Training and Evaluation Outline Report

Status: Approved
23 Jun 2023
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Task Number: 34-SEC-3191

Task Title: Prepare the Information Collection Annex to Plans or Orders

Distribution Restriction: Approved for public release; distribution is unlimited.
Destruction Notice: None
Foreign Disclosure: FD3 - This training product has been reviewed by the developers in coordination with the U.S. Army Intelligence Center of Excellence foreign disclosure officer. This training product cannot be used to instruct international military students.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	ATP 2-01	COLLECTION MANAGEMENT	Yes	No	
	FM 5-0	Planning and Orders Production	Yes	Yes	

Conditions: The section is assigned to prepare the information collection annex to orders or plans while supporting the operations staff conducting command post (CP) operations in a dynamic operational environment (OE). The staff has received the higher headquarters operations order (OPORD) or fragmentary order (FRAGORD) and the commanders initial planning guidance. The section has established communications with subordinate and adjacent units, other staff elements, and higher headquarters. The mission command and intelligence systems are operational and processing information in accordance with (IAW) the unit standard operating procedure (SOP).
Some iterations of this task should be performed in MOPP 4.

Standards: The section prepares the information collection annex by describing the situation, mission, execution, sustainment, and command and signal aspects of information collection for the planned operation. The section provides the developed annex to the operations staff for publication as part of the order IAW the commanders intent, the OPORD/FRAGORD, the unit SOP, and FM 5-0.

Leaders are the Collection Management Chief, Intelligence Plans Officer, Assistant S2, All Source Intelligence Technician, Geospatial Intelligence Technician, Intelligence Sergeant, and others designated by the commander.

Live Fire: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare		Execute						Evaluate	
Operational Environment (SQD & PLT)	Training Environment (L/V/C)	% Leaders present at training/authorized	% Present at training/authorized	External evaluation	Performance measures	Critical performance measures	Leader performance measures	Evaluator's observed task proficiency rating	Commander's assessment
Dynamic (Single Threat) — Night	A Live or Constructive training environment is required for External Evaluation training events and to achieve a T level objective task evaluation assessment. A live, virtual, or constructive training environment can be used during crawl/walk level company, platoon, section, or team training events.	>=75%	>=80%	Yes	>=80% GO	All	>=85% GO	T	T
Static (Single Threat) — Day		60-74%	60-79%	No	65-79% GO	<All	75-84% GO	P	P
		<=59%	<=59%		<65% GO		<=74% GO	U	U

Remarks: None.

Notes: The task steps integrated into this collective task are aligned with the sample annex format and administrative instructions content for Annex L (Information Collection) provided in FM 5-0, Appendix E. Unit organizations may add or detract information provided in the information collection annex they develop based upon the echelon and mission in support of planned operations.

Safety Risk: Low

Task Statements

Cue: The section is tasked to prepare the information collection annex (Annex L –Information Collection) to orders or plans while supporting the operations staff conducting CP operations in a dynamic OE.

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. The section integrates administrative information into the annex.			
a. Affixes proper classification and portion markings.			
b. Applies the proper title information of the annex.			
c. Lists references essential to understanding the annex.			
(1) Integrates doctrinal references FM 2-0, FM 3-55, FM 3-90-2, FM 5-0, FM 6-0, ATP 2-01, ATP 3-04.64, and others relevant to the annex.			
(2) Lists other references, as applicable.			
d. Lists the time zone used throughout the plan or order.			
e. Describes the task organization of forces.			
(1) Refers to Annex A (Task Organization) if necessary to clarify task organization.			
(2) Lists when each attachment or detachment is effective.			
(3) States command or support relationship for task organized units.			
2. The section describes the situation affecting information collection.			
a. Describes the aspects of the OE specifically related to information collection.			
b. Describes friendly forces.			
(1) Identifies friendly forces and organizations providing collection support to the mission.			
(2) Lists facts relevant to planned information collection operations.			
(a) Describes legal considerations applicable to information collection in the area of operations.			
(b) Describes any Signals Intelligence Operational Tasking Authority (SOTA) granted to the commander.			
(c) Describes collection management authority for each type of collection asset.			
(d) Describes who has collection requirements management authority, based upon guidance.			
(e) Describes who has collection operations management authority based upon guidance.			
c. Lists assumptions unique to collection management and information collection used during planning.			
d. Describes limitations and shortfalls affecting employment of collection capabilities.			
3. The section states the mission of information collection in support of operations.			
+ 4. The section outlines the execution of information collection in support of operations.			
a. Describes the concept of operations for collection management.			
(1) States how collection management is nested within the base order mission, lines of effort, and phases.			
(2) Describes the scheme of collection operations.			
(a) Summarizes the concept for execution of information collection, by phases, and the assets and resources employed.			
(b) Identifies the means to answer collection requirements.			
_1_ Collection tasks.			
_2_ Objectives of collection.			
_3_ Methods of collection.			
_4_ Collection priorities.			
_5_ Capabilities or assets best suited for the collection requirement.			
(c) Identifies special requirements for the employment of collection assets or sensors.			
(3) Describes the collection plan.			
(a) States when and how often the collection plan will be published or revised.			
(b) Describes how the collection plan is nested with planned operations.			
_1_ Commander's critical information requirements (CCIR).			
_2_ Priority intelligence requirements (PIR).			
_3_ Indicators.			
_4_ Observable enemy behaviors or actions.			
_5_ Specific information requirements (SIR).			
_6_ Decision points (DP) within the decision support matrix.			
(c) States the allocation of intelligence, surveillance, and reconnaissance (ISR) assets for employment among collection requirements.			
(d) States the collection priorities for ISR assets at which echelons.			
(e) Refers to Appendix 1 (Information Collection Plan) of this Annex L (Information Collection).			
(4) States when and how the information collection tools will be updated.			
(a) Information collection matrix, as Tab A to Appendix 1 of the annex.			

Item			
(b) Information collection synchronization matrix, as Tab B to Appendix 1 of the annex.			
(5) Identifies special procedures for collection support to targeting efforts.			
(6) Lists limitations or special considerations for collection support to cyberspace electrometric activities (CEMA).			
b. States planning considerations for information collection.			
(1) Describes the distribution of external information collection capabilities.			
(a) Lists apportionment of collection capabilities from higher headquarters.			
(b) Summarizes the inclusion of national and theater ISR systems in the collection plan.			
(c) States procedures for submitting collection requirements to national and theater level.			
(2) Summarizes the scope for the collection management working group.			
(a) Method, purpose, and function of the working group.			
(b) Required participants.			
(c) Battle rhythm for working group meetings.			
(d) Outputs for other working groups and boards.			
c. Describes the priorities for the assessment of information collection.			
(1) Identifies the measures of effectiveness and measures of performance used to assess information collection.			
(2) Refers to Annex M (Assessment) as required.			
d. Describes tasks and responsibilities for subordinate and supporting units.			
(1) States collection synchronization timelines.			
(2) States required meetings.			
(3) States reporting dates or timelines.			
(4) Lists attached units to any subordinate unit.			
(5) Directs units to observe and report in accordance with the Information Collection Plan.			
e. Lists coordinating instructions applicable to information collection.			
(1) Time or condition when information collection plan is effective.			
(2) PIR, their associated information collection tasks, and the latest time information of value (LTIOV).			
(3) Named areas of interest (NAI) and target areas of interest (TAI).			
(4) Procedures for subordinate elements and organizations to submit requests for information (RFI) and requests for collection (RFC).			
(5) Intelligence handover lines, guidance and parameters.			
(6) Fire support coordination measures (FSCM) and no fire areas specific to ISR systems or sensors.			
(7) Limits of advance, reconnaissance, and quick reaction force instructions.			
(8) Airspace coordinating measures.			
(9) Rules of engagement specific to ISR systems.			
(10) Risk reduction control measures.			
5. The section describes sustainment requirements.			
a. Identifies unique sustainment requirements, procedures, and guidance to support information collection.			
b. Identifies unique personnel requirements and contracted linguist requirements associated with information collection.			
c. Provides health service support information, health threats, and medical evacuation guidance, as necessary.			
6. The section states command and signal information.			
a. Lists the locations of the commander and key information collection leaders and staff officers.			
b. States the succession of command, if not covered in the unit SOP.			
c. States information collection liaison requirements.			
d. Describes the employment and location of command posts for specific tasks or phases of the operation.			
e. Lists signal operating instructions for information collection, as needed.			
+ 7. The section integrates attachments into the annex IAW FM 5-0 Appendix D.			
a. Appendix 1–Information Collection Plan.			
(1) Tab A-Information Collection Matrix.			
(2) Tab B-Information Collection Synchronization Matrix.			
(3) Tab C-Information Collection Overlay.			
b. Appendix 2–Intelligence, Surveillance, and Reconnaissance Concept of Operations.			
c. Appendix 3–Collection Emphasis Message.			
d. Appendix 4–Named Area of Interest Matrix.			
e. Appendix 5–Named Area of Interest Overlay.			
8. The section provides developed annex L to the operations staff for publication as part of the order.			

Task Performance Summary Block										
Training Unit		ITERATION								
_____		1		2		3		4		
Date of Training per Iteration:										
Day or Night Training:		Day / Night		Day / Night		Day / Night		Day / Night		
		#	%	#	%	#	%	#	%	
Total Leaders Authorized	% Leaders Present									
Total Soldiers Authorized	% Soldiers Present									
Total Number of Performance Measures	% Performance Measures 'GO'									
Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'									
Live Fire, Total Number of Critical Performance Measures	% Critical Performance Measures 'GO'									
Total Number of Leader Performance Measures	% Leader Performance Measures 'GO'									
MOPP LEVEL										
Evaluated Rating per Iteration T, P, U										

Missions(s) supported:

Mission ID	Mission Title	Frequency	Recommended Interval
COOR CBRN PROTECTION	Coordinate CBRN Protection	0	Not Selected
CONDUCT WMD ELIM OPS	Conduct WMD Elimination Operations	0	Not Selected
FACILITATE WMD INTERDICTION OPERATIONS	Facilitate WMD Interdiction Operations	0	Not Selected
CONDUCT WMD OFFENSIVE OPERATIONS	Conduct WMD Offensive Operations	0	Not Selected

MOPP 4: Sometimes

MOPP 4 Statement: None.

NVG: Never

NVG Statement: None.

Prerequisite Collective Task(s): None

Supporting Collective Task(s): None

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-C2-2300	Conduct Information Collection	150 - Mission Command (Individual)	Approved
	150-C2-5118	Prepare an Annex	150 - Mission Command (Individual)	Approved
	150-C2-5130	Assess the Tactical Situation	150 - Mission Command (Individual)	Approved
	301-35A-2101	Plan Information Collection Operations	301 - Intelligence (Individual)	Approved
	301-35A-3101	Manage the Information Collection Operations	301 - Intelligence (Individual)	Approved
	301-35A-4101	Direct Information Collection in Support of Operations	301 - Intelligence (Individual)	Approved
	301-35F-3101	Coordinate the Development of Intelligence Products	301 - Intelligence (Individual)	Approved
	301-35F-3102	Draft an Intelligence Annex to an Operations Order	301 - Intelligence (Individual)	Approved
	301-35F-3201	Prepare the Initial Collection Management Tools in Support of Planning and Operations	301 - Intelligence (Individual)	Approved
	301-50F-1009	Manage Intelligence Support to the Military Decision-Making Process	301 - Intelligence (Individual)	Approved
	301-50F-1012	Plan Collection in Support of Operations	301 - Intelligence (Individual)	Approved
	301-50F-2603	Direct Intelligence Support to the Military Decision-Making Process	301 - Intelligence (Individual)	Approved
	301-50G-1002	Project Geospatial Intelligence Requirements in Support of Operations	301 - Intelligence (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
OP 2.3.2.1	Perform Collection Management

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
No equipment specified		

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 current Risk Management Doctrine. 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 current CBRN doctrine. None.