

Training and Evaluation Outline Report

Task Number: 12-8-1218

Task Title: Evaluate Current Human Resources Force Requirements

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
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

Condition: The expeditionary sustainment command/brigade is deployed to or is in support of an operational theater. The supported command's operations order, OPORD/deployment order directs the expeditionary sustainment command, ESC, to provide/coordinate for sustainment to specified forces during the deployment on an area basis. The Human Resource Operations Branch, HROB, has staff responsibility to supervise HR sustainment activities required for deployed units / elements. Reports from higher and subordinate elements indicate changes in current operational tempo. Unit Standing Operating Procedures, SOPs, are available. The element has appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems. Technical guidance is received from Human Resources Sustainment Center, HRSC. Communications are established with subordinate and adjacent units, and higher headquarters. Mission command networks and systems are operational and passing information in accordance with Tactical Standing Operating Procedures, TSOP. Threat capabilities cover a unified land operations including information gathering, hostile force sympathizers, terrorist activities to include suicide bombings, and on to conventional, air supported, and reinforced squad operations in a Chemical, Biological, Radiological, Nuclear and high yield Explosives, CBRNE, environment. Some iterations of this task should be performed in MOPP 4.

Standard: Review current operations plan/order. Make an assesment of requirements e.g., required levels of human resources support, available resources constraints of latest arrival date, LAD, adjustments. Review allocation, current and past operation reports. Operational Status of human resource elements. Develop course of action, COA, implement COA. Periodically communicate with support operations, SPO, to verify guidance for allocation and addition or reduction of forces and policies.

Safety Risk: Low

Task Statements

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. Chief, Human Resources Operations Branch (HROB) reviews current operations plan/order.
 - a. Reviews commander's concept for HR support.
 - b. Determines Commander's Critical Information Requirement (CCIR).
 - c. Reviews current HR operations reports.
 - d. Identifies discrepancies in HR support requirements.
 - e. Directs staff to assess current operations.
 - f. Briefs commander on proposed changes in HR capabilities and/or resources.
2. HROB personnel receive assessment requirements.
 - a. Determine HR support functions to be assessed.
 - b. Identify required levels of HR support.
 - c. Review available HR resources.
 - d. Identify any HR constraints or necessary LAD adjustments.
 - e. Develop necessary Operational Needs Statements (ONS) for minimum mission-essential equipment.
3. HROB personnel review affected HR functional areas.
 - a. Review rules of force allocation.
 - b. Review current and past operations reports.
 - c. Identify trends or problem areas.
 - d. Review operational status of HR element(s) performing function.
 - e. Conduct comparison of the required level of support against actual.
 - f. Identify cause(s) for performance discrepancy.
4. HROB personnel develop course of action (COA) to eliminate performance discrepancy.
 - a. Review rules of force allocation.
 - b. Identify factors bearing on performance discrepancy.
 - c. Develop COAs to eliminate discrepancy.
 - d. Identify advantages and disadvantages for COAs.

- e. Identity major deficiencies for each COA.
- f. Recommend best COA for desired HR support and/or force structure as appropriate.

5. HROB personnel implement selected COA.

- a. Prepare request for additional or reduction in HR structures, as appropriate.
- b. Direct actions to be taken by HR elements to eliminate performance discrepancy, as required.
- c. Develop measures to monitor implementation of corrective actions.
- d. Notify supported units of any changes in HR support.
- e. Brief HROB Chief on changes in HR support provided.

6. HROB personnel coordinate with subordinate SPO, as appropriate.

- a. For verification of rules of allocation.
- b. For requests for additional or reduction in forces, as appropriate
- c. For HR policies impacting capabilities to provide support, as appropriate.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. * Chief, Human Resources Operations Branch (HROB) reviewed current operations plan order.			
2. HROB personnel received assessment requirements.			
3. HROB personnel reviewed affected HR functional areas.			
4. HROB personnel developed course of action (COA) to eliminate performance discrepancy.			
5. HROB personnel implemented selected COA.			
6. HROB personnel coordinated with subordinate SPO, as appropriate.			

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: Sometimes

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):

Step Number	Task Number	Title	Proponent	Status
	805C-42A-3406	Review the Human Resources Authorization Report (HRAR)	805C - Adjutant General (Individual)	Approved
	805C-42A-4041	Analyze HR Planning Considerations Using the MDMP	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1	Provide Human Resources Support

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).