

**150-MC-0000**  
**Organize the Staff as the CoS/XO/DCO**  
**Status: Approved**

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**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 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** As the Chief of Staff (CoS), Executive Officer (XO), Deputy Commanding Officer (DCO), or designated officer, either as a new staff member or receiving new staff officers, you receive instruction from the commander to realign the staff and/or command post. You have the commander's guidance, communications with subordinate units, adjacent units, and higher headquarters. The mission command system is operating and processing information. Some iterations of this task should be performed in MOPP 4.

**Standards:** Organize the staff and/or required command posts to meet the commander's intent, higher headquarters orders, operational requirements, unit SOPs, IAW doctrine, and within the established timelines while maintaining continuous operations.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

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

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** The term 'staff officer' refers to the unit Chief of Staff (CoS), Executive Officer (XO), Deputy Commanding Officer (DCO), and/or another designated officer as directed by the commander.

## Performance Steps

1. Confirm proper manning of all staff sections in accordance with the commander's intent, orders from higher, operational requirements, and unit manning rosters.

2. Conduct an analysis of the best way to structure the staff via warfighting function by:

a. Analyzing the mission in accordance with:

- (1) The operational environment.
- (2) Command Post (CP) structure and layout.
- (3) Manning constraints and limitations.
- (4) Orders from higher.
- (5) The desired end-state.
- (6) Expertise of the staff.
- (7) The commander's intent.
- (8) Unit standard operating procedure (SOP).

b. Determining leadership, battle rhythm, and continuity within the staff.

c. Confirming the communication structure and the operability of all Mission Command systems.

d. Checking Army regulations to confirm the placement of special relationships between certain staff officers and the commander.

Note: Every staff has special staff officers. The number of special staff officers and their responsibilities vary with authorizations, the desires of the commander, and the size of the command. In the event there is not a special staff officer assigned, the officer with coordinating staff responsibility for the area of expertise assumes those functional responsibilities. During operations, special staff officers work in parts of the CP designated by the commander, COS, or their supervising coordinating staff officer. In general, the COS (XO) exercises coordinating staff responsibility over those special staff officers without a coordinating staff officer (FM 6-0, 2-73).

e. Reviewing the table of organization and equipment (TOE), a modified TOE (MTOE), and/or a table of distribution and allowances (TDA).

f. Requesting that higher headquarters (HQ) modify the unit's TOE based on operational requirements (as required).

g. Coordinating the placement of unit and unified action partner liaison officers.

3. Request augmentation for mission specific operations, as required, to include but not limited to:

a. Army space support team.

b. Army cyberspace operations support team.

c. Civil affairs planning team.

d. Combat camera team.

e. Legal support teams.

f. Mobile public affairs detachment.

g. Military history detachment.

h. Military information support operations units.

i. Army information operations field support team.

- j. Individual augmentation by specialty, for example, assessment, or economic development.
  - k. Other Department of Defense augmentees.
4. Confirm that all staff members conduct basic initial staff duties and responsibilities to include:
- a. Informing the commander of all mission related staff tasks.
  - b. Developing and maintaining running estimates.
  - c. Providing recommendations.
  - d. Preparing plans, orders, and other staff writing.
  - e. Assessing operations.
5. Organize, manage, monitor, train, and inspect the staff and CP(s) by warfighting function as specified in FM 7-15, The Army Universal Task List (February 2009):
- a. The Movement and Maneuver Warfighting Function.
  - b. The Intelligence Warfighting Function.
  - c. The Fires Warfighting Function.
  - d. The Sustainment Warfighting Function.
  - e. The Mission Command Warfighting Function.
  - f. The Protection Warfighting Function.
  - g. Full Spectrum Operations, Tactical Mission Tasks, and Operational Themes.
6. Perform inspections, trains, and supervises each warfighting function before, during, and after any unit training or operation to:
- a. Confirm unit SOP adherence.
  - b. Confirm the manning and placement of personnel.
  - c. Establish appropriate battle rhythms.
  - d. Evaluate manning or expertise shortfalls.
  - e. Evaluate staff leadership.
  - f. Confirm equipment and user functionality.
  - g. Monitor the Mission Command System.
  - h. Evaluate staff team building and team continuity.
7. Produce required changes, updates, or augmentations (in accordance with the commander's guidance and unit SOP) based on inspection results.
8. Brief the commander on deficiencies and readiness status according to the commander's guidance and unit SOP.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if he/she passes all performance measures. Score the Soldier NO-GO if Soldier fails any performance measure. If the Soldier scores NO-GO, show the Soldier why he/she failed and show the Soldier how to perform the measure correctly.

**Evaluation Preparation:** Brief the Soldier: Explain expectations to the Soldier by reviewing the task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Confirmed proper manning of all staff sections in accordance with the commander's intent, orders from higher, operational requirements, and unit manning rosters.			
2. Conducted an analysis of the best way to structure the staff via warfighting function.			
3. Requested augmentation for mission specific operations.			
4. Confirmed that all staff members conducted basic initial staff duties and responsibilities.			
5. Organized, managed, monitored, trained, and inspected the staff and CP(s) by warfighting function.			
6. Performed inspections, trained, and supervised each warfighting function before, during, and after unit training or operation.			
7. Produced required changes, updates, or augmentations (in accordance with the commander's guidance and unit SOP) based on inspection results.			
8. Briefed the commander on deficiencies and readiness status according to the commander's guidance and unit SOP.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 1-03	The Army Universal Task List	Yes	Yes
	FM 6-0 (Change 002, April 22, 2016)	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel 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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**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 :**

Task Number	Title	Proponent	Status
150-000-0000	Provide Mission Command Systems Expertise in Support of the Operations Process	150 - Combined Arms (Individual)	Approved
150-MC-5200	Conduct Command Post Operations	150 - Combined Arms (Individual)	Approved
150-MC-5251	Integrate the Mission Command Information System	150 - Combined Arms (Individual)	Approved

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
150-MC-5011	Prepare a Staff Study	150 - Combined Arms (Individual)	Approved
150-MC-5250	Employ a Mission Command Information System	150 - Combined Arms (Individual)	Approved

150-000-0303	Recommend Improvements To Meetings That Support Staff Integration	150 - Combined Arms (Individual)	Approved
150-LDR-5013	Organize the Staff for Operations	150 - Combined Arms (Individual)	Approved
150-MC-5200	Conduct Command Post Operations	150 - Combined Arms (Individual)	Approved

### Supported Individual Tasks :

Task Number	Title	Proponent	Status
150-MC-0006	Validate the Protection Warfighting Function Staff (Battalion through Corps)	150 - Combined Arms (Individual)	Approved
	Created from Template from 150-718-0006	150 - Combined Arms (Individual)	Proposed

### Supported Collective Tasks :

Task Number	Title	Proponent	Status
71-6-9000	Conduct Information Operations for Theater IO Group	71 - Combined Arms (Collective)	Superseded
05-BDE-0001	Conduct Staff Rehearsal Operations (Engineer)	05 - Engineers (Collective)	Approved
71-8-6113	Coordinate Counterintelligence Requirements (Brigade - Corps) (FOUO)	71 - Combined Arms (Collective)	Approved
71-7-5100	Conduct the Mission Command Operations Process for Divisions	71 - Combined Arms (Collective)	Analysis
71-CORP-5100	Conduct the Mission Command Operations Process for Corps	71 - Combined Arms (Collective)	Approved
71-TA-5100	Conduct the Mission Command Operations Process for Theater Army	71 - Combined Arms (Collective)	Approved
71-BN-9000	Conduct Information Operations (IO Battalion)	71 - Combined Arms (Collective)	Approved
71-DIV-5100	Conduct the Mission Command Operations Process for Divisions	71 - Combined Arms (Collective)	Approved
71-8-7000(Step: 3.)	Conduct Campaign and Major Land Combat Operations for Corps	71 - Combined Arms (Collective)	Superseded
71-1-5100	Conduct the Mission Command Operations Process for Battalions	71 - Combined Arms (Collective)	Analysis
71-CORP-5610	Conduct Information Operations for Corps	71 - Combined Arms (Collective)	Approved
71-8-5610	Conduct Information Operations for Corps	71 - Combined Arms (Collective)	Superseded
71-BDE-5100	Conduct the Mission Command Operations Process for Brigades	71 - Combined Arms (Collective)	Approved
71-BDE-4150	Provide Contracting Support for Brigade/Group	71 - Combined Arms (Collective)	Approved
71-9-3500(Step: 3.)	Conduct Campaign and Major Land Combat Operations (Corps and Theater Army)	71 - Combined Arms (Collective)	Approved
71-CORP-7000	Conduct Campaign and Major Land Combat Operations for Corps	71 - Combined Arms (Collective)	Approved
71-CORP-5100	Conduct the Mission Command Operations Process for Corps	71 - Combined Arms (Collective)	Proposed
71-6-5100	Conduct the Mission Command Operations Process for Brigades	71 - Combined Arms (Collective)	Superseded
71-8-4150	Provide Contracting Support for Divisions and Corps	71 - Combined Arms (Collective)	Approved
71-8-4236	Provide Claims Support (Brigade - Corps)	71 - Combined Arms (Collective)	Approved
71-9-4150	Provide Contracting Support for Theater Armies	71 - Combined Arms (Collective)	Superseded
05-BDE-5000	Perform Construction Contracting Acquisition Planning	05 - Engineers (Collective)	Proposed
71-7-5610	Conduct Information Operations for Divisions	71 - Combined Arms (Collective)	Approved
71-6-4150	Provide Contracting Support for Brigades	71 - Combined Arms (Collective)	Superseded
71-9-5100	Conduct Mission Command for Theater Level Operations for Theater Army	71 - Combined Arms (Collective)	Superseded
71-BN-5100	Conduct the Mission Command Operations Process for Battalions	71 - Combined Arms (Collective)	Approved
71-1-9000	Conduct Information Operations (IO Battalion)	71 - Combined Arms (Collective)	Superseded
71-GRP-5100	Conduct the Mission Command Operations Process for Regional Support Group	71 - Combined Arms (Collective)	Analysis
71-GRP-5100	Conduct the Mission Command Operations Process for Regional Support Groups	71 - Combined Arms (Collective)	Superseded
71-8-5100	Conduct the Mission Command Operations Process for Corps	71 - Combined Arms (Collective)	Superseded
71-1-5100	Conduct the Mission Command Operations Process for Battalions	71 - Combined Arms (Collective)	Superseded
71-GRP-5100	Conduct the Mission Command Operations Process for Regional Support Groups	71 - Combined Arms (Collective)	Approved
45-8-0001	Conduct Public Affairs Operations for Corps	45 - Public Affairs (Collective)	Proposed

71-GRP-9000	Conduct Information Operations for Theater IO Group	71 - Combined Arms (Collective)	Approved
71-8-4150	Provide Contracting Support for Divisions and Corps	71 - Combined Arms (Collective)	Proposed
71-DET-5100	Support the Mission Command Operations Process for Detachments	71 - Combined Arms (Collective)	Approved
71-8-5001	Conduct Army Design Methodology for Battalions, Brigades, Divisions, Corps, and echelons above Corps	71 - Combined Arms (Collective)	Proposed
71-7-5100	Conduct the Mission Command Operations Process for Divisions	71 - Combined Arms (Collective)	Superseded

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
Mission Command Warfighting Function	Any	