

Training and Evaluation Outline Report

Status: Approved

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Task Number: 71-CO-0004

Task Title: Prepare Personnel for Deployment

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Leavenworth, Kansas, foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	(DO NOT USE SEUPERSEDED) ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No	
	AR 600-8-101	PERSONNEL READINESS PROCESSING	Yes	No	
	DA PAM 600-8-101	Personnel Processing (In-Out-, Soldier Readiness, Mobilization and Deployment Processing	Yes	No	
	FM 1-0	Human Resources Support	Yes	Yes	
	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	

Conditions: The unit receives an order from higher headquarters or the commander derives a mission to prepare personnel for deployment. The commander issues guidance on preparing personnel for deployment in a dynamic environment, with more than a single threat, contesting company objectives in multiple domains, multiple dimensions, the electromagnetic spectrum (EMS), and throughout operations to achieve mission objectives. The threat maintains contact with the company in multiple domains. Four or more operational variables of PMESII-PT are present. The order from higher headquarters includes all applicable overlays and/or graphics, area of operations (AO) boundaries, control measures, and criteria for subsequent tactical actions. All necessary personnel and equipment are available. The company is task organized with necessary units and reinforced with assets from higher to accomplish assigned tasks. The company maintains communications with subordinate units, adjacent units, and higher headquarters. The commander has organized the four components of the command and control system to support decision-making, facilitate communication, and conduct operations.

Note: The conditions statement for this task reflects the training conditions required for the evaluated unit to receive a trained (T) rating. However, a unit can only receive a T rating if the task is executed under these conditions during an external evaluation.

Environment: Some iterations of this task should be performed with degraded C2 networks, degraded conditions in the electromagnetic spectrum, and/or with a degraded, denied, and disrupted space operations environment (D3SOE). This task should not be trained in MOPP 4.

Standards: The unit prepares personnel for deployment by processing all deployable personnel within the established timeframe. Non-deployable personnel and rear detachment are identified and processed accordingly. The unit prepares personnel for deployment in accordance with (IAW) FM 1-0, the Army Ethic, established timelines, the commander's intent, orders from higher headquarters, and standard operating procedures.

The Objective Task Evaluation Criteria Matrix (below) is the Army's standard evaluation criteria used by commanders to objectively assess their unit's collective task training conducted during collective training events. Task assessment is determined by the environment, percentages of leaders and Soldiers present at training, task performance, and external task evaluation. For example, in order to receive a fully trained (T) rating, a unit must perform this task incorporating the identified training environment; with 75% of unit leaders and 80% of Soldiers present for training; attaining 80% on performance measures, 100% on critical performance measures, and 85% on leader performance measures; and with an external evaluation. Failure to meet any one of these criteria will result in a lower than (T).

Note: Leaders are defined as the commander, executive officer, unit movement officer (UMO), subordinate platoon leaders, and any other leader on the unit's table of organization and equipment that the commander deems essential to conducting the operations process

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare		Execute						Evaluate	
Operational Environment	Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
CO & BN									
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Night	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Dynamic (Single Threat)	Day	60-74%	60-79%	No	65-79% GO	<All	75-84% GO	P	P
Static (Single Threat)		<=59%	<=59%		<65% GO		<=74% GO	U	U

Remarks: None

Notes: None

Safety Risk: Low

Task Statements

Cue: The unit receives an order from higher headquarters or the commander derives a mission to prepare personnel for deployment.

DANGER

Leaders have an inherent responsibility to conduct risk management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Risk management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE

GO	NO-GO	N/A
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Plan

- * 1. The commander fulfills command responsibilities for preparing personnel for deployment.
 - * a. Reviews deployment order, governing regulations, installation instructions, and unit standard operating procedures (SOP).
 - * b. Initiates accountability for assigned and attached personnel.

Note: This is crucial as personnel may be on temporary duty (TDY), attending school, or in authorized leave status. If required, the S-1 may recommend the commander recall personnel on TDY, attending non-Department of Army (DA) sponsored schools, or in an authorized pass or leave status.

- * c. Requests policy guidance from the S-1 for recalling personnel that are on temporary duty (TDY), attending non-Department of the Army (DA)-sponsored schools, or in an authorized pass or leave status.
- * d. Submits requests to recall personnel attending DA sponsored schools through the chain of command to Headquarters, Department of the Army (HQDA).
- * e. Approves cross-leveling of personnel and replacement priorities.
- * f. Briefs supporting and higher headquarters (HQ) on unit deployment status.
- * g. Verifies the non-available status of all Soldiers and update required databases as required.
- * h. Initiates re-assignment actions for Soldiers who remain non-available for the duration of the deployment.

- * i. Selects personnel to operate the rear detachment.
- * j. Establishes the family readiness group (FRG) and validates the FRG leader.
- + 2. The company, led by executive officer (XO), conducts mission analysis for deployment.
 - a. Reviews deployment order, governing regulations, and SOPs.
 - + b. Relays recall orders and instructions.
 - + c. Implements operations security (OPSEC) plan to ensure deployment information is controlled.
 - d. Provides personnel deployability criteria to subordinate elements.
 - e. Identifies security requirements for processing unit and installation supporting agencies.
 - f. Recommends required personnel cross-leveling and replacement priorities.
 - g. Disseminates personnel rosters and information to supporting units and higher HQ, as required.
 - h. Briefs unit and subordinate elements on processing procedures, scheduling, and responsibilities.
 - i. Briefs unit commander on the status of personnel readiness.
 - j. Provides higher HQ and installation activities with contact information for rear detachment operations.

Prepare

- +* 3. The company, led by the XO, prepares personnel for deployment.
 - + a. Reviews Soldier personnel records and duty position requirements to ensure all special pay entitlements are properly recorded.
 - b. Determines if any Soldier should be flagged for non-deployable status.
 - c. Determines if any Soldier requires a current family care plan.
 - d. Reviews all pertinent medical information in Soldiers' records that may preclude them from deployment, including, but not limited to:
 - Profiles.
 - Any functional limitations.
 - Any medical instructions.
 - Physical readiness training capabilities.
 - e. Ensures deploying Soldiers who receive their mail at the unit fill out and submit a DA Form 3955, change of address and directory card, identifying individuals authorized to pick up their mail while absent.
 - + f. Attends final SRP within 60 days of deployment.
- 4. The company, led by the XO, reviews deployment training requirements.
 - a. Ensures mandatory training classes as outlined on DA Form 7524 are scheduled and coordinated with required sections/facilities.
 - b. Ensures security clearance requirements are identified and verifies Soldiers possess the identified clearances.
 - c. Identifies required family deployment briefings.
 - d. Coordinates legal briefings and appointments as required.
 - e. Coordinates required weapons qualification and range set-up.
- 5. The supply sergeant determines deployment logistics and supply requirements.
 - a. Assists subordinate elements in acquiring storage facilities.
 - b. Ensures all Soldiers have required protective mask inserts or that inserts will be available prior to deployment.

e. Step 5: Communicate feedback and recommendations to the commander.

f. The commander directs changes to operations according to visualization and recommendations to improve operations or take advantage of opportunities.

* 10. The company, led by the XO, implements changes directed by the commander by issuing orders and coordinating with all UAPs.

Note: When time permits following the operation, the commander leads an after action review (AAR) to learn from the experience and improve future operations. Unit SOPs should be updated as applicable.

Task Performance Summary Block										
Training Unit			ITERATION							
			1		2		3		4	
Date of Training per Iteration:										
Day or Night Training:			Day / Night		Day / Night		Day / Night		Day / Night	
			#	%	#	%	#	%	#	%
Total Leaders Authorized		% Leaders Present								
Total Soldiers Authorized		% Soldiers Present								
Total Number of Performance Measures		% Performance Measures 'GO'								
Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Live Fire, Total Number of Critical Performance Measures		% Critical Performance Measures 'GO'								
Total Number of Leader Performance Measures		% Leader Performance Measures 'GO'								
MOPP LEVEL										
Evaluated Rating per Iteration T, P, U										

Missions(s) supported:

Mission ID	Mission Title	Frequency	Recommended Interval
CONDUCT EXP DEPLOY OPS	Conduct Expeditionary Deployment Operations	0	Not Selected

MOPP 4: Never

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
2.	71-CO-6111	Conduct Operations Security (OPSEC)	71 - Mission Command (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-LDR-5022	Conduct Pre-Combat Inspections	150 - Mission Command (Individual)	Approved
	805C-420-7002	Manage Personnel Strength Reporting Data	805C - Adjutant General (Individual)	Approved
	805C-42H-8107	Implement Human Resources Planning and Operations Using the Military Decision Making Process	805C - Adjutant General (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 1.1.2.1	Conduct Predeployment Activities
SN 1	Conduct Deployment and Redeployment
ST 7.1.2	Determine Deployment Requirements

TADSS

TADSS ID	Title	Product Type	Quantity
71-20	Common Hardware Platform (CHP)	DVC	1

Equipment (LIN)

LIN	Nomenclature	Qty
No equipment specified		

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. Refer to GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. Refer to GTA 05-08-012 INDIVIDUAL SAFETY CARD.