

Training and Evaluation Outline Report

Task Number: 12-8-1217

Task Title: Develop Future Human Resource 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 4-94	THEATER SUSTAINMENT COMMAND	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes

Condition: You are deployed with the Human Resources Operations Branch, HROB, of a sustainment brigade in support of Unified Land Operations. The Brigade's mission is to provide sustainment to forces in your area of operation, AO. The commander issues his assesment and planning guidance for providing human resources support. There are units standing operating procedures, SOPs, available. The Brigade has established the appropriate connectivity to NIPR and SIPR systems and access to all necessary personnel systems. Command and Control Information Systems, CCIS, are operational and passing information in accordance with Tactical Standing Operating Procedures, TSOP. Communication have been established with the higher headquarters. Adajcent units and subordinate units. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives, CBRNE, environment. Some iterations of this task should be performed in MOPP 4.

Standard: Recieve mission planning guidance. Analyze the warning order and review mission operations order and planning guidance. Determine and develop human resources force requirement for each course of action, COA, and compare COA's from human resource perspective. Prepare a personnel annex for apporved COA's, coordinate with HRSC for force requirements.

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. Human Resources Operations Branch (HROB) receives mission planning guidance.
 - a. Reviews higher headquarters operations order and/or planning guidance.
 - b. Reviews commander's concept of support.
 - c. Restates commander's intent.
 - d. Issues planning guidance to staff.
 - e. Recommends Commanders Critical Information Requirements (CCIR).
 - f. Supervises staff planning.
 - g. Approves staff plans.
 - h. Briefs commander on human resources (HR) requirements for operation.
 - i. Ensures HR unit and personnel requirements are included in orders and plans.
2. HROB personnel receive warning order and review mission operations order (OPORD) and planning guidance.
 - a. Conduct mission analysis.
 - b. Determine units and/or estimated force to be supported.
 - c. Determine support concept.
 - d. Determine tasks to be performed.
 - e. Identify critical HR facts and assumptions.
 - f. Determine any HR constraints.
 - g. Identify any HR related CCIR and Essential Elements of Friendly Information (EEFI) requirements.
3. HROB personnel determine HR force requirements for each course of action (COA).
 - a. Review commanders HR support concept.
 - b. Review current available HR assets.
 - c. Review rules of allocations.
 - d. Review current and past HR operational effectiveness.
 - e. Identify factors bearing on force requirements.
 - f. Develop HR force recommendations for COA.

- g. Update running estimates for each COA.
- 4. HROB personnel develop course of action comparison for all COAs from HR perspective.
 - a. Provide relative assessment of achieving HR support requirements.
 - b. Provide advantages and disadvantages for each COA.
 - c. Identify major HR deficiencies for each COA.
 - d. Recommend best COA from HR support perspective.
 - e. Update running estimates for each COA.
- 5. HROB personnel prepare Personnel Annex for approved COA.
 - a. Provide overall concept of HR support to be provided by HR elements.
 - b. Provide detailed functional requirements in Appendixes.
 - c. Submit to Chief for approval.
 - d. Continually monitor for changes required by changing Mission, Enemy, Terrain and Weather, Troops and Support Available, Time Available, and Civil Considerations (METT-TC).
- 6. HROB personnel coordinate force requirements with the HRSC.
 - a. Determine if any HR polices for operation will impact rules of allocation.
 - b. Verify availability of HR elements within theater.
 - c. Coordinate development of requests for additional forces, as required.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Human Resources Operations Branch (HROB) received mission planning guidance.			
2. HROB personnel received warning order and reviewed mission operations order (OPORD) and planning guidance.			
3. HROB personnel determined HR force requirements for each course of action (COA).			
4. HROB personnel developed course of action comparison for all COAs from HR perspective.			
5. HROB personnel prepared Personnel Annex for approved COA.			
6. HROB personnel coordinated force requirements with the HRSC.			

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).