

Training and Evaluation Outline Report

Status: Approved

18 May 2015

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Task Number: 71-2-1050

Task Title: Conduct Unit Training Management

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 Ft. Leavenworth 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_FIN_AL.pdf	Yes	No

Conditions: The unit is required to conduct unit training management (UTM) in order to achieve essential task/Key Collective Task (KCT) proficiency within the planning horizon. Given the higher headquarters Unit Training Plan (UTP) OPORD/WARNORD with commander's guidance and intent, the unit's mission, 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.

Standards: The unit uses UTM doctrine and enablers such as ATN, CATS, and DTMS to conduct a training mission analysis, determine essential tasks/KCTs, conduct the commanders dialogue, develop a training course of action (COA), conduct a training briefing and produce a UTP OPORD. The unit applies the operations process to plan, prepare, execute, and assess training events, uses training meetings to ensure training event planning and coordination are on track, assesses KCT proficiency, and gathers feedback as the UTP progresses. The unit evaluates and assesses task/drill proficiency using Training & Evaluation Outlines (T&EOs) and uses informal AARs to assess training proficiency. The unit uses DTMS to schedule training events, maintain the unit training calendar, manage Soldier rosters and certifications, and record training assessment results.

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
CO & BN									
Dynamic and Complex (4+ OE Variables and Hybrid Threat)	Night	IAW unit CATS statement.	>=85%	>=80%	Yes	>=91%	All	>=90%	T
			75-84%			80-90%		80-89%	T-
Dynamic (Single Threat)	Day		65-74%	75-79%	No	65-79%	<All	<=79%	P
			60-64%	60-74%		51-64%			P-
Static (Single Threat)			<=59%	<=59%		<=50%			U

Remarks: None

Notes: None

Safety Risk: Low

Task Statements

Cue: None

DANGER

N/A

WARNING

N/A

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 unit commander receives the higher command's Unit Training Plan (UTP) OPORD/WARNORD and conducts a mission analysis in order to:	N/A	N/A	N/A
a. Understand the new training mission, commander's intent, concept of the operation for training, planning guidance, resources, operational environment (OE) in which to train, and the planning horizon.	N/A	N/A	N/A
b. Determine the specified and implied tasks.	N/A	N/A	N/A
+ 2. The commander determines the essential tasks/KCTs in preparation for the commanders' dialogue.			
a. Uses the CATS Panning Tool in DTMS to identify training strategies and determine the essential tasks/KCTs.	N/A	N/A	N/A
b. Assesses and records in DTMS current and projected essential task/KCT proficiency as Trained (T), Needs Practice (P), or Untrained (U).	N/A	N/A	N/A
c. Determines unique and scarce training resources.	N/A	N/A	N/A
d. Identifies training risks and develops risk management controls.	N/A	N/A	N/A
e. Identifies significant training readiness issues.	N/A	N/A	N/A
+ 3. The commander conducts the Commanders' Dialogue and receives essential task/KCT approval.			
+ 4. The commander issues a WARNORD to subordinate leaders.			
5. The unit leaders develop a training course of action (COA) for presentation to the higher commander.	N/A	N/A	N/A
a. Develop two or more training COAs using the following steps.	N/A	N/A	N/A
(1) Lay out the planning horizon on a training calendar.	N/A	N/A	N/A
(2) Include any command/installation time management cycles (i.e., green-amber-red).	N/A	N/A	N/A
(3) Include higher headquarters multiechelon training events requiring unit participation, e.g. BN TEWT, STX, COMMEX, CPX, FTX, and MRE.	N/A	N/A	N/A
(4) Determine collective training events that contribute to essential task/KCT proficiency.	N/A	N/A	N/A
(5) Consider use of live, virtual, constructive, and gaming (LVC-G) training enablers.	N/A	N/A	N/A
(6) Use a backward planning approach to array training events on the calendar using the crawl-walk-run approach.	N/A	N/A	N/A
(7) Preserve white space for subordinate units to plan their own training.	N/A	N/A	N/A
b. Examine each potential COA for validity using "feasible, acceptable, suitable, distinguishable, and complete" as the screening criteria.	N/A	N/A	N/A
c. Analyze COAs (War-Game) to determine resources, de-conflict and synchronize training events.	N/A	N/A	N/A
d. Compare COAs based on criteria established by the commander.	N/A	N/A	N/A
+ 6. The commander selects the COA that best supports the training mission, satisfies the higher commander's intent, and makes the best use of scarce training resources.			
7. The commander conducts the training brief to the higher command and receives COA approval, or modifies the COA based on guidance from the higher commander.	N/A	N/A	N/A
+ 8. Leaders produce the UTP OPORD in the doctrinal five paragraph format, include all required information, and communicates the UTP to higher headquarters, subordinate and supporting units, as appropriate.			
9. Leaders publish the UTP OPORD and training calendar in DTMS.	N/A	N/A	N/A
+ 10. Leaders conduct training meetings to discuss and assess completed training, review training focus, and continue planning and coordination for future training events.			
+ 11. Leaders plan, prepare for, execute and assess training events, using training meetings to keep the UTP on track.			
+ 12. Unit leaders use CATS Training and Evaluation Outlines (T&EOs) to evaluate and assess training.			
a. Gather task evaluation results, assessment data, and bottom-up feedback from AARs.	N/A	N/A	N/A
b. Leaders assess training effectiveness by focusing on how well the training event satisfied the commander's intent, training objectives, and progress towards improving KCT proficiency.	N/A	N/A	N/A
c. Analyze assessment data to determine the unit's ability to execute tasks and drills to standard. The commander considers subordinate leader input and analysis to determine training proficiency (T, P, or U) and records the results in DTMS.	N/A	N/A	N/A
13. Leaders manage training schedules, training calendars, Soldier records, and training assessment data in DTMS.	N/A	N/A	N/A
a. Leaders ensure the latest and most complete records and products from completed training are available in DTMS to facilitate efficient training management and effective planning for future training.	N/A	N/A	N/A
b. Training schedules and calendars are managed in DTMS to comply with the latest commander's guidance and ensure available whitespace is efficiently used for retraining or additional training.	N/A	N/A	N/A

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK

ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: N/A

MOPP 4 Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-2-1000	Develop a Unit Training Plan (UTP)	71 - Combined Arms (Collective)	Approved
	71-2-1002	Conduct a Training Event	71 - Combined Arms (Collective)	Approved
	71-2-1040	Assess Training (PLT-CO)	71 - Combined Arms (Collective)	Approved

OPFOR Task(s): None

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-COM-7100	Conduct Training Mission Analysis	150 - Combined Arms (Individual)	Approved
	150-COM-7103	Develop a Training Course of Action	150 - Combined Arms (Individual)	Approved
	150-COM-7104	Conduct a Training Briefing	150 - Combined Arms (Individual)	Approved
	150-COM-7105	Produce the Unit Training Plan (UTP) OPORD	150 - Combined Arms (Individual)	Approved
	150-COM-7110	Conduct a Training Event	150 - Combined Arms (Individual)	Approved
	150-COM-7201	Conduct a Training Meeting	150 - Combined Arms (Individual)	Approved
	150-COM-7203	Prepare a Training Assessment Plan	150 - Combined Arms (Individual)	Approved
	150-COM-7401	Assess a Task Using a Training and Evaluation Outline (T&EO)	150 - Combined Arms (Individual)	Approved
	150-COM-7402	Conduct an Informal After Action Review	150 - Combined Arms (Individual)	Approved
	150-COM-7403	Assess Unit Training Proficiency	150 - Combined Arms (Individual)	Approved

Supporting Drill(s): None

Supported AUTL/UJTL Task(s):

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

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

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

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. N/A

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.