

**Summary Report for Individual Task
805K-79R-4400
Implement the Battalion Training Program
Status: Approved**

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Destruction Notice: None

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Condition: As the command's primary training manager and access to: ADP 7-0, AR 600-9, AR 350-1, UR 350-1, FM 7-22, and Training Guidance. This task should not be trained in MOPP 4.

Standard: Implement the Battalion Training Program IAW USAREC Regulation 350-1, para 2-9; assess, develop, conduct, and manage training at USAREC, brigade, and battalion level.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>.

Performance Steps

1. Monitor APFT IAW AR 350-1 Army Body Composition Program AR 600-9.
 - a. APFT program IAW FM 7-22.
 - (1) Track APFT results in DTMS.
 - (2) Unit DTMS administrator will update APFT results in DTMS.
 - b. Army Body Composition Program.
2. Manage Organizational Training.
 - a. Determine required training.
 - b. Develop training schedule.
 - c. Coordinate training locations that meet budget constraints.
 - d. Conduct training and ensure completion of UF 350-1.1.
 - e. Conduct AAR and collect feedback using UF 350-1.2.
3. Manage Training Conferences.
 - a. Determine required annual training.
 - b. Develop and publish training schedule in DTMS to be distributed.
 - c. Coordinate training locations and complete UF 770.
 - d. Conduct training and record results into DTMS.
 - e. Conduct AAR and collect feedback using UF 350-1.2.
4. Manage Professional Military Education Program.
 - a. Request Soldiers and leadership input on those needing PME.
 - (1) Identify which Soldiers were identified for NCOES through AKO.
 - (2) Identify which Soldiers need any type of Distance Learning Training.
 - (3) Identify Soldiers who need PME.
 - b. Certify Soldiers meet course prerequisites using TRADOC Fm 350-18-2-R-E, The Army School System Pre-execution Checklist.
 - c. Update Order of Merit List (OML) and forward to BDE master trainer.
 - d. Maintain Order of Merit List.

- (1) Identify training seats.
- (2) Identify Soldiers eligible to attend.
 - (a) Alpha roster.
 - (b) Flag roster.

- (3) Finalize OML with CSM.
 - (a) Delete old.
 - (b) Update new.
 - (c) Alternates.

- (4) Notify chain of command, Soldiers, and support staff.

5. Monitor Company Commander Development Program.

- a. Initiate UF 350-1.4.
- b. Advise BN Commander of program requirements per USAREC Reg 350-1.
- c. Receive and maintain completed UF 350-1.4 within 30 days of initiation from company commander and store in local share point.

6. Monitor Professional Development Program/Advanced Training Program.

- a. Initiate UF 350-1.4.
- b. Receive and maintain completed UF 350-1.4 within 30 days of initiation from soldier and store in local share point. Register soldier for RDP in LMS.
- c. Monitor and track PDP/ATP via LMS and DTMS.
 - (1) 1SG's weekly reviews.
 - (2) Company Commanders monthly reviews.

(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.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Monitored APFT IAW AR 350-1 Army Body Composition Program AR 600-9.			
a. APFT program IAW FM 7-22 Track APFT results in DTMS.			
b. Army Body Composition Program.			
2. Managed Organizational Training.			
a. Determined required training.			
b. Developed training schedule.			
c. Coordinated training locations that meet budget constraints.			
d. Conducted training.			
e. Conducted AAR and collect feedback using UF 350-1.2.			
3. Managed Training Conferences.			
a. Determined required annual training.			
b. Developed and printed training schedule within DTMS and distributed.			
c. Coordinated training locations that met budget constraints.			
d. Conducted training and ensure completion of UF 350-1.1.			
e. Conducted AAR.			
4. Managed Professional Military Education Program.			
a. Requested Soldiers and leadership input on those needing PME.			
(1) Identified which Soldiers were identified for NCOES through AKO.			
(2) Identified which Soldiers needed any type of Distance Learning Training.			
(3) Identified Soldiers who needed PME.			
b. Certified Soldiers met course prerequisites using TRADOC Fm 350-18-2-R-E, The Army School System Pre-execution Checklist.			
c. Updated order of merit list (OML) and forwarded to BDE master trainer.			
d. Maintained Order of Merit List.			
(1) Identified training seats.			
(2) Identified Soldiers eligible to attend.			
(3) Finalized OML with CSM.			
(4) Notified chain of command, Soldier, and support staff.			
5. Monitored Company Commander Development Program.			
a. Initiated UF 350-1.4.			
b. Advised BN commander of program requirements per USAREC Reg 350-1.			
c. Received and maintained completed UF 350-1.4 within 30 days of initiation from company commander and stored in local share point.			
6. Monitored PDP/ATP.			
a. Initiated UF 350-1.4.			
b. Received and maintained completed uf 350-1-.4 within 30 days of initiation from Soldier and stored in local share point. Registered soldier for RDP in LMS.			
c. Monitored and tracked PDP/ATP via LMS and DTMS.			
(1) 1SG's weekly reviews.			
(2) Company commanders monthly reviews.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 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 600-9	The Army Body Composition Program	Yes	No
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf	Yes	No
	FM 7-22	Army Physical Readiness Training (Change 001 05/03/2013 8 Pages)	Yes	No
	USAREC FORM 350-1.1	Near Training Plan	Yes	No
	USAREC FORM 350-1.2	Training Record	Yes	No
	USAREC FORM 350-1.4	Reception and Integration Checklist	Yes	No
	USAREC REG 350-1	Training and Leader Developer	Yes	Yes

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