

Summary Report for Individual Task
150-MC-7654
Employ the Knowledge Management Processes
Status: Approved

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.

Condition: Given a unit with a staffed knowledge management section, organizational standing operating procedures, and applicable doctrinal manuals. Some iterations of this task should be performed in MOPP 4.

Standard: The staff officer employs the knowledge management process and identifies elements of knowledge management processes needed to support organizational operational requirements. The staff officer follows commanders guidance and standard operating procedures.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: The term staff officer in this task refers to the Executive Officer (XO), Deputy Commanding Officer (DCO), Chief of Staff, or other officer as designated by the commander.

Performance Steps

1. The staff officer identifies elements of knowledge management (KM) processes needed to support organizational operational requirements.
 - a. Identify organizational KM processes currently in place.
 - b. Evaluate organizational KM processes in place.
 - (1) Evaluate the organization's use of KM processes that works well.
 - (2) Analyze the organization's use of KM processes that does not work well.
2. The staff officer approves the review of organizational KM standing operating procedures (SOPs) to include:
 - a. Identify how organizational SOPs include KM processes.
 - b. Evaluate utilization of KM processes in the organizational KM SOP.
3. The staff officer implements the KM processes of the unit to include:
 - a. The military decision making process (MDMP).
 - b. The Army Force Generation (ARFORGEN) pools.
4. The staff officer, with support of the KM Cell, implements a training support program across the unit to support the KM processes to transfer knowledge.
5. The staff officer monitors the KM cell conducting knowledge management functions:
 - a. Briefs the commander and staff on KM solutions.
 - b. Develops techniques and procedures that support effective and efficient unit learning throughout all force pools of Army force generation (ARFORGEN).
 - c. Recommends integrated applications, processes, and services that provide the capability for effective command post operations.
 - d. Briefs units on using the KM process and tools to maximize relevant information.
 - e. Distributes knowledge on time to the correct locations in order to improve mission command.
 - f. Coordinates with the unit signal officer on bandwidth requirements.
 - g. Analyzes information technology for KM utility.
 - h. Trains units on maximizing the usage of Army professional forums.
 - i. Develops and facilitates a virtual right-seat ride capability.
 - j. Coordinates file and data management procedures that incorporate the most recent and effective standards to enhance search and retrieval capabilities.

k. Conducts after action reviews of KM processes.

l. Conducts the KM working group.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if he/she passes all performance measures. Score the Soldier NO-GO if Soldier fails any performance measure. If the Soldier scores NO-GO, show the Soldier why he/she failed and show the Soldier how to perform the measure correctly.

Evaluation Preparation: Brief the Soldier: Explain expectations to the Soldier by reviewing the task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The staff officer identified elements of knowledge management (KM) processes needed to support organizational operational requirements.			
2. The staff officer approved the review of organizational KM standing operating procedures.			
3. The staff officer implemented the KM processes of the unit during military decision making and Army Force Generation pools.			
4. The staff officer, with support of the KM Cell, implemented a training support program across the unit to support the KM processes to transfer knowledge.			
5. The staff officer monitored the KM cell conducting knowledge management functions.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 3-0	Unified Land Operations	No	No
	ADP 7-0	Training Units and Developing Leaders	No	No
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf	Yes	No
	ATP 6-01.1	Techniques for effective Knowledge Management	Yes	Yes
	FM 5-0	(Superseded 17 May 2012 by ADP 5-0) THE OPERATIONS PROCESS	No	No
	FM 5-0.1	The Operations Process	No	No
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	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. Environmental protection is not just the law, it is the right thing to do. It is a continual process that starts with deliberate planning. Always be alert for ways to protect the environment during training and missions. In doing so, you will contribute to the sustainment of training resources while protecting people and the environment from harmful effects.

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. Assessment of organizational performance includes safety considerations.

Likewise, all plans to improve organizational performance using knowledge management capabilities must include safety considerations. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
150-01E-0103	Develop A Knowledge Management Standing Operating Procedure (SOP)	150 - Combined Arms (Individual)	Approved
150-000-0303	Recommend Improvements To Meetings That Support Staff Integration	150 - Combined Arms (Individual)	Approved
150-01E-0101	Apply Knowledge Management (KM)	150 - Combined Arms (Individual)	Approved
150-000-0000	Provide Mission Command Systems Expertise in Support of the Operations Process	150 - Combined Arms (Individual)	Approved
150-01E-0202	Facilitate Design Adjustments to the Common Operational Picture (COP) to Enhance Shared Understanding	150 - Combined Arms (Individual)	Approved
150-01E-0201	Assess the Common Operational Picture (COP)	150 - Combined Arms (Individual)	Approved
150-000-0401	Enforce a Content Management Standard	150 - Combined Arms (Individual)	Approved
150-01E-0104	Facilitate a Knowledge Management Working Group	150 - Combined Arms (Individual)	Approved
150-01E-0102	Develop A Knowledge Network	150 - Combined Arms (Individual)	Approved
150-000-0302	Assess Meetings That Support Staff Integration	150 - Combined Arms (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805D-211 -5101	Supervise Religious Data Management in the Joint Operations Area	805D - Chaplain (Individual)	Approved
150-000-0201	Assess the Common Operational Picture (COP)	150 - Combined Arms (Individual)	Analysis
150-000-0000	Provide Mission Command Systems Expertise in Support of the Operations Process	150 - Combined Arms (Individual)	Approved
805D-207-5003	Integrate Religious Based Analysis of the Operational Environment into Joint Task Force Staff Working Groups (WGs)	805D - Chaplain (Individual)	Approved
150-000-0403	Conduct Content Management Training	150 - Combined Arms (Individual)	Analysis
150-01E-0202	Facilitate Design Adjustments to the Common Operational Picture (COP) to Enhance Shared Understanding	150 - Combined Arms (Individual)	Approved
150-01E-0201	Assess the Common Operational Picture (COP)	150 - Combined Arms (Individual)	Approved
150-01E-0305	Coordinate Common Operational Picture (COP) Audiovisual Displays	150 - Combined Arms (Individual)	Proposed
150-01E-0203	Validate Effectiveness Within the Knowledge Management Working Group	150 - Combined Arms (Individual)	Proposed
150-01E-0104	Facilitate a Knowledge Management Working Group	150 - Combined Arms (Individual)	Approved
150-01E-0102	Develop A Knowledge Network	150 - Combined Arms (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
150-MC-0005	Validate the Mission Command Warfighting Function Staff (Battalion through Corps)	150 - Combined Arms (Individual)	Approved

150-MC-3210	React to Close Air Support Request [Battalion through Division]	150 - Combined Arms (Individual)	Approved
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Supported Collective Tasks :

Task Number	Title	Proponent	Status
71-8-5100	Conduct the Mission Command Operations Process for Battalions, Brigades, Divisions and Corps	71 - Combined Arms (Collective)	Approved
71-1-5100	Conduct the Mission Command Operations Process (Battalion)	71 - Combined Arms (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Mission Command Warfighting Function	Any	