

Field Organizations

UNIT STATUS REPORTING

Summary. This regulation establishes reporting requirements and provides guidance for submitting the status of Army National Guard (ARNG) units according to the Status of Resources and Training System (SORTS), RCS; JCS-1-03.3-1.

Applicability. This regulation is to be used in conjunction with AR 220-1 and NGB Pam (AR) 220-2. ARNGR 220-1 is applicable to all Unit Status Reporting Army National Guard units.

Impact on New Manning System. This regulation does not contain information which affects the Unit Manning System.

Internal Control Review. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the National Guard Bureau (NGB-ARR), Washington, DC 20310-2500.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: NGB-ARR, Pentagon, Washington, DC 20310-2500.

**Chapter 1
General**

1-1. Purpose

This regulation establishes Army National Guard (ARNG) policy and procedures for unit status reporting not contained in AR 220-1. It provides guidance on requirements unique for reporting the status of ARNG units according to the Status of Resources and Training System (SORTS).

1-2. References

a. Required Publications.

(1) AR 220-1, Unit Status Reporting. (Cited in the Applicability statement, paras 1-1, 2-2b, 3-1a, 3-2, 4-5b and d, and 4-7e.

(2) AR 380-5, Department of the Army Information Security Program. (Cited in para 2-1.)

b. Related Publications. A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

(1) AR 380-380, Automation Security.

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(2) SB 700-20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items.

(3) NGR (AR) 380-380, Automation Security.

(4) NG Pam (AR) 220-2, Readiness Action Plan/Status of Resources and Training System (SORTS).

1-3. **Explanation of abbreviations**
Abbreviations used in this regulation are explained in the glossary.

1-4. **Responsibilities**
State Adjutants General will ensure all subordinate units develop and update plans, with achievable milestones, for attaining an overall C-level equal to assigned Authorized Level of Organization (ALO).

Chapter 2 General Reporting Instructions

2-1. **Retention of Reports**
Unit Status Report (USR) work copies (DA Forms 2715-R/USRIN Disk), with supporting data, will be retained on file by the reporting unit until the automated USR Report (HUS-231) is received from the Office of The Adjutant General (OTAG). Units will compare the work copy with the automated report, resolve discrepancies and ensure corrections are made at higher headquarters when required. Units will destroy work copies IAW AR 380-5 when reconciliation has been accomplished and correct data has been reported.

2-2. Submission of reports

a. Army National Guard Unit Status Reports are submitted

quarterly as of 15 January, 15 April, 15 July and 15 October. States will submit reports to arrive at the National Guard Bureau, ATTN: NGB-ARR not later than the 25th day of the reporting month. Reports will be transmitted via AUTODIN with Routing Indicator RUEWARR and Content Identifier AGHA.

b. All federally recognized Modified Table of Organization and Equipment (MTOE) units and designated Tables of Distribution and Allowances (TDA) units from AR 220-1 (app D), with a UIC ending in AA, will submit a regular quarterly report.

c. States will report newly organized units although not registered in the state organizational data base. This may be accomplished through an "off line" AUTODIN message or by forwarding a copy of the USR by mail to NGB-ARR.

2-3. Special reporting instructions

a. Units undergoing Department of the Army directed resource changes will report C-5 when authorized by National Guard Bureau (NGB).

b. The State Adjutants General will notify NGB-ARR as soon as they are aware of a force structure action that will cause a unit to drop below an overall C-3. Requests to report C-5 will be submitted, with full justification, IAW NG Pam (AR) 220-2 (app B), and must identify specific shortcoming in the applicable major resource area. In addition, any unit granted C-5 authority will develop a plan establishing dates when shortcomings will be overcome and a C-3 status

achieved. This plan will include achievable milestones in the format outlined in paragraph 4-7.

2-4. Processing Unit Status Data on Micro-Computers

a. The Automatic Data Processing System Security Officer (ADPSSO) will ensure that the provisions of AR 380-380 are in place and understood by the user before any unit status data processing takes place on a micro-computer. Further, the ADPSSO will ensure that the accreditation signature authority for that micro-computer is fully cognizant of all circumstances surrounding the processing of unit status data.

b. USR status processing areas that have not been accredited as a critically sensitive-3 secured site according to AR 380-380 will be managed according to the following procedures for processing classified unit status data on micro-computers.

(1) Ensure that the micro-computer is located in an area that can be physically secured during processing, is inaccessible to unauthorized personnel, and is blocked from observation through windows, doorways or other observation points.

(2) Ensure that no unit status data is transferred to, stored or otherwise placed onto nonremovable disk or diskette.

(3) Ensure that any disk or diskette containing unit status data is externally marked CONFIDENTIAL.

(4) Provide diskettes containing CONFIDENTIAL data the same protection afforded other classified material, to include placing them into an approved classified storage vault or safe, during non-processing periods.

Chapter 3

Instructions for reporting units

3-1. Personnel data

a. Assigned personnel enrolled in Senior Reserve Officers' Training Corps (ROTC) Basic, MS I or II Programs will be included in the assigned strength personnel computations. They will be counted in available strength, military occupational specialty (MOS) trained, and senior grade computations if they meet the requirements of AR 220-1 (paras 3-6c, 3-6d(3), 3-6e, and app E).

b. Assigned personnel enrolled in a Senior ROTC Advanced, MS III or IV, Program holding membership as Simultaneous Membership Program (SMP) will be included in the assigned strength of the unit. They will not be reported as available strength, MOS-trained, nor as senior grade personnel.

c. Soldiers attending active component or state operated Officer Candidate Schools (OCS) or soldiers attending warrant officer commissioning programs will be included in assigned strength. They will not be reported in available strength, MOS-trained nor senior grade.

c. Personnel turnover percentages will be based on the three month period preceding the "AS OF" date of the report.

3-2. Composite reports

Composite reports of major organizations with a UIC ending in FF will be prepared IAW AR 220-1. However, commanders of FF level organizations which have not been authorized to report C-5, but have a sufficient number of subordinate

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units reporting C-5 so as to adversely effect mission accomplishment, should consider requesting authority to report an overall status of C-5 on the composite report. Such requests must be submitted sixty (60) days prior to the reporting period in which C-5 is desired.

3-3. Project overall level

If the overall C level of a unit is below its Authorized Level of Organization (ALO), block 44 of the K card must be completed and the projected date the C level will equal the ALO must be entered in blocks 45 through 50.

3-4. Required remarks

a. All USR remarks, except for the REASN data label, are mandatory for all reporting units. REASN remarks are only required for subjective upgrades or downgrades and will not be used as an extension of the READY remarks. Units will use Required, Authorized, and Available MOS Trained Strength when reporting MOS shortages on MSPER remarks.

b. All narrative remarks must provide sufficient detail to fully define the shortcomings that degrade the status of the unit. On composite reports, a narrative remark is required on appropriate remarks data label, if any unit's measured resource levels decreases from that submitted in the last report. The reason or cause for the decrease will be addressed. Remarks such as "SEE SUBORDINATE UNITS REMARKS" are unacceptable on composite report remarks.

c. Starting in block 64 of line 3 on the PSPER RA1 remark card, units will report the number of SMP personnel, the number of personnel on or awaiting Initial Training (IT), and those awaiting second phase of Split Option

Training (SOT) using the following format: SMP 06 ON IT 0017 AWAITING IT 004 SOT 0011.

NOTE: Initial Training (IT) includes Initial Active Duty Training (IADT) and Initial Entry Training (IET) as these terms are synonymous.

d. Units without reportable equipment will enter: UNIT NOT AUTH REPORTABLE EQUIP.

e. Composite reports will include in ESRAT remarks, as a minimum, the 15 most critical C-4 LINS using the format (LIN.REQ.AUTH.OH) and an assessment of the command's NBC resources. Comments on the effect of NRLIN are required if the commander considers it a limiting factor in completing the units wartime mission.

Chapter 4 Readiness Management

4-1. State Readiness Committee

All states, the Commonwealth of Puerto Rico, District of Columbia, and territories will organize and maintain a State Readiness Committee chaired by a General Officer. Specific duties and responsibilities are contained in NG Pam (AR) 220-2, chapter 12 and appendix J.

4-2. Quarterly Readiness Brief

The Adjutants General of states with brigade size and larger organizations may periodically be invited to have the commanders of selected commands brief unit readiness to the Director, Army National Guard. This briefing will be conducted during the ARNG Quarterly Force Readiness Committee meeting held to address ARNG readiness issues and trends. In addition, major command briefings may be requested from the state's

Adjutant General during an NGB readiness visit. These briefings will focus on the state's major command readiness status and related readiness issues.

4-3. Mobilization Readiness goals

a. Mobilization Readiness Goals announced by the Director, Army National Guard become the responsibility of each level of command to attain. Annual objectives to support goal achievement will be published by NGB-ARR for each fiscal year. The procedures outlined in paragraph 4-5 should be used to attain stated objectives.

b. State readiness committees will review the commander's readiness goals and objectives and assist where necessary. The goals and date must coincide with the projected rating and date given on last USR.

c. Units having a resource shortfall that is not within the states capability to correct, or where a specific resource availability date cannot be established, will forward a synopsis of assistance requirements through the state Readiness Committee to NGB-ARR for resolution.

4-4. Management of C-4, C-5 Units
NGB goal for all ARNG units is to achieve an overall ready status. Emphasis will be placed on intensive management of all ARNG units reporting category C-4 and C-5 status. Commanders are required to assess their units and develop realistic and attainable plans with milestones for achieving a ready status. State Readiness Committees will assist in improving unit readiness. These committees are a vehicle for identifying readiness inhibitors and applying available state controlled resources to correct deficiencies.

Through the State Readiness Committees, Adjutants General must review unit plans and assist units in attaining stated goals. States will employ all available means, such as the Equipment Readiness Analysis (ERA) program, directed recruiting efforts, and unit re-stationing where appropriate. States that do not have the assets to bring a unit to a ready status, will seek specific assistance from NGB.

4-5. Instant unreadiness policy

a. In some instances, force modernization in the ARNG causes a disparity between documented resource requirements and resource availability resulting in a biased unit status reporting system. This condition is known as instant unreadiness. Department of the Army has established a policy to manage instant unreadiness in both the active and reserve components. The ARNG policy to manage instant unreadiness, incorporating DA guidance, focuses attention on units that have current readiness problems due to documentation and prevents diversion of currently available resources to fix out year documentation problems. This policy is not intended to mask any loss of capability which would degrade actual readiness, but is designed to enable better coordination of resources and documentation to Unit Identification Code level of detail. The desired result is to eliminate the bias reflected through artificially lowered C-levels on the Unit Status Report.

b. In-lieu-of (ILO) items.

IAW Para G-4, AR 220-1, units will report older equipment-on-hand, to include commercially obtained items, ILO new equipment LINS required by a MTOE change but not available. Commanders may designate ILO Items. When an item

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is designated ILO an equipment LIN, the required LIN should concurrently be on order.

c. Substitute items. SB 700-20, appendix H, will be used as the sole authority for substitute items of equipment. When a substitute item is on hand the MTOE required LIN cannot be ordered. The LINs are considered interchangeable. Recommendations to include an item in SB 700-20 will be sent to NGB-ARL.

d. Nonreportable items. Guidance for identifying LINs as nonreportable is contained in AR 220-1 and NGB Pam (AR) 220-2. The authority to designate a LIN nonreportable is delegated to the Adjutants General as recommended by the State Readiness Committee; however, compliance with above references must be ensured.

4-6. C-4 reporting

C-4 units require additional resources and/or training to accomplish the assigned mission. These units, through the OTAG, will submit a realistic and attainable plan with timetable for achieving C-3 according to ARNG established goals. C-4 Milestone Report for each unit will be forwarded to NGB-ARR within 60 days of entering C-4 status. The report will be updated annually from the date of original submission. C-4 milestone reports will be according to appendix A and will include the following information:

a. Commanders assessment defining milestones, with specific events and dates to achieve a ready status.

b. State Readiness Committee's review and approval of commander's plans for achieving required resource levels.

c. A detailed synopsis of

assistance required from higher headquarters.

4-7. C-5 reporting

A C-5 category unit cannot perform its entire mission due to a Department of the Army and National Guard Bureau directed restructuring action or modernization program.

a. NGB, with DA DCSOPS approval, will direct major combat organizations (UIC ending in FF) undergoing significant force structure changes to report C-5 for a specified period. C-5 will be reported until a C-3 level is attained for the composite report. Coordination between the state and NGB is required for C-5 reporting authority. The state will ensure a request for C-5 reporting is prepared by the unit, endorsed by the state and forwarded to NGB-ARR-R. Requests will contain the following information:

(1) The commanders assessment on the nature of the reporting constraints, time required to remain C-5 with a projected date to achieve overall C-3 status.

(2) The degrading effect on personnel assigned, available, MOS trained, senior grade and projected date to achieve a C-3 personnel level.

(3) The equipment on hand shortfalls by LIN, Required, Authorized and On-Hand with the number required to achieve C-3 level of fill.

b. Units with UIC ending in AA warranting a C-5 status will request authority from NGB to report C-5 prior to USR reporting period. Requests to report C-5 will include the nature of the reporting constraint and how long it will be necessary to report C-5 (date unit expects to achieve overall C-3 status).

(1) State's request for C-5 reporting authority will contain the information in the C-4/C-5

Milestone Report format at appendix A.

(2) Requests are to be submitted through the OTAG to NGB-ARR-R, Pentagon, Washington, DC 20310-2500.

c. The State Readiness Committee will review and reevaluate the status of each C-5 reporting unit semiannually. The committee will notify NGB-ARR of its findings. NGB will extend or terminate C-5 authority based on state reevaluations.

d. Once a unit enters a C-5

status it must remain in this status until it is C-3 or better in its overall reporting status.

e. All correspondence requesting C-5 authority will be classified CONFIDENTIAL according to AR 220-1.

APPENDIX A
MILESTONE REPORT FORMAT

(C-4) (C-5) MILESTONE REPORT (RCS: ARNG-227)

I. GENERAL

UNIT: _____ UIC: _____ TPSN: _____

AS OF DATE: _____ DAMPL: _____

BEGINNING (C-4) (C-5) DATE: _____ PROJECTED (C-4) (C-5) END DATE: _____
(Circle One)

ALO: _____ AVAIL PERS (C-LEVEL) _____

ASSIGNED STRENGTH _____ MOS TRAINED (C-LEVEL) _____

REQUIRED STRENGTH _____ SR GRADE (C-LEVEL) _____

EQUIP ON HAND (C-LEVEL) _____

EQUIP READINESS (C-LEVEL) _____

TRAINING (C-LEVEL) _____

MAE % _____

II. PERSONNEL

	# AVAIL	# REQ	PERCENT	# BY MOS NEEDED TO ACHIEVE C-3
AVAIL STRENGTH	_____	_____	_____	_____
MOS TRAINED	_____	_____	_____	_____
SR GRADE	_____	_____	_____	_____

III. EQUIPMENT-ON-HAND

ERC-A EQUIPMENT SHORTAGE LIST (See Note Below)

LIN #	RQRD #	OH #	RQRD # FOR C-3	DATE OF MOST RECENT REQUISITION	REMARKS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

NOTE: Identify PI's by an asterisk next to the LIN #, (EX: *T59482). All ERC-A LINS which are not at a C-3 level of fill should be listed. Do not list nonreportable/exempt LINS. Use a continuation sheet if necessary.

IV. EQUIPMENT READINESS

(See Note Below)

LIN #	ER %	# DAYS/HR's NFMC	REASON NFMC			PROJECTED GET WELL DATE
			S	M	E	

ER COMMENTS

NOTE: Only list ERC-A LINs which are below C-3 level.

NFMC - Not Fully Mission Capable

S - NFMC for Supply

M - NFMC Maintenance

E - NFMC Equipment

(Place an "X" in the appropriate reason code.)

V. TRAINING COMMENTS

VI. CORRECTIVE ACTION PLAN

UNIT: _____ UIC: _____ TPSN: _____

AS OF DATE: _____

MILESTONES

START DATE	ACTION (WHAT WILL BE DONE)	PROJECTED DATE COMPLETION
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

NOTE: MILESTONES must address WHAT must be done by WHEN, to raise resource area(s) to a C-3 status.

VII. ASSISTANCE REQUIRED FROM NATIONAL GUARD BUREAU

- 1.
- 2.
- 3.

Glossary

ADPSSO

Automatic Data Processing System
Security Officer

ALO

Authorized Level of Organization

ARNG

Army National Guard

ERA

Equipment Readiness Analysis

ILO

in lieu of

IADT

Initial Active Duty Training

IET

Initial Entry Training

IT

Initial Training

MOS

military occupational specialty

MTOE

Modified Table of Organization and
Equipment

NGB

National Guard Bureau

OTAG

Office of The Adjutant General

OCS

Officer Candidate School

SOT

Split Option Training

TDA

Table of Distribution and Allow-
ances

UIC

Unit Identification Code

USR

Unit Status Report

ROTC

Reserve Officers' Training Corps

SMP

Simultaneous Membership Program

BY ORDER OF THE CHIEF, NATIONAL GUARD BUREAU:

DONALD BURDICK

Major General, USA

Director, Army National Guard

Official:

HUBERT S. SHAW, Jr.

Colonel, USA

Executive, Army National Guard

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