

**Summary Report for Individual Task
031-502-4002
Manage Unit Training
Status: Approved**

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DESTRUCTION NOTICE: None

Condition: As commander or 1SG of a company within the ARFORGEN cycle, given FM 7-0, units Full Spectrum Operation Mission-Essential Task List (FSO METL), subordinate feedback from after action reviews (AARs) and/or training evaluations, and a requirement to manage unit training.

Standard: Manage unit training by overseeing the planning, preparation, execution, and assessment of training.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Manage training planning.
 - a. Conduct a mission analysis of the unit FSO METL to determine tasks to train.
 - b. Conduct training meetings to organize short-range training and provide guidance to subordinates.
 - (1) Focus on the unit's full spectrum operations METL proficiency.
 - (2) Synchronize training objectives with training events and resources.
 - (3) Focus on the specifics of training preparation, pre-execution checks, and execution.
 - c. Plan leader development.
 - (1) Assess expectations of subordinate leaders.
 - (2) Evaluate leader development opportunities.
 - (3) Assess leader development objectives in scheduled unit training events.
 - (4) Evaluate subordinate leader development plans addressing training, education, and experience goals.
 - d. Develop long-range training plan.
 - (1) Active Component one year.
 - (2) Reserve Component two years.
 - e. Develop short-range plan.
 - (1) Active Component three months.
 - (2) Reserve component one year.
 - f. Develop near-term plan.
 - (1) Active Component eight weeks prior to training.
 - (2) Reserve Component four months prior to training.
2. Manage training preparation.
 - a. Train the trainers.
 - (1) Trainers include leaders, evaluators, and observer-controllers.
 - (2) Trainers must be tactically and technically competent and understand the FSO METL.
 - b. Conduct pre-execution checks during the training meeting.

(1) Ensure that equipment is ready and serviceable.

(2) Ensure trainers are prepared.

(3) Ensure training resources are available.

(a) Land.

(b) Ranges.

(c) Training facilities.

c. Conduct rehearsals.

(1) Identify shortcomings and deficiencies in the event training plan.

(2) Suggest effective training techniques to subordinates.

(3) Identify potential safety problems.

(4) Ensure leaders and trainers understand training objectives.

(5) Evaluate trainer plans/methods for performance evaluations of individuals or organizations.

(6) Review trainer plans and methods for effective after action reviews (AARs).

(7) Assess trainer competencies to conduct the training.

d. Develop unit training schedules.

3. Manage training execution.

a. Ensure training objectives are being met.

b. Execute recovery from training.

(1) Inspect equipment and personnel.

(2) Account for equipment, training support items, and ammunition.

(3) Conduct an AAR to make the next exercise better.

4. Manage training assessment to determine effectiveness of training objectives and progress towards FSO METL proficiency.

a. Observe training.

b. Review feedback from AAR.

c. Review results of unit evaluation.

d. Assess unit training in the Digital Training Management System (DTMS) using:

(1) Trained (T).

(2) Needs Practice (P).

(3) Untrained (U).

(Asterisks indicates a leader performance step.)

Evaluation Preparation: Setup: Provide the Soldier with the items listed in the conditions.

Brief Soldier: Give Soldier a cue needed to initiate the task. Tell the Soldier to manage unit training.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Managed training plan.			
a. Conducted mission analysis.			
b. Conducted training meetings.			
c. Planned leader development.			
d. Developed long-range training plan.			
e. Developed short-range training plan.			
f. Developed near-term training plan.			
2. Managed training preparation.			
a. Trained the Trainers.			
b. Conducted pre-execution checks during the training meeting.			
c. Conducted rehearsals.			
d. Developed unit training schedules.			
3. Managed training execution.			
a. Ensured training objectives were being met.			
b. Executed recovery from training.			
4. Managed training assessment.			
a. Observed training.			
b. Reviewed feedback from AAR.			
c. Reviewed results of unit evaluation.			
d. Assessed unit training in the Digital Training Management System (DTMS).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	Yes

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.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination. In a training environment, leaders must perform a

risk assessment IAW FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 Composite Risk Management Worksheet 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
031-506-3021	Identify Battalion CBRN NCO Duties and Responsibilities	031 - CBRN (Individual)	Approved
551-882-3101	Supervise Unit Movement Training	551 - Transportation (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
03-3-1040	Prepare for Future Missions	03 - CBRN (Collective)	Approved