

Training and Evaluation Outline Report

Task Number: 71-8-5135

Task Title: Conduct an Operations Synchronization Meeting (Battalion – Corps)

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
	ADRP 5-0	The Operations Process	Yes	No
	ADRP 6-0 (Change 002, March 28, 2014)	Mission Command http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adrp6_0_new.pdf	Yes	No
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes

Condition: The command is conducting operations and the commander issues guidance on conducting operations synchronization meetings. The command establishes communications with subordinate and adjacent units, and higher headquarters. The mission command systems are operational and processing information. Some iterations of this task should be performed in MOPP 4.

Standard: The staff conducts an operations synchronization meeting to align military actions in time, space, and purpose and to prevent uncoordinated actions among commands, staff sections and unified partners that could cause disruption or delay of unit operations, or could affect others actions.

Safety Risk: Low

Task Statements

Cue: None

DANGER
Leaders have an inherent responsibility to conduct Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING
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

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Note 1: Task content last updated – 21 Oct 2014.

TASK STEPS

1. The commander, staff, and unified action partners, prepare operations synchronization meeting inputs, as required and in accordance with unit standard operations procedures (SOP), to include, but not limited to:

a. *Commander.

Note: The commander's intent and priorities are key inputs to operations synchronization meeting, even if the commander is not present for the meeting.

(1) Updated Commander's Intent.

(2) Updated Priorities.

b. Staff updates operations products:

(1) Running Estimates.

(2) Record of last 24 hour operations.

(3) Projected 24-48 hour future operations.

(4) Updated commander's critical information requirements (CCIRs).

(5) Update combat power status & projections.

(6) Record current orders and plans.

(7) Record draft future orders.

(8) Update troop to task analysis.

(9) Update adjacent unit operations.

(10) Review taskings from higher headquarters.

c. Staff updates intelligence products.

(1) Provide current information collection plan status.

(2) Update threat assessments, to include threat courses of action.

(3) Update High Value Target /High Payoff Target lists.

(4) Recommend changes to priority intelligence requirements.

(5) Recommend changes to information collection priorities.

(6) Update coalition/host nation culture events or shifts of note.

(7) Update Weather forecasts & impacts to cover periods under discussion.

(8) Update intelligence preparation of the battlefield considerations (e.g. weather effects on equipment).

d. Staff updates targeting products.

- (1) Update Target Synchronization Matrix.
- (2) Update Information Operations themes and messages.
- (3) Update Soldier and leader engagement matrix.

e. Staff updates engineer products.

- (1) Countermobility plans/status.
- (2) Status of current or planned military construction projects.
- (3) Mobility plans/status.

f. Staff updates logistics products.

- (1) Update current classes of supply.
- (2) Update current situation.

g. The staff coordinates with liaison Officers, subordinate units, flank units, and unified action partners to:

- (1) Update unit estimates.
- (2) Record expected actions/decisions.
- (3) Estimate requirements.

h. The staff, as required:

- (1) Reviews significant actions/events in last 24 hours.
- (2) Updates status.
- (3) Reviews future operations planned actions next 24-48 hours.

2. The staff conducts a daily operations synchronization meeting by:

a. Reviewing last 24 hours to:

- (1) Evaluate actions of last 24 hours and affect on operations.
- (2) Evaluate how they contribute to the success of subordinate, supported, supporting, flank, and higher units and unified action partners.
- (3) Analyze CCIR and any progress.
- (4) Access progress in answering information requirements or achieving conditions supporting anticipated decision points.

(5) Analyze any unanticipated decisions required by the commander.

b. Coordinating the next 24 to 48 hours by each staff element reviewing planned significant actions and events to:

(1) Evaluate how they support progress towards end state.

(2) Addresses how they support progress towards end state.

(3) Resolve conflicts between actions.

(a) Purposes.

(b) Timing.

(c) Use of resources.

* 3. The commander provides guidance to the staff, including:

Note: This step is optional since the commander may not be required for the OPS Synch meeting. It may be performed by a deputy commander or chief of staff in the commander's absence.

a. Refined commander's estimate.

b. Designated instructions to exploit unforeseen opportunities.

c. Revised planning guidance based on revised understanding.

d. Updated CCIR.

e. Changes to resource priorities.

f. Refined targeting guidance.

g. Coordination with higher, lower, adjacent, supported, supporting and/or flank units and unified action partners.

4. The staff conducts the following steps after the completion of the operations synchronization meeting:

a. Publish a fragmentary order, as needed, to capture the guidance, decisions, synchronization, and coordination information.

b. Update information collection plan.

c. Update Target Synchronization Matrix.

d. Update running estimates.

e. Coordinate subordinate and supporting unit actions.

Step Number	Task Number	Title	Proponent	Status
	71-8-5121	Establish Coordination and Liaison (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5132	Perform Planned Actions, Sequels, and Branches (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5133	Adjust Resources, Concept of Operations, or Mission (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5134	Coordinate Actions to Produce Maximum Effective Application of Military Power (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5139	Maintain Synchronization (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5141	Monitor Situation or Progress of Operations (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5144	Develop Running Estimates (Battalion - Corps)	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-MC-5125	Prepare a Fragmentary Order	150 - Combined Arms (Individual)	Approved
	150-MC-5130	Assess the Current Situation	150 - Combined Arms (Individual)	Approved
	150-MC-5131	Assist the Commander in Executing Operations	150 - Combined Arms (Individual)	Approved
	150-MC-5144	Develop a Running Estimate	150 - Combined Arms (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 5.1.3.4.2	Synchronize Actions Among Staff Sections

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
No equipment specified			

Materiel 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. .

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. .