

Training and Evaluation Outline Report

Task Number: 71-2-1001

Task Title: Conduct Unit Training Management (Platoon-Company)

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the installation/activity name foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	No
	ADRP 7-0	Training Units and Developing Leaders	Yes	Yes
	UTM 2013	The Leader's Guide to Unit Training Management (UTM) https://atn.army.mil/media/docs/LG_to_UTM_FINAL.pdf	Yes	Yes

Condition: The company has received a training mission via a Unit Training Plan, warning order (WARNO), or operations order (OPORD) from higher headquarters and is exercising mission command. The higher commander has issued training guidance for executing the operations process. Time to conduct troop-leading procedures, access to ADP and ADRP 7-0, the Leaders Guide to Unit Training Management (UTM), the Army Training Network (ATN), and all necessary personnel and equipment are available. This task should not be trained in MOPP 4.

Standard: The commander, assisted by subordinate leaders (the unit leadership team), conducts troop-leading procedures (TLP) to plan and manage unit training. The unit plans and manages training IAW ADP 7-0, ADRP 7-0 Training Units and Developing Leaders, the UTM, unit standard operating procedures (SOP) and appropriate field manuals and training guides.

Safety Risk: Low

Task Statements

Cue: None

DANGER No danger is associated with completing this task.

WARNING No warnings are associated with completing this task.

CAUTION

None

Remarks: None

Notes: None

TASK STEPS

- * 1. Unit leadership team gains and/or maintains situational understanding using available communication equipment, maps, and other available information sources.
- * 2. Upon receipt of higher headquarters OPORD or WARNO that specifies a new training mission, the unit commander initiates troop leading procedures (TLP) in order to develop a unit training plan (UTP).
- * 3. Step 1 of TLP - Receive the mission: The unit commander conducts a mission analysis and initial assessment of the planning horizon and resources available to plan. The unit commander alerts subordinate leaders and other key personnel of the pending planning requirements, sets a planning timeline using the 1/3 – 2/3 planning method, includes planning guidance and gathers the tools for a mission analysis.
- * 4. The unit commander leads a mission analysis (initial assessment of the situation) that demonstrates an understanding of:
 - a. the mission, commander's intent and concept of operations for training;
 - b. available assets, planning horizon/training timeline, and operational environment (OE) for which to train;
 - c. any constraints placed on the unit (a requirement or prohibition of action)
 - d. the missions of adjacent, supporting, and supported units and their relationships to the higher headquarters plan; and
 - e. the specified, implied and essential tasks.
- * 5. The unit commander determines the specified and implied tasks and identifies the essential tasks (Key Collective Tasks) to train at company level. Platoon leaders identify supporting collective tasks and drills to train at platoon level.
- * 6. The unit leadership team identifies supporting collective tasks, supporting individual tasks and supporting drills required for mission accomplishment. The team uses the Combined Arms Training Strategies (CATS) on ATN to identify these supporting tasks and drills.
- * 7. The unit commander restates the unit mission. The restated mission includes who (unit), what (the essential tasks, the KCTs to train), when (the unit is to be proficient in all KCTs), where (the training will be conducted, and why (the purpose/end-state of the training.)
- * 8. The unit leadership team completes the mission analysis with the following tasks:
 - a. Assess current and projected KCT or supporting tasks and drills proficiency
 - b. Determine unique or scarce training resources necessary to train
 - c. Determine training risk (time/resources)
 - d. Determine significant training readiness issues
- * 9. The unit commander participates in a Commanders' Dialogue with higher headquarters (as required.) The dialogue must include a discussion of the following:
 - a. Proposed company KCTs to train
 - b. Current and future projected KCT assessments
 - c. Review the planning horizon and the time allotted to train

- d. The Operational Environment (OE) to replicate in training
- e. Any unique or scarce resources the unit will need for training requiring the higher commander's support to obtain
- f. Potential training risks (time/resources) to completion of KCT training and mitigation actions
- g. Significant training readiness issues

10. Step 2 of TLP- Issue a warning order: On approval of the KCTs by the higher commander, the unit commander issues a warning order covering the approved products and information discussed during the Commanders' Dialogue.

11. Step 3 of TLP - Make a tentative plan: The unit leadership team determines how to train the unit by developing course(s) of action (COA)/making a tentative plan, and applying the following planning concepts:

- a. Layout the planning horizon (training calendar).
- b. Determine training events.
- c. Identify training objectives for each training event.
- d. Apply the command/installation time management cycle.
- e. Use a backward planning approach.
- f. Use a multi-echelon training approach.
- g. Use the crawl-walk-run methodology.
- h. Consider live, virtual, and constructive training support.
- i. Replicate the Operational Environment (OE).

12. The unit leadership team analyzes COA/COAs. The analysis will include:

- a. Training objectives (Can they be achieved?)
- b. Consideration of major training resources: land, facilities, ranges, supplies, TADSS, OPFOR, role players, and time
- c. Time management cycle (Green-Amber-Red cycle)
- d. Amount of 'white space' provided to subordinate units
- e. Logical progression for tasks from simple to complex multi-echelon (crawl-walk-run)
- f. Information Requirements (unit commander's decision points)
- g. Supporting Warfighting Function (WfF) requirements
- h. Mission Command – positioning of leaders for training and evaluation
- i. Operational environment (OE) to replicate

13. The unit leadership team compares each COA (if necessary) and selects a COA to execute. (The COA decision represents the tentative plan.) The comparison includes the following considerations:

- a. Mission accomplishment
- b. Time available to train and re-train to achieve KCT proficiency, and train on supporting tasks and drills
- c. Risks in not achieving proficiency on one or more KCT

* 14. Steps 4 and 5 of the TLP - Initiate Movement and Conduct Reconnaissance: The unit leadership team initiates coordination IAW the WARNO, OPORD, and/or unit/installation SOP and conducts reconnaissance.

- a. Coordinates with organizations that control or manage major resources.
- b. Completes a personal reconnaissance of major training area/sites when time allows.
- c. Completes a map reconnaissance of major training area/sites as a minimum when time does not allow a personal reconnaissance.

* 15. Unit leadership team briefs higher headquarters commander and gains approval of the proposed COA during the Training Briefing. Once approved the COA becomes the basis for the UTP. The following actions are required:

- a. The proposed COA is briefed IAW the unit SOP.
- b. The proposed COA is adjusted based on results of the Training Briefing.
- c. The COA is approved by higher headquarters commander.

* 16. Step 6 of TLP - Complete the plan: The unit leadership team completes the plan to:

- a. Ensure the plan meets the requirements of the mission and the commander's intent
- b. Refine tasks required of subordinate elements
- c. Coordinate support and sustainment requirements

17. Step 7 of TLP - Issue the order: The unit commander issues the UTP using the five paragraph order format.

18. The unit commander publishes the UTP with training calendar on the Digital Training Management System (DTMS).

19. The unit leadership team prepares to execute the UTP by:

- a. Monitoring training mission preparations.
- b. Coordinating with supporting and supported units and staff elements
- c. Planning and preparing for training events
- d. Conducting rehearsals
- e. Conducting pre-combat inspections and pre-execution checks

f. Conducting regularly-scheduled training meetings

* 20. Step 8 of TLP – Supervise and refine: Unit leadership team executes the UTP using iterations of the operations process supported by the T-Week concept. (The T-Week concept is not a substitute for the detailed planning required through TLP.) The team participates in the following T-Week activities:

- a. Identify major training resources required for training events (21 weeks out)
- b. Conduct mission analysis for training event (12 weeks out)
- c. Refine training event requirements (11 weeks out)
- d. Publish WARNO for training event and begin pre-execution checks (10 weeks out)
- e. Conduct resource planning and submit initial resource requests (9 weeks out)
- f. Conduct reconnaissance and lock-in resources (8 weeks out)
- g. Publish/issue training event OPORD (7 weeks out)
- h. Publish training schedule and lock in training (6 weeks out)
- i. Complete tactical plan and supporting products (5 weeks out)
- j. Conduct certifications and complete prerequisite training (4 weeks out)
- k. Conduct rehearsals (3 weeks out)
- l. Finalize administrative support requirements and conduct OPFOR rehearsals, if required (2 weeks out)
- m. Draw equipment and supplies and execute subordinate rehearsals and pre-execution checks (1 week out)
- n. Execute training event
- o. Recover, conduct final AAR, and assess training (1 week following)

* 21. Unit leadership team continually assesses the unit's readiness throughout the Unit Training Management (UTM) process, and adjusts the plan when required. The team:

- a. Establishes decision points/aim points to evaluate progress toward mission accomplishment.
- b. Evaluates training events and reports results.
- c. Participates in regularly scheduled training meetings to assess training proficiency and progress toward mission accomplishment.
- d. Assesses KCT proficiency using input from subordinate leaders.
- e. Adjusts training, as necessary, to correct training deficiencies or to take advantage of training opportunities that will facilitate mission accomplishment.

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	07-2-5009	Conduct a Rehearsal (Platoon-Company)	07 - Infantry (Collective)	Approved
	07-2-5063	Conduct Risk Management (Platoon-Company)	07 - Infantry (Collective)	Approved
	07-2-5081	Conduct Troop-leading Procedures (Platoon-Company)	07 - Infantry (Collective)	Approved

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	07-2-5009	Conduct a Rehearsal (Platoon-Company)	07 - Infantry (Collective)	Approved
	07-2-5063	Conduct Risk Management (Platoon-Company)	07 - Infantry (Collective)	Approved
	07-2-5081	Conduct Troop-leading Procedures (Platoon-Company)	07 - Infantry (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	071-326-5502	Issue a Fragmentary Order (FRAGORD)	071 - Infantry (Individual)	Approved
	071-326-5505	Issue an Operation Order (OPORD) at the Company, Platoon, or Squad Level	071 - Infantry (Individual)	Approved
	071-326-5626	Prepare an Operation Order (OPORD) at the Company, Platoon, or Squad Level	071 - Infantry (Individual)	Approved
	171-121-4039	Conduct a Platoon Level After-Action Review (AAR)	171 - Armor (Individual)	Approved
	171-133-5320	Monitor Risk Management	171 - Armor (Individual)	Approved
	171-610-0001	Perform a Map Reconnaissance	171 - Armor (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 5.1	Conduct the Operations Process

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
No equipment specified			

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. Executing this task is a low risk to the environment.

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.