

Summary Report for Individual Task
805B-79T-5506
Implement a Yearly Training Plan
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have received your Commanders higher echelon Yearly Training Guidance (YTG) and Yearly Training Calendar (YTC). You have a requirement to implement a Yearly Training Plan for your company/region. You have access to reference materials , your web based applications, general office equipment, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Implement an effective Yearly Training Plan that integrates the higher echelon YTG and YTC, while localizing the required support and resource requirements for your Company/Region.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Review higher echelon YTC/YTG and other pertinent training requirements.

- a. Identify specified or implied tasks.
- b. Deconflict localized events (via information drawn from subordinates).
- c. Deconflict MEPCOM operating schedule (via MEPS home page).

d. To perform this task you will also need:

Soldier Training Readiness Modules (STRM)(Obtain through your RSP Cadre).

RSP State Guidance and RSP State Standard Operating Procedures (SOP) (Obtain through your RSP Cadre)

R&R BN YTG and YTC (Obtain through your Battalion Training NCO).

MEPCOM Operating Schedule (Obtain through your Local MEPS Guidance Counselor).

2. Develop a Yearly Training Plan.

- a. Align with BN CDR's Calendar/Guidance.
- b. Identify required individual training from higher guidance (BN, state, NGB, DA, sustainment).
- c. Align with local supported units YTC (via information drawn from subordinates).
- d. Align with local events (via information drawn from subordinates).
- e. Project required resources (Personnel, Equipment, and Funding).
- f. Incorporate market analysis from Strength Maintenance Plan.
- g. Request higher approval of plan.

3. Execute approved Yearly Training Plan.

- a. Publish Training Schedules.
- b. Refine short and long range training goals.
- c. Integrate Composite Risk Management (CRM).
- d. Conduct sustainment training.
- e. Conduct OPD/NCOPD.
- f. Conduct improvement/rehabilitative training.
- g. Conduct AAR of YTP.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods;

a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.

b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Reviewed higher echelon YTC/YTG and other pertinent training requirements.			
a. Identified specified and implied tasks.			
b. Deconflicted localized events on YTC.			
c. Deconflicted MEPCOM schedule dates on company/region YTC.			
2. Developed a detailed Yearly Training Plan.			
a. Aligned applicable BN CDR's Calendar/Guidance on YTC.			
b. Identified required individual training from higher guidance.			
c. Aligned local supported units YTC on company/region YTC.			
d. Aligned local events on company/region YTC.			
e. Projected required resources.			
f. Incorporated how market analysis effected company/region YTC.			
g. Requested higher approval of plan.			
3. Executed approved Yearly Training Plan.			
a. Published Training Schedules.			
b. Refined short and long range training goals.			
c. Integrated Composite Risk Management (CRM).			
d. Conducted sustainment training.			
e. Conducted OPD/NCOPD.			
f. Conducted improvement/rehabilitative training.			
g. Conducted AAR of YTP.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	No
	ADRP 7-0	Training Units and Developing Leaders	Yes	No
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
	AR 350-10	Management of Army Individual Training Requirements and Resources	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
1.	ADP 7-0	Training Units and Developing Leaders	Yes	No
1.	ADRP 7-0	Training Units and Developing Leaders	Yes	No
1.	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
1.	AR 350-10	Management of Army Individual Training Requirements and Resources	Yes	No
2.	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	Yes
3.	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4