

# Training and Evaluation Outline Report

**Task Number:** 12-9-1225

**Task Title:** Conduct HRSC Planning

**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 Jackson SC 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
	ATP 4-93	Sustainment Brigade	Yes	No
	ATP 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	Yes

**Condition:** The Human Resources Sustainment Center (HRSC) is deployed or will deploy to active theater in support of operational forces. The HRSC receives warning order to plan for a specified mission. The supported command's Operations Order (OPORD)/deployment order or draft is available. Plans and Operations Division has staff responsibilities for developing HRSC long and short range planning. The Director issues his assessment and planning guidance for providing Human Resources (HR) support to units within the specified area. Unit Standing Operating Procedures (SOPs), ATP 4-93, ATP 4-94, and FM 1-0 are available. The division has appropriate connectivity to both Nonsecure Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) Networks. Technical guidance is received from the Human Resources Command (HRC). Theater HR requirements are received by Theater Support Command (TSC). The Army Service Component Command (ASCC) G-1 has established HR priorities, intent, and policies for Army Forces within the theater. Communications are established with supported units and higher headquarters. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

**Standard:** Complete plans and coordination for current mission before the unit flow begins. Complete plans and coordinated for follow on or future planned missions within the time lines established by the OPORD or HRSC Director in accordance with (IAW) SOP, ATP 4-93, ATP 4-94, and FM 1-0.

**Safety Risk:** Low

<b>Task Statements</b>
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**Cue:** None

## DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

## WARNING

Composite 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.

**Remarks:** None

**Notes:** Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

## TASK STEPS

- \* 1. Director, HRSC receives mission guidance.
  - a. Receives and analyzes mission.
  - b. Determines theater specific tasks requirements.
  - c. Obtains technical guidance from Human Resources Command.
  - d. Obtain guidance from Army Service Component Command (ASCC) G-1/AG and verify Theater HR Support priorities.
  - e. Issues staff planning guidance.
  - f. Advises ASCC G-1/AG and Commander, Theater Sustainment Command (TSC) on plans and any problem areas.
- \* 2. Chief, Plans and Operations (P&O) Division receives Director's guidance.
  - a. Identifies all essential specified and implied tasks.
  - b. Identifies organizations and elements included in operation.
  - c. Provides P&O Division personnel with applicable planning guidance.
3. P&O personnel develops future operations plan.
  - a. Analyzes mission and director's guidance.
  - b. Coordinates HR resources needed to accomplish tasks.
  - c. Coordinates all essential, specified and implied tasks.
  - d. Coordinates organizations and elements included in operation.
  - e. Coordinates availability of HR resources.
  - f. Develops plans to acquire resources and support to accomplish mission.
  - g. Submits plans for Director's approval.
4. P&O personnel provides long and short range planning support for HR tasks.
  - a. Supports planning for Personnel Accountability Operations to include location of TG Personnel Accountability Team and Personnel Accountability Teams, reporting time lines, and other reception, staging, and onward movement information.
  - b. Supports planning for casualty liaison activities to include operations of the Casualty Operations Division, location of Casualty Liaison Teams, and other information that may impact notification of next of kin, submission of casualty reports, connectivity, casualty mail, and line of duty and AR 15-6 investigations.
  - c. Supports planning for postal operations to include operation of the Military Mail Terminal (MMT), augmentation to MMT, military post offices, and other information that may impact transportation or delivery of mail.



**MOPP 4 Statement:** See Safety Statement below.

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):** None

**Supporting Collective Task(s):** None

**Supporting Individual Task(s):** None

**Supporting Drill Task(s):** None

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**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.1.4	Conduct Human Resources Planning and Operations

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**TADSS**

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

**Equipment (LIN)**

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1

**Material Items (NSN)**

Step ID	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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None

**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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).