

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Eustis, Virginia 23604-5700

TRADOC Suppl 1 to AR 220-1

19 April 2012

Administration

**ARMY UNIT STATUS REPORTING AND FORCE REGISTRATION –  
CONSOLIDATED POLICIES**

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FOR THE COMMANDER:

OFFICIAL:

JOHN E. STERLING, JR.  
Lieutenant General, U.S. Army  
Deputy Commanding General/  
Chief of Staff



CHARLES E. HARRIS, III  
Colonel, GS  
Deputy Chief of Staff, G-6

**History.** This publication is a new supplement 1 to Army Regulation 220-1, dated 15 April 2010.

**Summary.** This supplement provides policy and guidance for U.S. Army Training and Doctrine Command (TRADOC) readiness status reporting and force registration.

**Applicability.** This supplement applies to all TRADOC organizations.

**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 or waivers to this supplement that are consistent with controlling law and regulations. 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 higher headquarters to the policy proponent.

**Supplementation.** Further supplementation is prohibited without prior approval from the Deputy Chief of Staff, G-3/5/7 (ATTG-OPA-R), 950 Jefferson Avenue, Fort Eustis, VA 23604-5729.

**Suggested improvements.** Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Deputy Chief of Staff, G-3/5/7 (ATTG-OPA-R), 950 Jefferson Avenue, Fort Eustis, VA 23604-5729. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This publication is distributed through the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/>.

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Supplement Army Regulation (AR) 220-1, 15 April 2010, as follows-

Paragraph 4-3b(1)

After “(MOSQ)” in the first sentence, add the following phrase: “/Occupational Specialty (civilian personnel)”

Paragraph 4-3b(1)

After “MTOE or TDA” in the second sentence, add the following parenthetical phrase: “(plus DA approved directed military overstrength (DMO) or directed civilian overhires (DCO))”

Paragraph 4-3b(2)

At the end of this paragraph, add the following: “See paragraph 9-3a for the application of the 72 hour availability rule in the TRADOC Report.”

Paragraph 4-5b

After the second sentence in this paragraph, add the following: “If a commander/director does not have unilateral authority to change the C-Level, the approval authority (as outlined below) must be in the chain of command. TRADOC units will apply the guidelines in Table 4-0 in addition to the guidelines outlined in paragraph 4-5a when conducting subjective upgrades/downgrades:

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**Table 4-0**  
**Approval authority for the commander’s subjective changes**

Level of Command	Approval Authority		
	1-Level	2-Level	3-Level
Battalion/O-5 & Below	Unilateral	O-6/GS15 or above	DAMO-ODR
Brigade/O-6 level command/directorate	Unilateral	General Officer or SES	DAMO-ODR
General Officer/SES level of command (to include Centers, Schools and Directorates)	Unilateral	Unilateral	DAMO-ODR

TRADOC Military Police (MP) detachments will apply the guidance above. If the detachment is attached by orders to the garrison command, the post garrison commander or deputy commander (GS15) will approve 2-level changes.

GS15            General Schedule  
DAMO-ODR    Operations, Readiness, and Mobilization Directorate  
SES            Senior Executive Service

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Paragraph 4-8h(1)

At the end of the paragraph, add the following: “TRADOC units will request approval from HQ TRADOC, to begin reporting C-5. Submit requests in a memo addressed to HQ TRADOC, G-33 Readiness Division, ATTG-OPA-R, via SIPR email. All C-5 requests are CONFIDENTIAL or SECRET as described in paragraph 11-1d(3)(a).”

Paragraph 4-11d(1)

At the end of the paragraph, add the following: “the TRADOC Report is a type of Regular Report for specific use by TRADOC TDA reporting organizations.”

After paragraph 4-11, add:

*e. TRADOC units' CUSRs.* TRADOC units will submit the following reports as indicated unless otherwise directed by HQ TRADOC, G-33 Readiness Division. Monthly reports must be released to HQ TRADOC by 1600 Eastern Time NLT 18<sup>th</sup> of each month.

<b>Unit Type</b>	<b>Report Format</b>	<b>Remarks</b>
TRADOC MTOE units (e.g. Military Police Detachments; bands)	Regular Report	Submit monthly (“as of date” or “RICDA” of 15 <sup>th</sup> of each month)
TRADOC TDA units (e.g. USA Cadet Command, USA Recruiting Command, Schools, Centers of Excellence (CoE), Army Capabilities Integration Center (ARCIC))	TRADOC Report	Submit monthly (RICDA = 15 <sup>th</sup> of each month)
Deployed Units	Deployed Report	Will generally apply to MP Detachments only
Any	Change Report	As required (see AR 220-1, paragraph 4-11d(2)(a))
TRADOC TDA units (the same type units listed above for the TRADOC Report)	Generating Forces Short Report	As authorized by HQ TRADOC, G-33 Readiness Division for an exceptional circumstance when submitting the TRADOC Report is not feasible due to technical difficulties

Table 4-1, Note #3

At the end of the note, add the following: “TRADOC TDA units fitting this category will submit monthly reports as outlined in TRADOC supplement to this AR paragraph 4-11e rather than reporting quarterly as directed in AR 220-1.”

Table 4-1, Note #6

At the end of the note, add the following: “TRADOC TDA units will only submit change reports within 24 hours if an error is identified in a report that results in a significant change as defined in paragraph 4-11d(2)(a) or if a commander elects to submit a change report due to a significant change. Otherwise, changes will be identified in the next reporting cycle.”

Paragraph 7-2c

At the end of the paragraph, add the following: “Units must request permission to report against a future authorization document through the G-33 Readiness Division (ATTN: ATTG-OPA-R), to the DCS, G-3/5/7, HQ TRADOC (ATTG).”

After paragraph 7-4b, add:

*c.* Commander's may utilize any format desired to address issues/concerns within their organizations in their CUSR Commander's Comments. However, it is strongly recommended that comments be brief and that the following key points be covered for each issue/concern addressed in the Commander's Comments:

- (1) Describe the issue/concern.
- (2) Identify the specific impact on the reporting organization's mission (e.g., number of Soldier not being trained, etc.)
- (3) Identify any on-going mitigation strategies, i.e., what is being done about the issue/concern.
- (4) Identify how the higher command (e.g., CoE, TRADOC, HQDA) can assist to resolve the issue/concern.

*d.* The CUSR should not be used as the venue for addressing unfinanced requirements (UFRs). Listed below are processes that the TRADOC G-8, uses to address UFRs throughout the fiscal year (FY):

- (1) Commander's Assessment which occurs in August prior to the start of the new FY.
- (2) Mission Resource Board (MRB) which occurs after the appropriation is passed.
- (3) Funded Priority List (FPL) process which begins in the June-September time frame.

UFRs should not be an issue at the beginning of the new FY. If a reporting unit has a critical, "must fund" requirement that requires funds in the 1<sup>st</sup> Quarter (Oct-Dec) or 2<sup>nd</sup> Quarter (Jan-Mar) of the new FY, the Commander / Commandant should address them during the Commander's Assessment briefing and also coordinate with their Directorate of Resource Management (DRM) so the requirements are incorporated early into the Spend Plan (also called Phased Obligation Plan) allowing the DRM time to review/rearrange funding priorities to cover the requirement.

*e.* When considering whether to mention a UFR in the Commander's Comments, specify/differentiate whether the comments are related to garrison services, facilities, staffing, or funding and if these requirements are resourced (funded) by the TRADOC G-8, NETCOM, or IMCOM.

(1) If it is a TRADOC funded requirement and the TRADOC reporting unit's DRM does not have funds available, the reporting organization's DRM should first submit a UFR to the TRADOC G-8. After submission of a UFR, remarks in Commander's Comments about the submitted UFR must include the following:

(a) Requisition Identification Number (RECID)

(b) Dollar Amount (\$ Amt) of the UFR

(c) Impact if the UFR is not funded (e.g., how training or the Readiness Rating is impacted, the number of classes that will have to be cancelled, number of students that will have training delayed, etc.)

(2) For UFR related Commander's Comments which are directly related to garrison services, facilities, staffing or funding, units must coordinate their CUSR comments with the designated garrison representative or Deputy Garrison Commander for possible simultaneous inclusion in the installation's IMCOM report.

After paragraph 8-3b, add:

c. TRADOC units will report in accordance with this supplement paragraph 4-11e.

Paragraph 8-5c

At the end of the paragraph, add the following: "TRADOC TDA organizations will forward requests for exemption for which TRADOC has exemption authority, through the TRADOC G-33 Readiness Division (ATTN: ATTG-OPA-R), to the Deputy Commanding General, TRADOC (ATCS) for approval."

Paragraph 9-2a

After "(MOSQ)" in the second sentence, add the following: "Occupational Specialty (civilian personnel)"

Paragraph 9-2b

After "(MTOE or TDA)" in the first sentence of the paragraph, add the following: "plus DA approved directed military overages (DMO) or directed civilian overhires (DCO)"

Paragraph 9-2c

Change the first sentence in the paragraph to read: "The assigned strength reflects the personnel, both military and civilian [to include both Department of the Army Civilians (DAC) and TDA authorized Contract Man-year Equivalent (CME)] assigned to the unit by official orders or hiring action (for civilian personnel)."

After paragraph 9-2d(4), add:

(a) Reserve Component (RC) Soldiers serving on active duty for operational support (ADOS), which includes all forms of ADOS – operational, administrative, RC, contingency) will be counted as attached (not assigned) by the reporting unit. These Soldiers are assigned to their parent RC unit and cannot be considered assigned to two units at the same time. For these Soldiers to be correctly accounted for automatically by NetUSR, units must ensure that Electronic Military Personnel Office (eMILPO) records are correct. If NetUSR automatically assigns ADOS personnel (or any attached Soldier) to the reporting unit’s UIC then the eMILPO database is incorrect. Human resources personnel must ensure ADOS personnel are attached in eMILPO.

(b) ADOS Soldiers serving on orders for three or more years or serving three cumulative years within the previous four-year period, will be counted as assigned by the reporting unit, irrespective of the number of units the Soldier was assigned during the ADOS tour. That is, the clock for this rule begins when the Soldier begins the first ADOS assignment rather than when the Soldier arrives at the current unit.

(c) Members of the RC involuntarily mobilized (IAW Title 10, Sections 115 and 12302) shall be listed as attachments to the reporting (gaining) unit and counted as available but not assigned.

(d) Retiree Recall RC Admin or Retiree Recall RC Mobilized to active duty (recalled under Authority: 672, 12301) shall be listed as attached to the reporting/gaining unit and counted as available but not assigned (unless the Soldier’s mobilization orders state otherwise).

(e) Retiree Recall Active Army (AA) Admin or Retiree Recall AA Mobilized to active duty (recalled under Authority: 688) shall be listed as assigned and available to the reporting/gaining unit.

After Paragraph 9-2d(6), add:

(7) The TRADOC Report will count MR3A and MR3B Soldiers (and MR4 Soldiers should HQDA deem them unavailable in the future) as available as these Soldiers, despite being non-deployable, are available for employment to accomplish the core functions/designed capabilities for which the unit is designed. For the same reason, Soldiers listed as administratively non-available with administrative categories of FP (Family Care Plan category), PA (parental category – adoption), PD (parental category – postpartum operational deferment), LA (Lautenburg Amendment category), and SS (sole surviving family member category) according to Table 5-1 of DA PAM 220-XX will also be counted as available in TRADOC reports. The only exception to this rule is when the Soldier is not physically present (for reasons other than ordinary leave or TDY) to conduct the Soldier’s duties. For example, Soldiers admitted to a military treatment facility (MTF) as an inpatient are categorized as “absent sick status” and would not be included as available to the unit. Commanders will use their discretion for other circumstances (for example, commanders may deem Soldiers with medical conditions limiting the duty day to four hours or less as unavailable, while Soldiers with duty days limited to four to eight hours as available).

Paragraph 9-2e

After “qualified” in the subparagraph title, add the following: “and civilian occupational specialty (OS)”

Paragraph 9-2e(1)

After “currently slotted” in the first sentence of the paragraph, add the following: “and the civilian personnel filling TDA, TRAP or DCO required positions.”

Paragraph 9-2e(1)

Change the second sentence of the paragraph to read: “The available MOSQ/OS percentage by duty position is calculated by dividing the number of available (assigned and attached) Soldiers considered MOSQ for their duty positions and civilians filling a TDA, TRAP or DCO required position by the required strength.”

Paragraph 9-2e(1)

After the sixth sentence of the paragraph, add the following: “Likewise, civilian overages assigned against specific TDA paragraph and line personnel requirements will not improve this strength calculation.”

After paragraph 9-2e(2), add:

(3) For CUSR purposes, unlike the MOSQ requirement for Soldiers, civilians are always considered “qualified” for the position they have been hired to fill. Unlike military slotting rules, commanders do not slot civilians in positions above or below their current grade, even if there are overages within the grade and shortages in the same series at a lower or higher grade. Therefore, in the TRADOC report, the Civilian Occupational Skill metric for a reporting organization is calculated by subtracting identified total civilian overages for a reporting organization from the total work force available and dividing the resultant by the total civilian personnel requirement.

Paragraph 9-2f

At the end of the paragraph, add the following: “There is no senior grade calculation for civilian personnel.”

Paragraph 9-2g

After “DMOSQ” in the first sentence of the paragraph, add the following: “/OS”



## Paragraph 9-2h(6)

At the end of the paragraph, add the following: “TRADOC units will always select “Deploying with unit” and update the field as appropriate should a TRADOC unit be ordered to deploy and the deployment date approaches. Soldiers in TDA units who would otherwise be considered non-available in accordance with this AR (e.g. medically or administratively non-available regardless of the category as stipulated in this supplement paragraph 9-2d(6)) shall be counted as “not deploying.””

## Paragraph 9-3a

At the end of the paragraph, add the following: “TRADOC TDA units will also include as available any required equipment that the unit does not have on hand, but has available to it for training through consolidated weapons pools, formal memorandums of agreement or understanding, and any other formal agreement that allows the reporting unit to conduct training with equipment assigned to another unit but routinely available to the reporting unit. Units will report such equipment as available by using the add equipment function (indicating that the equipment is “borrowed” from another unit) on the equipment inventory page of NetUSR.”

## Paragraph 9-3a(1)

At the end of the paragraph, add the following: “Using the following definitions of Equipment Readiness Codes (ERCs) and considering their unique TDA mission, Commanders will assign an ERC to every LIN of equipment listed on their TDA. The results will be consolidated into an Equipment List by ERC. This list must be approved by HQ TRADOC G-33. Units will use the TRADOC G-33 approved ERC list for completing the CUSR in NetUSR. Units will also ensure that any ERC changes that occur after the annual ERC review process for a specific LIN must be validated by the TRADOC staff. Submit such changes to Readiness Division (ATTG-OPA-R), G-33, TRADOC.”

After paragraph 9-3a(1), add:

(a) *ERC P – Pacing*. The item is a mission critical ERC A (see below). Training cannot be conducted without these items.

(b) *ERC A*. 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. These items have a major impact on training but the unit can conduct some training.

(c) *ERC B*. The item is auxiliary equipment. These are items which supplement ERC A items or take the place of ERC A items if they become inoperative. Training can continue.

(d) *ERC C*. The item is administrative support equipment. ERC C items support the assigned operational missions and tasks. Training can continue.

(e) Code all obsolete LINs (see SB 700-20, app E) authorized by DA to be on the TDA as ERC B or C.

(f) Code as ERC B or C all LINs that have been previously approved for deletion by the US Army Force Management Support Agency (USAFMSA) but remain on the current or subsequent fiscal year TDA.

(g) TRADOC commanders of TDA units will review and update their equipment readiness coding on an annual basis, at a minimum, as programs of instruction (POI) change. G-3/5/7 (TOMA) with assistance from G4, HQ TRADOC will validate the coding.

(h) Following the review and update of the equipment readiness coding, TRADOC activities should submit DA 4610-Rs, Equipment Changes in MTOE/TDA, to TRADOC G-8, MFAD for submission and consideration at the DA Equipment Review and Validation Board (ERVVB).

After paragraph 9-3e(2)(h), add:

(i) In TRADOC TDA units, when the standard LIN of equipment is not available, often, a training device or commercial off-the-shelf (COTS) piece of equipment is obtained or issued to accomplish the same mission. Reporting in lieu of (ILO) equipment will not prevent the unit from receiving the standard piece of equipment when it becomes available. For example, a unit is authorized a tactical vehicle on their TDA and that vehicle is not available. The unit may obtain a non-tactical vehicle (NTV) to accomplish that same mission. This example is further compounded by rules for property accountability when using GSA vehicles. Even though the GSA vehicle may not be recorded on the commander's property book, it still empowers mission accomplishment and will be reported as on hand ILO the tactical vehicle for USR reporting purposes.

Paragraph 9-4d

At the end of the paragraph, add the following: "TRADOC TDA units' ERC coding as described in this supplement, paragraph 9-3a, will drive the R-level. Data from LINs selected as pacing items (ERC P) on the equipment fulfillment page for the S measurement will automatically be carried forward to the equipment readiness page to compute the R measurement. The number of pacing items used as Maintenance Trainers will be deducted from the on hand quantity (Maintenance Report Column). These maintenance trainers may be constantly non-mission-capable (NMC) and should not drive the Commander's R measurement. The number of pieces of equipment remaining (used as the Army intended) will be the possible hours or days for that LIN. Units will determine the amount of available hours/days and record in the hours/days column on the readiness page. All other ERC LINs are not intensely managed or itemized by the NetUSR software. Paragraph 9-4 states the readiness of reportable equipment must be reported. Readiness on reportable equipment must be reported using the Army Maintenance Management System (AMSS), but not in the CUSR for TRADOC TDA units. TRADOC TDA units will report equipment readiness on all pacing (ERC P) and ERC A LINs. TRADOC Units are not required to report equipment readiness on ERC B or C LINs of equipment. Since the NetUSR software automatically displays LINs selected as pacing for the R

measurement, only the readiness of ERC A LINs of equipment must be managed off-line. Most Units maintain feeder reports to track the possible and available days/hours for ERC A LINs of equipment during the reporting period. This data is consolidated and recorded in the R level box (non-pacing Items box). The combination of pacing item and ERC A LINs of equipment will drive the Commander's R measurement."

After paragraph 9-4d, add:

*e.* Should a UFR impact the R-level, elaborate on the UFR in the Commander's Comments section in NetUSR including the RECID, dollar amount and impact on the mission if not funded.

Paragraph 9-5c(4)

At the end of the paragraph, add the following: "TRADOC reporting TDA units will select "N/A" in the "Tactical/Maneuver or Technical" column for all unit levels that do not apply. For example, there are no battalions, companies, platoons, sections, or crews in a CoE HQ element, so these HQs reporting units will select "N/A" for the proficiency at these levels. Additionally, the unit proficiency levels are intended to indicate the unit's general progress in building proficiency and meeting ARFORGEN training goals. Therefore, TDA units should assess any appropriate level (e.g. individual, company, battalion, staff) as a T as TRADOC TDA units are executing the mission every day and are not associated with an ARFORGEN phase."

After paragraph 9-5c, add:

(6) TRADOC TDA units will report in the MET assessment the specific TRADOC core function (or TRADOC task) that each unit MET is aligned with.

After paragraph 9-5c(5), add:

*d.* Should a UFR impact the T-level, elaborate on the UFR in the Commander's Comments section in NetUSR including the RECID, dollar amount and impact on the mission if not funded.

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In Appendix A, References; Section II, Related Publications, add:

**TRADOC Regulation 1-11**  
Staff Procedures

**TRADOC Regulation 25-35**  
Preparing and Publishing United States Army Training and Doctrine Command Administrative Publications

In Glossary; Section I, Abbreviations, add:

AA	active army
ADOS	Active Duty for Operational Support
AMSS	Army Material Status System
COTS	commercial off-the-shelf
DCO	directed civilian overhires
DMO	directed military overstrength
DRM	Directorate of Resource Management
eMILPO	electronic military personnel office
ERVB	equipment review validation board
FPL	funded priority list
GSA	General Services Administration
IMCOM	U. S. Army Installation Management Command
MFAD	Manpower and Force Analysis Directorate
MRB	Mission Resource Board
MTF	military treatment facility
NETCOM	Network Enterprise Technology Command
NMC	non-mission-capable
NTV	non-tactical vehicle
POI	program of instruction
POM	program objective memorandum
RECID	Requisition Identification Number
RM	resource manager
TOMA	Training Operations and Management Activity
UFR	unfinanced requirement