

# Training and Evaluation Outline Report

Status: Approved

19 Apr 2017

Effective Date: 08 Feb 2019

Task Number: 12-CTR-1224

Task Title: Maintain the Theater Database (HRSC)

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the SSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

## Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	ATP 1-0.2	Theater-Level Human Resources Support	Yes	Yes	
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No	

**Conditions:** The Human Resources Sustainment Center (HRSC) is deployed to an active theater in support of operational forces. The supported command's operations order (OPORD) is available. The Personnel Accountability (PA) division has staff responsibility for maintaining the theater deployed database. The commander has issued his/her assessment and planning guidance for providing human resources support to units within the specified area. Unit Standard Operating Procedures (SOPs), FM 1-0 and ATP 1-0.2 are on-hand. The division has appropriate connectivity to both Non-secure Internet Protocol Router (NIPR) and Secure Internet Protocol Router (SIPR) Networks and automated personnel systems. Communications are established with the Army Service Component Command (ASCC) G1, Support Operations (SPO) Section, Theater Sustainment Command (TSC)/ Expeditionary Sustainment Command (ESC) as appropriate, and supported G1/S1s, and Personnel Accountability Teams (PATs). The HRSC is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standards:** Maintain communications with all PATs and G-1/S-1s of all supported units. Provide the ASCC G1, SPO, TSC/ESC, and HRSC divisions all specified and directed reports within the timeline established. Identify and report all units to the ASCC G1 that have a strength imbalance between DTAS and the PERSTAT IAW ATP 1-0.2. Based on the HRSCs authorized strength, 85% of the HRSCs leaders and 80% of Soldiers are present at the training. The HRSC attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures achieving a "T", fully trained.

**NOTE:** Leaders are defined as Directors, Deputy Directors, Division Chiefs, Personnel Officers, Senior HR Sergeants, and HR Technicians.

**Live Fire:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute					Assess		
Operational Environment	Training Environment (L/V/C)	Leaders Present at Training/Required	Present at Training/Required	External Eval	Performance Measures	Critical Performance Measures	Leader Performance Measures	Evaluator's Observed Task Proficiency Rating	Commander's Assessment
BDE & Above									
Dynamic and Complex (All OE Variables and Hybrid Threat)	IAW unit CATS statement.	>=85%	>=80%	Yes	>=90%	All	>=90%	<b>T</b>	<b>T</b>
		75-84%			80-89%		80-89%	<b>T-</b>	<b>T-</b>
		65-74%	75-79%		65-79%		<b>P</b>	<b>P</b>	
		60-64%	60-74%		51-64%	<b>P-</b>	<b>P-</b>		
		<=59%	<=59%		<=50%	<b>U</b>	<b>U</b>		
Dynamic and Complex (All OE Variables and Single Threat)	IAW unit CATS statement.	65-74%	75-79%	No	65-79%	<All	80-89%	<b>P</b>	<b>P</b>
Dynamic and Complex (<All OE Variables and Single Threat)		60-64%	60-74%		51-64%		<=79%	<b>P-</b>	<b>P-</b>

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

**Safety Risk:** Low

**Task Statements**

**Cue:** None

## **DANGER**

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## **WARNING**

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

## **CAUTION**

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.



Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, T-, P, P-, U										

**Missions(s) supported:**

Mission ID	Mission Title	Frequency	Recommended Interval
12-TS-9001	Conduct Human Resources Sustainment Center (HRSC) Operations	1	Annually
12-TS-9008	Conduct PA&SR/PRM/IM Division Operations	2	Semi-annually

**MOPP 4:** Sometimes

**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
	12-CTR-1223	Establish the Theater Database (HRSC)	12 - Adjutant General (Collective)	Approved

**Supporting Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
	12-BDE-0036	Conduct Personnel Accountability (S1)	12 - Adjutant General (Collective)	Approved
	12-TM-1212	Perform Transient Personnel Accountability (TG PAT)	12 - Adjutant General (Collective)	Approved

**OPFOR Task(s):** None

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
	805C-201-0010	Administer Personnel Accounting	805C - Adjutant General (Individual)	Obsolete
	805C-420-6000	Coordinate Personnel Accountability Functions	805C - Adjutant General (Individual)	Approved
	805C-420-7001	Manage Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42A-1315	Process Personnel Strength Accountability Updates	805C - Adjutant General (Individual)	Approved
	805C-42A-4041	Analyze Human Resources Planning Considerations Using the MDMP	805C - Adjutant General (Individual)	Approved
	805C-42B-6103	Report Personnel Accountability	805C - Adjutant General (Individual)	Approved
	805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved
	805C-42B-7103	Validate Personnel Accountability Procedures	805C - Adjutant General (Individual)	Approved
	805C-42H-8107	Implement Human Resources (HR) Planning and Operations Using MDMP	805C - Adjutant General (Individual)	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.1.4	Provide Personnel Information Management

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1

**Materiel Items (NSN)**

NSN	LIN	Title	Qty
No materiel items specified			

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. .

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective

clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).