

Department of the Army  
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Support Command  
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90th RSC Pamphlet 220-1

Field Organizations  
**UNIT STATUS REPORTING**

**History.** This pamphlet is new.

**Summary.** This pamphlet covers the preparation, submission, and verification of Unit Status Reports. It is to be used with the required publications listed in Appendix A.

**Applicability.** This pamphlet applies to all reporting units under the command and control of the 90th Regional Support Command. It is geared toward the actual author(s) of the Report. During mobilization, chapters and schedules contained in this pamphlet may be modified by the proponent.

**Proponent and Exception Authority.** The proponent of this pamphlet is the Plans Division, Office of the Deputy Chief of Staff for Operations. The proponent has the authority to approve exceptions to this pamphlet.

**90th RSC Pamphlet 220-1, Unit Status Reporting, applies to reporting units under the command control of the 90th RSC.**

**The pamphlet includes specific directions for reporting the non-deployability of soldiers who are required to have an approved family care plan, but don't.**

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### 2-3. Monthly Validations

Each month, reporting units must validate that there is no change to their latest quarterly report. (If there is a change, comply with paragraph 2-2 above.) MSCs will submit a memorandum to DCSOPS Operations & Training Division which validates the current (latest) USR for each reporting unit under their command. DRUs will submit a memorandum to DCSOPS Operations & Training Division which validates their current (latest) USR. The memorandum must arrive NLT the 10th of the month.

### 2-4. Security

MSCs will submit a Clearance Verification memorandum from their Security Manager which verifies the security clearance of individuals who will attend or participate in the USR verification process. Submit the memorandum, with a copy of Courier orders, to the DCSOPS Operations & Training Division to arrive NLT the first day of the quarter. A Courier order is required for individuals transporting classified materiel.

### 2-5. Funding

MSCs and DRUs will fund activities relating to preparation and/or submission of USRs.

## Chapter 3

### The Unit Status Report

#### 3-1. Contents of the Report

The USR consists of the following documents, submitted in the order listed below. Do not add or subtract any documents without prior approval of the Proponent and Exception Authority.

- a. PC ASORTS on a 3.5" diskette
- b. PC ASORTS hardcopy printout
- c. Personnel Documents
  - (1) CLAS generated Not-Available Roster
  - (2) CLAS generated Available Roster
  - (3) CLAS generated Required Positions

Roster

- (4) CLAS generated Unit Manning Report
- d. Equipment On hand Documents (not required from TDA Hospitals)
  - (1) Automated Units: SPBS-R generated Equipment Readiness List
  - (2) Manual Units: Equipment Status, Excess Equipment List, and NBC Equipment Level Calculation Worksheet

**The 90th RSC requires a monthly validation of the Unit Status Report (USR).**

**Commanders can use this monthly validation as a reminder to contact soldiers with incomplete family care plans.**

**Hint: AR 600-20, Army Command Policy, paragraph 5-5g(2), provides an AC/AGR soldier 60 days (90 days for a TPU soldier) to complete a family care plan. Any soldier listed on two consecutive USRs as non-deployable due to an incomplete family care plan should be considered for separation.**

required Personnel rosters is downloaded to all reporting units at least 45 days prior to USR submission.

## Appendix B Personnel

### B-1. Concept

a. The rules for assigning soldiers to MTOE/TDA positions differs between peacetime and wartime. The Unit Manning Report maintained in CLAS reflects peacetime positioning; repositioning soldiers by writing in position numbers on the Available Roster (see paragraph B-2e(1)) reflects wartime positioning. The Unit Status Report, as described in Chapter 1, is a snapshot of the reporting unit as if that unit had just been mobilized.

b. Some of the most common positioning differences are reflected in Table B-1. Refer to AR 220-1 and AR 140-10 for more detail.

TOPIC	USR	UMR
Subjective Qualification	yes	no
Three Character Qualification	yes	no
Limited to a One Above Two Below	no	yes
Grade Mismatch		
Double Slotting	no	yes
Assigning a Soldier to a Position for Which He is Not Qualified	no	yes
Counting a Soldier as Qualified Upon Course Completion, Before an Order is Published	yes	no
Assigning a Not Available Soldier to a Position	no	yes

**Table B-1. Positioning Differences**

c. Positioning assigned soldiers under USR rules provides the highest qualification rate possible. Personalities become irrelevant. Only availability, grade, and qualification is considered. These differences and reasons are the basis for not using the UMR as the source document for determining DMOS Qualification in the USR.

### B-2. Preparation

a. Before preparing documents listed in paragraph 3-1, update CLAS data. Ensure all assigned soldiers are entered into CLAS, and that all soldiers who are no longer assigned are deleted from CLAS. Pay particular attention to the accuracy of: rank, grade, PMOS, SMOS, AMOS, deployability restriction ends, flag code, and who is assigned to management position number 9993.

b. Generate CLAS rosters by running the current version of USR\_PCR (select Utilities then User Written), BLAS rosters by USR\_PBR.

c. Print the UMR from CLAS. (Do not make annotations, nor change the UMR to match USR positioning.)

d. Not-Available Roster. Under the column heading REASON FOR NONDEPLOYABILITY, write in the reason for soldiers who are coded N3 or

**The USR is a snapshot of the reporting unit as if it had just been mobilized.**

**Table B-1 states that soldier who are not available for mobilization will not be assigned to a duty position when preparing the USR. This rule applies to those soldiers who are required to have a family care plan, but don't.**

address the subjective qualifications in the Personnel Remarks card on PC ASORTS.

(3) If a soldier is qualified for a position in the unit, but there is no vacancy, enter a check mark for that soldier under the EXC (excess) column..

(4) If a soldier has missed more than nine unit training assemblies (UTAs) in the past year, but is not an unsatisfactory participant, annotate the reason for the low attendance under the column heading LOW UTA PERFORM.

(5) Count the number of senior grade soldiers who are matched to a position. Write the number at the top of the first page of the roster. (This is the PC ASORTS AVMOSG entry.) Count the total number of soldiers who are matched to a position. Write the number at the top of the first page of the roster. (This is the PC ASORTS AVMOS entry.)

f. Required Positions Roster.

(1) Write in the last name of the soldier matched to each position.

(2) Annotate any structure problems. Structure problems include positions appearing in CLAS that do not belong to the unit, and MTOE/TDA required positions that are missing. Line through incorrect positions, write in missing positions.

### B-3. Verification

a. If the overall readiness rating of less than C1 is due to Personnel, verify the reason code entered on PC ASORTS.

b. Ensure that the number of soldiers Required and Authorized on PC ASORTS, the UMR Summary, and the MTOE/TDA all match. Verify that the correct MTOE/TDA is used.

c. Not-Available Roster.

(1) Verify DEPLOY codes, paying particular attention to R1, R2, B1, and P1.

CODE	REASON NOT AVAILABLE
A1*	Hospitalized/Convalescent
A2*	Postpartum/Prenatal
A3*	Uncleared P3/4 Profile
A4*	Needs Emergency Dental Care
A6*	Temp Profile (cannot perform)
A8*	Expired HIV Test
A9*	No Dental Record/PANOREX
B1*	Not Completed IADT (enlisted)
B2*	Not Completed IADT (officer)
C1*	Sole Surviving Family Member
C3*	Family Care Plan Incomplete
D1*	Legal Processing/Arrest/Confine
D1*	Pending Court Action
F1*	Under Criminal Investigation
K1	Conscientious Objector
N3*	Assigned, Not Joined (from AC)
N3*	Commander's Restriction
P1	Absent Without Leave
P1	Deceased
P1	HIV Positive
P1	Pending Discharge/Separation
P1	Unsatisfactory Participant
P3	Less Than Seven Days to ETS
R1	SMP Cadet
R2	Deployed w/Unit of Attachment
*requires date restriction ends	
other SIDPERS codes are deployable	
Table B-2. Deployability Codes	

(2) Ensure DEPLOY END dates are in the future.

(3) Ensure the reason is annotated for soldiers with a code of N3 or P1.

(4) Ensure that reasons are consistent with the NONDEPS entry on PC ASORTS.

d. Available Roster.

(1) Ensure soldiers without position numbers are either designated as excess, assigned to management position number 9993, or have an ATRRS completion date entered.

(2) Ensure ATRRS completion dates are future dates.

(3) Ensure soldiers are not double slotted.

(4) Ensure soldiers with low attendance are not unsatisfactory participants. Move identified unsatisfactory participants to the Not-Available Roster.

**The 90th RSC requires that a roster of soldiers who are not available for deployment will accompany the USR.**

**Soldiers who are not available because of an incomplete family care plan will be coded "C3" on the "Not-Available Roster."**

**Note: Unit commanders would also update the soldier's record in the RLAS, placing the code "C3" into the "deployability" field for those soldiers with no individual family care plan, but who should have one.**

SGPER computations on PC ASORTS.

l. Ensure that subjective qualifications are addressed in the Personnel Remarks card on PC ASORTS.

m. Ensure MOSs entered in the 2RQPER card on PC ASORTS are five digits, and that zeros were used for digit four and five in officer shortages, digit five in enlisted shortages.

n. HQ, 90th RSC, DCSPER will:

(1) Count the number of vacant positions on the UMR. Enter the number on the UMR Summary under total vacancies.

(2) Separate the UMR Summary from the UMR. Retain the UMR for DCSPER use.

(3) Complete the DCSPER portion of the Unit Status Report Verification format.