensation; assignments/tour lengths; military manning requirements; Stop Loss; leaves and passes; recruiting and retention; accession policy; and Defense Language Transformation issues. It also prepares Joint Staff positions in response to legislative actions relating to personnel and readiness issues.
2. Brief Unit Leaders on the Roles and Responsibilities for Providing Personnel Support to Joint Operations.
  - a. Explain the DoD responsibilities for providing personnel support to joint operations.
  - b. Explain that the J-1 develops joint plans, policy, and guidance on manpower and personnel issues; coordinates manpower and personnel support to ensure success of ongoing peacetime, contingency, and wartime operations.
  - c. Explain that manpower management consists of providing plans, policy, and oversight on joint manpower program (JMP) issues and is the policy, processes, and systems used in the determination and prioritization within and among service manpower requirements and the additional augmentation required for contingencies or wartime and/or mobilization.
  - d. Determine rotation policies by ensuring—
    - (1) The J1, in coordination with the operations directorate, J3 recommends a rotation policy for individual augmentees assigned to JFC.
    - (2) The J-3 makes recommendations on unit rotation policies.

**Performance Steps**

- (3) Component commanders makes recommendations on both individual and unit rotation policies.
  - (4) The CCDR, in agreement with the service providing resources or the JCS, establishes individual and unit rotation policies.
  - e. Ensure heads of DoD agencies and non-DoD agencies deploying civilians in support of the operation coordinates all support requirements for their personnel with the JFC and meet theater admissions requirements as established by the CCDR.
  - f. Ensure civilians process through the central processing facility to ensure they receive the same processing, equipment, and training afforded military personnel supporting the operation.
  - g. Advise the commander on the establishment of theater admission requirements, ensuring the following is published:
    - (1) Guidance outlining admission requirements for the operational area.
    - (2) The requirement for passports and visas, collection of DNA samples, all immunization requirements, and policy on HIV testing.
    - (3) Information pertaining to any other customs or laws that may impact on deployment eligibility.
  - h. Ensure that prior to deployment the component employing civilian employees ensures that the employees are equipped, trained and prepared to deploy.
    - (1) Ensure that only the JTF commander authorizes civilian employees to carry weapons for their personal protection.
    - (2) Ensure that DoD civilians deployed in support of a JTF are eligible to receive awards as described by their individual component awards policy.
    - (3) Ensure that casualty reporting and processing procedures for deployed DoD civilian employees who become casualties is the same as required for military personnel.
  - i. Ensure the combatant command J-1 staff initiates the decisionmaking process for pay entitlements affected by the operation as part of the crisis action planning process. Address the following decisions:
    - (1) Designation of the operation as a Contingency Operation and determination on the Saving Deposit Program.
    - (2) Designation of imminent danger pay (IDP) and hostile fire pay.
    - (3) Declaration of combat zone tax exclusion (CZTE).
    - (4) Designation of the temporary duty (TDY) and/or temporary additional duty (non-unit-related personnel) status.
  - j. Establish other pay and entitlements affected by the deployment:
    - (1) Hardship Duty Pay-Location.
    - (2) Career Sea Pay (CSP).
    - (3) Family Separation Allowance.
    - (4) Special Leave Accrual.
  - k. Coordinate with the Joint Forces Postal Staff to establish the start of mail service as soon as possible after necessary postal personnel and assets have arrived in the operating area.
    - l. Ensure component commanders with units responsible for postal operations provide trained clerks for joint MPS activities, such as JMMTs, or JAMTs.
  - m. Establish MWR programs that include fitness programs and recreation facilities, exchange and resale services, entertainment services, food and beverage sales, book and video services, newspapers, access to telephones, and rest and recuperation programs.
  - n. Ensure that Service components adhere to Service reporting requirements for casualty information.
  - o. Ensure that awards from foreign governments are accepted only in recognition of active combat service or for outstanding or unusually meritorious performance.
3. Align the Elements and Requirements of a Joint Task Force Headquarters.
- a. Advise the Joint Force Commander (JFC) that he/she has the authority to organize forces to best accomplish the assigned mission based on the concept of operations.

**Performance Steps**

- b. Establish a standardized procedure to account for all personnel, including initial accountability for all personnel and ensure accountability procedures are conducted for the duration of the operation.
- c. Issue guidance that provides for C2 of joint operations, and direct and supervise JTF staff actions.
  - (1) Identify the JTF Headquarters (HQ) Base-Unit.
  - (2) Identify Key Staff and Command Group Personnel.
  - (3) Provide guidance on JTF HQ Organizational Structure.
  - (4) Advise CJTF on organization of JTF HQ and identify key staff codes.
  - (5) Coordinate the Overall Formation/Organization of JTF Staff.
- d. Ensure the Joint Manning Document (JMD) is utilized by the JTF to identify joint manning requirements.
- e. Ensure the J1 analyzes the mission to—
  - (1) Determine the manning requirements of the J-1.
  - (2) Assist other staff sections with identifying their manning requirements.
  - (3) Forward the resulting personnel augmentation requirements to the Combatant Command J-1 for fulfillment.
- f. Ensure that critical positions are identified, minimum grade, security clearances and occupational skill requirements are specified for individuals required to man the HQ.
- g. Ensure other J-1 staff sections identify their specific personnel requirements.
- h. Consolidate JMD input and forward to the CJTF.
- i. Ensure the Combatant Command J-1 coordinates validation of the requirements by the Combatant Commander.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Planned for the employment of Joint Service Structure and Organization.	—	—
2. Assigned Roles and Responsibilities for providing personnel support to Joint Operations.	—	—
3. Aligned the Elements and Requirements of a Joint Task Force Headquarters.	—	—

**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**  
JP 1-0

**Related**

**Apply the Human Resources Decisionmaking Process**  
**805C-42A-3300**

**Conditions:** You are the S-1 for a BCT and have just received an OPORD notifying the staff of your deployment to Afghanistan.

**Standards:** Apply the Human Resources military decisionmaking process to identify any personnel issues.

**Performance Steps**

1. Receive the Mission.
  - a. Receive orders, and guidance from higher headquarters or a new mission anticipated by the commander.
  - b. Receive the commander's initial guidance and a decision to conduct initial planning, to include timelines.
  - c. Ensure the Composite Risk Management (CRM) process is included as part of each phase of the operations planning process.
2. Conduct Mission Analysis.
  - a. Identify how the commander's intent focuses HR support efforts. Should not be tied to a specific course of action.
  - b. Evaluate Unit and system capabilities, limitations, and employment. This includes the ability to access voice and data systems for HR and C2.
  - c. Evaluate Task Organization to determine command support relationship for HR support.
  - d. Evaluate Organization of the unit for HR operations; how manpower allocations will be made to subordinate units.
  - e. Analyze personnel strength data to determine current capabilities and project future requirements.
  - f. Analyze unit strength maintenance, including monitoring, collecting, and analyzing data affecting Soldier readiness.
  - g. Analyze HR support and HR services available to the force (current and projected).
  - h. Prepare estimates for personnel replacements requirements, based on estimated casualties, non-battle losses, and foreseeable administrative losses to include critical military occupational skill requirements.
  - i. Update the running estimate.
  - j. Identify unit mission and the mission of supported and supporting units.
  - k. Identify key specified and implied HR tasks and determine which tasks are essential.
  - l. Identify constraints and limitations and how they affect HR end-state.
  - m. Identify HR key facts and assumptions.
  - n. Identify recommended Commander's Critical Information Report (CCIR)s and status of essential elements of friendly information.
  - o. Issue/receive warning order update.
3. Develop Courses of Action.
  - a. Develop a broad concept of operation and sustainment concept.
  - b. Revise planning guidance as necessary.
  - c. Determine HR resources required to support each Course of Action (COA).
  - d. Review each COA to ensure it supports the commander's intent.
  - e. Ensure HR capabilities, strength impacts, and HR asset vulnerabilities are considered.
  - f. Ensure current and future HR operations are included in COA.
  - g. Ensure the Composite Risk Management process is included in COA development.
4. Analyze Courses of Action.
  - a. Refine the status of all HR friendly forces.
  - b. List critical HR events in war gaming.

**Performance Steps**

- c. Determine how HR events will be evaluated.
  - d. Determine potential decision points, branches, or sequels.
  - e. Assess the results of the war gaming (from an HR perspective).
5. Compare Courses of Action.
- a. Refine COAs based on war game results.
  - b. Compare relative success of achieving HR success by each COA.
  - c. Identify the HR advantages and disadvantages of each COA.
  - d. Identify any critical areas of HR support which may impact on each COA, if any.
  - e. Identify major deficiencies in manpower.
  - f. Ensure the Composite Risk Management process is included in COA comparison.
  - g. Recommend the best COA from an HR perspective.
6. Gain Course of Action Approval.
- a. Select best COA; modify HR support as necessary to support.
  - b. Refine the commander's intent, CCIRs, and essential elements of friendly information.
  - c. Issue the Warning Order.
7. Produce Orders.
- a. Prepare OPORD.
  - b. Prepare Annex I Appendix 4 to include but not limited to the following items.
    - (1) Personnel Readiness Management.
      - (a) personnel augmentation and manning requirements-stop-move.
      - (b) priority of fill.
      - (c) individual Soldier readiness.
      - (d) replacement operations.
      - (e) cross-leveling.
      - (f) key leader/crew replacements.
    - (2) Personnel Accountability.
      - (a) system of record.
      - (b) initial manifesting/processing.
      - (c) guideline for reporting.
      - (d) accountability of contractors and other civilians.
    - (3) Strength Reporting.
      - (a) timeline reporting format and PERSTAT or JPERSTAT instructions.
    - (4) Casualty Operations.
      - (a) initial casualty reporting.
      - (b) reporting format.
      - (c) reporting timelines.
      - (d) release authority for reports.
    - (5) Essential Personnel Services.
      - (a) ID cards/tags.
      - (b) awards authority and processing.
      - (c) promotion processing.
      - (d) military pay/entitlements.
      - (e) personnel action requests.
      - (f) leaves and passes; R&R guidance and allocations by subordinate unit.
      - (g) evaluation reports.
      - (h) LOD.
      - (i) other EPS functions as necessary.
    - (6) Postal Operations.
      - (a) initial restrictions.
      - (b) addresses; supporting postal organization.
      - (c) scheduled delivery/retrograde.
      - (d) casualty mail.



**Performance Steps**

- (7) Morale, Welfare, and Recreation Operations.
  - (a) ARC support/procedures and processing.
  - (b) in-country MWR support.
  - (c) AAFES support.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Received the Mission.	—	—
2. Conducted Mission Analysis.	—	—
3. Developed Courses of Action.	—	—
4. Analyzed Courses of Action.	—	—
5. Compared Courses of Action.	—	—
6. Gained Approval of Course of Action.	—	—
7. 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.

Subject Area 5: Postal Service Center Administration

**Inspect a Military Post Office**

**805C-LF4-1361**

**Conditions:** While serving as a Military Postal Supervisor you are required to inspect a Military Post Office (MPO) for compliance with existing regulatory documents and agreements. Review procedures and documentation for accuracy and identify positive or negative trends utilizing DoD 4525.6-M, Appendix 2.

**Standards:** Accurately document all deficiencies identified and describe the corrective action for each deficiency identified on completed DD Form 2257 (Designation/Termination MPC-FPC-COPE-PFO), DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly), DD Form 2258 (Temporary Mail Disposition Instructions), DD Form 885 (Money Order Control Record), DD Form 1384 (Transportation Control and Movement Document), DD Form 1372 (Mail Manifest), DD Form 2261 (Registered Mail – Balance and Inventory), DD Form 2273 (Irregularities in Makeup and Dispatch of Mail), and DD Form 2262 (Receptacle Record); PS Form 17 (Stamp Requisition/Stamp Return), PS Form 1096 (Customer Receipt), PS Form 2942-A (Military Mail – AV-7 Delivery List), PS Form 3294 (Cash and Stock Count and Summary), PS Form 3369 (Consigned Credit Receipt), PS Form 3368 (Stamp Credit Examination Record), PS Form 1590 (Supplies and Equipment Receipt), PS Form 3831 (Receipt for Articles Damaged in Mail), PS Form 3849 (Delivery Notice/Reminder/Receipt), PS Form 3854 (Manifold Registry Dispatch Book), PS Form 3877 (Firm Mailing Book for Accounts Mail), PS Form 3977 (Duplicate Key Inventory), PS Form 3883 (Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail), PS Form 3806 (Receipt for Registered Mail), PS Form 3801 (Standing Delivery Order), PS Form 1586 (Supply Record), PS Form 1000 (Domestic or International Claim), and PS Form 1625 (Record of Entry – Registry Section); and various IRT, postal locator and Automated Military Postal System (AMPS) functions performed within the Military Post Office (MPO).

**Performance Steps**

1. Inspect Military Postal Finance Section by verifying the following:
  - a. Audits were conducted on a regular but random basis.
  - b. Financial folders.
    - (1) Opening and closing balances (AIC 853) on PS Form 1412 (Daily Financial Report).
    - (2) Audit results for trends. (e.g. overages, shortages and unresolved audits).
    - (3) Accountability of postal money orders and proper completion of the DD Form 885 (Money Order Control Record).
    - (4) Retention of the original PS Form 3369 (Consigned Credit Receipt) by the COPE.
    - (5) Availability and maintenance of PS Form 1096 (Cash Receipt), for PS Form 3977 (Duplicate Key Inventory).
    - (6) PS Form 17 (Stamp Requisition/Stamp Return) for proper submission and completion.
    - (7) Accountable USPS equipment is inventoried and properly documented using a Supplies and PS Form 1590 (Supplies and Equipment Receipt).
  - d. Proper accounting of overages and shortages.
  - e. Accounts are turned in temporarily when clerks are on leave for five consecutive days up to 30 days. Note: For absences over thirty days, the accounts are withdrawn completely.
  - f. Safe combinations are changed annually and/or as required.
  - g. Filler Accounts are maintained properly.
  - h. Window clerks demonstrate knowledge of postal regulations, maintain military appearance, and provide good customer service.
  - i. Proper accounting and maintenance of postal supplies.
  - j. Submission of Damaged Stock.
  - k. Functionality of the Integrated Retail Terminal(s) (IRT) and correct software version.
  - l. Letters and parcels are mailable, endorsed properly, correctly prepared forms are attached and exact postage is applied.

**Performance Steps**

- m. Maintenance, storage and accountability of postal funds, philatelic items and money orders.
- n. Finance clerk checks military identification of customers to verify privileges.

## 2. Inspect Military Postal Operations Section by verifying the following:

- a. Physical and operations security:
  - (1) PS Form 1625 (Record of Entry – Registry Section).
  - (2) Use and completion of SF 700 (Security Container Information).
  - (3) Use and completion of SF 701 (Activity Security Checklist).
  - (4) Use and completion of SF 702 (Security Container Check Sheet).
  - (5) Use and completion of PS Form 1628 (Individual Key Record).
  - (6) Resource protection binder contains current and required information.
  - (7) Training records are maintained and all training (e.g. bomb-threat; robbery) is properly documented.
  - (8) Emergency lighting is installed and working.
  - (9) Alarm test are conducted and documented.
  - (10) Protection of authentication codes.
  - (11) Access list(s) is current and accurate.
  - (12) Annual physical security inspection is accomplished and results posted in the resource protection binder.
  - (13) Emergency destruction of mail and postal effects memorandum is on file.
- b. Accountability and protection of registered mail.

NOTE: The registry section is notably the most secure location in your entire post office and will be constructed in a manner reflected in DoD 4525.6-M.

- c. The security and construction of the registry section meets the Standards of DoD 4525.6-M.
- d. Registered Mail documentation to ensure proper accountability of all registered items. (Note: When reviewing documentation, check the following: DD Form 2261; PS Form 3854; PS Form 3883; PS Form 3806; PS Form 3849; and DD Form 1384 for accuracy and completeness.)
- e. Operation of the MAIL CONTROL ACTIVITY (MCA).
  - (1) Mail moves as quickly as possible to its destination and does not permit situations that may enable mail to be left behind, lost, or stolen.
  - (2) Attendance of MPO personnel at monthly Air Carrier meetings and maintenance of meeting minutes.
  - (4) Mail Movement Schedule.
  - (5) Proper handling of mail.
  - (6) Maintenance and completion of Mail Manifests and AV-7s.
  - (7) Ramp watch of registered mail.
- f. Inventory and documentation of postal supplies and equipment.
  - (1) Supply clerk conducts inventories in January and July, at a minimum.
  - (2) Supply clerk properly prepares PS Form 1586 (Supply Record).
  - (3) Supply clerk maintains at least a 3 to 5 months supply of all items needed to operate a MPO.
- g. Proper completion and maintenance of DD Form 2257 (Designation/Termination MPC-FPC-COPE-PFO).
- h. Proper completion and maintenance of DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) to include the termination of appointments.
- i. Maintenance of publications and visual aids.
- j. Contingency plans for accuracy and relevance.
- k. Mail covers, postal offenses, seizures, and requests for privacy act information.
- l. Documentation of self-inspection(s).
- m. Processing of incoming and outgoing mail.
  - (1) Incoming and outgoing DD Form 1372 (Mail Manifest).
  - (2) DD Form 1384 (Transportation Control and Movement Document).

NOTE: DD Form 1384 used to record transportation and custody of registered mail via the Air Mobility Command (AMC).

- (3) DD Form 2273 (Irregularities in Makeup and Dispatch of Mail).

**Performance Steps**

- n. Accuracy of mail routing instructions/schemes and dispatch schedules.
- o. Accuracy and timely processing of mail.
- p. Maintenance, cleanliness, and adequacy of mail processing and transportation equipment.

3. Inspect Military Postal Services Section by verifying the following:

- a. Mail collection procedures.
  - (1) Check PS Label 55, Mail Collection Notices.
    - (a) Label is not faded and worn out.
    - (b) Information is legible.
    - (c) Cutoff times are correct.
    - (d) Last location of collection is listed.
    - (e) Mail from collection boxes are picked up no more than 20 minutes past the posted time and not before the cutoff times.
    - (f) Collection boxes are in good condition, replace if needed.
  - (2) Customer Service procedures.
    - (a) Clerks are well trained, courteous and professional.
    - (b) Adequacy and functionality of service windows.
- b. Use of publicity programs.
- c. Postal Service Center (PSC) is clean and well maintained.
  - (1) Mail receptacles are properly numbered, clean, and adequately maintained.
    - (a) Numbers on receptacles are not worn out and faded.
    - (b) Receptacles are clean and numbered properly.
    - (c) Customers are able to open their receptacles easily.
    - (d) Combinations are maintained accurately and securely.
    - (e) Receptacle boxes maintained with preset combinations.
    - (f) Receptacles are labeled correctly from the side mail is pitched.
    - (g) Mail receptacles are free of mispitched mail and do not contain old mail.
    - (h) Receptacles are not overstuffed with mail.
    - (i) Use and proper completion of PS Form 3849.
    - (j) Clerks comply with forwarding and hold instructions on posted DD Form 2258.
  - (2) Processing of Final Notices.
    - (a) Notices for Express mail are accomplished in a timely manner. -- Final + 3 days + 5 more days. Determine final disposition. Check for final disposition logs.
    - (b) Notices for all other mail except Express mail are accomplished in a timely manner - Final + 5 day + 10 more days. Determine final disposition.
    - (c) Label 21 (Officially Sealed) is used to seal letter class/flats received in open condition and is process correctly.
    - (d) PS Form 3849 is filed by last two digits and date and processed correctly.

NOTE: Ensure clerks follow the mail processing priority of Express, First Class Letter Mail, Priority, SAM Surface and so on, and ensure damaged mail properly wrapped and endorsed.

- (3) Operation of Postal Directory Service.
  - (a) In and out processing actions are completed in a timely manner.
  - (b) Directory card or applicable computer database record is on file for all personnel assigned.
  - (c) Directory cards/records cross reference when different last names are used and receptacles reflect that cross-reference.
  - (d) DD Form 2262 (Receptacle Record) is maintained properly and divided by active and inactive.
  - (e) PS Form 3801 (Standing Delivery Order), is accurate, current, not used for customer's convenience and cross-referenced to DD Form 2262.
  - (f) DD Form 285 for Unit Mail Clerks, if applicable, are current and on file.
  - (g) Hold mail is processed correctly.
  - (h) General Delivery mail is processed correctly.
  - (i) First class letter mail is directorized within 24 hours.

**Performance Steps**

- (j) Ensure second-class publication is directorized within 72 hours and processed correctly.
- (k) Proper endorsements are used for directorized mail.
- (l) Locator cards/records are coded for destruction/deletion 13 months after mail receptacle is withdrawn.
- (4) Processing of Claims and Inquiries.
  - (a) PS Form 1000 for accuracy, completeness and correct processing.
  - (b) Salvageable damaged mail has a completed PS Form 3831 (Receipt for Articles Damaged in Mail) attached to the item.
  - (c) Salvageable items are stored in a secure area, with limited access.
  - (d) Claims clerk and Postmaster/MPO supervisor sign for both PS Form 3831 for forwarded item to the MRC and the signed PS Form 1000 is attach.
  - (e) Check for trends involving fraud and abuse.
  - (f) Proper completion and processing of PS Form 542 (Inquiry About a Registered Article or an Insured Parcel or an Ordinary Article).
  - (g) Claims clerk maintains an accurate log of items processed.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Inspected a Military Postal Finance Section.	—	—
2. Inspected a Military Postal Operation Section.	—	—
3. Inspected a Military Postal Service Section.	—	—

**References**

<b>Required</b>	<b>Related</b>
DD Form 2257	
DD Form 285	
DD Form 2258	
DD Form 885	
DD Form 1384	
DD Form 1372	
DD Form 2261	
DD Form 2273	
DD Form 2262	
SF 700	
SF 701	
SF 702	
PS Form 17	
PS Form 1096	
PS Form 2942-A	
PS Form 3294	
PS Form 3369	
PS Form 3368	
PS Form 1590	
PS Form 1625	
PS Form 3831	
PS Form 3849	
PS Form 3854	
PS Form 3877	
PS Form 3977	
PS Form 3883	
PS Form 3806	
PS Form 3801	

**References**

**Required**

PS Form 1586  
PS Form 1000  
PS Form 1412  
PS Form 1628  
PS Form 542  
PS Label 55

**Related**

**Control Postal Supplies and Capital/Sensitive Equipment  
805C-LF4-3537**

**Conditions:** Given a requirement to requisition postal equipment and supplies and access to—

- a. Department of Defense (DoD) 4525.6-C (Postal Supply Catalog).
- b. PS Form 1567 (Requisition for Rubber and Steel Stamps Only).
- c. PS Form 1578-B (Requisition for Facing Slips or Labels).
- d. PS Form 7380 (MDC Supply Requisition).
- e. Information regarding the need for future supplies and equipment.
- f. Department of Defense (DoD) 4525.6-M (Postal Manual).

**Standards:** Ensure that equipment and supplies are properly controlled, maintained, and requisitioned.

**Performance Steps**

- 1. Verify that PS Form 7380 is complete and accurate.
  - a. Check section I (address and financial information) for accuracy.
  - b. Check section II (supply information) for accuracy.
  - c. Check section III (verification) for accuracy.
- 2. Verify that PS Form 1567 is complete and accurate.
  - a. Check administrative information.
  - b. Check supply totals.
- 3. Provide input for annual forecasting.
  - a. Research previous year's PS Form 7380 files.
  - b. Report accurate supply totals to the Postal Officer.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Verified that PS Form 7380 is complete and accurate.	_____	_____
2. Verified that PS Form 1567 is complete and accurate.	_____	_____
3. Provided input for annual forecasting.	_____	_____

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

<b>Required</b>	<b>Related</b>
DoD 4525.6-C	
DoD 4525.6-M	
PS Form 1567	
PS Form 7380	
PS Form 1578-B	

**Report Postal Offenses**  
**805C-LF4-3541**

**Conditions:** Given situations identified as postal offenses and access to—

- a. Department of Defense (DoD) 4525.6-M (Postal Manual).
- b. Domestic Mail Manual (DMM).

**Standards:** Report the suspected postal offense in accordance with (IAW) DoD 4525.6-M and the Domestic Mail Manual (DMM)

**Performance Steps**

1. Identify the type of postal offense committed.
  - a. Violation of laws.
  - b. Violation of agreements.
  - c. Violation of United States Postal Service (USPS) and Department of Defense (DoD) Regulations.
  - d. Security of the mail or other USPS property.
2. Notify the following personnel if an offense has occurred.
  - a. Immediate commander.
  - b. Local investigative agency.
  - c. Major overseas commander.
  - d. Military Postal Service Agency (MPSA).
3. Complete and submit initial report to the MPSA.
4. Complete and submit follow-up reports (if required).

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Identified the type of postal offense committed.	—	—
2. Notified immediate commander, local investigative agency, major overseas commander, MPSA.	—	—
3. Completed and submitted initial report to the MPSA.	—	—
4. Completed and submitted follow-up reports (if required).	—	—

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

<p><b>Required</b> DMM DoD 4525.6-M</p>	<p><b>Related</b></p>
---	-----------------------



## Identify Military Postal Service Responsibilities

**805C-LF4-3558**

**Conditions:** Given access to Department of Defense (DoD) Postal Manual 4525.6-M, Domestic Mail Manual (DMM), and United States Postal Service (USPS) Publication 38 (USPS-DoD Postal Agreement).

**Standards:** Identify Military Postal Service (MPS) Operations and components by explaining MPS mission and legal mandates to achieve excellence in postal service throughout the DoD.

### Performance Steps

1. Identify MPS mission to achieve excellence in postal service throughout the DoD by promoting efficient, economical transportation of mail, effective operation of military post offices (MPOs), and sound management of the official mail program.
  - a. History of the MPS.
  - b. Legal mandates of the MPS.
    - (1) United States Code, Title 39, establishing the Armed Forces Postal Services.
    - (2) DoD 4525.6-M, identifying the Army as DoD's single manager, and establishing Military Postal Services Agency (MPSA).
    - (3) USPS Publication 38 (USPS-DoD Postal Agreement) defining mutual responsibilities in providing coordinated and efficient postal services for the Armed forces during maneuvers and in time of peace, war, or national emergency.
  - c. Primary functions of the MPSA.
    - (1) MPSA is the single DoD point of contact with the USPS.
    - (2) MPSA serves as a proponent for DoD cost-control policy on DoD official mail cost.
    - (3) MPSA also serves as functional direction for the military mail and monitors transportation funds dedicated to overseas mail.
    - (4) How to establish a Military Post Office (MPO) IAW para. 106, DoD 4525.6-M.
2. Identify who can use the MPS.
  - a. Responsibility of the secretaries of the military departments to furnish postal service to DoD agencies and individuals designated as Department of Defense personnel.
  - b. Actions that result in loss of MPS to U.S. Military Personnel and that these actions must be coordinated through Military Postal Service Agency (MPSA) with Assistant Secretary of Defense (Production and logistics( ASD (P&L)) after mutual agreement among appropriate overseas commanders.
  - c. International agreements made to permit the establishment of military Postal Activities for U. S. Armed Forces and certain supporting civilian agencies within the host country.

NOTE: MPS activity can only be established if there is no objection by the host country.

  - d. Valid U. S. Government identification for use of the MPS.
    - (1) U. S. Armed Forces ID cards.
    - (2) U. S. Government ID cards.
    - (3) Locally produced authorization documents.
3. Report abuse/misuse of MPS.
  - a. Report any MPS customer to Office of Special Investigation (OSI), Criminal Investigation division (CID), etc. that receive mail items intended for resale.
    - (1) Apply prohibition whether resale is beneficial to charitable organizations on non-appropriated welfare fund activities.
    - (2) Do not apply to military exchanges/commissary, but do apply to all concessionaires.
  - b. Identify that exceptions will be evaluated by MPSA and Assistant Secretary of Defense (Production and Logistics (ASD (P&L)) if necessary, and will be approved only if resale would directly benefit the mission of the Department of Defense.
    - (1) Review paragraph B, Appendix A of DoD 4525.6-M.
    - (2) Review chapter 14, Postal offenses and losses.

## Performance Steps

4. Identify channels of communication.
  - a. MPSA is the single DoD point of contact with Headquarters (HQ) USPS for all Postal matters.
  - b. Installation commander's responsibility to communicate with local USPS representatives on operational concerns.
    - (1) Problems that cannot be resolved locally, whether overseas or CONUS (Continental United States) shall be forwarded through command channels to the MPSA.
    - (2) MPSA direct communication with DoD components and major commands to establish and implement uniform worldwide postal practices and procedures.
    - (3) Installation commanders in the US., its territories, and possessions will designate a local POC to act as liaison, with local USPS officials.
    - (4) Military investigation agencies may conduct direct liaison with the USPS inspection service on matters affecting the MPS.
5. Identify military postal service chain of command.
  - a. Responsibilities of the Assistant Secretary of Defense (Production and Logistics) ASD (CP&L).
  - b. Responsibilities of the Secretary of the Army.
  - c. Responsibilities of the Executive Director, Military Postal Service Agency.
  - d. Responsibilities of the secretaries of the military departments.
6. Identify responsibilities of the Joint Military Postal Activities (JMPA) in postal matters.
  - a. Relationship between JMPA and MPSA.
  - b. Responsibilities of JMPA Atlantic and JMPA Pacific.
7. Identify postal activity security and safety responsibilities.
  - a. Protection of mail, postal effects, and reporting violations.
    - (1) Postal qualification, selection, and assignment of postal clerks.
    - (2) Complete USPS or locally developed security statement for newly assigned clerks.
    - (3) Complete DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) & DD form 2257 (Designation/Termination MPC-FPC-COPE-PFO) for newly assigned clerks.
  - b. Need for limitations to postal facility access.
  - c. Need for strict compliance to keeping the door to facility locked.
8. Identify and initiate care and protection of stock funds and money orders.
  - a. Procedures for safe guarding all USPS funds.
  - b. Clerks responsibility to ensure all cash drawers and safes are locked properly when not being used.
  - c. Ensure combinations to cash and money order safes are changed annually or when a clerk is relieved of duty.
  - d. Ensure all issued keys are logged on PS Form 1628 (Individual Key Record).
  - e. Procedures for opening and closing Aerial Mail Terminal (AMT), MPO, or Mail Control Activity (MCA) facility.
  - f. Perform duress alarm deactivation when opening the postal facility.
  - g. Walk through the facility and check for any signs of tampering with windows or doors.
  - h. Importance of securing all doors to ensure proper security.
  - i. Maintain resource protection continuity book.
    - (1) Specific work place safety.
    - (2) Conduct duress/facility alarm checks and maintain log.
    - (3) Comply with anti-robbery instructions.
    - (4) Mail and facility bomb threat procedures.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Identified MPS mission to achieve excellence in postal service throughout the DoD by promoting efficient, economical transportation of mail, effective operation of MPOs, and sound management of the official mail program.	—	—
2. Identified who can use the MPS.	—	—
3. Reported abuse/misuse of MPS.	—	—
4. Identified channels of communication.	—	—
5. Identified MPS chain of command.	—	—
6. Identified responsibilities of the Joint Military Postal Activities (JMPA) in postal matters.	—	—
7. Identified postal activity security and safety responsibilities.	—	—
8. Identified and initiated care and protection of stock funds and money orders.	—	—

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

**Required**

- DMM
- DoD 4525.6-M
- USPS PUB 38
- DD Form 285
- DD form 2257
- PS Form 1628

**Related**

**Operate a Contingency Military Post Office**  
**805C-LF4-3560**

**Conditions:** Given a postal unit, notification that contingency operations are to take place, and access to Department of Defense (DoD) 4525.6-M Postal Manual.

**Standards:** Operate a Contingency Military Post Office Operations IAW DoD 4525.6-M.

**Performance Steps**

1. Act upon notification of a contingent operation as the Commander or supervisor.
2. Identify the level of support that would be provided to each unit.
3. Identify personnel issues.
4. Establish Mail Routing Instructions (MRI) and notify Military Postal Services Agency (MPSA).
5. Develop an emergency evacuation and destruction plan for postal effects that can be followed when sufficient advanced warning is received.
6. Ensure personnel are aware of the procedures for handling Enemy Prisoner of War (EPW) and Detained Personnel (DP) mail.
7. Establish procedures for contingency Directory Service.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Acted upon notification of a contingent operation as the Commander or supervisor.	_____	_____
2. Identified the level of support that would be provided to each unit.	_____	_____
3. Identified personnel issues.	_____	_____
4. Established Mail Routing Instructions (MRI) and notified MPSA.	_____	_____
5. Developed an emergency evacuation and destruction plan for postal effects that can be followed when sufficient advanced warning is received.	_____	_____
6. Ensured personnel were aware of the procedures for handling Enemy Prisoner of War (EPW) and Detained Personnel (DP) mail.	_____	_____
7. Established procedures for contingency Directory Service.	_____	_____

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

**Required**  
DoD 4525.6-M

**Related**

**Operate the Automated Military Postal System (AMPS) Database**  
**805C-LF4-3565**

**Conditions:** Given the following:

1. Internet Access.
2. AMPS Program (MPO COPE and Transportation Access Level Authorization).
3. DoD 4525.6-M, Postal Manual.
4. Consolidated Air Massing and Labeling Scheme (CAMALS).
5. USPS Handbook T-7 (Distributing, Dispatching, and Transporting Military Mail By Air).

**Standards:** Accurately prepare and generate the following automated postal documentation via AMPS program:

1. PS Form 2942-A (Military Mail – AV-7 Delivery List).
2. PS Form 2734-B (Air Transportation Pay and Routing Adjustment – International and Military Mail).
3. PS Form 2759 (Report of Irregular Handling of Mail).
4. Postal Net Alert (PNA).

**Performance Steps**

1. Review areas of instruction in the Automated Military Postal System (AMPS).
  - a. Military zip codes.
  - b. Mobile Mail Routing.
  - c. Consolidated Air Massing and Labeling Scheme (CAMALS).
  - d. Access to AMPS.
  - e. MPO Transportation Module.
  - f. MPO Information Module.
  - g. MPO Equipment Module.
  - h. Training Module.
2. Maintain AMPS, based on user access level.
  - a. Update postal facilities information.
  - b. Maintain PS Form 2942-A (Military Mail – AV-7 Delivery List).
  - c. Maintain PS Form 2734-B (Air Transportation Pay and Routing Adjustment – International and Military Mail).
  - d. Maintain Postal Net Alerts (PNA).
  - e. Maintain PS Form 2759, (Report of Irregular Handling of Mail).
3. Transport mail and report Mail Status.
  - a. Fill out PS Form 2734-B (Air Transportation Pay and Routing Adjustment – International and Military Mail).
  - b. Adjust PS Form 2734-B for flights missed, cancelled, or overbooked.
  - c. Submit irregularity and PNA reports via AMPS.
  - d. Track postal supplies.
  - e. Update/close reports.
  - f. Track/view scheduled system maintenance times and dates.

**Performance Steps**

4. MPO Information and Voting Program.
  - a. Report postal offenses.
  - b. View active and closed postal offenses.
  - c. Locate MPO's by zip codes.
  - d. View Ship/Navy Mobile Unit Reports, Voting Reports, and FEDSTRIP Reports.
  - e. View financial reports.
  - f. Submit daily financial reports.
  - g. View equipment and supplies inventory.
  - h. Submit equipment and supply requisitions.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Reviewed Modules of Automated Military Postal System (AMPS).	—	—
2. Updated postal facilities information.	—	—
3. Prepared and distributed PS Form 2942-A (Military Mail – AV-7 Delivery List).	—	—
4. Prepared and distributed PS Form 2734-B (Air Transportation Pay and Routing Adjustment – International and Military Mail).	—	—
5. Prepared and submitted Postal Net Alerts (PNA).	—	—
6. Prepared and submitted PS Form 2759 (Report of Irregular Handling of Mail), and reporting mail status.	—	—
7. Tracked postal supplies.	—	—
8. Updated and closed reports.	—	—
9. Tracked and viewed scheduled system maintenance times and dates.	—	—
10. Submitted daily financial reports.	—	—
11. Viewed financial reports.	—	—
12. Submitted and reported postal offenses.	—	—
13. Viewed Ship/Navy Mobile Unit Reports, Voting Reports, and FEDSTRIP Reports.	—	—
14. Viewed and submitted equipment and supply requisitions.	—	—

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

<b>Required</b>	<b>Related</b>
DoD 4525.6-M	
PS Form 2942-A	
PS Form 2734-B	
PS Form 2759	

Subject Area 6: Postal Finances

**Perform Audits at a Military Post Office  
805C-LF4-3555**

**Conditions:** Given a situation requiring an audit and access to—

- a. Department of Defense (DoD) 4525.6-M.
- b. PS Form 3294 (Cash and Stock Count and Summary).
- c. Fixed credits.
- d. Postage Meter funds.
- e. Money Order funds.
- f. Standard USPS supplies and equipment.

**Standards:** Conduct and record the audit of fixed credits, postage meter funds, and money order funds IAW DoD 4525.6-M.

**Performance Steps**

- 1. Conduct audits at the required intervals, (monthly, quarterly and special).
- 2. Conduct audits at unscheduled and unannounced times.

NOTE: Do not allow exchange of funds or stock between accounts or conduct business of any sort during the audit.

- 3. Audit the fixed credits/flexible credits, postage meter funds, and money order funds.
- 4. Record the results of the audit.
- 5. Carry forward any overages and shortages within tolerance.
  - a. For a fixed credit of \$100.00 - \$300.00 - the tolerance is \$5.00.
  - b. For a fixed credit of \$300.01 - \$1,000.00 - the tolerance is \$10.00.
  - c. For a fixed credit of \$1,000.01 - \$5,000.00 - the tolerance is \$20.00.
- 6. Collect overages and shortages in excess of tolerance limits.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Conducted audits at the required intervals.	—	—
2. Conducted audits at unscheduled and unannounced times.	—	—
NOTE: Did not allow exchange of funds or stock between accounts or conduct business of any sort during the audit.		
3. Audited the fixed credits/flexible credits, postage meter funds, and money order funds.	—	—
4. Recorded the results of the audit.	—	—
5. Carried forward any overages and shortages within tolerance limits.	—	—
6. Collected overages and shortages in excess of tolerance limits.	—	—

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

**Required**

DoD 4525.6-M

PS Form 3294

**Related**



## Skill Level 4

## Subject Area 1: Man the Force

**Supervise Unit Status Reporting (USR)**  
**805C-42A-4026**

**Conditions:** You are assigned to an S-1 section and have been assigned responsibility for the personnel portion of the 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, unit personnel status information and strength data.

**Standards:** Supervise the unit's USR system to ensure that a complete and accurate unit status report is submitted on time for your unit and includes all subordinate units' reports.

**Performance Steps**

1. Integrate Unit Status Reporting (USR) processes and procedures into unit activities.
  - a. Explain the purpose of the USRs.
  - b. Submit periodic reports in accordance with policy guidance.
    - (1) MTOE Units.
    - (2) TDA Units.
  - c. Explain the seven types of reports.
  - d. Determine the classification of information extracted from USRs.
    - (1) SECRET.
    - (2) CONFIDENTIAL.
  - e. Determine the classification of requests for and approvals of C-5 status.
  - f. Determine when to declassify USRs and information extracted from USRs.
  - g. Explain normal USR reporting channels for AC and RC units (not on active duty).
    - (1) Mobilized (federalized) ARNG units report through the active army MACOM. HQDA provides information back to CNGB.
    - (2) Multi-Compo units flow to two sets of "parent" units:
      - (a) The multi-compo "AA" element reports through its higher level headquarters within its own compo.
      - (b) Subordinate elements (AC and RC) within the multi-compo unit report to their multi-compo "AA" headquarters.
2. Calculate personnel strength percentages.
  - a. Divide assigned strength by required strength to determine the assigned strength percentage (ASPER).
  - b. Divide available strength by required strength to determine the available strength percentage (AVPER).
  - c. Compute available military occupational specialty (MOS) qualified (MOSQ) personnel percentage (MSPER) based on a comparison of available MOS qualified personnel and required MOS-qualified personnel.
  - d. Count personnel who have successfully completed a MOS awarding program for the assigned duty position as MOSQ for unit status reporting purposes.
  - e. Compare the number of available commissioned officers, WOs, and noncommissioned officers (NCOs) (grades E-5 through E-9) to required senior-grade personnel to calculate the available senior-grade percentage (SGPER).
  - f. Calculate SDPER (Special Duty Personnel).
    - (1) All MTOE units will enter the number of total man-days positions in the unit that were vacant during the reporting period because of BMM and Troop Diversion (TD) requirements.

**Performance Steps**

- (2) The SDTOTAL must be the sum of each individual service member's BMM or TD time, in days, during the reporting period.
  - (3) BMM includes all Soldiers assigned to MTOE units who have been temporarily assigned duties within TDA activities where a MACOM-approved manpower requirement exists but for which no manpower space has been authorized.
  - (4) TD includes all Soldiers (not qualifying as BMM) from units (TDA or MTOE) tasked to perform recurring duties with an organization or unit other than that to which they are assigned while they continue to be administered by the unit of assignment.
3. Calculate the unit's overall Personnel Level (P-Level).
    - a. Identify required strength.
    - b. Identify assigned strength.
    - c. Compute assigned strength percentage.
    - d. Identify available strength.
    - e. Compute available strength percentage.
    - f. Identify available MOS-qualified strength.
    - g. Compute available MOSQ percentage.
    - h. Identify available senior-grade strength.
    - i. Compute available senior-grade percentage.
    - j. Determine unit's overall P-level.
  4. Calculate the unit's Equipment on Hand (EOH) status level by comparing the fill of selected equipment to wartime or primary mission requirements.
  5. Ensure units report equipment readiness level (R-level).
    - a. Determine the aggregate R-level for all reportable equipment on-Hand, regardless of ERC. Determine a separate R-level for each on-hand pacing item (ERC P) LIN.
    - b. Determine the unit's overall R-level by comparing the aggregate R-level determined for all reportable equipment on-hand to the separate R-levels determined for pacing item LINs. The unit's overall R-level is equal to the lower of these R-levels.
  6. Ensure commanders of all Army reporting units report the training readiness status of their units.
    - a. Determine the T-METL percentage.
      - (1) Determine the estimated number training days.
      - (2) Determine the manning and qualification data for the unit's required squads/crews/teams/ (if applicable).
  7. Calculate unit's overall C-level.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Integrated USR processes and procedures into unit activities.	—	—
2. Calculated personnel strength percentages.	—	—
3. Calculated the unit's overall P-level.	—	—
4. Ensured commanders reported the units training level.	—	—

**Performance Measures**

**GO**    **NO-GO**

- 5. Ensured the unit commander made a subjective assessment of the unit's ability to execute that portion of the mission it would be expected to perform within 72 hours of the report.
- 6. Calculated the unit's overall C-level.

\_\_\_\_    \_\_\_\_  
 \_\_\_\_    \_\_\_\_

**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**

**Supervise the Deployment Cycle Support (DCS) Program**  
**805C-42A-4030**

**Conditions:** You are recently assigned to an S-1 section and your unit is preparing to deploy. The commander has assigned you responsibility for coordinating the responsibilities for the DCS program. You have access to AR 600-8-101, DA PAM 600-8-101, the contingency plan for your deployment, FM 1-0, and DA Form 7631 (Deployment Cycle Support (DCS) Checklist).

**Standards:** Coordinate the DCS principles and considerations into your unit's planning and operations to ensure all S-1 responsibilities are performed and unit and Soldier readiness is achieved and maintained.

**Performance Steps**

1. Correlate the basic principles of DCS.
  - a. Explain that DCS is a comprehensive process focused on preparing Soldiers (AC and RC), DA Civilians, and Army families for the successful return and reunion of deployed members into their pre-deployment environment.
  - b. Explain that the objective of DCS is to help reduce or eliminate the stressors that contribute to domestic violence, post traumatic stress, and other behavioral stressors caused by a deployment.
  - c. Explain the seven stages to the DCS process which support the deployment cycle by emphasizing the human dimension of readiness.
  - d. Implement DCS planning by ensuring—
    - (1) DCS operations include Soldiers departing theater on emergency leave, R&R, and medical evacuation.
    - (2) All Soldiers undergo DCS tasks within the respective phases of the deployment cycle and complete and document tasks.
    - (3) Supporting units, agencies, and staffs provide necessary assistance to units and/or eligible individuals to accomplish DCS tasks during the appropriate phases of the deployment cycle.
    - (4) All levels of command are involved to ensure DCS tasks are accomplished and documented for all Soldiers, including Army personnel deploying or deployed with other services.
    - (5) The gaining command is responsible for DCS tasks not completed for newly assigned and returning Soldiers and their families.
    - (6) Family members of DA Civilians are included in Army family programs and both Soldier and DA Civilian family members are authorized and encouraged to attend briefings, training, counseling, and other services identified by the DCS process and participate in follow-up assistance.
    - (7) DA Civilians deployed overseas and their family members use Military OneSource services during the period of deployment and for up to 180 days after return to home station.
2. Correlate the stages of DCS and S-1 considerations during each stage into unit planning and operations.
  - a. Oversee tasks during the first stage of DCS, when units complete reset actions and begin to enter the traditional training cycle.
    - (1) Oversee DCS tasks consisting of personnel administrative actions, briefings, training, counseling, and medical evaluations to ensure they are completed for all Soldiers, DA Civilians, and their families for extended deployments.
    - (2) Coordinate with the sustaining base for: Soldier readiness processing, database management, custody and maintenance of personnel records for Soldiers and Department of Defense (DoD) civilians, family readiness and support, and casualty operations management in CONUS.
    - (3) Develop the Soldier's Personnel Readiness File.

**Performance Steps**

- b. Ensure that during mobilization, units or individuals that are alerted for possible deployment undergo preparation.
- c. Plan for DCS tasks during the deployment stage, when units or individuals deploy from the CONUS or OCONUS installations into the designated theater.
- d. Conduct DCS tasks, when units and individuals perform their assigned mission in support of the Joint Force Commander during the employment stage.
  - (1) Supervise employment stage tasks including recurring administrative actions and briefings, training, and counseling for Soldiers departing theater on emergency leave, R&R, and medical evacuation.
  - (2) Account for unit personnel.
  - (3) Report strength daily.
  - (4) Report casualties.
  - (5) Conduct essential personnel services.
  - (6) Administer Morale, Welfare, and Recreation, Rest and Recuperation (R & R), and pass programs.
- e. Monitor DCS tasks during the redeployment stage.
  - (1) Maintain personnel accountability.
  - (2) Plan for the train-up of incoming S-1 personnel and provide Relief in Place/Transfer of Authority (RIP/TOA) ceremony support with incoming unit.
  - (3) Prepare for the transfer of Stay Behind (SBE) to the incoming unit's organizational property book.
- f. Ensure that those tasks not completed in the redeployment stage are completed in the post-deployment stage.
  - (1) Ensure all individuals departing theater have a DA Form 7631, DCS checklist, in their possession.
  - (2) Ensure when all of the tasks are complete, the commander validates the form.
- g. Advise that during post deployment, individual redeployment and demobilization processing (reverse SRP, medical screening, and DCS process) must be completed.
  - (1) Ensure Rear Detachment Commander (RDC) provides updated manifest to key local agencies, identifies potential home station issues and notifies the incoming commander.
  - (2) Maintain accountability of personnel.
  - (3) Plan for leave schedules and homecoming ceremonies.
  - (4) Complete investigations, evaluation reports, and safety briefings.
- h. Ensure that during the reconstitution phase preparations begin for future deployment missions.
  - (1) Prepare to begin collective unit training.
  - (2) Complete reception activities for every Soldier and ensure all tasks are completed on DA Form 7631 and DCS checklist.

**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**

- 1. Correlated the basic principles of DCS by—
  - a. Explaining the process of the DCS to unit personnel.
  - b. Identifying the objective of DCS.
  - c. Explaining the seven stages to the DCS process.
  - d. Implementing DCS planning.

<u>GO</u>	<u>NO-GO</u>
—	—

**Performance Measures**

**GO**      **NO-GO**

- |   |                           |
|---|---------------------------|
| <p>2. Correlated the stages of DCS and S-1 considerations during each stage into unit planning and operations by—</p> <ul style="list-style-type: none"> <li>a. Overseeing tasks during train-up and preparation, including coordinating with the sustaining base.</li> <li>b. Ensuring that during mobilization, units or individual that are alerted undergo preparation.</li> <li>c. Planning for DCS tasks that must be accomplished during the deployment stage.</li> <li>d. Conducting DCS tasks that must be accomplished during the employment stage.</li> <li>e. Monitoring DCS tasks during the redeployment stage.</li> <li>f. Ensuring those tasks not completed during the redeployment stage are completed in the post-deployment stage.</li> <li>g. Advising during post-deployment DCS tasks that must be completed.</li> <li>h. Ensuring that during the reconstitution phase, preparations begin for future deployment missions.</li> </ul> | <p>_____</p> <p>_____</p> |
|---|---------------------------|

**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 600-8-101
- DA PAM 600-8-101
- DCS CONPLAN
- FM 1-0
- DA Form 7631

**Related**

## Supervise Personnel Information Management (PIM)

### 805C-42A-4233

**Conditions:** You are assigned to an S-1 section for a deployable unit and are required to supervise Soldiers in maintaining personnel information for members of your unit. You have access to AR 600-8-1, AR 600-8-104, FM 1-0, DD Form 93 (Record of Emergency Data), and VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate) documents.

**Standards:** Direct the flow of personnel information in the brigade that provides timely and accurate information to commanders, while ensuring personnel information management (PIM) responsibilities and requirements are adhered to by unit personnel.

### Performance Steps

1. Communicate the mission of PIM and how it affects other HR Core Competencies.
  - a. Explain that PIM is the foundation for HR Core Competencies.
  - b. Explain that the goal of PIM is to ensure timely and accurate personnel data on Soldiers and civilians is provided to commanders and other decisionmakers that affect other HR core competencies.
2. Assign PIM responsibilities from the Brigade S-1 through theater level.
  - a. Ensure the Brigade S-1 executes PIM through the following processes:
    - (1) Update strength related information in automated databases to include gains, losses, grade and duty status changes.
    - (2) Update HR Information systems.
    - (3) Conduct Personnel Automation Section (PAS) management for all subordinate units.
    - (4) Maintain personnel files in accordance with governing regulations and policies.
  - b. Confirm that the Division/Corps G-1s manage PIM through the following processes:
    - (1) Monitor personnel information on assigned and attached personnel that updates HR Information systems.
    - (2) Maintain personnel files IAW governing regulations and policies.
    - (3) Establish policies and procedures that affect PIM for subordinate units.
    - (4) Provide technical direction to HR units in support to the division.
  - c. Ensure the HRSC retains responsibility for all aspects of PIM in their operational area.
    - (1) Coordinate PIM updates on assigned/attached personnel through HR Information systems.
    - (2) Monitor PIM through access to eMILPO and DTAS.
    - (3) Control personnel files IAW governing regulations and policies.
    - (4) Provide technical guidance for PIM to subordinate HR Operation Cells, G-1s, and Brigade S-1s.
    - (5) Publish implementing instructions for personnel policies and programs for support units and the theater.
    - (6) Establish and maintain a theater personnel database.
    - (7) Provide technical assistance to supported units on all personnel automated systems in theater.
3. Administer manual PIM requirements and management tools.
  - a. Identify the Integrated Total Army Personnel Data Base (ITAPDB) as the corporate-level data repository for all components that is maintained by the U.S. Army Personnel Information Systems Directorate (PERSINSD) at HRC.
  - b. Ensure accurate and timely updating of the database of record.
  - c. Employ eMILPO as the database of record for updating Soldier information.
  - d. Review key eMILPO reports and outputs.
  - e. View officer and enlisted personnel strength and authorization information through the Common Operating Picture Synchronizer (COPS).

### Performance Steps

- f. Review key COPS reports and outputs.
  - g. Employ DCIPS-FWD as the automated system to record and report casualty data.
  - h. Employ deployable RAPIDS as a laptop version of RAPIDS designed 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.
  - l. Employ EDAS to manage and distribute the Army's enlisted Soldiers (active component) and to update enlisted records data on the TAPDB-Active Enlisted. Assignment managers at HRC process assignments, deletions, and deferments for Soldiers via EDAS.
  - m. Employ eTOPMIS for its officer/warrant officer information retrieval and data query functionality.
  - n. Employ eTOPMIS to pull officer/warrant officer information.
  - o. Employ TPS to create a deployable personnel database which allows HR managers to conduct deployed PA/SR operations:
    - (1) Generate reports (Personnel Daily Summary, Personnel Requirements Report).
    - (2) Eliminate unnecessary data entry to create manifests, deployed databases and reports based on embedded capabilities and link to TAPDB.
    - (3) Produce and edit task force structures by UIC, SSN and/or crew.
    - (4) Generate deployment, redeployment, and aircraft manifests.
    - (5) Automatically build a deployed personnel database.
    - (6) Provide queries on deployed personnel.
    - (7) Interface with RAPIDS, Air Mobility Command/Global Transportation Network
    - (8) Generate transfer files which are uploadable to populate the DTAS deployed personnel database.
4. Administer PAS Management responsibilities at battalion and brigade S-1 level.
- a. Establish accounts for all users of eMILPO assigned to the Brigade.
  - b. Perform system administration functions using the System Administration Menu.
  - c. Assign Roles and Responsibilities through workflow roles within the eMILPO application.
  - d. Create, maintain, and remove user accounts for the unit boundaries authorized to manage.
5. Determine official documents required in the Military Personnel File (MPF).
- a. Establish a MPF that consists of an Enlisted Record Brief (ERB) or DA Form 4037 (Officer Record Brief (ORB)), DD Form 93, VA Form SGLV 8286, and DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) (every packet with allied documents).
  - b. Maintain MPF in a manila folder or any other suitable filing method as determined by personnel record custodians.
  - c. Verify the security clearance data for all active Army Soldiers in Section II or the ERB and ORB.
  - d. Ensure section personnel are trained on how to update the DD Form 93 (Record of Emergency Data) and what documents are required to validate the information.
  - e. Enter Person Authorized to Direct Disposition (PADD) information in eMILPO.
  - f. Ensure each Soldier designates who will receive payments from Servicemember's Group Life Insurance via the VA Form SGLV 8286.
  - g. Provide written notification to the spouse if a married Soldier elects reduced insurance coverage from the maximum amount or designates a beneficiary outside of his or her spouse or family members.
  - h. Ensure that VA Form SGLV 8286 is used to initiate insurance when it has previously been rejected and when the Soldier elects an increased amount of coverage.
  - i. Brief Soldiers on reasons for termination of SGLI.
  - j. Schedule periodic reviews of the DD Form 93 and VA Form SGLV 8286.



**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Communicated the mission of PIM and how it affects other HR Core Competencies to unit leaders.	_____	_____
2. Assigned PIM responsibilities.	_____	_____
a. Confirmed the battalion S-1 PIM responsibilities.		
b. Confirmed the Division / Corps G-1 manages PIM for all assigned units.		
c. Confirmed the HRSC retains responsibility for all aspects of PIM in their operational area.		
3. Administered manual PIM requirements and management tools.	_____	_____
4. Administered PAS Management responsibilities at battalion/brigade S-1 level.	_____	_____
5. Determined official documents required in the Military Personnel File (MPF).	_____	_____

**Evaluation Guidance:** Score a GO if the Soldier passes (P) all applicable 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**

<b>Required</b>	<b>Related</b>
AR 600-8-1	
AR 600-8-104	
DD Form 93	
FM 1-0	
VA Form SGLV 8286	
DA Form 4037	
DD Form 4	

## **Supervise Enlisted Distribution and Assignments (EDAS)**

### **805C-42A-4411**

**Conditions:** You are assigned to a brigade S-1 section and are required to manage enlisted distribution and assignments within the brigade. You have access to a computer, with internet connectivity, AR 11-6, AR 600-8-11, AR 611-1, AR 614-200, DA PAM 611-21, and standard office supplies.

**Standards:** Administer enlisted distribution and assignments within the brigade that maintains appropriate levels of staffing consistent with Army manning guidance while maintaining unit readiness levels.

#### **Performance Steps**

1. Review the screening of the EDAS cycle.
  - a. Review weekly EDAS cycle from Personnel Automation Section (PAS).
  - b. Ensure a reassignment file for each Soldier on the current EDAS cycle is complete.
2. Ensure blocks 1 through 15 of DA Form 5118 (Reassignment Status and Election Statement) are complete.
3. Review the Special Management Command (SMC) process of each Soldier using DA Form 5118.
  - a. Verify the appropriate boxes (yes, no, N/A) in questions 17 through 27 in Section B - General Eligibility Status - are checked.
  - b. Verify the appropriate boxes (yes, no, N/A) in questions 28 through 34 in Section C - Time in Service Requirements Status are checked.
4. Review reassignment briefing and individual interview.
  - a. Ensure there are four completed copies of the Reassignment Notification Memorandum for the Soldier completing DA Form 5118, Part III.
  - b. Ensure any special processing requirements are annotated during initial screening of the assignment by Military Personnel Division (MPD) or Brigade S-1).
  - c. Ensure the interview date is established and this date is on the Reassignment Notification Memorandum.
  - d. Ensure a copy of DA Form 5118, Parts IV-VII, is attached to the Reassignment Notification Memorandum.
  - e. Ensure a copy of the "Handout for Personnel Assignment DA Directed Schooling in Conjunction with PCS" to Reassignment Notification Memorandum is attached, if the Soldier requires temporary duty (TDY) schooling.
  - f. Ensure the Reassignment Notification Memorandum original, two copies, and enclosures are forwarded to the Battalion S-1 for action.
  - g. Ensure an additional copy of the Reassignment Notification Memorandum is forwarded to the Retention and Transition Work Center (if Soldier does not have enough remaining service to meet the requirements for reassignment).
  - h. Ensure a copy of the Reassignment Notification Memorandum is placed in the Soldier's reassignment file.
  - i. Initiate a deletion or deferment task if Reassignment Notification Memorandum 1st End from Battalion S-1 to Commander, Brigade S-1 and DA Form 5118 reveal any disqualifications.
  - j. Ensure any special processing requirements such as Exceptional Family Member Program (EFMP), Homebase Advance Assignment Program (HAAP), and married Army couples are identified.
5. Review Part 1 of a Soldier's DA Form 5118 to the Soldier's MPRJ and ERB to ensure that all normal and special eligibility requirements for reassignment are met.
  - a. Ensure that Part 1 - Blocks (1 – 15) are accurate.
  - c. Ensure that Section B - General Eligibility Status - is completed.
  - d. Ensure Section C - Time in Service Requirements Status - is completed.

**Performance Steps**

6. Review deletions/deferments request.
  - a. Ensure DA Form 5118 is complete.
    - (1) Ensure Part 1 - Military Personnel Division/Personnel Service Company - is accurate.
    - (2) Ensure Section A - Special Management Command Status - is completed.
    - (3) Compare the check mark in the "yes," "no," or "N/A" box in Block 16 to Table 2-1, Reassignment Eligibility rules, to determine if the Soldier requires a deletion or deferment.
    - (4) Ensure Section B - General Eligibility Status - is completed.
7. Ensure all departure documents are prepared and processed.
  - a. Verify Permanent Change Station (PCS) orders are attached.
  - b. Verify a completed DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is attached, if applicable.
  - c. Verify there is a Memorandum for authorization for travel at government expense, if applicable.
  - d. Verify there is a nonconcurrent family travel authorization, if applicable.
  - e. Verify there is a passport, if applicable.
8. Ensure a date of loss (DLOS) transaction has been prepared.

**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 screening of an EDAS cycle. <ol style="list-style-type: none"> <li>a. Reviewed weekly EDAS cycle from the PAS.</li> <li>b. Ensured a reassignment file for each Soldier on the current EDAS cycle was complete.</li> </ol>	—	—
2. Ensured blocks 1 through 15 of DA Form 5118 were complete.	—	—
3. Reviewed the Special Management Command (SMC) process of each Soldier using DA Form 5118. <ol style="list-style-type: none"> <li>a. Verified the appropriate boxes in questions 17 through 27 in Section B are checked.</li> <li>b. Verified the appropriate boxes in questions 28 through 34 in Section C are checked.</li> </ol>	—	—
4. Reviewed reassignment briefing and individual interview.	—	—
5. Reviewed Part 1 of a Soldier's DA Form 5118 to the Soldier's MPRJ and ERB to ensure that all normal and special eligibility requirements for reassignment are met.	—	—
6. Reviewed deletions/deferments request.	—	—
7. Ensured a date of loss (DLOS) transaction was been prepared.	—	—

**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 600-8-11  
AR 611-1  
AR 614-200  
DA PAM 611-21  
DA Form 5118  
DD Form 1610

**Related**

AR 11-6

## Supervise Officer Distribution and Assignments

### 805C-42A-5026

**Conditions:** You are assigned to a brigade S-1 section and must manage officer assignments within the brigade. You have access to FM 1-0, AR 611-1, AR 614-100, and AR 614-185.

**Standards:** Administer officer distribution and assignments within the brigade that maintains levels of staffing and does not degrade unit readiness.

### Performance Steps

1. Explain the goal and challenges of the officer distribution and assignment system.
  - a. Inform personnel that the ultimate goal of the assignment system is to place the right officer in the right place at the right time and the officer assignment system is a sub system of the overall Officer Personnel Management System (OPMS).
  - b. Correlate assignment considerations and challenges:
    - (1) Army priorities.
    - (2) Lifecycle Manning (LM).
    - (3) Army Force Generation (ARFORGEN).
    - (4) Female officers assigned to positions that are coded female only or interchangeable.
    - (5) Officer's grade, career field, education, and experience.
    - (6) Professional development needs of the officer.
    - (7) Availability.
    - (8) Policy considerations, such as PCS costs, stabilization, and tour equity.
    - (9) Officer's potential for advancement.
    - (10) Personal preferences of the officer or family considerations, for example, exceptional family member program (EFMP), and concurrent assignment of family members to the same military unit.
    - (11) Regimental affiliation.
    - (12) Location and date of projected command selection list (CSL) command as Project/Systems Manager.
  
2. Explain the officer and warrant officer classification system.
  - a. Brief personnel that the officer classification system supports officer identifiers by identifying the following:
    - (1) Two-character (numeric) branch codes.
    - (2) Three characters (two numeric and one alpha) AOC codes.
    - (3) Two characters (numeric) Functional Area (FA) codes.
    - (4) Two characters (either numeric-alpha or alpha-numeric combinations) Skill Identifiers (SI).
    - (5) Two characters (alpha) Language Identification Codes (LIC).
  - b. Explain the warrant officer Military Occupational Specialty Code (MOSC) by identifying the following:
    - (1) The first two characters (numeric) branch or FA.
    - (2) The third character (numeric) used with the first two characters of the MOSC to designate AOC.
    - (3) The fourth character (alpha) used to designate separately definable qualifications within an AOC because of major systems or skill differences.
    - (4) The fifth character is a single position (numeric-alpha) used for SQI.
    - (5) The sixth and seventh characters (a two position numeric alpha or alpha numeric code) which is authorized to relate to a specific occupational skill or item of equipment to an MOSC.
    - (6) The eighth and ninth characters (a two position alphabetic code which is authorized to identify language skills) consists of either an ASI or LIC.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Explained the goal and challenges of the officer distribution and assignment system.	_____	_____
a. Advised that the ultimate goal is to place the right officer in the right place at the right time.		
b. Confirmed the correlation between assignment considerations and challenges.		
2. Defined the officer and warrant officer classification system.	_____	_____
a. Identified personnel on the officer classification system, including—		
(1) Two character branch codes.		
(2) Three character AOC codes.		
(3) Two character FA codes.		
(4) Two character SI codes.		
(5) Two character LIC codes.		
b. Identified personnel on the warrant officer classification system, including—		
(1) First two characters used to represent branch or FA.		
(2) Third character to designate AOC.		
(3) Fourth character to designate separately definable qualifications within an AOC.		
(4) Fifth character for SQI.		
(5) Sixth and seventh characters to relate to a specific occupational skill or item of equipment.		
(6) Eighth and ninth characters of a LIC to identify language skills.		

**Evaluation Guidance:** Score the Soldier GO if the Soldier passes (P) all applicable performance measures. Score NO GO if the Soldier fails (F) any performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty (show what was done wrong and how to do it correctly). Direct self study or SOJT should the Soldier experience major problems with task performance.

**References**

**Required**

- AR 611-1
- AR 614-100
- AR 614-185
- FM 1-0

**Related**

- AR 600-8-6
- DA PAM 611-21

## Subject Area 2: Provide HR Services

**Manage Transfers and Discharges****805C-42A-4022**

**Conditions:** You are the HR Sergeant and have been given a requirement to manage the transfers, discharges, and separation actions from the active Army. You have access to AR 635-200, AR 614-200, DA Pam 600-8-11. Additionally, you have access to DA Form 4856 (Developmental Counseling Form), DA Form 4187 (Personnel Action), DA Form 2166-8-1 (NCOER Counseling and Support Form), DA Form 2339 (Application for Voluntary Retirement), DA Form 4941 (Statement of Options, Qualitative Management Program (QMP)), DA Form 4991-R (Declination of Continued Service Statement), DA Form 5138 (Separation Action Control Sheet), and DD Form 458 (Charge Sheet).

**Standards:** The standard will be met when the following can be verified without error:

1. Actions required for separation/discharge.
2. Separation/discharge authorities.
3. Routing channels for separation/discharge.
4. Separation/discharge and reduction orders.
5. Distribution of transfer/separation and discharge proceedings.

**Performance Steps**

1. Verify the actions required for separation/discharge.
  - a. Verify the specific type of separation/discharge action being reviewed is correct.
  - b. Ensure the characterization of the Soldier's service or description of his or her separation is correct for the Soldier's type of separation or discharge.
  - c. Ensure the initiating commanding officer who is recommending separation/discharge of the Soldier, if applicable, submitted a report to the separation authority in proper format and that it contains all the data and documentation required for the specific type of separation/discharge being recommended.
  - d. Ensure the appropriate notification of separation memorandum was forwarded to the Soldier when the type of separation/discharge requires it and is attached to the initiating commander's recommendation report.
  - e. Ensure a Soldier who will have 20 or more years of active Federal service at his or her expiration of term of service (ETS) was counseled by his or her personnel officer during the sixth month prior to his or her ETS.
  - f. Verify a Soldier who has 20 or more years of active Federal service has signed a statement which indicates that he or she has been counseled regarding his or her options and fully understands the consequences of any career decisions he or she makes.
  - g. Ensure the necessary documents have been correctly completed and submitted for a Soldier who is requesting a separation/discharge from the Army. Ensure that—
    - (1) The originals of DA Form 2339, DD Form 2807-1 (Report of Medical History), and DD Form 2808 (Report of Medical Examination) are attached to the separation/discharge documents for a Soldier who is applying for retirement after completing 20 or more years of active Federal service.
    - (2) A Soldier who entered the Army to attend the Warrant Officer Flight Training (WOFT) and failed to qualify medically for flight training correctly submitted his or her request for discharge in proper format.
    - (3) A Soldier who is seeking separation from the Army as a surviving son or daughter has submitted a request which includes the name, grade, serial number or social security number (SSN), branch of service, relationship, date of death or disablement of the family member upon whom the request is based, and a Department of Veterans' Affairs (DVA) claim number, if appropriate.
    - (4) A Soldier who is requesting a discharge in lieu of trial by court-martial has submitted his or her request in the proper format.

### Performance Steps

- (5) A Soldier who is requesting separation because of dependency or hardship has submitted a formal request and all necessary documentation.
  - (6) The separation documents of a female Soldier who is requesting separation because of pregnancy contain the necessary supporting documents.
  - (7) The separation documents contain the appropriate documents for a Soldier who is requesting separation because he or she has been denied reenlistment and has declined continued service.
  - (8) The separation documents contain the appropriate documents for a Soldier who is requesting early separation or discharge from active duty to attend a specific term at a college, university, or vocational school.
  - h. Ensure a Soldier who qualifies for the Army's Mobilization Asset Transfer Program is transferred to the Individual Ready Reserve (IRR) upon separation from active duty.
  - i. Confirm a Soldier who is being separated for alcohol or drug abuse rehabilitation failure, misconduct, homosexuality, or with a characterization of service of under other than honorable conditions is not transferred to the IRR.
  - j. Verify the appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion by ensuring—
    - (1) Under normal circumstances the separation/discharge process did not exceed 15 working days from the date the Soldier acknowledged receipt of the notification of his or her proposed separation when the Notification Procedure is used.
    - (2) Under normal circumstances the separation/discharge process did not exceed 50 working days from the date the Soldier acknowledged receipt of the notification of his or her proposed separation when the Administrative Separation Board Procedure is used.
2. Verify the proper separation/discharge authorities.
- a. Ensure each intermediate commander in the chain of command has recommended approval or disapproval of the recommended separation/discharge action.
  - b. Ensure the administrative separation board, if applicable, is composed properly.
    - (1) The board consists of at least three experienced, unbiased commissioned, warrant, or noncommissioned officers (NCOs) who are fully aware of applicable regulations and policies pertaining to cases for which the board is being convened.
    - (2) Enlisted Soldiers who are appointed to the board are in grade sergeant first class (SFC) or above and are senior in grade to the respondent.
    - (3) At least one member of the board is serving in the grade of major or above.
    - (4) In the case of a RC Soldier the board includes at least one RC member.
    - (5) The senior member of the board acts as its president.
    - (6) The convening authority appoints a nonvoting recorder of the board's proceedings and, if he or she chooses, appoints a nonvoting legal advisor to the board.
    - (7) In the case of a female Soldier, the board will, upon written request of the Soldier, include a female voting member, if reasonably available.
    - (8) When a female Soldier was not available to serve on the board, this is noted in the record of the board's proceedings.
    - (9) In the case of a Soldier of the Army who holds a Reserve commission or warrant, the board is composed of an uneven number of officers.
    - (10) In the case of a Soldier who is a member of a minority group the board will, upon written request of the Soldier, include a voting member who is also a minority group member, if reasonably available.
    - (11) The board has a competent stenographer or clerk.
    - (12) The initiating officer of the discharge/separation action or any intervening officer who has direct knowledge of the case is not a member of the board.
    - (13) No members of the board served on a previous board which was convened to consider any of the same matters against the Soldier.
  - c. Ensure the administrative separation board's proceedings are conducted properly.
    - (1) A Soldier under military control is notified in writing of the board's convening date at least 15 days prior to the hearing.



**Performance Steps**

- (2) When a Soldier chooses to appear before the board without counsel that the record shows that the president of the board counseled the Soldier.
  - (3) The record reflects that the Soldier was advised of his rights during the board proceedings.
  - (4) When a Soldier holds RC status as a commissioned or warrant officer the board notifies him or her that the separation/discharge action also involves his or her RC status and could result in the termination of such status.
  - (5) When the board meets in closed session only voting members are present.
  - (6) The board's proceedings are summarized as fairly and accurately as possible and contain a verbatim record of its findings and recommendations.
  - d. Confirm the servicing Judge Advocate was consulted by the separation authority, if appropriate.
  - e. Ensure the separation authority who signed the separation/discharge documents has approval authority for this type of separation/discharge.
  - f. Ensure the appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion.
3. Verify the proper routing channels for the separation/discharge, by ensuring—
    - a. The HR specialist prepared an endorsement to forward a separation/discharge recommendation to the appropriate separation authority when the report is found to be complete and free of errors.
    - b. Improperly authorized separation/discharge documents are returned to the separation authority for correction.
  4. Verify the proper separation/discharge and reduction orders.
    - a. Ensure the Soldier's separation orders are prepared correctly when his or her separation is approved by the appropriate separation authority.
    - b. Verify the type of separation/discharge action is honorable or other than honorable.
  5. Verify the proper distribution of transfer/separation and discharge proceedings.
    - a. Ensure the proper procedures are followed when the separation authority directs that the Soldier be retained on active duty, by ensuring—
      - (1) The suspense of favorable personnel actions (Flags) against the Soldier is removed if the separation authority directs that the Soldier be retained on active duty.
      - (2) The original copy of the proceedings is filed at the headquarters of the separation authority when the separation authority directs that the Soldier be retained on active duty.
      - (3) The Soldier's commanding officer is notified that the separation authority has directed the Soldier's retention on active duty.
    - b. Ensure the proper procedures are followed when the separation authority directs that the Soldier be separated from the active Army, by ensuring—
      - (1) The endorsement and a copy of the proceedings is forwarded to the commander who has the Soldier's records so that the Soldier can be separated as ordered.
      - (2) The original copy of the proceedings is filed in the permanent section of the Soldier's MPRJ when his or her separation/discharge is approved.
      - (3) For a naturalized Soldier, who is being separated under conditions other than honorable, the Soldier's commanding officer notified the Immigration and Naturalization Service (INS) by letter.
    - c. Ensure the appropriate items on DA Form 5138 were completed to ensure that processing goals are met in a timely fashion.
    - d. Ensure the Soldier receives a copy of the proceedings regardless if he or she is approved or disapproved for separation/discharge.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Verified the actions required for separation/discharge.	—	—
2. Verified the proper separation/discharge authorities.	—	—
3. Verified the proper routing channels for the separation/discharge.	—	—
4. Verified the proper separation/discharge and reduction orders.	—	—
5. Verified the proper distribution of transfer/separation and discharge proceedings.	—	—

**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**

<b>Required</b>	<b>Related</b>
AR 635-200	
DA Form 2166-8-1	
DA Form 2339	
DA Form 4187	
DA Form 4856	
DA Form 4941	
DA Form 4991-R	
DA Form 5138	
DA PAM 600-8-11	
DD Form 458	
DD Form 2807-1	
DD Form 2808	

**Supervise the Awards and Decorations Program**  
**805C-42A-4023**

**Conditions:** You are assigned to an S-1 section and have responsibility for the awards and decorations program for your unit. You are frequently called upon by leaders within the unit for information pertaining to the awards and decorations program. Your unit is preparing to deploy and you must ensure your unit is prepared to execute the awards and decorations program. You have access to AR 600-8-22 (Military Awards), AR 670-1 (Wear and Appearance of Army Uniforms and Insignia), Joint Pub 1-0 (Joint Doctrine for Personnel Support to Joint Operations), DA Form 638 (Recommendation for Award), appropriate MILPER/ ALARACT messages, and standard office supplies.

**Standards:** The standard will be met when the following can be accomplished without error:

1. Identify requirements for processing awards.
2. Identify the criteria for the awarding of Department of Defense Awards, U.S. Army Individual Awards, Unit Awards, and Combat Badges.

**Performance Steps**

1. Identify guidelines for processing awards.
  - a. Check to ensure award is submitted within proper time limitations.
  - b. Ensure Interim awards are revoked upon approval of the higher award.
  - c. Advise personnel on the qualifying periods of service for awards.
  - d. Advise personnel on the qualifying periods of service for awards.
  - e. Ensure that only one award is given for the same act, achievement, or period of meritorious service.
2. Identify purpose of Army awards, DoD service medals, ribbons, and Foreign medals and their required forms. Advise personnel on eligibility requirements for the potential recipients and on correct approval authority for—
  - a. Army individual awards.
  - b. individual awards.
  - c. DoD service medals and ribbons.
  - d. Individual service medals and ribbons.
  - e. Foreign Medals and what medals are authorized for wear.
3. Verify the DA Form 638 contains the correct data and is properly formatted.
4. Ensure supporting documents are included if required (i.e. narratives, citations, SIGACTS, story boards, DA Form 1156 (Casualty Feeder Card), etc).
5. Ensure that all award recommendations adhere to policy and procedures of higher headquarters.
6. Establish a tracking system to maintain 100% accountability of all award/badges recommendations until completion.
  - a. Ensure copies of all approved awards/orders and certificates are maintained by the S-1.
  - b. Ensure approved awards/orders are uploaded into the Soldier's iPERMS file.
7. Ensure completion of Part V of the DA Form 638.
  - a. Verify that orders issuing headquarters is properly annotated.
  - b. Verify that the permanent order number is assigned IAW AR 600-8-22.
  - c. Verify that the orders issuing authority is properly listed and signed.
  - d. Ensure that proper distribution is made.
8. Advise personnel on mobilization procedures for awards for the following. Include procedures for the
  - a. The four combat scenarios and procedures for the following:
    - (1) Small contingencies.

**Performance Steps**

- (2) Large contingencies.
- (3) Partial mobilization.
- (4) Full mobilization.
- b. Award of decorations, service medals, and badges to Soldiers.
- c. Award of decorations, service medals, and badges to DA civilians.
- d. Appropriate awards approval authority.
- e. Proper planning procedures during the transition phases.
- f. Ensure areas of heightened importance during combat are processed IAW with regulatory guidelines:
  - (1) Posthumous awards and interaction with the next of kin are processed correctly.
  - (2) Medal of Honor recommendations and procedures are processed correctly.
  - (3) Reviewed and adjudicated award claims and appeals are processed correctly.
  - (4) Implementing and disseminating of awards policies.
  - (5) Management of awards at all echelons is consistent with the commanders' directives.
  - (6) Unit awards are processed correctly.
  - (7) Award of US decorations to foreign personnel and foreign awards to US members awards are processed correctly.
  - (8) Award and decoration abuse and false claim inquiries are monitored properly.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Identified guidelines for processing awards.	___	___
2. Identified purpose of Army awards, DoD service medals, ribbons, and Foreign medals and their required forms.	___	___
3. Verified the DA Form 638 contains the correct data and is properly formatted.	___	___
4. Ensured supporting documents are included if required.	___	___
5. Ensured all award recommendations adhered to policy and procedures of higher headquarters.	___	___
6. Established a tracking system to maintain 100% accountability of all awards/badges recommendations.	___	___
7. Ensured that approved awards/orders are uploaded into the Soldier's iPERMS file.	___	___
8. Ensured Part V of DA For 638 is completed.	___	___
9. Advise personnel on mobilization procedures for awards.	___	___

**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
- JP 1-0

**Related**

**References**

**Required**

DA Form 638  
DA Form 1156

**Related**

**Supervise Personnel Evaluation Systems**  
**805C-42A-4025**

**Conditions:** You are assigned to an S-1 section and must oversee the management of evaluations for your unit, including establishing procedures for processing evaluation reports. 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 (NCOER Counseling and Support Form), and standard office supplies.

**Standards:** The standard will be met when the following can be accomplished without error:

1. Advise personnel on the principles of the Evaluation Reporting System (ERS).
2. Oversee the appointment of rating chain officials.
3. Establish procedures for counseling requirements that support the ERS.
4. Identify types of evaluations and the requirements for each to be rendered.
5. Advise personnel on the evaluation report redress program.
6. Compute report periods.
7. Review evaluation forms that support ERS.

**Performance Steps**

1. Advise personnel on the principles of the Evaluation Reporting System, by explaining—
  - a. Under the ERS there are three types of evaluations.
    - (1) Performance evaluations.
    - (2) School evaluations.
    - (3) DA evaluations.
  - b. The primary function of the ERS is to provide information to HQDA for use in making personnel management decisions.
  - c. The secondary function of the ERS is to encourage leader professional development and enhance mission accomplishment.
2. Oversee the appointment of rating chain officials.
  - a. Ensure rating chains are established by commanders or commandants and maintained by rating officials to provide the best evaluation of an individual Soldier's performance and potential.
  - b. Confirm officer rating chains consist of the rated officer, the rater, and the senior rater.
  - c. Ensure that NCO rating chains consist of the rated NCO, the rater, the senior rater, and the reviewer.
  - d. Advise personnel that generally the evaluation of Soldiers by persons not involved in the chain of command or supervision is inappropriate.
  - n. Identify the responsibilities reviewer is responsible for rating safeguard over watch.
3. Advise unit personnel on the counseling requirements that support ERS, by ensuring—
  - a. DA Form 2166-8-1 is used by the rater to counsel the rated NCO.
  - b. DA Form 67-9-1 is used to integrate the rated officer participation in the evaluation.
  - c. DA Form 67-9-1a is used to assist in the professional development of Army officers.
4. Explain the types of evaluation reports to unit personnel.
  - a. Advise that there are two types of reports: mandatory and optional.
  - b. Explain the types of mandatory reports with a 90-day minimum.
  - c. Explain that mandatory reports with other than a 90-day minimum include.
  - d. Advise leaders that the minimum rating period for a change of rater is 90 days.
  - e. Ensure an annual report for both OERs and NCOERs is mandatory for a rated Soldier on completion of one calendar year of duty following the THRU date of the last report.
  - f. Advise that there are two types of extended annual reports.

**Performance Steps**

- g. Advise that a change of duty report is mandatory when the rated officer has a change of principal duty, even though the rater remains the same.
  - h. Ensure an OER or NCOER is submitted on rated Soldiers by the rating officials when they depart on temporary duty (TDY), special duty (SD), or temporary change of station (TCS).
  - i. Ensure an officer who fails to be selected for promotion by an active-duty promotion board receives an OER prior to the next promotion board of the same type.
  - j. Ensure an OER or NCOER is completed when a rated Soldier is relieved for cause regardless of the rating period involved.
  - m. Ensure that optional reports are submitted at the option of rating officials.
5. Advise personnel on the principles of the Evaluation Report Redress Program.
- a. Explain that the redress program is both preventive and corrective in nature and protects the Army's interests and ensures fairness to the rated Soldier.
  - b. Advise personnel that commander's inquiries are performed by a commander in the Soldier's chain of command in the grade of Major or above.
  - c. Ensure that the rated Soldier or other interested parties who know the circumstances of a rating appeals any report that they believe is incorrect, inaccurate, or in violation of the intent of this regulation.
6. Compute report periods.
- a. Determine the Period Covered, which is the period extending from the day after the "Thru" date of the last report to the date of the event causing the report to be written.
  - b. Identify codes and reasons for non-rated periods.
  - c. Compute the number of rated months by counting the days on the calendar in the rating period and dividing by 30.
7. Complete the forms that support evaluation reporting:
- a. Enable rated officer input to the OER using DA Form 67-9-1.
  - b. Advise personnel of the purpose of using DA Form 2166-8-1 (NCOER Counseling and Support Form).
  - c. Advise unit leaders on the preparation and processing guidelines and restrictions for evaluation reporting.
    - (1) Explain that each report will be an independent evaluation of the rated Soldier for a specific rating period.
    - (2) Ensure that prohibited narratives are not used.
    - (3) Ensure references are not made to unproven derogatory information, such as an incomplete investigation (formal or informal) concerning a Soldier.
    - (4) Ensure the use of inappropriate or arbitrary remarks or comments that draw attention to differences relating to race, color, religion, gender, age or national origin are prohibited.
    - (5) Ensure comments about marital status and spouse are not made.
  - f. Ensure the following types of reports are referred to the rated officer by the senior rater for acknowledgment and comment before they are sent to HQDA:
    - (1) A relief for cause report.
    - (2) Any report with negative remarks about the rated officer's Values or Leader Attributes/Skills/ Actions in rater's narrative evaluation.
    - (3) Any report with a rating of "NO" in Part IVa-c.
    - (4) Any report with an entry of "FAIL" in Part IVc, indicating noncompliance with AR 350-1; or an entry of "NO " indicating noncompliance with AR 600-9.
    - (5) Any report with a performance and potential evaluation in Part Va of "Unsatisfactory performance. Do not promote" or narrative comments to that effect from any rating official.
    - (6) Any report with a performance and potential evaluation in Part Va of "Other" where the required explanation has derogatory information.
    - (7) Any report with a senior rater promotion potential evaluation of "Do Not Promote" in Part VIIa.
    - (8) Any report with a promotion potential evaluation of "Other", in Part VIIa where the required explanation has derogatory information.

**Performance Steps**

- (9) Any report with a senior rater potential evaluation in the bottom two boxes of Part VIIb.
- (10) Any report with negative comments in Parts Vb, Vc, VI, or VIIc.
- g. Ensure reports listed below are prepared according to procedures detailed in DA Pam 623-3:
  - (1) Evaluation reports forwarded by authorized electronic means to HQDA will meet the requirements of the authorized producing or transmitting application.
  - (2) Signatures will be added, in black ink (or electronically).
  - (3) Authorized abbreviations may be used in evaluations.
- h. Upon completion forward reports to the appropriate agency within the appropriate timeframes.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Advised personnel on the principles of the Evaluation Reporting System.	_____	_____
2. Ensured the appointment of rating chain officials.	_____	_____
3. Advised personnel on the counseling requirements that support ERS.	_____	_____
4. Explained to unit leadership the types of evaluation reports. <ul style="list-style-type: none"> <li>a. Identified that there are two types of reports.</li> <li>b. Identified the mandatory reports with a 90-day minimum.</li> <li>c. Identified the mandatory reports with other than a 90-day minimum.</li> <li>d. Identified the minimum rating period for a change of rater report.</li> <li>e. Advise personnel that an OER or NCOER is required when a rated Soldier is relieved for cause regardless of the rating period involved.</li> <li>f. Advise personnel on additional considerations for relief for cause reports.</li> <li>g. Ensure that mandatory, but less common reports are submitted.</li> <li>l. Ensured optional reports were submitted at the option of rating officials.</li> </ul>	_____	_____
5. Advised unit personnel on the principles of the Evaluation Report Redress Program.	_____	_____
6. Calculated report periods.	_____	_____
7. Completed the forms that support evaluation reporting.	_____	_____

**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
- DA Form 67-9-1
- DA Form 67-9-1a

**Related**

- DA Form 2166-8
- DA Form 2166-8-1
- DA Form 67-9



## Supervise Identification Card Processing

### 805C-42A-4027

**Conditions:** You are assigned to a brigade S-1 section and are preparing to deploy. The commander has told the S-1 to be ready to issue identification cards while deployed and you have responsibility for ensuring the brigade is mission capable of issuing cards. You have access to AR 600-8-14, Identification (ID) Cards for Members of the Uniformed Services and Other Eligible Individuals; the Defense Enrollment Eligibility Reporting System (DEERS), Real-Time Automated Personnel Identification System (RAPIDS), and RAPIDS User Manual extracts.

**Standards:** Oversee the issuance and processing of identification cards in the brigade while ensuring proper security procedures are utilized for 100% accountability of cards and proper security of the deployable DEERS/RAPIDS workstation equipment.

### Performance Steps

1. Administer Common Access Card (CAC) security requirements.
  - a. Ensure that the CAC is used as a general identification card; for authentication to enable access to DoD computers, networks, and certain DoD facilities; and as an identification card under the Geneva Conventions.
  - b. Explain to personnel that the CAC enables encrypting and cryptographically signing email, facilitating the use of Public Key Infrastructure (PKI) authentication tools, and establishes an authoritative process for the use of identity credentials.
  - c. Issue the CAC to eligible active duty military personnel, selected Reserve, DoD civilian employees and contractor personnel and other affiliates.
  - d. Ensure all recipients of the CAC are briefed that they are required to carry a single card for security, identification, authentication, building access, travel, Internet purchasing, networking and database access, computer system access, property accountability, email and document processing, emergency medical information, and other administrative and financial functions.
  - e. Issue a CAC only after a Federal Bureau of Investigation (FBI) fingerprint check has been completed and approved and a National Agency Check with Inquiries (NACI) background security check is in the process of being completed.
  - f. Confirm that all eligible personnel undergo proper identity vetting.
  - g. Train personnel on ID card misuse and associated penalties.
  - h. Train personnel on who may confiscate government issued ID Cards.
  - i. Train personnel on proper procedures for taking care of government property.
2. Control components of the deployable DEERS/RAPIDS workstation.
  - a. Train new personnel initially and conduct sustainment training as necessary on DEERS/RAPIDS workstation operation and policies and procedures.
  - b. Inventory DEERS/RAPIDS hardware components to ensure accountability.
3. Conduct DEERS/RAPIDS deployable workstation functions.
  - a. Monitor DEERS as a database that allows personnel information to be tracked and stored to improve the control and distribution of available uniformed services benefits and privileges to military personnel and their families.
  - b. Monitor RAPIDS as the application used for accessing the DEERS database in order to update beneficiary information and produce ID cards.
  - c. Oversee personnel identity protection.
  - d. Comply with guidance outlined in system user documentation issued by the DEERS/RAPIDS Program Office (DRPO) and with RAPIDS or DEERS newsletters.
  - e. Administer the roles of Verifying Official (VO), Super Verifying Official (SVO), and Site Security Manager (SSM).
  - f. Ensure RAPIDS users comply with all RAPIDS security requirements.

**Performance Steps**

- g. Check a contractor's verification status in the Contractor Verification System (CVS) to ensure security is maintained.
- h. Review identification forms for accuracy and completeness.
  - (1) DD Form 1172-2 (Application for Department of Defense Common Access Card — DEERS Enrollment), used to add and update sponsors.
  - (2) DD Form 1172-2 (Application for Department of Defense Common Access Card — DEERS Enrollment) to add and update dependents.
  - (3) DD Form 577 (Appointment Termination Record - Authorized Signature).
  - (4) DD Form 2841 (DoD Public Key Infrastructure (PKI) Registration Official Certificate Acceptance and Acknowledgement of Responsibilities), when issuing a CAC to RAPIDS VOs.
  - (5) DD Form 2842 (DoD Public Key Infrastructure (PKI) Subscriber Certificate Acceptance and Acknowledgement of Responsibilities), when issuing a CAC.
- i. Ensure CAC is issued properly.
- j. Ensure ID cards are terminated when there is a record change that constitutes a new ID card.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Administered Common Access Card (CAC) security requirements.	—	—
2. Controlled components of the deployable DEERS/RAPIDS workstation.	—	—
3. Conducted DEERS/RAPIDS deployable workstation functions, by—	—	—
f. Ensuring RAPIDS users comply with all RAPIDS security requirements.		
g. Checking a contractor's verification status in the Contractor Verification System (CVS).		
h. Reviewing identification forms for accuracy and completeness.		
i. Ensuring a CAC was issued.		
j. Ensuring ID cards were terminated when there is a record change that constitutes a new ID card.		

**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**

<b>Required</b>	<b>Related</b>
AR 600-8-14	AR 25-400-2
USERS MANUAL-RAPIDS	
DD Form 1172-2	
DD Form 577	
DD Form 2841	
DD Form 2842	

**Supervise Enlisted Promotions and Reductions**  
**805C-42A-4028**

**Conditions:** Given a requirement to manage enlisted promotions and reductions, and access to—

- a. AR 600-8-19.
- b. DA Form 3355 (Promotion Point Worksheet).
- c. DA Form 3356 (Board Member Appraisal Worksheet).
- d. DA Form 3357 (Board Recommendation).
- e. Unit Enlisted Advancement Report (AAA-117).
- f. Waiver Allocation Report (AAA-119).
- g. Eligibility Roster (AAA-294).

**Standards:** The standard will be met when the following can be accomplished without error:

1. Ensure a complete decentralized promotion cycle was established.
2. Verify all decentralized promotions were processed correctly.
3. Ensure a complete semi-centralized promotion cycle was established.
4. Verify Soldier being considered for centralized promotions met the eligibility criteria before the Headquarters Department of the Army (HQDA) board convened.
5. Confirm all centralized (SFC, MSG, SGM) promotions were processed correctly.
6. Verify all reductions were processed correctly.

**Performance Steps**

1. Ensure a complete decentralized promotion cycle is established by verifying—
  - a. The AAA-117 and AAA-294 are generated on the first duty day of each month.
  - b. The computation for waiver allocations is generated on the first duty day of each month.
2. Verify all decentralized promotions are processed correctly.
  - a. Ensure all promotions to PV2-SPC are processed correctly.
    - (1) Review the AAA-117 and AAA-294 reports.
    - (2) Ensure the waiver allocations are sent to the unit commander.
    - (3) Ensure the unit commander selects eligible promotees by annotating "Yes" or "No" on the AAA-117 and AAA-294 reports.
    - (4) Ensure the Battalion S-1 prepares DA Form 4187 (Personnel Action) for each Soldier, as required.
    - (5) Ensure the unit commander signs each DA Form 4187, as required.
    - (6) Ensure the Battalion S-1 prepares SPC certificates for the commander's signature.
    - (7) Ensure all required grade change transactions are made.
    - (8) Ensure the documents are distributed properly.
  - b. Ensure any erroneous advancements are corrected, by confirming.
    - (1) The Battalion S-1 prepares DA Form 4187 if the commander determines that a Soldier was erroneously advanced.
    - (2) All required grade change transactions are made.
    - (3) The Battalion S-1 forwards the DA Form 4187 to the promotion (PROM) section.
3. Follow Monthly Promotion Cycle established by HQDA.
  - a. Ensure the following processes occur one month prior to the board month.
    - (1) Ensure the Unit Enlisted Promotion Report (AAA 294) is forward to the unit commander to select Soldiers for board appearance to SGT/SSG NLT the third duty day of the month preceding the board month.
    - (2) Ensure Unit commander completes and return report (AAA 294) to the BNS1 NLT the fifth day of the month proceeding the board month, along with most recent weapon qualification and current APFT card.

## Performance Steps

- (3) Schedule and conduct appointments for Soldiers recommended for promotion board NLT 15th of month.
  - b. Ensure the following processes occur during the board month.
    - (1) Identify all Soldiers recommended and fully qualified for the promotion board NLT 20th of month.
    - (2) Conduct promotion boards NLT 4th day of month.
    - (3) Ensure board results are approved NLT 8th day of month.
    - (4) Forward copy of board results to Brigade for review, if applicable.
    - (5) Ensure personnel information management accuracy and integration of Soldier onto HQDA Promotion List is completed NLT 10th of month.
  - c. Ensure By-Name Promotion List is pulled after the 24th day.
  - d. Ensure eligibility of selectee are completed prior to promotion month.
  - e. Ensure orders are issued.
  - f. Arrange appropriate ceremony.
  - g. Ensure special category promotions are process correctly.
  - h. Verify that Soldier is correctly removed from HQDA Promotion List.
  - i. Conduct and complete audits as directed by HQDA.
4. Confirm the Soldier being considered for a centralized promotion meets the eligibility criteria before the HQDA board convenes by verifying—
  - a. The Soldier meets the announced date of rank (DOR) requirements and other eligibility criteria prescribed by HQDA.
  - b. The Soldier has at least 6, 8, and 10 years of total active federal service (AFS) for SFC, MSG and SGM, respectively.
  - c. Soldiers eligible for promotion to MSG and SGM have 8 and 10 years, respectively of enlisted service creditable in computing basic pay.
  - d. The Soldier is serving on active duty in an enlisted status on the convening date of the selection board.
  - e. The Soldier has a high school diploma or general education (GED) equivalent, or an associate degree or higher.
  - f. The Soldier is not barred from reenlistment.
  - g. The Soldier does not have an approved retirement.
  - h. The Soldier has not signed a Declination Continued Service Statement (DCSS).
  - i. United States Army Reserve (USAR) and Army National Guard (ARNG) Soldiers have completed a minimum of one year on active duty.
  - j. The Soldier eligible for promotion to MSG has completed the Senior Leaders Course.
  - k. All pre-board processing for Noncommissioned Officers (NCOs) who are in the Zone of Consideration are processed correctly.
5. Verify all centralized (SFC, MSG, SGM) promotions are processed correctly, by ensuring—
  - a. The HRC selection list is cross-checked against the listing of eligible Soldiers.
  - b. The promotion selection list is distributed IAW internal standard operating procedures.
  - c. Letters of congratulations and all other applicable documents are prepared IAW internal standard operating procedures.
  - d. Soldiers who must accept or deny promotion due to mandatory reclassification are notified.
  - e. The Battalion S-1 notifies each NCO of the procedures used to request consideration or reconsideration by the Standby Advisory Board (STAB), if appropriate.
  - f. All promotions for an NCO requesting consideration by the STAB are processed correctly.
6. Verify all reductions are processed correctly, by ensuring the—
  - a. Reason for the reduction has been properly determined.
  - b. Appropriate reduction authority processes reductions in grade.
  - e. Reduction board is properly composed of the appropriate personnel.
  - f. Reduction board is conducted properly.
  - g. Reduction order is prepared.

**Performance Steps**

- h. Reduction decision is properly filed.
- 7. Ensure wartime standards for promotions are performed properly, by ensuring—
  - a. Decentralized promotions are managed as a subfunction of enlisted strength management.
  - b. Promotions are based on position vacancies.
  - c. Promotions are executed, recorded and reported by the promotion authority as soon as the battlefield situation permits.
  - d. The appropriate promotion and reduction authorities are identified.
  - e. Data is properly maintained on personnel losses, requisitions, replacement allocations, and promotion decisions.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the NCO completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Ensured a complete decentralized promotion cycle was established.	—	—
2. Verified all decentralized promotions were processed correctly.	—	—
3. Ensured a complete semi-centralized promotion cycle was established.	—	—
4. Verified the Soldier being considered for a centralized promotion met the eligibility criteria before the HQDA board convened.	—	—
5. Verified all centralized (SFC, MSG, SGM) promotions were processed correctly.	—	—
6. Verified all reductions were processed correctly.	—	—
7. Ensured wartime standards for promotions are performed properly.	—	—

**Evaluation Guidance:** Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the NCO what was done wrong on any failed performance measure and how to do it correctly.

**References**

<b>Required</b>	<b>Related</b>
AAA-117	
AR 600-8-19	
DA Form 3355	
DA Form 3356	
DA Form 3357	
DA Form 4187	

**Supervise Casualty Operations**  
**805C-42A-4042**

**Conditions:** You have been assigned to an S-1 section and your unit is preparing to deploy. Your commander has directed you to review the casualty program and ensure your unit is prepared to execute casualty operations. 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), DA Form 1156 (Casualty Feeder Card). You have DCIPS software and user manual.

**Standards:** Administer the casualty operations mission for your unit so that all casualties are properly reported within 24 hours, you confirm that Next of Kin (NOK) is notified, remains and personal effects are recovered and S-1 responsibilities are accomplished.

**Performance Steps**

1. Advise unit personnel on the casualty operations management objective.
  - a. State that casualty management includes the production, dissemination, coordination, validation and synchronization of casualty reporting, casualty notification, casualty assistance, line-of-duty determination, disposition of remains, disposition of personal effects, and military burial honors. Explain that casualty operations consists of three major components:
    - (1) Casualty Reporting.
    - (2) Casualty Notification.
    - (3) Casualty Assistance.
  - b. Identify the Casualty Memorial Affairs Operations Center (CMAOC) as the functional proponent for Casualty Operations Management.
  - c. Describe that the mission of the CMAOC.
  - d. Describe that the CACs accomplish the administrative functions of the Casualty Operations, Mortuary Affairs and Line of Duty programs.
    - (1) Initiate casualty reports and notification.
    - (2) Coordinate casualty support and assistance to family members, to include survivor's benefits and entitlements.
    - (3) Support funeral honors program, to include escorts for remains, family funeral travel and military burial honors.
    - (4) Conduct 24 hour operations (on order).
    - (5) Appoint and train CNOs and CAOs.
    - (6) Monitor, inventory, and account for personal effects.
    - (7) Operate during peacetime and contingency operations.
  - e. Train unit personnel on the definitions of casualty operations management:
    - (1) Brief personnel that casualty Category is a term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status.
    - (2) Brief personnel that casualty Type is a term used to identify a casualty for reporting purposes as either a hostile casualty or a non-hostile casualty.
    - (3) Brief personnel that casualty Status is a term used to classify a casualty for reporting purposes. Explain there are seven casualty statuses:
      - (a) Deceased.
      - (b) Missing.
      - (c) DUSTWUN.
      - (d) Very Seriously Wounded, Injured, or Ill (VSI).
      - (e) Seriously Wounded, Injured, or Ill (SI).
      - (f) Incapacitating Illness or Injury (III).
      - (g) Not Seriously Wounded, Injured, or Ill (NSI).

## Performance Steps

2. Apply the principles of casualty reporting.
  - a. Provide information accurately, promptly, and in as much detail as possible so that the NOK receives as full of an account as possible of the casualty incident.
  - b. Submit a casualty report when any of the personnel in the categories below become a casualty.
    - (1) All Army members on Active Duty.
    - (2) USAR/ARNG who die while enroute to/from, or participating in Active Duty Training.
    - (3) Soldiers in an AWOL or Deserter status.
    - (4) Soldiers separated from the Army within 120 days.
    - (5) DA Employees (OCONUS & CONUS) and DoD Contractors/other U.S. Citizens (OCONUS).
    - (6) All family members of Active Duty personnel.
  - c. Ensure the DA Form 1156 is processed only through official channels to maintain confidentiality.
  - d. Use DA Form 1156 as a casualty checklist to assist in creating reports, letters of sympathy, and awards documentation as well as a field casualty report in the event of electronic failure.
  - e. Ensure initial casualty reports for deceased/DUSTWUN are authenticated by a field grade officer or higher.
  - f. Review DA Form 1156.
  - g. Confirm that units report all battlefield casualties (to include American civilians, personnel of other Services, Allied forces, and Soldiers from other friendly units).
  - h. Confirm that units record casualties on DA Form 1156 and submit to battalion level without delay or as the battlefield situation permits.
  - i. Ensure accuracy and completeness of the casualty report, to include battalion-level field grade officer review, and forward it to the appropriate level headquarters via DCIPS-FWD/CR, without delay, or as the battlefield permits.
  - j. Confirm that every level of command initiates a heads-up phone call to the next higher level, then passes casualty information to the responsible CAC.
  - k. Assign Casualty Liaison Teams (CLTs) where best suited to capture all casualties (field hospitals, mortuary collection points, etc.)
  - l. Prepare, both prior to deployment and thereafter as battlefield conditions permit, procedures for casualty reporting and casualty operations, to include—
    - (1) A method of collecting casualty data within the area of operation. The method will include using DA Form 1156, DCIPS-FWD, or DCIPS-Casualty Reporting (CR) web-based system as appropriate.
    - (2) A means of verifying the casualty status of a person by comparing casualty information with military or civilian personnel records.
    - (3) A means of verifying the accuracy of all information reported on initial and supplemental casualty feeder reports.
    - (4) Preparation of letters of sympathy, condolence, and concern.
  - m. Report all suspected friendly fire incidents to the CMAOC as soon as evidence shows that enemy fire might not have caused a casualty incident during hostilities. Suspected friendly fire incidents require—
    - (1) Immediate telephonic heads up to the CMAOC.
    - (2) An initial (INIT) or supplementary (SUPP) casualty report with detailed circumstances. If a casualty results from suspected friendly fire, but is unconfirmed, the casualty report will state "Unknown." In the event the suspected friendly fire is discovered after submitting the INIT casualty report or feeder report, the reporting unit must immediately submit a SUPP casualty report to the CMAOC to update or correct the information provided in the INIT report.
    - (3) Notification of incident through command channels to combatant commander.
    - (4) Notification of incident to CONUS Replacement Center (CRC).
    - (5) Initiation of an AR 15-6 investigation.

### Performance Steps

- n. Ensure Armed Forces Medical Examiner makes official positive identification by means of deoxyribonucleic acid (DNA) dental records, fingerprints, or other approved methods of identification.
3. Communicate the principles of casualty notification and assistance to unit leaders.
    - a. Explain that casualty notification is the process of informing the NOK of Soldiers and DA civilians who have been reported as a casualty.
    - b. Confirm that rear detachments are afforded the opportunity to make notification for wounded, injured or ill Soldiers.
    - c. Explain that casualty assistance is always provided to those receiving benefits and/or entitlements in death, missing, or DUSTWUN cases and to those NOK who have a need for ongoing exchanges of information with the DA.
    - d. Communicate that the main objectives of casualty assistance are to—
      - (1) Assist the Person Authorized to Direct Disposition (PADD) with coordinating funeral honors support, remains information, and filing of interment claims.
      - (2) Assist the PADD and NOK receiving benefits or entitlements during the period immediately following a casualty.
      - (3) Assist in settling claims and applying for and receipt of survivor benefits to the NOK.
      - (4) Assist the PNOK in other personnel-related affairs.
      - (5) Assist personnel eligible to receive effects (PERE) with shipping status and delivery of the personal effects (PE).
      - (6) Serve as the Army's liaison to pass information relating to the Soldier or the incident between the Army and the family.
    - e. Brief that the CAC having responsibility for the geographical area in which the PNOK or PADD resides will appoint a CAO from trained and certified active duty personnel.
    - f. Explain that casualty matters are unclassified, but they are assigned the protective marking of FOUO.
  4. Integrate the mortuary affairs process into unit mission planning.
    - a. Explain that the disposition (final settlement) of remains process includes the recovery, evacuation, identification, preparation, transportation and interment of remains.
    - b. Ensure during search and recovery operations, that commanders take appropriate action to search for, recover, and identify remains of their Soldiers, DA Civilians, and contractor personnel.
    - c. Ensure all deceased Soldiers and DoD employees are provided an escort. Ensure remains are escorted after they have been prepared for burial from the preparing mortuary to the final funeral destination.
    - e. Ensure when a person dies, is medically evacuated from theater, or becomes missing in the Area of Operation (AO) the PE is disposed of.
    - f. Appoint on orders a Summary Court-Martial Officer (SCMO) at each location for disposition of PE and ensure the SCMO is a commissioned officer.
    - g. Confirm PE Depots are established in CONUS and in theater during military operations for centralized processing of the PE of dead, missing, captured or hospitalized Soldiers.
    - h. Determine the PERE. The PERE, in order of precedence, is—
      - (1) Legal representative of the estate.
      - (2) Spouse.
      - (3) Eldest child.
      - (4) Elder/custodial parent.
      - (5) Eldest sibling.
      - (6) Other blood relatives by seniority.
      - (7) Loco parentis relatives.
    - i. Ensure unit personnel do not remove anything, to include body armor and helmet, from the Soldier's remains except for safety or security reasons.
  5. Administer responsibilities for casualty operations and other required casualty actions.
    - a. Ensure, prior to deployment, unit commanders:



**Performance Steps**

- (1) Appoint a SCMO for the AO and for the Rear Detachment to process the PE of deceased Soldiers in coordination with the S-4. Coordinate SCMO appointment with the command's servicing judge advocate.
  - (2) Ensure that DD Form 93, VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate), and Wills are up-to-date.
  - (3) Contact the Army Mortuary Liaison at the U.S. Air Force Port Mortuary located in Dover, DE, before forwarding unit patches and sets of unit crests.
  - (4) Develop a casualty SOP which includes procedures for processing posthumous awards, promotions, and combat badges; casualty notification; expediting citizenship requests; and defining unit specifics for Military Funeral Honors.
  - (5) Train rear detachment members as CNOs and CAOs.
  - (6) Provide training on DA Form 1156 and DCIPS-FWD/CR. Ensure that subordinate commanders train basic casualty reporting procedures and standards down to the individual Soldier.
  - (7) Include awards scrub as part of pre-deployment operations.
  - (8) Coordinate with the S-6 to ensure connectivity to DCIPS-FWD/CR during unit communications blackout periods.
  - (9) Identify Fatal Accident Briefing support.
  - (10) Brief the Family Readiness Group (FRG) on the casualty notification process.
- b. Ensure, during deployment, unit commanders:
- (1) Review and log all casualty feeder reports.
  - (2) Forward DA Form 1156 or DCIPS-FWD/CR reports.
  - (3) Update duty status on the Personnel Status (PERSTAT) and databases (eMILPO, DTAS etc).
  - (4) Monitor patient tracking.
  - (5) Continue to verify and update casualty information.
  - (6) Be prepared to assist Chaplain with Memorial Ceremony (Photo, medals, bio).
  - (7) Process awards and promotions, if applicable.
  - (8) Appoint a SCMO, if required.
  - (9) Appoint a LOD officer, if required.
  - (10) Process casualty mail.
  - (11) Prepare letters of sympathy or condolence.
  - (12) Keep higher level commanders updated.
- c. Ensure battalion S-1 provides casualty support for subordinate units and initiate official casualty reporting up the chain of command.
- d. Ensure the brigade S-1 provides casualty support for subordinate units, and facilitates casualty processing with Corps/Division G-1s, higher HQs and HQDA ensuring to—
- (1) Maintain personnel asset visibility on assigned/attached Soldiers, other Service personnel, and DoD/DA civilians.
  - (2) Verify casualty information from subordinate units DD Form 93.
  - (3) Submit casualty reports to the Corps / Division G-1 using DCIPS-FWD/CR.
  - (4) Maintain MTF coordination to monitor status of casualties evacuated and Returned to Duty (RTD).
  - (5) Submit supplemental casualty reports when the status of the casualty 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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Advised unit personnel on the casualty operations management mission.	_____	_____
2. Applied the principles of casualty reporting.	_____	_____
3. Communicated the principles of casualty notification and assistance to unit leaders.	_____	_____
4. Integrated the mortuary affairs process into unit mission planning.	_____	_____
5. Administered responsibilities for casualty operations and other required casualty 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**

<b>Required</b>	<b>Related</b>
AR 600-25	
AR 600-8-1	
AR 600-8-4	
AR 638-2	
DCIPS FORWARD USER MANUAL	
DD Form 93	
FM 1-0	
VA Form SGLV 8286	
DA Form 1156	

**Interpret Military Pay and Allowances**  
**805C-42A-4052**

**Conditions:** You are assigned to an S-1 section and have been given responsibility for military pay and internal controls within your unit. You have access to Department of Defense (DoD) Financial Management Regulation 7000.14-R Volume 7A, calculator, a laptop or desktop computer with internet capabilities, and standard office supplies.

**Standards:** Oversee the determination of entitlements to basic, special, and incentive pays for unit personnel while implementing internal control procedures that ensure proper accounting of military pay allowances and entitlements.

**Performance Steps**

1. Analyze the DoDFMR 7000.14-R Vol 7A.
  - a. Train section personnel that the DoDFMR stipulates to all Department of Defense (DoD) components the policies, regulations, and procedures in the area of responsibility of the Under Secretary of Defense.
  - b. Brief personnel that the DoDFMR, Volume 7A is divided into 66 chapters that are grouped together to cover 11 subject areas.
  - c. Explain that the paragraph numbering system used in the DoDFMR is simple to follow and that the regulation is first divided into chapters, then each chapter is further divided into sections; each section into paragraphs; then, if required, each paragraph is divided into subparagraphs.
  - d. Explain that Decision Logic Tables (DLT's) are used throughout the DoDFMR to simplify technical instructions and they are located in the back of each chapter. The first set of digits in the table number refers to the chapter, and the last set of numbers refers to the table number within the chapter.
2. Supervise the researching of finance actions.
  - a. Ensure subordinates use several different techniques to locate the specific area of the DoDFMR that is needed.
    - (1) First, tell them to look and listen for KEY WORDS or terms that are being used to pose the question.
    - (2) Second, tell them to use the Table of Contents to help find the Chapter which covers the area in question. Explain that the chapters also have a Table of Contents that breaks the chapter down into sections.
    - (3) Third, tell them as they search through the chapter, to eliminate paragraphs and subparagraphs that do not pertain to their specific search.
3. Determine special pay entitlement.
  - a. Identify several types of Special Pays. Explain that the rates of various special pays may be found in the DoDFMR. As in the case of basic pay, compute special pay on a thirty-day month.
  - b. Ensure documents required for entitlement to SDAP are present.
  - c. Confirm that Hardship Duty Pay (HDP) is payable only to members entitled to basic pay, at a monthly rate not to exceed \$300, while such members are performing duty designated by the Secretary of Defense as hardship duty. Confirm that there are two types of hardship duty pay.
    - (1) Confirm documents required for entitlement to HDP-Mission pay are present.
    - (2) Confirm that HDP-Location is payable to members for either permanent change of station duty or temporary/deployed/attached duty of over 30 days duration in specified locations.
    - (3) Confirm documents required for entitlement to HDP-L are present.
4. Determine incentive pay entitlement.
  - a. Describe that incentive pays are compensation a Soldier receives for performance of hazardous duty and that entitlement to and requirements for each incentive pay are found in the DoDFMR.

### Performance Steps

- b. Compute the various types of incentive pays on a thirty day month basis. Confirm that the various rates payable are contained in the DoDFMR and are authorized by competent orders issued by HRC.
- c. Confirm that Soldiers under competent orders who participate in regular and frequent aerial flights are entitled to flight pay. Explain that there are two categories of aerial flight pay; crewmember and non-crewmember, for both officers (including warrant officers) and enlisted Soldiers.
- d. Compute requirements for Hazardous Duty Incentive Pay (HDIP), when after placement on competent orders, a Soldier has a minimum of four hours flying time per month.
- e. Ensure that officers qualified for aviation service receive Aviation Career Incentive Pay (ACIP), since it is a continuous entitlement.
- f. Ensure that Parachute duty pay, commonly referred to as "jump pay," is paid to a Soldier that performs duty involving parachute jumping as an essential part of his/her military duty.
- g. Confirm that demolition duty pay is payable to Soldiers under competent orders to perform duty involving the demolition of explosives.
- h. Confirm that Soldiers who qualify for incentive pay for more than one type of hazardous duty may receive no more than two types of payments for the same period.

#### 5. Determine subsistence allowances.

- a. Explain there are two types of subsistence allowance.
  - (1) Basic Allowance for Subsistence (BAS).
  - (2) Family Subsistence Supplemental Allowance (FSSA).
- b. Explain that a single rate of BAS applies to all officers and the entitlement is paid at a monthly rate.
- c. Explain that Enlisted members are entitled to one of two BAS rates (Enlisted BAS or Enlisted BAS-II).
  - (1) Explain that enlisted BAS is the standard rate of BAS to be paid to enlisted members unless they qualify for and have proper authorization for a higher rate of BAS.
  - (2) Confirm that enlisted members on duty at a permanent station and assigned to single government quarters, which do not have adequate food storage or preparation facilities, and where a government mess is not available and the government cannot otherwise make meals available, may be entitled to BAS II.
  - (3) Confirm that this allowance is payable to enlisted Soldiers that are not in Basic Training.
- d. Confirm restrictions for entitlement to BAS.
- e. Ensure that Soldiers being paid BAS pay for all meals or rations received from a government mess or provided on behalf of the government.
- f. Confirm payable BAS rates, including—
  - (1) BAS is paid at a monthly rate for a 30-day month.
  - (2) Officer BAS is paid at one rate.
  - (3) Confirm there are two rates for enlisted BAS.
- g. Confirm that a DA Form 4187 (Personnel Action) is used to start, stop, or change a Soldier's rations. Include the "Voice of the Commander" (VOCO) date as the effective date for stopping and starting meal collections.
- h. Confirm payment of Family Subsistence Supplemental Allowance (FSSA).
  - (1) Explain that the purpose of FSSA is to supplement an individual's BAS to a level sufficient to remove that member's household from or obviate the need for benefits under the food stamp program.
  - (2) Ensure FSSA is payable to any officer or enlisted member of the Armed Forces who meets all of the following criteria:
    - (a) Is serving on active duty and receiving BAS.
    - (b) Has a gross household income that would make the member eligible for assistance under the United States Department of Agriculture (USDA) food stamp program for a given household size.

**Performance Steps**

- (c) Has made application for and been certified, at a specific payment level, by the appropriate office.
  - (3) Ensure individual members make application to the Army Community Service (ACS) or the appropriate organizational element as designated by their respective service.
6. Explain other payable allowances.
- a. Compute Basic Allowance for Housing (BAH).
  - b. Compute Without Dependents-BAH-AC.
    - (1) Ensure members without dependents residing in other than government quarters, are paid BAH at the without dependent rate.
    - (2) Ensure application for BAH without dependents is made on DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)).
    - (3) Ensure Reserve Component Soldiers without Dependents are authorized BAH Type 1 at the without dependents rate when they are on active duty for more than 30 days.
    - (4) Ensure the application for BAH is made on DA Form 5960.
  - c. Compute With Dependents-BAH-AC.
    - (1) Ensure that unless otherwise entitled, members residing with dependents in other than government quarters, are paid BAH at with/dependent rate.
  - d. Compute With Dependents-BAH-RC. Ensure if the Soldier is on orders for more than 30 days and residing with dependents in other than government quarters, Soldier is paid BAH at with dependent rate.
  - e. Compute Partial BAH:
    - (1) Ensure partial BAH is paid to a Soldier without dependents, who is assigned to single-type quarters, or is on field or sea duty, and not otherwise entitled to receive a BAH.
    - (2) Confirm that the DA Form 5960 is used to request partial BAH.
    - (3) Ensure applications for BAH on behalf of primary dependents are made on DA Form 5960 and include a copy of a marriage license, housing termination order or birth certificate be attached.
    - (4) Ensure DD Form 137-4 (Dependency Statement – Child Born Out of Wedlock Under Age 21) is used to apply for BAH on behalf of secondary dependents.
    - (5) Confirm that assignment and termination of Government Quarters is done with orders from the Housing Office serving the Soldier's duty station.
  - f. Compute Family Separation Allowance (FSA).
    - (1) Ensure FSA Type I (FSA-I) is paid to Soldiers for added housing expenses resulting from forced separation. Confirm that FSA-I is payable to Soldiers with dependents on permanent duty outside the United States or in Alaska who meets all the following conditions:
      - (a) Transportation of dependents to the permanent duty station or to a place near that station is not authorized at government expense.
      - (b) Dependents do not live at or near the permanent duty station.
      - (c) Adequate government quarters or housing facilities are not available for assignment to a Soldier and inadequate government quarters are not assigned.
    - (2) Ensure FSA Type II (FSA-II) is paid to Soldiers with dependents when Soldiers with no other dependents are entitled to FSA-II under the same general conditions as members with non-active duty dependents, provided the couple was residing together immediately before being separated by reason of execution of military orders.
  - g. Compute Overseas Housing Allowance (OHA) to reimburse Soldiers for expenses they incur for overseas housing when government quarters are not assigned.
  - h. Compute Cost of Living Allowance (COLA) to defray the average excess costs for Soldiers with OCONUS assignments.
7. Implement Internal Control Procedures.
- a. Verify all documentation used to substantiate pay actions.

**Performance Steps**

- b. Advise the unit commander on the Unit Commander's Finance Report (UCFR). Use all available documents in the battalion S-1 or the unit PAC to verify data on the UCFR. Ensure the commander reviews, annotates, signs and dates the monthly UCFR and returns a certified copy of the corrected UCFR with supporting documents on a Unit Transmittal Memorandum (UTM) to the Defense Military Pay Office (DMPO) or Finance Battalion/Detachment by the suspense date established by the DMPO.
- c. Reconcile the UCFR to ensure Soldiers don't incur undo financial hardship due to incorrect pay.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Analyzed the DoDFMR 7000.14-R Vol 7A.	_____	_____
2. Supervised the researching of finance actions.	_____	_____
3. Determined special pay entitlements.	_____	_____
4. Determined incentive pay entitlements.	_____	_____
5. Determined subsistence allowances.	_____	_____
6. Explained other payable allowances.	_____	_____
7. 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**

<b>Required</b>	<b>Related</b>
DoD 7000.14R VOL 7A	
DA Form 4187	
DA Form 5960	
DD Form 137-4	

**Supervise Unit Postal Operations**  
**805C-42A-4060**

**Conditions:** You have been assigned to the Brigade/Battalion S1 section and are preparing to deploy. You must create and implement a plan to manage the Postal Operations for a BCT size element. You have access to AR 600-8-3, FM 1-0, DoD Manual 4525.6-M, DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly), and DD Form 2258 (Temporary Mail Disposition Instructions).

**Standards:** Administer postal operations that accurately delivers mail in the timeliest manner and results in 100% accountability of mail.

**Performance Steps**

1. Explain the Postal Operations Mission and Requirements.
  - a. State that the mission of the Military Postal System (MPS) is to operate as an extension of the United States Postal Service (USPS) consistent with public law and federal regulations beyond the boundaries of US sovereignty and provide postal services for all DoD personnel where there is no USPS available.
  - b. State that statutory requirements are found in United States Code and Code of Federal Regulations.
  - c. State that the functional proponent for postal operations management is the Adjutant General, Human Resources Command (HRC).
2. Advise personnel about the responsibilities of Postal Operations, including—
  - a. The Military Postal Service Agency (MPSA) is the conduit through which USPS passes along postal directives and policies to the military postal system.
  - b. The Joint Military Postal Activity (JMPA) provides the interface of military and civilian postal operations at the gateways.
  - c. The Postal Operations Division (POD) of the Human Resources Sustainment Center (HRSC) establishes AOR-wide postal policies, assists in coordinating the establishment of a Military Mail Terminal (MMT), and conducts postal planning for military operations.
  - d. Combatant Commanders (CCDRs) control theater postal personnel and resources and establish the priority of mail movement from aerial/sea ports of debarkation (APODs/SPODs) and onward to operational areas.
  - e. The MMT Team provides postal support to an Area of Operations by establishing an MMT, coordinating, receiving, and processing incoming mail.
  - f. HR Companies (Postal) will support the MMT Operations and will also operate in Sustainment Brigades in the Army/Corps/Division Areas of Responsibility (AORs) providing postal support to units and Soldiers.
  - g. The Postal Plans and Operations Team is a staff section attached to an HR Company headquarters when one or more postal platoons are assigned or attached. It provides postal planning and operational management to the HR Company Commander as well as company level directory service.
  - h. The mission of a Postal Platoon is to provide postal support to all individuals and units in an assigned area or to serve as an element of a MMT.
    - i. The Corps/Division G-1 provides policy guidance for mail operations.
    - j. The brigade S-1 develops and coordinates a postal operations plan for assigned and attached units within the brigade.
3. Explain the Postal Flow.
  - a. Describe how mail flows from CONUS into theater, through Corps to Divisions, Brigades, and below.

### Performance Steps

- b. State that mail is transported via USPS from the mail box to the local US Postal Processing Center, then it is transported, again by USPS, to the nearest Gateway. It leaves USPS control at the Gateway and enters the Military Postal System. Mail is either flown or shipped on a US flag carrier plane or US registered ship. Mail arrives at the nearest Military Mail Terminal to the letter's destination (determined by the zip-code). The MMT breaks it down to the zip code level and ships it to the local APO, either on a contract vehicle or as part of a military supply convoy to outlying FOBs. The APO further breaks mail down by unit and it is picked up by the unit S-1 section that then gets it to the Soldier.
4. Administer Unit Mail Room Operations.
    - a. Establish a unit mailroom in a secure area.
    - b. Appoint:
      - (1) A unit postal officer and an alternate postal officer, who will fulfill the duties of the unit postal officer in his absence, in writing.
      - (2) A unit mail clerk and at least one alternate unit mail clerk using DD Form 285.
    - c. Train assigned personnel on the importance of safeguarding mail, timely delivery, and the serious consequences of negligence of their duty.
    - d. Designate unit mail clerks and unit mail orderlies.
  5. Administer the responsibilities of a Battalion S-1 section, including—
    - a. Ensure the Battalion Commander appoints the S-1 as the unit postal officer and ensure mail clerks are appointed and trained prior to deployment.
    - b. Focus on Unit Mail Room (UMR) and Unit Mail Clerk (UMC) operations, certification, and inspection.
    - c. Coordinate with APO, unless the Brigade is running a consolidated mail room.
    - d. Ensure space is set aside to sort through and organize the mail for the battalion and secure all mail when no one is in the mail room.
    - e. Coordinate daily retrograde mail routing to the APO.
    - f. Work closely with the S-4 to determine transportation needs for the mail.
    - g. Monitor mail clerks closely.
    - h. Forward mail for wounded, deceased, or missing Soldiers or civilians.
    - i. Coordinate with Battalion S-6 who is responsible for official mail.
    - j. Ensure that appropriate supervision of unit mail operations is accomplished, including allowing sufficient time for mail clerks to accomplish their mission, investigating and resolving any issues within the battalion that is hindering mail delivery, and establishing and executing an internal mail inspection program.
  6. Administer the responsibilities of a Brigade S-1 section, including—
    - a. Coordinate with the S-6 and G-6 regarding official mail.
    - b. Monitor outlying units to ensure they are receiving adequate postal finance support.
    - c. Monitor and inspect the Battalion S-1 mail rooms to ensure that they are being run in accordance with DoD directives.
    - d. Investigate and resolve any problems hindering mail delivery within the brigade.
  7. Oversee postal requirements during deployment:
    - a. Train and appoint qualified mail personnel so that upon arrival in theater mail service to the Soldier is not disrupted.
    - b. Provide mailing instructions to deploying personnel and their family.
    - c. Ensure DD Form 2258 (Temporary Mail Disposition Instructions) for mail disposition is completed.
    - d. Ensure information is disseminated to Soldiers regarding who to notify of their address change for a deployment and mailing restrictions.
    - e. Ensure Soldiers are aware of the choices regarding mail disposition during deployment, prior to making a determination.
    - d. Establish contact with your servicing postal platoon as soon as possible upon arrival in theater.
    - e. Inform APO in theater of the unit's arrival and provide a unit manning roster.



**Performance Steps**

- f. Integrate S-1 mail responsibilities during the sustainment phase of an operation.
- g. Execute postal redeployment responsibilities.
  - (1) Advise APO of unit departure date and provide them a list of all Soldiers affected.
  - (2) Notify correspondents to stop sending mail 10 to 15 days prior to departure.
  - (3) Upon redeployment notify the local Post Office of the unit's arrival.
  - (4) Reserve component units must notify the mobilization station of redeployment and unit forwarding address.
  - (5) Ensure re-deploying Soldier completes a proper change of address.
  - (6) Ensure Soldiers are aware of all mailing restrictions and distribute information on non-mailable items.
  - (7) Notify rear detachment of bulk shipped mail packages.
  - (8) Coordinate through rear detachment and home station APOs storage space.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that 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. Explained the Postal Operations Mission and Requirements by—	—	—
a. Stating that the mission of Military Postal System (MPS) is to operate as an extension of the United States Postal Service (USPS) consistent with public law and federal regulations beyond the boundaries of US sovereignty and provide postal services for all DoD personnel where there is no USPS available.		
b. Stating the statutory requirements are found in United States Code and Code of Federal Regulations.		
c. Stating that the functional proponent for postal operations management is the Adjutant General, HRC.		
2. Advised personnel about the responsibilities of Postal Operations.	—	—
3. Explained the Postal Flow.	—	—
4. Administered Unit Mail Room Operations by—	—	—
a. Establishing a unit mailroom in a secure area.		
b. Appointing—		
(1) A unit postal officer and an alternate postal officer.		
(2) A unit mail clerk and at least one alternate unit mail clerk.		
c. Training assigned personnel on the importance of safeguarding mail, timely delivery, and the serious consequences of negligence of their duty.		
d. Ensuring that the postal officer and alternate were:?		
e. Designating unit mail clerks and unit mail orderlies.		
f. Inspecting the unit mail room daily and conducting a self-inspection monthly.		
5. Administered the responsibilities of a Battalion S-1 section.	—	—
6. Administered the responsibilities of a Brigade S-1 section.	—	—
7. Oversaw postal requirements during deployment.	—	—

**Evaluation Guidance:** Score a GO if the Soldier passes (P) all applicable 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 600-8-3  
DoD 4525.6-M  
FM 1-0  
DD Form 285  
DD Form 2258

**Related**

## Subject Area 3: Coordinate Personnel Support

**Review Mobilization Procedures****805C-42A-4033**

**Conditions:** You are the HR Sergeant in a Brigade S-1 and have received notice that you will be augmented by a Reserve Component unit while deployed. Your Brigade Commander has tasked you to provide the staff a class on mobilization procedures to ensure that personnel readiness is maintained. You have access to AR 600-8-101, In and-Out and Mobilization Processing and DA Form 7425 (Readiness and Deployment Checklist).

**Standards:** The standard will be met when the mobilization and processing procedures and requirements are clearly identified without error.

**Performance Steps**

1. Identify the processing procedures for a mobilization, by ensuring—
  - a. A mobilization packet is prepared for each Soldier with the following documents included.
    - (1) DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.
    - (2) DD Form 1172-2 (Application for Department of Defense Common Access Card — DEERS Enrollment).
    - (3) IRS Form W4 (Employee's Withholding Allowance Certificate).
    - (4) Marriage certificate with raised certification seal.
    - (5) Birth certificates of family members.
    - (6) DD Form 2558 (Authorization to Start, Stop or Change an Allotment).
    - (7) VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate).
    - (8) Family Care Plan if required.
  - b. Soldiers are provided with deployment information.
  - c. Soldiers mobilization packets are maintained on file.
  - d. Legal counseling is provided to Soldiers.
  - e. Soldiers military personnel records are maintained on file.
  - f. Soldiers Personnel Financial Record (PFR) for United States Army Reserve (USAR) and Army National Guard (ARNG) are maintained on file.
  - g. Soldiers health records are maintained on file.
  - h. The security clearance roster is annotated with the correct data.
  - i. The appropriate action is taken for Soldiers in a non-deployable status.
  - j. Soldiers family care plan, if applicable.
  - k. Soldiers have proper identification.
  - l. Pre-mobilization briefings are conducted.
2. Review Mobilization Processing Requirements by verifying—
  - a. Non-deployable Soldiers are transferred to another unit.
  - b. Attached Soldiers are released and recovered.
  - c. Eligible Soldiers are promoted.
  - d. Unit personnel rosters are prepared.
  - e. Soldiers, units, and other activities are furnished copies of activation orders and personnel rosters.
  - f. Finance personnel are notified of the unit's activation.
  - g. Verify a Soldier reassignment plan is prepared.
  - h. Verify eyeglasses, inserts, and hearing aids are requisitioned, as required.
3. Review Readiness and Deployment Processing Procedures.
  - a. Ensure medically disqualified Soldiers are identified.
  - b. Ensure Soldiers personnel, medical and dental records are updated.

**Standards:** The standard will be met when the mobilization and processing procedures and requirements are clearly identified without error.

**Performance Steps**

- c. Ensure the records are distributed to the appropriate personnel sergeant.
- d. Verify the arrival status of Soldiers at the assembly site.
- e. Ensure DD Form 220 (Active Duty Report) is prepared.
- f. Ensure identification (ID) card documents are prepared for family members.
- g. Verify the security clearance roster is updated.
- h. Ensure claims for Soldiers travel from home to the assembly site are prepared.
- i. Conduct the mobilization briefing.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Identified processing procedures for mobilization.	—	—
2. Reviewed Mobilization Processing Requirements.	—	—
3. Reviewed Readiness and Deployment Processing 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**

<b>Required</b>	<b>Related</b>
AR 600-8-101	
DA Form 7425	
DD Form 1934	
DD Form 2558	
DD Form 220	
VA Form SGLV 8286	
IRS Form W4	
DD Form 1172-2	

## Manage Demobilization Procedures

### 805C-42A-4051

**Conditions:** You are the Brigade HR Sergeant and your brigade is set to redeploy in 30 days. You are required to ensure that all personnel readiness matters are current. You have access to DA Pamphlet 600-72 (Army Manpower Mobilization), Soldiers' personnel, finance, and medical records, appropriate manpower and agencies, and standard office supplies and equipment.

**Standards:** The standard will have been met when the following has been accomplished:

1. Establish a plan to accomplish demobilization procedures.
2. Ensure that all required processing is completed.
3. Provide a suitable departure ceremony for Soldiers.

#### Performance Steps

1. Establish a plan to accomplish demobilization procedures.
  - a. Plan administrative and personnel demobilization requirements.
  - b. Ensure adequate manpower is available to perform separation tasks.
  - c. Ensure appropriate agencies participating in demobilization are available.
  - d. Ensure demobilization procedures are accomplished within five days.
2. Establish initial receiving procedures for incoming Soldiers.
  - a. Meet incoming Soldiers upon their arrival to the separation center.
  - b. Assign incoming Soldiers to the separation center for command and control purposes.
  - c. Orient incoming Soldiers to the separation center layout.
  - d. Inform incoming Soldiers of the sequence of events that will take place at the separation center.
  - e. Ensure adequate military personnel are available to accomplish initial receiving procedures.
3. Initiate the records processing of Soldiers.
  - a. Determine what needs to be accomplished to close Soldiers' active duty records.
  - b. Prepare active duty records for reserve service or use in validating veterans' benefits, as appropriate.
  - c. Ensure adequate military or civilian personnel are available to accomplish records processing procedures.
4. Ensure medical examinations are completed.
  - a. Ensure medical authorities make a tentative determination of Soldiers' eligibility for discharge or continued services on active duty (AD) or reserve component (RC) assignments.
  - b. Ensure qualified physicians, preferably civilian physicians, complete medical examinations.
5. Ensure reenlistment counselings are conducted.
  - a. Assist Soldiers in making informed decisions on continued Army service on AD or RC.
  - b. Ensure selected Soldiers who desire to reenlist meet eligibility requirements.
6. Ensure separation counselings are conducted.
  - a. Ensure Soldiers are briefed on job and career planning, civilian living expenses, civilian job-search activities, benefits of college or vocational school, and veterans' benefits.
  - b. Obtain qualified counselors through appropriate channels to conduct briefings.
7. Ensure clothing and equipment turn-in is accomplished.
  - a. Ensure Soldiers are provided uniforms for their trip home.
  - b. Ensure reenlisting Soldiers retain uniform items needed for future AD or RC assignments.
  - c. Ensure adequate military or civilian personnel are available for clothing and equipment turn-in.
8. Conduct final records reviews.
  - a. Ensure personnel and finance records are properly closed out.
  - b. Ensure adequate military or civilian personnel are available for the final records review.

**Performance Steps**

9. Provide a suitable departure ceremony for Soldiers.
  - a. Present final award to departing Soldiers if appropriate.
  - b. Ensure a field grade officer presides over awards ceremonies.
10. Ensure final pay and transportation requirements are met for Soldiers.
  - a. Ensure final pay and transportation is authorized to a final destination.
  - b. Ensure adequate military or civilian personnel are available for the final pay and transportation requirements.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Established a plan to accomplish demobilization procedures.	—	—
2. Established initial receiving procedures for incoming Soldiers.	—	—
3. Initiated the records processing of Soldiers.	—	—
4. Ensured medical examinations were completed.	—	—
5. Ensured reenlistment counselings were conducted.	—	—
6. Ensured separation counselings were conducted.	—	—
7. Ensured clothing and equipment turn-in was accomplished.	—	—
8. Conducted final records reviews.	—	—
9. Provided a suitable departure ceremony for Soldiers.	—	—
10. Ensured final pay and transportation requirements were met for Soldiers.	—	—

**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**  
DA PAM 600-72

**Related**  
FM 1-0

**Manage Morale, Welfare, and Recreation (MWR) Operations**  
**805C-42A-4062**

**Conditions:** You are assigned to a Brigade S-1 section and your unit is preparing to deploy. The S-1 has tasked you to review the unit's MWR program and provide information to the brigade commander on what must occur prior to, during, and after deployment. You have access to AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities), FM 1-0, (Human Resources Support), and standard office supplies.

**Standards:** Coordinate MWR and community support activities for the unit for peacetime and full spectrum operations while assigning responsibilities for support at the unit level during mobilization, contingency, and wartime operations to maintain the morale and esprit de corps of the unit.

**Performance Steps:**

1. Brief commanders on the MWR Program's concept and objectives.
  - a. Explain that the MWR program.
    - (1) Supports combat readiness and effectiveness.
    - (2) Supports recruitment and retention of quality personnel.
    - (3) Provides leisure time activities, which support a quality of life commensurate with generally accepted American values.
    - (4) Promotes and maintains the mental and physical well-being of authorized personnel.
    - (5) Fosters community pride, Soldier morale, and Family wellness and promotes unit esprit de corps.
    - (6) Eases the impact of unique aspects of military life, such as frequent relocations and deployment.
  - b. Correlate each MWR program into several categories:
    - (1) Mission-sustaining programs.
    - (2) Community support programs.
    - (3) Revenue-generating programs.
2. Apply the principles of MWR support during peacetime and full spectrum operations.
  - a. Explain that during peacetime, the scope of MWR includes, but is not limited to sports activities, recreation centers, libraries, Family programs, child and youth services, clubs, bowling centers, golf courses, outdoor recreation, arts and crafts, automotive skills centers, and entertainment.
  - b. Explain that during full spectrum operations, the MWR network provides services to the Area of Responsibility (AOR).
  - c. Submit requests for assigned Red Cross personnel to accompany the brigade size unit through the U.S. Army Community and Family Support Center, Directorate of Family Programs (USACFSC-FP).
  - d. Advise commanders that they should know and understand the role of the Family Readiness Group (FRG) and how community agencies can support Soldiers and their Families.
  - e. Ensure unit commanders at all levels establish and/or support FRG operations.
  - f. Ensure Army and Air Force Exchange Service (AAFES) opens and operates exchanges in contingency locations at the request of the combatant commander and subordinate commands.
3. Determine responsibilities for providing MWR support at the unit level during mobilization, contingency, and wartime operations.
  - a. Ensure commanders at all levels are responsible for the MWR support and readiness provided for their Soldiers and civilians.
  - b. Assign the Battalion S-1 A&R Officer/NCO the following MWR responsibilities:
    - (1) Coordinate with battalion S-4 to ensure that Soldiers and Civilians deploy with Health and Comfort Packs (HCPs).
    - (2) Determine the type and quantity of HCPs carried by Soldiers.
    - (3) Plan for unit MWR programs prior to deployment.

- (4) Requisition book kits at the sustaining base or mobilization station.
  - (5) Ensure units include MWR equipment (unit level recreation kits, book kits, etc.) in the unit basic load plan.
  - (6) Appoint unit A&R officers/NCOs to coordinate MWR programs and maintain equipment
  - (7) Plan for AIFA that may be established and operated by unit personnel.
  - (8) Schedule Soldiers and civilians for R&R periods based on allocations established by their brigade/BCT.
  - (9) Coordinate establishment and operation of Soldier activity centers, recreation activities, exchanges and unit lounges.
  - (10) Coordinate unit programs to include acquisition, use, and maintenance of MWR equipment and supplies.
  - (11) Coordinate the unit Family Readiness programs and policies.
  - (12) Ensure that unit commanders appoint Family Readiness liaison personnel as an additional duty.
  - (13) Ensure that unit commanders establish Family Readiness Groups.
- c. Assign the Brigade S-1 staff to facilitate and coordinate MWR programs with the following MWR responsibilities:
- (1) Ensure commanders appoint A&R officers/NCOs at the Battalion and Company level.
  - (2) Plan for TFEs that are established and operated by commands using unit personnel.
  - (3) Plan for AIFAs that may be established and operated by unit personnel.
  - (4) Plan for DOX-T operations established and operated by AAFES personnel in a secure environment.
  - (5) Plan for MWR service level kits.
  - (6) Schedule Soldiers and civilians for R&R periods based on allocations provided by Division/Corps G-1.
  - (7) Schedule Soldiers and civilians for rest area utilization and pass programs.
  - (8) Coordinate establishment and operation of activity centers, recreation activities, exchanges, and unit lounges for all assigned personnel.
  - (9) Coordinate unit A&R programs to include acquisition, use and maintenance of equipment and supplies through G-1/S-1 and G-4/S-4 to determine what is already established and available in the unit area.
  - (10) Ensure that commanders appoint Family Readiness personnel at the Battalion and Company level as an additional duty.
4. Plan for the battlefield flow of MWR.
- a. Ensure operational plans include requirements for fitness and recreation, exchange activities, and community support functions.
  - b. Ensure staff responsibility for MWR support in a deployed environment remains an S-1/G-1 function whether civilian recreation staffs are available or not.
  - c. Plan for civilian MWR specialists to deploy to the AOR as early as the situation permits and only at the request of the Commander through the World Wide Individual Augmentation System (WIAS).
  - d. Coordinate with the Army/ASCC G-1 and appropriate Division/Brigade/BCT G-1/S-1 for rest areas and base camp commanders to deploy MWR service level kits, electronic game kits, theater in-a-box kits, and video messenger kits.
  - e. Coordinate with Corps G-1 for rest areas to provide MWR support and exchange services within Corps and Division rear areas.
  - f. Ensure supply channels stock MWR items on their Consolidated Table of Allowances (CTA).
  - g. Ensuring the Army/ASCC G-1 establishes a pass program or rest area within the AOR.
  - h. Request live entertainment based on availability, Army/ASCC policy, and the tactical situation.

**Evaluation Preparation:** You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.



**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Briefed commanders on the MWR Program's concept and objectives.	—	—
2. Applied the principles of MWR support during peacetime and full spectrum operations.	—	—
3. Determined responsibilities for providing MWR support at the unit level during mobilization, contingency, and wartime operations.	—	—
4. Planned for the battlefield flow of MWR.	—	—

**Evaluation Guidance:** Score a GO if the Soldier passes (P) all applicable 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 215-1  
FM 1-0

**Related**

Subject Area 4: Conduct HR Planning and Operations

**Review the Human Resources Organization Structure**

**805C-42A-4011**

**Conditions:** As a HR Soldier it is important that you are familiar with the current HR doctrine and how it fits into the Army's current and future operational concept across the full spectrum of conflict. You have been tasked to provide a NCOPD class on the Personnel Organization Structure for the Army. You have access to FM 1-0 (Human Resources Support) and standard office supplies.

**Standards:** The standard will be met when the following can be identified without error:

1. Four HR core competencies.
2. Responsibilities of HR structure across the various echelons of commands.
3. HR organizations (SRC 12) and HR staff elements (G-1/AG, S-1, HROB).
3. Battalion, Brigade, Division, Corps HR Organizational Structure.

**Performance Steps**

1. Describe the objective of Human Resources (HR) Support by explaining the following:
  - a. Objective of HR support.
  - b. HR support is accomplished by building, generating, and sustaining the force providing combatant commanders the required forces for missions and supporting leaders and Soldiers at all levels.
  - c. Meeting the goals of providing efficient and effective HR support relies on multi-functional HR leaders who focus their knowledge and skills of the Army's most important asset - its people.
2. Explain the four fundamental core competencies that all HR personnel must accomplish:
  - a. The objective of Man the Force is to ensure the right people are in the right place with the right skills at the right time and includes five functional tasks:
    - (1) Personnel Readiness Management.
    - (2) Personnel Accountability.
    - (3) Strength Reporting.
    - (4) Retention Operations.
    - (5) Personnel Information Management.
  - b. Provide HR Services are those functions that directly impact a Soldier's status, assignment, qualifications, financial status, career progression, and quality of life and that the key functions of Provide HR Services are—
    - (1) Essential Personnel Services (EPS).
    - (2) Postal Operations.
    - (3) Casualty Operations.
  - c. Coordinate Personnel Support are those functions and activities that contribute to unit readiness by promoting fitness, building morale and cohesion, enhancing quality of life, and providing recreational, social, and other support services for personnel who deploy with the force. It includes—
    - (1) MWR.
    - (2) Command Interest Programs.
    - (3) Band Operations.
  - d. Conduct HR Planning and Operations is the means by which the HR provider envisions a desired end state in support of the operational commander's mission requirements.
3. Describe the Army Service Command Component (ASCC) G-1/AG responsibilities.
4. Describe the Corps/Division G-1/AG responsibilities.
  - a. Explain the ASCC G-1/AG's primary function.
  - b. Explain that the ASCC G-1/AG is a comprised of a Headquarters element and two branches.
    - (1) Headquarters section.

**Performance Steps**

- (2) Manpower branch.
- (3) Plans and Operations, Programs, and Policy Branch.
- c. Explain that the corps G-1/AG staff section is comprised of a headquarters element and seven sections/cells.
  - (1) Headquarters section.
  - (2) HR Operations section.
  - (3) HR Policy section of the corps and the HR Division.
  - (4) Essential Personnel Services section of the corps/division.
  - (5) HR Current Operations Integration Cell (COIC) of the corps and the Current Operations section of the Division.
  - (6) Casualty Operations section of the corps/division.
  - (7) Personnel Information Management section of the corps/division.
  - (8) Personnel Readiness Management section.
- 5. Describe the functions of the Brigade S-1 Section.
- 6. Describe the functions of the Battalion S-1 Section.
- 7. Describe the functions of HR Operations Branch (HROB).
- 8. Describe the functions of the HR Sustainment Center (HRSC).
- 9. Describe the objective of the Military Mail Terminal (MMT) Team.
  - a. Explain that the MMT provides support to an AO by establishing an MMT which coordinates, receives, processes incoming mail, and dispatches mail to CONUS.
- 10. Describe the objective of the Theater Gateway Personnel Accountability Team (PAT) by explaining that the TG PAT—
  - a. Provides PA support to the theater of operations by coordinating and providing PA operations and databases inputs as Soldiers enter, transit, and depart the theater at the inter-theater APOD.
  - b. Deploys and establishes a theater-level TG PAT Center with augmentation of an HR Company at the primary inter-theater APOD.
  - c. Receives technical guidance from the supporting HROB and the HRSC Plans and Operations Division.
  - d. Requires a capability to communicate digitally through web and voice, both secure and non-secure, to PAT elements, G-1/A-G sections, logistical support elements and other branches of Service.
- 11. Described the functions of the HR Company Headquarters.
  - a. Explain that the HR Company consists of a Command section, Plans and Operations section, and Headquarters Support section.
  - b. Describe the mission of the Postal Platoon.
  - c. Describe the mission of the HR Platoon.
  - d. Explain that the Personnel Accountability Team (PAT) provides accurate casualty information at MTF's, MA collection points, and higher headquarters G-1/A-G, General Officer commands, and other locations as specified by the HRSC.
  - e. Explain that Casualty Liaison Teams (CLT) are formed by the HR platoon to support theater casualty operations mission.
  - f. Describe how Army Bands support the AO.
    - (1) Explain that Army bands are designed to support Army, Joint, and Coalition operations. They are SRC 02 organizations that provide flexibility to employ tailored Music Performance Teams (MPTs) in support of both deployed and home station mission requirements.
    - (2) Explain that Army bands are organized into four types: Small, Medium, Large, and Special.

**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.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Described the objective of Human Resources (HR) Support.	—	—
2. Explained the four fundamental core competencies of HR support.	—	—
3. Described the Army Service Command Component (ASCC) G-1/AG responsibilities.	—	—
4. Described the Corps/Division G-1/AG responsibilities.	—	—
5. Describe the functions of the Brigade S-1 Section.	—	—
6. Describe the functions of the Battalion S-1 Section.	—	—
7. Describe the functions of HR Operations Branch (HROB).	—	—
8. Describe the functions of the HR Sustainment Center (HRSC).	—	—
9. Describe the objective of the Military Mail Terminal (MMT) Team.	—	—
10. Describe the objective of the Theater Gateway Personnel Accountability Team (PAT).	—	—
11. Described the function of the HR Company Headquarters.	—	—

**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**

**Analyze Human Resources Planning Considerations using the MDMP  
805C-42A-4041**

**Conditions:** You are the HR Sergeant of a battalion/squadron in a tactical environment. The unit is preparing to conduct full spectrum operations and the executive officer has asked you to determine the HR planning and operations conditions by completing a personnel estimate. You have access to FM 1-0 (Human Resources Support), 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 thorough HR estimate that supports discussion of likely courses of action (COAs) developed during MDMP and present it to the Adjutant for their review. Produce the human resources portion of the Sustainment Annex that will support the Commander's intent. Your analysis should include all critical personnel issues affecting the operation.

**Performance Steps**

1. Verify the reports for the preparation of the HR Estimate.
  - a. Verify any previous Personnel Estimates are available for review.
  - b. Verify the reports on personnel information are available for review.
    - (1) Battle Roster report is available for review.
    - (2) PS report is available for review.
    - (3) PRR is available for review.
2. Review the restated Mission statement.
  - a. Review the mission statement from the Commander, operations officer (S3 or G3), or from the Operations Order (OPORD).
  - b. Ensure the Composite Risk Management (CRM) process is included as part of each phase of the operations planning process.
3. Prepare the Mission Situation and the Considerations sections of the HR Estimate.
  - a. Verify the intelligence information provided to the S1/G1 and add it to the HR Estimate.
    - (1) Determine what information to include in the intelligence situation subparagraph.
      - (a) Determine the impact of Current Area of Operation (AO) characteristics on personnel.
      - (b) Identify the strengths and dispositions of the enemy.
      - (c) Determine which enemy capabilities could affect the Mission.
      - (d) Determine which enemy capabilities could affect unit personnel.
    - (2) Prepare the HR Estimate subparagraph on the intelligence situation.
  - b. Review the tactical information available from the S3(G3), or from the commander's planning guidance, and add to the HR Estimate for the following:
    - (1) Present dispositions of major tactical elements for any impact on unit personnel.
    - (2) Impact on personnel of possible mission Course of Action Development (COA).
    - (3) Projected operations, if known, and other planning factors as required for coordination and integration of the staff estimate.
    - (4) HR Estimate tactical information subparagraph.
  - c. Review the logistics information available from the S4(G4) and add to the HR Estimate.
    - (1) Review the dispositions of logistic units and installations that have an effect on the personnel situation.
    - (2) Review the projected developments within the logistics field that are likely to influence personnel operations.
    - (3) Prepare the Personnel Estimate logistics situation subparagraph.
  - d. Review the Civil/Military Operations (CMO) information available from the CMO officer and add to the HR Estimate.
    - (1) Review the present dispositions of civil affairs units and installations that could affect the personnel situation.

**Performance Steps**

- (2) Review the projected developments within the logistics field that are likely to influence personnel operations.
- (3) Prepare the HR Estimate logistics situation subparagraph for the following.
- e. Review the troop preparedness section of the HR Estimate.
  - (1) Unit personnel strength maintenance information.
    - (a) All authorized, assigned, and attached personnel strengths.
    - (b) Effects of personnel deployment.
    - (c) Reports of personnel losses (both combat and noncombat).
    - (d) Reports of personnel gains.
    - (e) Reports of critical personnel MOS and skill shortages.
    - (f) Projections of personnel gains and losses.
    - (g) Any local situations that will affect personnel strength.
  - (2) Review the personnel replacement situation for the following.
    - (a) Any of the following outstanding critical personnel replacement requirements:
      - Weapons system crew.
      - Small unit requirements.
    - (b) Status of previous personnel allocation by unit, where allocation is critical to the current situation.
    - (c) Present and future location of personnel replacement processing units.
    - (d) Any information pertinent to receiving personnel replacements.
  - (3) Review any pertinent noncombat personnel matters for the following.
    - (a) Impact of prisoners of war (POW) personnel.
    - (b) Impact of any non-US force personnel augmentees.
    - (c) Impact of any civilian internees or detainees, DA civilians, and other civilians, depending on the local circumstances.
    - (d) Availability of noncombat personnel to meet labor requirements.
  - (4) Verify the Soldier personnel readiness status.
    - (a) Determine the status of morale and esprit de corps.
    - (b) Review any major influences that could significantly impact unit morale.
    - (c) Review any factors affecting the stability and reliability of individual Soldiers, teams, and crews to accomplishing the mission.
    - (d) Review the factors affecting organizational climate, commitment, and cohesion, when appropriate.
  - (5) Review the changes or impacts to service support for the following:
    - (a) Soldier support services.
    - (b) Personnel health services.
    - (c) Personnel legal services.
    - (d) Personnel postal services.
    - (e) Morale support activities.
    - (f) Religious services for personnel.
    - (g) Public affairs services.
    - (h) Personnel administrative services.
    - (i) Personnel finance services.
  - (6) Review the personnel organizational climate.
    - (a) Review the effectiveness of communication within the chain of command.
    - (b) Review the performance and discipline standards.
    - (c) Assess the human relations of unit personnel.
    - (d) Assess the supervision of unit personnel.
    - (e) Review the effects of physical combat stress on unit personnel.
    - (f) Review any other factors influencing personnel readiness.
  - (7) Review the Soldier's commitment (strength of a Soldier's identification with and involvement in, the unit).
  - (8) Review the cohesion being exhibited by unit personnel.
  - (9) Prepare the troop preparedness situation subparagraph.
- f. Prepare the information for the assumption's section of the HR Estimate.

**Performance Steps**

4. Analyze each COA for personnel requirements needs and add the information to the HR Estimate.
  - a. Verify each part of the Situations and Considerations paragraph is reviewed for its impact on personnel.
  - b. Complete the COA subparagraph in the HR Estimate.
5. Review the COA Comparison for any impacts on personnel requirements and add to the HR Estimate.
  - a. Evaluate each COA from a personnel standpoint.
  - b. Verify the addition of the COA comparison data to the HR Estimate.
6. Review and analyze all conclusions for impacts on personnel requirements and make recommendations.
  - a. Verify the formulation of the conclusions.
  - b. Verify the addition of the Conclusions paragraph to the HR Estimate.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Verified the reports for the preparation of the Personnel Estimate.	_____	_____
2. Reviewed the Mission statement.	_____	_____
3. Prepared the Mission Situation and the Considerations sections of the HR Estimate.	_____	_____
4. Analyzed each COA for personnel requirements needs and add the information to the HR Estimate.	_____	_____
5. Reviewed the COA Comparison for any impacts on personnel requirements and add to the HR Estimate.	_____	_____
6. Reviewed and analyze all Conclusions for impacts on personnel requirements and made recommendations.	_____	_____

**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**

**Employ Situational Leadership**  
**805C-42A-4064**

**Conditions:** You are a leader in the contemporary operating environment and are faced with a situation that requires you to react and consider PMESII-PT variables to avoid a situation that could potentially lead to a hostile environment and be detrimental to mission accomplishment and the welfare of your Soldiers.

**Standards:** Employ situational leadership by utilizing the political, military, economic, social, infrastructure, information, physical environment, and time (PMESII-PT) variables prior to making decisions.

**Performance Steps**

1. Establish and impart clear intent and purpose.
2. Assess situation, mission, and assignment to determine the parties involved in decisionmaking, decision support, and possible interference or resistance.
3. Engage other members in activities and objectives.
4. Keep people informed of actions and results.
5. Clarify the situation.
6. Identify roles and resources.
7. Meet mission standards, protects resource, and accomplishes the mission with available resources using technical and tactical skills.

**Performance Measures**

	<u>GO</u>	<u>NO-GO</u>
1. Established and imparted clear intent and purpose.	—	—
2. Ensure a complete semi-centralized promotion cycle is established.	—	—
a. Ensure the following processes occur one month prior to the board month.		
(1) The Battalion S-1 identifies Soldiers considered for promotion.		
(2) The Battalion S-1 prepares each DA Form 3355 (Promotion Point Worksheet), Section A.		
(3) Promotion authority's approval is obtained.		
b. Ensure the following processes occur during the board month.		
(1) The Battalion S-1 prepares for the board and conducts the board on or before the 15th of the board month.		
(2) Ensure the Battalion S-1 finalizes the board proceedings.		
(3) Ensure the Battalion S-1 forwards the results to the brigade.		
(4) Ensure the Brigade S-1 reviews the proceedings.		
(5) Ensure the Soldiers' promotion points are inputted into EDAS.		
c. Ensure the following processes occur two months after the board month.		
(1) Ensure the PROM receives the monthly SGT and SSG promotion selectees by name-listing.		
(2) Ensure the Brigade S-1/Battalion S-1 validates, by name, the eligibility of the Soldiers selected for promotion to SGT/SSG.		



**Performance Measures**

**GO   NO-GO**

- (3) Ensure orders are issued, if applicable.
- d. Ensure special category promotions are processed correctly.
- e. Ensure promotion point re-evaluations are processed correctly.
- f. Ensure promotion point adjustments are processed correctly.
- g. Verify the Soldier is correctly removed from the local promotion standing list, if applicable.

**References:**

**Required**  
DA Form 3355

**Related**

**Supervise Joint Human Resources (HR) Operations**  
**805C-42A-5029**

**Conditions:** You are assigned to a Human Resources (HR) position in a joint assignment where you are responsible for managing joint responsibilities and for training new HR personnel for their positions. You have access to Joint Publication (JP) 1-0.

**Standards:** Conduct Joint HR Operations that includes—

1. Employment of Joint structure and organizations.
2. Providing Personnel Support to Joint operations.
3. Key elements and requirements of a Joint Task Force Headquarters.

**Performance Steps**

1. Plan for the employment of Joint Service Structure and Organization.
  - a. Explain that the mission of the JCS J-1 (Manpower and Personnel) is to provide the Chairman of the Joint Chiefs of Staff consistently outstanding manpower and personnel support, ensuring maximum readiness and sustainability of the total force.
  - b. Organize the J-1 section of a joint force headquarters by establishing the—
    - (1) Personnel Readiness Division.
    - (2) Personnel Services Division.
    - (3) Joint Manpower Division (JMD).
    - (4) Director's Actions Group.
2. Brief Unit Leaders on the roles and responsibilities for providing personnel support to Joint Operations.
  - a. Explain the DoD responsibilities for providing personnel support to joint operations.
  - b. Explain that the J-1 develops joint plans, policy, and guidance on manpower and personnel issues; coordinates manpower and personnel support to ensure success of ongoing peacetime, contingency, and wartime operations; is the principal staff agency for manpower and personnel support; and is responsible for synchronizing the efforts of Service components to optimize personnel support to the joint force.
  - c. Explain that manpower management consists of providing plans, policy, and oversight on joint manpower program (JMP) issues and is the policy, processes, and systems used in the determination and prioritization within and among service manpower requirements and the additional augmentation required for contingencies or wartime and/or mobilization.
  - d. Determine rotation policies.
  - e. Ensure heads of DoD agencies and non-DoD agencies deploying civilians in support of the operation coordinates all support requirements for their personnel with the JFC and meet theater admissions requirements as established by the CCDR.
  - f. Ensure civilians process through the central processing facility to ensure they receive the same processing, equipment, and training afforded military personnel supporting the operation.
  - g. Advise the commander on the establishment of theater admission requirements.
    - (1) Publish guidance outlining admission requirements for the operational area.
    - (2) Publish the requirement for passports and visas, collection of DNA samples, all immunization requirements, and policy on HIV testing.
    - (3) Publish information pertaining to any other customs or laws that may impact on deployment eligibility.
  - h. Ensure that prior to deployment the component employing civilian employees ensures that the employees are equipped, trained and prepared to deploy.
  - i. Ensure the combatant command J-1 staff initiates the decisionmaking process for pay entitlements affected by the operation as part of the crisis action planning process. Address the following decisions:

## Performance Steps

- (1) Designation of the operation as a Contingency Operation and determination on the Saving Deposit Program.
  - (2) Designation of imminent danger pay (IDP) and hostile fire pay. IDP is not effective until approved by the Office of the Under Secretary of Defense for Personnel and Readiness. It cannot be applied retroactively.
  - (3) Declaration of combat zone tax exclusion (CZTE). All of the Service member's monthly military basic pay is excluded from taxable income for any period of a month served in the combat zone. Officers are limited to tax free income only for that portion of their pay that is equal to the highest enlisted pay.
  - (4) Designation of the temporary duty (TDY) and/or temporary additional duty (non-unit-related personnel) status. Officers and enlisted personnel retain their previous level of Basic Allowance for Subsistence (BAS) but pay for meals.
  - j. Establish other pay and entitlements affected by the deployment:
    - (1) Hardship Duty Pay-Location.
    - (2) Career Sea Pay (CSP).
    - (3) Family Separation Allowance.
    - (4) Special Leave Accrual.
  - k. Coordinate with the Joint Forces Postal Staff to establish the start of mail service as soon as possible after necessary postal personnel and assets have arrived in the operating area.
  - l. Ensure component commanders with units responsible for postal operations provide trained clerks for joint MPS activities, such as JMMTs, or JAMTs.
  - m. Establish MWR programs that include fitness programs and recreation facilities, exchange and resale services, entertainment services, food and beverage sales, book and video services, newspapers, access to telephones, and rest and recuperation programs.
  - n. Ensure that Service components adhere to Service reporting requirements for casualty information, particularly when there is no Service personnel element assigned.
  - o. Ensure that awards from foreign governments are accepted only in recognition of active combat service or for outstanding or unusually meritorious performance.
3. Align the Elements and Requirements of a Joint Task Force Headquarters.
- a. Advise the Joint Force Commander (JFC) that he/she has the authority to organize forces to best accomplish the assigned mission based on the concept of operations and that the organization should be sufficiently flexible to meet the planned phases of the contemplated operations and any development that may necessitate a change in plan.
  - b. Establish a standardized procedure to account for all personnel, including initial accountability for all personnel and ensure accountability procedures are conducted for the duration of the operation.
  - c. Issue guidance that provides for C2 of joint operations, and direct and supervise JTF staff actions.
    - (1) Identify the JTF Headquarters (HQ) Base-Unit.
    - (2) Identify Key Staff and Command Group Personnel.
    - (3) Provide guidance on JTF HQ Organizational Structure.
    - (4) Advise CJTF on organization of JTF HQ and identify key staff codes.
    - (5) Coordinate the Overall Formation/Organization of JTF Staff.
  - d. Ensure the Joint Manning Document (JMD) is utilized by the JTF to identify joint manning requirements.
  - e. Ensure the J1 analyzes the mission to—
    - (1) Determine the manning requirements of the J-1.
    - (2) Assist other staff sections with identifying their manning requirements.
    - (3) Forward the resulting personnel augmentation requirements to the Combatant Command J-1 for fulfillment.
  - f. Ensure that critical positions are identified, minimum grade, security clearances and occupational skill requirements are specified for individuals required to man the HQ.
  - g. Ensure other J-1 staff sections identify their specific personnel requirements.

**Performance Steps**

- h. Consolidate JMD input and forward to the CJTF.
- i. Ensure the Combatant Command J-1 coordinates validation of the requirements by the Combatant Commander.

**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.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Planned for the employment of Joint Service Structure and Organization.	—	—
2. Assigned Roles and Responsibilities for Providing Personnel Support to Joint Operations.	—	—
3. Aligned the Elements and Requirements of a Joint Task Force Headquarters.	—	—

**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**  
JP 1-0

**Related**

## GLOSSARY

### Section I Acronyms & Abbreviations

<b>A/SPOE</b>	aerial/sea port of embarkation
<b>AAM</b>	Army achievement medal
<b>AAR</b>	after action review
<b>AARTS</b>	Army Training Requirements and Resources System
<b>ACCP</b>	Army Correspondence Course Program
<b>ACE</b>	American Council on Education
<b>AD</b>	active duty
<b>ADT</b>	active duty for training
<b>AEA</b>	assignment eligibility and availability
<b>AFCS</b>	active federal commissioned service
<b>AG</b>	Adjutant General
<b>AGC</b>	Adjutant General's Corps
<b>AGCM</b>	Army good conduct medal
<b>AGR</b>	Active Guard Reserve
<b>AGS</b>	Adjutant General School
<b>AIT</b>	advanced individual training
<b>ALC</b>	Advanced Leaders Course
<b>ANCOC</b>	Advanced Noncommissioned Officer Course
<b>AO</b>	Accounting Office; area of operations
<b>AOC</b>	area of concentration
<b>AOI</b>	area of interest
<b>AOL</b>	area of limitation
<b>AOR</b>	area of responsibility
<b>APD</b>	Army Publishing Directorate
<b>APFT</b>	Army physical fitness test

<b>APO</b>	Army Post Office
<b>APOD</b>	aerial port of debarkation
<b>APOE</b>	aerial port of embarkation
<b>AR</b>	Army Regulation; Army Reserve
<b>ARCOM</b>	Army commendation medal; Army Reserve Command
<b>ARFORGEN</b>	Army Forces generation
<b>ARNG</b>	Army National Guard
<b>ASI</b>	additional skill identifier
<b>ASNJ</b>	assigned not joined
<b>ATSC</b>	Army Training Support Command
<b>AWOL</b>	absent without leave
<b>BAH</b>	basic allowance for housing
<b>BASD</b>	basic active service date
<b>BESD</b>	basic enlisted service date
<b>BNCOC</b>	Basic Noncommissioned Officer Course
<b>BR</b>	battle roster
<b>BSA</b>	brigade support area
<b>C2</b>	command and control
<b>CAC</b>	common access card
<b>CAL</b>	Center of Army Leadership
<b>CASCOM</b>	Combined Arms Support Command
<b>CCA</b>	confined civil authority
<b>CCC</b>	Captain's Career Course
<b>CG</b>	Commanding General
<b>CINC</b>	Commander In Chief
<b>CIP</b>	command information program
<b>CMF</b>	career management field
<b>CMIF</b>	career management individual file

<b>COIN</b>	counterinsurgency
<b>CONUS</b>	the continental United States
<b>CPMOS</b>	career progression military occupational specialty
<b>CRC</b>	CONUS Replacement Center
<b>CRS</b>	casualty record system
<b>CSS</b>	combat service support
<b>CTF</b>	combined task force
<b>DA</b>	Department of the Army
<b>DAC</b>	Department of the Army Civilian
<b>DCIPS-F</b>	Defense Casualty Information Processing System - Forward
<b>DCSS</b>	declination of continued service statement
<b>DEERS</b>	defense enrollment eligibility reporting system
<b>DEROS</b>	date eligible for return from overseas
<b>DFAS</b>	Defense Finance and Accounting Service
<b>DFR</b>	dropped from rolls
<b>DLOS</b>	date of loss
<b>DMOS</b>	duty military occupational specialty
<b>DOB</b>	date of birth
<b>DoD</b>	Department of Defense
<b>DoDFMR</b>	Department of Defense Financial Management Regulation
<b>DOR</b>	date of rank; detail obligation report
<b>DOS</b>	date of separation
<b>DROS</b>	date returned from overseas
<b>DSN</b>	defense switchboard network
<b>DTG</b>	date-time group
<b>DYST</b>	duty status
<b>EDAS</b>	enlisted distribution assignment system
<b>eMILPO</b>	electronic military personnel office

<b>EPMD</b>	enlisted personnel management directorate
<b>ERB</b>	enlisted records brief
<b>EREC</b>	Enlisted Records and Evaluation Center
<b>ESA</b>	expiration of service agreement
<b>ETA</b>	estimated time of arrival
<b>ETS</b>	Expiration Term of Service
<b>FAO, F&amp;AO</b>	finance and accounting office
<b>FM</b>	field manual
<b>FOUO</b>	for official use only
<b>FRAGO</b>	Fragmentary Order
<b>FSOP</b>	Field Standard Operating Procedure
<b>FTX</b>	field training exercise
<b>FY</b>	fiscal year
<b>GCM</b>	general court-martial
<b>GCMCA</b>	general court-martial convening authority
<b>GCMDL</b>	good conduct medal
<b>GRCH</b>	grade change
<b>HIV</b>	human immunodeficiency virus
<b>HOR</b>	home of record
<b>HQ</b>	headquarters
<b>HQDA</b>	Headquarters, Department of the Army
<b>HR</b>	Human Resources
<b>HRC</b>	Human Resources Command
<b>HRSC</b>	Human Resources Sustainment Center
<b>IET</b>	initial entry training
<b>IMWRF</b>	installation morale/welfare/recreation fund
<b>IPR</b>	in-progress review
<b>IRR</b>	Individual Ready Reserve



<b>JMPA</b>	joint military postal activity; joint military satellite communications (MILSATCOM) panel administrator
<b>JUMPS-AA</b>	JUMPS-Active Army
<b>KIA</b>	killed in action
<b>LAN</b>	local area network
<b>LES</b>	Leave and Earnings Statement
<b>LOD</b>	line of duty
<b>LOGCAP</b>	logistics civilian augmentation program (Army)
<b>MACOM</b>	Major Army Command
<b>MACP</b>	mortuary affairs collection point
<b>MEPS</b>	Military Entrance Processing Station
<b>METL</b>	mission essential task list
<b>METT-T</b>	mission, enemy, terrain, troops, and time available
<b>MIA</b>	missing in action
<b>MILPER</b>	military personnel
<b>MILPO</b>	military personnel office
<b>MMRB</b>	MOS/medical retention board
<b>MOS</b>	military occupational specialty
<b>MOSC</b>	military occupational specialty code
<b>MOSQ</b>	MOS-qualified
<b>MOU</b>	memorandum of understanding
<b>MPC</b>	military personnel class; military payment certificate
<b>MPSA</b>	Military Postal Service Agency
<b>MSC</b>	major subordinate command
<b>MSM</b>	meritorious service medal
<b>MSPER</b>	MOS trained strength
<b>MTOE</b>	modified table of organization and equipment
<b>MWR</b>	morale, welfare, and recreation
<b>NCOA</b>	NCO academy

<b>NCOER</b>	noncommissioned officer evaluation report
<b>NCOES</b>	NCO education system
<b>NG</b>	National Guard
<b>NGB</b>	National Guard Bureau
<b>NOK</b>	next of kin
<b>OER</b>	officer evaluation report
<b>OMF</b>	officer master file; organization master file
<b>OMPF</b>	official military personnel file
<b>OPCON</b>	operational control
<b>OPLAN</b>	operations plan
<b>OPM</b>	Office of Personnel Management
<b>OPORD</b>	operations order
<b>OPSEC</b>	operations security
<b>OPTEMPO</b>	operating tempo
<b>PAS</b>	personnel automation section
<b>PA</b>	personnel accounting
<b>PBAR</b>	promotion bar
<b>PDS</b>	personnel daily summary; permanent duty station
<b>PDY</b>	present for duty; principal duty
<b>PEBD</b>	pay entry basic date
<b>PERSTAT</b>	personnel status
<b>PMOS</b>	primary military occupational specialty
<b>PMOSC</b>	primary military occupational specialty code
<b>PNOK</b>	primary next of kin
<b>POD</b>	point of departure; port of debarkation
<b>POE</b>	port of embarkation; program office estimate
<b>POSN</b>	position; position number
<b>POW</b>	prisoner of war; priority of work

<b>PQR</b>	personnel qualification record
<b>PRR</b>	personnel requirements report
<b>PSR</b>	personnel summary report; personnel status report; personnel strength report
<b>PTRO</b>	personnel transaction register by originator
<b>PULHES</b>	physical profile serial code
<b>QMP</b>	qualitative management program
<b>RA</b>	regular army
<b>REVA</b>	revocation of arrival/assigned not joined
<b>REVD</b>	revocation of departure
<b>RFO</b>	request for orders
<b>RSO&amp;I</b>	reception, staging, onward movement, and integration
<b>S1</b>	adjutant (US Army)
<b>SCN</b>	shipment control number
<b>SEP</b>	separation
<b>SGLI</b>	servicemembers' group life insurance
<b>SGPER</b>	senior grade personnel
<b>SGT</b>	sergeant
<b>SJA</b>	Staff Judge Advocate
<b>SL</b>	skill level
<b>SR</b>	strength reporting
<b>SLC</b>	Senior Leaders Course
<b>SMOS</b>	secondary military occupational specialty
<b>SMOSC</b>	secondary military occupational specialty code
<b>SQI</b>	skill qualification identifier
<b>SRB</b>	selective reenlistment bonus
<b>SRP</b>	school requirements package; Soldier readiness program
<b>SSN</b>	social security number

<b>STP</b>	Soldier Training Publication
<b>TAPDB</b>	Total Army Personnel Database
<b>TDA</b>	table of distribution and allowance
<b>TDRL</b>	temporary disability retired list
<b>TDY</b>	temporary duty
<b>TF</b>	task force
<b>TFPS</b>	task force personnel summary
<b>TIG</b>	time in grade
<b>TIS</b>	time in service
<b>TM</b>	technical manual
<b>TOA</b>	table of allowance
<b>TOE</b>	table of organization and equipment; Term of Enlistment
<b>TRADOC</b>	Training and Doctrine Command
<b>TSP</b>	training support package
<b>UCMJ</b>	uniform code of military justice
<b>UIC</b>	unit identification code
<b>UMR</b>	unit manning report
<b>UPAN</b>	unit personnel accountability notice
<b>UPC</b>	unit processing code
<b>USAR</b>	U.S. Army Reserve
<b>USAREUR</b>	United States Army, Europe
<b>USASSI</b>	United States Army Soldier Support Institute
<b>USPS</b>	United States Postal Service
<b>USR</b>	unit status report
<b>UTL</b>	unit transmittal letter
<b>WIA</b>	wounded In action

**Section II**  
**Terms****ARR**  
arrival**AUTH**  
authorized**brigade**  
brigade**cmd**  
command**concept of operations**

A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose. Also called commander's concept or CONOPS.

**condition**

Those variables of an operational environment or situation in which a unit, system, or individual is expected to operate and may affect performance. See also joint mission essential tasks; standard.

**contingency plan**

A plan for major contingencies that can reasonably be anticipated in the principal geographic subareas of the command. See also joint operation planning.

**critical skill**

A military occupational specialty (MOS) with less than 80 percent assigned of the ARNG wartime required strength.

**critical task**

A task which is essential for accomplishment of successful individual skill performance.

**demobilization**

The process of transitioning a conflict or wartime military establishment and defense-based civilian economy to a peacetime configuration while maintaining national security and economic vitality. See also mobilization. (JP 4-05)

**doctrine**

Fundamental principles by which the military forces or elements thereof guide their actions in support of national objectives. It is authoritative but requires judgment in application. See also multinational doctrine; joint doctrine; multi-Service doctrine.

**DoD civilian**

A Federal civilian employee of the Department of Defense directly hired and paid from appropriated or nonappropriated funds, under permanent or temporary appointment. Specifically excluded are contractors and foreign host nationals as well as third country civilians. (JP 1-0)

**downgrade**

To determine that classified information requires, in the interests of national security, a lower degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such a lower degree.

**DPRT**

depart; departure

**Duty MOS**

The MOS of the position on the TOE/TDA/MTOE to which a Soldier is assigned.

**GOVT**

government

**GR**

grade

**improvised explosive device**

A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic, or incendiary chemicals and designed to destroy, incapacitate, harass, or distract. It may incorporate military stores, but is normally devised from nonmilitary components. Also called IED. (JP 3-07.2)

**Individual Ready Reserve**

A manpower pool consisting of individuals who have had some training, who have served previously in the Active Component or in the Selected Reserve, and have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Also called IRR. See also Selected Reserve. (JP 4-05)

**PARA**

paragraph

**PUB**

publication

**reenl**

reenlistment

**secret**

See security classification.

**separation**

An inclusive term used in personnel actions to describe release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without military status, death, or transfer from unit status to the IRR.

**Soldier Manual of Common Tasks (SMCT)**

A document which contains the critical tasks which every Soldier must be able to perform in order to fight and win on the battlefield. It provides the conditions, standards, and performance measures for each common Soldier critical task.

**Soldier Training Publication (STP)**

Publications that contain critical tasks and other training information used to train Soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, officer, noncommissioned officer (NCO), and

commander in training critical tasks. They consist of Soldier's Manuals, Trainer's Guides, Military Qualification Standards Manuals, and Officer Foundations Standards System Manuals.

**Soldier's manual (SM)**

List critical task summaries for a specific MOS and skill level (SL); provide conditions, standards, and performance measures for each critical task. and are the base documents for all MOS-specific individual task training and evaluation.

**This page intentionally left blank.**



## REFERENCES

### Required Publications

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

#### Army Publications

AR 25-50	Preparing and Managing Correspondence, 3 June 2002.
AR 215-1	Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 31 July 2007.
AR 220-1	Unit Status Reporting, 15 April 2010.
AR 600-8	Military Personnel Management, 1 October 1989.
AR 600-8-1	Army Casualty Program, 30 April 2007.
AR 600-8-3	Unit Postal Operations, 28 December 1989.
AR 600-8-4	Line of Duty Policy, Procedures, and Investigations, 4 September 2008.
AR 600-8-6	Personnel Accounting and Strength Reporting, 24 September 1998.
AR 600-8-10	Leaves and Passes, 15 February 2006.
AR 600-8-11	Reassignment, 1 May 2007.
AR 600-8-14	Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel, 17 June 2009.
AR 600-8-19	Enlisted Promotions and Reductions, 30 April 2010.
AR 600-8-22	Military Awards, 11 December 2006.
AR 600-8-101	Personnel Processing (In, Out-, Soldier Readiness, Mobilization, and Deployment Processing), 18 July 2003.
AR 600-8-104	Military Personnel Information Management/Records, 22 June 2004.
AR 600-8-105	Military Orders, 28 October 1994.
AR 600-25	Salutes, Honors, and Visits of Courtesy, 24 September 2004.
AR 611-1	Military Occupational Classification Structure Development and Implementation, 30 September 1997.
AR 614-30	Overseas Service, 30 March 2010.
AR 614-100	Officer Assignment Policies, Details and Transfers, 10 January 2006.
AR 614-185	Requisitions and Assignment Instructions for Officers, 15 March 1983.
AR 614-200	Enlisted Assignments and Utilization Management, 26 February 2009.
AR 623-3	Evaluation Reporting System, 10 August 2007.
AR 635-200	Active Duty Enlisted Administrative Separations, 6 June 2005.
AR 638-2	Care and Disposition of Remains and Disposition of Personal Effects, 22 December 2000.
DA PAM 600-8-11	Military Personnel Office Separation Processing Procedures, 1 July 1984.
DA PAM 600-8-101	Personnel Processing (In-Out-, Soldier Readiness, Mobilization and Deployment Processing), 28 May 2003.
DA PAM 600-72	Army Manpower Mobilization, 8 July 1990.
DA PAM 611-21	Military Occupational Classification and Structure, 22 January 2007.
DA PAM 623-3	Evaluation Reporting System, 13 August 2007.
FM 1-0	Human Resources Support, 6 April 2010.

### **Department of Army Forms**

DA forms are available on the APD web site ([www.apd.army.mil](http://www.apd.army.mil)).

DA FORM 31	Request and Authority for Leave.
DA FORM 268	Report to Suspend Favorable Personnel Actions (Flag).
DA FORM 638	Recommendation for Award.
DA FORM 647	Personnel Register.
DA FORM 647-1	Personnel Register.
DA FORM 1506	Statement of Service – for Computation of Length of Service for Pay Purposes.
DA FORM 2028	Recommended Changes to Publications and Blank Forms.
DA FORM 2166-8	NCO Evaluation Report.
DA FORM 2166-8-1	NCOER Counseling and Support Form.
DA FORM 2339	Application for Voluntary Retirement.
DA FORM 2823	Sworn Statement.
DA FORM 3340-R	Request for Reenlistment or Extension in the Regular Army.
DA FORM 3349	Physical Profile.
DA FORM 3355	Promotion Point Worksheet.
DA FORM 3356	Board Member Appraisal (Worksheet).
DA FORM 3357	Board Recommendation.
DA FORM 3444	Inpatient Treatment Records and Dental Records.
DA FORM 3739	Application for Compassionate Actions.
DA FORM 3986-R	Personnel Asset Inventory.
DA FORM 4036	Medical and Dental Preparation for Overseas Movement.
DA FORM 4037	Officer Record Brief.
DA FORM 4179-R	Leave Control Log.
DA FORM 4187	Personnel Action.
DA FORM 4856	Developmental Counseling Form.
DA FORM 4941	Statement of Options, Qualitative Management Program (QMP).
DA FORM 4991-R	Declination of Continued Service Statement.
DA FORM 5117	Reassignment Control Sheet.
DA FORM 5118	Reassignment Status and Election Statement.
DA FORM 5138	Separation Action Control Sheet.
DA FORM 7425	Readiness and Deployment Checklist.
DA FORM 7631	Deployment Cycle Support (DCS) Checklist.

### **Department of Defense Publications**

DOD 4525.6-C	DoD Postal Supply and Equipment Catalog, 1 April 1990.
DOD 4525.6-M	DoD Postal Manual, 15 August 2002.
DODFMR 7000.14-R	<i>Department of Defense Financial Management Regulation, &lt;<a href="http://comptroller.defense.gov/fmr/">http://comptroller.defense.gov/fmr/</a>&gt;.</i>
DODFMR 7000.14-R, VOL 7A	<i>Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures - Active Duty and Reserve Pay.</i>

**Department of Defense Forms**

DD forms are available on the OSD web site

(<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>).

DD FORM 93	Record of Emergency Data.
DD FORM 220	Active Duty Report.
DD FORM 458	Charge Sheet.
DD FORM 553	Deserter/Absentee Wanted by the Armed Forces.
DD FORM 1172-2	Application for Department of Defense Common Access Card — DEERS Enrollment.
DD FORM 1966	Record of Military Processing - Armed Forces of the United States.

**Joint Publications**

JP 1-0	Joint Personnel Support, 24 October 2011.
JP 4-05	Joint Mobilization Planning, 22 March 2010.
JP 3-07.2	Antiterrorism, 24 November 2010.

**Other Forms**

SF 86	Questionnaire for National Security Positions.
SF 600	Chronological Record of Medical Care.
PS FORM 1567	Requisition for Rubber and Steel Stamps Only.
PS FORM 3294	Cash and Stock Count and Summary.
PS FORM 7380	MDC Supply Requisition.
VA FORM SGLV 8286	<i>Servicemembers' Group Life Insurance Election and Certificate</i> , < <a href="http://insurance.va.gov/sqliSite/forms/forms.htm">http://insurance.va.gov/sqliSite/forms/forms.htm</a> >.

**Other Product Types**

DCIPS FORWARD USER MANUAL	Defense Casualty Information Processing System Forward User Manual, 1 July 2003 < <a href="https://s1net.army.mil">https://s1net.army.mil</a> >.
DCS CONPLAN	Contingency Plan 2 May 2003, <a href="http://www.armyg1.army.mil/dcs/docs/DCS_CONPLAN.pdf">http://www.armyg1.army.mil/dcs/docs/DCS_CONPLAN.pdf</a> .
DCS DIRECTIVE	Deployment Cycle Support (DCS) Directive, 26 March 2007, <a href="http://www.armyg1.army.mil/dcs/docs/DCS%20Directive.pdf">http://www.armyg1.army.mil/dcs/docs/DCS%20Directive.pdf</a> .
DMM	Domestic Mail Manual, < <a href="http://pe.usps.gov/text/dmm300/DMM300_landing.htm">http://pe.usps.gov/text/dmm300/DMM300_landing.htm</a> >.
EMILPO USERS MANUAL	Electronic Military Personnel Office Users Manual, < <a href="https://emilpo.ahrs.army.mil/">https://emilpo.ahrs.army.mil/</a> >.
MILPER Message 05-053	Automated DA Form 3355, 23 February 2005.
UNIFORM CODE OF MILITARY JUSTICE (UCMJ),	< <a href="http://www.apd.army.mil/pdf/files/mcm.pdf">http://www.apd.army.mil/pdf/files/mcm.pdf</a> >.
US CODE TITLE 39	Postal Service.
USERS MANUAL-RAPIDS	RAPIDS User Manual, 1 May 1995 < <a href="https://s1net.army.mil">https://s1net.army.mil</a> >.
USPS PUB 38	Postal Agreement with the Department of Defense.
USPS HANDBOOK T-7	Distributing, Dispatching, and Transporting Military Mail by Air.

### Related Publications

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

#### Army Publications

AR 11-6	Army Foreign Language Program, 31 August 2009.
AR 15-6	Procedures for Investigating Officers and Boards of Officers, 2 October 2006.
AR 25-30	The Army Publishing Program, 27 March 2006.
AR 25-51	Official Mail and Distribution Management, 30 November 1992.
AR 25-52	Authorized Abbreviations, Brevity Codes, and Acronyms, 4 January 2005.
AR 25-55	The Department of the Army Freedom of Information Act Program, 1 November 1997.
AR 25-400-2	The Army Record Information Management System (ARIMS), 2 October 2007.
AR 37-104-4	Military Pay and Allowances Policy and Procedures-Active Component, 8 June 2005.
AR 135-100	Appointment of Commissioned and Warrant Officers of the Army, 1 September 1994.
AR 350-1	Army Training and Leader Development, 18 December 2009.
AR 380-5	Department of the Army Information Security Program, 29 September 2000.
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS), 23 December 2004.
AR 600-8-7	Retirement Services Program, 6 June 2000.
AR 600-8-24	Officer Transfers and Discharges, 12 April 2006.
AR 600-8-29	Officer Promotions, 25 February 2005.
AR 600-8-111	Wartime Replacement Operations, 13 August 1993.
AR 600-9	The Army Weight Control Program, 27 November 2006.
AR 600-60	Physical Performance Evaluation System, 28 February 2008.
AR 630-10	Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 13 January 2006.
AR 635-5	Separation Documents, 15 September 2000.
AR 635-10	Processing Personnel for Separation, 10 June 1987.
AR 670-1	Wear and Appearance of Army Uniforms and Insignia, 3 February 2005.
AR 690-400	Total Army Performance Evaluation System (Chapter 4302), 16 October 1998.
DA PAM 25-33	User's Guide for Army Publications and Forms, 15 September 1996.
DA PAM 360-539	SBP Survivor Benefit Plan for the Uniformed Services, 1 January 1994.
DA PAM 600-8	Management and Administrative Procedures, 1 August 1986.
DA PAM 600-8-1	Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures, 1 March 1989.
DA PAM 600-8-23	Standard Installation/Division Personnel System (SIDPERS) Database Management Procedures, 1 April 1992.
DA PAM 600-67	Effective Writing for Army Leaders, 2 June 1986.

FM 4-0	Sustainment, 30 April 2009.
FM 4-94	Theater Sustainment Command, 12 February 2010.
FM 5-0	The Operations Process, 26 March 2010.
FM 5-19	Composite Risk Management, 21 August 2006.
FM 71-100	Division Operations (How to Fight), 28 August 1996.
STP 21-24-SMCT	Soldier`S Manual OF Common Tasks (SMCT) Warrior Leader Skill Level 2, 3, and 4, 9 September 2008.

### Department of Army Forms

DA forms are available on the APD web site ([www.apd.army.mil](http://www.apd.army.mil)).

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 1156	Casualty Feeder Card.
DA FORM 4787	Reassignment Processing.
DA FORM 5960	Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA).

### Department of Defense Publications

DoD Publications are available at: <http://www.dtic.mil/whs/directives/corres/pub1.html>.

DOD 5015.2	DOD Records Management Program, 6 March 2000.
DODDIR 1320.12	Commissioned Officer Promotion Program, 30 October 1996.

### Department of Defense Forms

DD forms are available on the OSD web site

(<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>).

DD FORM 4	Enlistment/Reenlistment Document Armed Forces of the United States.
DD FORM 137-4	Dependency Statement — Child Born Out of Wedlock Under Age 21.
DD FORM 285	Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly.
DD FORM 577	Appointment/Termination Record - Authorized Signature.
DD FORM 885	Money Order Control Record.
DD FORM 1372	Mail Manifest.
DD FORM 1384	Transportation Control and Movement Document.
DD FORM 1610	Request and Authorization for TDY Travel of DOD Personnel.
DD FORM 1934	Geneva Conventions Identity Card for Medical and Religious Personnel. Who Serve In or Accompany the Armed Forces.
DD FORM 2257	Designation/Termination MPC-FPC-COPE-PFO.
DD FORM 2258	Temporary Mail Disposition Instructions.
DD FORM 2261	Registered Mail - Balance and Inventory.
DD FORM 2262	Receptacle Record.
DD FORM 2273	Irregularities in Makeup and Dispatch of Mail.
DD FORM 2558	Authorization to Start, Stop, or Change an Allotment.
DD FORM 2807-1	Report of Medical History.
DD FORM 2808	Report of Medical Examination.
DD FORM 2841	DoD Public Key Infrastructure (PKI) Registration Official Certificate Acceptance and Acknowledgement of Responsibilities.
DD FORM 2842	Department of Defense DOD Public Key Infrastructure (PKI) Subscriber Certificate Acceptance and Acknowledgement of Responsibilities.

**United States Postal Forms**

PS Forms are available at: <http://about.usps.com/forms/all-forms.htm>.

PS FORM 17	Stamp Requisition/Stamp Return.
PS FORM 542	Inquiry About a Registered Article or an Insured Parcel or an Ordinary Article.
PS FORM 1000	Domestic or International Claim.
PS FORM 1096	Customer Receipt.
PS FORM 1412	Daily Financial Report.
PS FORM 1578-B	Requisition for Facing Slips or Labels.
PS FORM 1586	Supply Record.
PS FORM 1590	Supplies and Equipment Receipt.
PS FORM 1625	Record of Entry — Registry Section.
PS FORM 1628	Individual Key Record.
PS FORM 2734-B	Air Transportation Pay and Routing Adjustment — International and Military Mail.
PS FORM 2759	Report of Irregular Handling of Mail.
PS FORM 2942-A	Military Mail — AV-7 Delivery List.
PS FORM 3368	Stamp Credit Examination Record.
PS FORM 3369	Consigned Credit Receipt.
PS FORM 3801	Standing Delivery Order.
PS FORM 3806	Receipt for Registered Mail.
PS FORM 3831	Receipt for Articles Damaged in Mail.
PS FORM 3849	Delivery Notice/Reminder/Receipt.
PS FORM 3854	Manifold Registry Dispatch Book.
PS FORM 3877	Firm Mailing Book for Accountable Mail.
PS FORM 3883	Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail.
PS FORM 3977	Duplicate Key Inventory.

**Other Forms**

SF Forms are available at: <http://www.gsa.gov/portal/forms/type/SF>.

IRS FORM W4	Employee's Withholding Allowance Certificate.
SF 700	Security Container Information.
SF 701	Activity Security Checklist.
SF 702	Security Container Check Sheet.

**Other Product Types**

ARIMS WEBSITE	<a href="https://www.arims.army.mil/arims/Login.aspx">https://www.arims.army.mil/arims/Login.aspx</a> .
DA LABEL 87	For Official Use Only Cover Sheet , <a href="http://armypubs.army.mil/index.html">http://armypubs.army.mil/index.html</a> .
MILPER Memorandum	Procedural Changes to AR 623-205, 13 February 1998.
PS LABEL 55	Mail Collection Notices, <a href="http://about.usps.com">http://about.usps.com</a> .
TR NO. AMSEL-IE-IS 98003	Troubleshooting Manual (TSM) Version 1.2 for the Standard Installation/Division Personnel System-3 (SIDPERS 3), 1 April 1998.
USERS MANUAL-ADSM-AC	Automated Data System Manual-Active Component (ADSM-AC), 1 July 1991.
USERS MANUAL-ADSM-RC	Automated Data System Manual - Reserve Component (ADSM-RC), 1 July 1991.

**STP 12-42A35-SM-TG**  
**22 March 2012**

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
*General, United States Army*  
*Chief of Staff*

Official:



JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*  
1119407

**DISTRIBUTION:**

*Active Army, Army National Guard, and United States Army Reserve:* Not to be distributed.  
Electronic media only.

