

Army Regulation 220-1

Field Organizations

Unit Status Reporting

**Headquarters
Department of the Army
Washington, DC
19 December 2006**

UNCLASSIFIED

SUMMARY of CHANGE

AR 220-1

Unit Status Reporting

This rapid action revision, dated 19 December 2006--

- o Updates the terminology for Army major commands and headquarters (throughout).
- o Clarifies that unit commanders are solely responsible for the accuracy of the information and data they enter into their reports (paras 1-1 and D-1).
- o Establishes that NetUSR, when fielded, will replace PC-ASORTS as the official USR input tool (para 1-6).
- o Adds requirement for commanders to include their METL assessments in deployed reports (table 3-2 and para 11-3).
- o Revises instructions for determining the number of pregnant females in the unit to eliminate the postpartum criterion (para 4-9).
- o Revises requirements for commanders to rank order their equipment shortages (para 5-12).
- o Establishes that the temporary profile category for personnel availability will include prenatal and postpartum profiles (table D-1).
- o Updates implementing instructions for the Defense Readiness Reporting System by Army units.

This major revision, dated 16 March 2006--

- o Updates unit status reporting policy, procedures, and references in light of new requirements established by the Global Status of Resources and Training System (throughout).
- o Eliminates references to the authorized level of organization as a tool used by Headquarters, Department of the Army to manage resourcing (throughout).

- o Explains the importance of unit status reporting and the complementary relationship between this regulation and AR 220-20, which was initially published in February 2004 (para 1-1).
- o Clarifies the unit status reporting management oversight responsibilities of the Installation Management Agency and Army Service Component Commands and establishes definitive and doctrinal hand-off protocols for transfer of responsibilities between the National Guard Bureau and the Major Commands and between the major commands and the Army Service Component Command (para 1-4).
- o Revises responsibilities for Department of the Army management oversight of the process and procedures to update information regarding equipment readiness codes and pacing items for units by type (para 1-4).
- o Establishes the Force Management System (formerly WebTAADS) as the authoritative source for resolving discrepancies between modification table of organization and equipment/table of distribution and allowances documents and LOGTAADS (para 1-5).
- o Establishes an ad hoc menu screen in PC-ASORTS to accommodate extraordinary reporting requirements directed by HQDA (para 1-6).
- o Clarifies and/or defines "measured units," establishes a data field to identify exempt units, and requires additional units to submit composite reports, to include actual and planned Joint Task Force headquarters, corps headquarters, emerging modular division headquarters, and combat and support brigades, in order to comply with revised Global Status of Resources and Training System requirements and/or to more effectively support HQDA's information requirements (para 2-2).
- o Establishes additional report types to facilitate tailoring unit status reporting requirements to specific units and/or their circumstances and to enhance unit status reporting flexibility (para 2-4).
- o Establishes more stringent requirements for Reserve Component units and Army prepositioned stocks to submit change reports and establishes new requirements for all units to report changes to operational control and administrative control status, current location, current status and activity, percent effective level, and receipt by the unit of an execution order, deployment order, or mobilization order (para 2-4).
- o Clarifies responsibilities for establishing status reporting channels for operationally deployed units (para 2-5).
- o Classifies all unit status reports by eliminating the provisions for a single company level report to be UNCLASSIFIED/FOUO (para 2-7).
- o Revises guidance for determining unit/element availability for unit status reporting purposes to clarify and simplify the responsibilities of unit commanders (para 3-3).
- o Establishes C-5 reporting instructions for units participating in the Army's Force Stabilization Program and establishes Headquarters, Department of the Army as the C-5 approval authority for all composite reporting units and units undergoing modularity conversion (para 3-4).

- o Expands the use of Level 6 to address availability issues in composite reporting (para 3-5).
- o Adds selected unit status and location data, force pool assignment, force package designation, and points of contact information to the basic unit information that must be updated by the unit commander in conjunction with unit status reporting submissions (para 3-7).
- o Aligns unit status reporting criteria regarding the promotion status of Soldiers with Army manning guidance (para 4-1).
- o Clarifies that positions on augmentation tables of distribution and allowance will not be included in the determination of required strength (para 4-2).
- o Adds options to report ERC B and C LINs at S2 and S3 (paras 5-3 and 5-12).
- o Revises criteria for evaluating component part availability and eliminates the medical equipment report (paras 5-5 and 5-12).
- o Eliminates requirements for units to report information regarding special duty personnel (chap 4).
- o Clarifies unit status reporting requirements regarding equipment not on site, to include the availability, for unit status reporting purposes, of stay-behind equipment items and equipment in transit and/or en route to rejoin the unit (para 5-7).
- o Updates and simplifies Unit Status Reporting requirements regarding the status of nuclear, biological, or chemical equipment in units (para 5-13).
- o Deletes requirement for units to report on the serviceability status of selected Nuclear, Biological or Chemical equipment items via general text remarks.
- o Adds requirements for unit commanders to list their core tasks and associated training proficiency assessments and, when applicable, their directed mission tasks and associated training proficiency assessments, to include, for Army National Guard units, tasks supporting state controlled missions (para 7-2).
- o Clarifies the process to determine the training level by incorporating training events execution review criteria into the training level determination process (para 7-5).
- o Eliminates the requirement to include authorized stockage list status data in the mission accomplishment estimate section (para 8-3).
- o Revises the descriptions of the mission accomplishment estimate bands to align them with the descriptions of the C-levels (para 8-6).
- o Establishes special unit status reporting instructions applicable to units conducting split-based operations (para 9-8).

- o Eliminates the requirement for units to determine and report deployment tempo.
- o Establishes a requirement for Reserve Component major combat units to submit a composite report upon the closure of all subordinate units at their mobilization stations (para 9-8).
- o Establishes two distinct formats for composite reports (Type I and Type II) and provides instructions for using each type (para 10-1 and para 10-4).
- o Clarifies percent effective data reporting requirements, to include addressing, when applicable, the state-controlled missions of Army National Guard units, establishing a requirement to report percent effective data within 24 hours after the unit is ordered to execute selected missions, and clarifying the relationship between the percent effective level and the C-level (para 11-2).
- o Clarifies deployed reporting requirements, to include specifying that 90-day readiness projections must be included in the deployed reports of major combat units and prescribing that deployed units must submit a deployed report within 24 hours after the main body closes in the theater during reception, staging onward movement, and integration (para 11-3).
- o Eliminates provisions that directed major combat units to determine and report a special T-level while deployed, while subordinate elements are deployed, or following deployments (chap 11).
- o Updates unit status reporting procedures for multiple component units (para 12-3).
- o Updates policy guidance and instructions for establishing equipment readiness codes and designating pacing items and indicates that the information formerly contained in tables B-1 and C-1 will be maintained at the Force Management System on the Internet (app B and app C).
- o Revises instructions for determining personnel availability, to include establishing new criteria for individual medical readiness and incorporating criteria related to the child soldier protocol (app D).
- o Updates reason codes for personnel status level other than P-1 to align with reason codes in the Global Status of Resources and Training System (app E).

- o Adds reason codes for stay behind equipment and codes to identify units required to submit unit status reports and units exempted from unit status reporting. (app E).
- o Updates the process and procedures for requesting line item number exemptions and indicates that the information formerly contained in table F-1 (a listing of the line item numbers exempted from equipment on hand status reporting) will be maintained at the Force Management System on the Internet (app F).
- o Adds implementing instructions for the Defense Readiness Reporting System by Army units and establishes unit status reporting provisions supporting implementation of emerging Army force generation concepts (app H).
- o Incorporates selected Global Status of Resources and Training System current status and activity codes from AR 220-20 (app I).
- o Adds a management control evaluation checklist for use in evaluating management controls (app J).
- o Provides instructions and examples for entering basic unit information onto PC-ASORTS menu screens (app K).
- o Updates terms and acronyms needed to clarify unit status reporting policy and procedures (glossary).

Field Organizations

Unit Status Reporting

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:


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

History. This publication is a rapid action revision.

Summary. This regulation on U.S. Army unit status reporting has been revised to include pertinent information on unit readiness reporting requirements as well as instructions for preparing and submitting reports. In conjunction with AR 220-20, this regulation serves as a comprehensive reference regarding the readiness of Army units for their wartime missions based on the status of their personnel, equipment, equipment readiness, and training. It implements policy and instructions in the Chairman of the Joint Chiefs of Staff Instruction 3401.02A and the Chairman of the Joint Chiefs of Staff Manual 3150.02A.

Applicability. This regulation applies to the Active Army, the Army National

Guard of the United States (ARNGUS), including periods when operating in an Army National Guard (ARNG) capacity, and the United States Army Reserve (USAR). During mobilization and deployments, the proponent may modify or direct the responsible Army Command, Army Service Component Command, Direct Reporting Unit and/or the Director, Army National Guard/Chief, National Guard Bureau, when applicable, to supplement provisions contained in this regulation in order to accommodate special unit status reporting requirements.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G-3/5/7. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its Direct Reporting Unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters

to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process.

This regulation contains management control provisions and provides a Management Control Evaluation Checklist for evaluating management controls.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army (DAMO-ODR), Washington, DC 20310-0400.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO-ODR), Washington, DC 20310-0400.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Component organizations, the Army National Guard/Army National Guard of the United State, and the United States Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Overview, page 1

Purpose • 1-1, page 1

References • 1-2, page 3

Explanation of abbreviations and terms • 1-3, page 3

Responsibilities • 1-4, page 3

Basic USR concepts • 1-5, page 6

*This regulation supersedes AR 220-1, dated 16 March 2006.

Contents—Continued

Personal Computer—Army Status of Resources and Training System • 1–6, *page 7*

Chapter 2

General Instructions, *page 7*

The USR • 2–1, *page 7*

Units required to submit USRs (“measured units”) • 2–2, *page 8*

Units excused from submitting USRs • 2–3, *page 11*

Types of reports • 2–4, *page 11*

Reporting channels • 2–5, *page 13*

Actions by higher commanders • 2–6, *page 21*

Security classification and declassification of reports • 2–7, *page 21*

Retention of reports • 2–8, *page 22*

Release of and access to Global Status of Resources and Training System/Army Status of Resource and Training System information • 2–9, *page 22*

Chapter 3

Instructions for Measured Units, *page 23*

General • 3–1, *page 23*

C-level definitions • 3–2, *page 23*

Standard rules and procedures • 3–3, *page 24*

C–5 reporting instructions • 3–4, *page 25*

Level 6 reporting • 3–5, *page 27*

Reporting data • 3–6, *page 27*

Basic unit information and time-sensitive update requirements • 3–7, *page 28*

Chapter 4

Personnel Data, *page 30*

General • 4–1, *page 30*

Determine required strength • 4–2, *page 30*

Determine assigned strength percentage • 4–3, *page 31*

Determine available strength percentage • 4–4, *page 31*

Determine available military occupational specialty qualified percentage • 4–5, *page 33*

Determine available senior-grade percentage • 4–6, *page 35*

Calculate personnel level (P-level) • 4–7, *page 35*

Determine personnel turnover percentage • 4–8, *page 35*

Instructions for completing the RPTDUIC Section (Joint Reporting Requirements) and the ARMYRPT Section (Army Unique Requirements) on PC–ASORTS menu screens • 4–9, *page 35*

Mandatory personnel reporting remarks • 4–10, *page 37*

Chapter 5

Equipment on Hand Data, *page 41*

General • 5–1, *page 41*

Equipment authority • 5–2, *page 42*

Reportable equipment • 5–3, *page 42*

Applying substitutes and ILO equipment in determining quantity of reportable equipment on hand • 5–4, *page 43*

Evaluating component part availability • 5–5, *page 44*

Reserve Component equipment • 5–6, *page 45*

Equipment not on site • 5–7, *page 45*

Loans from Army prepositioned stocks • 5–8, *page 45*

How to determine pacing items • 5–9, *page 45*

Calculating the S-level • 5–10, *page 45*

Completing equipment on hand portions in the RPTDUIC section (Joint reporting requirements) and the ARMTRPT section (Army unique requirements) on PC–ASORTS menu screens • 5–11, *page 47*

Mandatory entries for all measured units • 5–12, *page 49*

NBC equipment status reporting • 5–13, *page 53*

Contents—Continued

Chapter 6

Equipment Readiness Data, page 56

General • 6-1, page 56

Determine reportable equipment • 6-2, page 56

Basis for the R-level computation • 6-3, page 57

Determine available hours/days • 6-4, page 57

Determining the equipment readiness level (R-level) • 6-5, page 58

Complete the equipment readiness portion of the RPTDUIC section (Joint Reporting Requirements) and the ARMYRPT section (Army Unique Requirements) on PC-ASORTS menu screens. • 6-6, page 59

Mandatory remarks for equipment readiness • 6-7, page 60

Chapter 7

Training Data, page 62

General • 7-1, page 62

Reporting METL tasks and task proficiency assessments • 7-2, page 63

Determining T-METL • 7-3, page 66

Determining T-Days • 7-4, page 67

Determining T-level • 7-5, page 68

T-Days attributable to NBC requirements (NBC T-Days) • 7-6, page 69

PRE MOB T-days (RC units) • 7-7, page 71

Squad/crew/team/system manning and qualification data • 7-8, page 72

Summary of reported training data • 7-9, page 78

Reporting resource constraints • 7-10, page 79

Chapter 8

Mission Accomplishment Estimate, page 79

General • 8-1, page 79

Purposes of the mission accomplishment estimate • 8-2, page 80

Instructions for determining the mission accomplishment estimate • 8-3, page 80

Determining the mission accomplishment estimate for hospital units • 8-4, page 81

Reporting on ability for sustained operations • 8-5, page 81

Mission accomplishment estimate bands of effectiveness • 8-6, page 82

C-level and corresponding mission accomplishment estimate ranges • 8-7, page 82

Commander's subjective mission accomplishment estimate evaluation and C-level comparison • 8-8, page 82

Chapter 9

Overall Unit Level and Special Instructions., page 83

Overall unit level • 9-1, page 83

Army unique data • 9-2, page 83

Joint reporting data • 9-3, page 84

Commander's remarks • 9-4, page 86

READY and REASN remarks • 9-5, page 86

Preparation of general remarks • 9-6, page 88

Higher command remarks • 9-7, page 89

Special instructions when a unit is alerted, activated, mobilized, deployed/employed, partially deployed, or conducting split-based operations. • 9-8, page 89

Validation reporting • 9-9, page 90

Chapter 10

Composite Reports, page 90

General • 10-1, page 90

Special Instructions for composite reporting • 10-2, page 92

Reserve Component training level • 10-3, page 93

Determining measured area levels and C-levels for composite reports • 10-4, page 94

Completing composite reports—general • 10-5, page 98

Contents—Continued

RPTDUIC and ARMYRPT sections on PC-ASORTS menus • 10-6, *page 98*

ARMYRPT section (Army unique requirements) • 10-7, *page 100*

Mandatory remarks for composite report • 10-8, *page 100*

Chapter 11

Unit Status Reporting Before, During, and After Deployment/Employment, *page 100*

General • 11-1, *page 100*

Percent effective (PCTEF) data reporting • 11-2, *page 101*

Deployed reporting procedures for FF- and AA-level units • 11-3, *page 106*

Derivative unit identification code reporting procedures • 11-4, *page 109*

Instructions for completing the deployed unit status report (standard short form) • 11-5, *page 111*

Chapter 12

Multiple Component Unit Reporting, *page 112*

General • 12-1, *page 112*

Concept for multiple component unit status reporting • 12-2, *page 112*

Reporting procedures for multiple component AA-level units • 12-3, *page 112*

Appendixes

A. References, *page 114*

B. Equipment Readiness Codes, *page 117*

C. Pacing Items of Equipment, *page 121*

D. Personnel Availability Criteria, *page 122*

E. Reason Codes, *page 125*

F. Exempt/Non-Type Classified Items, *page 131*

G. Special Terms and Labels for Data Fields and Data Sets Used in PC-ASORTS, *page 133*

H. Implementing Instructions for the Defense Readiness Reporting System-Army (DRRS-A) and Unit Status Reporting Requirements Supporting Emerging Army Force Generation (ARFORGEN) Concepts, *page 135*

I. Current Status and Activity Codes, *page 147*

J. Management Control Evaluation Checklist, *page 153*

K. Basic Unit Information (BUI) Data Entry Instructions and Screen Shot Examples, *page 155*

Table List

Table 2-1: Report submission timelines, *page 10*

Table 3-1: C-5 reporting, *page 26*

Table 3-2: Relationships between report types and report forms/sets/remarks, *page 27*

Table 4-1: Level for available, MOSQ, and senior-grade strengths, *page 35*

Table 5-1: Equipment on hand criteria (high density individual LINs, 21 or more items, includes pacing items), *page 44*

Table 5-2: Equipment on hand criteria (low density individual LINs, 20 or less items, includes pacing items), *page 46*

Table 5-3: Descriptive criteria for determining the NBC S-level, *page 54*

Table 6-1: Level for percentage of equipment fully mission capable, *page 58*

Table 7-1: Translating the T-METL percentage into a T-METL status level, *page 67*

Table 7-2: Estimating training days¹, *page 67*

Table 7-3: Translating T-METL and T-days into T-level¹, *page 69*

Table 7-4: Reportable categories for authorized squads/crews/teams/systems, *page 74*

Table 7-5: Squad/crew/team/system manning and qualification criteria, *page 75*

Table 9-1: Reason codes for C-5 reporting, *page 86*

Table 10-1: Composite level criteria (PER, EOH, & ER), *page 94*

Contents—Continued

- Table 11-1: Descriptive criteria for determining the training level in deployed reports, *page 108*
- Table D-1: Determining personnel availability–decision matrix (to determine if individual Soldiers in various situations should be considered available), *page 123*
- Table E-1: Primary reason overall level not C-1, *page 125*
- Table E-2: Primary reason overall level not C-1 because of deployment of subordinate elements (Applicable to composite reporting units only), *page 125*
- Table E-3: Reason codes for other than P-1, *page 126*
- Table E-4: Reason codes for other than S-1, *page 127*
- Table E-5: Reason codes for other than R-1, *page 127*
- Table E-6: Reason codes for other than T-1, *page 129*
- Table E-7: NBC equipment supply/readiness and training status codes, *page 129*
- Table E-8: USR requirements, *page 130*
- Table E-9: USR exemptions, *page 130*
- Table E-10: Training events and activities, *page 131*
- Table G-1: List of the names of data field labels and data sets, *page 134*
- Table H-1: Additional ARFORGEN data points and information requirements included in USR, *page 140*
- Table H-2: Current operations equipment (COPE) levels, *page 141*
- Table H-3: Levels for commander assessments of tactical/maneuver and technical proficiency, *page 142*
- Table H-4: Levels for commander assessments of staff proficiency, *page 143*
- Table H-5: ARFORGEN data points and information requirements included in the ARMS display, *page 145*
- Table I-1: Part I: Current status and activity codes, *page 148*
- Table I-1: Part II: Current status and activity codes, *page 150*

Figure List

- Figure 1-1: USR management oversight decision tree (unclassified), *page 5*
- Figure 2-1: Typical USR channels, AC, and USAR (when not on active duty) measured units, *page 14*
- Figure 2-2: Typical USR channels, USAR measured units while on active duty, *page 15*
- Figure 2-3: Typical USR channels, ARNGUS/ARNG units while not on active duty, *page 16*
- Figure 2-4: Typical USR channels, ARNGUS/ARNG units while on active duty, *page 17*
- Figure 2-5: Typical USR channels, ARSOF units, *page 18*
- Figure 2-6: Typical USR channels, multiple component units, *page 19*
- Figure 2-7: USR channel options for measured units while under the USR purview of an ASCC, *page 20*
- Figure 4-1: Determining required strength, *page 31*
- Figure 4-2: Determining assigned strength and available strength, *page 33*
- Figure 4-3: Personnel data set (unclassified screenshot example), *page 36*
- Figure 4-4: Personnel grade strength of unit (2PSPER) set (unclassified screenshot, *page 37*
- Figure 4-5: MOS shortage report (2RQPER) set (unclassified screenshot example), *page 38*
- Figure 4-6: Additional skill identifier shortage report (2ADDSKIL set) (unclassified screenshot example), *page 39*
- Figure 4-7: Language skill/LIC shortage report (2LANGAGE set) (unclassified screenshot example), *page 40*
- Figure 4-8: Nonavailable report (PSPER set). (unclassified screenshot example), *page 41*
- Figure 5-1: Determining which equipment items should be included in S-Level (EOH) calculations, *page 43*
- Figure 5-2: Equipment availability data (unclassified screenshot example), *page 48*
- Figure 5-3: Pacing item status report (2PIESTAT set) (unclassified screenshot example), *page 49*
- Figure 5-4: Equipment that is S-Level 4 (2ERCFOUR set) (unclassified screenshot example), *page 50*
- Figure 5-5: Equipment shortage report (2EOHSHRT set) (unclassified screenshot example), *page 51*
- Figure 5-6: S-4 ERC B & C LINs report (unclassified screenshot example), *page 52*
- Figure 5-7: Borrowed, loaned and sub/ILO equipment report (unclassified screenshot example), *page 53*
- Figure 5-8: NBC status and environmental factors reports (unclassified screenshot example, *page 55*
- Figure 5-9: NBC equipment remarks example, *page 56*
- Figure 6-1: Determining which equipment items should be included in R-Level (ER) calculations, *page 57*
- Figure 6-2: Determining R-Levels for all reportable equipment (unclassified example), *page 59*
- Figure 6-3: Equipment condition (EQCONDN) and mission capability (EQMCRDAT) sets (unclassified screenshot example), *page 60*
- Figure 6-4: Pacing item operational percentage report (2PIERRAT set) (unclassified screenshot example), *page 61*

Contents—Continued

- Figure 6–5: Operational percentage report (2ERCERRT set) (unclassified screenshot example), *page 62*
- Figure 7–1: METL reporting process, *page 65*
- Figure 7–2: PC–ASORTS METL screenshot (unclassified screenshot example), *page 66*
- Figure 7–3: Training data set (unclassified screenshot example), *page 68*
- Figure 7–4: NBC status and environmental factors reports (unclassified screenshot example), *page 70*
- Figure 7–5: NBC training GENTEXT remarks (unclassified screenshot example), *page 71*
- Figure 7–6: Squad/crew/team/system status data (unclassified screenshot example), *page 73*
- Figure 7–7: Training rating (TRRAT) GENTEXT remarks (unclassified screenshot example), *page 78*
- Figure 8–1: Overall sets (unclassified screenshot example), *page 80*
- Figure 9–1: Army report (ARMYRPT) set, Army reporting requirements (unclassified screenshot example), *page 84*
- Figure 9–2: Reported UIC (RPTDUIC) set, Joint reporting requirements (unclassified screenshot example), *page 85*
- Figure 9–3: Ready GENTEXT remarks (unclassified screenshot example), *page 87*
- Figure 9–4: Reason (REASN) GENTEXT remarks (unclassified screenshot example), *page 88*
- Figure 10–1: Notional listing of subordinate units for composite reporting calculations (unclassified example), *page 94*
- Figure 10–2: Composite reporting calculation methodology (Type I composite report), *page 95*
- Figure 10–2: Composite reporting calculation methodology (Type I composite report)—continued, *page 96*
- Figure 10–3: Type II composite report (unclassified screenshot example), *page 98*
- Figure 11–1: Determining the PCTEF data reporting timeline, *page 103*
- Figure 11–2: Deployed report (short form) (unclassified screenshot example), *page 106*
- Figure B–1: Illustration of the process and procedures for determining ERC and pacing items, *page 120*
- Figure B–2: Description of the process and procedures for determining ERC and pacing items, *page 121*
- Figure F–1: LIN exemption request process, *page 133*
- Figure H–1: DRRS–A task assessment methodology, *page 137*
- Figure H–2: DRRS–An overall assessment methodology, *page 138*
- Figure K–1: PC–ASORTS screen number 1, AA-level UIC (unclassified screenshot example), *page 158*
- Figure K–2: PC–ASORTS screen number 2, AA-level UIC (unclassified screenshot example), *page 159*
- Figure K–3: PC–ASORTS screen number 3, AA-level UIC (unclassified screenshot example), *page 160*
- Figure K–4: PC–ASORTS screen number 4, AA-level UIC (unclassified screenshot example), *page 161*
- Figure K–5: PC–ASORTS screen number 1, FF-level UIC (unclassified screenshot example), *page 162*
- Figure K–6: PC–ASORTS screen number 2, FF-level UIC (unclassified screenshot example), *page 163*
- Figure K–7: PC–ASORTS screen number 3, FF-level UIC (unclassified screenshot example), *page 164*
- Figure K–8: PC–ASORTS screen number 4, FF-level UIC (unclassified screenshot example), *page 165*

Glossary

Chapter 1 Overview

1–1. Purpose

The unit status report (USR) is a commander's report. Unit commanders are solely responsible for the accuracy of the information and data they enter into their reports. They should review the information and data applicable to their units that is available at authoritative Army data bases and report, in their judgment, the most accurate information and data. It requires objective and subjective measurements of the status of resources and training in the unit and conveys the unit commander's concerns and personal assessments of the unit's overall mission readiness to the chain of command. Reports are used by commanders at higher levels and senior Army leaders to synchronize operational planning and resource management. Accordingly, unit commanders will submit timely, accurate and complete reports that neither mask nor exaggerate readiness deficiencies. This regulation establishes the Army's unit status reporting system, explaining in detail what status information Army units are required to report, how reports are prepared, and how reports are submitted. This regulation is complemented by Army Regulation 220–20, which establishes policy and procedures for the registration of operational Army organizations, to include those operational Army organizations that are required to submit USRs. The information and data contained in USRs are entered into and maintained in the Army Status of Resources and Training System (ASORTS) database, which serves as the central registry and authorized database of record for all operational Army organizations and units (it will become the Defense Readiness Reporting System-Army (DRRS-A) database in FY 07; see appendix H). The ASORTS database also contains attribute data indicating the unit's present location, current command relationships, mobilization status (if applicable), and information regarding personnel and major equipment items. Where indicated, this regulation must be used in conjunction with AR 220–20. Supporting data and information maintained at official Web sites pursuant to provisions in this regulation will be revised and/or updated in accordance with the processes and procedures established by this regulation and, when applicable, in AR 220–20.

a. Measured units use the Personal Computer–Army Status of Resources and Training System (PC–ASORTS) (the system will be replaced by NetUSR in FY07; see appendix H) to prepare Army USRs. Reports are processed in ASORTS, which updates the Global Status of Resources and Training System (GSORTS). GSORTS is the authoritative database of record used by the Chairman, Joint Chiefs of Staff (CJCS), the Joint Staff, the Services, the unified commands, and the combat support agencies as an internal management tool and for other purposes. GSORTS is the single automated reporting system within the Department of Defense that is the central registry of all operational units of the U.S. Armed Forces and certain foreign organizations. GSORTS indicates the status level of selected resources and training required by units to undertake the wartime missions for which they are organized or designed. GSORTS provides this information on measured units at a specific point in time. This information supports, in priority order, crisis response planning; deliberate or peacetime planning; and management responsibilities to organize, train, and equip combat-ready forces for the unified commands. Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.02A requires the commanders of all measured units to report their units' status in the areas of personnel, equipment on hand, equipment readiness, and training. The Army requires additional data that increases the value of the USR as a resource management and operations tool for Headquarters, Department of the Army (HQDA). The supplemental data required by the Army enables the commanders of measured units to more clearly portray the effects of resource application in their units. Commanders of measured units submit their USR information via administrative control (ADCON channels) that normally include the Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU), and the Director, Army National Guard (DARNG)/Chief, National Guard Bureau (CNGB) for Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS) units not on active duty, through HQDA to the Joint Staff. Accordingly, further references in this regulation to “the responsible ACOM/ASCC/DRU and/or the DARNG/CNGB, when applicable” should be interpreted to mean the applicable command/organization having ADCON authority or formally specified responsibilities for USR management oversight. USR information also is made available to interested commands, agencies, and combatant commanders. The information and data contained in the USR enables commanders and staffs at all levels to analyze and address key unit status indicators. At the installation level and below, the USR assists commanders in identifying resource shortfalls to facilitate cross-leveling actions, if appropriate, to alleviate the shortfall. At HQDA and at the level of the responsible ACOM/ASCC/DRU and/or DARNG/CNGB, when applicable, USRs provide information that can be used as the basis for resourcing requests and/or decisions. For joint planners and combatant commanders, the USR provides an important assessment of the ability of individual units to undertake the wartime or primary missions for which they are organized or designed and, when applicable, the missions currently assigned. The USR is not a unit report card and should not be used as a tool to evaluate or compare the accomplishments of subordinate units or their commanders.

b. The Army's USR system enables the commanders of reporting organizations to uniformly determine and accurately report an overall level indicating the ability of their units to accomplish the wartime missions for which the units are organized or designed (also referred to in this publication as the “designed/wartime mission”) via the C-level (also referred to in this publication as the category level, overall level, and READY field). When applicable, the system also captures the ability of units to accomplish currently assigned or directed missions via the percent effective (PCTEF) level. For each of these status-level assessments (C-level and PCTEF-level), the USR system indicates the

degree to which a unit has achieved prescribed levels of fill for personnel and equipment, the operational readiness status of available equipment, and the training proficiency status of the unit. The PCTEF level is discussed in paragraph 11–2. The C-level is based on objective and subjective calculations and assessments in the following measured areas:

(1) *Personnel (PER)*. The personnel status of the unit (P-level) is based upon the number and type of required personnel who are available to the unit for the execution of the wartime or primary mission for which the unit is organized or designed (see chap 4).

(2) *Equipment on hand (EOH)*. The equipment supply status of the unit (the S-level) is based on the quantity and type of required equipment that is available to the unit for the execution of the wartime or primary mission for which the unit is organized or designed (see chap 5).

(3) *Equipment readiness (ER)*. The readiness status of the unit's equipment (the R-level) is based on the operational readiness condition (serviceability) of the unit's on-hand and reportable (for maintenance) equipment (see chap 6).

(4) *Training*. The unit's training status (the T-level) is based upon the commander's assessment of the unit's training proficiency on mission-essential tasks, the commander's estimate of the number of training days required to achieve or sustain full mission-essential task list (METL) proficiency, and the commander's assessment of the impact to unit training readiness of any unexecuted training events. For selected squads, sections, crews, and teams, commanders at all levels also determine and report, if applicable, for information and analysis at higher levels, the number of these elements that meet established standards and criteria for manning and qualification (see chap 7).

c. Additionally, the Army's USR system provides information to HQDA that—

(1) Assists in the portrayal of Army-wide conditions and trends.

(2) Assists in the identification of factors that degrade the unit status.

(3) Assists in the identification of resource shortfalls, if any, by comparing the actual levels of personnel and equipment assets in units with the wartime or primary mission requirements.

(4) Assists HQDA and intermediate commands in making resource allocation decisions.

(5) Informs senior decision makers' assessments regarding the employability and deployability of measured units.

d. Reports submitted in accordance with this regulation satisfy—

(1) The requirements of the Army portions of CJCSI 3401.02A and CJCSM 3150.02A.

(2) HQDA requirements for timely operational and management information.

(3) Unit status information requirements established by Section 117, Title 10, United States Code (10 USC 117).

e. Because USRs in GSORTS are part of the Joint Staff Department of Defense (DOD) readiness reporting system, reporting criteria and guidelines are standardized for all Services, to the extent possible. A major goal of GSORTS is to provide useful and accurate information to the combatant commanders regarding the status of the units they will receive in theater, to include accurate estimates of how long it will take for those units to become fully trained on METL. The prescribed standard that each measured unit commander must use as the basis for determining his unit's status or for estimating required training days is the wartime or primary mission requirement for which the measured unit is organized or designed. The procedures and standards for measuring and reporting unit status are fixed by JCS and Service policy and cannot be modified by subordinate commands/organizations or measured units without authorization.

(1) Accordingly, for USR purposes, the determination of a unit's C-level and the related measured area levels will be accomplished only by measuring the current status of resource and training in the unit against its wartime or primary mission requirements. Furthermore, the wartime or primary mission requirements of units will be based only on the unit's designed organization as established by the applicable modification table of organization and equipment (MTOE), the table of distribution and allowance (TDA) or, when these documents are not available and/or are not applicable, by force structure guidance issued by HQDA (DAMO-FMF) or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. Organic relationships between units are formally established and are not normally altered except by TOE (table of organization and equipment) redesign, with changes approved and documented by HQDA. In this publication the term "organic" is used to describe the relationship between a unit with an AA-level UIC (unit identification code) and its subordinate units/elements as documented on the unit's MTOE/TDA. The terminology "designed/established" is used in this publication to indicate relationships between units that may not be supported by MTOE/TDA documentation but that are organic in nature or have been prescribed by higher headquarters to establish the designed structure of a specific organization. The terms "attach" and "attached" are used in this publication to indicate a temporary placement of units or personnel in an organization per Joint Publication 1-02 and not to indicate support responsibilities or relationships between units.

(2) When deployed as a task force (TF) or other ad hoc organization in support of current Army operational requirements (that is, smaller-scale contingencies (SSC), stability operations, support operations, and so forth), commanders of measured units will continue to report (in the USR) the status of resources and training in their units measured against the wartime or primary mission for which the unit is organized or designed based upon the actual MTOE/TDA unit organization requirements or, when applicable, the designed/established organization requirements. Ad hoc organizations are those forces/elements that have been tailored and oriented toward a specific contingency or current operational requirement. Even if the ad hoc unit is operating under a derivative unit identification code (DUIC)

and is reporting its status in accordance with DUIC reporting procedures established in paragraph 11–4, the status of resources and training also must be reported by the parent UIC organization from which the subordinate elements came, and these reports will reflect the status of resources and training measured against the parent unit’s wartime mission requirements.

(3) In accordance with Army implementation of CJCSI/CJCSM policy requirements, the C-level reported in the USR is not used to indicate a unit’s ability to accomplish or sustain currently assigned operational deployments. Commanders of measured units that have been assigned or that are currently conducting an operational deployment or directed mission will use the PCTEF data field to report their assessments of the status of their units to undertake the operational deployment or directed mission in accordance with the provisions of paragraph 11–2. When measured units are accomplishing their wartime tasks during an operational deployment or directed mission, the PCTEF level and the C-level will coincide if the conditions under which the wartime tasks are being accomplished replicate actual wartime conditions.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary. The definitions for several of these terms (for example, “Active Component” and “military occupational specialty code qualification” (MOSQ)) are established for the purpose of this regulation only and may be inconsistent with the meaning and use of these terms in other publications.

1–4. Responsibilities

a. The Deputy Chief of Staff (DCS), G–3/5/7 will—

(1) Develop policies, standards, and procedures for unit status reporting, to include describing USR channels and prescribing USR management oversight responsibilities based on the command relationships between Army organizations and units.

(2) Collect unit status data, make audit checks for accuracy, and maintain automated historical records.

(3) Ensure that required reports are submitted to the Joint Staff in a timely manner.

(4) Process and distribute unit status data in a usable format to requesting Department of the Army agencies and commands.

(5) Establish and maintain an automated methodology for collecting, reviewing, and analyzing unit status data.

(6) Develop and issue guidance for the use of unit status data during mobilization, contingency operations, the deliberate planning process, and after mobilization.

(7) Act as a focal point for developing procedures to use unit status data as part of the Army Readiness Management System (ARMS) and to improve the status of Army units.

(8) Consider the impact on unit status when making planning, programming, and budgeting decisions.

(9) Keep the Army leadership apprised of the status of Army units.

(10) Task Army staff agencies and the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, to provide supplemental data, analyses of unit status data, and recommendations on how to improve unit status levels and the Army’s unit status reporting system.

(11) Incorporate unit status reporting into exercises.

(12) Approve unit inactivation, activation, conversion, reorganization, and similar actions to minimize adverse impact to unit readiness status.

(13) Ensure that hardware procurement required to process status reports and monitor unit status data follows the standard bottom-up process and is based on the specific software and infrastructure requirements of individual units. Top-down push of automatic data processing (ADP) hardware will be accomplished in highly exceptional situations only.

(14) Issue timely supplemental guidance after the initiation of a SSC to clarify unit status reporting requirements for employed/deployed units, to include personnel and equipment availability criteria and guidance for disengagement, if needed.

(15) Coordinate the development and implementation of appropriate training programs for unit status reporting software.

b. The Deputy Chiefs of Staff, the Assistant Secretaries of the Army, The Inspector General, The Auditor General, The Surgeon General, the Chief of Chaplains, The Judge Advocate General, the Chief of Engineers, the Sergeant Major of the Army, the Chief, U.S. Army Reserve (CAR) and the Director, Army National Guard (DARNG) will—

(1) Assign specific staff responsibilities for monitoring and using unit status data within their respective areas of responsibility.

(2) Use unit status data to identify problem areas and perform analyses to determine root causes and possible solutions.

- (3) Set and meet milestone dates for correcting problem areas.
 - (4) Consider problems identified in USRs and the status of Army units when developing plans and programs.
 - (5) Assist the Deputy Chief of Staff, G-3/5/7, in the development of procedures for using unit status data as part of the ARMS and improving the status of Army units and the Army's unit status reporting system.
 - (6) Review unit status reporting policy guidance and submit recommended changes, as appropriate.
- c. The Assistant Chief of Staff for Installation Management (ACSIM) will—
- (1) Oversee the Installation Management Agency (IMA), validate requirements for managing and resourcing Army installations, and ensure readiness through the availability of efficient, effective base services and facilities.
 - (2) In coordination with the Director, IMA, and the Chief Information Officer/G-6, ensure that garrisons and Directors of Information Systems for Command, Control, Communications and Computers (DOIM) provide the technical means and support to transmit USRs. The director, IMA, will coordinate directly with the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, to establish memorandums of agreement (MOA) or memorandums of understanding (MOU) regarding additional support and assistance to reporting units, as required.
- d. Commanders of ACOM/ASCC/DRUs and/or DARNG/NGB, when applicable, will—
- (1) Assign specific staff responsibilities for supervising and coordinating the USR within their commands.
 - (2) Ensure that subordinate units have the external guidance and resources necessary to meet requirements for progressive readiness and directed missions established by applicable Army Force Generation (ARFORGEN) guidance.
 - (3) Ensure that subordinate units comply with unit status reporting requirements, to include the submission of accurate reports in a timely manner.
 - (4) Continuously update information in the ASORTS database to ensure that the USR requirements of subordinate units/elements are correctly indicated.
 - (5) Monitor the status of assigned units, and analyze and correct noted problem areas.
 - (6) Report unresolved unit status conditions to the appropriate Army staff agency.
 - (7) Manage resources to improve the status of assigned units.
 - (8) Consider problems identified in USRs and the status of assigned units when developing plans and programs.
 - (9) In coordination with HQDA ODCS, G-3/5/7, manage unit activations, inactivations/discontinuations, conversions, reorganizations, and similar actions to minimize the impact on unit status.
 - (10) Review unit status reporting policy guidance and submit recommended changes as appropriate.
 - (11) Incorporate unit status reporting into exercises.
 - (12) Assist U.S. Army Training and Doctrine Command (TRADOC) and HQDA to determine the squads, sections, crews, and teams that should be reported in USR training data and the manning and qualification criteria for these elements.
 - (13) Assist Army measured units, to include units from other commands, that are stationed or operating in the organization's geographical area of responsibility, in preparing and submitting their USRs.
 - (14) Develop, staff, and implement MOAs and/or MOUs with other commands and agencies (such as IMA), and installations for USR assistance and support to subordinate units, as required.
 - (15) Develop, staff, and implement supplementary guidance, as required, to ensure applicability, consistency, and understanding of and compliance with USR policy and procedures among subordinate units.
 - (16) Coordinate the hand-off of responsibility (or, when applicable, the retention of responsibility) for USR management oversight of units transitioning from the administrative control (ADCON) of the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, with the gaining command. Ensure that basic unit status and location data is updated, USR channels are prescribed, or reinforced and the information regarding the organizations exercising authority for operational command and control (that is, OPCON authority) and administration and support (that is, ADCON authority) for those units is confirmed and/or updated as required. When the gaining command is under the OPCON of a regional combatant command (RCC) or combatant commander (COCOM) and also is under the ADCON of a gaining ASCC, the gaining ASCC will have USR management responsibility for the deployed units, unless formal ADCON orders have been coordinated and include a caveat stipulating otherwise (see fig 1-1). Notify HQDA (DAMO-ODR) of any exceptional situations or circumstances and obtain HQDA (DAMO-ODR) assistance to resolve contentious issues, as appropriate or required.

USR Management Oversight Decision Tree

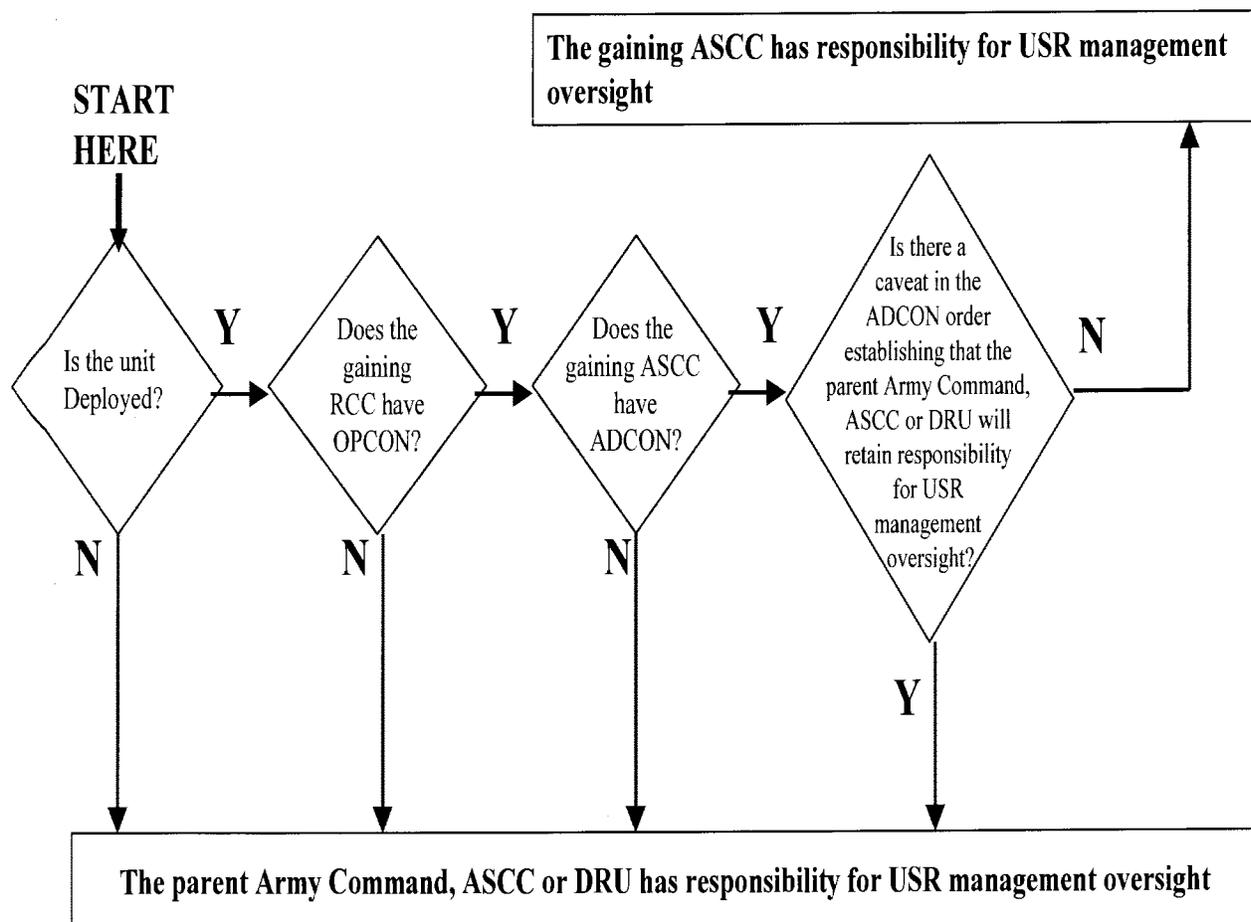


Figure 1-1. USR management oversight decision tree (unclassified)

e. Commander, U.S. Army Training and Doctrine Command (TRADOC) will—

(1) Recommend to HQDA (DAMO-ODR and DAMO-FMF) the criteria to be established by this regulation for assigning equipment readiness codes (ERCs) to unit equipment (appendix B) and designating pacing items (appendix C). Additionally, recommend to HQDA (DAMO-FMF) the units and equipment by type for ERC assignment and pacing item designation for use by the U.S. Army Force Management Support Agency (USAFMSA) in appropriate requirements and/or authorization documents, such as the TOE, MTOE, and TDA. Base ERC and pacing item recommendations on the unit's primary mission or the wartime tasks for which the unit is designed/organized and the criticality of the equipment to accomplish that mission or those tasks. (As a general policy, all equipment listed on the unit's MTOE is considered the minimum mission-essential equipment required for the unit to execute its primary mission or wartime tasks for which it is designed/organized and provide sustainment capability.)

(2) Provide input to determine minimum TOE personnel requirements for combat support/combat service support (CS/CSS) functions through the manpower requirements criteria (MARC) program. (These requirements are included in the MTOE required strength column against which the unit's personnel status is measured.)

(3) Recommend to HQDA, ODCS, G-3/5/7 (DAMO-TRC), the squads, sections, crews, and teams that should be reported in USR training data and the manning and qualification criteria for these elements and systems.

f. DCS, G-3/5/7, Director, Force Management (DAMO-FM)/Commander, U.S. Army Force Management Support Agency will—

(1) Develop and document, in coordination with the DAMO-ODR, DAPR-FD, DALO-LRR, and the applicable TRADOC proponent agency, TOE, MTOE, and TDA for Army units.

(2) Use the guidelines, process, and procedures established in appendix B and appendix C to—

(a) Determine the equipment readiness code (ERC) and identify equipment pacing items for units by type.

(b) Specify the ERC and pacing items for units in the appropriate requirements and authorization documents (MTOE, TOE, and TDA).

(c) Update and maintain ERC tables, appendixes B and C of AR 220-1 on the Force Management System Web site (FMSWeb), formerly known as WebTAADS, at <https://webtaads.belvoir.army.mil>.

(d) Update and maintain authoritative listing of USR exempt line item numbers (formerly table F-1 of AR 220-1) on the FMSWeb at <https://webtaads.belvoir.army.mil>.

g. Unit commanders will—

(1) Continuously assess the mission readiness status of their units for significant changes and maintain the highest unit status level possible with the resources provided.

(2) Review the status reports of subordinate units for accuracy and for compliance with applicable requirements.

(3) Distribute unit equipment and resources against mission-essential requirements on a priority basis.

(4) Train to the highest level possible with the resources that are available.

(5) Submit USRs, to include change reports, deployed reports, and ad hoc reports, as required.

(6) Ensure that the unit has the necessary computer hardware, software, and trained personnel to process and submit the USR and related ASORTS reports.

1-5. Basic USR concepts

a. Designated MTOE and TDA units will submit periodic reports in accordance with the policy guidance contained in this regulation. These reports will reflect the measured unit commander's assessment of his or her unit's overall status determined by using established procedures to compare selected personnel, equipment, equipment readiness, and training factors to wartime or primary mission requirements for which the unit is organized or designed. These reports are reviewed by commanders at higher levels and are placed into the ASORTS database. Currently, ASORTS is not electronically linked to any other unit-level system, and no such linkages are planned; however, an Army initiative is ongoing to Web-enable the Army's readiness reporting system via the development and fielding of NetUSR (replaces PC-ASORTS) and the DRRS-A database (replaces the ASORTS database) in conjunction with the planned transition of GSORTS to the DOD Readiness Reporting System (DRRS)/Enhanced Status of Resources and Training System (ESORTS). (See appendix H for DRRS implementing instructions for Army units.) The primary purpose of the ASORTS database is to report and maintain unit status information; however, ASORTS also serves to register UICs/DUICs and serves as the central registry and master database for Army organizations and units. Instructions and procedures for UIC/DUIC registration are provided in AR 220-20.

(1) USRs are designed to reflect the unit commander's assessments of the status of resources and training in his or her unit at a specific point in time based on specific assumptions and prerogatives. The report should not be used in isolation when assessing overall unit readiness and must consider the relevant assumptions and the prerogatives available to the unit commander that may impact on the determinations reported; unit status is only one aspect of the broader concepts of operational and strategic readiness.

(2) USRs provide a timely single source document for assessing key elements of a unit's status. However, these reports do not contain all of the information needed to manage resources. The reports identify potential problem areas, but in many cases these problem areas must be examined using more detailed personnel, logistical, and training management systems to determine causes and solutions.

(3) When a unit is alerted, activated, mobilized, or deployed, some USR requirements are modified. While on active duty status and unless specifically directed otherwise by exception, Reserve Component (RC) units (ARNG/ARNGUS and USAR units) will comply with USR requirements prescribed for AC units (see chap 2 and para 9-8).

b. Army readiness goals include developing and maintaining units at optimum status levels, considering contingency requirements and available resources. To conserve resources, early deploying units and units designated to deploy in support of contingency plans are normally resourced to achieve the highest status levels. Other units may be resourced at lower levels in consonance with their deployment schedules and timelines. No unit is expected to attain a unit status level that exceeds the level at which it is resourced.

c. The status of each of the four measured areas (personnel, equipment on hand, equipment readiness, and training), for USR purposes, is determined by using the criteria provided in this regulation. Each commander also determines an overall unit level by considering the status of the four measured areas and by applying his professional judgment. Commanders may upgrade or downgrade the overall level (see para 9-1) but must submit clarifying remarks. The MTOE/TDA establishes a unit's wartime resource requirements and serves as the basis for C-level computations.

d. The commander has the authority to determine and report his or her unit's status using the current MTOE/TDA or, with the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, approval, a new MTOE/TDA prior to its effective date (e-date), if, in the opinion of the unit commander, the unit more closely resembles the new MTOE/TDA than the current MTOE/TDA. However, reporting against future MTOE/TDA is not allowed by units that

could report C-3, or better, using the current MTOE, if it will result in a degraded overall level below C-3. (Note that ARNG/ARNGUS unit commanders require NGB approval to report unit status against a new MTOE/TDA prior to the e-date.) Once a commander reports the unit's status based on a new MTOE/TDA, he or she must continue to do so and will not revert to unit status reporting using the earlier structure, unless specifically approved by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, as appropriate. Also see paragraph 3-3.

e. Numerous automated systems are available to assist in the preparation of USRs and should be used whenever possible. These systems create and update their databases from the Force Management System Web site (FMSWeb) (formerly WebTAADS), which enables centralized management of the data. FMS, MTOE, and TDA data are now available in a Web-based format on the USAFMSA Web page, at <https://webtaads.belvoir.army.mil/>. The logistics systems are the Distribution Execution System (DES), Requisition Validation (REQVAL) System, the LOGTAADS file, the Property Book Unit Supply Enhanced (PBUSE), and the Standard Army Maintenance System-Enhanced (SAMS-E), formerly known as Unit Level Logistics System (ULLS). The personnel system is the Standard Installation Division Personnel System (SIDPERS). Each command is responsible for the accuracy of their unit's data in these automated systems.

f. FMSWeb is the official record for all approved MTOE and TDA documents and, in case of conflict between this system and LOGTAADS provided to the PBUSE, contact the LOGSA LOGTAADS and use the FMSWeb information for USR purposes until the differences are resolved.

1-6. Personal Computer—Army Status of Resources and Training System

a. PC-ASORTS is the primary means for preparing the USR, and reports generated by PC-ASORTS are the only report formats acceptable for submission to HQDA until replaced by NetUSR in FY 07 (see appendix H). When fielded, NetUSR will replicate and/or improve upon all functionality and capability supported by PC-ASORTS. Accordingly, all further references in this regulation to "PC-ASORTS" should be understood to mean "NetUSR" upon the Army-wide fielding of this new USR input tool as the official replacement for PC-ASORTS. The PC-ASORTS system provides an automated means for the responsible personnel in any Army unit to input, update, and/or calculate USR data. PC-ASORTS enhances accuracy and efficiency for each report that is generated. PC-ASORTS is an interactive system that provides immediate feedback and error detection. Note that when NetUSR is fielded, these PC-ASORTS screen shots become obsolete.

b. Reporting instructions contained in this regulation refer to figures that are PC-ASORTS screen shots. These PC-ASORTS screen shots replicate selected PC-ASORTS menu screens and are used to illustrate data entry examples. The screen shot figures used in this regulation portray notional status data for a notional unit and, therefore, are UNCLASSIFIED. Based on their content, actual PC-ASORTS menu screens are classified in accordance with the provisions of paragraph 2-7. Printed copies of PC-ASORTS can be used by measured units as either a feeder report or as a hard copy record for filing or coordination. Printed copies of screen shots will be classified in accordance with paragraph 2-7.

c. New, ad hoc PC-ASORTS menu screens have been developed and made available to accommodate extraordinary reporting requirements directed by HQDA. These screens will be used for data entry only when directed by HQDA or approved by HQDA.

d. The reports generated using the PC-ASORTS software also will be classified in accordance with paragraph 2-7. The computer where this software is resident and the magnetic media (hard drives and floppy disks) must be accredited, marked, and protected in accordance with applicable provisions of AR 380-5 and AR 25-2.

e. HQDA (DAMO-ODR) distributes the USR input software applications to the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. Additionally, the Army Readiness Division's home page at https://www.hqda-aoc.army.pentagon.mil/AOC_Org/ODR/index.htm (unclassified) and at <http://www.hqda.army.smil.mil/Dcsops/Damo-odr/odr-info.html> (classified) provides detailed instructions for downloading and installing updated versions of the PC-ASORTS application. Commanders of measured units may obtain the USR input software applications from their responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or they may download USR software and materials in accordance with the instructions at the aforementioned Web sites.

Chapter 2 General Instructions

2-1. The USR

a. Measured units will use PC-ASORTS to prepare the USR. Printed copies of PC-ASORTS screen shots can be used for internal feeder reports and to preserve USR data in hard copy format for retention in unit files or for coordination. All USR data submitted by measured units will be submitted electronically in the format generated by PC-ASORTS.

b. Chapters 3 and 9 provide additional instructions for measured units. The chapters applicable to each measured area (personnel, equipment on hand, equipment readiness, and training), and to other USR requirements, like the

mission accomplishment estimate (MAE), composite reporting, deployed reporting, and so forth, provide useful examples and specific instructions for entering data in the PC-ASORTS format. Report types are explained in paragraph 2-4.

2-2. Units required to submit USRs (“measured units”)

Army units (AC, ARNG/ARNGUS, and USAR) required to submit USRs under the provisions of this regulation are designated and hereafter are referred to in this publication as “measured units”. Measured units include units that are organized under the provisions of a MTOE (see para *a*, below) or a TDA (see para *b*, below), and organizations for which special USR provisions apply (see para *c*). Major units and headquarters that are larger than battalion size or that are above battalion level (for example, brigades, divisions and corps, and modular designed combat and support brigades, and modular division headquarters, and so forth) and that are “measured” via composite reports (FF-level UIC), hereafter are referred to as “major units” and “major headquarters.”

a. MTOE units.

(1) All MTOE units with UICs ending in AA that are registered in the ASORTS database (except bands and other MTOE units for which special provisions apply; see para *c*, below) are measured units that are required to submit USRs. These measured units include, but are not limited to:

(a) MTOE battalions, separate companies, separate detachments, or equivalent size units (parent units), that are organic to or included in the designed/established structure of a corps headquarters, division, regiment, separate brigade or Army special operations forces (ARSOF) groups, regiments and commands and modular designed combat brigades, support brigade, division headquarters, and so forth.

(b) MTOE units not organic to or part of the designed/established structure of one of the major units/headquarters described above in subpara (a) that are company-size units or larger and are parent units (AA-level UIC), parent-level detachments, and parent-level MTOE units that are deployable under any joint operations plan.

(2) The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, in coordination with HQDA, DAMO-ODR, can designate additional MTOE units/elements or detachments as measured units and can augment reporting requirements established by this regulation. For example, the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, after coordinating with HQDA, can designate a subordinate MTOE element with a DUIC or subunit UIC (that is, one that does not end in AA) as a measured unit. The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, also can direct more frequent reporting than required by this regulation. Units/elements reporting pursuant to responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, requirements must comply with the applicable policy and procedures established in this regulation (for example, measured MTOE units/elements with subunit UICs/DUICs will report in accordance with the provisions of para 11-4). All reports will be forwarded to HQDA.

b. TDA units.

(1) All TDA units with UICs ending in AA (except bands and other TDA units for which special provisions apply; see para *c*, below), that are deployable or apportioned in a Joint operations plan or contingency plan, and USAR medical (including augmentation) units will report against the unit’s current TDA requirements, in accordance with table 2-1, unless they have been specifically exempted from reporting by the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable. All TDA units with AA-level UICs must submit reports while deployed. The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, will identify TDA units under their purview that are required to report under this criteria and will ensure compliance with USR requirements.

(2) The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, in coordination with HQDA, DAMO-ODR, can require additional TDA units/elements or detachments (includes augmentation table of distribution and allowances (AUGTDA)) to submit reports or require more frequent reports than required by this regulation. For example, the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, after coordinating with HQDA, can designate as a measured unit a TDA unit with an AA-level UIC or DUIC that is not required to report under the criteria established by this regulation. Similarly, the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, can direct a TDA unit required by this regulation to submit an annual report to report monthly or quarterly. TDA units reporting pursuant to the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, requirements must comply with USR policy and procedures established in this regulation for TDA reporting (for example, measured TDA units/elements with subunit UICs and DUICs will report in accordance with the provisions of para 11-4) and all reports will be forwarded to HQDA.

c. Units for which special USR provisions apply.

(1) Major units and major headquarters that are assigned or apportioned in Joint or Army planning documents or designated by HQDA or the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, will prepare and submit composite reports in accordance with the provisions in chapter 10. These composite reports will be identified by a UIC ending in “FF.” Unless approved for consolidated reporting (see (2), below), headquarters units (identified by an AA-level UIC) whose subordinate units report individually also will submit an AA-level report for the unit headquarters when it is a separate company/detachment or unit of equivalent size.

(2) Divisional maneuver brigades that have been task organized for directed missions requiring the brigades to

operate separately from their parent divisions will submit a Type II Composite report following mission notification and a Deployed report while deployed. Unless specified otherwise by instructions included with the mission notification, composite reporting requirements begin no later than 30 days following mission notification for AC divisional maneuver brigades and no later than 90 days following mission notification for RC divisional maneuver brigades. This reporting will be accomplished in accordance with the report submission timelines in table 2-1. Coordinate with the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, UICIO to register a FF-level UIC (see AR 220-20, chap 4) to support this composite reporting requirement, and report PCTEF data in accordance with paragraph 11-2.

(3) CS, CSS, and certain medical detachments (identified by an AA-level UIC) that are similar in type may, with HQDA approval, submit a single consolidated report under a designated AA-level UIC. Similarly, the AA-level components of a major headquarters may submit a consolidated report when directed by the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, and approved by HQDA. A commander of a measured unit or major headquarters must indicate on the appropriate PC-ASORTS menu screens (see para 3-7) when his report is a consolidated report and also which units are included in the consolidated report.

(4) Multiple-component units, regardless of the force structure component (COMPO), will submit a single consolidated report through the headquarters exercising command and control. COMPO 1-AC, COMPO 2-ARNG, or COMPO 3-USAR units will submit AA-level and FF-level reports in accordance with the instructions in table 2-1.

(5) ARNG/ARNGUS units (AA-level), when not on active duty, report through NGB (or the responsible ACOM, ASCC, or DRU, if applicable). USAR units, when not on active duty, submit reports through the United States Army Reserve Command (USARC) (or the responsible ACOM, ASCC, or DRU, if applicable). Following mobilization, Reserve Component units submit reports through the responsible ACOM, ASCC, or DRU, in accordance with the applicable policy guidance and instructions in table 2-1. (Also see the figures illustrating reporting channels following para 2-5.)

(6) USAR training divisions and training brigades are required to submit a report annually in October. Company-size or larger (AA-level) units subordinate to a USAR training division or brigade are required to submit a report annually in October. FORSCOM/USARC may direct more frequent reports.

(7) The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, may authorize parent (AA-level UIC) units that, in accordance with a HQDA policy or program, are resourced at prescribed levels that prevent the attainment of level 3 or better in all measured areas to report C-5 status while the restricting HQDA policy or program remains applicable and in effect (also see para 3-4).

(8) For Army prepositioned stocks (APS) identified by a UIC ending in "FF", the responsible APS custodian will submit a composite report. For MTOE unit sets within the APS with UICs ending in "AA," responsible APS custodians will submit a regular report quarterly, as well as monthly validation reports and change reports, as necessary (see para 2-4c).

(9) Army bands that are assigned to a division or modular division headquarters or that are forward stationed will submit reports if they have UICs ending in AA.

d. Exempt units.

(1) No units are automatically exempt from USR requirements, and measured units will submit reports in accordance with the applicable policy guidance and criteria established above. Approval authority to exempt specific TDA units not meeting the criteria for a measured unit is delegated to the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable. For each TDA parent unit (AA-level UIC) exempted from reporting by the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, the Army Unit Identification Code Information Officer (UICIO) will execute an ASORTS transaction in accordance with the instructions in paragraph *e* below, and AR 220-20. HQDA (DAMO-ODR) is the Army approval authority for all other USR exemptions.

(2) The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, may request a temporary USR exemption from HQDA (DAMO-ODR) for a specific measured unit. All requests must clearly explain the extraordinary circumstances requiring the unit exemption and indicate the time period requested for temporary unit exemption. HQDA (DAMO-ODR) normally will not approve USR exemptions for time periods exceeding 24 months (see para 2-3). For each USR exemption approved by HQDA, the HQDA UICIO will execute an ASORTS transaction in accordance with the instructions in paragraph *e*, below, and AR 220-20.

e. Actions required by UICIOs. (See also AR 220-20.)

(1) The HQDA UICIO will—

(a) Enter the appropriate code contained in table E-8 in the prescribed data field to indicate the specific USR requirement of measured units designated or approved by HQDA.

(b) Enter the appropriate code contained in table E-9 in the prescribed data field to indicate the reason for and duration of USR exemptions approved by HQDA.

(2) The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, UICIO will—

(a) Enter the appropriate code contained in table E-8 in the prescribed data field to indicate the specific USR

requirement of measured units designated or approved by the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable.

(b) Enter the appropriate code contained in table E-9 in the prescribed data field to indicate the reason for and duration of USR exemptions approved by the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable.

Table 2-1
Report submission timelines

Type report	Active Component	Reserve Component (RC) ¹	Army prepositioned stocks (APS)
Regular—Provides key status of MTOE units and designated TDA units with AA-level UICs (parent units). See para 2-2c.	Active Component MTOE parent units and deployable or apportioned TDA parent units submit a regular report as of the 15th of the month; (96-hour reporting ²).	RC MTOE parent units and deployable or apportioned TDA parent units, USAR medical (including augmentation) TDA parent units, will submit a regular report as of the 15th of January, April, July, and October (96-hour reporting ²).	APS custodians submit a regular report as of 15th of January, April, July, and October (96-hour reporting ²).
Initial—First regular report	Newly activated Active Component units submit an initial as of the 15th of the month after activation (96-hour reporting ²).	Newly activated RC units submit an initial report as of the 15th of month after activation (96-hour reporting ²).	Following establishment of the stocks, APS custodians submit an initial report as of the 15th of January, April, July, and October (96-hour reporting ²).
Composite (Type I and Type II)—Provides key status of major units and major headquarters with UICs ending in FF.	Active Component units submit a composite report as of the 15th of the month (96-hour reporting ²).	RC units submit a composite report as of the 15th of January, April, July, and October (96-hour reporting ²).	APS custodians submit a composite report as of the 15th of January, April, July, and October (96-hour reporting ²).
Change—Required when C-level or PCTEF level, changes or when changes to the level of a measured area are determined. Also required when a measured unit receives a MOBORD, DEPORD or EXORD.	Active Component units submit a change report within 24 hours of the event requiring the change report (24-hour reporting ³).	RC units submit a change report within 24 hours of the event requiring the change report (24-hour reporting ³).	APS custodians submit a change report within 24-hours of the event requiring the change report (24 hour reporting ³).
Validation—Submitted by RC units and APS units that are required to submit a regular report during the months when a regular report is not required.		RC units submit a validation report as of the 15th of February, March, May, June, August, September, November, and December, if status has not changed since the last USR was submitted (96-hour reporting ²).	APS custodians submit a validation report as of the 15th of February, March, May, June, August, September, November, and December, if status has not changed since the last report was submitted (96-hour reporting ²).
Deployed—Submitted by measured units that are parent units (AA -level UIC) and major units (FF-level UIC) while deployed away from home station for operational requirements and/or when directed (see chap 11).	Active Component units submit a deployed report within 24 hours after the main body of the deploying unit closes in theater (during RSOI) and, subsequently, on the 15th of each month while deployed (96-hour reporting ²).	RC units submit a deployed report within 24 hours after the main body of the deploying unit closes in theater (during RSOI) and, subsequently, on the 15th of each month while deployed (96-hour reporting ²).	Not applicable

Table 2-1
Report submission timelines —Continued

Type report	Active Component	Reserve Component (RC) ¹	Army prepositioned stocks (APS)
DUIC—Submitted by a subordinate element (subunit UIC or structured DUIC ending in A0, B0, and so forth, and other DUICs) of a parent unit when directed by HQDA or the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable.	Active Component DUIC units submit a DUIC report as of the 15th of the month or as prescribed by HQDA or the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable (96-hour reporting ²).	RC DUIC units submit a DUIC report as of the 15th of the month or as prescribed by HQDA or the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable (96-hour reporting ²).	Not applicable

Notes:

¹ Activated or mobilized RC units submit a regular report within 24 hours following the arrival of the advance party at the mobilization station and, subsequently, must comply with AC submission requirements while on active duty.

² 96-hour reporting means that the report is due to HQDA within 96 hours of the as-of date of the report.

³ 24-hour reporting means that the report is due to HQDA within 24 hours of the as-of date of the report.

⁴ Augmentation carrier units or units activated under a carrier UIC do not submit reports.

2-3. Units excused from submitting USRs

a. All measured units described in paragraph 2-2 are required to submit monthly reports on a continuing basis, regardless of changes to the unit's command relationships (ADCON or OPCON alignments) or deployment/employment status, unless excused or directed otherwise by HQDA. In highly unusual cases (for example, complex unit relocation or other special situation when exceptional circumstances degrade or temporarily prevent the unit commander from accurately assessing the status of his or her unit), a measured unit may be excused from established reporting requirements. Forward all requests for exemption through the responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, to HQDA, DCS, G-3, Army Readiness Division, ATTN: DAMO-ODR, 400 Army Pentagon, Washington, DC 20310-0400. The Army Readiness Division will coordinate the request for exemption with J-3, JCS for concurrence, if necessary, prior to granting final approval. Units will continue to submit required reports until they receive final approval of their request for exemption. Change and validation reports will be submitted as required by table 2-1.

b. Major units and headquarters submitting composite reports will consider exempted units in their reports. The following rules apply:

(1) To determine the composite C-level, use or consider the data submitted by the excused unit in its most recent regular or change report.

(2) Composite strength figures in Type I reports will include data from excused subordinate units.

(3) Commanders of units submitting composite reports will explain in the READY/GENTEXT remarks set on the PC-ASORTS menu screen when one or more subordinate elements are excused from reporting. The ability of the parent unit to link up with the subordinate elements also will be addressed.

c. Units are not automatically excused from materiel condition status reporting, as required in AR 700-138, when they are granted an exemption from unit status reporting under provisions of AR 220-1. A separate request for exemption from equipment reporting requirements under provisions of AR 700-138 is required. Approval authority is HQDA, DALO-LRR, for units of battalion size and larger. The responsible ACOM/ASCC/DRU and or DARNG/NGB, when applicable, is the approval authority for units smaller than battalion size.

2-4. Types of reports

There are seven basic types of reports: initial, regular, change, composite (Type I and Type II), validation, deployed (abbreviated, expanded, and full report formats), and DUIC. Measured units established in paragraph 2-2 of this regulation will submit reports in accordance with the requirements indicated in table 2-1.

a. *Initial report.*

(1) The first USR submitted to HQDA by a unit is the initial report.

(2) Units submitting an initial report will place an "A" in the transaction type field in the RPTDUIC set: OVERALL set; and the ARMYRPT set: EQOHDATA, EQMCDAT, TRAINDAT set; READY & REASN remark to distinguish the initial report from subsequent regular reports.

b. *Regular report.*

(1) Provides key status indicators for all MTOE units and designated TDA units with AA-level UICs.

(2) Is sent to HQDA by units within 96 hours of the 15th of each month for AC units and within 96 hours of the 15th of January, April, July, and October for RC units (not on active duty) and Army prepositioned stocks (APS).

(3) Complete all portions of RPTDUIC (Joint Reporting Requirements) and the ARMYRPT set (Army Unique Requirements) that are reflected on PC-ASORTS menu screens.

(4) Applicable portions of GENTEXT remarks in the other sets on the PC-ASORTS menu screen must be completed.

(5) Submit APS initial and regular reports for equipment on hand and equipment readiness data only in accordance with chapters 5 and 6, respectively.

c. Change report.

(1) A change report is required when a change occurs to the overall level (C-level) or to the overall capability assessment of an Army measured unit (AC and RC measured units with either AA-level or FF-level UICs). When the C-level or the overall capability assessment changes, measured units will submit a change report within 24 hours of the occurrence of the change to report the C-level change or changes to the overall capability assessment (also see appendix H).

(2) Additionally, a change report is required whenever a change occurs to a measured area level (P-level, S-level, R-level, or T-level), even if the C-level does not change.

(3) A change report also is required when the PCTEF level changes, when a measured unit receives an execute order (EXORD) or a prepare to deploy order (DEPORD), and when a measured RC unit receives a mobilization order (MOBORD). In coordination with HQDA, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, can excuse a subordinate unit from this requirement when warranted by special circumstances.

(4) AC and RC measured units will submit a change report within 24 hours of the occurrence of event(s) requiring the change report. A change report is prepared and submitted in accordance with the instructions in table 2-1. Units will advise their responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, when they have to submit a change report.

(5) Note: Also see paragraph 3-7 regarding the requirement to update selected data fields containing basic unit information within 24 hours of change.

d. Composite report (see also chap 10).

(1) The composite report provides an assessment of the resource and training status of a major unit and major headquarters based on the status of its subordinate units/elements. There are two formats for composite reports (Type I and Type II) that are designed by HQDA to meet current and emerging requirements for status information from the measured units/headquarters required to submit composite reports. Each type is described and its use by applicable units is explained in chapter 10.

(2) Major units and major headquarters also are required to include mandatory remarks that identify their 90-day status level projections and top three unit readiness issues in their composite reports. Additionally, commanders of major units/headquarters with training and readiness responsibilities for units that are not included in their USR measurements and assessments may provide comments regarding these responsibilities under the special GENTEXT label "TRR."

(3) Major units and major headquarters required by paragraph 2-2 to submit composite reports will submit composite reports that are identified by a UIC ending in "FF" within 96 hours of the as-of date of the report.

(4) HQDA or responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, UICIOs will ensure that UICs ending in FF are registered in the ASORTS database to meet composite reporting requirements.

e. Validation report.

(1) Validation reports are submitted by ARNG/ARNGUS, USAR, and APS units in order to meet the requirement for monthly reporting when there is no change in unit status from the last report submitted.

(2) The validation report cannot be used if there is any change in the unit's overall status (C-level), or change in the status level of any measured area (P-level, S-level, R-level, or T-level).

(3) The validation report is specifically designed to recognize the reduced time and resources available to RC units that are not on active duty for both training and administration. RC units that are not on active duty and APS units submit regular reports on a quarterly basis and validation reports during months when quarterly reporting is not required and no status changes have occurred that require submitting a change report.

f. Deployed report (see also para 11-5).

(1) Units will submit a deployed report while deployed away from their home stations for operational requirements. There are three formats for deployed reporting:

(a) The abbreviated format (also known as the "short report") is used routinely.

(b) The expanded format may be used if the unit commander desires (optional) or is directed to provide additional information that is not included in the abbreviated format.

(c) The full report (contains the same information as a regular report) is required when directed by HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.

(2) The deployed report allows the commander to continue to assess and report the status of resources and training in the deployed unit. It measures the unit's ability to perform the wartime or primary mission for which it is organized or designed, while, concurrently, subjectively assessing and reporting the unit's ability to undertake the current operational deployment or directed mission by reporting a percent effective (PCTEF) level.

(3) Major units and major headquarters required to submit composite reports with mandatory remarks that identify

their 90-day status level projections and top three unit readiness issues in accordance with paragraph 10–8 will continue to include this information in their deployed reports.

(4) Special instructions that address when a unit is called-up, mobilized, employed/deployed, or conducting split-based operations are provided in chapter 9. Detailed instructions for deployed reporting are provided in chapter 11.

g. DUIC report (also see para 11–4).

(1) DUIC reports are submitted by units/elements with subunit UICs or DUICs, as directed or required by HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. DUIC reports are submitted by ad-hoc units, provisional units, subunits (like the subordinate elements of parent units) and DUIC elements when reports from these units/elements are necessary for resource management, force tracking or are required to comply with GSORTS guidelines (for example, when subunits or DUIC elements are separately employed/deployed). In exceptional situations, HQDA may authorize or direct measured units to submit DUIC reports temporarily in lieu of temporarily excusing them from reporting.

(2) DUIC reports require subjective assessments to determine the measured area levels and are not normally required of units/elements lacking the requisite command and control systems needed to prepare and submit reports.

2–5. Reporting channels

a. Army units routinely submit their USRs through the administrative command (ADCON) channels in effect at the time of report submission. While the initial fielding of NetUSR will facilitate USR preparation, it will not provide the capability for the commanders of measured units to both prepare and submit their reports using the SIPRNet. Accordingly, commanders of measured units will continue to process their reports using the ADCON channels indicated in figures 2–1 through 2–7 until this SIPRNet functionality is established. Additionally, where these figures indicate “MACOM,” it should be understood to mean the responsible ACOM/ASCC/DRU and/or DARNG/CNGB, as appropriate.

b. Specific procedures for typical report submission are described below and are illustrated in figures 2–1 through 2–7.

(1) In garrison, measured units will submit their USRs by sending a PC–ASORTS file to the supporting installation or division/modular division headquarters level. (Note that electronic files of PC–ASORTS submissions or paper copies of PC–ASORTS screen shots may be used by measured units to comply with requirements to provide information and coordination copies of their reports to other commands/agencies.) The reports are converted to U.S. message text format (MTF) at the installation/division level and forwarded through the appropriate USR channels to the responsible ACOM/ASCC/DRU for AC units.

(2) Reports are forwarded through the responsible state adjutant general to the NGB (or responsible ACOM/ASCC/DRU and/or DARNG/NGB, if applicable) for ARNG/ARNGUS units not on active duty, and to the USARC or the responsible ACOM/ASCC/DRU for USAR units not on active duty. Following mobilization, ARNGUS and USAR units will submit their reports through the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable in accordance with submission procedures established by that responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.

(3) Deployed units reporting under the purview of an Army Service Component Command (ASCC) will submit reports in accordance with the USR channels established by the ASCC, in coordination with the parent responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or directed by HQDA. The reports are then transmitted to HQDA where, in turn, they are transmitted to the JCS (see figs 2–1 through 2–7).

(4) Measured units (AA-level UICs) that are components of major units or headquarters (FF-level UICs) organizations required to submit a composite report (see para 2–4*d* and chap 10), but are at separate installations or locations, will submit their USRs through the major unit or headquarters for inclusion in the composite report. The operations and/or readiness offices of all installations will provide technical assistance support to tenant units and transient units in transmitting their USRs. USR submission procedures and assistance and support available at specific installations will be established in memorandums of understanding or agreement between the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and Director, Installation Management Agency, when appropriate.

(5) Company- or detachment-size units based in the continental United States (CONUS), organic to a parent unit but permanently assigned to a location or installation separate from the parent unit, will submit reports through the installation to which assigned unless the measured unit is an AC unit located on an installation that is under the control of a RC headquarters or is a subordinate unit/element of a multiple-component unit. AC measured units that are located on installations controlled by a RC headquarters will report through their actual AC chain of command and provide a copy of their report to the installation for information only. Subordinate units/elements of multi-component units will report through the multi-component unit, regardless of the component exercising command and control. Reports that are submitted by the parent unit will not include these separate subordinate units, unless these units are expected to deploy with the parent unit. A copy of the USR will be provided to the parent unit for information only.

(6) Multicomponent measured units will submit a single USR through the applicable higher headquarters within their respective component in accordance with the reporting channels depicted at figure 2–6. Organizations and elements not at the AA-level will submit appropriate feeder reports to the responsible AA-level measured unit.

(7) ARNG/ARNGUS measured units (FF- and AA-level UIC) of integrated divisions will submit their USRs through their respective State adjutants general and provide copies to the integrated division headquarters for review.

(8) APS custodians will submit their USRs to the Army Materiel Command (USAMC), which will forward the reports to HQDA.

(9) File transfer protocol (FTP) is the primary means for the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and other responsible agencies to transmit USR data to HQDA. Commands/agencies unable to submit their reports due to FTP failure may submit USR data via secure e-mail (SIPRNET) to the USR mailbox at HQDA. The e-mail address is unitreporting@hqda.army.smil.mil (SIPRNET).

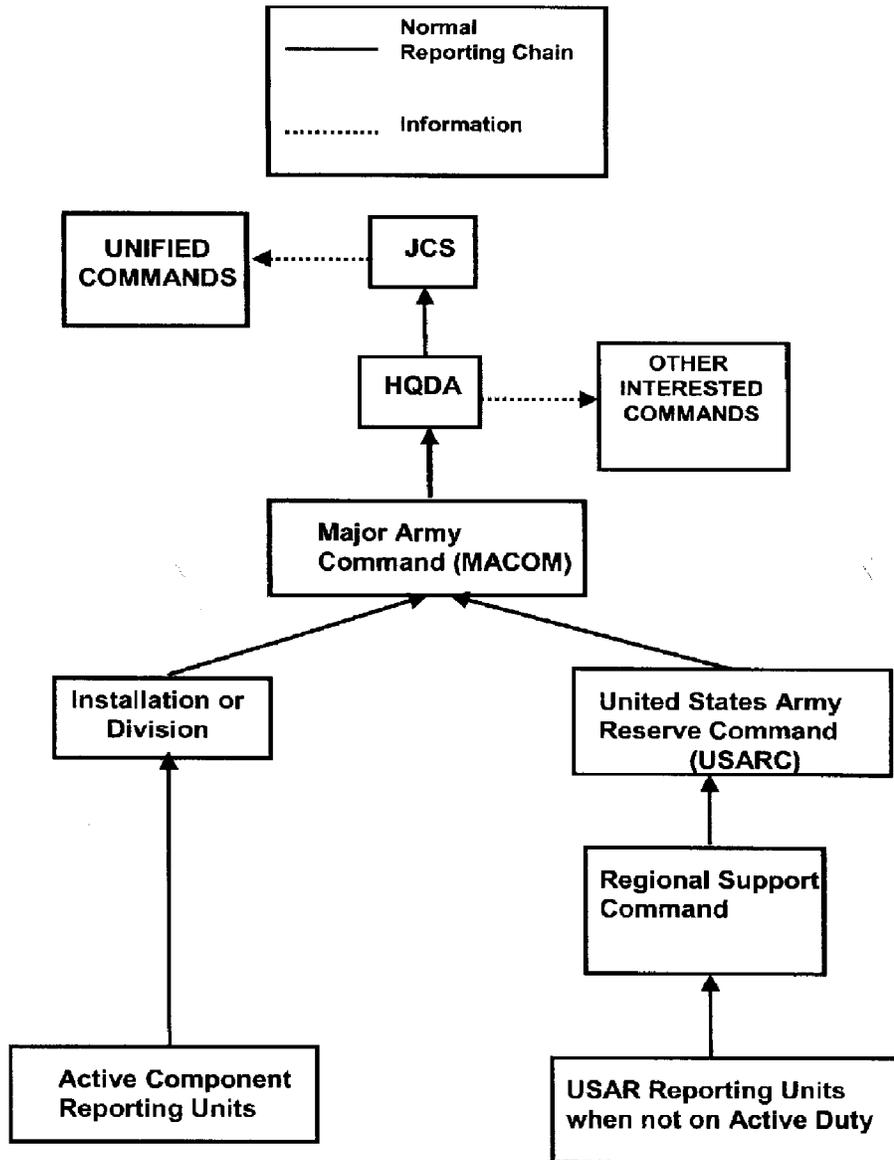


Figure 2-1. Typical USR channels, AC, and USAR (when not on active duty) measured units

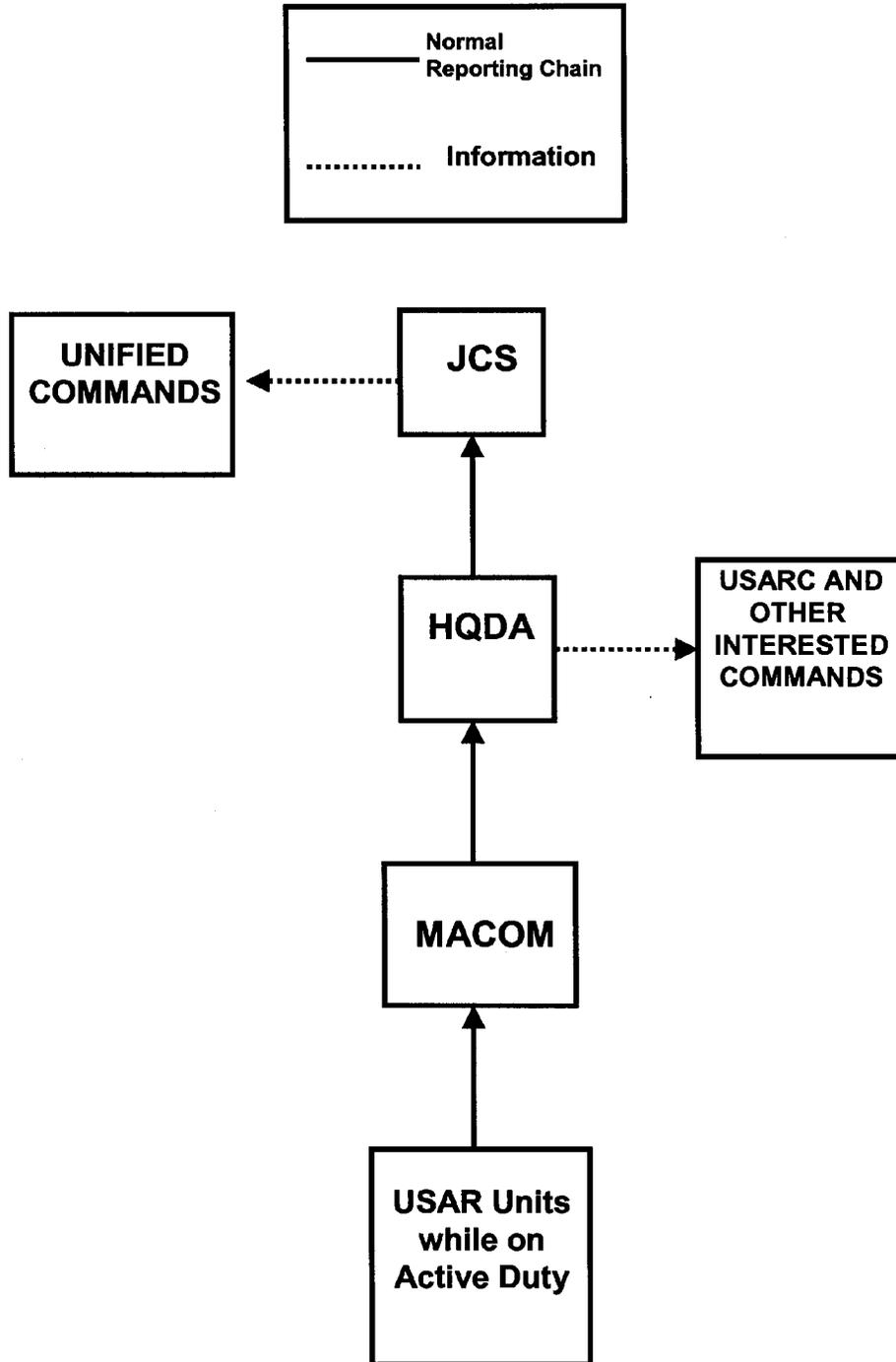


Figure 2-2. Typical USR channels, USAR measured units while on active duty

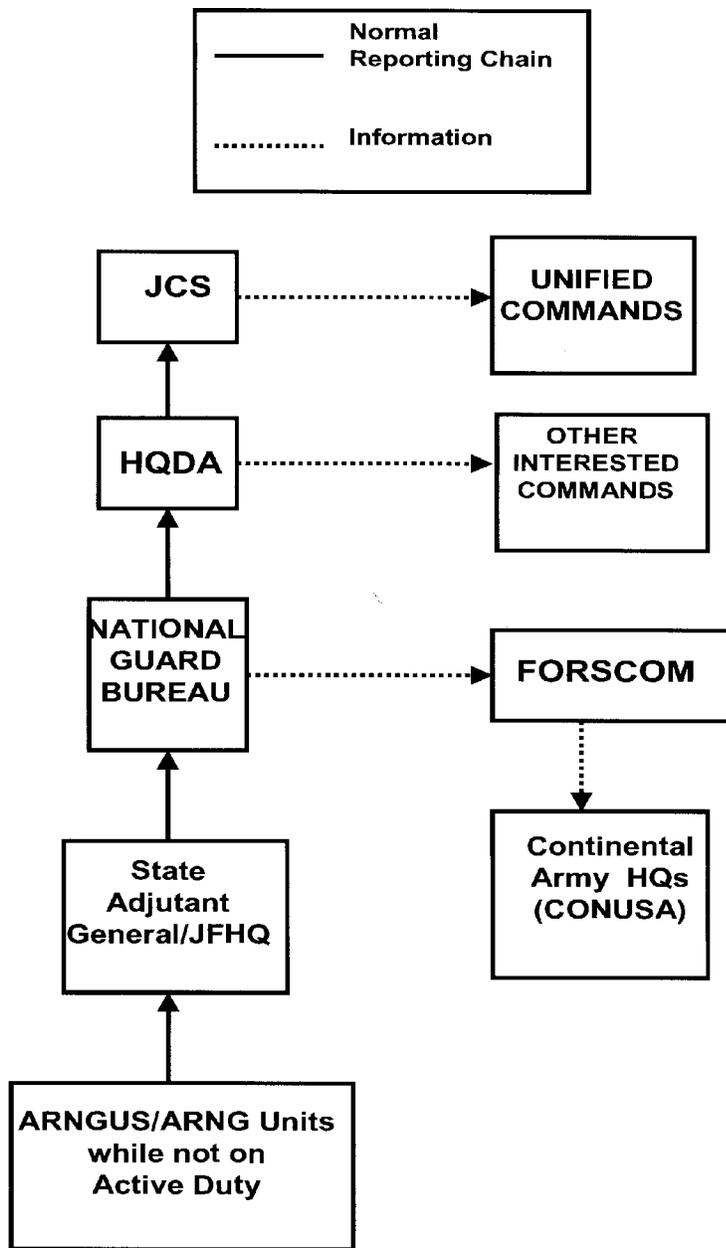


Figure 2-3. Typical USR channels, ARNGUS/ARNG units while not on active duty

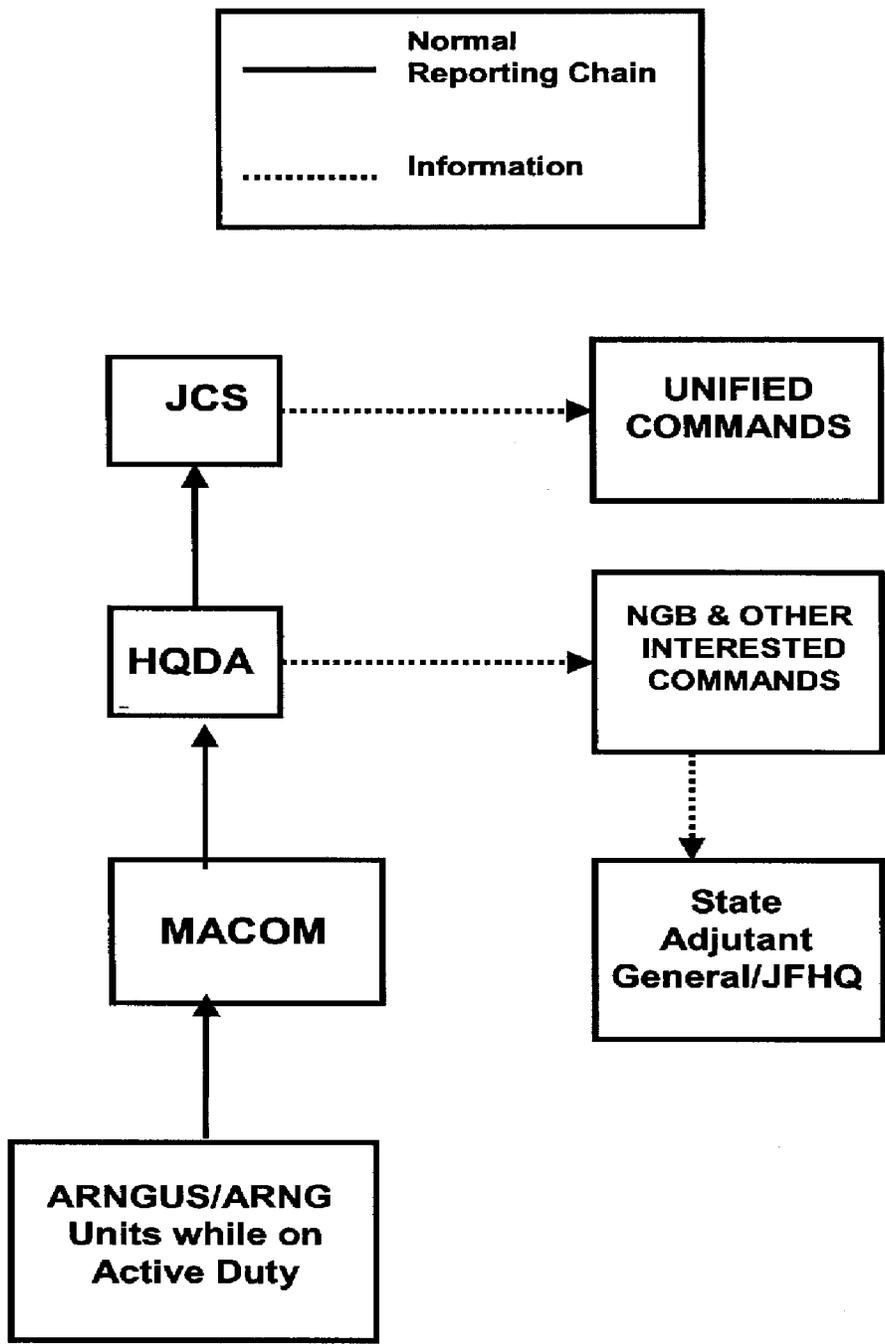


Figure 2-4. Typical USR channels, ARNGUS/ARNG units while on active duty

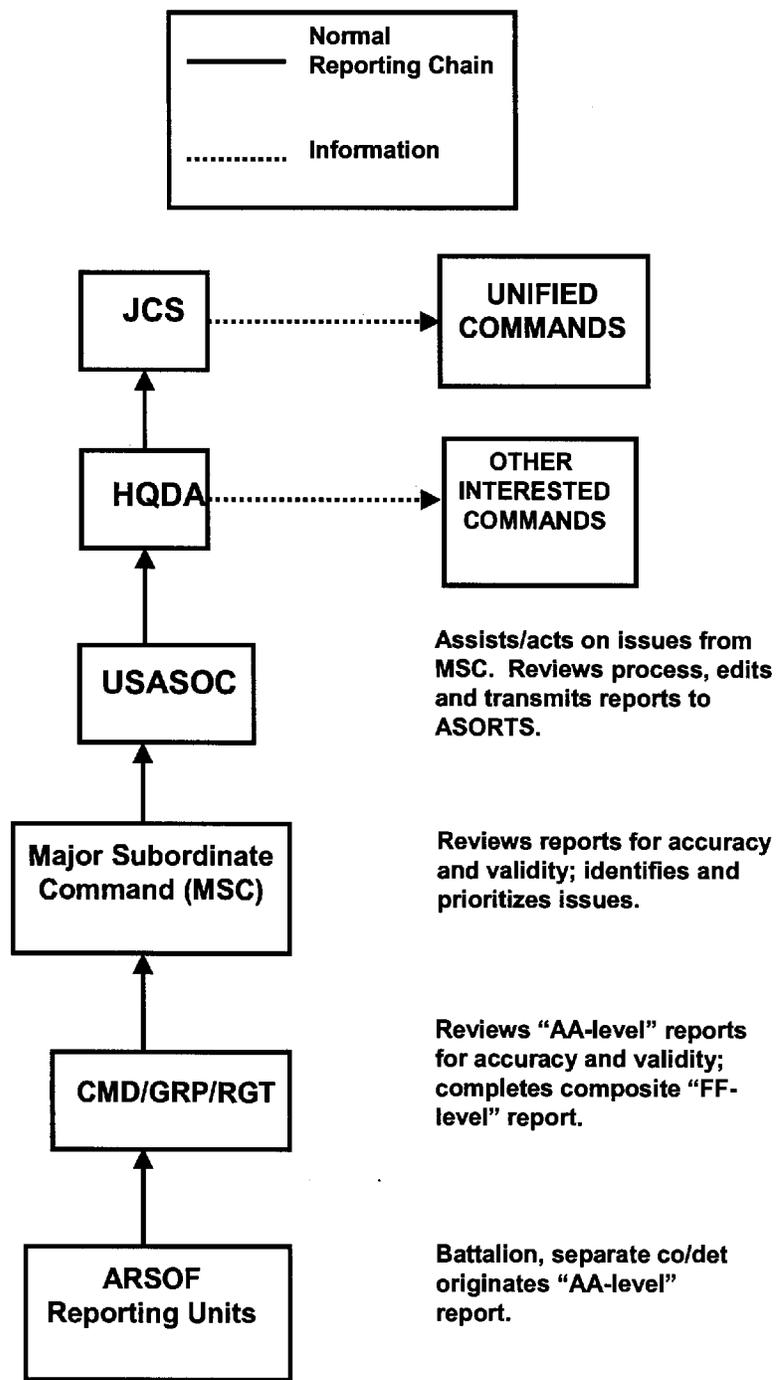


Figure 2-5. Typical USR channels, ARSOF units

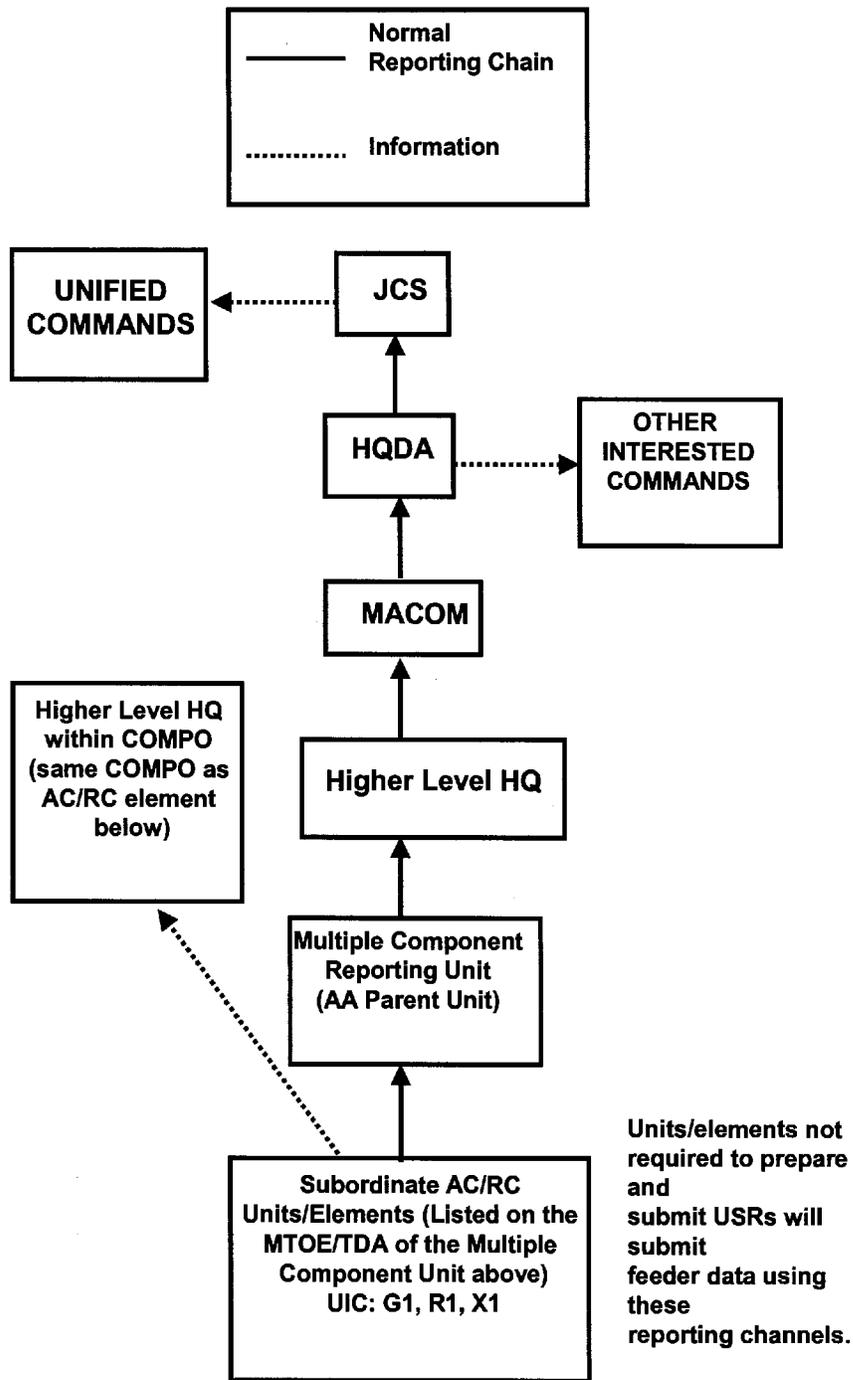


Figure 2-6. Typical USR channels, multiple component units

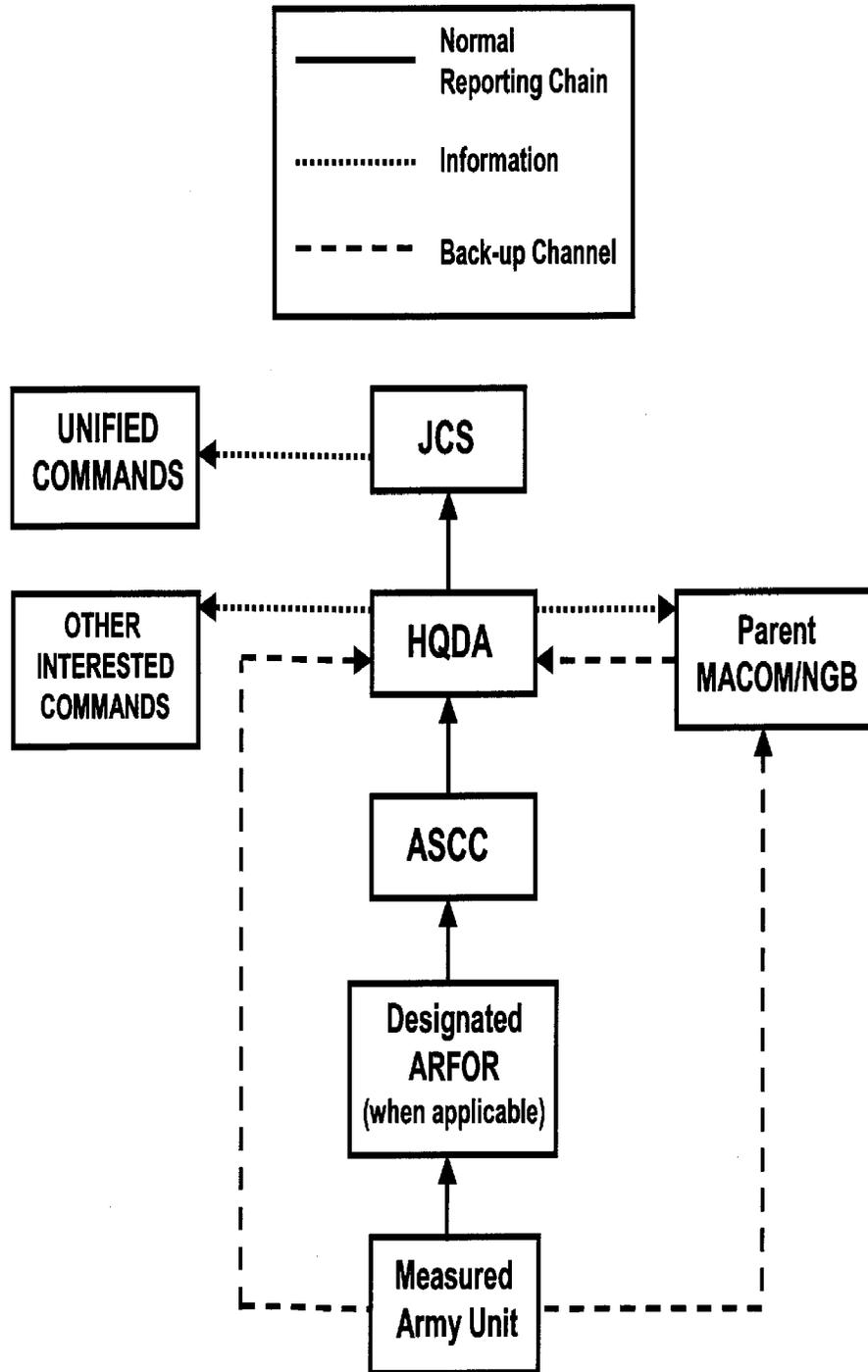


Figure 2-7. USR channel options for measured units while under the USR purview of an ASCC

2-6. Actions by higher commanders

a. Commanders above the level of the measured unit will not change the reported status levels of subordinate units except to correct computation errors or administrative defects. The USR is intended to reflect the personal assessment of the commander of the measured unit and will not be revised in any manner that will distort the report.

b. Next higher commanders with ADCON authority (at division/modular division headquarters level, or below) will review reports of subordinate units for accuracy. They may provide additional information regarding the status of subordinate units on the narrative remarks set (NARR/GENTEXT/RML set) on the PC-ASORTS menu screen.

c. Commanders at the division/modular division headquarters level, or above, who wish to comment on the readiness status of units for which they have been assigned training and readiness responsibilities may include applicable comments under the special GENTEXT label "TRR" regardless of command relationships, or they may send their comments through the chain of command to HQDA by separate communication. (See also paragraphs 3-7c(2) and K-3b(21).)

d. For USR purposes, the State adjutant general will be considered as the division/modular division headquarters level equivalent for ARNG/ARNGUS units not on active duty. USAR major subordinate commands (MSCs) will review reports of USAR units (except ARSOF) not on active duty. For CONUS-based AC/USAR ARSOF units not on active duty, the U.S. Army Special Operations Command (USASOC) will be considered the division/modular division headquarters level equivalent. U.S. Army Special Forces Command (USASFC) and U.S. Army Civil Affairs and Psychological Operations Command (USACAPOC) will be considered the USAR MSC equivalents. ARSOF units based outside the continental United States will submit USRs for review and processing per current memoranda of understanding/agreement.

2-7. Security classification and declassification of reports

a. The policy guidance contained in this paragraph is specifically applicable to USRs in the ASORTS database that were submitted in compliance with the provisions of this regulation and to information contained in or extracted from those reports following their submission. The provisions of this paragraph are not applicable to information regarding the personnel status, equipment status or training status of units, Soldiers or equipment that resides in or is derived from other databases or systems. Additionally, the provisions of this paragraph are not applicable to feeder reports or to other input data prepared by subordinate units/elements or compiled by measured units prior to its approval by the commander of the measured unit for submission into the ASORTS database as part of an official USR.

b. The originator will ensure that the appropriate security classification, authority for classification, and the duration of classification are assigned to each report.

c. The classification of a USR is based on the number/size of the units represented in that report, not on the number of reports. The security classification of information extracted from a USR and requests/approvals associated with unit status reporting requirements are based on the sensitivity of that information. The following classification guidelines apply:

(1) *Classification of USRs.*

(a) SECRET/NO FOREIGN when the report is a composite report submitted by a major unit or major headquarters with an FF-level UIC, like a corps headquarters, division/modular division headquarters, separate brigade, ARSOF group/regiment/command, brigade combat team (BCT), divisional brigade, support brigade, armored cavalry regiment, or larger organization.

(b) SECRET/NO FOREIGN when 10 or more battalion-size, company-size, or separate companies/detachments (AA-level UIC) are represented or reflected in the report.

(c) CONFIDENTIAL for all reports not classified SECRET in accordance with the guidelines above.

(d) Reports associated with specific operations or exercises will be classified either with the classification of the operation or exercise, or consistent with the guidelines established above, whichever results in the higher classification.

(2) *Classification of information extracted from USRs.* The overall C-level, the level for any measured area and any portion of the USR that reflects current or projected unit status measurement or assessment, to include unit task proficiency assessments, squad/crew manning and qualification data; MAE; and/or references to deployability, employability, or inability to accomplish an assigned mission are classified as follows:

(a) SECRET when this information represents or reflects the status of a major unit or major headquarters with an FF-level UIC, like a corps headquarters, division/UE, separate brigade, ARSOF group/regiment/command, BCT, divisional brigade, support brigade, armored cavalry regiment, or larger organization.

(b) SECRET when this information represents or reflects 10 or more battalion-sized, company-sized, or separate companies/detachments (AA-level UIC).

(c) CONFIDENTIAL when this information is not classified SECRET in accordance with the guidelines above.

(3) *Classification of requests for and approvals of C-5 status.* Because requests for and approval of C-5 reporting

may provide insight into the deployability, employability, or inability of specific unit(s) to accomplish their designed missions, these requests are classified as follows:

(a) Requests/approvals will be classified SECRET if 10 or more battalion-size, company-size, or separate companies/detachments are addressed in the request/approval or if the request/approval addresses a major unit or major headquarters with a FF-level UIC, like a corps headquarters, division/modular division headquarters, separate brigade, ARSOF group/regiment/command, BCT, divisional brigade (operating separately), support brigade, armored cavalry regiment, or larger organization.

(b) Requests/approvals not classified SECRET in accordance with the guidelines above will be classified CONFIDENTIAL.

d. Classified information will be marked, protected, and transmitted in accordance with the provisions of AR 380-5 and AR 25-2.

e. USRs and information extracted from USRs will be declassified as follows:

(1) Information classified by the authority of a system security classification guide (SCG) or similar authority will be declassified in accordance with the SCG instructions.

(2) USRs, sensitive information extracted from reports (as described above), and C-5 requests/approvals will be marked with a specific declassification date. Classification will be downgraded, one level every 4 years. The intent is to make all reports and sensitive information and requests/approvals UNCLASSIFIED within 8 years.

f. This regulation may be cited as the classification authority for USRs, sensitive information extracted from reports and C-5 requests/approvals. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may establish more restrictive (higher) classification guidance for USRs and the data contained in USRs, not to exceed SECRET COLLATERAL, in coordination with HQDA.

2-8. Retention of reports

a. USRs will be retained on file for no less than 2 years at the major unit/headquarters level (larger than battalion size or FF-level UIC) and for not less than 6 months by other measured units (AA-level UIC). Electronic files of USR data submitted via PC-ASORTS or printed copies of PC-ASORTS screen shots may be retained to satisfy this requirement. USRs will be destroyed in accordance with AR 380-5.

b. Commanders at all levels may direct the retention of reports for a longer period of time. Storage of reports in either paper or electronic form is permitted.

c. Currently, HQDA retains USRs and the associated comments submitted by Army units to HQDA after 1989. The Presidio Archive Center in California maintains data submitted earlier than 1989. Submit all requests for USR data that is not in the possession of the unit to HQDA, ODCS, G-3/5/7, Army Readiness Division (ATTN: DAMO-ODR), 400 Army Pentagon, Washington, D.C. 20310-0400.

2-9. Release of and access to Global Status of Resources and Training System/Army Status of Resource and Training System information

USRs are processed into the ASORTS database which updates the GSORTS database (see para 1-1a). The following paras establish policy guidelines regarding release of and access to USR data and/or information obtained from the GSORTS and ASORTS databases.

a. *JCS policy.* The Joint Staff, Services, unified commands, and combat support agencies may release GSORTS data to members of DOD having a valid need to know and the appropriate clearance. Services may only release information on their units and only that amount of information required to satisfy the requirement. JCS approval is required prior to the release of any GSORTS data to any non-DOD requester or to any foreign agency. (Note: The restriction against releasing GSORTS data to a foreign agency does not apply to properly cleared officers participating in an official foreign officer exchange program and having a valid need to know based on their formally assigned duties. See AR 25-2, paragraph 4-15, regarding foreign access to information systems.)

b. *HQDA policy.* HQDA requires Army units to obtain approval to release USR information outside of Army channels, to include release to both DOD and non-DOD agencies and to their subelements (that is, to other Services, joint organizations, members of Congress, and so forth). USASOC is authorized to release USR information to the Special Operations Command. Requests for other approvals to release Army USR information outside of Army channels will be made in writing and will be forwarded to HQDA, ATTN: ODCS, G-3/5/7, Army Readiness Division (DAMO-ODR), 400 Army Pentagon, Washington, DC 20310-0400. The Army Readiness Division will obtain concurrence from J-3, Joint Staff, before approving the release of GSORTS/ASORTS information to non-DOD agencies.

Chapter 3 Instructions for Measured Units

3-1. General

a. By completing the USR, unit commanders determine and report a C-level that reflects their assessments of their units' ability to accomplish the wartime or primary missions for which the units are organized or designed. Additionally, commanders of units assigned to accomplish operational requirements determine and report a percent effective (PCTEF) level to indicate the status of their units' ability to execute the currently assigned mission(s). The PCTEF and C-levels should coincide when the tasks, conditions and standards associated with the currently assigned mission precisely replicate the tasks, conditions, and standards associated with the mission for which the unit is organized/designed.

b. The C-level and the PCTEF level are overall levels. There are five C-levels (1, 2, 3, 4, and 5) and four PCTEF levels (1, 2, 3, and 4). There are four measured areas (personnel, EOH, ER and training) and six measured area levels (1, 2, 3, 4, 5, and 6) that support the C-level determination. Analysis of these levels provides insight into the measured unit's tactical-level capability.

3-2. C-level definitions

a. *C-1*. The C-1 level indicates that the unit possesses the required resources and is trained to undertake the full wartime mission for which it is organized or designed. The status of resources and training will neither limit flexibility in methods for mission accomplishment nor increase vulnerability of unit personnel and equipment. The unit does not require any compensation for deficiencies.

b. *C-2*. The C-2 level indicates that the unit possesses the required resources and is trained to undertake most of its wartime mission for which it is organized or designed. The status of resources and training may cause isolated decreases in flexibility in methods for mission accomplishment but will not increase the vulnerability of the unit under most envisioned operational scenarios. The unit would require little, if any, compensation for deficiencies.

c. *C-3*. The C-3 level indicates that the unit possesses the required resources and is trained to undertake many, but not all, portions of the wartime mission for which it is organized or designed. The status of resources or training will result in a significant decrease in flexibility for mission accomplishment and will increase the vulnerability of the unit under many, but not all, envisioned operational scenarios. The unit will require significant compensation for deficiencies.

d. *C-4*. The C-4 level indicates that the unit requires additional resources or training to undertake its wartime mission, but it may be directed to undertake some portions of its wartime mission with resources on hand.

e. *C-5*. The C-5 level indicates that the unit is undergoing a service-directed resource action and is not prepared, at this time, to undertake the wartime mission for which it is organized or designed. However, it may be capable of undertaking nontraditional, nonwartime related missions. HQDA employs the force development process with the goal of "standing-up" units at the overall level of C-3 or better. In many cases, actions impacting on unit status can be synchronized so that transitioning units can shorten the time period in C-5 status or avoid C-5 status entirely (see paras 1-6b and 3-4). C-5 units are restricted to the following:

- (1) Units that are undergoing activation, inactivation, conversion, or other HQDA-directed resource action.
- (2) Units that are not manned or equipped but are required in the wartime structure (that is, COMPO 4 units).
- (3) Units placed in cadre status by HQDA.

f. *Measured area levels*.

(1) The four measured areas (personnel, EOH, ER, and training) are described in paragraph 1-1b. Status levels are determined for each of these measured areas to support the overall C-level assessment. Measured area levels are determined by applying specific resource or status criteria and/or metrics in accordance with the applicable chapters in this publication that address the measured area (that is, personnel in chap 4, EOH in chap 5, ER in chap 6, and training in chap 7), the applicable provisions for composite reporting (chap 10) and deployed reporting (chap 11), and the special instructions for level 6 reporting (para 3-3 and para 3-5), and for mobilized/deployed/employed units (para 9-8). Commanders cannot subjectively upgrade or downgrade the level of a measured area.

(2) Level 6 indicates that one or more of the measured areas is not measurable, or by HQDA direction is not measured. (For example, the training level of a measured unit cannot be determined because the unit has been designated as a deployed expeditionary force (DEF) and exempted from reporting core METL assessments, or the equipment readiness of a unit cannot be measured because the equipment is centrally stored (external to the unit) or on board ship, because a civilian contractor performs maintenance for the unit, or the unit is an Opposing Force (OPFOR) unit at a training center and has no organic reportable equipment). Level 6 determinations are considered in assessing the overall level in regular reports; however, Level 6 cannot be used as the overall level. When included in composite reporting calculations, Level 6 determinations have a value of 4. Level 6 determinations may be omitted or discarded to enhance the accuracy of the composite report in accordance with the provisions of paragraph 10-2. Commanders

remain responsible for accountability and management of any Army personnel and equipment in Level 6 reporting units under their control. Additional provisions regarding Level 6 reporting are in paragraphs 3-3 and 3-5.

3-3. Standard rules and procedures

a. Units will calculate all measured area levels supporting the C-level determination against the established wartime or primary mission requirements that are reflected by their organic or designed/established structure (cadre column for cadre units; TOE Type B column for Type B units, and MTOE and TDA required column for all other units, except APS) as stated in applicable authorization documents. The only exceptions to this basic rule are that the equipment readiness (R-level) determination is calculated against the reportable equipment items on hand and EOH (S-level) calculations for APS are based on the quantity of equipment authorized.

b. Activation/reorganization (within 12 months of effective date (E-date)).

(1) The objective of the Army force development process is to modernize the force without significantly degrading unit readiness. Therefore, E-dates for force development actions must be synchronized with and complemented by the availability of sufficient modernization equipment. Decisions regarding out-of-cycle reorganization and modernization must consider the potential of those actions to adversely impact the readiness of the units involved. In other than highly exceptional circumstances, reorganization should not occur unless the personnel and equipment that are required to support the new organization are reasonably available. The force validation process exists to ensure that, under normal circumstances, units are activated and reorganized at the C-3 level or better.

(2) Parent (AA-level) units that activate/reorganize incrementally will report against their current full MTOE structure. (For example, a support battalion that activates one company at a time would report against its full battalion structure). When, prior to E-date, the AA-level unit more closely resembles the new organization than the old organization regarding structure, manning and equipment, the unit will obtain approval from the responsible ACOM/ASCC/DRU and/or DARNG/NGB for ARNG/ARNGUS units not on active duty) to report as the new organization.

(3) Major units (FF-level UIC) that activate/reorganize incrementally will reflect the additional personnel and equipment requirements of subordinate units that would be part of their force structure under a full wartime structure in their composite reports. When aggregating the measured area levels of subordinate units for the composite report, count these additional units as P-4 and S-4.

(4) As MTOE/TDA change documents are published and provided to units, confusion often develops as to which authorization document the unit should use for calculating status. Commanders must decide which document, the current or future MTOE/TDA, the entire unit (personnel and equipment) most closely resembles, in order to accurately report unit status. However, units will not report early against a new MTOE/TDA without the approval of the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or if it will result in a degraded overall level below C-3. Once a commander begins to report against a new MTOE/TDA (future E-date), the previous MTOE/TDA will not be used for unit status reporting unless approved by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. Commanders must report all resource areas using the same MTOE/TDA. For example, commanders will not report personnel using the future MTOE/TDA and equipment from the current MTOE/TDA. Also see paragraph 1-5d.

c. Availability of units.

(1) The availability of Army units/elements for missions and operational deployments is determined by the Army Force Provider in conjunction with HQDA, the Joint Force Provider, and the applicable Army Service Component Command/Combatant Commander pursuant to the Army Force Generation process. While employed/deployed or conducting split-based operations, for USR purposes, specific instructions and/or additional guidance regarding timelines and criteria for disengagement, recovery, post-deployment training, reconstitution, and redeployment may be provided to units through command channels. In the absence of such specific instructions and guidance, and when the availability of subordinate units/elements must be determined for USR purposes, commanders of major units and major headquarters preparing composite reports (FF-level UICs) and commanders of measured units preparing regular reports (and other reports when applicable) will comply with the special instructions for USR calculations and assessments that are contained in paragraph 9-8 and the policy guidance contained in chapter 11.

(2) In general, subordinate units/elements that are operating outside of the operational control of their parent unit or parent headquarters will be considered not available by the parent unit or headquarters for USR calculations and assessments, and subordinate units/elements away from their home stations to participate in training will be considered available. Commanders of composite reporting units will consider as Level 6 the measured areas levels for personnel and EOH of subordinate measured units that are part of their organic or designed/established structure but are not available unless these detached units have been replaced by OPCON aligned augmenting units that have, in the commander's judgment, comparable and/or equivalent capabilities. This use of Level 6 enhances the accuracy of P-level and S-level calculations in Type I composite reports by incorporating the impact of unavailable resources and assets. (See also paras 3-5b, 9-8, and 10-2).

d. Use the rounding rule for decimals when you use a table or accomplish calculations in accordance with status level guidelines provided in this regulation; round numbers ending in ".5" or more to the next higher whole number and round numbers less than ".5" to the next lower whole number.

- (1) When calculating percentages, perform the required division and multiply the number by 100, then round off to the nearest whole number.
- (2) When converting hours to days, divide the number of hours by 24 and round to the nearest whole number.

3-4. C-5 reporting instructions

a. Units not ready (that is C-4) due to HQDA actions or programs will report C-5 in accordance with the instructions in table 3-1, below.

b. *Inactivations/discontinuations.* The responsible ACOM/ASCC/DRU, and/or DARNG/NGB, when applicable, may direct units programmed for inactivation/discontinuation to report C-5 when the unit reaches Level 4 in any measured area level (except authorized 6s) and is within 365 days of the effective date (E-date) of inactivation/discontinuation. The unit must possess orders directing the action or be on a HQDA-approved command plan (RC only), and have a confirmed E-date prior to reporting C-5. (Note that TDA units do not inactivate; they discontinue.)

(1) All units will report C-5 at 90 days from the E-date and will continue to report until the unit has been inactivated/discontinued.

(2) C-5 inactivating/discontinuing units may be excluded from composite reports if they are within 180 days of their E-date. The unit rendering the composite report will continue to report the number of C-5 units in their READYSEG Set, ARMYRPT set on the PC-ASORTS menu screen. This allows for continued accountability of C-5 units. C-5 reporting units will continue to submit reports in accordance with this regulation.

c. *Activations/reactivations.* The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will direct units undergoing activation/reactivation at an overall level of less than C-3 (that is, C-4) to report C-5 until they attain a minimum level of 3 in all measured areas (P-level, S-level, R-level, and T-level). Reporting C-5 begins when the unit initially activates or reactivates, and continues until it has achieved and can report an overall status level of C-3 or (unless an extension has been approved) until the period authorized for C-5 reporting has ended (whichever is earlier). After achieving and reporting a C-3 status level, the unit must report C-4 and cannot report C-5 if unit status subsequently deteriorates below the C-3 level (that is, falls to C-4). The maximum time that a unit may report C-5 is one year for AC units (includes APS) and three years for RC units.

d. *Conversions.* HQDA is the approval authority for C-5 reporting by all units that are undergoing modularity conversion. Requests for HQDA approval to report C-5 will be endorsed by a general officer or equivalent government official. For other conversions, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will direct units undergoing conversion to report C-5 when they reach level 4, in any measured area, as a result of the conversion. The units will continue to report C-5 until they again achieve at least a level 3 in all measured areas or on a date set by HQDA. The maximum time that a unit may report C-5 is 1 year for AC units and 3 years for RC units. Conversions are defined as a major unit change to another MTOE, or a complete change in the type of unit or branch.

e. *Force stabilization.* The Army Force Stabilization Program establishes a "Reset Phase" and a "Train Phase" for "lifecycle management" (LM) units in the Reset/Train force pool. In the Reset Phase, Soldiers completing tours in the LM unit are released or reassigned and incoming Soldiers are in-processed. In the Train Phase, the LM unit conducts individual and collective training. During these sequential phases, C-5 reporting is authorized. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will direct a measured (AA-level UIC) LM unit to report C-5 when the unit reaches Level 4 in any measured areas (except when level 6 reporting is authorized) during the Reset Phase. The LM unit will continue to report C-5 until it achieves at least a Level 3 in all measured areas or until it officially completes the Train Phase, whichever is earlier, or on a date specified by HQDA. Unless otherwise specified by HQDA, the maximum time period that the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, can authorize a LM unit participating in the Army Force Stabilization Program to report C-5 is 180 days. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, must request an extension from HQDA (DAMO-ODR) for their LM units to continue to report C-5 beyond this 180-day time limit.

f. *Units.* Units that have their levels for authorized personnel and/or equipment established so that, even when filled to the authorized level, the established level does not allow the unit to achieve a level three or higher (includes Type B, medical, transportation, and cadre units), will report under one of the two options explained below:

(1) The unit may subjectively upgrade the overall C-level to a C-3 or higher C-level, and report measured areas at their computed levels if, in the commander's judgment, the unit is resourced sufficiently to perform major portions of its wartime or primary mission. If the commander later decides not to upgrade subjectively, the commander must notify the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and request to revert to C-5 status reporting.

(2) The unit may report C-5 overall and level 5 for the appropriate measured areas. Units that report C-5 overall must also report as level 5 the appropriate measured area(s) that cause the C-5.

g. *ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.* These commands will inform HQDA of units with AA-level UICs that they have authorized to report C-5 as a result of undergoing an HQDA-directed action or program (includes conversion of units to cadre status, force stabilization, and the transfer of equipment from APS to designated units). Requests for HQDA approval to report C-5 will be endorsed by a general officer or equivalent government official. HQDA is the approval authority for C-5 reporting by all composite reporting units (FF-level UIC). A C-5

level will be reported until the unit is able to report level-3 or higher in all four measured areas. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, installations, and units will determine the effect of HQDA directed program/actions prior to the E-date. If a C-4 level will result, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may approve C-5 reporting (or request an extension from HQDA (DAMO-ODR), if needed; see subpara *i*, below), or request a change to the E-date from HQDA (DAMO-FMF), or continue the action at a C-4 level. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, must regularly review the status of units reporting C-5 (monthly for AC and every 3 months for RC) to determine if a C-5 level is still warranted and to evaluate actions being taken to improve the status of the unit.

h. Units reporting. Units reporting C-5 must provide reasons in their READY/GENTEXT remarks indicating why the unit is C-5, to include a brief description of the reason or action that caused the level 5 to occur in a measured area. Also state the anticipated date of resolution (for example, fielding date if a modernization program is pending) or authority for continued C-5 reporting. A unit that reports level 5 in any measured area must also report C-5 overall. In addition the code "N" must be used in the REASN field of the OVERALL Set of the RPTDUIC set on the PC-ASORTS menu screen. Units must provide E-date of MTOE/TDA of the initial action.

i. Requests from the responsible ACOMs/ASCCs/DRUs and/or DARNG/NGB, when applicable. These commands must submit a request to HQDA for their units to continue to report C-5 beyond the time limits established for C-5 reporting in table 3-1. Requests will be forwarded to HQDA, ODCS, G-3/5/7, Army Readiness Division, (ATTN: DAMO-ODR), 400 Army Pentagon, Washington, DC 20310-0400. If required, DAMO-ODR will coordinate with JCS regarding the request. Requests to extend authority for C-5 reporting are not required for units authorized to report C-5 under the provisions of paragraph 3-4f, above (for example, type B, cadre units, and so forth); these units may report C-5 indefinitely or until they are able to achieve a level 3 or higher in all measured areas and/or can report C-3.

**Table 3-1
C-5 reporting**

Item	Inactivate/ Discontinue (See para 3-4b)	Activate (See para 3-4c)	Conversion (See para 3-4d)	Force Stabilization (See para 3-4e)	Other
Orders	Required	Required	Required	Required	N/A
E-date set	Required	Required	Required	Required (Note 4)	N/A
Approval Authorization	The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable Note 1	The responsible ACOM/ASCC/ DRU and/or DARNG/NGB, when applica- ble Note 1	HQDA or the respon- sible ACOM/ASCC/ DRU and/or DARNG/ NGB, when applica- ble Note 1	The responsible ACOM/ ASCC/DRU and/or DARNG/ NGB, when applicable Note 1	HQDA
Earliest date that C-5 reporting can begin	365 days prior to E- date	Note 2	When level 4 in a measured area.	When level 4 in a measured area.	Note 2
Latest date that C-5 reporting will begin	90 days prior to E-date	Note 2	N/A	N/A	N/A
Maximum duration	N/A	Note 3	Note 3	Note 5	Note 6
Report until	Inactivation	C-3	C-3	Note 7	N/A

Notes:

¹ HQDA is the C-5 approval authority for composite reporting units (major units/headquarters with FF-level UICs) and for all units undergoing modularity conversion. When approved by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, C-5 reporting must comply with the criteria and policy guidance in paragraph 3-4.

² The first possible report date. (For activations/reactivations also see para 3-4c.)

³ One year for AC units and APS, three years for Reserve Component (ARNG/ARNGUS and USAR) units.

⁴ Unless specified otherwise by HQDA, this E-date will precede the R-day that concludes the Reset Phase and marks the beginning of the Training Phase.

⁵ The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may approve C-5 reporting for lifecycle management units " in the Reset/Train force pool (that is, prior to the E-date) and/or the "Train Phase" (after the E-date) for a maximum time period of 180 days.

⁶ Reviewed monthly by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, for C-5 reporting AC units and every 90 days by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, for C-5 reporting RC units to ensure compliance with established milestones by their C-5 reporting AC subordinate units and to identify requirements for extension requests. Requests to extend authority for C-5 reporting are not required for units authorized to report C-5 under the provisions of paragraph 3-4f (for example, type B, cadre units, and so forth); these units may report C-5 indefinitely or until they are able to achieve a level 3 or higher in all measured areas and/or can report C-3.

⁷ C-5 reporting lifecycle management (LM) units in the Army's Force Stabilization Program will continue to report C-5 until they achieve a Level 3 or better in all measured areas or until they officially complete their training phases, whichever is earlier, or on a date specified by HQDA. Note that continuing C-5 reporting by LM units for longer than 180 days requires HQDA approval. (See para 3-4e).

3-5. Level 6 reporting

a. *Reporting by units with AA-level UICs.* When it is not possible to determine personnel or equipment levels (for example, maintenance records are accidentally destroyed or the unit maintenance system does not provide the required records), report level 6 and subjectively assess the status of the measured area and consider this assessment when determining the overall unit level. Level 6 may not be used for the overall level (READY value in the OVERALL set in the RPTDUIC set). Use regular procedures for other measured areas and provide narrative comments in the NARR/GENTEXT/RMKS set of the report on the unit's ability to accomplish its mission requirements.

b. *Reporting by units with FF-level UICs (composite reporting units).*

(1) Commanders of composite reporting units will consider the measured areas of personnel and EOH for subordinate measured units that are included in their organic or designed/established structures (that is, units that are listed in window/column number one of basic unit information (BUI) screen number four) but are not currently under their OPCON authority (that is, units that also are listed in window/column four of BUI screen number four) as level six in their composite reporting calculations unless these detached units have been replaced by OPCON-aligned augmenting units that have, in the commander's judgment, comparable and/or equivalent capabilities. (Note: PC-ASORTS will query unit commanders for a decision to include or exclude level six values for these detached units in its auto-calculations of the P-level and the S-level in composite reports.) This use of level six is intended to enhance the accuracy of P-level and S-level calculations in composite reports by incorporating the impact of unavailable resources and assets. However, commanders may consider OPCON-aligned augmenting units that have, in the commander's judgment, comparable and/or equivalent capabilities to the units detached from the organic or designed/established structure as one-for-one replacements in composite reporting calculations. (See also paras 9-8, 10-1, and 10-2.)

(2) When included in composite reporting calculations, level six determinations will have a value of four.

(3) Commanders of composite reporting units may omit level six reporting units from their composite reporting calculations if the subordinate measured units reporting level six are currently under their OPCON authority and the commander determines that this omission will result in a more accurate reported level.

3-6. Reporting data

a. Measured units use PC-ASORTS (NetUSR when fielded) to prepare the unit status report. Data entered on the PC-ASORTS menu screens is converted to MTF format for transmission to the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, HQDA, and JCS. The relationship between report types and data fields is shown at table 3-2.

b. The RPTDUIC set on the PC-ASORTS menu screen is used to report standard JCS data. All units submitting status reports, to include composite reports, use these data elements.

c. The ARMYRPT set on the PC-ASORTS menu screen is used to report Army unique data. This part of the report provides essential supplemental data to help Army agencies analyze a unit's status. Army unique data is reported to JCS.

d. The READY/GENTEXT/RMK set and the REASN/GENTEXT/RMK set on the PC-ASORTS menu screen are used to report unit commander's READY and REASN GENTEXT remarks.

e. Other sets (such as the PSPER set, RQPER set, 2ADDSKILL set, 2LANGAGE set, and so forth) on the PC-ASORTS menu screen are used to report all measured area remarks and free text remarks.

f. The NARR/GENTEXT/RMK set is used by the measured unit's next higher commander to comment on any data field (such as ASPER, MSPER, and so forth).

Table 3-2
Relationships between report types and report forms/sets/remarks

PC-ASORTS menu screen	Regular reports	Change reports	Deployed reports (Also see figure 11-2)
RPTDUIC set (JCS Data)	RPTDUIC set (all sets)	RPTDUIC set (all sets)	RPTDUIC set (all sets)
ARMYRPT set	KA1 (item/rpt type)	KA2 (item/rpt type)	KA3 (item/rpt type)
Army Data	All sets	All sets	BUI Data (Unit name, UIC, and so forth) MAE PERSDATA set EOHDATA set EQMCRDAT set (includes PERRY & PIEMC) TRAINDAT set METL assessments GENTEXT Rmk set

Table 3–2
Relationships between report types and report forms/sets/remarks—Continued

PC–ASORTS menu screen	Regular reports	Change reports	Deployed reports (Also see figure 11–2)
Remaining sets	READY, 2PSPER, 2PIESTAT, 2ERCFOUR, 2EOHSHRT, NBCEQPT, 2PIERRAT, 2ERCERRT, TRRAT, PSPER, GENTEXT remarks, 2RQPER, 2ADDSKILL. Others as required.	Appropriate remarks set corresponding with changed data.	Appropriate remarks set to clarify/explain significant resource shortfalls and/or to address significant unit readiness issues (see para 11–2).
Other	PCTEF-level	Changed data	PCTEF-level in accordance with para- graph 11–2 (when applicable).

3–7. Basic unit information and time-sensitive update requirements

See appendix K for data entry examples.

a. Select the appropriate menu items in PC–ASORTS to access/edit the BUI screens. (See USRSUM.doc file included with the software for more detailed instructions.)

b. Information entered in the BUI screens establishes basic unit information for reference, limits keystrokes, and aids in auto-calculations throughout the reporting process. Data entry requirements on the BUI screens are applicable to all measured units (AA and FF-level UICs). Mandatory data fields depend on the type of unit and/or type of report and are identified on subsequent BUI screens by the PC–ASORTS software based on the information entered on BUI screen number one. Appendix K contains BUI screens with data entry examples applicable to measured units with AA-level and FF-level UICs.

c. The BUI screens also enable the commander to indicate his unit’s current operational structure and command relationships. Emerging doctrine for modularity and Army Force Generation (ARFORGEN) methodology establish the “force pool” concept. All units in force pools will have a command relationship with a higher headquarters for training, readiness, and leader development. However, force pool units may not necessarily have a habitual association with the employing headquarters or gaining command. As units are alerted and deployed for missions, their command relationships with employing headquarters will vary according to strategic, operational, and tactical circumstances. For USR purposes, it is essential that commanders of measured units/headquarters (AA and FF-level UICs) identify their current OPCON and ADCON relationships with their next higher commands and accurately indicate the organic or designed/established structure of their organizations. For USR purposes, the following instructions and guidelines apply:

(1) OPCON is the definitive command relationship that, in all environments and circumstances (that is, wartime/operational or peacetime/garrison environments and deployed/employed or nondeployed/employed situations), serves as the basis for determining the resource and training levels and overall mission capability for which measurements and assessments are reported in the USR. In general, measured units/headquarters will consider as available all subordinate Army units/elements over which they currently exercise OPCON authority when determining their USR measurements and collective USR assessments (that is, C-level, PCTEF level, and the levels of the measured areas). Note that while under OPCON, non-Army units/elements and resources are not factors when calculating the levels of USR measured areas; however, the capabilities of non-Army units/elements and resources to support mission accomplishment should be considered when determining the unit’s overall C-level. For USR purposes, all Army organizations (AC and RC) are at all times under the OPCON authority of a higher-level command or organization as designated by formal instructions or official orders or as prescribed or directed by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or higher-level command. While in garrison, OPCON normally will coincide with ADCON for measured units, and measured units will have OPCON authority over all of their organic, assigned and attached subordinate units/elements, unless formally stipulated otherwise.

(2) ADCON is the definitive authority that, in all environments and circumstances (that is, wartime/operational or peacetime/garrison environments and deployed/employed or nondeployed/employed situations) except situations where the ASCC has ADCON authority but does not have USR purview (see para 1–4e and figure 1–1), serves as the basis for determining USR management oversight responsibilities. In general, Army organizations exercising ADCON authority are responsible for establishing and/or enforcing USR channels, processes, and procedures to ensure that the measured units/headquarters over which they exercise ADCON authority submit timely, accurate, and complete unit status reports. All Army organizations (AC, ARNG/ARNGUS, and USAR) at all times are under the ADCON of a higher-level command or organization as designated by formal instructions or official orders or as prescribed or directed by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or higher level command. In situations where the ASCC has ADCON authority but does not have USR purview over deployed Army units, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, retains responsibility for USR management oversight. Training and readiness responsibilities of Army units remain in the ADCON chain of command, unless

formally modified by the appropriate authority at higher levels, remain in the ADCON chain of command. In situations where a commander of a major unit or headquarters (FF-level UIC) has been formally assigned training and readiness responsibilities for units that are not considered in his USR measurements and collective USR assessments (or not considered available), he may (optional unless directed separately) provide GENTEXT comments in his Composite report regarding training and readiness conditions in these units, regardless of the command relationships. The GENTEXT label for his comments is "TRR". Unless formally stipulated otherwise, measured units have ADCON authority over all of their organic, assigned and attached subordinate units/elements for USR purposes. Also see provisions of paras 2-6 and K-3b(21).

(3) For measured units with AA-level UICs (that is, battalions and separate companies/detachments), the organic structure of the unit is established by the MTOE or TDA (does not include AUGTDA). Organic units/elements will be considered OPCON and ADCON unless they have been temporarily detached from OPCON or ADCON status by formal instructions or official orders.

(4) For major units (divisions, brigades, regiments, groups, BCTs, support brigades, and so forth) and major headquarters (corps headquarters and modular division headquarters) with FF-level UICs, the organic or designed/established structure is prescribed in applicable force management policy, publications, instructions or information (for example, indicated by the unique troop program sequence number for designed/established units/elements of divisions and separate brigades) or, when applicable, specified by other authoritative sources (includes the chain of command). All units/elements in the organic or designed/established structure of a major unit or headquarters will be considered OPCON and ADCON, unless they have been temporarily detached from OPCON or ADCON status by formal instructions or official orders.

(5) Units/elements with UICs and/or DUICs may be formally assigned or attached to measured units by HQDA, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or by higher-level commands, with or without caveats regarding OPCON and ADCON authority.

d. Additionally, the BUI screens assist commanders of measured units in completing USR requirements by indicating the other data screens needed to meet the unit's data entry requirements. Data includes time-sensitive data entry requirements such as changes to status levels and/or organization and location data that the unit commander is required to review and update within 24 hours of change (when applicable) or concurrent with the next report submission. The following guidelines apply:

(1) Change reports will be submitted by measured units/headquarters to indicate status level changes within 24 hours of the event necessitating the change in accordance with the provisions of paragraph 2-2 and table 2-1.

(2) The following specific data fields on BUI screen number two do not require the submission of change reports within 24 hours; however, measured units are required to update these data fields and to transmit the updated data concurrent with the next unit status report submission required. When directed by HQDA (DAMO-ODR) and/or authorized by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, as an exception to policy, command-level UICs may update this information for their subordinate units during USR processing. Explanations regarding data entry options are provided via the help screens and reference tables cited in the BUI screens.

(a) *OPCON field.* Update the UIC indicated in the OPCON data field following any change to the next higher level unit exercising operational command and control over the measured unit/headquarters.

(b) *ADCON field.* Update the UIC indicated in the ADCON data field following any change to the organization that exercises authority over the measured unit/headquarters with respect to administration and support.

(c) *CULOC/EMBRK field.* This is a mandatory data entry requirement in all reports and may not be left blank. CULOC/EMBRK data is especially important in deployed reports. When a measured unit is away from its home station for any reason (that is, includes operations, training and administration), the commander will indicate the unit's current location using the CULOC/EMBRK data field in the first report submitted following the unit's relocation, and he will update this information following any change to the current location of the measured unit/headquarters in subsequent reports. Data also is required in the CULOC/EMBRK field when the unit is reporting from its home station to confirm that the home station is the current location. There are two entries allowed in this field: either a current location code (CULOC) or an embarked on ship location code (EMBRK). Only one of these codes can be used; select the code that is most applicable for the effective date of the report.

1. Select the appropriate CULOC code from the list of locations provided in the PC-ASORTS software (that is, post/base/city, country, or state). If there is no CULOC code listed for the unit's location, then select the code for the nearest location for which a code is available. In general, a unit is considered to be at the location that has the largest concentration of the personnel and equipment under its operational command and control. If the concentration of the unit's OPCON personnel and equipment is evenly split among multiple locations, then the location of the unit's headquarters or command element is indicated as the CULOC.

2. If an EMBRK code is applicable, then the data entered must be a UIC starting with the letter "N" for the Navy ship on which the measured unit is embarked.

3. Enter "ZZZQ" to indicate an unknown current location or ship, if the required information cannot be determined, or if the required information (CULOC or EMBRK) cannot be disclosed because it is classified at a security classification level higher than SECRET. Enter "U" (UNCLASSIFIED), "C" (CONFIDENTIAL), or "S" (SECRET) to

indicate the security classification of the CULOC/EMBRK information. Unclassified CULOC/EMBRK information will be used to update unclassified databases that receive ASORTS data; confidential and secret CULOC/EMBRK data will remain in the ASORTS database.

(d) *ACTIV field.* Update the current status and activity codes in the ACTIV data field following any change to the current taskings to the measured unit/headquarters. (Note that some tasking changes, such as the receipt of an EXORD, DEPEND, or MOBORD also require submitting a change report in accordance with paragraph 2-4c.)

(e) *PCTEF field.* Indicate Y if PCTEF reporting is required in accordance with paragraph 11-2 or N if PCTEF data is not required or is not applicable. The PCTEF level reflects the ability of the measured unit/headquarters to accomplish its currently assigned or directed mission(s). Note that units/headquarters must begin to report a PCTEF level within 24 hours of the receipt of an order to execute any of the following missions or operations: Homeland Defense or Homeland Security missions in support of USNORTHCOM (including quick reaction force/ready reaction force missions); Peacekeeping or Peace Enforcement Operations; Civil Disturbance Operations; Natural Disaster Relief Operations (includes wildfire fighting missions) and they must submit a change report if the PCTEF-level changes.

(f) *Army Force Generation (ARFORGEN) check boxes.* Check the applicable box to indicate the measured unit's current force pool assignment and force package designation in accordance with official information received via ADCON channels. Check the "other/unknown/NA" box if the commander has received no information regarding the unit's force pool assignment or force package designation or if the unit's current force pool assignment or force package designation is either unknown or not applicable. (See app H for additional unit status reporting provisions supporting implementation of emerging ARFORGEN concepts.)

(g) *Points of contact (POC) field.* Enter and/or update contact information (telephone numbers and e-mail addresses) for the unit commander and for the USR preparer/submitter to facilitate the resolution of matters or clarification of questions related to the report. (Notes: Routine access to this POC information in the ASORTS database will be limited to the unit's chain of command and to DAMO-ODR at HQDA.) Enter an AKO e-mail address unless an exception has been authorized by the ADCON authority (ACOM/ASCC/DRU or DARNG, when applicable).

e. See appendix K for detailed instructions and examples for entering data on the BUI screens. As unit information changes through updates to MTOEs/TDAs or command guidance or as the result of operational circumstances and requirements, the data in the BUI screens will be updated as required to ensure that current and accurate information is available in the ASORTS database for commanders and resource managers at all levels.

Chapter 4 Personnel Data

4-1. General

The personnel resource area is one of the four measured areas that is a factor in determining a unit's overall C-level (category level). The personnel factor (P-level) is calculated by comparing the available strength, the available military occupational specialty qualified (MOSQ) strength, and the available senior grade strength with the required MTOE or TDA unit strength. For USR purposes, Soldiers are considered to be available if they are attached or assigned to the measured unit/headquarters, are physically present, or can be present within the prescribed response time and are not restricted by Army policy from deploying or employing with the unit. Personnel availability criteria are explained in this chapter and are further defined in appendix D. When calculating personnel data, unit commanders are directed to report Soldiers in the grade to which they are promotable and not to move Soldiers from one unit to another, breaking up cohesive groups to cross-level solely for unit status reporting purposes.

4-2. Determine required strength

Use your unit's MTOE/TDA to determine required strength (cadre column for cadre units, TOE type B column for type B units, and MTOE/TDA required column for all other units). For MTOE organizations, additions provided by augmentation TDA (AUGTDA) are excluded from required strength determinations (see fig 4-1). Note: AR 71-32 describes the purpose for and use of an AUGTDA unit.

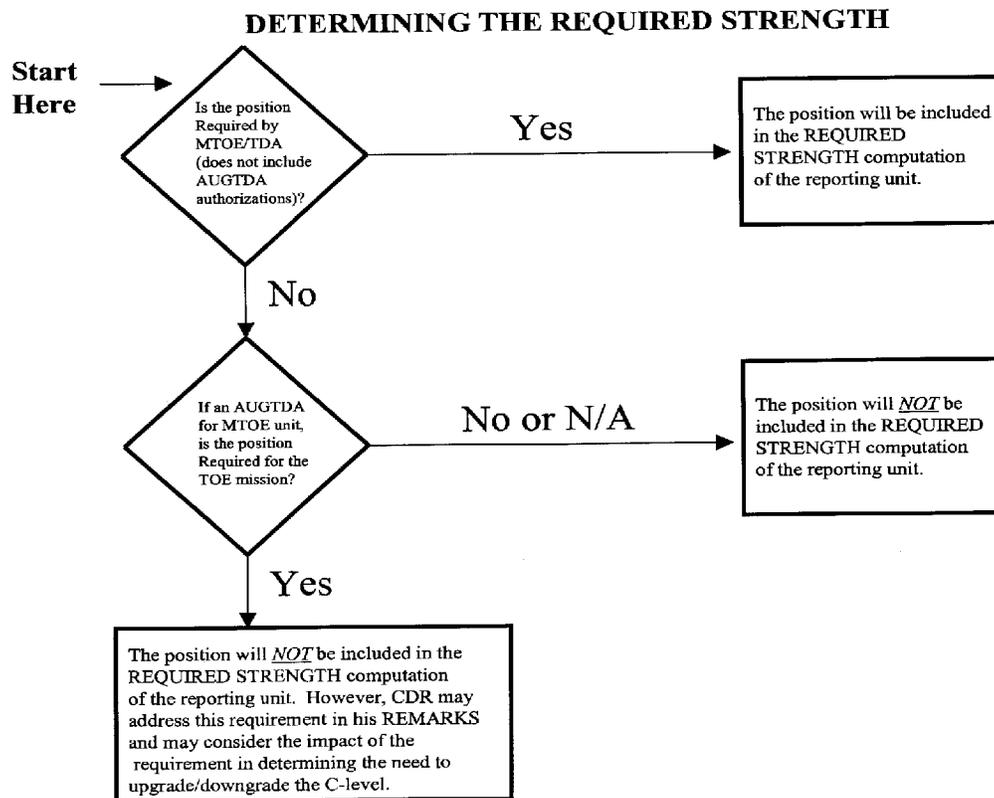


Figure 4–1. Determining required strength

4–3. Determine assigned strength percentage

a. Assigned strength percentage (ASPER) equals assigned strength divided by required strength. Assigned strength for AC units equals the accountable strength of the latest personnel control number (PCN) (AAA–162, unit personnel accountability report), adjusted to the "as-of" date of the status report by adding gains and subtracting losses occurring since the date of the unit strength RECAP, part II. (See table 2–1 of chap 2 for additional information.)

b. Reports from SIDPERS ARNG and TAPDB–R USAR will be used to obtain assigned strength data for RC units. Assigned strength for USAR units includes Active Guard and Reserve (AGR) and AC personnel assigned on a separate TDA who would deploy with the unit if it was mobilized on the "as of" date of the report. Inactive National Guard (ING) personnel will not be included in strength computations or figures in this report.

c. Army units that are scheduled to receive Army Medical Department (AMEDD) Professional Filler System (PROFIS) personnel (in accordance with AR 601–142) will include them (officer and enlisted) in assigned strength computations as follows—

(1) Compute assigned percentage on the basis of assigned personnel and PROFIS personnel who are designated, by name, for assignment to the measured unit under alert, deployment, or combat conditions. Individual personnel attached to another unit under TCS orders for deployment will be counted as assigned, but not available by the parent unit. The deploying/mobilizing unit will not count attached Soldiers as assigned, but it will count them as available.

(2) Commanders will use the current PROFIS roster from the Office of The Surgeon General (OTSG) Medical Operational Data System (MODS)-approved PROFIS automated database to identify PROFIS individuals designated for required MTOE positions. The PROFIS roster must be updated monthly and must be dated within 30 days of the USR "as-of" date. The same individual will not be identified in more than one unit.

(3) USAR AMEDD units with personnel assigned and attached to the national AMEDD augmentee detachment (NAAD) will count those personnel as assigned and available for alert and deployment.

4–4. Determine available strength percentage

Available strength percentage (AVPER) equals available strength divided by required strength. For USR purposes, available strength is the portion of a unit's assigned and attached strength, to include individual soldier augmentations

that are considered available for deployment or employment with the unit to accomplish the wartime or primary mission for which the unit is organized or designed.

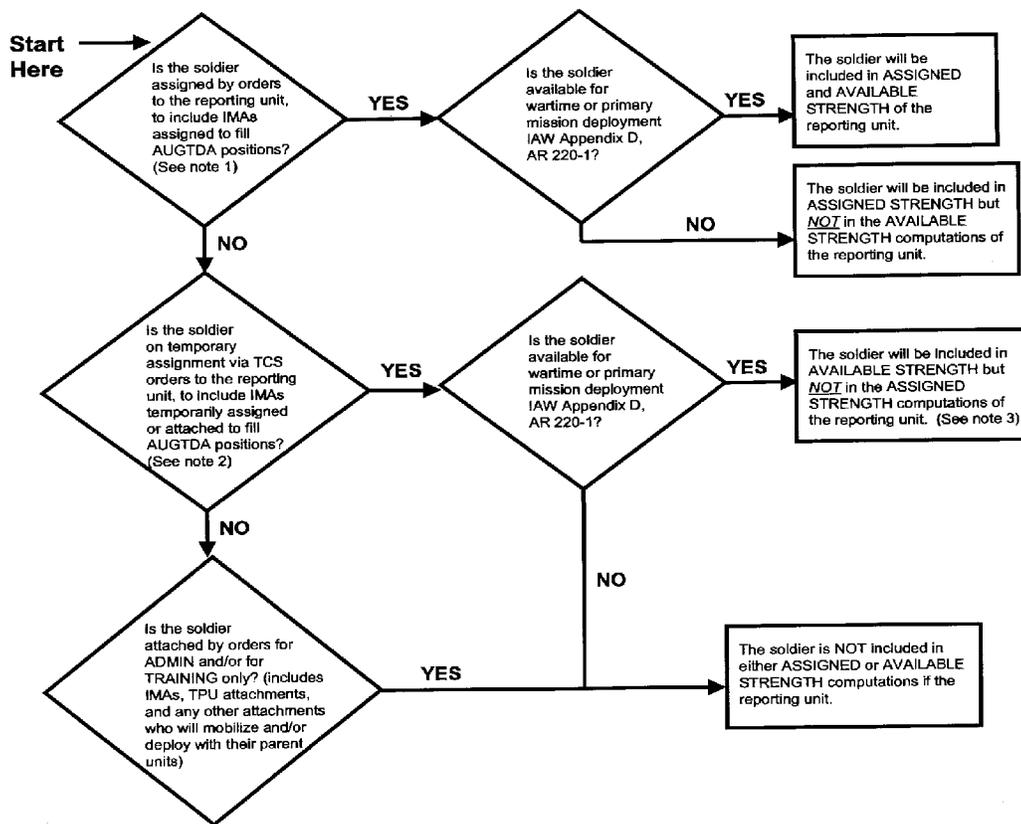
a. Commanders of measured units that are deployed or that have deployed elements or individuals must determine if HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has established policy guidance (classified or unclassified) applicable to their specific deployment(s) that supplement the instructions in this publication. This supplemental policy guidance may provide additional information regarding timelines for disengagement, recovery, postdeployment training, reconstitution, and redeployment and include specific instructions to assist commanders in determining the availability of their units, personnel, and equipment for USR purposes (see para 3–3). The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will use AVPER remarks to indicate that supplemental guidance impacting the determination of personnel availability has been provided to the measured unit.

b. Unless HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has prescribed otherwise in formal guidance, individual personnel attached to another unit under temporary change of station (TCS) orders or who are away from and outside of the operational control of their parent units will be counted as assigned but not available by the parent unit. (Note that the TCS criterion is applicable to the deployment of individual Soldiers only.) The deploying/mobilizing (gaining) unit, if applicable, will not count TCS attached Soldiers as assigned, but it will count them as available (unless other nonavailability factors in appendix D apply). Available strength may exceed assigned strength in units with personnel augmentations, to include Soldiers attached via TCS orders.

c. Individual mobilization augmentees (IMAs) assigned by orders to the measured unit (includes IMAs assigned to fill AUGTDA positions but does not include IMAs assigned for training only) will be reported as assigned and available by the unit of assignment, unless they are determined to be unavailable based on personnel availability criteria in appendix D. Note that for MTOE organizations, additions provided by augmentation TDA (AUGTDA) are excluded from required strength determinations.

d. USAR troop-program unit (TPU) attachments and RC Soldiers attached to units for training only will be counted and reported by their parent units as assigned and available for deployment and mobilization; the unit of attachment will not count or report USAR TPU attachments or RC Soldiers attached for training only as either assigned or available. See figure 4–2 for a decision support chart that was developed to illustrate the proper consideration of individual assignment and availability criteria.

e. Commanders with deployed units/elements will provide the number of Soldiers deployed in the mandatory personnel reporting remarks as AVPER remarks.



Notes:

¹ AR 71-32 describes the purpose for and use of an AUGTDA.

² AR 600-8-105 establishes Army personnel policy and procedures regarding the use of TCS orders.

³ The Soldier's parent unit (the unit of assignment) will include the soldier in assigned strength but not in its available strength computations.

Figure 4-2. Determining assigned strength and available strength

f. PROFIS and NAAD personnel will be considered available if they meet the requirements of paragraph 4-5c(1). Soldiers stabilized in accordance with the Army stabilization policy will be considered available.

g. Chapter 11 establishes USR requirements for units before, during, and after deployment. Commanders of FF-level units that have subordinate elements absent from their units because of an operational deployment will use the reason codes in table E-2 in accordance with the instructions in paragraph 10-2 to report the percentage of their units' personnel that is operationally deployed.

4-5. Determine available military occupational specialty qualified percentage

a. Available military occupational specialty (MOS) qualified (MOSQ) personnel percentage (MSPER) is based on a comparison of available MOS-qualified personnel and required MOS-qualified personnel. Available MOSQ strength cannot exceed available strength. (Note that in AR 220-1, MOSQ closely correlates to the "duty military occupational specialty qualified" (DMOSQ) terminology used in the personnel management community and in other publications.)

b. Determine the number of MTOE personnel spaces required by rank (commissioned officer, warrant officer (WO), and enlisted) and by military occupational specialty code (MOSC).

c. Determine the number of personnel included in the available strength of the unit by rank and MOSC. Match the qualified available personnel against requirements. Personnel are considered MOS-qualified for purposes of the unit status report as follows:

(1) Match officers to officer spaces on a one-for-one basis. Officers may be considered MOS-qualified when they have completed an officer basic course, and the commander feels that they have the minimum skills needed to perform the mission-required duties of their assigned position. AMEDD officers must be qualified in their area of concentration (AOC) for their positions. Additionally, AMEDD officers in clinical specialties, including PROFIS, will not be considered qualified for a position unless they have been awarded the AOC. Furthermore, for clinical positions that

normally require licensure or other authorizing documentation, AMEDD officers must be credentialed and demonstrate current clinical competency for the specific position per AR 40–68. For AMEDD officers, the special qualification identifier (SQI) and ASI will be considered in determining the MOSQ level. If shortages of SQIs and ASIs are degrading readiness, remarks are required in the 2ADDSKILL set of the report.

(2) Using the first four characters of the MOSC, consider warrant officers MOS-qualified when they can be used in their primary MOSC (PMOSC), secondary MOSC (SMOSC), additional MOSC (AMOSC), or a MOSC that can be substituted for the above in accordance with AR 600–100. AMEDD warrant officers must be area of concentration (AOC) qualified for their position. Warrant officers PROFIS will be considered qualified for the position to which they are assigned.

(3) Using the first three characters of the MOSC, consider enlisted Soldiers MOS-qualified when they can be used in their PMOSC, SMOSC, AMOSC, or a MOSC that can be substituted for the above, and the commander feels that they possess the minimum skills required to perform the mission required duties for their assigned positions. AMEDD enlisted Soldiers must be MOS qualified for their position. Enlisted PROFIS will be considered qualified for the position to which they are assigned. Use utilization guidance as outlined in AR 614–200, paras 3–10a(10) and d(7), for considering Soldiers as MOSQ.

d. If a SQI or ASI is specified in authorization documents, it will not be considered in determining a unit's MOSQ level, except in the case of AMEDD units and personnel, where it will be considered.

(1) However, if a commander considers the SQI, or ASI, to be essential to the completion of assigned wartime or primary missions, and the soldier in this position does not have the required skill, this issue will be considered in determining a unit's training and overall category level.

(2) If shortages of SQI and ASI Soldiers are degrading the readiness of a measured unit, this will be addressed in the 2ADDSKILL set of the report.

e. Units with officer and enlisted language requirements will determine language proficiency (MOSQ) and report linguist status in accordance with the following guidelines:

(1) Linguists will be considered military occupational specialty qualified (MOSQ), provided they meet the Army minimum language proficiency standard in accordance with AR 611–6, in the language of the position in which they are slotted, with the exception of RC linguists, who are considered MOSQ through the end of FY06 provided they meet the minimum language proficiency standard in any language other than English. This standard is measured by maintaining a current (within 12 months) score of two in listening and two in either reading or speaking on the defense language proficiency test (DLPT) or oral proficiency interview (OPI).

(2) Soldiers in career management fields (CMFs) 18, 37, or 38, area of concentration 180, functional area (FA)/branch 38 or 39, are not required to demonstrate proficiency in any language in order to be considered MOSQ.

(3) The proficiency status of assigned linguists by language identification code (LIC) and the unit's current assigned language requirements will be reported in the 2LANGAGE set of the USR. This data is reported in the USR for information and analysis at higher levels, to include HQDA. Completion of the 2LANGAGE report is mandatory for all measured units with officer or enlisted language requirements, to include ARSOF MOSs/CMFs/FAs (see para 4–10d).

(4) If a commander considers the LIC to be essential to the completion of assigned wartime or primary missions and the soldier in this position does not have the required skill, this may be considered in determining a unit's training and overall category level.

f. RC personnel awaiting initial active duty training (IADT) and prior service personnel in MOS-producing training will not be considered available MOS-qualified for the duty position until they have successfully completed the required training for the assigned duty position.

g. Personnel who have successfully completed a MOS awarding program for the assigned duty position may be counted as MOSQ for unit status reporting purposes. This includes Soldiers who have submitted a proper request for the granting of a MOS based on civilian-acquired skills in accordance with AR 601–210, paragraph 7, DA Pam 600–3, or similar guidance. RC personnel who have not been officially awarded the MOS owing to administrative delays may be counted as MOSQ. RC prior service personnel in MOS-producing training will not be considered MOSQ until they have successfully completed the required training.

(1) For a soldier who has completed MOS training but has not been granted the security clearance required for award of the MOS, the commander will report the soldier as MOS-unqualified for the assigned position unless, in the commander's assessment, the absence of the security clearance does not prevent the soldier from accomplishing the requirements of the duty position. Commanders will include a general text (GENTEXT) remark labeled "MSPER" to explain such assessments.

(2) Similarly, for a soldier assigned to a position or to a site requiring a security clearance, the commander will report a soldier in such a position MOS-unqualified pending receipt of the final required security clearance unless, in the commander's assessment, the absence of the security clearance does not prevent the soldier from accomplishing the requirements of the duty position. Commanders will use a GENTEXT remark labeled "MSPER" to explain such assessments.

h. Personnel who are over strength in a specific skill will not be counted as MOS qualified. Any personnel holding a

P MOS that is surplus to measured unit requirements and who have been awarded an SMOSC, AMOSC, or a substitute MOSC that matches a unit required vacancy will be counted against that vacancy as MOS qualified. For example, if a unit requires four cooks and has six MOS-qualified cooks in its available strength, count only four against the requirement for cooks. Additionally, if any of the cooks have an SMOSC or AMOSC of truck driver, and if truck driver required vacancies exist, then count the two remaining cooks as available MOS-qualified drivers. Hence, the available MOSQ percentage cannot be greater than 100 percent.

i. PROFIS personnel will be considered MOS qualified per criteria in paragraph 4-5c(1).

4-6. Determine available senior-grade percentage

a. Available senior-grade percentage (SGPER) is based on a comparison of the number of available commissioned officers, warrant officers (WOs), and noncommissioned officers (NCOs) (grades E-5 through E-9) to required senior-grade personnel. For SGPER determinations, unit commanders are directed to report Soldiers in the grade to which they are promotable. The available senior grade percentage will exceed 100 percent if the number of available senior grade personnel in the unit exceeds the number of required senior grade personnel in the unit.

b. PROFIS personnel will be counted when determining available SGPER, but only if MOSQ criteria are satisfied in accordance with paragraph 4-5c (1).

4-7. Calculate personnel level (P-level)

Calculate the personnel level by using table 4-1 and the outline below.

a. Step 1. Identify your unit's required strength.

b. Step 2. Identify assigned strength.

c. Step 3. Compute assigned strength percentage. Assigned strength percentage=Assigned strength/Required strength X 100.

d. Step 4. Identify available strength.

e. Step 5. Compute available strength percentage. Available strength percentage=Available strength/Required strength X 100. Determine P-level using table 4-1.

f. Step 6. Identify available MOS-qualified strength.

g. Step 7. Compute available MOSQ percentage. Available MOSQ percentage=Available MOSQ personnel/Required strength X 100. Determine P-level using table 4-1.

h. Step 8. Identify available senior-grade strength.

i. Step 9. Compute available senior-grade percentage. Available senior-grade percentage=Available senior-grade/Required senior-grade x 100. Determine P-level using table 4-1.

j. Step 10. Determine your unit's overall P-level. The lowest P-level determined in steps 5, 7, and 9, above, is your overall personnel P-level unless HQDA and/or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, directs or approves use of a P-level of P-5.

Table 4-1
Level for available, MOSQ, and senior-grade strengths

P LEVEL	Available	MOSQ/senior-grade
1	100-90 percent	100-85 percent
2	89-80	84-75 percent
3	79-70 percent	74-65 percent
4	69 percent or less	64 percent or less

4-8. Determine personnel turnover percentage

a. Personnel turnover percentage (APERT) provides an indicator of unit turmoil (degradation of unit capability). Compute personnel turnover percentage by comparing the total number of departures during the 3 months preceding the as-of date of the report against assigned strength on the as-of date: total of personnel departed (90 days) divided by Assigned strength X 100.

b. Reassignments of personnel within the measured unit are not included in turnover computations.

4-9. Instructions for completing the RPTDUIC Section (Joint Reporting Requirements) and the ARMYRPT Section (Army Unique Requirements) on PC-ASORTS menu screens

a. PERSONNEL set in RPTDUIC section. See fig 4-3.

(1) PRRAT (personnel level). Use the computed P-level from step 10. APS custodians always report "6."

(2) *PRRES* (reason personnel level not 1). If PRRAT field is P-2, P-3, P-4, or P-5, enter the personnel code from appendix E that shows the main reason the personnel level is not 1; If the PRRAT is P-6, then leave the PRRES field blank. APS custodians always will leave the PRRES field blank.

PC-ASORTS v119

UIC: WABCAH

Personnel Status

RICDA: 20050315

Personnel Data (PERSDATA)		Rank
Assigned Percentage	ASPER=	100x
Available Percentage	AVPER=	100x
Military Occupational Specialty	MSPER=[65]x
Qualification (MOSQ) Percentage	SGPER=	100x
Senior Grade Percentage	APERT=[99]x
Turnover Percentage		
Professionals Filler System (PROFIS)		
Professional Fillers Required	PROFREQ:[]
Professional Fillers Available	PROVAL:[]
Female Status (FEMALE)		
Female Assigned	FEMASGD:[]
Female Pregnant	FEMPREG:[]
Active Guard Reserve Status (ACTGURES)		
Number Assigned	ASGRASGD:[]
Overall Personnel Assessment (PERSONNEL)		
Personnel Level	PRRAT:[3]
Reason Level not 1	PRRES:[P00]
Second Personnel Level	PRRAT2:[2] *

P4 Enter Remark ↵ Remark Entered

* PF Units Should Submit.

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 4-3. Personnel data set (unclassified screenshot example)

b. *PERSDATA* set in *ARMYRPT* section. See fig 4-3.

- (1) *ASPER* (assigned strength percentage). Use percentage calculated in step three. Enter "0" for APS.
- (2) *AVPER* (available strength percentage). Use percentage calculated in step five. Enter "0" for APS.
- (3) *MSPER* (available MOS-qualified percentage). Use percentage calculated in step seven. Enter "0" for APS.
- (4) *SGPER* (available senior-grade percentage). Use percentage calculated in step nine. Enter "0" for APS.
- (5) *APERT* (personnel turnover percentage). Use percentage calculated in paragraph 4-8.

c. *PROFIS* set in *ARMYRPT* section.

- (1) For *PROFREQ* (professional fillers required), enter the number of *PROFIS* personnel the unit requires.
- (2) For *PROVAL* (professional fillers available), enter the number of *PROFIS* available.
- (3) Enter "0" for APS.

d. *FEMALE* set in *ARMYRPT* set.

- (1) For *FEMASGD* (female assigned), enter the total number of female personnel assigned to the unit.
- (2) For *FEMPREG* (females pregnant), enter the total number of female personnel pregnant (prenatal).
- (3) Enter "0" for APS.

e. *ACTGURES* set in *ARMYRPT* section.

(1) For AGRASGD (number of guardsmen and reservists), enter the number of RC personnel on active duty assigned to a unit.

(2) Enter "0" for APS.

f. GENTEXT remarks in ARMYRPT section. Units can submit additional detailed data and remarks on any field above, to provide focus on specific problem areas or additional information. An example of how data will be entered on the FREE GENTEXT remark format is as follows: security classification—enter C, transaction type—enter A, label—enter MSPER, then enter text. The information should be concise and able to stand alone.

4-10. Mandatory personnel reporting remarks

a. 2PSPER set (personnel grade strength of the unit). This set provides personnel strength by grade. All measured units will submit 2PSPER data. Personnel data will be entered as shown in figure 4-4. Required, authorized, assigned, and available strength will be entered after the appropriate preprinted grade for each component, as applicable. If no personnel are assigned in a particular grade, leave it blank. All units' aggregate strength and senior-grade breakout data will be generated by PC-ASORTS from the 2PSPER Set. Soldiers deployed away from and outside of the operational control of their parent units will be considered unavailable for the parent unit, for USR purposes, unless the unit commander receives supplemental guidance indicating otherwise. If such supplemental guidance is provided, then the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will indicate that guidance by entering a mandatory AVPER remark in accordance with paragraph 4-4b. Commanders with assigned Soldiers that are deployed away from their units but considered available because of supplemental guidance will specify location and number of Soldiers deployed (see fig 4-4).

PC-ASORTS v119					
Personnel Grade Strength of the Unit					
UIC: WABCAA			Report date: 20050315		
DE	GRADE	REQ	AUTH	ASGD	AVAIL
01	Colonel	06	0	0	[]
02	Lieutenant Colonel	05	1	1	[1]
03	Major	04	2	2	[2]
04	Captain	03	12	10	[10]
05	First/Second Lieutenant	01/02	26	28	[28]
06	Chief Warrant Officer 5	W5	0	0	[]
07	Chief Warrant Officer 4	W4	1	1	[1]
08	Chief Warrant Officer 3	W3	1	1	[1]
09	Chief Warrant Officer 2	W2	2	2	[2]
10	Warrant Officer 1	W1	2	2	[2]
11	Sergeant Major	E9	1	1	[1]
12	First Sergeant/Master Sergeant	E8	6	6	[6]
13	Sergeant First Class	E7	24	22	[22]
14	Staff Sergeant	E6	38	40	[40]
15	Sergeant	E5	65	65	[65]
16	Corporal/Specialist/ Private First Class/Private	E1-E4	200	200	[200]
Available Military Occupational Specialty				AUMOS	[25]
Available Military Occupational Specialty Senior Grade				AUMOSG	[3]
Simultaneous Membership Program				SMP	[12]
Officers who have not completed Officer Basic Course				OBC	[4]
Initial Active Duty Training				IADT	[1]
These fields are reported by FORSCOM, NG, USAREUR & USARSO					
Total NON-AVAILABLE		ATTACHED <BU1>		<F8 to Enter Attached>	
Need	Entered	8		8	
F7-Re-Compute Numbers			F9-NON AVAILABLE		
Use Cursor Keys & Tab Key			ENTER-NEXT FIELD/LINE		
Esc = EXIT NO SAVE			F10 = EXIT AND SAVE		

Figure 4-4. Personnel grade strength of unit (2PSPER) set (unclassified screenshot)

b. *2RQPER set (military occupational specialty shortage report)*. This set provides a list of critical MOSs. The unit commander will list his critical MOS shortages using five-digit MOS codes. Listing specific critical MOSs is mandatory for units that are P4 in personnel. The 2RQPER remarks are optional for units reporting P3 or better. Commanders of RC units will use the ASGD/NQUAL data field to identify the number of Soldiers that are assigned to MTOE/TDA positions for which they are not MOS qualified (see fig 4-5).

-DE-	MOS	REQ	AUTH	ASGD/QUAL	ASGD/NQUAL
1	[13B38]	[96]	[96]	[94]	[2]
2	[]	[]	[]	[]	[]
3	[]	[]	[]	[]	[]
4	[]	[]	[]	[]	[]
5	[]	[]	[]	[]	[]
6	[]	[]	[]	[]	[]
7	[]	[]	[]	[]	[]
8	[]	[]	[]	[]	[]
9	[]	[]	[]	[]	[]
10	[]	[]	[]	[]	[]
11	[]	[]	[]	[]	[]
12	[]	[]	[]	[]	[]
13	[]	[]	[]	[]	[]
14	[]	[]	[]	[]	[]
15	[]	[]	[]	[]	[]
16	[]	[]	[]	[]	[]
17	[]	[]	[]	[]	[]
18	[]	[]	[]	[]	[]
19	[]	[]	[]	[]	[]
20	[]	[]	[]	[]	[]
21	[]	[]	[]	[]	[]
22	[]	[]	[]	[]	[]
23	[]	[]	[]	[]	[]
24	[]	[]	[]	[]	[]
25	[]	[]	[]	[]	[]
26	[]	[]	[]	[]	[]
27	[]	[]	[]	[]	[]
28	[]	[]	[]	[]	[]
29	[]	[]	[]	[]	[]
30	[]	[]	[]	[]	[]

Use Cursor Keys PageUp PageDown Tab F5 - Prioritize Data
 ALI-I - Insert Blank Line ALI-D - Delete a Line

Esc - EXIT NO SAVE

F10 - EXIT AND SAVE

Figure 4-5. MOS shortage report (2RQPER) set (unclassified screenshot example)

(1) Commanders should consider MOSs of key positions when listing MOSs in 2RQPER. Key positions are those positions the commander has determined require a unique nature of training or skill level and are essential to the ability of the unit to perform its wartime or primary mission. Examples may include, but are not limited to, surgeons in hospitals, pilots in aviation units, fire direction center chiefs in artillery units, and master gunners in infantry and armor units.

(2) The number of officer specialty codes (areas of concentration) or warrant officer/enlisted MOSCs cited is up to the commander. (The 2RQPER menu screen in PC-ASORTS will accommodate up to 990 specialty codes/MOSC.) Commanders desiring to provide specific MOS comments or to cite more critical MOS shortages than space on the 2RQPER screen allows will create a GENTEXT remark labeled "MSPER" to include this additional information (Example comment: "A shortage of 11B 2/3 severely hampers the ability to train at the squad/fire team level").

c. *2ADDSKIL set (additional skill identifier/SQI shortage report)*. Additional skill identifiers (ASI) and special qualification identifiers (SQI) are reported on the 2ADDSKILL report. List all ASI shortages first, followed by SQI shortages. Both ASIs and SQIs include the required, authorized, and assigned strength. Use the applicable check boxes

to identify the rank/grade category (that is, commissioned officer, warrant officer, or enlisted) of the shortage and enter the two-digit ASI code in the ASI/SQI field. For SQI, enter the letter "S" in the first position ASI/SQI field followed by the appropriate SQI code, as follows (see fig 4-6).

PC-ASORTS v119						
Additional Skill Identifier Shortage Report						
UIC: WABCAA				Report-date: 28058315		
-DE-	Category	ASI/ SQI	REQ	AUTH	ASGD	Description
1	[OF]	[2B]	[3]	[2]	[1]	AIR ASSAULT
2	[EN]	[2T]	[3]	[2]	[1]	TENCAP DATA ANALYST
3	[WO]	[9E]	[7]	[6]	[5]	SENIOR ECONOMIC CRIME INVESTIGATOR
4	[]	[]	[]	[]	[]	[]
5	[]	[]	[]	[]	[]	[]
6	[]	[]	[]	[]	[]	[]
7	[]	[]	[]	[]	[]	[]
8	[]	[]	[]	[]	[]	[]
9	[]	[]	[]	[]	[]	[]
10	[]	[]	[]	[]	[]	[]
11	[]	[]	[]	[]	[]	[]
12	[]	[]	[]	[]	[]	[]
13	[]	[]	[]	[]	[]	[]
14	[]	[]	[]	[]	[]	[]
15	[]	[]	[]	[]	[]	[]
16	[]	[]	[]	[]	[]	[]
17	[]	[]	[]	[]	[]	[]
18	[]	[]	[]	[]	[]	[]
19	[]	[]	[]	[]	[]	[]
20	[]	[]	[]	[]	[]	[]
21	[]	[]	[]	[]	[]	[]
22	[]	[]	[]	[]	[]	[]
23	[]	[]	[]	[]	[]	[]
24	[]	[]	[]	[]	[]	[]
25	[]	[]	[]	[]	[]	[]
26	[]	[]	[]	[]	[]	[]
27	[]	[]	[]	[]	[]	[]
28	[]	[]	[]	[]	[]	[]
29	[]	[]	[]	[]	[]	[]
30	[]	[]	[]	[]	[]	[]

F5 - Prioritize Data F1 - Help for ASI/SQI Values

Esc - EXIT NO SAVE F10 - EXIT AND SAVE

Figure 4-6. Additional skill identifier shortage report (2ADDSKIL set) (unclassified screenshot example)

(1) The five enlisted numerical SQI codes will be reported in the second position of the ASI/SQI field for USR purposes only: SQI 2 enter "C", SQI 4 enter "J", SQI 6 enter "Y", SQI 7 enter "Z", and SQI 8 enter "8".

(2) The six warrant numerical SQI codes will be reported in the second position of the ASI/SQI field using the numerical SQI value of 0, 1, 2, 5, 7 or 8.

d. 2LANGAGE set (language skill identifiers report). Language identification codes (LIC) are reported on the 2LANGAGE report. For each authorized LIC (AUTHLIC) (two-digit LIC code) and MOS (LICMOS) (the three-digit DMOSC) cited, include the required (LICREQ), assigned (LICASGD), and qualified (LICQUAL) at level 2 proficiency, or as documented on the MTOE for ARSOF MOSs/CMFs/FAs (see fig 4-7). For parent units (AA-level UIC), which have personnel that require a language that is coded on the unit's MTOE requirements document (using two-character language code), the following comments are required:

(1) For each language on the unit MTOE (using a two-character language code LIC), the unit will report the number of personnel required, the number of personnel assigned, and the number of personnel qualified by LIC and MOS. If the unit has a language requirement and, based on this requirement, any language shortages, the commander will list the unit's language shortages in descending order, most critical first.

(2) Consider service members (SMs) LIC-assigned (LICASGD) if they have received a certificate of attendance or have graduated from a DOD-approved language course of instruction (for example, DLI, FSI, USAJFKSWCS); have

completed the defense language proficiency test (DLPT) and/or oral proficiency interview (OPI); or have received an interagency language roundtable (ILR) proficiency level score of 1 or higher in all tested areas in the language matching the MTOE position to which the SM is assigned.

(3) Consider SMs LIC-qualified (LICQUAL) if they have successfully completed the DLPT and/or OPI, or received an ILR proficiency level score in all tested areas in the language that matches the MTOE position to which the SM has been assigned for the last 12 months.

-DE-	MOS	LIC	LICREQ	LICASGD	LICQUAL
1	[97E]	[NP]	[20]	[20]	[19]
2	[98G]	[NP]	[16]	[16]	[14]
3	[]	[]	[]	[]	[]
4	[]	[]	[]	[]	[]
5	[]	[]	[]	[]	[]
6	[]	[]	[]	[]	[]
7	[]	[]	[]	[]	[]
8	[]	[]	[]	[]	[]
9	[]	[]	[]	[]	[]
10	[]	[]	[]	[]	[]
11	[]	[]	[]	[]	[]
12	[]	[]	[]	[]	[]
13	[]	[]	[]	[]	[]
14	[]	[]	[]	[]	[]
15	[]	[]	[]	[]	[]
16	[]	[]	[]	[]	[]
17	[]	[]	[]	[]	[]
18	[]	[]	[]	[]	[]
19	[]	[]	[]	[]	[]
20	[]	[]	[]	[]	[]
21	[]	[]	[]	[]	[]
22	[]	[]	[]	[]	[]
23	[]	[]	[]	[]	[]
24	[]	[]	[]	[]	[]
25	[]	[]	[]	[]	[]
26	[]	[]	[]	[]	[]
27	[]	[]	[]	[]	[]
28	[]	[]	[]	[]	[]
29	[]	[]	[]	[]	[]
30	[]	[]	[]	[]	[]

ENTER - Next Field/Line F5 - Prioritize Data

Esc - EXIT NO SAVE F10 - EXIT AND SAVE

Figure 4-7. Language skill/LIC shortage report (2LANGAGE set) (unclassified screenshot example)

e. *PSPER nonavailable report*. GENTEXT remark. All units will report the number of personnel not available for deployment/mobilization and or employment with the unit to accomplish its wartime or primary mission. The personnel availabilities categories are provided in appendix D.

PC-ASORTS v119

NON-AVAIL
Non-Available Report < AVAL >

UIC: MABCAA Report-date: 20050315

DE	Count	Reason
1	2	[DR] Dental Readiness
2	4	[AW] Absent Without Leave Category
3	2	[LP] Legal Processing Category
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

Tot: 8 Need: 8 F1-Reason Codes/Short F2-Reason Codes/Long

ALT-D-Delete Line ENTER-Next Field/Line ALT-I-Insert Line
 F6-ReCalc Total Non-Available

Esc - EXIT
NO SAVE

F10 - EXIT
AND SAVE

Figure 4-8. Nonavailable report (PSPER set). (unclassified screenshot example)

f. *NON-AVAIL* personnel. After personnel strength data has been entered, PC-ASORTS will prompt the unit to submit “NON-AVAIL” personnel by reason code (see table D-1). The total number of “NON-AVAIL” personnel should equal the difference between total assigned and available personnel minus attached personnel.

Chapter 5 Equipment on Hand Data

5-1. General

a. The USR provides indicators of a unit’s equipment on hand (EOH) status by developing an S-level that is calculated by comparing the fill of selected equipment to wartime or primary mission requirements. A level is determined for all of an MTOE/TDA unit’s primary items of equipment, to include individual pacing items (ERC P), principal weapons systems and equipment (ERC A), and support items of equipment (ERC B/C). While not a direct factor in determining the unit’s overall S-level, the EOH status of ERC B/C equipment items and the NBC S-level is determined and reported in the USR and may be considered by commanders when determining whether the unit’s overall C-level should be upgraded or downgraded.

b. APS custodians will calculate the S-level for APS by comparing the fill level to the authorized column in the MTOE.

c. The unit’s overall EOH S-level is equal to the lower of the ERC A/P or ERC P computations.

5-2. Equipment authority

a. FMSWeb (formerly WebTAADS) is the official record for all approved MTOE and TDA documents and, in case of conflict between this system and LOGTAADS provided to the Property Book Unit Supply Enhanced (PBUSE) or other automated property book accounting system, use the FMS information for USR purposes until the differences are resolved. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will inform HQDA, DCS G-3/5/7, ATTN DAMO-FMF, 400 Army Pentagon, Washington, DC 20310-0400 of any discrepancies requiring resolution.

b. As change documents are published and provided to units, confusion often develops as to which authorization document the unit should use for calculating EOH status. Commanders must decide which document the current or future MTOE the unit most closely resembles in order to accurately report unit status. However, units will not report early against a new MTOE if the overall S-level will be degraded (see para 1-5*e*). Once a commander begins to report against a new MTOE (future E-date), the previous MTOE will not be used for unit status reporting unless directed by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. Additionally, units must use the same MTOE to determine their requirements for both personnel and equipment (see para 3-3*b*).

5-3. Reportable equipment

All of the equipment on a unit's MTOE or TDA is reportable in the USR. However, USR S-level calculations include the supply status of required equipment items in certain categories. Refer to the unit MTOE or TDA to determine the category of each item of equipment and the required quantity. Use the following instructions to determine how to report each of these items.

a. For MTOE units, equipment that is designated readiness code ERC A or P is used to determine the S-level.

b. For TDA units, equipment on the unit TDA and designated in AR 700-138, appendix B, will be considered as ERC A/P until TDAs are equipment readiness coded. All other items on the unit TDA will be considered ERC B/C.

c. Pacing items will be determined from the guidance in appendix C and the authoritative listing of pacing items maintained on FMSWeb at: <https://webtaads.belvoir.army.mil>. All pacing items listed on the MTOE are reportable and will be included in S-level calculations, to include developmental line item number (Z-LIN) pacing items, unless exempted in accordance with appendix F. (Note that the blanket exemption of all Z-LIN equipment is no longer in effect.)

d. ERC B/C items will be addressed in the EQOHDATA SET, but will not be included in the S-level (ESRAT) computations. However, ERC B/C items at EOH level S4 must be listed by LIN with the quantity required and the quantity on hand in the ERC B & C S-4 LINs set. ERC B/C items at EOH levels S2 and S3 may be listed (optional) by LIN (see para 5-12*c*).

e. Any equipment that has not been designated as exempt from reporting (see app F) will be included in USR S-level calculations. LIN exemptions approved in accordance with the provisions of appendix F may apply to specific units and/or to a specific time period. Additions and deletions to the authoritative listing of pacing items at FMSWeb must be approved by HQDA (DAMO-FMF). ACOMs, ASCCs, DRUs, and/or DARNG/NGB, when applicable, are not authorized to exempt LINs from unit status reporting.

f. LINs of equipment that have been designated obsolete and deleted from chapter 2 of EM 0007 (formerly SB 700-20), will continue to be reported in the USR and included in S-level calculations if the LIN is listed on the currently applicable MTOE/TDA and the item, an authorized substitute item, or an ILO item is not on hand, unless the LIN has been exempted in accordance with appendix F.

g. See the decision support chart (see fig 5-1) for an illustration of the relationship among the various Army criteria for determining the required equipment items included in S-level calculations.

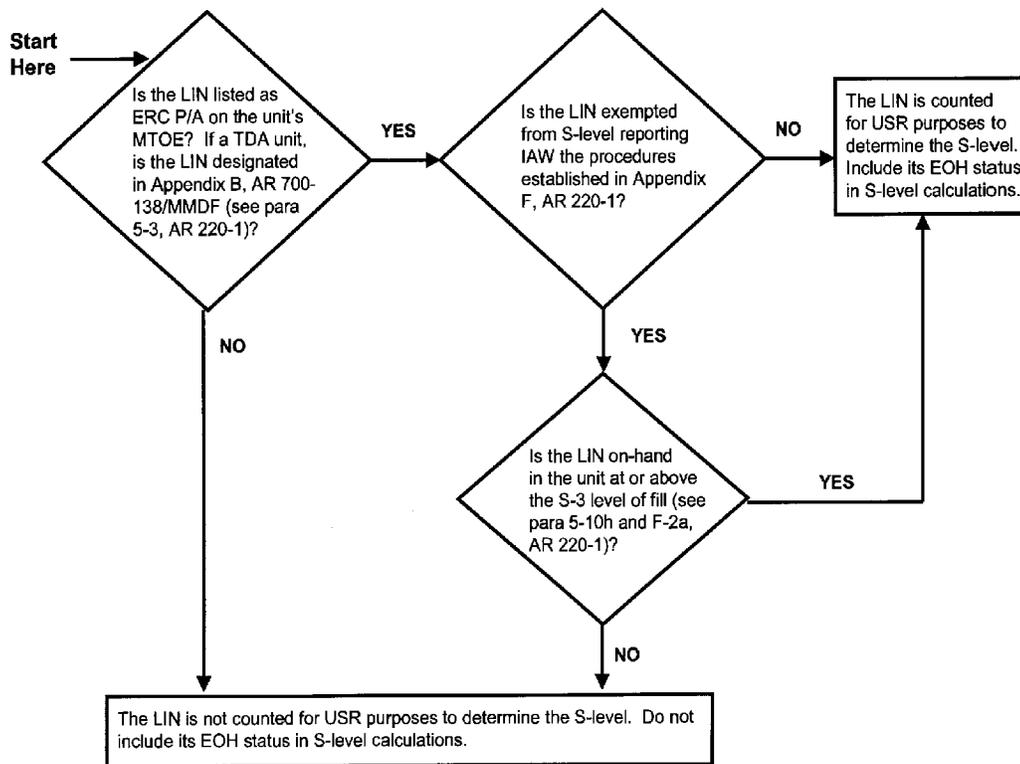


Figure 5-1. Determining which equipment items should be included in S-Level (EOH) calculations

5-4. Applying substitutes and ILO equipment in determining quantity of reportable equipment on hand

- a. Quantity on hand is determined from the unit property book.
- b. HQDA authorized substitute, ILO (ILO), or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, nontype classified items (NTCI) will be counted as equipment on hand for reporting purposes in accordance with criteria established in this paragraph. Authorized substitute, ILO, or nontype classified items must comply with AR 71-32. The listing of authorized substitutes is in EM 0007. NTCI must meet the requirements listed in appendix F, paragraph F-3. Additionally, in the opinion of the commander, the substitute or ILO item must be able to perform the MTOE/TDA mission of the required item. Availability of trained personnel and repair parts, trained operators and maintenance personnel, and ammunition and compatibility all affect the suitability of the item for mission accomplishment.
- c. Substitute items are listed in EM 0007, appendix H. Users may access EM 0007 by going to the WEBLOG Web site—<http://weblog.logsa.army.mil/index.shtml>, using either the "SB 700-20 Search" in the Item Module or downloading the entire document in the Warehouse Module. First time users must register with LOGSA at the module provided on the Web site.

(1) HQDA authorized substitutes are selected based on their ability to fulfill the operational requirements of the MTOE/TDA required item of equipment and logistical support ability. Recommended changes to EM 0007, appendix H, may be submitted to HQDA, Office of the Deputy Chief of Staff Army G-4, ATTN DALO-LRR, 500 Army Pentagon, Washington DC 20310-0500.

(2) When authorized substitutes are approved for issue on a greater than one-for-one basis, calculate an adjusted quantity of fill for the required MTOE/TDA LIN; then, compute the percentage of fill and determine the level for the required MTOE/TDA LIN, using instructions in paragraph 5-11 as applicable. For example, a unit's MTOE/TDA required column quantity for 10-kilowatt generators is 25. The unit has no 10-kilowatt generators; however, it has thirty 5-kilowatt generators on hand. The percentage of fill for 10-kilowatt generators is calculated as follows: substitute two 5-kilowatt generators for each 10-kilowatt generator. Dividing 30 by 2, we find the adjusted quantity of fill for 10-kilowatt generators is 15. Divide 15 by 25 ($15 \div 25 = .60$) and multiply by 100 ($10 \times .60 = 60$). Percent fill for

the 10-kilowatt generator LIN is 60 percent. The unit has only 60 percent of the generators required. This LIN is rated S-4 (see table 5-1).

d. ILO items are those items that do not have a valid substitute relationship reflected in EM 0007, appendix H, but that the commander wishes to use in place of a required item of equipment. The following criteria must be used when determining suitability of an item as ILO:

- (1) Item must have the same characteristics as the authorized item.
- (2) Item can be used in conjunction with other items (for example, a tractor can haul an authorized substitute trailer).
- (3) Item is supportable. Required repair parts must be available. Repair capability must be within the unit/organizational scope or available through other means (in theater contractor support or DS maintenance team). A source of supply for replacement of the major end item must be available.

(4) Item will be deployed with the unit to accomplish wartime or primary mission if required item is not available.

e. If a modernization item/system of equipment is added to authorization documents to replace a current vintage item of equipment but the new item (or an authorized substitute from EM 0007 is not fielded), the older item/system will be designated as ILO the new item for USR purposes. These items/systems will be designated as ILO on a system-for-system, function-for-function, or capability-for-capability basis. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will ensure that subordinate units properly apply the ILO policy. For example, if a unit has Redeye weapon systems ILO Stinger weapons, each Redeye system on hand will be reported for one Stinger and all its associated LINs. After applying this ILO rule, the Stinger and each associated LIN will then be rated by dividing the total number of on hand ILO items/systems by the number required to take the place of the newly authorized item/system. Similarly, an M1A1 tank will be counted as ILO all LINs associated with an M1A2 tank.

f. HQ, AMC will approve APS substitute and ILO items (except Class VIII, which will be approved by OTSG/USAMEDCOM).

g. If a commander elects not to include an on hand authorized substitute in the EOH computation, the FF-level commander or first O-6 level commander must approve this decision. The LIN of the on hand substitute not being included in the computation will be listed in the Borrowed and Loaned Equipment set, (label ESRAT/GENTEXT remarks). If a commander elects to include an on hand nontype classified item as an ILO item, the FF-level commander or the first O-6 level commander must approve this decision. The nonstandard LIN of the ILO item will be listed in the Borrowed and Loaned Equipment set (label ESRAT/GENTEXT remarks). All non-type classified items used ILO for USR purposes must be registered in SSN-LIN Automated Management and Integrating System (SLAMIS) Army Modernization Reference Data (AMRD).

h. If the commander determines that there are problems of capability/compatibility caused by the use of authorized substitutes or ILO items, a comment must be made in the READY/REASN remarks sets. Consideration should be given to both MTOE and CTA equipment. Further, commanders identifying a compatibility problem (with higher, supported, or supporting units interoperability) or a problem that degrades the unit's combat capability must comment in the READY/REASN remarks sets. (An example would be a wheeled vehicle maintenance unit assigned to support an armored unit.)

Table 5-1
Equipment on hand criteria (high density individual LINs, 21 or more items, includes pacing items)

Level	1	2	3	4
Equipment	100-90%	89-80%	79-65%	Less than 65%
Aircraft	100-90%	89-80%	79-60%	Less than 60%

5-5. Evaluating component part availability

a. Reportable LINs having several components, for example, sets, kits or outfits (SKO) and/or medical materiel equipment sets (MMS/MES/DES/DMS/VES), will be reported as on hand if property records show the LIN has been issued and at least 90 percent of each SKO nonexpendable and durable items are present and serviceable. Do not count the set as on hand, if more than 10 percent of the nonexpendable and/or durable components are unserviceable, missing, depleted, or require supply action under AR 735-5 (for example, a report of a survey).

b. ALL RC units will exclude all expendable and durable MMS/MES/DES/DMS/VES component items that have a shelf life less than 60 months (shelf life codes of A-H, J-M, P-R, or 1-9). AC, echelon III and IV medical units will exclude all expendable and durable items with a shelf life less than 60 months that are part of the Surgeon General's centralized contingency programs. The list of this materiel is available in SB-8-75-S7 and can be accessed on <http://www.usamma.army.mil/>.

5-6. Reserve Component equipment

RC units will include all reportable equipment at equipment concentration sites (ECS), displaced equipment training centers (DETC), regional training sites—maintenance (RTS–M), regional training site—medical (RTS–MED), unit training equipment sites (UTES), mobility and training equipment sites (MATES), weekend training sites (WETS), and Area Maintenance Support Activities (AMSA). This is subject to the provisions of paragraph 5-7.

5-7. Equipment not on site

a. Assigned equipment that is part of an established plan that ensures the equipment will be deployed to meet the unit in theater will be counted as available for EOH computations. A system must be established to keep the commander informed as to the fill level and maintenance status of this equipment.

b. Assigned equipment outside of the operational control of the measured unit that is not included in an established plan that ensures the availability of the equipment for mission requirements (for example, equipment left behind in theater by redeploying units for use by other units, equipment loaned to deploying units, or centrally stored supplies and equipment) will not be counted as available, unless HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has provided supplemental guidance indicating otherwise in accordance with paragraph 3-3. Equipment that is deployed with a subordinate element (DUIC) of the parent organization owning the equipment will be counted as available by the parent organization only if the subordinate element remains under the OPCON authority of the parent organization or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has so directed. Note that unit equipment that is in transit to join the unit, to include equipment on board ship, will be considered as available for USR purposes. Assigned equipment that is not counted as available by the unit to which the equipment is assigned will be reported as available by the unit physically in control of the equipment.

c. Active Component OCONUS DEPMEDS hospitals (decrement) and RC hospital DEPMEDS (RCHD) will report medical assemblages and ASIOE stored in Decrement or RCHD Storage as available, if the unit has received a Reserve Component Decrement Feeder Data Report detailing LINs stored against the unit's UIC. Decrement/RCHD UIC LIN reports will be provided on a yearly basis (01 October) to the appropriate unit and the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. Change reports will be provided if sustainment or modernization actions occur that impact readiness.

d. When equipment items designated as pacing items in accordance with appendix C are geographically separated from the main concentration of the unit and are not aboard a ship, commanders must report the location of these pacing items in the 2PIESTAT set. If the separated pacing items are located OCONUS, then commanders will indicate the city and country. For separated pacing items located in CONUS, commanders will indicate the city and state.

5-8. Loans from Army prepositioned stocks

Army prepositioned stocks (APS) equipment deployed/loaned as a unit set, partial set, or task force package will be reported by the using units that signed for the equipment. The deploying unit will include the transferred/loaned equipment in its EOH computations. The EOH for APS will be reduced to reflect the transfer/loan. Report level 6 in accordance with the provisions of paragraph 3-5. Report C-5 in accordance with the provisions of paragraph 3-4.

5-9. How to determine pacing items

Pacing items are coded ERC P on the unit MTOE/TDA. HQDA (DAMO–FMF), in coordination with TRADOC, establishes and maintains the authoritative listing of pacing items at FMSWeb in accordance with guidance in appendix C. Units may not independently change reporting items, but must inform the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, when discrepancies exist. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will review discrepancies and initiate the correction of unit documents in coordination with and approval from HQDA (DAMO–FMF). Units will report all items while awaiting correction of administrative errors. DAMO–FMF with DAMO–FMO and DAMO–OD coordination is the final approval authority regarding ERC determination.

5-10. Calculating the S-level

Calculate the S-level using table 5-1 or table 5-2 and the steps outlined below. Round to the nearest whole number (see para 3-3d).

a. *Step 1.* Identify your unit's ERC A/P (MTOE units) or AR 700-138, appendix B (TDA units) LINs, and required quantities. If a LIN is coded as both an ERC P and ERC A, it will be counted as two separate LINs. For example, a Medium Truck Company may be required 60 tractors ERC P and one ERC A. For USR reporting purposes, these are considered as two separate ERC A/P LINs, one ERC P LIN and one ERC A LIN.

b. *Step 2.* Identify quantities of equipment on hand to be counted against the required quantities above. Ensure authorized substitutes and ILO items are counted (see para 5-4).

c. *Step 3.* Determine the S-level for each ERC A and P LIN.

(1) If the number of items required under a LIN is 21 or more, calculate a percent fill for that LIN. Then use table 5-1 to determine the S-level for that LIN. Percent Fill=Equipment On hand/Equipment Required X 100.

(2) If the number of items required under a LIN is 20 or less, use table 5-2 to determine an S-level for that LIN. When counting substitute items on a greater than one-for-one basis refer to paragraph 5-4c.

d. Step 4. Based on the results of Step 3 record the following: Total number of reportable ERC A and P LINs=____. Number LINs S-1=____. Number LINs S-2=____. Number LINs S-3=____. Number LINs S-4=____.

e. Step 5. Convert the number of LINs at each S-level to a percentage. (PC-ASORTS does not apply rounding rule.) Number S-1 LINs ÷ total ERC A & P LINs X 100=____ percent. ? Number S-2 LINs ÷ total ERC A & P LINs X 100=____ percent. ? Number S-3 LINs ÷ total ERC A & P LINs X 100=____ percent. Number S-4 LINs ÷ total ERC A & P LINs X 100=____ percent.

f. Step 6. Calculate a separate equipment fill S-level for pacing items (para 5-10). (Disregard if no pacing items.)

(1) Identify those LINs that are pacing items.

(2) Based on Step 3, identify which of the pacing items has the lowest calculated S-level. That is the S-level for pacing items.

g. Step 7. Compute the unit S-level.

(1) S-1. If the percentage of S-1 LINs (Step 5) is equal to or greater than 90 percent, the unit S-level is S-1 unless a pacing item (Step 6) is less than S-1. Then the unit S-level is equal to the pacing item S-level.

(2) S-2. If the percentage of S-1 LINs is less than 90 percent but the total of the percentages of S-1 LINs and S-2 LINs (Step 5) is equal to or greater than 85 percent, the unit S-level is S-2, unless a pacing item (Step 6) is lower than S-2. Then the unit S-level is equal to the pacing item S-level.

(3) S-3. If the percentage of S-1 LINs plus the percentage of S-2 LINs is less than 85 percent, but the total of the percentages of S-1 LINs, S-2 LINs and S-3 LINs (Step 5) is equal to or greater than 80 percent, the unit S-level is S-3, unless a pacing item (Step 6) is S-4. Then the unit S-level is equal to S-4.

(4) S-4. . If the percentage S-4 LINs is greater than 20 percent, then the unit S-level is S-4.

h. Step 8. Identify your unit ERC B/C (MTOE units) LINs or those LINs not listed in EM 0007, appendix B (TDA units), and their required quantities. Note: Subtract LINs exempted in accordance with appendix F that are below the S-3 level of fill. APS MTOE LINs that are TAT/NAP are exempt, regardless of the S level (see appendix F).

i. Step 9. Identify quantities of ERC B and ERC C equipment on hand to count against the required ERC B/C quantities above. Count authorized substitutes and approved ILOs. Any LIN not counted against a required quantity in this step or in Step 2 is considered excess to the authorization document for unit status reporting EOH computations.

j. Step 10. Determine an S-level for each ERC B/C LIN. Use the same methodology as for ERC A/P LINs in Step 3.

k. Step 11. The S-level for ERC B/C LINs will be entered in ERC B and C, equipment field, block 17b. Total number of reportable ERC B and C LINs=____. Number LINs S-1=____. Number LINs S-2=____. Number LINs S-3=____. Number LINs S-4=____.

Table 5-2
Equipment on hand criteria (low density individual LINs, 20 or less items, includes pacing items)

LINs	S-1	S-2	S-3 (Equipment)	S-3 (Aircraft)	S-4
20	20-18	17-16	15-13	15-12	Less than: 13-Equipment 12-Aircraft
19	19-17	16-15	14-12	14-11	Less than: 12-Equipment 11- Aircraft
18	18-17	16-14	13-12	13-11	Less than: 12-Equipment 11-Aircraft
17	17-16	15-14	13-11	13-10	Less than: 11-Equipment 10-Aircraft
16	16-15	14-13	12-10	12-10	Less than: 10-Equipment 10-Aircraft
15	15-14	13-12	11-10	11-9	Less than: 10-Equipment 9-Aircraft
14	14-13	12-11	10-9	10-8	Less than: 9-Equipment 8-Aircraft

**Table 5-2
Equipment on hand criteria (low density individual LINs, 20 or less items, includes pacing items)—Continued**

LINs	S-1	S-2	S-3 (Equipment)	S-3 (Aircraft)	S-4
13	13-12	11-10	9	9-8	Less than: 9-Equipment 8-Aircraft
12	12-11	10	9-8	9-7	Less than: 8-Equipment 7-Aircraft
11	11-10	9	8-7	8-7	Less than: 7-Equipment 7-Aircraft
10	10-9	8	7	7-6	Less than: 7-Equipment 6-Aircraft
9	9	8-7	6	6-5	Less than: 6-Equipment 5-Aircraft
8	8	7-6	5	5	Less than: 5-Equipment 5-Aircraft
7	7	6	5	5-4	Less than: 5-Equipment 4-Aircraft
6	6	5	4	4	Less than: 4-Equipment 4-Aircraft
5	5	4	3	3	Less than: 3-Equipment 3-Aircraft
4	4	3	2	2	1 or 0-Equipment 1 or 0-Aircraft
3	3	-	2	2	1 or 0-Equipment 1 or 0-Aircraft
2	2	-	1	1	0-Equipment 0-Aircraft
1	1	-	-	-	0-Equipment 0-Aircraft

5-11. Completing equipment on hand portions in the RPTDUIC section (Joint reporting requirements) and the ARMTRPT section (Army unique requirements) on PC-ASORTS menu screens

a. EQSUPPLY Set in the RPTDUIC section (see fig 5-2).

(1) *ESRAT (S-level) field.* Enter the S-level determined in Step 7, paragraph 5-10. If there is no reportable equipment, enter "1" or if HQDA/command has directed/authorized use of an S-5 level, enter "5." Note: For units with pacing items, the S-level cannot be higher than the lowest pacing item S-level.

(2) *ESRES (reason S-level not 1) field.* If the entry in the ESRAT set is not a "1," then enter the equipment on hand code from appendix E that shows the main reason the S-level is not "1"; otherwise, leave it blank.

PC-ASORTS v119

UNCLASSIFIED

UIC: WABCAA

Equipment Availability Status

RICDA: 20050315

Equipment On-Hand (EQOHDATA)		Rmk
ERC A & P LINS		
Total Equipment ERC A & P	EHRDN:	28
Number LINS at Level 1	EHRD1:	[22]
Number LINS at Level 2	EHRD2:	[3]
Number LINS at Level 3	EHRD3:	[1]
Number LINS at Level 4	EHRD4:	[2]
Pacing Item Rating	PIRAT:	[1]
From Equipment Condition Data / Equipment Condition Status	PIEMC:	099
ERC B & C LINS		
Total Equipment ERC B & C	EHRDNBC:	28
Number LINS at level 1	EHRDBC1:	[22]
Number LINS at level 2	EHRDBC2:	[3]
Number LINS at level 3	EHRDBC3:	[2]
Number LINS at level 4	EHRDBC4:	[1]
Overall Equipment Availability Assessment (EQSUPPLY)		
Equipment & Supplies On-Hand Level	ESRA1:	[2]
Reason Level not 1	ESRES:	[S03]
Second EOH Level	ESRAT2:	[2] *
F4 Enter Remark	J Remark Entered	
* FF Units Should Submit.		

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 5-2. Equipment availability data (unclassified screenshot example)

b. EQOHDATA set in the ARMYRPT section (see fig 5-2).

(1) EHRDN (total number of ERC A&P LINS) field. Use data from Step 4. If none, leave blank. Sum of EHRD1, EHRD2, EHRD3 and EHRD4.

(2) EHRD1 (number of LINS rated 1) field. Use data from Step 4. If none, leave blank.

(3) EHRD2 (number of LINS rated 2) field. Use data from Step 4. If none, leave blank.

(4) EHRD3 (number of LINS rated 3) field. Use data from Step 4. If none, leave blank.

(5) EHRD4 (number of LINS rated 4) field. Use data from Step 4. If none, leave blank.

(6) PIRAT (lowest pacing item S-level) field Use data from Step 6. If a unit has no pacing items, leave blank.

c. ERC B and C LINS in ARMYRPT set (see fig 5-2).

(1) EHRDNBC (total number of ERC B and C LINS). Use data from Step 11. If none, leave blank. EHRDNBC is the sum of EHRDBC1, EHRDBC2, EHRDBC3 and EHRDBC 4.

(2) EHRDBC1 (number of LINS rated S-1) field. Use data from Step 11. If none, leave blank.

(3) EHRDBC2 (number of LINS rated S-2 field). Use data from Step 11. If none, leave blank.

(4) EHRDBC3 (number of LINS rated S-3) field. Use data from Step 11. If none, leave blank.

(5) EHRDBC4 (number of LINS rated S-4) field. Use data from Step 11. If none, leave blank.

5-12. Mandatory entries for all measured units

a. Pacing item status report, 2PIESTAT set (see fig 5-3) (disregard if unit has no pacing items). Units with pacing items will identify the status of all pacing items on the 2PIESTAT report in the following format: PILIN (LIN, an alpha character and 5 numbers), PINAME (enter the nomenclature for pacing item from unit's property book or from PBUSE, using 1-24 characters), PILOC (if at home station, use "home" or pick from a list of locations generated by PC-ASORTS), PIREQ (three digits), PIAUT (three digits) and PIOH (three digits). Note: After completing the 2PIESTAT set, select F10 to save this data for use when completing the 2PIERRAT set (see para 6-7).

UNCLASSIFIED							
Operational Percentage Report							
UIC: WABCAA				Report-date: 20050315			
DE-	PILIN	PINAME	PILOC	PIREQ	PIAUT	PIOH	PIEQRPT
1	[H57642]	[M109A6 HOWITZER]	[HOME]	[18]	[18]	[18]
2	[]]	[[[[
3	[]]	[[[[
4	[]]	[[[[
5	[]]	[[[[
6	[]]	[[[[
7	[]]	[[[[
8	[]]	[[[[
9	[]]	[[[[
10	[]]	[[[[
11	[]]	[[[[
12	[]]	[[[[
13	[]]	[[[[
14	[]]	[[[[
15	[]]	[[[[
16	[]]	[[[[
17	[]]	[[[[
18	[]]	[[[[
19	[]]	[[[[
20	[]]	[[[[
21	[]]	[[[[
22	[]]	[[[[
23	[]]	[[[[
24	[]]	[[[[
25	[]]	[[[[
26	[]]	[[[[
27	[]]	[[[[
28	[]]	[[[[
29	[]]	[[[[
30	[]]	[[[[

Equipment Location: HOME
 PILOC:Equipment Location. If at home station use HOME or pick from list via P2

ALT-I = Insert Blank Line ALT-D = Delete a Line P2=Pick List for PILOC
 F5=Prioritize Data F7=PILOC='HOME' F8=Compute Percent(Mathenatically)

Esc = EXIT NO SAVE	F10 = EXIT AND SAVE
-----------------------	------------------------

Figure 5-3. Pacing item status report (2PIESTAT set) (unclassified screenshot example)

b. Equipment that is S-Level 4, 2ERCFOUR set (see fig 5-4) (disregard if no S-4 LINS). Commanders of battalion size and smaller units with ERC P and ERC A S-4 LINS will list their most critical ERC P and ERC A S-4 LINS (TDA units, see para 5-3b.) If pacing items are S-4, they must be listed again in this set. LINS will be listed in descending order of critical need, with the most critical LIN listed first. List at least 25 LINS, or list all LINS if fewer than 25 LINS are S-4. Additional S-4 LINS (exceeding 25) may be included in this rank ordered list at the commander's option. Follow the format shown on the applicable NetUSR menu screens.

PC-ASORTS v119

UNCLASSIFIED

Equipment that is S-Level-4

UIC: WABCAA Report date: 20050315

-DE-	ERCA4LN	ERC	ERCAREQ	ERAAUTH	ERCON
1	[134677]	[A]	[10]	[10]	[5]
2	[N66652]	[P]	[1]	[1]	[]
3	[]	[]	[]	[]	[]
4	[]	[]	[]	[]	[]
5	[]	[]	[]	[]	[]
6	[]	[]	[]	[]	[]
7	[]	[]	[]	[]	[]
8	[]	[]	[]	[]	[]
9	[]	[]	[]	[]	[]
10	[]	[]	[]	[]	[]
11	[]	[]	[]	[]	[]
12	[]	[]	[]	[]	[]
13	[]	[]	[]	[]	[]
14	[]	[]	[]	[]	[]
15	[]	[]	[]	[]	[]
16	[]	[]	[]	[]	[]
17	[]	[]	[]	[]	[]
18	[]	[]	[]	[]	[]
19	[]	[]	[]	[]	[]
20	[]	[]	[]	[]	[]
21	[]	[]	[]	[]	[]
22	[]	[]	[]	[]	[]
23	[]	[]	[]	[]	[]
24	[]	[]	[]	[]	[]
25	[]	[]	[]	[]	[]
26	[]	[]	[]	[]	[]
27	[]	[]	[]	[]	[]
28	[]	[]	[]	[]	[]
29	[]	[]	[]	[]	[]
30	[]	[]	[]	[]	[]

ERC A & P (EMRD4): 2 LINS Required

Use Cursor Keys/PageUp/PageDown/Tab
 ALT-I = Insert Blank Line ALT-D = Delete a Line F9=View Loaned LINS
 F5=Prioritize Data

Esc = EXIT NO SAVE

F10 = EXIT AND SAVE

Figure 5-4. Equipment that is S-Level 4 (2ERCFOUR set) (unclassified screenshot example)

c. Equipment shortage report, 2EOHSHRT set (see fig 5-5).

(1) Commanders of battalion size and smaller units with S-2 and S-3 ERC A/P LINS will list their most critical ERC A and ERC P S-2 and S-3 LINS. (for TDA units, see para 5-3b.) If pacing items are S-2 or S-3, they must be listed again in this set. LINS will be listed in descending order of critical need with the most critical LIN listed first. List at least 25 LINS, or list all LINS if fewer than 25 LINS are S-2/S-3. Additional S-2/S-3 LINS (exceeding 25) may be included in this rank ordered list at the commander's option. Follow the format shown on the applicable NetUSR menu screens.

UNCLASSIFIED						
Equipment Shortage Report						
UIC: WABCAA				Report date: 20050315		
-DE-	EOLIN	ERC	QTYREQ	QTYAUTH	QTYOH	
1	[Z65246]	[X]	[9]	[9]	[7]	
2	[40744]	[]	[30]	[30]	[20]	
3	[]	[]	[]	[]	[]	
4	[]	[]	[]	[]	[]	
5	[]	[]	[]	[]	[]	
6	[]	[]	[]	[]	[]	
7	[]	[]	[]	[]	[]	
8	[]	[]	[]	[]	[]	
9	[]	[]	[]	[]	[]	
10	[]	[]	[]	[]	[]	
11	[]	[]	[]	[]	[]	
12	[]	[]	[]	[]	[]	
13	[]	[]	[]	[]	[]	
14	[]	[]	[]	[]	[]	
15	[]	[]	[]	[]	[]	
16	[]	[]	[]	[]	[]	
17	[]	[]	[]	[]	[]	
18	[]	[]	[]	[]	[]	
19	[]	[]	[]	[]	[]	
20	[]	[]	[]	[]	[]	
21	[]	[]	[]	[]	[]	
22	[]	[]	[]	[]	[]	
23	[]	[]	[]	[]	[]	
24	[]	[]	[]	[]	[]	
25	[]	[]	[]	[]	[]	
26	[]	[]	[]	[]	[]	
27	[]	[]	[]	[]	[]	
28	[]	[]	[]	[]	[]	
29	[]	[]	[]	[]	[]	
30	[]	[]	[]	[]	[]	

Use Cursor Keys/PageUp/PageDown/Tab
 ALT-I = Insert Blank Line ALT-D = Delete a Line F9=View Loaned LINS
 F5=Prioritize Data

Esc = EXIT NO SAVE	F10 = EXIT AND SAVE
-----------------------	------------------------

Figure 5-5. Equipment shortage report (2EOHSHRT set) (unclassified screenshot example)

(2) Units that are short equipment items for any ERC B/C LINS (may include LINS at EOH level 1, 2, 3 and 4) will list 15 of those LINS in descending order of critical need with the most critical LIN listed first. If the unit has shortages in fewer than 15 ERC B/C LINS, then list all shortage ERC B/C LINS. Follow the format shown on the applicable NetUSR menu screens

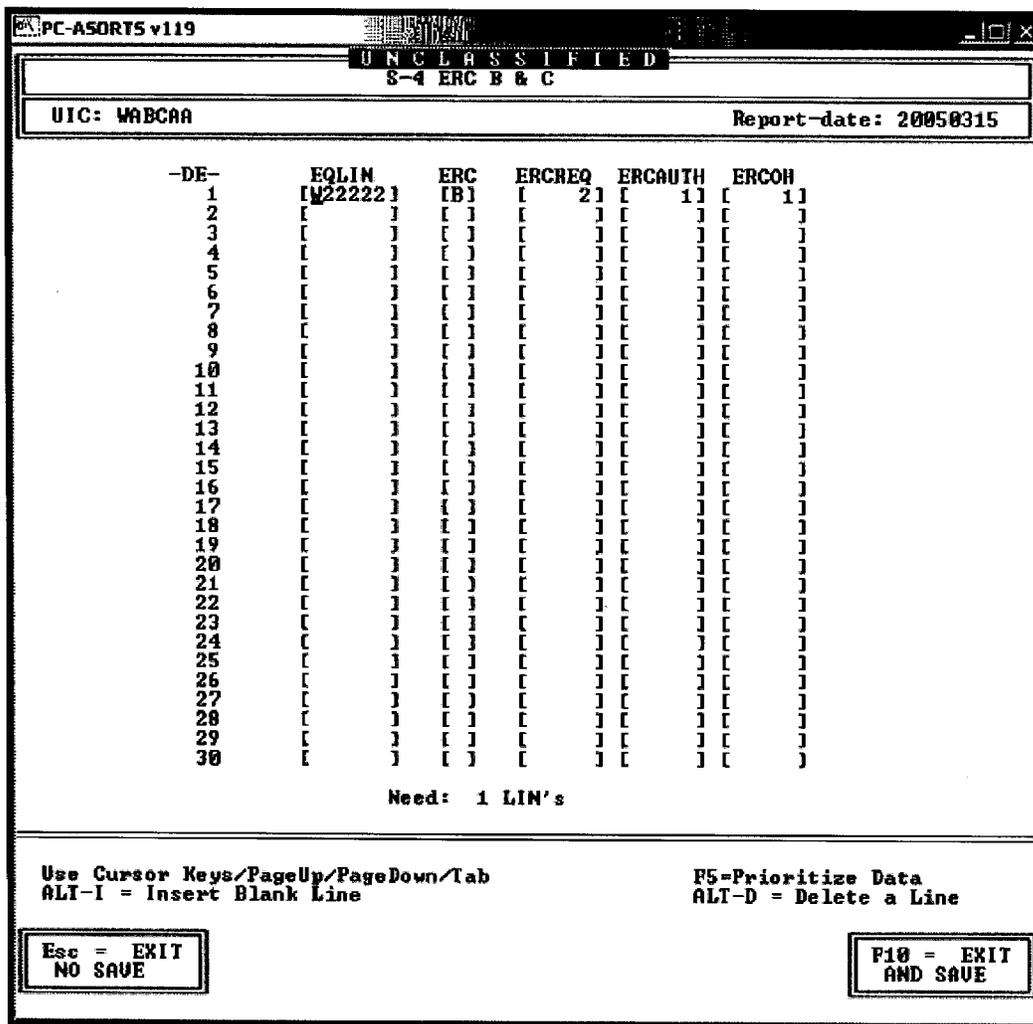


Figure 5-6. S-4 ERC B & C LINs report (unclassified screenshot example)

(3) Narrative remarks may also be provided to clarify a unit's EOH status. This is the only place (the LABEL/GENTEXT remarks set) where equipment status of any ERC may be addressed. For example, a commander can provide a more descriptive analysis regarding the nature of shortages resulting from stay behind equipment (SBE) left in the theater. The four SBE categories are: CAT 1: SRC to SRC-short term; CAT 2: SRC to SRC-long term; CAT 3: unit to unit-short term; and CAT 4: unit to unit-long term. Commanders may address shortages of ERC B and C items that are S-4 and exceed the 90 LIN capacity of the 2EOHSHRT set, and they may also list other ERC B and C shortages they consider combat essential.

d. Borrowed and loaned equipment report, GENTEXT remark label ESRAT (see fig 5-7).

(1) Equipment and quantity borrowed from another unit with the intent and/or purpose of being used by the gaining unit for deployment will be reported by LIN.

(2) Equipment and quantity loaned to another unit, and not recoverable by the loaning unit in time to meet the unit's deployment timeline (see para 3-3c) will be reported by LIN.

(3) ERC A or P equipment in-transit or deployed, and not recoverable by the measured unit in time to meet the unit's deployment timeline (see para 3-3c), will be reported by LIN as well as quantity deployed in the Loaned Equipment field.

(4) ILO items that meet the criteria outlined in paragraph 5-4, and are applied against a prime LIN will be reported in the borrowed and loaned equipment report. Units will list the ILO LIN, the prime LIN, and quantity the ILO LIN is applied against. Nontype classified items used as an ILO LIN will be reported using the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, designated local LIN that identifies the item in the property book.

PC-ASORTS v119

UNCLASSIFIED
Borrowed & Loaned Equipment

UIC: WABCAA Report-date: 20050315

DE-	Borrowed Equip.	Qty.	Loaned Equip.	Qty.	In Lieu of Equip.	Qty.	ILOFOR Equip.	Qty.
1	[A12749]	[2]	[B98712]	[2]	[]	[]	[]	[]
2	[]	[]	[L22132]	[2]	[]	[]	[]	[]
3	[]	[]	[]	[]	[]	[]	[]	[]
4	[]	[]	[]	[]	[]	[]	[]	[]
5	[]	[]	[]	[]	[]	[]	[]	[]
6	[]	[]	[]	[]	[]	[]	[]	[]
7	[]	[]	[]	[]	[]	[]	[]	[]
8	[]	[]	[]	[]	[]	[]	[]	[]
9	[]	[]	[]	[]	[]	[]	[]	[]
10	[]	[]	[]	[]	[]	[]	[]	[]
11	[]	[]	[]	[]	[]	[]	[]	[]
12	[]	[]	[]	[]	[]	[]	[]	[]
13	[]	[]	[]	[]	[]	[]	[]	[]
14	[]	[]	[]	[]	[]	[]	[]	[]
15	[]	[]	[]	[]	[]	[]	[]	[]
16	[]	[]	[]	[]	[]	[]	[]	[]
17	[]	[]	[]	[]	[]	[]	[]	[]
18	[]	[]	[]	[]	[]	[]	[]	[]
19	[]	[]	[]	[]	[]	[]	[]	[]
20	[]	[]	[]	[]	[]	[]	[]	[]
21	[]	[]	[]	[]	[]	[]	[]	[]
22	[]	[]	[]	[]	[]	[]	[]	[]
23	[]	[]	[]	[]	[]	[]	[]	[]
24	[]	[]	[]	[]	[]	[]	[]	[]
25	[]	[]	[]	[]	[]	[]	[]	[]
26	[]	[]	[]	[]	[]	[]	[]	[]
27	[]	[]	[]	[]	[]	[]	[]	[]
28	[]	[]	[]	[]	[]	[]	[]	[]
29	[]	[]	[]	[]	[]	[]	[]	[]
30	[]	[]	[]	[]	[]	[]	[]	[]

ALT-D Delete a Line ALT-I Insert a Line

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 5-7. Borrowed, loaned and sub/ILO equipment report (unclassified screenshot example)

(5) Substitute items that are on hand against a valid ERC A or P shortage, which the commander did not include in the EOH calculations (see para 5-4g), will be reported. List the Sub LIN (in the ILO field), quantity on hand as sub, the prime LIN (in the ILOFOR field), and the quantity zero.

5-13. NBC equipment status reporting

a. The GSORTS CJCSI and CJCSM require measured units to determine and report an overall chemical and biological defense (CBD) resource and training (CBDRT) level, a CBDRT equipment and supplies on hand level (CBDRT S-level) and a CBDRT training level (CBDRT T-level). The data required to establish these CBDRT levels is determined from the corresponding NBC status data reported by Army units in the USR in accordance with the provisions of this paragraph (the NBC S-level), paragraph 7-6 (the NBC T-level) and paragraph 9-1c (the overall NBC-level). Commanders subjectively assess the status of CBD equipment and training in their units to determine the NBC S-level and the NBC T-level, respectively. The overall NBC level is the lower (worst case) of these two levels, except that NBC S-6 levels are discarded.

b. To determine the unit's NBC S-level, assess the readiness of the unit to perform its wartime mission under chemical or biological conditions based on the availability and condition of required NBC equipment and supplies. Determine equipment readiness/serviceability of available NBC equipment and supplies in accordance with the applicable publication (that is, based on the fully mission capable (FMC) standard in the applicable technical manual-10/20 series). Commanders will consider as available only the NBC equipment and supplies that are currently on hand in the unit and/or that are currently under the operational control of the unit. Consider centrally stored NBC equipment items

and supplies earmarked for use by the unit as available and operational/serviceable only if so stipulated in formal command directives. Apply the descriptive criteria in table 5-3 to select the most applicable NBC S-level (1, 2, 3, 4 or 5). For determinations other than NBC S-1, unit commanders are required to address specific deficiencies or shortages of NBC equipment items that are needed to meet the unit's wartime or primary mission requirements in GENTEXT remarks in the NBC Status and Environmental Factors Reports. Additionally, unit commanders who determine NBC S-levels other than S-1 for their units must enter a reason code from table E-7 in the NBC "NBCEQRES" field to explain the deficiency (see figs 5-8 and 5-9).

Table 5-3
Descriptive criteria for determining the NBC S-level

NBC S-level	Description
1	Sufficient operational/serviceable NBC equipment and supplies are currently on hand or available to the unit to undertake the full wartime or primary mission for which it is organized or designed. The status of on hand or available NBC equipment and supplies will neither limit flexibility in methods for mission accomplishment nor increase vulnerability of unit personnel or equipment. The unit does not require any NBC equipment or supplies to correct deficiencies.
2	Sufficient operational/serviceable NBC equipment and supplies are currently on hand or available to the unit to undertake most of the wartime or primary mission for which it is organized or designed. The status of on hand or available NBC equipment and supplies may cause isolated decreases in flexibility in methods for mission accomplishment but will not increase vulnerability of unit personnel or equipment in most envisioned operational scenarios. The unit would require few, if any, items of NBC equipment or supplies to correct deficiencies.
3	Sufficient operational/serviceable NBC equipment and supplies are currently on hand or available to the unit to undertake many, but not all, portions of the wartime or primary mission for which it is organized or designed. The status of on hand or available NBC equipment and supplies will result in a significant decrease in flexibility for mission accomplishment and will increase vulnerability of the unit under many, but not all, envisioned operational scenarios. The unit would require a significant number of NBC equipment items or quantity of NBC supplies to correct deficiencies.
4	An insufficient number of operational/serviceable NBC equipment and/or inadequate quantity of NBC supplies are on hand or available to the unit. The unit requires additional NBC equipment and supply assets to undertake its wartime or primary mission, but may be directed to undertake portions of the wartime or primary mission at its current level of resourcing.
5	As the result of a HQDA directed resource action or program (for example, the Army's Chemical Defense Equipment Go-To-War Program) impacting on the availability to the unit of operational/serviceable NBC equipment and supplies, the unit is not prepared to undertake its wartime or primary mission in an NBC environment. Note: Reporting NBC S-5 must be authorized by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and/or HQDA.
6	The readiness/serviceability and/or availability status of NBC equipment or supplies required by the unit to operate and survive in a NBC environment is not measurable or cannot be determined. Note: NBC S-6 levels are discarded in determining the overall NBC level. (Also see para 5-7 regarding equipment not on site.)

PC-ASORTS v119 UNCLASSIFIED

NBC Status and Environmental Factors Report

UIC: WABCAA Report-Date: 20050315

NBC Training Rating	NBCING: 1
NBC Training Days	TNGDYREQ: {12} ✓
NBC Training Days Reason Code	NBCTNGRES: []

NBC Equipment Rating	NBCEQ: {3}
NBC Equipment Rating Reason Code	NBCEQRES: {SRA}

SUBMIT ONLY WHEN REQUIRED BY HQDA

Warm Weather Training	WARM WX TRG: 1	{00}
Cold Weather Training	COLD WX TRG:	{ }

Enter NBC Training Days Required for Full MEIL

F6=NBC Training Rnks

F7=Warm Wx Trng Rnks

F8=Cold Wx Trng Rnks

F9=NBC Equipment Rnks

✓ = Remark in USR

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 5-8. NBC status and environmental factors reports (unclassified screenshot example)

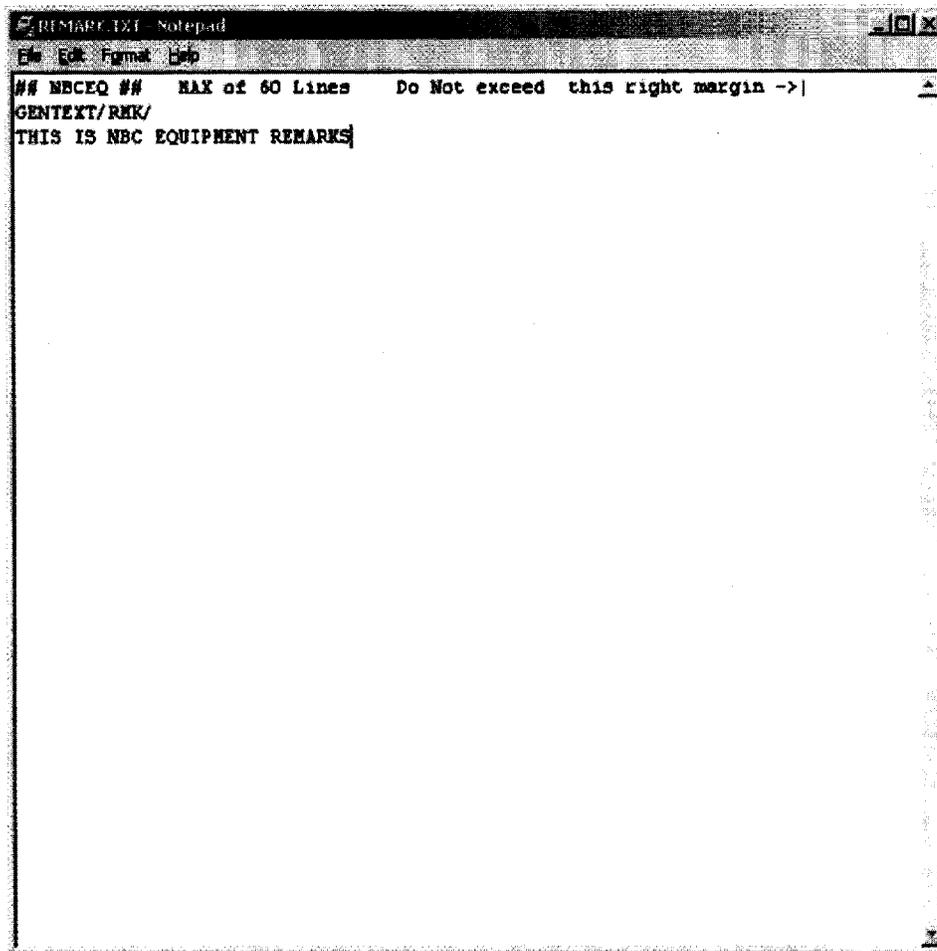


Figure 5-9. NBC equipment remarks example

Chapter 6 Equipment Readiness Data

6-1. General

Units determine and report equipment readiness level (R-level) in the USR in accordance with the provisions of this chapter. The unit's R-level indicates how well the unit is maintaining its on hand equipment. For USR purposes, equipment is considered operationally ready if it is determined to be "fully mission capable" (FMC) in accordance with the standards prescribed in the applicable technical manual (see "not ready if" column of the preventative maintenance checks and services (PMCS) in the technical manual (TM)-10/20 series). Determine the aggregate R-level, regardless of ERC, for all reportable equipment on hand. Determine a separate R-level for each on hand pacing item (ERC P) LIN. 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 each pacing item LIN. The unit's overall R-level is equal to the lowest of these R-levels.

6-2. Determine reportable equipment

Reportable items of equipment are those designated as reportable in the most current version of the Maintenance Master Data File (MMDF). The MMDF is maintained by the U.S. Army Materiel Command's Logistics Support Activity (USAMC LOGSA) under the direction of the HQDA ODCS, G-4. LOGSA updates the MMDF semiannually and electronically publishes the most current version on its Web site at: https://www.logsa.army.mil/pam700/700-1.pdf#3_7. Do not include Reserve Component Hospital Decrement or the AC DEPMEDS Hospital Decrement equipment in calculations. A decision support chart illustrating the relationship of the various Army criteria for determining the equipment items whose operational status should be used in R-level calculations is provided at figure 6-1.

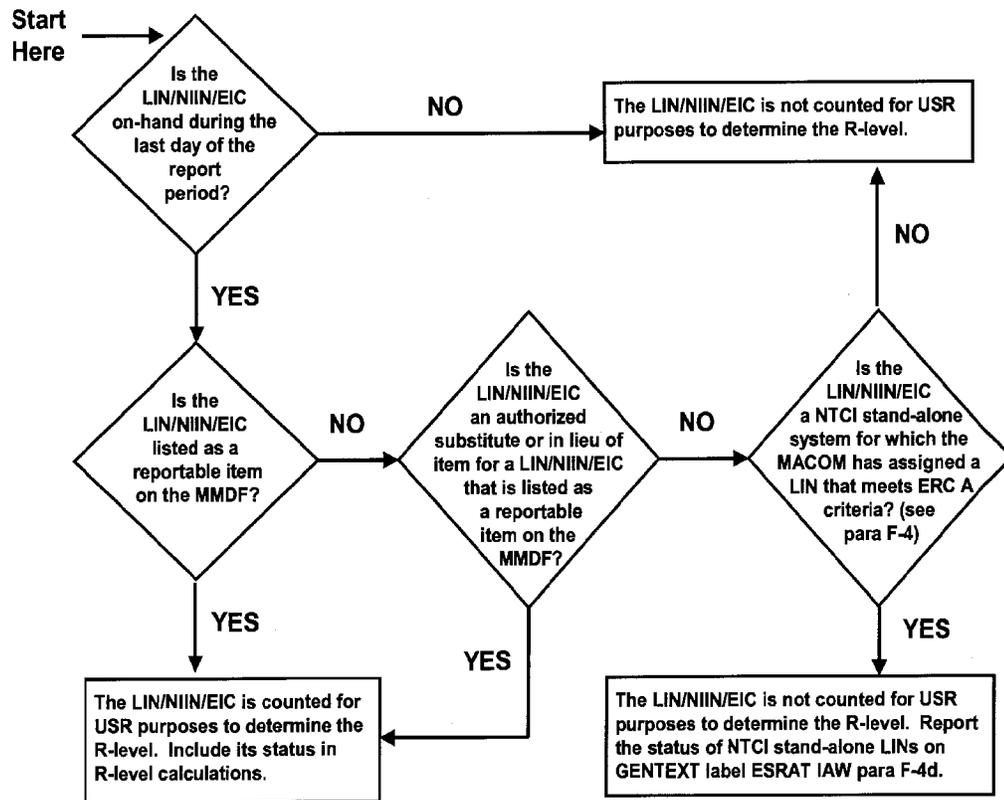


Figure 6-1. Determining which equipment items should be included in R-Level (ER) calculations

6-3. Basis for the R-level computation

a. During peacetime, the R-level computation will be based on available and possible hours/days, as determined from the Army Materiel Status System (AMSS) Feeder Data to DA Form 2715 reports, or the Installation Materiel Conditions Status Reporting System (IMCSRS), or from DA Forms 1352, 2406 or 3266-1, with the same cut off date as the R-level. The responsible ACOM/ASCC/DRU, and/or DARNG/NGB, when applicable, may request temporary exemption or policy exception for RC units that cannot comply with the monthly reporting requirement due to shortages of full-time maintenance technicians or problems involving the timeliness or availability of the monthly AMSS feeder data.

b. During call up, mobilization, deployment or employment, an "as of" time procedure will be used.

c. The equipment readiness computation procedures for reportable medical equipment sets/assemblages are specified in AR 40-61.

6-4. Determine available hours/days

a. Aircraft and some missile systems are rated in hours. In most instances, equipment items rated in hours are unit-pacing items and will require a stand-alone computation. Units that have a mix of equipment rated in hours and days will convert the available hours for equipment rated in hours to available days. Then add the days to the equipment rated in days in the "all on hand reportable equipment" calculation. Compute each pacing item separately, whether rated in hours or days.

b. Equipment to be included in R-level computations for all on hand reportable equipment and for pacing (ERC P) items will include substitute and ILO equipment. Substitute and ILO items of equipment included in the R-level computation must meet the requirements for substitute and for ILO items per paragraph 5-4. If a substitute or ILO item is not reportable under AR 700-138, but is counted against a required and/or authorized LIN that is reportable in accordance with AR 700-138, take available hours/days for this equipment from DD Form 314 (Preventive Maintenance Schedule and Record) or AMSS feeder report. However, annotate these items only in the remarks block on DA Form 1352, DA Form 2406 and DA Form 3266-1 that are submitted to the USAMC Logistics Support Activity (LOGSA).

c. Compute the available days for all on hand reportable equipment by adding the individual equipment item available days on the DA Form 2406 and DA Form 3266-1.

d. Compute the available hours or days for each pacing item of equipment on the DA Form 1352, DA Form 2406 or DA Form 3266-1. Do not combine days and hours together.

6-5. Determining the equipment readiness level (R-level)

a. *Step 1.* Assemble the following references (as appropriate to the particular unit); DA Form 1352 (aircraft), DA Form 2406 (ground equipment less missiles), DA Form 3266-1 (missiles), MTOE or TDA for the unit and the Unit Level Logistics System (ULLS-A/G), printout if available.

b. *Step 2.* Identify all LINs and list their possible time and available time in hours or days as appropriate.

(1) Include all on hand reportable items in the list (ERC A/P, ERC B, ERC C, substitute, ILO, and excess) in accordance with AR 700-138.

(2) Identify all ERC P LINs to include those not in AR 700-138. Items being held as substitutes or in-lieu-of items for a required Pacing Item LIN, which meet the requirements for substitute and in-lieu-of in paragraph 5-4, will be counted as pacing items.

(3) If an item is an aircraft, note with "A/C."

c. *Step 3.* If you have a mix of equipment rated in hours and days, convert both the possible and available hours to possible and available days. (Divide hours by 24 and then round to the nearest whole number.)

d. *Step 4.* Note which items are pacing items.

e. *Step 5.* Compute a total of all possible equipment days or hours for each LIN.

f. *Step 6.* Compute a total of all available (actual) equipment days or hours for each LIN.

g. *Step 7.* For each pacing item LIN, divide the total available equipment days or hours by total possible equipment days or hours. Multiply by 100 and round to the nearest whole number.

h. *Step 8.* Using table 6-1, determine an R-level for each pacing item LIN. Identify which pacing item LIN has the lowest R-level.

i. *Step 9.* Add all possible days for all reportable equipment. Do the same for available days.

j. *Step 10.* Divide the total available equipment days by total possible equipment days. Multiply by 100 and round to the nearest whole number.

k. *Step 11.* Using table 6-1 (equipment other than aircraft metric), determine an R-level for total reportable equipment.

l. *Step 12.* Compare the R-level for all reportable equipment (step 11) to the lowest pacing item R-level (Step 7). The overall R-level is the lower of the two levels. (See example in figure 6-2.)

**Table 6-1
Level for percentage of equipment fully mission capable**

Level	1	2	3	4
Equipment other than aircraft	100-90%	89-70%	69-60%	less than 60%
Aircraft	100-75%	74-60%	59-50%	Less than 50%

LIN	POSS	AVAIL	PACING	PCT	R-LVL
A12345	60 Days	58 Days	NO	N/A	N/A
B54321	90 Days	85 Days	NO	N/A	N/A
C45678	8640 Hrs	7677 Hrs	YES	89%	R-2
	360 Days	320 Days			
E24680	720 Hrs	525 Hrs	YES (A/C)	73%	R-2
	30 Days *	22 Days *			
D98765	120 Days	114 Days	YES	95%	R-1
TOTAL	660 Days *	599 Days *		91%	R-1 *

R-level for lowest rated pacing item = R-2

Total for all equipment percentage = $599/660 = 91\%$ (R-1)

R-level for all reportable equipment = R-1

Overall R-level for the unit = R-2

* Note that the R-level for total equipment always is determined using the "Equipment other than aircraft" metric in Table 6-1, even in aircraft data is included in the totals.

Figure 6-2. Determining R-Levels for all reportable equipment (unclassified example)

6-6. Complete the equipment readiness portion of the RPTDUIC section (Joint Reporting Requirements) and the ARMYRPT section (Army Unique Requirements) on PC-ASORTS menu screens.

a. *EQCONDN* set in the RPTDUIC section (for Joint reporting requirements; see fig 6-3).

(1) *ERRAT* field (R-level). Enter the lower of the aggregate on hand reportable equipment R-level or individual pacing item R-level (step 12). If no reportable equipment, enter "1." If HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has directed/authorized the use of R-5, enter "5."

(2) *ERRES* field (reason R-level not 1). If entry in the ERRAT set is not "1," enter the appropriate reason code from appendix E. The code should be as descriptive as possible. As an example, R31, damaged/inoperative radar is more descriptive than R21, damaged/inoperative equipment.

PC-ASORTS v119

UNCLASSIFIED

UIC: WABCAA

Equipment Condition Status

RICDA: 20050315

Pacing Items Capability Assessment <EQMCRDAT>		Rnk
Percentage of On-Hand Equipment Fully Mission Capable	PERRY: [25]%	
Percentage of Pacing Items On-Hand Mission Capable	PIEMC: [099]%	
< From Equipment Supply Data / Equipment Availability Status >	PIRAT: 1	

Overall Equipment Condition Assessment <EQCONDN>	
Equipment Condition Level	ERRAT: [2]
Reason Level not 1	ERRS: [R02]

P4 Enter Remark ✓ Remark Entered

Esc = EXIT AND SAVE

F10 = EXIT AND SAVE

Figure 6-3. Equipment condition (EQCONDN) and mission capability (EQMCRDAT) sets (unclassified screenshot example)

b. *EQMCRDAT* set in the *ARMYRPT* section (Army Unique Requirements; see fig 6-3).

(1) *PERRY* (percentage of on hand equipment fully mission capable) field. Enter the aggregate R-level percentage computed for all on hand reportable equipment (includes all reportable equipment, regardless of ERC, including aircraft). If no reportable items, do not enter anything.

(2) *PIEMC* (percentage pacing item on hand fully mission capable) field. Enter the computed percentage of the lowest pacing item. If the unit has no pacing items required, do not enter anything. The *PIEMC* is the calculated FMC percentage of the lowest pacing item LIN as calculated in steps 7 and 8, paragraphs 6-5g and h. Valid entries are 0-100 percent.

6-7. Mandatory remarks for equipment readiness

a. *Pacing items operational percentage report, 2PIERRAT* set (see fig 6-4). Units with pacing items will identify the equipment readiness percentage of all pacing items in a pacing item field (disregard the set if no pacing items). Note: Select the *2PIERRAT* set from the main menu screen and enter the equipment readiness percentage in the *PIEQRPT* field for each equipment item listed. The other fields (*PILIN*, *PINAME*, *PILOC*, *PIREQ*, *PIAUT* and *PIOH*) should reflect the *2PIESTAT* data previously entered and saved (see para 5-12). Note: Select the *2PIERRAT* set from the main menu screen and enter the equipment readiness percentage in the *PIEQRPT* field for each equipment item listed. The other fields (*PILIN*, *PINAME*, *PILOC*, *PIREQ*, *PIAUT*, and *PIOH*) should reflect the *2PIESTAT* data previously entered and saved (see para 5-12).

PC-ASORTS v119

UNCLASSIFIED
Operational Percentage Report

UIC: WABCAA Report-date: 20050315

DE-	PILIN	PINAME	PILOC	PIREQ	PIAUT	PIOH	PIEQRPT
1	[057642]	[M109A6 HOWITZER] [HOME]	[18]	[18]	[18]	[]
2	[]	[]] []	[]	[]	[]	[]
3	[]	[]] []	[]	[]	[]	[]
4	[]	[]] []	[]	[]	[]	[]
5	[]	[]] []	[]	[]	[]	[]
6	[]	[]] []	[]	[]	[]	[]
7	[]	[]] []	[]	[]	[]	[]
8	[]	[]] []	[]	[]	[]	[]
9	[]	[]] []	[]	[]	[]	[]
10	[]	[]] []	[]	[]	[]	[]
11	[]	[]] []	[]	[]	[]	[]
12	[]	[]] []	[]	[]	[]	[]
13	[]	[]] []	[]	[]	[]	[]
14	[]	[]] []	[]	[]	[]	[]
15	[]	[]] []	[]	[]	[]	[]
16	[]	[]] []	[]	[]	[]	[]
17	[]	[]] []	[]	[]	[]	[]
18	[]	[]] []	[]	[]	[]	[]
19	[]	[]] []	[]	[]	[]	[]
20	[]	[]] []	[]	[]	[]	[]
21	[]	[]] []	[]	[]	[]	[]
22	[]	[]] []	[]	[]	[]	[]
23	[]	[]] []	[]	[]	[]	[]
24	[]	[]] []	[]	[]	[]	[]
25	[]	[]] []	[]	[]	[]	[]
26	[]	[]] []	[]	[]	[]	[]
27	[]	[]] []	[]	[]	[]	[]
28	[]	[]] []	[]	[]	[]	[]
29	[]	[]] []	[]	[]	[]	[]
30	[]	[]] []	[]	[]	[]	[]

Equipment Location: HOME
 PILOC:Equipment Location. If at home station use HOME or pick from list via F2

ALT-I = Insert Blank Line ALT-D = Delete a Line F2=Pick List for PILOC
 F5=Prioritize Data F7=PILOC='HOME' F8=Compute Percent(Mathematically)

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 6-4. Pacing item operational percentage report (2PIERRAT set) (unclassified screenshot example)

b. Operational percentage report, 2ERCERT Set (see fig 6-5). Commanders of battalion size or smaller units with an R-level not equal to R-1 will list the five most critical reportable LINS that reduce their R-level below R-1. If pacing items belong in this top five category, they must be listed again. LINS will be listed in descending order of criticality. Follow the formats shown on the 2ERCERT set example: ERCALIN (or appropriate ERC coded item to include B or P LINS), CERCANAM, ERPCT (two digit), and an S or M to designate whether the problem is primarily due to a maintenance work stoppage caused by a supply shortage (S) or a backlog of maintenance requirements (M).

UNCLASSIFIED				
Operational Percentage Report				
UIC: WABCAA			Report-date: 20050315	
-DE-	ERCLIN	CERCANAME	ERRPCT	RSN
1	[M12568]	[105MM GUN	[75]	[M]
2	[]	[]	[0]	[]
3	[]	[]	[0]	[]
4	[]	[]	[0]	[]
5	[]	[]	[0]	[]
6	[]	[]	[0]	[]
7	[]	[]	[0]	[]
8	[]	[]	[0]	[]
9	[]	[]	[0]	[]
10	[]	[]	[0]	[]
11	[]	[]	[0]	[]
12	[]	[]	[0]	[]
13	[]	[]	[0]	[]
14	[]	[]	[0]	[]
15	[]	[]	[0]	[]
16	[]	[]	[0]	[]
17	[]	[]	[0]	[]
18	[]	[]	[0]	[]
19	[]	[]	[0]	[]
20	[]	[]	[0]	[]
21	[]	[]	[0]	[]
22	[]	[]	[0]	[]
23	[]	[]	[0]	[]
24	[]	[]	[0]	[]
25	[]	[]	[0]	[]
26	[]	[]	[0]	[]
27	[]	[]	[0]	[]
28	[]	[]	[0]	[]
29	[]	[]	[0]	[]
30	[]	[]	[0]	[]

RSN = M - Backlog of maint. requirements, S - Supply shortage.

ALT-I = Insert Blank Line ALT-D = Delete a Line
 Use Cursor Keys F1-List Non-Reportable LINA F5 = Prioritize Data

Esc = EXIT NO SAVE	F10 = EXIT AND SAVE
-----------------------	------------------------

Figure 6-5. Operational percentage report (2ERCERT set) (unclassified screenshot example)

c. *FREE GENTEXT* remark label: *ERRAT*. Narrative remarks also will be provided to clarify a unit's equipment readiness status. Create a *FREE GENTEXT* remark with the Label: *ERRAT*, using the *FREE GENTEXT* Remark Set.

Chapter 7 Training Data

7-1. General

a. *Training-level (T-Level)*. T-level reflects the commander's assessment of unit proficiency in core tasks (also referred to as core mission essential tasks or core METS) when determining the unit's C-level and overall capability assessments in the "core tasks" mission category for all readiness reports. The commander also assesses unit proficiency in directed mission tasks (also referred to as directed mission essential tasks or DMETs) when determining the percent effective (PCTEF) level for a directed mission and/or the overall capability assessments for the "current operations" mission category or the "contingency operations" mission category (see appendix H).

(1) *Core tasks (core METs)*. The commander identifies core tasks or core METs by using the procedures in FM 7-1, chapter 3, to develop a mission essential task list (METL) for the mission(s) which the unit was organized or designed to doctrinally perform. That is, the commander develops a METL for the unit before assigned any directed mission,

like an OPLAN contingency or operational rotation. Tasks on this predirected mission METL are the unit's core tasks or core METs.

(2) *Directed mission tasks (DMETs)*. The commander identifies directed mission tasks or DMETs when his unit has been formally directed by a formal warning order (WARNORD), execution order (EXORD), or other formal tasking from HQDA, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or other authoritative mission source to plan, to prepare to execute, or to execute specific mission(s). Directed missions can range from major combat operations to providing humanitarian assistance or other types of stability and support operations and can include missions resulting from formal OPLAN assignments, taskings for quick reaction forces and/or nontitle 10 requirements (like state controlled missions for ARNG units). The commander identifies directed mission tasks by using the procedures in FM 7-1, chapter 3, to develop a METL for the directed mission. Tasks on the directed mission METL are the unit's directed mission tasks or DMETs. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and/or the next higher ADCON authority will ensure that directed mission requirements and external guidance are sufficient to guide METL development.

(3) *Reporting tasks*. Commanders at all levels report their units' core tasks and any directed mission tasks or DMETs in accordance with paragraph 7-2.

b. Assessing task proficiency.

(1) Each time the commander determines his unit's T-level for USR purposes, he first updates his assessment of his unit's proficiency in core tasks/METs and in directed mission tasks/DMETs, when the unit has been assigned a directed mission. As described in chapter 4 of FM 7-1 for METL assessment, each core task or directed mission task is assessed as trained (T), needs practice (P), or untrained (U) based on the unit's ability to perform the task under realistic operational conditions (like noise, smoke, NBC situations, and so forth) and by published standards contained in Mission Training Plans (MTP), the Army Universal Task List (AUTL), the Universal Joint Task List (UJTL), or other TRADOC/JFCOM training publications. Core task/MET proficiency assessments are used to establish the T-level that supports C-level and the overall capability assessment in the core tasks mission category determinations. Directed mission task/DMET proficiency assessments are considered when determining the percent effective (PCTEF) level for a directed mission and the overall capability assessments in the current operations and contingency operations mission categories.

(2) For tasks without published standards, commanders will establish standards using their professional judgment informed by related Army publications like field manuals; equipment technical manuals and technical circulars; local standing operating procedures; deployment or mobilization plans; and Army, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and local regulations.

(3) Commanders at all levels report their assessment of unit proficiency in core tasks/METs and directed mission tasks/DMETs in accordance with paragraph 7-2.

c. Steps in determining T-level. Based on his assessment of core task proficiency, the commander reports two distinct training status levels: T-METL (in accordance with para 7-3) and T-Days (in accordance with para 7-4). The unit's T-level is the lower (worse case) of these two status levels, subject to confirmation using the Training Event Execution Review (in accordance with para 7-5a(2)).

d. Training days. Commanders also indicate the number of training days within reported T-Days that are required to achieve proficiency in core tasks under NBC conditions: NBC T-Days (in accordance with para 7-6).

e. Reserve Component. Commanders of Reserve Component units also are required to report a premobilization training level: T-PRE MOB (in accordance with para 7-7).

7-2. Reporting METL tasks and task proficiency assessments

a. List core tasks/METs and directed mission tasks/DMETs on the applicable USR screen for reporting unit tasks. Distinguish core tasks/METS from directed mission tasks/DMETs, using the applicable task category check boxes. Check the task category box in the "COR" column for each core task and check the task category box in the "DMT" or DMET column for each directed mission task. One or both boxes must be checked for each task listed. Then indicate the proficiency assessment (T, P, or U) for each task in the applicable data fields. Note that core tasks/METs proficiency assessments support the T-level determination in accordance with paragraphs 7-3 and 7-5 and the overall capability assessment for the core tasks mission category, and that directed mission tasks/DMETs proficiency assessments support the PCTEF level determination in accordance with paragraphs 11-2 and 11-3 and the overall capability assessments for the current operations and contingency operations mission categories.

(1) *Standard language/numbering.* Whenever possible, list tasks using standard language and the task numbering system in the unit's MTP or FM 7-15. Enter the task number from one of these doctrinal training references and the associated task description in the applicable data fields on the applicable menu screen. Indicate the doctrinal training reference or source of the task (for example, MTP or AUTL) in the task reference field (REF).

(2) *Operational/strategic level tasks.* If the unit performs the tasks only at the operational or strategic level, then the commander may list the task using standard language and the task numbering system in CJCSM 3500.04D.

(a) Select the task that most closely resembles the task to be performed.

(b) Identify the applicable task code number. Single-digit listings (that is, SN 1: DOD/Service/interagency tasks; ST

1: Combatant Command tasks; OP 1: Theater/Area of Operations task; TA 1: Tactical-level tasks) are intended as “category headings,” designating broad functional task areas. In general, they should not be used to indicate the core task or directed mission task; although, in very rare situations single-digit listings can be considered when two-digit tasks would be so numerous to the point of being unmanageable. Two-, three-, and four-digit tasks allow for more specificity for indicating core tasks or directed mission tasks, and they should be used to effectively capture the requirements of a mission’s specified and implied tasks.

(c) Enter the UJTL task number using the appropriate data fields on the PC–ASORTS unit tasks menu screen. In the task reference field (REF), enter the two-letter prefix for the selected UJTL task (that is, SN, ST, OP, or TA). In the task number data field, enter the UJTL task number. In the task description data field, enter the task description contained in the UJTL.

(3) *Task Types.*

(a) If the unit’s task matches exactly a task described in the MTP, AUTL or UJTL, then the commander enters an “M” in the “task type” data field on the menu screen for unit tasks to indicate that the listed task is an exact match to the task in the doctrinal reference.

(b) If the unit’s task is locally developed and does not match exactly a task contained in the unit’s MTP, AUTL, or UJTL; then the commander enters the locally developed description of the task and the task number of the most closely related task found in either the MTP, AUTL, or UJTL. Additionally, the commander enters the letter “R” in the “task type” data field on the USR input screen for unit tasks to indicate that the task being reported is a local collective task listed with a related task number.

b. Commanders report their assessment of the unit’s overall task proficiency (T, P or U) for each of the unit’s tasks. Commanders also must report their Y, Q, or N capability assessments in accordance with the provisions of appendix H. Report task proficiency in the data field provided for that purpose on the menu screen for unit tasks. The USR input tool saves all task data (tasks and proficiency assessments) as a start point for the next required report.

c. Figure 7–1 outlines the task reporting process and figure 7–2 is a screenshot example showing task reporting by a notional battalion. The tasks and the task proficiency assessments shown in these figures are examples only that are used to show various task data entry options/possibilities and the associated calculations. They are not intended to depict the task or the task proficiency assessments of a typical Army unit.

THE METL TASK REPORTING PROCESS

STEP 1: Identify core tasks. Use procedures in FM 7-1, Chapter 3, to develop a mission essential task list (METL) for the mission(s) which the unit was organized or designed to perform IAW doctrine. Do not consider any directed missions, like an OPLAN contingency, operational deployment, state controlled requirements, etc. Tasks in this METL are core tasks.

STEP 2: List core tasks. Enter the tasks developed during STEP 1 on the PC-ASORTS menu screen for unit tasks. If possible, list tasks using task description and number from applicable MTP or AUTL. If task is performed only at the operational or strategic level, then list task using task description and number from the UJTL. Indicate the doctrinal reference or source for the task (i.e., MTP/CATS, AUTL or UJTL - either SN, ST, OP or TA) in the task reference (REF) field. If task is not in an MTP, AUTL, or UJTL; then list the locally developed task and enter "R" in the task type data field IAW para 7-2a(3).

STEP 3: Label tasks as "core tasks". Use the appropriate task category box to label each task as a core (COR) task for which the unit was organized or designed.

STEP 4: Assess task proficiency IAW chapter 4, FM 7-1 and indicate the assessment for each task on the menu screen IAW para 7-2. T = trained; P = needs practice; and U = untrained.

NOTE: When directed to plan, to prepare to execute, or to execute a specific mission(s) as described in para 7-1a(2), the commander repeats steps 1-4 above for the directed mission, except that in STEP 1 METL is developed for the directed mission, and in STEP 3 tasks are labeled as directed mission tasks (DMT). The concept for distinguishing tasks for USR purposes is illustrated below.

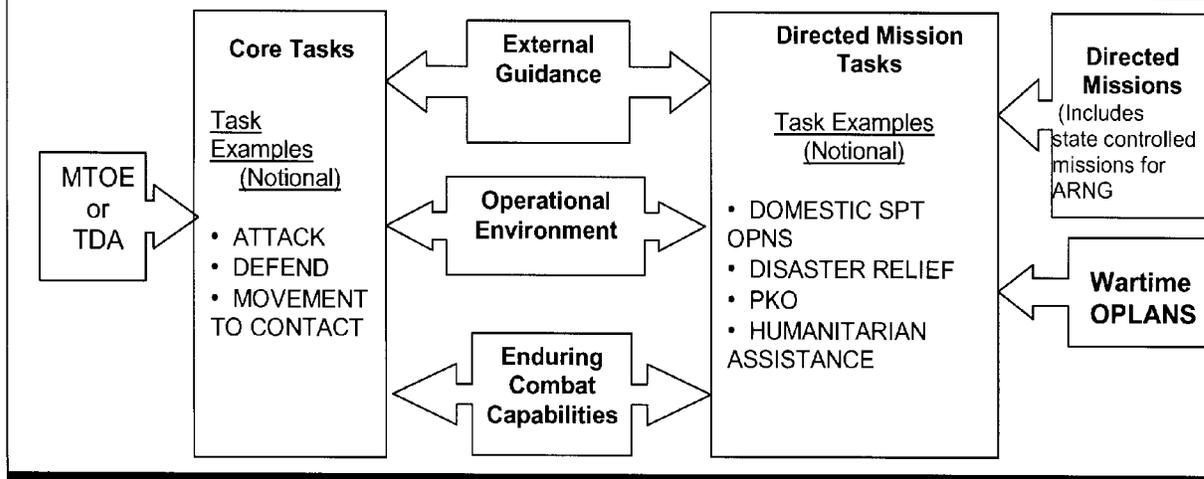


Figure 7-1. METL reporting process

PC-ASORTS v119

UNCLASSIFIED

Unit Tasks

UIC: WABCAA Report-date: 20050315

Task	Task Cat	C	D	I	Task Name
REF	Type	Task Number	R	T	U
[AULT][IR]	[2.1.2]	[X][X][I]	[]	[]	CONDUCT TACTICAL DEPLOYMENT/REDEPLOYMENT ACT
[MTP][I]	[7-1-1072]	[X][I][I]	[]	[]	CONDUCT A MOVEMENT TO CONTACT
[MTP][I]	[7-1-1000]	[X][I][I]	[]	[]	ATTACK BY FIRE
[MTP][I]	[07-1-1027]	[X][I][I]	[]	[]	CONDUCT A DEFENSE
[MTP][IR]	[07-1-4018]	[X][X][I]	[]	[]	CONDUCT SUSTAINMENT OPERATIONS
[MTP][I]	[07-1-5027]	[X][X][I]	[]	[]	CONDUCT COMMAND AND CONTROL OPERATIONS
[AULT][I]	[8.3.1.1]	[I][X][I]	[]	[]	CONDUCT PEACEKEEPING OPERATIONS
[AULT][I]	[8.3.4]	[I][X][I]	[]	[]	CONDUCT HUMANITARIAN AND CIVIC ASSISTANCE
[AULT][I]	[8.3.7.2]	[I][X][I]	[]	[]	CONDUCT ANTITERRORISM ACTIVITIES
[AULT][I]	[8.3.2]	[I][X][I]	[]	[]	CONDUCT FOREIGN INTERNAL DEFENSE OPERATIONS
[AULT][I]	[8.4.3.3.2]	[I][X][I]	[]	[]	CONDUCT CIVIL DISTURBANCE OPERATIONS
[AULT][I]	[1.2.4]	[I][X][I]	[]	[]	SUPPORT SENSITIVE SITE EXPLOITATION
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]

CORE <Wartime> Tasks < COR >		Directed Mission Tasks < DMT >	
# of Trained Tasks	1	# of Trained Tasks	5
# of Needs Practice Tasks	4	# of Needs Practice Tasks	4
# of UnTrained Tasks	1	# of UnTrained Tasks	0
Total # of Tasks	6	Total # of Tasks	9
CORE Tasks Percent	67	DMT Percent	85
T-METL Rating	2		

Task Source/Reference	Task Type	Task Category Codes
MTP AULT SN, ST, OP or TA <UJTL>	R - Related	COR - Core <COR> Tasks
	TPU Codes	DMT - Directed Mission Tasks
	T - Trained P - Needs Practice U - UnTrained	

F1=IMETL Help F2=AULT/UJTL List F3=AULT/UJTL <Pick List>
 Alt I=Insert a Blank Line F8=Recompute IMETL Alt D=Delete a Line

Esc = EXIT NO SAVE	F5 = Review Core Task List <COR> F6 = Review Directed Mission Tasks <DMT>	F10 = EXIT AND SAVE
-----------------------	--	------------------------

Figure 7-2. PC-ASORTS METL screenshot (unclassified screenshot example)

7-3. Determining T-METL

a. The T-METL status level reflects the percentage of the unit's core tasks that can be performed to standard. T-METL is calculated and reported automatically by PC-ASORTS after the commander enters his assessment of core task proficiency, as described in paragraph 7-2.

b. PC-ASORTS calculates T-METL as follows:

- (1) Value of assessed training is calculated by multiplying the number of core tasks assessed as T by 3, the number of core tasks assessed as P by 2, the number of core tasks assessed as U by 1, then summing the results.
- (2) Total possible value of training is calculated by multiplying the number of core tasks by 3.
- (3) The core task percent is calculated by dividing the assessed value of training by the total possible value of training, then multiplying the result by 100.
- (4) T-METL status level is determined by comparing the calculated T-METL percentage to the criteria in table 7-1.

Table 7-1
Translating the T-METL percentage into a T-METL status level

T-METL percentage determined	T-METL status level
85 percent or greater	T-1
65 percent to 84 percent	T-2
50 percent to 64 percent	T-3
Less than 50 percent	T-4

7-4. Determining T-Days

a. The T-days status level reflects the number of training days that the commander estimates is required for his/her unit to become fully trained on its core tasks, that is, for all core tasks to be assessed as “T” when performed under realistic operational conditions like noise, smoke, NBC situations, and so forth.

b. To estimate the number of training days needed to become fully trained on core tasks, the commander estimates the minimum amount of training events/activities required to raise the unit’s assessed proficiency in each core task to a “T” level. This estimate includes the time required to achieve and sustain proficiency on the critical individual, leader, and collective tasks that comprise performance of each core task. This estimate includes the number of days required to train on NBC tasks (see para 7-5) and, for RC units, the number of days required to achieve full proficiency on pre-mobilization training tasks (see para 7-6). This estimate does not include time needed to conduct field training exercises or command post exercises at levels of command higher than the measured unit.

(1) When estimating required training time, assume that continuous training (that is, 24 hours a day, 7 days a week) will be conducted in accordance with logical and reasonable restrictions and breaks required for reasons of safety and/or to accomplish essential administrative and logistics requirements.

(2) Base the estimate of required training days on current deployment plans and resources on-hand. When estimating required training time, consider only personnel and equipment assigned to the unit. Do not assume that existing personnel and equipment shortages will be filled or that additional training resources (ranges, ammunition, and training aids such as devices, simulators, and simulations) that are not currently available to the unit or that are not allocated in deployment/mobilization plans will become available before training starts.

(3) Consider training publications. When estimating required training days, consider training strategies, events, and methodologies that are detailed in ARTEP/MTP manuals and in Combined Arms Training Strategies (CATS). For commanders of units without ARTEP/MTP manuals, without CATS, or with unique mission essential tasks, the training and training management doctrine in FM 7-1 can assist in estimating required training time.

(4) Review recently executed training. Before finalizing the estimate of required training days, determine weapons qualification status (in accordance with para 7-8), determine NBC training status (in accordance with para 7-6), determine pre-mobilization training status (RC units in accordance with para 7-7), and review execution of previously planned training (in accordance with para 7-5a(2)).

c. Determine T-Days status level by comparing the estimated number of training days needed to become fully trained on core tasks to the criteria in table 7-2.

d. Report the number of training days required to become fully trained on core tasks and the corresponding T-Days status level in TWRC1, TRAINDAT SET (see fig 7-3). This estimate is provided to senior Army leaders, the Joint Staff, combatant commanders, joint force providers, global force managers, and other commanders, staffs, and agencies responsible for crisis response planning, deliberate or peacetime planning, and/or management of requirements to organize, train, and equip combat ready forces. For units reporting APS, PC-ASORTS/ASORTS will automatically enter "50."

Table 7-2
Estimating training days¹

T-Days/T-NBC/T-PRE MOB	1	2	3	4
Estimated training days	0-14	15-28	29-42	43 or more

Notes:

¹ Table 7-2 is used to convert the commander’s estimate of the following: required training days to become fully trained on core tasks into the T-days status level (para 7-4c); required training days for NBC proficiency into the T-NBC status level (para 7-6c(2)); and required training days for proficiency in tasks designated to be trained before mobilization into the T-PRE MOB status level (para 7-7a).

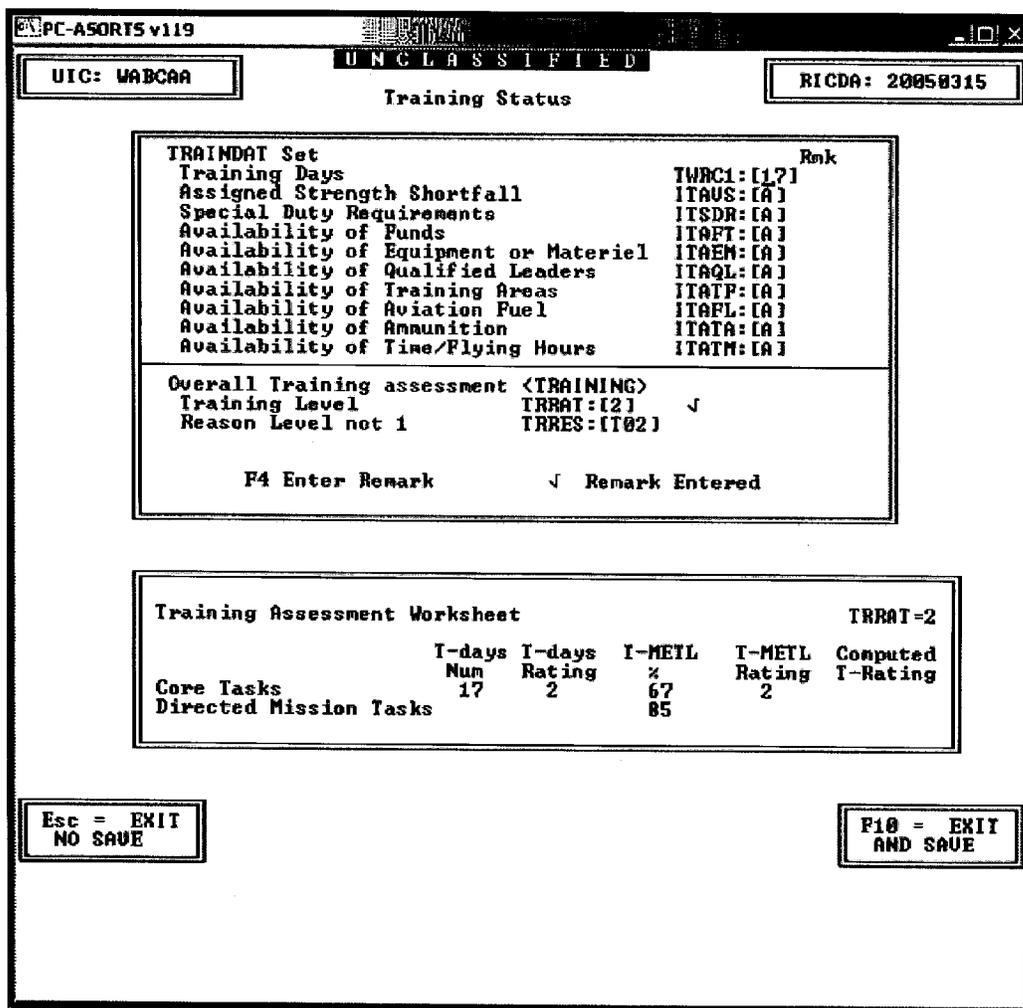


Figure 7-3. Training data set (unclassified screenshot example)

7-5. Determining T-level

a. After the commander has determined his unit's T-METL status level (in accordance with para 7-3) and his unit's T-Days status level (in accordance with para 7-4), he uses table 7-3 to select and report his unit's training level (T-Level). The T-level selected must meet all criteria indicated in the three columns of this table (that is, T-METL, T-Days, and TEER).

(1) The unit's T-Level is the lower (worse case) of the unit's T-METL status level and T-Days status levels, subject to confirmation using the training event execution review (TEER) in accordance with paragraph 7-5a(2).

(2) TEER. Before a unit commander can report T-1, he must confirm that T-1 is supported by the unit's execution of previously planned training events. Because commanders use the training management practices in FM 7-1 to plan training that is needed to sustain training proficiency, when planned training cannot be executed, unit readiness to accomplish core tasks is expected to suffer. Therefore, before reporting T-1, the commander must confirm that all previously planned training (during the previous 3 months for active units and during previous 12 months for nonactivated USAR/ARNG units) has been executed, or, if not, that unexecuted training did not degrade training status proficiency below the T-1 level.

b. Report T-level in TRRAT, Joint Reporting Requirements, TRAINING SET. TRRAT comments are required as indicated in the table notes column of table 7-3.

Table 7-3
Translating T-METL and T-days into T-level¹

T-Level	T-METL criteria (in accordance with para 7-3)	T-Days criteria (in accordance with para 7-4)	TEER criteria (in accordance with para 7-5a(2))	Table notes
T-1	T-METL must be 85 percent or higher.	T-Days must be 14 days or less.	All planned training events must have been executed, or, if not executed, the unit CDR must be able to confirm that the unexecuted events do not degrade the unit's training readiness.	TRRAT GENTEXT comments are mandatory to confirm T-1 status if all planned training events were not executed.
T-2	T-METL must be 85 percent or higher.	T-Days must be 14 days or less.	in accordance with TEER, all planned training events were not executed, and/or the unit CDR cannot confirm that the unexecuted events do not degrade the unit's training readiness.	TRRAT GENTEXT comments are mandatory to explain the CDR's assessment of the degradation to the unit's training readiness.
T-2	T-METL must be 65 percent or higher.	T-Days must be 28 days or less.	N/A	Worst case of T-METL & T-Days status levels applies. TRRAT GENTEXT comments are required.
T-3	T-METL is 50 percent or greater.	T-Days is 42 days or less.	N/A	Worst case of T-METL & T-Days status levels applies. TRRAT GENTEXT comments are required.
T-4	T-METL is less than 50 percent.	T-Days is more than 42 days.	N/A	Worst case of T-METL & T-Days status levels applies. TRRAT GENTEXT comments are required.
T-5	T-METL is less than 50 percent due to HQDA action or program.	T-Days is more than 42 days due to HQDA action or program.	N/A	Worst case of T-METL & T-Days status levels applies. TRRAT GENTEXT comments are required.

Notes:

¹ The T-level selected must meet all criteria in all columns (that is, T-METL, T-Days, and TEER).

7-6. T-Days attributable to NBC requirements (NBC T-Days)

a. The GSORTS CJCSI and CJCSM require measured units to determine and report an overall chemical and biological defense (CBD) resource and training (CBDRT) level, a CBDRT equipment and supplies on-hand level (CBDRT S-level) and a CBDRT training level (CBDRT T-level). The data required to establish these CBDRT levels is determined from the corresponding NBC status data reported by Army units in the USR in accordance with the provisions of this paragraph (the NBC T-level), paragraph 5-13 (the NBC S-level) and paragraph 9-1c (the overall NBC-level). Commanders subjectively assess the status of CBD equipment and training in their units to determine the NBC S-level and the NBC T-level, respectively. The overall NBC level is the lower (worst case) of these two levels, except that NBC S-6 levels are discarded.

b. Because units must be prepared to operate under NBC conditions anywhere across the full spectrum of operations, NBC preparedness is a fundamental part of core task proficiency. Accordingly, calculations of T-METL (in accordance with para 7-3) and T-Days (in accordance with para 7-4) will include consideration of NBC requirements.

c. As required by CJCSM 3150.02A (GSORTS), all measured Army units will report (as NBC T-days) the number of required training days calculated in paragraph 7-4 that are attributable to performance under NBC conditions. When estimating required NBC T-days, commanders will consider the availability of chemical personnel (MOS 74D/74A) and the availability and operational readiness of chemical equipment.

(1) When the commander cannot distinguish T-Days required to achieve core task proficiency under NBC conditions from T-days required to achieve core task proficiency under all other conditions, then he will report NBC T-days as equal to the T-days calculated in paragraph 7-4.

(2) When the commander can distinguish T-Days required to achieve core task proficiency under NBC conditions from T-Days required to achieve core task proficiency under all other conditions, then he will report NBC T-Days as a subset of the T-Days calculated in paragraph 7-4 (that is, NBC T-days + All Other T-days=T-Days calculated in para 7-4).

d. To report NBC training data, use the NBC Status and Environmental Factors Reports (see fig 7-4).

(1) Enter NBC T-days under NBC TNGDYREQ. If NBC TNGDAYSREQ is not zero, then remarks explaining the reasons why training time is needed can be (optional) provided. (Note: Remarks are mandatory if the NBC T-level is not level 1.) For example, "Unit requires 3 NBC training days to conduct decontamination training" or "Unit is an infantry company that must train all tasks under NBC conditions to become fully trained on core tasks." (See figure 7-5.)

(2) Use table 7-2 with NBC T-days to determine the unit's NBC T-level (T-NBC). Enter NBC T-level under T-level on the Environmental Factors Report. If the NBC T-level is not "1," then the unit must enter an appropriate reason code from table E-7 in the "NBCTNGRES" field and appropriate remarks to explain training deficiencies (see figs 7-4 and 7-5).

PC-ASORTS v119

UNCLASSIFIED

NBC Status and Environmental Factors Report

UIC: WABCAA Report Date: 20050315

NBC Training Rating	NBC TNG: 1
NBC Training Days	TNGDYREQ: [12] ✓
NBC Training Days Reason Code	NBCTNGRES: [1]

NBC Equipment Rating	NBCEQ: [3] ✓
NBC Equipment Rating Reason Code	NBCEQRES: [SRA]

SUBMIT ONLY WHEN REQUIRED BY HQDA

Warm Weather Training	WARM WX TRNG: 1	[00] ✓
Cold Weather Training	COLD WX TRNG: [1]	[]

Enter NBC Training Days Required for Full MEIL

F6=NBC Training Rmks

F7=Warm Wx Trng Rmks

F8=Cold Wx Trng Rmks

F9=NBC Equipment Rmks

✓ = Remark in USR

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 7-4. NBC status and environmental factors reports (unclassified screenshot example)



Figure 7-5. NBC training GENTEXT remarks (unclassified screenshot example)

7-7. PRE MOB T-days (RC units)

All measured Reserve Component units (ARNG/ARNGUS and USAR) that have insufficient training time to build and sustain full METL proficiency before mobilization are provided training guidance by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, that specifies the level of proficiency that each unit is expected to achieve before mobilization. Each of these units is required to report in the USR as PRE MOB T-days their success in achieving the pre-mobilization training level specified by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. After notifying HQDA, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may specify in their directives those subordinate RC units that are exempted from this reporting requirement because pre-mobilization training goals are either not applicable or inappropriate. For example, FORSCOM can request exemption of separate CS/CSS companies in the USAR that, in accordance with FORSCOM training policy, are required to conduct pre-mobilizing training at the level organized (that is, the company level).

a. When specifying pre-mobilization training levels, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will consider capabilities required of the unit by operational planning, time available to the unit before mobilization, and time that should be available to the unit after mobilization for a continuing operational rotation. Additionally, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will consider resources available to the unit, as reflected in the unit's Combined Arms Training Strategy.

b. PRE MOB T-Days is calculated using the same procedures discussed in paragraph 7-3, that is, by estimating the number of training days required by the RC unit to reach the pre-mobilization proficiency level specified for the unit in training guidance provided by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. This estimate is based on the commander's assessment of training proficiency in the tasks required for the level of

premobilization training. Report the number of PRE MOB T-Days in PREMOB-DYS field on the “Pre-Mobilization Data” screen.

c. Use table 7-2 with PRE MOB T-days to determine the units PRE MOB T-level (T-PREMOB). Report PRE MOB T-Level in the PREMOB Set field. Provide other pertinent comments on training status as appropriate in the GENTEXT REMARKS entitled TRRAT.

d. For example, training guidance provided by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, directs an RC Battalion to sustain proficiency at the platoon level in core tasks. The unit has just completed annual training, where the focus for maneuver units was platoon level tasks. For the next readiness report, leaders update their assessment of unit proficiency in its core tasks and the associated platoon level critical tasks. Based primarily on the unit’s performance during AT, the commander concludes that his platoons need 7 additional days of training (PRE MOB T-days) to be fully proficient in platoon level critical tasks and reports PRE MOB T-days as 7. Using table 7-2, the commander then determines that 7 PRE MOB T-days qualifies the unit to report a PRE MOB T-Level of “1” and reports PRE MOB T-level of “1”. As specified in paras 7-3, 7-4, and 7-5, the commander uses his assessments of the unit’s training proficiency in core tasks to determine and report the battalion’s overall T-level. Note that the estimate of PRE MOB T-Days (in this example—7 days) is part of the number of overall days required for the unit to become fully trained in its core tasks (that is, PRE MOB T-Days + training days required after mobilization to become fully trained in core tasks=T-Days for RC units).

7-8. Squad/crew/team/system manning and qualification data

a. *Training days.* When determining the number of training days required to become fully trained in core tasks (T-Days, para 7-4), the commander considers and reports the qualification status of unit squads/crews/teams/systems.

(1) *Reporting units.* All AC and RC MTOE and TDA units will report squad/crew/team/system manning and qualification data if they are either required to man any of the elements listed in table 7-5 (that is, squads, crews, or teams) or are equipped with any of the weapons systems listed in table 7-5 or in PC-ASORTS. APS will not report this data.

(2) *Report consolidation.* All FF-level units are required to consolidate and report, within their Type I composite USR, squad/crew/team/system manning and qualification data reported by subordinate units/elements.

(3) *Additional reported data.* The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and composite reporting units (FF-level UICs) may direct subordinate units/elements to report manning and qualification data for additional MTOE/TDA squads/crews/teams/systems in the USR.

b. *Reported data.* Units report manning and qualification data for squads/crews/team/systems on the PC-ASORTS menu screen for squad/crew/team/system status data. See example at figure 7-6.

PC-ASORTS v119

U N C L A S S I F I E D

UIC:WARCAA SQUADS - Combat Squad & Crew - STD Report Date:20050315

REQ=Required FMCC=Fully Manned/Cnbt Cap MMU=Minimal Not Qual
 AREP=Auth Reportable FMU=Fully Manned/Not Qual PMCI=Partially Manned
 PMQ=Fully Man/Qual MMCC=Minimal Manned/Cnbt Cap UNMAN=Unmanned

DE	DESC	REQ	AREP	PMQ	FMCC	FMU	MMCC	MMU	PMCI	UNMAN
01	M1	[]	[]	[]	[]	[]	[]	[]	[]	[]
02	M2	[]	[]	[]	[]	[]	[]	[]	[]	[]
03	M3 W DISMOUNTS	[]	[]	[]	[]	[]	[]	[]	[]	[]
04	M3 WO DISMOUNTS	[]	[]	[]	[]	[]	[]	[]	[]	[]
05	INF SQUAD (ABN, AASLT, RGR)	[]	[]	[]	[]	[]	[]	[]	[]	[]
06	INF SQUAD (LIGHT)	[004]	[002]	[002]	[002]	[]	[]	[]	[]	[]
07	INF SQUAD (M2)	[]	[]	[]	[]	[]	[]	[]	[]	[]
08	WPN SQUAD	[]	[]	[]	[]	[]	[]	[]	[]	[]
09	RECON SQUAD	[]	[]	[]	[]	[]	[]	[]	[]	[]
10	AT SECTIONS	[]	[]	[]	[]	[]	[]	[]	[]	[]
11	HMMWU SCOUT SQD	[]	[]	[]	[]	[]	[]	[]	[]	[]
12	COMBAT EM SQUAD	[]	[]	[]	[]	[]	[]	[]	[]	[]
13	WHEELED EM SQUAD	[]	[]	[]	[]	[]	[]	[]	[]	[]
14	HOWITZER, M102	[]	[]	[]	[]	[]	[]	[]	[]	[]
15	HOWITZER, M119	[]	[]	[]	[]	[]	[]	[]	[]	[]
16	HOWITZER, M109A3	[]	[]	[]	[]	[]	[]	[]	[]	[]
17	HOWITZER, M109A4	[]	[]	[]	[]	[]	[]	[]	[]	[]
18	HOWITZER, M109A5	[]	[]	[]	[]	[]	[]	[]	[]	[]
19	HOWITZER, M109A6	[]	[]	[]	[]	[]	[]	[]	[]	[]
20	HOWITZER, M198	[]	[]	[]	[]	[]	[]	[]	[]	[]
21	MLRS	[]	[]	[]	[]	[]	[]	[]	[]	[]
22	MORTAR, 120MM	[]	[]	[]	[]	[]	[]	[]	[]	[]
23	MORTAR, 107MM	[]	[]	[]	[]	[]	[]	[]	[]	[]
24	MORTAR, 81MM	[]	[]	[]	[]	[]	[]	[]	[]	[]
25	MORTAR, 60MM	[]	[]	[]	[]	[]	[]	[]	[]	[]
26	TOW	[]	[]	[]	[]	[]	[]	[]	[]	[]
27	HMMWU TOW	[]	[]	[]	[]	[]	[]	[]	[]	[]
28	AH-64A.D	[]	[]	[]	[]	[]	[]	[]	[]	[]
29	AH-1	[]	[]	[]	[]	[]	[]	[]	[]	[]
30	OH-58A	[]	[]	[]	[]	[]	[]	[]	[]	[]

F1 = Help F4 = Remarks F7 = Additional Squads

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure 7-6. Squad/crew/team/system status data (unclassified screenshot example)

- (1) Units report the number of reportable squads/crews/teams/systems required by their MTOE/TDA in the first data field on the PC-ASORTS menu screen for squad/crew/team/system status data. This number reflects the unit's wartime requirements and will not change unless driven by a change to the unit's MTOE.
- (2) Units report the number of reportable squads/crews/teams/systems authorized by their MTOE/TDA in the second data field on the PC-ASORTS menu screen for squad/crew/team/system status data. Manning and qualification status reporting is intended to indicate the status of training in the unit. Accordingly, when the number of authorized squads/crews/teams exceeds the number of authorized equipment systems the unit will report the manning and qualification status of all squads/crews/teams (for example, if an AH-64 equipped battalion is authorized 24 crews, but has only 18 or 21 aircraft, the unit will report the manning and qualification status of all 24 crews).
- (3) For each category in table 7-5, units report the total number of authorized squads/crews/teams/systems that meet both the manning and qualification criteria of that category. The total number in each category is reported in PC-ASORTS on the menu screen for squad/crew/team/system status data and in the data field identified in table 7-4. The total number of squads/crews/teams/systems reported in all categories in table 7-5 should equal the number of authorized squads/crews/teams/systems reported for paragraph 7-8b(2).
- (4) Commanders should include GENTEXT remarks to clarify the training proficiency status of their squads, crews and teams.
- (5) For classification guidance, see paragraph 2-7.

c. *DA Pam 350–38*. Commanders will use standards in weapons training or proficiency standards for assigned individual and crew served weapons.

d. *AR 611–6*. Commanders will use this regulation to determine the qualification status of Army linguists (foreign language speakers). Army linguists will be considered qualified if they have maintained a current (within 12 months) score of 2 in Listening and 2 in either Reading or Speaking on the Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI) in a foreign language.

e. *AR 40–68*. Commanders will use this regulation to determine the qualification status of soldiers with MOS 68W (formerly MOS 91W). Additionally, use TC 8–800 to provide the basis for 68W sustainment training and validation. Use the 68W Tracking Model at <https://apps.mods.army.mil/91/secured/> for transition and sustainment data input and guidance from the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.

f. *PROFIS guidance*. Commanders of units with PROFIS should consider PROFIS training and any impact to METL proficiency.

Table 7–4
Reportable categories for authorized squads/crews/teams/systems

Manning criteria ¹	Qualification criteria	Report	PC–ASORTS Report Field ⁷
Fully manned ²	Qualified ⁵	Number both FM & Q	3 rd data field
Fully manned	Combat capable ⁶	Number both FM & CC	4th data field
Fully manned	Unqualified	Number both FM & U	5th data field
Minimally manned ³	Combat capable	Number both MM & CC	6th data field
Minimally manned	Unqualified	Number both MM & U	7th data field
Partially manned ⁴	Combat incapable	Number both PM & CI	8th data field
Unmanned	Combat incapable	Number U	9th data field

Notes:

¹ Manning a position. To ‘man’ a position, personnel must be both available and MOS-qualified. Available means meets availability requirements of appendix D and paras 3–3 and 4–4. MOS-qualified means has completed training required for his grade in his military occupational specialty.

² Fully manned squad/crew/team. Fully manned squad/crew/team standards are provided in table 7–5. “Fully-Manned” standard is based on the manning requirement for specific elements or systems established in MTOE and/or Army training doctrine by TRADOC Systems Managers (USASOC for SOF unique elements/systems) and is intended to reflect a robust manning level for the specified element/system and to provide the requisite number of Soldiers to perform all critical war-fighting tasks during continuous (24-hour) operations.

³ Minimally manned squad/crew/team/system. Minimum manning standards are provided in table 7–5. Minimum squad/crew/team/system manning standards are established by TRADOC Systems Managers (USASOC for SOF unique elements/systems) and are intended to reflect the minimum number of Soldiers needed to perform most critical war-fighting tasks to standard during continuous (24-hour) operations while accepting some risk in sustained mission accomplishment and/or force protection.

⁴ Partially manned squad/crew/team/system. Partially manned squads/crews/teams are considered combat ineffective.

⁵ Qualified. Individuals in key positions meet position qualification requirements prescribed in table 7–5 and the number of qualified Soldiers in the squad/crew/team/system is equal to or greater than the number of Soldiers required to meet the full manning standard.

⁶ Combat capable. Individuals in key positions meet position qualification requirements prescribed in table 7–5, and the number of qualified Soldiers in the squad/crew/team/system is equal to or greater than the number of Soldiers required to meet the minimal manning standard.

⁷ Data field. Data field on the PC-ASORTS menu screen for squad/crew/team/system status data.

**Table 7-5
Squad/crew/team/system manning and qualification criteria**

Type Squad/crew/team/system	Key individuals	Fully manned/minimally manned levels	Notes
M1	TC & gunner	4/3	number 1
M2	Vehicle CDR & gunner	3/NA	number 1 & number 16
M3 w/dismounts	Vehicle CDR & gunner	5/4	number 1 & number 2
M3 w/o dismounts	BC & gunner	4/NA	number 1 & number 16
Infantry squad (ABN/AASLT/RGR)	Squad LDR	9/7	number 2
Infantry squad (light)	Squad leader	9/7	number 2
Infantry squad (M2)	Squad leader	9/7	number 2
RECON squad	Squad leader	5/4	number 2
HMMWV scout / BTR squad	Squad leader/gunner	3/NA	number 2 & number 16
TOW section/squad	SEC/SQD leader & gunner	3/NA	number 3 & number 16
Combat engineer squad	Squad leader	8/6	number 4
Wheeled engineer squad	Squad leader	7/6	number 4
ODS-E Bradley	Crew	4/3	number 4
MLRS (M270/M2701A1/HIMARS)	Section chief & gunner	3/NA	number 5 & number 16
Howitzer, M119/M102	Section chief & gunner	7/6	number 6
Howitzer, M109A3/4/5	Section chief & gunner	9/8	number 6
Howitzer, M109A6	Section chief & gunner	9/7	number 6 & number 17
Howitzer, M198	Section chief & gunner	10/9	number 6
Mortar, 120 mm	Squad leader & gunner	4/NA	number 7 & number 16
Mortar, 81 mm	Squad leader & gunner	5/3	number 7
Mortar, 60 mm	Squad leader & gunner	3/NA	number 7 & number 16
Stinger/Avenger	Team chief & gunner	2/NA	number 8 & number 16
BSFV	Vehicle CDR & gunner	5/4	number 9
M6 Linebacker	Vehicle CDR & gunner	3/NA	number 10 & number 16
Patriot	Crew	28/NA	number 11 & number 16
AH-64A/D	Pilot & co-pilot/gunner	2/NA	number 12 & number 16
AH-1	Pilot & co-pilot/gunner	2/NA	number 12 & number 16
OH-58A/C/D	Pilot & co-pilot/gunner	2/NA	number 12, number 13, number 16
UH-60	Pilot & co-pilot/crew chief/gunner	4/NA	number 13 & number 16
CH-47	Pilot & co-pilot/crew chief/gunner	4/NA	number 13 & number 16
UH-1H	Pilot & co-pilot/crew chief/gunner	3/NA	number 13 & number 16
MEDEVAC	Pilot & co-pilot/crew chief/flight medic	4/NA	number 13 & number 16
SFODA	Key leader	10/6	number 14
SOTA	Key leader	4/3	number 14
CAT C	Key leader	6/4	number 14
CAT B	Key leader	4/3	number 14
CAT A	Key leader	4/3	number 14
PSYOP DEV DET	Key Leader	12/8	number 14
TAC PSYOP DET	Key leader	13/8	number 14
TAC PSYOP Team	Key leader	5/3	number 14

Table 7-5
Squad/crew/team/system manning and qualification criteria—Continued

Type Squad/crew/team/system	Key individuals	Fully manned/minimally manned levels	Notes
BIDS	Team	4/2	number 15
M93 FOX	Commander, driver, 2 surveyors	4/NA	number 16 & number 20
M93A1 FOX	Commander, driver, surveyor	3/NA	number 16 & number 19
SBCT Infantry Company Infantry squad Weapons squad XM1128 MGS crew M1126 ICV crew M1129 MC squad Snipers	Squad leader, SDM Squad leader TC and gunner Vehicle Cdr Squad leader, gunner Senior sniper, observer	9/7 7/6 4/3 2/NA 4/NA 3/2	number 21 number 23 number 22 number 16 & number 27 number 16 & number 26 number 28
SBCT Infantry Battalion M1127 RV squad M1129 MC squad Snipers M1133 MEV crew M1130 CV crew M1126 ICV crew XM1128 MGS crew M1131 FSV crew	Squad leader Squad leader, gunner Senior sniper, observer Emergency care SGT/driver Vehicle Cdr/gunner Vehicle Cdr TC/gunner Fire Support Officer/NCO	5/4 4/NA 3/2 3/NA 2/NA 2/NA 4/3 4/3	number 23 number 16 & number 26 number 28 number 16 & number 27 number 16 & number 27 number 16 & number 27 number 22 number 25
RSTA Squadron M1127 RV squad M1129 MC squad XM1135 NBCRV XM1133 MEV crew XM1130 CV crew M1131 FSV crew	Squad leader Squad leader, gunner TBD Emergency care SGT/driver Vehicle Cdr/gunner Fire Support Officer/NCO	5/4 4/NA 3/NA 3/NA 2/NA 4/3	number 23 number 16 & number 26 number 16 & number 29 number 16 & number 27 number 16 & number 27 number 25
SBCT (other) M1134 ATGMV crew M1133 MEV squad M1132 ESV crew AN/TP Q 36 AN/TPQ 37 TUAV	SEC/SQD leader/gunner Squad leader Vehicle Cdr Section Chief Section Chief TBD	3/NA 8/6 2/NA 6/NA 12/NA to be determined	number 16 & number 30 number 24 number 16 & number 31 number 16 & number 31 number 16 & number 31 number 32
POTF	TBD	TBD	TBD
PSYOP PD CO	TBD	TBD	TBD
PSYOP PRINT	TBD	TBD	TBD
PSYOP BROADCAST	TBD	TBD	TBD
PSYOP DISTRIBUTION	TBD	TBD	TBD
PSYOP TPD	TBD	TBD	TBD
PSYOP PDD	TBD	TBD	TBD
CA OPT	TBD	TBD	TBD
MH60	TBD	TBD	TBD
MH6	TBD	TBD	TBD
MH47	TBD	TBD	TBD

Notes:

¹ M1/M2/M3 crew. M1 crews meet qualification standards in FM 3-20.12. M2/M3 crews meet qualification standards in FM 3-22-2.

² Infantry/recon/scout squad/team. Must have a qualified squad leader (commander's judgment based on Soldier's ability to perform the leader/individual tasks that support the unit's METL). Must have Soldiers (see full/minimum requirements in table 7-5 for number of Soldiers required) who meet the standards for "individual" weapon qualification in accordance with DA PAM 350-38. Must be able to man an assigned crew-served weapon (that is, Dragon/ Javelin, M60/M2/240 machine gun, and MK-19 grenade machine gun) with qualified gunners in accordance with DA PAM 350-38.

³ TOW crew. Crew meets qualification standards in accordance with DA PAM 350-38, paragraph 5-6.

⁴ Combat Engineer squad/team. Must have qualified squad leader (commander's judgment based on Soldier's ability to perform the leader/individual tasks that support the unit's METL). Must have Soldiers (see Fully Manned and Combat Capable levels in table 7-5 for number of Soldiers required) who meet the standard for "individual" weapon qualification in accordance with DA PAM 350-38. Must be able to man assigned crew served weapons (M60, M2, M240B, MK-19) with qualified gunners in accordance with DA PAM 350-38. M2A2 ODS-E equipped units must be qualified on Bradley table VIII within the past 6 months. The TC/BC must meet crew qualification in accordance with chapter 16 of FM 23.1 and DA PAM 350-38.

Table 7-5
Squad/crew/team/system manning and qualification criteria—Continued

Type Squad/crew/team/system	Key individuals	Fully manned/minimally manned levels	Notes
			⁵ MLRS section. Section chief and gunner must satisfactorily complete the launcher section evaluation including tasks found in Artillery table 2 (Crew Certification), in accordance with appendix I, FM 6-60, within the past 6 months. As part of a platoon or larger sized unit, the section must live fire 80 percent of its METL-related fire mission tasks to ARTEP MTP standards twice annually for Active Component units and once annually for RC units. EUSA exception applies.
			⁶ Howitzer section. Section chief, gunner, and crew must meet qualification/proficiency standards established by FM 6-50 and DA PAM 350-38. Training requirements include satisfactorily completing the cannon section evaluation and achieving at least 700 out of 1000 points in accordance with appendix G, FM 6-50, within the past 6 months for AC units, and, within the past year, for RC units. The section chief and gunner must satisfactorily complete the gunner's qualification test and achieve at least 66 out of 92 points in accordance with appendix C, FM 6-50, within the past 6 months for AC units and within the past year for RC units. As part of a platoon or larger unit, the section must live fire 80 percent of its METL-related fire missions to ARTEP MTP standards, annually. For M109A6, incorporate the four Paladin skills required in appendix B, FM 6-50, pages four and 29-32. Upon approval of the cannon section evaluation in FM 3.09.70, utilize those new tasks for determining qualification. Note: Commander, EUSA, by exception may determine FA qualification status for USR reporting due to range availability constraints and the impact of short tour personnel turnover.
			⁷ Mortar crew (60 mm, 81 mm, 107 mm, 120 mm). Squad leader and gunner must pass the mortar gunner's exam with the minimum score of 70 percent in each event and section leaders and FDC personnel must pass each event on the FDC exam within the past 6 months. Crew must meet the qualification standards in accordance with DA PAM 350-38, paragraph 5-7.
			⁸ Stinger and Stinger/Avenger teams. Teams must meet the qualification standards in accordance with DA PAM 350-38, paras 4-5 and 4-7. Stinger and Stinger/Avenger teams will be reported separately.
			⁹ Bradley Stinger Fighting Vehicle (BSFV). Vehicle commander and gunner are qualified on a Bradley table VIII within the past 6 months. Stinger team chief and gunner meet qualification standards in accordance with DA PAM 350-38, paragraph 4-8.
			¹⁰ M6 Linebacker. BC and gunner are qualified on a Bradley table VIII within the past 6 months. Stinger qualification to be determined.
			¹¹ Criteria for Patriot. To be determined.
			¹² AH-64/AH-1/OH-58D crew. Assigned aviators must be Readiness Level (RL) One, per the appropriate Aircrew Training Manual (ATM). Crews must meet the gunnery qualification standards in accordance with DA PAM 350-38 and the FM 1-140. There is no requirement for aviation crewmen to qualify together as a crew.
			¹³ CH-47/UH-60/UH-1H/OH-58A/OH-58C crew. Assigned aviators must be crew qualified within the past 12 months. Crew meets the qualification standards in accordance with DA PAM 350-38. MEDEVAC crews must have aviators, crew chief, and flight medic to be a qualified crew.
			¹⁴ Special Forces Operational Detachment Alpha/Special Operations Team-Alpha/Civil Affairs Team A/Civil Affairs Team B/Civil Affairs Team C/PSYOP Development Detachment/Tactical PSYOP Detachment/Tactical PSYOP Team. Meets individual and team training certifications established by USASOC.
			¹⁵ BIDS Team. All crewmembers must have ASI L4. In addition, complete the following ARTEP 3-477-10-MTP tasks as a crew: tasks 03-3-0031; 03-3-0022; 03-3-0032; 03-3-7005; 03-3-0038.
			¹⁶ NA. "NA" indicates that minimum manning standards and criteria are not applicable to the squads/crews/teams/systems listed.
			¹⁷ Force XXI Division MTOEs. Force XXI Division MTOEs authorize a maximum of eight M109A6 crewmembers. Force XXI Divisions will report using standards of 8 Fully Manned/7 Minimum Manned.
			¹⁸ M93/M93A1 FOX Crew. Key individuals familiarize themselves with M240/M240E1 and perform to standard Crew Drills 1,2, and 3 from ARTEP 3-207-11 within the past 6 months.
			¹⁹ M93A1 crewmembers. Two of three M93A1 crewmembers must possess ASI L5.
			²⁰ M93 crewmembers. Three of four M93 crewmembers must possess ASI L5.
			²¹ Qualified squad leader. Must have Soldiers who meet the standards for individual weapon qualification in accordance with DA PAM 350-38. Must be able to man crew-served weapons with qualified gunners in accordance with DA PAM 350-38. Has qualified Squad Designated Marksman. Has one soldier qualified on the Javelin (Javelin ASI not required).
			²² TC and gunner meet crew qualification standards. TC and gunner meet crew qualification standards in accordance with DA PAM 350-38. In lieu of vehicle is the ATGMV and MGS crews must meet the ATGMV training requirements until the MGS is fielded. Must have Soldiers who meet the standards for individual weapon qualification in accordance with DA PAM 350-38.
			²³ Qualified squad leader. Must have Soldiers who meet the standards for individual weapon qualification in accordance with DA PAM 350-38. Must be able to man crew-served weapons with qualified gunners in accordance with DA PAM 350-38.
			²⁴ Combat engineer squad is qualified in accordance with DA PAM 350-38. Must have Soldiers who meet the standards for individual weapons qualifications in accordance with DA PAM 350-38.
			²⁵ Crew must meet qualification/proficiency standards established by FM 6-50 and DA PAM 350-38. Must have Soldiers who meet the standards for individual weapon qualification in accordance with DA PAM 350-38.
			²⁶ Squad leader and gunner must pass the mortar gunner's exam with the minimum score of 70 percent in each event. Crew must meet the qualification standards in accordance with DA PAM 350-38. Must have Soldiers who meet the standards for individual weapons qualifications in accordance with DA PAM 350-38.
			²⁷ Vehicle Commander and driver meet crew qualification standards in accordance with DA PAM 350-38. Must have Soldiers who meet the standards for individual weapons qualifications in accordance with DA PAM 350-38.
			²⁸ Must be graduates of an approved sniper-producing course of instruction. Must have Soldiers who meet the standards for individual weapons qualifications in accordance with DA PAM 350-38.
			²⁹ In lieu of vehicle is the M93 Fox and NBCRV crews must meet the M93 Fox training requirements until the NBCRV is fielded. NBC school must identify and document future training system requirements. Must have Soldiers who meet the standards for individual weapons qualifications in accordance with DA PAM 350-38.
			³⁰ ATGMV crew . ATGMV crew meets qualification standards in accordance with DA PAM 350-38.
			³¹ AN/TPQ 36 and AN/TPQ 37 crews. AN/TPQ 36 and AN/TPQ 37 crews must be MOS qualified.
			³² TUAV. TUAV in developmental process.

7-9. Summary of reported training data

a. *Training level (T-level)*. T-level is reported in TRRAT, TRAINING SET. If HQDA or a responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, directs or approves use of a T-5 level per paragraph 3-4, enter "43" or higher in TWRC1, TRAINDAT SET, and a "5" in the TRRAT, TRAINING SET (see fig 7-3).

b. *Training days (T-days)*. T-Days is reported in TWRC1. Enter the estimated number of training days needed by the unit to become fully trained in its core tasks determined in accordance with paragraph 7-3. Enter "XX" in TWRC1, TRAINDAT SET, if days to become fully trained in core tasks exceeds "99" or the number of days to become fully trained in core tasks cannot be determined due to special circumstances (inactivations, activations awaiting equipment fielding). "XX" will automatically equate to T-4. As appropriate or directed, comments on days to train or special circumstances are required in the TRRAT GENTEXT remarks set when using this option.

c. *METL proficiency (T-METL)*. Enter the core tasks percent determined in accordance with paragraph 7-2.

d. *Reasons training level not T-1*. Complete TRRES, TRAINING SET, (Reason training level is not T-1) (see fig 7-3). If TRRAT field contains a 2, 3, 4 or 5, then enter the training code from appendix E that shows the main reason the training level is not 1. If the training level is T-1 or is T-6, then leave the TRRES field blank. Note: TRRAT GENTEXT remarks are mandatory for all units, to include units reporting level T-1.

e. *Reason for training level change*. If a unit's training level decreases from that submitted in its last report, the reason for the decrease will be addressed in the TRRAT GENTEXT remarks (see fig 7-7).

f. *Reporting TRRES*. APS will always report "6" for the TRRAT field and leave the TRRES field blank (see fig 7-3).

g. *TRRAT GENTEXT Remarks*. See figure 7-7.

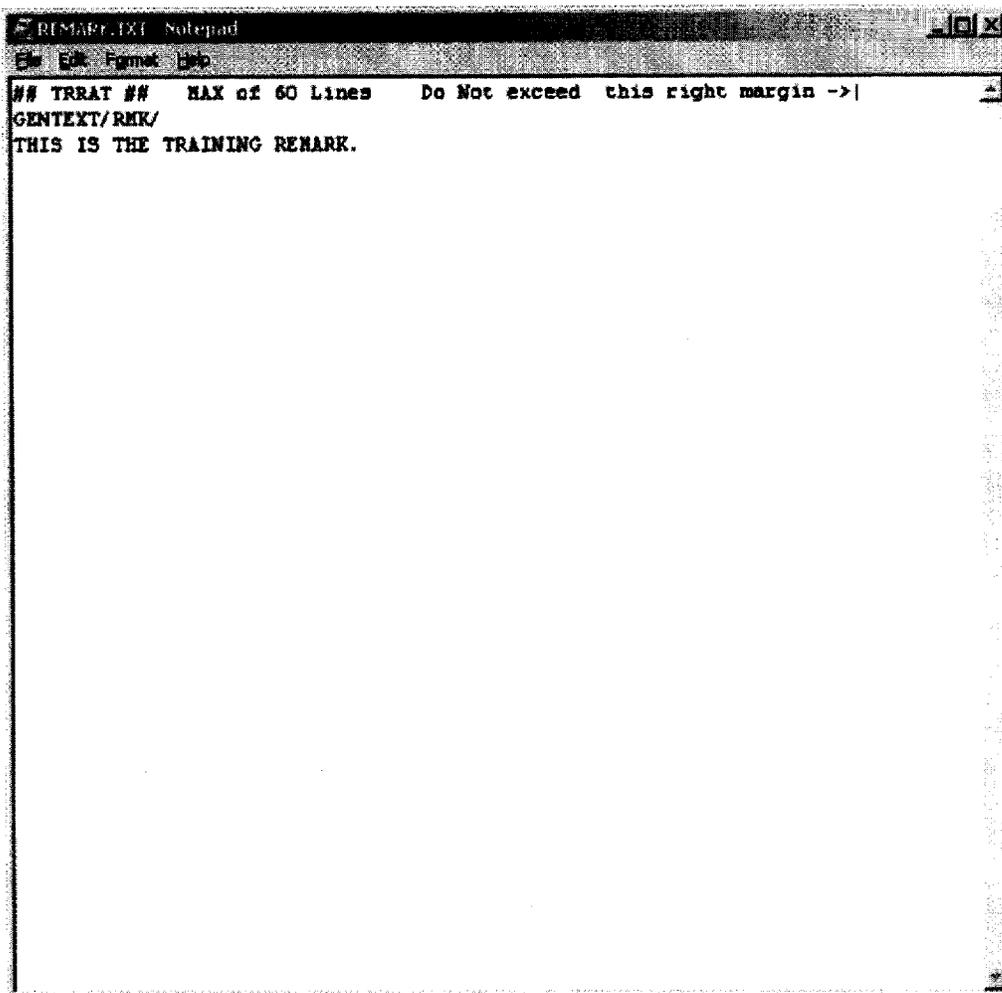


Figure 7-7. Training rating (TRRAT) GENTEXT remarks (unclassified screenshot example)

7-10. Reporting resource constraints

a. All units report the degree to which resource constraints prevent them from achieving and maintaining the highest training status level (T-1 level). For each resource field listed below, enter one of the following codes (for APS reporting, always enter "A"):

- (1) "A" if the resource field has an insignificant impact on training,
- (2) "B" if the resource field has a minor impact,
- (3) "C" if the resource field has a major impact,
- (4) "D" if the resource field prohibits training necessary to achieve or maintain T-1 level.

b. *ITAVS field: assigned strength shortfall.* Assess the impact of personnel shortages. When an overall assigned strength shortfall, lack of key MOS qualified personnel, and lack of full-time manning support (RC only) hinders training, commanders will comment in training remarks.

c. *ITSDR field: special duty requirements.* Assess the impact of diverting unit personnel to meet special duty requirements (includes BMM and TD).

d. *ITAFT field: availability of funds.* Assess the impact of funding availability. Commanders will comment when assistance is needed from higher-level headquarters.

e. *ITAEM field: availability of equipment or materiel.* Assess the impact of equipment or materiel shortages. This category includes NBC equipment and is not limited to equipment authorized in a unit's MTOE or TDA.

f. *ITAQL field: availability of qualified leaders.* Assess the impact of leader qualification. Emphasize those leaders key to METL performance (for example, platoon leaders, platoon sergeants and squad leaders). This entry must be left blank if ITAVTRNG is used.

g. *ITAVTRNG field: status of aviator training.* For units with aircraft pacing items, enter the unit aviator T-level (numeric value 1, 2, 3 or 4) derived in accordance with TC-1-210, chapter 7. The availability of nonaviator leaders in these aviation units will be addressed in training remarks. When a unit has aviators but no aircraft pacing items, include the aviator T-level in training remarks. The unit's aviator T-level is an important consideration in determining T-Days (para 7-4). This entry must be left blank if ITAQL is used.

h. *ITATF field: availability of training areas/facilities/training aids, devices, simulations and simulators.* Assess the impact of availability training areas and facilities. Consider quality, size, and accessibility of training areas available to the unit and local/national restrictions on those training areas. Also consider availability of training aids, devices, simulators and simulations.

i. *ITAFI field: availability of aviation fuel.* Assess the impact of available aviation fuel. Consider the need for both field and garrison training.

j. *ITATA field: availability of ammunition (does not include wartime basic load).* Assess the impact of available training ammunition. Consider both training standard and training unique ammunition, including sub-caliber rounds for training devices.

k. *ITATM field: availability of time/flying hours.* Assess the impact of competing activities that detract from training time to the extent that they reduce training readiness (such as, school support activities and umpire details for other units). Also consider the impact of available flying hours on training.

l. *Narrative remarks on resource constraints.* In those cases where the above fields do not contain the letter "A" ("1" for aviation units in the ITAVTRNG field), the impact of the resource constraints will be addressed in the GENTEXT remarks section of the USR that coincides with the field that indicates the resource constraint. For example, a minor impact of funding would call for a "B" in the IATF field. The corresponding comment will be recorded in the IATF GENTEXT remarks set.

Chapter 8 Mission Accomplishment Estimate

8-1. General

a. The mission accomplishment estimate (MAE) is the measured unit commander's subjective assessment of the unit's ability to execute that portion of the wartime or primary mission for which the unit is organized or designed and that it would be expected to perform if alerted/committed within 72 hours of the "as of" date of the report. Only units/elements currently under the OPCON authority of the commander should be considered in his estimate, unless gains to or losses from his OPCON authority within the next 72 hours have been formally programmed/ordered and confirmed. The MAE provides the basis for decisions by the unit commander to upgrade or downgrade the unit's C-level. For a measured unit reporting C-4 or C-5, it also provides a more precise indication of the unit's residual capabilities to

commanders at higher levels. The commander expresses this estimate in terms of the percentage of the wartime or primary mission that the unit could accomplish (within 72 hours) if it were alerted/committed.

b. Commanders of deployed units also use the MAE to assess and to report the unit's effectiveness in executing the wartime/designed mission unless the unit has been assigned a derivative UIC for USR purposes. DUIC units will not report MAE (see para 11-5).

c. This chapter provides instructions for determining the MAE by commanders of measured units and explains its relationship to the unit's overall C-level.

8-2. Purposes of the mission accomplishment estimate

The MAE provides a definitive estimate of a unit's ability to perform the wartime or primary mission for which the unit is organized or designed. The C-level and the MAE reflect the measured unit commander's assessments of the overall status of his or her unit and its ability to accomplish core tasks within a set time period. MAE does not apply to APS or DUIC units.

8-3. Instructions for determining the mission accomplishment estimate

a. Commanders of all measured units will determine the MAE for the unit and record the MAE in the Overall sets (see fig 8-1). To reduce administrative requirements and for simplicity, commanders will use the same criteria for all types of units.

PC-ASORTS v119		UNCLASSIFIED	
UIC: WABCAA	OVERALL / FORECAST / READYSEG Data	RICDA: 20050315	
Readiness Segment (READYSEG) Mission Accomplishment Estimate MAE:[.65] % Subordinate Units rated C5 C5:[]		Rnk	
Unit Authorization Data Unit Authorization Doc Number MTOE/IDA:XX450Y222X Effective Date EDATE:19980808 Command and Control Number CCNUM:123456			
Overall Readiness Assessment (OVERALL) Report Classification Classn:[U] ✓ Overall Unit Rating READY:[3] ✓ Primary Reason Overall Level not 1 REASN:[P] ✓ Secondary Reason Overall Level not 1 SECRN:[P14] *NOTE Tertiary Reason Overall Level not 1 TERRN:[] *NOTE Percent Effective Overall PCTEF:[4] ✓ Deployment Status Code DEPLOYED CD:[A] ✓			
Overall Unit Rating Change Forecast (FORECAST) Overall Level Change CARAT:[1] Date of Change in Level CADAT:[20051010]			
Resource Area Assessment From Worksheets PRRAI = 3 ESRAT = 2 ERRAT = 2 TRRAI = 2 PRRES = P08 ESRES = S03 ERRES = R02 TRRES = T02			
F4 Enter Remark ✓ Remark Entered *NOTE Enter P, R, S OR T + Enter FOR Help			
Esc = EXIT NO SAVE		F10 = EXIT AND SAVE	

Figure 8-1. Overall sets (unclassified screenshot example)

b. When determining the MAE, the commander must consider the unit's training proficiency in core tasks and critical resources such as personnel, equipment, and repair parts availability. The commander should consider unit training proficiency and the status of critical resources in light of other important factors that impact the unit's ability to accomplish the wartime mission for which the unit is organized or designed. Those factors include but are not limited to—

(1) Readiness factors (such as mobility, operating tempo (OPTEMPO)), exercises, unit morale and leadership, C4I, and measured areas of equipment, personnel, and training).

(2) Sustainability of the unit (includes the availability of spares and repair parts, to include ASL, if applicable).

(3) Current status of modernization in the unit.

(4) Force structure design.

c. Commanders at all levels are required to acquire, operate, and maintain systems for information assurance within their commands in accordance with the provisions of AR 25–2. DOD Directive 8500.1 requires that information assurance shall be monitored, reported and evaluated as a distinguishable element of mission readiness throughout DOD. Accordingly, commanders will consider information assurance readiness when determining the MAE percentage and will include appropriate comments regarding information assurance readiness in their MAE remarks when warranted.

d. The USR does not provide (nor is it practical to specify) the quantitative and qualitative factors that may impact a unit's ability to accomplish the mission for which it is organized or designed; therefore, the commander must critically examine all appropriate unit readiness indicators and carefully consider significant factors when determining the unit's MAE. For example—

(1) A transportation company may have an overall level of C–4 due to EOH shortfalls, but the commander may decide (after considering the specific equipment shortages, the availability of repair parts, and workload factors) that the unit could (within 72 hours) actually perform 75 percent of the wartime or primary mission for which the unit is organized or designed.

(2) An MTOE hospital at S–4 EOH might be able to actually deploy and operate (within 72 hours) 70 percent of its hospital beds and 60 percent of its operating tables. If, in this example, the commander determines and reports an MAE of 60 percent, then commanders at higher levels would have important information regarding the unit's actual overall capability that otherwise might not be reflected clearly in the unit's report.

e. Commanders will assume that the following actions/events will continue at planned or demonstrated rates, unless definite indications of change have been identified or established.

(1) Resupply actions.

(2) Consumption and attrition rates.

(3) OPTEMPO.

8–4. Determining the mission accomplishment estimate for hospital units

To determine the MAE of hospitals—

a. Commanders will estimate the overall ability of a hospital unit based on the wartime or primary mission for which the hospital unit is organized or designed, as well as all factors considered in determining the unit's C-level, and other factors (qualitative and quantitative) not previously considered.

b. Commanders of MTOE hospitals will determine the number of operational beds, by type, and the number of surgical tables that could be supported by available unit personnel and equipment. The MAE percentage is based on the percentage of hospital beds, by type, and operating tables the unit can support compared to the number required. The MAE/PCTBEDDP will reflect the lower percentage of the two (beds or operating tables).

c. Commanders will use the FREE GENTEXT Remarks section using the Label "MAE." These remarks should refer to the MAE percentage and reflect required versus operational capability based on available personnel and equipment. Use the following format: Required versus operational intensive care/intermediate care/minimal care/beds/operating tables.

d. Commanders also must explain the MAE percentage and limiting factors. For example: "Four of six operating tables can be operated with current personnel strength; therefore, MAE is 67 PERCENT" (4 of 6 equals 67 percent).

e. Commanders will list the required and operational (required/operational) data that the MAE was based on, as follows: Hospital MAE is XXX Intensive Care Beds: XXXX/XXXX Minimal Care Beds: XXXX/XXXX Operating Room tables: XXX/XXX.

8–5. Reporting on ability for sustained operations

In their comments in the MAE section of the USR, commanders of measured units will indicate the ability of their units for sustained operations. Address the impacts, if any, of the availability and sufficiency of sustainment stocks

(like ASL, PLL, etc) and support items (like tools and other basic issue items) and consider these impacts when estimating the MAE percentage.

8-6. Mission accomplishment estimate bands of effectiveness

a. The 90 to 99 percent band. Report in this band when it is estimated that the unit possesses required resources and training and is in the position (or has the necessary mobility) to undertake (for a period of 72 hours) the full wartime or primary mission for which it has been organized and designed. The status of personnel, equipment, supplies, consumables, and unit position does not decrease probability of mission success or increase vulnerability of the unit. The unit does not need extraordinary measures or extensive outside mobility assets to compensate for deficiencies.

b. The 80 to 89 percent band. Report in this band when it is estimated that the unit possesses required resources and training and is in the position (or has the necessary mobility) to undertake (for a period of 72 hours) most of the wartime or primary mission for which it has been organized and designed. The status of personnel, equipment, supplies, consumables, and unit position does not decrease the probability of mission success or increase the vulnerability of the unit under most envisioned operational scenarios. Increases in vulnerability are acceptable relative to mission criticality. The unit may experience isolated decreases in flexibility in methods of mission execution. The unit does not need extraordinary measures or extensive outside mobility assets to compensate for deficiencies.

c. The 70 to 79 percent band. Report in this band when it is estimated that the unit possesses required resources and training and is in the position (or has the necessary mobility) to undertake (for a period of 72 hours) many, but not all, portions of wartime or primary mission for which it has been organized and designed. The status of personnel, equipment, supplies, consumables, and unit position will decrease the probability of mission success or increase the vulnerability of the unit under many, but not all, operational scenarios. The unit will experience significant decreases in flexibility and increases in vulnerability in many, but not all, operational scenarios. The unit may need extraordinary tactics, procedures, OPTEMPO, or extensive outside mobility assets to compensate for deficiencies.

d. The 50 to 69 percent band. Report in this band when it is estimated that the unit does not possess the required resources and training or is not in a position (or does not have the necessary mobility) to undertake (for a period of 72 hours) the full wartime or primary mission for which it has been organized and designed. If the situation allows, the unit may be directed to undertake portions of its mission with resources at hand. The status of personnel, equipment, supplies, consumables, and unit position decreases the probability of the mission success or increases the vulnerability of the unit under all envisioned scenarios. Mission success is possible for certain isolated scenarios but flexibility is severely restricted. The unit cannot compensate for deficiencies even with extraordinary tactics, procedures, OPTEMPO, or extensive outside mobility assets.

e. Below 50 percent band. Report in this band when the unit is undergoing a service directed resource action and is not prepared, at this time, to undertake the wartime or primary missions for which it has been organized and designed. Units who meet the criteria for C-5 reporting may report in this band. This band will also be used for units that are so short of personnel or equipment, or deficient in training, that they are unable to perform at least 50 percent of their assigned wartime or primary missions.

8-7. C-level and corresponding mission accomplishment estimate ranges

- a. C-1.* Recommended MAE range: 90 percent to 99 percent.
- b. C-2.* Recommended MAE range: 80 percent to 89 percent.
- c. C-3.* Recommended MAE range: 70 percent to 79 percent.
- d. C-4.* Recommended MAE range: 0 percent to 69 percent. (The commander of a C-4 unit might report MAE less than a 70 percent.)
- e. C-5.* Recommended MAE range: 0 percent to 50 percent.
- f. Level 6.* Level 6 is not used as an overall category level.

8-8. Commander's subjective mission accomplishment estimate evaluation and C-level comparison

Commanders will compare the MAE determined with the overall C-level using the MAE ranges provided in paragraph 8-7. If the MAE determined by the commander does not correspond to the unit's overall C-level, then the commander should consider upgrading/downgrading the C-level. Other than restricting the upgrade of a C-5 level (see para 9-1), HQDA places no limitations on the extent of the commander's upgrade/downgrade determinations (for example, a C-4 level can be upgraded to C-1). However, commanders must ensure that their actions to upgrade/downgrade the unit's C-level will result in a more accurate portrayal of actual unit status that neither masks nor exaggerates readiness deficiencies.

Chapter 9

Overall Unit Level and Special Instructions.

9-1. Overall unit level

(See fig 8-1.)

a. The READY field in the OVERALL Set of the RPTDUIC Set will be automatically populated based on the lowest level attained in a measured area (P-personnel; S-equipment on hand; R-equipment readiness; and T-training). However, the commander must also consider deficiencies, resources, and other unit readiness factors that the measured area levels may not accurately or effectively address or factor into this automatic calculation of the READY level.

(1) The starting point for determining the overall status of a unit is the lowest level attained in a measured area (P, S, R, or T). If no measured area is level 5, the commander can upgrade or downgrade a unit's READY level (the C-level) if, based on the comparison of this C-level with the MAE, the calculated level does not accurately reflect the actual status of the unit's ability to accomplish its mission requirements (see para 8-8). If one or more of the measured areas is level 5, then the unit must report a READY level of C-5. The commander cannot change a measured area level that has been determined/calculated in accordance with the established methodology.

(2) The capabilities to support mission accomplishment provided by non-Army units/elements and resources over which the measured unit currently exercises OPCON authority, the status of prescribed load list (PLL) items, authorized stockage list (ASL) items, basic loads, common table of allowances (CTA) items, equipment regardless of readiness code (ERC A, ERC B, or ERC C), and special skill requirements (SQI, LIC, or ASI) are examples of other factors that should be considered in determining to subjectively upgrade or downgrade the READY level (C-level). No unit is expected to attain a unit status level that exceeds the level at which it is resourced.

(3) If the MAE estimated does not correspond to the overall C-level determined, then the commander should consider upgrading/downgrading the unit's C-level. Other than restricting the upgrade of a C-5 level, HQDA places no limitations on the extent of the commander's upgrade/downgrade determinations (for example, a C-4 level can be upgraded to C-1). However, commanders must ensure that their actions to upgrade/downgrade the unit's C-level will result in a more accurate portrayal of actual unit status that neither masks nor exaggerates readiness deficiencies.

b. Reserve Component units will report the training level reflecting the status of core task training proficiency and the premobilization training status level. The training level reflecting core tasks training proficiency will be determined in accordance with paragraph 7-5, and the premobilization training status level will be determined in accordance with paragraph 7-10. The overall level (C-level) is determined by using the lowest level attained in the measured areas (includes the training level reflecting core tasks training proficiency determined in accordance with paragraph 7-5). The premobilization C-level is determined in the same manner as the overall level (C-level), except that the premobilization T-level (PREMOB-LVL) is used in lieu of the T-level reflecting core tasks training proficiency in the determination process. Enter the premobilization C-level in the appropriate PC-ASORTS menu screen. Remarks are labeled: PREMOB-C-LEVEL.

c. The NBC level is determined and reported to reflect the ability of the measured unit to perform the wartime or primary mission for which it is organized or designed under chemical and biological conditions. The NBC level corresponds to the lowest (worst case) status level resulting from the commander's specific determinations of the unit's NBC equipment status (the NBC S-level) in accordance with paragraph 5-13 and the unit's NBC training status (the NBC T-level or T-NBC) in accordance with paragraph 7-6, except that NBC S-6 levels are discarded. PC-ASORTS software automatically compares the data entered in the NBC Status and Environmental Factors Report: GENTEXT Remark for the NBC S-level and for the NBC T-level and selects the lowest (worst case, except for NBC S-6) of these two status levels for the NBC level (ASORTS at HQDA automatically generates a Chemical and Biological Defense Report (CBDRT) from the NBC data, with TREAD Label of 'CBDRT' and forwards that report to GSORTS). While the NBC S-level and the NBC T-level are not factors in determining the unit's S-level and T-level, respectively, commanders of measured units should consider the unit's NBC level when determining whether to upgrade or downgrade the unit's C-level.

9-2. Army unique data

PC-ASORTS automatically populates the data fields in the ARMYRPT set (figure 9-1) based on data entered on PC-ASORTS worksheets and overall sets (see figure 8-1) in accordance with instructions in this chapter and previous chapters. The ARMYRPT set reflects a compilation of the critical data entered by Army units and is provided so that unit commanders can review their unit status calculations and assessments. The ARMYRPT set also assists HQDA and Army agencies in analyzing a unit's status and allocating resources.

PC-ASORTS v119

UNCLASSIFIED
Army Reporting Data

UIC:WABCAA Report-Date:20050315

PERSDATA Set ASPER: 100% AUPER: 100% MSPER: 65% SGPER: 100% APERT: 99% PROFIS Set PROFREQ: 0 PROVAL: 0 FEMALE Set FEMASGD: 0 FEMPREG: 0 ACTIGURES Set AGRASGD: 0	EQONDATA Set ERC A/P LIne EHRDN: 28 EHRD1: 22 EHRD2: 3 EHRD3: 1 EHRD4: 2 PIRAT: 2 ERC B/C LIne EHRDNBC: 28 EHRDNC1: 22 EHRDNC2: 3 EHRDNC3: 2 EHRDNC4: 1	EOMCADAT Set PERRY: 75% PIEMC: 99% Unit Tasks TMETL Rating: 2 Total Tasks: 15 Core Tasks Trained: 1 Needs Practice: 4 Untrained: 1 Total: 6 Directed Mission Tasks Trained: 5 Needs Practice: 4 Untrained: 0 Total: 9	TRAINDAT Set IWRC1:i7 ITAUS:A ITSDR:A ITAPT:A ITAEM:A ITAQL:A ITATF:A ITAPL:A ITATA:A ITAIM:A PreMob Data PreMob_OUL: PreMob_TNG_LUL: PreMob_TNG_DYS: NBC Data NBC Training: 1 NBC ING RES: NBC Equipment: 3 NBC Equip Res: SRA
---	--	--	---

GRADE	REQ	AUTH	ASGD	AVAIL
Officer	41	41	41	41
Warrant	6	6	6	6
Senior Grade	134	134	134	134
Enlisted E1 thru E4	200	200	200	200

Totals	381	381	381	381
Total Non Avail	8			

Esc
EXIT

Click On Resource Area To Edit

Esc
EXIT

Figure 9-1. Army report (ARMYRPT) set, Army reporting requirements (unclassified screenshot example)

9-3. Joint reporting data

PC-ASORTS also automatically populates the data fields in the RPTDUIC set (fig 9-2) based on data entered on PC-ASORTS worksheets and overall sets (see fig 8-1) in accordance with instructions in this chapter and previous chapters. The RPTDUIC set reflects a compilation of the data entries by Army units that is required to meet Joint reporting requirements established by GSORTS. It is provided for review and analysis.

PC-ASORTS v119

UIC:WABCAA U N C L A S S I F I E D Report-Date:20050315
 Joint Reporting Data

Readiness Segment (READYSEG)			
Mission Accomplishment Estimate	MAE: 65 %		
Subordinate Units rated C5	C5:		
Unit Authorization Data			
Unit Authorization Doc Number	MTOE/TDA:XX450Y222X		
Effective Date	EDATE:19980808		
Command and Control Number	CCNUM:123456		
Overall Readiness Assessment (OVERALL)			
Report Classification	Classn: U		
Overall Unit Rating	READY: 3		
Primary Reason Overall Level not 1	REASN: P		
Secondary Reason Overall Level not 1	SECRN: P14		
Tertiary Reason Overall Level not 1	TERRN:		
Percent Effective Overall	PCTEF: 4		
Deployment Status Code	%DEPLOYED CD: A		
Overall Unit Rating Change Forecast (FORECAST)			
Overall Level Change	CARAT: 1		
Date of Change in Level	CADAT: 20051010		
Resource Area Assessment From Worksheets			
PRRAT = 3 PRRES = P08	ESRAT = 2 ESRES = S03	ERRAT = 2 ERRES = R02	TERRAT = 2 TRRES = T02

Esc Exit Click On Resource Area To Edit Esc Exit

Figure 9-2. Reported UIC (RPTDUIC) set, Joint reporting requirements (unclassified screenshot example)

a. Overall set.

(1) *READY (Overall Unit Rating) field.* The C-level is determined in accordance with paragraph 9-1. If a measured area level is 5, then the overall level must be C-5.

(2) *REASN (Primary Reason Overall C-Level not 1) field.* If the entry in the READY field does not contain a 1, enter the primary reason code from appendix E that shows the primary factor that prevents a C-1 overall level. However, if the level in the READY field is the result of an upgrade or downgrade, place an "X" in the REASN Field. If READY is a "5" then REASN must be "N."

(3) *SECRN (Secondary Reasons Overall Level is not 1) field.* Enter a code from appendix E that represents the secondary factor that prevents a higher overall level. REASN code may be from the same measured area as either the primary factor but cannot be the same code. If READY is a "5," enter a code from table 9-1 in the REASN Field.

(4) *TERRN field (Tertiary Reasons Overall Level is not 1).* Enter a code from appendix E that represents the tertiary factor that prevents a higher overall level. It may be from the same measured area as either the primary or secondary factor but cannot be the same code.

b. Forecast set.

(1) *CARAT field (Forecast Category Level Change).* If a unit's overall C-level is less than 1, a forecast change of the overall level (higher or lower) and the forecast date to achieve this level (CADAT field of the FORECAST Set) is required.

(a) If a unit's overall C-level is 1, but the commander is aware of a potential change he or she must report the forecasted level and estimated date.

(b) If a unit's overall C-level is 1, and the commander is not aware of a C-level change, leave blank.

(2) *CADAT field (Forecast Date of Change in Overall Level)*. If CARAT field in the FORECAST Set contains an entry, enter the date of projected change. If CARAT is blank, leave blank.

Table 9-1
Reason codes for C-5 reporting

Code	Definition
If the unit is C-5 due to a recent activation:	
P08	Organization recently activated (if PER is the driving factor)
S18	Organization recently activated (if EOH is the driving factor)
R06	Organization recently activated (if ER is the driving factor)
T24	Organization recently activated (if TR is the driving factor)
If the unit is C-5 due to pending inactivation:	
P06	Organization inactivating (if PER is the driving factor)
S17	Organization inactivating (if EOH is the driving factor)
R80	Organization inactivating (if ER is the driving factor)
T25	Organization inactivating (if TR is the driving factor)
If the unit is C-5 due to a reorganization (MTOE change):	
P74	Unit reorganizing (if PER is the driving factor)
S91	Unit reorganizing (if EOH is the driving factor)
RBE	Unit reorganizing (if ER is the driving factor)
T4	Unit reorganizing (if TR is the driving factor)
If the unit is C-5 due to resource constraint imposed by HQDA:	
P65	HQDA imposed constraint on personnel
S93	HQDA imposed constraint on equipment on hand
RBK	HQDA imposed constraint impacting equipment readiness (If ER rating is R-5)
T54	HQDA imposed constraint impacting training (if training rating is T-5)
If the unit is C-5 due to not being manned:	
P78	Unit not manned
S94	Notional unit, no equipment authorized
RBG	Notional unit
T48	Notional unit—unmanned, unequipped
If the unit is C-5 due to DEPMEDS:	
P78	Unit not manned and/or equipped
S13	Equipment in administrative storage/prepositioned
RBK	Equipment not available due to service constraint
T31	Shortage equipment

9-4. Commander's remarks

a. To support and amplify data submitted in the RPTDUIC and ARMYRPT sections of the USR, provisions have been made for the submission of remarks in other sets. The USR provides for both mandatory and optional remarks.

b. Remarks should be as concise as possible. Authorized abbreviations as documented in AR 25-52 should be used when appropriate. Remarks should not contain information that is in other portions of the report. For example, "Unit is C-2 due to a shortage of personnel" is a redundant remark since this information is already contained in RPTDUIC section of the report. Remarks should provide information and details that will help to resolve the problems that degrade the unit's status.

c. Remarks concerning the degradation of a unit's status because of MTOE/TDA changes will be specific. They will include the most critical personnel and equipment changes from the old MTOE/TDA that are causing the degradation.

9-5. READY and REASN remarks

a. READY and REASN GENTEXT remarks relate to the overall level of a unit. READY/REASN remarks must be concise, to the point, and stand-alone.

(1) Ready remarks are mandatory for all measured units and should focus on the unit's ability to accomplish the wartime or primary mission for which the unit is organized or designed (see fig 9-3).

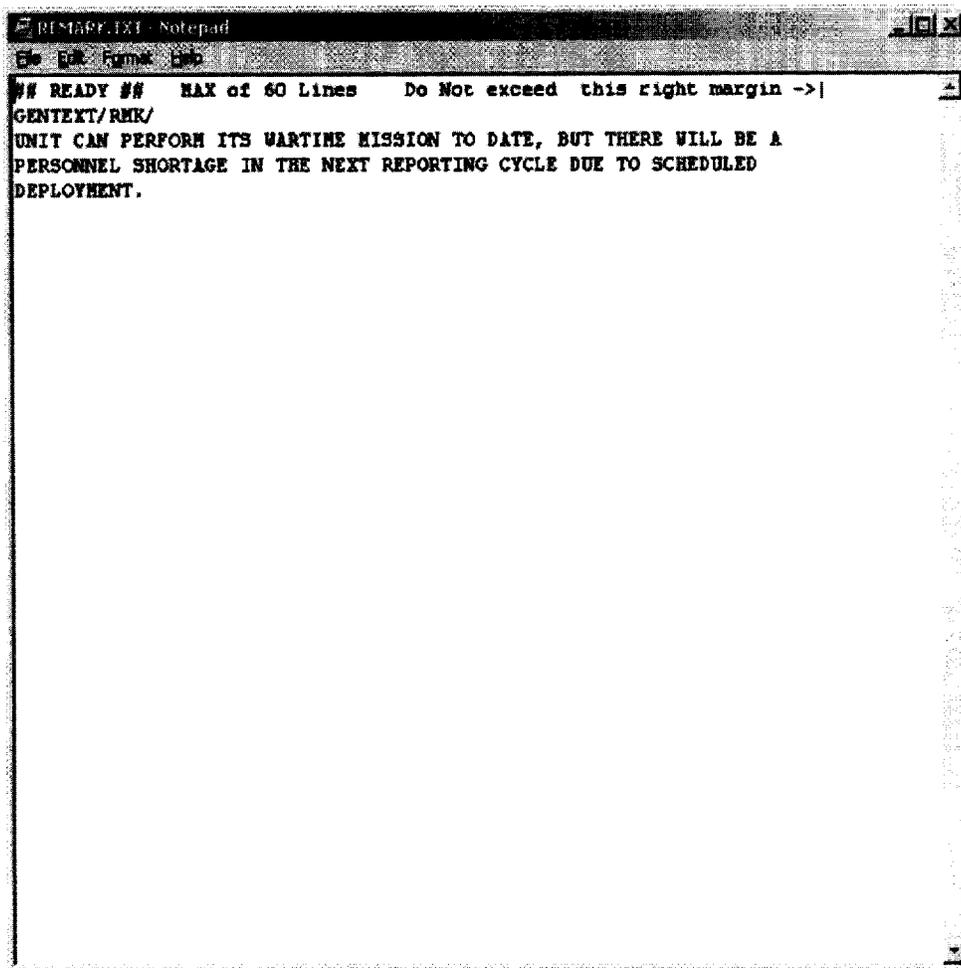


Figure 9-3. Ready GENTEXT remarks (unclassified screenshot example)

- (2) REASN remarks are required only if the overall unit level is subjectively upgraded or downgraded.
- (3) When the unit's overall level differs from the lowest measured area level, both READY and REASN remarks are required. An "X" is entered in the OVERALL SET in the RPTDUIC set (REASN). Commanders must clearly state why they feel the calculated levels do not accurately represent the unit's status (see fig 9-4).

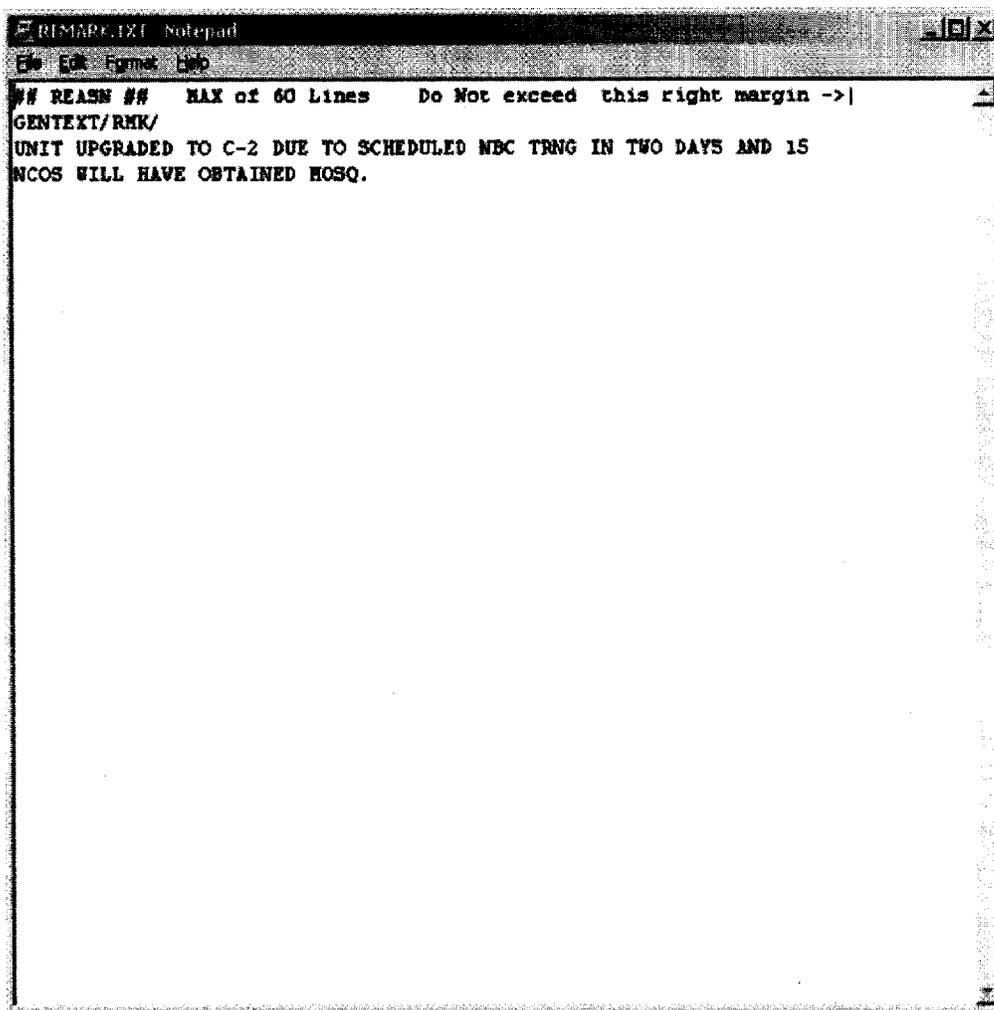


Figure 9-4. Reason (REASN) GENTEXT remarks (unclassified screenshot example)

b. HQDA requests information with a classification no higher than CONFIDENTIAL, unless the commander determines SECRET information is needed to clarify a situation affecting the unit's overall C-level. If SECRET information is used, the USR must be classified SECRET.

c. READY/REASN REMARKS Section goes as follows:

(1) *Transaction Type Field.* Enter "A" for READY or REASN remark during normal reporting. PC-ASORTS will update the Transaction Type Field with an "A."

(2) *Label Field.* Enter "READY" in the Label Field if READY remarks are being submitted or enter "REASN" in the Label Field if REASN remarks are being submitted.

9-6. Preparation of general remarks

a. Specific measured area remarks have been discussed in the applicable chapter for each measured area. This section discusses the mandatory remark entries as they relate to all the measured areas. These remarks should clarify and support data submitted in the RPTDUIC and ARMYRPT sections of the report. Units that do not attain a C-level equal to "1" in a measured area (P, S, R, or T) must submit remarks on that area explaining the primary reasons for not attaining C-1. To facilitate automated analysis of the remarks section of the Unit Status Report, the UIC (UIC of reported unit) and date of report (RICDA) fields will be system generated from data entered in the RPTDUIC and ARMYRPT sections.

b. The following entries are mandatory for each remark.

(1) *Security classification field.* Enter appropriate security classification in the various sections of the report where required.

(2) *Transaction type field.* Always enter "A" in all reports where transaction type is required.

c. For labeled reports, use one of the following, depending on the area being addressed:

(1) "2PSPER" (already overprinted) report (Personnel Strength by Grade) is mandatory to submit available personnel strength. PC-ASORTS will calculate the aggregated strength and include the strength in the completed system generated report.

(2) "2RQPER" (Military Occupational Specialty Shortage Report), with remarks, is required for units reporting P-4.

(3) "2PIESTAT" (Pacing Item Status Report) is mandatory to submit all pacing item equipment status.

(4) "2ERCFOUR" (Equipment that is S-Level 4) is mandatory for all measured units to submit ERC-A equipment line items that are at a level of S-4.

(5) "2EOHSHRT" (Equipment Shortage Report) is mandatory if ERC-A equipment shortfalls prevent attainment of S-level of S-1. The "2EOHSHRT" set is also required if EHRD2 + EHRD3 is greater than zero regardless of ERC.

(6) "2PIERRAT" (Pacing Item Operational Percentage Report) is mandatory to submit the operational percentage of all pacing items.

(7) "2ERCERRT" (Operational Percentage Report) is mandatory if "ERRAT" is less than 1.

(8) "TRRAT" (TRRAT GENTEXT Remarks Form) is mandatory for all measured units to submit information related to unit training status.

(9) "2Language" (GENTEXT Remarks Form) is mandatory for all measured units having MOS's with language identification codes (LICs) to submit language shortages.

9-7. Higher command remarks

Remarks by higher commanders will be entered on free NARR/GENTEXT Remark Section. (See para 2-6 for further instructions.)

9-8. Special instructions when a unit is alerted, activated, mobilized, deployed/employed, partially deployed, or conducting split-based operations.

a. Units alerted, called-up, mobilized, deployed/employed, partially deployed, or conducting split based operations will follow slightly different procedures when submitting unit status reports. These changes are necessary to meet special requirements and to increase the utility of the report and, in some cases, they also will reduce data reporting requirements. The term "deployed," as used in this section, does not apply to units forward stationed in peacetime. A "partial unit deployment" is when a subordinate unit/element is deployed separately from its parent/higher unit (AA-level or FF-level UIC). It is applicable when a unit with an AA-level UIC deploys only a part or portion of its mission capability (that is, a subunit UIC or DUIC) to support an operation and also includes when a major unit (FF-level UIC) is conducting split-based operations via separately deployed subordinate units (AA-level UICs and DUICs). The special instructions below supplement the general USR policy guidelines contained in chapter 2 and chapter 3. They also supplement provisions in chapter 10 regarding composite reporting and those in chapter 11, which are applicable to units before, during and after deployment.

(1) After mobilization/federalization and within 24 hours of the arrival of the advance party at the mobilization station, measured RC units with AA-level UICs will submit a regular report to the mobilization station. Measured RC units with FF-level UICs that are being mobilized will submit composite reports within 24 hours after the main body of the last subordinate measured unit being mobilized closes at the mobilization station. These reports establish the RC unit's status at mobilization/federalization. While on active duty, measured RC units will submit reports (for example, composite, regular, change, deployed, and so forth) in accordance with the USR submission requirements prescribed in chapter 2 for AC units.

(2) After deployment, AC and RC units with AA-level UICs will submit a deployed report during RSOI within 24 hours after the main body of the deploying unit closes into theater to establish its deployed status and exercise USR submission channels. Subsequently, the deployed units will submit a deployed report on the 15th of each month to indicate the unit's status while deployed.

(3) After redeployment and within 24 hours of the unit's closure at the home station (AC units) or the redeployment mobilization station (RC units), AC and RC units with AA-level UICs will submit a regular report to indicate the unit's status upon redeployment. Subsequently, AC units and those RC units still on active duty will submit a regular report on the 15th of each month.

(4) Upon demobilization and termination of active duty status, RC units will comply with USR submission requirements in chapter 2 that are applicable to RC units.

b. Change reports in accordance with paragraph 2-4c and table 2-1 will continue to be required of all units (AC and RC), and USR submission timelines for AC units in table 2-1 become applicable to RC units while they are on active duty.

c. In some instances, commanders of measured units that are conducting partial unit deployments (AA-level UIC) or that are conducting split-based operations (FF-level UIC) will receive specific guidance from HQDA, the responsible

ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or the ASCC, when applicable, regarding strategic planning decisions that establish timelines and criteria for disengagement, recovery, post-deployment training, reconstitution and redeployment to assist them in determining the availability of their units/elements, personnel and equipment for USR purposes (also see paras 3–3 and 3–5). The following instructions for USR calculations and assessments are applicable to units conducting partial unit deployments and split-based operations when no specific guidance has been provided.

(1) *Basic information.* Commanders of measured units (AA and FF-level UICs) will enter information in the applicable window of the Basic Unit Information (BUI) screen to identify augmenting and detached units/elements (see paragraph 3–7 and app K). Identify (by UIC/DUIC) each subordinate unit/element that is organic or a part of the designed/established structure and annotate any that are not currently under the OPCON authority of the measured unit. Similarly, identify (by UIC/DUIC) any additional units or elements over which the measured unit/headquarters currently has OPCON authority. Subsequently, for USR purposes, the units/elements that are currently under the OPCON authority of the measured unit will be considered available, and those units/elements that are not currently under the OPCON authority of the measured unit will be considered as not available. (Note: The wartime mission requirements established by the MTOE for AA-level units or reflected by the organic or designed/established structure for FF-level units will continue to serve as the basis for calculating the C-level and related measured area levels during partial deployments and split-based operations. Accordingly, assets and resources that are currently under the OPCON authority of the unit are measured against the wartime/designed requirements to determine the measured area levels. This methodology ensures that the C-level accurately reflects the ability of the measured unit/headquarters to accomplish the wartime mission for which it is organized or designed with the assets and resources currently under its OPCON authority. See paragraph 10–2 for special instructions for composite reporting.)

(2) *Personnel and equipment.* When calculating measured area levels for personnel, EOH and ER, commanders submitting AA-level reports will consider as available only personnel and equipment in subordinate units/elements that are under their OPCON authority. The provisions in chapters 4 and 5 and in appendix D continue to apply.

(3) *Training.* Commanders of measured units (AA and FF-level UICs) will consider only the units/elements over which they currently exercise OPCON authority when determining their unit's core tasks training proficiency and the training level. The provisions of chapter 7 will continue to apply.

(4) *Mission Accomplishment Estimate (MAE).* Commanders of measured units (AA and FF-level UICs) will determine a MAE percentage that reflects the percentage of the unit's mission that can be accomplished by the units/elements over which they currently have OPCON authority. The provisions in chapter 8 will continue to apply.

(5) *Overall level (C-level).* Commanders of measured units (AA and FF-level UICs) will consider the MAE percentage when determining whether the unit's C-level should be subjectively upgraded or downgraded to more accurately portray the overall mission readiness status. The provisions of paragraph 8–8 will continue to apply.

(6) *Mandatory comments.* Commanders of measured units (AA and FF-level UICs) will use READY GENTEXT remarks to indicate the impact and implications to unit readiness of the deployment or split-based operations and, if applicable, will identify the specific training and resources required to return the unit to previous or designated readiness levels.

9–9. Validation reporting

All Reserve Component units (USAR and ARNG/ARNGUS) and APS must submit a validation report monthly, unless applicable changes to unit status (see policy guidance in chapter 2) or the report submission timelines established by table 2–1 require the submission of a change report or a regular report, respectively. To create a validation report the unit will complete the SORTUNIT set in the RPTDUIC section only. The word "VALID" must be entered in the RPTDUIC section. Note: Reason codes must be placed in the SECRN field of the OVERALL set if the overall unit level is C–5 and the REASN field indicates an "N."

Chapter 10 Composite Reports

10–1. General

a. Purpose. Composite reports are intended to provide a collective assessment of the status of measured major units (larger than battalion-size) and major headquarters (corps headquarters and modular division headquarters) indicating their ability to accomplish the wartime or primary missions for which they are organized or designed. For major units, like divisions, regiments, brigades, and BCTs, this collective assessment is based on the conditions of their subordinate units/elements and the ability of these subordinate units/elements to operate together. For major headquarters, like corps headquarters and modular division headquarters, this collective assessment is focused on the ability of the units/elements comprising the headquarters to exercise command and control or battle command.

b. Units required to submit reports. Paragraph 2–2 identifies measured units/headquarters, to include those measured major units and major headquarters that are required to submit composite reports.

c. Report types. There are two formats for composite reports (Type I and Type II) that are distinguished from each other by the methodology used to determine the collective assessments and the information and data entries that they require. Each report format is supported by an applicable PC-ASORTS menu screen that is linked to the Basic Unit Information (BUI) screen. Reports will be prepared and submitted by the measured major units and major headquarters required to submit composite reports in accordance with the guidance and criteria contained in this chapter.

(1) *Type I composite report format.*

(a) This type of composite report requires the measured major unit or major headquarters to calculate the average status level for each of three measured areas (personnel, equipment on hand, and equipment readiness) based on the unit status level determinations reported by its subordinate measured units. Instructions for these calculations are contained in paragraph 10-4. The training level for the measured major unit or major headquarters is determined in accordance with the applicable provisions of chapter 7. The C-level is determined in accordance with the provisions of paragraph 9-1.

(b) In general, measured major units and major headquarters with definitively established organizational structures report using a Type I format composite report. Applicable major units include, but are not limited to, divisions, separate maneuver brigades, geographically separated maneuver brigades, cavalry regiments, and emerging brigade level modular units like BCTs and support brigades. APS with UICs ending in FF also are required to submit Type I format composite reports. Applicable major headquarters include emerging modular headquarters like modular division headquarters. APS with UICs ending in FF also are required to submit Type I format composite reports. The composite reports of major headquarters will reflect the collective ability of the headquarters to exercise command and control or battle command. Note that separate brigades and divisional brigades stationed separately from the parent division that normally submit separate Type I format composite reports, will continue to submit a separate report, even if the brigade is employed with and/or is currently under OPCON of a division, to include the parent division. Special instructions regarding the reporting requirements brigades required to continue to submit separate reports while OPCON aligned to a division are provided in subpara (3), below.

(c) Prepare reports in accordance with the instructions in paragraph 10-4a.

(2) *Type II format composite reports.*

(a) This type of composite report is available for use as directed by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and/or if directed by HQDA when the organizational structure of the major unit or major headquarters is not definitively established or when submitting a Type I format composite report would involve redundant aggregations of the measured area levels of subordinate units in composite reports. It is an interim report intended to accommodate and facilitate Army compliance with new and emerging Joint Staff requirements, to include new requirements impacting on several major Army major units/headquarters that previously did not submit reports into the ASORTS database and emerging reporting requirements applicable to actual and planned Joint Task Force (JTF) headquarters. The Type II format composite report requires a subjective collective assessment of the ability of the major unit or major headquarters to undertake the wartime or primary mission(s) that it is organized or designed to perform. Unlike commanders' letters and memorandums that are currently prepared by some of these major units/headquarters, it establishes data entry procedures facilitating the processing of the reported readiness information into the ASORTS and GSORTS databases meeting Joint Staff requirements. Subjective assessments include the commander's determination of the four measured area levels (personnel, equipment on hand, equipment readiness and training), his assessment of the overall level (C-level) and the PCTEF level (when applicable), and comments on training and readiness oversight responsibilities (when assigned). Paragraph 10-4 provides instructions for the assessment of the measured areas. The C-level is determined in accordance with the provisions of paragraph 9-1.

(b) Major units and major headquarters that are not required to submit a Type I format composite report may submit a Type II format composite report. Type II format composite reports also may be submitted by major units and major headquarters currently assigned or apportioned in Joint planning documents that do not have a clearly defined organizational structure, like corps headquarters, various combat support and combat service support brigades and groups, and to major units, like divisional brigades and separately stationed brigades (when required to report and/or continue reporting in accordance with para 2-2c), when preparing a Type I format composite report would be redundant to the division's USR requirement. While some of these major units and major headquarters were not previously required to report, all are now designated as measured units because they are either apportioned in OPLANS or are potentially deployable as separate entities (includes divisional brigades that have been designated to operate separately or that will operate separately from their parent divisions). Note that separate brigades and divisional brigades stationed separately from the parent division that normally submit Type I composite reports, will continue to report even if the separately stationed divisional brigade is employed with and is currently under OPCON of a division. See subpara (3).

(c) Prepare reports in accordance with paragraph 10-4b.

(3) Separately stationed brigades required to submit composite reports in accordance with paragraph 2-2c will continue to submit separate reports while under OPCON of a division (includes the parent division) and while deployed.

(a) Prior to deployment and when authorized or directed by HQDA or the responsible ACOM/ASCC/DRU and/or

DARNG/NGB, when applicable, brigades required to continue to submit separate reports while OPCON aligned to a division can submit a Type II format composite report. Divisions with OPCON aligned brigades that are submitting Type II format composite reports will include the measured area levels of the brigade's units in the calculations and assessments in the division's Type I format composite report. To avoid double counting, divisions with OPCON aligned brigades submitting Type I format composite reports will not include the measured area levels of the brigade's units in the calculations and assessments in the division's Type I format composite report and will list the brigade's FF-level UIC in window/column 3 of screen number 4 (see para K-3e(3) and figure K-8) to confirm that the OPCON aligned brigade is not included in the division's collective assessments.

(b) While deployed and unless directed otherwise, brigades required to continue to submit separate reports that are currently OPCON aligned to a division can submit an abbreviated format deployed report. Divisions with OPCON aligned brigades that are submitting abbreviated format deployed reports will consider the brigade available for both C-level and PCTEF-level determinations in the division's abbreviated format deployed report. To avoid double counting, divisions with OPCON aligned brigades submitting full or expanded reports will not include the measured area levels of the brigade's units in either full or expanded format deployed reports submitted by the division and will list the brigade's FF-level UIC in window/column 3 of screen number 4 (see para K-3e(3) and figure K-8) to confirm that the OPCON aligned brigade is not included in the division's collective assessments in these reports; however, divisions submitting abbreviated format deployed reports normally will consider the brigade available for both C-level and PCTEF-level determinations.

d. *Deployment and split based-operations.* See special instructions in paragraph 9-8 regarding partial deployments and split-based operations and the provisions in chapter 11 for USR policy guidance applicable to measured units before, during and after deployment

e. *Deployed reporting requirements.* Measured major units and major headquarters that are required to submit composite reports will continue to report while deployed in accordance with the provisions of paragraph 11-3.

f. *Basic unit identification (BUI data).* BUI data is applicable to both Type I and Type 2 format composite reports. See appendix K for data entry examples.

10-2. Special Instructions for composite reporting

a. *BUI data.* Enter and update the information on the BUI screens in accordance with the provisions of paragraph 3-7. BUI data entry requirements are applicable to both Type I and Type II format composite reports. See notional data entry examples in appendix K.

b. *Availability and accountability of subordinate units/elements.*

(1) Consider subordinate units/elements, to include personnel and equipment as available or unavailable in accordance with the guidelines and procedures in paragraph 3-3 and the special instructions for partial deployments and split-based operations in paragraph 9-8.

(2) Subordinate units/elements included in the organic or designed/established structure of the major unit/headquarters are listed by UIC/DUIC in window/column number 1 of BUI screen number 4. The UICs/DUICs of augmenting Army units/elements currently under the OPCON authority of the measured units/headquarters and that are included in the commander's collective assessments, because they support the mission(s) for which the major unit/headquarters is designed are listed in window/column number 2. Units under the OPCON authority of the major unit/headquarters but that are not considered available and/or are not included in the commander's collective assessments (for example, non-Army units) are listed in window/column number 3. Units/elements that are organic or included in the designed/established structure but that have been detached and are not currently under the OPCON authority of the measured unit/headquarters are listed in window/column number 4. (Note: For composite reporting purposes, the personnel level (P-level) and the EOH level (S-level) of the units listed in window/column number 4 are considered as Level 6 and, therefore, will have a value of 4 in those measured area calculations. This use of Level 6 enhances the accuracy of P-level and S-level calculation in composite reports by incorporating the impact of unavailable resources and assets. Equipment readiness levels (R-levels) will be calculated based on currently available units only. (See calculation example in figures 10-1 and 10-2). When determining the training level (T-level) and the overall level (C-level), commanders of composite reporting units will consider the impact of nonavailable subordinate units/elements on METL proficiency and required training days and the ability of the composite reporting organization to accomplish the wartime mission for which it is organized or designed, respectively. When one or more of the subordinate units/elements that is included in the organic or designed/established structure of the major unit/headquarters is unavailable due to deployment, select reason code D, E, F or G to identify the percentage of overall capability that is deployed and to indicate that this is primary reason that the overall level is not C-1, if appropriate. (See table E-2).

(3) Subordinate units/elements considered available for the commander's collective assessments of the ability of the major unit/headquarters to accomplish the wartime or primary mission(s) for which it is organized or designed are determined by subtracting the units/elements displayed in windows/columns number 3 and number 4 from the units elements displayed in windows/columns number 1 and number 2. PC-ASORTS will auto-calculate this listing and display it in window/column number 5.

(4) Examples of units/elements that could be listed in window/column number 3 are as follows:

(a) For a major headquarters like a modular division headquarters: BCTs, support brigades and other maneuver and CS/CSS units that could be under the OPCON authority of the modular division headquarters but do not directly support its command and control or battle command functions.

(b) For a major unit like a division, brigade or BCT: Non-Army units/elements OPCON to the major unit and AUGTDA units/elements that provide peacetime support only.

(c) For divisions: Separate brigades and separately stationed brigades currently OPCON aligned to the division that are required to continue to submit separate reports (see para 2–2c and para 10–1c(3)).

c. C–5 reporting.

(1) Units submitting Type I format composite reports will include subordinate units reporting level-5 in a measured area or status level computations. When computing composite resource/status levels, include these units as Level-4. If the number of C–5 subordinate units degrades the status of the parent unit below a C–3 overall unit status level, the parent unit will designate the appropriate measured area and the unit’s overall level as C–5 (must be approved by HQDA). The number of subordinate units reporting C–5 will be recorded on the remarks section READYSEG SET, ARMYRPT section.

(2) C–5 inactivating/discontinuing units may be excluded from composite reports if they are within 180 days of their E-dates. The major combat unit rendering the composite report will continue to report the number of C–5 units in their READYSEG Set. This allows continued accountability of C–5 units. C–5 reporting units will continue to report in accordance with this regulation.

d. Major combat units. The following instructions are applicable to measured major combat units required to submit composite reports.

(1) Units not considered. Do not consider the band, adjutant general (AG), or finance units in composite reports. The measured area levels of non-Army units are not considered when calculating measured area levels.

(2) Squad/crew/team/system manning and qualification data. Consolidate and report squad/crew/team/system manning and qualification data reported by subordinate units in Type I reports.

(3) Special data requirements for Type I reports during partial deployments/split based operations.

(a) When directed by HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, commanders of measured major combat units that are required to submit a Type I composite report will determine and report a separate status level for personnel and EOH if they have subordinate units/elements that are considered unavailable for USR purposes. (Refer to paras 3–3, 3–7 and 9–8, for policy guidance regarding detachments the availability of subordinate units/elements for USR purposes.) This requirement to report separate status levels for personnel and EOH will be directed when needed to support requirements by HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, to assess the capability of the major combat unit to accomplish the wartime or primary mission(s) for which it was organized or designed based on the assumption that all unavailable personnel and equipment will be reunited with the major combat unit prior to mission execution.

(b) The first status level for personnel and EOH will be determined in accordance with the guidance and instructions contained in chapters 4 and 5. The availability of subordinate units (includes personnel and equipment) that are operationally deployed is addressed in paras 3–3, 3–7 and 9–8. In general, personnel attached to deployed units are considered unavailable and equipment loaned to deployed units is considered not on hand to the measured unit.

(c) A second subjective level, with comments, is made by the reporting major combat unit commander to describe the unit’s potential wartime or primary mission capability if unavailable personnel and/or equipment are assumed to have been reunited with the major combat unit.

(d) The second personnel level will be entered in the "PRRAT2" field on the “Personnel Status” screen.

(e) The second EOH level will be entered in the "ESRAT2" field on the “Equipment Availability Status” screen.

10–3. Reserve Component training level

a. Commanders of RC measured major units required to submit a Type I composite report will report the unit’s training level (T-level) and the premobilization training status level, if applicable. The T-level is applicable to all units and reflects the training proficiency of the units for their wartime or primary missions and tasks. The premobilization training status level reflects the training proficiency of the unit to accomplish the missions and tasks prescribed by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, for premobilization training. If premobilization training is not applicable to the RC unit, then the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may exempt the RC unit from the requirement to determine and report its premobilization training status level. The premobilization training status level will be calculated in accordance with paragraph 7–10.

b. The premobilization C-level is calculated in accordance with paragraph 10–5 in the same manner as the C-level, except that the composite premobilization training status level is used instead of the composite T-level that reflects the wartime or primary mission proficiency. Enter the premobilization C-level in the READY GENTEXT Remarks labeled: PREMOb–OVALL.

c. Premobilization levels are not applicable in Type II composite reports.

10-4. Determining measured area levels and C-levels for composite reports

a. Type I reports.

(1) An upgrade or downgrade of the computed overall level should be considered if the commander believes that it does not accurately represent the status of the unit. While measured area levels of non-Army units are not included when calculating measured area levels in composite reports, the capabilities provided by these units to support mission accomplishment should be considered when determining whether the C-level should be upgraded. Measured areas levels and a C-5 level cannot be changed.

(2) Determine composite C-levels and measured area levels (except for training) using the outline below and table 10-1. Examples showing step-by-step calculations are provided at figure 10-1 and figure 10-2. Determine the training level in accordance with applicable provisions of chapter 7.

Table 10-1
Composite level criteria (PER, EOH, & ER)

Level	At least 50 percent of units at:	Average of units
1	1	1.54 or less
2	2 or better	1.55 to 2.44
3	3 or better	2.45 to 3.34
4	Cannot meet criteria to be level 3	

Composite Level Calculation Example (Type I Composite Report)			
Notional Listing for the 218 Separate Infantry Brigade (Mechanized)			
Unit	PER	EOH	ER
218 AR, HHC	2	3	1
218 SIG Det	5(4)	2	6 (N/A)
125 EN Co, Sep Bde	1	3	2
202 CAV Trp	1	4	1
178 FA Bn 01 155 SP	1	3	2
163 CS BN	2	2	2
263 AR Bn 02 Tank	1	2	2
118 In Bn 04 Mech	1	4	2
(118 In Bn 01 Mech)	6 (4)	6 (4)	N/A
Totals	17	27	12

Figure 10-1. Notional listing of subordinate units for composite reporting calculations (unclassified example)

Composite Level Calculation Example (Type I Composite Report) Calculation Methodology for the 218 SIB (M) Example
<p>Step #1: Determine the subordinate measured units/elements that are currently OPCON aligned to the 218 SIB and considered available to it for the purpose of USR measurements and collective assessments. Note: PC-ASORTS will auto-calculate and display these units by UIC/DUIC in Window #5 of BUI Screen #4. Commanders may determine these units/elements independently by adding the subordinate units/elements included in the organic or designed/established structure of their organization (Window #1 of BUI Screen #4) to any currently OPCON aligned augmentations considered available for the purposes of USR measurements and collective assessments (Window #2 of BUI Screen #4) and then eliminating from this total any OPCON aligned units/elements that are not measured (e.g., DUICs) or not appropriate for including in their organization's USR measurements and collective assessments (e.g., AUGTDA, finance and AG units) (Window #3 of BUI Screen #4) and any current detachments from the organic or designed/established structure of their organization that are not available (Windows #4 of BUI Screen #4).</p>
<p>Step #2: Identify any subordinate measured units/elements that are currently included in the organic or designed/established structure of the composite reporting organization but that currently are not available to it (i.e., detachments). Add these non-available units to the listing developed during step #1 using a parenthesis to denote their non-availability. (See figure 10-1 above). Note: For the P-level and S-level calculations in the composite report, these non-available measured units/elements are considered as Level 6 unless these detached units have been replaced by OPCON aligned augmenting units that have, in the commander's judgment, comparable and/or equivalent capabilities. In this example, the 1-199 FA Bn (OPCON) replaces the 1-178 FA Bn (detached).</p>
<p>Step #3: For OPCON aligned and available units on the listing developed during step 2, indicate any level 5 resource areas as level 4 for composite reporting calculations (for example, 5 = 4). For non-available units on this listing, indicate as level 4 the P-level and the S-level for composite reporting calculations (for example 6 = 4).</p>
<p>Step #4: Determine measured area levels for personnel, EOH and ER based on both the average level calculated and the 50 percent rule:</p>
<p>PERSONNEL/P-level:</p> <ol style="list-style-type: none"> Average level = $17 / 9 = 1.89$. (Note that the 1-118 In Bn is detached and not available (level 6) and has not been replaced by a comparable/equivalent unit (commander's judgment); thus it has a value of 4 in the P-level calculation. However, in this example the BDE commander considers the 1-199 FA Bn (OPCON) a one-for-one replacement for the 1-199 FA Bn (detached); thus a value of 4 is not included for this detachment) Using Table 10-1, based on average, level = P-2. Check 50% rule--YES, 50% P-2 or better.
<p>EOH/S-level:</p> <ol style="list-style-type: none"> Average level = $27 / 9 = 3.00$. (Note that the 1-118 In Bn is detached and not available (level 6) and has not been replaced by a comparable/equivalent unit (commander's judgment); thus it has a value of 4 in the S-level calculation. However, in this example the BDE commander considers the 1-199 FA Bn (OPCON) a one-for-one replacement for the 1-199 FA Bn (detached); thus a value of 4 is not included for this detachment) Using Table 10-1, based on average, level = S-3. Check 50% rule--YES, 50% S-3 or better.
<p>Equipment Readiness/R-level:</p> <ol style="list-style-type: none"> Average level = $12 / 7 = 1.71$ (Note that non-available units are not considered in R-level

Figure 10-2. Composite reporting calculation methodology (Type I composite report)

<p>calculations and that, in this example, the BDE commander opted to disregard the R-6 reported by the 218 SIG Det IAW the provisions of para 3-5a(3).</p> <p>b. Using Table 10-1, based on average, level = R-2.</p> <p>c. Check 50% rule--YES, 50% R-2 or better.</p>
<p>PER = P-2. EOH = S-3. ER = R-2</p>
<p>Step #5: Determine the unit's training level IAW Chapter 7: For the purpose of this example calculation, the 218 SIB commander has determined that TR = T-2.</p>
<p>Step 6: Determine if the number of subordinate C-5 units degrades the status of the composite reporting organization below a C-3 level of mission readiness y; if so, then the appropriate measured area level and the unit's overall level will be designated as C-5 (requires HQDA approval). Indicate the number of C-5 reporting units in remarks.</p>
<p>Step 7: Revise measured area levels summary: In this example, the commander determined that the one C-5 (P-5) reporting unit does not degrade the readiness of the composite reporting unit to C-5.</p>
<p>PER = P-2. EOH = S-3. ER = R-2. TR = T-2</p>
<p>Step 8: Determine the appropriate C-level (overall level): Overall level = C-3 (based on S-3). Commander should consider upgrading or downgrading this overall level IAW para 9-1a. If a measured area level was designated as level 5, then the overall level must be C-5.</p>

Figure 10-2. Composite reporting calculation methodology (Type I composite report)—continued

b. *Type II reports.* See figure 10-3.

(1) When not established by HQDA (DAMO-FMF), the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will prescribe the subordinate units/elements to be considered by major units or major headquarters approved to submit Type II composite reports; however, this authority may be delegated to the chain of command but no lower than the next higher command level. For example, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may direct that division commanders specify the subordinate battalions, companies and detachments (AA-level UICs and DUICs) for each of their divisional brigades or direct that corps commander designate the subordinate units/elements of echelon above division (EAD) brigades and groups required to submit reports. The subordinate units designated to be included in the commander's collective assessments should reflect the most likely war-fighting alignment. The commander will list the UICs and DUICs of the subordinate units/elements included in the Type II composite report in window number 1 of BUI screen number 3.

(2) The C-level and the status levels of the four measured areas are subjectively determined in a Type II composite report. Commanders will determine the level for each measured area and then select a C-level in accordance with the following guidelines.

(a) The C-level in Type II composite reports will be selected based on the lowest level determined for any one of the four measured areas. The levels for the measured areas will be subjectively determined based on reasonable assumptions that have been validated by commanders at higher levels. The C-level definitions in paragraph 3-2 apply.

(b) The measured area levels in Type II composite reports will be determined by comparing the resource and training requirements of the mission(s) for which the major unit or major headquarters is organized or designed pursuant to the war-fighting or battle command requirements derived from higher commanders' guidance to the current status of resources and training in designated subordinate elements as follows.

1. *Personnel.* The commander or the major unit or major headquarters will determine the composite personnel level (P-level) based on his/her subjective assessments regarding the quantity of available personnel and the mix of leaders and skills in subordinate units needed to execute the wartime or primary mission(s) for which the major unit or major headquarters was organized or designed. Using validated assumptions and C-level descriptions provided in paragraph 3-2b, the commander will select the personnel level (that is, P-1, P-2, P-3, P-4, or P-6) that corresponds to the C-level description which most accurately depicts the sufficiency of available personnel in subordinate units/elements) to accomplish mission critical tasks (for example, P-1 corresponds to the C-1 description; P-2 corresponds to the Level C-2 description; and P-3 corresponds to the Level C-3 description; and so forth).

2. *Equipment-on hand.* The commander of a major unit or major headquarters will determine the composite EOH level (S-level) based on his/her subjective assessments regarding the adequacy of on hand equipment in subordinate units/elements to execute the wartime or primary mission(s) for which the major unit or headquarters was organized or designed (that is, the quantity and type of equipment, support items, classes of supply, and so forth, that are available to subordinate units/elements). Using the validated assumptions and C-level descriptions provided in paragraph 3-2, the commander will select the EOH level (that is, S-1, S-2, S-3, S-4, or S-6) that corresponds to the C-level description

which most accurately depicts the status of the on hand equipment relative to the equipment needed to accomplish mission critical tasks (for example, S-1 corresponds to the Level C-1 description; S-2 corresponds to the Level C-2 description; S-3 corresponds to the Level C-3 description; and so forth).

3. *Equipment readiness.* The commander of major unit or major headquarters will determine the composite R-level based on the his/her subjective assessments regarding the adequacy of operational equipment and equipment sustainability in subordinate units/elements needed to execute the wartime or primary mission(s) for which the major unit or headquarters was organized or designed (that is, the availability in the subordinate units/elements of required operational equipment, support items, repair parts, and so forth). Using validated assumptions and C-level descriptions provided in paragraph 3-2, the commander will select the ER level (that is, R1, R-2, R-3, R-4, or R-6) that corresponds to the C-level description that most accurately depicts the operational readiness status and sustainability of the on hand equipment relative to the operational equipment and sustainability needed to accomplish mission critical tasks (for example, R1 corresponds to the Level C-1 description; R-2 corresponds to the Level C-2 description; R-3 corresponds to the Level C-3 description; and so forth).

4. *Training.* The commander of a major unit or major headquarters will determine the composite training level (T-level) based on his/her subjective assessments regarding the ability of the major unit or major headquarters to execute the wartime or primary mission(s) for which it was organized or designed. Unique environmental conditions also will be considered. Using validated assumptions, training guidance and instructions received from higher levels, and C-level descriptions provided in paragraph 3-2, the major unit commander will select the T-level (that is, T-1, T-2, T-3, T-4, or T-6) that corresponds to the C-level description that most accurately depicts the training status of the unit's personnel relative to the collective training proficiency needed to accomplish mission critical tasks (for example, T-1 corresponds to the Level C-1 description; T-2 corresponds to the Level C-2 description; T-3 corresponds to the Level C-3 description; and so forth).

(3) Commanders of a major headquarters that are required to submit Type II composite reports will assess the ability of the designated headquarters units/elements to exercise command and control or battle command in support of war-fighting or OPLAN requirements. Commanders should consider each of the battlefield operating systems in their subjective assessments and use READY GENTEXT remarks to identify significant issues and concerns. Use the "TRR" label to address issues related to unit/elements for which the commander has training and readiness responsibilities.

(4) Commander must consider the levels of all measured areas and the MAE percentage when determining whether or not to subjectively upgrade or downgrade the unit's C-level.

(5) When required or directed, commanders also will report PCTEF data reflecting their assessments of their organizations' ability to accomplish currently assigned missions in accordance with the provision of paragraph 11-2.

(6) Reason codes and GENTEXT comments are required if the C-level or the supporting measured area levels are subjectively assessed as other than level 1.

(7) Commanders must review and update BUI screens in conjunction with report submission.

Personnel Assessment <PERSONNEL>		Training Assessment <TRAINING>	
Personnel Level	PRRAT:[1]	Training Level	TRRAT:[1]
Reason Level not 1	PRRES:[]	Reason Level not 1	TRRES:[]
Equipment Availability <EQSUPPLY>		Equipment Condition <EQCONDN>	
On-Hand Equip Level	ERRAT:[1]	Equip Condition Level	ERRAT:[1]
Reason Level not 1	ERRES:[]	Reason Level not 1	ERRES:[]
Overall Readiness Assessment <OVERALL>			
Overall Unit Rating	REBY:[1]	Primary Reason not 1	REASN:[]
Overall PCIEF Level	PCIEF:[1]	Secondary Reason not 1	SECRN:[]
Mission Accomplishment Estimate	MAE:[099]	Message Classification	SCLAS:[]

EXIT (NO SAVE)

GENERATE MTF

EXIT AND SAVE

F1 = HELP F2 = SECRN GENTEXT ✓ F3 = Generate MTF F4 = READY GENTEXT ✓
 ESC=Return To MENU/No Save F10=Save/Return To MENU

Figure 10-3. Type II composite report (unclassified screenshot example)

10-5. Completing composite reports—general

a. RPTDUIC section: SORTUNIT SET and OVERALL SET and ARMYRPT section (Classification). Enter S. All major combat unit USRs will be classified SECRET.

b. In the Transaction type field on the PC-ASORTS screen shots in the RPTDUIC and ARMYRPT sections, enter C for recurring or change reports. Code A is entered for initial reports only. Code D is entered to delete all unit status data.

10-6. RPTDUIC and ARMYRPT sections on PC-ASORTS menus

a. SORTUNIT set.

(1) ANAME (Name of Unit) field. No entry is allowed in this field, because it is generated automatically by ASORTS.

(2) Unit identification code (UIC) field. The "W" is preprinted. Complete this entry with the UIC of the submitting unit's responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.

(3) SEQNO (sequence number/report number) field. Enter the report number showing the batch report number in which this report appears among other reports being submitted by the reporting/submitted organization.

(4) DTG (Date Time Group when Report was submitted) field. In position 1 and 2 enter the day of month. In position 3, 4, 5, 6 and 7 enter the applicable ZULU time (hours in positions 3 and 4; minutes in positions 5 and 6; Z in position 7). In position 8 and 9 enter the number of the month. In position 10 and 11, 12 and 13, enter the four digits of the calendar year. For example, enter 15 October 1995, 09:45 ZULU as 150945Z101995 (DDHHMMYYYY).

(5) *SCLAS field; OVERALL set, RPTDUIC, classification; ARMYRPT section, classification.* Enter C for CONFIDENTIAL for battalion and squadron size units. Enter U for UNCLASSIFIED for smaller size units. Enter S for SECRET if the report contains secret data due to association with a classified plan, operation or exercise. (See para 2–7 for further guidance.)

b. RPTDUIC section.

(1) *Unit identification code (UIC) field.* Enter UIC of unit being described by the data in the report.

(2) *NOCHG (No Change Indicator).* All reserve units will enter "VALID" in this field to validate previously reported unit data when the unit is submitting a monthly validation report. Enter "OVALL" for the quarterly regular reports and change reports.

c. OVERALL set.

(1) *PERSDATA set, EQOHDATA set, EQMCRDAT set, TRAINDAT set.* TRANS type (Type of Transaction Submitted) field. Enter A (Initial), C (Regular or Change), or D (Delete). Normally, the entry will be C, meaning a recurring or change report is being submitted.

(2) *RICDA (As of Date of Report) field.* Enter the "as of" date of the report or date of change, if applicable. In position 1 thru 4 of the RICDA, enter the calendar year. In position 5 and 6, enter the number of the month. In position 7 and 8 enter the day. For example, enter 15 October 2001 as 20011015 (YYYYMMDD).

(3) *TREAD (Type of report) field.* Units submitting a composite report must enter "OVALL" in this field to create an acceptable report.

(4) *READY (Overall Unit Rating) field.* Use the overall C-level determined in accordance with the provisions of paragraph 10–4. However, if a measured area level is C–5 then the overall level must be 5.

(5) *REASN (Primary Reason Overall Level not 1) field.* If READY field does not contain a 1, enter the primary reason code from appendix E that shows the primary factor that prevents a C–1 overall level. However, if the level in the READY field is the result of an upgrade or downgrade, place an "X" in REASN field or if READY is a "5" then REASN must be "N."

(6) *SECRN (Secondary Reason Overall Level not 1) field.* Enter a code (from app E) representing the secondary factor that prevents a higher overall level. This code may be from the same measured area as the primary factor but must be a different code. If the overall level (READY field) has been subjectively changed (X reported in the REASN field), report one of the following codes: PUP for personnel, SUP for equipment on hand, RUP for equipment readiness, or TUP for training.

(7) *TERRN (Tertiary Reason Overall Level not 1) field.* Enter a code (from app E) that represents the tertiary factor that prevents a higher overall level. It may be from the same measured area as either the primary or secondary factor but cannot be the same code. If these instructions do not apply, leave TERRN field blank.

d. PERSONNEL set.

(1) *PRRAT (Personnel Level) field.* Use data from Step 6 in paragraph 10–5b or if HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has directed/authorized use of a P–5 level, enter 5.

(2) *PRRES (Reason Personnel Level is not 1) field.* If PRRAT field does not contain a 1, enter the personnel code (from app E) that shows the main reason the personnel level is not 1; otherwise, leave blank.

e. EQSUPPLY set.

(1) *ESRAT (Equipment On hand Level) field.* Use data from Step 6 of paragraph 10–5b. However, if HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has directed/authorized use of an S–5 level, enter 5.

(2) *ESRES (Reason Equipment On hand Level is not 1) field.* If ESRAT field does not contain a 1, enter the equipment on hand code (from app E) that shows the main reason the equipment on hand level is not 1; otherwise, leave blank.

f. EQCONDN set.

(1) *ERRAT (Equipment Readiness) field.* Use data from Step 6 in paragraph 10–5b. However, if HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has directed/authorized use of an R–5 level, enter 5.

(2) *ERRES (Reason Equipment Readiness Level is not 1) field.* If ERRAT field does not contain a 1, enter the equipment readiness code (from app E) that shows the main reason the equipment readiness level is not 1; otherwise, leave blank.

g. TRAINING set.

(1) *TRRAT (Training Level) field.* Use the training level assessment determined in accordance with the applicable provisions of chapter 7 or, when applicable, paragraph 10–4. If a training level of 4 is determined and HQDA and/or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, has directed/authorized use of a T–5 level, then enter 5.

(2) *TRRES (Reason Training Level is not 1) field.* If TRRAT field does not contain a 1, enter the training code (from app E) that shows the main reason the training level is not 1; otherwise, leave blank.

h. FORECAST set.

(1) *CARAT (Projected Overall Level) field.* If READY field 5 in OVERALL set is not "1," then CARAT must be reported. The reported forecast level in the CARAT field must be higher than the current reported READY level. If READY level is "1," leave blank.

(2) *CADET (Projected Date of Change in overall Level) field.* If CARAT field contains an entry, enter the date of projected change. If CARAT field is blank, leave CADET field blank.

10-7. ARMYRPT section (Army unique requirements)

a. The ARMYRPT section. The ARMYRPT section is completed in generally the same manner as for battalion and smaller size units. The exceptions described in the paras below apply.

b. PERSDATA set, PROFIS set, FEMALE set, and ACTGURES set. Strength calculations for each set must include all personnel within the major combat unit, including those not assigned to reporting subordinate units (for example, four-man chemical detachments).

c. EQMCRDAT set. Leave blank.

d. READYSEG set.

(1) MAE: Enter MAE percentage for the composite unit derived in accordance with chapter 8. For APS reporting leave blank.

(2) C-5: Enter the number of C-5 units including those units exempted from the composite calculations. For APS reporting, leave blank.

(3) Enter the unit's MTOE number, EDATE, and CCNUM, if applicable, in the corresponding fields.

e. EQOHDATA set and ERC B & C EQUIPMENT. Leave blank.

f. TRAINDAT set. Commanders submitting a Type I composite report will use the same procedures established in chapter 7 of this regulation to assess the unit's training status and training resource requirements. For Type II composite reports, determine the training level in accordance with the instruction in paragraph 10-4.

10-8. Mandatory remarks for composite report

a. READY and REASN GENTEXT remarks also apply to composite reports. READY remarks are required by all measured units and should focus on the unit's ability to accomplish its wartime or primary mission. REASN remarks are required if the overall unit level differs from the lowest measured area level (subjective upgrade or downgrade). Mandatory remarks also are required from commanders of major combat units that have PCTEF reportable subordinate units/elements. (See chap 11 for specific policy guidance and instructions.) When a unit's overall level is subjectively upgraded or downgraded, both READY and REASN remarks are required. (See para 9-5 for specific guidance.)

b. Measured area remarks described in this paragraph relate to composite reports. As with regular reports, these remarks should clarify and support data submitted in the RPTDUIC and ARMYRPT sections. Units that do not attain a level of "1" in a measured area must submit remarks on that area explaining the primary reasons C-1 was not attained. (See chap 9 and the related chapters for additional guidance for mandatory remarks.)

c. Units submitting composite reports will ensure that the information provided in the composite 2SPER accurately reflects the aggregate strength figures of all subordinate organic (do not include attached) units.

d. Commanders submitting composite reports also will report a composite NBC equipment status and NBC T-level in accordance with paras 5-13 and 7-10.

e. Commanders required to submit composite reports will list their top three significant issues that affect the overall level (C-level). These concerns are briefed routinely to the CSA.

f. All major combat units (those with UIC's ending in FF) will provide a 90-day projected C-level (overall readiness) based on the commander's assessment of his or her subordinate organic units' projected levels. These projection figures will be reported in the composite report as a READY GENTEXT remark.

Chapter 11

Unit Status Reporting Before, During, and After Deployment/Employment

11-1. General

a. Applicability. This chapter addresses the specific USR requirements that are impacted by the deployment or employment of Army units to accomplish their assigned wartime operational missions and the missioning of Army units for other requirements. It is applicable to all Army organizations designated as measured units/headquarters in accordance with paragraph 2-2 (that is, both AC and RC units with AA and FF-level UICs) and also to their subordinate elements with sub-unit UICs and derivative UICs (DUICs). Impacts to specific units/elements will depend on the deployment/employment circumstances and the directed missions applicable to specific units and the external guidance and instructions received from HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, regarding Joint and Army status reporting requirements. These impacts may include changes to command

relationships and authorities (that is, ADCON and OPCON), USR management oversight responsibilities and/or USR submission channels, mandatory information and report types required, and USR submission timelines.

b. Joint guidelines.

(1) Joint regulations require military units to report via the Global Status of Resources and Training System (GSORTS) for all operational environments. GSORTS data is the major source of unit information used for operational planning that is necessary for adequate and feasible military responses to crises and time-sensitive situations.

(2) Accordingly, Joint guidelines require commanders of GSORTS measured units to assess their units' ability to undertake the wartime or primary missions for which the units are organized or designed using the C-level and also to assess their units' ability to execute any currently assigned "non traditional" missions using the PCTEF level. Additionally, GSORTS requires that commanders report a PCTEF level upon receipt of an order to execute any of the following missions: homeland defense or homeland security, peacekeeping or peace enforcement operations, humanitarian assistance, consequence management, counter-drug operations, civil disturbance operations, natural disaster relief operations, (includes wild fire fighting missions).

(3) Once a unit is deployed in response to a crisis or operational plan (OPLAN) execution, the combatant commander assumes responsibility for unit GSORTS reporting for all organizations or units over which he exercises combatant command (COCOM) authority.

c. Army guidelines.

(1) Army requirements for PCTEF data reporting encompass and exceed the Joint requirements described above, in that PCTEF data reporting is required for all directed missions and deployment/employment scenarios (to include state-directed missions that are applicable to ARNGUS/ARNG units only), not just for those deployed/employed operational missions considered by the unit commander to be "nontraditional."

(2) Unless formally specified or directed otherwise, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, is responsible for USR management oversight of its assigned Army units while they are deployed/employed. Pursuant to the deployment of Army units during a crisis and in wartime, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will publish orders specifying the specific ADCON responsibilities retained by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. USR management oversight is an important ADCON responsibility that must be addressed in these orders (also see para 1–4).

(3) For USR purposes, directed missions requiring PCTEF data reporting encompass various mission types and a wide range of activities, such as smaller-scale contingencies (SSCs), military operations other than war (MOOTW), stability operations and support operations, peacekeeping, humanitarian relief, and support to civil authorities (see chap 3, FM 7–1). They do not include unit deployments to accomplish training or to participate in training exercises.

(4) For USR purposes, there are three basic deployment scenarios (total deployment, full deployment and partial deployment) that are applicable to Army units with UICs (AA-level and FF-level) and DUICs registered in the ASORTS database and also a task force/team deployment scenario that is applicable to the deployment of ad-hoc Army organizations. Each of these deployment scenarios has specific USR implications for the deploying/deployed Army units and elements (see para 11–4). Additionally, AR 220–20 establishes policy guidelines regarding the registration of DUICs in the ASORTS database that are applicable to each of these deployment scenarios. The USR implications of these scenarios are addressed in paragraph 11–3, and policy and procedures for DUIC registrations are established in AR 220–20. Each of these deployment scenarios is described in the glossary.

11–2. Percent effective (PCTEF) data reporting

a. General. Measured units that are currently assigned directed missions or that have subordinate PCTEF reportable units/elements under their OPCON authority that are currently assigned directed missions will report an overall PCTEF-level (1, 2, 3, or 4). While the missioning of units to execute operational requirements normally requires their deployment away from their home stations, PCTEF reporting requirements are applicable to all directed missions to include those missions that can be executed by units from their home stations. (See appendix H regarding the task and mission capability assessments that also are required.)

b. PCTEF reporting window. Army units will report PCTEF data as follows:

(1) PCTEF data reporting is required by Army measured units (AC and RC) within 24 hours after receiving an order (WARNORD or EXORD) to execute the wartime operational mission or any of the following missions: homeland security, peacekeeping or peace enforcement operations, humanitarian assistance, consequence management, counter drug operations, civil disturbance operations, and natural disaster relief operations (includes wildfire fighting missions).

(2) For other directed missions not addressed above—

(a) Unless instructions received from HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, specify otherwise, AC measured units will begin PCTEF data reporting no later than 30 days following directed mission assignment(s) or in the next unit status report when due, whichever is earlier.

(b) Unless instructions received from HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may specify otherwise, RC measured units will begin PCTEF data reporting no later than 90 days following directed mission assignment(s) or in the next regular report when due, whichever is earlier.

(c) PCTEF data reporting will not be directed before the units/elements receive adequate instructions regarding directed mission requirements.

(3) If the PCTEF level changes, unit commanders must submit Change reports in accordance with table 2-1 within 24 hours of the event causing the change.

(4) The PCTEF data reporting window closes for all measured units (AC and RC) when their PCTEF reportable units/elements are no longer under the OPCON of the measured unit or when they have re-deployed to their home stations, whichever comes first or is applicable.

c. Reportable units/elements.

(1) PCTEF data will be reported by measured units while they are in the PCTEF reporting window described above and, when applicable, by measured units for their PCTEF reportable subordinate units/elements while they are in the PCTEF reporting window. The following guidelines apply to these scenarios.

(a) PCTEF reporting by measured units that are currently assigned or have been ordered to execute directed mission requirements. All measured Army units (AA and FF UICs) are considered to be PCTEF reportable units and will report PCTEF data in their unit status reports while the measured unit is in the PCTEF reporting window described above.

(b) PCTEF reporting by measured units when their PCTEF reportable subordinate units/elements are currently assigned or have been ordered to execute directed missions requiring PCTEF data reporting. The three criteria that distinguish PCTEF reportable units/elements that are not measured units from non-PCTEF reportable units/elements are: OPCON authority, the presence of a commander (normally a commissioned officer in the rank of captain or higher), and the availability of necessary communications systems that will allow the commander to provide regular (at least monthly) status reports or feeder reports routinely via the USR channels established. In general, company-size and larger Army units/elements are considered by HQDA to meet these criteria. Each aspect of these criteria (OPCON authority, an appropriate commander and the necessary communications systems for status reporting) must be satisfied for a subordinate unit/element that is not a measured unit to be considered as PCTEF reportable.

(2) PCTEF data will be determined and reported for Army units/elements that do not meet the above criteria when directed by HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.

Determining the PCTEF Data Reporting Timeline

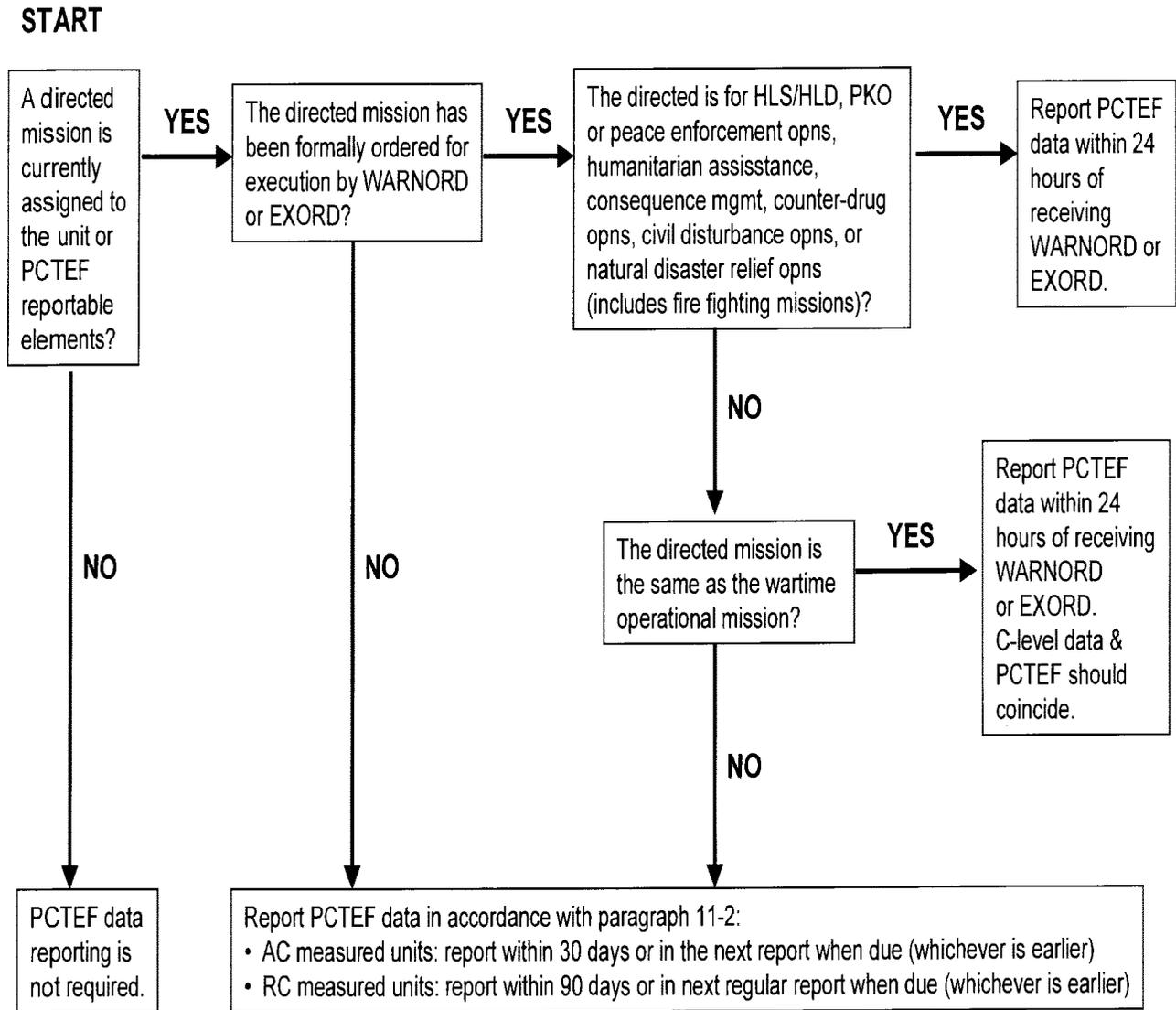


Figure 11–1. Determining the PCTEF data reporting timeline

d. Figure 11–1 outlines PCTEF data reporting timelines for Army units.

e. Determining and reporting PCTEF data.

(1) *General.*

(a) While their PCTEF reportable subordinate units are in the PCTEF reporting window, commanders of all measured units will subjectively determine and report required PCTEF data in accordance with the provisions of this paragraph and the report submission timelines established in table 2–1.

(b) If the currently assigned mission for which PCTEF data is required coincides with the wartime or primary mission for which the unit is organized or designed, then the PCTEF level reported should coincide with C-level data reported.

(2) *AA-level reports.*

(a) Commanders of measured units with AA-level UICs will determine and report PCTEF data that indicates the

ability of the measured AA-level unit as a whole or in part (when PCTEF reportable subordinate units/elements under their OPCON authority are missioned or deployed/employed) to accomplish directed missions.

(b) Unit commanders determine the PCTEF level by subjectively assessing the status of the resources and training in the missioned or deployed/employed units/elements in light of directed mission tasks training proficiency (see para 7–2) and other mission requirements. Then commanders select the PCTEF level having descriptive criteria that most accurately depicts these assessments (see subpara 7, below). If the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or force provider has developed/approved and provided formal guidelines for the directed mission that establish specific requirements for resources or training, then the unit will determine its PCTEF level based on these requirements. Similarly, if prepositioned equipment or other nonunit equipment has been designated for the unit's use to accomplish its directed mission, then, for the purpose of determining and reporting the PCTEF level in the USR, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or force provider may direct the unit commander to consider this prepositioned equipment or nonunit equipment as available to the unit in advance of the unit's actual deployment/employment. The following stipulations apply:

1. Before directing or approving this action, the directing/approving authority must confirm that the prepositioned or nonunit equipment is fully mission capable, specifically earmarked for the reporting unit, and will be immediately available to the unit upon its arrival or when required.

2. Before considering prepositioned or nonunit equipment as available prior to actual unit deployment/employment or possession, the unit commander must coordinate to ensure that the unit's specific equipment requirements (LIN level of detail) will be accommodated by the prepositioned or nonunit equipment designated for the unit and that the actions approved or directed fall under the purview of the directing/approval authority.

3. When considering prepositioned or nonunit equipment as available prior to actual unit deployment/employment or possession, the unit commander will use PCTEF GENTEXT remarks to indicate that prepositioned or nonunit equipment items are being considered as available, to describe the quantity and type of prepositioned or nonunit equipment considered available, and to identify the source designated for the prepositioned or nonunit equipment.

(c) If the entire measured unit is currently missioned or deployed/employed (for example, a total deployment), then the PCTEF level will reflect the commander's subjective assessment of the ability of the entire unit to accomplish the directed mission.

(d) If the entire measured unit is not currently missioned or deployed/employed, but one or more PCTEF reportable subordinate units/elements is currently missioned or deployed/employed, then the PCTEF level will reflect the commander's subjective assessment of the ability of the PCTEF reportable subordinate unit/elements to accomplish the directed mission for which they are currently missioned or deployed/employed, unless subordinate elements are no longer under the OPCON of the measured unit or are submitting separate DUIC reports under the provisions of paragraph 11–4.

(e) While measured units are actually operationally deployed/employed, commanders will include PCTEF level data in their deployed reports submitted in accordance with paragraph 11–5.

(3) *Composite (FF-level) reports.*

(a) Composite PCTEF data (collective assessments) will be reported in the composite reports of major units and headquarters that are partially deployed or conducting split-based operations (see para 9–8) but have PCTEF-reportable units/elements that remain under their OPCON authority, even if all of the subordinate units/elements are measured units themselves (that is, AA-level units). (Note that commanders of units required to submit composite reports may retrieve reports submitted by their subordinate units, to include DUIC reports, from the ASORTS database).

(b) If a measured major unit or major headquarters is supporting multiple operations or has multiple measured units that are missioned or deployed/employed for multiple directed missions, then the commander of the major unit or headquarters will determine and report composite PCTEF data in the composite report by considering the PCTEF data reported by subordinate units for each directed mission and the relative significance of each of the directed mission requirements.

(c) Do not include in composite PCTEF data any units that are no longer under the OPCON authority of the major unit or major headquarters.

(d) Commanders will use GENTEXT remarks labeled "PCTEF" to indicate the PCTEF level for each directed mission to clarify how the composite PCTEF level was determined and to explain or clarify relevant circumstances related to the directed mission requirements.

(4) *Derivative UIC (DUIC) and subunit UIC reporting.*

(a) DUIC units/elements created for operational purposes and required to submit a USR will follow procedures established in paragraph 11–4.

(b) While under OPCON of the parent unit, PCTEF reportable subordinate units (for example, company-level organizations with subunit UICs ending in A0, B0, C0, and so forth) will provide USR data to their parent (AA-level) unit so that the parent unit can compile and report the PCTEF data.

(5) *REASN codes.*

(a) If less than totally deployed, measured units will use the REASN codes in appendix E, table E–2 to indicate the deployment status of the unit and/or its subordinate elements or personnel.

(b) These REASN codes are provided to enable commanders of measured units to indicate the unit's deployment status (including pending deployment status) and the percent of the overall unit capability that is deployed (to include individual personnel deployments).

(c) When using these REASN codes, GENTEXT remarks will be used to explain the current or pending operational deployment, to discuss the commander's PCTEF data determinations and to clarify nonreportable or reportable units/elements. (The remarks will be labeled in the GSORTS and ASORTS database as label ID: PCTEF.)

(6) *The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and force providers.* The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and force providers may publish supplemental instructions to support the implementation of PCTEF data reporting for their units; however, these supplemental instructions will be consistent with provisions of this regulation and AR 220–20, and they will be coordinated with HQDA prior to publication.

(7) *PCTEF levels.* Valid entries for PCTEF levels are numeric values: "1," "2," "3," or "4."

(a) Level "1" indicates that the unit possesses the required resources and is trained to undertake the full mission assigned.

(b) Level "2" indicates that the unit possesses the required resources and is trained to undertake most of the mission assigned.

(c) Level "3" indicates that the unit possesses the required resources and is trained to undertake many, but not all, portions of the current mission.

(d) Level "4" indicates that the unit requires additional resources or training to undertake the current mission, but may be directed to undertake portions of the current mission with resources on hand.

(8) Figure 8–1 (overall set) illustrates PCTEF reporting in regular and composite reports. Figure 11–2 below illustrates PCTEF reporting in the deployed report.

UNCLASSIFIED			
UIC: WABCAA	Deployed USR	TREAD: JCRR1	RICDA: 20050315
LOCATION: Latitude & Longitude GPS:[]		UTM:[]	
Report Classification SCLAS:[U]			
Personnel Assessment <PERSONNEL>		Training Assessment <TRAINING>	
Personnel Level	PRRAT:[1]	Training Level	TRRAT:[1]
Reason Level not 1	PRRES:[]	Reason Level not 1	TRRES:[]
Assigned Percentage	ASPER:[099]%	Training Days/Rating	TWRC1:[11]/[1]
Available Percentage	AUPER:[098]%	Training METL/Rating	TMETL:[097]/[1]
Equipment Availability <EQSUPPLY>		Equipment Condition <EQCONDN>	
On-Hand Equip Level	ESRAT:[2]	Equip Condition Level	ERRAT:[1]
Reason Level not 1	ESRES:[S10]	Reason Level not 1	ERRES:[]
Pacing Item Rating	PIRAT:[1]	Equip OH Fully Msn Capable	PERRY:[098]%
		Pacing OH Fully Msn Capable	PIENC:[095]%
Overall Readiness Assessment <OVERALL>			
Overall Unit Rating		READY:[2]	
Primary Reason not 1		REASN:[S]	
Overall PCIEP Level		PCTEP:[1]	
Secondary Reason not 1		SECRN:[S00] Enter P,S,I,R + F1	
Mission Accomplishment Estimate		MAE:[099] For Secrn Help	
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px;">BUI Data F5</div> <div style="border: 1px solid black; padding: 5px;">Expanded Report <Additional Data> F6</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">F1 = Help</div> <div style="border: 1px solid black; padding: 5px;">F2 = SECRN Gentext</div> <div style="border: 1px solid black; padding: 5px;">F3 = GENERATE MTF</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">Esc = EXIT NO SAVE</div> <div style="border: 1px solid black; padding: 5px;">F4 = READY Gentext</div> <div style="border: 1px solid black; padding: 5px;">F10 = EXIT AND SAVE</div> </div>			

Figure 11-2. Deployed report (short form) (unclassified screenshot example)

11-3. Deployed reporting procedures for FF- and AA-level units

a. General.

(1) The C-level and the levels for the four measured areas may be determined in an abbreviated/subjective manner (short format report) for status reporting by commanders of deployed units (see para 11-5). However, the Y/Q/N capability assessments for the applicable overall mission categories (that is, the current operations category) and the directed mission tasks (DMETs) will be determined and reported using the same procedures required for non-deployed reports (see para H-2). Unless exempted by HQDA, deployed units continue to report core MET assessments. While the short report format contains all mandatory data reporting requirements, commanders of deployed units are not precluded from submitting a "full" report that contains the same information as a regular report or commanders may submit an "expanded" report (when available) that contains the additional USR information they deem relevant to the status of their unit. The appropriate sets, fields, and labels designed, and they also will report their DMET assessments and current operations capability assessments in accordance with the provisions of paragraph H-2. The C-level determination will continue to reflect the unit's currently approved MTOE/TDA and core tasks. Composite reports will reflect organic and OPCON aligned units.

(2) Commanders of deployed units will report the unit's status in the four measured areas (PER, EOH, ER and training) based on the wartime or primary mission for which the unit was organized or designed, and they also will report their DMET assessments and current operations capability assessments in accordance with the provisions of

paragraph H-2. The C-level determination will continue to reflect the unit's currently approved MTOE/TDA and core tasks. Composite reports will reflect organic and OPCON aligned units. Unit status information will reflect the unit's currently approved MTOE/TDA and core tasks. Composite reports will reflect organic and OPCON aligned units.

(3) Commanders of major units submitting a deployed report will continue to include 90-day status level projections and their top three issues in the READY GENTEXT remarks of their deployed reports.

(4) Also see paragraph 10-1c(3) for special instructions applicable to selected composite reporting units while deployed.

b. Overall category level. The C-level will be selected based on the lowest level determined for a measured area. The commander must consider the levels of all measured areas and the MAE percentage when determining whether or not to subjectively upgrade or downgrade the unit's C-level.

c. Personnel.

(1) Personnel status data will be reported in accordance with the provisions of chapter 4 and appendix D.

(2) Assigned personnel data will reflect personnel currently assigned (that is, via permanent change of station orders) to the parent-level unit, to include personnel assigned to the rear detachment DUIC if OPCON (see para 4-3 and para 11-3c(3),below).

(3) Available personnel includes all deployed personnel and those Soldiers available for deployment who are in the rear detachment, unless those Soldiers could not join the unit to meet mission operational requirements or the rear detachment DUIC is not currently under the OPCON authority of the deployed parent unit. Determine personnel availability in accordance with the provisions and criteria in paragraph 4-4 and appendix D.

d. Equipment-on hand.

(1) Only ERC P and A MTOE authorized items must be reported.

(2) Equipment left in the rear detachment will be counted as "on hand" if it meets the conditions specified in paragraph 5-7 and the rear detachment DUIC is currently under the OPCON authority of the deployed parent unit. The key criteria are that the equipment remains under the operational control of the deployed unit commander; the commander retains visibility of that equipment; and that an established plan exists to deploy the equipment in support of the unit's mission requirements.

(3) Equipment borrowed against MTOE authorizations will be counted as on hand as defined in paragraph 5-8. The borrowing unit will not report equipment that is borrowed against mission requirements with no MTOE authorization.

e. Equipment readiness.

(1) Only ERC P and A equipment readiness reporting are required. The percentage of on hand equipment fully mission capable (PERRY) and the percentage of pacing items on hand fully mission capable (PIEMC) will be based on the status of equipment on the "as of" date of the report, not a monthly average.

(2) Commanders will consider only the equipment in possession of subordinate units/elements that are under his OPCON authority. Accordingly, the readiness status of equipment in the rear detachment will be considered as available/on hand only if the rear detachment remains under the OPCON authority of the deployed/employed unit.

f. Training level determinations and capability assessments.

(1) *Training level determinations.*

(a) Subjective determination. While a measured unit is operationally deployed, commanders determine the training proficiency status of their units to undertake the wartime or primary mission(s) for which they are organized or designed following the same procedures described in chapter 7 for a regular USR report, but use abbreviated/subjective processes to derive results.

(b) Core tasks assessment. The commander first assesses unit proficiency in core tasks. However, when circumstances preclude following the more detailed assessment processes described in FM 7-1, the commander need not formally solicit input from subordinates to derive his overall assessment of unit proficiency in each core task. Instead, the commander may subjectively derive his core tasks training proficiency assessment based on his personal knowledge.

(c) Unit training proficiency. Based on his core tasks assessment, the commander subjectively determines the degree to which his unit is trained (has the skill and knowledge) to accomplish the wartime or primary mission for which designed/organized and identifies training deficiencies. To make this determination, the commander compares his assessment of the unit's proficiency in core tasks to the descriptive T-level criteria provided in table 11-1 and selects the T-level associated with the descriptive criteria that most closely matches his core tasks training proficiency assessments. A review of training event execution, as described in paragraph 7-5a(2), is not required.

(d) Report Training data. Report the T-level determined using table 11-1 in the TRRAT field of the deployed report. Estimate a number of days required for the unit to become fully trained on core tasks and a core tasks percentage that correspond to the T-level determined and enter this data in the "TWRC1" and "TMETL" data fields, respectively (see figure 11-2). When required by HQDA, or directed by the responsible ACOM/ASCC/DRU, report other training data (NBC T-Level in accordance with paragraph 7-6 and squad/crew/team/system manning and qualification data in accordance with paragraph 7-8).

(2) *Capability assessments.* Commanders of measured units are required to determine and report their Y/Q/N capability assessments in all reports, to include deployed reports. The instructions for these capability assessments are provided in paragraph H-2.

Table 11-1
Descriptive criteria for determining the training level in deployed reports

Training Level	Description
1	The unit is trained to undertake the full wartime or primary mission for which it is organized or designed. The status of unit training will neither limit flexibility in methods for mission accomplishment nor increase vulnerability of unit personnel or equipment. The unit does not require any training resources to correct training deficiencies.
2	The unit is trained to undertake most of the wartime or primary mission for which it is organized or designed. The status of unit training may cause isolated decreases in flexibility in methods for mission accomplishment but will not increase vulnerability of unit personnel or equipment in most envisioned operational scenarios. The unit would require few, if any, training resources to correct training deficiencies.
3	The unit is trained to undertake many, but not all, portions of the wartime or primary mission for which it is organized or designed. The status of unit training will result in a significant decrease in flexibility for mission accomplishment and will increase the vulnerability of the unit under many, but not all, envisioned operational scenarios. The unit would require significant training resources to correct training deficiencies.
4	The unit requires additional training to undertake its wartime or primary mission, but may be directed to undertake portions of the wartime or primary mission at its current level of unit training proficiency.
5	The unit is undergoing a DA directed resource action and is not trained, at this time, to undertake the wartime or primary mission for which it is organized or designed. However, the unit may be sufficiently trained to undertake nontraditional, nonwartime related missions.

g. Predeployment.

(1) Measured units (AA and FF-level UICs), that are missioned or deploy/employ as a whole or in part, will report PCTEF data in accordance with paragraph 11-2. Deployed units/elements directed to report using DUIC procedures in accordance with paragraph 11-4 will report PCTEF data independent of their parent unit.

(2) Deployed units reporting in accordance with paragraph 11-5. Combatant commanders and Joint Staff, in coordination with HQDA, will determine if or which ad-hoc or provisional organizations with derivative UICs (DUIC) (that is, task forces, company-teams, detachments, and other units/elements for which no structures exist) will submit USRs for a given deployment.

h. Deployment.

(1) *Deployed report.*

(a) All measured units are required to continue unit status reporting while deployed, unless specifically exempted by HQDA in accordance with paragraph 2-3. Combatant commanders, in coordination with HQDA, will determine if or which ad-hoc organizations with derivative UICs (DUIC) (that is, task forces, company teams, detachments, and other units/elements for which no structures exist) will submit unit status reports for a given deployment.

(b) Measured units on operational deployments will submit deployed reports and may submit deployed reports while employed or on training exercises, when specifically approved by HQDA or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable.

(c) When operationally deployed in accordance with paragraph 11-1 or authorized to submit deployed reports, commanders of measured units will—

1. Assess the unit's ability to execute the wartime or primary mission for which the unit was organized or designed in the four measured areas (that is, P, S, R, and T) and determine the C-level.

2. Subjectively assess and report the unit's effectiveness in executing the current mission for which deployed by entering PCTEF data in the applicable fields of the deployed USR. The PCTEF level will not necessarily correlate with the unit's C-level.

(d) Deployed units reporting in accordance with paragraph 11-5. Report as directed.

(2) *PCTEF data.* PCTEF data will be reported in the deployed USR in accordance with paragraph 11-3. When required to report PCTEF data due to a pending operational deployment or directed mission in accordance with paragraph 11-2, commanders of measured units will report PCTEF data in their regular or composite reports.

i. Redeployment.

(1) *USR submission.* Measured units will resume USR submission in accordance with table 2-1.

(2) *PCTEF.* The PCTEF reporting window closes for all measured units when operationally deploying/deployed reportable units/elements are no longer under OPCON and/or have returned from the operational deployment.

(3) *Units reporting in accordance with paragraph 11–4.* Will submit a deployed report upon closure at home station indicating that this is the final report.

j. Exception reporting. If a unit with an AA-level UIC cannot meet its status reporting requirements because of operational constraints or due to extremely exceptional circumstances (that is, catastrophe, major natural disasters, and so forth), then the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may authorize the unit to report temporarily using the reporting criteria and procedures established in this regulation for derivative UIC (DUIC) units in accordance with paragraph 11–4. The responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, will notify HQDA (ATTN: DAMO–ODR) when they exercise this authority. Notification to HQDA will include the unit identification (by UIC), the effective period the unit has been authorized to use DUIC reporting procedures, and the exceptional circumstances warranting the temporary use of DUIC reporting procedures. The authority of the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, to approve temporary use of DUIC reporting procedures is not applicable to major units and headquarters with FF-level UICs.

k. Commanders' remarks. The READY GENTEXT remark is the only remarks set required. Commanders are specifically encouraged to address the impact of the deployed mission on the ability to execute the wartime or primary mission for which the unit was organized or designed. In addition, this remark set may be used to amplify or clarify any other aspects of the USR. This includes the impact of environmental conditions, supply rates, key personnel shortages, and high operating and/or operations tempo (OPTEMPO). The deployed unit commander's remarks are intended to provide a more accurate and detailed picture of his or her concerns to both the Army leadership and to resource managers.

l. Level-6. Report Level-6 if the unit commander has no visibility of the status of the particular measured area.

11–4. Derivative unit identification code reporting procedures

a. Non-deployed units temporarily using derivative unit identification code (DUIC) reporting procedures in accordance with paragraph 11–3 will determine and report unit status based on their units' ability to accomplish the missions for which the units were organized or designed (that is, the wartime or primary mission) in the category level fields of READY, PRRAT, ESRAT, ERRAT, TRRAT, and MAE. With the exception of this distinction (that is, using the requirements of the wartime or primary mission for which the unit was organized or designed vice the requirements of the deployed mission as the basis for unit status assessments) and the absence of a requirement for DUIC units to report MAE, the instructions and provisions for DUIC reporting provided in the remainder of this paragraph that are specifically applicable to deployed units and DUIC units pending deployment are also applicable to nondeployed units temporarily using DUIC reporting procedures.

b. Commanders of deployed units with DUICs and DUIC units pending deployment will assess and report their units' ability to accomplish the missions for which deployed or pending deployment in the category level fields of READY, PRRAT, ESRAT, ERRAT, and TRRAT.

(1) The C-level will be selected based on the lowest level determined for the four measured areas. The levels for the measured areas will be subjectively determined and will be based on the assumption that that re-supply actions, consumption and attrition rates, and the pace of operations will continue at demonstrated or planned rates, unless concrete indicators of change are evident. Commanders of deployed units with DUICs and DUIC units pending deployment will determine these levels after estimating the resources and training required to accomplish the operational mission for which the unit with the DUIC was deployed or is pending deployment and then comparing this estimate to the current status of resources and training in the unit. The category level definitions applicable to deployed DUIC reporting units and those pending deployment are as follows:

(a) DUIC Level C–1 indicates that—

1. The unit possesses the required resources, is adequately trained and is in position (or has the necessary mobility) to undertake the full mission for which it was deployed or is pending deployment.

2. The status of the unit's personnel, equipment, consumable supplies and training and the unit's position do not decrease the probability of mission success or increase the vulnerability of the unit.

3. The unit can accomplish its mission without the need for additional resources.

(b) DUIC Level C–2 indicates that—

1. The unit possesses the required resources, is adequately trained, and is in position (or has the necessary mobility) to undertake most of the mission for which it was deployed or is pending deployment.

2. The status of the unit's personnel, equipment consumable supplies and training and the unit's position will not decrease the probability of mission success or significantly increase the vulnerability of the unit, although some increase in vulnerability is acceptable relative to mission criticality. The unit may encounter isolated decreases in its flexibility to accomplish mission critical tasks.

3. The unit will require little, if any, assistance to compensate for deficiencies.

(c) DUIC Level C–3 indicates that—

1. The unit possesses the required resources, is adequately trained, and is in position (or has the necessary mobility) to undertake many portions, but not all, of the mission for which it was deployed or is pending deployment.

2. The status of the unit's personnel, equipment, consumable supplies and training and the unit's position will

decrease the probability of mission success or increase vulnerability of the unit. It is likely that the unit will encounter significant decreases in its flexibility to accomplish mission critical tasks.

3. The unit may need significant assistance to compensate for deficiencies.

(d) DUIC Level C-4 indicates that—

1. The unit requires additional resources and/or training or needs mobility assistance to undertake the full mission for which it was deployed or is pending deployment. If required by the situation, the unit may be directed to undertake portions of its mission with the resources on hand.

2. The status of the unit's personnel, equipment, consumable supplies and training and the unit's position decrease the probability of mission success and increase the vulnerability of the unit. Mission success is possible for certain isolated scenarios.

3. The unit cannot compensate for deficiencies even with significant assistance.

(e) DUIC Level 6 indicates that the unit commander has no visibility of the status of a particular measured area and, therefore, no ability to subjectively determine its level.

(2) The measured area levels for units with DUICs will be determined by comparing the resource and training requirements of the mission for which the unit is deployed or pending deployment to the current status of resource and training in the DUIC unit as follows:

(a) *Personnel*. The unit commander will determine the unit's personnel level (P-level) based on his/her subjective assessments regarding the quantity of available personnel and the mix of leaders and skills needed to execute the assigned mission. Using the assumptions and DUIC C-level descriptions provided in paragraph *b*, the unit commander will select the personnel level (that is, P-1, P-2, P-3, P-4, or P-6) that corresponds to the DUIC C-level description which most accurately depicts the sufficiency of the number of available personnel in the unit to accomplish mission critical tasks (for example, P-1 corresponds to the DUIC Level C-1 description; P-2 corresponds to the DUIC Level C-2 description; and P 3 corresponds to the DUIC Level C-3 description; and so forth).

(b) *Equipment-on hand*. The unit commander will determine the unit's EOH level (S-level) based on his/her subjective assessments regarding the adequacy of the unit's on hand equipment to execute the assigned mission (that is, the quantity and type of equipment, support items, classes of supply, and so forth, that are available to the unit). Using the assumptions and DUIC C-level descriptions provided in paragraph *b*, the unit commander will select the EOH level (that is, S-1, S-2, S-3, S-4, or S-6) that corresponds to the DUIC C-level description which most accurately depicts the status of the unit's on hand equipment relative to the equipment needed to accomplish mission critical tasks (for example, S-1 corresponds to the DUIC Level C-1 description; S-2 corresponds to the DUIC Level C-2 description; S-3 corresponds to the DUIC Level C-3 description; and so forth).

(c) *Equipment readiness*. The unit commander will determine the unit's R-level based on the his/her subjective assessments regarding the adequacy of the unit's operational equipment and the equipment sustainability needed to execute the assigned mission (that is, the availability in the unit of required operational equipment, support items, repair parts, facilities, and so forth). Using the assumptions and DUIC C-level descriptions provided in paragraph *b*, the unit commander will select the ER level (that is, R-1, R-2, R-3, R-4, or R-6) that corresponds to the DUIC C-level description that most accurately depicts the operational readiness status and sustainability of the unit's on hand equipment relative to the operational equipment and sustainability needed to accomplish mission critical tasks (for example, R-1 corresponds to the DUIC Level C-1 description; R-2 corresponds to the DUIC Level C-2 description; R-3 corresponds to the DUIC Level C-3 description; and so forth).

(d) *Training*. The unit commander will determine the unit's training level (T-level) based on his/her subjective assessments regarding the ability of unit personnel to collectively execute the assigned mission. The directed mission tasks developed and evaluated in accordance with paragraphs 7-1 and 7-2 will serve as the basis for this assessment. Unique environmental conditions also will be considered. Using the assumptions and DUIC C-level descriptions provided in paragraph *b*, the unit commander will select the T-level (that is, T-1, T-2, T-3, T-4, or T-6) that corresponds to the DUIC C-level description that most accurately depicts the training status of the unit's personnel relative to the training proficiency needed to accomplish mission critical tasks (for example, T-1 corresponds to the DUIC Level C-1 description; T-2 corresponds to the DUIC Level C-2 description; T-3 corresponds to the DUIC Level C-3 description; and so forth).

(e) *Overall DUIC C-level*. The overall DUIC C-level will be based on the lowest level determined for the four measured areas (P, S, R, and T) that reflect the status of resources and training in the unit. Subjective upgrades of the C-level are not applicable since the level for each of the four measured areas was subjectively determined.

c. The READY GENTEXT remark set is required for this report. READY GENTEXT REMARKS must be concise and should stand alone. Remarks in the READY SET are mandatory for each measured area that is less than Level-1. The commander will identify the measured area and specify the critical resources and training that the unit needs to meet mission requirements.

d. In DUIC reports, the PCTEF level and C-level normally will coincide.

e. DUIC units are not required to report a MAE percentage.

f. When directed, units will accomplish DUIC reporting as follows:

- (1) AC measured units are required to begin DUIC reporting no later than 90-days prior to actual operational deployment of reportable units/elements.
- (2) RC measured units are required to begin DUIC reporting no later than 30 days after the effective date that reportable units/elements have been ordered to active duty for operational deployment.
- (3) The DUIC reporting window closes for all reporting units (AC and RC) when all reportable units/elements have returned from the operational deployment.
- (4) Upon redeployment, units will submit a DUIC report indicating that this is the final report.

11-5. Instructions for completing the deployed unit status report (standard short form)

a. Access deployed report. Select the appropriate menu items in PC-ASORTS to access the deployed report and then select the "standard SHORT report." (See USRSUM.doc file included with the software for more detailed instructions.)

b. GPS/UTM (location). Enter appropriate grid coordinates if available (see fig 11-2).

c. SCLAS. Enter the same classification as the classification of the operation for which the unit is deployed or the classification in accordance with paragraph 2-7, whichever is higher.

d. PERSONNEL data set.

(1) PRRAT. (P-level). Enter 1, 2, 3, 4, or 6.

(2) PRRES (reason P-level not 1). If PRRAT field does not contain a "1," enter the personnel code from appendix E that shows the main reason the P-level is not 1; otherwise, leave blank.

(3) ASPER (assigned strength percentage). Use the percentage calculated in paragraph 4-7, Step 3.

(4) AVPER (available strength percentage). Use the percentage calculated in paragraph 4-7, Step 5.

e. EQSUPPLY data set (equipment on hand).

(1) ESRAT (S-level). Calculate in accordance with paragraph 5-10, Step 7. Enter 1, 2, 3, 4, or 6.

(2) ESRES (Reason S-level not 1). If ESRAT field does not contain a "1," enter the equipment on hand code from appendix E that indicates the primary reason the S-level is not 1; otherwise, leave blank.

(3) PERRY, EQMCRDAT set (percentage of on hand equipment fully mission capable). Enter the aggregate R-level FMC percentage computed for on hand reportable equipment based on the status of equipment on the "as of" date of the report, not a monthly average.

(4) PIRAT, EQOHDATA set (lowest pacing item S-level). Calculate in accordance with paragraph 5-10, Step 6. If a unit has no pacing items, leave blank.

f. EQCONDN data sets (equipment readiness).

(1) ERRAT (R-level). Enter 1, 2, 3, 4, or 6.

(2) ERRES (reason R-level is not 1). If ERRAT field does not contain a "1," enter the equipment readiness code from appendix E that shows the main reason the R-level is not 1; otherwise, leave blank.

(3) PIEMC, EQMCRDAT set (percentage pacing item on hand fully mission capable). Enter the computed percentage of the lowest pacing item based on the status of equipment on the "as of" date of the report, not a monthly average. If the unit has no pacing items, leave blank. The PIEMC is calculated by dividing the number of pacing items that are FMC by the number of pacing items on-hand and multiplying the result by 100. Valid entries are 0-100%.

(4) EHRDN, EQOHDATA set (total number of ERC A & P LINs). Calculate in accordance with paragraph 5-10, Step 4.

g. Training data sets.

(1) TRRAT (T-level). Enter 1, 2, 3, 4, or 6.

(2) TRRES (reason T-level not 1). If TRRAT field does not contain a "1," enter the training code from appendix E that shows the main reason the T-level is not 1; otherwise, leave blank.

(3) TWRC1, TRAINDAT set (number of days required to train). Enter the number of days required to train to full METL proficiency, determined by the commander in accordance with the instructions in paragraph 7-3.

(4) TMETL, TRAINDAT set (core task percentage). Enter the percentage of core tasks trained, determined by the commander in accordance with the instructions in paragraph 7-2.

h. OVERALL data set.

(1) READY. The entry in the READY field on the DEPLOYED USR is a commander's subjective judgment of the ability of the unit to accomplish the wartime or primary mission for which it was organized or designed.

(2) REASN. (Primary Reason overall Level Not 1). An entry in this field is required to reflect the lowest rated measured area level (P, S, R, or T) if overall (READY) is other than 1.

(3) SECRN. (Secondary reason overall level Not 1) An entry in this field is required to reflect the lowest rated measured area level (P, S, R, or T) if overall (READY) is other than 1.

(4) PCTEF (percent effective). Commanders will subjectively assess their unit's ability to execute the current operational deployment and will enter a PCTEF level in accordance with paragraph 11-2.

(5) MAE, READYSEG set (mission accomplishment estimate). Commanders will subjectively assess the unit's ability to execute the wartime or primary mission. DUICs leave this field blank.

i. READY GENTEXT REMARK set. Select F4 to access GENTEXT remarks screen. Use this screen to make comments regarding the unit's ability to accomplish the mission for which it is organized or designed-the wartime or primary mission-and the mission for which it has been deployed. DUIC units will comment only on the mission for which the DUIC unit has been employed/deployed. Comments may address any of the field labels on the report or any other unit status factors the commander feels are appropriate. Ready remarks should be clear, concise and pertinent. Commanders of major units submitting deployed reports will include 90 day status level projection and identify their top three readiness issues.

Chapter 12

Multiple Component Unit Reporting

12-1. General

a. A multiple component unit is a unit that, on a single document, is authorized personnel and/or equipment from more than one component (COMPO 1, 2 or 3). The intent of the multiple component initiative is to integrate, to the maximum extent within statutory and regulatory constraints, resources from more than one component into a cohesive, fully capable Army unit.

b. Multiple component units include MTOE and TDA units under either AC or RC command and control.

c. Each component specific element of a multiple component unit is assigned a derivative UIC (DUIC). The parent unit and its derivatives appear on the same MTOE document. An "N" in the second character of a UIC denotes that the unit is a MTOE multiple component unit. A "9" in the second character indicates a multiple component TDA unit. The fifth character of the derivative UIC denotes the component as follows: "X" for AC, "G" for ARNG, and "R" for Army Reserve. "AA" in the fifth and sixth position indicates the parent roll-up of all DUICs.

d. FF-level organizations are composed of a number of AA-level units, each organized under its own MTOE/TDA and therefore, by definition, FF-level units are not multiple component units. Multiple component units can be AA-level units (that is, battalions and separate companies with subordinate AC and RC units and elements on the same authorization document). Multiple component units may contain subordinate units and elements that are multiple component themselves (for example, multiple component companies in multiple component battalions) as well as subordinate units and elements that are not (for example, ARNG pure dual-missioned elements that are assigned to, and documented with, multiple component battalions).

e. Commanders of multiple component units determine training priorities, establish the unit's METL, and develop the training plan in accordance with the governing Memorandum of Agreement (MOA). The signature authority for the MOA is the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable; and the State Adjutant General (TAG), as appropriate. A Letter of Agreement, when used, may further detail component relationships within the constraints of the MOA. The approval authority of the Letter of Agreement is the first general officers in each resourcing chain of command unless otherwise specified in the MOA. Assigned personnel and subordinate elements train and prepare to deploy as a unit to accomplish the wartime or primary mission.

12-2. Concept for multiple component unit status reporting

Each component-specific element (AC, ARNG/ARNGUS, and USAR) will provide USR feeder data to the flag holding (or sponsoring component) commander (AA-level UIC). The multiple component commander (flag holder) will submit a consolidated USR that shows the status of the entire unit. Unit status reporting will remain in compliance with unit status reporting policy and procedures contained in this regulation for other types Army measured units. ARNGUS/ARNG and Army Reserve feeder data will consist of quarterly regular reports, monthly validation reports, and periodic change reports or regular reports, as required by unit status changes. ARNGUS/ARNG elements will submit reports to the Adjutant General with copies to the multiple component commanders and to the NGB as directed by NGB-ARR. Army Reserve elements will submit reports to HQ, USARC via Global Command and Control System (GCCS). Specific USR procedures for multiple component units will be addressed in a coordinated memorandum of agreement or policy letter. All unit status data (personnel and equipment) on the measured unit's MTOE/TDA (applicable to AA-level multiple component units, regardless of component, will be considered and included in the USR in accordance with this regulation. The governing multiple component unit MOA may direct additional reporting requirements.

12-3. Reporting procedures for multiple component AA-level units

a. Commanders of multiple component units (AA-level) will submit a single consolidated unit status report for the entire unit (as documented on the MTOE/TDA) through the responsible higher headquarters as required by chapter 2, table 2-1, of this regulation.

b. Commanders of multiple component units (AA-level) that have subordinate units or elements that are not listed as

DUICs on their MTOE/TDA will not include unit status data from these dual-missioned units in their USR. Commanders of these units/elements will submit their unit status data (USR or USR feeder data) to their respective component command (that is, AC, ARNG/ARNGUS, and USAR) in accordance with the reporting requirements in this regulation that are applicable to their component and will provide a copy of their unit status data to the commander of the multiple component unit for information.

c. There are no other special Instructions, for completing USRs for multiple component units. Follow this regulation as you would for a single component unit.

- (1) Personnel status level determination (see chap 4).
- (2) Equipment on hand status level determination (see chap 5).
- (3) Equipment readiness status level determination (see chap 6).
- (4) Training status level determination (see chap 7).
- (5) Overall category level determination (see chaps 3 and 9).

Appendix A References

Section I Required Publications

AR 25–2

Information Assurance (Cited in paras 1–6*d*, 2–7*d*, 2–9*a*, and 8–3*c*.)

AR 25–52

Authorized Abbreviations, Brevity Codes, and Acronyms. (Cited in para 9–4*b*.)

AR 40–61

Medical Logistics Policies. (Cited in para 6–3*c*.)

AR 40–68

Clinical Quality Management. (Cited in paras 4–5*c*, 7–8*e*.)

AR 71–32

Force Development and Documentation—Consolidated Policies. (Cited in paras 4–4, 5–4*b*, and B–1.)

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in para D–1.)

AR 220–20

Army Status of Resources and Training System (ASORTS): Basic Identity Data Elements (BIDE). (Cited in paras 1–1, 1–5*a*, 2–2*c*, 11–1*c*, 11–2*c*, *e*, H–2*a*, H–2*b*.)

AR 380–5

Department of the Army Information Security Program. (Cited in paras 1–6*d*, 2–7*d*, and 2–8*a*.)

AR 600–8–101

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing). (Cited in para D–1.)

AR 600–100

Army Leadership. (Cited in para 4–5*c*(2).)

AR 611–6

Army Linguist Management. (Cited in para 4–5*e*(1) and 7–8*d*.)

AR 614–200

Enlisted Assignments and Utilization Management. (Cited in para 4–5*c*(3).)

AR 700–138

Army Logistics Readiness and Sustainability. (Cited in paras 2–3*c*, 5–3*b*, 5–10*a*, 6–4*b*, and 6–5*b*.)

CJCSM 3500.04D

Universal Joint Task List. (Cited in para 7–2*a*.)

DA Pam 350–38

Standards in Weapons Training (Special Operations Forces). (Cited in para 7–8*c*.)

FM 7–0 (formerly FM 25–100)

Training the Force. (Available at <http://www.adtdl.army.mil/atdls.htm>.) (Cited in para H–2*a*.)

FM 7–1 (formerly FM 25–101)

Battle Focused Training. (Cited in paras 7–1*a*, 7–1*b*, 7–4*b*, 7–5*a*, 11–1*c*, and 11–3*f*, H–2*a*.)

FM 7-15

The Army Universal Task List. (Cited in para 7-2a.)

Section II**Related Publications**

A related reference is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, field manuals and training circulars may be obtained at <http://www.adtdl-army.mil/atdls.htm>.

AR 11-2

Management Control

AR 40-501

Standards of Medical Fitness

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

AR 140-145

Individual Mobilization Augmentation (IMA) Program

AR 220-5

Designation, Classification, and Change in Status of Units

AR 220-90

Army Bands

AR 350-1

Army Training and Leader Development

AR 570-4

Manpower Management

AR 600-8-6

Personnel Accounting and Strength Reporting

AR 600-8-105

Military Orders

AR 600-20

Army Command Policy

AR 600-43

Conscientious Objection

AR 600-60

Physical Performance Evaluation System

AR 600-110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601-142

Army Medical Department Professional Filler System

AR 601-210

Regular Army and Army Reserve Enlistment Program

AR 614-30

Overseas Service

AR 635-200

Active Duty Enlisted Administrative Separations

AR 708-1

Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment

AR 710-1

Centralized Inventory Management of the Army Supply System

AR 710-2

Supply Policy Below the National Level

AR 735-5

Policies and Procedures for Property Accountability

AR 750-1

Army Material Maintenance Policy

CJCSM 3150.02A

Global Status of Resources and Training System (GSORTS) (Available at http://www.dtic.mil/cjcs_directives/cjcs/manuals.htm.)

CJCSI 3401.02A

Global Status of Resources and Training System (GSORTS) (Available at http://www.dtic.mil/cjcs_directives/cjcs/instructions.htm.)

DA PAM 600-3

Commissioned Officer Development and Career Management

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DOD Directive 7730.65

Department of Defense Readiness Reporting System (DRRS)

DOD Directive 8500.1

Information Assurance (IA)

EM 0007 (formerly SB 700-20)

Only on CD-ROM. FEDLOG S & I, Commander USAMC Logistics Support Activity, Attn.:AMTIS-MLA, Bodge. 5307, Redstone Arsenal, AL 35898-7466

FM 1

The Army

FM 1-02

Operational Terms and Graphics

FM 3-0

Operations

FM 100-11

Force Integration

SB-8-75-S7

Department of the Army Supply Bulletin 8-75-S7: Army Medical Department Supply Information (Available at http://www.usamma.army.mil/SBS7/2006_SBS7.pdf.)

TC 1–210

Aircrew Training Program Commander's Guide to Individual and Crew Standardization

TC 8–800

Semi-annual Combat Medic Skills Validation Test (SACMS–VT)

10 USC 117

Readiness reporting system: establishment; reporting to congressional committees

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Except where otherwise indicated below, forms are available as follows: DA Forms are available on the U.S. Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD Forms are available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

DA Form 11–2–R

Management Control Evaluation Certification Statement

DA Form 1352

Army Aircraft Inventory, Status, and Flying Time

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2406

Materiel Condition Status Report (MCSR)

DA Form 3266–1

Army Missile Materiel Readiness Report

DD Form 314

Preventive Maintenance Schedule and Record

Appendix B

Equipment Readiness Codes

B–1. General

a. GSORTS guidelines require reporting units to calculate the equipment on hand status level (S-level) by separately considering their combat essential equipment and their other end item and support equipment. AR 71–32 establishes that only minimum mission essential wartime personnel and equipment will be included in TOE. Equipment Readiness Codes (ERCs) are used to indicate the importance of specific equipment items to the unit's mission and, more specifically, to the unit's warfighting capabilities specified in doctrine and TOE Section I. ERCs are used to distinguish equipment/systems directly related to primary mission tasks/functions and equipment needed to accomplish other unit tasks and functions that directly support primary mission tasks and functions. (For example, ammunition and fuel trucks that support the primary weapon/mission system and Technology Automation Equipment in CSS units.)

b. Tasks and functions that are less directly (or indirectly) related to the primary mission tasks also require coding distinction. These may be tasks that are required to provide sustainment support for the organization at large. They are often related to logistic or administrative functions (such as feeding, distribution of general supplies, maintenance, and secondary means of communication) that may be essential but do not directly impact on accomplishment of critical combat tasks. Codes also distinguish between the criticality of certain categories of equipment based on types of missions (combat, combat support, and combat service support) and risk related to time/distance factors.

c. Every equipment line item number (LIN) in a TOE/MTOE is annotated with an equipment readiness code (ERC). The annotation is a single alphabetic code in the ERC column of the TOE/MTOE (see B–2, below).

B-2. Equipment readiness code definitions

a. ERC A or ERC P. Principal weapon/mission systems and equipment (to include technology automation equipment), which are essential to the accomplishment of primary doctrinal mission tasks and force protection, and critical mission support items. Critical mission support items are selected items of equipment required to refuel, rearm, power, move, recover, provide medical support, or provide direct command and control. ERC P items are ERC A items/systems that are also designated as pacing items (see app C).

b. ERC B. Auxiliary equipment (AE) and/or associated support items of equipment (ASIOE) that are required to support ERC A or P equipment and provide mission sustainment support. This category of equipment includes items/systems required to transport, maintain, supply, service, cover/shield, enhance or backup ERC A/P items.

c. ERC C. Auxiliary support equipment (ASE) and/or associated support items of equipment (ASIOE) that are required for unit sustainment and to perform administrative or other support tasks that have little or no immediacy to sustainment of operating tempo.

d. Exceptions. Exceptions to the above criteria include individual and crew served weapons, communication equipment, critical technology automation equipment, and selected maintenance support equipment. Exceptions in those areas are specified in paragraph B-3. The exceptions recognize the unique risks involved in combat operations conducted by maneuver forces and their greater need due to what is often continuous movement on the battlefield and immediacy of need.

B-3. Coding guidelines

a. Items will not be coded as pacing items unless they are specifically identified in the listing of pacing items on the official HQDA FMSWeb (FMS, formerly WebTAADS).

b. If a LIN is identified as ERC A or ERC P, all associated items listed by separate LINs will be considered ERC A unless specified otherwise in the Web page listing of pacing items in the FMSWeb. (Note: Associated items of ERC P LINs are not in the pacing items list.)

c. Not all wheeled and track vehicles are ERC P or A. Depending on the mission and nature of the unit, some wheeled and tracked vehicles and their subsystems may be coded ERC B (AE). For example, a 1.25-ton truck with radios may be coded as ERC B in the Headquarters and Headquarters Company (HHC) of a mechanized battalion. (In a mechanized unit, tracked vehicles are normally the principal items used for command and control of tactical operations.) In a nonmechanized battalion, the same vehicle could be coded ERC A.

d. In TOE/MTOE units, an item's readiness code assignment is based on how essential that item is to the primary mission of the unit. Similar items in a unit can have different equipment readiness codes. For example, within a TOE/MTOE it may be appropriate to designate the commander's radio as ERC A and another radio in the unit as ERC B.

e. Generally, the ERC for any item specifically identified by nomenclature or model will also apply to replacement/modernization items.

B-4. Designating equipment readiness codes

a. USAFMSA will use the ERC guidelines provided in paras B-1 through B-3 and on the applicable Web pages at the Force Management System Web site (FMSWeb, formerly WebTAADS) to assign readiness codes to TOE equipment items.

b. USAFMSA will code MTOE using codes in TOE. Use of an ERC on an MTOE that is different from that on the TOE is not authorized without approval from HQDA (DAMO-FMF).

c. The ERC and pacing item guidelines contained on the FMSWeb are not all encompassing listings of ERC codes for all equipment in TOEs, but reflect the need to distinguish mission essential equipment. However, if an item is included in the FMSWeb, the ERC listed will be used unless a specific exception is coordinated with the organization proponent and approved by DAMO-FMF in coordination with DAMO-ODR. If an item is not specifically included in the Web page listings at the FMS, then the organization documenter, in coordination with the organization proponent, will determine the appropriate ERC using similar items in the tables as guides. In case of difference in agreement DAMO-FMF in coordination with DAMO-FMO & DAMO-OD will be the final approval authority.

d. Items that are generally ERC A, but could be ERC P in some organizations/circumstances, will be coded P only when identified in the authoritative listing of pacing items (formerly table C-1, AR 220-1) maintained at the FMSWeb site.

B-5. Recommending changes

a. Submit recommended ERC changes for specific unit LINs, with justification, through channels to HQDA Office of the Deputy Chief of Staff, G-3/5/7 ATTN:DAMO-FMF 400 Army Pentagon Washington, DC 20310-0400. DAMO-FMF is the final approval authority for changes.

b. The authoritative listings of ERC and pacing item information will be posted on the Force Management System (FMSWeb, formerly WebTAADS). Access to the FMSWeb is at <https://webtaads.belvoir.army.mil/>. Access to the Web site requires a userid and password that can be obtained as follows:

- (1) On the main page, click on FMSWeb.

- (2) Enter AKO login and AKO password.
- (3) The FMSWeb Account Request Form will be displayed.
 - (a) Select the system access level of Normal FMSWeb access and click Continue.
 - (b) Type in your AKO user name and password again.
 - (c) From the drop-down menu select your clearance level.
 - (d) Type in your security officer's name, phone number, and e-mail address, and click Continue.
- (4) Once your account has been approved, login using your AKO user name and password.
 - (a) Go to LOOKUP TOOLS.
 - (b) Go to ERC Tables/Readiness.
 - (c) Look under tables B and C.

B-6. Process and procedures for maintaining and updating ERC and pacing item information.

The process and procedures to maintain and update ERC and pacing item information is illustrated in figure B-1 and described in figure B-2.

ACTIONS TO UPDATE ERC AND PACING ITEM INFORMATION POSTED TO THE FMBB

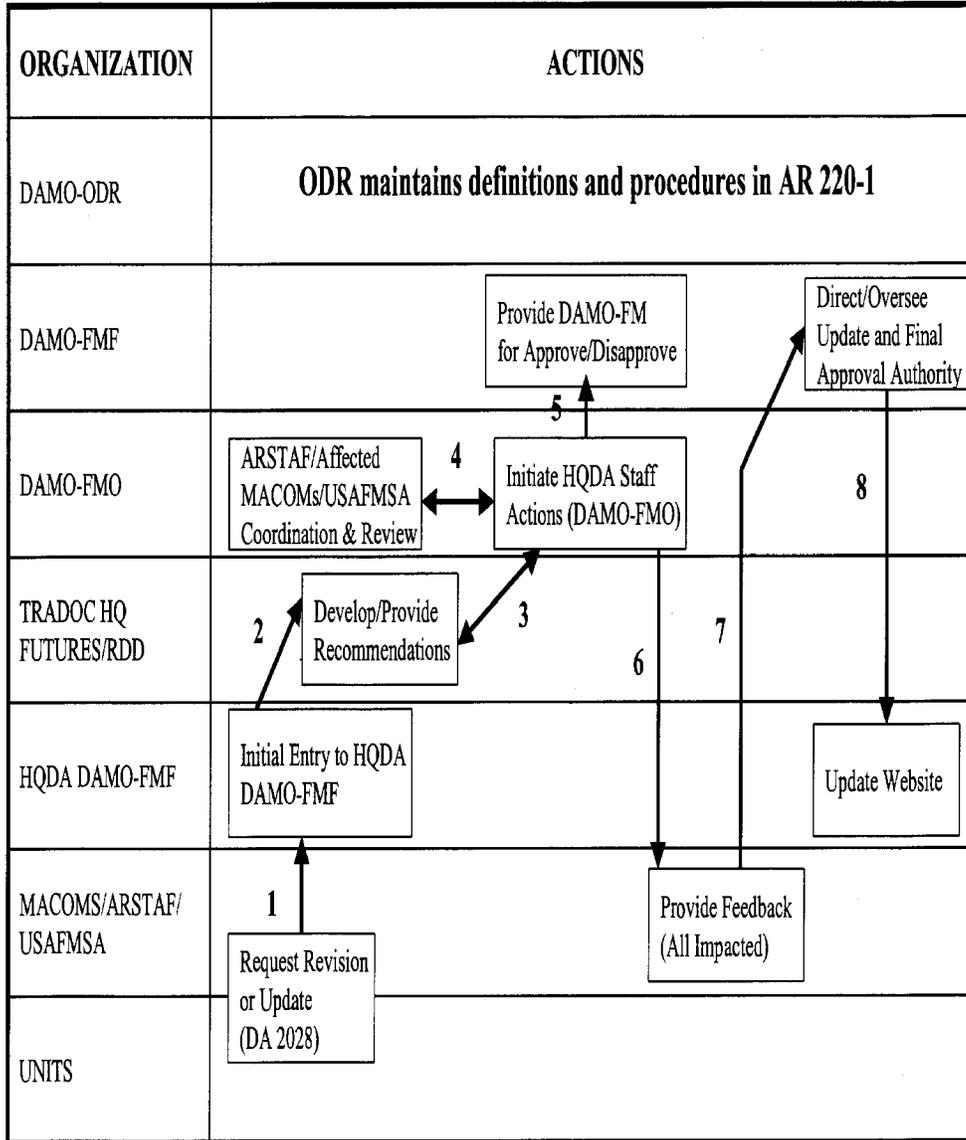


Figure B-1. Illustration of the process and procedures for determining ERC and pacing items

ACTIONS TO UPDATE THE ERC AND PACING ITEM INFORMATION POSTED TO THE FMBB (TABLES B-1 & C-1)

ACTION	RESPONSIBLE COMMAND/DASA	PROCESS & PROCEDURES
1. Request Revision or Update (DA 2028)	Units/MACOMs and ARSTAF/DASAs	Procedure for all requests to revise or update the ERC and pacing item criteria posted to the authoritative DA web site at https://webtaads.belvoir.army.mil/usafmsa is as follows. Changes to FMS must be submitted thru the responsible MACOM/ARSTAF (if applicable) to DAMO-FMF via DA Form 2028 to Department of The Army, Deputy Chief of Staff G-3, DAMO-FMF, 400 Army Pentagon, Wash DC 20310-0400. DA 2028 will include POC e-mail address from requestor.
2. Initial Entry to HQDA	DAMO-FMF	DAMO-FMF will receive all requests and forward to TRADOC HQ Futures Requirements Integration Directorate (RID). TRADOC will review requests as the doctrinal proponent. Others outside TRADOC will go to appropriate proponent i.e. AMEDD, PAO, and SOC.
3. Develop/Provide Recommendations	TRADOC (Some Cases AMEDD, SOC, PAO)	TRADOC will action and respond to the DAMO-FMF tasker IAW its internal procedures to include review by Force Development Directorate (FDD). Additional doctrinal proponents will conduct assessments using their internal procedures. TRADOC will forward response to DAMO-FMO. Coordination between DAMO-FMO Organizational Integrators (OI) and TRADOC will be conducted where necessary.
4. Initiate HQDA staffing actions	DAMO-FMO	DAMO-FMO will staff the TRADOC response with other ARSTAF and DASAs, as appropriate. Coordination will also be made with USAFMSA and affected MACOM's. DAMO-FMO OI's will take lead to staff and integrate all requests and responses.
5. Develop/Provide the DAMO-FM Position	DAMO-FMF	In coordination with DAMO-FMO, and DAMO-OD; DAMO-FMF will develop and provide the DAMO-FM leadership position on each request. DAMO-FMF is the final approval authority.
6. Provide Feedback	DAMO-FMF	Formal concurrence/non-concurrence and comments on requests will be sent to originator and other involved parties in the process. Non-concur will be sent via e-mail and concur will be sent via formal memo signed by Director FM or designated representative.
7. Direct/Oversee Web Site Update	DAMO-FMF	DAMO-FMF will direct that USAFMSA update the web site and will ensure that proper procedures are followed.
8. Post Approved Changes	USAFMSA	As the executive agent for maintaining the ERC and pacing item tables on FMS, USAFMSA will post approved changes.

Figure B–2. Description of the process and procedures for determining ERC and pacing items

**Appendix C
Pacing Items of Equipment**

C–1. General

a. Unless identified differently in the authoritative listing of pacing items in the Force Management System Web site (FMSWeb, formerly WebTAADS), the majority of units should have two pacing items. If more than four pacing items are on a unit's MTOE/TDA, USAFMSA will inform DAMO–FMF which will coordinate with the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and TRADOC regarding any adjustments required. Approval of exceptions may be requested by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, or by USAFMSA from HQDA, DAMO–FMF. The following criteria normally limit the number of pacing items in a unit to four. Major equipment items will be designated as pacing items if they are—

- (1) Key to a unit's capabilities, as delineated in its requirement and authorization documents.
- (2) Central to a unit's ability to perform its doctrinal mission (for example, a howitzer in a field artillery battalion).

b. Pacing items receive special emphasis when determining equipment S- and R-levels, because of their major importance to the unit. These items are subject to continuous monitoring and management at all levels of command.

c. When two or more different items have a common characteristic that is the basis for pacing item determination, all of these items will be coded ERC P. The similar items should be aggregated under a single reporting code for status reporting in recognition of their interchangeability with respect to the critical capability.

Note. The items must still be reported separately in materiel condition status reports. Two or more items may be essentially the same but identified by different LINs because they have different auxiliary equipment. For example, bulldozers are assigned different LINs because they have different attachments (such as winch, angle blade, ripper); if the earth-moving capability is the essential characteristic for mission performance, all bulldozers in the unit will be coded ERC P.

d. If several similar LINs are listed in appendix H, EM 0007 as substitutes for each other, they should be grouped under one LIN for FMC computations. For example, if unit A has two trucks of type LIN X, three trucks of type LIN Y, and four trucks of type LIN Z, and LINs X, Y and Z are substitutes for each other in accordance with EM 0007, then for USR purposes unit A should compute FMC for these trucks based on the total quantity of the group (that is, 2 + 3 + 4=9).

e. When dissimilar units are grouped in a single battalion to enhance command and control, pacing items will be reported as if the subordinate elements were separate companies or derivative equivalent organizations. In such cases, subordinate unit pacing items will not be used to compute battalion headquarters readiness. (For example, in the main support battalion of a DISCOM, the number of designated pacing items will be kept to the lowest possible number consistent with the above guidance.)

f. Not all organizations will have equipment designated as pacing items. Many units (such as light infantry rifle companies and personnel services companies) are principally organized around personnel resources and not key items of equipment. For those organizations that have low density, high cost ERC A equipment, it may not be appropriate to designate those items as pacing items.

C-2. Unit pacing items

a. Units will report pacing items as identified on the unit MTOE/TDA.

b. USAFMSA will code MTOE using ERC codes in TOE. Use of a pacing item on an MTOE that is different from that on a TOE is not authorized without approval of HQDA (DAMO-FMF).

c. Regardless of whether or not a unit has designated pacing items, all units can identify equipment problems by calculating equipment C levels, using the remarks section of the report, and subjectively upgrading /downgrading the overall C-level as appropriate.

C-3. Exceptions to paragraph C-2

a. If a unit is short an equipment item designated as a pacing item, but it has an authorized substitute (EM 0007) or an "in-lieu of" item that substitute item will be counted as a pacing item in place of the item the unit is short.

b. A unit that receives a modernization item as a replacement for a current pacing item will consider the new item to be the pacing item, even if it has not yet been coded with a "P" in the ERC column. (For example, UH-60 helicopters may replace UH-1 helicopters or M1A2 tanks may replace M1 tanks.) During transition, both old and new items may be counted. If enough new items have not been received to meet the total authorization, then old items must be on hand in the unit and be in use. (They cannot be turned into a maintenance unit or otherwise placed out of the unit commander's control.)

c. TDA units will not report pacing items until such time as they are designated on their TDA or in consonance with paragraph 5-3.

C-4. Use of pacing items for preparing reports

Pacing items are limiting factors in determining S and R-levels. For battalion size and smaller units, these levels will be no higher than the lowest pacing item level in EOH or ER, respectively. Equipment percentages and/or levels for pacing items will be computed the same as for other reportable LINs.

C-5. Recommending changes

See paragraph B-5a.

C-6. Process and procedures for maintaining and updating ERC and pacing item information

See paragraph B-6.

Appendix D Personnel Availability Criteria

D-1. General

The Unit Status Report Personnel level will be based on that portion of a unit's required strength that is available for deployment/employment with the unit to accomplish its wartime mission. Specific guidance for use during contingency operations and mobilization is in AR 600-8-101 and AR 614-30. Soldier availability is directly linked to command emphasis of the soldier readiness, mobilization, and deployment process. Commanders will conduct Soldier Readiness Checks to determine actions required to ensure soldier availability and will ensure compliance with Soldier Readiness Program and Mobilization requirements as outlined in chapter 4 of AR 600-8-101. Command oversight of critical soldier readiness programs such as Individual Medical Readiness (IMR) directly impact and contribute to unit readiness. The IMR module of the Medical Protection System (MEDPROS) provides visibility to the medical and dental readiness data that is recorded in authoritative databases for individual soldiers, units, and task forces. However, the unit status report is a commander's report, and commanders are responsible to report the most accurate information available to them at the time reports are prepared. If discrepancies in the MEDPROS data are identified and confirmed by the unit commander, then the commander should report, in his judgment, the most accurate information if it is not accurately reflected in MEDPROS. The commander also should direct personnel within his unit with MEDPROS "write access" to update data within MEDPROS. If the data element cannot be updated by unit personnel, then the commander should coordinate with the local medical treatment facility to update the MEDPROS data.

D-2. Determining personnel availability

a. Use the decision matrix in table D-1 to determine personnel availability for USR purposes. Not all categories will apply to every force structure component.

b. To avoid double counting in the USR, Soldiers who are not available to their units for more than one of the reasons listed in table D-1 will be reported in only one category. If more than one of the personnel availability categories apply to the same soldier, commanders should report the soldier in the category that most accurately depicts the compelling, dominant or decisive reason for nonavailability (that is, the most difficult factor to resolve).

Table D-1
Determining personnel availability—decision matrix (to determine if individual Soldiers in various situations should be considered available)

Categories and example situations	Available
Legal processing category (LP)	
Arrest and confinement	NO
Pending military or civil court action	NO ¹
Under investigation by a military/civil/criminal investigation activity	NO ¹
Pending administrative/legal discharge or separation	NO ¹
Individual Medical Readiness	
Deployment Limiting Medical Conditions (LC)	NO ²
Permanent disqualifying profile (PP)	NO ³
Temporary profile (TP)	NO ³
Readiness Labs	
DNA record (DA)	NO ⁴
HIV test (HT)	NO ⁴
Dental Readiness (DR)	NO ⁵
No dental record	NO ⁵
No PANOGRAPH	NO ⁵
Requires dental examination	NO ⁵
Requires dental treatment	NO ⁵
Immunizations (IM)	NO ⁶
Periodic Health Assessment (HA)	NO ⁷
Absent without leave category (AW)	NO
Deployed category (DP)	NO ⁸
Temporary change of station category (TCS)	NO ⁹
Parenthood category (PH)	NO ¹⁰ & 13
Adoption	NO ¹⁰ & 13
Minimum training for deployment not completed category (TN)	NO ¹¹
Family Care Plan category (FP)	NO
Less than 7 days from ETS/ECUR category (7E)	NO
Lautenberg Amendment category (LA)	NO ¹²
Missing/prisoner of war category (MP)	NO ¹³

Table D-1

Determining personnel availability—decision matrix (to determine if individual Soldiers in various situations should be considered available)—Continued

Categories and example situations	Available
Sole surviving family member category (SS)	NO ¹³
Child Soldier Protocol—Soldiers Under 18 (CS)	NO ¹⁴
Leave/TDY category (LT)	YES ¹⁵
Conscientious objector category (CO)	YES ¹⁶
The following categories and situations are applicable to RC and multiple-component units only:	
Assigned, not joined category (AN)	
Unsatisfactory participant category (UP)	NO ¹⁷
Simultaneous Membership Program category (SM)	NO ¹⁸
ARNG	NO
Assuming TTADS	
Assuming PRC	YES
USAR	YES
Designated on critical list	
Assuming TTADS	YES
Assuming PRC	YES
	YES

Notes:

- ¹ Generally NO; however, can be YES if, in coordination with the servicing TGJAG, the unit commander determines that the pending action does not preclude the soldier from deploying.
- ² Deployment limiting conditions. Soldiers who will not deploy with the unit for various medical reasons (less permanent profiles) will be considered unavailable for this category. This includes hospitalized Soldiers, Soldiers on convalescent leave (less postpartum), and HIV tested positive Soldiers. This category does not include pregnant Soldiers.
- ³ Permanent or temporary profiles. Personnel with permanent (P3/P4) profiles are considered not available unless they have been cleared as deployable via the MOS Medical Retention Board (MMRB) and/or have been found fit by a MEB/PEB (or medically cleared to mobilize (RC only)). Personnel with a 3 or 4 PULHES serial temporary profile who cannot be medically cleared for deployment will be considered unavailable (includes prenatal and postpartum profiles issued in accordance with AR 40-501).
- ⁴ Readiness labs.DNA. Soldiers will be considered unavailable if there is no evidence of a DNA specimen (one time requirement); HIV test. Soldiers will be considered unavailable if there is no evidence of a current HIV antibody test (all COMPOs current within 2 years of deployment).
- ⁵ Dental readiness. Soldiers will be considered unavailable if they are Dental Class 3 (have oral conditions (trauma, oral infection, and so forth) requiring dental treatment) or Dental Class 4 (no dental record, no evidence of a PANOGRAPH (in accordance with AR 600-8-101), or there is no evidence of an annual dental screening).
- ⁶ Immunizations. Mandatory immunizations for all Army personnel include:(Routine Adult): Hepatitis A, Tetanus/Diphtheria, and Anthrax*.Active Component Specific immunization: Influenza. Soldiers will be considered unavailable if there is no evidence that all mandatory immunizations are current. *(Anthrax will be in accordance with current MILVAX policy).
- ⁷ Periodic health assessment. Soldiers will be considered unavailable for this category if there is no evidence of a current physical examination as defined in AR 40-501, chapter 8, paragraph 8-19.
- ⁸ Usually NO; however, can be YES, if in the judgment of the commander, the individual can return and meet an operational deployment requirement. When determining whether or not the soldier can return, the commander must consider the type of deployment the soldier is on, the proximity of the deployment, and who decides if the soldier returns to the parent unit. If YES is determined for deployed/mobilized personnel, then the parent unit must notify the unit of attachment to preclude double counting of the Soldier's availability. (For USR purposes, only one unit can count an individual soldier as an available resource on a given as of date.) (See para 4-4 and footnote 9, below.)
- ⁹ Individual Soldiers who have proceeded on a TCS move will be considered assigned, but not available to the home station/unit.
- ¹⁰ A single parent or one member of a military couple adopting a child is not available for 4 months after the child is placed in the home.
- ¹¹ Soldier has not completed officer basic course (OBC), WOBC, or initial entry training (IET) requirement or its equivalent.
- ¹² Soldiers known to have, or Soldiers whom commanders have reasonable cause to believe have, a conviction of a misdemeanor or felony crime of domestic violence are non-available for missions that require possession of firearms or ammunition.
- ¹³ The soldier may waive the deployment restriction in accordance with AR 614-30, table 3-2, rules 1e, 2, 12, and 16.
- ¹⁴ Child Soldier Treaty signed by POTUS and ratified by U.S. Senate in December 2002 prohibits Soldiers under the age of 18 from direct participation in hostilities. Hence, Soldiers who are currently under the age of 18 will not be considered available.
- ¹⁵ YES; will be NO only if highly exceptional circumstances will prevent the soldier from being recalled from leave/TDY in order to meet the unit's operational deployment requirements and also will prevent the soldier from rejoining the unit in order to meet the unit's specific mission requirements. HQDA considers "within 30 days" as a reasonable criteria; however, the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, may establish more demanding criteria for their rapidly deployable, forward stationed or special mission units.
- ¹⁶ Soldiers who have submitted a conscientious objector application will continue to be available for deployment in connection with a contingency operation or selective/partial/full/total mobilization except as follows: Soldiers with an approved conscientious objector (1-0) status will not be deployable and will be allowed to continue processing for discharge. The General Court-Martial Convening Authority (GCMCA) may, at its discretion, excuse the soldier from deployment when the soldier has an application pending at the Department of the Army Conscientious Objector Review Board. Once a soldier submits a formal application for conscientious objector status under the provisions of AR 600-43, the soldier's eligibility for OCONUS deployments, not ordered in connection with contingency operations or selective/partial/full mobilization, will be determined in accordance with AR 614-30, table 3-1.
- ¹⁷ A soldier is considered assigned not joined (AN) only if the Soldier's status is reported in accordance with rules outlined in AR 600-8-6, paragraph 3-5.
- ¹⁸ The soldier is not available beginning on the date the soldier attained his or her ninth unexcused absence, or the date the soldier is determined to be an unsatisfactory participant for failing to attend or complete the entire period of annual training (see AR 135-91, para 4-12).

Table D-1
Determining personnel availability—decision matrix (to determine if individual Soldiers in various situations should be considered available)—Continued

Categories and example situations	Available
¹⁹ REFERENCES: (1). Army Regulation 40-4, Army Medical Department Facilities/Activities, 1 January 1980. (2). Army Regulation 40-3, Medical, Dental, and Veterinary Care, 12 November 2002. (3). Army Regulation 40-501, Standards of Medical Fitness, 2 February 2005. (4). Army Regulation 40-562, Immunizations and Chemoprophylaxis, 1 November 1995. (5). Army Regulation 40-68, Clinical Quality Management, 25 February 2004. (6). Army Regulation 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immune Deficiency Virus (HIV), 15 July 2005. (7). Army Regulation 600-20, Army Command Policy, 13 May 2002. (8). Army Regulation 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing) 18 July 2003. (9). ASA(HA) Memo, Subject: Policy for Individual Medical Readiness Metrics, 24 April 2003. (10). Centers for Disease Control, National Immunization Program. (11). Department of Defense Instruction 6130.4, Criteria and Procedure Requirements for Physical Standards for Appointment, Enlistment, and Induction, 14 December 2000. (12). Department of Army Pamphlet 40-501, Army Hearing Conservation Program, 10 December 1998. (13). Department of Defense Directive 6130.3, Physical Standards for Appointment, Enlistment, or Induction, 15 December 2000. (14). HA policy 98-201, Policies on Uniformity of Dental Classification System, Frequency of Periodic Dental Examinations, Active Duty Overseas Screening, and Dental Deployment Standards (Washington, D.C., 19 Feb 1998). (15). HA policy 02-011, Policy on Standardization of Oral Health and Readiness Classification (Washington, DC, 4 Jun 2003).	

Appendix E

Reason Codes

E-1. Primary reason codes for overall level not C-1

When filling out the overall set, (REASN) field, select a code from table E-1 indicating the primary reason a unit's overall level is not C-1.

E-2. Reason codes associated with PCTEF reporting and operational deployment

Use the codes in table E-2 when required to enter PCTEF data in regular reports, composite reports, deployed reports and DUIC reports in accordance with paragraph 11-3.

E-3. Reason codes for other than P-1, S-1, R-1, T-1, NBC S-1, and NBC T-1

Use codes from the tables E-3, E-4, E-5, and E-6 when completing the overall set, secondary reason (SECRN), tertiary reason, and in all measured area sets, primary reason level not 1 (PRRES, ESRES, ERRES, TRRES). Use codes from table E-7 to indicate the reasons that the NBC S-level or the NBC T-level is other than level 1.

Table E-1
Primary reason overall level not C-1

Code	Definition
P	Personnel
S	Equipment-on-hand
R	Equipment readiness
T	Training
N	Unit is reporting C-5 because of a HQDA action or program.
X	Commander's judgment. Explanatory remarks must be submitted on a REASN card.
6	When overall level is C-1 but one or more measured area levels is 6. This reason code is applicable to reports by units with AA-level UICs only.

Notes:

¹ Codes in table E-2 also are available for use by composite reporting units conducting split operations.

Table E-2
Primary reason overall level not C-1 because of deployment of subordinate elements (Applicable to composite reporting units only)

Code	Definition
D	5-15 percent of the overall capability of the major unit/headquarters is deployed. If the commander subjectively changes the overall C-level and enters an "X" in the REASN field, enter "D" in the Secondary Reason Organization Not C-1 (SECRN). (Note: This reason code is applicable to composite reporting units only.)
E	16-25 percent of the overall capability of the major unit/headquarters is deployed. If the commander subjectively changes the overall C-level and enters an "X" in the REASN field, enter "E" in the Secondary Reason Organization Not C-1 (SECRN). (Note: This reason code is applicable to composite reporting units only.)
F	26-35 percent of the overall capability of the major unit/headquarters is deployed. If the commander subjectively changes the overall C-level and enters an "X" in the REASN field, enter "F" in the Secondary Reason Organization Not C-1 (SECRN). (Note: This reason code is applicable to composite reporting units only.)

Table E-2**Primary reason overall level not C-1 because of deployment of subordinate elements (Applicable to composite reporting units only)—Continued**

Code	Definition
G	36–75 percent of the overall capability of the major unit/headquarters is deployed. If the commander subjectively changes the overall C-level and enters an "X" in the REASN field, enter "G" in the Secondary Reason Organization Not C-1 (SECRN). (Note: This reason code is applicable to composite reporting units only.)

Table E-3**Reason codes for other than P-1**

Code	Definition
P01	Casualties
P02	Prisoner of War
P03	MOS Imbalances
P04	Not MOS Qualified
P05	Organization Activating
P06	Organization Decommissioning or Deactivating
P07	Organization in Rotational Deployment
P08	Organization Recently Activated or Reorganized
P09	Personnel Deployed
P10	Personnel Not Available
P11	Personnel shortage
P12	Personnel shortage-Air Defense MOS
P13	Personnel shortage-Armor MOS
P14	Personnel shortage-Artillery MOS
P15	Personnel shortage-combat crews
P16	Personnel shortage-crew chief
P18	Personnel shortage-Engineer MOS
P19	Personnel shortage-enlisted
P20	Personnel shortage-enlisted combat crews
P22	Personnel shortage-Infantry MOS
P26	Personnel shortage-maintenance
P28	Personnel shortage-NCO (E-4 to E-5)
P29	Personnel shortage-NCO (E-6 to E-9)
P30	Personnel shortage-senior NCO (E-7 to E-9)
P32	Personnel shortage-officer
P34	Personnel shortage-O-1 to O-3
P35	Personnel shortage-O-4 to O-6
P36	Personnel shortage-pilot
P37	Personnel shortage-qualified to perform MOS duties to which assigned
P38	Personnel shortage-Signal MOS
P39	Personnel shortage-warrant officer
P40	Subordinate organization detached
P47	Personnel shortage-Security Police
P48	Personnel skill shortage-weapon system conversion
P54	Personnel shortage-enlisted aircrew
P59	Personnel shortage-missile maintenance
P60	Personnel shortage-aircraft maintenance
P64	Personnel shortage-linguists
P65	Personnel shortage-service constraint (DA imposed resource constraint, Type B, or Cadre unit)
P66	Personnel not available-drug and alcohol abuse
P67	Personnel shortage-medical health professionals
P68	Personnel shortage-medical service skills
P69	Personnel lack security clearance
P70	Skill shortage-nuclear weapons
P71	Personnel shortage—full-time support
P72	Personnel turnover losses to unit
P73	Personnel turbulence-internal reassignments
P74	Unit reorganizing
P76	Personnel supporting training mission (school support)
P77	Training unit with wartime mission tasking capability
P78	Unit not manned and/or equipped; required in wartime structure
P81	Not MOS qualified—awaiting training
PUP	Reserved for use as secondary reason (SECRN) field (6-K-L) only when the commander has reported an overall -level that is different from the lowest resources area level.

Table E-4
Reason codes for other than S-1

Code	Definition
S03	Aircraft in storage
S04	Aircraft not fully equipped
S05	Aircraft on loan
S06	Aircraft operational loss/combat loss
S07	Equipment away for repairs
S08	Equipment away on loan
S11	Awaiting critical modification
S12	Component low-density end item unsatisfactory
S13	Equipment in administrative storage/pre-positioned
S16	Obsolete equipment
S17	Organization decommissioning/deactivating
S18	Organization recently activated/reorganized
S19	Radar equipment unavailable
S20	Spare low-density end item unsatisfactory
S25	Shortage-communications equipment
S27	Shortage-major end item
S28	Shortage-engineering equipment
S29	Shortage-general supply equipment
S36	Shortage-special supply equipment
S37	Shortage-stock supply
S41	Shortage-test equipment
S42	Shortage-authorized equipment
S43	Shortage-vehicle
S45	Shortage/Offloaded-aircraft
S51	Shortage/Offloaded-missile (SAM)
S57	Shortage-support equipment
S58	Shortage-spare engine
S64	Shortage-NBC equipment
S77	Shortage-generators
S80	Shortage-weapons
S89	Shortage-RX items authorized for storage
S90	Shortage-combat essential (pacing) items
S91	Unit reorganizing
S92	Equipment not available due to school support (training) mission
S93	Equipment shortage—service constraint (DA imposed resource constraint, Type B, or Cadre unit)
S94	Notional unit—not manned, not equipped
S95	Unit undergoing major equipment conversion (equipment on hand turbulence due to force modernization)
S99	Shortage—fire support equipment
SBE	Stay Behind Equipment
STW	Training unit with wartime mission tasking capability
SUP	Reserved for use as secondary reason field (6-K-L) only; used only when the commander has reported an overall S-level that is different from the lowest measured area S-level.
SXA	Equipment in transit to deployed location
SXB	Equipment in transit from deployed location
SXC	Force modernization fielding delay
SXD	Unit lacks funds for stock funded equipment
SXX	Equipment not available due to partial deployment

Table E-5
Reason codes for other than R-1

Code	Definition
R00	Equipment readiness degradation—fuel shortage
R01	Aircraft grounded safety flight
R02	Aircraft do not meet mobilization requirement
R04	Not mission capable depot—rapid area maintenance
R05	Not mission capable depot—programmed depot maintenance
R06	Unit recently activated
R07	Equipment conversion (equipment readiness turbulence-force modernization)
R08	NBC equipment inoperable or not calibrated
R09	Damage-battle/combat
R11	Damaged/inoperative-aircraft
R17	Damaged/inoperative-counter measures (electrical/mechanical)
R21	Damaged/inoperative-equipment
R22	Damaged/inoperative-equipment communication
R23	Damaged/inoperative-equipment electric power or generators

Table E-5
Reason codes for other than R-1—Continued

Code	Definition
R24	Damaged/inoperative-equipment engineering
R25	Damaged/inoperative-equipment fire control
R27	Damaged/inoperative-IFF
R28	Damaged/inoperative-launcher/missile
R31	Damaged/inoperative-radar
R32	Damaged/inoperative-radar fire control
R33	Damaged/inoperative-radar search
R35	Damaged/inoperative-system data
R39	Damaged/inoperative-system missile fire control
R45	Damaged/inoperative-vehicle
R46	Damaged/inoperative weapon
R49	Equipment installation
R51	Equipment obsolete
R52	Equipment removal
R56	Inspection failed
R58	Insufficient funding
R59	Installing field changes/alterations/modifications
R60	Maintenance—facilities inadequate
R61	Maintenance-in progress
R62	Maintenance-scheduled
R63	Maintenance unscheduled
R64	Modification-aircraft
R71	Not mission capable supply (NMCS)—above organizational maintenance
R79	Not mission capable supply—organizational maintenance
R80	Organization decommissioning or deactivating
R81	Organization in rotational deployment
R82	Overhaul-aircraft
R83	Overhaul-equipment
R84	Overhaul-weapons
R85	Power failure
R86	Radar unreliable/flight/ground check
R87	Repair—attached organizational equipment
R88	Repair—electric power-generating equipment
R90	Repair—equipment
R91	Repair—field maintenance
R92	Repair-lack proper tools to perform
R93	Repair-organizational maintenance
R94	Repair-weapons
R95	NBC equipment incomplete or obsolete
R97	Modification-missile
R99	Overhaul-missile
RAT	Not mission capable depot—major modifications required
RBA	Maintenance in progress—estimated complete less than 24 hours
RBB	Maintenance in progress—estimated complete more than 24 hours
RBE	Unit reorganizing
RBF	Combat essential (pacing) item inoperative
RBG	Notional unit—not equipped not manned
RBH	Equipment inoperative due to school support (training) mission
RBI	Equipment inoperable due to extensive field training
RBJ	Equipment inoperable due to extensive admin/nonmission use
RBK	Equipment not available due to service constraint (DA imposed constraint, Type B or Cadre unit)
RBP	Shortage repair parts/spares (ASL/PLL)
RBQ	Inoperative-safety
RBS	Damaged/inoperative-accident
RUP	Commander's judgment raised or lowered overall C-level

Table E-6
Reason codes for other than T-1

Code	Definition
T01	Administrative deadline equipment (includes for safety)
T02	Deadline rate of major communications/electronic items restricts training
T05	Inadequate-school quotas
T07	Inadequate-training ammunition
T08	Inadequate-training areas
T10	Incomplete-firing/proficiency tests
T11	Insufficient-crews not ready
T15	Insufficient-funding
T17	Insufficient-pilots not ready
T18	Insufficient-training time
T21	MOS imbalances
T23	Operational commitments
T24	Organization activating
T25	Organization decommissioning, deactivating and/or inactivating
T26	Organization in rotational deployment
T27	Personnel not available
T28	Personnel turnover excessive
T29	Shortage-amphibious shipping
T30	Shortage-crew chief
T31	Shortage-equipment
T32	Shortage-instructor
T33	Shortage-instructor pilot/aircrew
T34	Shortage-leadership position personnel
T35	Shortage-senior NCO
T36	Shortage-qualified officers
T37	Shortage-personnel
T38	Shortage-technical skill personnel
T39	Squad/crew qualification low
T40	Tests-unsatisfactory C-level
T41	Training incomplete
T45	Aviator-training status degraded
T46	NBC defensive training incomplete
T47	Unit reorganizing
T48	Notional unit-unmanned, unequipped
T49	Training unit with wartime mission tasking capability
T51	Training incomplete-major equipment conversion
T53	Training incomplete-due to school support mission
T54	Training incomplete due to Service constraint (DA imposed resource constraint, Type B, Cadre unit)
T55	Training incomplete-subordinate organizations in standby status
T57	Training incomplete-fuel shortage
T65	Training incomplete-nuclear weapons
T66	Training incomplete-special duty requirements
T68	Insufficient-flight hours
T84	Language indicator code imbalances
T85	DLPT scores below minimums
T86	DLPT re-test delay (6 months or more)
TUP	Commander's judgment raised or lowered overall C-level

Table E-7
NBC equipment supply/readiness and training status codes

Code	Definition
Codes for NBC equipment supply/readiness status	
SRA	Shortage-Category 1 equipment (MASK)
SRB	Shortage-Category 2 equipment (DET)
SRC	Shortage-Category 3 equipment (DECON)
SRD	Shortage-Category 4 equipment (IPE)
SRE	Shortage-Category 5 equipment (RAD)
SRF	Shortage-Category 6 equipment (MED)
SRG	Unserviceable/expired-Category 1 equipment (MASK)
SRH	Unserviceable/expired-Category 2 equipment (DET)
SRI	Unserviceable/expired-Category 3 equipment (DECON)
SRJ	Unserviceable/expired-Category 4 equipment (IPE)
SRK	Unserviceable/expired-Category 5 equipment (RAD)

Table E-7
NBC equipment supply/readiness and training status codes—Continued

Code	Definition
SRL	Unserviceable/expired-Category 6 equipment (MED)
SRM	Shortage of support equipment (DECON site support material)
SRN	Shortage of general supply equipment (batteries, embark boxes, sanitation solution, and so forth)
SRO	Shortage of repair parts
SRP	NBC equipment incomplete or obsolete
SRQ	Critical equipment capability deficiency
SRR	Nonmission capable during recent NBC SMAT/LRE/evaluation
SRS	Shortage of MES Chemical Agent Patient Treatment, LIN M23673
SRT	Shortage of Medical NBC Defense Material
SRU	Shortage of MES Chemical Agent Patient Decontamination, LIN 25865
NBC training codes	
TNA	Insufficient individual protective/survival measures training
TNB	Insufficient unit mission oriented task training
TNC	Insufficient NBC team training
TND	Insufficient NBC officer/specialist training
TNE	Insufficient MOPP conditioning training
TNF	Insufficient personnel completing the mask confidence exercise
TNG	Shortage of training devices/assets
TNH	Shortage of trained NBC team members
TNI	Personnel shortage-NBC defense officer
TNJ	Personnel shortage-NBC defense specialist
TNK	Nonmission capable during recent NBC MCCARES/ORE/evaluation
TNL	Environmental restrictions on training
TNM	High temperature training restrictions
TNN	Inadequate training ammunition-CS capsules/grenades
TNO	Inadequate school quotas
TNP	New equipment-training not received

Table E-8
USR requirements

Code	Definition
1	Required to submit a monthly report (Regular or Validation)
2	Required to submit a Type II composite report
3	Required to submit a Type I composite report
4	Required to report quarterly
5	Required to report annually in October
6	Not Used
7	Required to submit a DUIC report
8	Required to submit a report for a temporary period
9	Approved for consolidated USR
T	Temporarily approved to submit a DUIC report due to exceptional circumstances
X	Other

Table E-9
USR exemptions

Code	Definition
A	Permanent exemption approved by HQDA
B	Temporary exemption approved by HQDA
C	Permanent exemption approved by responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable (applicable to TDA units only)
D	Temporary exemption approved by responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable (applicable to TDA units only)
N	Not measured but not exempt (Default for DUICs)
X	Other

Table E-10
Training events and activities

Code	Training event/activity
ATX	Aviation training exercise
AVAILABLE	Entry into the Available force pool
BCBST	Brigade Command Battle Staff Training Program
BCTP	Brigade Command Training Program
CALFEX	Combined arms live fire exercise
CFX	Command field exercise
COMEX	Communications exercise
CMTC	Combat maneuver training center
CPX	Command post exercise
CTC	Combat training center
EDRE	Emergency deployment readiness exercise
DEPEX	Deployment exercise
EXEVAL1	External evaluation (I/C/S level)
EXEVAL2	External evaluation (platoon level)
EXEVAL3	External evaluation (company level)
EXEVAL4	External evaluation (battalion level)
EXEVAL5	External evaluation (brigade level and above)
ETC	Exportable training capability
FCX	Fire coordination exercise
FTX	Field training exercise
GUNNERY1	Gunnery or weapons qualification at I/C/S-level
GUNNERY2	Gunnery or weapons qualification at platoon-level
GUNNERY3	Gunnery or weapons qualification company-level and above
ICS	Individual, crew, and squad level training
JTX	Joint training exercise
LFX	Live fire exercise
MAPEX	Map exercise
MCTC	Maneuver combat training center
MOBEX	Mobilization exercise
MRE	Mission readiness exercise
MRX	Mission rehearsal exercise
OTHER1	Other event activity supported or participated in at I/C/S/ level
OTHER2	Other event activity supported or participated in at platoon level
OTHER3	Other event activity supported or participated in at company level
OTHER4	Other event activity supported or participated in at battalion level
OTHER5	Other event activity supported or participated in at brigade level or above
READY	Entry into Ready force pool
RESET	Entry into Reset/Train force pool
SBCE	Support brigade command and staff exercise
STX	Situational training exercise
TEWT	Tactical exercise without troops

Appendix F

Exempt/Non-Type Classified Items

F-1. General

a. Each unit's current authorization document (MTOE/TDA) serves as the base document for preparing (for USR purposes) the unit's EOH reportable equipment list. This list is used during calculation of equipment S-levels as outlined in chapter 5. HQDA has identified certain categories of equipment and equipment items that are exempt from use in EOH calculations for a specified time. In addition, commanders may designate selected items as on hand ILO required equipment items. (Note that R-level criteria for reportable equipment is different than S-level criteria for reportable equipment. See chapter 6.)

b. Paragraph 5-3 discusses reportable equipment and equipment that must be included in USR S-level calculations. In accordance with paragraph 5-3*d*, any ERC A/P MTOE/TDA equipment that has not been designated as exempt from USR S-level calculations must be included in the USR S-level calculation. LINs exempt from USR S-level calculations must be approved by HQDA (DAMO-FMF) (see para F-2).

c. HQDA authorized substitute, ILO, or the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, non-type classified items (NTCI) will be counted as equipment on hand for reporting purposes in accordance with criteria established in paragraph 5-4. HQDA authorized substitute items are listed in EM 0007, appendix H. ILO items are those items that do not have a valid substitute relationship reflected in EM 0007, appendix H, but that the commander wishes to use in place of a required item of equipment. When applying substitutes and ILO equipment,

commanders must adhere to criteria established in paragraph 5-4d to determine quantity and reportable EOH for USR purposes.

F-2. Line item numbers exempted from S-level computations

a. A listing of LINs currently approved by HQDA for exemption from USR S-Level calculations is posted and maintained on the Force Management System Web site (FMSWeb, formerly WebTAADS) at <https://webtaads.belvoir.army.mil>. The rationale for requesting and the procedures for processing LIN exemptions also are provided at this Web site. Access to the Web site requires a userid and password that can be obtained as follows:

- (1) On the main page, click on FMSWeb.
- (2) Enter AKO login and AKO password.
- (3) The FMSWeb Account Request Form will be displayed—
 - (a) Select the system access level of Normal FMSWeb access and click Continue.
 - (b) Type in your AKO user name and password again.
 - (c) From the drop down menu select your clearance level.
 - (d) Type in your security officer's name, phone number, and e-mail address, and click Continue.
- (4) Once your account has been approved, login using your AKO user name and password.
 - (a) Go to LOOKUP TOOLS.
 - (b) Go to ERC Tables/Readiness.
 - (c) Look under Tables F, LIN Exemptions.

b. All items designated as "to accompany troops/not authorized pre-positioning" (TAT/NAP) in APS MTOEs are exempt from reporting regardless of S-Level.

F-3. Non-type classified items

a. MTOE/TDA changes or modernization of items may not always meet the peculiar requirements of the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable. Equipment procured to meet current mission requirements may be reported against EOH requirements if the non-type classified item (NTCI) meets the following requirements:

- (1) Has the same characteristics as the authorized item.
- (2) Can be used in conjunction with other required items.
- (3) Is supportable. Required repair parts must be available. Repair capability must be within the scope of the unit/organization or available through other means (such as in theater contractor support). A source of supply for replacement of the major end item must be available.
- (4) Is planned to be deployed with the unit to accomplish wartime missions, if the authorized item is not available.

b. NTCIs may be reported against Army standard equipment until type classification is completed. The responsible ACOM/ASCC/DRU, and/or DARNG/NGB, when applicable, are responsible for initiating and monitoring type classification actions required to catalog/document the NTCI properly to the unit's MTOE, EM 0007, and to ensure that it meets standard Army multi-command management information system (STAMIS) supportability for equipment readiness.

F-4. Non-type classified items, stand-alone systems

a. The Army has decided not to document some technology-intensive equipment and very low density NTCI equipment on the unit MTOE because, in most cases, the technology is extremely perishable. In some instances, these items may have the effect of an ERC A item on the unit's ability to accomplish its mission.

b. NTCIs developed and procured for a "stand alone" system/item must have an LIN assigned by the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, and meet the criteria for ERC A, as outlined in appendix B, before it is reported in the USR.

c. All NTCI items that meet the criteria in paragraph F-4b, will be reported if the unit is short of the item and the absence of the item has an adverse effect on the unit's ability to accomplish its wartime mission. NTCI stand-alones reported will not be included in the S-level or R-level calculations.

d. NTCI stand-alones will be reported on the GENTEXT label: ESRAT. As a minimum, the local LIN, noun nomenclature, and brief description of item's function will be included in the remarks set.

F-5. LIN exemption process.

Figure F-1 depicts the LIN exemption process.

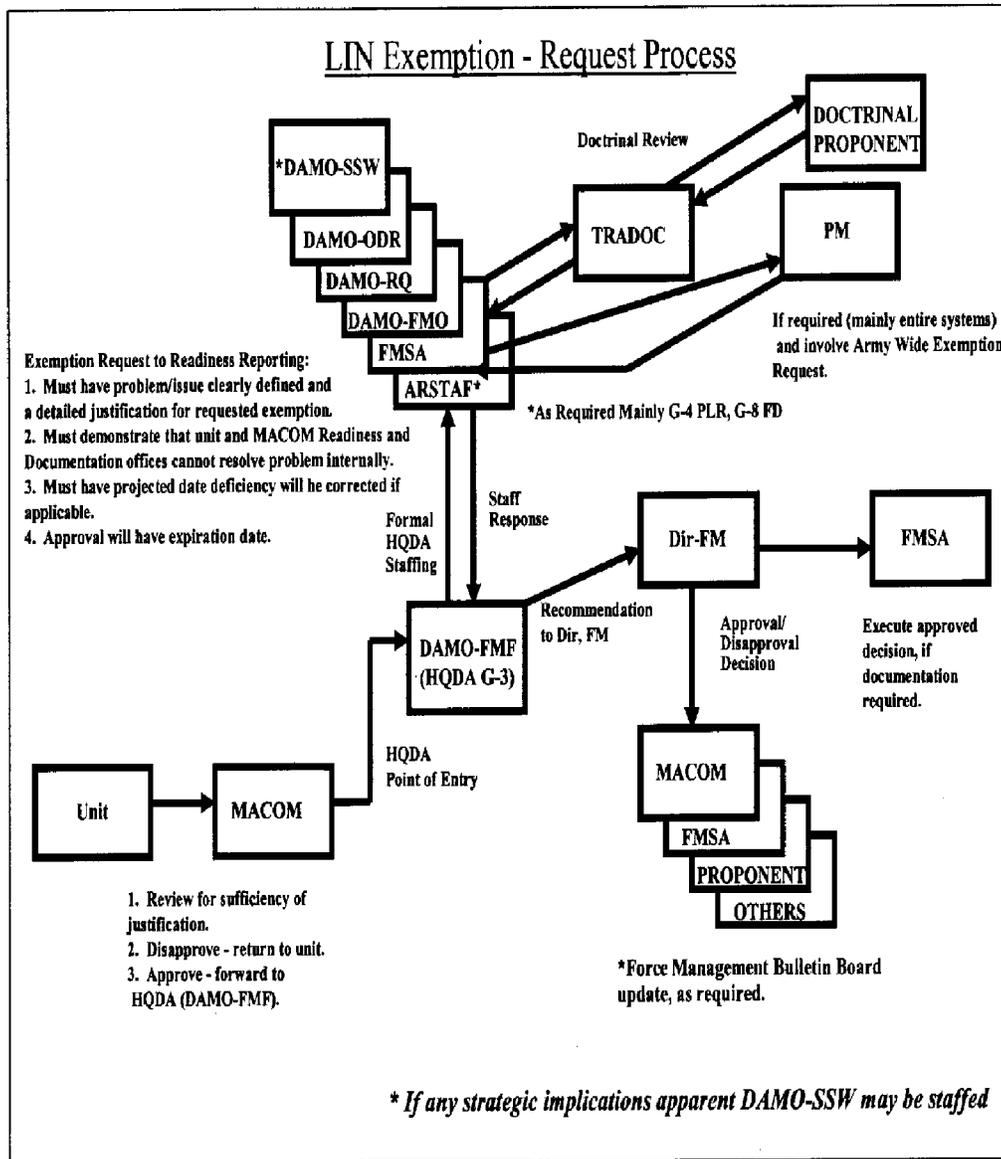


Figure F-1. LIN exemption request process

Appendix G Special Terms and Labels for Data Fields and Data Sets Used in PC-ASORTS

G-1. General

PC-ASORTS uses several special terms and establishes various labels for data fields and data sets to facilitate entering required data. These special terms and labels are not acronyms.

G-2. Special terms and labels

The meaning and use of these special terms and labels are explained in table G-1.

Table G-1
List of the names of data field labels and data sets

Term/Label	Definition/Usage
2ADDSKIL Set	Additional skill identifier/SQI shortage
2EOHSHRT Set	Equipment-On hand Shortage Report
2ERC_B&C_SHORT Set	Units that have ERC B/C LINs at the S-4 level will list those LINs in this set.
2ERCERRT Set	Comments on all unserviceable and non-operational MTOE/TDA equipment will be reported on the 2ERCERRT.
2ERCFOUR Set	Equipment that is S-Level 4, 2ERCFOUR set will use 2ERFOUR set (see fig 5-5)
2LANGAGE Set	The proficiency status of assigned linguists by language identification code (LIC) and the unit's current assigned language requirements will be reported in the 2LANGAGE set.
2PIERRAT Set	Pacing items operational percentage report.
2PIESTAT Set	Pacing item status report
2PSPER Set	Personnel grade strength of the unit. This set provides personnel strength by grade.
2RQPER Set	Military occupational specialty shortage report.
EQCONDN Set	Equipment condition
EQLIN	Equipment line item number
EQMCRDAT Set	Equipment mission capable readiness data
EQOHDAT Set	EQOHDAT set
ERCA4LIN	ERC A line item number at level C-4.
ERCAAUTH	ERC A authorized
ERCAOH	ERC A on hand
ERCAREQ	ERC A required
FORECAST Set	Signifies what unit readiness will be at a specific date or period of time.
KA1 Report	Full/regular report
KA2 Report	Change report
KA3 Report	Abbreviated/short report
NBCEQPT	Chem/bio equipment percent
PERSDATA Set	Personnel data
PIAUT	Pacing item authorized. Identifies the pacing item on the 2 PIESTAT report
PIEQRPCT	Pacing item equipment ready percent
PILIN	Pacing item line item number
PILOC	Pacing item location
PINAME	Pacing item name
PIOH	Pacing item on hand
PIREQ	Pacing item required
PROFREQ	Professional fillers required
QTYAUTH	Quantity authorized
QTYOH	Quantity on hand
QTYREQ	Quantity required
READYSEG Set	Compilations of date elements
RPTDUIC Set	Reported unit identification code
TRAINDAT Set	Training data
T-METL	The percent of the METL trained

Appendix H Implementing Instructions for the Defense Readiness Reporting System-Army (DRRS-A) and Unit Status Reporting Requirements Supporting Emerging Army Force Generation (ARFORGEN) Concepts

H-1. General

a. Background.

(1) Under the provisions of DOD Directive 7730.65, dated 3 June 02, DOD is developing the Defense Readiness Reporting System (DRRS), a next generation readiness reporting system that, when fully operational, will replace the Joint Staff 's Global Status of Resources and Training System (GSORTS). DRRS is intended to be a mission-focused, capability-based, net-centric (SIPRNet) system that will establish new metrics ("Yes", "Qualified Yes", and "No") to evaluate the ability of units, organizations and installations to execute their Mission Essential Tasks (METs). DOD projects that DRRS will be fully operational by FY 08.

(2) During FY 07, the Army will transition from its current readiness reporting system—the Army Status of Resources and Training System (ASORTS)—to a new Web-based readiness reporting system called the Defense Readiness Reporting System—Army (DRRS-A). The Army is developing DRRS-A to accommodate the evolution of DRRS and also to provide the readiness reporting flexibility necessary to support the implementation of emerging Army Force Generation (ARFORGEN) concepts and processes for manning, equipping, training, and readiness. The key components of DRRS-A are—

(a) NetUSR—A Web-based readiness data input tool that will import data from designated authoritative sources (that is, FMSWeb for unit organization and manning and equipping requirements, ITAPDB for personnel status data, LIW for equipment supply and maintenance status data, and DTMS for METL data) for reference to support required commander readiness assessments. For unit status reporting purposes, the commander will have the option to either use the information and status data on his unit imported from these authoritative sources or to report updated and/or corrected information and data; however, the updates and corrections accomplished by the unit and reported in the unit status report via NetUSR do not impact on the data in these authoritative databases. The commander must initiate a separate action to update or correct any discrepancies in the status information and data on his unit in these databases. When fielded, NetUSR will replace PC-ASORTS as the Army's official USR input tool.

(b) The DRRS-A database, which will replace the ASORTS database as the Army's official readiness reporting database of record.

(c) The Army Readiness Management System (ARMS) application, which is the official Army readiness reporting database output tool. ARMS provides visibility to all Army readiness data and information contained in the readiness reporting database and facilitates the detailed analysis of readiness trends and issues.

b. Purpose and intent.

(1) This appendix centralizes USR requirements supporting DRRS-A and ARFORGEN by identifying current provisions and new and revised data points and information requirements specifically established to support the ongoing implementation of DRRS-A and ARFORGEN. The Army Readiness Division (DAMO-ODR) will update and revise this appendix in conjunction with a series of rapid action revisions to AR 220-1 to provide authoritative guidance for unit status reporting into DRRS-A and to supplement USR policy and procedures contained elsewhere in the regulation. All unit status reporting requirements established in this regulation remain in effect unless specifically revised by this or subsequent rapid action revisions or unless changes are formally directed by DAMO-ODR on behalf of the DCS, G-3/5/7.

(2) In the event of a conflict between other publications and AR 220-1 regarding the requirements for readiness reporting into DRRS-A, the provisions of AR 220-1 will take precedence.

c. *Concept.* During FY 07, the Army will initiate and continue to develop and refine policies and procedures for readiness reporting into DRRS-A in order to capture the progressive readiness status of Army units as they advance through the ARFORGEN force pools, while continuing to comply with and/or remain compliant with readiness reporting requirements established by the Joint Staff and DOD. When announced by electronic message to be released by DAMO-ODR NLT October 2006, NetUSR will replace PC-ASORTS as the Army's official readiness reporting input tool. Subsequently, DRRS-A will replace ASORTS as the Army's authoritative readiness reporting database of record during FY 07. Commanders of Army measured units will continue to report their unit's readiness status in accordance with the provisions of this appendix and the other provisions of AR 220-1 using the authorized PC-ASORTS software until unit status reporting using NetUSR is directed by HQDA, (DAMO-ODR).

H-2. DRRS-A implementation

a. Mission essential tasks (METs) and capability assessments.

(1) *General.* The most significant aspect of DRRS-A implementation is the additional requirement for commanders of all measured units (see para 2-2) and for commanders of designated installations (see para H-2a(4)) to report their assessments of their unit's capabilities to accomplish METs and to assess overall mission capability using DOD's new "Yes," "Qualified Yes" and "No" (Y/Q/N) metrics in all unit status reports, to include deployed reports.

(2) *Definitions.*

(a) “Yes” (Y) assessment: The organization can accomplish the task or mission to standard under the specified conditions. A “Yes” assessment should reflect demonstrated performance in training or operations whenever possible. Unit possesses the necessary resources, or those resources have been explicitly identified for the unit, to allow it to execute when ordered (that is, “Fight tonight”).

(b) “Qualified Yes” (Q) assessment: The organization is expected to accomplish the task or mission to standard, but this performance has not been observed or demonstrated in training or operations. Organizations assessing their task or mission capability as a “Qualified Yes” may be employed for those missions or tasks. The unit possesses the necessary resources, or those resources have been explicitly identified to the unit, to allow it to execute when ordered (that is, “Fight tonight”).

(c) “No” (N) assessment: The organization is unable to accomplish the task to standard at this time.

(3) *Reporting into DRRS-A by measured units.*

(a) MET categories. The METs of measured units are classified into one of two categories—core METs and directed mission METs in accordance with the provisions of paragraph 7-1.

(b) Mission categories. Missions are classified into one of three overall categories: core tasks, current operations, and contingency operations.

1. Core tasks. This overall mission category represents the basic capabilities which the organization was organized or designed by MTOE or TDA to perform. The overall assessment for this mission category is based on the commander’s assessment of the unit’s supporting CMETs.

2. Current operations. This overall mission category represents the unit’s current capability to accomplish operations and tasks formally assigned to it for execution via a warning order (WARNO) or execution order (EXORD) received through official command channels. This mission category is supported by applicable DMETs and may include named operations and specified HLD/HLS requirements.

Note. This assessment eventually will replace the PCTEF-level assessment. In the interim, the overall Y/Q/N assessment for the current operations mission category should closely correlate to the PCTEF-level (see para 11-2) determined and reported by the unit commander.

3. Contingency operations. This mission category represents the unit’s current or projected capability to accomplish contingency requirements formally directed and specifically identified or tasked to the unit for planning or evaluation (but not for execution) by higher headquarters. This mission category is supported by designated DMETs and may include major war plans to which the unit is assigned or apportioned, specified HLD/HLS requirements and/or specified future operations.

4. The distinctions for readiness reporting purposes between the contingency operations mission category and the current operations mission category are similar to the doctrinal distinctions between an OPORD and an OPLAN. A formal WARNO/EXORD for actual mission execution is required for the capability assessments reported in the current operations category, while the capability assessments reported in the contingency operations mission category require only written instructions from higher headquarters to plan or assess the unit’s capability to execute specified missions and/or tasks.

(c) Individual MET assessments. Commanders will continue to determine and assess each of their unit’s METs using the doctrinal training proficiency assessments (“Trained, Needs Practice and Untrained” or T/P/U) in accordance with FM 7-0, FM 7-1 and the provisions of paragraph 7-1 of this regulation. In addition to these T/P/U training proficiency assessments, commanders also will report a capability assessment for each MET using Y/Q/N metrics as follows:

1. Report “Yes” for the MET only if the commander’s current training proficiency assessment is “Trained” and sufficient resources (that is, personnel and equipment) required to successfully accomplish the MET currently are available or have been specifically identified by higher headquarters and are earmarked for the unit’s use to accomplish the MET.

2. Report “Qualified Yes” as follows:

a. If the commander’s current training proficiency assessment for the MET is “Trained,” but sufficient resources (that is, personnel and equipment) are *not* currently available or have *not* been specifically identified by higher headquarters and/or are *not* earmarked for the unit’s use to accomplish the MET, but the commander believes that the unit can successfully accomplish the MET under many or most conditions or with little or negligible risk. Reason codes and comments are mandatory to clearly explain these conditions and/or the risks and how they can be mitigated.

b. If the commander’s current training proficiency assessment for the MET is “Needs Practice,” and sufficient resources (that is, personnel and equipment) currently are available or have been specifically identified by higher headquarters and earmarked for the unit’s use to accomplish the MET. Reason codes and comments are mandatory to explain the unit’s training requirements to achieve a fully trained status on the task.

3. Report “No” as follows:

a. If the commander’s current training proficiency assessment for the MET is “Untrained.” Reason codes and comments are mandatory to explain the unit’s training deficiencies.

b. Regardless of the commander's current training proficiency assessment for the MET, if sufficient resources (that is, personnel and equipment) are *not* currently available or have *not* been specifically identified by higher headquarters and/or are *not* earmarked for the unit's use to accomplish the MET and/or the commander believes that the unit cannot successfully accomplish the MET without significant risk, **the commander will report No**. Reason codes and comments are mandatory to explain the resourcing deficiencies and risk assessments.

4. Figure H-1 outlines this MET assessment methodology.

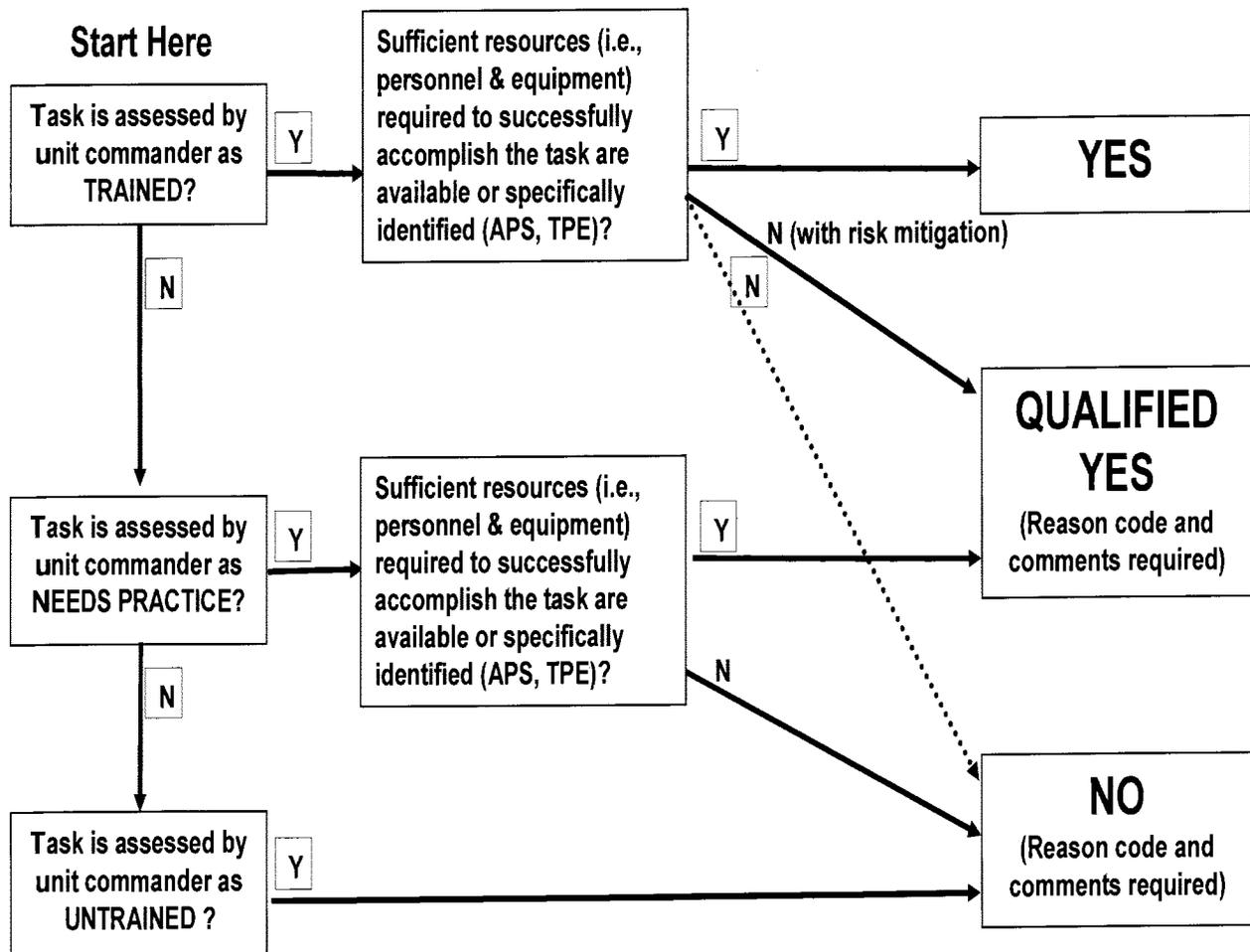


Figure H-1. DRRS-A task assessment methodology

(d) Metrics for overall mission category assessments.

Note. The core METs support the assessment of the overall core tasks mission category and the applicable DMETs support the assessments of the current operations and contingency operations mission categories.

1. Report "Yes" if the majority of supporting METs for the mission category are currently assessed as "Yes" and no supporting MET for the mission category is currently assessed as "No".

2. Report "Qualified Yes" if the majority of supporting METs for the mission category are currently assessed as "Qualified Yes" and no supporting MET for the mission category is currently assessed as "No".

3. Report "No" if any of the supporting METs for the mission category are currently assessed as "No".

4. Figure H-2 outlines the methodology for mission category assessments.

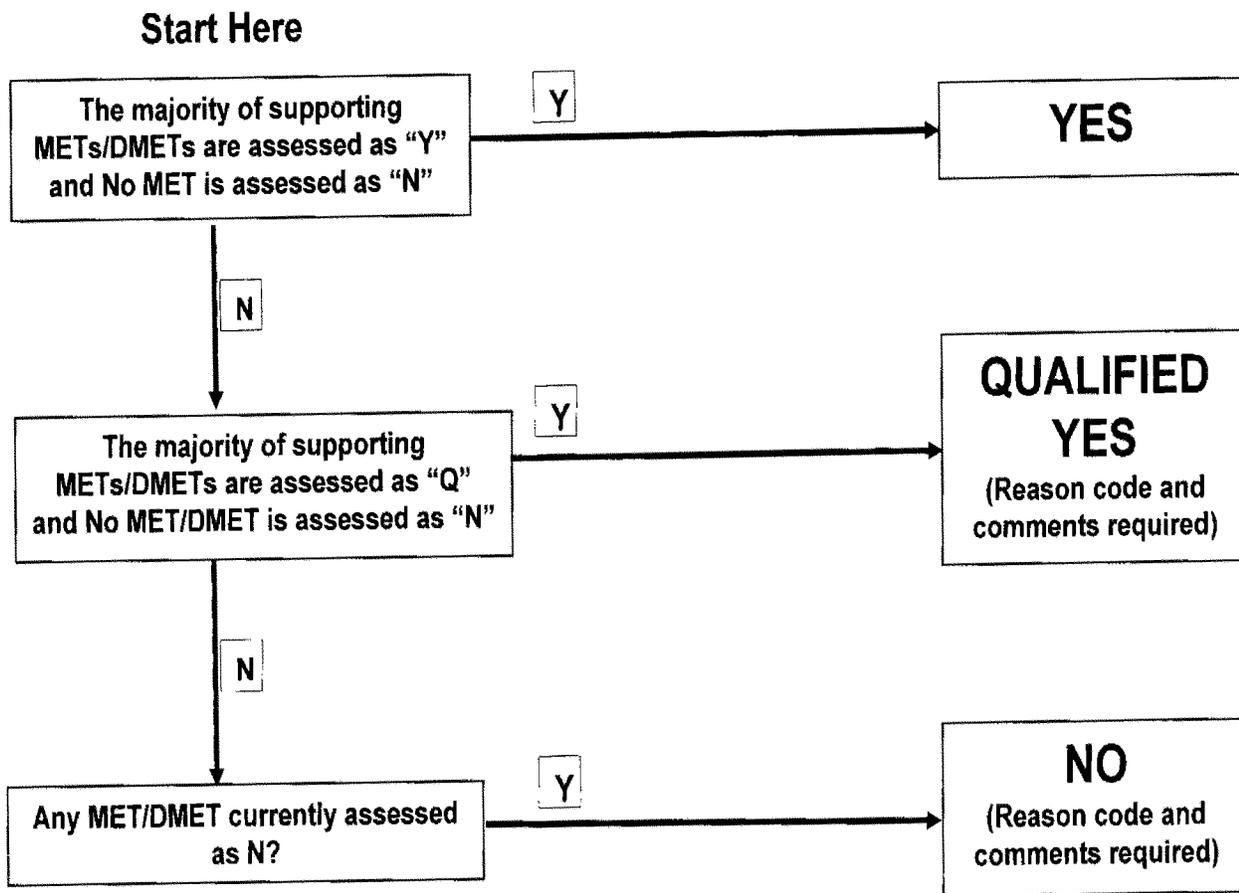


Figure H-2. DRRS–An overall assessment methodology

(4) *Reporting into DRRS–A by installations.* DAMO–ODR, in coordination with ACSIM and USAIMA, will incrementally establish and implement policies and procedures for Army installations to report into DRRS–A. Specific guidance and implementing instructions will be provided to execute each iteration. During the initial phase of installation status reporting, critical power generation platforms and power generation support platforms designated by HQDA (ACSIM and USAIMA), will report their METs into DRRS–A using the new Y/Q/N metrics for capability assessments and provide mandatory commander comments. DAMO–ODR, in coordination with ACSIM and USAIMA, will refine the initial installation status reporting requirements and, subsequently, will establish requirements for status reporting by additional installations in subsequent implementing instructions.

(5) *Reporting changes to capability assessments.*

(a) *Changes to a MET assessment.* Commanders of measured units and commanders of Army installations required to report into DRRS–A will report any change to a MET assessment that does not result in a change to the mission category assessment supported by that MET in the next monthly report when due. Changes to a MET assessment that result in a change to a mission category assessment will be reported within 24 hours after the commander determines the changed assessment in accordance with subparagraph (b), below.

(b) *Changes to mission category assessment.* Commanders of measured units and commanders of Army installations required to report into DRRS–A will report any changes to their capability assessments for a mission category within 24 hours of the commander’s determination that the capability assessment has changed. Other changes to the readiness status of a measured unit will be reported into DRRS–A in a change report prepared and submitted in accordance with the provisions of paragraph 2–4.

b. *DRRS–A registration.*

(1) *UIC/DUIC registration.* As the ASORTS database transitions to become the DRRS–A database, traditional UICIO responsibilities for the administration of UICs and DUICs in the database will continue unchanged in accordance with the provisions of AR 220–20. The responsibility to register individual NetUSR users and to map those

individual NetUSR users to specific UICs in DRRS–A for unit status reporting purposes is a separate function accomplished in accordance with the provisions of subparagraph (2), below.

(2) *User registration.* ACOMs, ASCCs, DRUs, and DARNG/CNGB, in coordination with USAIMA, if appropriate, will specify to HQDA (DAMO–ODR) the officials authorized to register NetUSR users for their subordinate organizations. Officials authorized to accomplish user registrations may include readiness officers, UICIOs (coordination with USAIMA required for installation UICIOs), force managers, and so forth. Commanders of measured units (see para 2–2) are required to formally designate to these authorized officials those personnel in their units who are authorized to register for the NetUSR user accounts available for their units. NetUSR user accounts allow system access and enable authorized users to import status data on the associated units from authoritative Army databases and to report readiness and capability assessments in the USR on behalf of the unit commander. Authorized officials will register the NetUSR users designated by the unit commander. ADCON authorities will provide management oversight of NetUSR user registration via ADCON channels. HQDA will monitor user registrations and audit user activity to ensure that management controls are effective. Detailed instructions regarding the initial implementation of NetUSR user accounts will be published separately by DAMO–ODR and, subsequently, policy and procedures for NetUSR registration will be incorporated into the next revision of AR 220–20.

H–3. ARFORGEN implementation

a. Overview.

(1) ARFORGEN is a structured progression of increased unit readiness over time, resulting in recurring periods of availability of trained, ready and cohesive units prepared for operational deployment in support of civil authorities and combatant commander requirements. ARFORGEN is a total Army process that applies to all components across the Operating and Generating Force, to include (but not limited to) operational headquarters, brigade combat teams, functional and multi-functional support brigades, and modular combat support/combat service support units.

(2) ARFORGEN is intended to generate rapidly deployable, agile, and expeditionary forces, enhance the availability of adequate AC and RC follow-on forces, and ensure the right mix of capabilities—trained, ready and relevant. To achieve the structured progression of increased readiness required by the operational readiness cycle, the ARFORGEN process focuses resources within and arrays forces across three sequential force pools (Reset/Train, Ready, and Available). The ARFORGEN process also task organizes units into expeditionary force packages—deployment expeditionary force packages (DEFs), ready expeditionary force packages (REFs) and contingency expeditionary force packages (CEFs)—to focus them on future mission requirements.

b. Implementation. The Army will implement and execute ARFORGEN in accordance with Annex F (ARFORGEN Implementation Plan) to the Army Campaign Plan (ACP).

c. Readiness reporting. DAMO–ODR will continue to develop and refine Army readiness reporting policy, procedures, and software to support ARFORGEN implementation and emerging ARFORGEN processes in coordination with ACOMs, ASCCs, DRUs, ARSTAF, the Army Force Provider, and other appropriate ADCON authorities (that is, DARNG) in synchronization with the transition of readiness reporting into DRRS–A. The basic intent is to exploit current internet and automation technology to simplify and significantly enhance the Army’s readiness reporting system by making it less burdensome to reporting units and more responsive to the requirements of commanders, resource managers, and senior leaders for timely, accurate, and complete readiness information, while concurrently incorporating mission focused capability assessments in support of the ongoing implementation of ARFORGEN and DRRS–A. As requirements emerge for additional data and information to support ARFORGEN implementation, DAMO–ODR will revise and update the provisions of AR 220–1 and the supporting USR software as necessary and appropriate to incorporate these requirements into the Army’s readiness reporting system. Additional data points and information requirements that are being incorporated through rapid action revision are outlined in table H–1 and are described in detail in the following paragraphs. These additional data points and information requirements are reportable by measured units as supporting USR software becomes available in accordance with implementing instructions released subsequently by DAMO–ODR.

Table H-1
Additional ARFORGEN data points and information requirements included in USR

Additional ARFORGEN Readiness Data/Information Included in USR	Description/data entry options/methodology/explanation (See glossary for complete definitions.)
Additional BUI Data (Also see para 3-7 & appendix K)	
Reset-Date (R/S Date)	Date unit entered into the RESET/TRAIN force pool or officially began resetting activities.
R-Day	Date set by HQDA that resetting units will begin collective training while units are in the RESET/TRAIN force pool.
A-Goal	AVAILABLE force pool goal/objective date prescribed for the unit by higher HQ or projected by the unit CDR. Applicable to units in RESET/TRAIN and READY force pools.
X-Code	Code indicating the next major phase, activity or gate event projected, planned, or directed in accordance with the ARFORGEN training and readiness strategy. The time projection for this event/activity is the X-date. Codes are listed in table E-10.
X-Date	Date projected for unit to advance to the next ARFORGEN force pool or to accomplish the next major ARFORGEN activity or gate event. (Explained by the X-code).
Named operation	The named operation assigned to the unit for support/participation (GENTEXT field)
OPLAN #	The number of the OPLAN assigned or designated for assessment. Applicable to designated UICs when directed
Additional EOH data (also see chap 5)	
Current operations equipping level (COPE level)	Levels 1-4 (see table H-2) determined by the CDR by comparing on-hand equipment and equipment items designated by HQDA to the equipment items required to successfully execute the current mission/operation assigned to the unit (includes HLS/HLD requirements). When directed and applicable, the unit CDR will consider SBE, TPE, MEEL, ONS, APS, deployment sets, centrally stored/managed equipment, and so forth
Designated equipment requirements in effect	YES/NO/NA check box data entry option to enable CDR to indicate whether specific equipment requirements have been prescribed for the unit and/or specific equipment has been designated/approved for the unit's exclusive use or other action (that is, LBE, SBE, TPE, MEEL, ONS, APS, Training Equipment Set, Deployment Equipment Set, etc.). If "YES," explanatory comments (GENTEXT field) are required
Additional training data (also see chap 7)	
Level of tactical/maneuver or technical proficiency achieved	CDR's T/P/U assessment indicating the current level of tactical/maneuver (CBT & CS units) or technical (CS/CSS units) proficiency achieved (ICS level thru BDE). CDR assesses all levels that are applicable to his organization. Provides visibility of the unit's status in achieving ARFORGEN training and readiness goals.
Level of staff proficiency achieved	CDR's T/P/U assessment indicating level of staff proficiency achieved (applicable to battalions thru corps/ater Army). Provides visibility of the unit's progress in achieving ARFORGEN training and readiness goals.

(1) Additions to currently required basic unit information (BUI) data (also see para 3-7 and appendix K).

(a) *Reset-date.* The date the unit entered the RESET/TRAIN force pool. The Reset date represents the actual date that the unit officially began resetting activities and is reported by the unit after-the-fact. When the date that the unit will begin reset activities is projected as the unit's next major activity or event, the unit reports this projection as the X-date and uses the appropriate activity/event code in table E-10 for Reset as the X-Code.

(b) *R-Day.* The specific date established by HQDA order on which the manning equipment, funding and training resources are in place to effectively begin collective training to achieve designated mission or force pool capability. Unit R-Day occurs during the RESET/TRAIN force pool and marks the transition from completion of the unit's reset activities to a collective training focus. Unit R-Day is recommended by FORSCOM and approved by HQDA with the date established by official order. R-Day applies to both Active Component and Reserve Component forces. Various ARFORGEN goals and objectives for resourcing are associated with the R-Day. Accordingly, ACOMs, DRUs, and ASCCs with ADCON authority may direct or request that HQDA approve (if applicable) modified readiness reporting requirements for units in the Reset/Train force pool prior to R-Day (also see subparagraph (5)(a), below.)

(c) *Availability goal (A-Goal).* The objective/goal date for the unit to enter into the AVAILABLE force pool (AFP) prescribed by higher headquarters or projected by the unit commander. The A-Goal is a mandatory reporting requirement for units in either the RESET/TRAIN or the READY force pools. If the unit's next major event/activity is entering into the AFP, then the A-Goal and the X-Date will coincide.

(d) *X-Code.* A code indicating the next major phase, activity or gate event projected, planned or directed in accordance with the ARFORGEN training and readiness strategy. This code explains the X-Date. Reporting a X-code

is optional for units in the AFP and for units that indicate "OTHER/UNKNOWN/NA" as the force pool assignment. The X-Codes available for use by measured units are contained in table E-10.

(e) *X-Date*. The date projected for the unit to advance to the next ARFORGEN force pool or to accomplish the next major activity or gate event in accordance with its ARFORGEN training and readiness strategy. This date is explained by the X-Code. X-Date data entry is mandatory if X-Code data is entered. X-Date data cannot be entered unless X-Code data is entered.

(f) *Named operation*. The named operation to which the unit has been formally assigned or that is directed for unit support/participation.

(g) *OPLAN number*. The number of the war plan assigned to the unit for support or designated for the commander's assessment of the unit's capability to support or execute.

(2) Additions to currently required equipment on hand data (also see chap 5).

(a) *General*. Emerging ARFORGEN equipping concepts establish equipment goals and objectives that are linked to the availability of various equipment sets to units. The unit's authorized MTOE/TDA equipment is contained in the baseline equipment set; however, other equipment sets (for example, training sets, deployment sets, APS, and so forth) and/or other formally designated or approved equipment items may be made available to the unit to support its training or operational requirements (that is, approved ONS, designated TFE, specified items from centrally stored equipment stockpiles, and so forth). Additionally, deploying and redeploying units may be directed to leave some of their MTOE/TDA equipment behind at the home station (that is, LBE) or in theater (that is, SBE), and/or minimum essential equipment requirements (that is, MEEL) may be established for them in deployment/redeployment criteria. The following additional data points provide visibility to the readiness implications of these actions or circumstances.

(b) *Current operations equipping (COPE) level*. This additional data point is reported as level 1, 2, 3 or 4 and is determined by the unit commander by comparing equipment on hand plus (if applicable) the equipment items designated to be made available to the unit with the equipment items required to successfully execute the current mission/operation assigned to the unit (includes HLS/HLA requirements). When directed and applicable, the unit commander will consider SBE, TPE, MEEL, ONS, APS, deployment sets and centrally stored/managed equipment, and so forth. The COPE levels are defined in table H-2.

Table H-2
Current operations equipment (COPE) levels

Level	Descriptive criteria
1	COPE level "1" indicates that the unit commander considers the equipment items currently possessed by the unit together (if applicable) with the additional equipment items designated by HQDA and/or higher headquarters and earmarked for the unit's exclusive use to be fully sufficient to undertake all DMETs supporting the currently assigned mission/operation. In the commander's judgment, the unit's projected equipment status, in light of the equipment items possessed and designated (if applicable) for the unit, will neither limit flexibility for mission accomplishment nor increase vulnerability of unit personnel. Assuming that all designated equipment items (if applicable) will be made available as planned and projected, the unit will not require any compensation for equipment shortages.
2	COPE level "2" indicates that the unit commander considers the equipment items currently possessed by the unit together (if applicable) with the additional equipment items designated by HQDA and/or higher headquarters and earmarked for the unit's exclusive use to be sufficient to undertake most, but not all, DMETs supporting the currently assigned mission/operation. In the commander's judgment, the unit's projected equipment status, in light of the equipment items possessed and designated (if applicable) for the unit, may cause isolated decreases in flexibility in methods of mission accomplishment but will not increase the vulnerability of the unit under most envisioned operational scenarios. Assuming that all designated equipment items (if applicable) will be made available as planned and projected, the unit will require little, if any, compensation for its equipment shortages.
3	COPE level "3" indicates that the unit commander considers the equipment items currently possessed by the unit together (if applicable) with the additional equipment items designated by HQDA and/or higher headquarters and earmarked for the unit's exclusive use to be sufficient to undertake some, but not the majority, of the DMETs supporting the currently assigned mission/operation. In the commander's judgment, the unit's projected equipment status in light of the equipment items possessed and designated (if applicable) for the unit will cause a significant decrease in flexibility in methods of mission accomplishment and will increase the vulnerability of the unit under many, but not all, envisioned operational scenarios. Assuming that all designated equipment items (if applicable) will be made available as planned and projected, the unit will require significant compensation for its equipment shortages.
4	COPE level "4" indicates that the unit commander considers the equipment items currently possessed by the unit together (if applicable) with the additional equipment items designated by HQDA and/or higher headquarters and earmarked for the unit's exclusive use to be insufficient to undertake most of the DMETs supporting the currently assigned mission/operation. In the commander's judgment, the unit's projected equipment status in light of the equipment items possessed and designated (if applicable) for the unit will not support successful execution of the currently assigned mission/operation.

(c) *Designated equipment requirements in effect.* This additional data point is a YES/NO/NA check box option which enables the commander to indicate whether specific equipment requirements have been prescribed for the unit and/or specific equipment has been designated for the unit's use and/or other equipping actions have been approved (that is, LBE, SBE, TPE, APS, MEEL, ONS, APS, training equipment set, deployment equipment set, and so forth). Explanatory comments (GENTEXT field) are required to explain the positive or negative implications to the unit's readiness of the designated equipment items.

(3) Additions to currently required training data (also see chap 7).

(a) *General.* Emerging ARFORGEN training and readiness strategies will establish training and readiness goals and objectives for Army units that are linked to proficiency levels in the unit. Proficiency at levels lower than the level at which the unit is organized are expected initially with increasing levels of proficiency attained by the units as they advance through the ARFORGEN force pools. Combat, combat support and combat service support units will assess the levels of tactical/maneuver proficiency or technical proficiency as appropriate. The following additional data points provide visibility to these assessments.

(b) *Level of tactical/maneuver or technical proficiency.* This additional data point is the commander's training proficiency assessment (T/P/U) indicating the current level of tactical/maneuver or technical proficiency achieved. The commander will assess all proficiency levels that are applicable to his unit/organization, to include proficiency levels in subordinate units/elements under OPCON authority, unless the subordinate units/elements are required to submit separate unit status reports. For example, a BCT (FF-level UIC) with three subordinate battalions and a HHC (AA-level UICs) would assess only training proficiency at the brigade level if all of the subordinate units report separately; however, the battalions would assess training proficiency levels from individual Soldier through battalion level, if their subordinate companies (A0, B0, C0, and so forth) do not report separately, and the brigade's HHC would assess training proficiency at individual Soldier through company level. The commander of a composite reporting unit (FF-level UIC) may comment on the tactical/maneuver or technical proficiency levels of any subordinate units for which he has training oversight in the TRR GENTEXT field of his composite report in accordance with the provision of paragraph 3-7. Table H-3 lists the tactical/maneuver and technical proficiency levels that are applicable for these commander assessments.

Note. In Table H-3, separate companies and separate detachments with AA-level UICs that report separately are considered parent units.

Table H-3
Levels for commander assessments of tactical/maneuver and technical proficiency

Proficiency levels	Remarks
Brigade/BCT/regiment/group	NOTE 1
Battalion	NOTE 2
Company/separate detachment	NOTE 3
Platoon	NOTE 3
Section	NOTE 3
Squad	NOTE 3
Crew/team	NOTE 3
Individual Soldier	NOTE 3

Notes:

- ¹ The assessment will be reported in the unit's (FF-level UIC) Composite report.
- ² The assessment will be reported in the battalion's (AA-level UIC) Regular report.
- ³ The assessment will be reported in the parent unit's (AA-level UIC) Regular report.

(c) *Level of staff proficiency.* This additional data point is the commander's training proficiency assessment (T/P/U) indicating the level of proficiency achieved by his staff (applicable to units at battalion level and above (includes division headquarters, corps headquarters, and theater armies/ASCC)). The commander is required to assess the proficiency level for his staff only; however, commanders of composite reporting units (FF-level UICs) may comment on the proficiency levels of the staffs in any subordinate units for which they have training oversight in the TRR GENTEXT field of the composite report in accordance with the provisions of paragraph 3-7. Table H-4 lists the staff proficiency levels that are applicable for these commander assessments.

Table H-4
Levels for commander assessments of staff proficiency

Proficiency level	Remarks
Theater Army/ASCC	Include Joint requirements, if applicable
Corps headquarters	Include Joint requirements, if applicable
Division headquarters	Include Joint requirements, if applicable
Brigade/BCT/regiment/group	
Battalion	

(4) Mission-focused readiness reporting requirements. The Army will focus units against future missions as early as possible in the ARFORGEN process and task organize modular expeditionary forces tailored to joint mission requirements. Integral to the ARFORGEN process is a collective training and readiness strategy to move the expeditionary force packages as quickly as possible through successive force pools to an available-to-deploy posture. The future mission drives the unit's training, equipping manning and resourcing. ARFORGEN concepts establish that "Ready for What=Resourced for What=Report against What." The following provisions for readiness reporting are linked to the force pool assignments and force package designations that support this mission focus. When required and appropriate, specific implementing instructions will be provided separately (also see para 3-7 and appendix K).

(a) Readiness reporting provisions linked to force pool assignment

1. *RESET/TRAIN force pool (RT)*. ACOMs, DRUs, ASCCs, or other applicable ADCON authorities may direct or request (if applicable) that HQDA approve exceptional readiness reporting requirements for units in the reset/train force pool. For example, when approved by HQDA, R/T force pool units may be temporarily exempted from some readiness reporting requirements prior to the R-Day. USR exemptions will be requested and approved in accordance with the provisions of paragraphs 2-3; C-5 reporting will be requested/approved in accordance with the provisions of paragraph 3-4; level 6 reporting will be accomplished in accordance with the provisions of paragraph 3-6; and exceptional reporting using DUIC procedures will be accomplished in accordance with paragraph 11-3j.

2. *READY force pool (RFP)*. Although units in the RFP are not yet operationally deployed, they are eligible for sourcing for full spectrum operations, may be mobilized if needed, and can be committed if necessary to meet operational requirements. Accordingly, selected RFP units may have mandatory readiness reporting requirements established for them that are not applicable to units in the other force pools. For example, in addition to its core MET assessments, RFP units may be required to report assessments for specified DMETs and overall Y/Q/N assessments for the contingency operations mission category. When possible, any additional information requirements will be accommodated through the auto-population of data from authoritative sources and/or the use of data already required for reporting.

3. *AVAILABLE force pool (AFP)*. AFP units are at the highest state of designated training and readiness capability. They are available for alert, mobilization, post-mobilization training, validation, and deployment. AFP units may deploy against an operational requirement or remain focused on a contingency requirement without deployment. AFP units may have specific activity codes prescribed for their use to reflect their current operational requirements and/or they may be required to identify and assess mission and task capabilities for the current operations (includes named operations) or for specified contingency operations (includes OPLANs, HLS/HLD requirements, and so forth) that they are supporting or are available to support.

4. *OTHER/UNKNOWN/NA*. The Army will implement ARFORGEN in three phases based on the estimated balance of requirements, capabilities and resources under the current (phase 1), bridging (phase 2) and objective state (phase 3) conditions. AC and RC operational forces are expected to be fully in ARFORGEN by FY 2009 and 2012, respectively. During this period of transformation, ARFORGEN force pool assignments may not be applicable to some measured units, and some commanders may be unaware or unsure of how or whether ARFORGEN applies to their units. In these situations (unless directed otherwise by chain of command guidance), commanders will indicate OTHER/UNKNOWN/NA as the ARFORGEN force pool assignment. Subsequently, all of the ARFORGEN related data points and information requirements indicated in table H-1 will become optional (vice mandatory) entries in the unit status report. ACOMs, DRUs, ASCCs, or other appropriate ADCON authority (that is, DARNG) will specify which of their units are authorized to indicate OTHER/UNKNOWN/NA as the force pool assignment and/or confirm the commander's determination, as appropriate.

(b) Readiness reporting provisions linked to force package designation. The Army will focus every unit against future requirements as early as possible in the ARFORGEN process by task organizing units into expeditionary force packages tailored to meet joint mission requirements. These expeditionary force packages (Deployment—DEF, Ready—REF, and Contingency—CEF) consist of modular AC and RC brigade combat teams, multi-functional and functional support brigades, echelon-above-brigade (EAB) CS/CSS units, and the appropriate operational headquarters necessary to provide the required capabilities to the Joint force. The Army will refine the expeditionary force task organization in the semi annual ARFORGEN synchronization process to reflect evolving operational requirements.

1. *Deployment Expeditionary Force (DEF)*. DEFs are task organized units designed to execute planned operational requirements and those units that are currently executing deployed missions to include HLD/HLS. DEFs focus their training on achieving deployment mission capability via unit training proficiency in their DEF METL. The proficiency of DEFs in executing their DEF METL supports their PCTEF level determinations and their current operations and/or contingency operations mission category assessments. However, DEFs, to include DEFs that are currently deployed, will continue to list their core METL and to report their proficiency assessments for the core METS on the unit tasks screens in order for HQDA to effectively analyze and address Army resourcing issues, assess post redeployment training requirements and/or evaluate unit capabilities to execute follow-on or contingency operations.

DEFs will determine and report their training proficiency (T/P/U) assessments and their capability assessments (Y/Q/N) for both core METL and DEF METL, unless specifically exempted by HQDA (DAMO-ODR) as an exception to policy. The requirement for DEFs to report their core MET assessments in the USR should not be misconstrued as a requirement for DEFs to conduct training on core METS unless directed by their higher headquarters. The DEF METL is the focus of unit training. DEFs exempted from core METL assessments will be authorized to report T6 in accordance with para 3-3f(2).

2. *Contingency Expeditionary Force (CEF)*. CEFs are those expeditionary forces remaining in the AFP that have not been designated as a DEF and, therefore, are task organized to meet operational plans and contingency requirements. CEFs are capable of rapid deployment but are not yet alerted to deploy or for mobilization. All REFs are re-designated as CEFs upon entrance into the AFP, and CEFs are re-designated as DEFs if alerted. Since CEFs may be focused on various contingencies, all CEFs will report their core MET assessments, and selected CEFs may be required to report their CEF METL assessments supporting specific contingencies. For example, CEFs with FF-level UICs may be directed to report their CEF METL assessments for designated OPLANs; or designated ARNG CEFs (FF or AA-level UICs) may be directed to report their CEF METL assessments supporting specified HLD/HLS contingency requirements.

3. *Ready Expeditionary Force (REF)*. REFs are task organized units, under a designated commander, designed to train/prepare for potential future operational requirements or task organized to best execute full spectrum training. Since REFs are focused primarily on their core METS, they report other METL assessments supporting a directed mission only after receiving a WARNO or EXORD or at the direction of HQDA or the ACOM, DRU or ASCC or other appropriate ADCON authority.

4. *OTHER/UNKNOWN/NA*. In some cases, neither ARFORGEN force pool assignments nor force package designations are applicable to measured units and in some cases only force pool assignments are applicable. For example, redeploying units entering into the RESET/TRAIN force pool may not have force packages designated for them initially, and for some non-rotational units, ARFORGEN force package designations may not be applicable. In situations where the force package designation is unknown or not applicable, commanders will indicate OTHER/UNKNOWN/NA as the ARFORGEN force package designation. Subsequently, all of the ARFORGEN related data points and information requirements default to the unit's force pool assignment (includes OTHER/UNKNOWN/NA as the selection for the force pool assignment). ACOMs, DRUs, ASCCs, and other appropriate ADCON authority (that is, DARNG) will specify which of their units are authorized to indicate OTHER/UNKNOWN/NA as the force package designation and/or confirm the commander's determination, as appropriate.

(c) Data points and information requirements supporting ARFORGEN implementation. Table H-5 outlines the current DRRS-A data points and information requirements that will be displayed on an ARFORGEN screen in ARMS to support the management/oversight of ARFORGEN manning, equipping and training strategies. The new/revised requirements column indicates those data points and information requirements that will be added to current DRRS-A requirements and implemented via rapid action revisions to AR 220-1. The "AUTO POP" column indicates those data points and information requirements that will be auto-populated from authoritative sources without commander input. The "ARMS Output Only" column indicates those data points and information requirements that will be displayed in ARMS only to support readiness management oversight at higher levels; "ARMS only" information and data points and are not accessible via NetUSR. Note: All of the data points and information requirements depicted in table H-5 will be displayed in the ARFORGEN table in ARMS.

**Table H-5
ARFORGEN data points and information requirements included in the ARMS display**

ARFORGEN Readiness Data/Info	Current RQMT	New/Revised RQMT	Description/Data Entry Options/Methodology/Explanation	CDR Data Entry	Auto POP	ARMS Output Only
Section I. General						
UIC	X		AA, FF, Subunit UIC/DUIC registered in DRRS-A in accordance with AR 220-20	X		
Force Pool Assignment	X		Data entry options are RESET/TRAIN, READY, AVAILABLE or OTHER/UNKNOWN/NA	X		
Force Package Designation	X		Data entry options are DEF, REF, CEF or OTHER/UNKNOWN/NA	X		
MTOE #	X		MTOE number of the MTOE on which USR is based	X		
E-DATE	X		E-Date for the applicable MTOE indicated above	X		
Organic Structure	X		Listing of UICs & DUICs comprising the unit's organic or designed/established structure	X		
Current Task Org	X		Listing of UICs & DUICs comprising the unit's current task organization. (Based on current OPCON alignment)	X		
Next Higher OPCON	X		UIC or DUIC of next higher OPCON organization (may indicate Joint & other Service organization)	X		
Next Higher ADCON	X		UIC or DUIC of next higher ADCON organization (Army UICs only)	X		
RESET-Date (R/S Date)		X	Date unit entered into the RESET/TRAIN force pool or officially began resetting activities.	X		
R-Day		X	Date set by HQDA that resetting units will begin collective training while units are in the RESET/TRAIN force pool.	X		
A-Goal		X	AVAILABLE force pool goal/objective date prescribed for the unit by higher HQ or projected by the unit CDR. Applicable to units in RESET/TRAIN and READY force pools.	X		
X-Code		X	Code indicating the next major phase, activity or gate event projected, planned or directed in accordance with the ARFORGEN Training and Readiness Strategy. The time projection for this event/activity is the X-Date.	X		
X-Date		X	Date projected for unit to advance to the next ARFORGEN force pool or to accomplish the next major ARFORGEN activity or gate event. (Explained by the X-Code).	X		
CULOC	X		The unit's current location indicated by a GEOLOC code	X		
ACTIV	X		The unit's current primary activity indicated by an ACTIV code (includes activities supporting DSCA/HLD mission and requirements)	X		
Named Operation		X	The named operation assigned to the unit for support/participation (GENTEXT field)	X		
Mission Areas		X	The mission area designated for assessment (GENTEXT field applicable to installations only)	X		
Section II ARFORGEN MANNING						
P-level	X		Lowest of AVPER, SGPER & DMOSQ levels	X		
ASPER %	X		Assigned Strength/MTOE Required Strength	X		

**Table H-5
ARFORGEN data points and information requirements included in the ARMS display—Continued**

ARFORGEN Readiness Data/Info	Current RQMT	New/Revised RQMT	Description/Data Entry Options/Methodology/Explanation	CDR Data Entry	Auto POP	ARMS Output Only
AVPER %	X		Available Strength/MTOE Required Strength	X		
D MOSQ %	X		Available D MOSQ Strength/MTOE Required Strength	X		
SGPER %	X		Available Senior Grade RQMT/MTOE RQMT	X		
APERT %	X		90 day losses/ASGD STR (turnover percentage)	X		
ASGD/AUTH STR%		X	Assigned Strength/Authorized Strength. Provides visibility to the FTS manpower goals.		X	X
D MOSQ/ASGD %		X	D MOSQ/ASGD STR. Provides visibility to D MOSQ goals.		X	X
SR GRADE ASGD/REQ		X	Senior grade fill. Provides visibility to the goals for senior grade fill at R-day ICW SGPER.		X	X

Section III ARFORGEN EQUIPPING

S-level	X		Lowest of ERC P & ERC A determinations. (Measures ERC A/P EOH against the MTOE RQMTs)	X		
% LIN On-Hand		X	EOH/AUTH. The authorized quantity for this data point is prescribed by DCS, G-8 for specific LINS and for specific units and may vary depending on the unit's force pool and/or force package. Supports the % EOH goals established in the ARFORGEN Equipping Strategy.		X	X
Current Opns Equipping Status Level (COPE level)		X	Level 1-4 determined by the CDR by comparing both on-hand and equipment items designated by HQDA to the equipment items required to successfully execute the current mission/operation assigned to the unit (includes HLS/HLD missions; when directed and applicable, unit CDR will consider SBE, TPE, MEEL, ONS, APS, TNG sets, Deployment sets, centrally stored/managed equipment, etc.)	X		
Designated Equipment Requirements In Effect		X	YES/NO/NA data entry options to enable CDR to indicate whether specific equipment requirements have been prescribed for the unit and/or specific equipment has been designated for the unit's use or other action (that is, LBE, SBE, TPE, MEEL, ONS, APS, TNG Equipment Set, Deployment Equipment Set, etc). Explanatory comments are required.	X		

Section IV ARFORGEN TRAINING

T-level	X		Considers T-Days, T-METL and TEER (DEFs may be exempted or directed to report level 6)	X		
T-Days	X		Training days needed to become fully trained on core METL. (DEFs may be exempted)	X		
Core Tasks & Proficiency Assessments		X (Y/Q/N added)	Listing of tasks and T/P/U & Y/Q/N assessments supporting MTOE missions. (DEFs may be exempted)	X		
Directed Mission Tasks & Proficiency Assessments		X (Y/Q/N added)	Listing of tasks and T/P/U & Y/Q/N assessments supporting Directed Missions (Current Operations or Contingency Operations, to include named operations, designated OPLANS, DSCA/HLD requirements, and so forth)	X		

**Table H-5
ARFORGEN data points and information requirements included in the ARMS display—Continued**

ARFORGEN Readiness Data/Info	Current RQMT	New/Revised RQMT	Description/Data Entry Options/Methodology/Explanation	CDR Data Entry	Auto POP	ARMS Output Only
Level of Tactical/ Maneuver or Technical Proficiency Achieved		X	CDR's T/P/U assessment indicating the current level of tactical/maneuver (CBT & CS units) or technical (CSS units) proficiency achieved (ICS level thru BDE). CDR assesses all levels that are applicable to his organization. Provides visibility of the unit's status in achieving ARFORGEN training and readiness goals.	X		
Level of Staff Proficiency Achieved		X	CDR's T/P/U assessment indicating level of staff proficiency achieved (applicable to battalions thru Corps HQ/ASCC). Provides visibility of the unit's progress in achieving ARFORGEN training and readiness goals.	X		

Section V Overall Readiness and Capability Assessments

C-level	X		CDRs overall assessment of ability of his unit to accomplish the wartime mission for which the unit was organized or designed (that is, reflects the MTOE mission and proficiency in core METs)	X		
PCTEF-level	X		CDR's overall assessment of the ability of his unit to accomplish its currently assigned operational requirements (that is, reflects proficiency in DMETs).	X		
MAE	X		CDR's overall assessment of the ability of his unit to accomplish the wartime mission if alerted//committed within the next 72 hours (reflects proficiency in core METs and resources programmed for availability to unit within 72 hours).	X		
Core Tasks Capability		X	CDR's overall Y/Q/N assessment of unit's ability to execute core tasks.	X		
Current Operations Capability		X	CDR's overall Y/Q/N assessment of the unit's ability to execute directed mission tasks (DMETs) that support the currently assigned mission/operation. This overall assessment will eventually replace the current PCTEF level reporting requirement. Reporting is triggered by the unit's receipt of a WARNO/EXORD or when directed by HQDA or ACOM/ASCC/DRU.	X		
Contingency Operations Capability		X	CDR's overall Y/Q/N assessment of the unit's proficiency in DMETs supporting a specified contingency operation(s) (that is OPLAN(s), future operation(s), DSCA/HLD missions/RQMTs, and so forth) or Installation Mission Area. (Applicable to designated UICs—normally FF-level— and Installations when directed by HQDA ISO contingency planning or special requirements)	X		

**Appendix I
Current Status and Activity Codes**

I-1. General

Using a valid activity code from table I-1, the unit commander updates the activity code in the *ACTIV* field on Basic Unit Identification (BUI) screen number 2 whenever there is a change in what the unit as a whole is doing as its primary activity.

I-2. Activity Codes

table I-1 is divided into two sections. Part I contains codes for activities resulting from a SecDef DEPOD or CJCS-directed operation, to include those activities undertaken by Army units in support of the operational requirements of a combatant commander. Part II contains codes that are applicable to miscellaneous activities and to unit activities undertaken to fulfill the Army's Title 10 USC responsibilities. Reporting units should first attempt to use the activity codes in Part I to satisfy data entry requirements established by this regulation for the ACTIV field. If none of the activity codes in Part I are applicable to the current unit activity or mission, then the most appropriate Part II activity code should be used. The activity codes in table I-1 also are available in AR 220-20, chapter 5, table 5-33 and CJCSM 3150.02A, table R-4.

Table I-1
Part I: Current status and activity codes

ACTIVITY CODE	TITLE	DESCRIPTION
AAW	Anti-air Warfare Operations	Reporting units supporting operations designed to destroy or reduce enemy air and missile threat.
AIRDELOPS	Air Delivery Operations	Reporting units supporting in-flight delivery or specially rigged equipment and supplies to land-based combat forces.
AMCM	Airborne Mine Countermeasures Operation	Reporting units engaged in airborne operations to counter the effectiveness of and/or reduce the probability of damage to surface ships or submarines from underwater mines.
AOPS	Air Operations	Reporting units engaged in airborne operations.
BLOKOPS	Blockage Operations	Reporting units engaged in denying the enemy access to a given area or prevent enemy advance in a given direction.
CA	Actual Combat	Use this field if reporting unit is engaged in combat operations in support of a CBTCOM.
CD	Civil Disturbance Operations	Reporting units engaged in controlling domestic acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order.
CDOPS	Counterdrug Operations	Reporting units supporting operations designed to reduce or eliminate illicit drug trafficking.
CGELTDRUG	Enforcement of Laws and Treaties, Drug	USCG units in support of federal law enforcement efforts to combat the national and international organizations that cultivate, process and distribute illicit drugs.
CGLAW	Law Enforcement Operations	USCG units engaged in federal law enforcement efforts.
CNTRFORCE	Counterforce Operations	Reporting units engaged in the employment of strategic air and missile forces in an effort to destroy, or render impotent, selected military capabilities of an enemy force under any of the circumstances by which hostilities may be initiated.
CONSEMG	Consequence Management Operations	
COUNTREC	Counter-reconnaissance	Reporting units engaged in measures taken to prevent hostile observation of a force, area or place.
COUNTSUR	Counter-surveillance	Reporting units engaged in measures taken to prevent hostile systematic observation of aerospace, surface or subsurface areas, places, persons or things, by visual, aural, electronic, photographic or other means.
DASO	Demonstration and Shakedown Operations	
DISRELOPS	Natural Disaster Relief Operations	Reporting units engaged in operations dealing with all domestic emergencies except those created as a result of enemy attack or civil disturbance.
DRO	Disaster Relief Operations	Reporting units engaged in measures taken before, during or after hostile action or natural or manmade disasters to reduce the probability of damage, minimize its effects and initiate recovery.
HUMASST	Humanitarian Assistance Operations	Units engaged in assisting the local populace provided in conjunction with military operations and exercises. Assistance must fulfill unit training requirements that incidentally create humanitarian benefit to the local populace.

**Table I-1
Part I: Current status and activity codes—Continued**

ACTIVITY CODE	TITLE	DESCRIPTION
INFOOPS	Information Operations	Reporting units engaged in operations to produce unprocessed data of every description that may be used in the production of intelligence.
INTOPS	Interdiction Operations	Reporting units engaged in actions to divert, disrupt, delay or destroy the enemy's surface military potential before it can be used effectively against friendly forces.
LEO	Law Enforcement Operations	Units engaged in federal law enforcement efforts.
MCMOPS	Mine Countermeasures Operations	Reporting units engaged in operations to prevent or reduce damage or danger from mines.
MWFOPS	Mine Warfare Operations	Units engaged in the strategic, operational and tactical use of mines and mine countermeasures.
NEO	Noncombatant Evacuations Operations	Units engaged in assisting in the evacuation of U.S. citizens and specified foreign nationals from potential or actual areas of engagement.
PC	Pollution Control Operations	Units engaged in the process of removing or neutralizing solid, liquid and hazardous wastes.
PCENFORCE	Peace Enforcement Operations	Units engaged in military force or the threat of its use, normally pursuant to international authorization, to compel compliance with resolutions or sanctions designed to maintain or restore peace and order.
PCKPOPS	Peace Keeping Operations	Units engaged in operations undertaken with the consent of all major parties to a dispute, designed to monitor and facilitate implementation of an agreement (ceasefire, truce, or other such agreement) and support diplomatic efforts to reach a long-term political settlement.
PERRECVRY	Personnel Recovery Operations	Units engaged in civil and political efforts to obtain the release or recovery of personnel from uncertain or hostile environments and denied areas whether they are captured, missing or isolated. That includes U.S., allied, coalition, friendly military or paramilitary and others as designated by the President and/or the Secretary of Defense.
PSYOPS	Psychological Operations	Units engaged in operations to convey selected information and indicators to foreign audiences to influence their emotions, motives, objective reasoning and ultimately the behavior of foreign governments, organizations, groups and individuals. The purpose of PSYOPs is to induce or reinforce foreign attitudes and behavior favorable to the originator's objectives.
RECONOPS	Reconnaissance Operations	Units engaged in obtaining, by visual observation or other detection methods, information about the activities and resources of an enemy or potential enemy or to secure data concerning the meteorological, hydrographic or geographic characteristics of a particular area.
RPL	Replenishment Operations	Units engaged in operations required to make a transfer of personnel and/or supplies.
SAR	Search and Rescue Operations	Units using aircraft, surface craft (land or water), submarines, specialized rescue teams and equipment to search for and rescue personnel in distress on land or at sea.
SHOWFORCE	Show of Force Operations	Units engaged in operations designed to demonstrate U.S. resolve that involves increased visibility of U.S. deployed forces in an attempt to defuse a specific situation that, if allowed to continue, may be detrimental to U.S. interests or national objectives.
SPACEOPS	Space Operations	Units engaged in operations including: surveillance of space; protection of U.S. and friendly space systems; prevention of an adversary's ability to use space systems and services for purposes hostile to U.S. national security interests; negation of space systems and services used for purposes hostile to U.S. national security interests; and directly supporting battle management, command, control and communications in space.

Table I-1
Part I: Current status and activity codes—Continued

ACTIVITY CODE	TITLE	DESCRIPTION
SRVEILOPS	Surveillance Operations	Units engaged in the systematic observation of aerospace, surface or subsurface areas, places, persons or things, by visual, aural, electronic, photographic or other means.
SUSTAIN	Sustainment Operations	Units engaged in the provision of personnel, logistic and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective.

Table I-1
Part II: Current status and activity codes

ACTIV	ACTIV_DESC
AAMIX	ANTI-AIR MISSILE EXERCISE
AAVTNG	AMPHIBIOUS ASSAULT TRAINING
AB	DAMAGE ASSESSMENT
AC	IN PROCESS OF ACTIVATING REBUILDING FROM CADRE
ACOMTNG	AIR COMBAT TRAINING
ACT	ACTIVATION
AD	AERIAL DEMONSTRATION
ADMINSUP	PROVIDE ADMINISTRATIVE SUPPORT
ADVTNG	ADVANCED TRAINING
AL	OPLAN EXECUTION
AN	AIDS TO NAVIGATION OPERATIONS
AS	ANTISUBMARINE WARFARE
AU	AUGMENTING
BT	ORGANIZATION INVOLVED IN BASIC OR RECRUIT TRAINING
CACEX	COMMAND AND CONTROL EXERCISE
CGCOOPFED	COOPERATION FEDERAL AGENCIES
CGCOOPLOC	COOPERATION LOCAL AGENCIES
CGCOOPSTAT	COOPERATION STATE AGENCIES
CJ	CONTINGENCY JOINT OPERATION (SHORT OF ACTUAL COMBAT, COMBAT SUPPORT)
CM	ORGANIZATION PERFORMING CLASSIFIED MISSION
CR	CORRECTIVE REPAIR, UNSCHEDULED MAINTENANCE
CS	COMBAT SUPPORT
CV	ORGANIZATION MAJOR EQUIPMENT CONVERSION ALTERATION EXTENSIVE MODIFICATION
CW	PRECERTIFICATION WORKUP
DA	DEPLOYMENT ALERT, REDEPLOYMENT ALERT
DE	IN PROCESS OF DEACTIVATING REDUCING TO CADRE
DR	DISASTER RELIEF
DS	DEMONSTRATION AND SHAKEDOWN OPERATION FIRING
ED	ENROUTE DELAY
ENRT	ENROUTE TRAINING
EODOP	EOD OPERATIONS
EQPCONV	EQUIPMENT CONVERSION
ER	ENROUTE

Table I-1
Part II: Current status and activity codes—Continued

ACTIV	ACTIV_DESC
EX	PARTICIPATING IN AN EXERCISE INVOLVING MORE THAN THE INDIVIDUAL ORGANIZATION
EXERSUP	EXERCISE SUPPORT
FO	FBM FOLLOW ON TEST
FR	ORGANIZATION FERRYING OR IN FERRY STATUS
FTX	FIELD TRAINING EXERCISE
GF	GROUND REFUELING RESUPPLY
GW	GOODWILL TOUR
IN	IN-TRANSIT
INACT	INACTIVATION
INDTNG	INDIVIDUAL TRAINING
IP	IN PORT
JA-ATTEX	JOINT AIRBORNE/AIR TRANSPORT TRAINING EXERCISE
JOINTEX	JOINT EXERCISE
LD	LIMITED DEPLOYMENT
LE	LAW ENFORCEMENT OPERATIONS/MARITIME
LOGSUP	LOGISTICS SUPPORT
LOGSVC	LOGISTICS SERVICES
MA	UNDERGOING UPKEEP SCHEDULED MAINTENANCE RELEASE STATUS
MR	MANNED SPACECRAFT RECOVERY
NA	RESERVE COMPONENT ORGANIZATION TRAINING OTHER THAN ANNUAL ACTIVE DUTY FOR TRAINING
NATO	NATO EXERCISE
NP	ORGANIZATION IN CADRE STATUS
OE	BMD OPERATIONAL EXPERIENCE TESTING
OH	SHIP IN OVERHAUL
ON	UNDERWAY OPERATIONS ARE BEING PERFORMED BY UNIT WITHOUT TYCOM CERTIFICATION FOR FLEET OPERATIONS
OP	ORGANIZATION PERFORMING NORMAL OPERATIONAL MISSION (SHORT OF ACTUAL COMBAT)
OPSTEMPI	OPERATIONS TEMPO INCREASED
OPSTEMPM	OPERATIONS TEMPO MINIMIZED
OPSTEMPN	OPERATIONS TEMPO NORMAL
OT	OPERATIONAL READINESS TEST
PA	PSYCHOLOGICAL WARFARE OPS-AUDIO
PD	POST-DEPLOYMENT STAND DOWN
PH	PREOVERHAUL
PK	POST-DEPLOYMENT UPKEEP
PL	POST-DEPLOYMENT LEAVE PERIOD
PM	PHOTOMAPPING
PO	PREPARING FOR OVERSEAS
PS	POST SHAKEDOWN AVAILABILITY
PV	PSYCHOLOGICAL WARFARE OPS-VIS
PW	PORT AND WATERWAY SAFETY OPERATIONS
RA	RESTRICTED AVAILABILITY OF 30 DAYS OR MORE

Table I-1**Part II: Current status and activity codes—Continued**

ACTIV	ACTIV_DESC
RC	RADAR CALIBRATION
RD	IN PROCESS OF REACTIVATING
RE	SURVEILLANCE RECONNAISSANCE
READEX	READINESS EXERCISE
RF	READY, ALERT, FORCE (ASW, SAC, MARINE, SAR, AND SO FORTH)
RO	ROTATIONAL DEPLOYMENT
RR	ORGANIZATION COMPOSED OF ROTATIONAL RESOURCES
RT	REFRESHER TRAINING REPLACEMENT TRAINING UNIT
RX	RESTRICTED AVAILABILITY LESS THAN 30 DAYS
SA	SELECTED RESTRICTED AVAILABILITY
SD	SHAKEDOWN
SM	SPECIAL AIR MISSION
SPECOPS	SPECIAL OPERATIONS
SPECWAREX	SPECIAL WARFARE EXERCISE
SR	SEARCH AND RESCUE
TA	ORGANIZATION INVOLVED IN ADVANCED TRAINING
TB	ANNUAL ACTIVE DUTY FOR TRAINING FOR RESERVE COMPONENT ORGANIZATION
TE	TESTING
TNGEX	TRAINING EXERCISE
TNGSUP	TRAINING SUPPORT
TNGSVCS	TRAINING SERVICES
TO	FBM OPERATIONAL TEST
TR	UNDERGOING TRAINING
TRE	TRAINING READINESS EVALUATION
TS	PROVIDING TRAINING SERVICES
TU	ORGANIZATION WITH THE ASSIGNED MISSION OF TRAINING OTHER ORGANIZATIONS/INDIVIDUALS
TW	ORGANIZATION WITH PRIMARY TASKING AS TRAINING UNIT THAT COULD BE TASKED TO PERFORM A WARTIME MISSION
UM	ORGANIZATION NOT MANNED OR EQUIPPED BUT REQUIRED IN THE WARTIME STRUCTURE
UN	UNEQUIPPED ORGANIZATION AWAITING EQUIPMENT
WPTNG	WEAPONS TRAINING
XX	ORGANIZATION NON-EFFECTIVE NO ASSETS (RESULTING FROM HOSTILE ACTION)
ZA	AWAITING MISSION
ZC	AREA DAMAGE CONTROL
ZD	GUARD/SECURITY OPERATIONS
ZE	LAW AND ORDER
ZF	REFUGEE CONTROL
ZG	DISPERSAL OF SENDING UNIT OR ELEMENT
ZH	RADIOLOGICAL DEFENSE SURVEY
ZI	TRANSPORTATION SUPPORT
ZK	COMMUNICATIONS SUPPORT
ZM	REGROUP/REGENERATION OF ORGANIZATION

Appendix J Management Control Evaluation Checklist

J-1. Function

The functions covered by this checklist involve the administration of the Army USR System. They include key controls for the following areas:

- a. USR Management Oversight by Commands and Agencies at Echelon above Measured Units (that is, MACON/NGB, ASCC, CONUSA and installation/JFHQ).
- b. Preparation and Submission of Unit Status Reports by Composite Reporting Units (that is, Corps HQs, modular division headquarters, division, separate brigade, divisional brigade, support brigade, and designated CS/CSS brigade).
- c. Preparation and Submission of USRs by Measured Parent Units (that is, battalion and separate company/detachment).
- d. Unit Status Reporting Requirements Unique to Reserve Component Units (that is, ARNG and USAR measured units).

J-2. Purpose

The purpose of this checklist is to assist HQDA, its field operating agencies; the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable; installations, CONUSAs, and JFHQs; and the commanders of measured units in evaluating the applicable key management controls outlined below. It is not intended to cover all controls

J-3. Instructions

Answers must be based on the actual testing of management controls (such as, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

J-4. Test Questions

- a. USR Management Oversight by Commands and Agencies at Echelons above Measured Units.
 - (1) Are the officials responsible for USR management oversight of measured units knowledgeable regarding the provisions of AR 220-1 and AR 220-20, and are these publications and other required references available and in use?
 - (2) Is a USR training and education program established for the commanders of measured units and USR management officials in subordinate organizations or are provisions for USR instruction and assistance available to subordinates when needed?
 - (3) If applicable, were any published instructions that supplement the provisions of AR 220-1 coordinated with and/or approved by DAMO-ODR (front matter)?
 - (4) Is the information contained in unit status reports used to identify, analyze and correct problem areas in subordinate units (para 1-4)?
 - (5) Do installations under the purview of the Installation Management Agency (IMA) provide adequate facilities and technical support to facilitate unit status reporting by the measured units supported by the installations (para 1-4)?
 - (6) Are memorandums of agreement or memorandums of understanding between major commands the responsible ACOM/ASCC/DRU, and/or DARNG/NGB, when applicable, and the Director, IMA in effect to establish any additional USR support and assistance that will be provided at IMA's installations (para 1-4)?
 - (7) Are procedures in place for the responsible ACOM/ASCC/DRU, and/or DARNG/NGB, when applicable, to specifically identify deployable TDA units with AA-level UICs and to ensure that they submit reports (para 2-2)?
 - (8) Are procedures in place to ensure that all measured units submit reports in accordance with required timelines (para 2-2 and table 2-1)?
 - (9) Are the USR requirements for all units registered in the ASORTS database identified, approved and annotated in accordance with applicable criteria (para 2-2 and 2-3)?
 - (10) Are measured units using the established USR submission channels or have alternative channels been prescribed (para 2-5)?
 - (11) Are the unit status reports submitted by measured units reviewed for computation errors or administrative defects during processing (para 2-6)?
 - (12) Are C-5 reporting units authorized to report C-5 in accordance with applicable standards and criteria (para 3-4 and table 3-1)?
 - (13) Is there a process to ensure that the basic unit identification data entered by measured units is current and accurate (para 3-7)?
 - (14) Are commanders of measured units accurately identifying the subordinate units/elements that should be included in the organic or designed/established structure for USR purposes (para 3-7)?

- (15) Are commanders of measured units monitoring, reporting, and evaluating information assurance readiness as a distinguishable element of mission readiness in their MAE determinations (para 8-3b)?
- (16) Does the mobilization station require the advance party of a mobilizing Reserve Component unit to prepare and submit a unit status report within 24 hours of its arrival at the mobilization station (para 9-8)?
- (17) Does the gaining command or ASCC require deploying units to submit a deployed report within 24 hours after the main body of the unit has closed into theater during RSOI (reception, staging, onward movement, and integration) (para 9-8)?
- (18) Are adequate instructions and guidance provided to units that are alerted for or assigned an operational requirement regarding PCTEF data reporting requirements (para 11-2)?
- b. Preparation and Submission of Unit Status Reports Composite Reporting Units*
- (1) Are unit status reports prepared by subordinate units/elements reviewed for administrative errors before submission (para 1-4)?
- (2) Does the unit have the necessary computer hardware, software and trained personnel to prepare and submit unit status reports (para 1-4)?
- (3) Are change reports submitted by units within 24 hours of the event necessitating the change report (para 2-4 and table 2-1)?
- (4) Are commanders selecting and using the correct report type, based on their unit type and operational circumstances (para 2-4)?
- (5) Are units using the correct version of PC-ASORTS software to prepare reports (para 2-5)?
- (6) Are unit status reports properly classified and declassified and transmitted via secure means (para 2-7)?
- (7) Are unit status reports retained on file and then destroyed in accordance with applicable requirements (para 2-8)?
- (8) Is the unit's basic unit identification (BUI) data reviewed and updated in conjunction with unit status reporting (para 3-7)?
- (9) Does the required and authorized personnel data indicated in basic unit information reflect the designed/established structure of the unit (figures K-3 and K-7)?
- (10) Are C-5 reporting units authorized to report C-5 in accordance with applicable standards and criteria (para 3-4)?
- (11) Are commanders accurately identifying the units/elements that should be included in their organic or designed/established structures for USR purposes (para 3-7)?
- (12) Are commanders accurately identifying the units/elements that are currently under their OPCON authority for USR purposes (para 3-7)?
- (13) Are subordinate units determining and reporting the number of non-available Soldiers in accordance with the applicable criteria and policy, respectively (para 4-4 and appendix D)?
- (14) Are subordinate units correctly identifying and reporting their reportable equipment items and their substitute and in-lieu of equipment items in accordance with applicable criteria and policy, respectively (para 5-3 and 5-4)?
- (15) Have all exempt LINs indicated by subordinate units been properly approved (para 5-4)?
- (16) Are subordinate units counting as on hand for USR purposes only equipment items that are under their operational control (para 5-7)?
- (17) Are subordinate units using the monthly materiel condition status report to compute their R-levels (para 6-3)?
- (18) Is the METL of measured units determined and listed in the USR in accordance with applicable criteria and policy, respectively (para 7-2)?
- (19) Are commanders of measured units determining and reporting a mission accomplishment estimate in accordance with applicable criteria and policy, respectively (chapter 8)?
- (20) When alerted for or assigned an operational requirement, are commanders of measured units determining and reporting a PCTEF-level indicating the ability of their units to accomplish the designated operational requirement with the units/elements currently under their OPCON authority (para 11-2)?
- (21) When alerted for or assigned an operational requirement, are commanders of measured units continuing to determine their units' C-levels by assessing the ability of their units to accomplish the missions for which the units are organized or designed with the units/elements currently under their OPCON authority (para 11-2)?
- c. Preparation and Submission of USRs by Measured Parent Units.*
- (1) Are unit status reports reviewed and approved by the responsible unit commander before submission (para 1-4)?
- (2) Does the unit have the necessary computer hardware, software and trained personnel to prepare and submit unit status reports (para 1-4)?
- (3) Are changes reports submitted by units within 24 hours of the event necessitating the change report (para 2-4 and table 2-1)?
- (4) Are commanders selecting and using the correct report type, based on their unit type and operational circumstances (para 2-4)?

- (5) Are units using the correct version of PC-ASORTS software to prepare reports (para 2-5)?
 - (6) Are unit status reports properly classified and declassified and transmitted via secure means (para 2-7)?
 - (7) Are unit status reports retained on file and then destroyed in accordance with applicable requirements (para 2-8)?
 - (8) Is the unit's basic unit identification (BUI) data reviewed and updated in conjunction with unit status reporting (para 3-7).
 - (9) Is the required and authorized personnel data indicated in basic unit information (BUI) based on the organic structure of the measured unit (Figures K-3 and K-7)?
 - (10) Are C-5 reporting units authorized to report C-5 in accordance with applicable standards and criteria (para 3-4)?
 - (11) Are commanders accurately identifying the subordinate units/elements that should be included in the organic structure for USR purposes (para 3-7)?
 - (12) Are commanders accurately identifying the subordinate units/elements that are currently under their OPCON authority for USR purposes (para 3-7)?
 - (13) Are the number of non-available Soldiers determined and reported in accordance with the applicable criteria and policy, respectively (para 4-4 and appendix D)?
 - (14) Are reportable equipment items, substitute and in-lieu of equipment items correctly identified and reported in accordance with applicable criteria and policy, respectively (para 5-3 and 5-4)?
 - (15) If applicable, are all exempt LINs properly approved (para 5-4)?
 - (16) Are only equipment items that are under the operational control of the measured unit counted as on hand for USR purposes (para 5-7)?
 - (17) Is the monthly material condition status report used by the unit to compute the R-level (para 6-3)?
 - (18) Is the unit's METL determined and listed in the USR in accordance with applicable criteria and policy, respectively (para 7-2)?
 - (19) Have commanders of units reporting T-1 executed all planned training or are they able to confirm that unexecuted events do not degrade the unit's training readiness (table 7-3)?
 - (20) Are commanders of measured units determining and reporting a mission accomplishment estimate in accordance with applicable criteria and policy, respectively (chapter 8)?
 - (21) Do deploying units submit a deployed report within 24 hours after its main body has closed into theater during RSOI (para 9-8)?
 - (22) When alerted for or assigned an operational requirement, are commanders determining and reporting a PCTEF-level indicating the ability of their units to accomplish the designated operational requirement with the units/elements currently under their OPCON authority (para 11-2)?
 - (23) When alerted for or assigned an operational requirement, are the commanders of measured units continuing to determine their units' C-levels by assessing the ability of their units to accomplish the missions for which the units are organized or designed with the units/elements currently under their OPCON authority (para 11-2)?
- d. Unit Status Reporting Requirements Unique to Reserve Component Units.*
- (1) Do commanders of Reserve Component units accomplish status assessments in sufficient detail to validate that status levels have not changed before submitting validation reports and are validation reports submitted during the months when Regular reports are not due (para 2-4 and table 2-1)?
 - (2) Are Reserve Component units determining and reporting a pre-mobilization T-level, when required, in accordance with applicable criteria (paragraph 7-7)?
 - (3) Does the advance party of a mobilizing Reserve Component unit prepare and submit a unit status report within 24 hours of its arrival at the mobilization station (para 9-8)?

J-5. Supersession

No previous management control evaluation checklist exists for this program.

J-6. Comments

Help to make this a better tool for evaluating management controls. Submit comments to DCS, G-3/5/7, ATTN DAMO-ODR, Army Readiness Division, 400 Army Pentagon, Washington DC 20310-0400.

Appendix K

Basic Unit Information (BUI) Data Entry Instructions and Screen Shot Examples

K-1. General

This appendix contains instructions for measured units with AA-level UICs to enter basic unit information (BUI) onto

specific BUI screens and various PC-ASORTS BUI screenshot examples. The screenshot examples show the notional entry of BUI by measured units with AA-level UICs and by composite reporting units with FF-level UICs.

K-2. References

The requirements for entering and updating BUI are discussed in paragraph 3-7. Data entry instructions for measured units with AA-level UICs are provided in paragraph K-3. BUI data entry instructions specifically applicable to composite reporting units are provided in chapter 10.

K-3. Instructions

a. Use unit information contained in the unit's MTOE, TDA or other applicable references and current operational information to populate the appropriate data fields on the four BUI screens. As unit information changes through updates to MTOEs/TDAs or command guidance or as the result of operational circumstances and requirements, the data in the BUI screens must be updated as required to ensure that current and accurate information is available in the ASORTS database for commanders and resource managers at all levels.

b. BUI screen number 1. (See figures K-1 and K-5.)

- (1) Pacing. Enter Y or N to indicate whether unit has pacing items.
- (2) Aviation. Enter Y or N to indicate whether unit is an aviation unit with aircraft.
- (3) Hospital. Enter Y or N to indicate whether unit has hospital assets.
- (4) MSG-Class. Enter U (unclassified), C (confidential) or S (secret) to indicate the appropriate security classification of the message. NOTE: The security classification of the message must be at the same level or higher than the security classification of CULOC/EMBRK data, if entered.
- (5) EDATE. Enter unit's effective date in YYYYMMDD format (from MTOE or other documentation).
- (6) MTOE/TDA. Enter unit's modified table of organization and equipment (MTOE) or table of distribution and allowance (TDA) number (from appropriate documentation). This MTOE/TDA must correspond to the MTOE/TDA used to determine the number of required and authorized personnel entered on BUI screen number 3.
- (7) CCNUM. Enter unit's command and control number (from MTOE or other documentation).
- (8) SRC. Enter unit's Standard Requirements Code (from MTOE or other documentation). This data entry requirement is optional.
- (9) COMPO. Enter unit's force structure component designation. (1 for Active Component (AC), 2 for Army National Guard (ARNGUS/ARNG), 3 for the Army Reserve (USAR) and 6 for Army pre-positioned sets (APS).
- (10) Squad/crew reporting. Enter Y or N to indicate whether unit is required to report manning and qualification data for any squads/crews/teams (see table 7-5).
- (11) Unit name. Enter the unit's abbreviated organization name (ANAME) from MTOE or TDA.
- (12) ADDSKIL requirements. Enter Y or N to indicate whether unit has MOS skill requirements.
- (13) LANGUAGE requirements. Enter Y or N to indicate whether unit has language requirements.
- (14) Multi-Compo FF/AA. Enter Y or N to indicate whether unit is a multiple component organization. If Y, pre-mobilization data may be entered for COMPO 1.
- (15) PARTIALLY DEPLOYED OR CONDUCTING SPLIT-BASED OPERATIONS. Enter Y or N to indicate whether the unit is partially deployed or conducting split-based operations in accordance with paragraph 9-8.
- (16) DEPLOYED REPORTING. Enter Y or N to indicate whether the unit is required to submit a deployed report in accordance with paragraph 11-3.
- (17) COMPOSITE REPORTING. Enter 1 or 2 to indicate whether the major unit or major headquarters is required to submit a Type I (enter 1) or Type II (enter 2) Composite report in accordance with the provisions of chapter 10, or enter "N" if composite reporting is not required.
- (18) CONSOLIDATED REPORT. Enter Y or N to indicate whether the unit is submitting a consolidated report approved in accordance with paragraph 2-2c.
- (19) UNIT AUGMENTATIONS TO OPCON AUTHORITY. Enter Y or N to indicate whether any OPCON units/elements are currently assigned or attached to the organic or designed/established structure of the measured unit/headquarters. (If Y, also enter the UICs and/or DUICs of these OPCON augmentations in window/column number 2 or window/column number 3 of BUI screen number 4, depending on whether or not they are considered available and/or are included in the USR measurements and collective assessments of the measured unit.)
- (20) UNIT DETACHMENTS FROM OPCON AUTHORITY. Enter Y or N to indicate whether any subordinate units/elements included in the organic or designed/established structure are detached from and not currently under the OPCON of the measured unit/headquarters. (If Y, also enter the UIC or DUIC of any units/elements that are part of the organic or designed/established structure of the measured unit/headquarters but that are not currently under the OPCON authority of the measured unit/headquarters in window/column number 4 of BUI screen 4.)
- (21) Training and Readiness Responsibilities (TRR). Enter Y to indicate that the commander of the major unit or major headquarters desires or is required to provide separate and specific comments regarding the training and readiness status of units that are not included in his USR measurements or collective assessments. When directed,

commanders will provide these comments regardless of their command relationships to the designated units. Enter N if separate comments are not desired or if comments are not applicable. Measured units with AA-level UICs will enter N. See also paras 2–6 and 3–7c(2).

c. BUI screen number 2. (See figures K–2 and K–6).

(1) *OPCON*. Enter the UIC of the organization exercising operational control of the measured unit (that is, the next higher unit in the operational chain of command).

(2) *ADCON*. Enter the UIC of the organization exercising authority over the measured unit with respect to administration and support.

(3) *CULOC/EMBRK*. Enter the most appropriate current location code (CULOC) from the list of locations provided in the PC–ASORTS software or, if embarked onboard a ship (EMBRK), the UIC of the Navy ship.

(4) *ACTIV*. Enter the most appropriate status and activity code from appendix I.

(5) *PCTEF*. Enter Y if PCTEF data is required in accordance with the provisions of paragraph 11–2 or N if PCTEF data is not required or not applicable.

(6) *Army Force Generation (ARFORGEN) check boxes*. Check the applicable box to indicate the measured unit's current force pool assignment and force package designation in accordance with official information received via ADCON channels. Check the "other/unknown/NA" check box if the commander has received no information regarding the unit's force pool assignment or force package designation or if the unit's current force pool assignment or force package designation is either unknown or not applicable. (See app H for additional unit status reporting provisions supporting implementation of emerging ARFORGEN concepts.)

(7) *Points of contact (POC) field*. Enter and/or update contact information (telephone numbers and e-mail addresses) for the unit commander and for the USR preparer/submitter to facilitate the resolution of matters or clarification of questions related to the report.

Note. Routine access to this POC information in the ASORTS database will be limited to the unit's chain of command and to DAMO–ODR at HQDA. Enter an AKO e-mail address unless an exception has been authorized by the ADCON authority (ACOM/ASCC/DRU or DARNG, when applicable).

d. BUI screen number 3. Enter the number of required and authorized personnel indicated on the MTOE/TDA according to the appropriate grade shown. Enter the total number of attached personnel. (See figures K–3 and K–7.)

e. BUI screen number 4. (See figures K–4 and K–8).

(1) **SUBORDINATE ORGANIC AND/OR DESIGNED/ESTABLISHED UNITS/ELEMENTS** (Window/Column number 1). Enter the UICs/DUICs of all subordinate units/elements that are included in the organic or designed/established structure of the measured unit/headquarters (that is based on applicable force management policy, publications, instructions like TOE, MTOE/TDA, TPSN, etc or information from other authoritative source). This UIC/DUIC listing is intended to reflect the organic or designed/established structure that serves as the basis for the wartime or primary mission(s) assigned to the measured unit/headquarters.

(a) For measured units with AA-level UICs. Organic subordinate units/elements generally are identified by sub unit UICs on the unit's MTOE/TDA or by DUICs registered in the ASORTS database in accordance with AR 220–20.

(b) For major units and major headquarters with FF-level UICs, subordinate units/elements in the designed/established structure are determined in accordance with the applicable force management policy, publications, instructions or information (like TOE, TPSN, and so forth) or specified by other authoritative source; they may include AA-level UICs, sub unit UICs and/or DUICs. (see app K for data entry examples).

(2) **OPCON UNITS/ELEMENTS CONSIDERED AS AVAILABLE AND INCLUDED IN COLLECTIVE ASSESSEMENTS** (Window/Column number 2). Enter the UICs and/or DUICs of any assigned or attached units/elements that are currently under the OPCON of the measured unit/headquarters and that are considered as available and included in its collective assessments. All units under the OPCON of a measured unit/headquarters are included in its collective assessments, unless they do not contribute to the ability of the measured unit/headquarters to accomplish the mission(s) for which it is organized or designed or for other formally specified exceptional circumstances. If appropriate, use a minus sign (-) to indicate that an attachment is missing a subordinate organic element (see next paragraph below).

(3) **OPCON UNITS/ELEMENTS NOT CONSIDERED AS AVAILABLE AND/OR NOT INCLUDED IN COLLECTIVE ASSESSEMENTS** (Window/Column number 3). Enter the UICs and/or DUICs of any OPCON subordinate units/elements that are not considered as available and/or not included in the collective assessments of the measured unit/headquarters due to conditions, situations or specified exceptional circumstances. Data entries in this window may be applicable to major headquarters while exercising OPCON authority over maneuver units that do not enhance the ability of the major headquarters to function as a battle management or command and control organization, to measured units while exercising OPCON authority over units/elements assigned or attached to it solely because of geographical proximity or habitual association, to MTOE units while exercising OPCON authority over TDA units (includes AUGTDA), to Army measured units exercising OPCON authority over non-Army units/elements, and to other exceptional OPCON alignments where considering these OPCON units as available and/or including them in USR measurements and collective assessments would distort the results. Note that non-Army units/elements and resources

are not considered when calculating the measured levels; however, the capabilities provided by non-Army units/elements and resources should be considered when determining the C-level.

(4) DETACHED UNIT/ELEMENTS NOT UNDER OPCON AUTHORITY (Window/Column number 4). Enter the UICs and/or DUICs of any units/elements that are included in the organic or designed/established structure of the measured unit/headquarters (listed in window/column number 1) but that are presently detached and not currently under the OPCON authority of the measured unit/headquarters. Detached units/elements are considered as not available when the measured unit determines its USR measurements and collective assessments.

(5) CURRENT OPCON ALIGNED UNITS/ELEMENTS (Window/Column number 5). Select F-2 to have PC-ASORTS auto-calculate and display the UICs and DUICs of the subordinate elements that are currently OPCON aligned to the measured unit/headquarters and considered available for the purpose of its USR measurements and collective assessments. Note: Although not shown in window/column number 5, measured units with AA-level UICs that, because of detachment, are not-available to their parent unit/headquarters (FF-level UICs) are considered as Level 6, and PC-ASORTS will account for these detached units using a value of 4 in its auto-calculations of the personnel level (P-level) and EOH level (S-level) in the composite report (see paragraph 3-5).

PC-ASORTS v119

U N C L A S S I F I E D

WABCFP Basic Unit Information Screen 1

Unit has Pacing Items	N/A
Unit is an Aviation Unit (With Aircraft)	N/A
Unit is a Hospital Unit	N/A
Message Classification	[U] (U/C/S)
Unit is Equipped for NBC Operations	N/A
Troop Program Sequence Number	IPSM [12345 1]
MTOE Effective Date	EDATE N/A
Unit Authorization Doc Number	MTOE/TDA N/A
Command and Control Number	CGNUM N/A
Standard Requirements Code	SRC N/A
Force Structure Component	COMPO [1] (1/2/3/6)
Unit Name	ANAME [TEST ANAME WABCFP]
Unit is Reporting SQUAD/CREWS	[Y] (Y/N)
Unit is Reporting Additional Skill Requirements	N/A
Unit is Reporting Language Requirements	N/A
MULTI-COMPO FF/AA (Allow PreMob Data)	N/A
Unit is Partial Deployed / Split Operations	[Y] (Y/N)
Deployed Report	[Y] (Y/N)
Composite Report	[1] (N, 1 or 2)
Consolidated Report	N/A
Unit Augmentations to OPCON authority	[Y] (Y/N)
Unit Detachments from OPCON authority	[Y] (Y/N)
Comments on Training and Readiness Responsibilities (TRR)	[Y] (Y/N)

F1=HELP

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure K-1. PC-ASORTS screen number 1, AA-level UIC (unclassified screenshot example)

PC-ASORTS v119

U N C L A S S I F I E D

WABCAA **Basic Unit Information Screen 3**
Required & Authorized Personnel

GRADE	REQ	AUTH
Colonel	06 [8]	[0]
Lieutenant Colonel	05 [1]	[1]
Major	04 [2]	[2]
Captain	03 [12]	[10]
First/Second Lieutenant	01/02 [26]	[28]
Chief Warrant Officer 5	W5 [0]	[0]
Chief Warrant Officer 4	W4 [1]	[1]
Chief Warrant Officer 3	W3 [1]	[1]
Chief Warrant Officer 2	W2 [2]	[2]
Warrant Officer 1	W1 [2]	[2]
Sergeant Major	E9 [1]	[1]
First Sergeant/Master Sergeant	E8 [6]	[6]
Sergeant First Class	E7 [24]	[22]
Staff Sergeant	E6 [38]	[40]
Sergeant	E5 [65]	[65]
Corporal/Specialist/ Private First Class/Private	E1-E4 [200]	[200]
Attached	[8]	

Esc - EXIT
NO SAVE

F10 - EXIT
AND SAVE

Figure K-3. PC-ASORTS screen number 3, AA-level UIC (unclassified screenshot example)

PC-ASORTS v119

UNCLASSIFIED

WABCAA Basic Unit Information Screen 4
Subordinate, ATTACHED and Detached Units/Elements

-DE-	Organic Units	OPCON and Available	OPCON But NOT Considered	Detached Units	Total OPCON & Available
1	[WABCA0]	[WABCY1]	[WABC99] <Click Here For Note>	[WABCD0]	WABCA0 < >
2	[WABCB0]	[]	[]	[WABCT1]	WABCB0 < >
3	[WABCC0]	[]	[]	[]	WABCC0 < >
4	[WABCT0]	[]	[]	[]	WABCT0 <- >
5	[]	[]	[]	[]	WABCY1 < >
6	[]	[]	[]	[]	< >
7	[]	[]	[]	[]	< >
8	[]	[]	[]	[]	< >
9	[]	[]	[]	[]	< >
10	[]	[]	[]	[]	< >
11	[]	[]	[]	[]	< >
12	[]	[]	[]	[]	< >
13	[]	[]	[]	[]	< >
14	[]	[]	[]	[]	< >
15	[]	[]	[]	[]	< >
16	[]	[]	[]	[]	< >
17	[]	[]	[]	[]	< >
18	[]	[]	[]	[]	< >
19	[]	[]	[]	[]	< >
20	[]	[]	[]	[]	< >
21	[]	[]	[]	[]	< >
22	[]	[]	[]	[]	< >
23	[]	[]	[]	[]	< >
24	[]	[]	[]	[]	< >
25	[]	[]	[]	[]	< >
26	[]	[]	[]	[]	< >
27	[]	[]	[]	[]	< >
28	[]	[]	[]	[]	< >
29	[]	[]	[]	[]	< >
30	[]	[]	[]	[]	< >

F5
SORT

F6
SORT

F7
SORT

F8
SORT

F2
SORT

F1=Display Help Screen
F2=Compute list for Collective ALT-D Delete a Line ALT-I Insert a Line

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure K-4. PC-ASORTS screen number 4, AA-level UIC (unclassified screenshot example)

PC-ASORTS v119

U N C L A S S I F I E D

WABCFP **Basic Unit Information Screen 3**
Required & Authorized Personnel

GRADE	REQ	AUTH
Colonel	06 [8]	[8]
Lieutenant Colonel	05 [24]	[24]
Major	04 [36]	[36]
Captain	03 [55]	[50]
First/Second Lieutenant	01/02 [87]	[92]
Chief Warrant Officer 5	W5 [3]	[2]
Chief Warrant Officer 4	W4 [5]	[6]
Chief Warrant Officer 3	W3 [15]	[15]
Chief Warrant Officer 2	W2 [17]	[17]
Warrant Officer 1	W1 [0]	[0]
Sergeant Major	E9 [4]	[4]
First Sergeant/Master Sergeant	E8 [15]	[12]
Sergeant First Class	E7 [40]	[43]
Staff Sergeant	E6 [120]	[115]
Sergeant	E5 [200]	[205]
Corporal/Specialist/ Private First Class/Private	E1-E4 [234]	[234]
Attached	[]	[]

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure K-7. PC-ASORTS screen number 3, FF-level UIC (unclassified screenshot example)

PC-ASORTS v119

UNCLASSIFIED

WABCFP Basic Unit Information Screen 4
Subordinate, ATTACHED and Detached Units/Elements

-DE-	Organic Units	OPCON and Available	OPCON But NOT Considered	Detached Units	Total OPCON & Available
1	[WABCAA]	[WANTAA]	[WABC99] (Click Here For Note)	[WCDCAA]	WABBY2 (< >)
2	[WADCAA]	[WABBY2]	[]	[WBCDAA]	WABCAA (< >)
3	[WCDCAA]	[]	[]	[]	WADCAA (< >)
4	[WBCDAA]	[]	[]	[]	WANTAA (< >)
5	[]	[]	[]	[]	WBCDAA (< >)
6	[]	[]	[]	[]	(< >)
7	[]	[]	[]	[]	(< >)
8	[]	[]	[]	[]	(< >)
9	[]	[]	[]	[]	(< >)
10	[]	[]	[]	[]	(< >)
11	[]	[]	[]	[]	(< >)
12	[]	[]	[]	[]	(< >)
13	[]	[]	[]	[]	(< >)
14	[]	[]	[]	[]	(< >)
15	[]	[]	[]	[]	(< >)
16	[]	[]	[]	[]	(< >)
17	[]	[]	[]	[]	(< >)
18	[]	[]	[]	[]	(< >)
19	[]	[]	[]	[]	(< >)
20	[]	[]	[]	[]	(< >)
21	[]	[]	[]	[]	(< >)
22	[]	[]	[]	[]	(< >)
23	[]	[]	[]	[]	(< >)
24	[]	[]	[]	[]	(< >)
25	[]	[]	[]	[]	(< >)
26	[]	[]	[]	[]	(< >)
27	[]	[]	[]	[]	(< >)
28	[]	[]	[]	[]	(< >)
29	[]	[]	[]	[]	(< >)
30	[]	[]	[]	[]	(< >)

F5
SORT

F6
SORT

F7
SORT

F8
SORT

F2
SORT

F1=Display Help Screen
F2=Compute list for Collective ALT-D Delete a Line ALT-I Insert a Line

Esc = EXIT
NO SAVE

F10 = EXIT
AND SAVE

Figure K-8. PC-ASORTS screen number 4, FF-level UIC (unclassified screenshot example)

Glossary

Section I Abbreviations

ACS

asset control subsystem

ACSIM

Assistant Chief of Staff for Installation Management

ADCON

administrative control

ADSW

active duty for special work

ADT

active duty training

AEB

aerial exploitation battalion

AFU

assault fire unit

ALO

authorized level of organization

AMEDD

Army Medical Department

AMIM

Army Modernization Information Memorandum

AMTP

Army mission training plan

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ART

Army tactical task

ARTEP

Army Training and Evaluation Program

ASCC

Army Service Component Command

ASI

additional skill identifier

ASIOE

associated support items of equipment

ASL

authorized stockage list

AT

annual training

ATM

Air-Crew Training Manual

attn/ATTN

attention

auth

authorized

AUTL

Army Universal Task List

avg

average

AVLB

armored vehicle launch bridge

avn

aviation

AWOL

absent without leave

BASOPS

base operations

BII

basic issue item

BMM

borrowed military manpower

BOIP

basis of issue plan

CBW

chemical and biological weapons

CDR

commander

CEWI

combat electronic warfare and intelligence

CFV

cavalry fighting vehicle

chap

chapter

CIF

central issue facility

CJCS

Chairman of the Joint Chiefs of Staff

CJCSI

Chairman of the Joint Chiefs of Staff Instruction

CJCSM

Chairman of the Joint Chiefs of Staff Manual

CMF

career management field

COCOM

combatant command (command authority)

COHORT

cohesive operational readiness training

COL

colonel

CS

combat support

CSS

combat service support

CTC

combat training center

CTT

commander's tactical terminal

CTT

common task training

DARNG

Director, Army National Guard

DLI

Defense Language Institute

DLPT

defense language proficiency test

DOIM

director of information management

DOL

director of logistics

DRRS

Defense Readiness Reporting System

ECS

equipment concentration sites

e-date

effective date

EOH

equipment on hand

ERC

equipment readiness code

ESORTS

Enhanced Status of Resources and Training System

EW

electronic warfare

FA

field artillery

FA

functional area

FLD

field

FMC

fully mission capable

FTNGD

full-time National Guard duty

GBCS

ground based common sensor

GCMCA

General Court-Martial Convening Authority

HET

heavy equipment transporter

HHB

headquarters and headquarters battery

HHC

headquarters and headquarters company

HQ

Headquarters

HQDA

Headquarters, Department of the Army

IADT

initial active duty for training

IET

initial entry training

IFV

infantry fighting vehicle

ILO

in lieu of

IMA
Installation Management Agency

IPE
individual protective equipment

IRR
Individual Ready Reserve

ITV
improved tow vehicle

JCS
Joint Chiefs of Staff

JTF
Joint Task Force

KATUSA
Korea augmentation to United States Army

LCSS
Land Combat Support System

LIC
language identification code

LID
light Infantry division

LIN
line item number

LNAME
long name

log
logistics

LTOE
living table of organization and equipment

MAB
mobile assault bridge

MAE
mission accomplishment estimate

MAJ
major

MARC
manpower requirements criteria

MEB
medical evaluation board

MEDCOM
U.S. Army Medical Command

MEDPROS

Medical Protection System

MODS

Medical Operational Data System

MOSC

military occupational specialty code

MSE

materiel status evaluation

MSE

mobile subscriber equipment

mtd

mounted

MTOE

modification table of organization and equipment

MTP

mission training plan

NAP

not authorized prepositioning

NBC

nuclear, biological, chemical

NCO

noncommissioned officer

NET

new equipment training

NMCM

not mission capable maintenance

OBC

officer basic course

OCS

officer candidate school

ODCS, G-1

Office of the Deputy Chief of Staff, G-1

ODCS, G-2

Office of the Deputy Chief of Staff, G-2

ODCS, G-3/5/7

Office of the Deputy Chief of Staff, G-3/5/7

ODCS, G-4

Office of the Deputy Chief of Staff, G-4

ODCS, G-8

Office of the Deputy Chief, G-8

OOO

out of cycle

OPCON

operational control

OPFOR

opposing forces

ord

ordnance

ORE

operational readiness evaluation

OTSG

Office of The Surgeon General

PC-ASORTS

Personal Computer-Army Status of Resources and Training System

PEB

physical evaluation board

PLL

prescribed load list

PMCS

preventive maintenance checks and services

PMOSC

primary military occupational specialty code

POR

preparation of replacements for overseas movement

QTB

quarterly training brief

RCC

Regional Combatant Command

ROTC

Reserve Officer Training Corps

SARRS

Standard Army Retail Supply System

SBE

stay behind equipment

SCG

security classification guide

SD

special duty

SGT

sergeant

SIDPERS

Standard Installation/Division Personnel System

SIMA

Systems Integration and Management Activity, USAMC

SM

service member

SOJT

supervised on the job training

SP

self-propelled

SPBS-R

Standard Property Book System-Redesign

SQI

special qualifications identifier

SSG

staff sergeant

STAMIS

Standard Army Management Information System

TAADS

The Army Authorization Document System

TAADS-R

The Army Authorization Documents System-Redesign

tac

tactical

TADSS

training aides, devices, simulators, and simulations

TAT

to accompany troops

TD

troop diversion

TEC

training extension course

TF

task force

TMDE

test measurement and diagnostic equipment

topo

topographic

TOW

tube launched, optically tracked, wire guided

TPU

troop program unit

TSG

The Surgeon General

TTADS

temporary tour of active duty

UAV

unmanned aerial vehicles

UJTL

Universal Joint Task List

ULLS

Unit Level Logistics System

USAR

United States Army Reserve

USR

unit status report, reporting

UTE

unit training equipment

WebTAADS

Web-based: The Army Authorization Documentation System (now FMS)

WINTAADS

Windows based: The Authorized Documentation System

WETS

weekend training site

WO

warrant officer

YTB

yearly training brief

Section II**Terms****Active Army**

The Active Army consists of: (1) Regular Army Soldiers on active duty; (2) the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) Soldiers on active duty; (3) Army National Guard Soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component. Excluded are ARNGUS and USAR Soldiers serving on: (1) active duty for training; (2) Active Guard Reserve status (AGR); (3) active duty for special work; (4) temporary tours of active duty for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 12304). (AR 635-200)

Active Component

For purposes of this regulation only, Active Component is defined as follows: The Active Component is a federal force of full-time Soldiers and Department of the Army civilians who make up the operational and institutional organizations engaged in the day-to-day missions of the Army (FM 1). Also, those Army organizations that, as a result of TAA and POM processes, are designated as force structure component (COMPO) 1 and registered as such by UIC in the

ASORTS database, the authorized database of record for operational Army organizations (FM 100–11). Upon mobilization, ARNGUS/ARNG (COMPO 2) and USAR (COMPO 3) units do not become “Active Component” organizations; they retain their applicable force structure component designations while on active duty.

active duty

Full-time duty in the active military service of the United States. Includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Does not include full-time National Guard duty (see Title 10, United States Code (USC)).

Active Guard/Reserve

Army National Guard of the United States and United States Army Reserve (USAR) personnel serving on active duty (AD) under Section 12301, Title 10, United States Code, and the Army National Guard of the United States (ARNGUS) personnel serving on full-time National Guard duty (FTNGD) under Section 502(f), Title 32, United States Code. These personnel are on FTNGD or AD (other than for training on AD in the Active Army) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components.

Active service

Service on active duty or full-time National Guard Duty (see Title 10, USC).

Ad hoc unit

A unit formed to perform a particular mission in support of specific operation without consideration of wider Service application.

Administrative control

Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. Also called ADCON. (JP 1–02)

Annual training

The minimal period of training reserve members must perform each year to satisfy the training requirements associated with their Reserve Component assignment. Also called AT. (JP 1–02)

Area of concentration

The functional area orientation of officers.

Army Command

An Army force designated by the Secretary of the Army, performing multiple Army service Title 10 functions (3013B) across multiple disciplines. Command responsibilities are those established by the Secretary and normally associated with administrative control (ADCON).

Army Force Generation

A structured progression of increased unit readiness over time, resulting in recurring periods of availability of trained, ready, and cohesive units prepared for operational deployment in support of regional combatant commander requirements.

Army National Guard

As used in this regulation, ARNG describes Army units under the control of the individual States and Territories that become a component of The Army when in the service of the United States. Also, those Army organizations designated as force structure component (compo) 2 (FM 100–11).

Army National Guard of the United States

As used in this regulation, ARNGUS describes federally recognized Army units consisting of members of the ARNG who have been mobilized and come under the control of Federal authorities.

Army Service Component Command (ASCC)

An Army force designated by the Secretary of the Army, composed primarily of operational organizations serving as the Army component for a combatant commander. If designated by the combatant commander, it serves as a Joint

Forces Land Component Command (JFLCC), or Joint Task Force (JTF). Command responsibilities are those established by the Secretary and normally associated with operational control (OPCON) and administrative control (ADCON).

Army training and evaluation program

A program for collective training in units. It describes the collective tasks that the unit must perform to accomplish its mission and survive on the battlefield.

Assign

To place units or personnel in an organization where such placement is relatively permanent, and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel. To detail individuals to specific duties or functions where such duties or functions are primary and/or relatively permanent. (JP 1-02)

Assigned strength

The assigned personnel strength of a unit includes all permanently assigned personnel plus those personnel carried on a separate TDA providing full-time Reserve Component support who will mobilize with the unit and personnel designated to join an active component unit under PROFIS, the professional filler system. Personnel temporarily absent (for example, leave and TDY) are included in assigned strength.

Attach

The placement of units or personnel in an organization where such placement is relatively temporary. The detailing of individuals to specific functions where such functions are secondary or relatively temporary, for example, attached for quarters and rations; attached for flying duty. (JP 1-02)

Augmentation table of organization and equipment

An augmentation TOE is an authorization documentation document created to authorize additional personnel or equipment or both by an MTOE unit to perform an added peacetime or non-MTOE mission (see HQDA Letter 220-01-1).

Authorization documents

HQDA- or proponent-approved records that reflect personnel and equipment requirements and authorizations for one or more units. Authorization documents also provide unit organizational information. Such documents are MTOE and TDA.

Authorized strength

That portion of the required manpower that can be supported by the manpower available and that is reflected in the authorized column of authorization documents.

Availability

Capabilities or forces that are (or can be) trained, equipped, resourced and ready for deployment to fulfill a combatant commander's operational requirements in accordance with that commander's established timelines, or as designated by the Primary JFP.

Available days

Applies to assessing equipment's ability to do its combat or support job. Available days are the days equipment is on hand in the organization and fully able to do its mission. The time that equipment is fully mission capable.

Available Force Pool

The third ARFORGEN force pool that includes those modular units that have been assessed as "Available" at designated capability levels (from training and readiness "gates") to conduct mission execution under any RCC.

Available strength

That portion of a unit's assigned strength available for deployment and/or employment with the measured unit to accomplish its assigned wartime mission, as qualified in appendix D. Also see personnel availability.

Battle Command

Battle command is a multi-dimensional approach that synchronizes data, information, knowledge, and experience to help commanders see first, decide first, act first, and end decisively. The goal of Battle Command is to achieve situational awareness and understanding better and faster than an adversary.

Borrowed military manpower

The use of military manpower from an MTOE unit to perform duties within a TDA activity where a responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable, approved manpower requirement exists, but for which no manpower space has been authorized. Additionally, borrowed military manpower may be employed in those cases where, although manpower spaces have been authorized, the positions are vacant.

Cadre unit

Organized at the cadre (nucleus) level to provide a base for expansion to full authorization in case of mobilization; for example, a unit that will have a training mission. Cadre type units will not be organized or used solely for nonwartime missions. Units organized at the cadre level of the TOE will be authorized only that equipment needed for cadre training.

Carrier unit identification code

Provides a means to assign personnel and account for equipment that arrives at the unit location before unit activation. Upon activation of the MTOE unit, HQDA (DAMO–FD) will discontinue the carrier UIC.

Category level (C–Level)

The C-level reflects the status of the selected unit resources measured against the resources required to undertake the wartime missions for which the unit is organized or designed. The C-level also reflects the condition of available equipment, personnel, and unit training status. C-levels, by themselves, do not project a unit's combat performance once committed to combat.

Centralized documentation

A process for the consolidated development of force structure guidance by HQDA, and centralized building of TOE, BOIP, and MTOE documents by USAFMSA with involvement and validation.

Collective assessment

Collective assessments are commanders' subjective assessments of their units' ability to undertake the wartime or primary mission(s) for which the units were organized or designed. The assessment will be in the form of a C-level as defined in paragraph 3–2 and will include a subjective assessment of the status level of each of the four measured areas (personnel, equipment on hand, equipment readiness and training).

Collective training

Training in institutions or in units to prepare cohesive teams and units to accomplish their combined arms missions.

Combatant command

A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Military Departments. The organization is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command.

Combatant Command Authority (COCOM)

Non transferable command authority established by title 10, USC, section 164, exercised only by commanders of unified or specified combatant commands, unless otherwise directed by the President or the Secretary of Defense. COCOM provides full authority to organize and employ commands and forces as the combatant commander considers necessary to accomplish assigned missions. Operational control is inherent in COCOM (JP 1–02).

Combat service support unit

Those elements whose primary missions are to provide service support to combat forces and which are part, or prepared to become a part, of a theater, command, or task force formed for combat operations.

Combat support unit

Those elements that primarily provide combat support to the combat forces and that are a part, or prepared to become a part, of a theater, command, or task force formed for combat operations.

Combined training

Training by forces of two or more allied nations.

Command and control

The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment,

communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. (Also see battle command.) (JP 1-02)

Command and control number

A six-position alphanumeric code that is used to identify authorization documents; for example, FC0188. The first two characters represent the responsible ACOM/ASCC/DRU and/or DARNG/NGB, when applicable—in this example, FORSCOM. The third and fourth digits are the change number within the fiscal year, and the fifth and sixth digits are the fiscal year in which the document becomes effective.

Command and control system

The facilities, equipment, communications, procedures, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to the missions assigned. (JP 1-02)

Common table of allowances item

An item of materiel that can be authorized by a common or specific usage criteria and that does not require documentation in TAADS-R and a centralized computation of requirements by the Structure and Composition System (SACS) (see HQDA Letter 220-01-1).

Composite report

A report submitted by a major unit providing an overall assessment based on the condition of subordinate measured units and their ability to operate together.

Contingency Expeditionary Force (CEF) Package

Remaining (not in a DEF) Available Force Pool units, task organized to meet operational plans and contingency requirements. These forces are capable of rapid deployment but are not yet alerted to deploy (AC) or alerted for mobilization (RC). CEF forces will transition into DEF(s) if alerted.

Continental United States Army

Commands, supports, and supervises United States Army Reserve units in specified geographical areas. The CONUSA reports directly to FORSCOM.

Core tasks/core METs

The METL developed by the unit commander in accordance with FM 7-1 that represent the fundamental capabilities and/or enduring combat capabilities for which the unit is organized or designed.

Deploy

The relocation of forces, personnel, or equipment from home station to meet operational requirements.

Deployable unit

A unit that is capable of being relocated to desired areas of operations.

Deployment Expeditionary Force (DEF) Package

Task organized units designed to execute planned operational requirements and those currently executing deployed missions to include HLD/HLS. (Note: RC units in a DEF are sourced against a future requirement, have been alerted for mobilization, or are currently mobilized.)

Derivative unit identification code (DUIC)

DUICs are assigned to organic elements of organizations that require separate UIC registration in accordance with the provisions of AR 220-20. Examples are sub-elements either located with or away from the parent unit but included by separate paragraphs within the parent unit document (see HQDA Letter 220-01-1). Also see definitions for subunit UIC and parent unit.

Detachment

A part of a unit separated from its main organization for duty elsewhere. A temporary military or naval unit formed from other units or parts of units. (JP 1-02)

Developmental line item number (ZLIN)

A temporary number assigned by AMC catalog data activity for planning purposes to a developmental or nondevelopmental item before type classification and replacement with a standard item number (AR 708-1 and AR 70-1).

Direct Reporting Unit

An Army organization composed of one or more units with institutional or operational functions; designated by the Secretary of the Army; providing broad general support to the Army in a normally single, unique discipline not otherwise available elsewhere in the Army. Direct reporting units report directly to a HQDA principal and/or ACOM and operate under authorities established by the Secretary of the Army.

Directed mission tasks/DMETs

The METL tasks developed by the unit commander in accordance with FM 7-1 that are based on the mission that the unit has been directed to plan for or undertake. Also see METL and core METL.

E-date (effective date)

A six-position numeric code that signifies the actual date that an authorization document is effective; for example, 871001. The first two digits are the calendar year, the third and fourth are the month, and the fifth and sixth are the day.

E-date adjustment

The revision of the effective date of the authorization document. During the course of activation, conversion, or reorganization, the , or proponent, may recognize that the approved e-date will cause a decrease in unit status. A new e-date will be recommended to HQDA. HQDA, on a case-by-case basis, issues authority to modify the e-date of those approved TAADS documents.

Emergency deployment readiness exercise

Minimum notice exercise to test unit deployment capabilities under contingency conditions.

Enhanced brigade

Standardized design of enhanced armor, mechanized, or infantry brigades as well as armored cavalry regiments. Enhanced brigades contain robust CS/CSS that allows easy integration into existing corps or division support structure. C4I systems are compatible and interoperable with corps and division systems. The enhanced brigade is capable of functioning as part of a division or a separate brigade within the corps.

Equipment mission capable

A logistic indicator that portrays how well a unit is maintaining that portion of its on-hand equipment that is both unit status and maintenance reportable. For USR reporting purposes, fully mission capable (FMC) equates to equipment mission capable.

Equipment-on-hand

A logistic indicator depicting the organization's fill of unit status reportable equipment. EOH is computed by comparing reportable equipment on hand to wartime requirements.

Equipment readiness

A logistic indicator that portrays the combined impact of equipment shortages and maintenance shortfalls on a unit's ability to meet wartime requirements. (Note: the term "equipment serviceability" is used at the Joint level).

Field, alphabetic

A left-justified data field in which alphabetic characters (A through Z), special characters, and embedded blanks can be reported, followed by trailing blanks.

Field, alphanumeric

A left-justified data field in which alphabetic characters (A through Z), special characters, numeric characters, and embedded blanks can be reported, followed by trailing blanks.

Field, numeric

A right-justified data field, in which Arabic numerals 0 through 9 can be reported, preceded by leading zeros.

Force structure component (COMPO)

A numerical designation (1-9) resulting from the TAA process that is used primarily to categorize Army forces structure and off-sets for requirements for Army structure during POM development. The force structure components associated with unit status reporting are: COMPO 1 (AC units), COMPO 2 (ARNG units) and COMPO 3 (USAR units). Other force structure components include COMPO 4 (required but unresourced units), COMPO 6 (Army

prepositional sets), COMPO 7 (direct host nation support), COMPO 8 (indirect host nation support), and COMPO 9 (logistics civil augmentation).

Full deployment

Full deployment occurs when the preponderance (more than half) of the assigned personnel in a parent unit (AA-level UIC) is deployed, to include the unit's command and control system, and only a small rear detachment, consisting of nondeploying personnel and/or stay-behind equipment items, remains at the home station.

Full METL proficiency

The unit training condition where each METL task can be performed to standard by the unit, and only sustainment training is needed. Full METL proficiency is the benchmark from which the number of training days required for unit training is measured. It is not a deployment standard or the criteria for the T-1 level.

General support forces

Training, logistic, security, and other support activities of the CONUS base, field activities, administrative headquarters, and forces provided for peacetime-peculiar activities. They are identified in Department of the Army Force Accounting System by a three-position force planning code beginning with a "C."

Joint Force Headquarters (formerly State area command)

A mobilization entity within each State and territory that may be ordered to active duty when Army National Guard units in that State or territory are alerted or mobilized. The JFHQ provides for command and control of mobilized Army National Guard of the United States units from home station until arrival at mobilization station. It is also responsible for planning and executing military support for civil defense and land defense plans under the respective area commander. It also provides assistance to military family members.

Left-justify

To position data within the space allocation so that the left data character occupies the left position of the field (alpha and alphanumeric).

Line item number

A six-position alphanumeric number that identifies the generic nomenclature of specific types of equipment. Standard LIN consists of one alpha position followed by five numeric positions. Standard LIN are assigned by Army Materiel Command (AMC) and are listed in EM 0007

Loaded deployability posture

All equipment and accompanying supplies of a unit's first increment is loaded aboard aircraft and/or ships and prepared for departure to a designated objective area. Personnel are prepared for loading on minimum notice.

Main body

Principal part of a tactical command or formation. It does not include detached elements of the command, such as advanced party or closeout party.

Maintenance significant item/materiel

An end item, assemblage, component, or system for which the maintenance support concept envisions the performance of corrective maintenance services on a recurring basis.

Major combat unit

A division, separate brigade, or armored cavalry regiment.

major headquarters

an Army headquarters higher than battalion level

major unit

an Army unit larger than battalion size

Major United States Army Reserve Command

A general officer command that is directly subordinate to a numbered continental United States Army.

Measured unit

Active and Reserve Component units that are registered in ASORTS and that are required to submit a unit status report in accordance with the provisions of AR 220-1.

Military occupational specialty

The grouping of duty positions requiring similar qualifications and the performance of closely related duties.

Military occupational specialty code

The five-character code used to identify MOS, skill level, and special qualifications.

Military occupational specialty code qualification (MOSQ)

Qualified by skill and grade level for the MTOE/TDA required position to which the Soldier is currently assigned and performing duty. As used in AR 220-1, MOSQ correlates to duty military occupational specialty code qualification (DMOSQ) terminology used in other publications.

Military qualification standards

A three-phased series of manuals for officers (MQS I, Precommissioning; MQS II, Lieutenant; and MQS III, Captain) that state military tasks, skills, knowledge, and professional military education expected of an officer at these levels. MQS I, the precommission manual, is the same for all precommission programs; MQS II and III are branch and specialty specific.

Mission accomplishment estimate (MAE)

The measured unit commander's subjective assessment of the unit's ability to execute that portion (percentage) of the wartime or primary mission for which the unit was organized or designed (core METL) that the unit would be expected to perform if alerted/committed within 72 hours of the "as of date" of the report. The MAE provides the basis for decisions by the unit commander to upgrade or downgrade the unit's C-level when needed to more accurately portray unit status. (See chapter 8.)

Mission capable

The time that a piece of equipment or system is fully mission capable or partially mission capable. Fully mission-capable equipment is fully mission capable when it can perform all of its combat missions without endangering the lives of crew or operators. The terms "ready," "available," and "full mission capable" are often used to refer to the same status; equipment is on hand and able to perform its combat missions. Partially mission-capable systems and equipment are safely usable and can perform one or more, but not all, primary missions because one or more of its required mission-essential subsystems are inoperative for lack of maintenance or supply. For unit status reporting purposes, the Army uses only FMC time.

Mission-essential task list

A compilation of collective mission essential tasks, which must be successfully performed if an organization, is to accomplish its wartime mission (FM 7-1). Also see core METL and directed mission METL

Mission-support TDY

Duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments.

Mobilization

The act of preparing for war or other emergencies through assembling and organizing national resources. It is the process by which the Armed Forces, or part of them, are brought to a state of readiness for war or other national emergency. This includes assembling and organizing personnel, supplies, and materiel for active military service, federalization of Reserve components, extension of terms of service and other actions necessary to convert to a wartime posture.

Mobilization station

The designated military installation (active, semi-active, or inactive) or mobilization center to which a Reserve Component unit is moved for further processing, organizing, equipping, training, and employing after mobilization and from which the unit may move to its port of embarkation.

Modification table of organization and equipment

An authorization document that prescribes the modification of a basic TOE necessary to adapt it to the needs of the specific unit or type of unit (AR 71-32).

Multiple component unit

A unit on a single document that is authorized personnel and/or equipment from more than one component.

Nonavailable personnel

Personnel who are not available for employment/deployment with their assigned units to meet wartime mission requirements in accordance with the personnel availability criteria established in appendix D of this regulation. For USR purposes, the determination of a Soldier's availability is linked directly to the wartime mission requirements of his/her unit of assignment and may not correspond to the Soldier's availability status for specific deployments (includes various operational and peacetime deployments) which would be subject to administrative/personnel policy guidelines established for those deployments.

Nonavailable days

Used in assessing the ability of equipment to perform its combat or combat support job. Nonavailable days are the days the equipment was not able to perform its mission, the time the equipment is not mission capable.

Not mission capable

Equipment that cannot perform one or more of its combat missions.

Not mission capable maintenance

Equipment that cannot perform its combat mission because of maintenance work that is needed or under way.

Not mission capable supply

Equipment that cannot perform its combat mission because of awaiting parts/supplies or a supply shortage.

Obsolete line item number

As used in this regulation, an equipment item that has been formally type classified obsolete by line item number and deleted from chapter 2 of EM 0007.

Operational control

Command authority that may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in combatant command (command authority) and may be delegated within the command. When forces are transferred between combatant commands, the command relationship the gaining commander will exercise (and the losing commander will relinquish) over these forces must be specified by the Secretary of Defense. Operational control is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations. Normally this authority is exercised through subordinate joint force commanders and Service and/or functional component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions; it does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training. Also called OPCON. (JP 0-2)

Operational deployment

For USR purposes, operational deployments requiring a PCTEF report are those involving the movement of an Army reporting unit or its reportable subordinate elements away from their home stations to accomplish operational requirements as directed by a higher headquarters. Operational deployments encompass broad mission types such as small-scale contingencies (SSC), military operations other than war (MOOTW), and stability and support operations (SASO) and include a wide range of activities, such as peacekeeping, humanitarian relief, and support to civil authorities. They do not include unit deployments to accomplish training or to participate in training exercises.

Operating tempo (OPTEMPO)

As used by Army, the annual operating miles or hours for the major equipment system in a battalion-level or equivalent organization. Commanders to forecast and allocate funds for fuel and repair parts for training events and programs use OPTEMPO.

Operations tempo (OPTEMPO)

The rate at which units of the armed forces are involved in military activities, including contingency operations,

exercises, and training deployments. (Congress designates this definition of OPTEMPO for the Annual Defense Report.)

Organic

Assigned to and forming an essential part of a military organization. Organic parts of a unit are those listed in its table of organization for the Army, Air Force, and Marine Corps, and are assigned to the administrative organizations of the operating forces for the Navy. (JP 1-02)

Pacing items

Major weapon systems, aircraft, and other items of equipment central to an organization's ability to perform its designated mission. These items are subject to continuous monitoring and management at all levels of command. Pacing items are identified in appendix C.

Parent unit

In MTOE units, a United States Army numbered unit of battalion or equivalent level. Also, a numbered company, battery, troop, platoon, detachment, or team that is not an organic element of a battalion. The 5th and 6th positions of a UIC that end in AA identify an organization as a parent unit. Note that certain split units are treated as parent units for documentation in TAADS. TDA parent units are organized under a TDA with a unique TDA number assigned by DA, which includes TDA augmentation to an MTOE unit.

Partial deployment

A partial deployment occurs when a parent unit (AA-level UIC) or major unit (FF-level UIC) has separately deployed subordinate units/elements. There are two types of partial deployments, depending upon the deployment status of the unit's command and control system—a partial deployment with the unit's command and control system and a partial deployment without the unit's command and control system. Also see split-based operations.

Percent Effective (PCTEF)

The current percent of effectiveness of the organization. The commander's subjective assessment of the unit's ability to execute the currently assigned mission.

Personnel availability

USR measurement indicating which Soldiers are considered to be available because they are attached or assigned to the measured unit/headquarters, are physically present or can be present within the prescribed response time and are not restricted from deploying or employing with the unit by Army policy.

Personnel losses

Actual losses to a reporting unit. Intra-command losses are not included. For example, losses to subordinate units that do not result in a loss to the reporting command are not counted as personnel losses.

Possible days

The number of calendar days an item was on hand-on the property book-during the DA Form 2406 report period. For an item you received during the reporting period, count the first day it was on-hand as a whole possible day. Do not count the last day an item is on hand-the day you lost it from your property book-as a possible day.

Port of embarkation

The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and nonunit requirements, it may or may not coincide with the origin. Also called POE. (JP 1-02)

Professional filler system (PROFIS)

The system designed to assign/attach active duty AMEDD personnel to Active Army mobilization table of organization equipment required positions that are not authorized or not normally filled in accordance with AR 601-142.

Readiness

The ability of U.S. military forces to fight and meet the demands of the National Military Strategy. Readiness is the synthesis of two distinct, but interrelated levels: unit readiness and joint readiness. Unit readiness is the ability to provide capabilities required by the combatant commanders to execute their assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. Joint readiness is the combatant commander's ability to integrate and synchronize ready combat and support forces to execute his or her assigned missions. (JP 1-02)

Ready Expeditionary Force (REF) Package

Task organized units, under HICON, designed to train/prepare for potential future operational requirements or task organized to best execute full spectrum training.

Ready Force Pool

The second ARFORGEN Force Pool that includes those modular units that have been assessed as “Ready” at designated capability levels (from training and readiness “gate”) to conduct mission preparation and higher level collective training with other operational headquarters.

Regional combatant command

Regional combatant commands have geographical areas of responsibility assigned by the unified command plan. They conduct the strategic direction of all US military operations within their designated AOR. The five regional unified commands are the United States Atlantic Command, United States Central Command, United States European Command, United States Pacific Command, and United States Southern Command.

Required column

That portion of a unit’s TOE/MTOE/TDA that designates what personnel and equipment are necessary to meet full wartime requirements.

Reserve Component

As used in this regulation, applies to ARNGUS/ARNG and USAR units.

Reserve Component on extended active duty

A Reserve Component organization ordered to extended active duty rather than a short training tour or duty for a limited purpose—for example, to assist in quelling a civil disorder or to assist in disaster relief.

Reset

The process of organizing and stabilizing a unit for an upcoming readiness cycle. During reset any damaged equipment from a previous cycle is repaired, programmed and required personnel changes and replacement actions occur, and other actions directed by HQDA are accomplished. Reset occurs after the completion of a deployment or when deemed necessary by the Army.

Reset/Train Force Pool

The initial ARFORGEN force pool that includes modular units that redeploy from long term operations, are directed to reset/train, or are experiencing significant personnel and/or equipment changes or reorganization and are unable to sustain Ready or Available Force capability levels.

RICDA

The date of change of GSORTS category level information.

Senior grade

A personnel indicator that compares the available enlisted personnel (in grades SGT through CSM) and officers to full wartime requirements.

Skill qualification test

A performance-oriented test normally consisting of a hands-on component, job site component, and a skill component. The test measures individual proficiency in performing critical tasks related to the Soldier’s primary MOS. Results provide the basis for remedial individual training.

Special duty

The performance of duty with an organization other than the unit to which assigned, while continuing to be administered and accounted for by the unit of assignment. Special duty includes borrowed military manpower and troop diversions.

Special operations forces groups, regiments, and commands

Active and Reserve special forces groups, psychological operations groups, special operations aviation regiments, Ranger regiments, and civil affairs commands.

Split-Based Operations

operations that require major units (FF-level UIC) to have subordinate measured units (AA-level UICs) at multiple locations. Also see partial deployment.

State adjutant general

An individual appointed by the governor of a State to administer the military affairs of the State. A State adjutant general may be federally recognized as a general officer of the line provided he or she meets the prescribed requirements and qualifications. However, he or she may be federally recognized as a general officer, Adjutant General Corps, for tenure of office.

Subunit unit identification code

Subunit UICs are assigned to lettered companies, batteries, or troops organic to a parent unit (AR 71–32). Also referred to as “structured derivatives.”

Substitution item

An item authorized for issue and considered acceptable for unit status reporting instead of a required standard item of like nature and quality. EM 0007 identifies items and procedures for making substitutions.

T–Days

The unit status level determined by the number of training days required by the unit to achieve full METL proficiency.

T–Pre Mob

The unit status determined by designated RC units to indicate the level of training proficiency achieved for premobilization training requirements.

T–METL

The unit status level determined by the percentage of the METL trained to standard by the unit. The methodology to determine the T–METL weights the assessments of METL tasks so that tasks determined to “need practice“ or to be “untrained“ receive relative value.

T–NBC

The unit status level determined by the number of training days required for NBC training to achieve or sustain full METL proficiency.

Table of distribution and allowances

The authorization document that prescribes the organizational structure and the personnel and equipment requirements and authorizations of a military unit to perform a specific mission for which there is no appropriate TOE. An augmentation TOE is an authorization documentation document created to authorize additional personnel or equipment or both by an MTOE unit to perform an added peacetime or non-MTOE mission (AR 71–32).

Table of organization and equipment

The TOE is a document that prescribes the wartime mission, capabilities, organizational structure, and mission essential personnel and equipment requirements for military units. It portrays the doctrinal modernization path of a unit over time from the least modernized configuration (base TOE) to the most modernized (objective TOE) (AR 71–32).

Temporary change of station

Status of Soldiers (including RC Soldiers) deploying to a theater of operations as individual fillers in support of a contingency operation or execution of an OPLAN, unless otherwise directed by PERSCOM or HQDA. Soldiers in TCS status will be returned to their previous permanent home station upon return from the operation, unless otherwise directed by HQDA.

TOE/MTOE, full

The full strength and equipment of D and E series TOE; level 1 strength and equipment of G and later series TOE; and required column strength and equipment for units organized under MTOE. For TOE organizations, additions provided by TDA for non-TOE missions are excluded from the computation of full TOE. For units organized under type B columns of TOE, the type B column is treated as full TOE/MTOE. For units organized under cadre columns of TOE, the cadre column is treated as full TOE/MTOE. For TDA organizations designated to report organization status, the required column is treated as full TOE.

The Army Authorization Documents Systems-Redesign

An automated system that supports and centralizes the control of the development and documentation of organizational

structures. It also supports requirements and authorizations for personnel and equipment needed to accomplish the assigned missions of Army units.

Total deployment

A total deployment occurs when a parent unit (AA-level UIC) deploys with all of its assets (personnel and equipment), without exception.

Training level (T-level)

The overall unit training level indicating the degree of unit training proficiency in the wartime tasks for which the unit was organized and designed. The T-level is measured against the unit's all-inclusive training requirements to achieve or sustain full METL proficiency. It incorporates the unit's premobilization training requirements and NBC training requirements, if applicable.

Type B units

Type B MTOE units are configured to conserve U.S. Army manpower by substituting non-U.S. personnel in specified positions of selected (generally combat service support; for example, terminal transfer units) MTOE. Units organized at level B of the TOE will be authorized level B equipment, as adjusted by force structuring constraints.

Type classification

Process that identifies the life cycle status of a material system

Unified command

A command with a broad continuing mission under a single commander, composed of significant assigned components or two or more Military Departments, and established and so designated by the President, through the Secretary of Defense with the advice of the Chairman of the Joint Chiefs of Staff. (JP 1-02)

Unit

Any military element whose structure is prescribed by competent authority, such as a table of organization and equipment; specifically, part of an organization. An organization title of a subdivision of a group in a task force. A standard or basic quantity into which an item of supply is divided, issued or used. In this meaning, also called unit of issue. With regard to Reserve Components of the Armed Forces, denotes a Selected Reserve unit organized, equipped, and trained for mobilization to serve on active duty as a unit or to augment or be augmented by another unit. Headquarters and support functions without wartime missions are not considered units. (JP 1-02)

Unit identification code

A 6-character code assigned to a specific unit that can be used to identify that unit. Also see definitions for parent unit, derivative UIC, and subunit UIC.

Unit readiness

The ability of a unit to perform as designed.

Unit status

The measured resource/status levels in a unit at a specific point in time.

Wartime requirements

Doctrinally established requirements needed by type units to fully perform as designed and as part of the total force. The organization design (level 1) establishes wartime required fill levels for personnel and equipment.

ZLIN

See developmental line item number.

Section III

Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 25-52.

ABN

airborne

AC

Active Component

ACOM

Army Command

ACR

armored cavalry regiment

ADP

automatic data processing

ADPE

automatic data processing equipment

ADR

Annual Defense Report

AE

auxiliary equipment

AEPS

Army electronic product support

AG

adjutant general

AGR

Active Guard/Reserve

ALD

available to load date

ALMP

Army Language Master Plan

AMOPS

Army Mobilization and Operations Planning System

AMOSC

additionally awarded military occupational specialty code

AMSS

Army Materiel Status System

AN

assigned, not joined

AOC

area of concentration

AOR

area of responsibility

APERT

personnel turnover percentage

APC

armored personnel carrier

APMD

AMEDD Professional Management

APS

Army prepositioned stocks; Army prepositioned sets

ARFORGEN

Army force generation

ARMS

Army Readiness Management System

ARSOF

Army special operations forces

ASAS

All-Source Analysis System

ASE

administrative support equipment

ASORTS

Army Status of Resources and Training System

ASPER

assigned strength percentage

AUGTDA

augmentation table of distribution and allowances

AUTHLIC

authorized language identification code

AVPER

available strength percentage

AW

AWOL category of personnel nonavailability report

BC

Bradley commander

BDE

brigade

BN

battalion

BSFV

Bradley Stinger fighting vehicle

BUI

basic unit information

C4I

command, control, communications, computers, and intelligence

CA

civil affairs

CAR

Chief, Army Reserve

CATS

combined arms training strategy

CBDRT

chemical/biological defense resources and training

CCNUM

command and control number

CEF

Contingency Expeditionary Force

CEV

combat engineer vehicle

cfm

cubic feet per minute

CJCS

Chairman of the Joint Chiefs of Staff

CJCSI

CJCS Instruction

CJCSM

CJCS Manual

CMET

core mission essential task

CMD

command

CMF

career management field

CMT

Contract maintenance trucks

CO

conscientious objector category of personnel nonavailability report

COMPO

force structure component

COMSEC

communications security

CNGB

Chief, National Guard Bureau

CONUS

continental United States

CONUSA

the numbered armies in the continental United States

COSCOM

Corps Support Command

CPX

command post exercise

CRS

Chairman's Readiness System

CSA

Chief of Staff, Army; also combat support agency

CTA

common table of allowances

CTR

center

CY

cubic yard; also calendar year

DA

No DNA Record Category of personnel nonavailability report

DART

documentation assistance review team

DCS, G-1

Deputy Chief of Staff, G-1 (previously DCSPER)

DCS, G-2

Deputy Chief of Staff, G-2 (previously DCSINT)

DCS, G-3/5/7

Deputy Chief of Staff, G-3 (previously DCSOPS)

DCS, G-4

Deputy Chief of Staff, G-4 (previously DCSLOG)

DCS, G-8

Deputy Chief of Staff, G-8 (previously DCSPRO)

DECON

decontamination equipment category of NBC equipment report

DEF

Deployed Expeditionary Force

DEPMEDS

deployable medical system

DEPORD

Deployment order

DES

Distribution Execution System

det/DET

detachment/detection equipment category of NBC equipment report

DETC

displaced equipment training centers

DISCOM

division support command

DMET

directed mission essential task

DMT

directed mission task

DP

deployed category of personnel nonavailability report

DRB

division ready brigade

DRU

Direct Reporting Unit

DSCA

Defense Support to Civil Authorities

DUIC

derivative unit identification code

7E

Less than 7 Days from ETS Category

EDRE

emergency deployment readiness exercise

EMC

equipment mission capable

EN

engineer

EOD

explosive ordnance disposal

ER

equipment readiness

EXEVAL

external evaluation

EXORD

Execution order

FM

frequency modulated; also family care plan category of personnel nonavailability report

FMBB

Force Management Bulletin Board

FMCC

fully manned and combat capable

FMMP

force modernization master plan

FMQ

fully manned and qualified

FMS

Force Management System

FMSWeb

Force Management System Web site (formerly WebTAADS)

FMU

fully manned/unqualified

FORSCOM

United States Army Forces Command

FOUO

for official use only

FP

Family Care Plan category of personnel nonavailability report

FRS

Forward Repair System

FSB

Forward Support Battalion

FSI

Foreign Service Institute

FSP

force support package

FTP

file transfer protocol

FTX

field training exercise

GCMCA

General Court-Martial Convening Authority

GCCS

Global Command and Control System

GENTEXT

general text

GMT

Greenwich mean time

GPS

global positioning system

GRP

group

GSORTS

Global Status of Resources and Training System

HF

high frequency

HIV

human immunodeficiency virus

HMMWV

high mobility multipurpose wheeled vehicle

HT

HIV testing category of personnel nonavailability report

hvy

heavy

I/C/S

individual /crew/squad

IFF

identification, friend or foe

ILR

interagency language roundtable

IMCSR

Installation Materiel Condition Status Report

IMSA

installation medical supply activity

IN

Infantry

ING

inactive National Guard

IOC

initial operational capability, Industrial Operations Command

JANAP

joint Army-Navy-Air Force publication

JFHQ

Joint Force Headquarters (formerly STARC)

JSCP

Joint Strategic Capabilities Plan

JSTAR

Joint Surveillance Target Attack Radar System

LA

Lautenberg Amendment category of personnel nonavailability report

LACV

light amphibious cargo vehicle

LAD

latest arrival date

ldr

leader

LEN

large extension node

LET

light equipment transport

LFX

live fire exercise

LICASGD

language identification code assigned

LICMOS

language identification code military occupational specialty

LICQUAL

language identification code-qualified

LICREQ

required language identification code

LM

Lifecycle Management

LOGSA

USAMC Logistic Support Activity

LOS

line-of-sight

LP

legal processing category of personnel nonavailability report

LT

light, leave/TDY category of personnel nonavailability report

MATES

mobilization and training equipment site

MC

mission capable

MCSR

Materiel Condition Status Report

MED

medicaments category of equipment of NBC equipment report

MEDEVAC

medical evacuation

MES

medical/dental equipment set

MET

medium equipment transport

METL

mission essential task list

MFO

multinational force observer

MI

military intelligence

MITT

mobile integrated tactical terminal

MLRS

multiple launch rocket system

MMC

Materiel Management Center

MMCC

minimally manned and combat capable

MMDF

maintenance master data file

MMRB

MOS medical retention board

MMU

minimally manned/unqualified

MOA

memorandum of agreement

MOBORD

Mobilization order

MODS

Medical Occupational Data System

MOOTW

military operations other than war

MOP

memorandum of policy

MOS

military occupational specialty

MOSQ

military occupational specialty qualified

MOU

memorandum of understanding

MP

Military Police Corps, missing/prisoner of war category of personnel nonavailability report

MRSA

materiel readiness support activity

MSB

main support battalion

MSC

major subordinate command

MSPER

military occupational specialty qualified percentage

MTF

message text format

MTP

Mission Training Plan

NA

nonapplicable

NARR

narrative

NBCEQPT

nuclear, biological, chemical equipment

NCA

National Command Authority

NCS

net control station; node center switch

NGB

National Guard Bureau

NLT

no later than

NMCS

not mission capable supply

NMS

national military strategy

NRLIN

nonreportable line item number

NTC

National Training Center

NTCI

nontype classified items

NVS

night vision sight

OADR

originating agencies determination required

OCONUS

outside continental United States

OP

operating level

OPI

oral proficiency interview

OPLAN

operations plan

OPNS

operations

OPRED

operational readiness

OPTEMPO

operating tempo; also operations tempo

PBUSE

Property Book Unit Supply Enhanced

PCN

personnel control number

PCS

permanent change of station

PCTEF

percent effective

PER

personnel

PERL

prepositioned equipment requirement list

PERSTEMPO

personnel tempo

PH

parenthood category of personnel nonavailability report

PI

pacing item

PLDC

primary leader development course

PMCI

partially manned/combat ineffective

PMOS

primary military occupational specialty

POE

port of embarkation

POL

petroleum, oils, and lubricants

PP

P3/P4 profile category of personnel nonavailability report

PRC

presidential Reserve call-up

PROFIS

professional filler system

PSYOPS

psychological operations

pub

publication

PWE

primary weapons and equipment

RAD

radiological detection equipment category of NBC equipment report

RATT

radio teletypewriter

RAU

radio access unit

RC

Reserve Component

RCHD

Reserve Component hospital (DEPMEDS)

RDD

required delivery date

REASN

reason

RECAP

Recapitulation

REF

Ready Expeditionary Force

REQ

required

REQVAL

Requisition Validation System

RGR

ranger

RICDA

effective date of the report

RL

readiness level

RMKS

remarks

RMTC

regional medical training centers

RMTS

regional maintenance training sites

RSOI

reception, staging, onward movement, and integration

RSOP

readiness standing operating procedure

RTS

regional training site

RTS–M

Regional training site-maintenance

RTS–MED

regional training site-medical

S2

Intelligence Officer (U.S. Army)

S3

operations and training officer (U.S. Army)

SAM

surface-to-air missile

SAMAS

Structure and Manpower Allocation System

SASO

support and stability operations

SAT

short and can accompany troops

SATS

standard Army training system

SB

supply bulletin

SECRN

secondary reason

SGPER

senior grade percentage

SEN

small extension switch

SIPRNET

secure e-mail

SKI

special skill identifier

SKO

sets, kits, or outfits

SKOT

sets, kits, outfits, and tools

SL

safety level

SM

simultaneous membership program category of personnel nonavailability report

SMOSC

secondary military occupational specialty code

SMP

simultaneous membership plan

SOCOM

Special Operations Command

SOF

special operations forces

SORTS

status of resources and training system

SOT-A

special operations team-alpha

SRSA-EU

strategic reserve storage activity-Europe

SRC

standard requirement code

SS

sole surviving family member category of personnel nonavailability report

SSC

small scale contingency

S&S

supply and service

STARC

State Area Command (now Joint Force Headquarters—JFHQ)

STRAC

standards in weapons training

TAAC

Theater Army Automation Center

tbd

to be determined

TC
transportation corps; tank commander; also temporary change of station category for personnel nonavailability report

TCS
temporary change of station

TDA
table of distribution and allowances

TDY
temporary duty

TEER
Training Events Execution Review

TERRN
tertiary reason

TF
task force

tm/TM
team; also technical manual

TML
terminal

TMT
transportation motor transport

TN
Training category of personnel nonavailability report

TNGDYREQ
training days required

TOE
table of organization and equipment

TP
temporary profile category of personnel nonavailability report

TPP
total points possible

TPFDD
time-phased force deployment data

TPFDL
time-phased force deployment list

TRADOC
United States Army Training and Doctrine Command

TSOP
tactical standing operating procedure

TT
teletypewriter

UIC

unit identification code

UNMAN

unmanned

UP

unsatisfactory participation/performance category of personnel nonavailability report

USACAPOC

United States Army Civil Affairs And Psychological Operations Command

USAFMSA

U.S. Army Force Management Support Agency

USAJFKSWCS

United States Army John F. Kennedy Special Warfare Center and School

USAMC

United States Army Materiel Command

USAMMA

United States Army Medical Materiel Activity

USAMMCE

United States Army Medical Materiel Center Europe

USARC

United States Army Reserve Command

USASFC

United States Army Special Forces Command

USASOC

United States Army Special Operations Command

USMTF

United States message text format

USP&FO

United States Property and Fiscal Officer

WPS

Worldwide Port System

ZLIN

Developmental line item number

UNCLASSIFIED

PIN 002264-000

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 236

PIN: 002264-000

DATE: 12-19-06

TIME: 10:02:40

PAGES SET: 210

DATA FILE: C:\wincomp\r220-1.fil

DOCUMENT: AR 220-1

SECURITY: UNCLASSIFIED

DOC STATUS: REVISION