

**150-COM-7105**  
**Produce the Unit Training Plan (UTP) OPORD**  
**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/Ft Leavenworth foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** Given the approved COA to train the unit, access to the Army Training Network (ATN) and the Digital Training Management System (DTMS).

**Standards:** Brigade and below units produce a unit training plan (UTP) based on the approved training COA, guidance given by higher commander and any additional clarifying information. Prepare the UTP OPORD in a doctrinal five paragraph field order (brigade and below), including all required information, and communicate the UTP to subordinate and higher units as appropriate, publish the UTP in DTMS.

**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. Review the approved COA and higher commander's guidance to develop the UTP OPORD in a five paragraph field order.

2. Paragraph 1, Situation. Describe the conditions and circumstances of the operational environment in which the unit must train in the following paragraphs.

a. Training Environment. Use the operational variables to describe the environment at battalion and above; use the mission variables at company and below.

b. Friendly Forces. Briefly identify the missions of friendly forces and the objectives, goals, and missions of civilian organizations that impact the issuing headquarters.

c. Training Risk, Challenges and Resources. List any significant training risks (such as insufficient time or resources) and challenges (such as difficulty obtaining resources or assets required to execute training) identified during planning. Describe any approved mitigating measures. This is not personnel safety risk.

d. Attachments and Detachments. List units attached or detached for training from the issuing headquarters. State when attachment or detachment is effective if different from the effective time of the OPORD. Do not repeat information already listed in Annex A (Task Organization).

e. Assumptions. List assumptions used for unit training plan (UTP) development, for example key challenges to training readiness, scarce or unique resources required to train, and estimated training time to achieve task proficiency.

3. Paragraph 2, Mission Statement.

a. State the unit's mission - a short description of the who, what (task), when, where and why (purpose) that clearly indicates the action to be taken and the reason for doing so.

b. Include the specific mission essential tasks (METs) and collective tasks in the mission statement, as they are the essential tasks to be trained.

4. Paragraph 3, Execution.

Describe how the commander trains the unit to proficiency in terms of commander's guidance, an overarching concept of operations, task assessment, specified tasks to subordinate units, and key coordinating instructions.

a. Provide commander's training guidance in a brief statement to include unit METs or collective tasks. The commander's training guidance is a clear and concise statement of the tasks' proficiency and leader traits and skills that the unit must achieve to successfully conduct operations in an anticipated operational environment. It succinctly describes what constitutes the success of the training plan and provides the purpose and conditions that define that desired end state.

b. The concept of operations is a statement that directs the manner in which subordinate units cooperate to obtain MET or collective task proficiency and leader development. The concept establishes the sequence of actions and training events that the force will use to achieve the commander's training end state. It is normally expressed in terms of decisive, shaping, and sustaining operations. The UTP calendar helps portray the concept of operations and is located in Annex C (Collective Training Plan).

(1) Decisive Operations (Collective Training). Describe the collective training plan that units will use to achieve MET or collective task proficiency. Refer to Annex C (Collective Training Plan) for the training focus for each training event on the calendar.

(2) Shaping Operation #1 (Individual Training). Describe the individual training plan and how it supports the achievement of MET or collective task proficiency. Refer to Annex D (Individual Training Plan) for specific tasks.

(3) Shaping Operation #2 (Leader Development). Describe the unit's leader development plan. Include leader certification, skills required to support the unit MET or collective task, officer professional development programs, and noncommissioned officer professional development programs. Refer to Annex E (Leader Development Plan) for specific tasks.

c. Assessment. Describe how the commander plans to assess training, MET or collective task proficiency, and leader development (may also require an annex or appendix).

d. Tasks to Subordinate Units. State the task assigned to each unit that reports directly to the headquarters issuing the order.

e. Coordinating Instructions.

List instruction and tasks applicable to two or more units not covered in the unit's training SOPs.

(1) Timing. State the time or condition when the OPORD becomes effective and list the operational timeline.

(2) Training Friendly Force Information Requirements. List the commander's plan to address key challenges to training.

(3) Other Coordinating Instruction. List additional coordinating instructions and tasks that apply to two or more units.

5. Paragraph 4 Sustainment. Describe the concept of sustainment, including priorities of sustainment by unit. Include installation requirements not included in SOPs. Include the projected dates of installation training resource conferences.

6. Paragraph 5 Command and Signal. Include any changes from steady state (garrison) operations or state “no change.”

7. Publish the UTP OPORD on DTMS to inform subordinate and higher units.

(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 seven performance measures.

**Evaluation Preparation:** This task should be evaluated by a leader who has successfully demonstrated proficiency in 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. Reviewed the approved COA and higher commander’s guidance to develop the UTP OPORD in a five paragraph field order.			
2. Prepared paragraph 1, Situation.			
3. Prepared paragraph 2, Mission Statement.			
4. Prepared paragraph 3, Execution.			
5. Prepared paragraph 4, Sustainment.			
6. Prepared paragraph 5, Command and Signal.			
7. Published the UTP OPORD on DTMS.			

**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

**Prerequisite Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
150-COM-7104	Conduct a Training Briefing	150 - Combined Arms (Individual)	Approved

**Supporting 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

**Supported Individual Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
150-COM-7201	Conduct a Training Meeting	150 - Combined Arms (Individual)	Approved

**Supported Collective Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
71-2-1000	Develop a Unit Training Plan (UTP)	71 - Combined Arms (Collective)	Approved
71-2-1050	Conduct Unit Training Management	71 - Combined Arms (Collective)	Approved