

# Training and Evaluation Outline Report

**Status: Approved**

**04 Dec 2014**

**Effective Date: 16 Sep 2016**

**Task Number:** 71-9-5140

**Task Title:** Maintain Operational Information (Division Echelon and Above [Operation])

**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 Leavenworth 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
	JP 2-0	Joint Intelligence	Yes	No
	JP 3-33	Joint Task Force Headquarters	Yes	Yes

**Conditions:** The command is conducting operations as a Joint Task Force (JTF) or as a Combined Joint Task Force (CJTF) headquarters. The command's headquarters receives liaison, unit, and individual augmentees. The command receives an operations order from higher headquarters. The commander issues guidance on maintaining operation information. The command establishes communications with subordinate and adjacent units and higher headquarters. The mission command system is operational and processing information in accordance with standard operating procedures. This task should not be trained in MOPP 4.

**Standards:** The staff maintains operational information by screening, processing, circulating, storing, and displaying data in to support the decision making and planning processes of the commander and staff in accordance with the commanders intent, orders from higher headquarters, and standard operating procedures.

**Live Fire Required:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute						Assess	
Operational Environment	Training Environment (L/V/C)	Training/Authorized	% of Leaders Present at	% of Soldiers Present at	External Eval	% Performance Measures 'GO'	% Critical Performance Measures 'GO'	% Leader Performance Measures 'GO'	Task Assessment
BDE & Above									
Dynamic and Complex (All OE Variables and Hybrid Threat)	Night	IAW unit CATS statement.	>=85%	>=80%	Yes	>=91%	All	>=90%	<b>T</b>
			75-84%			80-90%		80-89%	<b>T-</b>
Dynamic and Complex (All OE Variables and Single Threat)	Day		65-74%	75-79%	No	65-79%	<All	<=79%	<b>P</b>
			60-64%	60-74%		51-64%			<b>P-</b>
Dynamic and Complex (<All OE Variables and Single Threat)			<=59%	<=59%	<=50%	<b>U</b>			

**Remarks:** None

**Notes:** None

**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**

None

## Performance Steps and Measures

**NOTE:** Assess task proficiency using the task evaluation criteria matrix.

**NOTE:** Asterisks (\*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
1. The staff maintains relevant information to support planning, decision making, and execution by:	N/A	N/A	N/A
a. Managing the activities involved in identifying, collecting, filtering, fusing, processing, focusing, disseminating, and using information.	N/A	N/A	N/A
b. Providing information to promote understanding of the environment and to enable the command to:	N/A	N/A	N/A
(1) Formulate and analyze courses of action.	N/A	N/A	N/A
(2) Make decisions.	N/A	N/A	N/A
(3) Execute decisions.	N/A	N/A	N/A
(4) Understand results from previous decisions.	N/A	N/A	N/A
c. Establishing procedures and information systems to collect, process, store, protect, display, disseminate, and dispose of information by:	N/A	N/A	N/A
(1) Positioning information to speed its flow and reduce demands on the communications system.	N/A	N/A	N/A
(2) Securing the flow of information to support vertical and horizontal data sharing.	N/A	N/A	N/A
(3) Facilitating access to information to support concurrent or parallel planning and mission execution.	N/A	N/A	N/A
(4) Producing fused information to reduce information to its minimum essential elements in a format that can be understood and acted upon.	N/A	N/A	N/A
2. The staff manages information to articulate the processes and the means by which the command will perform those processes by:	N/A	N/A	N/A
a. Developing the commander's dissemination policy that includes:	N/A	N/A	N/A
(1) Commander's critical information requirements.	N/A	N/A	N/A
(2) Public affairs guidance.	N/A	N/A	N/A
(3) Communications network architecture.	N/A	N/A	N/A
(4) Release of real-time operational information.	N/A	N/A	N/A
(5) Release of real-time intelligence information.	N/A	N/A	N/A
(6) Information operations goals and objectives.	N/A	N/A	N/A
(7) Communications system status.	N/A	N/A	N/A
(8) Identification of routine information requirements based on user's functional role(s) or mission(s).	N/A	N/A	N/A
(9) Procedures for dynamic adjustment to available bandwidth.	N/A	N/A	N/A
(10) Procedures for reallocation of bandwidth to specific missions.	N/A	N/A	N/A
(11) Priorities for information flow within an operational area.	N/A	N/A	N/A
(12) Priorities for requests for information.	N/A	N/A	N/A
b. Producing information requirements and general procedures.	N/A	N/A	N/A
c. Communicating business rules that promote correct use of collaboration tools and other digital information systems to include:	N/A	N/A	N/A
(1) Routine information products based on users' functional role(s) or mission(s).	N/A	N/A	N/A
(2) Procedures for weighting the main effort, adjusting bandwidth dynamically, and reallocating bandwidth for missions.	N/A	N/A	N/A
(3) Prioritization of information flow within an operational area.	N/A	N/A	N/A
(4) Prioritization of requests for information.	N/A	N/A	N/A
(5) Access limitations on specific information by content, source, type, or location.	N/A	N/A	N/A
(6) Restrictions on file transfer sizes.	N/A	N/A	N/A
(7) Limitations on information transfer due to security or classification policy and delivery tools.	N/A	N/A	N/A
d. Establishing a staff battle rhythm or schedule of events.	N/A	N/A	N/A
e. Defining information assurance or computer network defense procedures.	N/A	N/A	N/A
f. Positioning information systems tools and procedures.	N/A	N/A	N/A
g. Preparing request for information management procedures.	N/A	N/A	N/A
h. Designating network applications and architecture.	N/A	N/A	N/A
i. Providing reports management procedures.	N/A	N/A	N/A
j. Enforcing a master suspense action log.	N/A	N/A	N/A
k. Managing the significant events log.	N/A	N/A	N/A
l. Distributing orders.	N/A	N/A	N/A
m. Publishing system recovery procedures.	N/A	N/A	N/A
3. The staff implements internal staff directorate procedures to comply with the information management plan to:	N/A	N/A	N/A
a. Identify critical and relevant information for inclusion on the headquarters battle rhythm matrix.	N/A	N/A	N/A



Step Number	Task Number	Title	Proponent	Status
	150-MC-5130	Assess the Current Situation	150 - Combined Arms (Individual)	Approved
	150-MC-5315	Establish the Common Operational Picture	150 - Combined Arms (Individual)	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
OP 5.1.4	Process Information

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

LIN	Nomenclature	Qty
No equipment specified		

**Materiel Items (NSN)**

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. 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 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.