

**150-COM-7110  
Conduct a Training Event  
Status: Approved**

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**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 CAC/Ft Leavenworth foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Conditions:** A leader is given the mission to conduct a training event. Given the commanders guidance with the tasks to train, training objectives, time available to train, historical training records, and the operational environment (OE) to replicate during training, in garrison or deployed; with access to the Army Training Network (ATN) and the Digital Training Management System (DTMS). Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standards:** The leader uses training doctrine and enablers such as ATN, CATS and DTMS resources to identify prerequisite and supporting individual tasks and drills and collective tasks; identifies all of the conditions, standards, and performance measures to be trained and evaluated; and identifies the required resources to train the unit. The leader applies the Operations Process to plan, prepare, execute, and assess the training event. The leader conducts the training event IAW the commanders training guidance, training objectives, and Training and Evaluation Outline (T&EO) for each task or drill. The leader enforces all standards and assesses performance for collective and individual tasks using the appropriate T&EO.

**Special Conditions:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Plan the training event.
  - a. Receive guidance from the commander and conduct mission analysis.
    - (1) Develop objectives for the event based on the UTP.
    - (2) Review the event details within CATS.
    - (3) Gather and review the task and evaluation outlines (T&EOs) for the collective tasks to train.
    - (4) Determine all prerequisite tasks that must be trained prior to event execution.
  - b. Evaluate the operational environment (OE) to determine how to replicate it in the training environment.
    - (1) Consider role players, type of visibility, types of terrain, and enemy forces.
    - (2) Identify the complexity of the training environment using the objective task evaluation criteria matrix in the T&EO.
    - (3) Use the Decisive Action Training Environment when no training environment is identified.
  - c. Verify the training venue as live, virtual or constructive and lock in required resources.
    - (1) Reconnoiter the site to ensure training objectives can be accomplished within the venue.
    - (2) Produce an event sketch and concept to visually explain how the event will be carried out.
    - (3) Develop a list of actions to stimulate training to meet training objectives.
    - (4) Identify hazards and eliminate or mitigate associated risks.
  - d. Identify resource requirements to ensure they are requested early then tracked through the planning and preparation phases.
    - (1) CATS and T&EOs are a start point for identifying resources.
    - (2) Historical records are an accurate way to document required resources as well as how and when to schedule.
    - (3) The training environment used to replicate the OE should be a central resource planning consideration.
    - (4) AR 350-2 provides details on OE/OPFOR resources.
  - e. Publish the event administrative OPORD.
  - f. Produce separate tactical orders and OPFOR orders to drive training and stimulate task execution.
2. Prepare for the training event.
  - a. Train and certify leaders.
  - b. Conduct pre-execution checks.
    - (1) OPFOR are equipped and trained.
    - (2) Leaders are certified to conduct range operations.
    - (3) All identified classes of supply and materials have been requested and arrived by the request suspense.
  - c. Conduct rehearsals.

- d. Complete final preparation.
    - (1) Verify all requested resources are approved six weeks out.
    - (2) TADSS are verified functional and Soldiers know how to use and install them.
  - e. Prepare and develop an assessment plan.
3. Execute the training event.
- a. Train and evaluate to the Army standards (T&EOs), guided by commander established training objectives.
  - b. Record training evaluation within the T&EO performance measure for each iteration.
  - c. Conduct on-site, informal AARs during training events.
  - d. Retrain tasks in order to meet training standards.
4. Assess training.
- a. Completed T&EOs are aggregated to enable the commander to assess whether the unit met the training objectives.
  - b. Present all bottom-up feedback to the commander who makes the final assessment for all METs and updates MET assessments in DTMS.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if they successfully completed all of the performance measures. Score the Soldier NO-GO if they failed any of the four performance measures.

**Evaluation Preparation:** This task should be evaluated by a leader who has successfully demonstrated proficiency in this task. The evaluator should be equal to or senior in rank to the evaluated Soldier and should have an understanding of the knowledge and skills required for this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Planned the training event.			
2. Prepared for the training event.			
3. Executed the training event.			
4. Assessed training.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATN	Army Training Network (ATN) ( <a href="https://atn.army.mil/">https://atn.army.mil/</a> )	Yes	No
	FM 6-0 (Change 002, April 22, 2016)	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	No
	FM 7-0	Train to win in a Complex World	Yes	Yes

**TADSS :** None

**Equipment Items (LIN):**

LIN	Name
70209N	Computer, Personal Workstation
FB9912	CAC Card Reader

**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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**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.

**Prerequisite Individual Tasks :**

Task Number	Title	Proponent	Status
150-COM-7105	Produce the Unit Training Plan (UTP) OPORD	150 - Combined Arms (Individual)	Approved

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
171-121-4062	Issue an Oral Operation Order (OPORD) - Fragmentary Order (FRAGORD)	171 - Armor (Individual)	Approved
150-COM-7104	Conduct a Training Briefing	150 - Combined Arms (Individual)	Approved
150-COM-7103	Develop a Training Course of Action	150 - Combined Arms (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
150-COM-7500	Manage Training at Platoon Level	150 - Combined Arms (Individual)	Approved

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
71-2-1050	Conduct Unit Training Management	71 - Combined Arms (Collective)	Approved
71-BDE-9144	Implement Training Courses	71 - Combined Arms (Collective)	Approved
71-BDE-9140	Conduct Specialized IO Training	71 - Combined Arms (Collective)	Approved
71-BDE-9145	Evaluate Training	71 - Combined Arms (Collective)	Approved
71-TA-5711(Step: 3.)	Conduct Theater Security Cooperation for Theater Army	71 - Combined Arms (Collective)	Approved