

Summary Report for Individual Task  
805K-79R-7101  
Plan Company Training  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Today is the end of the quarter and you have scheduled a meeting with your ISG, OICs, and center leaders to address training indicators. You have access to Report Management Zone (RMZ) and Leader Zone (LZ) reports, applicable regulations, Digital Training Management Systems (DTMS), Mission Essential Task List (METL), company calendar and computer. This task should not be trained in MOPP 4.

**Standard:** Train company personnel to achieve/maintain published standards, on select tasks, that address performance deficiencies; conduct unit / individual assessments as needed; document and record training in DTMS.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<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:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

## Performance Steps

1. Conduct a training assessment.
  - a. Review the battalion METL.
  - b. Review assigned recruiting mission production results, previous after action reviews (AARs), and current tactics, techniques, and procedures (TTPs).
  - c. Review training data in digital training management system.
  - d. Receive input from subordinate leaders.
  - e. Assess the company METL.
2. Review training guidance.
  - a. Review AR 350-1 and USAREC Regulation 350-1.
  - b. Review USAREC, brigade, and battalion annual training leader development guide.
  - c. Review previous company training guidance.
  - d. Review calendars from higher units.
3. Develop the company training plan.
  - a. Align training priorities with identified training needs.
  - b. Incorporate training guidance.
  - c. Determine training resources required.
  - d. Plan discretionary time for short suspense training requirements.
  - e. Develop near term, short range, and long-range training calendars addressing the most critically identified training indicators first.
  - f. Develop training schedules using digital training management system.
4. Implement company training plan.
  - a. Validate training resource availability (equipment, resources, doctrine, facilities).
  - b. Certify trainers for period of instruction.
  - c. Integrate risk management.
  - d. Execute training.
5. Validate training input into digital training management system.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted a training assessment.			
a. Reviewed the battalion METL.			
b. Reviewed assigned recruiting mission production results, previous after action reviews (AARs), and current tactics, techniques, and procedures (TTPs).			
c. Reviewed training data in digital training management system.			
d. Received input from subordinate leaders.			
e. Assessed the company METL.			
2. Reviewed training guidance.			
a. Reviewed AR 350-1 and USAREC Regulation 350-1.			
b. Reviewed USAREC, brigade, and battalion annual training leader development guide.			
c. Reviewed previous company training guidance.			
d. Reviewed calendars from higher units.			
3. Developed the company training plan.			
a. Aligned training priorities with identified training needs.			
b. Incorporated training guidance.			
c. Determined training resources required.			
d. Planned discretionary time for short suspense training requirements.			
e. Developed near term, short range, and long-range training calendars addressing the most critically identified training indicators first.			
f. Developed training schedules using digital training management system.			
4. Implemented company training plan.			
a. Validated training resource availability (equipment, resources, doctrine, facilities).			
b. Certified trainers for period of instruction.			
c. Integrated risk management.			
d. Executed training event.			
e. Conducted an AAR.			
5. Validated training input into digital training management system.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC Manual 3-30	Recruiting Company Operations V1	Yes	No

**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. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None