

Training and Evaluation Outline Report

Status: Approved

14 May 2015

Effective Date: 20 Oct 2016

Task Number: 71-2-1000

Task Title: Develop a Unit Training Plan (UTP)

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 Ft. Leavenworth, KS Information Security Office 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
	ADRP 7-0	Training Units and Developing Leaders	No	No
	FM 6-0 (Change 002, April 22, 2016)	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	No	No
	UTM 2013	The Leader's Guide to Unit Training Management (UTM) https://atn.army.mil/media/docs/LG_to_UTM_FIN_AL.pdf	Yes	Yes

Conditions: The unit is required to develop a Unit Training Plan (UTP), have the UTP approved by the higher commander, and published as a UTP OPORD in the Digital Training Management System (DTMS). Given the higher command's UTP OPORD/WARNORD with commander's guidance and intent, the unit's mission, and the operational environment (OE) to replicate during training, in garrison or deployed; and with access to the Army Training Network (ATN), the Combined Arms Training Strategies (CATS), and DTMS. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standards: The unit applies UTM doctrine and enablers such as ATN, CATS, and DTMS to develop a unit training plan (UTP) that will allow the unit to achieve essential task/key collective task (KCT) proficiency by the end of the planning horizon, and employ an appropriate mix of live, virtual, constructive, and gaming (LVC-G) training enablers. The commander uses troop leading procedures to include subordinate leaders in the planning process. The UTP is approved by the higher commander during the training briefing is published as a UTP OPORD in DTMS.

Live Fire Required: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare		Execute						Assess	
Operational Environment	Training Environment (L/V/C)	Training/Authorized	% of Leaders Present at	% of Soldiers Present at	External Eval	% Performance Measures 'GO'	% Critical Performance Measures 'GO'	% Leader Performance Measures 'GO'	Task Assessment
CO & BN									
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Night	IAW unit CATS statement.	>=85%	>=80%	Yes	>=91%	All	>=90%	T
			75-84%			80-90%		80-89%	T-
Dynamic (Single Threat)	Day		65-74%	75-79%	No	65-79%	<All	<=79%	P
			60-64%	60-74%		51-64%			P-
Static (Single Threat)			<=59%	<=59%		<=50%			U

Remarks: None

Notes: None

Safety Risk: Low

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
+ 1. Leaders conduct training mission analysis.			
a. Analyze the higher command's OPORD that specifies the training mission, commander's intent, essential tasks/KCTs, and training guidance.	N/A	N/A	N/A
b. Determine the specified and implied tasks.	N/A	N/A	N/A
c. Determine the essential tasks/KCTs.	N/A	N/A	N/A
d. Assess current essential task/KCT proficiency.	N/A	N/A	N/A
e. Determine the unit's projected essential task/KCT proficiency at the beginning of the planning horizon.	N/A	N/A	N/A
f. Review the planning horizon and the time allotted to train.	N/A	N/A	N/A
g. Review the Operational Environment (OE) to replicate.	N/A	N/A	N/A
h. Determine unique and scarce training resources.	N/A	N/A	N/A
i. Identify significant training readiness issues.	N/A	N/A	N/A
+ 2. The commander conducts the Commanders' Dialogue to present the proposed essential tasks/KCTs for approval.			
+ 3. The commander issues a WARNORD to subordinate leaders.			
4. Leaders develop two or more training courses of action (COAs).	N/A	N/A	N/A
a. Review input from the mission analysis using METT-TC.	N/A	N/A	N/A
b. Create a unit training calendar template that includes:	N/A	N/A	N/A
(1) Higher HQ multiechelon training events and the culminating training event (CTE).	N/A	N/A	N/A
(2) Higher HQ time management cycle, e.g. green-amber-red.	N/A	N/A	N/A
(3) Periods of "white space" for subordinate units to conduct training.	N/A	N/A	N/A
c. Determine the collective training events required to achieve essential task/KCT proficiency.	N/A	N/A	N/A
(1) Use the Combined Arms Training Strategies (CATS) Planning Tool in the Digital Training Management System (DTMS) to:	N/A	N/A	N/A
(a) Identify and select the CATS Task Selections that align with each essential task/KCT.	N/A	N/A	N/A
(b) The commander records the current assessment (T, P, U) for each Task Selection that aligns with each essential task/KCT in DTMS.	N/A	N/A	N/A
(c) Identify the supporting collective tasks and drills for each KCT.	N/A	N/A	N/A
(d) The commander records the projected assessment (T, P, U) for each supporting collective task in DTMS.	N/A	N/A	N/A
(e) Generate and review the CATS Training Event Matrix (TEM) to gather information based on the component, mission, task selections and task proficiency assessments.	N/A	N/A	N/A
(f) Generate and review the CATS Report (Revised CATS Task Template) and TADSS Report (CATS TADSS & Facility report) to gather planning information for the KCTs and supporting collective tasks and drills.	N/A	N/A	N/A
NOTE: The CATS Reports are based on the unit TOE and provide a list of all Task Selections and their associated training events, supporting collective tasks by echelon, and the necessary information to plan and prepare for each event. It provides detailed planning information for all crawl-walk-run events by Army Component, Active or Reserve, and based on the Army Forces Generation (ARFORGEN) training cycle (Reset, Train/Ready 1, Train/Ready 2 and Available).			
(2) Determine the right mix and sequence of live (to include gunnery), virtual, constructive and gaming (LVC-G) training enablers.	N/A	N/A	N/A
(3) Review essential task/KCT T&EO task, conditions, standards, performance steps, performance measures, and supporting collective and individual tasks.	N/A	N/A	N/A
(4) Array the higher unit's multiechelon training events in which the unit must participate on the training calendar throughout the planning horizon.	N/A	N/A	N/A
(5) Backward plan training events from the culminating training events (CTE) to the training start point.	N/A	N/A	N/A
d. Develop training objectives for each multiechelon training event.	N/A	N/A	N/A
e. Examine each potential COA for validity using the criteria: feasible, acceptable, suitable, distinguishable, and complete.	N/A	N/A	N/A
5. Leaders analyze COAs (war-game) to determine the best use of resources, to de-conflict and synchronize training events.	N/A	N/A	N/A
6. Leaders compare COAs based on evaluation criteria developed during mission analysis to identify the strengths and weaknesses of each.	N/A	N/A	N/A
+ 7. The commander selects a COA for presentation to the higher commander at the training briefing.			
8. The commander prepares for the training briefing to the higher commander.	N/A	N/A	N/A
+ 9. The commander conducts the training briefing.			
+ 10. The commander obtains approval of the training COA as is, or with modifications.			
+ 11. Leaders produce the unit training plan (UTP) operations order (OPORD).			

+ 12. The commander communicates the UTP OPORD to subordinate and higher units.			
13. Leaders publish the UTP OPORD in DTMS.	N/A	N/A	N/A

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: N/A

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	07-2-5081	Conduct Troop-leading Procedures (Platoon-Company)	07 - Infantry (Collective)	Approved

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	07-2-5081	Conduct Troop-leading Procedures (Platoon-Company)	07 - Infantry (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-COM-7105	Produce the Unit Training Plan (UTP) OPORD	150 - Combined Arms (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 5.1.1.2	Conduct the Military Decisionmaking Process

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1
FB9912	CAC Card Reader	1

Materiel Items (NSN)

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. 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.