

Training and Evaluation Outline Report

Task Number: 12-6-0003

Task Title: Provide Morale, Welfare, and Recreation (MWR) Support

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
	AR 215-1	Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds	Yes	Yes
	ATP 1-0.1	G-1/AG and S-1 Operations	Yes	No
	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	No

Condition: The unit is on an extended deployment to an operational area. The operational tempo (OPTEMPO) has subsided. Requests for Morale, Welfare, and Recreation (MWR) support are being received from subordinate units. MWR equipment and supplies are available. The theater has established in-country Rest and Recuperation (R&R) areas and authorized limited R&R allocations for areas outside of the theater. Tactical Field Exchanges (TFE) and/or Army Air Force Exchange Service (AAFES) Imprest Fund Activities are operational within the support area. 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: Available MWR resources are employed to enhance combat capability and sustain Soldier morale, in accordance with (IAW) AR 215-1, ATP 1-0.1, and FM 1-0. Identify and request resources needed for MWR. R&R allocations are distributed IAW the commander's guidance. Resumption of combat operations or increase in other operations may require reduction of MWR activities.

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. The commander directs the Morale, Welfare and Recreation (MWR) program.
 - a. Obtains theater and higher headquarters program policy guidance.
 - b. Provides command guidance for staff and subordinate unit planning.
 - c. Establishes program priorities and responsibilities.
 - d. Establishes priorities for unit and individual Rest and Recuperation (R&R) allocations.
 - e. Appoints unit athletics and recreation (A&R) officers and noncommissioned officers (NCOs).
 - f. Monitors MWR program activities.
 - g. Updates MWR Standing Operating Procedures (SOPs).

- * 2. The Human Resources Services Team of S1 or unit HQ manages the MWR program.
 - a. Reviews theater and higher headquarters guidance.
 - b. Plans the MWR program in accordance with the commander's guidance and tactical situation.
 - c. Surveys subordinate units to determine MWR requirements.
 - d. Establishes unit security measures.
 - e. Forwards unit requests for MWR support to higher headquarters.
 - f. Recommends priority of MWR support.
 - g. Develops the plan for managing the R&R program.
 - h. Verifies appointment of unit A&R officers and NCOs.
 - i. Inspects program activities.
 - j. Provides commander and staff with current program status.

3. S2/3 personnel support the MWR program.
 - a. Implement unit security requirements/procedures.
 - b. Recommend unit order of merit for R&R.
 - c. Internally distribute mission support and base operations requirements in support of R&R programs.
 - d. Determine minimum manning levels for mission requirements and higher headquarters directives.

4. S4 personnel support MWR programs.

- a. Provide or coordinate transportation for unit personnel movement to and from R&R sites or external MWR facilities.
 - b. Assist in obtaining materials and facilities for unit MWR activities.
 - c. Assist units in establishing procedures to account for, secure, and protect individual equipment and property during absence on R&R.
5. S1 personnel or unit HQ conduct MWR programs.
- a. Develop plans for operation of Tactical Field Exchange (TFE) and Army and Air Force Exchange Service (AAFES) Imprest Fund Activities (AIFAs) that are established and operated by unit personnel.
 - b. Develop plans for operations of Direct Operations Exchanges - Tactical that have been established and are operated by AAFES personnel.
 - c. Coordinate with higher headquarters or other activities as necessary to establish commercial telephone and internet access.
 - d. Receive R&R allocations from higher headquarters.
 - e. Schedule units and personnel for in-theater and/or external R&R, in accordance with commander's priorities, unit manning requirements, and theater guidance.
 - f. Coordinate transportation for movement of Soldiers to local MWR activities, in-theater R&R sites, and/or movement sites for external R&R.
 - g. Brief personnel on personal responsibilities and requirements while on R&R.
 - h. Debrief personnel on return from R&R, to determine problem areas or advantages and to alert subsequent personnel and commander.
 - i. Disseminate MWR program information to subordinate elements.
 - j. Report program status to the S1 and other staff elements as required.
 - k. Make appropriate data entries in unit data base for departures and returns of personnel on R&R.
6. Unit A&R officers and NCOs conduct the MWR program.
- a. Implement unit security measures.
 - b. Disseminate locations, schedules, and other information on MWR support activities.
 - c. Conduct unit sports program or activities.
 - d. Establish Soldier activity centers, recreation areas, unit lounges, and exchanges, as appropriate.
 - e. Inform unit members of telephone and internet access areas and procedures.
 - f. Organize recreational activities.
 - g. Issue MWR supplies and equipment.

Supporting Collective Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	805C-42A-3062	Review Unit Morale, Welfare and Recreation (MWR) Operations	805C - Adjutant General (Individual)	Approved
	805C-42A-4062	Coordinate Morale, Welfare, and Recreation (MWR) Operations	805C - Adjutant General (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.3	Coordinate Personnel Support
ART 4.2.1.3.2	Provide Morale, Welfare, and Recreation and Community Support Activities

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).