

Training and Evaluation Outline Report

Task Number: 71-2-1002

Task Title: Conduct a Training Event

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Ft. Leavenworth, KS Information Security Office 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
	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	No

Condition: The unit is required to conduct a training event in order to train and evaluate tasks and drills in support of the unit training plan (UTP). Given the event with training objectives, commander's guidance, time available to train, and the operational environment (OE) to replicate during training, in garrison or deployed; and with access to the Army Training Network (ATN), Combined Arms Training Strategies (CATS), 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.

Standard: The unit uses training doctrine and enablers such as ATN, CATS, and DTMS resources to identify specific collective tasks and drills to train; identify the conditions, standards, and performance measures to be trained and evaluated; and identify resources to train the unit. The unit applies the Operations Process to plan, prepare, execute, and assesses the training event. The unit conducts the training event IAW the commanders training guidance, training objectives, and Training and Evaluation Outline (T&EO) for each task or drill. The unit uses DTMS to schedule the event on the unit training calendar, publish the OPORD/FRAGORD, manage Soldier rosters and certifications, and record training assessment results.

Safety Risk: Low

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION

None

Remarks: None

Notes: None

TASK STEPS

* 1. PLAN the training event.

a. Receive the mission and conduct the initial assessment:

(1) Review the training mission, commander's guidance, event training objectives, time available for training, and operational environment (OE) to replicate.

(2) Review any risk guidance, hazard identification, and controls issued by higher echelons.

(3) Determine the collective task(s) and supporting individual tasks and/or drills.

(4) Identify the leader tasks within each collective task.

NOTE: Within the T&EOs for collective tasks, the leader tasks are identified with an asterisk next to the performance step. All leader tasks must receive a GO in order to achieve an overall GO on the task.

(5) Gather training and evaluation outlines (T&EOs) for the tasks/drills to train.

(6) Review the task conditions, standards, and performance steps in each T&EO.

NOTE: Use the Combined Arms Training Strategies (CATS) Viewer on ATN to locate the CATS that supports the unit by TOE or function, or search for tasks/drills by title, number or keyword.

(7) Use assessment information discussed during training meetings, AARs, and feedback from subordinate leaders to identify training weaknesses and sustain demonstrated strengths that will determine the training focus.

(8) Identify prerequisite training, i.e. weapons qualification, drivers training, leader certification, and certification on training aids, devices, simulations, or simulators (TADSS).

b. Issue a warning order (WARNORD) to subordinate leaders, to include any risk management information and guidance.

NOTE: For platoon and higher events, schedule the event on the unit training calendar in DTMS. Add documents to the training event as planning progresses.

c. Make a tentative plan.

(1) Determine the desired outcome for each task, drill, and leader task.

(2) Determine whether the training will be live, virtual, constructive, or gaming (LVC-G).

(3) Determine the TADSS that could be used to train to standard, and verify TADSS availability.

NOTE: Refer to the CATS Report for approved TADSS.

(4) Identify and submit requests for major resources (land, ranges, facilities, Class III, and V supplies). NOTE: Requests for training resources are presented during company-level training meetings where resource requirements can be consolidated and submitted to higher headquarters.

(5) Determine the evaluation/assessment plan for each task, drill, and leader task.

(6) Allocate time to retrain/retry tasks evaluated as a NO GO.

(7) Complete a tactical plan based on the OE in which the training will be conducted, if required.

d. Initiate movement.

(1) Direct subordinates to begin actions that facilitate execution of the plan.

(2) Ensure all certification requirements are met, e.g. range OIC, range safety officers and certification for use of TADSS.

(3) Ensure requests for outside support are submitted (O/Cs, role players, OPFOR).

(4) Develop controls and make risk decisions.

* 2. PREPARE for the training event.

a. Conduct reconnaissance of the training site and other areas such as MEDEVAC landing zones (LZs) and rearm/refuel points.

NOTE: Use weekly training meetings to facilitate the top-down/bottom-up flow of information for resource planning and coordination.

(1) Verify the facility/range/training area is scheduled.

(2) Verify TADSS draw schedule.

b. Complete the plan.

(1) Develop the mission statement and concept of operation.

(2) Assign responsibilities to subordinate leaders to:

(a) coordinate sustainment activities.

(b) prepare for the use of training areas, facilities, and TADSS.

(c) coordinate for convoy clearance.

(d) identify MEDEVAC procedures and communications frequencies.

(e) arrange to draw COMSEC material and sensitive items.

(f) plan for vehicle recovery.

(3) Prepare a COA statement and sketch, if required, based on the task(s) and the OE.

(4) Brief higher commander/leader for plan approval.

(5) Develop a tactical scenario for the event, if required, based on the task(s) and the OE.

(6) Prepare the operations order (OPORD) in standard five-paragraph format.

c. Issue the order to subordinate leaders, supporting units, and units in the OPORD coordinating instructions.

NOTE: The following six sub-steps require a DTMS account. Leaders without a DTMS account should provide information to their unit DTMS account manager to have this information entered into DTMS. All users in the unit should have View Only permissions.

(1) Schedule the training event in DTMS.

(2) Publish the OPORD to the training event in DTMS.

- (3) Create or associate a personnel roster in DTMS with the training event.
- (4) Verify certifications in DTMS.
- (5) Verify prerequisite training in DTMS. i.e., weapon qualification rosters, military vehicle licenses.
- (6) Verify tasks, check lists, and resources in DTMS.

d. Conduct preparation activities:

- (1) Train the trainers.
- (2) Complete prerequisite training.
- (3) Conduct rehearsals.
- (4) Conduct pre-execution checks.
- (5) Review the risk management plan.
- (6) Review the evaluation plan and assessment plan in the OPORD (Para 3.i. and Annex M if provided).

* 3. EXECUTE the training event.

a. Supervise and refine.

- (1) Conduct pre-combat checks (PCCs) and pre-combat inspections (PCIs).

NOTE: PCIs validate that the PCCs have been performed.

- (2) Conduct safety briefs.
- (3) Prepare for informal AARs.

b. Execute the tactical plan and issue FRAGORDs as necessary.

- (1) Train and evaluate Soldiers.
- (2) Supervise execution to ensure training objectives are met.
- (3) Retrain/retry and evaluate tasks that received a NO GO.
- (4) Implement risk management controls throughout the training event.
- (5) Conduct informal AARs.

(6) Conduct recovery operations by clearing ranges or facilities, inspecting, maintaining, and accounting for personnel, equipment, training support items, and ammunition.

* 4. ASSESS the training event.

a. Conduct the final AAR to:

Step Number	Task Number	Title	Proponent	Status
	71-2-1040	Assess Training (PLT-CO)	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-COM-7103	Develop a Training Course of Action	150 - Combined Arms (Individual)	Approved
	150-COM-7110	Conduct a Training Event	150 - Combined Arms (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 5.5.1.4.2	Plan Training
ART 5.5.1.4.4	Execute Training
ART 5.5.1.4.3	Prepare for Training
ART 5.5.1.4.5	Assess Training

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	70209N	Computer, Personal Workstation	1
	FB9912	CAC Card Reader	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.