Department of the Army ARTEP 10-426-MTP

MISSION TRAINING PLAN FOR THE PETROLEUM SUPPLY BATTALION

DECEMBER 2002

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ARMY TRAINING AND
EVALUATION PROGRAM
No. 10-426-MTP

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 December 2002

Mission Training Plan for the Petroleum Supply Battalion

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*This publication supersedes ARTEP 10-426-MTP, 30 September 1993.

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PREFACE

This mission training plan (MTP) provides the Petroleum Supply Battalion Commander and S3 with a task-based, event-driven training strategy to enable the unit to accomplish its operational mission during support and stability operations (SASO), small scale contingencies (SSC) and during major theaters of war (MTW). While MTPs may not cover unit contingency plans, this document includes tasks to meet the Army force projection mission across the full spectrum of conflict and tasks related to the supervision of deployment operations, supervision of the relocation and establishment of subordinate units in a new operational area, direction and planning of Class III operations and support, force protection activities, and redeployment operations.

This MTP applies to the Petroleum Supply Battalion (TOE 10426L000).

Standards for executing the tasks are described in the training and evaluation outlines (T&EOs). Standards were developed to meet the Total Army requirement. To meet mission-essential requirements, commanders may wish to make standards more stringent. The intent of this publication is not to deny the commander that flexibility.

Training developers continuously update individual and collective tasks and other support products for these manuals in the Automated Systems Approach to Training (ASAT) database. Units can get data updates online at the Reimer Digital Library Data Repository at www.adtdl.army.mil.

The proponent of this publication is HQ TRADOC. Submit changes for improving this publication on DA Form 2028 and forward it to Commander, United States Army Combined Arms Support Command, ATTN: ATCL-AQ, 401 1st Street, Fort Lee, Virginia 23801.

Unless otherwise stated, masculine nouns and pronouns refer to both women and men.

CHAPTER 1

Unit Training

1-1. General. This mission training plan (MTP) provides the commander and leaders with guidance on how to train the key missions of the unit. The specific details of the unit's training program depend on the following factors:

a. Unit's mission-essential task list (METL).

b. Chain of command training directives and guidance.

c. Training priorities of the unit.

d. Availability of training resources and areas.

1-2. Supporting Material. This MTP describes a critical wartime mission-oriented unit-training program that is part of the Petroleum Training Group program. The Petroleum Supply Battalion's training program consists of an MTP and includes:

a. The soldier training publications (STPs), consisting of soldier's manuals (SMs) and trainer's guides (TGs) for each military occupational specialty (MOS) authorized in the table of organization and equipment (TOE) for the unit.

c. The soldier's manuals of common tasks (SMCTs).

d. The Officer Foundation System manuals for company grade officers.

1-3. Contents. This MTP is organized into six chapters and two appendices:

a. Chapter 1, Unit Training, provides the explanation and organization of this MTP. This chapter explains how to use this MTP in establishing an effective training program.

b. Chapter 2, Training Matrix, shows the relationship between missions and collective tasks.

c. Chapter 3, Mission Outline, presents a graphic portrayal of the relationship between missions and their subordinate tasks.

d. Chapter 4, Training Exercises, consists of a field training exercise (FTX) and supporting situational training exercises (STXs). This chapter provides training information and a pre-constructed scenario for each exercise.

These exercises can serve as part of an internal or external evaluation and may be modified to suit the training needs of the unit.

e. Chapter 5, Training and Evaluation Outlines (T&EOs), provides the training and evaluation criteria for tasks that the unit must master to effectively perform its mission. Each task has a training and evaluation outline that identifies task steps, performance measures, and individual and leader tasks. Selected combinations of missions and their tasks comprise the training exercises in Chapter 4. Note: Some task steps within the T&EO may require modifications based on the digitized or analog equipment available to your unit.

f. Chapter 6, External Evaluations, explains how to evaluate training and assess evaluation results. It includes sample worksheets, summary sheets, and evaluation scenarios.

g. Appendix A, Combined Arms Training Strategy, provides user information, a description of the training strategy, and a task template.

h. Appendix B, Army Universal Task List (AUTL) provides definitions and descriptions of each AUTL.

1-4. Missions. This MTP covers the specified missions found in the TOE and implied missions that this unit must perform in order to accomplish them. The critical wartime mission, Provide Class III Bulk Petroleum Support, is the focal mission for this unit. The commander may supplement these missions with other missions, at his discretion. The following is a listing of missions for this unit:

a. Missions.

(1) 63-1-E0002 Supervise Deployment

(2) 63-1-E0005 Supervise Relocation

(3) 63-1-E0006 Supervise Establishment

(4) 10-1-1004 Plan Class III Support

(5) 10-1-1005 Direct Class III Operations

(6) 63-1-E0008 Supervise Force Protection

(7) 63-1-E0009 Supervise Redeployment

b. Each of these missions may be trained individually or jointly with other missions. Training is based on the criteria described in the T&EOs. Several T&EOs can be trained as an STX. Various combinations of STXs can be

used to develop an FTX for the unit to practice its entire mission responsibility. Several STXs can be developed into an external evaluation designed by the next higher echelon to evaluate the unit's ability to perform multiple missions under stress in a realistic environment.

c. Leader tasks that support the unit's missions are trained through STP and Officer Foundation System (OFS) training, battle simulations, and execution of the unit's missions.

d. Individual tasks that support collective tasks are mastered by training to standards listed in the appropriate STP.

1-5. Principles Of Training. This MTP is based on the training principles found in FM 25-100 and FM 25-101. For further information, see Paragraph 1-7 below.

1-6. Training Strategy. The training program developed and executed by a unit to train to standards in its critical missions is a component of the Army's Combined Arms Training Strategy (CATS). The purpose of the CATS is to provide direction and guidance on how the total Army trains and identifies the resources required to support that training. CATS provides the tools that enable the Army to focus and manage training in an integrated manner. Central to the CATS is a series of proponent-generated unit and institutional strategies that describe the training and training resources required to train to standard.

a. The unit training strategies central to CATS provide the commander with a descriptive "menu" for training reflecting that while there is an optimal way to train to standard, it is unlikely that all units in the Army have the exact mix of resources required to execute an optimal training strategy.

b. A unit's training strategy is composed of three separate training strategies. When integrated with the training tasks found in the MTP, they form a comprehensive and focused training strategy that allows the unit to train to standard. The elements of a unit's training strategy are:

(1) Combined Arms Training Strategy. CATS is intended to provide a set of recommended training frequencies for key training events in a unit and depict those resources required to support the training events.

(2) Gunnery Strategy. The gunnery strategy is built around weapon systems found in the unit, provides an annual training plan, and depicts resources required to support weapons training. Data for the gunnery strategy comes from the Standards in Training Commission (STRAC) manual or appropriate field manual (FM).

(3) Soldier Strategy. The soldier strategy provides an annual plan for training and maintaining skills at the individual level and lists the resources required to train a soldier.

c. A critical element in the unit training strategy is the identification of critical training gates. Critical training gates are defined as training events that must be conducted to standard before moving on to a more difficult or resource intensive training event or task. Training gates follow the crawl, walk, run training methodology. For instance, if the unit training strategy calls for conducting an FTX and an STX has been identified as a critical training gate for the FTX, the training tasks contained in the STX must be trained to standard prior to conducting the FTX. Standards for all tasks must be clearly defined so the trainer can assess the preparedness of his soldiers, or unit(s), to move on to more complex training events. The provision for critical training gates recognizes that the unit's METL and the commander's assessment of his unit's training status will determine the selection and timing of the collective training exercises in a specific unit's training strategy.

d. When developing the unit's training plan, the commander identifies the training tasks from the MTP required to train his METL.

1-7. Conducting Training. This MTP is designed to facilitate the planning, preparation, and conduct of unit training as explained in FM 25-100 and FM 25-101.

a. The commander assigns the missions and tasks for training based on his METL and the training guidance from the next higher headquarters. Trainers must plan and execute training in support of this guidance.

b. The commander reviews the mission outline in Chapter 3 to determine whether the FTX and STXs provided will support, or can be modified to support, the senior commander’s guidance. If they do not support the guidance or need to be modified, refer to the matrix in Chapter 2. The matrix provides a listing of collective tasks that must be mastered to perform the mission.

c. The commander prioritizes the tasks that need training. He never has time to train everything. He must orient on the greatest challenges and most difficult sustainment skills.

d. The commander integrates training tasks into the training schedule by the following:

(1) List the tasks in the priority and frequency they need to be trained.

(2) Determine the amount of time required and how multi-echelon training can be used for the best results.

(3) Determine where the training can take place.

(4) Determine who is responsible for what. The leader of the element being trained must always be involved.

(5) Organize his requirements into blocks of time and training vehicles.

e. The commander must approve the list of tasks to be trained and schedule them on the unit-training schedule.

f. The commander must determine the equipment, supplies, personnel, facilities, and other resources needed to conduct the training.

g. The commander must keep subordinate leaders informed and oversee their training. The training standards must be rigidly enforced.

1-8. Force Protection (Risk Management And Safety). Leaders must understand the importance of using risk management and safety programs in conserving combat power and resources. These are not add-on features to the decision-making process but rather fully integrated elements of planning and executing operations, to include training events. Factors which impact on the accidental losses experienced in operations include: an ever-changing operational environment; the effects of fast-paced, high operational tempo (OPTEMPO) and high personnel tempo (PERSTEMPO) on unit and human performance; equipment failure and support failure; and the effects of the physical environment. Training events may mimic some of the characteristics of a wartime environment, and leaders will be challenged by the uncertainty, ambiguity, and friction, which create both opportunities and hazards.

a. Risk management is the process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk costs with mission benefits. It is fundamental in developing confident and competent leaders and units. Risk is characterized by both the probability and severity of a potential loss that may result from hazards due to the presence of an enemy, an adversary, or some other hazardous condition. The risk management process acts to conserve combat power and resources. Managing risk requires educated judgment and professional competence. Risk management is a way to put more realism into training without paying the price in deaths, injuries, or damaged equipment. Both leaders and staff manage risk. The staff seeks to identify hazards associated with their areas of expertise, and recommend controls to reduce the risk. Leaders and individual soldiers become the assessors for ever-changing hazards such as those associated with

environment (weather; visibility; contaminated items, air, water and soil), equipment readiness, individual and unit experience, and fatigue. Leaders advise the chain of command on risks and risk reduction measures. IAW FM 100-14, *Risk Management*, the basic principles that provide a framework for implementing the risk management processes are:

(1) Integrate risk management into mission planning, preparation, and execution. This requires the ongoing identification and assessment of hazards and risks. Leaders and staffs integrate control measures into plans and estimates and implement those controls continuously.

(2) Make decisions at the appropriate level in the chain of command. Leaders and subordinates are provided the guidance necessary to determine what level and types of risk are to be managed at what level of command.

(3) Accept no unnecessary risk. Commanders, at the appropriate level and with consideration of the impact of available controls, analyze the residual risks against mission expectations. The commander alone accepts risks only if the benefits outweigh the potential costs or losses.

(4) Observe regulatory restrictions and guidelines. Risk controls required by law, such as life safety and fire protection codes, physical security, transport and disposal of hazardous materials, and storage of classified material, will be enforced.

b. Risk management is a five-step cyclic process that is easily integrated into the decision-making process outlined in FM 101-5. The five steps are:

(1) Identify Hazards. Identify the probable hazards for the missions. A hazard is an actual or potential condition where exposure to the hazard can result in injury, illness, or death to personnel; damage or loss of equipment or property; degradation to the mission. The factors of METT-TC provide a sound framework for identifying hazards.

(2) Assess Hazards. Examine each hazard in terms of the probability and the severity of the potential outcomes to determine the risk level that can result from exposure to the hazard. The end result is an estimate of risk from each hazard and an estimate of the overall risk from hazards that cannot be eliminated. The Hazard Probability Chart (Figure 1-1), Hazard Severity Chart (Figure 1-2), Risk Assessment Matrix (Figure 1-3), and Levels of Risk Chart (Figure 1-4) combine to form a tool for assessing hazards.

(a) Figure 1-1, Hazard Probability Chart, defines the terms used to describe how often an element of the unit is likely to experience a condition.

FREQUENT (A) Occurs very often, continuously experienced	
Single item	Occurs very often in service life. Expected to occur several times over duration of a specific mission or operation. Always occurs.
Fleet or inventory of items	Occurs continuously during a specific mission or operation, or over a service life.
Individual soldier	Occurs very often in career. Expected to occur several times during mission or operation. Always occurs.
All soldiers exposed	Occurs continuously during a specific mission or operation.
LIKELY (B) Occurs several times	
Single item	Occurs several times in service life. Expected to occur during a specific mission or operation.
Fleet or inventory of items	Occurs at a high rate, but experienced intermittently (regular intervals, generally often).
Individual soldier	Occurs several times in career. Expected to occur during a specific mission or operation.
All soldiers exposed	Occurs at a high rate, but experienced intermittently.
OCCASIONAL (C) Occurs sporadically	
Single item	Occurs sometimes in service life. May occur as often as not during a specific mission or operation.
Fleet or inventory of items	Occurs several times in service life.
Individual soldier	Occurs sometimes in career. May or may not occur during a specific mission or operation.
All soldiers exposed	Occurs sporadically (irregularly, sparsely, or sometimes).
SELDOM (D) Remotely possible; could occur at some time	
Single item	Occurs in service life, but only remotely possible. Not expected to occur during a specific mission or operation.
Fleet or inventory of items	Occurs as isolated incidents. Possible to occur sometime in service life, but rarely. Usually does not occur.
Individual soldier	Occurs as isolated incident during a career. Remotely possible, but not expected to occur during a specific mission or operation.
All soldiers exposed	Occurs rarely within exposed population as isolated incidents.
UNLIKELY (E) Can assume will not occur, but not impossible	
Single item	Occurrence not impossible but can assume will almost never occur in service life. Can assume will not occur during a specific mission or operation.
Fleet or inventory of items	Occurs very rarely (almost never or improbable). Incidents may occur over service life.
Individual soldier	Occurrence not impossible but may assume will not occur in career or during a specific mission or operation.
All soldiers exposed	Occurs very rarely, but not impossible.

Figure 1-1. Hazard Probability Chart

(b) Figure 1-2, Hazard Severity Chart, defines the terms used to describe how great an impact the element suffers when it experiences a condition.

Hazard Severity	
CATASTROPHIC (I)	Loss of ability to accomplish the mission or mission failure. Death or permanent total disability (accident risk). Loss of major or mission-critical system or equipment. Major property (facility) damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage.
CRITICAL (II)	Significantly (severely) degraded mission capability or unit readiness. Permanent partial disability, total disability, temporary total disability exceeding 3 months time (accident risk). Extensive (major) damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.
MARGINAL (III)	Degraded mission capability or unit readiness. Minor damage to equipment or systems, property, or the environment. Lost day due to injury or illness not exceeding 3 months (accident risk). Minor damage to property or the environment.
NEGLIGIBLE (IV)	Little or no adverse impact on mission capability. First aid or minor medical treatment (accident risk). Slight equipment or system damage, but fully functional and serviceable. Little or no property or environmental damage.

Figure 1-2. Hazard Severity Chart

(c) Figure 1-3, Risk Assessment Matrix, helps calculates the risk exposure the element experiences when a specific level of severity is encountered at a given frequency. The chart describes the intersection of information from the two preceding charts, Figure 1-2 and Figure 1-3.

Risk Assessment Matrix						
		PROBABILITY (See Figure 1-2)				
SEVERITY (See Figure 1-3)		**Frequent A**	**Likely B**	**Occasional C**	**Seldom D**	**Unlikely E**
Catastrophic	**I**	**E**	**E**	**H**	**H**	**M**
Critical	**II**	**E**	**H**	**H**	**M**	**L**
Marginal	**III**	**H**	**M**	**M**	**L**	**L**
Negligible	**IV**	**M**	**L**	**L**	**L**	**L**
E – Extremely High Risk **H** – High Risk				**M** – Moderate Risk **L** – Low Risk		

Figure 1-3. Risk Assessment Matrix

(d) Figure 1-4, Levels of Risk Chart, describes what impact the element experiences when the risk exposure found in Figure 1-4 is applied. The chart also provides descriptive examples of the level of risk.

Levels of Risk	
E- Extremely High: Loss of ability to accomplish the mission if hazards occur during the mission. A *frequent* or *likely* probability of *catastrophic* loss (IA or IB) or *frequent* probability of *critical* loss (IIIA) exists.	**Example:** A commander finds that one of his implied tasks to relocate to a new site involves crossing a normally shallow riverbed. After looking at the factors of METT-TC, he discovers that 3 days of heavy rains have raised the water level to flood stage, with currents far in excess of his ability to safely ford the river. After review of the situation with his staff, he determines the accident risk is extremely high because of the likely probability and catastrophic severity of losing vehicles and killing soldiers. Other COAs must be developed.
H-High: Significant degradation of mission capabilities in terms of the required mission standard, inability to accomplish all parts of the mission, or inability to complete the mission to standard if hazards occur during the mission. *Occasional* to *seldom* probability of catastrophic loss (IC or ID) exists. A *likely* to *occasional* probability exists of a *critical* loss (IIB or IIC) occurring. *Frequent* probability of *marginal* losses (IIIA) exists.	**Example:** In preparation for relocation to a new operating site, the advanced party provides intelligence indicating that the enemy presence and combat power is much greater than planning guidance allowed for. The new information results in revised casualty estimates of significant losses if his unit is ambushed enroute, and critical losses would be incurred if the unit engaged in prolonged contact. The original relocation plan has become a *high-risk* situation. The commander and staff must seek higher headquarter guidance and develop other COAs.
M- Moderate: Noticeable degradation of mission capabilities in terms of the required mission standard if hazards occur during the mission. An *unlikely* probability of *catastrophic* loss (IE) exists. The probability of a *critical* loss is *seldom* (IID). *Marginal* losses occur with a *likely* or *occasional* probability (IIIB or IIIC). A *frequent* probability of *negligible* (IVA) losses exists.	**Example:** A commander has been directed to set up support operations in an industrial zone near an urban center. Travel time to perform support missions is increased due to local traffic. Instigators in the local populace have been pelting security forces with garbage, rocks and occasional Molotov cocktails. Other units have had personnel suffer burns, cuts and occasional fractures. Leaders seem to be targeted most frequently. Roadblocks are regularly fabricated from building debris and burning tires. Fumes are major respiratory irritants. Otherwise, the instigators appear to have little to no access to weapons systems. Political

	considerations severely limit the military force that can be exerted on the instigators. The commander realizes that the insurgents can cause *catastrophic* damage if bulk POL is fire bombed, but site access is highly *unlikely* given the facilities and security details available.
L-Low: Expected losses have little or no impact on accomplishing the mission. The probability of *critical* loss is *unlikely* (IIE), while that of *marginal* loss is *seldom* (IIID) or *unlikely* (IIIE). The probability of a *negligible* loss is *likely* or *less* (IVB through IVE).	**Example:** The unit is relocating to a new operational area in a desert environment, and is overtaken by nightfall before reaching the objective area. The terrain is flat, open and the road network is in generally good condition. Visibility is good with clear skies, near full moon, and no obstruction. No enemy presence has been reported in the area. Troops are moderately rested, although some have been suffering flu-like symptoms. All drivers and most of the other unit personnel are well trained in the use of night vision devices. The commander estimates that it is unlikely that his unit will incur losses of critical severity by being surprised by enemy or lose critical manpower/ equipment due to an accident. The commander estimates that the risk to his force in continuing a nighttime move is *low*.

Figure 1-4. Levels of Risk Chart

(3) Develop Controls and Make Risk Decisions. Controls fall into three basic categories – educational controls, physical controls and avoidance. These controls must be effective, and to be effective they must be suitable, feasible, and acceptable. After the controls are developed and accepted, the leader determines the residual risk for each hazard and the cumulative effect of residual risks on the mission. Weigh the risk against the benefits of performing the operations and make the risk decision. Accept no unnecessary risks and make any residual risk decisions at the proper level of command. Apply the Appendix from FM 100-14.

(4) Implement Controls. Integrate specific controls into plans, OPLANs, OPORDs, SOPs, and rehearsals. Communicate controls to the individual soldier, augmentation personnel to include personnel that are authorized contractors, Non-Governmental Organizations (NGOs), Private Volunteer Organizations (PVOs), and media.

(5) Supervise and Evaluate. Ensure that subordinates understand how to execute risk controls, and supervise to ensure standards and controls are enforced. Determine the effectiveness of controls in reducing the

probability and effect of hazards. Develop the lessons learned, and disseminate the findings.

c. Safety also is a component of force protection. Safety protects the force and preserves resources through accident prevention and risk management. Commanders, leaders, and soldiers use risk assessment and management to tie force protection into the mission. Risk management assigns responsibility, institutionalizes the commander's review of operational safety, and leads to decision making at a level of command appropriate to the risk. The objective of safety is to help units protect combat power through accident prevention, which enables units to win fast and decisively with minimum losses. A good accident prevention program requires the ongoing review of unit operations and training during planning, preparation, execution, and follow-up to detect hazards and recommend controls and methods of preventing injury to personnel and damage to equipment and the environment. Eliminate hazards on a "worst first" basis. When safety is fully integrated in a unit, soldier errors, equipment breakdowns, and other negative effects are minimized. Performing to standard is one of the key steps in preventing accidents. Safety is an integral part of all combat operations and begins with readiness. Readiness depends on a unit's ability to perform its mission essential task list (METL) to standard. Readiness standards addressed during METL assessment are:

(1) Soldiers with the self-discipline to consistently perform tasks to standard.

(2) Leaders who are ready, willing, and able to enforce standards.

(3) Training that provides skills needed for performing to standard.

(4) Standards and procedures for task performance that are clear and practical.

(5) Support for task performance, including equipment, personnel, maintenance, facilities, and service.

d. Safety demands involvement of the total chain of command in planning, preparing, executing, and evaluating training. The chain of command responsibilities include:

(1) Commanders, who must:

(a) Seek optimum, not adequate, performance.

(b) Specify the risk acceptable to accomplish the mission.

(c) Select risk reductions provided by staff.

(d) Accept or reject residual risk, based on the benefit to be derived.

(e) Train and motivate leaders at all levels to effectively use risk management concepts.

(2) Staff, who must:

(a) Assist the commander in assessing risks and developing risk reduction options for training.

(b) Integrate risk controls in plans, orders, METL standards, and performance measures.

(c) Eliminate unnecessary safety restrictions that diminishes training effectiveness.

(d) Assess safety performance during training; evaluate safety performance during after action reviews (AARs).

(3) Subordinate leaders, who must:

(a) Apply consistently effective risk management concepts and methods to operations they lead.

(b) Report risk issues beyond their control or authority to their superiors.

(4) Individual soldiers, who must:

(a) Report unsafe conditions and act to correct the situation when possible.

(b) Establish a buddy system to keep a safety watch on one another.

(c) Take responsibility for personal safety.

(d) Work as a team member.

(e) Modify personal risk behavior.

e. Accident prevention requires that units and individuals observe the following guidance:

(1) Train for the task.

(2) Beware of overconfidence.

(3) Don't play around.

(4) Be attentive, incorporate rest breaks, and avoid overtired status.

(5) Check equipment and fully perform PMCS.

(6) Use equipment and tools correctly.

(7) Be physically capable for the task.

(8) Know how to safely perform the task. Develop good habits.

(9) Promote a safety conscious attitude.

f. Death, serious injury, damaged or destroyed equipment and the loss of mission capability may result if personnel fail to observe safety precautions. The first five areas listed below account for more than half of all Army accidents during combat and tactical operations. Potential safety hazards are found in, but are not limited to, the following areas:

(1) Vehicle Operations. Factors involve excessive speed, weather, traffic conditions, recklessness, fatigue, unfamiliarity with roads and untrained and inexperienced drivers. Ground guides are mandatory during movement in bivouac and assembly areas, when backing and during periods of limited visibility. Failure to correctly do preventive maintenance, especially for brakes and lights, contribute to accidents as well.

(2) Sports and Recreation. Drowning is the leading cause of fatalities in this category. Basketball and touch football are the largest contributors to injury, usually due to lack of supervision and playing by "combat rules". While these accidents typically are not severe, they do reduce the effectiveness of a soldier.

(3) Material Handling. These accidents occur when an object is too large or heavy to handle for the individual(s) attempting to move it, or when trying to move material when visibility is obstructed/impaired. Results include muscle and back injury, crushing of personnel and equipment, and miscellaneous damage to dropped loads. Additional injuries occur when steel

banding, cut under tension, snaps free and whips into personnel. Leather gloves and face shields are required. Overconfidence in one's ability, a lack of planning and fatigue are contributing factors to accidents. Turn all vehicles off when loading, practice safe lift techniques (using the leg muscles not the back), and stay within load limits for MHE, slings, racks and platforms, and individual lift capabilities. Remove loose clothing, ID tags, and jewelry to prevent being dragged into moving parts. Hazardous materials must be so marked, the Material Safety Data Sheets (MSDS) readily available, and the Hazardous Release emergency plan be well rehearsed, to include communications of the danger.

(4) Maintenance. The accidents are as diverse as the tasks; failure to follow procedures, improper use of tools, personal fatigue, and prolonged exposure to hazardous conditions (exhausts, burns from contact with both hot and extremely cold surfaces, chemical products and fumes, high voltage, debris driven by compressed air, welding arc, jewelry caught in machinery) are common factors. Electricity is unlike most other dangers because it gives no warning, has no symptoms, and its effects are immediate. It can cause severe burns, unconsciousness, nerve and brain injury, and death. Remove power and prevent accidental reconnections before any maintenance is done on electrical equipment. Never initiate a rescue until all power is confirmed to be off.

(5) Tactical Parachuting. Poor parachute landing falls (PLFs) usually cause the injuries, but fatalities are often due to weather related loss of control.

(6) Ammunition and Explosives. Mishandling, disassembly, unauthorized use and improper storage of ammunition and explosives result in fewer but more fatalities per incident. This category includes explosive souvenirs taken from battlefields or ranges. Post training shakedown inspections are a must. Grenades have a killing radius that make it dangerous to both enemy and friendly forces; train and enforce standards.

(7) Field Expedients. The use of field expedient methods and materials are inherently more risky than standardized methods and approved materials. The need to consider them often traces back to inadequate planning or supply system problems. Be suspicious of shortcuts.

(8) Field Heaters, Stoves and Engines. Combustion systems must be shut off before refueling. Only authorized fuels should be provided and used. Improper use generates flash fires and poisonous accumulation of fumes. Carbon monoxide occurs in the exhaust fumes of burning heaters and internal combustion engines. A lethal, odorless, and colorless gas, carbon monoxide exposure produces symptoms of headaches, dizziness, loss of muscular control, sleepiness, and coma. Brain damage or death can result from heavy exposure.

The chemical/biological mask will not protect you from carbon monoxide poisoning.

(9) POL and Solvent Storage and Handling. Petroleum, Oil and Lubricants (POL) handlers must be well trained and supervised to prevent catastrophic injury to both personnel and equipment, especially in storage and transfer operations. Static discharge grounding procedures must be rigorously applied. Fuel and solvents are flammable and caustic to skin and eyes, and toxic in the respiratory tract. Injuries include possible nerve damage, cancer, organ failure, birth defects as well as skin irritation and eye damage. Absolute adherence to environmentally sound disposal techniques is required. Protective Clothing and Equipment (PCE) must be issued and used while handling these products. Skin/eye protection is required. Avoid repeated/prolonged contact. Use only in well ventilated areas. Keep away from open flames or other sources of ignition. The flash point of dry cleaning solvent P-D 680 Type III is 138 degrees F. Clothing can become flammable if soaked with these products. Post FUEL FLAMMABLE/NO SMOKING signs around the area. Suitable fire extinguishers must be present. Vapors can be highly explosive in a confined space.

(10) Soldier Fatigue. Soldiers suffering from sleep loss experience various symptoms of fatigue, including decreased coordination, narrowed attention span, and reduced adherence to standards of performance. Sleep plans are essential, and sleep areas must be controlled to prevent soldiers from being crushed by moving vehicles or being poisoned by fumes from idling motors.

(11) Water Operations. Plan very carefully; the risk of drowning and equipment loss is very significant during water operations. Weak swimmers should be paired with strong ones and monitored closely. Equipment should be secured and floated, not carried by individuals, across the water. Float devices and safety lines further moderate risk.

(12) Weapons. Accidents with weapons frequently occur when cleaning or clearing weapons, entering or exiting vehicles, or running with loaded rifles. Guidance for weapons handling and loading must be provided and strictly enforced. For the current mission, non-essential weapons should not be loaded.

(13) Weather-related Casualties. Unit effectiveness is lost quickly through weather-related casualties such as heat stroke, frostbite, and hypothermia. The seriousness of the injury is related to a combination of temperature, air velocity, duration of exposure, moisture and individual status. Snow blindness is a burn of the retina caused by ultra violet light reflected off snow, and similar effects may be experienced in desert environments. Operating vehicles in extreme environments requires additional preparation and modification of driving techniques. Instruct soldiers in awareness, prevention and

first aid for weather-related injuries, and for constant assessment of changing conditions. Catastrophic losses may be experienced as a result of tornado, hurricane, thunderstorm and sheer winds. Individuals must seek shelter from flying debris, going to the lowest level possible within a structure or when out in the open. During electrical storms avoid wide-open spaces, hills, isolated trees and towers, metal objects, power lines and wires, and water bodies.

(14) Electrical Shock. Death, injury and destruction of equipment are the potential results of electrical shock. Sources of electric shock range the gamut from static electricity, batteries, generator and communications equipment, power lines, and electrical storms. Cables, wires, antennas, metal objects, graphite, water and any wet material are good conductors of electricity. Fiberglass and rubber are good insulators. Use Ground Fault Circuit Interrupters (GFCI) and grounding rods designed and installed IAW the specific Technical Manual for the static discharge systems, generators, power distribution networks, and communication systems in use.

(15) Insects, Snakes and Poisonous Plants. Individual soldiers may experience significant discomfort and injury from adverse contact with wildlife. Death is possible, especially if the individual has an allergic reaction to the toxin. Each operational area will have its own specific threats, and the unit must coach its members to recognize, prevent contact and apply the appropriate first aid. Examples of threats include spiders, bees, wasps and hornets, snakes, scorpions, jellyfish, poison ivy, poison oak and poison sumac.

(16) Personal Hydration, Hygiene and Sanitation. Unit readiness is greatly dependent on individual soldier health, which requires observance of basic rules for fluid replacement and the prevention of germ transfer and incubation. Potable water only is used for drinking and personal washing. Handwash stations, with soap, must be available and used at communal latrines and before entering food service operations. Minor cuts and abrasions become major injuries if left unattended. Foot care is critical in wet-cold environments. Effective April 1998, the Surgeon General revised the fluid replacement guidelines as shown in Figure 1-5, Fluid Replacement Guidelines. Both minimum and maximum amounts are critical values; too much is as dangerous as too little.

g. Fratricide prevention is a component of force protection and is closely related to safety. Fratricide is the employment of weapons, with the intent to kill the enemy or destroy his equipment that results in unforeseen and unintentional death, injury, or damage to friendly personnel or equipment. Fratricide is, by definition, an accident. Risk assessment and management is the mechanism with which the incidence of fratricide can be controlled. The primary causes are:

(1) Direct Fire Control Plan Failures. These occur when units fail to develop defensive and, particularly, offensive fire control plans.

(2) Land Navigation Failures. These occur when units stray out of sector, report wrong locations, and become disoriented.

(3) Combat Identification Failures. These failures include gunners or pilots being unable to distinguish thermal and optical signatures near the maximum range of their sighting systems; and units in proximity mistaking each other for the enemy under limited visibility conditions.

(4) Inadequate Control Measures. Units fail to disseminate the minimum maneuver and fire support control measures necessary to tie control measures to recognizable terrain or events.

Fluid Replacement Guidelines for Warm-Weather Training (Average Acclimated Soldier Wearing Hot-Weather BDU)

		Easy Work		Moderate Work		Hard Work	
Heat Category	**WBGT F**	**Work/ Rest***	**Water Per Hour**	**Work/ Rest***	**Water Per Hour**	**Work/ Rest***	**Water Per Hour**
1	78-81.9	No Limit	0.5 qt	No Limit	0.75 qt	40/20 min	0.75 qt
2	82-84.9	No Limit	0.5 qt	50/10 min	0.75 qt	30/30 min	1 qt
3	85-87.9	No Limit	0.75 qt	40/20 min	0.75 qt	30/30 min	1 qt
4	88-89.9	No Limit	0.75 qt	30/30 min	0.75 qt	20/40 min	1 qt
5	90	50/10 min	1 qt	20/40 min	1 qt	10/50 min	1 qt

* Rest means minimal physical activity (sitting or standing) and should be accomplished in the shade if possible

Note 1: The work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hours of work in the specified heat category. Individual water needs will vary ± 0.25 quart per hour.

Note 2: **CAUTION:** Hourly fluid intake should not exceed 1.5 quarts. Daily fluid intake should not exceed 12 quarts.

Note 3: MOPP gear or body armor adds 10F to Wet Bulb Globe Temperature (WBGT)

Examples:

Easy Work	Moderate Work	Hard Work
Weapon Maintenance Walking hard surface at 2.5 mph, 30 pound load Manual of arms Marksmanship training Drill and ceremony	Walking loose sand at 2.5 mph, no load Walking hard surface at 3.5 mph, 40 pound load Calisthenics Patrolling Individual movement technique; i.e., low crawl, high crawl. Defensive position construction Field assaults	Walking hard surface at 3.5 mph, 40 pound load Walking loose sand at 2.5 mph, with load

Note: Soldiers who are overweight, dieting, or have been past heat casualties are more prone to heat injuries. As a result, they must be identified and their activities must be closely monitored.

Figure 1-5. Fluid Replacement Guidelines

(5) Reporting Communication Failures. Units at all levels face problems in generating timely, accurate, and complete reports as locations and tactical situations change.

(6) Weapons Error. Lapses in individual discipline lead to gunnery errors, accidental discharges, mistakes with explosives and hand grenades, and similar incidents.

(7) Battlefield Hazards. Unexploded ordnance, unmarked or unrecorded minefields, family of scatterable mines (FASCAM), and booby traps litter the battlefield. Failure to mark, remove, record, or anticipate these hazards increases the risk of friendly casualties.

h. Fratricide results in unacceptable losses and increases the risk of mission failure. Fratricide undermines the unit's ability to survive and function. Units experiencing fratricide observe these consequences:

(1) Loss of confidence in the unit leadership.

(2) Increasing self-doubt among leaders.

(3) Hesitation to use supporting combat systems.

(4) Over supervision of units.

(5) Hesitation to conduct night operations.

(6) Loss of aggressiveness during fire and maneuver.

(7) Loss of initiative.

(8) Disrupted operations.

(9) General degradation of cohesiveness, morale, and combat power.

1-9. Environmental Protection. Protection of natural resources is an ever-increasing concern to the Army. It is the responsibility of all unit leaders to decrease, and if possible, eliminate damage to the environment when conducting training. Use FM 3-100.4, *Environmental Considerations in Military Operations* as a reference. Environmental risk management parallels safety risk management and is based on the same philosophy as safety risk management. Environmental risk management consists of the following steps:

a. Identify Hazards. Identify potential sources for environmental degradation during analysis of mission, enemy, terrain, troops, time available, and civilian considerations (METT-TC) factors. This requires identification of environmental hazards. An environmental hazard is a condition with the potential for polluting air, soil, or water and/or destroying life forms or cultural and historical artifacts.

b. Assess the Hazard. Analyze potential severity of environmental degradation using environmental risk assessment matrixes such as the one found on the following page (Figure 1-6). Severity of environmental degradation is considered when determining the potential effect an operation will have on the environment. The risk impact value is defined as an indicator of the severity of environmental degradation. Quantify the risk to the environment resulting from the operation as extremely high, high, medium, or low, using the environmental risk assessment matrixes.

c. Make Environmental Risk Decisions. Make decisions and develop measures to reduce high environmental risks.

d. Brief Chain of Command. Brief chain of command (to include installation environmental office, if applicable) on proposed plans and pertinent high-risk environmental matrixes. Risk decisions are made at a level of command that corresponds to the degree of risk.

e. Implement Controls. Implement environmental protection measures by integrating them into plans, orders, SOPs, training performance standards, and rehearsals.

f. Supervise. Supervise and enforce environmental protection standards.

g. Environmental damage has many wide-ranging consequences. The complete success of the tactical mission depends on your environmental awareness. Leaders and soldiers must be aware of the ramifications of their actions on the environment, which, in turn, reflects upon the overall mission. Prevention of spills and improper disposal of hazardous waste is everyone's responsibility. Know the proper procedures for preventing and reporting oil or fuel spills IAW local unit SOP.

Environmental Risk Assessment Matrix

Environmental area					Rating:	
Unit operations	Risk Impact					
Movement of heavy vehicle/systems	5	4	3	2	1	0
Movement of personnel and light vehicles/systems	5	4	3	2	1	0
Assembly area activities	5	4	3	2	1	0
Field maintenance of equipment	5	4	3	2	1	0
Garrison maintenance of equipment	5	4	3	2	1	0

Environmental Risk Assessment Worksheet

5-Severe 4-Heavy 3-Substantial 2-Modest 1-Slight 0-Undetectable

	Movement of heavy vehicles/systems	Movement of personnel and light systems	Assembly area activities	Field maintenance of equipment	Garrison maintenance of equipment	Risk rating
Air pollution						
Archeological and historical sites						
Hazardous material/waste						
Noise pollution						
Threatened/endangered species						
Water pollution						
Wetland protection						
Overall rating						

Overall Environmental Risk Assessment Form

Category	Range	Environmental Damage	Decision Maker
Low	0-58	Little or none	Appropriate level
Medium	59-117	Minor	Appropriate level
High	118-149	Significant	Division Cdr
Extremely High	150-175	Severe	MACOM Cdr

Risk Categories

Figure 1-6. Environmental Risk Assessment Matrix

1-10. Evaluation. The T&EOs in Chapter 5 describe standards that must be met for each task.

a. Evaluations can be internal or external. Internal evaluations are conducted at all levels. They must be inherent in all training. External evaluations are usually more formal and are normally conducted by a headquarters two levels above the unit being evaluated. (See Chapter 6, External Evaluations.)

b. A critical weakness in training is the failure to evaluate each task every time it is executed. The ARTEP concept is based on simultaneous training and evaluation. Too often, leaders do not practice continuous evaluation. Often, soldiers or small units are trained to perform a task to standard; then later, when they execute that task as part of an exercise, they execute it poorly or incorrectly and are not corrected. For this program to work, trainers and leaders must continually evaluate training during execution.

c. Leaders should emphasize direct, on-the-spot evaluations. Correcting poor performance during individual or small group training is easy to do. In higher-level exercises it is usually not feasible to do this with outside evaluators, but the opportunity for correction should not be overlooked. Plan AARs at frequent, logical intervals during the exercises (usually after the completion of a major subordinate task). This is a proven technique that allows you to correct performance shortcomings while they are still fresh in everyone's mind and prevents reinforcement of bad habits.

d. FM 25-101 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-11. Feedback. Recommendations for improvement of this MTP are requested. Feedback will help to ensure that this MTP answers the training needs of units in the field and parallel requirements by training and combat developers. There is a questionnaire at the end of this MTP to make it easier to send recommendations and comments.

CHAPTER 2

Training Matrixes

2-1. General. The training Matrix assists the commander in planning the training of his unit's personnel.

2-2. Mission To Collective Tasks Matrix. This matrix (Figure 2-2), identifies the missions and their supporting collective tasks. The tasks are listed under the appropriate BOS which are indicated by an **X** in the matrix. The BOS used in this matrix are defined in TRADOC Pam 11-9. A specific mission is trained by identifying collective tasks in the vertical column for the mission. Based on the proficiency of the unit, training is focused on operational weaknesses.

The mission identification table listed below (Figure 2-1) provides mission identification for the unit.

Mission Identification Table

Mission Title

A - Plan Class III Support (**10-1-1004**)
B - Direct Class III Operations (**10-1-1005**)
C - Supervise Deployment (**63-1-E0002**)
D - Supervise Relocation (**63-1-E0005**)
E - Supervise Establishment (**63-1-E0006**)
F - Supervise Force Protection (**63-1-E0008**)
G - Supervise Redeployment (**63-1-E0009**)

Figure 2-1. Mission Identification Table.

Collective Tasks		A	B	C	D	E	F	G
Develop Intelligence								
63-1-4051	Provide Intelligence Support		X				X	
Deploy/Conduct Maneuver								
63-1-4015	Perform Battalion Advance/Quartering Party Activities				X	X		X
63-1-4016	Establish Battalion Command Post (Forward)				X	X		
63-1-4018	Coordinate Movement of Subordinate Elements				X			

Collective Tasks		A	B	C	D	E	F	G
63-1-4019	Supervise Establishment of Subordinate Elements and Battalion Headquarters					X		
63-1-4020	Establish Administrative Areas and Logistics Operations Center (LOC)					X		
63-1-4850	Direct Deployment Alert Activities			X				
63-1-4851	Establish the Emergency Operations Center			X				
63-1-4852	Operate the Emergency Operations Center			X				
63-1-4853	Supervise Battalion Deployment/Redeployment Activities			X				X
63-1-4854	Update Movement Plan/Order			X				
63-1-4855	Coordinate Soldier Readiness Program Processing Support			X				
63-1-4856	Provide Deployment Human Resources Support			X				
63-1-4857	Coordinate Family Assistance Support			X				X
63-1-4858	Coordinate Deployment Training Support			X				
63-1-4859	Perform Deployment Intelligence Support Functions			X				
63-1-4860	Provide Deployment Logistics Support			X				
63-1-4861	Perform Deployment Advance Party Activities			X				
63-1-4862	Coordinate Onward Movement			X				
63-1-4863	Coordinate Rear Detachment Support			X				
63-1-4864	Perform Home Station Rear Detachment Activities			X				
63-1-4865	Coordinate Reconstitution for Redeployment							X
63-1-4866	Prepare Redeployment Movement Plan/Order							X
63-1-4867	Provide Redeployment Support							X
63-1-4868	Perform Redeployment Advance Party Activities							X
63-1-4869	Perform Theater Rear Detachment Activities							X

Collective Tasks		A	B	C	D	E	F	G
63-1-4870	Coordinate Home Station Activities							X
63-1-4871	Direct Integration Activities			X				
63-1-4872	Plan Battalion Deployment in a Peacetime Environment			X				
Protect the Force								
63-1-4038	Supervise Operations Security Program		X	X	X	X	X	X
63-1-4040	Supervise Nuclear, Biological, and Chemical Defense Operations		X			X	X	
Perform CSS and Sustainment								
10-1-0204	Conduct Quality Surveillance		X					
63-1-4025	Coordinate Internal Logistics		X					
63-1-4042	Provide Human Resources Support - Personnel Services		X					
63-1-4043	Provide Human Resources Support - Administrative Services		X					
63-1-4044	Conduct Command Religious Support Program		X					
63-1-4303	Conduct Battlefield Stress Reduction and Prevention Procedures		X	X	X	X	X	
63-1-4326	Perform Risk Management Procedures	X	X	X	X	X	X	
Exercise Command and Control								
10-1-0201	Develop Bulk Petroleum Support Operations Estimate	X						
10-1-0202	Plan Bulk Petroleum Operations	X						
10-1-0203	Coordinate Bulk Petroleum Operations Support		X					
63-1-4001	Conduct Mission Analysis	X						
63-1-4002	Conduct Intelligence Preparation of the Battlefield	X						
63-1-4003	Formulate Feasible Courses of Action	X						
63-1-4004	Develop Intelligence Estimate	X						
63-1-4005	Develop Personnel Estimate	X						

Collective Tasks		A	B	C	D	E	F	G
63-1-4006	Develop Logistics Estimate	X						
63-1-4007	Develop Support Operations Estimate	X						
63-1-4008	Develop Supporting Commander's (Operations) Estimate	X						
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	X						
63-1-4010	Develop Road Movement Order	X			X			
63-1-4011	Develop Occupation Plan	X			X			
63-1-4012	Plan Battalion Area Tactical Operations	X					X	
63-1-4014	Plan Rear Operations	X					X	
63-1-4017	Establish Communications				X	X		
63-1-4022	Operate the Support Area of Logistics Operations Center		X			X		
63-1-4037	Operate Tactical Support Area of the Logistics Operations Center		X		X	X		
63-1-4041	Maintain Communications	X	X		X	X	X	
63-1-4045	Provide Command and Control	X	X		X	X	X	
63-1-4050	Operate Base Cluster Operations Center					X	X	
63-1-4052	Direct Response to Threat Actions						X	
63-1-4053	Direct Area Damage Control Operations						X	
63-1-4873	Plan Battalion Deployment Upon Receipt of a Warning Order			X				
63-1-4874	Plan Battalion Redeployment							X

Figure 2-2. Collective Task to Missions.

CHAPTER 3

Mission Outlines / Training Plans

3-1. General. This chapter describes how to use the MTP to develop battalion-level training plans and provides a mission outline. It is designed to assist commanders in preparing training plans for critical wartime missions. FM 25-100 and FM 25-101 provides detailed information on training management and should be used with the MTP for developing battalion training plans.

3-2. Long-Range Planning. Long-range planning allows commanders to provide timely input to the Army's various training resource systems and general direction for training programs.

a. Develop the Unit METL. The first step in developing a METL is analyzing all specified and implied missions and other guidance. Next, the unit's wartime mission is restated. After analyzing the unit's missions and external directives, a list of tasks is identified which must be accomplished if the unit is to successfully accomplish its wartime mission. Subordinate commanders and key NCOs participate in selecting the tasks. The task list is developed using the missions contained in Chapter 2 of the MTP, missions assigned to the battalion by contingency plans and missions directed by higher unit commander's guidance. The commander reviews the task list and selects tasks that are essential to the unit's wartime mission. The selected tasks are forwarded to higher unit headquarters. The final approved task list becomes the unit's METL, Figure 3-1.

(1) Develop Intelligence. Provide Intelligence Support

(2) Deploy/Conduct Maneuver.

1. Direct Deployment Alert Activities
2. Establish the Emergency Operations Center
3. Operate the Emergency Operations Center
4. Supervise Battalion Deployment/Redeployment Activities
5. Update Movement Plan/Order
6. Coordinate SRP Processing Support
7. Provide Deployment Human Resources Support
8. Coordinate Family Assistance Support
9. Coordinate Deployment Training

Figure 3-1. Example Battalion METL

(3) Protect The Force.

1. Supervise Operations Security Program
2. Supervise NBC Defense Operations

(4) Perform CSS And Sustainment.

1. Conduct Quality Surveillance
2. Coordinate Internal Logistics
3. Provide Human Resources Support-Personnel Services
4. Provide Human Resources Support-Administrative Services
5. Conduct Command Religious Support Program

(5) Exercise Command And Control.

1. Conduct Mission Analysis
2. Prepare Battalion OPLAN/OPORD
3. Maintain Communications

Figure 3-1. Example Battalion METL (continued)

b. Establish Training Objectives. After the METL is identified, the commander establishes training objectives. The training objectives are conditions and standards that describe the situation or environment and ultimate outcome criteria the unit must meet to successfully perform the tasks. Training objectives and standards for METL can be obtained from the MTP, STP, and higher unit headquarters guidance and local SOPs.

c. Conduct Training Assessment. The training assessment is the commander's continuous comparison of the unit's current proficiency with the proficiency required to fight and win on the battlefield. The commander, his staff, and subordinate commanders assess the organization's current proficiency on mission essential tasks against the required standard. The commander then indicates the current proficiency by rating each task as "T" (Trained), "P" (Need Practice), "U" (Untrained), or "?" (Unknown). The outcome of the training assessment identifies the unit's training requirements, Figure 3-2.

	CURRENT TRAINING STATUS ARMY UNIVERSAL TASK LIST							
	DEVELOP INTELLIGENCE	DEPLOY/CONDUCT MANEUVER	EMPLOY FIRES	PERFORM CSS AND SUSTAINMENT	EXERCISE COMMAND AND CONTROL	PROTECT THE FORCE		
MISSION ESSENTIAL TASK								
Direct Deployment Alert Activities	T	P	P	T	T	?		
Coordinate Movement of Subordinate Elements	P	P	P	P	P	P		
Plan Rear Operations	T	P	T	T	T	T		
Coordinate Field Service Support	P	U	P	?	?	?		
Legend	**T - Trained**				**U - Untrained**			
	P - Need Practice? - Status Unknown							

Figure 3-2. Sample Commander's Training Assessment

d. Develop Training Strategy and Commander's Guidance. The training strategy is developed using the outcome from the training assessment. With the training strategy, the commander and his staff establish training priorities by determining the minimum frequency each mission essential will be trained during the upcoming planning period. It includes the commander's guidance, which also includes the commander's training vision. To develop unit goals, the commander must:

(1) Review higher echelon commander's goals.

(2) Spell out, in real-world terms, what the battalion will do to comply with the goals of higher echelon commanders.

(3) List his own goals for the unit in broad terms. Figure 3-3 provides a sample of battalion goals.

Attain and sustain proficiency in all MTP missions.

Maintain a 90 percent OR rate.

Attain and sustain 100 percent individual and crew-served weapons qualifications.

Support brigade offensive operations.

Figure 3-3. Example Battalion Goals

e. Establish Training Priorities. Priorities are established for training METL tasks by basing the priorities on training status, the criticality of the task and the relative training emphasis the task should receive. Figure 3-4 provides a sample training priority list.

TASK	SOURCE	TRAINING PRIORITY
Coordinate Support for Regeneration Activities	MTP	3
Provide Command and Control	MTP	1
Conduct Mission Analysis	MTP	4
Prepare Operations/ Plan OPORD and Annexes	MTP	2
Plan Rear Operations	MTP	5

Figure 3-4. Example Training Priority List

f. Prepare Long-Range Training Calendars. The long-range training calendar is the coordinating tool for long-range planning. It is structured by long-range events to identify time periods available for training mission essential tasks. The long-range planning calendar projects the training events and activities of the battalion-training program for the upcoming 12 to 24 months. To prepare a long-range calendar, follow the steps outlined below:

(1) Select training events and activities to train the missions. The battalion commander must project events that will enable him to achieve his goals.

(2) Assign time for subordinate units to train. Subordinate leaders must be allowed to develop their training programs in support of the battalion's training program.

(3) Examine various training alternatives to make optimum use of the training support available to the unit. Available training resources must be compared against higher headquarters directed training, higher headquarters directed training events, and subordinate level projected training events. Resourcing tools available to the battalion commander are CATS, operational tempo (OPTEMPO), and STRAC.

(4) Obtain higher headquarters approval of long-range plans.

(5) Issue Guidance. Training guidance is issued to the staff and subordinate units with the long-range training calendar. This training guidance supplements the long-range training calendar and generally includes:

(a) Training policies.

(b) Types of mandatory training.

(c) Training resource guidance.

(d) Quotas for centralized training (schools).

(e) Training goals.

3-3. Short-Range Planning. A short-range plan is prepared to address the immediate future (three months). Short-range planning develops specific training objectives based on goals and guidance prepared during long-range planning. The short-range plan adds more detail and may modify the long-range plan based on current assessments. Prepare the short-range plan as described below:

a. Review the training program, current unit proficiency, resources, and training environment.

(1) Review the training program described in the long-range planning process. This review determines if assessments made during long-range planning are still valid.

(2) Review previous short-range planning calendars for training accomplished, training preempted and lesson learned.

(3) Review current unit proficiency to update priorities.

(4) Review resources to determine if it is still possible to execute the program described on the long-range planning calendar.

(5) Review training environment again in this phase of planning because it takes on added importance as training events and activities approach. Factors that affect the training environment and that collectively impact on the training program are:

(a) Personnel assigned.

(b) Personnel turbulence.

(c) Morale.

(d) Education programs.

(e) Mandatory training.

(f) Visits, inspections, and tests.

(g) Supplies and equipment.

(h) Non-mission-related activities.

(i) Other programs.

b. Develop a detailed plan of action for short-range training plans. Prepare the detailed plan of action as described below:

(1) Examine events scheduled on the long-range training plan to determine if they are still valid.

(2) Transfer valid events to a short-range training-planning calendar.

(3) Determine desired outcomes for scheduled events.

(4) Analyze missions to determine related individual, leader, and collective tasks.

(5) Determine if there are weaknesses. Select tasks to correct these identified weaknesses and to sustain selected individual, leader, and unit strengths, as necessary.

(6) Select the specific training objectives for missions and tasks to be trained. The T&EOs in Chapter 5 provide the commander with training objectives.

(7) Prepare a short-range training planning calendar or three monthly schedules. The short-range training-planning calendar provides a detailed plan of actions for the specified period.

(8) Review short-range plans with higher and adjacent headquarters.

(9) Issue guidance. This guidance specifically addresses how training will be accomplished.

3-4. Near-Term Planning. The final phase of planning is the execution of training. Using the short-range plan, prepare weekly training schedules.

a. Review the training program, unit proficiency, resources, and training environment. As in long-range and short-range planning, this review determines if previous assessments are valid.

b. Finalize plans based upon the review of the battalion's training program. Determine the best sequence for training tasks, and complete the final coordination of the training events and activities.

c. Prepare trainers, observer controllers (OCs), opposing force (OPFOR), and support personnel to know what is to be trained, why it is being trained and what their role in the training will be.

3-5. Training The Battalion Headquarters. Planning training for battalion headquarters personnel presents the commander with unique challenges. The most severe challenges are those that have to do with the time and availability of personnel. The battalion staff and headquarters personnel are normally very involved in day-to-day operations and support of subordinate unit training. It is difficult to find time to adequately address the training needs of these elements. Nonetheless, these elements must be capable of fulfilling their roles for the battalion to perform its wartime mission. The strategy selected by the commander for training these elements must include effective methods for training individuals, leaders, and units.

a. Training the battalion (Staff Training).

(1) Training the staff presents the greatest challenges within a constrained training environment. This MTP identifies the training objectives for the battalion staff. The staff has numerous tasks to master to be effective. Examples of tasks that any staff must perform are:

(a) Analyze terrain and threat information.

(b) Function as an effective team.

(c) Exchange information.

(d) Prepare estimates of the situation.

(e) Provide logistics input into the battalion OPORD.

(f) Give appraisals.

(g) Make recommendations and decisions.

(h) Prepare operations plans (OPLANs).

(i) Issue orders.

(j) Coordinate and control unit operations.

(k) Supervise subordinate units.

(2) The strategy used to train the staff will vary based on the considerations used in planning training (levels of proficiency, training support available, etc.). FM 25-101 contains detailed information on the conduct of exercises. Some methods of staff training include the following exercises.

(a) TEWT. Tactical exercise without troops (TEWTs) are low-cost, low overhead exercises conducted in the field on actual terrain suitable for training units for specific missions. Commanders use TEWTs to train subordinate leaders and staffs to analyze terrain and plan for conducting unit missions.

(b) MAPEX. Map exercise (MAPEX) is a low-overhead training exercise that allows commanders to train their staffs to perform essential integrating and control functions to support their decisions under wartime conditions. MAPEXs may be used to train the staff to exchange information, prepare estimates, give appraisals, make recommendations and decisions, prepare plans, and issue orders.

(c) CPX. Command post exercises (CPXs) are medium-cost, medium overhead training exercises that may be conducted in garrison or a field location. CPXs normally use battle simulations to drive the staff actions.

(d) FTX. Field training exercises (FTXs) are high-cost, high overhead exercises conducted in the field under simulated combat conditions. A unit-conducted FTX exercises the staff in coordination, control, and supervision of battalion operations. Unit-conducted FTXs provide the best opportunity for the staff to combine all of its skills and perform as it would in wartime, responding to both higher and lower levels.

(3) At battalion level, a method to optimize staff and unit training is to integrate TEWTs, MAPEXs, CPXs, CFXs, and combined arms live fire exercise (CALFEXs) while preparing plans and orders for upcoming battalion FTXs. This process exercises the entire spectrum of the staff effectively and makes optimum use of unit field training time. Each unit is different and only the commander can determine the best method of training his staff.

b. Training the Battalion. Training the battalion is a complex process requiring both unit and staff training programs. Normal day-to-day operations place a unique burden on the battalion commander to accomplish training. Elements cross staff lines and responsibilities. The battalion XO and command sergeant major (CSM) coordinate with the battalion and Headquarters Detachment commanders to ensure individual soldiering tasks are being mastered.

3-6. Development Of Training Exercises. Chapter 4 provides sample exercises for the battalion to use or modify to meet specific training needs. Since only a sample FTX is contained in the MTP, it is necessary for the battalion to develop exercises for its own use. Chapter 4 provides general procedures for the battalion staff to use when preparing the battalion FTX and supporting STXs. Exercise plans are normally formulated during preparation of the short-range plan. Staff exercise planners and developers should, as a minimum, consider the following:

a. Selection of Missions and Tasks for Training. This should have been accomplished during development of the long-range plan.

b. Site Selection. Confirm selection of a training area.

c. Scenario Development. After missions and tasks are selected, a detailed scenario for the exercise should be established by:

(1) Listing the missions and tasks in the preferred sequence of occurrence.

(2) Identifying events necessary for the control of the exercise. These events would normally include issuance of orders, AARs, and any other administrative or logistics action necessary to conduct the exercise.

(3) Preparing exercise overlays that show the sequence of actions and terrain to be used for each event.

(4) Determining the estimated time for each event using the overlay and scenario. The total time is determined to ensure that the scenario can be completed in the time allocated for the exercise.

d. Selection of OCs and OPFOR. OCs and OPFOR are normally required for every FTX and for STXs when Multiple Integrated Laser Engagement Simulation (MILES) are used. It is difficult for a battalion headquarters to provide these from its own resources. When OCs and OPFOR must be provided from within the battalion, unit leaders may have to serve as the OCs for their units and the OPFOR may be selected form personnel or units not essential for attainment of the exercise objectives. Ideally, the battalion should provide OCs and OPFOR.

e. Preparation of Control Plan. Control plans are developed to coordinate the actions of training units, OPFOR, and OCs. The scenarios used and a detailed control plan are prepared. The control plan should consist of:

(1) Detailed schedules of OPFOR actions.

(2) Detailed instructions for the OPFOR.

(3) Detailed schedule of activities for units.

(4) Operations Orders (OPORDs) and Fragmentary Orders (FRAGOs) for friendly units. Normally, friendly unit actions are controlled through the issuance of OPORDs and FRAGOs.

f. Preparation of the Evaluation Plan. All training is evaluated, either internally or externally. The evaluation plan identifies the tasks to be evaluated, by whom, and at what time. The evaluation will consist of:

(1) Specific instructions for OCs.

(2) A sequential list of T&EOs to be evaluated by each OC.

(3) Detailed time schedule for evaluation and AARs.

3-7. Mission Outline. The mission outline is designed to provide a graphic portrayal of the relationship of the critical wartime mission to FTXs and STXs. This outline should assist the commander and staff in the preparation of training plans. Figure 3-5 represents the sample mission outlines for the battalion while conducting FTX - Provide Class III Bulk Petroleum Support.

STX 63-1-E0002 -- Supervise Deployment	
Supervise Operations Security Program	63-1-4038
Combat Battlefield Stress Reduction and Prevention Procedures	63-1-4303
Perform Risk Management	63-1-4326
Direct Deployment Activities	63-1-4850
Establish the Emergency Operations Center	63-1-4851
Operate the Emergency Operations Center	63-1-4852
Supervise Battalion Deployment/Redeployment Activities	63-1-4853
Update Movement Plan/Order	63-1-4854
Coordinate Soldier Readiness Program Processing Support	63-1-4855
Provide Deployment Human Resources Support	63-1-4856
Coordinate Family Assistance Support	63-1-4857
Coordinate Deployment Training Support	63-1-4858
Perform Deployment Intelligence Support Functions	63-1-4859
Provide Deployment Logistics Support	63-1-4860
Perform Deployment Advance Party Activities	63-1-4861
Coordinate Onward Movement	63-1-4862
Coordinate Rear Detachment Support	63-1-4863
Coordinate Home Station Rear Detachment Activities	63-1-4864
Direct Integration Activities	63-1-4871
Plan Battalion Deployment in a Peacetime Environment	63-1-4872
Plan Battalion Deployment Upon Receipt of a Warning Order	63-1-4873
STX 63-1-E0005 -- Supervise Relocation	
Develop Road Movement Order	63-1-4010
Develop Occupation Plan	63-1-4011
Perform Battalion Advance/Quartering Party Activities	63-1-4015
Establish Battalion Command Post (Forward)	63-1-4016
Establish Communications	63-1-4017
Coordinate Movement of Subordinate Elements	63-1-4018
Operate Tactical Support Area of the Logistics Operations Center	63-1-4037
Supervise Operations Security Program	63-1-4038
Maintain Communications	63-1-4041
Provide Command And Control	63-1-4045
Combat Battlefield Stress Reduction and Prevention Procedures	63-1-4303
Perform Risk Management Procedures	63-1-4326

Figure 3-5. Sample Mission Outlines for the Petroleum Supply Battalion

STX 63-1-E0006 -- Supervise Establishment	
Perform Battalion Advance/Quartering Party Activities	63-1-4015
Establish Battalion Command Post (Forward)	63-1-4016
Establish Communications	63-1-4017
Supervise Establishment of Subordinate Elements And Battalion Headquarters	63-1-4019
Establish Logistics Operations Center And Administrative Areas	63-1-4020
Operate the Support Area of the Logistics Operations Center	63-1-4022
Operate the Tactical Area of the Logistics Operations Center	63-1-4037
Supervise Operations Security Program	63-1-4038
Supervise Nuclear, Biological And Chemical Operations	63-1-4040
Maintain Communications	63-1-4041
Provide Command And Control	63-1-4045
Operate Base Cluster Operations Center	63-1-4050
Combat Battlefield Stress Reduction and Prevention Procedures	63-1-4303
Perform Risk Management	63-1-4326
STX 10-1-1004 – Plan Class III Support	
Develop Bulk Petroleum Support Operations Estimate	10-1-0201
Plan Bulk Petroleum Operations	10-1-0202
Conduct Mission Analysis	63-1-4001
Conduct Intelligence Preparation of the Battlefield	63-1-4002
Formulate Feasible Courses of Action	63-1-4003
Develop Intelligence Estimate	63-1-4004
Develop Personnel Estimate	63-1-4005
Develop Logistics Estimate	63-1-4006
Develop Support Operations Estimate	63-1-4007
Develop Supporting Commander's (Operations) Estimate	63-1-4008
Prepare Operations Plan/Operations Order and Annexes	63-1-4009
Develop Road Movement Order	63-1-4010
Develop Occupation Plan	63-1-4011
Plan Battalion Area Tactical Operations	63-1-4012
Plan Rear Operations	63-1-4014
Maintain Communications	63-1-4041
Provide Command and Control	63-1-4045
Perform Risk Management Procedures	63-1-4326

Figure 3-5. Sample Mission Outlines for the Petroleum Supply Battalion (continued)

STX 10-1-1005 – Direct Class III Operations	
Coordinate Bulk Petroleum Operations Support	10-1-0203
Conduct Quality Surveillance	10-1-0204
Operate the Support Area of Logistics Operations Center	63-1-4022
Coordinate Internal Logistics	63-1-4025
Operate Tactical Support Area of the Logistics Operations Center	63-1-4037
Supervise Operations Security Program	63-1-4038
Supervise Nuclear, Biological, and Chemical Defense Operations	63-1-4040
Maintain Communications	63-1-4041
Provide Human Resources Support – Personnel Services	63-1-4042
Provide Human Resources Support – Administrative Services	63-1-4043
Conduct Command Religious Support Program	63-1-4044
Provide Command and Control	63-1-4045
Provide Intelligence Support	63-1-4051
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303
Perform Risk Management Procedures	63-1-4326

STX 63-1-E0008 -- Supervise Force Protection	
Plan Battalion Area Tactical Operations	63-1-4012
Plan Rear Area Operations	63-1-4014
Supervise Operations Security Program	63-1-4038
Supervise Nuclear, Biological and Chemical Operations	63-1-4040
Maintain Communications	63-1-4041
Provide Command and Control	63-1-4045
Operate Base Cluster Operations Center	63-1-4050
Provide Intelligence Support	63-1-4051
Direct Response to Threat Actions	63-1-4052
Direct Area Damage Control Operations	63-1-4053
Combat Battlefield Stress Reduction and Prevention Procedures	63-1-4303
Perform Risk Management Procedures	63-1-4326

Figure 3-5. Sample Mission Outlines for the Petroleum Supply Battalion (continued)

STX 63-1-E0009 -- Supervise Redeployment	
Perform Battalion Advance/Quartering Party Activities	63-1-4015
Supervise Operations Security Program	63-1-4038
Supervise Battalion Redeployment Activities	63-1-4853
Coordinate Reconstitution for Redeployment	63-1-4865
Prepare Redeployment Movement Plan/Order	63-1-4866
Provide Redeployment Support	63-1-4867
Perform Redeployment Advance Party Activities	63-1-4868
Perform Theater Rear Detachment Activities	63-1-4869
Coordinate Home Station Activities	63-1-4870
Plan Battalion Redeployment	63-1-4874

Figure 3-5. Sample Mission Outlines for the Petroleum Supply Battalion (continued)

CHAPTER 4

Training Exercise

4-1. General. Training exercises are used to train personnel in the performance of collective tasks. This MTP has two types of exercises: FTX and STX. These exercises assist the Petroleum Supply Battalion commander in developing, sustaining, and evaluating the unit's mission proficiency. This chapter of the MTP contains one FTX and seven STXs (see Table 4-1)

Table 4-1. List of Exercises

Mission Number	Title	Page
FTX	Provide Class III Bulk Petroleum Support	4-3
63-1-E0002	Supervise Deployment	4-10
63-1-E0005	Supervise Relocation	4-15
63-1-E0006	Supervise Establishment	4-22
10-1-1004	Plan Class III Support	4-28
10-1-1005	Direct Class III Operations	4-34
63-1-E0008	Supervise Force Protection	4-42
63-1-E0009	Supervise Redeployment	4-49

4-2. Field Training Exercise. The FTX is designed to provide a training method for the unit to train its personnel to perform its overall critical wartime mission. This FTX provides a logical sequence for the performance of tasks previously trained in the STXs.

4-3. Situational Training Exercise. The STX is a short, scenario-driven, mission-oriented tactical exercise used to train a group of closely related and collective tasks. The commander, based on local METT-TC and available personnel and equipment, may modify the STX. The STX provides the information for training personnel to perform the missions that make up the unit's overall critical wartime mission. The STX performs the following functions:

a. Provides repetitive training on the missions.

b. Allows training to focus on identified weaknesses.

c. Allows the unit to practice each supporting mission before the critical wartime mission.

d. Saves time by providing a majority of information needed to develop a method for training.

4-4. Safety. During any training exercises, soldiers and leaders must be safety conscious. Evaluators and trainers have the responsibility to ensure that all training is conducted within established safety constraints. Prior to each

exercise, all personnel will be briefed on specific safety measures that are to be taken during execution. See Chapter 1 paragraph 1-8 for specific safety concerns and details on risk management.

4-5. Visualization.

a. Battle command is the art of battle decision making and leading. It includes controlling operations and motivating soldiers and their organizations into action to accomplish missions. Armed with the knowledge of the current state and the desired end state, commanders visualize those actions necessary to achieve the desired future state and then translate that visualization into action. It includes the following:

Assigning missions.

Prioritizing and allocating resources.

Selecting the critical time and place to act.

Knowing how and when to make adjustments during the fight.

b. Battlefield visualization is the mental process that supports the commander's decision-making process and his ability to anticipate support requirements. Using a vision of proposed support of combat operations allows the commander to know when, and if a decision should be made. It is a continuous process that commences with the receipt of a warning order and continues through the end of an operation.

c. Digital information systems have the capability of providing a clearer picture to the commander. Digital systems enhance the commander's ability to have an understanding of the current state of friendly and enemy forces. This extends beyond the knowledge of their physical location and includes environmental, readiness and human considerations. It includes the ability to see and understand the dynamic relationship between supporters and supported as the commander leads his subordinate elements through the sequence of events.

d. The available digital information systems enhance the commander's situational awareness by providing him with an unprecedented level of friendly and enemy information. Commanders must recognize that the common, relevant picture that is produced by a myriad of information systems represent both known and estimated information, and is possibly flawed by human input. The commander must tailor this information with his judgment, intuition and experience.

Petroleum Supply Battalion
Field Training Exercise, Provide Class III Bulk Petroleum Support

1. Objective. This FTX is designed to provide the Petroleum Supply Battalion with training in their critical wartime mission, Provide Class III Bulk Petroleum Support. This FTX is used for internal and external evaluations.

2. Interface.

a. This FTX supports the ASG/CSG's critical wartime mission, Provide Bulk Petroleum and Potable Water to Assigned Area.

b. Training the following battalion STXs supports this FTX - Provide Class III Bulk Petroleum Support.

(1) STX 63-1-E0002 Supervise Deployment.

(2) STX 63-1-E0005 Supervise Relocation.

(3) STX 63-1-E0006 Supervise Establishment.

(4) STX 10-1-1004 Plan Class III Support.

(5) STX 10-1-1005 Direct Class III Operations.

(6) STX 63-1-E0008 Supervise Force Protection.

(7) STX 63-1-E0009 Supervise Redeployment.

3. Training Enhancers.

a. The training matrix in Chapter 2 shows the collective tasks that must be mastered in order to perform the battalion headquarters missions.

b. Training that will improve the staff's ability to perform its missions is:

(1) Planning and directing bulk petroleum operations. These tasks are listed in Table 4-3 and Chapter 5 of this MTP. This training may be conducted in garrison and the local training area (LTA) by the following methods:

(a) Map Exercise (MAPEX) combined with a sand table exercise. Simulations and games should be developed to teach leaders as part of a continuing officer and NCO development program. A MAPEX, when used, should be combined with a sand table exercise. A map of the actual area where the FTX is to be conducted and a sand table model to match the actual terrain should be used, if possible.

(b) Tactical Exercise Without Troops (TEWT). The TEWT allows leaders and key personnel to practice critical analytical skills.

(c) Communications Exercise (COMEX)/Situational Awareness Exercise. These exercises allow units to practice battle command information procedures and logistics operations. Training scenarios call for maximum use of Transportation Coordinator's Automated Information for Movement Systems (TC-AIMS II), Movement Tracking System (MTS), and Logistics Standard Army Management Information Systems (STAMIS). Combat Service Support Control System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supply, services and personnel that the commander deems crucial to the success of an operation.

(d) Classroom activities. Classroom activities foster a common understanding of the missions, events and responses.

(2) Establishing an aggressive spirit in leaders and subordinate units to further enhance training. An aggressive spirit can be fostered by the following activities:

(a) Aggressive unit sports and physical fitness program. Such activity should be conducted with members of the supported unit whenever possible.

(b) Leader or individual confidence courses.

(c) Appropriate training films that have a positive, aggressive effect on the soldiers.

(d) Awareness of the unit's heritage and that of the next higher headquarters.

(e) Partnership activity and training exchange programs between and among members of the battalion and the supported units. Such activity will foster the mutual respect and trust needed on future asymmetrical and non-linear battlefields.

(f) The battalion training cycle should be synchronized with those of the units that the battalion supports. It is important that a habitual and closely coordinated annual training plan be developed and adhered to between supporting and supported units.

c. This exercise begins with the receipt of a warning order and ends after restoration of the Battalion to home station. Table 4-2 is a suggested scenario.

Table 4-2. Petroleum Supply Battalion FTX, PROVIDE CLASS III BULK PETROLEUM SUPPORT

Event	Action	Estimated Time	
1.	Receive and verify warning order		10 min
2.	Direct deployment alert activities		10 min
3.	Establish the emergency operations center	2 hrs	
4.	*Operate the emergency operations center	10 hrs	
5.	Supervise battalion deployment activities	3 hrs	
6.	Coordinate soldier readiness program (SRP) support	3 hrs	
7.	*Provide deployment personnel and administrative support	4 hrs	
8.	*Coordinate family assistance plan	2 hrs	
9.	Coordinate deployment training support	2 hrs	
10.	Perform deployment intelligence support functions	2 hrs	
11.	*Provide deployment logistics support	8 hrs	
12.	Update movement plan/order	1 hr	
13.	Coordinate rear detachment support	2 hrs	
14.	Perform home station rear detachment activities	2 hrs	
15.	*Coordinate relocation of subordinate elements	3 hrs	
16.	*Supervise relocation of subordinate elements	4 hrs	
17.	Perform deployment advance party activities	4 hrs	
18.	AAR	1 hr	
19.	Perform battalion advance/quartering party activities	4 hrs	
20.	Establish battalion command post (forward)	2 hrs	
21.	Coordinate onward movement	1 hr	
22.	Supervise road march	1 hr	
23.	Respond to threat interdictions		40 min
24.	Monitor units' crossings at release points		10 min
25.	Supervise establishment of subordinate elements and battalion HQ	6 hrs	
26.	AAR	1 hr	
27.	Conduct mission analysis	1 hr	
28.	Develop staff estimates	1 hr	
29.	Plan Class III Bulk Petroleum Support and provide input to ASG/CSG staff		30 min
30.	Develop commander's estimate		55 min
31.	Prepare operations order/plan and annexes	1 hr	
32.	AAR	1 hr	
33.	** Direct Class III Operations	36 hrs	
32.	*Respond to threat interdictions		40 min
33.	AAR	1 hr	
34.	*Direct force protection during Level II/III attacks		30 min
35.	*Direct defense responses		30 min
36.	*Supervise damage assessment	2 hrs	
37.	*Direct restoration of support	2 hrs	
38.	AAR	1 hr	
39.	Receive warning order for redeployment		10 min
40.	Coordinate reconstitution for deployment	2 hrs	
41.	Prepare redeployment movement plan/order	1 hr	
42.	Supervise battalion redeployment activities	2 hrs	
43.	Provide redeployment support	2 hrs	
44.	Perform redeployment advance party activities	2 hrs	
45.	Perform theater rear detachment activities	2 hrs	
46.	Coordinate home station activities	2 hrs	
47.	AAR-Final	2 hrs	

Total Time: 133 hrs 15 min

NOTE 1: Events will be performed to standard, not time limitation. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.
NOTE 2: Additional time is required if large portions of the exercise are conducted at night, under limited visibility or under mission oriented protective posture (MOPP) conditions.

4. General Situation.

a. The Petroleum Supply Battalion is deployed with the ASG/CSG. It is charged with supervising the movement, setup, and defense of the battalion headquarters. The ASG/CSG will conduct new operations in the near future. The Petroleum Supply Battalion must relocate to effectively support the new operation.

b. This exercise is conducted under all environmental conditions, both day and night. The unit will operate under threat of enemy assault by weapons of mass destruction, ground or air attack, indirect conventional fires, and electronic warfare.

c. This exercise is conducted under threat of Level I, II, and/or III attacks.

d. The battalion should be prepared to relocate as required.

e. The battalion should be prepared to move by echelons while continuing to provide support to the ASG/CSG.

5. Special Situation.

a. The ASG/CSG commander has issued the following warning order to the Petroleum Supply Battalion Commander:

"Be prepared to deploy the Petroleum Supply Battalion to--------, vicinity----------, grid coordinates---------- and establish subordinate elements and facilities at a new operating site to support the ----- and -----division(s) and attached units during combat/stability and support/peacekeeping operations. Be prepared to support within ------ hours of arrival at the new operating site. Rules of Engagement/Rules of Interaction are in effect as specified in --------."

b. Battalion Commander issues the following instructions to his staff:

"We are being deployed to support ------ and -----Division(s) and attached elements in --------, vicinity -----, coordinates -------- and must be prepared to support combat operations within ----- hours of arrival. Begin your planning process for deploying subordinate elements, relocating to our area of operations, establishing subordinate bases and facilities, providing Class III Bulk Petroleum support, and supervising force protection activities. This exercise will begin with receipt of a warning order from me and end upon notification from me."

6. Support Requirements.

a. Minimum Trainers/Evaluators. The battalion commander, who will be the trainer and also the primary evaluator, will conduct this exercise. If possible, there should be an evaluator with each staff section and subordinate unit. At least one other evaluator is required with the OPFOR.

b. Vehicles/Communications. Analog and digital communications equipment are needed for controllers/evaluators and the primary trainer. Radios and digital means of communication are required for OPFOR vehicles during operations. Each controller/evaluator reports directly to the primary trainer.

c. Opposing Force. An OPFOR platoon (+) and one aircraft are required for the exercise for Level II/III threat activities. The OPFOR should be well trained in patrolling, assault, and guerrilla tactics. The OPFOR should have specific missions in the battalion area.

d. Maneuver Area. Depending upon the LTA, it is desirable to have a training area with minimum dimensions of 7.75 by 7.75 kilometers. A road network is required that allows a road march of at least 10 kilometers.

e. Consolidated Support Requirements. Battalion support requirements can be calculated by adding the sum of the requirements for each subordinate unit FTX when these elements participate; the requirements for the headquarters company include the Battalion HQ elements. Table 6-2, found in Chapter 6, provides the allocation rules used to compute the support requirements.

7. Training and Evaluation Outline Sequence. Table 4-3 lists the T&EOs that are to be used by the OCs.

Table 4-3. T&EOs for Evaluating this FTX, Provide Class III Bulk Petroleum Support

Task	Task Number
Develop Bulk Petroleum Support Operations Estimate	10-1-0201
Plan Bulk Petroleum Operations	10-1-0202
Coordinate Bulk Petroleum Operations Support	10-1-0203
Conduct Quality Surveillance	10-1-0204
Conduct Mission Analysis	63-1-4001
Conduct Intelligence Reparation of the Battlefield	63-1-4002
Formulate Feasible Courses of Action	63-1-4003
Develop Intelligence Estimate	63-1-4004
Develop Personnel Estimate	63-1-4005
Develop Logistics Estimate	63-1-4006
Develop Support Operations Estimate	63-1-4007
Develop Supporting Commander's Operations) Estimate	63-1-4008
Prepare Operations Plan/Operations Order And Annexes	63-1-4009
Develop Road Movement Order	63-1-4010
Develop Occupation Plan	63-1-4011
Plan Battalion Area Tactical Operations	63-1-4012
Plan Rear Area Operations	63-1-4014
Perform Battalion Advance/Quartering Party Activities	63-1-4015
Establish Battalion Command Post (Forward)	63-1-4016
Establish Communications	63-1-4017
Coordinate Movement of Subordinate Units	63-1-4018
Supervise Establishment of Subordinate Elements and Battalion HQ	63-1-4019
Establish Administrative Areas and Logistics Operations Center	63-1-4020
Operate The Support Area of the Logistics Operations Center	63-1-4022
Coordinate Internal Logistics	63-1-4025
Operate Tactical Support Area of the Logistics Operations Center	63-1-4037
Supervise Operations Security Program	63-1-4038
Supervise Nuclear, Biological, and Chemical Operations	63-1-4040
Maintain Communications	63-1-4041
Provide Human Resources Support-Personnel Services	63-1-4042
Provide Human Resources Support-Administrative Services	63-1-4043
Conduct Command Religious Support Program	63-1-4044
Provide Command and Control	63-1-4045
Operate Base Cluster Operations Center	63-1-4050
Provide Intelligence Support	63-1-4051
Direct Response to Threat Actions	63-1-4052
Direct Area Damage Control Operations	63-1-4053
Combat Battlefield Stress and Reduction and Prevention Procedures	63-1-4303
Perform Risk Management Procedures	63-1-4326
Direct Deployment Activities	63-1-4850
Establish the Emergency Operations Center	63-1-4851
Operate the Emergency Operations Center	63-1-4852
Supervise Battalion Deployment/Redeployment Activities	63-1-4853
Update Movement Plan/Order	63-1-4854
Coordinate Soldier Readiness Program Processing Support	63-1-4855
Provide Deployment Human Resources Support	63-1-4856
Coordinate Family Assistance Support	63-1-4857
Coordinate Deployment Training Support	63-1-4858

Table 4-3. T&EOs For Evaluating This FTX, Provide Class III Bulk Petroleum Support (continued)

Task	Task Number
Perform Deployment Intelligence Support Functions	63-1-4859
Provide Deployment Logistics Support	63-1-4860
Perform Deployment Advance Party Activities	63-1-4861
Coordinate Onward Movement	63-1-4862
Coordinate Rear Detachment Support	63-1-4863
Coordinate Home Station Rear Detachment Activities	63-1-4864
Coordinate Reconstitution for Redeployment	63-1-4865
Prepare Redeployment Movement Plan/Order	63-1-4866
Provide Redeployment Support	63-1-4867
Perform Redeployment Advance Party Activities	63-1-4868
Perform Theater Rear Detachment Activities	63-1-4869
Coordinate Home Station Activities	63-1-4870
Direct Integration Activities	63-1-4871
Plan Battalion Deployment in a Peacetime Environment	63-1-4872
Plan Battalion Deployment upon Receipt of a Warning Order	63-1-4873
Plan Battalion Redeployment	63-1-4874

Petroleum Supply Battalion
Situational Training Exercise
Supervise Deployment, STX 63-1-E0002

1. Objective. This STX trains the battalion staff and key leaders in supervising the deployment of subordinate elements to a new theater of operations. This STX also provides the commander, key leaders and staff with practice in planning, controlling and coordinating subordinate unit deployment activities. The unit must become proficient in planning and preparing subordinate units for force projection operations.

2. Interface.

a. This STX supports the Petroleum Supply Battalion FTX – Provide Class III Bulk Petroleum Support.

b. This STX supports the ASG/CSG STX 63-6-E0001- Supervise Deployment

c. This STX can be used to plan and implement the deployment of subordinate elements to a new theater of operations as part of a command post exercise (CPX) or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company and detachment-level STX - Deploy Unit

3. Training.

a. Leader Training.

(1) This STX can be used to plan and supervise deployment (land, sea, or air) of the battalion as a part of an FTX or CPX.

(2) During classroom activities discuss the use of the Tactical Standing Operating Procedures (TSOP) and the T&EOs listed in this STX.

(3) The leader should use a map of the area where the STX is to be conducted and a sand table model to match the actual terrain, if possible.

(4) CPX, Command Field Exercises (CFX), and TEWTs provide ground training for leaders. Situational awareness should be maintained throughout this STX using the real time capability of digital communications architecture (if available).

(5) Simulations and games are developed to teach leaders as part of a continuing officer and noncommissioned officer (NCO) development program. They are also used to exercise command, control and situational awareness at various command and staff levels.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for planning, coordinating and executing deployment operations.

(b) Leaders should conduct a personal reconnaissance of the training area where deployment activities will take place.

(c) Leaders should review the battalion, installation, and CSG/ASG deployment SOPs.

b. Tips for Training.

(1) After the battalion demonstrates proficiency for the tasks in table 4-5, this STX can be trained under several options.

(a) Inclement weather.

(b) Various unit category levels.

(c) Different modes of transportation.

(d) With or without OPFOR interdiction.

(e) With or without NBC conditions.

(f) Day or night.

(g) Deployment using single or multiple modes of transportation.

(2) The battalion must become proficient in the doctrine, SOP and TTP of planning, coordinating and executing deployment activities before attempting complex options.

(3) After proficiency in this STX is reached, the battalion sustains proficiency by executing this STX as part of an FTX.

4. Training Enhancers.

a. The battalion commander, in coordination with HQ, CSG/ASG and installation support elements, secures deployment guidance/orders, pertinent plans/SOPs and reviews deployment contingency plans.

b. Subordinate unit commanders update unit deployment plans in coordination with battalion and installation support elements.

c. The ASG/CSG SPO/S3 provides the battalion with the deployment sequence.

d. Unless otherwise approved by the senior OC, all reports and recommendations should be provided in hard copy to the senior for evaluation.

e. This exercise begins with the receipt of a deployment warning order and ends when the battalion is established in the theater of operations. AARs are conducted as shown in Table 4-4. This table includes a suggested scenario.

Table 4-4. Petroleum Supply Battalion
STX 63-1-E0002, Supervise Deployment

Event	Action	Estimated Time
1.	Receive and verify Warning Order	10 min
2.	Direct deployment alert activities	10 min
3.	Establish the Emergency Operations Center	2 hrs
4.	*Operate the Emergency Operations Center	10 hrs
5.	Supervise battalion deployment activities	3 hrs
6.	Coordinate SRP support	3 hrs
7.	*Provide deployment personnel and administrative support	4 hrs
8.	*Coordinate family assistance plan	2 hr
9.	Coordinate deployment training support	2 hr
10.	Perform deployment intelligence support functions	2 hr
11.	*Provide deployment logistics support	8 hrs
12.	Update movement plan/order	1 hr
13.	Coordinate rear detachment support	2 hrs
14.	Perform home station rear detachment activities	2 hrs
15.	*Coordinate movement of subordinate elements	3 hrs
16.	*Supervise relocation of subordinate elements	4 hrs
17.	Perform deployment advance party activities	4 hrs
18.	AAR	1 hr

Total Time: 22 hrs 20 min

Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.

* Indicates time is not added to the total time because tasks are performed simultaneously with other tasks.

5. General Situation.

a. The battalion is currently deployed at its home station. The battalion is under the command and control of HQ, ASG/CSG. The battalion's mission is to supervise the deployment of subordinate elements to a new theater of operations.

b. Unit commanders provide personnel and equipment status reports.

c. The installation provides required deployment support.

d. Aerial port of debarkation (APODs), seaport of debarkation (SPODs) and the outside of the continental United State (OCONUS) location are identified.

6. FRAGO. The commander issues the following FRAGO:

"We have been alerted to deploy OCONUS to support ----- and ------ division(s) and attached units in ---------- vicinity ---------, grid coordinates----------. Begin your planning process to prepare the battalion for deployment. Be prepared to deploy within ------ hours. I will conduct an AAR after the conclusion of this STX."

7. Support Requirements.

a. Minimum Trainer and OCs. This exercise should be conducted with the battalion commander or battalion XO as the trainer and primary OC. Because of the detail required in evaluating the details of deployment, a minimum of one OC per staff section is required. The trainers and OCs monitor and evaluate the accuracy of the data, the soundness of planning and recommendations and the thoroughness of coordination.

b. Opposing Force:

(1) The OPFOR is not required for this situational training exercise.

(2) The OPFOR should have specific missions and be controlled whenever used.

(3) The MILES can be used or the OCs can assess damage to facilities, equipment, and personnel casualties.

c. Vehicles and Communications. Vehicles and communications equipment organic to the battalion are used. When OPFOR is employed, a

vehicle and analog and digital communications for the OCs are used. The senior trainer/OC requires communications to provide input from the MIL.

d. Maneuver Area. Depending upon the LTA, it is desirable to have an adequate training area for setting up operations, which is 6 by 20 kilometers. A road network is required that allows a road march of at least 10 kilometers.

e. Master Incident List. During this STX, MIL is essential to provide input to drive staff actions. The trainer should input MIL using TC-AIMS II, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. T&EO Sequence. Table 4-5 lists the T&EOs for this STX.

Table 4-5. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0002, Supervise Deployment

Task	Task Number	Page
Supervise Operations Security Program	63-1-4038	5-90
Combat Battlefield Stress and Reduction Prevention Procedures	63-1-4303	5-127
Perform Risk Management Procedures	63-1-4326	5-130
Direct Deployment Activities	63-1-4850	5-23
Establish the Emergency Operations Center	63-1-4851	5-25
Operate the Emergency Operations Center	63-1-4852	5-27
Supervise Battalion Deployment/Redeployment Activities	63-1-4853	5-30
Update Movement Plan/Order	63-1-4854	5-34
Coordinate Soldier Readiness Program Processing Support	63-1-4855	5-37
Provide Deployment Human Resources Support	63-1-4856	5-40
Coordinate Family Assistance Support	63-1-4857	5-43
Coordinate Deployment Training Support	63-1-4858	5-45
Perform Deployment Intelligence Support Functions	63-1-4859	5-47
Provide Deployment Logistics Support	63-1-4860	5-50
Perform Deployment Advance Party Activities	63-1-4861	5-55
Coordinate Onward Movement	63-1-4862	5-58
Coordinate Rear Detachment Support	63-1-4863	5-61
Coordinate Home Station Rear Detachment Activities	63-1-4864	5-63
Direct Integration Activities	63-1-4871	5-84
Plan Battalion Deployment in a Peacetime Environment	63-1-4872	5-87
Plan Battalion Deployment Upon Receipt of a Warning Order	63-1-4873	5-219

Petroleum Supply Battalion
Situational Training Exercise
Supervise Relocation, STX 63-1-E0005

1. Objective. This STX is designed to train the battalion commander, staff and other key leaders in planning and coordinating the relocation of subordinate elements and sustainment resources. The staff must become proficient in selecting routes, directing reconnaissance/quartering/advance party operations, coordinating required support for the move, monitoring the movement of subordinate units, and coordinating logistics for supported, subordinate and attached elements while moving. This STX combines the elements of column formations, movement control, situational awareness, logistics considerations, and communications and force protection procedures necessary to accomplish relocation to a new operating site.

2. Interface.

a. This STX supports the Petroleum Supply Battalion FTX - Provide Class III Bulk Petroleum Support.

b. This STX supports and interfaces with the ASG/CSG STX - Supervise Relocation of Subordinate Elements and Sustainment Resources.

c. The STX can be used to plan and implement movement of the battalion and subordinate elements and facilities as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company and detachment-level STX - Relocate Unit.

3. Training.

a. Leader Training.

(1) During classroom activities review/discuss the unit's TSOP, T&EOs listed in this STX, FM 5-170, FM 7-20, FM 55-30, and FM 101-5. Specifically, these activities should include planning and conducting this exercise, implementing the unit's TSOP, determining and coordinating movement support requirements, conducting a reconnaissance, and preparing the movement order.

(2) Leaders should use a map of the actual area where the STX is to be conducted, and a sand table model to match the actual terrain, if

possible. A MAPEX assist in terrain analysis, route selection, selection of operating areas, and the determination of potential OPFOR ambush sites.

(3) A CPX can be conducted in garrison or at a field site. This exercise facilitates communications setup to include establishment of digital links, correct communications procedures, and use of the TSOP.

(4) A TEWT can be conducted at a field site. Leader representatives from subordinate and attached units should participate. The exercise should emphasize terrain analysis, staff coordination, route selection, leadership procedures, and movement planning as part of a leader's professional development.

(5) Simulations and games teach leaders as part of a continuing officer and NCO development program. They are also used to exercise command and control at various command and staff levels.

(6) Situational awareness should be maintained throughout the movement process using the real time on the move capability of TC-AIMS II and MTS.

(7) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for conducting a reconnaissance, planning and executing movement, and preparing movement annexes/orders (FMs 5-170, 55-30, 101-5 and 101-5).

(b) The battalion and ASG/CSG TSOPs should be reviewed.

(c) A personal reconnaissance should be conducted, if possible, of the training area where movement and establishment will be performed.

(d) The leader tasks which must be trained or executed by the senior trainer (BN Commander or XO)) with this STX are: conduct mission analysis, issue planning guidance, establish priorities for movement, approve movement order/annex and supervise the activities of the staff.

b. Tips for Training.

(1) After the battalion demonstrates proficiency for the tasks in Table 4-7 and leaders have been trained in the leader tasks, this STX can be trained under several options:

(a) With or without OPFOR interdictions.

(b) With or without NBC conditions.

(c) In a field or MOUT environment.

(d) Elements moving over a single or multiple routes.

(e) Movement by road or cross-country.

(2) The staff must become proficient in the TSOP, doctrine and tactics, techniques and procedures (TTP) for establishing and maintaining situational awareness during movement and in planning and coordinating, and controlling the relocation of subordinate elements and facilities before attempting complex actions.

(3) After proficiency in this STX is reached, the battalion sustains proficiency by executing this STX as part of an FTX.

(4) When using an OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainers must set out specific OPFOR tasks with an overall objective of placing maximum stress on the battalion. OPFOR will not be employed unless this STX is used as part of a FTX.

4. Training Enhancers.

a. The commander determines movement priorities based upon the Group commander's guidance, type of operations or based upon personal judgment. The enemy operations are based upon his own judgment. Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation. Movement tracking and position locating devices are used throughout the move. Requirements from the ASG/CSG staff and supported units should be incorporated into the movement plan. The enemy situation will affect the security requirements.

b. The staff sections plan the move, prepare the movement order/annex, and coordinate the plan with the ASG/CSG S4. The battalion S2/3 section leads this task with input from other staff sections.

c. Staff recommendations are provided in hard copy to the battalion S2/3 for evaluation.

d. All reports should be submitted in hard copy to the senior trainer for evaluation.

e. The battalion should be able to relocate as required.

f. In considering the proficiency of the staff, the following sequential guidance can be used in the AAR:

(1) Did the movement plan conform to the commander's guidance? Did the staff properly react to all deviations from the movement order?

(2) Did the subordinate units implement the movement plan properly? Did the OPFOR cause the desired reaction or enhance training?

g. Deficiencies identified in (1) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then, more frequent moves during FTX or company and detachment-level STX are required.

h. This exercise begins with the assignment of responsibility for the movement annex and ends when the last subordinate unit has crossed the RP. AARs are conducted after preparation of the movement annex and after all units cross RP. Table 4-6 is a suggested scenario.

Table 4-6. Petroleum Supply Battalion
STX 63-1-E0005, Supervise Relocation

Event	Action	Estimated Time	
1.	Select new area	2 hrs	
2.	Coordinate route recon(s)	1 hr	30 min
3.	Staff input	1 hr	
4.	Prepare movement annex	1 hr	
5.	AAR	1 hr	
6.	Implement annex	1 hr	
7.	Coordinate road march	1 hr	
8.	OPFOR activity	1 hr	
9.	AAR	1 hr	
10.	Cross RP		10 min
11.	AAR	1 hr	

Total Time: 11 hrs 40 min

NOTE: Events will be trained to standards, not time limitations. The time needed to train an event will vary based on METT-TC factors and the training proficiency of the unit.

5. General Situation.

a. The Petroleum Supply Battalion is deployed in a combat zone as part of an ASG or CSG. The battalion's mission is to supervise the relocation of subordinate elements and sustainment resources. After receiving guidance from the ASG/CSG Commander, the battalion commander has decided to relocate subordinate elements and facilities to a new operating area.

b. Pertinent maps and engineer overlays are available.

c. Route reconnaissance is performed by the battalion headquarters with participation by subordinate units and elements.

d. The OPFOR is capable of launching air attacks, ground attacks, indirect conventional fires, employing weapon of mass destruction and engaging in electronic warfare.

e. Major deviations from the movement annex occur.

f. This exercise is conducted in all environmental conditions.

g. During the move, the battalion must continue to support the current operation.

6. FRAGO.

a. The battalion commander is conducting a staff meeting. The following guidance is given to the staff:

"The battalion will relocate subordinate elements and sustainment resources to the vicinity of -----, coordinates ---------. The battalion must cross the SP NLT-----. Conduct route reconnaissance, select routes, organize units for move, and prepare movement annex/order, to be published, NLT -----. Plan to arrive at new location NLT -----. We must be responsive to supported units even during convoy operations. Maintain voice and digital communications with subordinate units and ASG/CSG HQ. Be prepared to provide logistics to support our supported units even during our relocation. S3, you have the lead. The enemy has the capability to interdict our unit convoys and serials along the entire main supply route. Maintain march discipline and proper distance between unit convoys and serials. Use MTS to maintain situational awareness and to control movement throughout the relocation. Direct all units to be prepared for immediate action drill in case of ambush, and using digital communications, report to me enemy activity or any other activity that impedes the progress of the battalion. Uniform for all subordinate and attached units is MOPP--. ASG/CSG S2/3 states contaminated area on current route of march vicinity ------. Reroute units at checkpoint ----- to the alternate MSR and have them report in upon closure at the new location."

7. Support Requirements.

a. Minimum Trainer and OCs. This exercise should be conducted with the battalion commander as the trainer and primary OC. If this STX is conducted for the battalion staff only, a minimum of 1 OC for each section is needed. If it is conducted as part of an FTX, the total additional number of OCs needed is the sum of those needed for each subordinate unit STX.

b. Opposing Force:

(1) The OPFOR should not be more than platoon size with crew-served weapons.

(2) OPFOR should be well trained in threat tactics, have specific missions and be controlled when used.

(3) The MILES can be used, or the OC can assess damage to the battalion.

(4) OPFOR is not required when the exercise is conducted as part of a staff STX. OPFOR should be used if it is part of a battalion FTX.

c. Vehicles and Communications. Vehicles and communications equipment organic to the battalion are used. When OPFOR is employed, a vehicle and digital communications are needed for the OC. The senior trainer or OC will require analog and digital communications for providing input from the MIL.

d. Maneuver Area. A maneuver area is not required if this STX is conducted as a staff STX. If conducted as part of a battalion FTX, a training area is required that can support the number of vehicles, equipment and operational areas. It is desirable to have a road network that allows a road march of at least 40 kilometers. Vehicles should be spaced 25 meters apart. Vegetation and terrain should allow for cover and concealment of facilities, vehicles, and equipment. Light and noise discipline should be followed within specified safety constraints.

e. Master Incident List. During the STX, MIL is essential to provide input to drive battalion actions. The trainer should input MIL using TC-AIMS II, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX, when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. T&EO Sequence. Table 4-7 lists the T&EOs for this STX.

Table 4-7. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0005, Supervise Relocation

Task	Task Number	Page
Develop Road Movement Order	63-1-4010	5-174
Develop Occupation Plan	63-1-4011	5-179
Perform Battalion Advance/Quartering Party Activities	63-1-4015	5-8
Establish Battalion Command Post (Forward)	63-1-4016	5-12
Establish Communications	63-1-4017	5-190
Coordinate Movement of Subordinate Elements	63-1-4018	5-15
Operate Tactical Support Area of the Logistics Operations Center	63-1-4037	5-199
Supervise Operations Security Program	63-1-4038	5-90
Maintain Communications	63-1-4041	5-202
Provide Command and Control	63-1-4045	5-207
Combat Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-127
Perform Risk Management Procedures	63-1-4326	5-130

Petroleum Supply Battalion
Situational Training Exercise
Supervise Establishment, STX 63-1-E0006

1. Objective. This STX is designed to train the battalion commander, staff and other key leaders with practice in planning, coordinating, and supervising the establishment of subordinate bases and facilities in support of divisional and non-divisional units on an area basis. The staff must become proficient in planning the occupation of the new area, coordinating advance/quartering party activities, supervising the establishment of subordinate bases and facilities, establishing and maintaining analog and digital communications and force protection activities. This STX combines the elements of planning and coordinating those functions to occupy a new area.

2. Interface.

a. This STX supports the Petroleum Supply Battalion FTX - Provide Class III Bulk Petroleum Support.

b. This STX supports the DISCOM STX - Supervise Establishment of Subordinate Elements' Bases and Facilities.

c. This STX can be used to plan and implement the establishment of battalion bases and facilities as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company and detachment-level STX - Establish Unit.

3. Training.

a. Leader Training.

(1) Classroom activities should include: a review/discussion of the TSOP; a review/ discussion of mission-related procedures and responsibilities outlined in FM 3-3, FM 7-7, FM 11-50, FM 3-19.4, FM 44-8, FM 55-30, and FM 71-100; and a review of the T&EOs listed in this STX.

(2) CPX, CFX, and TEWT provide ground training for leaders when the STX area is used. Leaders should use a map of the actual area where the STX is to be conducted, and a sand table model to match the actual terrain, if possible. MAPEX assist in terrain analysis, staff coordination, selection of defensive positions, and selection of operating areas and OPFOR points of contact.

(3) Games and simulations are developed to teach leaders as part of a continuing officer and NCO development program. They also are used to exercise command, control and situational awareness at various command and staff levels.

(4) A communications and situational awareness exercise can be conducted in garrison or a field site and is used to establish analog and digital communications operations and procedures to establish a common, relevant picture and to use correct communications procedures.

(5) A CPX can be conducted in garrison or at a field site. A CPX facilitates the set up of the Logistics Operations Center with its communications nodes, improves staff coordination procedures, and trains the staff in the use of the TSOP.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the doctrinal procedures and TTP for planning and executing establishment of logistics support areas and other support facilities of the battalion (FM 11-50).

(b) The battalion and petroleum group TSOP should be reviewed.

(c) A personal reconnaissance should be conducted, if possible, of the training area that the establishment of the support area will be performed.

b. Tips for Training.

(1) After the battalion demonstrates proficiency in the tasks (Table 4-9), and the leaders have been trained in the leader tasks, this STX can be trained under several options:

(a) With or without OPFOR interdictions.

(b) With or without NBC conditions.

(c) In a field or MOUT environment.

(d) Day or night.

(2) The staff must become proficient in the basics of planning and supervising the establishment of subordinate bases and facilities before attempting complex options.

(3) After proficiency in this STX is reached, the battalion sustains proficiency by executing this STX as part of an FTX.

(4) When using OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainer must set up specific OPFOR tasks with an overall objective of placing maximum stress on the battalion. OPFOR will not be employed unless this STX is used as part of a FTX.

4. Training Enhancers.

a. The battalion commander provides planning guidance based upon the ASG/CSG commander's guidance or based upon personal judgment. The type of operations to be conducted determines the degree of site permanency that will be accomplished. The enemy situation will affect force protection requirements. Intelligence reports are disseminated throughout the staff. Warning orders, graphics, task organizations, and fragmentary orders are disseminated throughout the staff. Air defense information is disseminated as required. Coordinating friendly artillery fire is accomplished by the S2/S3. Combat Service Support System (CSSCS) is used to provide a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation. The unit must be prepared at any time to defend against air, ground, or terrorist attacks during daylight or darkness, and to respond appropriately to enemy or friendly NBC operations.

b. The staff sections develop layout plans and supervise its implementation. The S2/3 is the proponent for this supporting mission with input from other staff sections and supported units. He establishes the new operating site in accordance with (IAW) the battalion and ASG/CSG TSOP. When the site is operational, the ASG/CSG S3 is notified that the battalion is prepared to perform its operational mission.

c. Unless otherwise approved by the chief OC, all reports and recommendations should be provided in hard copy to the senior trainer for evaluation.

d. In considering the proficiency of the staff, the following sequential guidance can be used:

(1) Did the occupation plan conform to the commander's guidance?

(2) Did the subordinate units implement the occupation plan properly?

e. Deficiencies identified in (1) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory, but the unit execution is poor, more frequent establishments during FTX or company-level STX are required.

f. This exercise begins when the battalion advance/quartering party arrives at the new site and ends when the battalion operational areas are established. AARs are conducted as shown in Table 4-8. This table includes a suggested scenario.

Table 4-8. Petroleum Supply Battalion
STX 63-1-E0006, Supervise Establishment

Event	Action	Estimated Time
1.	Occupy new area of operations	1 hr
2.	Formulate tentative layout plan	1 hr
3.	AAR	1 hr
4.	Set up the Logistics Operations Center (LOC)	2 hrs
5.	Set up administrative and bivouac areas	2 hrs
6.	Supervise establishment of subordinate bases and facilities.	2 hrs
7.	AAR	1 hr
	Total Time: 10 hrs	

NOTE: Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the battalion staff.

5. General Situation.

a. The battalion is deployed in a combat zone as part of an ASG or CSG. The battalion's mission is to supervise establishment of subordinate bases and facilities.

b. Maps of the new area of operations (AO) and an NBC vulnerability analysis are available.

c. The new AO may be in a field or MOUT environment.

d. The battalion advance/quartering party has arrived at the new AO.

e. Subordinate units have arrived at the new AO and are ready to establish operations in support of stability and support operations, small-scale contingencies or a major theater of war. Subordinate units are prepared to defend their bases and facilities at any time during the establishment.

f. The location of the tactical operations center (TOC) and logistics operations center (LOC) has been identified.

g. The communications plan is available.

6. FRAGO.

a. The battalion commander is conducting a staff meeting. The following guidance is given:

> "We will support ------ and ------ divisional and attached units from our current location until further notice. The enemy is capable of mounting aerial and small-scale ground attacks throughout the area and is also capable of bringing indirect fire upon us. I want the Logistics Operations Center set up and operational immediately followed by administrative and bivouac areas. S2/S3, get voice and digital communication links in quickly with ASG/CSG support units, HQ, ASG/CSG, subordinate units and the G4/S4s of supported units. S2/S3, direct all subordinate and attached units to use cover and concealment to mask our activities and strict enforcement of light and noise discipline. Have them place LPs and OPs far enough out to give adequate warning in case of attack and to deny local national access to our support areas. Uniform remains MOPP2 for all assigned and attached personnel based on reports of enemy threat activities."

b. The battalion commander issues the following instructions:

> "Now begin your planning process for establishing subordinate elements and facilities. Keep in mind that we are still required to support even as we establish ourselves. Plan accordingly and maintain communications with supported and supporting units. This exercise ends when you have established battalion operational areas. You should conduct an AAR once the plan is completed and after the area is prepared to support combat operations. If necessary, the exercise will be run again, until I am satisfied with the staff's performance."

7. Support Requirements.

a. Minimum Trainer/Evaluators. This exercise should be conducted with the battalion commander or XO as the senior internal evaluator. If the STX is conducted for the battalion headquarters staff, then one evaluator per staff section is required. If the STX is conducted as part of a battalion FTX, the required additional evaluators should be the sum of evaluators of each subordinate unit STX.

b. Opposing Force:

(1) The OPFOR may or may not be required when the exercise is conducted as part of a STX. The OPFOR should be used if the exercise is part of a battalion FTX.

(2) OPFOR should be well trained in threat tactics, have specific missions and be controlled when used.

(3) The MILES can be used, or the OC can assess damage to the battalion.

c. Vehicles and Communications. Vehicles and communications equipment organic to the battalion are used. When OPFOR is employed, a vehicle and analog and digital communications are needed for the OC. The senior trainer or OC will require digital communications for providing input from the MIL.

d. Maneuver Area. A training area of sufficient size to support the number of vehicles and equipment in a tentative battalion AO is required. Vehicle should be spaced a minimum of 25 meters apart. Vegetation and terrain should allow cover and concealment for facilities, vehicles and equipment.

e. Master Incident List. During the STX, MIL is essential to provide input to drive staff actions. Input MIL using TC-AIMS II, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX, when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

Table 4-9. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0006, Supervise Establishment

Task	Task Number	Page
Perform Battalion Advance/Quartering Party Activities	63-1-4015	5-8
Establish Battalion Command Post (Forward)	63-1-4016	5-12
Establish Communications	63-1-4017	5-190
Supervise Establishment of Subordinate Elements and Battalion Headquarters	63-1-4019	5-18
Establish Administrative Areas and Logistics Operations Center (ALOC)	63-1-4020	5-20
Operate the Support Area of the Logistics Operations Center	63-1-4022	5-194
Operate the Tactical Support Area of the Logistics Operations Center	63-1-4037	5-199
Supervise Operations Security Program	63-1-4038	5-90
Supervise Nuclear, Chemical and Chemical Operations	63-1-4040	5-93
Maintain Communications	63-1-4041	5-202
Provide Command and Control	63-1-4045	5-207
Operate Base Cluster Operations Center	63-1-4050	5-210
Combat Battlefield Stress Reduction Procedures	63-1-4303	5-127
Perform Risk Management Procedures	63-1-4326	5-130

Petroleum Supply Battalion
Situational Training Exercise
Plan Class III Support, STX 10-1-1004

1. Objective. This STX trains the HQ battalion staff and other key members to develop operational plans in support of supported units in peace keeping, humanitarian or stability and support operations, as well as during small scale contingencies and major theaters of war. The staff must become proficient in analyzing the mission; developing Class III bulk petroleum support requirements; developing the intelligence, personnel, logistics, support operations and operation's (commander's) estimate; and developing the OPLAN/OPORD. This STX combines the elements of planning, coordinating, and preparing those operational plans necessary to provide Class III bulk petroleum support for various types of combat operations.

2. Interface.

a. This STX supports the Petroleum Supply Battalion FTX - Provide Class III Bulk Petroleum Support**.**

b. This STX supports the ASG/CSG STX – Plan Petroleum and Water Support Operations.

c. This STX can be used as a CPX to develop plans.

d. This STX has no corresponding STX at company or detachment level.

3. Training.

a. Leader Training.

(1) This STX can be used as part of a CPX or FTX.

(2) Classroom activities should include planning and conducting this exercise, implementing the unit's TSOP, conducting mission & AO analysis, formulating COA, planning tactical and logistics operations, and preparing estimates and OPLAN/OPORD with annexes. The T&EOs listed for this STX, FM 54-40, and FM 101-5 should be reviewed.

(3) CPXs, CFXs, and TEWTs provide ground training for leaders when selected STXs are used. A CPX facilitates analog and digital communications set up, practice of HQ, battalion TSOP, and staff coordinating procedures.

(4) Communications Exercise (COMEX)/Situational Awareness Exercise practices battle command information procedures and operations, and logistics and combat health services coordination. Units practice these mission tasks using appropriate automation systems, to include TC-AIMS II, Combat Service Support Control System (CSSCS), Movement Tracking System (MTS) and logistics Standard Army Management Information Systems (STAMIS). CSSCS provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supply, services and personnel that the commander deems crucial to the success of an operation. CSSCS supports the decision making process with course of action (COA) analysis. The staff can analyze up to three COAs for a 5-day period. Variables include combat posture, task organization, and miles traveled and geographical region.

(5) Simulations and games developed to teach leaders as part of a continuing officer and NCO development program. A MAPEX, when used, should be combined with a sand table exercise. A map of the actual area where the STX is to be conducted and a sand table model to match the actual terrain should be used, if possible.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for determining logistics and HHS requirements (FM 101-10-1/1 and 1/2). Leaders should also familiarize themselves with the procedures for preparing estimates, plans, orders and annexes (FM 101-5).

(b) The HQ battalion TSOP should be reviewed.

(c) A personal reconnaissance should be conducted, if possible, of the training area where movement and establishment will be performed.

(d) Leaders should familiarize themselves with the CSSCS database of unit personnel and equipment authorizations and unit and equipment planning factors. Leaders should familiarize themselves with the Baseline Resource Item List (BRIL) and techniques to determine critical items for inclusion into the Commander's Tracked Items List (CTIL). CSSCS provides situational awareness of critical elements within supply Classes I, II/IV, IIIB, IIIP, V, VII, VIII and personnel strength management. Maintenance, transportation, and medical functionality are a few features to be added as the system matures.

(e) A personal reconnaissance should be conducted of the training area where the plan will be carried out, if possible.

(f) The leader tasks which must be trained or executed by the senior trainer {battalion Commander or Executive Officer (XO)} with this STX are: conduct mission analysis, restate the mission, issue planning guidance, supervise staff coordination, analyze staff estimates, prepare commander's estimate, and approve plans/orders.

b. Tips for Training.

(1) After the HQ battalion demonstrates proficiency for the tasks in Table 4-11; this STX can be trained under several options

(a) Offensive operations.

(b) With or without OPFOR interdictions.

(c) With or without Nuclear, Biological, Chemical (NBC) environment.

(d) Defensive operations.

(e) Retrograde operations.

(f) In a field or MOUT environment.

(2) The battalion must become proficient in the basics of planning Class III bulk petroleum support operations before attempting complex actions.

(3) After proficiency in this STX is reached, the battalion sustains proficiency by executing this STX as part of an FTX.

4. Training Enhancers.

a. The senior trainer completes the mission analysis and issues guidance based on supported/higher commander's guidance or based upon personal judgment. Intelligence reports are disseminated throughout the staff. Warning orders, task organizations, fragmentary orders and graphics are disseminated throughout the staff. Air defense information is disseminated throughout the staff. Coordinating friendly artillery fire is accomplished by the S2/S3. Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation.

b. Staff estimates and recommendations are provided in hard copy to the senior trainer for evaluation.

c. Unless otherwise approved by the chief OC, all reports and recommendations should be provided in hard copy to the senior trainer for evaluation.

d. The battalion should be able to relocate as required.

e. The battalion SPO/S3 should complete the OPLAN/OPORD and provide a hard copy to the senior trainer for evaluation.

5. General Situation.

a. The battalion is deployed in a combat zone as part of an ASG or CSG. The battalion mission is to plan Class III support of supported units. The battalion commander has received a warning order from the ASG/CSG commander with a task organization list of supported units.

b. The ASG/CSG commander's planning guidance and restated mission guidance have been reviewed. The battalion commander has provided his planning guidance. The ASG/CSG commander's estimate has been received and is used as a basis for the development of the operations estimate.

c. This exercise begins with receipt of a warning order and ends when OPORD/OPLAN is prepared. AARs are conducted after completion of staff estimates, after a course of action is selected, and after OPORD/OPLAN briefing. Table 4-6 is a suggested scenario.

Table 4-10. Petroleum Supply Battalion STX 10-1-1004, Plan Class III Support

Event	Action	Estimated Time
1.	Conduct mission analysis	3 hrs
2.	Develop staff estimates	1 hr
3.	AAR	1 hr
4.	Select courses of action	1 hr
5.	AAR	1 hr
6.	Preparation of OPLAN/OPORD	2 hrs
7.	Briefing of OPLAN/OPORD	1 hr
8.	Approval of OPLAN/ORORD	10 min
9.	AAR	1 hr
10.	Preparation of Annexes	1 hr
11.	Approval of Annexes	10 min
12.	AAR	1 hr

Total Time: 13 hrs 20 min

NOTE: Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.

d. Pertinent maps and engineer overlays are available for planning.

e. The new area of operations may be a field or military operations in urban terrain (MOUT) environment.

f. A listing of task force organization has been secured and is the basis for projected logistics requirements.

g. The defense of subordinate elements and facilities will be based on a base cluster concept. The OPFOR has the potential to employ tactical air, indirect conventional fires, and weapons of mass destruction, airborne, and airmobile regular and irregular army units.

h. This exercise is conducted in all environmental conditions, including Level I threat and NBC attack.

6. Special Situation.

a. The Battalion commander is conducting a staff meeting with his key staff members and unit commanders:

> "The ------ and ------ division(s) and attached units anticipate conducting an ---------- operation within --- hours. Other supported units will be conducting --------- operations to support the Theater/Corps commander's scheme of maneuver. Operations are estimated to last approximately --- hours and will commence in the vicinity of ---------; the final objective is----------. The Battalion mission is to provide Class III bulk petroleum support in an area basis from ------- (grid coordinates). Priority of support is initially to the --------."

b. The Battalion commander issues the following instructions:

> "Begin your planning process for developing plans for this mission. I want a seamless and synchronized flow of sustainment resources from echelons above us to supported units and Battalion subordinate units with a minimum of customer wait time. CSSCS gives us an unprecedented ability to analyze courses of action, see the battlefield as it unfolds, and anticipate and project requirements, and not just react to them. Movement tracking capability enables us to support the throughput of sustainment resources with precision. Further information will be disseminated as courses of action are selected, after OPLAN/OPORD briefing, and after the approval of annexes. If necessary, repeat any portion of the exercise until your performance is satisfactory."

7. Support Requirements.

a. Minimum Trainer/OCs. This exercise should be conducted with the battalion commander or XO as the trainer and primary OC. Because of the detail required in evaluating staff estimates, a minimum of one trainer/OCs per staff section is required. The trainers/evaluators monitor and evaluate the accuracy of the estimates, the soundness of recommendations, and the thoroughness of coordination.

b. Opposing Force:

(1) OPFOR may or may not be required when the exercise is conducted as part of a CPX. OPFOR should be used if the exercise is part of an FTX.

(2) OPFOR should have specific missions and be controlled when used.

(3) MILES can be used, or the OC can assess damage to the Battalion.

c. Vehicles and Communications. Vehicles and communications equipment organic to the battalion are used. When an OPFOR is employed, a vehicle, radio and digital communications are needed for the OCs.

d. Maneuver Area. Not required when this STX is used as a CPX.

e. Master Incident List. During the STX, MIL is essential to provide input to drive Battalion actions. The trainer should input MIL using TC-AIMS II, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. T&EO Sequence. Table 4-11 lists the T&EOs for this STX.

Table 4-11. T&EOs from Chapter 5 to Use in Evaluating STX 10-1-1004, Plan Class III Support

Task	Task Number	Page
Develop Bulk Petroleum Support Operations Estimate	10-1-0201	5-132
Plan Bulk Petroleum Operations	10-1-0202	5-136
Conduct Mission Analysis	63-1-4001	5-142
Conduct Intelligence Preparation of the Battlefield	63-1-4002	5-145
Formulate Feasible Courses of Action	63-1-4003	5-148
Develop Intelligence Estimate	63-1-4004	5-151
Develop Personnel Estimate	63-1-4005	5-155
Develop Logistics Estimate	63-1-4006	5-158
Develop Support Operations Estimate	63-1-4007	5-161
Develop Supporting Commander's (Operations) Estimate	63-1-4008	5-165
Prepare Operations Plan/Operations Order And Annexes	63-1-4009	5-170
Develop Road Movement Order	63-1-4010	5-174
Develop Occupation Plan	63-1-4011	5-179
Plan Battalion Area Tactical Operations	63-1-4012	5-183
Plan Rear Area Operations	63-1-4014	5-186
Maintain Communications	63-1-4041	5-202
Provide Command and Control	63-1-4045	5-207
Perform Risk Management Procedures	63-1-4326	5-130

Petroleum Supply Battalion
Situational Training Exercise
Direct Class III Operations, STX 10-1-1005

1. Objective. This STX is designed to train the Battalion commander, staff and other key members with practice in establishing situational awareness and planning, coordinating, and command and control of Class III bulk petroleum support operations. The staff must become proficient in gaining total asset visibility of sustainment resources in support of committed forces. The staff must become proficient in planning and coordinating internal and external logistics operations; providing intelligence; supervising operations security (OPSEC) and NBC defense operations; and providing personnel services support, administrative support and command and control.

2. Interface.

a. This STX supports the Battalion FTX - Provide Class III Bulk Petroleum Support.

b. This STX supports and interfaces with the ASG/CSG STX – Direct Petroleum and Water Support Operations.

c. This STX supports and interfaces with the corresponding company and detachment-level STX – Conduct Class III Bulk Petroleum Operations.

d. This STX can be used to plan, coordinate and direct Class III bulk petroleum operations as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment-level STX should be trained prior to the battalion exercise.

3. Training.

a. Leader Training.

(1) Classroom activities should include: a review/discussion on the use of the TSOP; petroleum supply responsibilities and procedures outlined in FM 3-3, FM 7-7, FM 3-19.4, FM 44-8, FM 55-30; and a review of the T&EOs listed in this STX.

(2) A MAPEX, when used, should be combined with a sand table exercise. If possible, a MAPEX of the location where the STX will be conducted should be used to teach staff teamwork, terrain analysis, selection of operating areas and defensive positions, and OPFOR avenues of approach.

(3) A CPX can be conducted in garrison or at a field site. This exercise allows units to practice the set up of analog and digital communications, as well as the proper use of communications procedures. A CPX also improves staff coordination procedures and trains the staff in the use of the TSOP.

(4) A Communications Exercise (COMEX)/Situational Awareness Exercise is used to practice battle command information procedures and operations, and logistics and combat health services operations. Units practice their mission tasks using appropriate automation systems, to include TC-AIM II, Combat Service Support Control System (CSSCS), Movement Tracking System (MTS) and logistics Standard Army Management Information Systems (STAMIS). The Battalion should practice continuity of operations (COOP) techniques and procedures in order to develop manual procedures for use in the event of communication or automation failure or disruption due to enemy action.

(5) The Army Tactical Command and Control System (ATCCS) integrates five of the seven battlefield operating systems (BOS), maneuver, fire support, air defense, combat service support, and intelligence. Each of these functional areas is supported by a control system designed to provide leaders and planners with information to effectively plan, coordinate, control, and support the battle. These BOS control systems are oriented toward combat operations and provide the commander and staff with situational information and decision support in executing the.

(6) CSSCS is the CSS component of Army Tactical Command and Control System (ATCCS). CSSCS provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supply, services, and personnel that the commander deems crucial to the success of an operation. CSSCS supports the decision making process with course of action (COA) analysis. The staff can analyze up to 3 COAs for a 5-day period. Variables include combat posture, division/non-divisional task organization, miles traveled, and geographical region.

(7) A TEWT can be conducted at a field site. Leader representatives from subordinate and attached units should participate in the exercise. The exercise should emphasize terrain analysis, staff coordination, site selection, leadership procedures, and defense planning and coordination as part of a leader's professional development program.

(8) Games and simulations are developed to teach leaders as part of a continuing officer and NCO development program. They also are used to exercise command and control at various staff levels.

(9) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for the following tasks: coordinating external logistics requirements, movement control procedures, providing internal logistics to Battalion subordinate and attached units; and using and maintaining digitally generated and manual status reports. (Review FMs 10-27-2, 10-27-3, 10-27-4, 54-30, 54-40, 100-10.)

(b) The Battalion and ASG/CSG TSOPs should be reviewed.

(c) A personal reconnaissance should be conducted of the training area that the logistics exercise would be performed, if possible.

(d) The following leader tasks must be trained or executed by the senior trainer (Battalion Commander or XO) include: Command and control of subordinate units, supervision of staff functions, identification of specified, implied and essential tasks in the ASG/CSG OPORD; establishment of support priorities in accordance with the OPORD; approval of staff recommendations, and the provision of recommendations to the ASG/CSG commander.

b. Tips for Training.

(1) After the Battalion has demonstrates proficiency in the tasks listed in Table 4-13, and leaders have been trained in the leader tasks, this STX can be trained under several options:

(a) In a field or MOUT environment.

(b) With or without NBC environment.

(c) Day or night.

(d) With or without OPFOR interdictions.

(e) Offensive, defensive, or retrograde operations.

(2) The staff must become proficient in gaining total asset visibility of sustainment resources, and planning, coordinating and supervising internal and external logistics operations before attempting complex options.

(3) In giving his guidance and possible courses of action, the senior trainer should offer variations. Some variations are listed below.

(a) Secure local area terrain features that could adversely affect the support mission.

(b) Increase the size of the supported force.

(c) Support multinational element.

(d) Support non-linear or deep operations.

(e) Apply automation constraints (exercise COOP).

(4) After proficiency in this STX is reached, the Battalion sustains proficiency by executing this STX as part of FTX.

(5) When using OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainer must set up specific OPFOR tasks with an overall objective to develop appropriate staff and subordinate unit responses. OPFOR should not be employed unless this STX is conducted with subordinate units.

4. Training Enhancers.

a. The commander provides planning guidance, establishes logistics and combat health services priorities, and selects logistics and combat health services options based upon the ASG/CSG commander's concept of operations or based upon personal judgment. The type of operations is based upon personal judgment. The type of operations determines the support scheme and priorities of support. Intelligence reports are disseminated throughout the staff. Warning orders, task organizations, and Fragmentary Orders are disseminated throughout the staff. Air defense information is disseminated throughout the staff. Coordinating friendly artillery fire is accomplished by the SPO/S3. Combat Service Support System (CSSCS) supports both internal and external logistics operations and provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation.

b. Support considerations for offensive, defensive and retrograde operations are found in FMs 63-4, and 63-3.

c. Staff recommendations are provided in hard copy to the senior trainer for evaluation.

d. All reports should be submitted in hard copy to the senior trainer for evaluation.

e. The Logistics Operations Officer, in conjunction with other staff sections, develops the external support plan. The Battalion staff implements the

plan and monitors its progress using analog and digital communications and logistics STAMIS.

f. In considering the proficiency of the staff, the following sequential guidance can be used:

(1) Did the Battalion logistics plans conform to the Battalion and ASG/CSG commander's guidance?

(2) Did the subordinate units implement the Battalion logistics plan properly?

(3) Did the Battalion logistics plan adequately meet the needs of supported and attached units?

g. Deficiencies identified in (1) and (3) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then more frequent performances of support missions during FTX or company and detachment-level STX are required.

h. This exercise begins with the assignment of responsibility for developing the service support annex and ends when bases and facilities are under a Level II/III threat. AARs are conducted after staff input, after dissemination of the support plan, and a final AAR after implementation of plan. Table 4-12 is a suggested scenario.

Table 4-12. Petroleum Supply Battalion
STX 10-1-1005, Direct Class III Operations

Event	Action	Estimated Time	
1.	Issue commander's guidance		30 min
2.	Determine requirements and sustainment resources.	1 hr	30 min
3.	Input staff analysis		30 min
4.	AAR		30 min
5.	Develop tentative logistics support plan and combat health services plan	4 hrs	
6.	Brief commander		30 min
7.	Disseminate plan		30 min
8.	AAR	1 hr	
9.	Develop internal logistics support plan and combat health services plan	2 hrs	
10.	Monitor implementation	1 hr	
11.	Monitor operations and make adjustments	8 hrs	
12.	Anticipate future requirements	1 hr	
13.	Respond to sighting OPFOR		15 min
14.	Respond to CSS degradation	1 hr	
15.	Maintain priority of logistics support	1 hr	
16.	Respond to intensifying rear operations		45 min
17.	Conduct final AAR	1 hr	

Total Time: 25 hrs

NOTE: Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the battalion staff.

5. General Situation.

a. The Battalion is deployed in a combat zone as part of an ASG/CSG. The Battalion mission is to direct Class III bulk petroleum support operations.

b. The Battalion commander has issued a mission statement. The Battalion staff and key leaders are assembled to begin planning.

c. The ASG/CSG OPLAN/OPORD is available. Battalion internal and external status reports of personnel, CHS, transportation, supply and maintenance capabilities and sustainment resources are available using CSSCS.

d. After the planning phase, combat operations commence. Divisional and non-divisional units generate requirements.

e. Intelligence information on the tactical situation is available from ASG/CSG to the Battalion SPO/S3 Section. The battalion has implemented OPSEC and physical security measures.

f. The OPFOR may be in the form of conventional or unconventional forces and have the capability of intelligence gathering, overt and covert attacks. The OPSEC program is a passive defensive measure. Local security is maintained by the use of OPSEC countermeasure techniques.

g. OPFOR has the capability to launch an NBC attack. Isolated NBC incidents have occurred.

h. Subordinate units' battle rosters have been received. Casualties, transfers and enemy prisoners of war (EPW) cause personnel adjustments.

i. During this STX, combat operations stabilize to a degree that administrative services can be provided.

j. The Battalion should be prepared to relocate as required.

6. Special Situation.

a. The commander issues the following FRAGO:

"We will continue to support ----- and -----divisional and attached units from current locations. Priority of support is to ----- Division, -------- Division and ----- Regiment in that order. The enemy is capable of mounting attacks throughout the zone of operations and also of bringing indirect fire upon Battalion positions, bases and facilities. I want to maintain a seamless and synchronized flow of sustainment resources to divisional DSUs, battalions, batteries, companies, and troops with a minimum of customer wait time. CSSCS gives us an unprecedented ability to see the battlefield as it unfolds, and allows us to anticipate and project requirements, not just react to them. Movement tracking capability enables us to support the throughput of sustainment resources to using units with precision. I want to be able to rapidly direct, redirect, cross-level or mass logistics support at critical points within the Battalion area of responsibility. Continue to seek ways to maximize distribution of sustainment resources to supported units. I want to be updated on the status of support as soon as you encounter. Now begin your planning process for providing logistics support for divisional and non-divisional units we support."

b. The commander issues the following additional instructions:

"This exercise ends when subordinate elements and sustainment resources are threatened with a Level II/III attack. You should conduct AARs after staff input, at the completion of the logistics plan and at end of the exercise. If necessary, run the exercise again until I am satisfied with the staff's performance."

7. Support Requirements.

a. Minimum Trainer/OCs. This exercise should be conducted with the battalion commander or XO as the senior internal evaluator. If the STX is conducted for the battalion headquarters staff, then one evaluator per staff section is required. If the STX is conducted as part of a battalion FTX, the required additional evaluators should include the sum of evaluators of each subordinate unit STX.

b. Opposing Force:

(1) The OPFOR is not required when exercise is conducted as a staff STX. OPFOR should be used if exercise is part of a battalion FTX.

(2) OPFOR should have specific missions and be controlled whenever used.

(3) MILES can be used, or the controllers can assess damage to the units in the Battalion.

c. Vehicles and Communications. Vehicles and communications equipment organic to the headquarters are used. When OPFOR are employed, a vehicle and analog and digital communications are needed for the evaluator/controller.

d. Maneuver Area. A training area of sufficient size is required to support the number of vehicles and equipment in a unit support area. Vehicles should be spaced a minimum of 25 meters apart. Vegetation and terrain should allow cover and concealment for facilities, vehicles and equipment.

e. Master Incident List. During the STX, MIL is essential to provide input to drive staff actions. Input MIL using TC-AIMS II, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters company include the Battalion HQ elements.

8. T&EO Sequence. Table 4-13 lists the T&EOs for this STX.

Table 4-13. T&EOs from Chapter 5 to Use in Evaluating STX 10-1-1005, Direct Class III Operations

Task	Task Number	Page
Coordinate Bulk Petroleum Operations Support	10-1-0203	5-139
Conduct Quality Surveillance	10-1-0204	5-98
Operate The Support Area of the Logistics Operations Center	63-1-4022	5-194
Coordinate Internal Logistics	63-1-4025	5-113
Operate Tactical Support Area of the Logistics Operations Center	63-1-4037	5-199
Supervise Operations Security Program	63-1-4038	5-90
Supervise Nuclear, Biological, and Chemical Defense Operations	63-1-4040	5-93
Maintain Communications	63-1-4041	5-202
Provide Human Resources Support-Personnel Services	63-1-4042	5-118
Provide Human Resources Support-Administrative Support	63-1-4043	5-121
Conduct Command Religious Support Program	63-1-4044	5-124
Provide Command and Control	63-1-4045	5-207
Provide Intelligence Support	63-1-4051	5-25
Combat Battlefield Stress Reduction Procedures	63-1-4303	5-127
Perform Risk Management Procedures	63-1-4326	5-130

Petroleum Supply Battalion
Situational Training Exercise
Supervise Force Protection, STX 63-1-E0008

1. Objective. This STX provides the Battalion staff and key leaders practice in planning, coordinating and providing command, control and situational awareness of force protection activities in defense of Battalion bases and facilities. The staff must become proficient in planning force protection measures, establishing and coordinating base and base cluster defense, operating the base cluster operations center, directing responses to threats, coordinating response forces, friendly indirect fire, close air support (CAS) and directing area damage control (ADC) operations. This STX combines the elements of planning, coordinating and directing procedures necessary to accomplish force protection activities.

2. Interface.

a. This STX supports the Battalion FTX - Provide Class III Bulk Petroleum Support.

b. This STX supports and interfaces with the ASG/CSG STX – Coordinate Force Protection Activities.

c. This STX is supported by company and detachment level STX - Defend Assigned Area.

3. Training.

a. Leader Training.

(1) This STX can be used to plan and implement force protection activities as a part of a CPX or FTX. If this STX is used with all or some subordinate Battalion units, the corresponding company and detachment STX should be trained prior to the battalion exercise.

(2) During classroom activities, the use of the TSOP should be discussed and the T&EOs listed in this STX should be reviewed.

(3) The leader should use a map of the area where the STX is to be conducted and a sand table model to match the actual terrain, if possible.

(4) CPX, CFX, and TEWTs provide ground training for leaders when the exact area of the STXs is used.

(5) Simulations and games teach leaders as part of a continuing officer and NCO development program.

(6) Situational awareness should be maintained throughout this STX using the real time capability of CSSCS architecture.

(7) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for planning and executing force protection activities.

(b) Leaders should conduct a personal reconnaissance of the training area where force protection activities will take place.

(c) Leaders should review the Battalion and ASG/CSG, force protection SOPs and OPORD.

(d) The leader tasks which must be trained or executed by the senior (Battalion commander or XO) with this STX are: approve defense plan, implement defense plan, identify decision point for commitment of response forces, and command, control and situational awareness of the defense area.

b. Tips for Training.

(1) After the Battalion has demonstrated proficiency in the tasks in Table 4-15, this STX can be trained under several options.

(a) With or without NBC conditions.

(b) Simultaneous threats.

(c) Day or night.

(2) The staff must become proficient in the doctrine and TTP of planning, coordinating and executing force protection activities before attempting complex options.

(3) After proficiency in this STX is reached, the staff sustains proficiency by executing this STX as part of an FTX.

(4) When using OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainer must set up specific OPFOR tasks with an overall objective of placing maximum stress upon the Battalion staff.

4. **Training Enhancers.**

a. The commander provides planning guidance based upon the brigade or DISCOM commander's concept of operations or based upon his judgment. Intelligence reports are disseminated throughout the entire staff. Warning orders, overlays, task organization and graphics are disseminated throughout the staff. Air defense information is disseminated throughout the staff. Coordinating friendly artillery fire is accomplished by the SPO/S3. Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation.

b. Unless otherwise approved by the chief OC, all reports and recommendations should be provided in hard copy to the senior for evaluation.

c. Force protection limitations and assumptions include:

(1) The lack of unit mobility impedes the ability of sustainment bases to rapidly shift locations.

(2) The lack of heavy weapons prevents the Battalion from decisively engaging and defeating a major enemy ground attack. Listening posts (LPs) and observation (OPs) must be located far enough forward of the perimeter and linked to give early warning, and the response force, friendly indirect fire or CAS should be committed as soon as the primary threat avenue is identified and the size of the threat exceeds Level 1.

(3) Failing early notification, the defense should prevent penetration of subordinate element bases and facilities by committing the internal response force or shifting personnel from unengaged sectors of the perimeter.

(4) Once the OPFOR has achieved penetration of the sustainment base, rally points within each company area will allow commanders to regain control over their elements for the purpose of reestablishing organizational integrity prior to counterattacks to regain lost ground. Upon arrival of the TCF or Military Police (MP) units, base commander will handover responsibility for counterattack to the commander of the TCF, or MP unit. Base commander will place base personnel under operational control of the counterattacking force for the purpose of regaining control of bases and facilities. Upon successful completion of the counterattack or instructions from the commander, TCF or MP unit, base personnel will revert to their original mission and command and control structure.

d. These assumptions are based on the fact that when the enemy knows what type of units (CSS and CS) are grouped together, and where those units are located; they will become a prime target for threat weaponry.

e. MP forces will be committed as a response force against a Level II threat. The Battalion and MP response forces will drive the OPFOR out of the area. MP response forces are coordinated and controlled by the TSC or Corps.

f. Divisional and non-divisional units are dependent upon the survival of the Battalion for their own sustainment. High-risk measures in defense of Battalion bases and facilities are justified and may be required in order to preserve the fighting force. These required measures include:

(1) Total commitment of personnel to the defense until additional combat forces can be brought to bear.

(2) Commitment of all available combat/combat support weaponry (including those in repair or stock) to preserve Battalion resources.

(3) Supplies and equipment should be destroyed to prevent capture by threat forces.

g. There is no justification for abandonment of sustainment resources.

h. Units should not abandon sustainment bases and facilities without approval from Battalion commander.

i. In considering the proficiency of the staff, the following sequential guidance can be used:

(1) Did the force protection plan conform to the commander's guidance?

(2) Did the subordinate units properly implement the force protection plan?

j. Deficiencies identified in (1) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then more frequent performances of force protection missions should be conducted during FTX or company and detachment-level STX.

k. This exercise begins with a Level II/III threat and ends once restoration of subordinate bases and facilities is completed. AARs are conducted after completion of ADC activities and after restoration operations. Table 4-14 is a suggested scenario.

Table 4-14. Petroleum Supply Battalion
STX 63-1-E0008, Supervise Force Protection

Event	Action	Estimated Time	
1.	Issue commander's guidance		10 min
2.	Determine assets and requirements	1 hr	
3.	Input staff analysis	1 hr	
4.	Establish local security		20 min
5.	Develop force protection plan	1 hr	30 min
6.	Develop ADC plan	1 hr	30 min
7.	AAR	1 hr	
8.	Brief commander		30 min
9.	Disseminate plan		30 min
10.	Detect enemy patrolling		30 min
11.	Determine response		30 min
12.	Level II attack	2 hrs	
13.	Integrate MP response force	2 hrs	
14.	Reorganization	4 hrs	
16.	AAR	1 hr	
17.	Respond to Level III attack	1 hr	
18.	Defend	1 hr	
19.	Execute battle handover to TCF	1 hr	
20.	Coordinate Battalion elements OPCON to TCF	1 hr	
21.	Assess damage	2 hrs	
22.	Conduct area damage control operations	2 hrs	
23.	Continue logistics mission	1 hr	
24.	AAR	1 hr	

Total Time 27 hrs 30 min

* Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the battalion staff.

5. General Situation.

a. The Battalion is forward deployed in a combat zone as part of an ASG or CSG. The Battalion mission is to supervise force protection activities. Elements of the Battalion are in contact with enemy forces and the enemy has either infiltrated or air dropped platoon size (+) or larger forces to seek out command and control elements and support and facilities. A Level II or III threat condition is reached.

b. The Battalion has the responsibility for the defense of the base cluster. The Battalion commander is responsible for the defense of the base cluster against Level I and limited Level II attacks.

c. Level II/III attacks are handed over to MP forces or a tactical combat force (TCF).

d. The attack has caused heavy damage to Battalion bases and facilities. ADC teams have been designated. Priorities have been established for ADC.

e. The bases and facilities are established IAW SOP and are supporting current divisional and non-divisional operations.

f. The force protection plan is initiated with security elements in positions.

6. Special Situation.

a. The battalion commander is conducting a staff meeting where he provides the following guidance:

> "The ASG/CSG S2 has reported that company and smaller-sized enemy units have begun operating throughout the zone of operations. Their mission appears to be locating CSS and CS units and inflicting as much damage as possible. Some elements are mounted, however, most are dismounted. Notify all units to be prepared to repel any attack before it reaches the perimeter of our bases and facilities. Execute the force protection plan. Begin your planning process."

b. The battalion commander issues the following instructions:

> "This exercise ends when the subordinate bases and facilities returns to normal operational status. You should conduct an ARR after the Force Protection Plan is completed, after reorganization and after completion of area damage control activities. If necessary, I will run the exercise again until I am satisfied with the staff's performance."

7. Support Requirements.

a. Minimum Trainer and OCs. This exercise should be conducted with the Battalion commander or XO as the trainer and primary OC. If the STX is conducted for the staff, one OC per staff section is required. If the STX is conducted as part of a FTX, the required additional evaluators should be the sum of all subordinate elements STX. Each OPFOR platoon should have one controller/evaluator to control activity, assess damage and casualties and evaluate tactics and techniques of Battalion personnel. An additional evaluator should accompany each response element and have similar responsibilities.

b. Opposing Force. An OPFOR platoon (+) or company is required for the exercise for Level III activities. The OPFOR should be well trained in patrolling and assault tactics and have specific missions within the zone of operation. During the conduct of an FTX both mounted and dismounted

operations should be executed. The following guidelines assist in assessing damage:

(1) Any soldier that masks a firing weapon is a casualty.

(2) Any soldier that remains exposed for longer than three consecutive seconds is a casualty.

(3) Any soldier or vehicle within five meters of a grenade, unless protected by sump or cover is a casualty/destroyed.

(4) Any vehicle or equipment that OPFOR comes within five meters is destroyed.

c. Vehicles and Communications. Vehicles and communications equipment organic to the Battalion are used.

d. Maneuver Area. An established Battalion support area should occupy an area between six and twenty kilometers square with the associated road network.

e. Master Incident List. During this STX, the MIL is essential to provide input to drive Battalion actions. The trainer will input MIL using TC-AIMS, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters company include the Battalion HQ elements.

8. T&EO Sequence. Table 4-15 lists the T&EOs for this STX.

Table 4-15. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0008, Supervise Force Protection

Task	Task Number	Page
Plan Battalion Area Tactical Operations	63-1-4012	5-183
Plan Rear Area Operations	63-1-4014	5-186
Supervise Operations Security Program	63-1-4038	5-90
Supervise Nuclear, Biological and Chemical Operations	63-1-4040	5-93
Maintain Communications	63-1-4041	5-202
Provide Command and Control	63-1-4045	5-207
Operate Base Cluster Operations Center	63-1-4050	5-210
Provide Intelligence Support	63-1-4051	5-25
Direct Response to Threat Actions	63-1-4052	5-27
Direct Area Damage Control Operations	63-1-4053	5-30
Combat Battlefield Stress Reduction Procedures	63-1-4303	5-127
Perform Risk Management Procedures	63-1-4326	5-130

Petroleum Supply Battalion
Situational Training Exercise
Supervise Redeployment, STX 63-1-E0009

1. Objective. This STX trains the Battalion commander, staff and key leaders in supervising the redeployment of subordinate elements from a theater of operations to home station or a mobilization site. This STX also provides the commander and key leaders and staff with practice in planning, controlling and coordinating subordinate unit redeployment activities. The Battalion must become proficient in planning, coordinating and preparing subordinate units for force projection operations.

2. Interface.

a. This STX supports the Battalion FTX - Provide Class III Bulk Petroleum Support.

b. This STX supports the ASG/CSG STX – Supervise Redeployment of Subordinate Elements to Home Station.

c. This STX can be used to plan and implement the redeployment of subordinate elements to home station as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company and detachment level STX – Re-Deploy Unit.

3. Training.

a. Leader Training.

(1) This STX can be used to plan and implement redeployment (land, sea, or air) of the Battalion as a part of an FTX or CPX.

(2) During classroom activities, the use of the TSOP should be discussed and the T&EO listed in this STX should be reviewed.

(3) The leader should use a map of the area where the STX is to be conducted and a sand table model to match the actual terrain, if possible.

(4) CPX, CFX, and TEWT provide ground training for leaders. STX support such exercises.

(5) Simulations and games are developed to teach leaders as part of a continuing officer and NCO development program. They are also used to exercise command, control and situational awareness at various command and staff levels.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the contingency plans and procedures for planning and executing redeployment operations.

(b) Leaders should conduct a personal reconnaissance of the training area where redeployment-training activities will take place.

(c) Leaders should review the Battalion and higher echelon redeployment SOPs.

b. Tips for Training.

(1) After the Battalion demonstrates proficiency for the tasks in Table 4-17, this STX can be trained under several options.

(a) Inclement weather.

(b) Various unit category levels.

(c) Different modes of transportation.

(d) Day or night.

(e) All environmental conditions

(2) The Battalion must become proficient in the basics of planning and executing redeployment activities before attempting complex options.

(3) After proficiency in this STX is reached, the Battalion sustains proficiency by executing this STX as part of an FTX.

4. Training Enhancers.

a. The commander, in coordination with Headquarters, ASG/CSG, secures redeployment guidance/orders, pertinent plans/SOPs and reviews redeployment contingency plans.

b. Subordinate unit commanders update unit redeployment plans in coordination with Battalion.

c. The ASG/CSG SPO/S3 provides Battalion with the redeployment sequence data.

d. Unless otherwise approved by the senior OC, all reports and recommendations should be provided in hard copy to the senior for evaluation.

e. This exercise begins with the receipt of a redeployment warning order and ends when the Battalion is at home station. AARs are conducted as shown in Table 4-16. This table includes a suggested scenario.

Table 4-16. Petroleum Supply Battalion
STX 63-1-E0009, Supervise Redeployment

Event	Action	Estimated Time
1.	Receive and verify Warning Order	10 min
2.	Coordinate reconstitution for redeployment	1 hr
3.	Prepare redeployment movement order/plan	2 hrs
4.	Provide redeployment support	2 hrs
5.	Perform redeployment advance party activities	1 hr
6.	Perform theater rear detachment activities	2 hrs
7.	Coordinate home station activities	1 hr
8.	AAR	1 hr

Total Time: 10 hrs 10 min

Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.

5. General Situation.

a. The Battalion is currently deployed in a theater of operations. The Battalion is under the command and control of HQ, ASG/CSG.

b. Unit commanders provide personnel and equipment status reports.

c. The supporting in country CINC designated logistics element provides required redeployment support.

d. Aerial port of debarkation (APOE), seaport of debarkation (SPOE), and the continental United States (CONUS) location are identified.

6. FRAGO. The commander issues the following FRAGO:

> "The force including the Battalion will begin redeployment operations immediately. We must be prepared to receive excess sustainment stocks from the supported units. We must also be prepared to provide support to divisional and non-divisional troops throughout their redeployment. SPO/S3 you have the lead. All units will be prepared to process personnel for redeployment to CONUS by air and equipment by sea and air on order. I want 100 percent personnel and equipment accountability. Begin making plans to retrograde excess supplies and materiel to reclamation sites. Logistics Operations, I want to be briefed on the planned disposition of sustainment stocks remaining under control of Battalion subordinate units and in the hands of supported units, and attached elements. Coordinate turn in of excess sustainment stocks with the next higher Support Operations Section. Begin your planning process to prepare the Battalion for redeployment. Be prepared to move to the redeployment assembly area (RAA)/tactical assembly area (TAA) vicinity ----- on my order. I will conduct an AAR after the conclusion of this STX."

7. Support Requirements.

a. Minimum Trainer and OCs. This exercise should be conducted with the battalion commander or battalion XO as the trainer and primary OC. Because of the detail required in evaluating the details of redeployment, a minimum of one OC per staff section is required. The trainers and OCs monitor and evaluate the accuracy of the data, the soundness of planning and recommendations and the thoroughness of coordination.

b. Opposing Force:

(1) The OPFOR is not required for this situational training exercise.

(2) The OPFOR should have specific missions and be controlled whenever used.

(3) The MILES can be used or the OCs can assess damage to facilities, equipment and personnel casualties.

c. Vehicles and Communications. Vehicles and communications equipment organic to the Battalion are used. When OPFOR is employed, a vehicle and digital communications for the OCs are used. The senior trainer/OC requires digital communications to provide input from the MIL.

d. Maneuver Area. Depending upon the LTA, it is desirable to have an adequate training area for operations, which is 6 by 20 kilometers. A road network is required that allows a road march of at least 10 kilometers.

e. Master Incident List. During the STX, MIL is essential to provide input to drive staff actions. The Trainer will input MIL using TC-AIMS II, CSSCS, MTS, analog, and digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. T&EO Sequence. Table 4-17 lists the T&EOs for this STX.

Table 4-17. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0009, Supervise Redeployment

Task	Task Number	Page
Perform Battalion Advance/Quartering Party Activities	63-1-4015	5-8
Supervise Operations Security Program	63-1-4038	5-90
Supervise Battalion Deployment/Redeployment Activities	63-1-4853	5-30
Coordinate Reconstitution for Redeployment	63-1-4865	5-66
Prepare Redeployment Movement Plan/Order	63-1-4866	5-68
Provide Redeployment Support	63-1-4867	5-71
Perform Redeployment Advance Party Activities	63-1-4868	5-75
Perform Theater Rear Detachment Activities	63-1-4869	5-78
Coordinate Home Station Activities	63-1-4870	5-81
Plan Battalion Redeployment	63-1-4874	5-222

CHAPTER 5

Training and Evaluation Outlines

5-1. Introduction. This chapter contains the training and evaluation outlines for the unit. T&EOs are the foundation of the MTP and the collective training of the units. T&EOs are training objectives (task, conditions, and standards) for the collective tasks that support critical wartime operations. The unit must master designated collective tasks to perform its critical wartime operations. T&EOs may be trained separately, in an STX, in an FTX, or in live-fire exercises. For collective live-fire standards, the trainer needs to refer to the applicable gunnery manual for the appropriate course of fire. Those standards and courses of fire need to be integrated into the training exercise.

5-2. Structure. The T&EOs in this chapter are listed in Table 5-1. The Mission-to-Collective Task Matrix in Chapter 2 lists the T&EOs required to train the critical wartime missions according to their specific BOS.

5-3. Format. The T&EOs are prepared for every collective task that supports critical wartime operation accomplishment. Each T&EO contains the following items:

a. Element. This identifies the unit or unit element(s) that performs the task.

b. Task. This is a description of the action to be performed by the unit, and provides the task number.

c. References. These are in parenthesis following the task number. The reference that contains the most information (primary reference) about the task is listed first and underlined. If there is only one reference do not underline the reference.

d. Iteration. Used to identify how many times the task is performed and evaluated during training. The "M" identifies when the task is performed in MOPP4.

e. Commander/Leader Assessment. Unit leadership uses this to assess the proficiency of the unit in performing the task to standard. Assessments are subjective in nature and use all available evaluation data and submit leader input to develop an assessment of the organization's overall capability to accomplish the task. Use the following ratings:

(1) T - Trained. The unit is trained and has demonstrated its proficiency in accomplishing the task to wartime standards.

(2) P - Needs practice. The unit needs to practice the task. Performance has demonstrated that the unit does not achieve standard without some difficulty or has failed to perform some task steps to standard.

(3) U - Untrained. The unit cannot demonstrate an ability to achieve wartime proficiency.

f. Condition. A statement of the situation or environment in which the unit is to do the collective task.

g. Task standard.

(1) The task standard states the performance criteria that a unit must achieve to successfully execute the task. This overall standard should be the focus of training. Every soldier should understand it.

(2) The trainer or evaluator determines the unit's training status using performance observation measurements (where applicable) and his judgment. The unit must be evaluated in the context of the METT-T conditions. These conditions should be as similar as possible for all evaluated elements. This will establish a common base line for unit performance.

h. Task Steps and Performance Measures. This is a listing of actions that is required to complete the task. These actions are stated in terms of observable performance for evaluating training proficiency. The task steps are arranged sequentially along with supporting individual tasks and their reference. Leader tasks within each T&EO are indicated by an asterisk (*). Under each task step are listed the performance measures that must be accomplished to correctly perform the task step. If the unit fails to correctly perform one of these task steps to standard, it has failed to achieve the overall task standard.

i. GO/NO-GO column. This column is provided for annotating the platoon's performance of the task steps. Evaluate each performance measure for a task step and place an "X" in the appropriate column. A major portion of the performance measures must be marked a "GO" for the task step to be successfully performed.

j. Task performance/evaluation summary block. This block provides the trainer a means of recording the total number of task steps and performance measures evaluated and those evaluated as "GO". It also provides the evaluator a means to rate the units demonstrated performance as a "GO" or "NO-GO". It also provides the leader with a historical record for five training iterations.

k. Supporting Individual Tasks. This is a listing of all supporting individual tasks required to correctly perform the task. Listed are the reference, tasks number, and task title.

l. OPFOR standards. These standards specify overall OPFOR performance for each collective task. These standards ensure that OPFOR soldiers accomplish meaningful training and force the training unit to perform its task to standard or "lose" to the OPFOR. The OPFOR standards specify what must be accomplished -- not how it must be accomplished. The OPFOR must always attain its task standards, using tactics consistent with the type of enemy they are portraying.

5-4. Use. The T&EOs can be used to train or evaluate a single task. Several T&EOs can be used to train or evaluate a group of tasks such as an STX or FTX.

Develop Intelligence
Provide Intelligence Support (63-1-4051) 5-5
Deploy/Conduct Maneuver
Perform Battalion Advance/Quartering Party Activities (63-1-4015) 5-8
Establish Battalion Command Post (Forward) (63-1-4016) 5-12
Coordinate Movement of Subordinate Elements (63-1-4018) 5-15
Supervise Establishment of Subordinate Elements and Battalion Headquarters (63-1-4019) 5-18
Establish Administrative Areas and Logistics Operations Center (LOC) (63-1-4020) 5-20
Direct Deployment Alert Activities (63-1-4850) 5-23
Establish the Emergency Operations Center (63-1-4851) 5-25
Operate the Emergency Operations Center (63-1-4852) 5-27
Supervise Battalion Deployment/Redeployment Activities (63-1-4853) 5-30
Update Movement Plan/Order (63-1-4854) 5-34
Coordinate Soldier Readiness Program Processing Support (63-1-4855) 5-37
Provide Deployment Human Resources Support (63-1-4856) 5-40
Coordinate Family Assistance Support (63-1-4857) 5-43
Coordinate Deployment Training Support (63-1-4858) 5-45
Perform Deployment Intelligence Support Functions (63-1-4859) 5-47
Provide Deployment Logistics Support (63-1-4860) 5-50
Perform Deployment Advance Party Activities (63-1-4861) 5-55
Coordinate Onward Movement (63-1-4862) 5-58
Coordinate Rear Detachment Support (63-1-4863) 5-61
Perform Home Station Rear Detachment Activities (63-1-4864) 5-63
Coordinate Reconstitution for Redeployment (63-1-4865) 5-66
Prepare Redeployment Movement Plan/Order (63-1-4866) 5-68
Provide Redeployment Support (63-1-4867) 5-71
Perform Redeployment Advance Party Activities (63-1-4868) 5-75
Perform Theater Rear Detachment Activities (63-1-4869) 5-78
Coordinate Home Station Activities (63-1-4870) 5-81
Direct Integration Activities (63-1-4871) 5-84
Plan Battalion Deployment in a Peacetime Environment (63-1-4872) 5-87
Protect the Force
Supervise Operations Security Program (63-1-4038) 5-90
Supervise Nuclear, Biological, and Chemical Defense Operations (63-1-4040) 5-93
Perform CSS and Sustainment
Conduct Quality Surveillance (10-1-0204) 5-98
Coordinate Internal Logistics (63-1-4025) 5-113
Provide Human Resources Support - Personnel Services (63-1-4042) 5-118

Provide Human Resources Support - Administrative Services (63-1-4043) 5-121
Conduct Command Religious Support Program (63-1-4044) 5-124
Conduct Battlefield Stress Reduction and Prevention Procedures (63-1-4303) 5-127
Perform Risk Management Procedures (63-1-4326) 5-130
Exercise Command and Control
Develop Bulk Petroleum Support Operations Estimate (10-1-0201) 5-132
Plan Bulk Petroleum Operations (10-1-0202) 5-136
Coordinate Bulk Petroleum Operations Support (10-1-0203) 5-139
Conduct Mission Analysis (63-1-4001) 5-142
Conduct Intelligence Preparation of the Battlefield (63-1-4002) 5-145
Formulate Feasible Courses of Action (63-1-4003) 5-148
Develop Intelligence Estimate (63-1-4004) 5-151
Develop Personnel Estimate (63-1-4005) 5-155
Develop Logistics Estimate (63-1-4006) 5-158
Develop Support Operations Estimate (63-1-4007) 5-161
Develop Supporting Commander's (Operations) Estimate (63-1-4008) 5-165
Prepare Operations Plan/Operations Order and Annexes (63-1-4009) 5-170
Develop Road Movement Order (63-1-4010) 5-174
Develop Occupation Plan (63-1-4011) 5-179
Plan Battalion Area Tactical Operations (63-1-4012) 5-183
Plan Rear Operations (63-1-4014) 5-186
Establish Communications (63-1-4017) 5-190
Operate the Support Area of Logistics Operations Center (63-1-4022) 5-194
Operate Tactical Support Area of the Logistics Operations Center (63-1-4037) 5-199
Maintain Communications (63-1-4041) 5-202
Provide Command and Control (63-1-4045) 5-207
Operate Base Cluster Operations Center (63-1-4050) 5-210
Direct Response to Threat Actions (63-1-4052) 5-213
Direct Area Damage Control Operations (63-1-4053) 5-216
Plan Battalion Deployment Upon Receipt of a Warning Order (63-1-4873) 5-219
Plan Battalion Redeployment (63-1-4874) 5-222

Figure 5-1. List of T&EO's

ELEMENT: S2/S3 Section

TASK: Provide Intelligence Support (63-1-4051)
(FM 34-1) (AR 530-1) (FM 3-3)
(FM 3-4) (FM 34-130) (FM 34-54)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Support operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog devices. The unit, higher, and lower TSOPs are available. Intelligence information on the tactical situation is disseminated from the higher HQ S2/3 Section and the supporting rear operations element. The commander, staff, and subordinate units require intelligence information for current operations and planning. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Intelligence is disseminated to appropriate agencies and elements IAW TSOP and OPORD. At MOPP4, performance degradation factors decrease the processing and dissemination of intelligence information.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section identifies information requirements using analog and/or digital devices. a. Identifies current intelligence information requirements. b. Lists priority intelligence requirements. c. Lists current intelligence holdings shortcomings.		
2. S2/3 Section assembles required intelligence information. a. Prepares information collection plan. b. Submits request for additional support to higher HQ S2/3 Section and supporting rear operations element using analog and/or digital communications. c. Revises collection plan to reflect current needs.		
3. S2/3 Section disseminates intelligence. a. Verifies reports for relevancy, reliability, and accuracy. b. Records intelligence information in journal. c. Identifies significant effects of weather. d. Records pertinent weather data.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Maintains situational awareness at all times using analog and digital communications. f. Annotates analog/digital situation map with current friendly and enemy locations. g. Prepares INTSUM. h. Disseminates INTSUM to appropriate agencies and elements using analog and digital communications.		
4. S2/3 Section maintains classified information. a. Stores classified information IAW current OPSEC instructions, TSOP, and AR 190-13. b. Marks all classified information IAW TSOP and AR 190-13. c. Controls access to classified information. d. Enforces information security measures. e. Provides classified maps. f. Maintains emergency destruction instructions IAW AR 190-13 and TSOP.		
5. S2/3 Section plans EPW handling. a. Coordinates handling and locations of holding areas with supporting MP element and higher HQ S2/3 Section. b. Monitors EPW handling operations to ensure compliance with the TSOP, OPORD, and the provisions of the Geneva Convention.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4002	Conduct Intelligence Preparation of the Battlefield	ARTEP 10-426-MTP

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4004	Develop Intelligence Estimate	ARTEP 10-426-MTP
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
Petroleum Operations Branch
Petroleum Laboratory Branch
S4 Section
Communications Section

TASK: Perform Battalion Advance/Quartering Party Activities (63-1-4015)
(FM 101-5) (AR 530-1) (FM 10-27-2)
(FM 10-27-3) (FM 3-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Departure time for the advance/quartering parties has arrived. The advance/quartering parties are prepared to depart the assembly area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion advance/quartering party leader is provided all essential information, to include the route, order of march, and ETA for the main body. The battalion advance/quartering party leader is issued tentative battalion area and CP layout, traffic circulation, and communications plans. The battalion advance/quartering party consists of an OIC; security, staff, and communications elements; and representatives from subordinate units. Sufficient guides, markers, and other equipment are available. Battalion advance/quartering party deploys in MOPP2. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack.

NOTE: If survey team(s) monitor high levels of contamination, the area should be evacuated immediately. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Advance/quartering party's movement is conducted IAW movement order. All new area preparation tasks as directed by the S2/3 are accomplished IAW TSOP and the OPORD.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section organizes battalion advance/quartering party.		
a. Provides required size of parties to subordinate units.		
b. Briefs party leaders IAW the TSOP.		
c. Dispatches party as prescribed in the movement order.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. Battalion advance/quartering party moves to new operating site. a. Maintains situational awareness at all times using analog and/or digital communications and MTS. b. Crosses SP, CPs, and the RP as prescribed in the movement order. c. Follows route prescribed in the movement order. d. Reports route changes, intelligence, and any other information to the main body by route guides, route markers, MTS, or analog and/or digital communications. e. Moves battalion advance/quartering party into a concealed, pre-designated assembly area to await clearance of new area.		
* 3. Battalion advance/quartering party leader supervises securing the new battalion area. a. Dispatches security element to sweep the area to locate mines, booby traps, or other signs of threat presence. b. Dispatches NBC survey and monitoring teams personnel to sweep assigned sectors. c. Places OP on probable avenues of approach consistent with personnel assets. d. Conducts area reconnaissance (mounted or dismounted) with subordinate elements' leaders pointing out general locations of each element. e. Moves entire party into the new area. f. Forwards closing report to main body, if possible, using MTS or analog and digital communications.		
4. Battalion advance/quartering party secures the new battalion area. a. Dons protective mask before entering new area. b. Sweeps the area to locate mines, booby traps, or other signs of threat presence (security elements). c. Surveys assigned areas for NBC contamination (Survey and Monitor Teams). d. Occupies OP on probable avenues of approach. e. Moves into new area as directed by the party leader.		
* 5. Battalion advance/quartering party leader supervises area preparation. a. Maintains situational awareness at all times using MTS or analog and digital communications. b. Monitors movement of each subordinate unit's advance/quartering party into their respective areas to ensure compliance with layout plan and traffic circulation plans. c. Supervises implementation of hasty security plan to ensure that each element secures its individual area.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Supervises implementation of communications plan in coordination with the communications representatives to ensure some type of communications exists between the CP and all subordinate units.		
e. Enforces OPSEC measures during preparation of subordinate units' areas.		
f. Tasks unit representatives to block all other possible entrance and exit points with available materials.		
6. Battalion advance/quartering party implements tentative battalion layout and circulation plan.		
a. Marks battalion traffic pattern IAW layout plan.		
b. Establishes entrance/exit points to all subordinate units' locations.		
c. Constructs obstructions to block all other possible entrance and exit points.		
d. Forwards plan to battalion HQ using analog and digital communications.		
7. Battalion advance/quartering party implements hasty security plan.		
a. Prepares battalion hasty defensive sketch.		
b. Enforces camouflage and concealment measures.		
c. Identifies locations for emplacement of emergency alarm devices.		
8. Battalion advance/quartering party implements analog and/or digital communications plan.		
a. Establishes analog and digital communications and local area networks between CP and subordinate and adjacent units.		
b. Establishes analog and digital communications and local area networks between CP and higher HQ.		
c. Employs signal security measures.		
* 9. Battalion advance/quartering party leader supervises reception of main body.		
a. Maintains situational awareness at all times using analog and digital communications.		
b. Identifies guide pickup points.		
c. Briefs ground guides on moving main body into their respective areas with emphasis on OPSEC measures.		
d. Directs dispatching of unit guides to the RP.		
e. Monitors subordinate units' guide activities to ensure compliance with party leaders guidance and TSOP.		
f. Enforces counter-surveillance measures.		
g. Provides progress report to the S2/3 and commander upon arrival of main body using analog and/or digital communications, courier, or MTS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4010	Develop Road Movement Order	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
Petroleum Operations Branch
Petroleum Laboratory Branch
S4 Section
Communications Section

TASK: Establish Battalion Command Post (Forward) (63-1-4016)

(FM 10-27-3) (AR 380-19) (AR 530-1)
(FM 101-5) (FM 10-27-2) (FM 3-19.30)
(FM 3-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion advance/quartering party has secured the new area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion staff sections have assigned personnel to establish the CP (Forward). The staff advance party element is part of the advance/quartering party. The S2/S3 Section has provided instructions relating to CP site preparation. Communications requirements have been requested from the supporting signal element. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Command and control of battalion operations continues during battalion HQ "jump" to a new location. At MOPP4 performance degradation factors increase the time required to establish the CP (Forward).

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Battalion HQ Advance Party Element establishes CP (Forward). a. Positions vehicles, tentage, or equipment to be used IAW layout plan. b. Sets up internal arrangement to permit immediate access to all required information. c. Sets up maps and overlays that display locations of support facilities. d. Constructs barriers around CP (Forward) as prescribed by the TSOP.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. Battalion HQ Advance Party Element supervises forward tactical operations.		
a. Provides staff supervision over establishment of the CP area to ensure compliance with layout plan and TSOP. b. Establishes analog and/or digital communications with higher HQ, adjacent, and subordinate units as prescribed by the movement order, TSOP, and SOI/SSI. c. Provides movement assistance to subordinate units out of the range of rear CP's communications. d. Maintains situation map(s) with current disposition of friendly and enemy units.		
3. Battalion HQ Advance Party Element supervises forward logistics and CHS operations.		
a. Maintains situational awareness at all times using appropriate analog and digital communications or courier. b. Integrates planned logistics and CHS operations into the division distribution system. c. Establishes intransit and total asset visibility of sustainment resources flowing into the area. d. Directs, redirects, cross-levels or masses logistics and CHS at critical points in the area of responsibility based on METT-TC and the commander's guidance. e. Maintains analog and/or digital situation maps depicting subordinate and supported units in the battalion's area of responsibility. f. Maintains current customer listing.		
g. Maintains current staff files and journals. h. Relays operational information from supported units to rear party CP that affects support operations using analog and/or digital communications or courier. i. Provides current operations briefing to S2/S3 and respective staff sections upon arrival of main body.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4010	Develop Road Movement Order	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S2/S3 Section
S4 Section

TASK: Coordinate Movement of Subordinate Elements (63-1-4018)
(FM 55-1) (FM 101-5) (FM 10-27-2)
(FM 10-27-3) (FM 3-3) (FM 55-10)
(FM 55-30)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: All subordinate unit relocation plans are available. The S2/S3 Section is required to monitor road marches until all closing reports are received. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays with SP, checkpoints, RP, critical points and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. First battalion element crosses its SP. Deviations from movement order occur. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All subordinate units are relocated to new areas as prescribed in movement order. Each subordinate unit and battalion HQ makes a closing report as prescribed in the TSOP. Rear party departs when main body has established the new area. At MOPP4, performance degradation factors increase staff reaction and coordination of movement deviations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Staff Sections coordinate support with HQ/Supply company for the move. a. Coordinate additional CHS requirements with medical element that has area responsibility. b. Coordinate additional recovery requirements with maintenance element that has area responsibility. c. Coordinate engineer and MP support requirements with elements that have area responsibility. d. Coordinate convoy clearance request with movement control element that has area responsibility. e. Brief HQ/Supply company march commander on tactical situation, communications frequencies and procedures, and emergency action procedures. f. Coordinate constant communications from the SP until the RP.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. S2/S3 Section monitors movement of subordinate companies and battalion HQ. a. Maintains situational awareness at all times using MTS, or analog and/or digital communications. b. Maintains communications with each subordinate unit and battalion HQ elements IAW movement order and TSOP. c. Maintains situation map(s) and overlays displaying subordinate units and battalion HQ elements' movement progress. d. Provides corrective actions to subordinate units and battalion HQ elements when deviations from movement order occur (speed, interval, route adjustments) using MTS, or analog and/or digital communications. e. Provides coordination for emergency support between subordinate units and area support units, based on the type and level of emergency. f. Coordinates en route subordinate units' support requirements with area support units until all known requirements are fulfilled. g. Records closing reports from subordinate units and battalion HQ elements upon receipt. h. Provides final movement report upon receipt of all closing reports to commander and higher HQ using analog and/or digital communications or MTS.		
3. S2/S3 Section directs external support operations during move. a. Maintains situational awareness at all times using MTS/STAMIS, analog and/or digital communications. b. Coordinates requirements with the supported unit(s) and supporting material management element. c. Coordinates pickup or delivery of sustainment resources between subordinate units and requesting units. d. Communicates emergency requirements to the main body battalion staff. e. Provides closure report to CP.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4010	Develop Road Movement Order	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section

TASK: Supervise Establishment of Subordinate Elements and Battalion Headquarters (63-1-4019)

(FM 10-27-3) (AR 530-1) (FM 101-5)
(FM 101-5-1) (FM 10-27-2) (FM 34-130)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Subordinate units are moving along designated route(s) to new area(s). The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog devices. The unit, higher, and lower TSOPs are available. The battalion advance/quartering party is dispatched to the new CP area. Subordinate units are required to submit closing reports. The advance/quartering party has established the advance CP. The battalion advance/quartering party leader briefs the commander on the status of new area preparation. The S2/3 issued occupation plans to the CP and subordinate units. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Subordinate units, support facilities, and the CP are established IAW layout plan, OPORD, and TSOP. All new CP preparation tasks are accomplished as directed by the S2/3 IAW TSOP and OPORD. At MOPP4 performance degradation factors increase the time required to establish a CP.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section monitors movement of advance/quartering parties. a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains constant radio communications IAW movement order and TSOP. c. Coordinates support or emergency action requirements with appropriate element based on assistance required.		
2. Battalion HQ performs CP functions. a. Supervises establishment of battalion area IAW layout plan and TSOP. b. Establishes battalion messenger system until local area networks and analog and/or digital communications have been established.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates logistics and CHS operations from forward location (limited operations). d. Supervises the establishment of local area networks and analog and/or digital communications within the CP area. e. Sets up battalion analog/digital situation map(s).		
3. S2/3 Section monitors deployment of subordinate units and battalion HQ.		
a. Maintains situational awareness at all times using analog and/or digital communications. b. Supervises deployment of units as prescribed by the layout plan. c. Coordinates impact of unit position changes with other staff sections. d. Approves unit position changes of subordinate elements that are caused by terrain and/or tactical considerations. e. Posts analog/digital situation map(s) and overlay(s) to reflect new unit positions. f. Provides deployment update to commander and XO.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4011	Develop Occupation Plan	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S2/S3 Section
S4 Section
Communications Section

TASK: Establish Administrative Areas and Logistics Operations Center (LOC) (63-1-4020)

(FM 63-21) (AR 380-19) (AR 530-1)
(FM 101-5) (FM 10-27-2) (FM 10-27-3)
(FM 63-20)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The main body of the battalion HQ has arrived at the new location. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog devices. The unit, higher, and lower TSOPs are available. The S2/3 has selected the general location of the LOC and administrative areas. Advance CP personnel have identified specific locations and initial preparations are completed. All required personnel and equipment are available. The CP (Forward) maintains operational control of the battalion until the new LOC is established. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: LOC is capable of communicating with and controlling support assets and survival measure assets within the time specified in the TSOP. At MOPP4 performance degradation factors increases time required to establish logistics center and administrative areas.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 section establishes ALOC. a. Identify staff working areas that facilitates immediate access of staff personnel to all required information. b. Set up internal arrangement IAW XO, S2/S3 Officers' guidance. c. Set up analog/digital maps, map overlays, and informational displays that show the current tactical situations of all friendly and enemy forces affecting the battalion's mission IAW TSOP. d. Set up analog/digital status boards. NOTE: Status boards display locations of support facilities and their capabilities and status of personnel and equipment. e. Establish commander's briefing area.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Prepare sleep plan that is consistent with phases of supported unit's operations. g. Establish policy file, records, staff journals, and section workbooks. h. Set up area access and security IAW the TSOP.		
2. S1 and S4 Sections establish administrative areas. a. Identify staff working areas that facilitate immediate staff access to all required information. b. Set up maps and status boards displaying status of internal logistics, personnel, and equipment. c. Establish communications nets in the order of priority specified by the S6/S2/S3. d. Establish policy files, records, staff journals, and section workbooks. e. Coordinate generator electrical power with the S6/S2/S3.		
3. Commo Section establishes analog and digital communications. NOTE: The S2/S3 Section must perform this task step if unit does not have an S6 Section. a. Establishes all communications nets in order of priority specified in the TSOP and OPORD. b. Establishes area for processing incoming and outgoing messages. c. Installs local area network.		
d. Operates local area network. e. Issues passwords. f. Installs antiviral software. g. Troubleshoots hardware needing repair.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4011	Develop Occupation Plan	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Direct Deployment Alert Activities (63-1-4850)
(FM 100-17) (FM 55-65)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion receives a warning order to go to an increased deployability posture in preparation for overseas deployment. The movement plan/order, recall plan, security plan, and TSOP are available. The battalion's subordinate units are deploying as part of the battalion deployment. The battalion communicates with subordinate units by analog and/or digital communications, automation systems, and courier.

Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Battalion personnel are recalled IAW the Recall Plan. Personnel are designated to staff emergency operations center IAW RSOP.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S2/3 Section/Staff Duty Officer executes alert notification procedures. a. Authenticates deployment-warning order IAW TSOP. b. Notifies commander and S2/3 that battalion has received a deployment warning order. c. Initiates recall procedures IAW commander's guidance and Recall Plan.		
* 2. Commander and S2/3 supervise alert and recall activities. a. Direct implementation of Recall Plan, as required. b. Direct establishment of the EOC. c. Task staff sections to provide personnel for the EOC IAW TSOP and commander's guidance. d. Monitor recall progress for compliance with TSOP. e. Designate location of EOC.		
3. S2/3 Section monitors progress of recall.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identifies time-phased present-for-duty requirements by reviewing recall plan. b. Identifies present-for-duty status by reviewing recall status reports from subordinate units. c. Calculates recall percentages IAW recall plan. d. Monitors establishment of physical security of battalion HQ and subordinate unit areas by inspection and/or review of recall status reports. e. Briefs commander and S2/3 on progress of recall.		
4. Staff sections perform alert functions. a. Designate personnel to staff EOC IAW TSOP. b. Brief staff officer/section chiefs on status of recall, as required.		
5. S2/3 Section performs deployment alert activities. a. Coordinates with higher HQ staff element for guidance concerning deployment requirements. b. Issues SOIs, authentication tables, operations codes, frequency, and call signs to subordinate units. c. Directs units to initiate OPSEC procedures. d. Activates guard mount to control access to restricted areas, as designated. e. Sends request to S4 Section for maps, if needed. f. Establishes secure communications with higher HQ staff elements and/or installation EOC. g. Identifies liaison to higher HQ, as required.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Establish the Emergency Operations Center (63-1-4851)
(FM 101-5) (AR 380-19) (AR 530-1)
(FM 3-19.30)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has directed that the EOC be established. The unit, higher, and lower TSOPs are available. Battalion personnel have been recalled. Personnel and equipment required to establish the EOC are available. The location of the EOC has been designated. The RSOP, movement plan/order, and security plan are available. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The EOC is established IAW the RSOP and commander's guidance and within the time specified by the XO or S2/3.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. XO or S2/3 supervises establishment of the EOC. a. Identifies EOC requirements and layout by reviewing the RSOP and commander's guidance. b. Directs S2/3 Section to set up EOC IAW RSOP and commander's guidance. c. Assigns EOC work areas to staff elements. d. Directs staff sections to set up EOC work areas IAW RSOP and commander's guidance.		
2. S2/3 Section sets up EOC. a. Identifies work areas that facilitate immediate access of personnel to all required information. b. Sets up internal arrangement of EOC IAW XO or S2/3 guidance. c. Establishes communications and/or data processing in order of the priority specified in the movement plan/order and/or RSOP. d. Sets up maps, map overlays, informational displays, and status boards. e. Establishes areas for processing incoming and outgoing messages. f. Establishes commander's work area.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Establishes commander's briefing area. h. Prepares EOC manning schedule. i. Establishes policy files, records, staff journals, and section workbooks. j. Sets up area access and security IAW the RSOP and security plan. k. Prepares EOC access roster. l. Distributes EOC access roster IAW RSOP and security plan. m. Briefs XO or S2/3 upon completion of the EOC setup.		
3. Staff sections set up EOC work areas. a. Position equipment IAW RSOP. b. Establish policy files, records, staff journals, and section workbooks. c. Set up maps and status boards displaying status of deployment operations. d. Set up briefing area for daily situation briefings. e. Brief XO or S2/3 when EOC is operational.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Operate the Emergency Operations Center (63-1-4852)
(FM 101-5) (AR 380-19) (AR 530-1)
(FM 10-27-3) (FM 3-0) (FM 3-19.30)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion deployment activities have commenced. Staff journals, workbooks, current maps, overlays, the TSOP, movement plan/order, movement directive, and physical security plan are available. The EOC is required to coordinate the battalion's deployment activities. Wheeled vehicles and equipment move to the APOE and SPOE by convoy or rail. The EOC communicates with the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and digital communications, automation systems, and courier.

This task should not be trained in MOPP4.

TASK STANDARDS: Battalion deployment activities and information dissemination are performed IAW the TSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. XO or S2/3 supervises EOC operations. a. Inspects entry and exit procedures for compliance with the physical security plan. b. Assigns specific areas of responsibility and work shifts to all assigned members. c. Monitors the performance of personnel in their functional areas to ensure compliance with established guidance and the TSOP. d. Provides briefings on current situation to the commander, as required.		
2. Staff Sections perform EOC deployment support duties. a. Maintain staff journal(s) and entries IAW current command policy and TSOP.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Maintain section workbook(s) that contain incoming messages and reports under the appropriate heading and cross-references. c. Maintain current maps and overlays depicting all routes and locations that affect the EOC's operation. d. Maintain current journal files that contain material necessary to support all daily EOC and section journal entries. e. Submit deployment readiness reports to appropriate HQ and installation EOC IAW TSOP and commander's guidance, as required.		
3. Staff Sections monitor movement of subordinate units' equipment to APOE and SPOE.		
NOTE: For digitally equipped units, these actions will be performed using FBCB2, MTS, or MCS. a. Monitor rail loading, convoy staging, and other movement activities (for example commercial transport arrival at airfields for compliance with the movement order.)		
b. Maintain communications with each subordinate unit IAW movement order and TSOP. c. Monitor SP, checkpoint, RP, and closing reports from convoy commanders for compliance with movement order. d. Post subordinate units' movement progress on the situation map. e. Annotate subordinate units' march progress on road movement graphs. f. Provide corrective actions to subordinate units when deviations from movement order occur (speed, interval, and route adjustments). g. Provide coordination for emergency support between subordinate units and area support units, based on the type and level of emergency. h. Provide current movement status of subordinate units to the S2/3 and commander. i. Record closing reports from subordinate units upon receipt. j. Provide final movement report upon receipt of all closing reports to commander and appropriate HQ.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4851	Establish the Emergency Operations Center	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Supervise Battalion Deployment/Redeployment Activities (63-1-4853)

(FM 100-17) (AR 220-10) (FM 100-10)
(FM 101-5) (FM 10-27-3) (FM 3-0)
(FM 3-100.4) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The RSOP, movement plan/order, and other required documents are available. Battalion deployment/redeployment activities have commenced. The battalion is located in the home station UAA or RAA and the EOC/CP is established. The gaining command has provided a deployment/redeployment message indicating ultimate destination and deployability criteria. The battalion HQ communicates with the installation EOC, ITO, the appropriate HQ, supporting organizations, subordinate units, and rear detachment by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Deployment/redeployment activities are planned and implemented IAW RSOP, movement plan/order and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander directs deployment/redeployment activities. a. Identifies deployment/redeployment mission requirements by reviewing warning order and appropriate CONPLANs. b. Provides initial planning guidance to staff and subordinate units. c. Directs S1 to coordinate SRP processing.		
d. Directs personnel and equipment cross-leveling actions. e. Submits recommendations to appropriate HQ commander that selected personnel attending formal school be allowed to complete course work, if appropriate (deployment only). f. Directs recall of personnel on temporary duty, attending school, or in authorized leave status, if appropriate (deployment only). g. Directs S2/3 to issue deployment/redeployment WARNO and movement plan/order. h. Directs implementation of physical security and OPSEC plans.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
i. Briefs staff and subordinate units on deployment/redeployment mission. j. Conducts overseas orientation. k. Verifies subordinate commanders clear installation prior to deployment. l. Conducts periodic in-process reviews to monitor preparations for deployment, issue and exchange detailed guidance, refine movement plans, resolve issues, and coordinate support for the deployment. m. Conducts liaison to higher HQ, as required. n. Coordinates with servicing Staff Judge Advocate's office for briefings regarding legal considerations (such as Law of War, Status of Forces, Rules of Engagement, and Code of Conduct). o. Enforces safety procedures IAW TSOP and applicable publications. p. Enforces environmental stewardship protection program procedures.		
* 2. XO supervises staff activities. a. Implements commander's directives in staff planning and policy making. b. Assigns staff responsibilities for updating movement plan/order. c. Directs staff sections to provide personnel for deployment/redeployment teams (such as advance party and rear detachment.) d. Directs staff sections to provide input for movement plan/order update. e. Formulates staff operating policies. f. Monitors all staff actions for conformity to commander's guidance. g. Coordinates deployment/redeployment mission with subordinate unit commanders. h. Supervises the operations of the EOC/CP.		
* 3. Staff officers supervise staff sections. a. Identify all specified and implied tasks that must be accomplished in order to deploy/redeploy by reviewing the movement directive, TSOP, movement plan/order, OPLAN/CONPLANs, and commander's guidance. b. Exchange pertinent information that is relevant to the deployment/redeployment with other staff sections. c. Provide information update(s) to commander and EOC/CP on areas that are critical to the deployment/redeployment mission.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Direct preparation of input to the S2/3 Section for the update of plans, orders, and commander's overseas orientation, as required. e. Provide personnel for deployment/redeployment teams, as required. f. Forward deployment/redeployment status reports to appropriate HQ and addressees, as required. g. Forward personnel and logistics reports IAW higher HQ guidance.		
4. Command Section supervises activities of subordinate units. a. Monitors performance of subordinate elements to ensure required level of proficiency as prescribed in TSOP, plans, policies, directives, and the TSOP. b. Monitors external support to determine overall effectiveness, IAW TSOP. c. Assigns specific tasks to subordinate units, as required. d. Monitors implementation of decisions, directives, and instructions to determine subordinate units' compliance. e. Issues FRAGOs to implement changes to the movement plan/order and annexes, as required.		
* 5. Commander and/or XO supervises rear detachment activities. a. Appoints rear detachment commander. b. Approves rear detachment staffing. c. Approves rear detachment plan. d. Monitors rear detachment activities for compliance with rear detachment plan. e. Coordinates with servicing Staff Judge Advocate's office.		
6. S1 Section performs deployment activities. a. Coordinates PAO briefings for deploying units. b. Verifies appropriate personnel transactions are input for all deploying soldiers once soldiers have completed SRP processing. c. Coordinates with legal representatives on pending legal actions for deploying soldiers. d. Coordinates SRB processing. e. Maintains personnel asset visibility. f. Completes legal actions, as directed by commander.		
7. Staff sections perform readiness activities. a. Identify readiness shortfalls of subordinate units based on current USR.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Evaluate subordinate units' ability to perform mission requirements based on USRs and other status reports required by higher HQ, such as the CSSCS generated PERSTAT and LOGSTAT reports. c. Develop plan to correct deficiencies to bring subordinate units to deployment standards. d. Back up all automated systems prior to systems being prepared for movement. e. Brief battalion commander on readiness activities and status of subordinate units. f. Enforce safety procedures IAW TSOP and applicable publications. g. Enforce environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Update Movement Plan/Order (63-1-4854)
(FM 101-5) (DOD 4500.32-R VOL 1) (DOD 4500.32-R, VOL 2)
(FM 100-17) (FM 55-1) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The movement directive, SRP processing information message, RSOP, movement plan/order, and CONPLAN/OPLAN are available. The commander has directed that the movement plan/order be updated, and the XO has assigned staff responsibilities. The commander has provided his deployment guidance and concept of operations. The S2/3 has staff responsibility for consolidation, publication, and distribution of the movement plan/order. Movement plan becomes movement order upon implementation. The movement directive, deployment information message, RSOP, movement plan/order, and CONPLAN/OPLAN are available. The battalion staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: The movement plan/order is updated IAW appropriate FM, the RSOP, movement directive, and commander's guidance and within the time prescribed by the commander or XO.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. XO and S2/3 perform a time analysis. a. Calculate total time remaining before deployment/redeployment commences (C-Day). b. Identify all steps in the deployment/redeployment process. c. Assign time limitation for each step in the deployment/redeployment process. d. Disseminate time limitations to all staff sections.		
2. S2/3 Section coordinates staffing for deployment teams. a. Identifies personnel, equipment, and accompanying supplies for deployment, to include configuration of equipment as offered for shipment. b. Coordinates deployment team requirements with staff sections.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Forwards personnel and equipment requirements for deployment teams to commander and/or XO for approval or modification. d. Incorporates personnel and equipment requirements for deployment teams into updated movement plan/order.		
3. Staff sections provide input to movement plan/order update. a. Identify internal mission support requirements by reviewing movement directive, deployment information message, commander's guidance, and appropriate CONPLAN/OPLANs. b. Identify external support requirements by reviewing RSOP and status reports from subordinate units. c. Adjust preplanned requirements, as required.		
d. Verify availability of required support by coordinating with appropriate battalion elements and/or installation deployment support organizations. e. Update appropriate staff portions of the movement plan/order, as required. f. Provide updated movement plan/order input to S2/3 Section.		
4. S2/3 Section updates movement plan/order. a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of movement plan/order with annexes. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes movement plan/order update IAW movement plan/order distribution list using analog and digital communications or MCS, as appropriate.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Coordinate Soldier Readiness Program Processing Support (63-1-4855)

(AR 220-10) (AR 600-8-104) (AR 600-8-19)
(AR 614-185) (AR 614-200) (FM 100-17)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion commander has directed SRP processing to be conducted and the orientation for the new AO be prepared. All subordinate units are deploying as part of the battalion deployment. The movement directive, deployment message, RSOP, and movement plan/order, maps, overlays and other required documents are available. The staff continuously receives messages from the installation EOC, ITO, installation deployment support organizations, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: SRP processing support is coordinated IAW RSOP, commander's guidance, appropriate AR, and a SRP processing schedule is distributed.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S1 supervises SRP processing. a. Identifies deployability criteria by reviewing deployment message. b. Approves SRP processing schedule. c. Monitors SRP processing for compliance with TSOP and SRP processing schedule. d. Coordinates adjustments to the processing schedule with the Processing Center and appropriate subordinate unit. e. Briefs commander, staff, and subordinate unit commanders on status of SRP processing, as required.		
2. S1 Section coordinates SRP processing support. a. Identifies SRP processing requirements by reviewing TSOP, movement directive, and commander's guidance. b. Requests staff elements and subordinate units to provide SRP processing support, as appropriate.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates SRP processing support with the appropriate HQ. d. Submits SRP processing requests and deploying personnel rosters to SRP processing support organizations IAW TSOP.		
3. S1 Section publishes SRP processing schedule. a. Verifies SRP processing date and time with installation EOC and appropriate supporting organizations. b. Prepares SRP processing schedule for subordinate units based on coordination with installation EOC and supporting organizations. c. Submits SRP processing schedule to S1 for approval or modification. d. Distributes SRP processing schedule to all appropriate staff sections and subordinate units.		
4. Staff sections prepare input to commander's overseas orientation. a. Identify mission support requirements by reviewing movement directive, deployment information message, commander's guidance, and appropriate CONPLAN/OPLANs. b. Identify characteristics of theater of operations that impact on unit's mission performance (for example topography, climate, demographics, political stability, medical threat, traditions, and customs). c. Provide commander's overseas orientation input to S2/S3 Section.		
5. S1 Section prepares the commander's overseas orientation. a. Verifies staff input for completeness. b. Prepares commander's overseas orientation briefing and supporting material. c. Forwards overseas orientation briefing material to commander or XO.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: Command Section
S1 Section

TASK: Provide Deployment Human Resources Support (63-1-4856)

(AR 220-10)	(AR 215-1)	(AR 220-1)
(AR 25-400-2)	(AR 600-8-104)	(AR 614-185)
(AR 614-200)	(DA PAM 600-8-2)	(FM 12-6)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Adjustments to unit strengths and coordination for administrative support are required prior to the battalion's deployment to an overseas site. All subordinate units are deploying as part of the battalion deployment. SRP processing has been completed. The movement directive, deployment information message, RSOP, and movement plan/order are available. The S1 Section continuously receives messages from the installation EOC, ITO, and deployment support organizations, the appropriate HQ, and subordinate units by analog and digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Personnel and administrative services support is provided IAW appropriate FMs and ARs, RSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S1 supervises personnel readiness actions. a. Directs personnel screening. b. Recommends to commander cross-leveling actions and disposition of personnel on TDY, attending school, in authorized leave status, and identified as non-deployable. c. Directs recall of personnel on TDY, attending school, and in authorized leave status IAW commander's guidance. d. Directs cross-leveling of personnel IAW commander's guidance. e. Coordinates personnel replacement and disposition of excess and non-deployable personnel with higher echelon S1. f. Directs disposition of excess and non-deployable personnel IAW higher echelon S1 instructions. g. Briefs commander and XO on personnel readiness status, as required.		
2. S1 Section performs personnel screening. a. Identifies officer and enlisted personnel attending service schools, TDY, and in authorized leave status.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Recalls personnel on TDY, attending school, and in authorized leave status IAW S1's guidance. c. Reports all unfilled school quotas to higher echelon S1. d. Identifies individual deployability criteria by reviewing deployment message. e. Identifies non-deployable personnel by reviewing personnel records, SRP processing results, and commander's guidance. f. Prepares deployment personnel status report. g. Forwards list of personnel who have completed the SRP processing to S1. h. Briefs S1 on battalion deployment personnel status.		
3. S1 Section performs cross-leveling of personnel. a. Identifies personnel overages and shortages by grade, MOS, and MOS qualification by reviewing personnel status reports. b. Verifies personnel overages and shortages by reviewing subordinate units' personnel status reports. c. Redistributes personnel within the battalion based on S1 and commander's guidance. d. Transfers non-deployable personnel as directed by higher HQ. e. Recalculates personnel overages and shortages by grade, MOS, and MOS qualification. f. Submits enlisted requisitions.		
g. Submits officer requisitions. h. Updates SIDPERS records, as required.		
4. S1 Section performs personnel disposition functions. a. Forwards copies of movement directive to school commandant(s) for personnel who will join unit in theater upon completion of school.		
b. Requests disposition instructions for excess and non-deployable personnel from higher echelon S1 Section. c. Reassigns excess and non-deployable personnel IAW higher echelon S1 Section instructions. d. Clears unavailable, non-deployable personnel IAW higher echelon S1 Section instructions.		
5. S1 Section performs personnel replacement functions. a. Notifies higher S1 of shortages. b. Assigns filler personnel IAW S1 guidance.		
6. S1 Section provides personnel services support. a. Identifies personnel service requirements by reviewing the movement directive, movement plan/order, deployment message, and RSOP. b. Submits requests for personnel services support from the higher echelon S1, as required.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates postal support with supporting AG.		
d. Coordinates for recreational equipment and services with the installation Recreational Services Officer.		
e. Coordinates Red Cross support with the local ARC office.		
f. Coordinates religious support with installation chaplain.		
g. Coordinates press and home town news releases with the installation PAO.		
h. Coordinates disposition of POV and storage of personal property with PMO.		
i. Appoints subordinate unit Class A agents on battalion orders, as required.		
j. Closes out unit funds IAW the RSOP.		
k. Coordinates legal services/support with the servicing Staff Judge Advocate's office.		
l. Provides personnel services input for the movement plan/order to the S2/S3 Section.		
7. S1 Section provides records management support.		
a. Identifies personnel records to accompany unit to theater of operations.		
b. Identifies records to be transferred to records holding area.		
c. Directs units to prepare and maintain abbreviated records.		
d. Provides records management input for the rear detachment plan to the S2/S3 Section.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
Unit Ministry Team

TASK: Coordinate Family Assistance Support (63-1-4857)
(AR 608-18) (AR 215-1) (AR 608-1)
(FM 100-17)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Requests for family assistance are received from subordinate units and individual families. All subordinate units are deploying as part of the battalion deployment. The family assistance plan, RSOP, and movement plan/order are available. The staff continuously receives messages from the ITO and installation support organizations, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. The TSOPs are available. This task should not be trained in MOPP4.

TASK STANDARDS: Family assistance support is coordinated and the updated family assistance plan is distributed IAW the RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S1 supervises family assistance support activities. a. Appoints Family Assistance Officer(s), as required. b. Approves updated family assistance plan. c. Monitors family assistance briefings and activities for compliance with the family assistance plan and commander's guidance. d. Briefs commander, XO, subordinate unit commanders, and rear detachment commander on family assistance requirements and availability of support.		
2. S1 Section coordinates family assistance support. a. Identifies family assistance support requirements by reviewing RSOP, subordinate unit reports, and commander's guidance. b. Coordinates family assistance requirements with staff sections. c. Coordinates for input into the family assistance plan update with staff sections. d. Coordinates family assistance support (for example ACS, AER, SJA, and Red Cross) with installation agencies. e. Coordinates with the Chief of ACS and the SJA to conduct or participate in family support briefings IAW installation deployment plan.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Briefs the S1 on family assistance requirements and available support.		
3. S1 Section updates family assistance plan.		
a. Verifies staff input for completeness and compliance with commander's guidance.		
b. Prepares updated copy of family assistance plan.		
c. Forwards draft copy to S1 for approval or modification.		
d. Distributes updated family assistance plan IAW RSOP.		
4. S1 Section provides support to families.		
a. Establishes family assistance briefing site and schedules.		
b. Prepares family assistance information packet detailing available support.		
c. Conducts family assistance briefings IAW briefing schedule.		
d. Provides family assistance information packet to families.		
e. Refers personnel requiring assistance to appropriate agencies.		
5. Battalion Family Support Group representatives perform family assistance activities.		
a. Communicate with all unit level representatives at least once every week during deployment.		
b. Conduct battalion FSG meetings with unit level representatives to address family member concerns.		
c. Disseminate information through FSG channels.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section
Security and Plans Branch

TASK: Coordinate Deployment Training Support (63-1-4858)

(AR 350-1) (AR 220-1) (AR 220-10)
(FM 100-17) (TC 25-1) (TC 25-20)
(TC 25-8)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Training deficiencies exist within the battalion. Training is required before the battalion deploys to an overseas site. Training status reports are being received from subordinate units. The movement directive, RSOP, movement plan/order, deployment OPLAN/OPORD, and deployment message are available. The battalion staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Coordination for deployment training support is accomplished IAW RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S2/3 supervises deployment training. a. Identifies training requirements by reviewing RSOP, movement directive, deployment OPLAN/OPORD, deployment message, subordinate unit training reports, and commander's guidance. b. Provides guidance on training requirements and priorities.		
c. Approves training schedule. d. Monitors training for compliance with training schedule and commander's guidance. e. Coordinates adjustments to the training schedule with appropriate subordinate unit commanders and/or agencies providing training support, as required. f. Verifies personnel have completed training by reviewing subordinate units training reports. g. Briefs commander, staff, and subordinate unit commanders on status of training, as required.		
2. S2/3 Section publishes deployment-training schedule. a. Coordinates for training support with battalion staff and subordinate units, as required.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Submits training support requests to appropriate installation support agencies IAW RSOP and S2/3 guidance. c. Prepares training schedule for subordinate units based on coordination with supporting organizations. d. Submits training schedule to S2/3 for approval or modification. e. Distributes training schedule to appropriate staff sections and subordinate units using analog and/or digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Security and Plans Branch

TASK: Perform Deployment Intelligence Support Functions (63-1-4859)
(FM 34-1) (AR 190-13) (AR 380-19-1)
(AR 380-5) (AR 530-1) (FM 34-80)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a deployment warning order and the commander has issued his guidance. All subordinate units are deploying as part of the battalion deployment. The OPSEC Plan, Physical Security Plan, standing signal instructions/standing signal instructions, movement directive, RSOP, deployment OPLAN/OPORD, and deployment message are available. The battalion staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. The TSOPs are available. This task should not be trained in MOPP4.

TASK STANDARDS: Intelligence is disseminated to subordinate units and intelligence support functions are accomplished IAW higher echelon S2 instructions, RSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section implements physical security procedures. a. Designates the EOC as a restricted area. b. Provides access roster of personnel authorized access to restricted areas. c. Provides list of authorized classified document couriers, security managers, custodians, and alternates to appropriate HQ. d. Provides a list of area physical security actions taken to appropriate HQ. e. Monitors physical security activities for compliance with Physical Security Plan, RSOP, and commander's guidance.		
2. S2/3 Section implements commander's OPSEC program. a. Conducts OPSEC analysis to identify OPSEC requirements. b. Updates OPSEC Plan based on analysis. c. Implements the OPSEC Plan. d. Provides feedback on status of OPSEC program to commander and subordinate units. e. Provides OPSEC input to appropriate orders and plans.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Coordinates for an OPSEC sweep of battalion HQ and subordinate units with installation MI detachment. g. Conducts OPSEC briefings, as required.		
3. S2/3 Section provides classified documents and map services. a. Identifies classified documents and map requirements by reviewing requests from subordinate units, RSOP, deployment OPLAN/OPORD, and commander's guidance.		
b. Submits request for classified maps to the higher HQ S2 Section. c. Submits requisitions for classified documents through appropriate channels. d. Distributes classified documents and maps to staff and subordinate units, as appropriate. e. Requests disposition instructions for classified documents not required from higher echelon S2. f. Publishes policies and procedures for transfer of classified documents IAW higher echelon S2 instructions. g. Maintains accountability of classified documents.		
4. S2/3 Section performs personnel security functions. a. Identifies security clearance requirements by reviewing RSOP, deployment OPLAN/OPORD, deployment message, and commander's guidance. b. Verifies security clearance of deploying soldiers.		
c. Submits request for security clearances to higher echelon S2/3. d. Provides instructions to subordinate units on the removal of unit patches, badges, and unit insignia on clothing and equipment.		
5. S2/3 Section implements SIGSEC procedures. a. Provides SIGSEC guidance to staff and subordinate units. b. Monitors all methods of unit communications for compliance with SOI/SSI and RSOP. c. Briefs the S2/3 on SIGSEC activities.		
6. S2/3 Section provides intelligence briefings on theater of operations. a. Coordinates with commander to identify commander's information requirements.		
b. Requests current intelligence and background information on the theater of operations from higher echelon S2. c. Conducts analysis of theater of operations by reviewing deployment OPLAN/OPORD and appropriate publications. d. Develops intelligence briefing on theater of operations. e. Submits briefing to S2/3 for approval or modification.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Briefs commander, staff, and subordinate units on characteristics of the theater of operations and potential impact on support operations.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: Command Section
S4 Section

TASK: Provide Deployment Logistics Support (63-1-4860)
(AR 725-50) (AR 220-1) (AR 710-2)
(AR 710-3) (FM 100-17) (FM 3-100.4)
(TM 38-250)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a deployment warning order and the commander has issued his guidance. The movement directive, movement plan/order, deployment message, RSOP, port call messages, subordinate unit Automated Unit Equipment List, and OPLAN/CONPLAN annexes are available. All subordinate units are deploying as part of the battalion deployment. Equipment status reports are being received from subordinate units. The staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Deployment logistics support is provided to subordinate units and coordination for requisitioning, issue, or cross-leveling of vehicles, supplies, and equipment is accomplished IAW RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S4 supervises deployment logistics support activities. a. Identifies logistics requirements by reviewing movement directive, deployment message, OPLAN/CONPLAN, and subordinate unit supply, maintenance, and movement status reports. b. Recommends cross-leveling actions to the commander.		
c. Directs cross-leveling of supplies and equipment IAW commander's guidance. d. Directs disposition of excess supplies and equipment IAW higher echelon S4 instructions. e. Prioritizes equipment, requiring support maintenance IAW commander's guidance. f. Submits request to higher HQ staff element for activation of additional UICs for deploying elements, as needed. g. Monitors supply and maintenance activities for compliance with movement SOP, appropriate publications, and commander's guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
h. Monitors movement preparation activities for compliance with RSOP, mobilization plan (RC), movement plans, appropriate publications, and commander's guidance. i. Directs units to turn in keys to unit buildings and areas to rear detachment commander prior to main body departing. j. Briefs commander and XO on logistics readiness status, as required. k. Obtains deployment project code to facilitate rapid supply actions. l. Monitors environmental stewardship protection program procedures.		
2. S4 Section provides supply and services support. a. Identifies special equipment and/or clothing requirements by reviewing movement directive, deployment message, and OPLAN/CONPLAN. b. Coordinates issue of special equipment and/or clothing with higher echelon S4, installation Director of Logistics, and appropriate supporting agencies. c. Coordinates emergency calibration of deploying equipment. d. Updates supply requisitions with correct force activity designator, deployment UICs, and deployment ship to address, as needed.		
e. Verifies all requisitions have been either canceled or updated with a deployment address. f. Coordinates disposition of excess equipment and clothing with higher echelon S4 and/or installation DOL. g. Submits requisitions for containers, MHE, blocking, bracing, and packing materials to appropriate supporting agencies IAW RSOP. h. Provides disposition instructions for excess equipment and clothing to subordinate units. i. Coordinates pick-up of basic and prescribed loads with higher echelon S4 Section or installation DOL. j. Provides instruction for pick-up of basic and prescribed loads to subordinate units. k. Coordinates POL support for movement to A/SPOE with higher echelon S4 or installation DOL. l. Monitors the preparation of basic and prescribed loads for compliance with RSOP, movement plan/order, and commander's guidance. m. Briefs S4, as required. n. Enforces safety procedures IAW TSOP and publications.		
o. Enforces environmental stewardship protection program procedures.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
3. S4 Section coordinates cross leveling of vehicles, equipment, and supplies.		
a. Identifies shortages and overages by reviewing subordinate unit's vehicle, equipment, and supply status reports. b. Reallocates vehicles, equipment, and supplies within the battalion IAW commander's guidance. c. Submits requisitions for vehicles, equipment, and supplies to higher echelon S4 Section. d. Requests disposition instructions for excess vehicles, equipment, and supplies from higher echelon S4 Section. e. Verifies all equipment transactions have been completed and equipment is properly signed for by reviewing property book and unit hand receipts. f. Updates property book, as required. g. Briefs S4, as required.		
h. Enforces safety procedures IAW TSOP and publications. i. Monitors environmental stewardship protection program procedures.		
4. S4 Section provides maintenance support.		
a. Identifies maintenance requirements by reviewing RSOP, status reports from subordinate units, and commander's guidance. b. Provides MST support to subordinate units, as required.		
c. Coordinates for maintenance support, status of vehicles and equipment in support maintenance, disposition of non-deployable vehicles and equipment, and float equipment support with supporting maintenance activity. d. Provides instructions on the disposition of non-deployable vehicles and equipment and float equipment support to subordinate units. e. Coordinates maintenance support at the APOE/SPOE staging area with supporting installation. f. Submits vehicles and equipment to support maintenance IAW S4 instructions. g. Coordinates maintenance support for movement to A/SPOE with higher echelon S4 or installation DOL. h. Briefs S4, as required. i. Monitors environmental stewardship protection program procedures. j. Enforces safety procedures IAW TSOP and publications.		
5. S4 Section provides movement support. a. Identifies transportation requirements by reviewing RSOP, movement plan/order, and subordinate unit AUELs.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Verifies that subordinate unit personnel and equipment transportation requirements have been submitted and are accurate by coordinating with unit movement officer. c. Provides movement and documentation assistance to subordinate unit UMOs, as required. d. Requests scales and MHE support from DOL, as required and reviewing deployment equipment list. e. Verifies rail and/or commercial transportation availability and movement schedules for containers and outsize, oversize, or overweight pieces of equipment by coordinating with the UMC. f. Coordinates convoy clearances and special hauling permits with the IC-unit movement coordinator (UMO), as required. g. Submits request(s) for required road march items to supporting supply activity. h. Coordinates subordinate units en route support requirements with the UMC until all known requirements are fulfilled. i. Coordinates for return transportation support for battalion personnel from the SPOE to battalion area with UMC. j. Coordinates advance party and main body personnel transportation requirements to the APOE with appropriate HQ. k. Conducts movement status briefing(s) for the commander, staff, and subordinate commanders, as necessary. l. Briefs S4, as required. m. Monitors environmental stewardship protection program procedures. n. Enforces safety procedures IAW TSOP and publications.		
* 6. S4 coordinates SPOE MA activities. a. Monitors staging and processing of vehicles and equipment for compliance with movement order, call forward instructions, and supporting installation officials' instructions. b. Resolves vehicle and equipment processing deficiencies by coordinating with supporting installation officials. c. Coordinates disposition of frustrated vehicles and cargo with supporting installation personnel. d. Verifies arrangement for supercargoes by coordinating with port commander's representatives. e. Briefs S4, as required. f. Monitors environmental stewardship protection program procedures. g. Enforces safety procedures IAW TSOP and publications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
Petroleum Operations Branch
Petroleum Laboratory Branch
S4 Section
Communications Section

TASK: Perform Deployment Advance Party Activities (63-1-4861)
(FM 100-17) (FM 55-65) (TM 38-250)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a movement warning order for deployment. Subordinate units provide personnel and equipment for the advance party. The movement plan/order, RSOP, advance party plan, and TSOP are available. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier. Logistics and movement support is provided to the advance party by the supporting installation and MTMC, respectively. Theater logistics support is provided to the advance party by the combatant commander's designated support organization. This task should not be trained in MOPP4.

TASK STANDARDS: Advance party operations are planned and implemented IAW RSOP, movement plan/order, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section plans advance party operations. a. Identifies advance party requirements by reviewing movement order, RSOP, TSOP, and commander's guidance. b. Updates advance party plan IAW commander's guidance. c. Coordinates personnel and equipment for the advance party with staff sections and subordinate units IAW advance party plan.		
d. Briefs advance party OIC on advance party requirements and operations.		
* 2. S2/S3 OIC supervises advance party pre-deployment activities. a. Identifies advance party support requirements by reviewing advance party plan, movement plan/order, RSOP, and S2/S3 and commander's guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Coordinates advance party logistics and transportation support with S4 Section. c. Coordinates for movement instructions and documentation support with HHC UMO. d. Identifies battalion organization, movement configuration, movement schedule, and ultimate destination by reviewing movement plan/order, subordinate unit DELs, and CONPLAN/OPLANs. e. Identifies planned operational locations and mission support requirements by reviewing CONPLAN/OPLANs. f. Revises advance party plan, as required, in coordination with S2/S3. g. Briefs commander, staff, subordinate unit commanders, and advance party personnel on advance party plan, as required.		
3. Advance party deploys through APOE to APOD. a. Prepares vehicles for air movement. b. Deploys IAW movement order. c. Performs APOD activities for deployment.		
4. Advance party coordinates reception of main body. a. Coordinates for arrival schedule and reception of the main body with AACG. b. Coordinates for movement of personnel to marshaling area with PMCT. c. Coordinate for ship arrival schedule and movement of equipment to TSB with PSA. d. Provides personnel to port commander for movement of equipment from PSA to marshaling area, as required. e. Provides battalion organization, movement configuration, movement schedule, and ultimate destination to PMCT. f. Coordinates main body logistics and maintenance support requirements with designated supporting organization. g. Briefs commander, staff, and subordinate unit commanders on reception and onward movement plans, as required.		
5. Advance party coordinates mission operations. a. Provides battalion organization, movement configuration, movement schedule, and ultimate destination to appropriate HQ. b. Coordinates for current operational and tactical situation with higher echelon S2/S3 section. c. Identifies preliminary liaison requirements with supporting and supported activities. d. Briefs commander, staff, and subordinate unit commanders on operational and tactical situation, as required.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Coordinate Onward Movement (63-1-4862)
(FM 100-17-3) (FM 100-17) (FM 3-100.4)
(FM 55-65)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion and subordinate unit main bodies have arrived at the APOD. The advance party OIC has briefed the commander and staff on the support available in the marshaling/staging area. The PSA moves the battalion's vehicles and equipment from the SPOD to the marshaling/staging area. Administrative and logistics support is provided by an organization designated by the combatant commander. Movement control element provides movement instructions from the TSB to the TAA. The RSOP and TSOP are available. Movement control element monitors battalion's movement to the TAA. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital means of communication, automation systems, and courier. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The main body arrives in the TAA IAW movement control element instructions and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Command Section supervises onward movement activities. a. Coordinates for tactical situation and future support operation information with higher echelon staff. b. Provides staff sections guidance on intransit support requirements and onward movement priorities. c. Establishes liaison with supporting organizations that are providing intransit support and movement instructions. d. Briefs commander, staff, and subordinate commanders, as required.		
2. S2/3 Section supervises preparation and movement to assembly areas. a. Consolidates staff input for intransit support and movement instructions. b. Issues movement order/FRAGO and maps IAW commander's guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Monitors subordinate unit preparation for convoy operations for compliance with movement order/FRAGO. d. Monitors movement of unit. e. Forwards SP crossing reports, checkpoint times, and closing reports to supporting movement control element. f. Reports arrival in assembly area to higher echelon S2/3 Section. g. Monitors environmental stewardship protection program procedures.		
3. S1 Section coordinates intransit support. a. Coordinates human resources support with designated support unit, as required. b. Coordinates medical support with designated medical support unit, as required. c. Briefs commander, staff, and subordinate unit commanders on intransit support.		
4. S4 Section coordinates marshaling/staging area logistics support. a. Coordinates field feeding and logistics support with designated support unit, as required. b. Provides instructions to subordinate units on inventory, inspection, and property transfer and accountability procedures. c. Identifies maintenance and repair parts requirements by monitoring subordinate unit maintenance status reports. d. Coordinates maintenance and repair parts support with designated support unit, as required. e. Provides instructions to subordinate units on drawing weapons, fuel, ammunition, and supplies required for movement to assembly area. f. Briefs commander, staff, and subordinate unit commanders on intransit support. g. Monitors environmental stewardship protection program procedures.		
* 5. S4 coordinates movement to assembly area. a. Coordinates for detailed movement instructions with supporting movement control element. b. Provides movement instructions to S2/3 Section.		
c. Monitors supporting units AUEL updates for compliance with appropriate publication, movement order, and SOP. d. Monitors vehicle preparation and rail loading operations for compliance with movement instructions, appropriate publications, and commander's guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Monitors preparation of movement documentation for compliance with appropriate publications and movement control element instructions. f. Briefs commander, staff, and subordinate unit commanders/UMOs on movement, as required. g. Monitors environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Security and Plans Branch

TASK: Coordinate Rear Detachment Support (63-1-4863)
(FM 100-17) (AR 215-1) (FM 3-19.30)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Rear detachment support is required. All subordinate units are deploying/redeploying as part of the battalion deployment/redeployment. The rear detachment plan, RSOP, and deployment/redeployment movement plan/order are available. The battalion staff continuously receives messages from the installation or theater support organizations, the appropriate HQ, and subordinate units by analog and/or digital means of communication, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Rear detachment support is coordinated and the updated rear detachment plan is distributed IAW the RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S1 Section coordinates rear detachment human resources support. a. Identifies human resources support requirements by reviewing the deployment/redeployment movement plan/order, RSOP, and commander's guidance. b. Coordinates rear detachment-staffing requirements with staff sections and subordinate unit commanders. c. Forwards recommendations for rear detachment staffing to commander for approval. d. Coordinates human resources support with higher echelon S1 Section or installation/theater support organizations, as required. e. Provides human resources support input for the rear detachment plan update to the S2/3 Section. f. Coordinates family support group assistance with higher echelon S1. g. Briefs the commander, XO, and rear detachment commander on human resources support, as required. h. Coordinates legal support with servicing Staff judge Advocate's office.		
2. S4 Section coordinates for rear detachment logistics support.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identifies logistics support requirements by reviewing the deployment/redeployment movement plan/order, RSOP, rear detachment plan, and commander's guidance. b. Coordinates logistics support with higher echelon S4 Section or installation/theater support organizations. c. Provides copies of property book, document register, and related documentation to the rear detachment commander, as required. d. Provides logistics support input for the rear detachment plan update to the S2/3 Section. e. Briefs the commander, XO, and rear detachment commander on rear detachment logistics support, as required.		
3. S2/3 Section updates rear detachment plan. a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of rear detachment plan. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes rear detachment plan update IAW RSOP.		
4. S2/3 Section provides rear detachment support. a. Requests new classified document access roster and safe access listing for the rear detachment from higher HQ staff element.		
b. Coordinates changing of combinations for safes and arms room for the rear detachment with higher HQ staff element. c. Assists rear detachment to ensure all classified material not deployed with unit is properly stored, transferred, or destroyed.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE
SUPPORTING COLLECTIVE TASKS: NONE
OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section
Communications Section

TASK: Perform Home Station Rear Detachment Activities (63-1-4864)
(FM 100-17) (FM 12-6) (FM 3-100.4)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion and subordinate units' main bodies are preparing to depart home station. The staff has completed initial coordination for personnel and administrative services and logistics support. Subordinate units have delivered records and files designated by the S1 to the rear detachment. Dependents have been briefed on the availability of support from the installation and rear detachment. The RSOP, movement plan/order, family assistance plan, and rear detachment plan are available. The rear detachment receives home station reception requirements from S2/3 Section. The rear detachment continuously receives messages from the installation and higher echelon HQ by analog and/or digital communications. This task should not be trained in MOPP4.

TASK STANDARDS: Rear detachment activities are performed IAW the rear detachment plan and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Rear detachment commander supervises rear detachment activities. a. Identifies rear detachment requirements, policies, and procedures by reviewing the rear detachment plan, family assistance plan, and commander's guidance. b. Conducts inventory and signs for all installation property and equipment transferred into rear detachment from deploying units. c. Publishes a chain of command based on commander's guidance. d. Develops rear detachment program to provide service to soldiers and family remaining in rear. e. Briefs rear detachment personnel on rear detachment plan and command policies.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Verifies availability of personnel and administrative services, legal support, and logistics support by coordinating with the installation AG, SJA, and DOL. g. Briefs rear detachment personnel on available personnel and administrative services, legal support, and logistics support. h. Monitors family support group activities for compliance with family assistance plan. i. Monitors rear detachment activities for compliance with rear detachment plan. j. Monitors environmental stewardship protection program procedures.		
2. Rear detachment provides administrative and logistics support. a. Coordinates SRP processing of late arrivals and/or replacement personnel with the installation AG. b. Provides split base operations support to the deployed part of the unit. c. Provides administrative, legal, and logistics support to late arrivals and/or replacement personnel IAW rear detachment plan. d. Redirects mail IAW rear detachment plan.		
e. Maintains records and files IAW rear detachment plan and appropriate publications. f. Provides assistance to families IAW the family assistance plan, as required. g. Publishes family support chain of command roster for family member. h. Coordinates reassignment of rear detachment personnel with the installation AG. i. Coordinates inspection and disposition of real property with supporting installation agency, as necessary. j. Conducts physical security inspections of facilities and storage areas. k. Reports damage to facilities and storage areas to PMO and installation engineers. l. Monitors environmental stewardship protection program procedures.		
3. Rear detachment commander coordinates reception at home station.		
a. Identifies reception requirements by reviewing the RSOP and S2/3 Section instructions. b. Verifies availability of transportation and intransit support by coordinating with the ITO. c. Identifies planned welcoming ceremonies by coordinating with installation support activities and PAO.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Coordinates for transportation of dependents to the APOD with ITO, as required. e. Notifies dependents of transportation and reception plans. f. Provides S2/3 Section information on transportation, intransit support, and welcoming ceremonies.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S4 Section

TASK: Coordinate Reconstitution for Redeployment (63-1-4865)
(FM 100-17) (FM 3-100.4) (FM 55-65)
(TM 38-250) (TM 55-2200-001-12)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a redeployment warning order and the commander has issued redeployment guidance. The battalion and subordinate units are located in the designated AA. All personnel are present or accounted for, weapons and sensitive equipment have been secured, and inventories of vehicles, equipment, and supplies have been conducted. Personnel and equipment status reports are being received from subordinate units. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier. The RSOP and redeployment warning order are available.

NOTE: The TAA and RAA may be combined, depending on the size of the theater and the combatant commander's guidance. The redeployment sequence is based on theater constraints and CINC's guidance. Intermediate steps and actions may be required to supplement TAA and RAA movement, to include further defining RAA activities by establishing a final staging area. This task should not be trained in MOPP4.

TASK STANDARDS: Reconstitution for redeployment is coordinated IAW RSOP and commander's guidance and regulations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S1 Section coordinates cross-leveling of personnel. a. Identifies personnel shortages and overages by grade and MOS by reviewing subordinate unit's status reports. b. Reassigns personnel within the battalion IAW commander's guidance. c. Recalculates personnel shortages and overages by grade and MOS. d. Submits personnel requisitions to higher echelon S1 Section using analog and/or digital communications. e. Requests disposition instructions for excess personnel from higher echelon S1 Section using analog and/or digital communications. f. Assigns filler personnel IAW S1 guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Reassigns excess personnel IAW higher echelon S1 Section instructions. h. Updates SIDPERS records, as required. i. Briefs commander and XO on personnel status, as required.		
2. S4 Section coordinates cross-leveling of vehicles, equipment, and supplies. a. Identifies shortages and overages by reviewing subordinate unit's vehicle, equipment, and supply status reports. b. Reallocates vehicles, equipment, and supplies within the battalion IAW commander's guidance. c. Recalculates shortages and overages. d. Submits requisitions for vehicles, equipment, and supplies to higher echelon S4 Section using analog and/or digital communications. e. Requests disposition instructions for excess vehicles, equipment, and supplies from higher echelon S4 Section. f. Issues vehicles, equipment, and supplies IAW commander and S4's guidance. g. Provides subordinate units disposition instructions for excess vehicles, equipment, and supplies. h. Updates property book, as required. i. Briefs commander and XO on status of vehicles, equipment, and supplies, as required. j. Enforces environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Prepare Redeployment Movement Plan/Order (63-1-4866)
(FM 55-1) (FM 100-17) (FM 101-5)
(FM 55-30)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his redeployment guidance and directed that the redeployment movement plan/order be prepared. The XO has assigned staff responsibilities. The S2/3 has staff responsibility for consolidation, publication, and distribution of the redeployment movement plan/order. Movement plan becomes movement order upon implementation. The battalion and subordinate units are located in the TAA. Trained UMOs have been designated and briefed by the S4 and/or ICUMO. The home station rear detachment commander provides information on reception arrangements. The RSOP, TSOP, and higher echelon redeployment movement order are available. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Redeployment movement plan/order is prepared and distributed IAW regulations, the RSOP, and commander's guidance and within the time frame prescribed by the commander or XO.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Staff sections provide input to the redeployment movement plan/order. a. Identify redeployment requirements by reviewing redeployment movement order, RSOPs, and commander's guidance. b. Identify external support requirements by reviewing redeployment movement order, RSOP, and status reports from subordinate units. c. Identify internal support requirements by reviewing redeployment movement order, RSOP, and commander's guidance. d. Verify availability of required support by coordinating with appropriate battalion elements and/or redeployment support organizations. e. Forward redeployment movement plan/order input information to S2/3 Section.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. S2/3 Section coordinates staffing for redeployment teams. a. Identifies personnel and equipment requirements for redeployment teams by reviewing RSOP, movement plan/order, and commander's guidance. b. Coordinates redeployment teams requirements with staff sections. c. Forwards personnel and equipment requirements for redeployment teams to commander and/or XO for approval or modification. d. Incorporates personnel and equipment requirements for redeployment teams into movement plan/order.		
3. S2/3 Section coordinates TAA and RAA physical security requirements. a. Identifies TAA and RAA physical security requirements by reviewing TSOP, higher echelon redeployment movement order, and commander's guidance. b. Coordinates physical security support with higher echelon S2/3 or supporting logistics support organization using analog and/or digital communications. c. Coordinates physical security requirements with subordinate units. d. Incorporates TAA and RAA physical security instructions into movement plan/order.		
4. S2/3 Section coordinates reception at home station. a. Identifies reception requirements by reviewing RSOP, movement plan/order, and commander's guidance. b. Forwards reception requirements and projected personnel movement schedules to home station rear detachment commander. c. Incorporates planned reception arrangements into the movement plan/order.		
5. S2/3 Section prepares movement plan/order. a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of movement plan/order. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes movement plan/order update IAW movement plan/order distribution list.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Provide Redeployment Support (63-1-4867)
(FM 100-17) (FM 100-10) (FM 3-100.4)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a redeployment movement order. The battalion and subordinate units are located in the TAA and trained UMOs have been designated and briefed by the S4. The battalion commander has issued redeployment guidance. The battalion and higher echelon redeployment movement orders, RSOP, and TSOP are available. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier.

NOTE: The term "rear detachment" in Army publications is used to refer to a group of soldiers remaining behind the main body to perform logistical and support activities. In this task the term "theater rear detachment" is used to define unit elements remaining in the theater AO after the main body redeploys. Its mission is to process unit equipment and supplies for return to home station. In this task the theater rear detachment is not a theater-level asset. The term "home station rear detachment" is used to refer to the rear detachment left at the unit's home station during deployment. This task should not be trained in MOPP4.

TASK STANDARDS: Redeployment support is provided to subordinate units and coordination for movement of personnel, vehicles, and equipment to the A/SPOE is accomplished IAW higher echelon redeployment movement order, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S1 Section provides personnel and administrative services support. a. Identifies human resources requirements by reviewing higher echelon redeployment movement order and commander's guidance. b. Establishes redeployment personnel processing procedures IAW higher echelon guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates reassignment of personnel redeploying as individuals with higher echelon S1 using analog and/or digital communications.		
d. Provides personnel service support, as required.		
e. Provides administrative support, as required.		
f. Verifies personnel and finance records have been updated by reviewing subordinate unit records.		
g. Verifies line of duty investigations have been completed prior to redeployment.		
h. Processes personnel actions, to include evaluation reports and decorations and awards.		
i. Coordinates (theater) rear detachment human resources support with higher echelon S1 using analog and/or digital communications.		
j. Coordinates legal services with servicing Staff Judge Advocate's Office.		
2. S2/3 Section coordinates training requirements.		
a. Identifies training requirements (such as weighing and marking, customs inspections, cleaning of vehicles and equipment, and documentation requirements) by reviewing appropriate headquarters redeployment movement order, subordinate unit requests for training support, and commander's guidance.		
b. Coordinates redeployment-training support with higher echelon S2/3 using analog and digital communications.		
c. Notifies subordinate units of scheduled training events.		
d. Monitors scheduled training events for compliance with appropriate publications and commander's guidance.		
e. Updates training records, as required.		
3. S4 Section coordinates supply and services support.		
a. Identifies supply and services support requirements.		
b. Identifies quantities of supplies on-hand by reviewing subordinate unit supply status reports.		
c. Identifies supplies due-in by reviewing document registers.		
d. Identifies excess supplies due-in by comparing supply requirements with quantities on-hand and due-in.		
e. Cancels requisitions for quantities determined to be excess.		
f. Identifies required supplies arriving after unit is packed for redeployment by coordinating with DS supply organization.		
g. Verifies all requisitions have been either canceled or updated with a redeployment address ten days prior to redeployment.		
h. Submits request to redirect supplies due-in after unit is packed to higher echelon S4 or supporting supply activity, as needed.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
i. Coordinates field feeding and services support with designated support unit, as required. j. Designates date/time when internal supply and service support terminates. k. Provides copies of the unit hand receipts and related documentation to OIC of the (theater) rear detachment, as required. l. Coordinates supply and service support for main body and (theater) rear detachment during movement with higher echelon S4 using analog and digital communications. m. Monitors environmental stewardship protection program procedures.		
4. S4 Section coordinates maintenance support. a. Identifies maintenance support requirements by reviewing higher echelon redeployment movement order and commander's guidance. b. Identifies vehicles in organizational and support maintenance by reviewing subordinate unit and battalion maintenance status reports. c. Identifies vehicles available for redeployment by coordinating with battalion and DS maintenance organizations. d. Requests disposition instructions for vehicles and equipment not available for redeployment from higher echelon S4 using analog and/or digital communications. e. Tasks battalion maintenance section to provide MST support in assembly areas, staging areas, and during road movement. f. Designates date/time when organizational maintenance support terminates. g. Coordinates maintenance and recovery support beyond unit's capability with higher echelon S4 or supporting logistics support organization using analog and digital communications. h. Coordinates vehicle cleaning and support with higher echelon S4 or supporting logistics support organization using analog and/or digital communications. i. Monitors environmental stewardship protection program procedures.		
* 5. S4 coordinates redeployment movement. a. Identifies redeployment movement requirements by reviewing higher echelon redeployment movement order and commander's guidance. b. Verifies UMD and movement schedules, routes, and location of RAA and staging areas by coordinating with movement control element.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Develops milestones for planning, packing, loading, and movement operations IAW higher echelon redeployment movement order and commander's guidance. d. Coordinates customs and USDA inspection support with higher echelon S4. e. Monitors supporting units AUEL updates for compliance with redeployment movement order and RSOP. f. Monitors subordinate unit's preparation of movement, customs, and USDA forms for compliance with redeployment movement order, RSOP, and appropriate publications. g. Monitors supporting unit's vehicle and equipment preparation and cleaning for compliance with USDA guidance, RSOP, appropriate publications, and commander's guidance. h. Monitors subordinate unit's customs and USDA inspection results for compliance with appropriate publications. i. Monitors subordinate unit's movement readiness status for compliance with redeployment movement order and commander's guidance. j. Inspects subordinate unit's movement plans/orders for compliance with redeployment movement order and commander's guidance. k. Briefs commander and/or staff on movement readiness status, as required. l. Monitors environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
Petroleum Operations Branch
Petroleum Laboratory Branch
S4 Section
Communications Section

TASK: Perform Redeployment Advance Party Activities (63-1-4868)
(FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a redeployment movement order. All subordinate units are redeploying as part of the battalion redeployment. The movement plan/order, RSOP, and TSOP are available. The staff continuously receives messages from the redeploying support organizations, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. Logistics support is provided to the advance party by the supporting MACOM. This task should not be trained in MOPP4.

TASK STANDARDS: Advance party operations are planned and implemented IAW RSOP, movement plan/order, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section plans advance party operations. a. Identifies advance party requirements by reviewing movement order, RSOP, TSOP, and commander's guidance. b. Prepares advance party plan IAW commander's guidance. c. Coordinates advance party personnel and equipment requirements with staff sections and subordinate units IAW advance party plan. d. Briefs advance party OIC on advance party requirements and operations.		
* 2. Advance party OIC supervises advance party pre-movement activities. a. Identifies advance party support requirements by reviewing advance party plan, movement plan/order, RSOP, and S2/3 and commander's guidance. b. Coordinates advance party logistics and transportation support with the S4 Section.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates for advance party movement instructions and documentation support with HHC UMO. d. Identifies battalion organization, movement configuration, movement schedule, and ultimate destination by reviewing movement plan/order and subordinate unit DELs. e. Revises advance party plan, as required, in coordination with S2/3. f. Briefs commander, staff, subordinate unit commanders, and advance party personnel on advance party plan, as required.		
3. Advance party moves through APOE to APOD. a. Prepares vehicles for air movement, as required. b. Deploys IAW movement order. c. Performs APOD activities for redeployment.		
4. Advance party coordinates reception of main body. a. Coordinates main body arrival schedule and reception with AACG. b. Coordinates inspection and processing procedures with USCS and USDA officials. c. Coordinates for movement of personnel to home station with MTMC, supporting ITO, and/or movement control element representatives. d. Provides battalion organization, movement configuration, movement schedule, and ultimate destination to MTMC representatives, supporting installation representatives, and home station UMC. e. Completes required movement documentation IAW MTMC, supporting ITO, and/or movement control element representatives.		
f. Coordinates main body logistics and maintenance support requirements with supporting installation, as required. g. Assists home station rear detachment with final coordination for welcome home reception activities. h. Briefs commander, staff, and subordinate unit commanders on reception and onward movement plans, as required.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
Petroleum Operations Branch
Petroleum Laboratory Branch
S4 Section

TASK: Perform Theater Rear Detachment Activities (63-1-4869)
(FM 100-17) (FM 55-65) (TM 38-250)
(TM 55-2200-001-12)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion and subordinate unit main bodies have redeployed. The rear detachment is located in the RAA with the battalion's vehicles and equipment. Vehicles and equipment are prepared for strategic sea movement and are waiting to be called forward to the PSA. S4 has provided copies of the unit hand receipts, document register, and related documents. MCA/MCT provides call forward instructions to the APOE and SPOE. The RSOP, TSOP, redeployment movement order, and (theater) rear detachment plan are available. The (theater) rear detachment continuously receives messages from the theater support organizations, the appropriate HQ, and battalion HQ by analog and/or digital means of communications, automation systems, and courier.

NOTE: The term "rear detachment" in Army publications is used to refer to a group of soldiers remaining behind the main body to perform logistical and support activities. In this task the term "theater rear detachment" is used to define the rear detachment remaining in the theater AO after the main body redeploys. Its mission is to process unit equipment and supplies for return to home station. In this task the theater rear detachment is not a theater-level asset. The term "home station rear detachment " is used to refer to the rear detachment left at the unit's home station during deployment. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Unit's vehicles and equipment are transferred to the PSA and (theater) rear detachment personnel redeploy to home station IAW the (theater) rear detachment plan and redeployment movement order.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. (Theater) rear detachment commander supervises (theater) rear detachment activities.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identifies operational and support requirements by reviewing (theater) rear detachment plan; redeployment movement order; S1/ S4 guidance, and commander's guidance. b. Verifies availability of personnel services, administrative services, legal support, and logistics support by coordinating with supporting organizations.		
c. Develops an inspection and maintenance schedule IAW (theater) rear detachment plan. d. Monitors levels of personnel, administrative, legal, and logistics support to ensure appropriate levels of support are provided. e. Directs correction of deficiencies noted during USCS and/or USDA inspections. f. Inspects movement and property accountability documentation to verify accuracy IAW (theater) rear detachment plan and appropriate publications. g. Forwards (theater) rear detachment status reports to battalion HQ, as required. h. Briefs commander and/or staff of supporting logistics support organization on (theater) rear detachment activities, as required.		
2. (Theater) rear detachment coordinates logistics support. a. Identifies repair parts requirements by reviewing maintenance inspection reports and the document register. b. Identifies supply requirements by conducting inventory of supplies on-hand. c. Forwards requisitions for required supplies and repair parts to supporting logistics support organization. d. Coordinates receipt of supplies and repair parts with the supporting logistics support organization. e. Coordinates field feeding and billeting support with the supporting logistics support organization.		
3. (Theater) rear detachment maintains vehicles and equipment. a. Inspects vehicles and equipment IAW inspection and maintenance schedule. b. Prepares requisitions for repair parts, as required. c. Performs operator and organizational maintenance, as required. d. Coordinates MST support with supporting logistics support organization. e. Cleans vehicles to meet USDA requirements.		
4. (Theater) rear detachment coordinates movement of vehicles, equipment, and personnel.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Coordinates processing of vehicles and equipment for movement to the SPOE with MCA/MCT and PSA. b. Coordinates redeployment of personnel and processing procedures with MCA/PMCT and DACG. c. Monitors customs and USDA inspections for compliance with the redeployment movement order and appropriate publications. d. Monitors joint PSA inspection to ensure vehicles and equipment meet requirements for strategic sealift. e. Processes vehicles and equipment for movement to the SPOE. f. Redeploys personnel IAW MCA/PMCT and DACG instructions.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section
Communications Section

TASK: Coordinate Home Station Activities (63-1-4870)
(FM 100-17) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has arrived at home station. Main body arrives at home station prior to equipment arrival at SPOD. The battalion receives notification of ship and (theater) rear detachment arrival from the ITO. The maintenance SOP and RSOP are available. The ITO provides movement instructions and convoy clearances. The supporting installation provides intransit logistics support. The battalion staff continuously receives messages from the installation agencies and subordinate units by analog and/or digital means of communication, automation systems, and courier.

NOTE: The term "rear detachment" in Army publications is used to refer to a group of soldiers remaining behind the main body to perform logistical and support activities. In this task the term "theater rear detachment" is used to define the rear detachment remaining in the theater AO after the main body redeploys. The term "home station rear detachment" is used to refer to the rear detachment left at the unit's home station during deployment. This task should not be trained in MOPP4.

TASK STANDARDS: Home station activities are accomplished IAW commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander directs post deployment activities. a. Directs preparation of after-action reports. b. Directs inventory and cleaning of vehicles, equipment, and weapons. c. Directs turn-in of hand-receipted and float equipment. d. Approves after-action report. e. Briefs appropriate HQ commander and staff on operations in theater of operations.		
2. S1 Section performs post deployment activities.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Coordinates personal affairs briefings, such as family and stress briefings. b. Verifies records of deployed soldiers have been updated with deployment information and appropriate personnel actions. c. Processes SIDPERS transactions for redeploying soldiers, if required. d. Coordinates welcome home activities for (theater) rear detachment personnel. e. Maintains personnel assets visibility.		
3. S4 Section coordinates reception of rear detachment. a. Coordinates transportation support for (theater) rear detachment personnel with ITO. b. Verifies arrival schedule and processing requirements by coordinating with AACG. c. Resolves inspection and processing deficiencies by coordinating with MTMC, USCS, and USDA officials. d. Briefs commander and XO on status of rear detachment reception. 4. S4 Section coordinates reception of equipment at SPOE. a. Identifies transportation requirements by reviewing RSOP, redeployment movement order, and subordinate unit DELs. b. Verifies rail and/or commercial transportation availability and schedules for containers and outsize, oversize, or overweight pieces of equipment by coordinating with the UMC. c. Coordinates for convoy clearances with the UMC, as required. d. Submits request(s) for required road march items to supporting supply activity. e. Coordinates subordinate units en route support requirements with UMC until all known requirements are fulfilled. f. Coordinates transportation support for battalion personnel to the SPOD with the UMC. g. Conducts movement status briefing(s) for the commander, staff, and subordinate commanders, as necessary. * 5. ICUMO coordinates SPOD MA activities. NOTE: Digitally equipped units will provide reports using FBCB2 or MCS, as appropriate. a. Monitors inventory, inspection, processing, and staging of vehicles and equipment for compliance with movement instructions, convoy clearances, and MTMC and PSA officials' instructions. b. Resolves vehicle and equipment inspection and processing deficiencies by coordinating with PSA, USCS, and USDA officials.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates disposition of non-operational vehicles with supporting installation personnel. d. Reports SPOD status by telephone or radio to S2/S3 Section, as appropriate. e. Provides SP crossing report by telephone or radio to S2/S3 Section, as appropriate.		
6. S4 Section monitors stand-down of vehicles, equipment, and weapons. a. Monitors inventory and maintenance status of vehicles, equipment, and weapons for compliance with maintenance SOP, appropriate publications, and commander's guidance. b. Provides vehicle and equipment technical inspection and excess equipment instructions to subordinate units. c. Monitors vehicle and equipment turn-in for compliance with appropriate publications and S4 instructions. d. Briefs commander and XO on status of vehicles, equipment, and weapons.		
7. S2/S3 Section drafts after-action report. a. Verifies staff and subordinate unit input for completeness and compliance with commander's guidance. b. Prepares after-action report. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes after-action report IAW commander's guidance.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section
Communications Section

TASK: Direct Integration Activities (63-1-4871)
(FM 100-17-3) (FM 100-17) (FM 3-0)
(FM 3-100.4) (FM 55-65)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The unit is in the process of deploying following receipt of an OPORD. The unit has arrived at the POD, moved through the designated marshaling area/staging site, and has closed in the TAA. Prior to onward movement from the staging area, the unit verified that it met mission readiness criteria. The unit initiates command and control procedures with the gaining command. The unit security plan, unit access rosters, TSOP, and current maps are available. The unit is deploying as part of a higher echelon deployment. Integration activities are performed under all day and night environmental conditions. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Personnel and equipment are combat ready and integrated into the operational mission of the gaining tactical force commander.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander supervises integration activities. a. Directs TOC to be established IAW TSOP. b. Directs analog and/or digital communications link-up into gaining command net. c. Directs unit HQ to integrate unit security plan into gaining command's operational force protection measure. d. Directs unit HQ to integrate into the gaining command's CSS system. e. Directs unit HQ to submit reports IAW gaining command SOPs/OPLANs. f. Provides guidance to staff on corrective actions based on readiness reports from subordinate units. g. Releases consolidated battalion readiness report to higher HQ. h. Monitors environmental stewardship protection program procedures.		
2. S2/3 Section completes operations integration actions.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Enters tactical analog and/or digital communication nets. b. Establishes battalion TOC. c. Integrates unit into TAA security plan. d. Directs stationing of subordinate units within assigned area. e. Clarifies operational mission parameters with gaining command. f. Assists subordinate units in correcting readiness deficiencies. g. Submits required reports to gaining command. h. Conducts training as directed by gaining command.		
3. S1 Section performs personnel integration activities. a. Submits consolidated personnel status report to higher HQ. b. Monitors status of soldiers with a special status, such as sick or injured. c. Requests replacements, as needed. d. Coordinates medical, personnel, religious, morale, welfare and recreation, legal, and finance support.		
4. S4 Section performs logistics integration activities. a. Establishes direct support relationships with various support elements in the support structure to include supply, field services, automation maintenance, and maintenance. b. Provides subordinate units CSS support information, to include location of supply and maintenance points, field service support information, and procedures for resupply.		
c. Submits logistics status report in format directed by gaining command. d. Monitors environmental stewardship protection program procedures.		
5. Communication personnel perform information technology integration activities for radio and tactical automation. a. Establishes direct support relationship with gaining command for COMSEC and system/software security materiel. b. Installs, operates, and maintains local area networks.		
c. Establishes and operates battalion NCS. d. Ensures analog and digital communications linkup with higher, adjacent, and supported commands. e. Selects signal sites and provides advice on interference problems.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Plan Battalion Deployment in a Peacetime Environment (63-1-4872)
(FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The higher HQ is operating in a normal peacetime environment at a normal state of readiness. The unit has a wartime mission with a corresponding OPLAN on file. Unit is conducting operational mission and METL training. The unit MOBPLAN (RC), movement plan, recall plan, RSOP, TSOP, security plan, unit access rosters, and current maps are available. The OPLAN calls for higher HQ subordinate units to deploy as part of the higher HQ deployment. The higher HQ communicates with subordinate units by analog and/or digital means of communications, automation systems, and courier. Peacetime deployment planning activities are performed under all day and night environmental conditions, except NBC.

NOTE: MOBPLANs are required only for RC units. RC-specific task steps and performance measures are annotated "(RC)". This task should not be trained in MOPP4.

TASK STANDARDS: MOBPLAN (RC) and movement plan are completed IAW governing regulations and higher HQ directions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander directs deployment planning. a. Provides planning guidance to staff and subordinate units. b. Directs S2/3 to update OPLAN. c. Directs S2/3 to validate MOBPLAN (RC). d. Directs S2/3 to validate subordinate units' movement plans. e. Directs security officer to update security plan. f. Directs XO to update RSOP and TSOP. g. Directs S1 to verify SRP activities.		
* 2. XO coordinates staff planning. a. Implements commander's directives in staff planning and policy making.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Assigns staff responsibilities for updating movement/deployment plans. c. Monitors all staff actions for conformity to commander's guidance. d. Coordinates deployment mission with subordinate unit commanders. e. Coordinates update of RSOP and TSOP. f. Consolidates input from staff sections for commander's briefing.		
3. S2/S3 Section analyzes mission. a. Identifies specified and implied tasks in the OPLAN. b. Identifies documented policies and procedures.		
c. Coordinates mission parameters and details with higher HQ. d. Coordinates with S1 Section for personnel analysis of mission. e. Coordinates with S4 Section for logistics and movement analysis of missions. f. Updates higher HQ OPLAN.		
g. Maintains current maps and overlays for all missions for subordinate units. h. Approves MOBPLANs (RC) for subordinate units.		
i. Briefs commander and staff on deployment mission.		
4. Staff Sections conduct readiness review of subordinate units. a. Provide personnel readiness review.		
b. Perform logistics readiness review. c. Perform OPSEC readiness review. d. Identify readiness issues. e. Provide recommendations to improve readiness. f. Update higher HQ RSOP and TSOP.		
g. Coordinate with supporting active duty readiness organization for support (RC).		
5. S2/S3 Section validates MOBPLAN (RC). a. Verifies mission is current.		
b. Updates MOBPLAN. c. Confirms annex information is correct.		
d. Coordinates with S4 for review of logistics portions of plan. NOTE: MOBPLAN is updated annually or whenever a change occurs in unit mission or structure.		
6. S4 Section validates deployment plans. a. Maintains movement plans for all modes of transportation for the higher HQ. b. Validates equipment status. c. Validates AUEL for subordinate units.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Coordinates for S2/3 review of subordinate units and higher HQ movement plans. e. Verifies logistics annexes of MOBPLAN (RC).		
7. Staff officers supervise staff sections. a. Direct sections to update RSOP, TSOP, movement plan/order, OPLAN/CONPLAN, and commander's guidance annually or whenever changes in unit mission or structure dictate.		
b. Verify section input for annual commander's mobilization brief. c. Direct preparation of input to the S2/3 Section for the update of plans, orders, and commander's brief, as required. d. Identify section requirements for deployment verification checklist.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Communications Section
Security and Plans Branch

TASK: Supervise Operations Security Program (63-1-4038)
(AR 530-1) (AR 380-19) (AR 380-19-1)
(FM 3-19.30) (FM 3-3) (FM 3-4)
(FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents have been forwarded to the commander. The unit, higher, and lower TSOPs are available. Threat may be in the form of conventional or unconventional forces and have the capability of intelligence gathering. OPSEC program is a passive defensive measure. The supporting rear operations element coordinates OPSEC activity throughout the rear area. Higher HQ OPSEC estimate is available. OPSEC teams identify OPSEC weakness and risks by examining unit and CP communications, signatures, tactical deployment patterns, and camouflage. This information with recommended countermeasures is disseminated to the battalion through the higher HQ or supported unit. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and all levels of threat forces attacks. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The OPSEC program is planned and implemented IAW OPORD and TSOP. At MOPP4, performance degradation factors increase OPSEC planning and implementation time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section plans OPSEC program for current operations. a. Identifies established policies and procedures by reviewing TSOP. b. Lists enemy intelligence collection capabilities by extracting information from the higher HQ OPSEC estimates or annex. c. Lists EEFI from higher HQ OPSEC estimate or annex. d. Lists indicators that affect or may compromise the EEFI.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Lists all countermeasure requirements by reviewing higher HQ OPSEC estimate or annex and the battalion's operations profile. f. Prepares battalion's OPSEC plan.		
NOTE: OPSEC plan should implement CP policies and procedures to overcome or neutralize the enemy's ability to collect information in the areas of communications, intelligence, logistics, and administrative actions. g. Disseminates OPSEC plan to all subordinate units using analog and/or digital communications. h. Conducts continuous intelligence preparation of the battlefield.		
2. S2/S3 Section and Commo Section implements OPSEC plan. NOTE: This task step must be performed completely by the S2/3 Section when there is no S6 Section in the TO&E. a. Enforce COMSEC measures to deny friendly information to the enemy by telecommunication means. b. Enforce ELSEC measures to protect electromagnetic transmissions from enemy identification or location. c. Enforce compromising emanations controls to render enemy detection devices ineffective. d. Enforce ECCM to ensure the battalion's receipt and transmission of information, essential to mission accomplishment, is not disrupted. e. Enforce information security measures to prevent compromise of classified and unclassified information. f. Enforce physical security measures to prevent espionage, sabotage, or theft at command and control or support facilities. g. Control usage of passwords for subordinate and attached units. h. Install anti virus software on automation equipment for subordinate and attached units.		
3. S2/S3 Section and Commo Section provide feedback on status of OPSEC program. NOTE: This task step must be performed completely by the S2/3 Section when there is no S6 Section in the TO&E. a. Inspect subordinate units' positions for OPSEC effectiveness.		
b. Inspect battalion's camouflage and concealment measures for compliance with TSOP, OPORD, and current tactical situation. c. Identify OPSEC weakness and recommended corrections by continuously reviewing higher HQ OPSEC updates. d. Coordinate additional support requirements with higher HQ or the supporting unit using analog and digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Provide feedback report to commander, staff, and subordinate elements on OPSEC effectiveness measures using analog and digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP
63-1-4012	Plan Battalion Area Tactical Operations	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: S2/S3 Section
Security and Plans Branch

TASK: Supervise Nuclear, Biological, and Chemical Defense Operations (63-1-4040)

(FM 3-4) (FM 100-10) (FM 3-100.4)
(FM 3-3) (FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion operations have commenced. Subordinate units have been deployed. The commander and staff require updated NBC data for current operations and future planning. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The S2/3 is required to provide command and control of subordinate units during NBC intrusions. Isolated NBC incidents have occurred. Some operational areas have reported contamination. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Support is maintained at a level that allows the supported units to sustain momentum of operations. NBC defense measures are conducted IAW NBC defense plan, TSOP, and OPORD. At MOPP4, performance degradation factors increase time required to implement NBC defense operations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section develops NBC defense plan. a. Identifies established policies and procedures by reviewing NBC defense portion of the TSOP. b. Identifies NBC threat and recommended countermeasures by analyzing the higher HQ vulnerability analysis and assessment. c. Prepares an NBC defense requirement forecast. d. Coordinates medical mass casualty evacuation and treatment support with the S1 Section and supporting medical element. e. Coordinates alternate methods of conducting support mission with the Support Operations Section.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Coordinates alternate lines of communications with S6 or communications personnel. g. Coordinates additional and augmented decontamination support with higher HQ staff element using analog and digital communications. h. Develops NBC defense item consumption plan for increased demand. i. Develops personnel, equipment, and facilities decontamination plan. j. Disseminates NBC defense plan to all subordinate units using analog and/or digital communications. k. Monitors environmental stewardship protection program procedures.		
2. S2/3 Section directs preparation for NBC defense. a. Identifies backup command and control procedures.		
b. Alerts all NBC defense teams and subordinate companies of impending or actual attack. c. Maintains NBC analog/digital situation map(s) to include potential enemy NBC targets, decontamination site overlays, and predicted contamination overlay. d. Directs periodic monitoring by subordinate units of their assigned areas. e. Directs appropriate MOPP level. f. Directs preparation for receiving NBC decontamination augmentations. g. Directs redeployment of units and facilities. h. Monitors environmental stewardship protection program procedures.		
3. S2/3 Section directs response to initial effects of NBC attack. a. Revises MOPP level as necessary. b. Alerts higher, lower, adjacent units of imminent attack using analog and digital communications. c. Reestablishes chains of command and communication, as required. d. Assesses damage to equipment and facilities by analyzing reports from subordinate units. e. Coordinates assistance for subordinate units with higher HQ staff element and supporting rear operations element using analog and/or digital communications. f. Alerts MA and EPW collection points and aid stations of NBC hazards. g. Forwards NBC 1 and subsequent NBC 1 reports to higher HQ staff element and supporting rear operations element using analog and/or digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
h. Computes yield and ground zero location.		
i. Prepares downwind hazard prediction.		
j. Prepares simplified fallout prediction.		
k. Forwards NBC 6 report to higher HQ staff element and supporting rear operations element, as appropriate, using analog and/or digital communications.		
l. Provides current status of augmented chemical unit employment, protective measures, and MOPP and OEG implementation to the HQ staff.		
m. Monitors environmental stewardship protection program procedures.		
4. S2/3 Section directs response to residual effects of NBC attack.		
a. Plots NBC 4 report on situation map.		
b. Forwards NBC 4 report to higher HQ staff element and supporting rear operations element.		
c. Maintains radiation exposure status.		
d. Prepares analog/digital contamination overlay(s).		
e. Predicts contamination duration period.		
f. Plots NBC 3 report on analog/digital situation map.		
g. Briefs NBC implications to commander and staff.		
h. Lists restoration decontamination requirements.		
i. Recommends survey requirements to S2/3 and HQ NBC element.		
j. Coordinates for replacement of chemical personnel and mass casualty handling procedures with the S1 Section.		
k. Coordinates clearing of obstacles and the use of chemical weapons in denial operations with the supporting engineer and the supporting rear operations elements.		
l. Directs revised MOPP level as required.		
m. Coordinates acquisition, storage, and issue of NBC equipment and supplies with the S4 Section.		
n. Updates NBC defense contingency plan.		
o. Provides current status of augmented chemical unit employment, protective measures, and MOPP and OEG implementation to the HQ staff.		
p. Monitors environmental stewardship protection program procedures.		
5. S2/3 Section directs preparation for a friendly NBC strike.		
a. Identifies specific actions by analyzing STRIKEWARN message.		
b. Provides current situation briefing to commander.		
c. Directs subordinate units to implement NBC defense protective measures using analog and/or digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Monitors environmental stewardship protection program procedures.		
6. S2/3 Section directs radiological and chemical surveys.		
a. Selects survey techniques.		
b. Tasks units to provide team(s).		
c. Formulates turnback dose and dose rates.		
d. Prepares overlays and/or strip maps to destination point(s).		
e. Briefs survey team(s) on current situation and information requirements.		
f. Recommends COA to S2/3 after analyzing survey team(s) data.		
g. Lists decontamination requirements.		
h. Monitors environmental stewardship protection program procedures.		
7. S2/3 Section directs radiological and chemical decontamination.		
a. Identifies degree and extent of hazard(s).		
b. Establishes an acceptable level of decontamination IAW commander's guidance.		
c. Directs MOPP gear exchange.		
d. Identifies areas and facilities for sustainment decontamination.		
e. Supervises marking of contaminated runoff areas.		
f. Updates battalion and subordinate units' radiation status.		
g. Requests replenishment of NBC decontamination equipment and supplies from S4 Section.		
h. Monitors environmental stewardship protection program procedures.		
8. S2/3 Section coordinates hasty decontamination.		
a. Directs before-operations PMCS on vehicles and equipment.		
b. Identifies contaminated locations and routes to be taken.		
c. Coordinates set up assistance with subordinate units and site supervisor.		
d. Forwards SITREP to higher HQ and supporting rear operations element using analog and digital communications.		
e. Monitors environmental stewardship protection program procedures.		
9. S2/3 Section coordinates for detailed equipment and personnel decontamination.		
a. Coordinates with higher and lower units using analog and/or digital communications.		
b. Coordinates additional support with higher HQ staff element and/or supporting rear operations element.		
c. Coordinates with Support Operations Section for decontamination priorities of service support facilities.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Directs NBC augmentations to designated area. e. Monitors decontamination operations to ensure priority guidance is being followed. f. Provides decontamination status updates to the commander and supporting rear operations element. g. Monitors environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP
63-1-4012	Plan Battalion Area Tactical Operations	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Petroleum Laboratory Branch
S2/S3 Section

TASK: Conduct Quality Surveillance (10-1-0204)

(FM 10-67-2) (AR 710-2) (AR 715-27)
(DA PAM 710-2-1) (FM 3-4) (FM 3-5)
(TB 43-180)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The Petroleum Supply Battalion Operations Branch has implemented the battalion quality surveillance program. Fuel samples are being received for testing and evaluation. The mobile laboratory is located in the CSA and is conducting fuel sampling and testing for supported units. The battalion quality surveillance plan, TSOP, and OPORD with annexes are available. The TSOP contains information on Petroleum Laboratory fire and safety procedures, petroleum sample submission, receipt and testing, preventive maintenance program, and calibration program. The task is performed under all environmental conditions during the day or night. The Petroleum Supply Battalion is subject to NBC, air, and ground attack. The battalion is operating in an arid environment. SCPE is on hand. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Laboratory support is provided to subordinate/attached units in a timely manner and quality of product is maintained. Laboratory operations are conducted IAW Quality Surveillance Program and safety directives. At MOPP level 4, performance degradation factors increase completion time for conducting petroleum laboratory operations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Petroleum Officer and Petroleum Laboratory Supervisor supervise quality surveillance operations. (01-5103.30-2075, 03-5103.00-0088, 101-523-3400, 101-523-3401, 101-523-3402, 101-523-3404, 101-523-3407)		
a. Coordinate mobile laboratory support with petroleum supply companies.		
b. Inspect packing and securing of mobile laboratory for movement.		
c. Inspect new site of mobile laboratory for adequacy.		
d. Enforce fire and safety directives during laboratory operations.		
e. Post Quality Surveillance Program practices and procedures.		
f. Coordinate with ASG/CSG Headquarters, base laboratory for additional analysis support.		
g. Enforce health measures.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
h. Monitor mobile laboratory practices and procedures for compliance with safety directives and Quality Surveillance Program.		
i. Perform field inspections of petroleum supply companies for compliance with Quality Surveillance Program during transportation, handling, and storage of bulk petroleum.		
j. Evaluate test results for compliance with federal and military specifications.		
k. Provide technical assistance.		
l. Recommend to Petroleum Operations Branch the disposition of contaminated products.		
m. Request additional fire fighting support through Petroleum Operations Branch.		
n. Enforce safety procedures.		
o. Enforce environmental stewardship protection program.		
p. Coordinate supply requirements with S4 Section for mobile laboratory operations.		
q. Monitor the petroleum laboratory equipment preventive maintenance program for compliances with SOP.		
r. Monitor the petroleum laboratory equipment calibration program IAW TB 43-180.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. Petroleum Laboratory Branch performs laboratory analysis of bulk petroleum. (101-523-1300, 101-523-1301, 101-523-1302, 101-523-1303, 101-523-1304, 101-523-1305, 101-523-1306, 101-523-1307, 101-523-1308, 101-523-1309, 101-523-1310, 101-523-1311, 101-523-1312, 101-523-1313, 101-523-1314, 101-523-1315, 101-523-1316, 101-523-1317, 101-523-1318, 101-523-1319, 101-523-1320, 101-523-1321, 101-523-1322, 101-523-1323, 101-523-1324, 101-523-1325, 101-523-1326, 101-523-1327, 101-523-1328, 101-523-1329, 101-523-1330, 101-523-1331, 101-523-1332, 101-523-1333, 101-523-1334, 101-523-1335, 101-523-1336, 101-523-1337, 101-523-1338, 101-523-1339, 101-523-1340, 101-523-1341, 101-523-1342, 101-523-1343, 101-523-1344, 101-523-1345, 101-523-1346, 101-523-1347, 101-523-1348, 101-523-1349, 101-523-1350, 101-523-1351, 101-523-1352, 101-523-1353, 101-523-1354, 101-523-1355, 101-523-1356, 101-523-1357, 101-523-1358, 101-523-1359, 101-523-1360, 101-523-1361, 101-523-1362, 101-523-1363, 101-523-1364, 101-523-1365, 101-523-1366, 101-523-1367, 101-523-1368, 101-523-1369, 101-523-1370, 101-523-1371, 101-523-1372, 101-523-1373, 101-523-1374, 101-523-1375, 101-523-1376, 101-523-1377, 101-523-1378, 101-523-1379, 101-523-1380, 101-523-1381, 101-523-1382, 101-523-1383, 101-523-1384, 101-523-1385, 101-523-1386, 101-523-1387, 101-523-1388, 101-523-1389, 101-523-1390, 101-523-1392, 101-523-1393, 101-523-1394, 101-523-2300, 101-523-2301, 101-523-2302, 101-523-2303, 101-523-2304, 101-523-2305, 101-523-2306, 101-523-2308, 101-523-2309, 101-523-2310, 101-523-3400, 101-523-3401, 101-523-3402, 101-523-3403, 101-523-3404)		
a. Set up mobile laboratory IAW TSOP.		
b. Document receipt of petroleum product samples.		
c. Visually inspect petroleum product samples.		
d. Perform standard physical and chemical tests on petroleum product samples.		
e. Prepare appropriate test reports and retain samples.		
f. Forward petroleum product samples to ASG/CSG Headquarters, base laboratory for additional testing if necessary.		
g. Store chemicals in IAW TSOP.		
h. Perform unit and preventive maintenance on laboratory equipment.		
i. Employ environmental stewardship protection procedures.		
j. Employ safety procedures.		
* 3. Petroleum Surveillance NCO supervises quality surveillance program. (101-523-3406, 101-523-3407)		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Monitor quality surveillance procedures for compliance with quality surveillance plan. b. Coordinate quality surveillance operations with the petroleum laboratory branch and subordinate units. c. Brief S2/S3 on quality surveillance program status.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-5103.30-2075	Supervise Petroleum Laboratory Operations	STP 10-92FGII-MQS
03-5103.00-0088	Plan Petroleum Testing and Quality Surveillance and/or Quality Assurance Program	STP 10-92FGII-MQS
101-523-1300	PERFORM STANDARD TEST METHOD FOR FLASH POINT BY TAG CLOSED TESTER (D-56)	STP 10-77L14-SM-TG
101-523-1301	PERFORM STANDARD TEST METHOD FOR DISTILLATION OF PETROLEUM PRODUCTS (D-86)	STP 10-77L14-SM-TG
101-523-1302	PERFORM STANDARD TEST METHOD FOR PRECIPITATION NUMBER OF LUBRICATING OILS (D-91)	STP 10-77L14-SM-TG
101-523-1303	PERFORM STANDARD TEST METHOD FOR FLASH POINT AND FIRE POINT BY CLEVELAND OPEN CUP (D-92)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1304	PERFORM STANDARD TEST METHOD FOR FLASH POINT BY PENSKY-MARTENS CLOSED TESTER (D-93)	STP 10-77L14-SM-TG
101-523-1305	PERFORM STANDARD TEST METHOD FOR SAPONIFICATION NUMBER OF PETROLEUM PRODUCTS (D-94)	STP 10-77L14-SM-TG
101-523-1306	PERFORM STANDARD TEST METHOD FOR WATER IN PETROLEUM PRODUCTS AND BITUMINOUS MATERIALS BY DISTILLATION (D-95)	STP 10-77L14-SM-TG
101-523-1307	PERFORM STANDARD TEST METHOD FOR WATER AND SEDIMENT IN CRUDE OILS (D-96)	STP 10-77L14-SM-TG
101-523-1308	PERFORM STANDARD TEST METHOD FOR POUR POINT OF PETROLEUM OILS (D-97)	STP 10-77L14-SM-TG
101-523-1309	PERFORM STANDARD TEST METHOD FOR SULFUR IN PETROLEUM PRODUCTS (GENERAL BOMB METHOD) (D-129)	STP 10-77L14-SM-TG
101-523-1310	PERFORM STANDARD TEST METHOD FOR DETECTION OF COPPER CORROSION FROM PETROLEUM PRODUCTS BY THE COPPER STRIP TARNISH TEST (D-130)	STP 10-77L14-SM-TG
101-523-1311	PERFORM STANDARD TEST METHOD FOR SAYBOLT COLOR OF PETROLEUM PRODUCTS (SAYBOLT CHROMOMETER METHOD) (D-156)	STP 10-77L14-SM-TG
101-523-1312	PERFORM STANDARD TEST METHOD FOR CONRADSON CARBON RESIDUE OF PETROLEUM PRODUCTS (D-189)	STP 10-77L14-SM-TG
101-523-1313	PERFORM STANDARD TEST METHOD FOR CONE PENETRATION OF LUBRICATING GREASES (D-217)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1314	PERFORM STANDARD TEST METHOD FOR API GRAVITY OF CRUDE PETROLEUM AND PETROLEUM PRODUCTS (HYDROMETER METHOD) (D-287)	STP 10-77L14-SM-TG
101-523-1315	PERFORM STANDARD TEST METHOD FOR GASOLINE DILUENT IN USED GASOLINE ENGINE OILS BY DISTILLATION (D-322)	STP 10-77L14-SM-TG
101-523-1316	PERFORM STANDARD TEST METHOD FOR VAPOR PRESSURE OF PETROLEUM PRODUCTS (D-323)	STP 10-77L14-SM-TG
101-523-1317	PERFORM STANDARD TEST MEHTOD FOR STANDARD VISCOSITY-TEMPERATURE CHARTS FOR LIQUID PETROLEUM (D-341	STP 10-77L14-SM-TG
101-523-1318	PERFORM STANDARD TEST METHOD FOR EXISTENT GUM IN FUELS BY JET EVAPORATION (D-381)	STP 10-77L14-SM-TG
101-523-1319	PERFORM STANDARD TEST METHOD FOR KINEMATIC VISCOSITY OF TRANSPARENT AND OPAQUE LIQUIDS (AND THE CALCULATION OF DYNAMIC VISCOSITY) (D-445)	STP 10-77L14-SM-TG
101-523-1320	PERFORM STANDARD TEST METHOD SPECIFICATION AND OPERATING INSTRUCTIONS FOR GLASS CAPILLARY VISCOMETERS (D-446)	STP 10-77L14-SM-TG
101-523-1321	PERFORM STANDARD TEST METHOD FOR SEDIMENT IN CRUDE OILS AND FUEL OILS BY THE EXTRACTION METHOD (D-473)	STP 10-77L14-SM-TG
101-523-1322	PERFORM STANDARD TEST METHOD FOR ASH FROM PETROLEUM PRODUCTS (D-482)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1323	PERFORM STANDARD TEST METHOD FOR RAMSBOTTOM CARBON RESIDUE OF PETROLEUM PRODUCTS (D-524)	STP 10-77L14-SM-TG
101-523-1324	PERFORM STANDARD TEST METHOD FOR OXIDATION STABILITY OF GASOLINE (INDUCTION PERIOD METHOD) (D-525)	STP 10-77L14-SM-TG
101-523-1325	PERFORM STANDARD TEST METHOD FOR REFRACTIVE INDEX AND REFRACTIVE DISPERSION OF HYDROCARBON LIQUIDS (D 1218)	STP 10-77L14-SM-TG
101-523-1326	PERFORM STANDARD TEST METHOD FOR DROPPING POINT OF LUBRICATING GREASES (D-566)	STP 10-77L14-SM-TG
101-523-1327	PERFORM STANDARD TEST METHOD FOR ANILINE POINT AND MIXED ANILINE POINT OF PETROLEUM PRODUCTS AND HYDROCARBON SOLVENTS (D-611)	STP 10-77L14-SM-TG
101-523-1328	PERFORM STANDARD TEST METHOD FOR ACID NUMBER OF PETROLEUM PRODUCTS BY POTENTIOMETRIC TITRATION (D-664)	STP 10-77L14-SM-TG
101-523-1329	PERFORM STANDARD TEST METHOD FOR OXIDATION STABILITY OF AVIATION FUELS (POTENTIAL RESIDUE METHOD (D-873)	STP 10-77L14-SM-TG
101-523-1330	PERFORM STANDARD TEST METHOD FOR SULFATED ASH (D-874)	STP 10-77L14-SM-TG
101-523-1331	PERFORM STANDARD TEST METHOD FOR FOAMING CHARACTERISTIC OF LUBRICATING OILS (D-892)	STP 10-77L14-SM-TG
101-523-1332	PERFORM STANDARD TEST METHOD FOR INSOLUBLES IN USED LUBRICATING OILS (D-893)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1333	PERFORM STANDARD TEST METHOD FOR OXIDATION STABILITY OF LUBRICATION GREASES BY THE OXYGEN BOMB METHOD (D-942)	STP 10-77L14-SM-TG
101-523-1334	PERFORM STANDARD TEST METHOD FOR EVAPORATION LOSS OF LUBRICATING GREASES AND OILS (D-972)	STP 10-77L14-SM-TG
101-523-1335	PERFORM STANDARD TEST METHOD FOR ACID AND BASE NUMBER BY COLOR-INDICATOR TITRATION (D-974)	STP 10-77L14-SM-TG
101-523-1336	PERFORM STANDARD TEST METHOD FOR CALCULATING CETANE INDEX OF DISTILLATE FUELS (D-976)	STP 10-77L14-SM-TG
101-523-1337	PERFORM STANDARD TEST METHOD FOR WATER REACTION OF AVIATION FUELS (D-1094)	STP 10-77L14-SM-TG
101-523-1338	PERFORM STANDARD TEST METHOD FOR PETROLEUM MEASUREMENT TABLES (D-1250)	STP 10-77L14-SM-TG
101-523-1339	PERFORM STANDARD TEST METHOD FOR DETERMINING THE WATER WASHOUT CHARACTERISTIC OF LUBRICATING GREASES (D-1264)	STP 10-77L14-SM-TG
101-523-1340	PERFORM STANDARD TEST METHOD FOR SULFUR IN PETROLEUM PRODUCTS (LAMP METHOD) (D-1266)	STP 10-77L14-SM-TG
101-523-1341	PERFORM STANDARD TEST METHOD FOR pH OF ANTIFREEZE, ANTIRUST AND COOLANT (D-1287)	STP 10-77L14-SM-TG
101-523-1342	PERFORM STANDARD TEST METHOD FOR DENSITY, RELATIVE DENSITY (SP GR) OR API GRAVITY OF CRUDE PETROLEUM AND LIQUID PETROLEUM PRODUCTS BY HYDROMETER METHOD (D-1298)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1343	PERFORM STANDARD TEST METHOD FOR HYDROCARBONS TYPES IN LIQUID PETROLEUM PRODUCTS BY FLUORESCENT INDICATOR ADSORPTION (D-1319)	STP 10-77L14-SM-TG
101-523-1344	PERFORM STANDARD TEST METHOD FOR SMOKE POINT OF AVIATION TURBINE FUELS (D-1322)	STP 10-77L14-SM-TG
101-523-1345	PERFORM STANDARD TEST METHOD FOR CONE PENETRATION OF LUBRICATING GREASES USING ONE-QUARTER AND ONE-HALF CONE EQUIPMENT (D-1403)	STP 10-77L14-SM-TG
101-523-1346	PERFORM STANDARD TEST METHOD FOR ASTM COLOR OF PETROLEUM PRODUCTS (ASTM COLOR SCALE) (D-1500)	STP 10-77L14-SM-TG
101-523-1347	PERFORM STANDARD TEST METHOD FOR WATER IN PETROLEUM PRODUCTS BY THE KARL FISHER REAGENT METHOD (D-1744)	STP 10-77L14-SM-TG
101-523-1348	PERFORM STANDARD TEST METHOD FOR WATER AND SEDIMENT IN FUEL OILS BY CENTRIFUGE (D-1796)	STP 10-77L14-SM-TG
101-523-1349	PERFORM STANDARD TEST METHOD FOR DROPPING POINT OF LUBRICATING GREASES OVER WIDE TEMPERATURE RANGE (D-2265)	STP 10-77L14-SM-TG
101-523-1350	PERFORM STANDARD TEST METHOD FOR CALCULATING VISCOSITY INDEX FROM KINEMATIC VISCOSITY AT 40 AND 100 DEGREES C (10 pp) (D-2270)	STP 10-77L14-SM-TG
101-523-1351	PERFORM STANDARD TEST METHOD FOR TRACE SEDIMENT IN LUBRICATING OILS (D-2273)	STP 10-77L14-SM-TG
101-523-1352	PERFORM STANDARD TEST METHOD FOR PARTICULATE CONTAMINANT IN AVIATION FUELS (D-2276)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1353	PERFORM STANDARD TEST METHOD FOR FREEZING POINT OF AVIATION FUELS (D-2386)	STP 10-77L14-SM-TG
101-523-1354	PERFORM STANDARD TEST METHOD FOR COLOR OF DYED AVIATION GASOLINE (D-2392)	STP 10-77L14-SM-TG
101-523-1355	PERFORM STANDARD TEST METHOD FOR CLOUD POINT OF PETROLEUM OILS (D-2500)	STP 10-77L14-SM-TG
101-523-1356	PERFORM STANDARD TEST METHOD FOR REINFORCED EPOXY RESIN GAS PRESSURE PIPE AND FITTINGS (D-2517)	STP 10-77L14-SM-TG
101-523-1357	PERFORM STANDARD TEST METHOD FOR VISCOSITY AND VISCOSITY CHANGES AFTER STANDING AT LOW TEMPERATURE FOR AIRCRAFT TURBINE LUBRICATION (D-2532)	STP 10-77L14-SM-TG
101-523-1358	PERFORM TEST METHOD FOR DETERMINATION OF SMALL AMOUNTS OF LEAD IN FUELS	STP 10-77L14-SM-TG
101-523-1359	PERFORM STANDARD TEST METHOD FOR ELECTRICAL CONDUCTIVITY OF AVIATION AND DISTILLATE FUELS CONTAINING A STATIC DISSIPATOR ADDITIVE (D-2624)	STP 10-77L14-SM-TG
101-523-1360	PERFORM STANDARD TEST METHOD FOR WATER AND SEDIMENT IN MIDDLE DISTILLATE FUELS BY CENTRIFUGE (D-2709)	STP 10-77L14-SM-TG
101-523-1361	PERFORM STANDARD TEST METHOD FOR UNDISSOLVED WATER IN AVITION TURBINE FUELS (D-3240) AQU-GLO	STP 10-77L14-SM-TG
101-523-1362	PERFORM STANDARD TEST METHOD FOR THERMAL OXIDATION STABILITY OF AVIATION TURBINE FUELS (JFTOT PROCEDURE) (D-3241)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1363	PERFORM STANDARD TEST METHOD FOR ESTIMATION OF NET HEAT OF COMBUSTION OF AVIATION FUELS (D-3338)	STP 10-77L14-SM-TG
101-523-1364	PERFORM STANDARD TEST METHOD FOR DETERMINATION OF PEROXIDE CONTENT OF AVIATION TURBINE FUELS (D-3703)	STP 10-77L14-SM-TG
101-523-1365	PERFORM STANDARD TEST METHOD FOR DETERMINING MICRO WISM (D-3948)	STP 10-77L14-SM-TG
101-523-1366	PERFORM STANDARD TEST METHOD FOR DETECTION OF COPPER CORROSION FROM LUBRICATING GREASES (D-4048)	STP 10-77L14-SM-TG
101-523-1367	PERFORM STANDARD TEST METHOD FOR MANUAL SAMPLING OF PETROLEUM PRODUCTS (D-4057)	STP 10-77L14-SM-TG
101-523-1368	PERFORM STANDARD TEST MEHTOD FOR FREE WATER AND PARTICULATE CONTAMINATION IN DISTILLATE FUELS (VISUAL INSPECTION PROCEDURE) (D-4176)	STP 10-77L14-SM-TG
101-523-1369	PERFORM STANDARD TEST METHOD FOR SULFUR IN PETROLEUM PRODUCTS BY ENERGY DISPERSIVE X-RAY FLUORESCENCE SPECTROSCOPY (D-4294)	STP 10-77L14-SM-TG
101-523-1370	PERFORM STANDARD GUIDE FOR GENERATION AND DISSIPTION OF STATIC ELECTRICITY IN PETROLEUM FUEL SYSTEM (D-4865)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1371	PERFORM STANDARD TEST METHOD FOR MEASUREMENT OF FUEL SYSTEM ICING INHIBITORS (ETHER TYPE) IN AVIATION FUELS (D-5006)	STP 10-77L14-SM-TG
101-523-1372	PERFORM STANDARD TEST METHOD FOR PARTICULAR CONTAMINATION IN AVIATION FUEL BY LABORATORY FILTRATION (D-5452)	STP 10-77L14-SM-TG
101-523-1373	PERFORM FEDERAL TEST METHOD FOR OIL SEPARATING FROM LUBRICATING GREASE (FTM 321.3)	STP 10-77L14-SM-TG
101-523-1374	PERFORM STANDARD TEST METHOD FOR INSOLUBLE CONTAMINATION OF HYDRAULIC FLUIDS BY GRAVIMETRIC ANALYSIS (D-4898)	STP 10-77L14-SM-TG
101-523-1375	PERFORM FEDERAL TEST METHOD FOR DIRT CONTENT OF GREASE (FTM 3005.4)	STP 10-77L14-SM-TG
101-523-1376	PERFORM FEDERAL TEST METHOD FOR SOLID-PARTICLE CONTAMINATION IN HYDRAULIC FLUIDS (FTM 3009.3)	STP 10-77L14-SM-TG
101-523-1377	PERFORM FEDERAL TEST METHOD FOR STABILITY OF GREASE IN HOT WATER (WATER IMMERSION) (FTM 3463.2)	STP 10-77L14-SM-TG
101-523-1378	PERFORM FEDERAL TEST METHOD FOR NEUTRALITY (QUALITATIVE) (FTM 5101.7)	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1379	PERFORM FEDERAL TEST METHOD FOR CORROSIVENESS OF GREASE (COPPER STRIP, 100 DEGREES CELSIUS) (FTM 5309.5)	STP 10-77L14-SM-TG
101-523-1380	PERFORM FEDERAL TEST METHOD FOR DETERMINATION OF FUEL SYSTEM ICING INHIBITORS IN HYDROCARBON FUELS (IDOMETRIC METHOD) (FTM 5327.4)	STP 10-77L14-SM-TG
101-523-1381	PERFORM FEDERAL TEST METHOD FOR CORROSION PROTECTION (HUMIDITY CABINET) (FTM 5329.2)	STP 10-77L14-SM-TG
101-523-1382	PERFORM FEDERAL TEST METHOD FOR FUEL SYSTEM ICING INHIBITOR IN HYDROCARBON FUELS (CALORIMETRIC METHOD) (FTM 5330.2)	STP 10-77L14-SM-TG
101-523-1383	PERFORM FEDERAL TEST METHOD FOR RESISTANCE OF GREASE TO WATER AND A 1:1 WATER-ETHANOL SOLUTION (FTM 5415.1)	STP 10-77L14-SM-TG
101-523-1384	PREPARE PETROLEUM LABORATORY ANALYSIS REPORTS	STP 10-77L14-SM-TG
101-523-1385	COMPARE TEST RESULTS TO SPECIFICATION REQUIREMENTS	STP 10-77L14-SM-TG
101-523-1387	EMPLOY FIRE AND SAFETY MEASURES	STP 10-77L14-SM-TG
101-523-1388	EMPLOY ENVIRONMENTAL STEWARDSHIP MEASURES	STP 10-77L14-SM-TG
101-523-1389	INSTALL AND ADJUST LABORATORY EQUIPMENT	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-1390	CALIBRATE LABORATORY TEST EQUIPMENT	STP 10-77L14-SM-TG
101-523-1392	PREPARE THE MOBILE LABORATORY FOR DEPLOYMENT	STP 10-77L14-SM-TG
101-523-1393	OPERATE AND MAINTAIN PETROLEUM TEST KITS	STP 10-77L14-SM-TG
101-523-1394	SAMPLE AND GAGE PETROLEUM PRODUCTS	STP 10-77L14-SM-TG
101-523-2300	SUPERVISE LABORATORY TESTING	STP 10-77L14-SM-TG
101-523-2301	REVIEW LABORATORY REPORTS	STP 10-77L14-SM-TG
101-523-2302	SUPERVISE PREPARATION OF CHEMICAL SOLUTIONS	STP 10-77L14-SM-TG
101-523-2303	SUPERVISE FIRE PREVENTION AND SAFETY MEASURES	STP 10-77L14-SM-TG
101-523-2304	SUPERVISE ENVIRONMENTAL STEWARDSHIP MEASURES	STP 10-77L14-SM-TG
101-523-2305	SUPERVISE INSTALLATION AND ADJUSTMENT OF LABORATORY EQUIPMENT	STP 10-77L14-SM-TG
101-523-2306	SUPERVISE CALIBRATION OF LABORATORY EQUIPMENT	STP 10-77L14-SM-TG
101-523-2308	SUPERVISE MOBILE LABORATORY OPERATIONS	STP 10-77L14-SM-TG
101-523-2309	SUPERVISE OPERATION AND MAINTENANCE OF PETROLEUM TEST KITS	STP 10-77L14-SM-TG
101-523-2310	SUPERVISE SAMPLING AND GAGING PROCEDURES	STP 10-77L14-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
101-523-3400	DIRECT LABORATORY PROCEDURES	STP 10-77L14-SM-TG
101-523-3401	IMPLEMENT A FIRE PREVENTION AND SAFETY PROGRAM	STP 10-77L14-SM-TG
101-523-3402	IMPLEMENT A PETROLEUM ENVIRONMENTAL STEWARDSHIP PROGRAM	STP 10-77L14-SM-TG
101-523-3403	IMPLEMENT A LABORATORY MAINTENANCE PROGRAM	STP 10-77L14-SM-TG
101-523-3404	DIRECT MOBILE LABORATORY OPERATIONS	STP 10-77L14-SM-TG
101-523-3406	PERFORM QUALITY SERVEILLANCE AT PETROLEUM FACILITIES	STP 10-77L14-SM-TG
101-523-3407	PERFORM QUALITY SERVEILLANCE ON PETROLEUM VESSELS AND VEHICLES	STP 10-77L14-SM-TG

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
10-1-0201	Develop Bulk Petroleum Support Operations Estimate	ARTEP 10-426-MTP
10-1-0202	Plan Bulk Petroleum Operations	ARTEP 10-426-MTP
10-1-0203	Coordinate Bulk Petroleum Operations Support	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: Command Section
S2/S3 Section
S4 Section

TASK: Coordinate Internal Logistics (63-1-4025)
(AR 710-2) (AR 220-1) (DA PAM 710-2-2)
(FM 10-27-4) (FM 3-100.4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion support operations have commenced. Logistics requirements are being generated within the battalion. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. SCPE is on hand for use if required by the S4 Section. This task is performed under all day and nigh environmental conditions. The unit is subject to air, NBC, and all levels of threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Battalion internal supply, maintenance, field services, and transportation operations are coordinated IAW the TSOP and OPORD. At MOPP4, performance degradation factors increase operational completion times. (Officer Individual Tasks are for reference only: STP 21-1 & II-MQS is rescinded.)

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S4 Section coordinates battalion maintenance operations. (03-5106.00-0166, 091-564-0001, 091-564-0002, 091-564-0003, 091-564-0004, 091-564-0005, 091-564-0006, 091-564-0007) a. Consolidates subordinate units' maintenance reports to analyze overall battalion equipment readiness. b. Provides equipment status reports to commander and other staff sections for mission planning purposes. c. Monitors maintenance management system automated data output to assist in forecasting requirements and analyzing performance indicators. d. Coordinates current or anticipated maintenance problems with other staff sections and subordinate units using CSSCS. e. Monitors subordinate units PLL to ensure levels are consistent with requirements established in the TSOP. f. Coordinates recovery and evacuation assets with subordinate units to ensure the timely recovery and evacuation of all battalion equipment using analog and/or digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Monitors controlled substitution program within the battalion to ensure compliance with guidance and priorities established by the commander. h. Coordinates priority of maintenance efforts and repair time guidelines with the S2/3 and Support Operations Section and subordinate units using analog and/or digital communications.		
i. Provides current material readiness briefing to commander and XO, as required. j. Monitors environmental stewardship protection program procedures. k. Conducts logistics preparation of the battlefield.		
2. S4 Section coordinates battalion supply activities. (03-5106.00-0166, 101-92Y-1001, 101-92Y-1002, 101-92Y-1003, 101-92Y-1004, 101-92Y-1005, 101-92Y-1006, 101-92Y-1007, 101-92Y-1008, 101-92Y-1110, 101-92Y-1111, 101-92Y-1112, 101-92Y-1113, 101-92Y-1114, 101-92Y-1115, 101-92Y-1116, 101-92Y-1117, 101-92Y-1118, 101-92Y-1119, 101-92Y-1200, 101-92Y-1201, 101-92Y-1204, 101-92Y-1400, 101-92Y-1401, 101-92Y-1402, 101-92Y-1403, 101-92Y-1404, 101-92Y-1405, 101-92Y-1406, 101-92Y-1408, 101-92Y-1500, 101-92Y-2110, 101-92Y-2111, 101-92Y-2112, 101-92Y-2113, 101-92Y-2114, 101-92Y-2115, 101-92Y-2116, 101-92Y-2400) a. Monitors subordinate units' supply operations to ensure compliance with TSOP and applicable regulations. b. Processes requests for replenishing basic loads to verify requirements and accuracy. c. Maintains data on available usage and required rates of Class III and V. d. Monitors Class V resupply activities of subordinate units to ensure compliance with established issue controls. e. Monitors battalion Class III resupply activities to ensure compliance with established issue controls. f. Coordinates schedules and methods of distribution between subordinate and supporting units using analog and/or digital communications. g. Coordinates receipt and disposition of captured enemy equipment with S2/3 Section. h. Maintains property book records of subordinate elements and any separate elements operating in the battalion area of responsibility. i. Records adjustments, issues, turn-ins, property losses, and status reports using SPBS-R programs. j. Calculates consumption rates for MOPP gear and decontamination supplies. k. Manages items on the commander's tracked items list.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
l. Monitors environmental stewardship protection program procedures.		
3. S4 Section coordinates battalion services. (03-5106.00-0166, 03-5503.00-0006, 101-92Y-1102)		
a. Forwards battalion field-feeding plan to all organic and attached elements using analog and digital communications.		
b. Inspects subordinate units' field fielding operations and ration storage areas to ensure compliance with feeding plan and sanitation regulations.		
c. Coordinates field service requirements for all subordinate units with higher HQ staff element or supporting field services element using analog and digital communications.		
d. Designates salvage collection points.		
e. Controls evacuation of salvage IAW TSOP, OPORD, and commander's directives.		
f. Submits requests for MA items to higher HQ staff element or supporting MA element using analog and digital communications.		
g. Coordinates water requirements for all subordinate units with higher HQ staff element or supporting water element using analog and/or digital communications.		
h. Provides food service and field services status briefing to the Support Operations Section and commander, as required.		
i. Coordinates field services requirement for all battalion units through the S3/Support Operation Section (Support Squadron ACR Only).		
j. Monitors environmental stewardship protection program procedures.		
4. S4 Section coordinates battalion transportation requirements.		
a. Consolidates transportation requirements for all subordinate units.		
b. Coordinates battalion administrative transportation requirements with higher HQ staff element or supporting movement control element using analog and/or digital communications.		
c. Requests road clearances for movement of supplies, equipment, or personnel from supporting movement control element using analog and/or digital communications.		
d. Coordinates transportation for EPW evacuation with the supporting MP element in coordination with S2/3 Section.		
e. Coordinates transportation assets for evacuation and hospitalization of casualties resulting from NBC warfare with S2/3 Section.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Updates load plans for the battalion HQ in coordination with the HQ company commander. g. Inspects subordinate units' load plans to ensure compliance with TSOP and commander's directives. h. Provides internal transportation status report to commander and XO, as required. i. Monitors environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
03-5106.00-0166	Prepare Command Logistics Plans, Estimates, and Orders	STP 10-92ABDII-MQS
03-5503.00-0006	Supervise Laundry and Bath Operations	STP 10-92ABDII-MQS
091-564-0001	ADVISE COMMANDER ON EMPLOYMENT OF MAINTENANCE UNITS	STP 9-63Z5-SM-TG
091-564-0002	ADVISE COMMANDER ON OPERATION OF MAINTENANCE UNITS	STP 9-63Z5-SM-TG
091-564-0003	MONITOR SUPPORTED UNITS' MATERIEL CONDITION STATUS	STP 9-63Z5-SM-TG
091-564-0004	EXECUTE A BATTLE DAMAGE ASSESSMENT AND REPAIR (BDAR) PROGRAM	STP 9-63Z5-SM-TG
091-564-0005	Execute the Army Warranty Program	STP 9-63Z5-SM-TG

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
091-564-0006	CONDUCT MAINTENANCE INSPECTIONS AND STAFF VISITS	STP 9-63Z5-SM-TG
091-564-0007	ENFORCE ARMY SAFETY PROGRAM	STP 9-63Z5-SM-TG

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: S1 Section
S2/S3 Section

TASK: Provide Human Resources Support - Personnel Services (63-1-4042)

(FM 12-6) (DA PAM 600-8-1) (FM 3-3)
(FM 3-4) (FM 8-10)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Support operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog device. The unit, higher, and lower TSOPs are available. Subordinate units' battle rosters have been received. Casualties, transfers, and EPW cause personnel actions and adjustments. SCPE is on hand. The S1 Section operates in field expedient and natural shelters under reduced manpower conditions when appropriate. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: PSS actions are processed at 95 percent accuracy within 24 hours of receipt of request. All PSS activities are conducted IAW TSOP and OPORD. At MOPP4, PSS is reduced to minimum actions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S1 Section performs PSAR. a. Consolidates subordinate units' strength reports. b. Cross-checks casualty witness statements, medical aid stations, and MP straggle control point reports to confirm casualty and/or duty status of individual(s). c. Updates battalion battle roster to reflect current status of all battalion's soldiers. d. Prepares a strength management report IAW TSOP and FM 12-6. e. Briefs strength management to commander and staff. f. Forwards PSAR-Part 1, Personnel Daily Summary through command channels to higher HQ Personnel Section using analog and/or digital communications. g. Forwards PSAR-Part 2 Personnel Requirements Report through AG channels to supporting servicing agency using analog and/or digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
h. Prepares wartime SIDPERS transactions IAW DA Pam 600-8-1. i. Inspects SIDPERS personnel transaction registers to resolve strength imbalances.		
2. S1 Section processes replacements. a. Establishes a replacement receiving point. b. Assigns replacements based on unit requirements, priority of requirements, and MOS. c. Prepares arrival transactions and data cards. d. Briefs replacements on unit assignment and tactical situations.		
e. Updates battle roster. f. Coordinates transportation for replacements to assigned units with the subordinate elements using analog and/or digital communications.		
3. S1 Section processes casualty feeder reports. a. Verifies casualty feeder reports and witness statements from subordinate units for accuracy and completeness. b. Corrects casualty status and identifies data based on input from supporting medical and MA elements. c. Prepares SIDPERS deceased transaction and a SIDPERS organization strength report change for all KIAs and MIAs (after 90 days). d. Forwards casualty data and transactions to higher HQ S1 Personnel Section using analog and/or digital communications.		
4. S1 Section prepares internal CHS plan. a. Coordinates with supporting medical element for assistance in preparing the battalion CHS plan. b. Coordinates with supporting medical element for routine evacuation, emergency evacuation, and hospitalization of sick or injured personnel. c. Coordinates with supporting medical element for locations of medical and dental facilities. d. Coordinates with supporting medical element to determine procedures for requesting medical evacuation support, and the transportation of RTD personnel to assigned units. e. Coordinates probability and impact of NBC related casualties with battalion NBC personnel. f. Coordinates CHS for mass casualties or NBC attack with higher HQ Staff element and supporting medical element. g. Forwards internal CHS plan to XO for approval. h. Disseminates internal CHS plan to all subordinate units using analog and digital communications.		
5. S1 Section coordinates internal CHS.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Calculates probable internal CHS requirements.		
b. Coordinates schedules, locations, and capabilities with supporting medical element.		
c. Monitors routine and emergency treatment and evacuation procedures to ensure compliance with the battalion TSOP and instructions from supporting medical element.		
d. Monitors battalion preventive medicine measures to ensure compliance with TSOP.		
e. Develops battle stress management plan.		
f. Monitors implementation of battle stress management plan to ensure HSS is provided to subordinate units.		
6. S1 Section administers EPW program.		
a. Identifies collection sites within the battalion and those operated by supporting MP element.		
b. Coordinates evacuation with supporting MP and medical elements.		
c. Forwards captured enemy medical material to the S4.		
d. Coordinates CHS requirements with the supporting medical element using analog and digital communications.		
e. Procures collection point(s) guards from subordinate units.		
f. Coordinates evacuation of EPW from the battalion area to MP collection point with S2/S3 Section.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: S1 Section

TASK: Provide Human Resources Support - Administrative Services (63-1-4043)

(AR 600-8-1) (AR 27-10) (AR 600-8-22)
(DA PAM 600-8-1) (DD MANUAL 4525.6-M) (FM 12-6)
(FM 14-100)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Support operations have stabilized. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Administrative support activities have increased. Subordinate units are requesting morale, welfare, and recreation support. The unit, higher and lower TSOPs are available. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All administrative actions are processed and forwarded IAW TSOP and OPORD within the time prescribed. All morale support resources are employed in a manner that enhances and sustains soldier morale within the battalion. At MOPP4 performance degradation factors increases time required to perform administrative actions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S1 Section provides mail service. a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains current locations of all subordinate units. c. Collects mail from supporting postal activity for all subordinate units. d. Sorts mail by unit and location. e. Delivers all mail to subordinate units. f. Returns all undelivered mail to supporting postal activity.		
2. S1 Section operates distribution center. a. Collects correspondence from all subordinate units. b. Forwards all correspondence to appropriate elements. c. Secures classified materials IAW local directives and TSOP.		
3. S1 Section processes promotion recommendations.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Forwards all promotion requests to higher HQ S1 Section and servicing personnel elements using analog and/or digital communications. b. Maintains suspense file on all forwarded promotion actions.		
4. S1 Section administers awards program. a. Inspects incoming award recommendations for accuracy and completeness. b. Forwards all recommendations to higher HQ and supporting personnel elements using analog and/or digital communications. c. Maintains suspense file on all award recommendations.		
5. S1 Section (Legal Specialist) provides legal support and processes UMCJ actions. a. Prepares flagging actions requested by subordinate units. b. Processes flagging actions from subordinate units. c. Ensures the commander has Article 15 authority over the offense and accused IAW the UCMJ. d. Prepares judicial and non-judicial proceedings documents.		
e. Coordinates with the commander to ensure that evidence supports resolution of the alleged violation of the Uniform Code of Military Justice. f. Coordinates with the detailed Judge Advocate to ensure evidence supports resolution of the violation of the Uniform Code of military Justice. g. Coordinates judicial acts with subordinate commanders. h. Forwards all documents to higher HQ S1 Section using analog and digital communications. i. Processes all appeals.		
6. S1 Section processes personnel and finance actions and SIDPERS transactions. a. Verifies changes for accuracy and completeness. b. Prepares SIDPERS input data.		
c. Forwards all completed actions to higher HQ S1 Section and supporting personnel servicing element using analog and/or digital communications. d. Reports SIDPERS disposition to initiating unit(s) using analog and digital communications.		
7. S1 Section performs administrative functions. a. Maintains leave control log. b. Maintains duty rosters.		
c. Prepares military correspondences. d. Maintains required functional files.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Forwards all recurring reports to appropriate elements IAW TSOP and OPORD. f. Maintains required regulations, publications, and SOPs IAW TSOP. g. Provides reproduction services.		
8. S1 Section provides MWR support. a. Identifies subordinate MWR requirements. b. Identifies supporting MWR capabilities and resources allocated to the battalion. c. Provides recommendation to the commander on prioritization of MWR support to subordinate units. d. Coordinates MWR support deliveries IAW the commander's priorities.		
9. S1 Section Coordinates external MWR support. a. Coordinates for newspapers, books, magazines, and other publications with higher HQ S1 Section. b. Coordinates for personal sundry items with the supporting supply element. c. Coordinates for musical, tactical PX, rest, and recuperation support with higher HQ S1 Section. d. Coordinates motion pictures and other entertainment with higher HQ S1 Section. e. Coordinates MWR support using analog and/or digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK

ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
Unit Ministry Team

TASK: Conduct Command Religious Support Program (63-1-4044)
(FM 16-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Requests for religious support have been received. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog device. The unit, higher, and lower TSOPs are available. Support operations have commenced. Casualties have occurred. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Command and soldier religious support needs are met IAW the TSOP, OPORD, and command directives. At MOPP4, performance degradation factors increase time of religious support activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Unit Ministry Team develops a religious support plan. a. Lists the religious needs of the battalion based on commander's guidance. b. Establishes religious support priorities. c. Coordinates direct and general religious support with higher HQ ministry activity. d. Provides staff sections with required input for plans and orders. e. Consolidates input to the religious support plan from other staff sections. f. Prepares the battalion religious support plan. g. Disseminates plan to all subordinate units using analog and/or digital communications.		
2. Unit Ministry Team provides religious support, to include rites and services. a. Monitors casualty data to determine required religious services. b. Provides worship services, memorial ceremonies, services for the dead, sacraments, rites, and ordinances. c. Conducts mass or emergency burials IAW current regulations and directives.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Provides support to battalion headquarters personnel.		
e. Requests supplies and additional transportation requirements from S4 Section.		
3. Unit Ministry Team provides pastoral care to soldiers.		
a. Provides pastoral care that counters battlefield shock and trauma.		
b. Conducts pastoral counseling that lessens stress and enhance morale.		
c. Provides religious support for battle fatigue cases.		
d. Conducts specialized counseling that enhances morale.		
e. Provides routine pastoral care and counseling to all battalion soldiers.		
f. Conducts pastoral care to casualties at battle site(s).		
* 4. Chaplain advises the commander on unit morale, moral climate, and religious welfare.		
a. Provides information on morale and moral climate of the battalion that has been personally verified.		
b. Briefs commander on moral and humanitarian aspects of policies and procedures.		
c. Notifies commander immediately of policies perceived as unjust by soldiers.		
d. Notifies commander of disruptive and potential disruptive social patterns.		
e. Notifies commander of possible violations of the laws of war.		
f. Advises commander on policies or procedures affecting soldier rights to the free exercise of religion.		
* 5. Chaplain advises the commander on ethical issues.		
a. Advises the commander on specific methods of improving the ethical climate within the battalion.		
b. Briefs commander on ethical aspects of policies and leadership.		
c. Briefs the commander on soldier training in ethical and moral decision making.		
d. Emphasizes value of human life, justice, dignity, and truth through sermons, pastoral counseling, and ethical or moral instruction.		
e. Performs duties as ethical advocate to the commander in the prevention of dehumanizing treatment of friendly troops, EPW and civilians, the violation of codes of morality, illegal acts, desecration of sacred places, and disrespect for human life.		
6. Unit Ministry Team provides information on indigenous religions.		
a. Advises the commander of the impact of indigenous religion(s) in the battalion's mission.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Advises the commander in developing friendly relations with local religious bodies and civilians. c. Identifies human welfare needs caused by combat on indigenous population. d. Coordinates alleviation of human welfare needs with HN military and civilian religious institutions.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Conduct Battlefield Stress Reduction and Prevention Procedures (63-1-4303)

(FM 22-51) (AR 385-10) (FM 100-14)
(FM 3-4) (FM 6-22.5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced and are continuous over a prolonged period of time causing stressful situations for staff personnel. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The commander has directed that battlefield stress management procedures be implemented. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Battalion applies techniques that counter degradation of morale, training, and physical condition of battalion staff personnel in performance of the mission. At MOPP4, performance degradation factors increase implementation time of stress prevention measures.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commanders and leaders perform stress prevention actions.		
a. Issue warning orders, OPORDs and FRAGOs to the lowest possible level using analog and/or digital communications or BFACS.		
b. Provide entire staff an accurate assessment of the friendly and enemy situations.		
c. Brief commander's intentions to all battalion staff personnel.		
d. Speak positively concerning the battalion's missions, purpose, and abilities.		
e. Encourage a positive attitude throughout the battalion staff.		
f. Employ an information dissemination plan designed to quell and prevent rumors.		
g. Inform personnel of availability of religious support.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 2. Commander and leaders implement sleep plan. a. Coordinate with HQ company for a safe and secure area away from vehicles and other high-noise activities. b. Develop sleep plan. c. Adjust sleep plan as dictated by tactical situation.		
* 3. Staff element leaders implement task rotation or restructuring procedures. a. Cross-train staff personnel on all critical tasks. b. Develop a plan for rotation of staff personnel between demanding and non-demanding tasks. c. Assign two staff members to function independently on tasks requiring a high degree of accuracy. d. Adjust task rotation policies and procedures to the tactical situation.		
* 4. Staff element leaders implement stress-coping and management techniques. a. Integrate new members into the staff elements immediately. b. Implement a buddy system to observe signs of stress or BF among staff members and leaders. c. Provide instruction on relaxation techniques to all staff personnel. d. Conduct routine after-action stress briefings.		
* 5. Commander and leaders implement treatment techniques. a. Develop a plan to deal with mild, seriously stressed, or BF cases. b. Assign staff members who show signs of stress or BF to simple tasks. c. Direct staff members to be supportive of BF or stressed personnel. d. Direct movement of staff members showing no signs of improvement to supporting medical facilities. e. Refer for medical evaluation those staff members showing signs of serious stress or BF. f. Reintegrate RTD staff members into their specific element or section.		
6. Staff personnel employ stress prevention measures. a. Maintain a positive attitude concerning the unit's mission, purpose, and abilities. b. Comply with the commander's sleep plan. c. Identify signs of stress or BF in other staff members. d. Provide immediate buddy aid support.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Report signs of stress or BF of other staff members to immediate supervisor. f. Accept new unit members immediately. g. Practice relaxation techniques at appropriate times and places. h. Participate in buddy system and after-action stress debriefings.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
Petroleum Operations Branch
Petroleum Laboratory Branch
S4 Section
Unit Ministry Team
Communications Section

TASK: Perform Risk Management Procedures (63-1-4326)
(FM 100-14) (AR 385-10) (FM 101-5)
(FM 3-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Safety hazards for personnel and equipment exist. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital/analog device. The unit, higher, and lower TSOPs are available. The unit is deployed in a tactical environment supporting combat operations. Hazards increase as operations intensify. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All potential safety problems for tasks are identified and either reduced or eliminated. At MOPP4, performance degradation factors increase risk management implementation times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander and leaders identify risk or safety hazards. a. Identify specified and implied missions or tasks in the OPLAN/OPORD or FRAGO. b. Identify all risks associated with specified and implied missions or tasks. c. Integrate safety into every phase of the planning process. d. Identify the benefits of safety measures to the unit's mission versus the potential cost of risk or safety hazards. e. Conduct continuous assessment of phases of operations for safety and risk reduction.		
* 2. Commander and leaders evaluate risk or safety hazards identified during operations.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identify previously executed unsafe acts and their corrective actions. b. Identify all unwarranted risks. c. Compare identified risk to the commander's acceptable risk level based on stated training objectives. d. Calculate projected loss of equipment and personnel from accidents by reviewing historical records. e. Describe operations in terms of its risk level (extremely high, high, medium, low). f. Prepare COA that reduces risk.		
* 3. Commander and leaders eliminate or reduce risk and safety hazards. a. Select COA that maximizes the operation and reduces the risk. b. Develop procedures that reduce risk. c. Provide guidance that enhances safety in all phases of operation. d. Prescribe safety and protective equipment that enhances safety and reduces risks.		
4. Unit personnel employ safety procedures. a. Practice safety procedures during all mission rehearsals and operations. b. Correct unsafe acts on the spot. c. Report all risk and safety violations to commander and the battalion safety officer using analog and/or digital communications or appropriate BFACS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: Petroleum Operations Branch

TASK: Develop Bulk Petroleum Support Operations Estimate (10-1-0201)
(FM 101-5) (FM 100-10) (FM 100-15)
(FM 3-4) (FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The Battalion Commander provided his planning guidance and restated mission. Higher headquarters' Analyses of the AO is available. Higher headquarters' OPLAN with annexes is available. Tactical and intelligence information is transcribed from the intelligence estimate. Status reports, maps and overlays, and other required documents are available. The S2/S3 provided feasible COA. The XO has provided preparation guidance, and time limit(s) for the estimate. The Petroleum Operations Branch continuously receives messages from higher, adjacent, and lower echelons by radio, telephone, and courier. The petroleum support operations estimate is distributed to only the battalion staff. The battalion is operating in an arid environment. SCPE is on hand. The battalion commander elected to locate outside the shelter, and appointed a liaison officer to coordinate C2 functions between him and the staff. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Petroleum support operations estimate is prepared within the time specified in the preparation guidance, and in the format prescribed in the TSOP (oral/written). At MOPP 4, performance degradation factors increase the petroleum support operations estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Petroleum Operations Branch determines information requirements (STP 10-92FGII-MQS: 03-5103.00-0089)		
a. Identify information requirements by analyzing the battalion commander's restated mission, and ASG/CSG Headquarters' Analyses of the AO.		
b. Identify policies and procedural requirements by reviewing the TSOP.		
c. Identify agencies and/or documents where required information can be obtained.		
2. Petroleum Operations Branch assembles required information.		
a. Coordinate tactical and intelligence information requirements with S2/S3 Section.		
b. Coordinate personnel information requirements with the S1 Section.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Extract required information from current information holdings, such as Petroleum Operations Branch workbook, situation maps, policy files, and journals. d. Identify tentative supported and supporting units. e. Request additional information requirements from ASG/CSG, Petroleum Operations Section. f. Coordinate maintenance status with S4 Section. g. Coordinate transportation status with ASG/CSG, Transportation Branch. h. Coordinate availability of engineer construction support and systems requirements with ASG/CSG, Facilities Branch.		
3. Petroleum Operations Branch drafts references and paragraph 1, Mission (STP 10-92FGII-MQS: 03-5103.00-0089). a. List maps, charts, or other documents required to understand the estimate. b. List the battalion commander's restated mission.		
4. Petroleum Operations Branch drafts paragraph 2, The Situation and Considerations (STP 10-92FGII-MQS: 03-5103.00-0089). a. Prepare brief intelligence summary with appropriate references. b. List the effects of the characteristics of the AO on petroleum operations and mission accomplishment. c. State the effects of the intelligence situation on petroleum activities. d. List disposition of all tactical units influencing petroleum activities. e. List all COA provided by S2/S3. f. List disposition of all personnel and administration units and installations that have an affect on the petroleum situation. g. List projected developments within the personnel and internal logistics field that could influence petroleum operations. h. List disposition of CMO operations that have an affect on the petroleum situation. i. List developments within the CMO field that could influence petroleum operations. j. Provide overall status of petroleum operating capabilities and any shortfalls that may impact on petroleum operations. k. Proved current situation, status, and restriction on the use of HN labor assets. l. List all assumptions based on the initial planning guidance.		
5. Petroleum Operations Branch drafts paragraph 3, Analysis of Courses of Action (STP 10-92FGII-MQS: 03-5103.00-0089).		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Calculate sufficiency of proposed area for petroleum operations. b. Calculate total requirements to support proposed responsibility IAW FM 101-10-1/2. c. List personnel and tactical impact for each COA. d. List petroleum deficiencies for each COA.		
6. Petroleum Operations Branch drafts paragraph 4, Comparison of Courses of Action (STP 10-92FGII-MQS: 03-5103.00-0089). a. List advantages and disadvantages of each COA with respect to accomplishing the petroleum mission. b. Conduct comparative analysis of each COA, to include methods of overcoming deficiencies or modifications required in each COA. 7. Petroleum Operations Branch drafts paragraph 5, Conclusions (STP 10-92FGII-MQS: 03-5103.00-0089). a. State supportability of mission from an external petroleum viewpoint. b. Select best COA that can be supported from an external petroleum viewpoint. * 8. Petroleum officer approves bulk petroleum support operations estimate (STP 10-92FGII-MQS: 03-5103.00-0089). a. Verify content for completeness, correctness, and compliance with battalion commander's guidance. b. Present estimate to battalion commander or XO and staff (oral or written). 9. Petroleum Operations Branch distributes the bulk petroleum support operations estimate.		
a. Incorporate comments, if required. b. Forward bulk petroleum support operations estimate to S2/S3 for signature. c. Forward bulk petroleum support operations estimate to other battalion staff sections.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
03-5103.00-0089	Prepare Petroleum and Water Portion of Logistics Annex to Operations Plan (OPLAN) and Contingency Plan	STP 10-92FGII-MQS

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
10-1-0202	Plan Bulk Petroleum Operations	ARTEP 10-426-MTP
10-1-0208	Plan Bulk Petroleum Distribution Operations	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
Petroleum Operations Branch

TASK: Plan Bulk Petroleum Operations (10-1-0202)
(FM 10-67-1) (FM 101-5) (FM 3-4)
(FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The ASG/CSG has requested a petroleum operations plan to support its mission in the assigned areas. The ASG/CSG OPLAN/OPORD has been received. The Headquarters and Headquarters Detachment has been required to relocate to a new area of operations. The Headquarters and Headquarters Detachment and subordinate units are set up and ready to commence operations on a 24-hour basis. The battalion is operating in an arid environment. SCPE is on hand. The battalion commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Petroleum operations plan is prepared IAW FM 101-5 and reflects the Battalion Commander's guidance and intent. AT MOPP level 4, performance degradation factors increase planning bulk petroleum operations completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Petroleum Operations Branch computes requirements for petroleum storage operations (STP 10-92FII-MQS: 03-5103.30-1147). a. Identify total authorized strength to be supported by type unit, by command, or by area supported, in coordination with ASG/CSG Headquarters, Petroleum Operations Section. b. Identify daily bulk petroleum requirements by reviewing requirements from the ASG/CSG Headquarters, Petroleum Operations Section.		
c. List locations of existing petroleum supply companies. d. Identify available quantity of bulk petroleum products on hand at each petroleum supply company. e. Identify quantity of bulk petroleum allocations by type for each petroleum supply company. f. Identify available storage space. g. Identify organic transportation capabilities for movement of bulk petroleum. h. Calculate amount of bulk petroleum to be distributed.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
i. Identify area petroleum laboratory support requirements.		
j. Identify personnel, equipment, and transportation shortfalls.		
k. Coordinate with Group Headquarters for additional personnel, equipment, and support.		
2. Petroleum Operations Branch plans movement of bulk petroleum.		
a. Identify when and where specific products are to be needed.		
b. Calculate storage space available at petroleum supply company.		
c. Identify amount of each product in each location.		
3. Petroleum Operations Branch plans movement of bulk petroleum products by means other than pipeline (STP 10-92FGII-MQS: 03-5103.00-0090, 01-5103.30-2045).		
a. Identify estimated petroleum requirements by reviewing bulk petroleum source data.		
b. Coordinate with ASG/CSG Headquarters, Transportation Branch for availability of transportation support.		
c. Coordinate with ASG/CSG Headquarters, Plans, Distribution and Requirements Branch for distribution priorities.		
d. List available modes of transportation (rail, barge, truck).		
e. Identify quantity and type of product for movement.		
f. Identify destination of each product.		
g. Estimate movement capabilities of petroleum by all means of transportation available.		
4. Petroleum Operations Branch plans quality surveillance program (STP 10-92FGII-MQS: 03-5103.00-0089).		
a. Identify sampling and testing procedures.		
b. Identify reporting procedures to be used in testing petroleum products.		
c. Identify transportation, handling, and storage procedures for bulk petroleum products.		
d. Identify disposition policy of off-specification products.		
e. Identify potential sources of contamination and deterioration of product.		
f. Provide quality surveillance planning data to Petroleum Operations Branch and Operations Branch.		
5. Petroleum Operations Branch prepares petroleum operations plan.		
a. Format petroleum operations plan IAW FM 101-5.		
b. Forward plan to the S2/S3 for approval.		
c. Prepare final copy of petroleum operations plan that incorporates any changes recommended by the S2/S3.		
* 6. S2/S3 approves petroleum operations plan.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Inspect contents for completeness, correctness, and compliance with Battalion Commander's guidance. b. Forward approved petroleum operations plan to Battalion Commander or XO for approval or modification. c. Distribute plan to other staff sections and subordinate and attached units.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-5103.30-2045	Initiate Supply Actions to Obtain and Issue Petroleum and Water Products	STP 10-92FGII-MQS
03-5103.00-0089	Prepare Petroleum and Water Portion of Logistics Annex to Operations Plan (OPLAN) and Contingency Plan	STP 10-92FGII-MQS
03-5103.00-0090	Plan Loading and Unloading of Petroleum Tank Vehicles	STP 10-92FGII-MQS
03-5103.30-1147	Compute Petroleum and Water Requirements for a Unit	STP 10-92FGII-MQS

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Petroleum Operations Branch
S2/S3 Section

TASK: Coordinate Bulk Petroleum Operations Support (10-1-0203)
(AR 710-2) (FM 3-4) (FM 3-5)
(FM 55-10)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Corps combat operations have commenced. The battalion headquarters continuously receives mission requirements from ASG/CSG Headquarters for bulk petroleum support. All supported units have forecasted their requirements through the appropriate MMC. Fuel allocations have been received from Group Headquarters Petroleum Operations Section. Battalion units are providing bulk petroleum support on a 24-hour basis. Radio, telephone, and/or messenger accomplish coordination with supported and supporting units. The ASG/CSG OPORD with annexes, the TSOP, and required publications are available. This task is performed under all environmental conditions during the day or night. The Petroleum Supply Battalion is subject to NBC, air, and ground attack. The battalion is operating in an arid environment. SCPE is on hand. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Bulk petroleum products are provided on time and in the quantities specified in the petroleum distribution plan and dumping orders. At MOPP level 4, performance degradation factors increase petroleum support coordination completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Petroleum Officer, Petroleum Operations Sergeant, and Freight Movement Officer supervise petroleum operations (STP 10-92FGII-MQS: 01-5103.00-0003, 03-5103.00-0024, -0078, -0080, -0086; STP 55-95II-MQS: 01-7351.00-0030).		
a. Coordinate with Group Headquarters, Petroleum Operation Section for distribution requirements and movement of bulk petroleum.		
b. Monitor stock status reports received from petroleum supply company for compliance with petroleum distribution plan.		
c. Approve consolidated stock status reports.		
d. Monitor total fuel consumption, delivery, and storage records for compliance with operations plans and battalion commanders' directives.		
e. Coordinate resolution of actual and anticipated bulk petroleum problems with Group Headquarters Petroleum Operations Section.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Establish branch shift schedules to provide bulk petroleum support on a 24-hour basis. g. Monitor movement operations for compliance with movement plans. h. Provide technical assistance to petroleum supply companies.		
2. Petroleum Operations Branch monitors status of bulk petroleum system. a. Identify all supply controls set forth in the Service Support Annex. b. Maintain current location of bulk petroleum supply points in the CSA. c. Maintain current storage capabilities of subordinate petroleum supply companies. d. Monitor daily consumption reports from the Petroleum Supply Company to determine future requirements. e. Consolidate bulk stock status reports from the Petroleum Supply Companies. f. Forward consolidated stock status reports to petroleum officer for review and approval. g. Forward stock status reports to the TAACOM or COSCOM MMC. h. Coordinate bulk petroleum delivery with the Petroleum Supply Company. i. Identify actual and anticipated bulk petroleum problem.		
3. Petroleum Operation Branch coordinates bulk petroleum operations. a. Maintain total fuel consumption, delivery, and storage records IAW the TSOP. b. Monitor bulk petroleum issues from distribution points to supported units to ensure compliance with distribution plan.		
4. Petroleum Operation Branch coordinates petroleum movement operations. a. Maintain current status of transportation assets. b. Identify bulk petroleum movement requirements.		
c. Develop movement plans. d. Coordinate bulk petroleum pickup schedules with Group Headquarters, Petroleum Operations Section and Petroleum Supply Company. e. Coordinate bulk petroleum diversions or "reroute" to meet unexpected reallocation requirements with the medium truck company (petroleum) and receiving petroleum supply company. f. Revise movement plans as required.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Brief FMO on movement plans and transportation requirements. h. Coordinate relocation of petroleum supply in forward locations with the TAACOM or COSCOM MMC.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-5103.00-0003	Monitor Gaging of Bulk Petroleum Products	STP 10-92FGII-MQS
03-5103.00-0024	Account for Petroleum Products	STP 10-92FGII-MQS
03-5103.00-0078	Supervise Petroleum Pipeline Operations	STP 10-92FGII-MQS
03-5103.00-0080	Determine Operating Pressure, Flow Requirements, and Type of Flow in Pipelines/Assault Hoselines	STP 10-92FGII-MQS
03-5103.00-0086	Determine Friction Loss in Pipeline/Hoseline Operations	STP 10-92FGII-MQS

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
10-1-0201	Develop Bulk Petroleum Support Operations Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: Command Section

TASK: Conduct Mission Analysis (63-1-4001)

(FM 101-5) (AR 530-1) (FM 100-14)
(FM 101-5-1) (FM 10-27-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The mission of the battalion is to provide support to the operation. The Support Operations Officer attends higher HQ or the supported unit's staff meeting. The higher HQ commander's planning guidance and restated mission have been secured. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog devices. The unit, higher, and lower TSOPs are available. Upon receipt of the new mission, the commander briefs the XO. The XO assembles principal staff members in preparation for mission analysis. Current personnel, supplies, and equipment status reports for all subordinate elements are available. Once higher HQ COA and tentative support requirements have been received, the Support Operations Section coordinates with the higher HQ staff elements concerning additional support requirements and with the S2/S3 Section concerning tentative task organization of the battalion. Mission analysis is dynamic and continuous; therefore, it is subject to change at anytime based upon new information, changing situations, and change of commander's guidance. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Mission analysis results in the development of a plan that supports the higher HQ commander's intent and concept of operations. Mission analysis is completed within the time established by the XO. At MOPP4, performance degradation factors increase mission analysis completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. XO supervises staff mission analysis using analog and/or digital devices.		
a. Organizes staff to conduct mission analysis.		
b. Translates major specified and implied tasks to specific objectives based on intent of next two higher command echelons.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Provides mission analysis guidance to staff based on the commander's guidance. d. Inspects results of staff mission analysis for compliance with commander's guidance. e. Identifies time and place for staff's mission analysis briefing to commander.		
* 2. S2/S3 Officer coordinates support planning with supported elements. a. Provides current support capabilities and limitations of the battalion. b. Provides estimated degradation of support for various threat and MOPP levels. c. Provides resolutions for all previously identified support shortfalls. d. Identifies specific force structure to be supported, to include tentative augmentations. e. Identifies projected location of the proposed support sites.		
f. Identifies estimated times for deployment of battalion and other units.		
* 3. Staff Officers conduct preliminary staff mission analysis. a. Provide information update(s) to commander on areas that are critical to mission accomplishment. b. Identify mission and intent of commanders of the next two higher HQ. c. Exchange pertinent information that is relevant to new mission with other staff sections. d. Identify tentative force structure and size to be supported. e. Record specified tasks in higher HQ and supported unit's OPLANs. f. Identify all implied tasks that must be accomplished to perform the overall mission or specified tasks.		
* 4. S2/S3 Officer provides input for development of higher HQ OPLAN. a. Provides information briefing to higher HQ staff element, which includes projected locations of supported elements, projected requirements, logistics and combat health support distribution plan and special operations. b. Provides current status of assets and task organization to higher HQ.		
* 5. Staff Officers finalize staff mission analysis. a. Select essential tasks that are necessary to accomplish overall mission based on higher HQ commander's intent. b. List all constraints and restrictions on actions and activities.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. List all information relating to the NBC threats on the battlefield. d. Prepare preliminary mission statement (S2/S3). e. Brief staff mission analysis results to commander.		
* 6. Commander completes mission analysis. a. Restates mission in clear, concise statements of tasks in the order they are to be accomplished. b. Provides acceptable levels of risk for mission accomplishment. c. Provides guidance on the parameters for conducting analysis in specific areas. d. States specific COA to be or not to be pursued by the staff. e. Directs S2/S3 to issue warning notice to all subordinate units informing them of pending operations.		
* 7. XO and S2/S3 perform a time analysis. a. Calculate total time remaining before execution of upcoming operations. b. Identify all steps in the command estimate process. c. Assign time limitations for each step in the command estimate process that does not exceed one-third of the total time remaining before execution. d. Disseminate time limitations to all staff sections.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: S2/S3 Section

TASK: Conduct Intelligence Preparation of the Battlefield (63-1-4002)
(FM 34-130) (AR 530-1) (FM 101-5)
(FM 3-4) (FM 34-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander approves the staff's mission analysis and issues his restated mission and planning guidance. The S2/S3 issues a warning notice to subordinate units and initiates the IPB process. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Higher HQ battlefield area evaluations are available and portions are transcribed to the battalion's analysis of the AO. Other information, such as engineer's terrain studies, operational weather forecast, the provost marshal's analysis of route reconnaissance, and civil military conditions are available. The S2/S3 has been assigned the responsibility of initiating, coordinating, ensuring completion, and disseminating the analysis of the AO. The S2/S3 Section continuously receives messages from higher, adjacent, and lower echelons by analog, digital, automation, and courier communications systems. SCPE is on hand or field expedient and natural shelters are available, whichever applies. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Facts and assumptions are identified about the battlefield environment and the threat that provide focus for the intelligence collection effort, enable staff planning, and development of friendly COA. At MOPP4, performance degradation factors increase IPB completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section determines information requirements using analog and/or digital devices.		
a. Identifies the amount of detail required within time available.		
b. Identifies gaps in current intelligence using commander's critical information requirements (CCIR) and commander's intent to set priorities.		
c. Identifies initial collection requirements.		
d. Assembles materials and information required to conduct IPB.		
e. Forwards pertinent information to other staff sections.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. S2/S3 Section defines the battlefield environment. a. Identifies the limits of the AO. b. Identifies the limits of the area of interest. c. Coordinates input on the battlefield environment with other staff sections. d. Identifies significant characteristics of the battlefield environment that affect the specific area of responsibility in coordination with each staff section. e. Identifies those characteristics of the battlefield that require in-depth evaluation.		
3. S2/S3 Section evaluates the battlefield's effects upon COA. a. Identifies effects of terrain on the battalion's operations. b. Identifies the effects of weather upon battalion's operations. c. Identifies effects of logistics infrastructure, demographics, economics, and political characteristics upon battalion's operations. d. Lists the combined effects of the battlefield environment on friendly COA. e. Identifies the effects of terrain on threat COA. f. Identifies the effects of weather on threat COA. g. Identifies effects of logistics infrastructure, demographics, economics, and political characteristics on threat COA. h. Lists the combined effects of the battlefield environment on threat COA. i. Develops population status overlay, weather analysis matrix, and other overlays, as required, using digital and analog means of intelligence gathering.		
4. S2/S3 Section evaluates the threat. a. Conducts a threat order of battle analysis for each type of conventional or unconventional units that might be faced. b. Develops a threat COA model.		
5. S2/S3 Section determines threat COA. a. Identifies all rational COA available to the threat. b. Prioritizes each available COA. c. Develops a comprehensive, detailed set of threat COA. d. Prepares situation templates for each COA available to the threat. e. Prepares event template. f. Prepares decision support template for rear CP.		
6. S2/S3 Section prepares analysis of the AO. a. Consolidates the IPB data into appropriate format.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Forwards draft Analysis of the AO to S2/S3 for review and approval. c. Makes appropriate changes as instructed by the S2/S3 and XO. d. Forwards corrected analysis of the AO to the S2/S3 for signature. e. Distributes analysis of AO, as required.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section

TASK: Formulate Feasible Courses of Action (63-1-4003)
(FM 101-5) (AR 530-1) (FM 100-14)
(FM 3-3) (FM 3-4) (FM 34-130)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion's analysis of the AO is completed. Higher HQ analysis of the AO are available. Higher HQ COAs are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. Unit, higher, and lower TSOPs are available. Staff Sections gather all pertinent information needed for their estimates. During this process, the S2/S3 Section finalizes the IPB. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Feasible COA statements and sketches support the commander's restated mission and formulate parameters for staff estimates. At MOPP4, performance degradation factors increase feasible COA completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section performs rear area threat evaluation using analog and/or digital devices.		
a. Coordinates with supporting rear operations elements for all current threat information affecting the new AO.		
b. Identifies threat forces expected to be found in the area of interest.		
c. Lists all known threat force dispositions, composition, and strength.		
d. Lists all recent threat activities in the area of interest and influence.		
e. Develops applicable doctrinal templates for threat forces within the area of interest.		
f. Prepares an unconventional warfare situation map that shows probable operating areas, encampments, and movement routes for unconventional threat forces.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Prepares a population status overlay that shows areas with a high potential for civil unrest and/or concentrations of enemy sympathizers. h. Requests intelligence information required to fill gaps identified in the database from the higher HQ staff element.		
2. S2/S3 Section performs threat integration. a. Prepares a situation template showing unit and equipment dispositions, frontages, depths, and echelon spacing adjusted for terrain and weather factors. b. Prepares an event template showing named area of interest (NAI) along high-speed avenues of approach into the support area.		
c. Prepares a decision support template showing points where a decision is required based on threat action and rate of movement. d. Lists threat's most likely COA in their probable order of adoption. e. Coordinates threat integration products with higher HQ staff element.		
3. S2/S3 Section arrays friendly force, battalion HQ, and its subordinate units. a. Identifies maneuver forces and their availability in the area of interest. b. Identifies all supporting CSS units in the area of interest. c. Prepares analog/digital map overlay showing array of friendly units based on mission requirements and guidance from the commander.		
* 4. S2/S3 selects feasible COA. a. Identifies specific guidance from the higher HQ OPLAN.		
b. Lists schemes of support that sustains supported units in area of responsibility. c. Identifies tentative arrangements for command, control, and communications. d. Assigns tentative missions consistent with a specific subordinate element's capability. e. Lists a minimum of two feasible COA. f. Briefs commander and XO on the selected COA for approval or revision. g. Disseminates approved feasible COA to all other staff sections using appropriate Battlefield Functional Area Command and Control system.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: S2/S3 Section
Security and Plans Branch

TASK: Develop Intelligence Estimate (63-1-4004)
(FM 34-130) (FM 101-5) (FM 3-4)
(FM 34-54)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The S2/S3 has disseminated the approved feasible COA. The XO has provided preparation guidance and time limitation for estimates. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. The commander has provided his planning guidance and restated mission. The battalion and higher HQ analyses of the AO are available and are used for transcribing information to the intelligence estimate. The S2/S3 Section continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications, and courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Intelligence estimate is prepared within the time prescribed in the preparation guidance and in the format prescribed in the TSOP and/or Army Regulation (oral/written). At MOPP4, performance degradation factors increase intelligence estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section determines specific information requirements using analog and/or digital devices. a. Identifies information requirements by analyzing the commander's restated mission and the analysis of the AO. b. Identifies policies and procedural requirements for obtaining information from the TSOP. c. Identifies PIR/IR gaps. d. Prepares listing of indicators for each PIR/IR.		
NOTE: List addresses applicable PIR/IR received from higher HQ, threat infiltration activities, possible targets for threat activities, and probable type and size force the threat may use against these targets.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Prepares intelligence collection work sheet that lists all PIR/IR, NAI, indicators, and available collection agencies. f. Requests additional intelligence, based on PIR/IR and current holdings, from collection agencies listed in collection work sheet.		
2. S2/S3 Section assembles required intelligence information. a. Extracts required information from current intelligence holdings, such as the S2 workbook, ASAS, situation maps, policy files and journals, and INTSUM. b. Revises intelligence collection work sheets to reflect changes in collection requirements. c. Identifies pertinence of all incoming information in terms of reliability and credibility factors. d. Integrates incoming information into existing files and work sheets.		
3. S2/S3 Section develops reference and paragraph 1, Mission. a. Lists all maps, charts, or other documents required to understand the estimate. b. Transcribes commander's restated mission.		
4. S2/S3 Section develops paragraph 2, Situation and Considerations. a. Lists weather report, climatic information, and light data with moon phase. b. Lists the weather effects on visibility, traffic ability, personnel, equipment, threat capabilities, and friendly COA. c. Lists the terrain effects on the ability of a force to obtain long and short-range observation and direct fire. d. Lists the terrain effects on the terminal impact of direct weapons. e. Lists the terrain effects on concealment from ground and air observations, and cover from direct and indirect fire. f. Lists threat avenues of approach.		
g. Identifies probable size and type threat force that could traverse the avenues of approach. h. Identifies terrain factors effecting placement of the battalion and subordinate units. i. Summarizes overall effects of terrain on threat capabilities and COA. j. Summarizes overall effects of terrain on battalion's mission and COA.		
5. S2/S3 Section develops Enemy Forces portion of paragraph 2. a. Lists all map overlays and previously published documents that show threat situation and positions.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Lists all threat units by unit designation with organizational structure. c. Summarizes current threat activities that might serve as indicators to future actions. d. Lists threat deviations from known doctrine, practices, and principles of war and known personnel and equipment weaknesses. e. Lists civilian populace attitudes toward friendly and threat forces as they relate to hindrance or accomplishment of the battalion's mission.		
6. S2/S3 Section develops Friendly Forces portion of paragraph 2. a. Lists the basic maneuver capabilities to include what, when, where, and in what strength, for each capability. b. Lists conclusions on threat capabilities and probability of adoption of a COA, including rationale. c. Lists limitations that could make the accomplishment of the battalion's mission highly doubtful or impossible. d. List indicators for possible use of air and NBC weapons and DE devices.		
7. S2/S3 Section develops paragraph 3, Analysis. a. Analyzes each COA using key considerations. b. Determines advantages and disadvantages of each COA.		
* 8. S2/S3 Section develops paragraph 4, Comparison. a. Compares COAs using key considerations. b. Ranks COAs for each key consideration. c. Uses a decision matrix to compare COAs.		
9. S2/S3 Section develops paragraph 5, Recommendations and Conclusions. a. Recommends COA based on the comparison. b. Issues deficiencies and risks with recommendation.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP
63-1-4002	Conduct Intelligence Preparation of the Battlefield	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
Command Section

TASK: Develop Personnel Estimate (63-1-4005)
(FM 12-6) (FM 100-10) (FM 101-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. The battalion and higher HQ analyses of the AO are available. Tactical and intelligence information is transcribed from the battalion intelligence estimate. The S2/S3 has disseminated the approved feasible COA. The XO has provided preparation guidance and time limitation for estimates. S1 section continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. The personnel estimate is distributed to the battalion staff only. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Personnel estimate is prepared within the time specified in the preparation guidance and in the format prescribed in the TSOP and/or Regulations. At MOPP4, performance degradation factors increase personnel estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S1 Section determines information requirements using analog and/or digital devices.		
a. Identifies information requirements by analyzing the commander's restated mission, analyses of the AO, and higher HQ personnel summaries.		
b. Identifies policies and procedural requirements by reviewing the TSOP.		
c. Identifies agencies where required information can be obtained.		
2. S1 Section assembles required information.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Coordinates tactical and intelligence information requirements with the S2/S3 Section. b. Coordinates logistics information requirements with S4 Section. c. Extracts required information from current information holdings, such as S1 workbook, situation maps, policy files, and journals. d. Requests additional information requirements from higher HQ staff element.		
3. S1 Section drafts references and paragraph 1, Mission. a. Lists all maps, charts, or other documents required to understand the estimate. b. Transcribes the commander's restated mission.		
4. S1 Section drafts paragraph 2, Situation and Considerations. a. Prepares brief summary that references the appropriate intelligence document. b. States the effects of the intelligence situation on personnel activities. c. Lists disposition of all tactical units that influence personnel activities. d. Lists all COAs provided by the S2/S3. e. Lists disposition of logistics units and installations that have an effect on the personnel situation. f. Lists projected logistics developments that influence personnel operations. g. Lists disposition of civil affairs units and installations that have an effect on the personnel situation. h. Lists projected CMO developments likely to influence personnel operations. i. Prepares troop preparedness situation subparagraph. NOTE: Subparagraph includes: unit strength, maintenance, replacements, non-combat matters, soldier personnel readiness, service support, organizational climate, commitment, and cohesion factors. j. Lists all assumptions based on initial planning guidance. k. Prepares casualty estimate for each COA.		
5. S1 Section drafts paragraph 3, Analysis. a. Lists all COA provided by the S2/S3.		
b. Lists problem areas, trends, and deficiencies impacting on troop preparedness of each COA.		
6. S1 Section drafts paragraph 4, Comparison. a. Lists advantages and disadvantages of each COA with respect to the accomplishment of the personnel mission.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Conducts comparative analysis of each COA, to include methods of overcoming deficiencies or modifications required in each COA.		
7. S1 Section drafts paragraph 5, Recommendations and Conclusions.		
a. States supportability of mission from a personnel viewpoint.		
b. Selects COA that can be supported from the personnel standpoint.		
c. Lists major personnel deficiencies that require the commander's attention.		
d. Recommends specific methods for eliminating or reducing the effects of these major deficiencies.		
* 8. S1 approves personnel estimate.		
a. Verifies content for completeness, correctness, and compliance with commander's guidance.		
b. Presents estimate to commander or XO and staff (oral or written).		
9. S1 Section distributes the personnel estimate.		
a. Incorporates comments, if required.		
b. Forwards personnel estimate to S1 for signature.		
c. Forwards personnel estimate to other staff sections.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP
63-1-4003	Formulate Feasible Courses of Action	ARTEP 10-426-MTP
63-1-4004	Develop Intelligence Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S4 Section
Command Section

TASK: Develop Logistics Estimate (63-1-4006)
(FM 100-10) (FM 101-5) (FM 101-5-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The battalion and higher HQ analyses of the AO are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. Tactical and intelligence information is transcribed from the intelligence estimate. The S2/S3 has disseminated the approved feasible COA. The XO has provided preparation guidance and time limitations for estimates. The logistics estimate addresses internal battalion logistics only. S4 section continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. The logistics estimate is distributed to battalion staff only. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Logistics estimate is prepared within the time specified in the preparation guidance and in the format prescribed in the TSOP and/or Regulations (oral/written). At MOPP4, performance degradation factors increase logistics estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S4 Section determines information requirements using analog and/or digital devices.		
a. Identifies information requirements by analyzing the commander's restated mission, analysis of the AO, and higher HQ logistics summaries.		
b. Identifies policies and procedural requirements by reviewing the TSOP.		
c. Identifies agencies and documents where required information can be obtained.		
2. S4 Section assembles required information.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Coordinates tactical and intelligence information requirements with S2/S3 Section. b. Coordinates personnel information requirements with S1 Section. c. Extracts required information from current information holdings, such as S4 workbook, CSSCS, situation maps, policy files, and journals. d. Requests additional information requirement support from higher HQ staff element.		
3. S4 Section drafts references and paragraph 1, Mission. a. Lists all maps, charts, or other documents required to understand the estimate. b. Transcribes the commander's restated mission.		
4. S4 Section drafts paragraph 2, The Situation and Considerations. a. Prepares brief intelligence summary with appropriate references. b. States the effects of the intelligence situation on internal logistics activities. c. Lists disposition of all tactical units that influence internal logistics activities. d. Lists all COA provided by the S2/S3 Section.		
e. Lists disposition of personnel and administration units and installations that have an effect on the internal logistics situation. f. Lists projected developments within the personnel field likely to influence internal logistics operations. g. Lists disposition of CMO units that have an effect on internal logistics situation. h. Lists developments within the CMO field likely to influence internal logistics operations. i. Prepares a general statement about present equipment on hand, supply status and maintenance posture. NOTE: Statement includes; repair times, posture of maintenance elements, impact of Class VII and IX on maintenance capability, and the status of Class VII items. j. Lists overall status of all classes of supply (obtained from CSSCS) and transportation assets. k. Lists all assumptions based on the initial planning guidance.		
5. S4 Section drafts paragraph 3, Analysis of Courses of Action. a. Calculates the sufficiency of proposed area for internal logistics operations. b. Lists all COA provided by S2/S3 Section.		
c. Lists logistics and tactical impact for each COA.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
6. S4 Section drafts paragraph 4, Comparison of Courses of Action. a. Lists advantages and disadvantages of each COA with respect to the accomplishment of the internal logistics mission. b. Conducts comparative analysis of each COA. NOTE: Analysis includes methods and modifications for overcoming deficiencies in each COA.		
7. S4 Section drafts paragraph 5, Conclusions. a. States mission supportability from an internal logistics viewpoint. b. Selects best COA that can be supported from an internal logistics standpoint.		
* 8. S4 approves logistics estimate. a. Verifies content for completeness, correctness, and compliance with commander's guidance. b. Presents estimate to commander or XO and staff (oral or written).		
9. S4 Section distributes the logistics estimate. a. Incorporates comments, if required. b. Forwards logistics estimate to S4 for signature. c. Forwards logistics estimate to other battalion staff sections.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP
63-1-4003	Formulate Feasible Courses of Action	ARTEP 10-426-MTP
63-1-4004	Develop Intelligence Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section

TASK: Develop Support Operations Estimate (63-1-4007)
(FM 101-5) (FM 100-10) (FM 100-16)
(FM 101-5-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The battalion and higher HQ analyses of the AO are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. Tactical and intelligence information is transcribed from the intelligence estimate. The S2/S3 has provided the approved feasible COA. The XO has provided preparation guidance and time limit for the completion of the estimate. This estimate addresses external support only. Support Operations Section continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications, appropriate BFACS and courier. The support operations estimate is distributed to battalion staff only. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Support operations estimate is prepared within the time specified in the preparation guidance and in the format prescribed in the TSOP (oral/written). At MOPP4, performance degradation factors increase support operations estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 section NCOIC determines information requirements using analog and/or digital devices and logistics STAMIS. a. Identifies information requirements by analyzing the commander's restated mission, analyses of the AO, and higher HQ OPLAN. b. Identifies policies and procedural requirements by reviewing the TSOP. c. Identifies agencies and/or documents where required information can be obtained.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. S2/S3 Section assembles required information. a. Coordinates tactical and intelligence information requirements. b. Coordinates personnel information requirements with S1 Section. c. Extracts required information from current information holdings, such as Support Operations workbook, situation maps, policy files, and journals. d. Identifies tentative supported units. e. Requests additional information requirements from higher HQ staff element using analog and/or digital communications.		
3. S2/S3 Section drafts references and paragraph 1, Mission. a. Lists all maps, charts, or other documents required to understand the estimate. b. Lists the commander's restated mission.		
4. S2/S3 Section drafts paragraph 2, The Situation and Considerations. a. Prepares brief intelligence summary with appropriate references. b. Lists the effects of the characteristics of the AO on support operations and mission accomplishment. c. States the affects of the intelligence situation on support activities. d. Lists disposition of all tactical units that influence support activities. e. Lists all provided COA. f. Lists disposition of all personnel and administration units and installations that have an effect on the support situation. g. Lists projected developments within the personnel and internal logistics field that could influence support operations. h. Lists disposition of CMO operations that have an effect on the support situation. i. Lists developments within the CMO field that could influence support operations. j. Provides overall status of logistics and CHS capabilities, distribution systems and any shortfalls that may impact on support operations. k. Provides current situation, status, and restrictions on the use of foreign nation resources. l. Lists all assumptions based on the initial planning guidance.		
5. S2/S3 Section drafts paragraph 3, Analysis of Courses of Action. a. Calculates sufficiency of proposed area for support operations. b. Calculates total requirements to support proposed responsibility using CSSCS.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Lists required organizational structure for each approved COA. d. Lists support deficiencies for each COA.		
6. S2/S3 Section drafts paragraph 4, Comparison of Courses of Action. a. Lists advantages and disadvantages of each COA with respect to the accomplishment of the support mission. b. Conducts comparative analysis of each COA, to include methods of overcoming deficiencies or modifications required in each COA.		
7. S2/S3 Section drafts paragraph 5, Conclusions. a. States supportability of mission from an external support viewpoint. b. Selects best COA that can be supported from an external support viewpoint.		
* 8. S2/S3 Officer approves estimate. a. Verifies content for completeness, correctness, and compliance with commander's guidance. b. Presents estimate to commander or XO and staff (oral or written).		
9. S2/S3 Section distributes the estimate. a. Incorporates comments, if required. b. Forwards estimate to Support Operations Officer for signature. c. Forwards estimate to other battalion staff sections.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP
63-1-4003	Formulate Feasible Courses of Action	ARTEP 10-426-MTP
63-1-4004	Develop Intelligence Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Command Section
Communication Section

TASK: Develop Supporting Commander's (Operations) Estimate (63-1-4008)
(FM 101-5) (FM 100-10) (FM 101-5-1)
(FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: All primary staff estimates are completed. Each staff section has provided its recommended COA. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The higher HQ and battalion's analyses of the AO and NBC Vulnerability Analysis are available. The XO has provided preparation guidance and time limitations for estimates. The battalion staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Supporting commander's (operation) estimate is prepared within the time prescribed in the preparation guidance and in the format prescribed in Regulations or TSOP. At MOPP4, performance degradation factors increase the supporting commander's (operation) estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section conducts an NBC Vulnerability Analysis. a. Identifies potential battalion AO. b. Identifies all pertinent information required to perform the analysis. c. Identifies potential threat nuclear, chemical or biological weapons delivery systems. NOTE: Delivery system information should include probable yield(s) and type agents associated with the threat and the range and location of delivery systems, if known.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Identifies location, size, shape, and posture of all subordinate units being analyzed. e. Selects appropriate vulnerability radii. f. Selects best nuclear vulnerability technique.		
g. Identifies "worst case" ground zero. h. Estimates fractional coverage.		
i. Compares estimated percentage of casualties or damage to commander's acceptable loss criteria. j. Recommends COA to decrease unit's vulnerability or increase protection. k. Forwards NBC Vulnerability Analysis to S2/S3 for approval or modification.		
2. Commo section prepares analog and digital communications estimate. NOTE: The S2/3 Section will perform this task step if the unit is without an S6 Section. a. Lists the COA provided by the S2/S3.		
b. Conducts a map reconnaissance to identify communications/automation limitations. c. Identifies current status of all battalion communications/automation equipment. d. Lists terrain factors that may affect communication/automation compatibility or vulnerability. e. Lists communications/automation factors that may be affected by the AO, enemy disposition and strength, enemy capabilities, or other information technology activities. f. Coordinates with S4 Section for the status of incoming communications/automation equipment. g. Coordinates with the supporting communications/automation element to identify the status of all non-operational equipment. h. Lists advantages and disadvantages of each COA. i. Lists methods to eliminate or overcome all deficiencies.		
j. Conducts comparative analysis of each COA. k. Selects best COA to accomplish mission from a communications viewpoint. l. Forwards communications estimate to S2/S3 for approval or modification.		
3. S2/S3 Section determines information requirements. a. Identifies information requirements by reviewing the battalion and higher HQ commanders' restated missions and OPLAN. b. Identifies policies and procedural requirements by reviewing the TSOP. c. Identifies agencies and/or documents where additional information requirements may be obtained.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Identifies special requirements by reviewing other staff estimates.		
4. S2/S3 sections draft references and paragraph 1, Mission.		
a. Lists all maps, charts, or other documents required to understand the estimate.		
b. Lists the commander's restated mission.		
5. S2/S3 section draft paragraph 2, The Situation and Course of Action.		
a. Lists the nature of the operations to be supported.		
b. Lists the composition and locations of supported units.		
c. Lists peculiar or unusual support requirements and other factors pertaining to the supported force that affect the scope and size of the support mission.		
d. Lists the effects of the AO on the support mission.		
e. Lists all enemy capabilities that are a threat to the support mission.		
f. Lists aspects of the friendly situation that provide the basis for anticipated difficulties in the battalion's capability to provide required support.		
g. Lists phases of the operations that require a reassessment of support.		
h. Lists special support requirements and the phase of the operations in which they occur.		
i. Lists special support techniques or procedures required because of tactical operations.		
j. Lists the effects of logistic, personnel, and CMO situations within the battalion on mission accomplishment.		
k. Lists all projected difficulties that may influence the accomplishment of the mission.		
l. Lists all approved feasible COA.		
6. S2/S3 Section drafts paragraph 3, Analysis of Courses of Action.		
a. Identifies the probable effect of each significant difficulty on the success of each COA.		
b. Prepares a COA matrix showing the advantages and disadvantages of each COA.		
c. Assigns probability of success to each COA.		
7. S2/S3 Section drafts paragraph 4, Comparison of Courses of Action.		
a. Conducts comparative analysis of the COA.		
b. Selects best COA.		
8. S2/S3 Section staffs supporting commander's (operation) estimate for review and comments using analog or digital devices.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Forwards estimate to other battalion staff sections for review and/or comments. b. Forwards reviewed estimate to S2/S3 for approval or modification. c. Resolves differences in conclusions concerning recommended COA prior to briefing the commander.		
9. Command Section conducts commander's decision briefing. a. Organizes staff for commander's decision briefing. b. Briefs commander on all aspects of the supporting commander's (operation) estimate.		
*10. Commander provides decision and concept of operations. a. Modifies staff recommendations, if required. b. Provides guidance for a new COA, if required. c. Approves staff recommendations. d. Translates the selected COA into a statement which describes the, who, what, when, where, how, and why. e. Directs S2/S3 to issue warning order to subordinate units using appropriate analog and digital communications. NOTE: Warning order includes the following minimum information: mission, time of execution, earliest time of movement, time and location of OPLAN issue, and time check.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4001	Conduct Mission Analysis	ARTEP 10-426-MTP
63-1-4003	Formulate Feasible Courses of Action	ARTEP 10-426-MTP
63-1-4004	Develop Intelligence Estimate	ARTEP 10-426-MTP
63-1-4005	Develop Personnel Estimate	ARTEP 10-426-MTP
63-1-4006	Develop Logistics Estimate	ARTEP 10-426-MTP

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4007	Develop Support Operations Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S2/S3 Section
Communications Section
S4 Section

TASK: Prepare Operations Plan/Operations Order and Annexes (63-1-4009)
(FM 101-5) (AR 530-1) (FM 101-5-1)
(FM 21-31)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The supporting commander's (operation) estimate is approved. The commander has provided his decision and concept of operations. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The XO assigns preparation responsibilities for OPLAN/OPORD and annexes. The S2/S3 has staff responsibility for consolidation, publication, and distribution of OPLAN/OPORD and annexes. The battalion staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital means of communications and by courier. OPLAN becomes OPORD upon implementation. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: OPLAN/OPORD and annexes are prepared IAW regulations within the time prescribed by the commander or XO. OPLAN/OPORD supports and articulates the commander's intent. At MOPP4, performance degradation factors increase OPLAN/OPORD and annexes completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section drafts Reference, Time Zone Used, and Task Organization sections. a. Lists maps, charts, sketches, or other documents used in preparation and required for complete understanding of OPLAN. b. Transcribes time zone consistent with higher HQ OPLAN. c. Lists battalion task organization, time, and effective date.		
2. S2/S3 Section draft paragraph 1, Situation.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Lists composition, disposition, location, estimated strength, identification, and capabilities of enemy forces that can influence the battalion's logistics mission. b. Lists in order by higher, adjacent, supporting, and reinforcing friendly forces that influence support operations. NOTE: List consists of units not previously named in the Task Organization. c. Lists units attached to or detached from the battalion, with their attachment or detachment effective time, if applicable. d. Lists commander's assumptions that may exist at the time the OPLAN becomes an OPORD.		
3. S2/S3 Section drafts paragraph 2, Mission. a. States tasks to be accomplished that address the who, what, when, where and time length of operation. b. States the mission based on the commander's guidance and intent.		
4. S2/S3 Section drafts paragraph 3, Execution. a. States the commander's intention in sufficient detail to ensure appropriate actions by subordinate units. b. States the commander's concept of operations for the execution of support mission from start to finish. c. Lists the scheme of support that includes placement, movement, and primary mission of each subordinate unit. d. Lists all details of coordination and control applicable to two or more units of the battalion including troop safety measures, MOPP levels, and restriction on use of chemical weapons.		
5. S2/S3, S1, and S4 Sections draft paragraph 4, Service Support. a. Update battle rosters and personnel status charts to reflect new task organization. b. Develop estimates of injured, sick, and wounded rates. c. Prepare "personnel" portion of paragraph 4, Service Support. d. Provide support instructions, logistics and CHS distribution schemes and other arrangements that support the operations and are of primary interests to subordinate units.		
e. Reference higher HQ service support paragraph, when it is lengthy and the details are included in higher HQ service support paragraph.		
6. S2/S3 and S6 Sections draft paragraph 5, Command and Signal. a. Lists location of the CP, alternate CP, and liaison requirements different than those stated in TSOP.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Lists all information technologies including index of the effective SOI/SSI and instructions for the use of local area networks, automation, radio, pyrotechnics, or restriction on the employment of analog or digital communications.		
c. Provides acknowledgement instructions, commander's signature block, authentication section, and distribution instructions.		
7. S2/S3 Section task organizes subordinate units/elements for the support mission.		
a. Identifies total support requirements by reviewing the commander's planning guidance and the restated mission.		
b. Identifies unit availability by inspecting Higher HQ OPLAN.		
c. Identifies where to reduce or add units or elements by reviewing supported forces scheme of maneuver and terrain factors.		
d. Organizes subordinate units based on their capability to accommodate the support mission.		
8. S2/S3 Section drafts the task organization annex.		
a. Lists each assigned or attached unit and their tentative location and appropriate time of attachment.		
b. Forwards annex to the S2/S3 for approval or modification.		
c. Distributes annex to all appropriate staff sections and organic and attached units using appropriate BFACS.		
d. Attaches task organization annex to the OPLAN/OPORD.		
9. S2/S3 Section drafts an operations overlay.		
a. States map reference data, effective date, and purpose of the overlay.		
b. Lists classification markings and downgrading instructions, if applicable.		
c. Applies overlay plotting techniques.		
d. Plots boundaries, supporting, supported, and subordinate units' locations within 50 meters.		
e. Affixes graphic portrayal of axis of advance, supply routes, and unit locations.		
f. Forwards operations overlay to the S2/S3 for approval or modification using MCS.		
g. Attaches overlay to the OPLAN/OPORD as an annex.		
10. S2/S3 Section consolidates staff input.		
a. Verifies staff input for completeness and compliance with commander's guidance.		
b. Prepares revised copy of OPLAN/OPORD.		
c. Forwards draft copy to commander or XO for approval or modification.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
11. S2/S3 Section distributes the OPLAN/OPORD using analog or digital devices. a. Prepares appropriate number copies of OPLAN/OPORD. b. Distributes OPLAN/OPORD to all appropriate staff sections, organic, and attached units using MCS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4008	Develop Supporting Commander's (Operations) Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Communications Section
S4 Section

TASK: Develop Road Movement Order (63-1-4010)

(FM 55-1) (FM 100-10) (FM 101-5)
(FM 3-3) (FM 55-10) (FM 55-30)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The supporting commander's (operation) estimate with specific COA has been approved. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The S2/S3 has staff responsibility for the movement order in coordination with the Support Operations and S4 Sections. The battalion has responsibility for movement of all its subordinate units. Future locations of subordinate units have been identified and coordinated with higher HQ staff element. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Movement order is prepared IAW regulations and/or TSOP within the time established in the preparation guidance. At MOPP4, performance degradation factors increase road movement order completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section determines additional requirements for movement of subordinate elements using analog and/or digital devices.		
a. Identifies adjacent unit boundaries and all other areas of responsibility to be crossed by the battalion's subordinate units.		
b. Identifies the probable security requirement by reviewing intelligence estimates and summaries.		
c. Identifies the current mobility status of each subordinate element.		
2. S2/S3 Section selects tentative march route(s).		
a. Identifies all possible routes by conducting map reconnaissance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Identifies possible tactical implications for all possible routes in close coordination with the supporting rear operations element. c. Identifies possible problem areas and road traffic ability from engineer road classification overlays and intelligence summaries. d. Conducts comparative analysis of all possible routes.		
e. Selects best possible route(s). f. Coordinates route selection with higher HQ and other battalion staff sections using analog and/or digital communications. g. Forwards route(s) selection to S2/S3 for approval or modification.		
3. S2/S3 Section directs route reconnaissance activities. a. Maintains situational awareness at all times using MTS or appropriate analog or digital communications. b. Requests MP route reconnaissance overlay.		
c. Tasks subordinate units to conduct reconnaissance of tentative march routes using analog and/or digital communications or MTS. d. Briefs HQ company reconnaissance leader. e. Monitors movement and activities of all reconnaissance parties to ensure compliance with instructions and TSOP using analog and/or digital communications or MTS.		
f. Debriefs HQ company reconnaissance leader upon completion of mission.		
4. S2/S3 Section selects specific march route(s). a. Consolidates all route reconnaissance party(s) data.		
b. Conducts comparative analysis of all data for each tentative route. c. Selects primary and secondary route(s) for each subordinate element. d. Coordinates battalion HQ route with HQ company commander.		
e. Prepares analog/digital overlays using subordinate unit reconnaissance data. f. Provides reconnaissance and route selection update to the commander. g. Forwards all reconnaissance data to higher HQ, adjacent, and subordinate units using analog and/or digital communications or MTS.		
5. S4 Section coordinates internal support requirements for move. a. Coordinates supply support with subordinate and attached units. b. Coordinates maintenance support with subordinate and attached units.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Coordinates transportation support with subordinate and attached units. d. Coordinates food service support with subordinate and attached units.		
6. S2/S3 Section coordinates external movement support requirements using analog or digital communications. a. Coordinates additional external transportation requirements with the responsible movement control agency. b. Coordinates route clearances with responsible movement control agency or supporting rear operations element. c. Coordinates medical treatment and evacuation requirements and procedures with supporting medical element. d. Coordinates security escort, fire support, and CAS requirements with supporting rear operations element. e. Coordinates MP traffic control support with supporting MP element and rear operations element. f. Coordinates decontamination requirements with higher HQ chemical officer. g. Coordinates smoke requirements with higher HQ chemical officer. h. Coordinates external movement support using analog and/or digital communications or MTS.		
7. S2/S3 Section develops overall movement schemes for HQ company. a. Coordinates with HQ company commander for the task organization and order of march for HQ company. b. Debriefs HQ company reconnaissance personnel. c. Prepares road movement table(s), graphs, and overlays for HQ company. d. Coordinates advance/quartering party composition and departure time with the HQ company commander.		
8. S2/S3 section develops plan. a. Calculates projected support requirements until new operational sites are established by evaluating current supported units' assets. b. Coordinates anticipated requirements with supported units in current AO. c. Provides recommendations for order of movement for companies/detachments and specific shuttling of high priority support assets. d. Establishes notification procedures to alert customers of what facilities will be available during movement.		
9. S2/S3 Section develops overall movement scheme for move.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identifies the task organization for movement with critical supplies and equipment dispersed throughout all elements. b. Assigns order of march for move by placing elements of critical support items in the first serial. c. Prepares road movement table(s), graphs, and overlays. NOTE: Under MOPP4 conditions, road movement tables should be increased a minimum of 3 times the normal movement time. d. Coordinates advance/quartering party composition and departure time with all subordinate units' commanders using analog and/or digital communications or MTS.		
10. S2/S3 Section drafts Reference, Time Zone Used, and Task Organization Sections. a. Lists all maps and overlays, charts, or other documents required to understand the order. b. Transcribes time zone used throughout from higher HQ OPLAN. c. Identifies task organization of battalion as directed by S2/S3.		
11. S2/S3 Section drafts paragraph 1, Situation. a. Provides weather forecast for duration of move and its effect on route(s). b. Provides terrain analysis and its effects on the move. c. Lists enemy disposition, strength, and capability factors affecting battalion movement. d. Lists all friendly units that provide support to the battalion during the move. e. Lists attachments and detachments initiated for movement purposes only.		
12. S2/S3 Section drafts paragraph 2, Mission. a. States those tasks to be accomplished, addressing who, what, when, why, and where. b. Provides overall movement mission statement that includes the purpose of movement and the start times.		
13. S2/S3 Section drafts paragraph 3, Execution. a. Provides brief statement on the concept of the move. b. Lists all subordinate elements' taskings required to complete battalion move. c. Lists all coordinating instructions applicable to two or more companies and the battalion HQ.		
14. S2/S3 and S4 Sections draft paragraph 4, Service Support. a. Lists all units and the service support they provide to at least two subordinate units and the battalion HQ.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Lists all traffic control support that affects at least two subordinate units and battalion HQ. c. Lists the HQ company's service support functions.		
15. S2/S3 and S6 Sections draft paragraph 5, Command and Signal and the Authentication Section. a. Lists position of command group in the HQ company move and the location of battalion HQ during the battalion move. b. Lists CP closing and opening times and new location. c. Lists all analog and digital communications information. NOTE: List includes effective SOI/SSI, instructions on the use of analog and/or digital communications, and pyrotechnics, and any restrictions or special communications procedures.		
d. Lists acknowledgement instructions appropriate signature block, and distribution instructions.		
16. S2/S3 Section distributes movement order. a. Coordinates movement order review with other battalion staff sections. b. Forwards draft movement order to the S2/S3 for approval or modifications. c. Distributes approved movement order to appropriate staff sections, subordinate, and attached units using analog and/or digital communications or hard copy format.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S2/S3 Section
S4 Section

TASK: Develop Occupation Plan (63-1-4011)

(FM 101-5) (FM 101-5-1) (FM 10-27-2)
(FM 10-27-3) (FM 3-19.30) (FM 3-3)
(FM 3-4) (FM 5-103)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The XO has assigned responsibility for planning the occupation of new AO to the staff. The S2/3 has primary responsibility in coordination with other battalion staff sections. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion TSOP has been updated to accommodate changing procedural requirements. Subordinate units' missions have been identified. Tentative subordinate units and battalion HQ locations have been designated. Current analog/digital situation maps are available. Higher HQ staff element has provided reconnaissance information furnished by units previously located in the general area. Higher HQ and battalion analyses of the AO are available. Some areas selected may be in or around cities or towns. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Occupation plan is prepared IAW TSOP and is in compliance with commander's guidance. The areas selected support subordinate units and battalion HQ personnel, equipment, and mission requirements. At MOPP4, performance degradation factors increase occupation plan completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section verifies the suitability of the new area by ground or map reconnaissance.		
a. Calculates space requirements for number and type of elements and base facilities proposed in the new area.		
b. Identifies space availability to support number and type of elements and base facilities proposed in the new area.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Identifies ability of area to support the battalion's equipment and vehicles. d. Identifies accessibility of roads and size of areas around buildings (MOUT environment). e. Identifies availability of area cover and concealment. f. Identifies area suitability for helicopter landing sites.		
2. Staff Sections provide a support analysis of tentative operational areas. a. Identify specific functional area advantages and disadvantages of proposed areas by reviewing higher HQ and battalion analyses of the AO. b. Perform analog and digital communications support analysis citing advantages and disadvantages of proposed areas. c. Perform CHS analysis citing advantages and disadvantages of proposed areas. d. Perform NBC defense analysis citing advantages and disadvantages of proposed areas. e. Perform ADP analysis citing advantages and disadvantages of proposed areas. f. Perform OPSEC analysis citing advantages and disadvantages of proposed area. g. Perform support analysis citing advantages and disadvantages of proposed areas. h. Forward analysis reports to S2/3 Section.		
3. S2/3 Section selects final sites for subordinate units and the battalion HQ. a. Maintains situational awareness at all times using analog and digital communications. b. Identifies specific missions for each subordinate unit in the battalion. c. Identifies proposed locations of all subordinate units and battalion HQ. d. Posts proposed battalion HQ and subordinate units' positions on the analog/digital situation map(s). e. Coordinates proposed site selections with subordinate units and battalion staff using analog and digital communications or MTS. f. Briefs proposed sites and rationale to the commander or XO for approval or modifications. g. Forwards approved site selections to higher HQ, battalion staff, and subordinate units using analog and digital communications or MTS. h. Prepares analog/digital map overlays with all appropriate boundaries, supply routes, and unit locations using symbols.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
4. S2/3 Section formulates a tentative battalion and CP area layout plan. a. Designates a general location for the LOC site. b. Designates location of CP elements. c. Designates location of subordinate units. d. Prepares a traffic circulation plan that depicts the traffic pattern for key roads in the battalion area and the CP area. e. Prepares communication plan that shows wire diagrams that connect all subordinate elements and includes instructions for runners system until wire communications are operational. f. Prepares a hasty security plan that provides minimum requirements for all subordinate units. g. Disseminates battalion layout plan to all subordinate units and the battalion advance/quartering party leader using analog and digital communications.		
5. S2/3 Section plans battalion advance/quartering party activities. a. Identifies battalion advance/quartering party's personnel and equipment composition and limitations from the TSOP. b. Provides advance/quartering party personnel, equipment, and vehicle limitations to each subordinate unit. c. Provides assembly area location and reporting times to each subordinate unit. d. Coordinates forward staff personnel requirements with each staff section and the XO. e. Identifies all area preparation tasks that are not included in the TSOP. f. Briefs battalion advance/quartering party leader on area preparation, vehicles, equipment, and options caused by change in METT-TC.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: S2/S3 Section
Security and Plans Branch

TASK: Plan Battalion Area Tactical Operations (63-1-4012)

(FM 101-5)	(AR 380-19)	(AR 530-1)
(FM 101-5-1)	(FM 3-3)	(FM 3-4)
(FM 34-130)	(FM 7-20)	

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has approved the supporting commander's (operation) estimate and provided his decision and concept of operations. The higher HQ and battalion analyses of the AO are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion HQ is the BCOC for the assigned area. Coordination has been established with the responsible rear operations element for required assistance, if needed. The battalion TSOP is available to provide guidance in planning future tactical activities. Tentative locations of subordinate units and support facilities have been designated. The threat has the capability of intelligence gathering and launching NBC attacks into the battalion area. The S2/3 Section continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: NBC defense, OPSEC, and deception plans implement the commander's guidance, concept of operations, and provide procedures and measures to overcome or reduce the NBC and information collection threat. At MOPP4, performance degradation factors increase planning completion times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/3 Section analyzes tactical NBC information. a. Identifies established policies and procedures located in TSOP. b. Identifies NBC threat capabilities and recommended countermeasures by reviewing higher HQ NBC vulnerability analysis. c. Identifies potential targets in the battalion area for NBC weapons.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. S2/3 Section prepares NBC defense plan. a. Establishes procedures and measures that reduce unit vulnerability through terrain shielding and increased protective measures. b. Specifies levels of protection that correspond with the NBC threat, including MOPP levels. c. Establishes procedures for receiving and submitting reports on threat use of NBC weapons, if different from those in the TSOP. d. Develops monitoring and survey plans that establish policies and procedures for subordinate units' survey, monitor, and decontamination team's operations.		
e. Develops personnel, equipment, and support site decontamination plan that establishes priorities for decontamination in coordination with the Support Operations Section. f. Establishes coordination procedures for requesting additional support. g. Provides commander's radiation exposure guidance. h. Establishes nuclear, biological, and chemical medical evacuation and treatment support procedures in coordination with S1 and the supporting medical element.		
i. Establishes alternate methods and levels of support in coordination with Support Operations Section. j. Consolidates NBC information into appropriate format IAW the TSOP. k. Forwards the NBC defense plan to the S2/3 for approval or modification. l. Disseminates the NBC defense plan to all appropriate staff sections and subordinate units using analog and digital communications.		
3. S2/3 Section prepares OPSEC plan. a. Identifies established policies and procedures in the battalion TSOP. b. Identifies threat intelligence collection capabilities. c. Identifies EEFI indicators that affect or compromise information. d. Identifies all countermeasures and deception requirements, including defense against DE devices. e. Transcribes required information from higher HQ OPSEC annexes to OPLAN. f. Consolidates OPSEC information into appropriate format IAW the TSOP.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Forwards draft OPSEC plan to S2/3 for approval or modifications. h. Disseminates OPSEC plan to all battalion staff sections and subordinate units using analog and digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4004	Develop Intelligence Estimate	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S1 Section
S2/S3 Section
S4 Section
Communications Section

TASK: Plan Rear Operations (63-1-4014)

(FM 101-5) (AR 380-19) (AR 530-1)
(FM 100-10) (FM 101-5-1) (FM 3-19.30)
(FM 3-4) (FM 7-20)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has approved the supporting commander's (operation) estimate and provided his decision and concept of operations. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. The XO assigns responsibilities for the preparation of rear operations annex to S2/S3. The S2/S3 has staff responsibility for consolidation, publication, and distribution of the rear operations annex. The responsible rear operations command and control element has provided input for the battalion's participation and integration into rear operations. The S2/S3 Section continuously receives messages from higher, adjacent, and lower echelons by analog and/or digital communications and by courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Rear operations annex is prepared IAW regulations and TSOP, and conforms to the commander's and supporting rear operation element's guidance. At MOPP4, performance degradation factors increase rear operations annex completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. S2/S3 Section develops direct and indirect fire plan. a. Identifies boundaries as assigned by the higher HQ and/or supporting rear operations command and control element. b. Identifies probable enemy avenues of approach and their effects on the battalion's area of responsibility. c. Assigns boundaries to all subordinate units and separate elements using analog and/or digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
NOTE: Boundaries should be based on number of personnel assigned, type of weapons systems, mission of unit and METT-TC. d. Identifies weapon systems that are available to the battalion in coordination with the supporting rear operations element. e. Identifies probable engagement areas. f. Selects target reference points in coordination with designated fire support element. g. Prioritizes defense of sustainment bases and facilities in coordination with the Support Operations Section and supporting rear operations element. h. Develops fire support request and coordination measures in coordination with designated fire support element.		
2. S2/S3 Section develops mobility and counter-mobility plan. a. Identifies all obstacle constraints and restrictions in the higher HQ and/or supporting rear operations element's plan. b. Identifies all possible obstacles by location and type. c. Identifies all available obstacle assets.		
d. Coordinates additional support requirements with the S4 and supporting engineer element using analog and/or digital communications.		
3. S2/S3 Section develops air defense plan. a. Identifies all established air defense policies and procedures in the higher HQ OPLAN/OPORD and the battalion TSOP. b. Identifies probable air avenues of approach. c. Establishes air defense priorities for designated areas and facilities in coordination with supporting rear operations and air defense elements. d. Establishes air defense assistance coordination measures.		
e. Establishes air defense warning signals, if different than those set forth in TSOP.		
4. S2/S3 Section develops battalion internal response force plan. a. Identifies response force composition and requirements in the TSOP. b. Revises response force structure and subordinate units' taskings as dictated by current tactical situation. c. Identifies battalion assembly point location(s). d. Coordinates additional equipment/supply requirements with the S4 Section. e. Develops response force training plan.		
f. Tasks subordinate elements to provide required personnel and equipment for battalion response force based on present for duty strength and current mission.		
5. S6 Section develops communications plan.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Develops intra-base cluster analog and/or digital communications plan that encompasses all units located within the battalion's area of responsibility. b. Develops external analog and digital communications plan that interfaces with higher HQ, supporting rear operations element, fire support, and air support elements.		
c. Designates rear operations passwords, call signs, frequencies, and procedures. d. Coordinates overall analog and/or digital communications plan with supporting signal element and supporting rear operations element.		
e. Establishes a messenger system with runner as a backup communications system.		
6. S4 Section develops logistics plan in coordination with S1 Section. a. Calculates tentative logistics requirements for response force and external reaction forces. b. Designates responsibility for resupply of equipment and supplies to specific subordinate units. c. Coordinates medical treatment and evacuation plan with the supporting medical element.		
7. S2/S3 Section coordinates rear operations for battalion elements in other areas of responsibility. a. Coordinates subordinate units' responsibilities with the rear operations element responsible for that area. b. Establishes rear operations policies, procedures, and reports for units outside battalion's area of responsibility.		
8. S4 Section develops ADC plan in coordination with the S2/S3 Section. a. Identifies all established policies and procedures in higher HQ OPLAN and the battalion TSOP. b. Calculates probable ADC requirements in the battalion's area of responsibility. c. Identifies current ADC assets within the battalion. d. Coordinates additional support requirements with the higher HQ S4 Section. e. Assigns specific functions to all subordinate units IAW battalion TSOP. f. Coordinates ADC plans and procedures with the supporting MP element. g. Coordinates ADC priorities with Support Operations and S2/S3 Sections.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
h. Identifies alternate operational sites or alert sites in coordination with Support Operations Section and supporting rear operations element. i. Establishes warning or alert system, if different from battalion TSOP. j. Develops ADC training and rehearsal plan.		
9. S2/S3 Section prepares rear operations annex. a. Consolidates input into appropriate format. b. Coordinates draft rear operations annex with all other battalion staff sections. c. Forwards draft rear operations annex to S2/S3 for approval or modification. d. Distributes annex to all appropriate battalion staff sections, subordinate units, and supporting rear operations element using appropriate analog or digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4009	Prepare Operations Plan/Operations Order and Annexes	ARTEP 10-426-MTP
63-1-4011	Develop Occupation Plan	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Communications Section

TASK: Establish Communications (63-1-4017)

(FM 24-16) (AR 380-19) (AR 380-19-1)
(AR 530-1) (FM 24-18) (FM 24-22)
(FM 24-35) (FM 24-35-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion communications personnel have accompanied the advance party to the new area. The TSOPs, OPORDs, and other required documents are available. The battalion advance/quartering party has secured the new area. The location for the LOC is identified. The analog and/or digital communication plan is available. Equipment and personnel are available. Initial communications are established by the advance communications element. Message service is provided on a 24-hour basis. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Analog and/or digital communications, local area networks, and generator power are established IAW the communication plan, OPORD, SOI/SSI, and TSOP. At MOPP4 performance degradation factors increase the time required to establish communication.

NOTE: The S2/3 Section must perform all the below task steps and performance measures if the battalion HQ does not have a S6 Section.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S6 Section organizes communications element of the advance/quartering party.		
a. Selects branch personnel to perform all communication setup tasks at new location.		
b. Selects required vehicles and equipment to establish communications at the new site IAW movement order or TSOP.		
c. Coordinates area analog and digital communication system support at the new location with supporting signal element.		
d. Inspects personnel, vehicles, and equipment prior to departure for compliance with TSOP and commander's guidance.		
e. Dispatches communications element to assembly area.		
f. Ensures radio communications exist during a move between the start point and release point.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. S6 Section provides assistance for area communications system hookup.		
a. Identifies location of the battalion switchboard in coordination with headquarters advance element leader.		
b. Identifies all other elements that require area communication system hookup.		
3. Commo Section installs local and area networks.		
a. Determines communications service requirements.		
b. Ensures analog and/or digital communications links with higher, adjacent, subordinate, and supported units.		
c. Plans backup means of communications.		
d. Implements backup or alternate means of communications.		
4. S6 Section performs system/software security manager functions.		
a. Issues passwords.		
b. Installs anti-virus software.		
c. Performs CSSCS network management functions in support of Support Operations Section.		
d. Coordinates with the CSSAMO to resolve application problems with CSS STAMIS and CSSCS.		
e. Advises the commander, staff, and subordinate units on communications matters.		
f. Coordinates with Support Operations Section to ensure COOP is included in communications estimate/plan.		
5. S6 Section establishes wire communications.		
a. Identifies locations of all subordinate units' CPs.		
b. Plans wire and telephone installation.		
c. Prepares a telephone traffic diagram.		
d. Installs telephone switchboard.		
e. Installs telephones.		
f. Lays wire for communications between switchboard and other subordinate units.		
g. Establishes wire communications between LOC and switchboard.		
h. Establishes other wire communications between switchboard and other subordinate units when area signal support personnel arrive.		
i. Tests each telephone circuit to ensure there are no breaks in the wire system.		
j. Operates the battalion switchboard.		
* 6. S6 Section selects radio communications site.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Selects best location for primary common site based on tactical and technical requirements in coordination with the advance/quartering party leader. b. Identifies support requirements for common site, such as fuel, water, maintenance, and rations. c. Selects alternate communications site(s). d. Selects locations away from power lines and other friendly sources of frequency interference. e. Establishes physical security control of COMSEC material and documents containing EEFI. f. Incorporates signal site defense plan with overall defense plan.		
7. S6 Section establishes generator power. a. Selects generator power sites. b. Establishes fire and fuel storage points. c. Levels generator sets. d. Conducts preoperational PMCS on generator sets. e. Grounds generator sets. f. Connects DC power cable. g. Performs generator-starting procedures. h. Accomplishes transition to generator power with minimum interruption of communications. i. Constructs sound barriers and screening system to muffle noise and reduce heat signal. j. Operates generator sets IAW appropriate TM.		
8. S6 Section establishes a message center. a. Establishes primary and alternate messenger routes and schedules. b. Coordinates pickup and delivery times with users. c. Identifies type of messengers to be used. d. Establishes message control and accountability procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4015	Perform Battalion Advance/Quartering Party Activities	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section

TASK: Operate the Support Area of Logistics Operations Center (63-1-4022)

(FM 10-27-3) (AR 380-19) (AR 530-1)
(FM 100-10) (FM 101-5) (FM 63-21)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Support operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. The supported units generate support requirements. The LOC is divided into two major areas, the support and the tactical support areas. Staff officers and NCOs are at their assigned duty stations. The commander and XO have specified the composition of the LOC. Higher HQ and the battalion's subordinate units are deployed and operational. Analog and/or digital communications, CSS STAMIS and courier continuously receive Tactical and logistics information. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Continuous support is provided in area of responsibility to sustain operations on a 24-hour basis. At MOPP4, performance degradation factors increase supervisory, managerial, administrative, and coordination completion times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S2/S3 Officer supervises external support operations. a. Directs, redirects, cross-levels or masses sustainment resources at critical points within the battalion area of responsibility based on METT-TC and the commander's guidance. b. Establishes intransit visibility and total asset visibility of sustainment resources in and out bound to the battalion. c. Develops two-shift personnel schedules that maintain 24-hour operations. d. Conducts detailed work shift change briefings.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Coordinates support policies and mission changes among subordinate units with higher HQ and supported units. f. Monitors subordinate units' operational stockage levels by reviewing CSSCS and STAMIS reports to ensure assets do not exceed requirements. g. Directs redistribution of support workload as driven by changing requirements and priorities in support of operations. h. Directs revision of customer lists as driven by changing requirements, workload, and priorities. i. Supervises coordination of weapons systems replacement as directed by higher HQ. j. Monitors transportation movement system to ensure efficient response to higher HQ directions. k. Supervises maintenance of the logistics support situation map(s). l. Supervises preparation and submission of subordinate unit terrain requirement data to supporting rear operations element. m. Supervises operations of Support Operations Section to ensure compliance with Service Support Annex and commander's guidance. n. Supervises logistics planning for contingency operations. o. Assigns liaison personnel to supported units, as required.		
p. Provides operational briefings to the commander that provides actual status of support to the supported units, as required. q. Monitors cargo transfer/ terminal operations in subordinate and attached direct support units. r. Maintains visibility of flatracks in subordinate and attached direct support units. s. Supervises all critical items identified on the Commander's Tracked Items List. t. Monitors customer wait time/order ship time of sustainment resources flowing to supported units. u. Monitors empty flatracks located within area of responsibility to ensure expeditiously returned to the distribution system. 2. S2/S3 Section coordinates support operations within area of responsibility. a. Maintains situational awareness at all times using analog and digital communications. b. Maintains current analog/digital support situation map(s) posted with all subordinate and supported unit locations. NOTE: Manual postings should be within 50 meters of actual location. c. Maintains current customer list that reflects changing requirements, workload, and priorities of tactical operations. d. Maintains current analog/digital support overlay (s) that shows locations of support facilities and their hours of operations.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Monitors LOGSTAT reports from subordinate units to determine combat support capabilities. f. Coordinates redistribution of stock and/or assets to accommodate changing requirements and priorities. g. Coordinates stock status projections with supporting material management element's commodity managers. h. Coordinates changes to subordinate units support missions using analog and digital communications. i. Maintains a current mission essential item chart, which reflects shortage supply items, command controlled items, and current equipment combat losses.		
j. Coordinates reorganization requirements with higher HQ staff element and supported units using analog and digital communications.		
3. S2/S3 Section supervises weapon systems replacement missions assigned by higher HQ. a. Coordinates weapon systems replacement operations at the designated subordinate unit(s) using analog and digital communications. b. Coordinates crew replacement with the replacement-regulating element based on replacement requirements identified in SIDPERS reports using analog and digital communications.		
4. S2/S3 Section prepares FRAGO to service support annex. a. Prepares the operational changes as specified by Support Operations Officer based on supplemental information. b. Completes the message form format IAW TSOP within the time specified by commander's or Support Operations Officer's guidance.		
c. Forwards draft FRAGO to Support Operations Officer for review and approval. d. Forwards approval FRAGO to S2/S3 Section for publication.		
e. Disseminates FRAGO to all affected elements using analog and/or digital communications.		
5. S2/S3 Section maintains section workbook. a. Annotates information from incoming messages and reports under appropriate heading and cross-reference. b. Annotates in "Remarks" informal evaluation of the information, as required. c. Deletes all obsolete information from workbook.		
d. Formats workbook IAW TSOP.		
6. S2/S3 Sections maintains daily staff journal and journal files. a. Posts all entries as prescribed by TSOP and appropriate manuals.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Posts data immediately upon receipt or dispatch or occurrence of events. c. Describes accurately and concisely information or event(s) that have occurred. d. Specifies actions taken upon receipt or dispatch of information. e. Maintains current file that contains material necessary to support entries in the daily staff journal.		
7. S2/S3 Section coordinates internal requirements with battalion S1 and S4. a. Maintains current status of subordinate units' personnel strengths that directly affect the support mission. b. Maintains current status of subordinate units' supplies and equipment operational readiness that directly affects the support mission.		
8. S2/S3 Sections coordinates tactical situations. a. Monitors tactical situations for indications that have or may affect support mission accomplishment. b. Coordinates repositioning of base locations based on tactical situation. c. Adjusts current operations in coordination based on NBC implications.		
9. S2/S3 Section maintains current logistics and combat health services status. a. Monitors brigade radio nets, the common operational picture, FBCB2, and ATCSS messaging to track the current battle. b. Maintain Situational Awareness in the common operational picture. (1) Monitor actions that trigger preplanned logistics actions. (2) Coordinates adjustments to throughput schedules based on the tactical situation. c. Maintains the logistics overlay using the CTP. d. Maintains the logistics synchronization matrix using CSSCS.		
e. Maintain status of all units in the brigade task force using CSSCS. f. Monitor the requisition, acquisition, storage, and distribution of supplies using CSSCS. g. Monitors the distribution of the controlled supply of ammunition using CSSCS. h. Monitors the maintenance status of damaged/non-mission capable vehicles using CSSCS and projects their expected availability. i. Makes recommendations to the FSB commander based upon the tactical situation where logistics support is about to surge.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
j. Monitor Weapon System Replacement Operations.		
k. Monitor Graves Registration and Mortuary Affairs activities.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4020	Establish Administrative Areas and Logistics Operations Center (LOC)	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section
Communications Section

TASK: Operate Tactical Support Area of the Logistics Operations Center (63-1-4037)

(FM 101-5) (AR 380-19) (AR 530-1)
(FM 100-10) (FM 3-3) (FM 3-4)
(FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion's support operations have commenced. The LOC is divided into two major areas, the support and the tactical support areas. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog device. The unit, higher, and lower TSOPs are available. Threat has the capability to employ units in rear areas, to disrupt support to fighting units, and to use EW to disrupt communications. The operation of the LOC is required to coordinate the battalion's tactical activities. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All tactical information relative to the battalion's survival is disseminated to all subordinate and attached units. At MOPP4, performance factors minimally degrade LOC operational efficiency.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. S2/3 supervises tactical support area operations. a. Assigns specific areas of responsibility and work shifts to all assigned staff members for a 24-hour operation. b. Enforces sleep plans that are consistent with phases of the operation. c. Monitors the performance of personnel in their functional areas to ensure compliance with established guidance and the TSOP. d. Conducts detailed shift change briefings. e. Provides briefing on current tactical situation to the commander and/or XO.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Coordinates tactical support area operations with higher, adjacent, and lower HQ using analog and/or digital communications or MTS. g. Disseminates information to higher, adjacent, and lower HQ using analog and/or digital communications or MTS. h. Conducts continuous intelligence preparation of the battlefield.		
2. Commo Section maintains analog and/or digital communications systems. a. Monitors all radio/digital networks in order of priority as specified in the OPORD and/or TSOP. b. Operates battalion NCS IAW TSOP, OPORD, and SOI/SSI. c. Develops alternate communications plan for implementation when established methods are disrupted or fail. d. Issues passwords to subordinate and attached units. e. Installs anti-virus software on automation equipment belonging to subordinate and attached units.		
3. S2/3 Section disseminates intelligence and weather information. a. Inspects intelligence summaries and reports for pertinence to battalion operations and security. b. Inspects weather reports for data that could have significant effects on the battalion's security. c. Forwards pertinent intelligence and weather information to all subordinate units using analog and digital communications.		
4. S2/3 Section supervises battalion's participation in the higher HQ OPSEC plan. a. Disseminates higher HQ countermeasure requirements to all subordinate units using analog and/or digital communications. b. Supervises implementation of countermeasures that overcome threat capabilities in SIGINT, HUMINT, and imagery collection. c. Inspects subordinate units' positions for OPSEC compliance and effectiveness. d. Provides feedback reports to higher HQ on activities that affect OPSEC measures using analog and/or digital communications.		
5. S2/3 Section coordinates NBC defense activities. a. Disseminates higher HQ NBC data that pertains to battalion operations to all subordinate units using analog and/or digital communications.		
b. Supervises NBC defense preparations as directed by the higher HQ staff element and/or the commander.		
6. S2/3 Section performs tactical support area duties. a. Maintains situational awareness at all times using analog and/or digital communications.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Maintains current staff journal(s) entries IAW current command policy and TSOP. c. Maintains current analog/digital operational maps and overlays depicting all friendly and enemy locations within 50 meters of actual location that affect the battalion's operations. NOTE: All manual entries are posted within 50 meters of actual location. d. Maintains section workbook(s) that contain incoming messages and reports under the appropriate heading and cross-references. e. Maintains current journal files that contain material necessary to support all daily staff journal entries. f. Maintains current NBC analog/digital situation maps and overlays.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4020	Establish Administrative Areas and Logistics Operations Center (LOC)	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Communications Section

TASK: Maintain Communications (63-1-4041)

(FM 24-35) (AR 380-19) (AR 380-19-1)
(AR 530-1) (FM 24-18) (FM 24-33)
(FM 24-35-1) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. Coordination of operations is conducted by analog and/or digital means of communications and courier. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The threat is capable of locating, identifying, and rapidly exploiting all types of communications. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Uninterrupted 24-hour analog and/or digital communications is provided to battalion HQ and all subordinate units through one or more external means. At MOPP4, performance degradation factors increase the time required to maintain the communications system.

NOTE: The S2/3 Section must perform all the below task steps and performance measures if the battalion HQ does not have a S6 Section.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Commo Section performs functions related to information technology operations.		
a. Exercises staff supervision over communications services.		
b. Identifies requirements for communications services.		
c. Issues passwords to subordinate and attached units.		
d. Installs software on automation equipment belonging to subordinate and attached units.		
e. Performs CSSCS network management functions.		
f. Coordinates with CSSAMO to resolve application problems with CSS STAMIS and CSSCS.		
g. Identifies communications links with higher, adjacent, subordinate, and supported units.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
2. Commo Section performs network management functions for all tactical automation. a. Troubleshoots hardware needing repair. b. Monitors contractor repair performance. c. Collects status from subordinate and attached elements for the Army Battlefield Command System and the CSSAMO for CSS STAMIS.		
3. Commo Section performs functions in support of local area networks. a. Installs local area networks. b. Operates local area networks. c. Operates the battalion switchboard. d. Serves as net control station. e. Performs unit level maintenance on all communications electronic equipment in HQ element.		
4. Commo Section operates NCS. a. Opens net IAW current SOI/SSI. b. Challenges all stations in net as required in the SOI/SSI. c. Controls entry and departure of all stations. d. Corrects all errors in net operating procedures. e. Enforces station and net restrictions. f. Observes radio and listening silence periods as prescribed by Division OPORD or the commander's directives. g. Completes transition to extended range of radio station within 15 minutes, if required. h. Remote radio station(s) at least one kilometer, if required.		
5. Commo Section manages message traffic. a. Processes messages by precedence, date, and time group IAW the TSOP. b. Processes incoming messages without errors. c. Forwards incoming messages to appropriate element or section. d. Checks outgoing messages for completeness and readability. e. Employs approved radiotelephone procedures. f. Transmits messages IAW precedence, correct format, and prescribed text. g. Employs approved codes and brevity lists when transmitting the names of persons, places, and sensitive information. h. Decrypts all incoming messages. i. Encrypts all outgoing messages. j. Transmits messages for no longer than 20 seconds. k. Employs lowest operational power setting consistent with operational requirements.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
l. Monitors radio communications during unit moves between the SP and the RP.		
6. Commo Section employs SIGSEC measures.		
a. Employs COMSEC measures IAW SOI/SSI to deny friendly telecommunications information to the enemy.		
b. Employs ELSEC measures IAW SOI/SSI to protect electromagnetic transmissions, other than communications devices, from threat detection.		
c. Evaluates TEMPEST controls to identify emanation vulnerabilities and countermeasures.		
d. Processes initial MIJI Feeder Voice Template Reports from assigned and attached elements.		
e. Forwards MIJI Feeder Voice Template Reports to Division HQ and supporting signal element IAW TSOP and SOI/SSI.		
7. S6 Section maintains landline communications.		
a. Maintains wire communications between the battalion CP and all assigned and attached elements.		
b. Maintains a hot loop between the CP and all assigned and attached elements, if switchboard is not available.		
c. Establishes messenger runner when land communications is inoperative.		
8. Radio operators implement remedial ECCM.		
a. Identify whether the source of interference is internal or external by the radio antenna.		
b. Continue to operate in an attempt to communicate through the jamming.		
c. Switch to high power on receiver-transmitters.		
d. Recommend distant stations switch to high power.		
e. Relocate radio set (mobile units) to take advantage of terrain features to reduce the effects of jamming.		
f. Relocate the antenna to take advantage of terrain features to reduce the effects of jamming.		
g. Submit initial MIJI Feeder Voice Template Report to supporting Signal Telecommunications Battalion (Area) signal element using analog and/or digital communications or appropriate BFACS.		
h. Reroute message traffic using alternate means of communications (such as relay [through another station] or wire).		
i. Request, using alternate means that the net change to a backup frequency.		
9. Radio operators implement AM remedial ECCM.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identify whether the source of interference is internal or external by the radio antenna. b. Continue to operate in an attempt to communicate through the jamming. c. Check for intentional or unintentional interference. d. Check equipment grounding.		
e. Use radio frequency gain/frequency vernier in an attempt to work through the jamming. f. Relocate the radio set (mobile units) to take advantage of terrain features to reduce effects of jamming. g. Relocate the antenna to take advantage of terrain features to reduce the effects of jamming. h. Submit MIJI Feeder Voice Template Report to the Signal Telecommunications Battalion (Area) signal element using analog land digital communications or appropriate BFACS. i. Reroute message traffic using alternate means of communications (such as relay [through another radio station], FM, or wire). j. Request, using alternate means that the net change to alternate frequency.		
10. Commo Section maintains generator power. a. Operates generators IAW appropriate TM.		
b. Constructs sound barrier and screening system to muffle noise and reduce heat signature. c. Constructs fuel storage and fire control point for all generators as prescribed by the TSOP and commander's guidance.		
11. Commo Section provides unit level maintenance support. a. Responds to calls for assistance within 30 minutes.		
b. Makes organizational level repairs on communications equipment. c. Evacuates equipment to DS maintenance unit.		
d. Maintains authorized PLL levels. e. Picks up repaired equipment from DS maintenance unit.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4017	Establish Communications	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENT: Command Section

TASK: Provide Command and Control (63-1-4045)
(FM 10-27-3) (AR 530-1) (FM 100-10)
(FM 101-5) (FM 3-100.4) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Support operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. During operations, members of the Command Section become casualties. Field expedient and natural shelters are available. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Command Section commands and controls all subordinate unit activities IAW plans, established policies and directives, and the TSOP. At MOPP4, performance degradation factors increase time of decision-making procedures and activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Command Section supervises activities of subordinate units. a. Directs, redirects, cross-levels, or masses logistics and CHS resources within area of responsibility based on guidance from higher HQ and METT-TC. b. Monitors performance of subordinate elements to ensure required level of efficiency as prescribed in plans, policies, directives, and the TSOP, is maintained. c. Monitors support plans to determine overall effectiveness. d. Assigns specific tasks to subordinate units. e. Monitors implementation of decisions, directives, and instructions to determine subordinate unit's compliance. f. Issues FRAGOs to implement changes to the OPORD and annexes using analog and/or digital communications. g. Monitors environmental stewardship protection program procedures.		
* 2. XO supervises staff activities.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Implements commander's directives in staff planning and policy making. b. Formulates staff operating policies. c. Supervises maintenance of master policy files. d. Monitors all staff actions for conformity to commander's guidance. e. Coordinates assigned mission with subordinate units' commanders using analog and/or digital communications. f. Supervises the operations of the LOC.		
3. Command Section exchanges information. a. Transforms pertinent information into usable data for decision-making. b. Coordinates information exchange within and with higher, adjacent, and subordinate units using analog and digital communications. c. Conducts operational briefings as necessary.		
4. Command Section provides staff liaison. a. Provides planning assistance to any supported units, if requested. b. Provides assistance in planning contingency operations, when required.		
5. Command Section maintains policy files. a. Maintains current policy files by tabbing and indexing. b. Maintains current staff journals. c. Maintains current section's workbook files. d. Maintains current section situation maps and overlays using analog and/or digital communications.		
6. Command Section reacts to loss of key personnel. a. Realigns staff based on line of succession or commander's guidance. b. Maintains continuity of operations. c. Forwards casualty reports to higher HQ S1 Section using analog and/or digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: S2/S3 Section
Communications Section

TASK: Operate Base Cluster Operations Center (63-1-4050)
(FM 10-27-3) (AR 380-19) (AR 530-1)
(FM 100-10) (FM 101-5) (FM 3-4)

ITERATION: 1M 2M 3M 4M 5M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Enemy units have been spotted in the support area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Initial reports indicate the threat potential is Level II or III. During Level II and III threats, the tactical portion of the ALOC assumes the duties of a BCOC. Threat has the capability to employ units into the rear areas to disrupt support to forward areas. The rear operations annex and TSOP are available. Threat information is provided by the higher HQ staff element and/or the supporting rear operations element. The operation of the BCOC is required to coordinate defensive measures in the assigned battalion area. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. This task is always performed in MOPP4.

TASK STANDARDS: All defensive reactions and survival techniques are coordinated and orchestrated by the BCOC IAW rear operations plan and the TSOP. At MOPP4, performance degradation factors minimally decrease BCOC operational efficiency.

NOTE: S2/3 Section must perform all task steps, if unit does not have an S6 Section.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Commo Section establishes rear operations communications network. a. Maintains analog and/or digital communications with the BCOC. b. Establishes analog and/or digital communications with the supporting rear operations element. c. Establishes analog and/or digital communications with the higher HQ staff element.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Establishes analog and/or digital communications with higher and lower HQ. e. Develops alternate communications plan that is implemented when established methods are disrupted or fail.		
2. S2/S3 Section coordinates base cluster defensive activities. a. Consolidates base defense plans into the overall battalion defensive plan. b. Consolidates base ADC plans into the overall battalion ADC plan. c. Prepares priority listing that identifies the support facilities that have the greatest impact on the current operation. d. Conducts base assessment of each base and its defense measures to ensure compliance with the rear operation plan. e. Forwards battalion sector's tactical situation and status to higher HQ and supporting rear operations element using analog and/or digital communications. f. Corrects all identified base defense weaknesses in coordination with base commanders. g. Maintains current IPB as higher HQ and supporting rear operations element disseminate products. h. Designates internal response force based on number of personnel, type weapons, and current mission of each base in the battalion area. i. Establishes coordination with MP units and other available response forces to plan response to Level II or III threat using analog and/or digital communications. j. Coordinates NBC defense operations with higher HQ and supporting rear operations element using analog and/or digital communications. k. Provides input to the commander and XO on positioning newly arriving units in the battalion area.		
3. S2/S3 Section coordinates pre-engagement preparation measures. a. Plots location(s) of threat force on the analog/digital situation map(s) as SPOTREPs are received. b. Disseminates current threat size and location to all subordinate units using analog and digital communications. c. Forwards all SPOTREPs to higher HQ and supporting rear operations element using analog and/or digital communications. d. Implements defense condition level consistent with threat size and equipment. e. Directs redeployment of all isolated support teams and supply points to closest BCOC in coordination with the supporting rear operations element.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Directs preliminary loading of all nonessential equipment and supplies, and positioning of vehicles for immediate exit by all subordinate units. g. Briefs commander and XO on current tactical situation to include redeployment recommendations.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1M**	**2M**	**3M**	**4M**	**5M**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4014	Plan Rear Operations	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S2/S3 Section

TASK: Direct Response to Threat Actions (63-1-4052)
(FM 10-27-3) (AR 380-19) (AR 380-19-1)
(AR 530-1) (FM 101-5) (FM 3-19.30)
(FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Enemy elements have been sighted in the battalion's AO. Reports indicate the threat potential at Level II or III. The BCOC is operational. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog devices. The unit, higher, and lower TSOPs are available. Bases in the cluster have reported Level I attacks. Subordinate elements are providing current SITREPs. Threat information is provided by the higher HQ staff element and the supporting rear operations element. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between him and the staff. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The enemy is repelled and/or delayed until battalion is relieved by MP elements or a TCF. The battalion's pre-established degradation of support is maintained. At MOPP4, performance degradation factors minimally decrease rear operations activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Command Section makes appropriate response determination. a. Verifies threat level(s). b. Identifies capability of base(s) being threatened. c. Verifies base(s) priority as established by the defense plan.		
2. S2/3 Section reports threat location and size. a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains analog/digital map surveillance of enemy force as information is received in subordinate unit's SPOTREP. c. Forwards SPOTREP to higher HQ staff element and/or supporting rear operations element using analog and/or digital communications or appropriate BFACS.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Disseminates current threat information to all subordinate units using analog and/or digital communications or appropriate BFACS.		
3. S2/3 Section coordinates base cluster response.		
a. Maintains situational awareness at all times using appropriate BFACS.		
b. Maintains digital communications with all elements using appropriate BFACS.		
c. Establishes security level consistent with threat size and equipment.		
d. Forwards SITREP to higher HQ staff element and supporting rear operations element as situation changes.		
e. Reports current situation to subordinate units as soon as situation changes.		
f. Recalls isolated support elements to predetermined defensive positions within the base cluster.		
g. Assembles internal response forces at pre-designated rally points as prescribed by defense plan.		
h. Coordinates internal response force commitment with the higher HQ staff element and supporting rear operations element.		
i. Directs internal response force maneuvers to delay and deny the enemy penetration into established lines.		
j. Coordinates MP, CAS, and preplanned indirect fire support with higher HQ staff element and supporting rear operations element, as appropriate.		
k. Identifies projected degradation levels within the battalion in coordination with the higher HQ staff element and all major customer units.		
l. Forwards identified degradation levels to higher HQ staff element.		
m. Maintains current analog/digital situation maps showing current locations of all friendly and enemy forces.		
n. Coordinates additional security requirements for movement of support through affected areas with higher HQ staff element and supporting rear operations element.		
o. Coordinates threat NBC activities with higher HQ staff element section and/or supporting rear operations element.		
p. Makes recommendations to commander on partial or total suspension of all support functions until threat is driven from the AO or the MPs or TCF relieves the units.		
q. Directs repositioning of units in base cluster(s) for better defensive position that is consistent with the tactical situation.		
r. Downgrades security level as the threat is driven from area or defeated.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
4. S2/3 Section supervises reorganization of base cluster defense. a. Performs damage assessment of area of responsibility by reviewing SITREPs from cluster sub-elements. b. Directs cluster defense plan adjustments, as required. c. Coordinates base cluster resupply plan with the S4 Section, higher HQ S4 Section, and supporting rear operations element using appropriate analog and/or digital communications or BFACS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4014	Plan Rear Operations	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S4 Section

TASK: Direct Area Damage Control Operations (63-1-4053)
(FM 10-27-3) (FM 100-14) (FM 3-100.4)
(FM 3-19.30) (FM 3-3) (FM 3-4)
(FM 3-5) (FM 5-103)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Enemy attacks have caused destruction to units and facilities in the battalion's area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Limited support operations are reinstated. Complete restoration of support operations is required for sustainment of combat operations. ADC teams are designated. The commander has established ADC priorities. Higher HQ provides limited assistance. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Restoration activities are conducted and additional requirements are coordinated IAW commander's priorities and guidance, OPORD, and TSOP. At MOPP4, performance degradation factors minimally decrease ADC activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Command Section and S4 Section establish Control and Assessment CP. a. Identify personnel requirements for Control and Assessment CP. b. Identify established policies and procedures by reviewing the rear operations annex and the TSOP. c. Set up ADC situation maps.		
2. Command Section and S4 Section coordinate base cluster restoration activities using analog and/or digital communications or appropriate BFACS. a. Identify requirements and taskings by reviewing ADC plan and TSOP. b. Alert Control and Assessment Teams.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Establish ADC communications to transmit all required communications. d. Coordinate ADC operations with higher HQ S2/3 Section and supporting rear operations element. e. Maintain ADC situation maps. f. Establish control of affected subordinate units.		
g. Calculate damage control effectiveness of subordinate units. h. Release operational subordinate units to commanders for continuance of support mission. i. Forward unit effectiveness reports to higher HQ S2/3 Section and supporting rear operations element. j. Provide ADC operational update to commander. k. Monitor environmental stewardship protection program procedures.		
3. Command Section and S4 Section direct recovery activities. a. Establish priorities for affected facilities. b. Task subordinate elements for rescue and decontamination teams, as required. c. Provide locations of decontamination sites to subordinate units. d. Identify locations of emergency food, clothing, water, and shelter. e. Coordinate emergency treatment and evacuation with the supporting medical element using appropriate BFACS. f. Monitors environmental stewardship protection program procedures.		
4. Command Section and S4 Section coordinate additional support requirements. a. Coordinate engineer support with supporting rear operations element. b. Coordinate MP support with supporting rear operations element. c. Coordinate EOD support with supporting rear operations element. d. Coordinate labor support with supporting rear operations element. e. Coordinate additional ADC requirements with higher HQ S2/3 Section using analog and/or digital communications or appropriate BFACS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**	**M**	**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title	References
63-1-4014	Plan Rear Operations	ARTEP 10-426-MTP

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Plan Battalion Deployment Upon Receipt of a Warning Order (63-1-4873)
(FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Higher HQ is at a normal state of deployment readiness and receives a warning order to go to an increased deployability posture in preparation for overseas deployment. The SDO or 1SG has notified the commander. This task occurs concurrently with directing deployment alert activities. The movement plan, recall plan, RSOP, TSOP security plan, unit access rosters, and current maps are available. Higher HQ subordinate units are deploying as part of the higher HQ deployment. The higher HQ communicates with subordinate units by analog and/or digital means of communication, automation systems, and courier. Deployment planning activities are performed under all day and night environmental conditions, except NBC.

This task should not be trained in MOPP4.

TASK STANDARDS: Movement plans are completed IAW governing regulations and higher HQ directions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander directs deployment planning IAW higher HQ guidance. a. Identifies deployment mission requirements by reviewing the WARNO and appropriate CONPLAN. b. Briefs staff on deployment mission. c. Provides planning guidance to staff and subordinate units. d. Directs S2/3 to verify details of mission. e. Directs S2/3 to update the OPLANs. f. Directs S2/3 to validate subordinate units' movement plans. g. Directs security officer to initiate security plan. h. Directs XO to prepare commander's briefing. i. Conducts commander's briefing. j. Verifies readiness status.		
* 2. XO coordinates staff planning.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Implements commander's directives in staff planning and policy making. b. Assigns staff responsibilities for preparing movement/deployment plans. c. Monitors all staff actions for conformity to commander's guidance. d. Coordinates deployment mission with subordinate unit commanders. e. Consolidates input from staff sections for commander's briefing. f. Prepares commander's briefing. g. Identifies redeployment criteria.		
3. S2/3 Section analyzes mission. a. Identifies all specified and implied tasks in the WARNO. b. Identifies all documented policies and procedures. c. Coordinates mission parameters and details with higher HQ. d. Coordinates with S1 section for personnel analysis of mission. e. Coordinates with S4 section for logistics and movement analysis of mission. f. Verifies maps and overlays for current mission. g. Coordinates with security officer to incorporate risk management procedures into the OPLANs. h. Incorporates force protection measures into OPLANs. i. Briefs commander and staff on deployment mission.		
4. Staff Sections conduct readiness review of subordinate units. a. Provides personnel readiness review. b. Performs logistics readiness review. c. Performs OPSEC readiness review. d. Identifies readiness issues. e. Provides recommendations to improve readiness.		
5. S4 Section validates movement plan. a. Validates movement plans for all modes of transportation indicated in the WARNO. b. Validates equipment status against MCSR. c. Validates AUEL of subordinate units against unit property books. d. Coordinates for S2/3 review of subordinate unit and higher HQ movement plans.		
* 6. Staff officers supervise staff actions. a. Identify tasks that must be accomplished in order to deploy by reviewing the movement directive, RSOP, movement plan/order, OPLAN/CONPLANs, and commander's guidance.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Exchange pertinent information relevant to the deployment with the other staff sections. c. Direct preparation of input to the S2/3 Section for the update of plans, orders, and commander's briefing, as required. d. Identify section requirements for deployment verification checklist.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Command Section
S1 Section
S2/S3 Section
Security and Plans Branch
S4 Section

TASK: Plan Battalion Redeployment (63-1-4874)
(FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion receives a WARNO to deploy to home station. The battalion and subordinate units are located in the TAA. All personnel are present or accounted for, weapons and sensitive equipment have been secured, and inventories of vehicles, equipment, and supplies have been conducted. Personnel and equipment status reports are being received from subordinate units. The battalion staff continuously receives messages from the appropriate higher HQ and subordinate units by analog and/or digital communications, automation systems, and courier. The readiness RSOP and deployment WARNO are available. This task should not be trained in MOPP4.

TASK STANDARDS: The Redeployment Movement Plan is completed IAW governing regulations and higher HQ directions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander directs redeployment planning. a. Provides planning guidance to staff and subordinate units. b. Directs S2/3 to prepare OPORD. c. Directs S2/3 to validate subordinate units' Movement Plans. d. Directs Security Officer to update Security Plan. e. Directs S1 to verify SRP activities.		
* 2. Staff officers analyze mission. a. Identify tasks in the WARNO. b. Identify documented policies and procedures. c. Coordinate mission parameters and details with higher HQ. d. Coordinate with the S1 Section for personnel analysis of mission. e. Coordinate with the S4 Section for logistics and movement analysis of mission. f. Prepare battalion OPORD. g. Verify redeployment maps and overlays. h. Brief commander on redeployment mission.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 3. XO coordinates staff planning. a. Implements commander's directives in staff planning and policy making. b. Assigns staff responsibilities for updating redeployment plans. c. Monitors all staff actions for conformity to commander's guidance. d. Coordinates redeployment mission with subordinate unit commanders. e. Consolidates input from staff sections for commander's briefing.		
4. Staff sections conduct readiness review of subordinate units. a. Provide personnel readiness review. b. Perform logistics readiness review. c. Perform OPSEC readiness review. d. Identify readiness issues. e. Make recommendations to bring unit to designated readiness level.		
5. S4 Section validates deployment plans. a. Validates equipment status. b. Validates AUEL for subordinate units. c. Coordinates for S2/3 review of subordinate units and battalion redeployment movement plans.		
* 6. Staff officers supervise staff sections. a. Direct preparation of redeployment plans and orders. b. Direct preparation of draft input for commander's brief.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	**1**	**2**	**3**	**4**	**5**		**TOTAL**
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS “GO”							
TRAINING STATUS “GO”/“NO-GO”							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

CHAPTER 6

External Evaluation

6-1. Introduction. An external evaluation is conducted to assess the unit's ability to perform its critical wartime mission. This chapter is a guide for preparing an external evaluation. The unit may modify the evaluation, based on METT-TC and other considerations, as deemed appropriate by the commander. The unit will be evaluated using the standards from selected T&EOs found in Chapter 5 of this MTP. This evaluation will encompass the whole unit and should employ a realistic OPFOR and the use of MILES. At the completion of the evaluation, the unit commander should be able to identify the strengths and weaknesses of the unit. These strengths and weaknesses will form the basis for future training and resource allocation.

6-2. Preparing The Evaluation. The commander must standardize evaluation procedures to accurately measure the unit's capabilities.

a. Prepare the evaluation by developing a scenario containing the major missions and appropriate tasks. Compile the selected missions and tasks in the order they logically occur in the detailed scenario. Group the selected missions and tasks in parts for continuous operations. Parts can be interrupted at logical points to assess MILES casualties and conduct in-process AARs. Selective tailoring is required, because it is not possible to evaluate every task. The following procedures are suggested for developing the evaluation:

(1) Identify the missions for evaluating each echelon or element, using Table 2-1. Record the selected missions in the Unit Proficiency Worksheet found at Figure 6-1.

(2) List each mission on a Task Summary Sheet, Figure 6-2.

(3) Select the tasks for the evaluation of every mission. List the selected tasks on the Task Summary Sheets, which are used for recording the results of the evaluation.

(4) Compile the selected missions and tasks in the order they logically occur in the detailed scenario. Group the selected missions and tasks in parts for continuous operations as in Table 6-1, Sample Evaluation Scenario. Parts can be interrupted at logical points to assess MILES casualties and conduct in-process AARs

Unit Proficiency Worksheet

Unit _____ **Date**_____

No.	Unit Mission /Task	_____ Section /Squad	_____ Section /Squad	_____ Section /Squad	_____ Section /Squad	Unit Overall and Remarks
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	

* If more space is required for remarks use the backside of this form.

Figure 6-1. Example Unit Proficiency Worksheet

Unit _____ Date_____

No.	Unit Mission /Task	_____ Section /Squad	_____ Section /Squad	_____ Section /Squad	_____ Section /Squad	Unit Overall and Remarks
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	

* If more space is required for remarks use the backside of this form.

Figure 6-1. Example Unit Proficiency Worksheet

TASK SUMMARY SHEET			
MISSION:			
TASK TITLES	**T&EO NUMBERS**	**EVALUATION**	
		GO	**NO GO**

Table 6-1. Petroleum Supply Battalion Evaluation Scenario

EVENT	ACTION	ESTIMATED TIME	TIME FRAME
#	Admin preparation	As required	Prior to start
1.	Receive and verify warning order	10 min	
2.	Direct deployment alert activities	10 min	Day 1 0500
3.	Establish the emergency operations center	2 hrs	
4.	*Operate the emergency operations center	10 hrs	
5.	Supervise battalion deployment activities	3 hrs	
6.	Coordinate soldier readiness program support	3 hrs	
7.	*Provide deployment personnel and administrative support	4 hrs	
8.	*Coordinate family assistance plan	2 hrs	
9.	Coordinate deployment training support	2 hrs	
10.	Perform deployment intelligence support functions	2 hrs	
11.	*Provide deployment logistics support	8 hrs	
12.	Update movement plan/order	1 hr	
13.	Coordinate rear detachment support	2 hrs	
14.	Perform home station rear detachment activities	2 hrs	
15.	*Coordinate relocation of subordinate elements	3 hrs	
16.	*Supervise relocation of subordinate elements	4 hrs	
17.	Perform deployment advance party activities	4 hrs	
18.	AAR	1 hr	

Table 6-1. Petroleum Supply Battalion Evaluation Scenario (continued)

EVENT	ACTION	ESTIMATED TIME		TIME FRAME	
19.	Perform battalion advance/quartering party activities	4 hrs		Day 2	0600
20.	Establish battalion command post (forward)	2 hrs			
21.	Coordinate onward movement	1 hr			
22.	Supervise road march	1 hr			
23.	Threat interdictions		40 min		
24.	Cross release points		10 min		
25.	Supervise establishment of subordinate elements and battalion HQ	6 hrs			
26.	AAR	1 hr			
27.	Conduct mission analysis	1 hr			
28.	Develop staff estimates	1 hr			
29.	Prepare operations order/plan and annexes	1 hr			
30.	AAR	1 hr			
31.	Supervise logistics activities	35 hrs		Day 3	0600
32.	*Respond to threat interdictions		40 min		
33.	AAR	1 hr			
34.	*Direct force protection during Level II/III attacks		30 min		
35.	*Direct defense responses		30 min		
36.	*Supervise damage assessment	2 hrs			
37.	*Direct restoration of support	2 hrs			
38.	AAR	1 hr			

Table 6-1. Petroleum Supply Battalion Evaluation Scenario (continued)

EVENT	ACTION	ESTIMATED TIME	TIME FRAME	
39.	Receive Warning Order for redeployment	10 min	Day 4	0600
40.	Coordinate reconstitution for deployment	2 hrs		
41.	Prepare redeployment movement plan/order	1 hr		
42.	Supervise battalion redeployment activities	2 hrs		
43.	Provide redeployment support	2 hrs		
44.	Perform redeployment advance party activities	2 hrs		
45.	Perform theater rear detachment activities	2 hrs		
46.	Coordinate home station activities	2 hrs		
47.	AAR-Final	2 hrs		

Total Time: 94 hrs 20 min

NOTE 1: Events will be performed to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.

NOTE 2: Additional time is required if large portions of the exercise are conducted at night, under limited visibility or under mission oriented protective posture (MOPP) conditions.

NOTE 3: Time must be added to the exercise (sleeping time, eating time, and travel time to and from the training area).

* Indicates time is not added to the total time because tasks are performed simultaneously with other tasks.

b. Support requirements must be coordinated and consistent with the level of evaluation (section, staff element, etc.) being conducted. OPFOR players and controllers must also be identified early to support free play if required. Table 6-2 is a consolidated list of support requirements for this evaluation. It is based on experiences with the scenario in Table 6-1. The evaluating headquarters will prepare its own consolidated support requirements.

Table 6-2. Consolidated Support Requirements

AMMUNITION	QUANTITY
5.56 mm Squad Automatic Weapon (SAW) (Blank)	300 rds/wpn
5.56 mm SAW (Blank)	600 rds/wpn OPFOR
5.56 mm (Blank)	150 rds/wpn
5.56 mm (Blank)	300 rds/wpn OPFOR
40 mm (Blank)	120 rds/wpn
.50 Cal (Blank)	600 rds/wpn
9 mm (Blank)	30 rds/wpn
Blank adapter	1 set/wpn
MILES	1 set/wpn
Smoke grenades	4 per platoon/section
Smoke grenades	4 ea per OPFOR
Simulators, booby trap	4 per unit
Claymore Mine (tng)	4-6 per unit
Simulators, hand grenades	10 per OPFOR
Anti-tank Weapon Effect Signature Simulation (ATWESS)	1 per Light Ant-tank/Anti-armor weapon (LAW) / M136 Light Antiarmor AT4
Claymore Mine (tng)	4-6 per OPFOR
Simulators, arty	2 per trainer/evaluator
Simulators, arty	4 ea per OPFOR

FUEL

Use known historical data or Operations Logistics Planner (OPLOGPLN) software. Multiply the pieces of equipment times the amount of fuel per mile (or hour), times the projected operating mileage (or hours).

NBC EQUIPMENT

TOE equipment is used.

EQUIPMENT

All organic equipment, to include authorized TOE and Common Table Allowance (CTA), is used. Rail and aircraft loads are simulations. Airdrop and slingload tasks require coordination for appropriate training sites, scales and 463L pallet systems

Table 6-2. Consolidated Support Requirements (continued)

OTHER

Meals	3 per person per day IAW ration cycle
War Wound Moulage Set	1 each
Aircraft for simulated air attack	1 each
Aircraft for airdrop	1 each
Helicopter for slingload	1 each
Fire Marker Control System	(when available)

NOTE: The consolidated support requirements outlined in this FTX are intended as suggestions only. However, local policies or constraints may not allow for provisioning of these items in the suggested amount.

c. Selecting and Preparing the Field Evaluation Site. The required size, type of terrain, OPFOR requirements, and administrative requirements are the basis for site selection. For this evaluation, an area of 1.5 kilometers by 1.5 kilometers is required, supplemented by areas suitable for airdrop and sling load resupply activities. The OPFOR is positioned according to threat doctrine. The site must provide space for the administrative area required to support the evaluation.

d. Planning Indirect Fire Simulation. Because it greatly influences the outcome of battles, reaction to indirect fire is an important consideration of the evaluation. Indirect fire simulation requires considerable planning to achieve realism.

(1) The fire control system outlined in TC 25-6 is a recommended method of simulating indirect fire. Due to the amount of required resources, this method may be difficult to support.

(2) The commander may use the evaluation control headquarters method or the simulation without OPFOR method to evaluate the unit's ability to react to indirect fire. If the evaluation control headquarters method is used, the OPFOR will initiate a call for fire to the evaluation control headquarters that will simulate the tactical FDC. The control headquarters would then relay the delivery data to the OCs who would mark the impact of the round with artillery simulators and assess appropriate casualties. If an OPFOR is not used, the OC may ignite artillery simulators and observe the unit's reactions. The FM-25 series provide assessment and computation tables which may be used to determine casualties. Indirect fire simulation must be realistic and limited to what the unit could reasonably expect under combat conditions.

6-3. Selecting The Observer Controllers.

a. OCs must know the unit's missions, organization, equipment, and employment. They should be at least equal in rank to the unit commander and have successfully performed in that specific or similar command position.

b. The following are minimum rank and experience requirements for the evaluators:

(1) Battalion OC will be an officer with battalion command experience.

(2) Company OC will be an officer with company command experience.

(3) Platoon or section OCs will be a lieutenant or NCO with platoon or section experience.

(4) Recorder will be an officer or NCO at the evaluation control headquarters who receives "kill" information or results and time data from the OCs.

6-4. Training The Observer Controllers. OCs standardize administration of the evaluation by understanding the following functional areas:

a. Evaluation Design. Each part is designed to evaluate specific missions or tasks within the overall scenario. OCs must thoroughly understand the evaluation and correctly implement it.

b. MILES. Each OC, regardless of position, must have full knowledge of the unit's weapons and vehicles and must also thoroughly understand the MILES system being used. The unit commander is responsible for ensuring that all MILES equipment is functional before each part of the scenario.

c. Evaluation Control System. This system ensures that the evaluation is administered in a consistent and standardized manner and that correct data is collected for the final evaluation. It includes the following elements:

(1) Rules of engagement.

(2) OC duties and responsibilities.

(3) Communication systems.

(4) Evaluation data collection plan.

d. Safety. During any training event, all soldiers and leaders must be safety conscious. Evaluators must ensure that all events are conducted within established safety constraints. Prior to the beginning of each event, all personnel will be briefed on specific safety measures to be taken during execution.

6-5. Recording External Evaluation Information.

a. The evaluating headquarters develops the data recording instruments for the OCs. The Unit Data Sheet, Figure 6-3, documents demographic information that may influence a unit's performance. The Environmental Data Sheet, Figure 6-4, documents weather information in order to compare missions under differing environmental conditions. The Personnel and Equipment Loss Report, Figure 6-5, documents information that may affect the unit's degree of success during engagements with the OPFOR.

b. The senior OC has the overall responsibility for preparation of the external evaluation. This evaluation is based on his/her own findings and his/her subordinate OCs' input. Subordinate OCs use the task evaluation criteria (T&EO from Chapter 5 and Task Summary Sheets, Figure 6-2) to determine overall proficiency in their particular areas. The senior OC compiles the external evaluation results as proscribed by the evaluating commander. Deviations from the task standard assessed by the unit OC may be addressed in the senior OC comments portion of the Unit Proficiency Worksheet.

6-6. Selecting And Training The OPFOR. The selection and training of the OPFOR is crucial to the success of a standardized evaluation. The OPFOR provides one of the control measures that influences the conditions under which the evaluation is administered. The unit should face an opponent that realistically resembles the threat in strength, weapons, and skill.

a. Selection. Any qualified Skill Level 1 or 2 soldier can serve as OPFOR. Ideally, they should be a small, cohesive unit under the control of their leader or commander.

b. Training. The OPFOR must understand the following five major areas:

(1) Installation and operation of the MILES devices.

(2) Rules of engagement.

(3) Threat small unit tactics.

UNIT DATA SHEET

1. UNIT DESIGNATION: _____ DATE: _____

2. UNIT LEADERS (CIRCLE MOST CORRECT ANSWER)

POSITION	RANK	TIME IN UNIT (MONTHS)				
COMMANDER	LTC	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
EXECUTIVE OFFICER	MAJ	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S1	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S2/3	MAJ	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S4	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
PETROLEUM OFFICER	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
A CO CDR	CPT/1LT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
B CO CDR	CPT/1LT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
C CO CDR	CPT/1LT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19

3. UNIT STRENGTH (Excluding Leaders): _____

4. EQUIPMENT SHORTAGES (Major Items):

_____
_____
_____
_____
_____

5. COMMENTS:

_____
_____
_____
_____
_____

EVALUATOR SIGNATURE: _____

Figure 6-3. Example Unit Data Sheet

ENVIRONMENTAL DATA SHEET

EXERCISE NUMBER AND DESCRIPTION:

DATE/TIME EXERCISE STARTED:

DATE/TIME EXERCISE ENDED:

1. WEATHER CONDITIONS: (Circle appropriate description)

CLEAR PARTLY CLOUDY HAZY RAINING SNOWING FOG
OTHER:

TEMPERATURE:

2. GROUND CONDITIONS: (Circle appropriate description)

DRY WET ICE SNOW
OTHER:

3. LIGHT CONDITIONS: (Circle appropriate description)

DAY NIGHT

MOON PHASE: 1/4 1/2 3/4 FULL

AVERAGE RANGE OF VISIBILITY DUE TO LIGHT:

4. TERRAIN: (Circle appropriate description)

FLAT ROLLING MOUNTAINOUS JUNGLE DESERT URBAN ARCTIC
OTHER:

TOP SOIL: SANDY ROCKY CLAY OTHER:

AVERAGE RANGE OF VISIBILITY DUE TO TERRAIN:

5. REMARKS: _____

Figure 6-4. Example Environmental Data Sheet

PERSONNEL AND EQUIPMENT LOSS REPORT

MISSION TITLE OR TASK #	DATE/TIME OF ENEMY CONTACT	FRIENDLY KIA/WIA	ENEMY KIA/WIA	FRIENDLY VEHICLES DESTROYED	ENEMY VEHICLES DESTROYED

COMMENTS:

Figure 6-5. Example Personnel and Equipment Loss Report

(4) Training scenarios.

(5) OPFOR weapons and equipment, if available.

c. OPFOR Strength.

(1) Unit in the Offense. The OPFOR must be armed with weapons capable of defeating any of the unit's assets. As a general rule, the OPFOR should be strong enough to offer the unit a realistic challenge, but one that the unit can defeat when proper tactics are employed.

(2) Unit in the Defense. The OPFOR should have sufficient weapons and ammunition to conduct a successful attack. They must be more than merely a series of obstacles to be destroyed. The OPFOR should be allowed to plan their own attack for each mission and not be forced into a "canned" attack that all units will quickly defeat. Once the OPFOR establishes their plan, they must use the same plan for all other like units for that event in order to maintain the objectivity and standardization of the evaluation.

6-7. Conducting The Evaluation. Evaluations are divided into three distinct areas. Each area requires a different degree of preparation and coordination.

a. Pre-evaluation.

(1) The senior OC and all other OCs must recon the evaluation area to know the unit's boundaries, disposition of the OPFOR, and the most likely avenues of approach throughout the field evaluation site's AO.

(2) The unit must prepare an OPORD and FRAGO to control the exercise. An order is prepared for each mission in the evaluation scenario. These can be prepared by using the skeleton orders contained in the STXs and FTXs in Chapter 4.

(3) Unit preparatory activities include installation and troubleshooting of MILES equipment, loading vehicles, conducting inspections, and performing other logistics and administrative actions as required.

(4) The OPFOR is placed in position and briefed while the unit is conducting its preparatory activities.

(5) The OCs should make an equipment function check after each time that the unit has completed a move and the unit leaders have issued instructions.

b. Evaluation. The senior evaluator controls the exercise and oversees the recording of mission performance. Evaluators resolve all conflicts

and record all staff limitations as they arise. A debriefing should take place between modules to clear up any questions. Evaluators must remain neutral throughout the evaluation.

(1) The evaluation team controls the evaluation in two ways. First, it uses measures established in both the movement order and in Paragraphs 3 and 5 in the OPORD and FRAGO. Second, the team controls the evaluation through the team commander (simulated by the senior OC for this evaluation) on the team net. The team does not control in the traditional sense; instead it accompanies the unit as observers. Only the senior OC has direct verbal contact with the unit commander. Other OCs do not speak to, aid, advise, point out positions, or in any way influence the unit's performance, except for a possible or actual safety issue or emergency. OCs are neutral throughout the evaluation.

(2) Once the senior OC issues the OPORD and movement order, the unit commander executes the events and actions prescribed in the first part of the evaluation scenario within the estimated time. From this point, all successive parts begin with a FRAGO.

(3) The senior OC terminates a part of the evaluation when the unit has completed all the events and actions in a particular area or has suffered so many casualties or damage that the part cannot be completed. The OC must record the reasons for the termination in the margin of the OC's Task Summary Sheets and report his action to the evaluation control headquarters. At this time, OCs must perform the following actions:

(a) Inspect all MILES equipment, record "kill" codes, and reset equipment. Any damaged or inoperative MILES equipment is replaced.

(b) Resolve all casualty data to determine the time, place, number, and cause of casualties. This information is reported to the recorder in the evaluation control headquarters.

(c) Debrief the unit to resolve questions. Afterwards, the senior OC directs the unit to continue its mission after it receives a FRAGO or OPORD for the next part.

(4) The OCs should follow these guidelines:

(a) Report major "kills" (vehicles, groups).

(b) Report major weapons fired. Together with reporting major kills, this is the best method for determining direct fire effectiveness. Both significant firings and hits are reported to the evaluation control headquarters.

(c) Enforce rules of engagement.

(d) Observe critical tactical events. OCs must spot and record any action that might have an effect on later performance or mission outcome.

(e) Record travel routes and unit's location.

(f) Inform OPFOR controllers of the unit's location, direction, and intent. This is necessary to enable OPFOR actions to be controlled in accordance with the desired sequence of events.

(g) Enforce safety.

(h) Terminate mission.

c. Post Evaluation. After the evaluation is terminated, the unit moves to an assembly area and performs the following functions:

(1) The unit OC debriefs subordinate OCs and compiles all data (evaluator packets) for the evaluation.

(2) The unit OC must complete the task summary sheets.

(3) The unit must turn in all completed OC packets (with the OC scoring system) to control headquarters for recording and analysis.

(4) The unit OC must conduct an AAR of the unit's performance.

(5) Each element OC should conduct an AAR of his element's performance.

6-8. Conducting The After Action Review.

a. General. AARs should be planned at logical intervals during the exercise. Identifying performance deficiencies while still fresh, getting everyone involved, and preventing the reinforcement of bad habits are critical to improved performance. On-the-spot evaluations and corrections should also be emphasized without compromising unit command relationships.

b. Feedback. Because all members of the unit participate in an AAR, each member becomes a source of feedback. This provides a richer "database" for key points. The AAR leader draws information from each member that becomes an important part of the discussion. This information is the basis for discussing alternate courses of action.

c. Preparing the After Action Review. AAR preparation involves five steps:

(1) Review training orders and objectives. Training objectives are the focus of the discussion of exercise results. The FRAGOs and OPORDs included in the exercise design implement these objectives. The OCs should be familiar with the objectives, FRAGOs, and OPORDs so they can note orders given by leaders of the evaluated unit and subordinate elements that either implement these objectives or deviate from them.

(2) Observe the exercise. This is an active process. The emphasis is on noting those actions that make the difference between the unit's success and failure. OCs do not need to remain close to the unit leader. Because unit orders identify important activities and checkpoints, OCs must be present when the commander issues the order. OCs should find a position where they can best observe anticipated critical events. Examples of critical events include:

(a) Conducting a road march.

(b) Crossing a radiologically contaminated area.

(c) Performing unit supply operations.

(d) Responding to an NBC attack.

(3) Select the site and assemble the participants. After the exercise, select a site for the AAR. If possible, hold the AAR where the majority of action occurred, where most of the critical events took place (normally mission support areas), or where the terrain can be observed. Usually, the OPFOR or unit objectives are suitable for assembling the players and conducting AARs.

(4) Debrief the OCs. While the units are moving to the selected site, the OCs should be debriefed. The senior OC must have a complete understanding of what happened in the exercise. The fourth step in AAR preparation is to obtain a detailed description of the exercise's events in the order in which they occurred.

(5) Review the events. After the senior OC has a sound understanding of what happened during the exercise, he reviews the events that are ranked in terms of their relevance to the training objectives and their contributions to the exercise outcome. He selects as many events as can be covered in detail during the time allowed for the AAR and places them in chronological order.

d. Conducting the After Action Review. Conducting the AAR requires five steps:

(1) Organize the participants. When the senior OC and AAR leader assembles the participants, he groups them according to their organization in the exercise. Each subordinate element's OC is responsible for the element he observed.

(2) State the training objectives. The AAR leader makes a brief statement of the training objectives for the exercise. These are described as specifically as possible. He states any additional teaching points that he intends to cover during the AAR. These should be limited to three or four key points in order to keep the AAR focused and prevent it from becoming excessively long.

(3) Lead the discussion. The AAR leader guides the discussion of events in their order of occurrence. Diagrams help players visualize the exercise development. The AAR leader starts by outlining the main missions identified in paragraph 1-4 and, as the AAR proceeds, have the participants review each in detail. Each event is discussed in detail to make teaching points about the unit's performance during the event. The AAR leader should--

(a) Avoid giving a critique or lecture.

(b) Guide the discussion by asking leading questions.

(c) Suggest the players describe what occurred in their own terms.

(d) Suggest the players discuss not only what happened, but also how it happened, and how it could be done better.

(e) Focus the discussion to ensure that important tactical and mission related lessons are made explicit.

(f) Relate events to subsequent results.

(g) Avoid detailed examination of events not directly related to major training objectives.

(h) Encourage the participants to use diagrams to illustrate teaching points and to show routes, phase lines, and objectives.

(i) Prohibit players from offering self-serving excuses for inappropriate tactical actions.

(4) Review the sequence of events associated with the hazards of the risk assessment made prior to the exercise. Ask the following questions:

(a) Were effective controls put in place to avoid accidents?

(b) Was training realism reduced through artificial control measures?

(c) Were all participants aware of hazards down to the lowest level?

(d) Did any hazard present itself that was not identified, and what was done to overcome it?

(e) Were there incidents of fratricide or near fratricide, and how can they be avoided in the future?

(5) Summarize key points. The AAR leader briefly summarizes teaching points in terms of training objectives covered in the AAR. After the summary, he can have a private conversation with the unit commander regarding his strengths and weaknesses, and what he can do to improve his performance and that of his unit. A good AAR leader:

(a) Maintains order and discipline.

(b) Reviews the training objectives.

(c) Addresses important events as they occurred and how the unit could have done them better. During the discussion, the leader avoids a detailed examination of events not directly related to the training objective.

(d) Traces the chain of events so all participants understand the results of mistakes. One mistake is often the partial cause of another.

(e) Clearly relates tactical and logistics mission events to teaching points.

(f) Involves participants in the discussion.

(g) Clearly and concisely gives a summary and new training objectives.

(h) Reinforces points by using visual aids, sketches, diagrams, or terrain models in the AAR.

e. Reference Materials. Reference materials for conducting an AAR are in TC 25-6, TC 25-20, and FM 25-101.

APPENDIX A

Combined Arms Training Strategy (CATS)

A-1. Purpose. This appendix provides, as part of the CATS, the Combined Arms Command's (CAC) recommended strategy for training a unit. This appendix has three parts. The first part describes CATS and explains how CATS fits into the training planning process as described in FM 25-101. The second part explains how to read the strategies, and the third part explains how to integrate CATS into the long-range and near-term planning process.

Section I. CATS and the Training Planning Process

A-2. Training Planning Process. FM 25-101 describes a three-step process, based on the unit METL and ending in training execution. Figure A-1 is a graphic representation of the process. CATS does not replace this process. It is a training tool that enhances the commander's ability to use the training planning process to manage his training and optimize the use of scarce training resources. CATS unit strategies describe recommended training events and the event frequency. Units may train all or some of these events. A unit’s training frequency may or may not match that in the CATS strategy. Whatever a unit’s training requirements, CATS provides a framework for use in making decisions on the training to be conducted. The training strategy outlined in CATS is designed to help commanders at all levels develop and execute a more efficient training program. Any given strategy addresses all units Army-wide of the same TOE. The specific makeup of the unit's training program is dependent upon its METL, guidance from higher headquarters, and the resources available at the installation or training environment. CATS unit strategies are descriptive in nature and intended for use as a guide for commanders.

A-3. CATS. CATS is the Army's training strategy that integrates combined arms training for heavy, light, and special operations forces, the active and reserve components, in the unit and institution environments. It provides an azimuth to guide Army training and identifies the resources required to support that training. It enables the Army to identify, manage, and program the acquisition of training resources. CATS evolved from the need for more efficient training based on expected resource constraints. At US Army level, CATS gives the rationale for acquiring training resources through the development of unit and institutional training strategies. The strategies provide recommended training frequencies and identify the training resources needed to support the strategy.

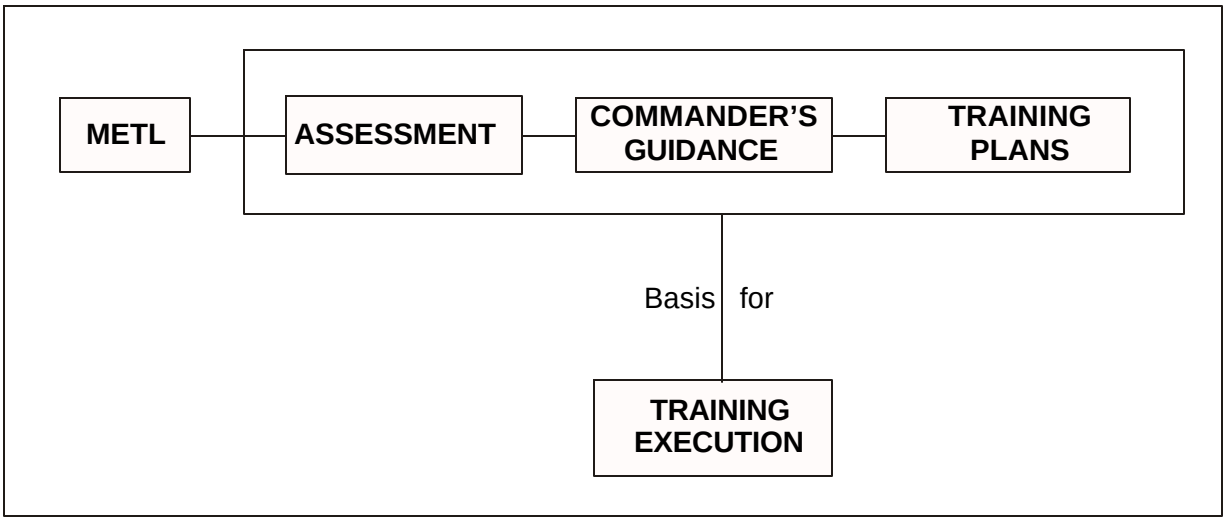

Figure A-1. Training Planning Process

A-4. Terms. The information in this paragraph explains the terms listed in Figure A-1. For information on the training planning process, see FM 25-101.

a. The METL is an unconstrained, un-prioritized statement of the tasks required to complete the wartime mission. It is the source of training planning activities.

b. Assessment is the beginning of the training planning process. It is the commander's evaluation of the unit's training level based on the METL.

c. Commander's Guidance consists of long-range planning calendars and Command Training Guidance (CTG) issued to the battalion from the division. It serves to focus the training efforts of the battalion in accordance with the division commander's priorities. The battalion in turn issues CTG for its subordinate companies.

d. Training Plans are a collection of schedules and other supporting documents which carry out the commander's guidance.

e. Training Execution is the actual performance of the training scheduled in the training plans portion of the training planning process.

A-5. Applying CATS. The information in this paragraph explains how to apply CATS to the training planning process. Figure A-2 is a graphic representation of the process.

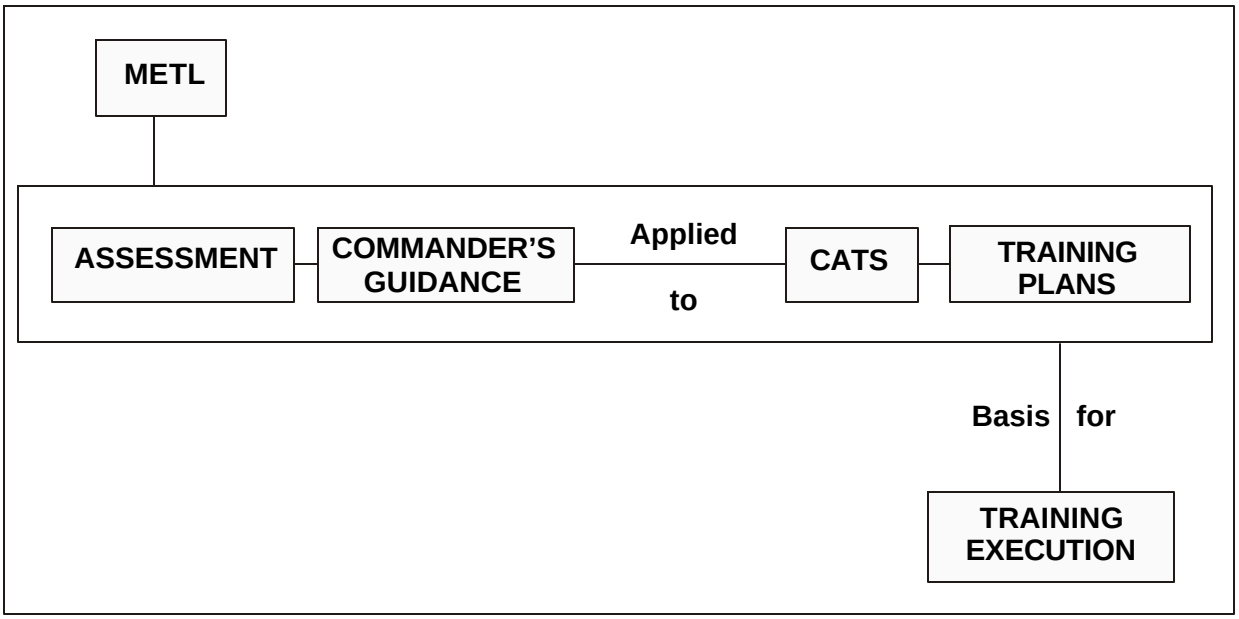

Figure A-2. Training Planning Process

a. The commander determines the exact events and tasks to be trained based on his METL and guidance from higher headquarters.

(1) The unit trains tasks during events established in FM 25-100, FM 25-101, and CATS.

(2) The unit trains its METL by training soldiers, and their appropriate sections, in their wartime tasks. The unit applies CATS to its training plans by applying the training events, frequencies, and critical gates contained in strategies to the CTG in developing training plans. The commander and training officer/NCO uses the critical gates identified in the strategies to ensure basic tasks are trained prior to moving on to training more complex or resource intensive tasks. The performance of training gate tasks is always evaluated by the commander and serves as the basis of additional training efforts. For example, a TEWT should be used to train METL tasks prior to conducting a complex and resource intensive event like a CFX.

(3) Training Aids, Devices, Simulators and Simulations (TADSS) based training uses a mix of TADSS and live fire/field training. The strategies show those TADSS within the Army's system or year projected for fielding. The TADSS may not be available at the installation or training environment.

b. The strategies can be viewed as training plans for generic type units. By inserting extra steps into the training process, commanders evaluate and apply the components of their CATS strategies to their particular training programs and environments. The optimal frequencies identified in the strategies may have to be adjusted depending upon the unit's training status or its resourcing.

Section II. Strategy Organization and Interpretation

A-6. Unit Training Strategies. This paragraph explains the strategy organization and explains how to use it. The unit-training portion of CATS is a series of separately generated training strategies. These strategies describe the events, frequencies, and resources recommended to train to standard. As part of the unit training strategy development process, TRADOC established a standard format to depict unit-training strategies. The unit training strategy is a descriptive strategy for training and sustaining soldier and collective task proficiency. The tasks to be trained at a particular unit will be based on the unit's METL. The unit strategy in this appendix covers all CSS units. The unit training strategies have three major components -- Maneuver, Gunnery, and Soldier.

a. The Maneuver strategy is descriptive. It provides recommended training frequencies for collective training events in a unit. The events come from FM 25-100, 25-101, or the glossary of this MTP. The Maneuver strategy helps a unit maintain MTP standards and depicts the resources required to support training events.

b. The Gunnery Component has individual/crew served weapons strategies that the Infantry school developed. These strategies can also be found in DA Pam 350-38 and DA Pam 350-39, or appropriate weapons FMs.

c. The Soldier Component is a descriptive strategy for training individual soldier skills. It lists the resources required to support soldier training, and links with and supports a collective training strategy.

A-7. Elements of the Unit Strategies. The unit training strategies are in matrix formats. The matrix lists the unit size levels, training events or training exercises, training event frequencies for both active and reserve components, critical gates, and training resources.

a. Training levels are units, training elements, or echelons (such as individual through corps) that execute specific training events.

b. Training events are types of collective training exercises identified in FM 25-101 or the glossary of this MTP. Training events identify the recommended exercises units should conduct to train to MTP standard. Units normally conduct events in a progressive and sequential manner. For example, a TEWT should be conducted before conducting a CFX. A CPX should be conducted before conducting an FTX.

c. Training event frequencies are the suggested number of times that an event should be trained during a training cycle to attain or maintain MTP standards. AC units use an annual cycle. RC unit's conduct training on a 4-year cycle.

d. A critical gate is a training event that must be completed and evaluated before moving onto a more complex, resource intensive or hazardous event. MACOM or field commanders may direct performance of critical gate training tasks to an established standard prior to performing more complex or resource intensive tasks.

e. The unit training strategies identify the resources that will be used to support each training event. These resources are:

- OPTEMPO
- Ammunition
- TADSS
- Training Land
- Training Ranges

The resources listed in the strategies represent those that are available now.

(1) OPTEMPO figures reflect the annual operating miles/hours for the base vehicle for a particular unit, per event. The OPTEMPO figures come from the Battalion Level Training Model (BLTM). When no BLTM was available, the proponents developed an estimated OPTEMPO required to support all the annual iterations of that training event.

(2) Ammunition figures reflect the ammunition required to support training events and come from DA Pam 350-38. The maneuver/collective strategies reflect blank ammunition requirements. Live ammunition appears on the Gunnery strategies. Pyrotechnics appear on the maneuver/collective component.

(3) TADSS are training aids, devices, simulators, and simulations that support specific training events. TADSS listed are those in the system and non-system TADSS that are fielded. For example, Battalion and BBS are identified as a primary TADSS to support battalion staff and headquarters company/detachment's CPX training.

(4) Training Land is a resource category that will list the recommended training land in kilometers by event to conduct maneuver training. The reference is TC 25-1. A particular unit will determine the actual amount of training land needed by METT-TC and the characteristics or condition of the training land available to the unit.

(5) Training Range is a resource requirement that supports weapons training events. The information comes from TC 25-8.

A-8. Guide to the Unit Strategies. This paragraph provides a guide to reading the collective, gunnery, and soldier components. Generally, the leader using the matrices for planning will have a METL (or other list of critical tasks in which his unit must be proficient) and will be looking for guidance about appropriate training methods. The key to using CATS for unit training management is understanding the strategy and its various components. The strategy is organized by functional area and echelon to be trained. It has eight interactive components, expressed as columns in a matrix format. An example matrix for one mission/task is at Table A-1 (attached at end of this annex). The columns provide the following information:

· Column One records the mission and supporting tasks requiring training. The entries in Column One consist of the appropriate MTP missions and tasks.

· Column Two shows the desired frequency of and interval between repetitions of the task(s). Both the unit's personnel turnover rate and the rate of progress need to be considered in determining how frequently to train.

· Column Three lists alternative "training means"--combinations of events and media (live or simulation)--that might be selected to train this mission/task. Commanders must select an appropriate means for each training event conducted.

· Column Four lists the estimated duration of each means (determined by the event more than by the medium). Commanders need to ensure adequate time is available for each task.

· Column Five shows a means quality rating, related to the cost and realism of the event/medium. When choosing events and media, the resource costs of different training media must be balanced against the needs for realism and repetition. Generally, as the unit becomes more proficient, realism should increase.

- An "A" level means is identified as a CTC deployment and training activity.

- A "B" level means is described as a well assigned home station training exercise.

- A "C" level means is described as a partial task training exercise.

- A "D" level means is described as a subtask training exercise.

· Column Six identifies the training unit/audience for the event. The information in this column is drawn from the appropriate MTP.

· Column Seven gives the prerequisite training (training "gates") that should be attained by the members of the training audience prior to the execution of the means in

Column 3. If the training audience has not attained the specified level of proficiency, the means cannot achieve the quality indicated in Column 5.

· Column Eight provides a place to record detailed comments concerning the purpose and desired outcome of each event along with other remarks or guidance.

Section III. Integration of CATS in the Planning Process

A-9. Integrating CATS. This portion of the appendix explains how to integrate CATS into the planning process. It focuses on long range planning conducted at brigade and above. To understand how CATS fits into this process, a brief summary of Chapter 3, (Planning) from FM 25-101 is provided.

A-10. The Planning Process.

a. Long Range Planning.

(1) Assessment. Assessment is the start of the long range planning process. Using their evaluations, the input of subordinate leaders, and the results of training evaluations, commanders assess their unit's training level on METL tasks. The assessment serves as the basis for the commander's training strategy for sustainment and improvement training. Commanders at all levels do this assessment function. An integral part of the assessment is the identification of required training resources and shortfalls. The commander also must synchronize the actions of supporting units and agencies to ensure proper training execution.

(2) In creating their training strategy, commanders ensure training:

· Is METL focused.

· Incorporates combined arms.

· Identifies who, when, and where to train.

· Has a logical sequence of execution.

· Identifies the type of exercise to be trained.

· Determines the frequencies of a given task.

· Coordinates all events.

· Matches resources to requirements.

The strategy that meets these requirements results in the commander's training guidance.

(3) Senior commanders (brigade and above) provide subordinate commanders with long range training calendars, the commander's training guidance, resources to train, and protection from training distorters. Commanders often provide recommended training events frequency.

b. Short-Range Planning. The short range planning process refines the guidance that results from the long range planning process. Subordinate commanders use this guidance to create their training calendars. Guidance on the short-range training process can be found in the CATS appendix in the unit's MTP.

A-11. CATS and the Planning Process. CATS serves the unit commander as a training management and training resource identification tool. As a training management tool, it allows the unit commander to more efficiently manage his training program, with limited resource availability. As a training resource identification tool, it identifies the resources within the Army's inventory to conduct training. The availability of those resources will vary, depending on location.

a. Long-Range Planning.

(1) Assessment.

(2) The CATS strategy:

- Is METL focused.
- Incorporates combined arms.
- Identifies who, when, and where to train.
- Has a logical sequence of execution.
- Identifies the type of exercise to be trained.
- Determines the frequencies of a given task.
- Coordinates all events.
- Matches resources to requirements.

(3) CATS provides a convenient vehicle for the transmission of the commander's training guidance. It serves as the basis for the long-range calendar and provides subordinate commanders with recommended frequencies of training events.

(4) Execution. The following example shows how CATS could fit into the long range planning process.

b. The Company/Detachment Maneuver Training Strategy lists the recommended frequencies for required annual training events. In particular, for the STX it lists 10 iterations. The optimal training frequency is for the company/detachment staff to train the event 10 times in a given year, 1 STX per month for 10 months. The frequencies listed in CATS would be trained as follows:

- 2 events per year - semi-annual training
- 4 events per year - quarterly training
- 6 events per year - bimonthly training

c. Naturally, the training year may not support such a neat breakdown of training events. CATS provides the flexibility to adjust the events to meet each unit's specific requirements. A key point here is the idea of critical gates. As one can see, STX is a critical gate for FTX. Every task that is a critical gate should be conducted before conducting the more complex task. Gates serve to ensure basic tasks essential to the successful performance of complex tasks are trained and evaluated prior to the performance of complex tasks. Critical gates may also serve as a type of preview or "rehearsal" for a follow-on training event.

d. Assume the commander has identified platoon leadership as a particular weakness in the unit. The commander decides he wants to run platoon STX exercises twice a month to train the platoon/section/crew/squad leadership elements.

e. Using this guidance, simply go to the company strategy and substitute 24 for 12. If the frequencies for the other events are acceptable, the unit now has a coupled commander's strategy. In this manner a CATS base strategy is tailored to meet a commander's assessment and training needs.

f. Short Range Planning. The application of CATS Battalion Staff and headquarters Company/Detachment's unit training strategies to battalion short range planning and the battalion quarterly training calendar is seen as follows:

Recommended Company/Detachment Calendar Using CATS Maneuver Strategy.

1st Month

Week 1	Drill Training (1)
Week 2	Cell/Staff/Section Training (1)
Week 3	Cell/Staff/Section Training (1)
Week 4	STX (2)

NOTES:

1. The collective tasks trained during the weekly Cell/Staff/Section training periods support company METL tasks and are trained according to the commander's assessment and his priorities outlined in the CTG. Soldier training tasks trained during this month are soldier/leader-supporting performance of the collective tasks to be trained during the weekly staff training sessions or the monthly STX.

2. Performance of the STX substitutes for Cell/Staff/Section Training in week four (4).

2nd Month

Week 1	Cell/Staff/Section Training (1)
Week 2	Cell/Staff/Section Training (1)
Week 3	TOCEX (2)
Week 4	Cell/Staff/Section Training (1)

Notes:

1. Training during these weekly periods concentrates on staff METL tasks identified as priority in the CTG. Training time here could also be spent training tasks evaluated as NO GO during the 1st month's training periods. Logistics Coordination Exercises (LCXs) and Maneuver Coordination Exercises (MCXs) can also be used to enhance staff coordination.

2. Performance of the Tactical Operations Center Exercise (TOCEX) substitutes for performance of the monthly STAFFEX. Commanders may have to modify or extend the training period of the TOCEX to include training tasks that would have been normally performed in the STAFFEX.

3. Tasks trained here can be tasks rated as NO GO during the previous week's TOCEX.

3rd Month

Week 1	Cell/Staff/Section Training (1)
Week 2	TEWT (1)
Week 3	Cell/Staff/Section Training (1)
Week 4	CPX (2)

Notes:

1. This TEWT substitutes for performance of the Call/Staff/Section training that would normally be performed this week. Ideally, the TEWT's discussion points and learning objectives would be developed to support/reinforce collective tasks trained in the previous month's Cell/Staff/Section, STAFFEX, or TOCEX training periods. The commander may also structure the TEWT to train staff coordination and integration tasks as key for the upcoming CPX.

2. Substitutes for performance of the STAFFEX normally performed during the month.

As seen in the above, the commander structures his training program using recommended CATS training events, frequencies, and critical gates to support METL training. Weekly or monthly training events can be conducted independently or integrated into other collective training exercises.

In scheduling training, the commander should take maximum advantage of higher headquarters directed events to accomplish recommended CATS training events.

g. Horizontal and Vertical Integration. In executing this training strategy, the commander vertically integrates his training requirements with the battalion's/group's training requirements. Additionally, the company's training strategy is horizontally integrated with other companies in the battalion to ensure combined arms training is affected.

Table A-1. Example CATS Task Matrix

Column 1	**Column 2**	**Column 3**	**Column 4**	**Column 5**	**Column 6**	**Column 7**	**Column 8**
Task	Freq/ Interval	Means (Event/ Media)	Estimated Duration	Quality (A-D)	Training Unit (Audience)	Prerequisite Training Gates	Remarks: Includes purpose of event; outcome being supported; comments about execution of the event/ constraints posed by TADSS/et al
RECALL PROCEDURES XX-X-XXXX To train company on recall procedures: Perform Deployment Alert Activities 63-2-4801	12/ Monthly	7 STX (Telephonic/ Non-telephonic Alert)	2-3 hrs.	C	Company	Telephonic and non-telephonic recall procedures and rosters current	**PURPOSE**: To verify recall rosters and procedures. **OUTCOME**: To maintain the ability to rapidly alert, assemble, prepare, deploy, marshal, and outload on any mode of transportation, all TOE equipment and personnel with minimum outside assistance. **REMARKS**: None.

APPENDIX B

Army Universal Task List (AUTL)

B-1. Deploy/Conduct Maneuver. The deploy/conduct maneuver task area is the movement of combat forces to achieve a position of advantage with respect to enemy forces. This task area includes the employment of forces on the battlefield in combination with direct fire or fire potential. Indirect fires are included under the "Employ Fires" task area. It also includes the conduct of tactical movement of all types of units, mobility operations, counter-mobility operations, and tactical actions associated with force protection.

B-2. Develop Intelligence. The develop intelligence task area is the activity to generate knowledge of and products portraying the enemy and environment features required by a commander in planning and conducting operations. It is derived from an analysis of information on the enemy's capabilities, intentions, vulnerabilities, and the environment. This includes the development of tactical intelligence requirements, the planning of collection activities, the collection of relevant information, the processing of that information to include the development of targeting information, and the preparation and dissemination of intelligence.

B-3. Employ Fires. The employ fires task area encompasses the collective and coordinated use of target-acquisition data, indirect-fire weapons, fixed-wing aircraft, offensive information operations, and other lethal and non-lethal means against targets located throughout an area of operations. The essential features of the employ fires task area are the acquiring and processing of tactical targets and the employment of fire support. Note: The acquisition and attack of aerial targets are addressed in "Protect the Force" task area.

B-4. Perform Combat Service Support (CSS) and Sustainment. The perform CSS and sustainment task area is the support and service provided to sustain forces in an area of operations during war and during stability operations and support operations. This tactical task area involves the provision of supply, maintenance, transportation, CHS, personnel, legal, finance, religious, public affairs, contracting, distribution management, and field and other service support (such as general engineering support) required to sustain an operating force in an area of operations that may be joint, multinational, interagency, or a combination of these forces. Combat service support may be required to support contractors, civilians (such as refugees and disaster victims), or members of other governmental and non-governmental agencies. It includes civil-military operations.

B-5. Exercise Command and Control (C2). The exercise C2 task area is the exercise and direction by a properly designated commander over assigned and available forces in the accomplishment of the mission. C2 tasks are performed through an arrangement of personnel, information management, procedures, and equipment

and facilities employed by a commander in planning, preparing for, executing, and assessing the conduct of operations to accomplish the mission. It includes the acquisition and management of information, the maintenance of situational understanding, the conduct of situational estimates to determine actions, applying risk management, and the direction and leading of subordinate forces.

B-6. Protect the Force. The protect the force task area is the protection of the tactical force's fighting potential so it can be applied at the appropriate time and place. It includes those measures the force takes to remain viable and functional by protecting itself from the effects of (or recovery from) enemy activities. Those active and passive measures encompass the following:

a. Conduct air/missile defense.

b. Protect against enemy hazards within the AO.

c. Conduct local security operations.

d. Conduct defensive information operations.

GLOSSARY

1LT
first lieutenant

1SG
first sergeant

3S
standard supply system

A/D
analog to digital

A/SPOE
aerial/sea port of embarkation

AA (1)
avenues of approach

AA (2)
assembly area

AAIS
Army Automation Information System

AAR
after action review

AC
Active Component

acft
aircraft

ACIPS
Army Casualty Information Processing System

ACIPS-LT
Army Casualty Information Processing System-Light

ACR
Ammunition Condition Report

ACS
Army Community Service

ADAPCP
Alcohol and Drug Abuse Prevention and Control Program

addition skill identifier
Identifies specialized skills that are closely related to, but in addition to, those required by an MOS or area of concentration (officers).

ADL
Army Doctrinal Literature

ADP
automated data processing

ADTL
Armywide doctrinal and training literature

ADTLP
Armywide Doctrinal and Training Literature Program

AER
Army Emergency Relief

AG
Adjutant General/Adjutant General Corps

AGR
Active Guard Reserve

AIPD
Army Institute for Professional Development

AM
amplitude modulation

AMC
Army Materiel Command

AMCCOM
United States Army Armament, Munitions, and Chemical Command

AMC-LSA
Army Materiel Command Logistics Support Activity

AMEDD
Army Medical Department

ammunition (ammo)
A generic term that includes all kinds of missiles used against an enemy, such as bullets, projectiles, rockets, grenades, torpedoes, bombs, and guided missiles. It includes their necessary propellants, primers, fuzes, and detonators and their charges of conventional explosives, nuclear explosives, chemicals, or other materials. In the broadcast sense the term includes all. In the most restricted sense, the term includes a complete round and all components, required for firing a weapon such as a pistol, rifle, or cannon. Generally the term is used or taken in its broadest sense unless a more restricted sense is indicated or is implied.

AMTP
ARTEP Mission Training Plan

Analysis
One of five phases of the training development process. It is the process used to determine if training is required; determine who (soldiers/units) needs training; identify the critical tasks they must be able to perform for survival on the battlefield; and identify the standards, conditions, performance measures, and other criteria needed to perform each task. The five types of training analyses are --Needs Analysis, Mission Analysis, Collective Critical Task Analysis, Job Analysis, and Individual Critical Task Analysis

AO
area of operations

AOAP
Army Oil Analysis Program

AOC
area of concentration

AOR
area of responsibility

AP
antipersonnel

APFT
Army physical fitness test

API
American Petroleum Institute

app
appendix

AR
Army regulation

ARFOR
Army Forces

ARNG
Army National Guard

ARTEP
Army Training and Evaluation Program

ARTEP MTP
ARTEP mission training plan

ARTEP-MTP
Army Training and Evaluation Program Mission Training Plan

ASL
authorized stockage list

ASP
ammunition supply point

AT
antitank

AUEL
automated unit equipment list

Base Terminal
The initial pipeline facility for receiving, storing, and distributing petroleum products that enter a theater of operations.

battalion rollup
A consolidated list (by-line item number and unit identification code) of the hand-receipted property within a battalion.

Battle focus
A process to guide the planning, execution, and assessment of the organization's training program to ensure they train as they are going to fight.

BCOC (1)
Base Cluster Operations Center

Bde
brigade

BLTM
battalion-level training model

BMO
battalion motor officer

Bn
battalion

BOS
Battlefield Operating System

BSA
brigade support area

C2
command and control

CAS
close air support

CASCOM
Combined Arms Support Command

CATS
Combined Arms Training Strategy

CDR
Commander

CFX
command field exercise

CIP
Command Inspection Program

CMD
command

CO (1)
company

COA
course of action

COMEX
communications exercise

comm
communication

COMMZ
communications zone

COMSEC
communications security

CONUS
continental United States

COSCOM
corps support command

CP
command post

CPT
captain

CPX
command post exercise

CS
combat support; O-chlorobenzyl-malononitrile

CSA
corps support area

CSS
combat service support

CSSCS
Combat Service Support Control System

CT
common task

CTC
Combat Training Center

CTT
common task test

CTX
combined tactical/training exercise

CUST
customer

DA
Department of the Army

DC (1)
direct current

decon
decontamination

DEPEX
deployment exercise

det
detachment

DISCOM
division support command

Div
division

DOD
Department of Defense

DS
direct support

Ea
each

ECCM
electronic counter-countermeasures

ECM
electronic countermeasures

EEFI
essential elements of friendly information

ELSEC
electronic security

EOD
explosive ordnance disposal

EPW
enemy prisoner of war

ETA
estimated time of arrival

EW
electronic warfare

EXEVAL
external evaluation

FARE
forward area refueling equipment

FEBA
Forward Edge of the Battle Area

fld
field

FLE
forward logistics element

FLOT
forward line of own troops

FM
frequency modulation

FORSCOM
Forces Command

FRAGO
fragmentary order

FSOP
field standard operating procedure

FTX
field training exercise

gal
gallon

GRREG
graves registration

GS
general support

HAZCOM
Hazardous Communications

HAZMAT
hazardous material

HHC
headquarters and headquarters company

HHD
headquarters and headquarters detachment

HN
host nation

HQ
headquarters

HSS
health service support

HUMINT
Human intelligence

IAW
in accordance with

Inf
infantry

INTSUM
intelligence summary

IPB
Intelligence Preparation of Battlefield

IR
infrared

ITEP
Individual Training Evaluation Program

JFTOT
Jet Fuel Thermal Oxidation Tester

JTX
joint tactical exercise

KIA
killed in action

km
kilometer

lab
laboratory

LAW
light antitank weapon

lb
pound

LCX
logistics coordination exercise

LD
line of departure

Ldr
Leader

LFX
Live Fire Exercise

LOC (2)
Logistics Operations Center

LOGSTAT
logistic statistics

LP
listening post

LSE
logistics support element

LT
lieutenant

LTA
local training area

LTC
lieutenant colonel

MACOM
major Army command

maint
maintenance

MAJ
major

MAPEX
map exercise

MBA
Main Battle Area

MBT
Main Battle Tank

MCC
movement control center

Mech
mechanized

MEDSOM
medical supply optical maintenance

METL
mission essential task list

METT-T
mission, enemy, terrain, troops, and time available

METT-TC
mission, enemy, terrain, troops, time available, and civilian considerations

MIJI
meaconing, intrusion, jamming, and interference

MIL
master incident list

MILCOM
missile command

MILES
Multiple Integrated Laser Engagement System

MMC
materiel management center

MNS
Mission Needs Statement

mob
mobilization

MOBEX
mobilization exercise

MOGAS
motor gasoline

MOPP
mission oriented protective posture

MOS
military occupational specialty

MOUT
military operations in urban terrain

MP
military police

MQS
military qualification standards

MSR
main supply route

MTP
mission training plan

MWR
morale, welfare, and recreation

NATO
North Atlantic Treaty Organization

NBC
nuclear, biological, and chemical

NCO
noncommissioned officer

NCOIC
noncommissioned officer in charge

NCS
net control station

NLT
not later than

OCOKA
Observation, Cover and Concealment, Obstacles, Key Terrain, Avenues of Approach

OEG
operational exposure guidance

OIC
officer in charge

OP
observation post

OPCON
operational control

OPFOR
opposing forces

OPLAN
operations plan

OPORD
operations order

OPSEC
operations security

OPSECREP
OPSEC Activities Report

OPTEMPO
operational tempo

ORF
operation readiness float

pam
pamphlet

PASR
Personnel Accounting/Strength Reporting

PDF
principal direction of fire

PIR
priority intelligence requirement

PLL
prescribed load list

PMCS
preventive maintenance checks and services

POL
petroleum, oils, and lubricants

POM
preparation for overseas movement

POW
prisoner of war

PPE
personal protective equipment

PSC
Personnel Service Company

PSS
personnel service support

PT
physical training

QA
quality assurance

QA/QC
quality assurance/quality control

QAR
Quality Acceptance Report

QASP
quality assurance surveillance plan

QM
Quartermaster

QMC&S
Quartermaster Center and School

QRF
Quick Reaction Force

QTB
quarterly training briefing

qty
quantity

RACO
rear area combat operations

RAOC
rear area operations center

RATT
radioteletype

RC
Reserve Component

recon
reconnaissance

RP
release point

rqr
requirement

RSO&I
reception, staging, onward movement, and integration

RT
receiver transmitter

RTD
return to duty

RWI
radio and wire integration

S1
Adjutant (US Army)

S2
battalion intelligence officer

S3
battalion operations officer

S4
supply officer (US Army)

SARSS
Standard Army Retail Supply System

SCPE
simplified collective protection equipment

SDT (self-development test)
A test of your ability to perform your job in your MOS at your present skill level.

SIDPERS
Standard Installation/Division Personnel System

SIGINT
Signal Intelligence

SIGSEC
signal security

SITREP
situation report

SM
soldier's manual

SMCT
soldier's manual of common tasks

SOI
signal operating instructions

SP
start point

SPBS-R
Standard Property Book System - Redesign

SPOTREP
spot report

SPT
support

STAFFEX
staff exercise

STF (1)
staff

STP
soldier training publication

STRAC
standards in training commission

STRIKEWARN
strike warning

STX
situational training exercise

SUP
supply

SVC
service

T&EO
training and evaluation outline

TAACOM
Theater Army Area Command

TACAIR
tactical air

TADSS
training aids, devices, simulators, and simulations

Task - Critical task
A collective or individual task a unit or individual must perform to accomplish their mission and duties and to survive in war or operations other than war (OOTW). Critical tasks must be trained.

Task - Individual task
The lowest behavioral level in a job or duty that is performed for its own sake. It should support a collective task; it usually supports another individual task.

Task - Shared task - Collective
A task that may apply to some units that have different proponents or to different echelon/TOE units within a single proponent's authority. The task, conditions, standards, task steps, and performance measures do not change.

Task - Shared task - Individual
An individual task performed by soldiers from different jobs and/or different skill or organizational levels. Shared tasks are usually identified when conducting an analysis of a specific job. Example: The lieutenant and sergeant in the same platoon perform some of the same tasks.

Task condition
See "Condition."

Task Performance Steps
The required unit/individual actions that must be performed to accomplish the critical task. Each step must be specific and detailed and contain only one action or unit of work. Note: A collective task step may be a supporting individual or collective task.

TC (1)
training circular

TCF
tactical combat force

TEMPEST
An unclassified short name referring to investigations and studies of comprising emanations. It includes both emanations security and emission security. Security class involving compromise of classified data through interception of electronic impulses.

TEWT
training exercise without troops

TG
trainer's guide

TM
technical manual

TMO
transportation movement officer

TNG
training

TOC
tactical operations center

TOCEX
tactical operations center exercise

TOE
table(s) of organization and equipment

TRADOC
United States Army Training and Doctrine Command

Trk
truck

TSOP
tactical standing operating procedure

TWDS
tactical water distribution system

U.S.
United States

UCMJ
Uniform Code of Military Justice

ULLS
Unit Level Logistics System

UMT
unit ministry team

USA
United States Army

USAR
United States Army Reserve

USAREUR
United States Army, Europe

WIA
Wounded In Action

XO
executive officer

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 190-13	The Army Physical Security Program (This Item is Included on EM 0001). 30 September 1993
AR 215-1	Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities (This Item is Included on EM 0001) 25 October 1998
AR 220-1	Unit Status Reporting (This Item is Included on EM 0001) 1 September 1997
AR 220-10	Preparation for Oversea Movement of Units (POM) 15 June 1973
AR 27-10	Legal Services: Military Justice (This Item is Included on EM 0001) 24 June 1996
AR 350-1	Army Training (This Item is Included on EM 0001) 1 August 1981
AR 350-41	Training in Units (This Item is Included on EM 0001) 19 March 1993
AR 380-19	Information Systems Security (This Item is Included on EM 0001) 27 February 1998
AR 380-19-1	(C) Control of Compromising Emanations (U) 17 September 1990
AR 380-5	Department of the Army Information Security Program (This Item is Included on EM 0001) 29 September 2000
AR 385-10	The Army Safety Program (This item is included on EM 0001) 23 May 1988
AR 530-1	Operations Security (OPSEC) 3 March 1995
AR 600-8-1	Army Casualty Operations/Assistance/Insurance 20 October 1994
AR 600-8-104	Military Personnel Information Management/Records 27 April 1992
AR 600-8-19	Enlisted Promotions and Reductions (This Item is Included on EM 0001) 2 October 2000
AR 600-8-22	Military Awards (This Item is Included on EM 0001) 25 February 1995
AR 608-1	Army Community Service Program (This Item is Included on EM 0001) 1 October 1999

AR 608-18	The Army Family Advocacy Program (This Item is Included on EM 0001) 1 September 1995
AR 614-185	Requisitions and Assignment Instructions for Officers 15 March 1983
AR 614-200	Enlisted Assignments and Utilization Management (This Item is Included on EM 0001) 31 October 1997
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level (This Item is on EM 0001) 31 October 1997
AR 710-3	Asset and Transaction Reporting System (This Item is Included on EM 0001) 31 March 1998
AR 715-27	Petroleum Contract Quality Assurance Manual (included on EM 0001) 10 February 1988
AR 725-50	Requisition, Receipt, and Issue System (This Item is Included on EM 0001) 15 November 1995

Army Training and Evaluation Program

ARTEP 10-426-30-MTP	Mission Training Plan for Headquarters and Headquarters Detachment Petroleum Supply Battalion 27 October 1993

Department of Army Forms

DA FORM 1804	Petroleum Sample 1 November 1967
DA FORM 4702-R	Monthly Bulk Petroleum Accounting Summary 1 April 1985

Department of Army Pamphlets

DA PAM 350-38	Standards in Weapon Training (This Item is Included on EM 0001) 3 July 1997
DA PAM 600-8-1	SIDPERS Battalion S1 Level Procedures 1 August 1986
DA PAM 600-8-2	Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures 1 August 1986
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures) (Standalone Pub) (This Item is on EM 0001) 31 December 1997
DA PAM 710-2-2	Supply Support Activity Supply System: Manual Procedures (This Item is on EM 0001) 30 September 1998
DAPAM 600-8-1	(See DA PAM 600-8-1 - Need to link to this product) SIDPERS Unit Level Procedures 1 August 1986
DAPAM 710-2-2	(See DA PAM 710-2-2 - Need to link to this product) Supply Support Activity Supply System: Manual Procedures 30 September 1998

Department of Defense Publications

DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas and Coal Volumes I - IV 22 June 1994
DOD 4500.32-R VOL 1	Military Standard Transportation and Movement Procedures (Reprinted W/Basic Incl C1-5) 15 March 1987

DOD 4500.32-R, VOL 2	Military Standard Transportation and Movement Procedures (MILSTAMP): Transportation Account Codes (TACS) (Reprinted W/Basic Incl C1-2) 15 February 1987
DOD 4500.9-R PART III	Defense Transportation Regulation, Part III, Mobility 1 April 1997
MIL-STD-3004	Quality Surveillance for Fuels, Lubricants, and Related Products 1 November 1999

Field Manuals

FM 100-10	Combat Service Support 3 October 1995
FM 100-14	Risk Management 23 April 1998
FM 100-15	Corps Operations 29 October 1996
FM 100-16	Army Operational Support 31 May 1995
FM 100-17	Mobilization, Deployment, Redeployment, Demobilization 28 October 1992
FM 100-17-3	Reception, Staging, Onward Movement, and Integration 17 March 1999
FM 101-5	Staff Organization and Operations 31 May 1997
FM 101-5-1	Operational Terms and Graphics (MCRP 5-2A) 30 September 1997
FM 10-27-2	Tactics, Techniques and Procedures for Quartermaster Direct Support Supply and Field Service Operations 18 June 1991
FM 10-27-3	Tactics, Techniques and Procedures for Quartermaster Headquarters Operations 30 October 1990
FM 10-27-4	Organizational Supply and Services for Unit Leaders 14 April 2000
FM 10-67-1	Concepts and Equipment of Petroleum Operations 2 April 1998
FM 10-67-2	Petroleum Laboratory Testing and Operations 2 April 1997
FM 11-50	Combat Communications Within the Division (Heavy & Light) 4 April 1991
FM 12-6	Personnel Doctrine 9 September 1994
FM 14-100	Financial Management Operations 7 May 1997
FM 16-1	Religious Support 26 May 1995
FM 21-31	Topographic Symbols (Reprinted w/ Basic Incl C1) 19 June 1961
FM 22-51	Leaders' Manual for Combat Stress Control 29 September 1994
FM 24-18	Tactical Single-Channel Radio Communications Techniques 30 September 1987
FM 24-22	Communications-Electronics Management System (CEMS) 30 June 1977

FM 24-33	Communications Techniques: Electronic Counter-Countermeasures 17 July 1990
FM 24-35	(O) Signal Operation Instructions "The SOI" 26 October 1990
FM 24-35-1	(O) Signal Supplemental Instructions 2 October 1990
FM 25-100	Training The Force 15 November 1988
FM 25-101	Battle Focused Training 30 September 1990
FM 3-0	Operations 14 June 2001
FM 3-100.4	Environmental Considerations in Military Operations [MCRP 4-11B] 15 June 2000
FM 3-19.30	Physical Security (This Item is Included on EM 0028) 8 January 2001
FM 3-19.4	Military Police Leader's Handbook 4 March 2002
FM 3-3	Chemical and Biological Contamination Avoidance (FMFM 11-17) 16 November 1992
FM 3-4	NBC Protection (FMFM 11-9) 29 May 1992
FM 34-1	Intelligence and Electronic Warfare Operations 27 September 1994
FM 34-10	Division Intelligence and Electronic Warfare Operations 25 November 1986
FM 34-130	Intelligence Preparation Of The Battlefield 8 July 1994
FM 34-54	Technical Intelligence 30 January 1998
FM 34-80	Electronic Warfare Operations 15 April 1986
FM 3-5	NBC Decontamination MCWP 3-37.3 28 July 2000
FM 44-8	Combined Arms for the Air Defense 1 June 1999
FM 5-103	Survivability 10 June 1985
FM 5-170	Engineer Reconnaissance 5 May 1998
FM 55-1	Transportation Operations 3 October 1995
FM 55-10	Movement Control 9 February 1999
FM 55-30	Army Motor Transport Units and Operations 27 June 1997
FM 55-65	Strategic Deployment 3 October 1995
FM 6-22.5	Combat Stress 23 June 2000
FM 63-20	Forward Support Battalion 26 February 1990
FM 63-21	Main Support Battalion 7 August 1990
FM 63-3	Corps Support Command 30 September 1993
FM 63-4	Combat Service Support Operations 24 September 1984
FM 71-100	Armored & Mechanized Division Operations (How to Fight) 28 August 1996
FM 7-20	The Infantry Battalion 6 April 1992
FM 7-7	The Mechanized Infantry Platoon And Squad (APC) 15 March 1985

FM 8-10	Health Service Support in a Theater of Operations (01 Mar 91) 1 March 1991

Other Product Types

DD MANUAL 4525.6-M	Volume I and II, DOD Postal Manual
PAM 710-2-1	PAM 710-2-1

Soldier Training Publications

STP 9-63Z5-SM-TG	Soldier's Manual and Trainer's Guide, MOS 63Z, Mechanical Maintenance Supervisor Skill Level 5 30 October 1989
STP 10-77L14-SM-TG	Soldier's Manual and Trainer's Guide, MOS 77L, Petroleum Laboratory Specialist, Skill Levels 1, 2, 3, and 4 2 April 1997
STP 10-77F15-SM-TG	Soldier's Manual and Trainer's Guide, MOS 77F, Petroleum Laboratory Specialist, Skill Levels 1, 2, 3, 4, and 4 8 April 1996
STP 10-92ABDII-MQS	Military Qualification Standards 11, Quartermaster Corps, Quartermaster General (92A), Supply and Materiel Management (92B), and Aerial Delivery and Materiel (92D) Company Grade Officer Manual 16 September 1991
STP 10-92FGII-MQS	Military Qualification Standards 11, Quartermaster Corps, Petroleum (92F) and Subsistence (92G), Company Grade Officer's Manual 18 September 1991
STP 55-95II-MQS	Military Qualification Standards II Manual, Transportation Corps: BC 95, Transportation

Technical Bulletins

TB 43-180	Calibration and Repair Requirements for the Maintenance of Army Materiel (This Item is Included on EM 0022) 1 December 2000

Technical Manuals

TM 38-250	Preparing Hazardous Materials for Military Air Shipments (AFJM 24-204; NAVSUP Pub 505; MCO P4030.19G; DLAI 4145.3) 1 March 1997
TM 55-2200-001-12	Transportability Guidance for Application of Blocking, Bracing, and Tie-Down Materials for Rail Transport 31 May 1978

TO & E

10426L000	Petroleum Supply Battalion

Training Circulars

TC 25-1	Training Land 30 September 1991
TC 25-20	A Leader's Guide to After Action Reviews 30 September 1993
TC 25-6	Force-On-Force Collective Training Using the Tactical Engagement Simulation Training System 3 October 1995
TC 25-8	Training Ranges 25 February 1992

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Field Manuals

FM 101-5	Staff Organization and Operations 31 May 1997
FM 3-4	NBC Protection (FMFM 11-9) 29 May 1992
FM 3-5	NBC Decontamination MCWP 3-37.3 28 July 2000
FM 55-10	Movement Control 9 February 1999

QUESTIONNAIRE

MTP NUMBER: _____ DATE: _____

MTP TITLE: _____

Request your recommendations to improve this training publication. To make it easier to make recommendations, a standard questionnaire has been provided for your use. Please answer all questions frankly and mail to: Commander, U.S. Army Combined Arms Support Command, 401 1st Street, Suite 229, ATTN: ATCL-A, Fort Lee, Virginia 23801

THE FOLLOWING QUESTIONS PERTAIN TO YOU.

1. What is your position (CDR, XO, Plt Ldr, Plt Sgt, Section Chief, Section NCOIC, etc.)?
2. How long have you served in this position?

3. How long have you served in this unit?

4. What is your component? A. AC B. RC

5. What is your unit?
   A. CONUS B. USAREUR
   C. USARPAC D. 8TH USA
   E. Other (specify) _____

THE FOLLOWING QUESTIONS ARE ABOUT THE MTP IN GERNERAL.

6. How do you feel this document has affected training in your unit when compared to other training products?

   A. Has made training worse.

B. Has made training better.

C. Has had no effect on training.

D. Do not know or do not have an opinion.

7. How easy is this product to use compared to other training products?

A. More difficult.

B. Easier.

C. About the same.

D. Do not know or do not have an opinion.

8. What part of the MTP was least useful?

A. Chapter 1, Unit Training.

B. Chapter 2, Training Matrix.

C. Chapter 3, Mission Outlines.

D. Chapter 4, Training Exercises.

E. Chapter 5, Training and Evaluation Outlines.

F. Chapter 6, External Evaluation.

G. Do not know or do not have an opinion

9. What part of the MTP was most useful?

A. Chapter 1, Unit Training.

B. Chapter 2, Training Matrix.

C. Chapter 3, Mission Outlines.

D. Chapter 4, Training Exercises.

E. Chapter 5, Training and Evaluation Outlines.

F. Chapter 6, External Evaluation.

G. Do not know or do not have an opinion.

10. What chapter of the MTP was the most difficult to understand?

A. Chapter 1, Unit Training.

B. Chapter 2, Training Matrix.

C. Chapter 3, Mission Outlines.

D. Chapter 4, Training Exercises.

E. Chapter 5, Training and Evaluation Outlines.

F. Chapter 6, External Evaluation.

G. Do not know or do not have an opinion.

11. What was the easiest part of the MTP to understand?

A. Chapter 1, Unit Training.

B. Chapter 2, Training Matrix.

C. Chapter 3, Mission Outlines.

D. Chapter 4, Training Exercises.

E. Chapter 5, Training and Evaluation Outlines.

F. Chapter 6, External Evaluation.

G. Do not know or do not have an opinion

THE FOLLOWING QUSTIONS PERTAIN TO THE TRAINING EXERCISES (STX AND FTX).

12. The exercises are designed to prepare the unit to accomplish its wartime mission. In your opinion, how well did they fulfill their intended purpose?

A. They did not prepare the unit at all.

B. They helped, but only provided 20% or less of my unit's training requirements.

C. They helped, but only provided 21% to 50% of my unit's training requirements.

D. They helped, but only provided 51% to 80% of my unit's training requirements.

E. They provided 81% or more of my unit's training requirements.

13. Would you recommend that any STX or TX be added or deleted from the MTP (specify FTX or STX)?

14. What was the greatest problem you experienced with the exercises?

A. Too many pages.

B. Hard to read and understand.

C. Needs more illustrations.

D. Needs more information on how to set up the exercises.

E. Needs more information on leader training.

F. Needs more information on how to conduct the exercises.

G. Needs more information on support and resources.

H. Needs more information on normally attached elements

I. Does not interface well with other training products, such as battle drills.

J. Do not know or have no opinion.

15. What was the second greatest problem you experienced with the exercises?

A. Too many pages.

B. Hard to read and understand.

C. Needs more illustrations.

D. Needs more information on how to set up the exercises.

E. Needs more information on leader training

F. Needs more information on how to conduct the exercises.

G. Needs more information on support and resources.

H. Needs more information on normally attached elements

I. Does not interface well with other training products, such as battle drills.

J. Do not know or have no opinion.

16. How many STX's or FTX's have you trained or participated in personally?

THE FOLLOWING QUESTIONS APPLY TO CHAPTERS 5 AND 6 OF THE MTP.

17. What changes would you make to Chapter 5, Training and Evaluation Outlines?

A. Leave it out altogether.

B. Clarify how to use this chapter with the training exercises.

C. Clarify how to use this chapter with the external evaluation.

D. The performance measures are too detailed.

E. The performance measures are not detailed enough.

E. The performance measures do not adequately address those elements that are normally attached in wartime.

F. Do not change, chapter is fine.

G. Do not know or have no opinion.

18. What changes would you make to this Chapter 6, External Evaluation?

A. Leave it out altogether.

B. Clarify how to use this chapter with the training exercises.

C. Clarify how to use this chapter with the external evaluation.

D. The performance measures are too detailed.

E. The performance measures are not detailed enough.

E. The performance measures do not adequately address those elements that are normally attached in wartime.

F. Do not change, chapter is fine.

G. Do not know or have no opinion.

19. Additional Comments:

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army
0233606

DISTRIBUTION:

Active Army, Army National Guard, and US Army Reserve: To be distributed in accordance with the initial distribution number 121362, requirements for ARTEP 10-426-MTP.

PIN: 071582-000