

LEADER'S DASHBOARD JOB AID

This Job Aid empowers Senior Leaders and HR Professionals to access standardized reports derived from IPPS-A data within the Service for Analytics and Business Intelligence Reports (SABIR) Leader's Dashboard tool.

The Leader's Dashboard facilitates informed decision-making, bolsters readiness, and aligns with a unified common operating picture. This minimum viable product (MVP) is developed through an Agile software development methodology.

The Personnel Status (PERSTAT) Report provides a rollup of daily duty statuses for your Members.

The deployability area provides Leaders a snapshot of their non-deployable and non-available population.

The Personnel Readiness Summary (PRS) and PRS Tier 1 provide leaders a snapshot of their organization's personnel readiness health. Users can quickly see their non-compliance percentage of several key readiness categories.

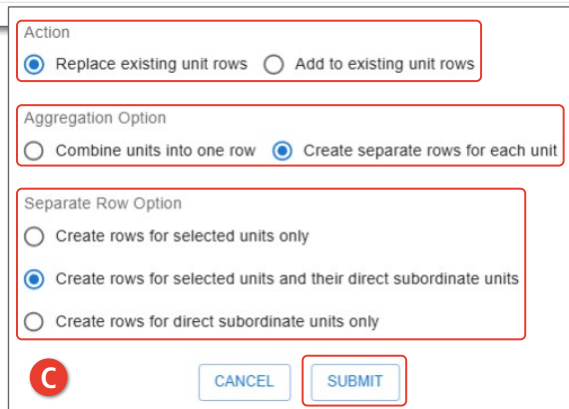
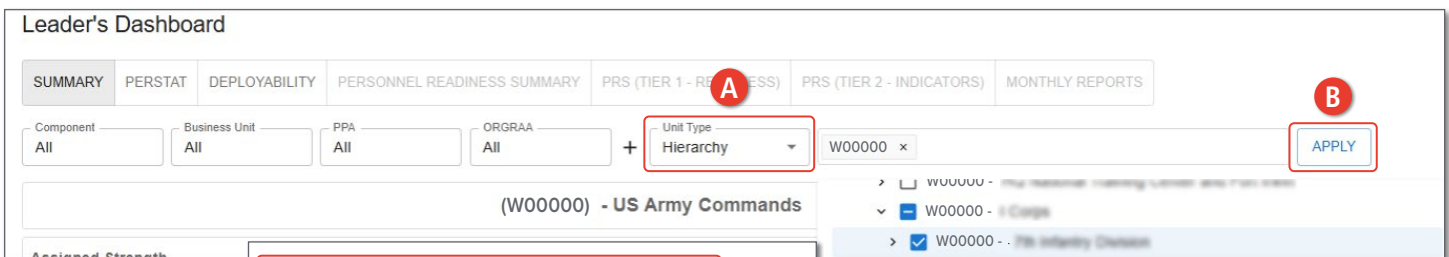
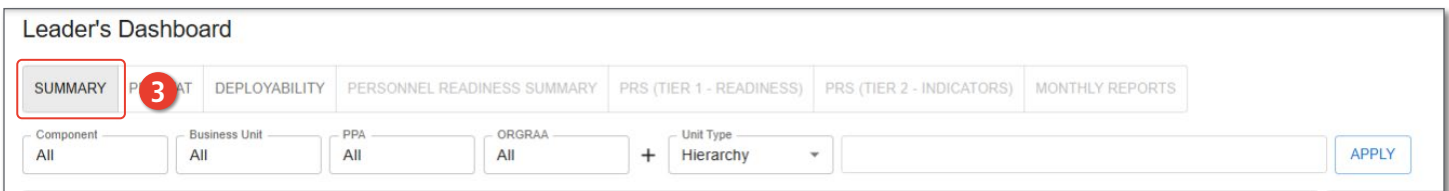
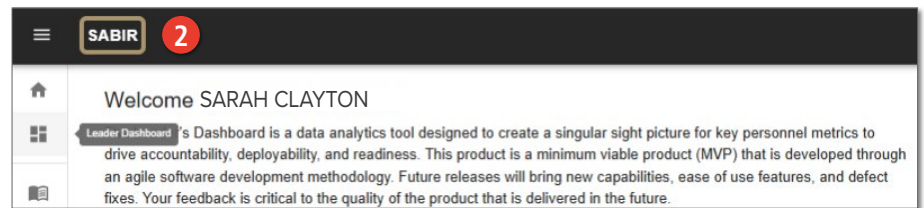
Future releases will bring new capabilities (listed below), ease of use features, and defect fixes.


- Personnel Readiness Summary Tier 2
- Monthly Reports

*NAVIGATION: [Manager/HR Professional Homepage](#) >
[Leader's Dashboard Tile](#)*

Summary

1. Navigate to the **Leader's Dashboard** Tile.
2. Screen displays the homepage; Select **Leader's Dashboard** icon.
3. Screen displays Leader's Dashboard **Summary** Tab:
 - 3A. Select **Hierarchy** in the **Unit Type** dropdown; Make applicable selection.
 - 3B. Select **Apply**.
 - 3C. Window displays; Make applicable selections for **Action, Aggregation Option, and Separate Row Option**; Select **Submit**.



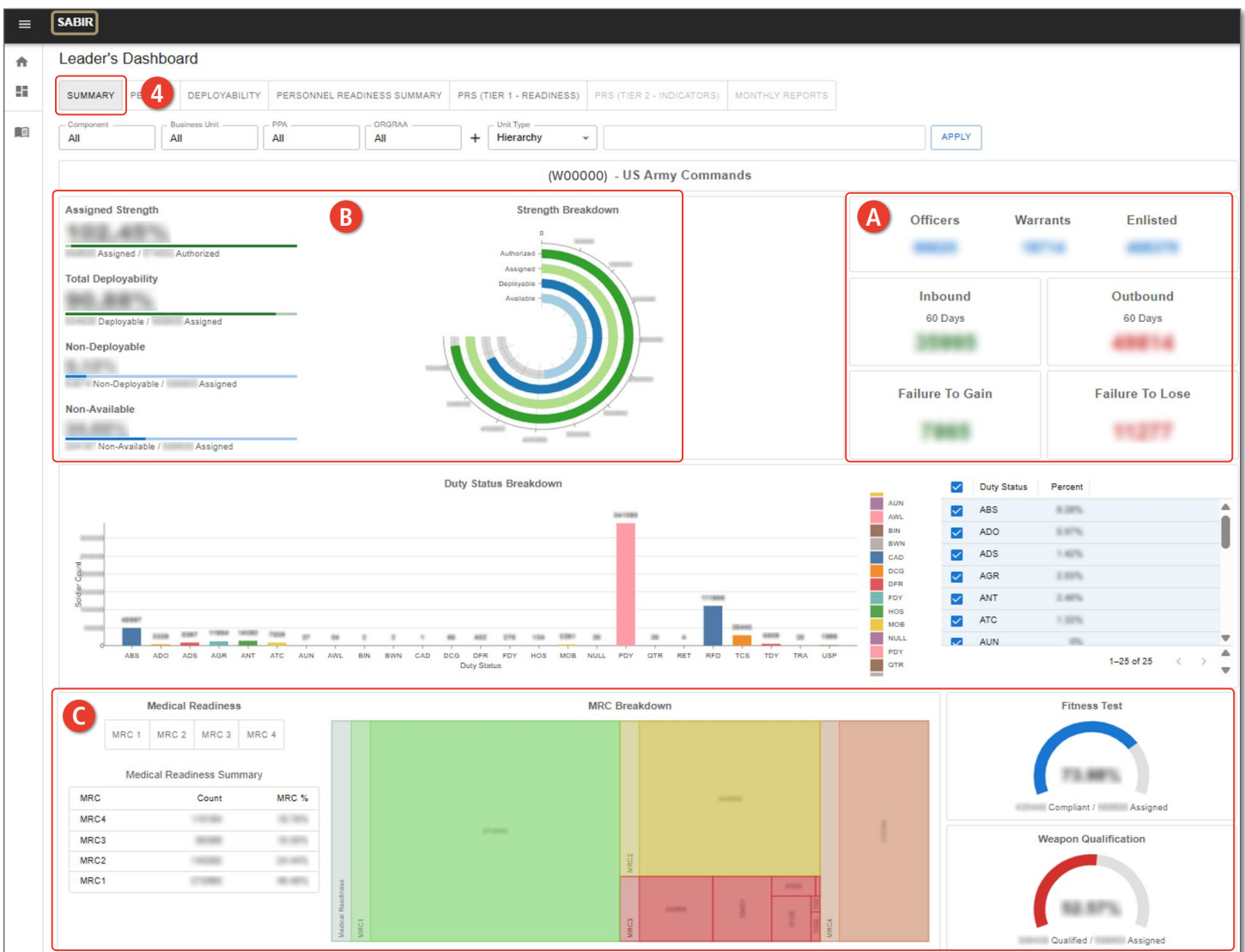
 **NOTE:** Users can create rows only for the selected units, include both the selected units and all subordinate units, or include only the subordinate units without a parent unit.

Summary CONTINUED

- 4. Provided are details under **Summary**.
 - 4A. This section displays summary statistics for key metrics for the unit and selected sub-units.
 - 4B. This section displays a summary view of personnel readiness data, including assigned strength, deployability, and 60-day gain/loss projections.
 - 4C. This section displays a detailed breakdown of medical readiness and HR metrics.



NOTE: Users can select the Inbound button to retrieve gaining members preferred email and phone number information.



The screenshot shows the 'Leader's Dashboard' for 'SABIR' with the 'SUMMARY' tab selected. A red box labeled '4' highlights the 'SUMMARY' tab. Below the navigation bar, there are filters for Component, Business Unit, PPA, ORGRAA, and Unit Type. The main content area is titled '(W00000) - US Army Commands' and is divided into several sections:

- Assigned Strength:** A section with four progress bars for Assigned, Total Deployability, Non-Deployable, and Non-Available. A red box labeled 'B' highlights this section.
- Strength Breakdown:** A donut chart showing the distribution of personnel across categories: Authorized, Assigned, Deployable, and Available.
- Personnel Status Summary:** A table with columns for Officers, Warrants, and Enlisted, and rows for Inbound/Outbound 60 Days and Failure To Gain/Failure To Lose. A red box labeled 'A' highlights this table.
- Duty Status Breakdown:** A bar chart showing the distribution of personnel by duty status. A legend on the right lists various duty statuses like ABS, ADO, ADS, etc. A table on the right shows the percentage for each status.
- Medical Readiness:** A section with a table for Medical Readiness Summary and a stacked bar chart for MRC Breakdown. A red box labeled 'C' highlights this section.
- Fitness Test:** A gauge chart showing 75.8% compliance.
- Weapon Qualification:** A gauge chart showing 88.8% qualification.

PERSTAT

1. Select **PERSTAT** Tab. Screen displays Leader's Dashboard PERSTAT Tab.

1A. Select the arrows or the **"Column Collapsed"** button to expand or collapse columns.

1B. Select the **"Hide empty columns - Off"** button to toggle **"Hide empty columns - On"** to hide any columns when the unit has no Members in that duty status/attribute code.

1C. Select any number on the report to pull up a by-name list of corresponding Members, with several default data fields.

1D. Select the **Column Settings** button to add or remove data fields from the report.



NOTE: A breakout of duty status counts for the unit and sub-units, confined, patient, missing, and retired Members will display.



NOTE: Selecting any number on the report will pull up a by-name list of corresponding Members, with several default data fields.

Leader's Dashboard

SUMMARY **PERSTAT** 1 YABILITY PERSONNEL READINESS SUMMARY PRS (TIER 1 - READINESS) PRS (TIER 2 - INDICATORS) MONTHLY REPORTS

Component: All Business Unit: All PPA: All ORGRAA: All Unit Type: Hierarchy **APPLY**

Duty Status

Current View - Table view **Column Settings** Export Data **Column Collapsed** **Hide empty columns - On**

Action	Unit	Auth	Asg	Asg %	Present for Duty (...)	Absence	Absence Without Leave	Ready For Drill	Discharged	Unsatisfactory Participant
	Short Descr				Total					
... REMOVE	(W00000)	ARR	ARR	100%	1000	200	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	75%	800	0	0	800	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0
... REMOVE	(W00000)	ARR	ARR	100%	1000	0	0	1000	0	0

Reference List
AR 600-8-6, Personnel Accounting and Strength Reporting, 6/27/2022
AR 638-8, Army Casualty Program, 6/7/2019
Army Directive 2020-16, Determination and Reporting of Missing, Absent-Unknown, Absent without Leave, and Duty Status-Whereabouts Unknown Soldier, 11/17/2020

(W00000) - Assigned **D**

Entity - Strength **Column Settings** Export Data Soldier Count - 45 Record Count - 45 Deptid in hierarchy (00247296) Emplid is not null

COMPONENT	UIC	DODID	EMPLID	ASGN ID	ASG	SOLDIER RANK	FULL NAME	STP	SOLDIER PMOS
ARR	W00000	0000000000	0000000000	0000000000	ASG	LTC	DOE JOHN	STP	O66E
ARR	W00000	0000000000	0000000000	0000000000	ASG	MAJ	DOE JANE	STP	O12A
ARR	W00000	0000000000	0000000000	0000000000	ASG	SFC	SMITH ROBERT	STP	E42A
ARR	W00000	0000000000	0000000000	0000000000	ASG	MAJ	JOHNSON SARAH	STP	O36A
ARR	W00000	0000000000	0000000000	0000000000	ASG	CW3	WILLIAMS MICHAEL	STP	W922A
ARR	W00000	0000000000	0000000000	0000000000	ASG	MSG	BROWN EMILY	STP	E36B
ARR	W00000	0000000000	0000000000	0000000000	ASG	CW2	GARCIA DAVID	STP	W882A
ARR	W00000	0000000000	0000000000	0000000000	ASG	MAJ	RODRIGUEZ JESSICA	STP	O31A

1

CLOSE **ADD TO TAB**

PERSTAT CONTINUED

- 1E. Select the desired Columns to add or remove from by-name list;
Select **Apply**.
- 1F. To save the by-name report as a separate tab on the current view;
Select the **Add to Tab** button.

Strength Entity Column Settings

Available Columns

Column: Search Operator: Value:

<input type="checkbox"/>	Column	Description
<input type="checkbox"/>	ARQODA	Assignment Requisition Organizational Distributio...
<input checked="" type="checkbox"/>	ASGN ACTION	Indicates type of assignment action for the assign...
<input checked="" type="checkbox"/>	ASGN ACTION D...	Description for type of assignment action for the a...
<input type="checkbox"/>	ASGN ACTION R...	Indicates the reason code for the type of assignm...
<input type="checkbox"/>	ASGN ACTION R...	Description for the assignment action reason for t...
<input type="checkbox"/>	ASGN END DATE	Assignment end date per Soldiers assignment rec...
<input type="checkbox"/>	ASGN END DATE...	ASGN END DATE DAY OFWEEK
<input type="checkbox"/>	ASGN END DATE...	ASGN END DATE MONTH
<input type="checkbox"/>	ASGN END DATE...	ASGN END DATE QUARTER
<input type="checkbox"/>	ASGN END DATE...	ASGN END DATE SHORT

2 rows selected Rows per page: 100 1-100 of 119

Selected Columns

Column: Search Operator: Value:

<input type="checkbox"/>	Column	Description
<input type="checkbox"/>	COMPONENT	Soldier component
<input type="checkbox"/>	UIC	Unit identification code
<input type="checkbox"/>	DODID	Department of Defense identification number
<input type="checkbox"/>	EMPLID	IPPS-A Soldier unique identifier
<input type="checkbox"/>	ASGN ID	Assignment ID
<input type="checkbox"/>	SOLDIER RANK	SOLDIER RANK
<input type="checkbox"/>	FULL NAME	FULL NAME
<input type="checkbox"/>	SOLDIER PMOS	Soldier Primary Military Occupational Specialty (...)
<input type="checkbox"/>	DUTY STATUS	Duty Status Code
<input type="checkbox"/>	ATTRIBUTE CODE	Indicates a Soldiers sub-duty status

2 rows selected Rows per page: 100 1-13 of 13

(W00000) - Assigned

Entity - Strength Column Settings Export Data Soldier Count - 45 Record Count - 45 Deptid in hierarchy (00247296) Emplid is not null

COMPONENT	UIC	DODID	EMPLID	ASGN ID	ASG	SOLDIER RANK	FULL NAME	STP	SOLDIER PMOS
ARR	W00000	0000000000	0000000000	0000000000	ASG	LTC	DOE JOHN	STP	O66E
ARR	W00000	0000000000	0000000000	0000000000	ASG	MAJ	DOE JANE	STP	O12A
ARR	W00000	0000000000	0000000000	0000000000	ASG	SFC	SMITH ROBERT	STP	E42A
ARR	W00000	0000000000	0000000000	0000000000	ASG	MAJ	JOHNSON SARAH	STP	O36A
ARR	W00000	0000000000	0000000000	0000000000	ASG	CW3	WILLIAMS MICHAEL	STP	W922A
ARR	W00000	0000000000	0000000000	0000000000	ASG	MSG	BROWN EMILY	STP	E36B
ARR	W00000	0000000000	0000000000	0000000000	ASG	CW2	GARCIA DAVID	STP	W882A
ARR	W00000	0000000000	0000000000	0000000000	ASG	MAJ	RODRIGUEZ JESSICA	STP	O31A

< 1 >

PERSTAT CONTINUED

1G. Select the **Current View** dropdown; Select **Comparison View**.

1H. Select the **Current View** dropdown; Select **Summary View**.



NOTE: The Comparison View shows data in a stacked bar chart, with the duty status breakdown for each unit type.



NOTE: The Summary View displays data in a graph with the duty status breakdown for each sub-unit in the selected hierarchy.

Leader's Dashboard

SUMMARY **PERSTAT** DEPLOYABILITY PERSONNEL READINESS SUMMARY PRS (TIER 1 - READINESS) PRS (TIER 2 - INDICATORS) MONTHLY REPORTS

Component: All Business Unit: All PPA: All ORGRAA: All Unit Type: Hierarchy **APPLY**

Duty Status: (W8CKAA) - Assigned x

Current View - Table view Column Settings Export Data Column Collapsed Hide empty columns - On

Action	Unit > Short Descr	Auth	Asg	Asg %	Present for Duty (... >		Absence	Absence Without Leave	Ready For Drill	Discharged	Unsatisfactory Participant
					Total						
REMOVE	(W00000)	0000	0000	100%	0000	000	0	0000	0	0	0
REMOVE	(W00000)	0000	0000	100%	000	0	0	000	0	0	0
REMOVE	(W00000)	000	0	0%	0	0	0	0	0	0	0
REMOVE	(W00000)	00	00	100%	00	0	0	00	0	0	0
REMOVE	(W00000)	0000	0000	100%	000	0	0	000	0	0	0
REMOVE	(W00000)	000	000	100%	000	0	0	000	0	0	0
REMOVE	(W00000)	0000	0000	100%	000	0	0	000	0	0	0
REMOVE	(W00000)	0000	0000	100%	000	0	0	000	0	0	0

Reference List

[AR 600-9-5, Personnel Accounting and Strength Reporting, 6/27/2022](#)
[AR 638-8, Army Casualty Program, 6/7/2019](#)
[Army Directive 2020-16, Determination and Reporting of Missing, Absent-Unknown, Absent without Leave, and Duty Status-Whereabouts Unknown Soldier, 11/17/2020](#)

Leader's Dashboard

SUMMARY **PERSTAT** DEPLOYABILITY PERSONNEL READINESS SUMMARY PRS (TIER 1 - READINESS) PRS (TIER 2 - INDICATORS) MONTHLY REPORTS

Component: All Business Unit: All PPA: All ORGRAA: All Unit Type: Hierarchy **APPLY**

Duty Status: (W8CKAA) - Assigned x

Current View - Comparison view Unit Selection Duty Status/Whereabouts Selection Measure: Count Group Mode: Stacked Layout: Vertical Tree Node

Reference List

[AR 600-9-5, Personnel Accounting and Strength Reporting, 6/27/2022](#)
[AR 638-8, Army Casualty Program, 6/7/2019](#)
[Army Directive 2020-16, Determination and Reporting of Missing, Absent-Unknown, Absent without Leave, and Duty Status-Whereabouts Unknown Soldier, 11/17/2020](#)

PERSTAT CONTINUED

11. Select the dropdowns for each duty status to adjust the graph to reflect the breakdown of each duty status attribute code.

Leader's Dashboard

SUMMARY PERSTAT DEPLOYABILITY PERSONNEL READINESS SURVEY PRL (TYPE 1 - READINESS) PRL (TYPE 2 - INDICATORS) MONTHLY REPORTS

Component: All Business Unit: All PTA: All ORGMA: All Unit Type: Hierarchy APPLY

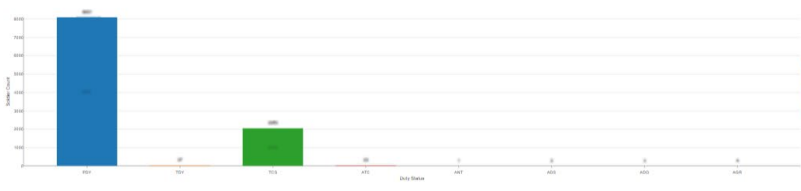
Duty Status

Current View: Summary view

(W00000) - 100% Inflation: Overview

Authorized: 1000 Assigned: 1000 Assign %: 100.00%

PDC2001 TDZ7 TOS2000 JRC22 JRC13 JRC15 JRC17 JRC18 JRC19




Duty Status	Count	Percent (%)
Present For Duty (PDC) / TDZ / TOS / ATC...	1000	100.00%
Absence (ABS) / AUN / ARL	0	0.00%
Confined (CCA) / CMI	0	0.00%
Patrol (PTR) / HOS / BSK / BSN / BSN	0	0.00%
NULL	0	0.00%

PDC2001 TDZ7 TOS2000 JRC22 JRC13 JRC15 JRC17 JRC18 JRC19

(W00000) - 100% Inflation: Overview

Authorized: 1000 Assigned: 1000 Assign %: 100.00%

PDC2001 TDZ7 TOS2000 JRC22 JRC13 JRC15 JRC17 JRC18 JRC19



Duty Status	Count	Percent (%)
Present For Duty (PDC) / TDZ / TOS / ATC...	1000	100.00%
In Transit (TRA)	0	0.00%
Absence (ABS) / AUN / ARL	0	0.00%
Confined (CCA) / CMI	0	0.00%
Patrol (PTR) / HOS / BSK / BSN / BSN	0	0.00%
NULL	0	0.00%

Deployability Details CONTINUED

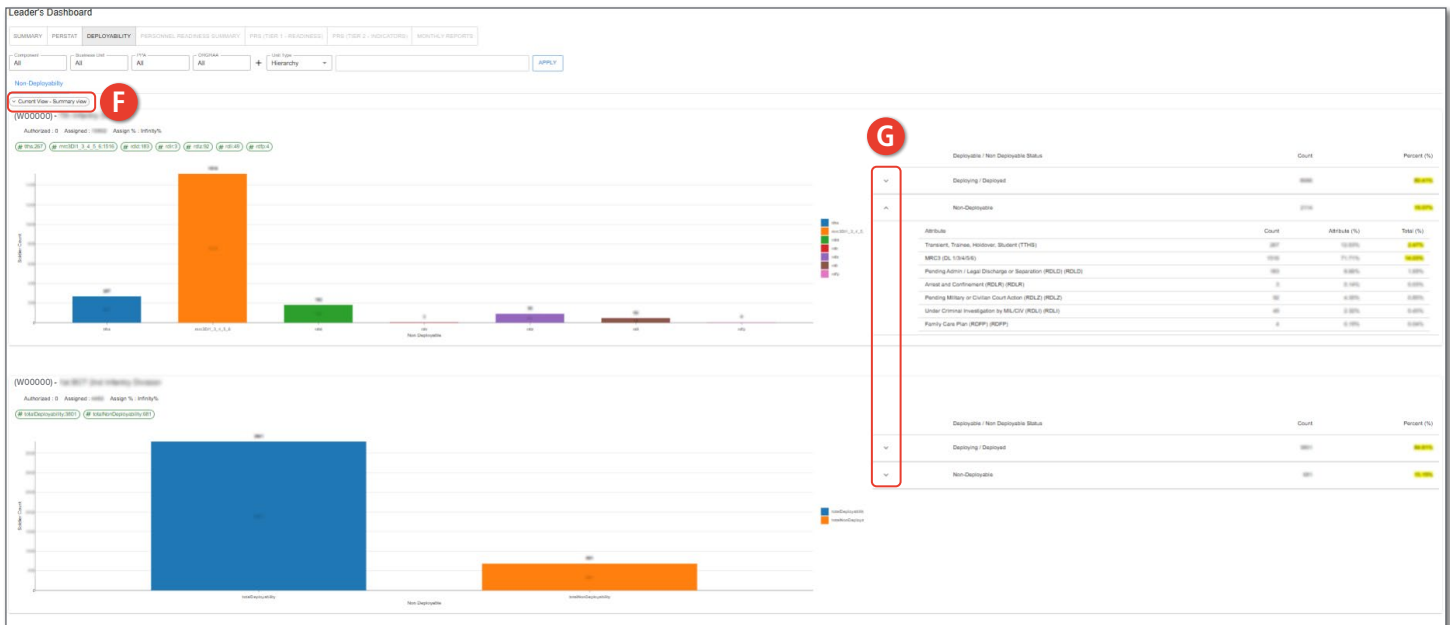
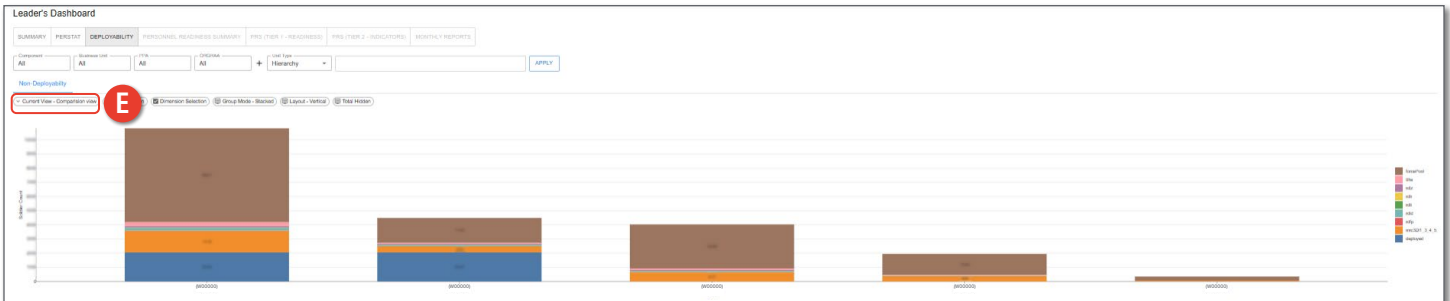
- 1E. Select the **Current View** dropdown;
Select **Comparison View**.
- 1F. Select the **Comparison View** dropdown;
Select **Summary View**.
- 1G. Select the dropdowns next to the Deployable/Available sections to breakdown the charts by each deployable/availability reason.



NOTE: The Comparison View for either Deployability or Availability tables will display data broken down by a stacked bar chart for each category and sub-unit.



NOTE: The Summary View for either Deployability or Availability tables will display a summary graph broken by category status for each sub-unit in the selected hierarchy.



Personnel Readiness Summary

1. Select the **Personnel Readiness Summary** Tab. Screen displays **Leader's Dashboard Personnel Readiness Summary** Tab:



NOTE: See the Leader's Dashboard FAQ page for more detail on how the logic for each are determined.

1A. The **Personnel Readiness Summary** section displays personnel readiness breakdown.



NOTE: Page functionality works the same as the other tabs.

Leader's Dashboard

SUMMARY PERSTAT DEPLOYABILITY **PERSONNEL READINESS SUMMARY** PRS (TIER 1 - READINESS) PRS (TIER 2 - INDICATORS) MONTHLY REPORTS

Component: All Business Unit: All PPA: All ORGRAA: All Unit Type: Hierarchy **APPLY**

Personnel Readiness Summary

Current View - Table view Column Settings Export Data Column Collapsed Hide empty columns - Off

Action	Unit >	Asg	* DD93 >		MRC 3 >		CCA CMA ... >		AWOL >		Flags >		AGCM Blank / EXP	ARCAM Blank / EXP (NG/USAR)	AFRM Blank / EXP (NG/USAR)	TRA >		* Failure t... >		Exp
			DD93 %	MRC 3 (DL1 DL2 DL4) %	CCA CMA HOS > 90 %	AWOL > 30 %	Soldiers with Flags > 180 %	TRA > 120 (%)	Failure to Gain %	Failure to Lose %										
REMOVE	(W00000)	8980	26.44%	1.32%	-%	0.00%	1.96%	387	4627	347%	-%	0.04%	1.99%	0.0						
REMOVE	(W00000)	1118	26.42%	1.02%	-%	-%	1.56%	20	387	252	-%	0.07%	1.02%	0.0						
REMOVE	(W00000)	0	-%	-%	-%	-%	-%	0	0	0	-%	-%	-%	-%						
REMOVE	(W00000)	40	26.44%	-%	-%	-%	4.44%	3	37	33	-%	-%	-%	0.0						
REMOVE	(W00000)	1473	22.00%	1.27%	-%	-%	0.47%	52	420	200	-%	0.08%	1.02%	0.0						
REMOVE	(W00000)	134	26.44%	1.30%	-%	-%	1.30%	4	332	40	-%	1.30%	0.02%	0.0						
REMOVE	(W00000)	2224	26.40%	1.22%	-%	0.00%	0.02%	92	2294	440	-%	0.02%	1.46%	0.0						
REMOVE	(W00000)	2424	26.20%	1.08%	-%	-%	0.20%	76	2220	470	-%	0.04%	1.74%	0.0						
REMOVE	(W00000)	1242	26.20%	1.76%	-%	-%	1.04%	40	448	227	-%	0.04%	1.24%	0.0						

Fields marked with * are awaiting additional data to align with the latest Personnel Readiness Summary Guide. Refer to the tooltip for current logic.

Reference List
[Personnel Readiness Summary Guide, Human Resources Command, 3/25/2025](#)
[AR 40-502, Medical Readiness, 6/27/2019](#)
[AR 600-8-2, Suspension of Favorable Personnel Actions \(FLAG\), 4/5/2021](#)

PRS Tier 1: Readiness

1. Select the **PRS (Tier 1 – Readiness)** Tab. Screen displays Leader's Dashboard **PRS (Tier 1 – Readiness)** Tab:



NOTE: See the Leader's Dashboard FAQ page for more detail on how the logic for each are determined.

1A. The PRS (Tier 1 – Readiness) page displays DD Form 93, "Record of Emergency Data" (IPPS-A), Medical Readiness Classification (MRC), CMA/CCA/HOS/AWOL*, and DEROS** (OCONUS Only) readiness breakdown.



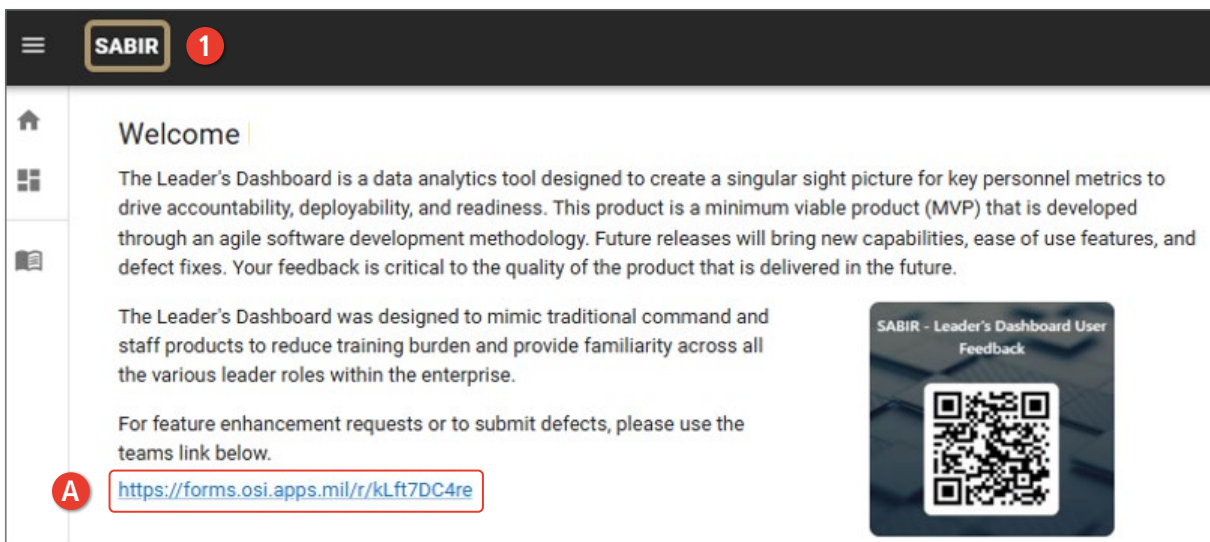
NOTE: Page functionality works the same as the other tabs.

*Confined Military Authority/Confined Civilian Authority/
Hospitalized/Absence Without Leave

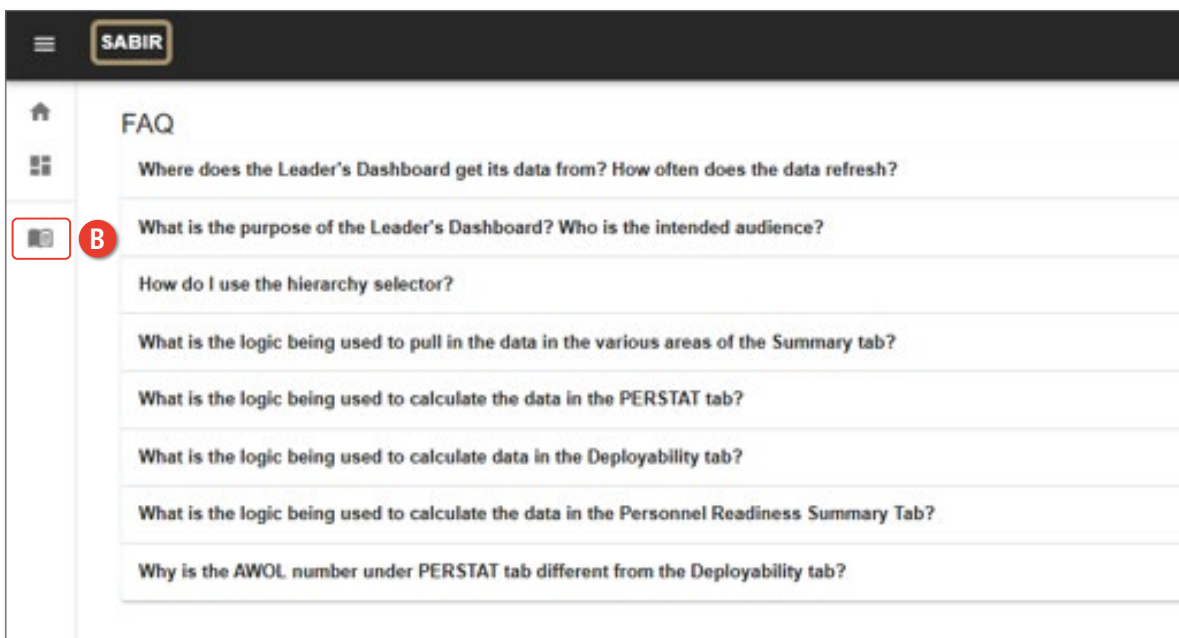
**Date Estimated/Eligible to Return from Overseas

Feedback and FAQs

1. Navigate to the SABIR Leader's Dashboard homepage.
 - 1A. Select **hyperlink** to provide feedback.
 - 1B. Select the **Resources** Tab to review FAQ section.



The screenshot shows the SABIR Leader's Dashboard homepage. The top navigation bar includes a hamburger menu, the 'SABIR' logo, and a notification badge with the number '1'. The main content area features a 'Welcome' message, a paragraph describing the dashboard as a data analytics tool, and a QR code for user feedback. A red circle labeled 'A' highlights a hyperlink: <https://forms.osi.apps.mil/r/kLft7DC4re>.



The screenshot shows the SABIR Leader's Dashboard FAQ section. The top navigation bar includes a hamburger menu, the 'SABIR' logo, and a notification badge with the number '1'. The main content area features a 'FAQ' heading and a list of questions. A red circle labeled 'B' highlights the first question: 'What is the purpose of the Leader's Dashboard? Who is the intended audience?'. Other questions include: 'Where does the Leader's Dashboard get its data from? How often does the data refresh?', 'How do I use the hierarchy selector?', 'What is the logic being used to pull in the data in the various areas of the Summary tab?', 'What is the logic being used to calculate the data in the PERSTAT tab?', 'What is the logic being used to calculate data in the Deployability tab?', 'What is the logic being used to calculate the data in the Personnel Readiness Summary Tab?', and 'Why is the AWOL number under PERSTAT tab different from the Deployability tab?'.

IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)