

**150-COM-7104**  
**Conduct a Training Briefing**  
**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 CAC/Fort Leavenworth foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** Given the completed training course of action (COA),selected METs to train, the long range planning horizon, operational environment (OE), higher commander's training guidance, access to the Army Training Network (ATN) and to the Digital Training Management System (DTMS).

**Standards:** Conduct the training briefing to a higher echelon commander. Plan, prepare for, and execute the briefing IAW unit SOP and the higher commander's training guidance. The training briefing content is accurate and comprehensive, providing the higher commander all the information necessary for a decision on the proposed training strategy, specifically the commander's visualized endstate, assessment of METs to train, and the training concept of operations. The training briefing results in an approved training strategy and training calendar as is, or with modification.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:**

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Brief the higher echelon commander.
  - a. Concise(bulleted)statement of the commander's visualized end state for training.
  - b. Current training proficiency assessment on METs selected to train.
  - c. Additional training guidance given to subordinate units.
2. Describe the concept of the operation.
  - a. Decisive operations:
    - (1) statement of the training strategy of how the unit will train from the training start date to the end of the planning horizon.
    - (2) refer to long range training calendar to indicate the major training events and training objectives the unit proposes to train in a crawl-walk-run manner.
    - (3) scheduled dates for external evaluation (EXEVAL) / combat training center (CTC) rotation with status update on planning and execution.
    - (4) time management cycle.
    - (5) use of the integrated training environment (ITE).
  - b. Shaping Operation #1 (individual training) briefed by 1SG/CSM:
    - (1) focus of individual training in support of METs selected to train.
    - (2) current and projected status of the unit's individual through section training.
    - (3) current and projected status of tasks that are nested with the unit's METs selected to train.
  - c. Shaping Operation #2 (leader development):
    - (1) focus of leader development and supporting training events during the planning horizon.
    - (2) specific training events that contribute to leader development.
    - (3) leader assessment plan.
  - d. Assessment plan:
    - (1) how the unit plans to assess progressively and how it will develop training readiness as it executes the plan.
    - (2) observer controller / trainer (OC/T) training and certification.
    - (3) EXEVAL support requirements.
    - (4) resource support requirements for evaluations.
  - e. Key resources required:
    - (1) unique or major resources required to train.
    - (2) resources / facilities difficult to schedule or not readily available on the installation.
  - f. Training risk:
    - (1) key resources required to train are not available.

(2) insufficient time to train to the readiness level required.

g. Training challenges:

(1) challenges to the plan that impact attaining training readiness.

(2) challenges that require attention of the higher commander.

3. Receive guidance that results in contract between the two commanders.

a. Subordinate commander agrees to train as briefed or modified by higher commander.

b. Senior commander agrees to support with the necessary resources to execute the training.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if they successfully completed all of the performance measures. Score the Soldier NO-GO if they failed any of the three performance measures.

**Evaluation Preparation:** This task should be evaluated by an officer or NCO who has successfully demonstrated proficiency on this task. The evaluator should be equal to or senior in rank to the evaluated Soldier and should have an understanding of the knowledge and skills required for this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Briefed the division commander.			
2. Described the concept of the operation.			
3. Received guidance that results in contract between the two commanders.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATN	Army Training Network (ATN) ( <a href="https://atn.army.mil/">https://atn.army.mil/</a> )	Yes	No
	FM 6-0 (Change 002, April 22, 2016)	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	No
	FM 7-0	Train to win in a Complex World	Yes	Yes

**TADSS :** None

**Equipment Items (LIN):**

LIN	Name
70209N	Computer, Personal Workstation
FB9912	CAC Card Reader

**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 :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
150-COM-7103	Develop a Training Course of Action	150 - Combined Arms (Individual)	Approved

**Supporting Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
150-COM-7100	Conduct Training Mission Analysis	150 - Combined Arms (Individual)	Approved

**Supported Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
150-COM-7110	Conduct a Training Event	150 - Combined Arms (Individual)	Approved

**Supported Collective Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
71-2-1050	Conduct Unit Training Management	71 - Combined Arms (Collective)	Approved