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MEMORANDUM FOR Military Personnel Management Officers of all States, Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia

SUBJECT: Personnel Readiness Campaign Message 1 – Army National Guard (ARNG) G1 Personnel Readiness Improvement Plan

1. Purpose. Improving Soldier and unit personnel readiness is the number one priority of the ARNG senior leadership. In order to achieve this, personnel in the States and Territories must immediately focus on improving data quality, Unit Manning Roster (UMR) management, and medical readiness. By the end of FY12, success will be measured by showing overall personnel readiness improvement of Soldiers and units in their available year, train ready year three, and train ready year two of ARFORGEN.

2. Background. Several initiatives are currently focused on addressing personnel readiness. The G1 has collaborated with the G3 to expand the ARNG Readiness Improvement Program (ARIP), which hosts workshops with State personnel to manage requirements and clean up data. Through the Personnel Readiness (PR) study, the G1 has identified that by targeting specific areas, we can immediately improve personnel readiness. The areas outlined in this memorandum are the next steps in an ongoing PR Campaign to improve Soldier and unit readiness.

4. Improve Data Quality. Our immediate focus will be directed towards updating SIDPERS data discrepancies to include Pay Per PEBD discrepancies, outdated SIDPERS codes, PMOS and DMOSQ mismatches, improper slotting of 09R, 09S, 09W, and 09T, and DMOSQ completed but not coded in SIDPERS (e.g. Officer Candidates who have not completed BOLC). In order to ensure correct usage of the 999M code, we have redesigned the Position Excess Code table and redefined the code based on feedback from the medical community. Enclosure 1 provides more details to address these data quality priorities.

5. Improve UMR Management. Improve personnel readiness through effective UMR management – getting *back to the basics* by reviewing the Unit Status Report (USR) and ensuring corrective personnel actions are taken. The ARNG G1 has developed Formation View, which is available through the Director's Personnel Readiness Overview (DPRO), to assist in this requirement. This tool enables the Unit Commander or Readiness NCO to view unit vacancy requirements and make informed decisions to fill valid vacancies with qualified and fit for duty Soldiers. A beta version of Formation View is currently available to all users with updates planned over the next two months.

6. Improve Medical Readiness. The Director, ARNG (DARNG) outlined a goal to reach and surpass 82% medically available Soldiers, with the top priority of addressing the Medical Readiness Category (MRC) 4 population. Numerous Medical Management programs are available to continue to increase the number of medically ready Soldiers. In an effort to improve overall Medical Readiness, the Office of the Chief Surgeon has developed a "Way Ahead Plan" (Enclosure 2).

7. Personnel Readiness Policies. Over the past year, many policies have been distributed to provide guidance on personnel management. Enclosure 3 of this memorandum contains a comprehensive list of important references that will support you in addressing personnel readiness priorities. New messages and products are continuously being developed and will be distributed in the future. Personnel policies and additional G1 resources are accessible through the ARNG G1 Personnel Gateway (https://g1arng.army.pentagon.mil).

8. Way Ahead. We are in the process of developing a comprehensive PR Campaign Plan that will be distributed in FY13 to communicate additional methods and tools to achieve and sustain a higher level of personnel readiness. This plan will include a wide range of best practices to provide personnel managers with tools and action plans to address readiness areas. The plan will also equip personnel to engage in long term approaches such as precision recruiting, quality retention, and reducing Skill Level 10 Vacancies. The PR Campaign Plan team is engaging with subject matter experts across several communities to collect information. If you have personnel management and readiness improvement best practices, please email arngg1.gateway@us.army.mil.

9. Primary point of contact for this message is Mr. Ronald Schultz, Personnel Readiness Initiatives, 703-607-7104 or Ronald.M.Schultz@us.army.mil.

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3 Enclosures
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