

Summary Report for Individual Task  
805K-79R-8101  
Direct the Battalion Staff Operation  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** As battalion executive officer (XO) you are responsible to effectively direct headquarters staff activities to support recruiting operations and maintain mission momentum. You have access to all necessary publications, materials and equipment. This task should not be trained in MOPP 4.

**Standard:** Direct the battalion staff's activities in support of the battalion's mission by:

- Managing the internal support staff to orchestrate daily actions in support of the field force.
- Functioning as senior coordinator with lateral external commands and higher headquarters.
- Controlling and ensuring proper and efficient use of recruiting resources.
- Exercising command and command authority in the absence or incapacitation of the commander.
- Synchronizing and integrating staff activities and functions to optimize control of operations and sustainment support.
- Overseeing the integration of information management.
- Assume other duties as the commander directs.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Coordinate mission analysis.
  - a. Analyze the higher headquarters order.
  - b. Perform initial intelligence preparation of the battlefield (IPB) for the recruiting area.
  - c. Determine specified, implied, and essential tasks.
  - d. Review available assets.
  - e. Determine constraints.
  - f. Identify critical facts and assumptions.
  - g. Conduct risk assessment.
  - h. Determine initial Commander's Critical Information Requirement (CCIR) and Essential Elements of Friendly Information (EEFI).
  - i. Determine the initial Intelligence, Surveillance, and Reconnaissance (ISR) plan.
  - j. Update operational timelines.
  - k. Write and approve the restated mission.
  - l. Deliver a mission analysis briefing to the decision authority.
  - m. Approve the restated mission.
  - n. Develop the initial commander's intent.
  - o. Issue the commanders guidance to all parties.
  - p. Direct the issuance of a warning order.
  - q. Review facts and assumptions.
2. Conduct staff operations.
  - a. List all mission requirements.
  - b. Gather input from staff and subordinate units on how staff will prioritize their efforts.
  - c. Compile staff estimates.
  - d. Develop courses of action (COA).
  - e. Analyze and compare COAs.
  - f. Provide recommended COAs to the proper authority for approval. (if necessary)

- g. Disseminate COA decision to all necessary and required parties.
  - h. Track, direct and guide execution efforts.
  - i. Conduct AAR and reassess.
3. Synchronize battalion staff functions and operations.
- a. Produce synch matrix.
  - b. Allocate resources. (manpower, equipment, funds)
  - c. Develop operational timelines and support documents. (training calendar)
  - d. Coordinate and Control interaction with lateral/external commands and higher headquarters Issue orders production.
  - e. Disseminate policies, plans and decisions of the Battalion Commander and staff.
  - f. Track, direct and guide execution efforts.
  - g. Control use of resources under your authority.
  - h. Conduct AAR and reassess.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

<b>PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>	<b>N/A</b>
1. Coordinated mission analysis.			
a. Analyzed the higher headquarters order.			
b. Performed initial intelligence preparation of the battlefield (IPB) for the recruiting area.			
c. Determined specified, implied, and essential tasks.			
d. Reviewed available assets.			
e. Determined constraints and limitations.			
f. Identified critical facts and assumptions.			
g. Conducted risk assessment.			
h. Determined initial Commander's Critical Information Requirement (CCIR) and Essential Elements of Friendly Information (EEFI).			
i. Determined the initial Intelligence, Surveillance, and Reconnaissance (ISR) plan.			
j. Updated operational timelines.			
k. Wrote and approved restated mission.			
l. Delivered a mission analysis briefing to the decision authority.			
m. Approved the restated mission.			
n. Developed the initial commander's intent.			
o. Issued the commanders guidance to all parties.			
p. Directed the issuance of a warning order.			
q. Reviewed facts and assumptions.			
2. Conducted staff operations by prioritizing the staff.			
a. Listed all mission requirements.			
b. Gathered input from staff and subordinate units on how staff will prioritize their efforts.			
c. Compiled staff estimates.			
d. Prioritized all organizational efforts.			
e. Developed courses of action (COA).			
f. Analyzed and compared COAs.			
g. Provided recommended COA for battalion commander approval. (if necessary)			
h. Disseminated COA decision to all necessary and required parties.			
i. Tracked, directed and guided execution efforts.			
j. Conducted AAR and reassessed.			
3. Synchronized the battalion staff functions.			
a. Produced synch matrix.			
b. Allocated resources. (manpower, equipment, funds)			
c. Developed operational timelines and supporting documents. (training calendar)			
d. Coordinated and Controlled interaction with lateral/external commands and higher headquarters.			
e. Issued orders production.			
f. Disseminated policies, plans and decisions of the Battalion Commander and staff.			
g. Tracked, directed and guided execution efforts.			
h. Controlled use of resources under your authority.			
i. Conducted AAR and reassessed.			

**Supporting Reference(s):**

<b>Step Number</b>	<b>Reference ID</b>	<b>Reference Name</b>	<b>Required</b>	<b>Primary</b>
	ADRP 5-0	The Operations Process	Yes	Yes
	ADRP 7-0	Training Units and Developing Leaders	Yes	No

**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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. 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 FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None