

**MISSION TRAINING
PLAN
FOR
HEADQUARTERS,
SPECIAL TROOPS
BATTALION, CORPS
SUPPORT COMMAND
AND THEATER
SUPPORT COMMAND**

AUGUST 2002

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HEADQUARTERS SPECIAL TROOPS BATTALION,
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PREFACE

This mission training plan (MTP) provides the Headquarters Special Troops Battalion Commander and his staff with a task-based, event-driven training strategy to enable the unit to accomplish its wartime mission. While MTPs may not cover unit contingency plans, this document includes tasks to meet the Army force projection mission and includes tasks related to the supervision of deployment operations, supervision of the relocation and establishment of subordinate units in a new operational area, battalion level staff support, force protection and redeployment.

This MTP applies to the Headquarters Special Troops Battalion, TOE 63412L000, paragraph 35 and TOE 63702A000, paragraph 48. The Special Troops Battalion provide battalion level staff functions for all elements assigned or attached to the COSCOM/TSC headquarters. The Special Troops Battalion also coordinates local security for the COSCOM/TSC Command Post.

Standards for executing the tasks are described in the training and evaluation outlines (T&EOs). Standards were developed to meet the Total Army requirement. To meet mission-essential requirements, commanders may wish to make standards more stringent. The intent of this publication is not to deny the commander that flexibility.

Training developers continuously update individual and collective tasks and other support products for these manuals in the Automated Systems Approach to Training (ASAT) database. Units can get data updates online at the Reimer Digital Library Data Repository at <http://155.217.58.100/dr/>

The proponent of this publication is HQ TRADOC. Submit changes for improving this publication on DA Form 2028 and forward it to Commander, United States Army Combined Arms Support Command, ATTN: ATCL-A, 401 1st Street, Suite 229, Fort Lee, Virginia 23801. The point of contact is Mr. Henry L. Dixon, DSN 539-1022/COMM (804) 765-1022; e-mail; dixonh@lee.army.mil.

Unless otherwise stated, masculine nouns and pronouns refer to both women and men.

Chapter 1

Unit Training

1-1. GENERAL. This mission training plan (MTP) provides the commander and leaders with guidance on how to train the key missions of the unit. The specific details of the unit's training program depends on the following factors:

- a. Unit's mission-essential task list (METL).
- b. Chain of command training directives and guidance.
- c. Training priorities of the unit.
- d. Availability of training resources and areas.

1-2. SUPPORTING MATERIAL. This MTP describes a critical mission-oriented Headquarters, Special Troops Battalion training program. The training program should cover all the training necessary for soldiers and sections to be able to perform their missions. The program should be based on this MTP as well as on the following:

- a. The soldier training publications (STPs), which include soldier's manuals (SMs) and trainer's guides (TGs) for each military occupational specialty (MOS) authorized in the table of organization and equipment (TOE) for the unit.
- b. The soldier's manuals of common tasks (SMCTs).
- c. The military qualification standards (MQS) -I and MQS-II manuals for company grade officers.

The relationship of these publications is shown in Figure 1-1.

1-3. CONTENTS. This MTP is organized into six chapters and two appendices:

- a. Chapter 1, Unit Training, provides the explanation and organization of this MTP. This chapter explains how to use this MTP in establishing an effective training program.
- b. Chapter 2, Training Matrix, shows the relationship between missions and collective tasks.
- c. Chapter 3, Training Plans, presents a graphic portrayal of the relationship between missions and their subordinate tasks.

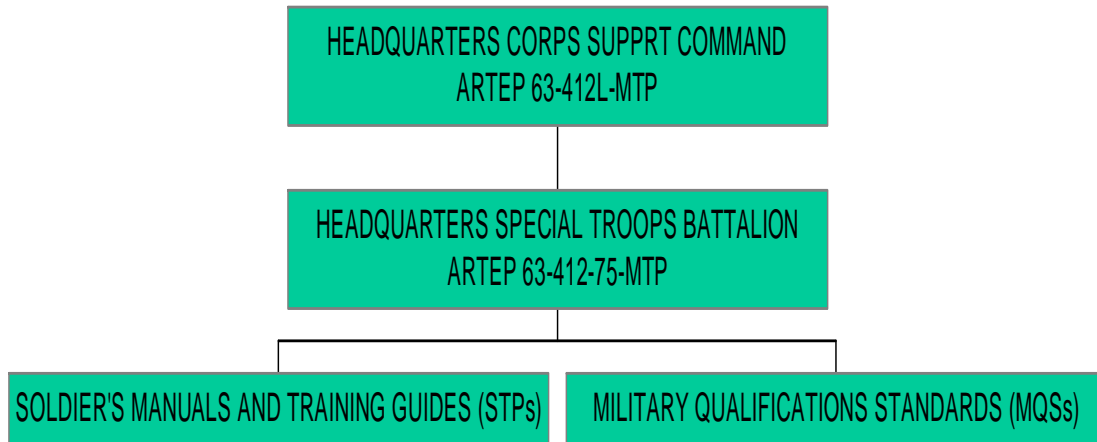


Figure 1-1. MTP Echelon Relationship

d. Chapter 4, Training Exercises, consists of a field training exercise (FTX) and supporting situational training exercises (STXs). This chapter provides training information and a preconstructed scenario for each exercise. These exercise can serve as a part of an internal or external evaluation and may be modified to suit the training needs of the unit.

e. Chapter 5, Training and Evaluation Outlines, provides the training and evaluation criteria for all the tasks the unit must master to effectively perform its mission. Each task is a training and evaluation outline (T&EO) that identifies task steps, performance measures, and individual and leader tasks. Each T&EO is part of a mission and, in various combinations, composes training exercises in Chapter 4.

f. Chapter 6, External Evaluations, explains how to evaluate training and assess evaluation results. It includes sample worksheets, summary sheets, and evaluation scenarios.

g. Appendix A, Combined Arms Training Strategy, provides user information, a description of the training strategy, and a task template.

h. Appendix B, Battlefield Operating Systems (BOSs) Definitions, provides current descriptions of each BOS.

1-4. MISSIONS. This MTP concerns specified missions found in the TOE and implied missions the unit must perform in order to accomplish the specified missions. The critical wartime mission is the focal mission for this unit. The commander may supplement these missions with his own. The following is a listing of missions for this unit:

a. Missions.

- (1) Supervise Deployment of Subordinate Elements to a New Theater of Operations.
- (2) Plan Battalion Level Staff Support.
- (3) Supervise Relocation of Subordinate Elements' Bases and Sustainment
- (4) Supervise Establishment of Subordinate Elements' Bases and Facilities.

Resources.

- (5) Perform Battalion Level Staff Support.
- (6) Supervise Force Protection Activities.
- (7) Supervise Redeployment of Subordinate Elements to Home Station.

b. Each of these missions may be trained individually or jointly with other tasks. Training is based on the criteria described in the T&EOs. Several T&EOs can be trained as an STX. Various combinations of STXs can be used to develop an FTX for the unit to practice its entire mission responsibility. Several STXs can be developed into an external evaluation designed by the next higher echelon to evaluate the unit's ability to perform multiple missions under stress in a realistic environment.

c. Leader tasks which support the unit's missions are trained through STP and Officer Foundation System (OFS) training, battle simulations, and execution of the unit's missions.

d. Individual tasks that support unit tasks are mastered by training to standards listed in the appropriate STP.

1-5. PRINCIPLES OF TRAINING. This MTP is based on the training principles found in FM 25-100. For further information, see paragraph 1-7 below.

1-6. TRAINING STRATEGY. The training program developed and executed by a unit to train to standards in its critical missions is a component of the Army's Combined Arms Training Strategy (CATS). The purpose of the CATS is to provide direction and guidance on how the total Army trains and identifies the resources required to support that training. CATS provides the tools that enable the Army to focus and manage training in an integrated manner. Central to the CATS is a series of proponent generated unit and institutional strategies that describe the training and training resources required to train to standard.

a. The unit training strategies central to CATS provide the commander with a descriptive "menu" for training reflecting that while there is an optimal way to train to standard, it is unlikely that all units in the Army have the exact mix of resources required to execute an optimal training strategy.

b. A unit's training strategy is composed of three separate training strategies. When integrated with the training tasks found in the MTP, they form a comprehensive and focused training strategy that allows the unit to train to standard. The elements of a unit's training strategy are:

(1) Combined Arms Training Strategy. CATS is intended to provide a set of recommended training frequencies for key training events in a unit and depict those resources required to support the training events.

(2) Gunnery Strategy. The gunnery strategy is built around weapon systems found in the unit, provides an annual training plan, and depicts resources required to support weapons training. Data for the gunnery strategy comes from the Standards in Training Commission (STRAC) manual or appropriate FM.

(3) Soldier Strategy. The soldier strategy provides an annual plan for training and maintaining skills at the individual level and lists the resources required to train a soldier.

c. A critical element in the unit training strategy is the identification of critical training gates. Critical training gates are defined as training events that must be conducted to standard before moving on to a more difficult or resource intensive training event or task. Training gates follow the crawl, walk, run training methodology. For instance, if the unit training strategy calls for conducting an FTX and a STX has been identified as a critical training gate for the FTX, the training tasks contained in the STX must be trained to standard prior to conducting the FTX. Standards for all tasks must be clearly defined so the trainer can assess the preparedness of his soldiers, or unit(s), to move on to more complex training

events. The provision for critical training gates recognizes that the unit's METL and the commander's assessment of his unit's training status will determine the selection and timing of the collective training exercises in a specific unit's training strategy.

d. When developing the unit's training plan, the commander identifies the training tasks from the MTP required to train his METL.

1-7. CONDUCTING TRAINING. This MTP is designed to facilitate the planning, preparation, and conduct of unit training as explained in the FM 25-100 and FM 25-101.

a. The commander assigns the missions and tasks for training based on his METL and the training guidance from the next higher headquarters. Trainers must plan and execute training in support of this guidance.

b. The commander reviews the mission outline in Chapter 3 to determine whether the FTX and STXs provided will support, or can be modified to support, the senior commander's guidance. If they do not support the guidance or need to be modified, refer to the matrix in Chapter 2. The matrix provides a listing of collective tasks that must be mastered to perform the mission.

c. The commander prioritizes the tasks which need training. He never has time to train everything. He must orient on the greatest challenges and most difficult sustainment skills.

d. The commander integrates training tasks into the training schedule by:

(1) Listing the tasks in the priority and frequency they need to be trained.

(2) Determining the amount of time required and how multi-echelon training can be used for the best results.

(3) Determining where the training can take place.

(4) Determining who is responsible for what. The leader of the element being trained must always be involved.

(5) Organizing his requirements into blocks of time and training vehicles.

e. The commander must approve the list of tasks to be trained and schedule them on the unit training schedule.

f. The commander must determine the equipment and supplies needed to conduct the training.

g. The commander must keep subordinate leaders informed and oversee their training. The training standards must be rigidly enforced.

1-8. FORCE PROTECTION (SAFETY).

a. Safety is a component of force protection. Commanders, leaders, and soldiers use risk assessment and management to tie force protection into the mission. Risk management assigns responsibility, institutionalizes the commander's review of operational safety, and leads to decision making at a level of command appropriate to the risk. The objective of safety is to help units protect combat power through accident prevention, which enables units to win fast and decisively with minimum losses. Safety is an integral part of all combat operations and begins with readiness. Readiness

determines a unit's ability to perform its METL to standard. Readiness standards addressed during METL assessment are:

- (1) Soldiers with the self-discipline to consistently perform tasks to standard.
- (2) Leaders who are ready, willing, and able to enforce standards.
- (3) Training that provides skills needed for performing to standard.
- (4) Standards and procedures for task performance that are clear and practical.
- (5) Support for task performance, including equipment, personnel, maintenance, facilities, and service.

b. Risk management is a tool that addresses the root causes (readiness shortcomings) of accidents. It assists commanders and leaders in not only identifying what the next accident is going to be, but also helps identify who will have the next accident. Risk management is a way to put more realism into training without paying the price in deaths, injuries, or damaged equipment.

c. Safety demands total chain of command involvement in planning, preparing, executing, and evaluating training. The chain of command responsibilities include:

- (1) Commanders, who must:
 - (a) Seek optimum, not adequate, performance.
 - (b) Specify the risk acceptable to accomplish the mission.
 - (c) Select risk reductions provided by staff.
 - (d) Accept or reject residual risk, based on the benefit to be derived.
 - (e) Train and motivate leaders at all levels to effectively use risk management concepts.
- (2) Staff, who must:
 - (a) Assist the commander in assessing risks and developing risk reduction options for training.
 - (b) Integrate risk controls in plans, orders, METL standards, and performance measures.
 - (c) Eliminate unnecessary safety restrictions that diminish training effectiveness.
 - (d) Assess safety performance during training; evaluate safety performance during after action reviews (AARs).
- (3) Subordinate leaders, who must:
 - (a) Apply consistently effective risk management concepts and methods to operations they lead.
 - (b) Report risk issues beyond their control or authority to their superiors.

- (4) Individual soldiers, who must:
 - (a) Report unsafe conditions and act to correct the situation when possible.
 - (b) Establish a buddy system to keep a safety watch on one another.
 - (c) Take responsibility for personal safety.
 - (d) Work as a team member.
 - (e) Modify their own risk behavior.

d. Death or serious injury may result if personnel fail to observe safety precautions. Potential safety hazards include, but are not limited to, the following areas:

(1) Fuel Flammable/No Smoking.

(a) Fuel is flammable and toxic to eyes, skin, and the respiratory tract. Skin/eye protection is required. Avoid repeated/prolonged contact. Use only in well ventilated areas. Keep away from open flames or other sources of ignition. Post FUEL FLAMMABLE/NO SMOKING signs around the area. Suitable fire extinguishers must be present.

(b) Fuel on clothing can be fatal if ignited by a static discharge. If fuel gets on your clothes, leave the refueling area as soon as possible and wet clothes with water before removing them. In extreme cold conditions, clothes should not be wet; instead, ground yourself to a piece of grounded equipment by taking hold of it before removing clothing. Wash skin with warm soapy water.

(c) Spilled fuel creates a flammable, vapor-air mixture and fire can occur. Improper positioning of an external fuel source can cause the internal fuel tank to overflow. Stop refueling immediately if a fuel spill occurs.

(2) Frostbite. Touching cold metal with exposed skin will cause skin to bond with metal. Gloves are required when touching cold metal objects. Do not touch cold metal parts with bare hands.

(3) Solvent Hazard. Dry cleaning solvent, P-D 680, Type III, used to clean parts is potentially dangerous to personnel and property. Eye protection is required. Avoid repeated and prolonged skin contact by wearing rubber or nonporous gloves when handling solvents or material wet with dry cleaning solvent. Wash hands with soap and water immediately after exposure and use lanolin based skin cream to prevent skin drying. Do not use near open flame or excessive heat. The flash point of solvent is 138 degrees F. Do not work with solvent in a closed area. Be sure there is good ventilation or the solvent vapors will build up in the air and become a poisonous mixture that can cause physical injury or even death.

(4) Electrical High Voltage. Electrical high voltage cannot be seen, but it can kill. Electricity is unlike most other dangers because it gives no warning, has no symptoms, and its effects are immediate. It can cause severe burns, unconsciousness, and even death. To ensure the safety of all personnel, always observe the following precautions:

- (a) DO NOT perform any maintenance on electrical equipment unless all power is removed.
- (b) BE CERTAIN that a second individual is assisting who can remove power immediately.

(c) ALWAYS place POWER OFF warning tags on power switches so that no one will apply power while you are performing maintenance.

(d) For ARTIFICIAL RESPIRATION, refer to FM 21-11.

(5) Compressed Air Hazard. Compressed air can blow dust into the eyes. Wear eye protection. Do not exceed 30 psi at the nozzle. FIRST AID instructions are given in FM 21-11.

(6) Hot Components. Contact with hot components can cause burns. Allow unit to cool down before attempting service, inspection, or maintenance activity.

(7) Jewelry. Jewelry can catch on equipment and cause injury, or may short across an electrical circuit and cause severe burns or electrical shock. Remove rings, bracelets, wristwatches, and neck chains before working around or on the unit.

(8) Carbon Monoxide (Exhaust Fumes). Carbon monoxide is a lethal, odorless, and colorless gas. Breathing carbon monoxide produces symptoms of headaches, dizziness, loss of muscular control, sleepiness, and coma. Brain damage or death can result from heavy exposure. Carbon monoxide occurs in the exhaust fumes of burning heaters and internal combustion engines. Carbon monoxide can become dangerously concentrated under conditions of improper ventilation. Precautions must be followed to ensure the operator's safety when combustion engines are in operation.

(a) OPERATE with the exhaust pipes unobstructed.

(b) DO NOT operate the powered module with a known exhaust (combustion air) leak.

(c) BE ALERT at all times during operating procedures for carbon monoxide poisoning. If exposure is present, IMMEDIATELY evacuate personnel to fresh air.

(d) BE AWARE the chemical/biological mask WILL NOT protect you from carbon monoxide poisoning.

THE BEST DEFENSE AGAINST CARBON MONOXIDE POISONING IS GOOD VENTILATION.

(9) Steel Banding. Steel banding, cut under tension, can snap free and cause injury. Leather gloves and face shields are required.

e. Risk management is a five-step cyclic process that is easily integrated into the decision-making process outlined in FM 101-5. The five steps are:

(1) Identify Hazards. Identify the most probable hazards for the missions.

(2) Assess Hazards. Analyze each hazard to determine the probability of its causing an accident and the probable effect of the accident. Identify control options to eliminate or reduce the hazard. The Army Standard Risk Assessment Matrix (Figure 1-2) is a tool for assessing hazards.

(3) Make Risk Decisions. Weigh the risk against the benefits of performing the operations. Accept no unnecessary risks and make any residual risk decisions at the proper level of command.

(4) Implement Controls. Integrate specific controls into plans, OPLANs, OPORDs, SOPs, and rehearsals. Communicate controls to the individual soldier.

(5) Supervise. Determine the effectiveness of controls in reducing the probability and effect of identified hazards to include follow-up and after action. Develop the lessons learned.

f. Fratricide is a component of force protection and is closely related to safety. Fratricide is the employment of weapons, with the intent to kill the enemy or destroy his equipment that results in unforeseen and unintentional death, injury or damage to friendly personnel or equipment. Fratricide is, by definition, an accident. Risk assessment and management is the mechanism with which incidence of fratricide can be controlled. The primary causes of fratricide are:

- (1) Direct Fire Control Plan Failures. These occur when units fail to develop defensive and, particularly, offensive fire control plans.

		HAZARD PROBABILITY				
		Frequent	Probable	Occasional	Remote	Improbable
		A	B	C	D	E
E F F E C T	CATASTROPHIC	I	EXTREMELY HIGH			
	CRITICAL	II	HIGH			
	MARGINAL	III		MEDIUM		
	NEGLECTIBLE	IV		LOW		

Effect

Catastrophic Death or permanent total disability, system loss, major property damage.
 Critical Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage
 Marginal Minor injury, lost workday accident, compensable injury or illness, minor system damage, minor property damage
 Negligible First aid or minor supportive medical treatment, minor system impairment

Probability

Frequent	Individual soldier/item..... All soldiers exposed or item inventory	Occurs often in career/equipment service life Continuously experienced
Probable	Individual soldier/item..... All soldiers exposed or item inventory	Occurs several times in career/equipment service life Occurs frequently
Occasional	Individual soldier/item..... All soldiers exposed or item inventory	Occurs sometime in career/equipment service life Occurs sporadically, or several times in inventory service life
Remote	Individual soldier/item.....	Possible to occur in career/equipment service life

	All soldiers exposed or item inventory	Remote chance of occurrence; expected to occur sometime in inventory service life.
Improbable	Individual soldier/item..... All soldiers exposed or item inventory	Can assume will not occur in career/equipment service life. Possible, but improbable; occurs only very rarely.
<u>Risk Levels</u>		
Extremely High	Loss of ability to accomplish mission.	
High	Significantly degrades mission capabilities in terms of required mission standards.	
Medium	Degrades mission capabilities in terms of required mission.	
Low	Little or no impact on mission, accomplishment.	

Figure 1-2. Risk Assessment Matrix

(2) Land Navigation Failures. These result when units stray out of sector, report wrong locations, and become disoriented.

(3) Combat Identification Failures. These failures include gunners or pilots being unable to distinguish thermal and optical signatures near the maximum range of their sighting systems; and units in proximity to each other mistaking one another for the enemy under limited visibility conditions.

(4) Inadequate Control Measures. Units fail to disseminate the minimum maneuver and fire support control measures necessary to tie control measures to recognizable terrain or events.

(5) Reporting Communication Failures. Units at all levels face problems in generating timely, accurate, and complete reports as locations and tactical situations change.

(6) Weapons Error. Lapses in individual discipline lead to gunnery errors, accidental discharges, mistakes with explosives and hand grenades, and similar incidents.

(7) Battlefield Hazards. Unexploded ordnance, unmarked or unrecorded minefields, family of scatterable mines (FASCAM), and booby traps litter the battlefield. Failure to mark, remove, record, or anticipate these hazards increases the risk of friendly casualties.

g. Fratricide results in unacceptable losses and increases the risk of mission failure. Fratricide undermines the unit's ability to survive and function. Units experiencing fratricide observe these consequences:

- (1) Loss of confidence in the unit leadership.
- (2) Increasing self-doubt among leaders.
- (3) Hesitation to use supporting combat systems.
- (4) Over supervision of units.
- (5) Hesitation to conduct night operations.
- (6) Loss of aggressiveness during fire and maneuver.
- (7) Loss of initiative.

- (8) Disrupted operations.
- (9) General degradation of cohesiveness, morale, and combat power.

1-9. ENVIRONMENTAL PROTECTION. Protection of natural is an ever-increasing concern to the Army. It is the responsibility of all unit leaders to decrease, and if possible, eliminate damage to the environment when conducting training. Environmental risk management parallels safety risk management and is based on the same philosophy as safety risk management. Environmental risk management consists of the following steps:

a. **Identify Hazards.** Identify potential sources for environmental degradation during analysis of mission, enemy, terrain, troops, time available, and civilian considerations (METT-TC) factors. This requires identification of environmental hazards. An environmental hazard is a condition with the potential for polluting air, soil, or water and/or destroying cultural and historical artifacts.

b. **Assess the Hazard.** Analyze potential severity of environmental degradation using environmental risk assessment matrixes (Figure 1-3). Severity of environmental degradation is considered when determining the potential effect an operation will have on the environment. The risk impact value is defined as an indicator of the severity of environmental degradation. Quantify the risk to the environment resulting from the operation as extremely high, high, medium, or low, using the environmental risk assessment matrixes.

c. **Make Environmental Risk Decisions.** Make decisions and develop measures to reduce high environmental risks.

d. **Brief Chain of Command.** Brief chain of command (to include installation environmental office, if applicable) on proposed plans and pertinent high-risk environmental matrixes. Risk decisions are made at a level of command that corresponds to the degree of risk.

e. **Implement Controls.** Implement environmental protection measures by integrating them into plans, orders, SOPs, training performance standards, and rehearsals.

f. **Supervise.** Supervise and enforce environmental protection standards.

g. **Environmental damage has many wide-ranging consequences.** The complete success of the tactical mission depends on your environmental awareness. Leaders and soldiers must be aware of the ramifications of their actions on the environment, which, in turn, reflects upon the overall mission. Prevention of spills and improper disposal of hazardous waste is everyone's responsibility. Know the proper procedures for preventing and reporting oil or fuel spills IAW local unit SOP.

Environmental area	Rating:					
Unit operations	Risk Impact					
Movement of heavy vehicle/systems	5	4	3	2	1	0
Movement of personnel and light vehicles/systems	5	4	3	2	1	0
Assembly area activities	5	4	3	2	1	0
Field maintenance of equipment	5	4	3	2	1	0
Garrison maintenance of equipment	5	4	3	2	1	0

Environmental Risk Assessment Worksheet

	Movement of heavy vehicles/systems	Movement of personnel and light systems	Assembly area activities	Field maintenance of equipment	Garrison maintenance of equipment	Risk rating
Air pollution						
Archeological and historical sites						
Hazardous material/waste						
Noise pollution						
Threatened/endangered species						
Water pollution						
Wetland protection						
Overall rating						

Overall Environmental Risk Assessment Form

Category	Range	Environmental Damage	Decision maker
Low	0-58	Little or none	Appropriate level
Medium	59-117	Minor	Appropriate level
High	118-149	Significant	Division Cdr
Extremely High	150-175	Severe	MACOM Cdr

Risk Categories

Figure 1-3. Environmental Risk Assessment Matrix

1-10. EVALUATION. The T&EOs in Chapter 5 describe standards that must be met for each task.

a. Evaluations can be internal or external. Internal evaluations are conducted at all levels. They must be inherent in all training. External evaluations are usually more formal and are normally conducted by a headquarters two levels above the unit being evaluated. (See Chapter 6.)

b. A critical weakness in training is the failure to evaluate each task every time it is executed. The ARTEP concept is based on simultaneous training and evaluation. Too often, leaders do not practice continuous evaluation. Often, soldiers or small units are trained to perform a task to standard; then later, when they execute that task as part of a training exercise, they execute it poorly or incorrectly and are not corrected. For this program to work, trainers and leaders must continually evaluate training as it is being executed.

c. Leaders should emphasize direct, on-the-spot evaluations. Correcting poor performance during individual or small group training is easy to do. In higher-level exercises, it is usually not feasible to do this with outside evaluators, but the opportunity for correction should not be overlooked. Plan AARs at frequent, logical intervals during the exercises (usually after the completion of a major subordinate task). This is a proven technique that allows you to correct performance shortcomings while they are still fresh in everyone's mind and prevents reinforcement of bad habits.

d. FM 25-101 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-11. FEEDBACK. Recommendations for improvement of this MTP are requested. Feedback will help to ensure that this MTP answers the training needs of units in the field and parallel requirements by training and combat developers. There is a questionnaire at the end of this MTP to make it easier to send recommendations and comments.

CHAPTER 2

Training Matrixes

2-1. General. The training Matrix assists the commander in planning the training of his unit's personnel.

2-2. Mission to Collective Tasks Matrix. This matrix (Figure 2-2), identifies the missions and their supporting collective tasks. The tasks are listed under the appropriate BOS which are indicated by an **X** in the matrix. The BOS used in this matrix are defined in TRADOC Pam 11-9. A specific mission is trained by identifying collective tasks in the vertical column for the mission. Based on the proficiency of the unit, training is focused on operational weaknesses.

The mission identification table listed below (Figure 2-1) provides mission identification for the unit.

Mission Identification Table
Mission Title
63-1-E0018• Perform Battalion Level Staff Support
63-1-E0017• Plan Battalion Level Staff Support
63-1-E0002• Supervise Deployment of Subordinate Elements to New Theater of Operations
63-1-E0006• Supervise Establishment of Subordinate Elements and Facilities
63-1-E0008• Supervise Force Protection Activities
63-1-E0009• Supervise Redeployment of Subordinate Elements to Home Station
63-1-E0005• Supervise Relocation of Subordinate Elements and Sustainment Resources

Figure 2-1. Mission Identification Table.

Collective Tasks	63-1-E0018	63-1-E0017	63-1-E0002	63-1-E0006
Develop Intelligence				
63-1-4051.63-2051 Provide Intelligence Support	X			
Deploy/Conduct Maneuver				
63-1-4015.63-2015 Perform Battalion Advance/Quartermen Party Activities				X
63-1-4016.63-2016 Establish Battalion Command Post (Forward)				X
63-1-4018.63-2018 Coordinate Movement of Subordinate Elements				
63-1-4019.63-2019 Supervise Establishment of Subordinate Elements and Battalion Headquarters				X
63-1-4055 Establish Command Post (CP) and Administrative Areas				X

ARTEP 63-412-75-MTP

Collective Tasks	63-1-E0018	63-1-E0017	63-1-E0002	63-1-E0006
63-1-4850.63-4850 Direct Deployment Alert Activities			X	
63-1-4851.63-4851 Establish the Emergency Operations Center				
63-1-4852.63-4852 Operate the Emergency Operations Center			X	
63-1-4853.63-4853 Supervise Battalion Deployment/Redeployment Activities			X	
63-1-4854.63-4854 Update Movement Plan/Order			X	
63-1-4855.63-4855 Coordinate Soldier Readiness Program Processing Support			X	
63-1-4856.63-4856 Provide Deployment Human Resources Support			X	
63-1-4857.63-4857 Coordinate Family Assistance Support			X	
63-1-4858.63-4858 Coordinate Deployment Training Support			X	
63-1-4859.63-4859 Perform Deployment Intelligence Support Functions			X	
63-1-4860.63-4860 Provide Deployment Logistics Support			X	
63-1-4861.63-4861 Perform Deployment Advance Party Activities			X	
63-1-4862.63-4862 Coordinate Onward Movement			X	
63-1-4863.63-4863 Coordinate Rear Detachment Support			X	
63-1-4864 Perform Home Station Rear Detachment Activities			X	
63-1-4865.63-4865 Coordinate Reconstitution for Redeployment				
63-1-4866.63-4866 Prepare Redeployment Movement Plan/Order				
63-1-4867.63-4867 Provide Redeployment Support				
63-1-4868.63-4868 Perform Redeployment Advance Party Activities				
63-1-4869 Perform Theater Rear Detachment Activities				
63-1-4870.63-4870 Coordinate Home Station Activities				
63-1-4871.63-4871 Direct Integration Activities			X	

Collective Tasks	63-1-E0018	63-1-E0017	63-1-E0002	63-1-E0006
63-1-4872.63-4872 Plan Battalion Deployment in a Peacetime Environment			X	
Protect the Force				
63-1-4038.63-2038 Supervise Operations Security Program	X			
63-1-4040.63-2040 Supervise Nuclear, Biological, and Chemical Defense Operations	X			X
63-1-4057 Coordinate Physical Security Measures	X			X
Perform CSS and Sustainment				
63-1-0425 Provide Legal Services Support	X			
63-1-4024.63-2024 Prepare Continuity of Operations Plan		X		
63-1-4025.63-2025 Coordinate Internal Logistics	X			
63-1-4042.63-2042 Provide Human Resources Support - Personnel Services	X			
63-1-4043.63-2043 Provide Human Resources Support - Administrative Services	X			
63-1-4054 Coordinate Religious Support	X			
63-1-4303 Conduct Battlefield Stress Reduction and Prevention Procedures	X	X	X	X
63-1-4326 Perform Risk Management Procedures	X	X	X	X
Exercise Command and Control				
63-1-4000.63-2000 Receive the Mission		X		
63-1-4001.63-2001 Conduct Mission Analysis		X		
63-1-4002.63-2002 Conduct Intelligence Preparation of the Battlefield		X		
63-1-4003.63-2003 Formulate Feasible Courses of Action		X		
63-1-4004.63-2004 Develop Intelligence Estimate		X		
63-1-4005.63-2005 Develop Personnel Estimate		X		
63-1-4006.63-2006 Develop Logistics Estimate		X		
63-1-4008.63-2008 Develop Commander's (Operations) Estimate		X		
63-1-4009.63-2009 Prepare Operations Plan/Operations Order and Annexes		X		

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Collective Tasks	63-1-E0018	63-1-E0017	63-1-E0002	63-1-E0006
63-1-4010.63-2010 Develop Road Movement Order		X		
63-1-4011.63-2011 Develop Occupation Plan		X		
63-1-4012.63-2012 Plan Area Tactical Operations		X		
63-1-4014.63-2014 Plan Rear Operations		X		
63-1-4017.63-2017 Establish Communications				X
63-1-4041.63-2041 Maintain Communications	X			
63-1-4045.63-2045 Provide Command and Control	X			
63-1-4050.63-2050 Operate Rear Tactical Operations Center				
63-1-4052.63-2052 Direct Response to Threat Actions				
63-1-4053.63-2053 Direct Area Damage Control Operations				
63-1-4056 Operate the Battalion Command Post	X			
63-1-4873.63-4873 Plan Battalion Deployment Upon Receipt of a Warning Order			X	
63-1-4874.63-4874 Plan Battalion Redeployment				

Collective Tasks	63-1-E0008	63-1-E0009	63-1-E0005
Develop Intelligence			
63-1-4051.63-2051 Provide Intelligence Support	X		
Deploy/Conduct Maneuver			
63-1-4015.63-2015 Perform Battalion Advance/Quartermen Party Activities			X
63-1-4016.63-2016 Establish Battalion Command Post (Forward)			X
63-1-4018.63-2018 Coordinate Movement of Subordinate Elements			X
63-1-4019.63-2019 Supervise Establishment of Subordinate Elements and Battalion Headquarters			
63-1-4055 Establish Command Post (CP) and Administrative Areas			
63-1-4850.63-4850 Direct Deployment Alert Activities			
63-1-4851.63-4851 Establish the Emergency Operations Center			
63-1-4852.63-4852 Operate the Emergency Operations Center			
63-1-4853.63-4853 Supervise Battalion Deployment/Redeployment Activities		X	
63-1-4854.63-4854 Update Movement Plan/Order			
63-1-4855.63-4855 Coordinate Soldier Readiness Program Processing Support			
63-1-4856.63-4856 Provide Deployment Human Resources Support			
63-1-4857.63-4857 Coordinate Family Assistance Support			
63-1-4858.63-4858 Coordinate Deployment Training Support			
63-1-4859.63-4859 Perform Deployment Intelligence Support Functions			
63-1-4860.63-4860 Provide Deployment Logistics Support			
63-1-4861.63-4861 Perform Deployment Advance Party Activities			
63-1-4862.63-4862 Coordinate Onward Movement			
63-1-4863.63-4863 Coordinate Rear Detachment Support			

Collective Tasks		63-1-E0008	63-1-E0009	63-1-E0005
63-1-4864	Perform Home Station Rear Detachment Activities			
63-1-4865.63-4865	Coordinate Reconstitution for Redeployment		X	
63-1-4866.63-4866	Prepare Redeployment Movement Plan/Order		X	
63-1-4867.63-4867	Provide Redeployment Support		X	
63-1-4868.63-4868	Perform Redeployment Advance Party Activities		X	
63-1-4869	Perform Theater Rear Detachment Activities		X	
63-1-4870.63-4870	Coordinate Home Station Activities		X	
63-1-4871.63-4871	Direct Integration Activities			
63-1-4872.63-4872	Plan Battalion Deployment in a Peacetime Environment			
Protect the Force				
63-1-4038.63-2038	Supervise Operations Security Program	X	X	X
63-1-4040.63-2040	Supervise Nuclear, Biological, and Chemical Defense Operations	X		
63-1-4057	Coordinate Physical Security Measures	X		
Perform CSS and Sustainment				
63-1-0425	Provide Legal Services Support			
63-1-4024.63-2024	Prepare Continuity of Operations Plan			
63-1-4025.63-2025	Coordinate Internal Logistics			
63-1-4042.63-2042	Provide Human Resources Support - Personnel Services			
63-1-4043.63-2043	Provide Human Resources Support - Administrative Services			
63-1-4054	Coordinate Religious Support			
63-1-4303	Conduct Battlefield Stress Reduction and Prevention Procedures	X	X	X
63-1-4326	Perform Risk Management Procedures	X	X	X
Exercise Command and Control				
63-1-4000.63-2000	Receive the Mission			

Collective Tasks	63-1-E0008	63-1-E0009	63-1-E0005
63-1-4001.63-2001 Conduct Mission Analysis			
63-1-4002.63-2002 Conduct Intelligence Preparation of the Battlefield			
63-1-4003.63-2003 Formulate Feasible Courses of Action			
63-1-4004.63-2004 Develop Intelligence Estimate			
63-1-4005.63-2005 Develop Personnel Estimate			
63-1-4006.63-2006 Develop Logistics Estimate			
63-1-4008.63-2008 Develop Commander's (Operations) Estimate			
63-1-4009.63-2009 Prepare Operations Plan/Operations Order and Annexes			
63-1-4010.63-2010 Develop Road Movement Order			X
63-1-4011.63-2011 Develop Occupation Plan			
63-1-4012.63-2012 Plan Area Tactical Operations	X		
63-1-4014.63-2014 Plan Rear Operations	X		
63-1-4017.63-2017 Establish Communications			
63-1-4041.63-2041 Maintain Communications	X		
63-1-4045.63-2045 Provide Command and Control			
63-1-4050.63-2050 Operate Rear Tactical Operations Center	X		
63-1-4052.63-2052 Direct Response to Threat Actions	X		
63-1-4053.63-2053 Direct Area Damage Control Operations	X		
63-1-4056 Operate the Battalion Command Post			
63-1-4873.63-4873 Plan Battalion Deployment Upon Receipt of a Warning Order			
63-1-4874.63-4874 Plan Battalion Redeployment		X	

Figure 2-2. Collective Task to Missions.

Chapter 3

Training Plans

3-1. GENERAL. This chapter describes how to use the MTP to develop Special Troops training plans and provides a mission outline. It is designed to assist commanders in preparing training plans for critical wartime missions. FM 25-100 and FM 25-101 provide detailed information on training management and should be used with the MTP for developing the Special Troops training plans.

3-2. LONG-RANGE PLANNING. Long-range planning allows commanders to provide timely input to the Army's various training resource systems and provides a general direction for the training programs.

a. Develop the Unit METL. The first step in developing a METL is analyzing all specified and implied missions and other guidance. Next, the unit's wartime mission is restated. After analyzing the unit's missions and external directives, a list of tasks is identified which must be accomplished if the unit is to successfully accomplish its wartime mission. Subordinate commanders and key NCOs participate in selecting the tasks. The task list is developed using the missions contained in Chapter 2 of the MTP, missions assigned to the Headquarters Special Troops by contingency plans, and missions directed by COSCOM/TSC commander's guidance. The commander reviews the task list and selects tasks essential to the unit's wartime mission. The selected tasks are forwarded to COSCOM/TSC headquarters. The final approved task list becomes the unit's METL, Figure 3-1.

<p>(1) INTELLIGENCE.</p> <p>1. Provide Intelligence Support</p> <p>(2) MANEUVER.</p> <p>1. Direct Deployment Alert Activities</p> <p>2. Establish the Emergency Operations Center</p> <p>3. Operate the Emergency Operations Center</p> <p>4. Supervise Deployment/Redeployment Activities</p> <p>5. Update Movement Plan/Order</p> <p>6. Coordinate SRP Processing Support</p> <p>7. Provide Deployment Personnel and Administrative Services Support</p> <p>8. Coordinate Family Assistance Support</p> <p>9. Coordinate Deployment Training</p>
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Figure 3-1. Example Sp Trps METL

<p>(3) MOBILITY AND SURVIVABILITY.</p> <p>1. Supervise Operations Security Program</p> <p>2. Supervise NBC Defense Operations</p> <p>(4) COMBAT SERVICE SUPPORT.</p> <p>1. Coordinating Internal Logistics</p> <p>2. Provide Human Resources Support</p> <p>3. Coordinating Religious Support</p> <p>4. Combat Battlefield Stress</p> <p>5. Perform Risk Management Procedures</p> <p>6. Prepare Continuity of Operations Plan</p> <p>(5) COMMAND AND CONTROL.</p>

1.	Conduct Mission Analysis
2.	Maintain Current Estimate of the Situation
3.	Prepare OPLAN/OPORD
4.	Maintain Communications

Figure 3-1. Example CSG METL (continued)

b. Establish Training Objectives. After the METL is identified, the commander establishes training objectives. The training objectives are conditions and standards that describe the situation or environment and ultimate outcome criteria the unit must meet to successfully perform the tasks. Training objectives and standards for METL can be obtained from the MTP, STP, COSCOM/TSC headquarters guidance, and local SOP.

c. Conduct Training Assessment. The training assessment is the commander's continuous comparison of the unit's current proficiency with the proficiency required to fight and win on the battlefield. The commander, his staff, and subordinate commanders assess the organization's current proficiency on mission essential tasks against the required standard. The commander then indicates the current proficiency by rating each task as "T" (Trained), "P" (Needs Practice), "U" (Untrained), or "?" (Unknown). The outcome of the training assessment identifies the unit's training requirements, Figure 3-2.

	CURRENT TRAINING STATUS							
	BATTLEFIELD OPERATING SYSTEMS							
	I N T E L	M A N E U V E R	F I R E S P T	M O B & S U R V	A I R D E F	C S S	C M D & C T R L	
MISSION ESSENTIAL TASK								
Direct Deployment Alert Activities	T	P	P	T	P	T	?	
Coordinate Movement of Subordinate Elements	P	P	P	P	P	P	P	
Plan Rear Operations	T	P	T	T	?	T	P	
Coordinate Internal Logistics	P	?	P	?	?	?	P	
Legend	T - Trained			U - Untrained				
	P - Needs Practice			? - Status Unknown				

Figure 3-2. Sample Commander's Training Assessment

d. Develop Training Strategy and Commander's Guidance. The training strategy is developed using the outcome from the training assessment. With the training strategy, the commander and his staff establish training priorities by determining the minimum frequency each mission essential

will be trained during the upcoming planning period. It includes the commander's guidance, which in turn, includes the commander's training vision. To develop unit goals, the commander must:

- (1) Review higher echelon commander's goals.
- (2) Spell out in real-world terms, what the Headquarters Special Troops will do to comply with the goals of higher echelon commanders.
- (3) List in broad terms his own goals for the unit. Figure 3-3 provides a sample of Headquarters Special Troops' goals.

Attain and sustain proficiency in all MTP missions.
Maintain a 90 percent operational readiness (OR) rate.
Attain and sustain 100 percent individual and crew-served weapons qualifications.
Coordinate COSCOM/TSC Command Post Security.

Figure 3-3. Example Special Troops Goals

e. Establish Training Priorities. Priorities are established for training METL tasks by basing the priorities on training status, the criticality of the task, and the relative training emphasis the task should receive. Figure 3-4 provides a sample training priority list.

TASK	SOURCE	TRAINING PRIORITY
Provide Intelligence Support	MTP	3
Provide Command and Control	MTP	1
Conduct Mission Analysis	MTP	4
Prepare Operations Plan/Operations Order and Annexes	MTP	2
Plan Rear Operations	MTP	5

Figure 3-4. Example Training Priority List

f. Prepare Long-Range Training Calendars. The long-range training calendar is the coordinating tool for long-range planning. It is structured by long-range events to identify time periods available for training mission essential tasks. The long-range planning calendar projects the training events and activities of the CSG training program for the upcoming 12 to 24 months. To prepare a long-range calendar, follow the steps outlined below:

- (1) Select training events and activities to train the missions. The DISCOM commander must project events that will enable him to achieve his goals.
- (2) Assign time for subordinate units to train. Subordinate leaders must be allowed to develop their training programs in support of the Special Troops training program.
- (3) Examine various training alternatives to make optimum use of the training support available to the unit. Available training resources must be compared against division directed

training, Special Troops directed training events, and subordinate level projected training events. Resourcing tools available to the Special Troops commander are CATS, OPTEMPO, and STRAC.

(4) Obtain approval of long-range plans from COSCOM/TSC headquarters.

(5) Issue Guidance. Training guidance is issued to the staff and subordinate units with the long-range training calendar. This training guidance supplements the long-range training calendar and generally includes:

- (a) Training policies.
- (b) Types of mandatory training.
- (c) Training resource guidance.
- (d) Quotas for centralized training (schools).
- (e) Training goals.

3-3. SHORT-RANGE PLANNING. A short-range plan is prepared to address the immediate future (3 months). Short-range planning develops specific training objectives based on goals and guidance prepared during long-range planning. The short-range plan adds more detail and may modify the long-range plan based on current assessments. Prepare the short-range plan as described below:

a. Review the training program, current unit proficiency, resources, and training environment.

(1) Review the training program described in the long-range planning process. This review determines if assessments made during long-range planning are still valid.

(2) Review previous short-range planning calendars for training accomplished, training preempted and lesson learned.

(3) Review current unit proficiency to update priorities.

(4) Review resources to determine if it is still possible to execute the program described on the long-range planning calendar.

(5) Review training environment again in this phase of planning because it takes on added importance as training events and activities approach. Factors that affect the training environment and collectively impact on the training program are:

- (a) Personnel assigned.
- (b) Personnel turbulence.
- (c) Morale.
- (d) Education programs.
- (e) Mandatory training.
- (f) Visits, inspections, and tests.
- (g) Supplies and equipment.

- (h) Nonmission-related activities.
- (i) Other programs.

b. Develop a detailed plan of action for short-range training plans. Prepare the detailed plan of action as described below:

- (1) Examine events scheduled on the long-range training plan to determine if they are still valid.
- (2) Transfer valid events to a short-range training planning calendar.
- (3) Determine desired outcomes for scheduled events.
- (4) Analyze missions to determine related individual, leader, and collective tasks.
- (5) Determine if there are weaknesses. Select tasks to correct these identified weaknesses and to sustain selected individual, leader and unit strengths, as necessary.
- (6) Select the specific training objectives for missions and tasks to be trained. The T&EOs in Chapter 5 provide the commander with training objectives.
- (7) Prepare a short-range training planning calendar or 3 monthly schedules. The short-range training planning calendar provides a detailed plan of actions for the specified period.
- (8) Review short-range plans with higher and adjacent headquarters.
- (9) Issue guidance. This guidance specifically addresses how training will be accomplished.

3-4. NEAR-TERM PLANNING. The final phase of planning is the execution of training. Using the short-range plan, prepare weekly training schedules.

- a. Review the training program, unit proficiency, resources, and training environment. As in long-range and short-range planning, this review determines if previous assessments are valid.
- b. Finalize plans based upon the review of the Special Troops's training program. Determine the best sequence for training tasks, and complete the final coordination of the training events and activities.
- c. Prepare trainers, observer controllers (OCs), opposing force (OPFOR), and support personnel to know what is to be trained, why it is being trained, and what their role in the training will be.

3-5. TRAINING THE SPECIAL TROOPS HEADQUARTERS. Planning training for Special Troops headquarters personnel provides the commander with unique challenges. The most severe challenges are those that have to do with the availability of time and personnel. The Special Troops staff and headquarters personnel are involved in day-to-day operations and support of subordinate unit training. It is difficult to find time to adequately address the training needs of these elements. These elements must be capable of fulfilling their role for the Special Troops to perform its wartime mission. The strategy selected by the commander for training these elements must include an effective method for training individuals, leaders, and units.

- a. Training the Headquarters Special Troops (Staff Training).

(1) Training of the staff presents the greatest challenges within a constrained training environment. This MTP identifies the training objectives for the Special Troops staff. The staff has numerous tasks to master to be effective. Examples of tasks all staffs must perform are:

- (a) Analyze terrain and threat information.
- (b) Function as an effective team.
- (c) Exchange information.
- (d) Prepare estimates of the situation.
- (e) Maintain subordinate elements' property books.
- (f) Give appraisals.
- (g) Make recommendations and decisions.
- (h) Prepare OPLANs.
- (i) Issue orders.
- (j) Coordinate and control CP security operations.
- (k) Coordinate subordinate units functions.

(2) The strategy used to train the staff will vary based on the considerations used in planning training (levels of proficiency, training support available, etc.). FM 25-101 contains detailed information on the conduct of exercises. Some methods of staff training include the following exercises.

(a) TEWT. Tactical exercises without troops (TEWTs) are low-cost, low overhead exercises conducted in the field on actual terrain suitable for training units for specific missions. TEWTs are used by commanders to train subordinate leaders and staffs to analyze terrain and plan for the conduct of unit missions.

(b) MAPEX. Map exercises (MAPEX) are a low-overhead training exercise that allow commanders to train their staffs to perform essential, integrating, and control functions to support their decisions under wartime conditions. MAPEXs may be used to train the staff to exchange information, prepare estimates, give appraisals, make recommendations and decisions, prepare plans, and issue orders.

(c) CPX. Command post exercises (CPXs) are medium-cost, medium overhead training exercises conducted in either a garrison or a field location. CPXs normally use battle simulations to drive the staff actions.

(d) FTX. Field training exercises (FTXs) are high-cost, high overhead exercises conducted in the field under simulated combat conditions. A unit-conducted FTX exercises the staff in coordination, control, and supervision of CSG operations. Unit-conducted FTXs provide the best opportunity for the staff to combine all of its skills and perform as they would in wartime, responding to both higher and lower levels.

(3) At battalion level, a method to optimize staff and unit training is to integrate TEWTs, MAPEXs, CPXs, CFXs, and combined arms live fire exercises (CALFEXs) to prepare the orders and plans for upcoming CSG FTXs. This exercises the entire spectrum of the staff effectively and also makes the optimum use of unit field training time. Each unit is different and only the commander can determine the best method of training his staff.

b. Training the Headquarters Special Troops (Unit Training). Training the Special Troops is a complex task requiring both unit and staff training programs. Normal day-to-day operations place a unique burden on the battalion commander to accomplish training. Elements cross staff lines and responsibilities. The XO and CSM coordinate with the Headquarters Special Troops and Headquarters and Headquarters Company (HHC) commanders to ensure individual soldiering tasks are being mastered.

3-6. DEVELOPMENT OF TRAINING EXERCISES. Chapter 4 provides sample exercises for the Special Troops to use or modify to meet specific training needs. Since only a sample FTX is contained in the MTP, it is necessary for the CSG to develop exercises for its own use. The section provides general procedures for the staff to use for FTX preparation and for the Special Troops supporting STXs. Exercise plans are normally prepared during preparation of the short-range plan. Prepare the exercises as described below:

a. Selection of Missions and Tasks for Training. This was accomplished during the development of the long-range plan.

b. Site Selection. Confirm selection of a training area.

c. Scenario Development. After missions and tasks are selected, prepare detailed scenario for the exercise.

(1) List the missions and tasks in the preferred sequence of occurrence.

(2) Identify events necessary for the control of the exercise. These events would normally include issuance of orders, AARs, and any other administrative or logistics action necessary to conduct the exercise.

(3) Prepare exercise overlays depicting the sequence of actions and terrain to be used for each event.

(4) Determine the estimated time for each event using the overlay and scenario. The total time is determined to ensure the scenario can be completed in the time allocated for the exercise.

d. Selection of OCs and OPFOR. OCs and OPFOR are normally required for every FTX and for STXs when Multiple Integrated Laser Engagement Simulation (MILES) is used. It is difficult for a Special Troops headquarters to provide these from its own resources. When OCs and OPFOR must be provided from within the Special Troops, unit leaders may have to serve as the OCs for their units and the OPFOR may be selected from personnel or units not essential for attainment of the exercise objectives. Ideally, another Special Troops should provide OCs and OPFOR.

e. Preparation of Control Plan. Control plans are developed to coordinate the actions of training units, OPFOR, and OCs. A detailed control plan is prepared using a developed scenario. The control plan should consist of:

(1) Detailed schedules of OPFOR actions.

(2) Detailed instructions for the OPFOR.

(3) Detailed schedules of activities for units.

(4) OPORDs and fragmentary orders (FRAGOs) for friendly units. Normally, friendly unit actions are controlled through the issuance of OPORDs and FRAGOs.

f. Preparation of the Evaluation Plan. All training is evaluated, either internally or externally. The evaluation plan identifies the tasks to be evaluated, by whom, and at what time. The evaluation will consist of:

- (1) Specific instructions for OCs.
- (2) A sequential list of T&EOs to be evaluated by each OC.
- (3) Detailed time schedule for evaluation and AARs.

3-7. MISSION OUTLINE. The mission outline is designed to provide a graphic portrayal of the relationship of the critical wartime mission to FTXs and STXs. This outline should assist the commander and staff in the preparation of training plans. Figure 3-5 depicts mission outlines for the Special Troops staff.

**HEADQUARTERS, SPECIAL TROOPS BATTALION
MISSION OUTLINE**

**FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS**

STX 63-1-E0002-- Supervise Deployment of Subordinate Elements to New Theater of Operations	
Supervise Operational Security Program	63-1-4038.63-2038
Combat Battlefield Stress	63-1-4303
Perform Risk Management Procedures	63-1-4326
Direct Deployment Alert Activities	63-1-4850.63-4850
Establish the Emergency Operations Center	63-1-4851.63-4851
Operate the Emergency Operations Center	63-1-4852.63-4852
Supervise Deployment/Redeployment Activities	63-1-4853.63-4853
Update Movement Plan/Order	63-1-4854.63-4854
Coordinate Soldier Readiness Program Processing Support	63-1-4855.63-4855
Provide Deployment Human Resources Support	63-1-4856.63-4856
Coordinate Family Assistance Support	63-1-4857.63-4857
Coordinate Deployment Training Support	63-1-4858.63-4858
Perform Deployment Intelligence Support Functions	63-1-4859.63-4859
Provide Deployment Logistics Support	63-1-4860.63-4860
Perform Deployment Advance Party Activities	63-1-4861.63-4861
Coordinate Onward Movement	63-1-4862.63-4862
Coordinate Rear Detachment Support	63-1-4863.63-4863
Perform Home Station Rear Detachment Activities	63-1-4864
Direct Integration Activities	63-1-4871.63-4871
Plan Command Deployment In a Peacetime Environment	63-1-4872.63-4872
Plan Command Deployment upon Receipt of a Warning Order	63-1-4873.63-4873

Figure 3-5. Mission Outline for the Headquarters Special Troops

FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS

STX 63-1-E0017—Plan Battalion Level Staff Support	
Receive the Mission	63-1-4000.63-2000
Conduct Mission Analysis	63-1-4001.63-2001
Conduct Intelligence Preparation of the Battlefield	63-1-4002.63-2002
Formulate Feasible Courses of Action	63-1-4003.63-2003
Develop Intelligence Estimate	63-1-4004.63-2004
Develop Personnel Estimate	63-1-4005.63-2005
Develop Logistics Estimate	63-1-4006.63-2006
Develop Commander's (Operations) Estimate	63-1-4008.63-2008
Prepare Operations Plan/Operations Order and Annexes	63-1-4009.63-2009
Develop Road Movement Order	63-1-4010.63-2010
Develop Occupation Plan	63-1-4011.63-2011
Plan Area Tactical Operations	63-1-4012.63-2012
Plan Rear Operations	63-1-4014.63-2014
Prepare Continuity of Operations Plan	63-1-4024.63-2024
Combat Battlefield Stress	63-1-4303
Perform Risk Management Procedures	63-1-4326

Figure 3-5. Mission Outline for the Headquarters Special Troops (continued)

FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS

STX 63-1-E0005 -- Supervise Relocation of Subordinate Elements' Bases and Sustainment Resources	
Develop Road Movement Order	63-1-4010.63-2010
Perform Advance/Quartermaster Party Activities	63-1-4015.63-2015
Establish Battalion Command Post (Forward)	63-1-4016.63-2016
Coordinate Movement of Subordinate Elements	63-1-4018.63-2018
Supervise Operations Security Program	63-1-4038.63-2038
Combat Battlefield Stress	63-6-4303
Perform Risk Management Procedures	63-6-4326

FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS

STX 63-1-E0006 -- Supervise Establishment of Subordinate Elements' Bases and Facilities	
Develop Occupation Plan	63-1-4011.63-2011
Perform Battalion Advance/Quartermaster Part Activities	63-1-4015.63-2015
Establish Command Post (Forward)	63-1-4016.63-2016
Establish Communications	63-1-4017.63-2017
Supervise Establishment of Subordinate Elements and HQ	63-1-4019.63-2019
Supervise Operations Security Program	63-1-4038.63-2038
Supervise Nuclear, Biological, and Chemical Defense Operations	63-1-4040.63-2040
Establish Command Post (CP) and Administrative Areas	63-1-4055
Combat Battlefield Stress	63-6-4303
Perform Risk Management Procedures	63-6-4326

Figure 3-1. Mission Outline for the Headquarters Special Troops (continued)

FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS

STX 63-1-E0018 – Perform Battalion Level Staff Support	
Provide Legal Services Support	63-1-0425
Coordinate Internal Logistics	63-1-4025.63-2025
Supervise Operations Security Program	63-1-4038.63-2038
Supervise Nuclear, Biological, and Chemical Defense Operations	63-1-4040.63-2040
Maintain Communications	63-1-4041.63-2041
Provide Human Resources Support - Personnel Services	63-1-4042.63-2042
Provide Human Resources Support - Administrative Services	63-1-4043.63-2043
Provide Command and Control	63-1-4045.63-2045
Provide Intelligence Support	63-1-4051.63-2051
Coordinate Religious Support	63-1-4054
Operate the Battalion Command Post	63-1-4056
Coordinate Physical Security Measures	63-1-4057
Combat Battlefield Stress	63-1-4303
Perform Risk Management Procedures	63-1-4326

Figure 3-1. Mission Outline for the Headquarters Special Troops (Continued)

FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS

STX 63-1-E0008 -- Supervise Force Protection Activities	
Plan Area Tactical Operations	63-1-4012.63-2012
Plan Rear Operations	63-1-4014.63-2014
Supervise Operations Security Program	63-1-4038.63-2038
Supervise Nuclear, Biological, and Chemical Defense Operations	63-1-4040.63-2040
Maintain Communications	63-1-4041.63-2041
Operate Rear Tactical Operations Center	63-1-4050.63-2050
Provide Intelligence Support	63-1-4051.63-2051
Direct Response to Threat Actions	63-1-4052.63-2052
Direct Area Damage Control Operations	63-1-4053.63-2053
Coordinate Physical Security Measures	63-1-4057
Combat Battlefield Stress	63-6-4303
Perform Risk Management Procedures	63-6-4326

Figure 3-1. Mission Outline for the Headquarters Special Troops (continued)

FTX
PROVIDE FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS

STX 63-1-E0009 -- Supervise Redeployment of Subordinate Elements to Home Station	
Supervise Operations Security Program	63-1-4038.63-2038
Combat Battlefield Stress	63-1-4303
Perform Risk Management Procedures	63-1-4326
Supervise Deployment/Redeployment Activities	63-1-4853.63-4853
Coordinate Reconstitution for Redeployment	63-1-4865.63-4865
Prepare Redeployment Movement Plan/Order	63-1-4866.63-4866
Provide Redeployment Support	63-1-4867.63-4867
Perform Redeployment Advance Party Activities	63-1-4868.63-4868
Perform Theater Rear Detachment Activities	63-1-4869
Coordinate Home Station Activities	63-1-4870.63-4870
Plan Battalion Redeployment	63-1-4874.63-4874

Figure 3-1. Mission Outline for the Headquarters Special Troops (continued)

Chapter 4

Training Exercises

4-1. GENERAL. Training exercises are used to train personnel in the performance of collective tasks. This MTP has two types of exercises: FTX and STX. These exercises assist the Special Troops Battalion commander in developing, sustaining, and evaluating the unit's mission proficiency. This chapter of the MTP contains one FTX and seven STXs (see Table 4-1)

Table 4-1. List of Exercises		
Mission Number	Title	Page
FTX	Provide Sustainment Support to COSCOM/TSC	4-3
63-1-E0002	Supervise Deployment of Subordinate Elements to a New Theater of Operations	4-13
63-1-E0005	Supervise Relocation of Subordinate Elements and Sustainment Resources	4-18
63-1-E0006	Supervise Establishment of Subordinate Bases and Facilities	4-23
63-1-E0017	Plan Battalion Level Staff Support	4-28
63-1-E0018	Provide Battalion Level Staff Support	4-34
63-1-E0008	Supervise Force Protection Activities	4-40
63-1-E0009	Supervise Redeployment of Subordinate Elements to Home Station	4-46

4-2. FIELD TRAINING EXERCISE. The FTX is designed to provide a training method for the HQ, Special Troops to train its personnel to perform its overall critical wartime mission. This FTX provides a logical sequence for the performance of tasks previously trained in the STXs. The overall critical wartime mission provides the FTX orientation for HQ Special Troops training. The FTX should be conducted when the supported units are conducting an FTX.

4-3. SITUATIONAL TRAINING EXERCISE. The STX is a short, scenario-driven, mission-oriented tactical exercise used to train a group of closely related and collective tasks. The commander, based on local METT-TC and available personnel and equipment, may modify the STX. The STX provides the information for training personnel to perform the missions that make up the overall critical wartime mission. The STX performs the following functions:

- a. Provides repetitive training on the missions.
- b. Allows training to focus on identified weaknesses.
- c. Allows the HQ Special Troops to practice each supporting mission before the critical wartime mission.
- d. Saves time by providing a majority of information needed to develop a method for training.

4-4. SAFETY. During any training exercises, soldiers and leaders must be safety conscious. Evaluators and trainers have the responsibility to ensure that all training is conducted within established safety constraints. Prior to each exercise, all personnel will be briefed on specific safety measures that are to be taken during execution. See Chapter 1 paragraph 1-8 for specific safety concerns and details on risk management.

4-5. VISUALIZATION.

a. Battle command is the art of battle decision making and leading. It includes controlling operations and motivating soldiers and their organizations into action to accomplish missions. Armed with the knowledge of the current state and the desired end state, commanders visualize those actions necessary to achieve the desired future state and then translate that visualization into action. It includes the following:

- Assigning missions.
- Prioritizing and allocating resources.
- Selecting the critical time and place to act.
- Knowing how and when to make adjustments during the fight.

b. Battlefield visualization is the mental process that supports the commander's decision making process and his ability to anticipate support requirements. Using a vision of proposed support of operations allows the commander to know when, and if a decision should be made. It is a continuous process that commences with the receipt of a warning order and continues through the end of an operation.

c. Digital or analog information systems have the capability of providing a clearer picture to the commander. Digital or analog systems enhance the commander's ability to have an understanding of the current state of friendly and enemy forces. This extends beyond the knowledge of their physical location and includes environmental, readiness and human considerations. It includes the ability to see and understand the dynamic relationship between supporter and supported as the commander leads his subordinate elements through the sequence of events.

d. The available digital or analog information systems enhance the commander's situational awareness by providing him with an unprecedented level of friendly and enemy information. Commanders must recognize that the common, relevant picture that is produced by a myriad of information systems represent both known and estimated information, and is possibly flawed by human input. The commander must tailor this information with his judgment, intuition and experience.

**HEADQUARTERS, SPECIAL TROOPS BATTALION
FIELD TRAINING EXERCISE
PERFORM FUNCTIONAL SUPPORT FOR COSCOM/TSC HEADQUARTERS**

1. Objective. This FTX is designed to provide Special Troops headquarters staff and key leaders with training in their critical wartime mission: Perform Functional Support For COSCOM/TSC Headquarters. The Headquarters Special Troops must become proficient in the supervision of subordinate elements deployment operations and supervision of the relocation of subordinate elements and sustainment resources to a new operating area. The unit must become proficient in the supervision of the establishment of subordinate bases and facilities and planning, controlling and supervising command post security and force protection. The unit must also become proficient in provide battalion level staff activities and the redeployment of subordinate elements to home station.

2. Interface.

a. This FTX supports the OSCOM/TSC FTX - Support Corps/Theater Tactical Operations.

b. Training the following battalion STXs supports this FTX – Provide Functional Support for COSCOM/TSC Headquarters.

(1)	STX 63-1-E0002	<u>Supervise Deployment of Subordinate Elements to a New Theater of Operations.</u>
(2)	STX 63-1-E0017	<u>Plan Battalion Level Staff Support.</u>
(3)	STX 63-1-E0005	<u>Supervise Relocation of Subordinate Elements and Sustainment Resources.</u>
(4)	STX 63-1-E0006	<u>Supervise Establishment of Subordinate Bases and Facilities.</u>
(5)	STX 63-1-E0018	<u>Perform Battalion Level Staff Support.</u>
(6)	STX 63-1-E0008	<u>Supervise Force Protection Activities.</u>
(7)	STX 63-1-E0009	<u>Supervise Redeployment of Subordinate Elements to Home Station.</u>

3. Training Enhancers.

a. The training matrices in Chapter 2 show the collective tasks that must be mastered in order to perform Headquarters Special Troops' missions.

b. Training in the following areas will improve the Special Troops' ability to perform its missions:

- (1) Providing command and control of organic and attached units.
- (2) Planning, coordinating and supervising command post security and force protection activities.

(3) Planning, directing, and supervising administration, training, security and logistics support for units organic or attached to the battalion, to include mortuary affairs activities for the division rear area.

(4) These tasks from Chapter 5 are listed in Table 4-3. It is important that a habitual and closely coordinated annual training plan be developed and adhered to between supporter and supported. This training may be conducted in garrison and the local training area (LTA) by the following methods:

(a) Map Exercise (MAPEX) combined with a sand table exercise. Simulations and games should be developed to teach leaders as part of a continuing officer and NCO development program. A MAPEX, when used, should be combined with a sand table exercise. A map of the actual area where the FTX is to be conducted and a sand table model to match the actual terrain should be used, if possible.

(b) Tactical Exercise Without Troops (TEWT). The TEWT allows leaders and key personnel to practice critical analytical skills.

(c) Communications Exercise (COMEX)/Situational Awareness Exercise. These exercises allow units to practice battle command information procedures. Training scenarios call for maximum use of Army Tactical Command and Control System (ATCCS), Tactical Internet (TI), Movement Tracking System (MTS), and Logistics and CHS Standard Army Management Information Systems (STAMIS). Intelligence reports are disseminated using All Source Analysis System-Remote WorkStation (ASAS-RWS). Warning orders, task organizations, fragmentary orders and graphics are disseminated using Maneuver Control System (MCS). Air defense information is disseminated using Forward Air Defense Command, Control and Intelligence (FAADC2I). Coordinating friendly artillery fire is accomplished using Advanced Field Artillery Tactical Data System (AFATDS). Combat Service Support Control System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supply, services and personnel that the commander deems crucial to the success of an operation.

(d) The HQ Special Troops should practice continuity of operations (COOP) techniques and procedures in order to develop manual procedures for use in the event of automation or communication failure or disruption due to enemy action.

(e) Classroom activities. Classroom activities foster a common understanding of the missions, events and responses.

(5) Establishing an aggressive spirit in leaders and subordinate units to further enhance training. An aggressive spirit can be fostered by the following activities:

(a) Aggressive unit sports and physical fitness program. Such activity should be conducted with members of the supported unit whenever possible.

(b) Leader or individual confidence courses.

(c) Appropriate training films that have a positive, aggressive effect on the soldiers.

(d) Awareness of Special Troops heritage and that of the corps.

(e) Partnership activity and training exchange programs between and among members of the Special Troops and the supported units. For example, the some supported units have the expertise to teach combat and combat support related skills to members of the Special Troops. The Special Troops, in turn, has the capability to teach extensive staff coordination and procedures to

members of those units. Such activity will foster the mutual respect and trust needed on future non-linear battlefields.

c. The Special Troops training cycle should be synchronized with those of the units that the Special Troops habitually supports. It is important that a habitual and closely coordinated annual training plan be developed and adhered to between supporting and supported units.

d. This exercise begins with the receipt of a warning order and ends after restoration of the Special Troops to home station. Figure 4-1 illustrates the general sequence of tasks performed in this exercise. Table 4-2 is a suggested scenario.

e. This exercise may be conducted under several options. These options are not all inclusive, and can be exercised in various combinations.

- (1) Conditional options, in support of:
 - (a) Offensive operations.
 - (b) Defensive operations.
 - (c) Retrograde operations.
 - (d) Day or night operations.
 - (e) Stability and support operations.
 - (f) NBC environment.

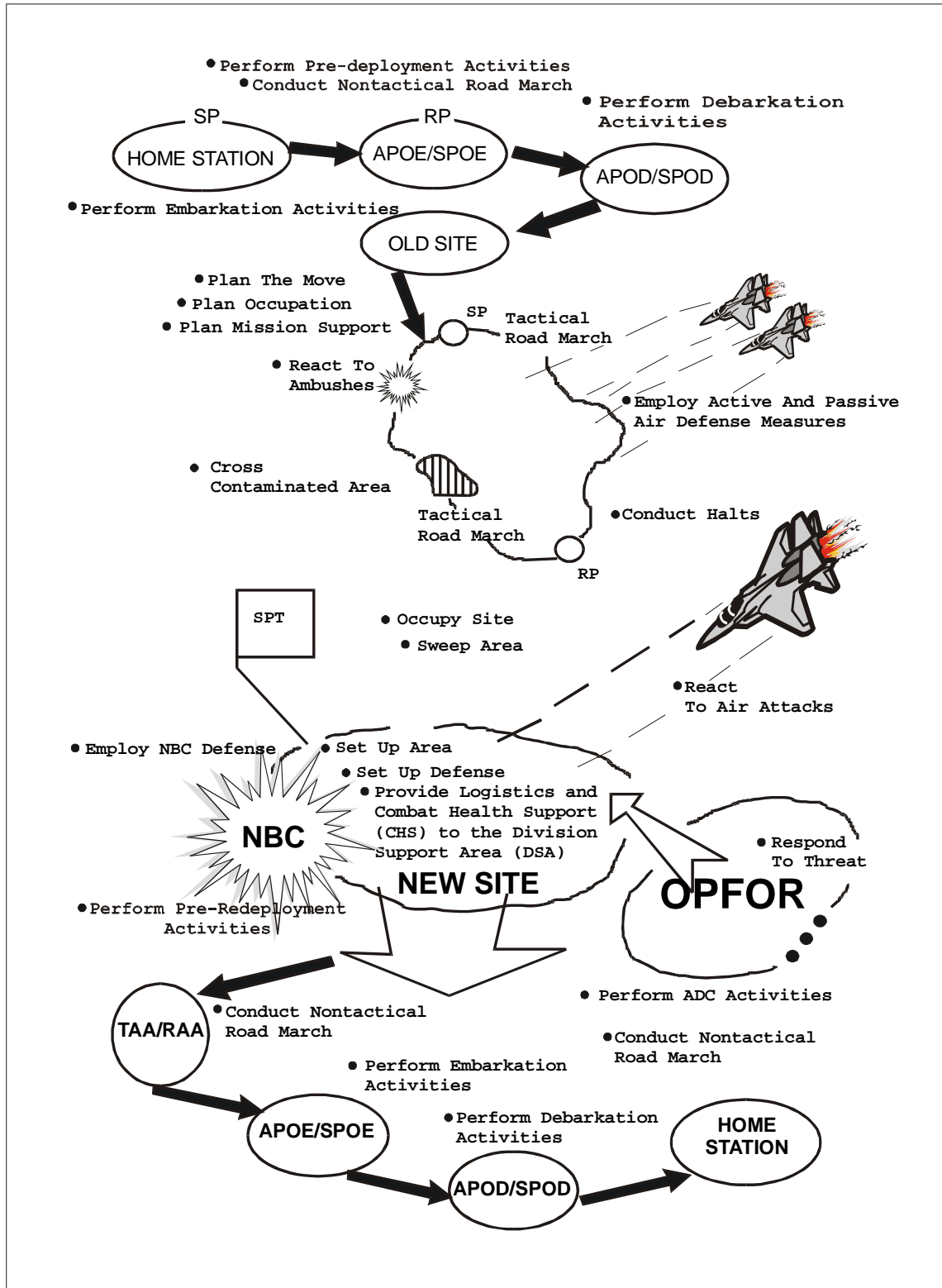


Figure 4-1. General Scenario Illustration

**Table 4-2. Headquarters Special Troops Battalion FTX ,
Provide Functional Support For COSCOM/TSC Headquarters**

<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
1.	Receive and verify warning order	10 min
2.	Direct deployment alert activities	10 min
3.	Establish the emergency operations center	2 hrs
4.	*Operate the emergency operations center	10 hrs
5.	Supervise battalion deployment activities	3 hrs
6.	Coordinate soldier readiness program (SRP) support	3 hrs
7.	*Provide deployment personnel and administrative support	4 hrs
8.	*Coordinate family assistance plan	2 hrs
9.	Coordinate deployment training support	2 hrs
10.	Perform deployment intelligence support functions	2 hrs
11.	*Provide deployment logistics support	8 hrs
12.	Update movement plan/order	1 hr
13.	Coordinate rear detachment support	2 hrs
14.	Perform home station rear detachment activities	2 hrs
15.	*Coordinate relocation of subordinate elements	3 hrs
16.	*Supervise relocation of subordinate elements	4 hrs
17.	Perform deployment advance party activities	4 hrs
18.	AAR	1 hr
19.	Perform battalion advance/quartermaster party activities	4 hrs
20.	Establish battalion command post (forward)	2 hrs
21.	Coordinate onward movement	1 hr
22.	Supervise road march	1 hr
23.	Respond to threat interdiction	40 min
24.	Monitor units' crossings at release points	10 min
25.	Supervise establishment of subordinate elements and battalion HQ	6 hrs
26.	AAR	1 hr
27.	Conduct mission analysis	1 hr
28.	Develop staff estimates	1 hr
29.	Prepare operations order/plan and annexes	1 hr
30.	AAR	1 hr

**Table 4-2. Headquarters Special Troops Battalion FTX ,
Provide Functional Support For COSCOM/TSC Headquarters (continued)**

<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>	
31.	** Supervise Battalion Staff activities	35 hrs	
32.	*Respond to threat interdictions		40 min
33.	AAR	1 hr	
34.	*Direct CP force protection during Level II/III attacks		30 min
35.	*Direct CP defense responses		30 min
36.	*Supervise CP damage assessment	2 hrs	
37.	*Direct restoration of CP Facilities	2 hrs	
38.	AAR	1 hr	
39.	Receive warning order for redeployment		10 min
40.	Coordinate reconstitution for deployment	2 hrs	
41.	Prepare redeployment movement plan/order	1 hr	
42.	Supervise battalion redeployment activities	2 hrs	
43.	Provide redeployment support	2 hrs	
44.	Perform redeployment advance party activities	2 hrs	
45.	Perform theater rear detachment activities	2 hrs	
46.	Coordinate home station activities	2 hrs	
47.	AAR-Final	2 hrs	
Total Time: 94 hrs 20 min			
NOTE 1: Events will be performed to standard, not time limitation. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.			
NOTE 2: Additional time is required if large portions of the exercise are conducted at night, under limited visibility or under mission oriented protective posture (MOPP) conditions.			
NOTE 3: Time must be added to this exercise (sleeping time, eating time, and travel time to and from the training area).			
*Indicates time is not added to the total time because tasks are performed simultaneously with other tasks.			
**Remains operational during the entire exercise.			

(2) Operational options.

(a) Supervise CP force protection activities (develop force protection plan, plan battalion area tactical operations, and direct response to threat actions).

(b) Supervise battalion level staff activities (establish CP and administrative areas, provide battalion level staff support to assigned and attached units).

(c) Supervise CP force projection operations (supervise deployment, onward movement and redeployment of equipment and personnel).

4. General Situation.

a. The Headquarters Special Troops is the battalion level staff supporter for elements assigned to COSCOM/TSC headquarters.

b. The headquarters staff is charged with supervising deployment of subordinate elements to new a theater of operations; supervising relocation and establishment of subordinate elements and facilities in a new area; planning and supervising battalion level staff functions for support of elements assigned to COSCOM/TSC headquarters. The headquarters staff is also responsible for supervision of CP force protection activities and redeployment of the MSB to home station.

c. The Corps/Theater has been alerted for strategic deployment to a potentially hostile country. The HQ Special Troops must deploy to provide command, control, communications and situational awareness to subordinate elements and provide battalion level staff functions in support of units assigned to COSCOM/TSC headquarters. Special Troops personnel will deploy by air and equipment will deploy by sea and air. OPFOR is capable of inflicting Levels I, II, and III attacks and employing weapons of mass destruction at sea and aerial ports of debarkation, staging and marshaling areas, and along main supply routes. HQ Special Troops is prepared for OPFOR activity during reception, staging, onward movement and integration (RSO&I) operations, establishment of the command post security.

d. HQ, COSCOM/TSC will provide guidance to the HQ Special Troops when a level II/III threat is anticipated. Upon notification of a Level II/III attack, HO Special Troops will cease normal staff functions and supervise CP force protection activities until battle hand over to military police units or a tactical combat force (TCF) is accomplished.

e. This exercise is conducted under all environmental conditions, both day and night. The Headquarters Special Troops will operate under threat of enemy assault by weapons of mass destruction, ground or air attack, indirect conventional fires, and electronic warfare.

f. The Headquarters Special Troops should be prepared to move by "leapfrogging" while continuing to provide required support as discussed in paragraph 4a above.

g. The Headquarters Special Troops should be prepared to relocate at least every 96 hours.

5. Special Situation.

a. The COSCOM/TSC commander has issued the following warning order to the Special Troops Battalion Commander:

"Be prepared to deploy the Special Troops OCONUS and establish subordinate elements and facilities at a new operating site to support the Corps/TSC and attached units during operations. Be prepared to support within ----- hours of arrival. Coordinate with the G4, COSCOM/TSC Support Operations and supported unit on personnel, security, operations, and logistics requirements. Coordinate with G3/S3 channels to obtain task organization information."

b. Special Troops Battalion Commander issues the following instructions to his staff:

"We are being deployed to support COSCOM/TSC and attached elements in -----, vicinity -----, coordinates ----- and must be prepared to support operations within ----- hours of arrival. Begin your planning process for deploying subordinate elements, relocating to our area of operations, establishing subordinate bases and facilities, supervising battalion level staff functions, and supervising CP force protection activities. This exercise will begin with receipt of a warning order from me and end upon notification from me."

6. Support Requirements.

a. Minimum Trainers/Evaluators. The battalion commander, who will be the trainer and also the primary evaluator, will conduct this exercise. If possible, there should be an evaluator with each staff section and subordinate unit. At least one other evaluator is required with the OPFOR. Evaluators may be requested from the corps/theater support commands staff or sister area or corps battalion organizations.

b. Vehicles/Communications. Analog and/or digital communications equipment are needed for controllers/evaluators and the primary trainer. Radios and/or digital means of communication are required for OPFOR vehicles during operations. Each controller/evaluator reports directly to the primary trainer.

c. Opposing Force. An OPFOR platoon (+) and one aircraft are required for the exercise for Level II/III threat activities. The OPFOR should be well trained in patrolling, assault, and guerrilla tactics. The OPFOR should have specific missions in the area.

d. Maneuver Area. Depending upon the LTA, it is desirable to have a training area with minimum dimensions of 6 by 20 kilometers. A road network is required that allows a road march of at least 10 kilometers.

e. Master Incident List (MIL). During the FTX, items should be continually fed into proper channels. Input from supported units S4s, subordinate and attached units, and the DISCOM staff causes responses from the unit. A major purpose of this FTX is to drive unit and subordinate elements to a simulated combat level of support requirements. The appropriate ATCCS battlefield functional area control system (BFACS) should serve as the primary vehicle to distribute items from the MIL. Input MIL using the appropriate BFACS, TI, MTS, analog, and/or digital communications

f. Using Units. In order to perform certain phases of this exercise, elements of the unit staff, COSCOM/TSC staff, attached units, and subordinate units must participate.

g. Consolidated Support Requirements. Battalion support requirements can be calculated by adding the sum of the requirements for each subordinate unit FTX when these elements participate; the requirements for the headquarters detachment include the Battalion HQ elements. Table 6-2, found in Chapter 6, provides the allocation rules used to compute the support requirements.

7. Training and Evaluation Outline Sequence. Table 4-3 lists the T&EOs that are to be used by the OCs.

**Table 4-3. T&EOs for Evaluating this FTX,
Provide Functional Support For COSCOM/TSC Headquarters**

TASK	TASK NUMBER	PAGE
Provide Legal Services Support	63-1-0425	5-77
Receive The Mission	63-1-4000.63-2000	5-97
Conduct Mission Analysis	63-1-4001.63-2001	5-99
Conduct Intelligence Reparation of the Battlefield	63-1-4002.63-2002	5-101
Formulate Feasible Courses of Action	63-1-4003.63-2003	5-103
Develop Intelligence Estimate	63-1-4004.63-2004	5-105
Develop Personnel Estimate	63-1-4005.63-2005	5-108
Develop Logistics Estimate	63-1-4006.63-2006	5-111
Develop Commander's (Operations) Estimate	63-1-4008.63-2008	5-114
Prepare Operations Plan/Operations Order And Annexes	63-1-4009.63-2009	5-117
Develop Road Movement Order	63-1-4010.63-2010	5-120
Develop Occupation Plan	63-1-4011.63-2011	5-124
Plan Area Tactical Operations	63-1-4012.63-2012	5-127
Plan Rear Operations	63-1-4014.63-2014	5-129
Perform Advance/Quartermaster Party Activities	63-1-4015.63-2015	5-6
Establish Battalion Command Post (Forward)	63-1-4016.63-2016	5-9
Establish Communications	63-1-4017.63-4017	5-132
Coordinate Movement of Subordinate Units	63-1-4018.63-2018	5-11
Supervise Establishment of Subordinate Elements and Battalion Headquarters	63-1-4019.63-2019	5-13
Prepare Continuity of Operations Plan	63-1-4024.63-2024	5-79
Coordinate Internal Logistics	63-1-4025.63-2025	5-81
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Supervise Nuclear, Biological, and Chemical Defense Operations	63-1-4040.63-2040	5-71
Maintain Communications	63-1-4041.63-2041	5-135
Provide Human Resource Support - Personnel Services	63-1-4042.63-2042	5-84
Provide Human Resource Support – Administrative Services	63-1-4043.63-2043	5-87
Provide Command and Control	63-1-4045.63-2045	5-139
Operate Rear Tactical Operations Center	63-1-4050.63-2050	5-141
Provide Intelligence Support	63-1-4051.63-2051	5-4
Direct Response to Threat Actions	63-1-4052.63-2052	5-143
Direct Area Damage Control Operations	63-1-4053.63-2053	5-145
Coordinate Religious Support	63-1-4054	5-90
Establish Command Post (CP) and Administrative Areas	63-1-4055	5-15
Operate the Battalion Command Post	63-1-4056	5-147

**Table 4-3. T&EOs for Evaluating this FTX,
Provide Functional Support For COSCOM/TSC Headquarters (continued)**

TASK	TASK NUMBER	PAGE
Coordinate Physical Security Measures	63-1-4057	5-75
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95
Direct Deployment Activities	63-1-4850.63-4850	5-17
Establish the Emergency Operations Center	63-1-4851.63-4851	5-19
Operate the Emergency Operations Center	63-1-4852.63-4852	5-21
Supervise Battalion Deployment/Redeployment Activities	63-1-4853.63-4853	5-23
Update Movement Plan/Order	63-1-4854.63-4854	5-26
Coordinate Soldier Readiness Program Processing Support	63-1-4855.63-4855	5-28
Provide Deployment Human Resources Support	63-1-4856.63-4856	5-30
Coordinate Family Assistance Support	63-1-4857.63-4857	5-33
Coordinate Deployment Training Support	63-1-4858.63-4858	5-35
Perform Deployment Intelligence Support Functions	63-1-4859.63-4859	5-37
Provide Deployment Logistics Support	63-1-4860.63-4860	5-39
Perform Deployment Advance Party Activities	63-1-4861.63-4861	5-43
Coordinate Onward Movement	63-1-4862.63-4862	5-45
Coordinate Rear Detachment Support	63-1-4863.63-4863	5-47
Coordinate Home Station Rear Detachment Activities	63-1-4864	5-49
Coordinate Reconstitution for Redeployment	63-1-4865.63-4865	5-51
Prepare Redeployment Movement Plan/Order	63-1-4866.63-4866	5-53
Provide Redeployment Support	63-1-4867.63-4867	5-55
Perform Redeployment Advance Party Activities	63-1-4868.63-4868	5-58
Perform Theater Rear Detachment Activities	63-1-4869	5-60
Coordinate Home Station Activities	63-1-4870.63-4870	5-62
Direct Integration Activities	63-1-4871.63-4871	5-65
Plan Battalion Deployment in a Peacetime Environment	63-1-4872.63-4872	5-67
Plan Battalion Deployment upon Receipt of a Warning Order	63-1-4873.63-4873	5-150
Plan Battalion Redeployment	63-1-4874	5-152

**HEADQUARTERS SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
SUPERVISE DEPLOYMENT OF SUBORDINATE ELEMENTS TO A NEW THEATER OF OPERATIONS
STX 63-1-E0002**

1. Objective. This STX trains the HQ Special Troops staff and key leaders in supervising the deployment of subordinate elements to a new theater of operations. This STX also provides the commander, key leaders and staff with practice in planning, controlling and coordinating subordinate unit deployment activities. The unit must become proficient in planning and preparing subordinate units for force projection operations.

2. Interface.

a. This STX supports the HQ, MSB FTX - Provide Functional Support For COSCOM/TSC Headquarters.

b. This STX supports the COSCOM/TSC STX - Supervise Deployment of Subordinate Elements to a New Theater of Operations.

c. This STX can be used to plan and implement the deployment of subordinate elements to a new theater of operations as part of a command post exercise (CPX) or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company-level STX - Deploy Unit to a New Theater of Operation.

3. Training.

a. Leader Training.

(1) This STX can be used to plan and supervise deployment (land, sea, or air) of the Special Troops as a part of an FTX or CPX.

(2) During classroom activities, the use of the Tactical Standing Operating Procedures (TSOP) and the responsibilities and procedures outlined in FMs 55-10, 55-65, 63-3, 63-4, and 100-17 series; and ARs 220-10, 700-84 and 750-1 should be discussed and the T&EOs listed in this STX should be reviewed.

(3) The leader should use a map of the area where the STX is to be conducted and a sand table model to match the actual terrain, if possible.

(4) CPX, Command Field Exercises (CFX), and TEWTs provide ground training for leaders. Situational awareness should be maintained throughout this STX using the real time capability of digital communications architecture.

(5) Simulations and games are developed to teach leaders as part of a continuing officer and noncommissioned officer (NCO) development program. They are also used to exercise command, control and situational awareness at various command and staff levels.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for planning, coordinating and executing deployment operations.

(b) Leaders should conduct a personal reconnaissance of the training area where deployment activities will take place.

(c) Leaders should review the Special Troops, installation, and COSCOM/TSC deployment SOPs.

b. Tips for Training.

(1) After the HQ Special Troops demonstrates proficiency for the tasks in table 4-5, this STX can be trained under several options.

(a) Inclement weather.

(b) Various unit category levels.

(c) Different modes of transportation.

(d) With or without OPFOR interdiction.

(e) With or without NBC conditions.

(f) Day or night.

(g) Deployment using single or multiple modes of transportation.

(2) The HQ Special Troops must become proficient in the doctrine, SOP and TTP of planning, coordinating and executing deployment activities before attempting complex options.

(3) After proficiency in this STX is reached, the HQ Special Troops sustains proficiency by executing this STX as part of an FTX.

4. Training Enhancers.

a. The Special Troops MSB commander, in coordination with HQ, COSCOM/TSC and installation support elements, secures deployment guidance/orders, pertinent plans/SOPs and reviews deployment contingency plans.

b. Subordinate unit commanders update unit deployment plans in coordination with HQ Special Troops and installation support elements.

c. The COSCOM/TSC G3 provides the HQ Special Troops with the deployment sequence.

d. Unless otherwise approved by the senior OC, all reports and recommendations should be provided in hard copy to the senior for evaluation.

e. This exercise begins with the receipt of a deployment warning order and ends when the Special Troops is established in the theater of operations. AARs are conducted as shown in Table 4-4. This table includes a suggested scenario.

**Table 4-4. Headquarters, Special Troops Battalion
STX 63-1-E0002, Supervise Deployment of Subordinate Elements
to a New Theater of Operations**

<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
1.	Receive and verify Warning Order	10 min
2.	Direct deployment alert activities	10 min
3.	Establish the Emergency Operations Center	2 hrs
4.	*Operate the Emergency Operations Center	10 hrs
5.	Supervise battalion deployment activities	3 hrs
6.	Coordinate SRP support	3 hrs
7.	*Provide deployment personnel and administrative support	4 hrs
8.	*Coordinate family assistance plan	2 hr
<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
9.	Coordinate deployment training support	2 hr
10.	Perform deployment intelligence support functions	2 hr
11.	*Provide deployment logistics support	8 hrs
12.	Update movement plan/order	1 hr
13.	Coordinate rear detachment support	2 hrs
14.	Perform home station rear detachment activities	2 hrs
15.	*Coordinate movement of subordinate elements	3 hrs
16.	*Supervise relocation of subordinate elements	4 hrs
17.	Perform deployment advance party activities	4 hrs
18.	AAR	1 hr
Total Time: 22 hrs 20 min		
Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.		
* Indicates time is not added to the total time because tasks are performed simultaneously with other tasks.		

5. General Situation.

- a. The HQ, Special Troops is currently deployed at its home station. The HQ Special Troops is under the command and control of HQ COSCOM/TSC.
- b. Unit commanders provide personnel and equipment status reports.
- c. The installation provides required deployment support.
- d. Aerial port of debarkation (APODs), seaport of debarkation (SPODs) and the outside of the continental United State (OCONUS) location are identified.

6. FRAGO. The commander issues the following FRAGO:

"We have been alerted to deploy OCONUS to support theater units in a new OCONUS location, in ----- vicinity -----, grid coordinates-----. Begin your planning process to prepare the Special Troops for deployment. Be prepared to deploy within ----- hours. I will conduct an AAR after the conclusion of this STX."

7. Support Requirements.

a. Minimum Trainer and OCs. This exercise should be conducted with the battalion commander or battalion XO as the trainer and primary OC. Because of the detail required in evaluating the details of deployment, a minimum of one OC per staff section is required. The trainers and OCs monitor and evaluate the accuracy of the data, the soundness of planning and recommendations and the thoroughness of coordination.

b. Opposing Force:

(1) The OPFOR is not required for this situational training exercise.

(2) The OPFOR should have specific missions and be controlled whenever used.

(3) The MILES can be used or the OCs can assess damage to facilities, equipment, and personnel casualties.

c. Vehicles and Communications. Vehicles and communications equipment organic to the DSB are used. When OPFOR is employed, a vehicle and analog and digital communications for the OCs are used. The senior trainer/OC requires communications to provide input from the MIL.

d. Maneuver Area. Depending upon the LTA, it is desirable to have an adequate training area for setting up operations, which is 6 by 20 kilometers. A road network is required that allows a road march of at least 10 kilometers.

e. Master Incident List. During this STX, MIL is essential to provide input to drive staff actions. Input MIL using the appropriate BFACS, TI, MTS, analog, and/or digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. T&EO Sequence. Table 4-5 lists the T&EOs for this STX.

**Table 4-5. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0002,
Supervise Deployment of Subordinate Elements to a New Theater of Operations**

TASK	TASK NUMBER	PAGE
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95
Direct Deployment Activities	63-1-4850.63-4850	5-17
Establish the Emergency Operations Center	63-1-4851.63-4851	5-19
Operate the Emergency Operations Center	63-1-4852.63-4852	5-21
Supervise Battalion Deployment/Redeployment Activities	63-1-4853.63-4853	5-23
Update Movement Plan/Order	63-1-4854.63-4854	5-26
Coordinate Soldier Readiness Program Processing Support	63-1-4855.63-4855	5-28
Provide Deployment Human Resources Support	63-1-4856.63-4856	5-30
Coordinate Family Assistance Support	63-1-4857.63-4857	5-33
Coordinate Deployment Training Support	63-1-4858.63-4858	5-35
Perform Deployment Intelligence Support Functions	63-1-4859.63-4859	5-37
Provide Deployment Logistics Support	63-1-4860.63-4860	5-39
Perform Deployment Advance Party Activities	63-1-4861.63-4861	5-43
Coordinate Onward Movement	63-1-4862.63-4862	5-45
Coordinate Rear Detachment Support	63-1-4863.63-4863	5-47
Coordinate Home Station Rear Detachment Activities	63-1-4864	5-49
Direct Integration Activities	63-1-4871.63-4871	5-65
Plan Battalion Deployment in a Peacetime Environment	63-1-4872.63-4872	5-150
Plan Battalion Deployment Upon Receipt of a Warning Order	63-1-4873.63-4873	5-152

**HEADQUARTERS SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
SUPERVISE RELOCATION OF SUBORDINATE ELEMENTS AND SUSTAINMENT RESOURCES
STX 63-1-E0005**

1. Objective. This STX is designed to train the Special Troops commander, staff and other key leaders in planning and coordinating the relocation of subordinate elements and sustainment resources. The staff must become proficient in selecting routes, directing reconnaissance/quartering/advance party operations, coordinating required support for the move, monitoring the movement of subordinate units and COSCOM/TSC Command Post, and coordinating logistics and CHS for supported, subordinate and attached elements while moving. This STX combines the elements of column formations, movement control, situational awareness, logistics and CHS considerations, communications and force protection procedures necessary to accomplish relocation to a new operating site.

2. Interface.

a. This STX supports the HQ SPECIAL TROOPS FTX - Provide Functional Support For COSCOM/TSC Headquarters.

b. This STX supports the COSCOM/TSC STX - Supervise Relocation of Subordinate Commands and Sustainment Resources.

c. The STX can be used to plan and implement movement of the HQ Special Troops and subordinate elements and facilities as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company-level STX - Relocate Unit to a New Operating Site.

3. Training.

a. Leader Training.

(1) During classroom activities, the use of FMs 55-30, 63-3, 63-4, 101-5, 101-5-1, and the TSOP and responsibilities and procedures outlined in the T&EOs listed in this STX should be reviewed.

(2) Leaders should use a map of the actual area where the STX is to be conducted, and a sand table model to match the actual terrain, if possible. A MAPEX assist in terrain analysis, route selection, selection of operating areas, and the determination of potential OPFOR points of contact.

(3) A CPX can be conducted in garrison or at a field site. This exercise facilitates communications setup to include establishment of digital links, correct communications procedures, and use of the TSOP.

(4) A TEWT can be conducted at a field site. Leader representatives from subordinate and attached units should participate. The exercise should emphasize terrain analysis, staff coordination, route selection, leadership procedures, and movement planning as part of a leader's professional development.

(5) Simulations and games teach leaders as part of a continuing officer and NCO development program. They are also used to exercise command and control at various command and staff levels.

(6) Situational awareness should be maintained throughout the movement process using the real time on the move capability of STAMIS and MTS.

(7) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for planning and executing movement and preparing movement annexes/orders (FMs 55-30, 101-5 and 101-5).

(b) The HQ Special Troops and COSCOM/TSC TSOPs should be reviewed.

(c) A personal reconnaissance should be conducted, if possible, of the training area where movement and establishment will be performed.

(d) The leader tasks which must be trained or executed by the senior trainer (Special Troops Commander or XO)) with this STX are: conduct mission analysis, issue planning guidance, establish priorities for movement, approve movement order/annex and supervise the activities of the staff.

b. Tips for Training.

(1) After the HQ Special Troops demonstrates proficiency for the tasks in Table 4-7 and leaders have been trained in the leader tasks, this STX can be trained under several options:

(a) With or without OPFOR interdictions.

(b) With or without NBC conditions.

(c) In a field or MOUT environment.

(d) Elements moving over a single or multiple routes.

(e) Movement by road or cross-country.

(2) The staff must become proficient in the TSOP, doctrine and tactics, techniques and procedures (TTP) for establishing and maintaining situational awareness during movement and in planning and coordinating, and controlling the relocation of subordinate elements and facilities before attempting complex actions.

(3) After proficiency in this STX is reached, the HQ Special Troops sustains proficiency by executing this STX as part of an FTX.

(4) When using an OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainers must set out specific OPFOR tasks with an overall objective of placing maximum stress on the HQ, Special Troops. OPFOR will not be employed unless this STX is used as part of a FTX.

4. Training Enhancers.

a. The commander determines movement priorities based upon DISCOM commander's guidance, type of operations or based upon his own judgment. The enemy operations are based upon his own judgment. Intelligence reports are disseminated using All Source Analysis System-Remote WorkStation (ASAS-RWS). Warning orders, graphics, task organizations, and fragmentary orders are disseminated using Maneuver Control System (MCS). Air defense information is disseminated using Forward Air Defense Command, Control and Intelligence (FAADC2I). Coordinating friendly artillery fire is accomplished using Advanced Field Artillery Tactical Data System (AFATDS). Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting,

processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation. Movement tracking and position locating devices are used throughout the move. Requirements from the COSCOM/TSC staff and subordinate units should be incorporated into the movement plan. The enemy situation will affect the security requirements.

b. The staff plan the move, and prepare the movement order/annex. The HQ Special Troops S3 and S4 officers lead this task with input from other staff personnel.

c. Staff recommendations are provided in hard copy to the S3 and S4 officers for evaluation.

d. All reports should be submitted in hard copy to the senior trainer for evaluation.

e. The HQ Special Troops should be able to relocate at least 72 hours as a standard capability.

f. In considering the proficiency of the Special Troops staff, the following sequential guidance can be used in the AAR:

(1) Did the movement plan conform to the commander's guidance? Did the staff properly react to all deviations from the movement order?

(2) Did the subordinate units implement the movement plan properly? Did the OPFOR cause the desired reaction or enhance training?

g. Deficiencies identified in (1) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then, more frequent moves during FTX or company and detachment-level STX are required.

h. This exercise begins with the assignment of responsibility for the movement annex and ends when the last subordinate unit has crossed the RP. AARs are conducted after preparation of the movement annex and after all units cross RP. Table 4-6 is a suggested scenario.

Table 4-6. Headquarters Special Troops Battalion STX 63-1-E0005, Supervise Relocation of Subordinate Elements and Sustainment Resources			
<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>	
1.	Select new area	2 hrs	
2.	Coordinate route recon(s)	1 hr	30 min
3.	Staff input	1 hr	
4.	Prepare movement annex	1 hr	
5.	AAR	1 hr	
6.	Implement annex	1 hr	
7.	Coordinate road march(es)	1 hr	
8.	OPFOR activity	1 hr	
9.	AAR	1 hr	

**Table 4-6. Headquarters Special Troops Battalion
STX 63-1-E0005, Supervise Relocation of Subordinate Elements and Sustainment Resources
(continued)**

<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
10.	Cross RP	10 min
11.	AAR	1 hr
Total Time: 11 hrs 40 min		
NOTE: Events will be trained to standards, not time limitations. The time needed to train an event will vary based on METT-TC factors and the training proficiency of the unit.		

5. General Situation.

- a. The HQ, Special Troops is deployed in a combat zone. The Special Troops mission is to provide functional support to the COSCOM/TSC headquarters. After receiving guidance from the COSCOM/TSC commander, the Special Troops commander has decided to relocate subordinate elements and facilities to a new operating area.
- b. Pertinent maps and engineer overlays are available.
- c. Route reconnaissance is performed by the subordinate units.
- d. The OPFOR is capable of launching air attacks, ground attacks, indirect conventional fires, employing weapon of mass destruction and engaging in electronic warfare.
- e. Major deviations from the movement annex occur.
- f. This exercise is conducted in all environmental conditions.

6. FRAGO.

- a. The Special Troops Commander is conducting a staff meeting. The following guidance is given to the staff:

"The HQ Special Troops will relocate subordinate elements and COSCOM/TSC Headquarters to the vicinity of -----, coordinates -----. The Special Troops must cross the SP NLT-----. Conduct route reconnaissance, select routes, organize elements for move, and prepare movement annex/order, to be published, NLT -----. Plan to arrive at new location NLT -----. We must be responsive to CP and supported units even during convoy operations. Maintain voice and/or digital communications with the CP and subordinate elements. Be prepared to provide logistics and CHS to support the relocation of subordinate elements. S3, you have the lead. The enemy has the capability to interdict our unit convoys and serials along the entire main route. Maintain march discipline and proper distance between unit convoys and serials. Use ABCS to maintain situational awareness and to control movement throughout the relocation. Direct all units to be prepared for immediate action drill in case of ambush, and using digital and/or communications, report to me enemy activity or any other activity that impedes the progress of the battalion. Uniform for all subordinate and attached units is MOPP2. Special Troops S2 officer states contaminated area on current route of march vicinity -----. Reroute units at checkpoint ----- to the alternate MSR and have them report in upon closure at the new location."

7. Support Requirements.

a. Minimum Trainer and OCs. This exercise should be conducted with the commander as the trainer and primary OC. If this STX is conducted for the HQ Special Troops staff only, a maximum of 4 OCs is needed. If it is conducted as part of an FTX, the total additional number of OCs needed is the sum of those needed for each subordinate unit STX.

b. Opposing Force:

(1) The OPFOR should not be more than platoon size with crew-served weapons.

(2) OPFOR should be well trained in threat tactics, have specific missions and be controlled when used.

(3) The MILES can be used, or the OC can assess damage to the DSB.

c. Vehicles and Communications. Vehicles and communications equipment organic to the Special Troops are used. When OPFOR is employed, a vehicle and communications are needed for the OC. The senior trainer or OC will require analog and/or digital communications for providing input from the MIL.

d. Maneuver Area. A maneuver area is not required if this STX is conducted as a staff STX. If conducted as part of a Special Troops FTX, a training area is required that can support the number of vehicles, equipment and operational areas. It is desirable to have an adequate training area that is 6 by 20 kilometers. Vehicles should be spaced 25 meters apart. Vegetation and terrain should allow for cover and concealment of facilities, vehicles, and equipment. Light and noise discipline should be followed within specified safety constraints.

e. Master Incident List. During the STX, MIL is essential to provide input to drive HQ Special Troops actions. Input MIL using appropriate BFACS, TI, MTS, analog, and/or digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the Headquarters Company include the Special Troops Battalion elements.

8. T&EO Sequence. Table 4-7 lists the T&EOs for this STX.

Table 4-7. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0005, Supervise Relocation of Subordinate Elements and Sustainment Resources		
TASK	TASK NUMBER	PAGE
Develop Road Movement Order	63-1-4010.63-2010	5-120
Perform Battalion Advance/Quartering Party Activities	63-1-4015.63-2015	5-6
Establish Battalion Command Post (Forward)	63-1-4016.63-2016	5-9
Coordinate Movement of Subordinate Elements	63-1-4018.63-2018	5-11
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95

**HEADQUARTERS SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
SUPERVISE ESTABLISHMENT OF SUBORDINATE BASES AND FACILITIES
STX 63-1-E0006**

1. Objective. This STX is designed to train the Special Troops commander, staff and other key leaders with practice in planning, coordinating, and supervising the establishment of subordinate bases and facilities in support of COSCOM/TSC headquarters. The staff must become proficient in planning the occupation of the new area, coordinating advance/quartering party activities, supervising the establishment of subordinate bases and facilities, establishing and maintaining analog and/or digital communications and force protection activities. This STX combines the elements of planning, coordinating those functions to occupy a new area.

2. Interface.

a. This STX supports the HQ SPECIAL TROOPS FTX - Provide Functional Support For COSCOM/TSC Headquarters.

b. This STX supports the COSCOM/TSC STX - Supervise Establishment of Subordinate Commands' Bases and Facilities.

c. This STX can be used to plan and implement the establishment of Special Troops bases and facilities as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment STX should be trained prior to the battalion exercise.

d. This STX is supported by company-level STX - Establish Unit Area of Operations.

3. Training.

a. Leader Training.

(1) During classroom activities, the use of the TSOP and responsibilities and procedures outlined in FMs 63-3, FM 63-4, 101-5 and the T&EOs listed in this STX should be reviewed.

(2) CPX, CFX, and TEWT provide ground training for leaders when the STX area is used. Leaders should use a map of the actual area where the STX is to be conducted, and a sand table model to match the actual terrain, if possible. MAPEX assist in terrain analysis, staff coordination, selection of defensive positions, selection of operating areas and OPFOR points of contact.

(3) Games and simulations are developed to teach leaders as part of a continuing officer and NCO development program. They also are used to exercise command, control and situational awareness at various command and staff levels.

(4) A communications and situational awareness exercise can be conducted in garrison or a field site and is used to establish analog and/or digital communications operations and procedures to establish a common, relevant picture and to use correct communications procedures.

(5) A CPX can be conducted in garrison or at a field site. A CPX facilitates the set up of the Logistics Operations Center with its communications nodes, improves staff coordination procedures, and trains the staff in the use of the TSOP.

(5) Tips for leader training.

(a) Leaders should familiarize themselves with the doctrinal procedures and TTP for planning and executing establishment of the DSA and other support facilities.

(b) The HQ Special Troops and COSCOM/TSC TSOPs should be reviewed.

(c) A personal reconnaissance should be conducted, if possible, of the training area that the establishment of the operating site will be performed.

(d) The leader tasks which must be trained or executed by the senior trainer (Commander or XO) with this STX are analyzing the COSCOM/TSC headquarters supported units task organization missions, providing planning guidance, approving the layout plan and force protection plan, and supervising the activities of the staff.

b. Tips for Training.

(1) After the HQ Special Troops demonstrates proficiency in the tasks in Table 4-9 and the leaders have been trained in the leader tasks, this STX can be trained under several options:

(a) With or without OPFOR interdiction.

(b) With or without NBC conditions.

(c) In a field or MOUT environment.

(d) Day or night.

(2) The staff must become proficient in the basics of planning and supervising the establishment of subordinate bases and facilities before attempting complex options.

(3) After proficiency in this STX is reached, the HQ, MSB sustains proficiency by executing this STX as part of an FTX.

(4) When using OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainer must set up specific OPFOR tasks with an overall objective of placing maximum stress on the HQ MSB. OPFOR will not be employed unless this STX is used as part of a FTX.

4. Training Enhancers.

a. The Special Troops commander provides planning guidance based upon the COSCOM/TSC commander's guidance or based upon his or her own judgment. The type of operations to be conducted determines the degree of site permanency that will be accomplished. The enemy situation will affect force protection requirements. Intelligence reports are disseminated using All Source Analysis System-Remote WorkStation (ASAS-RWS). Warning orders, graphics, task organizations, and fragmentary orders are disseminated using Maneuver Control System (MCS). Air defense information is disseminated using Forward Air Defense Command, Control and Intelligence (FAADC2I). Coordinating friendly artillery fire is accomplished using Advanced Field Artillery Tactical Data System (AFATDS). Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation. The unit must be prepared at any time to defend against air, ground, or terrorist attacks during daylight or darkness, and to respond appropriately to enemy or friendly NBC operations.

b. The staff develop layout plans and supervise its implementation. The S3 officer is the proponent for this supporting mission with input from other staff personnel and subordinate elements. He establishes the new operating site in accordance with (IAW) the Special Troops and COSCOM/TSC TSOPs. When the site is operational, the COSCOM/TSC G3 is notified that the Special Troops is prepared to perform its operational mission.

c. Unless otherwise approved by the chief OC, all reports and recommendations should be provided in hard copy to the senior trainer for evaluation.

d. In considering the proficiency of the staff, the following sequential guidance can be used:

- (1) Did the occupation plan conform to the commander's guidance?
- (2) Did the subordinate units implement the occupation plan properly?

e. Deficiencies identified in (1) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then, more frequent establishments during FTX or company-level STX are required.

f. This exercise begins when the Special Troops advance/quartermen party arrives at the new site and ends when the operational areas are established. AARs are conducted as shown in Table 4-8. This table includes a suggested scenario.

Table 4-8. Headquarters Special Troops Battalion STX 63-1-E0006 Supervise Establishment of Subordinate Bases and Facilities		
<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
1.	Occupy new area of operations	1 hr
2.	Formulate tentative layout plan	1 hr
3.	AAR	1 hr
4.	Set up the Command Post(s)	6 hrs
5.	Set up administrative and bivouac areas	2 hrs
6.	Supervise establishment of subordinate bases and facilities.	2 hrs
7.	AAR	1 hr
Total Time: 15 hrs		
NOTE: Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the battalion staff.		

5. General Situation.

- a. The HQ Special Troops is deployed in a combat zone. The Special Troops' mission is to provide functional support for COSCOM/TSC Headquarters.
- b. Maps of the new area of operations (AO) and an NBC vulnerability analysis are available.
- c. The new AO may be in a field or MOUT environment.
- d. The Special Troops advance/quarterming party has arrived at the new AO.
- e. Subordinate units have arrived at the new AO and are ready to establish operations in support of operations. Subordinate units are prepared to defend at any time during the establishment.
- f. The location of the tactical operations center (TOC) have been identified.
- g. The communications plan is available.

6. FRAGO.

- a. The Special Troops commander is conducting a staff meeting. The following guidance is given:

"We will support corps/theater operations from our current location for the next three weeks. The enemy is capable of mounting aerial and ground attacks throughout rear areas and is also capable of bringing limited indirect fire upon us. I want the COSCOM/TSC CPs set up and operational immediately followed by administrative and bivouac areas. S3 officer, get voice and digital and/or analog communications links in quickly with corps/theater units. S2 officer, direct all subordinate and attached units to use cover and concealment to mask our activities and strict enforcement of light and noise discipline. Have them place LPs and OPs far enough out to give adequate warning. Uniform remains MOPP2 for all assigned and attached personnel based on reports of enemy threat activities."

- b. The Special Troops commander issues the following instructions:

"Now begin your planning process for establishing subordinate elements and facilities. Keep in mind that we are still required to support COSCOM/TSC headquarters even as we establish ourselves. Plan accordingly and maintain communications with supported and supporting units. This exercise ends when you have established Special Troops operational areas. You should conduct an AAR once the plan is completed and after the area is prepared to support combat operations. If necessary, the exercise will be run again, until I am satisfied with the staff's performance."

7. Support Requirements.

- a. Minimum Trainer/Evaluators. This exercise should be conducted with the battalion commander or XO as the senior internal evaluator. If the STX is conducted for the battalion headquarters staff, then one evaluator per staff section is required. If the STX is conducted as part of a battalion FTX, the required additional evaluators should be the sum of evaluators of each subordinate unit STX.

b. Opposing Force:

(1) The OPFOR may or may not be required when the exercise is conducted as part of a STX. The OPFOR should be used if the exercise is part of a battalion FTX.

(2) OPFOR should be well trained in threat tactics, have specific missions and be controlled when used.

(3) The MILES can be used, or the OC can assess damage to the MSB.

c. Vehicles and Communications. Vehicles and communications equipment organic to the Special Troops are used. When OPFOR is employed, a vehicle and analog and digital communications are needed for the OC. The senior trainer or OC will require communications for providing input from the MIL.

d. Maneuver Area. A training area of sufficient size to support the number of vehicles and equipment in a tentative battalion AO is required. Vehicle should be spaced a minimum of 25 meters apart. Vegetation and terrain should allow cover and concealment for facilities, vehicles and equipment.

e. Master Incident List. During the STX, MIL is essential to provide input to drive staff actions.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; The requirements for the Headquarters Company include the Battalion HQ elements.

**Table 4-9. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0006,
Supervise Establishment of Subordinate Bases and Facilities**

TASK	TASK NUMBER	PAGE
Develop Occupation Plan	63-1-4011.63-2011	5-124
Perform Battalion Advance/Quartering Party Activities	63-1-4015.63-2015	5-6
Establish Command Post (Forward)	63-1-4016.63-2016	5-9
Establish Communications	63-1-4017.63-2017	5-132
Supervise Establishment of Subordinate Elements and Battalion Headquarters	63-1-4019.63-2019	5-13
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Supervise Nuclear, Chemical and Chemical Operations	63-1-4040.63-2040	5-71
Establish Command Post and Administrative Areas	63-1-4055	5-15
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management	63-1-4326	5-95

**HEADQUARTERS SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
PLAN BATTALION LEVEL STAFF SUPPORT
STX 63-1-E0017**

1. Objective. This STX trains the HQ Special Troops staff and other key members to develop operational plans in support of subordinate units and COSCOM/TSC Headquarters. The staff must become proficient in analyzing the mission; developing requirements, developing distribution systems, developing the intelligence, personnel, logistics, and operation's (commander's) estimate; and developing the OPLAN/OPORD. The staff must be able to successfully plan the relocation and establishment of subordinate elements and facilities in a new area and force protection activities. This STX combines the elements of planning, coordinating, and preparing those operational plans necessary to provide required support operations.

2. Interface.

a. This STX supports the HQ SPECIAL TROOPS FTX - Provide Functional Support For COSCOM/TSC Headquarters.

b. This STX supports the COSCOM/TSC STX - Plan Corps/TSC Combat Service Support Operations.

c. This STX can be used as a CPX to develop plans.

d. This STX has no corresponding STX at company or detachment level.

3. Training.

a. Leader Training.

(1) This STX can be used as part of a CPX or FTX.

(2) During classroom activities, the use of the TSOP and responsibilities and procedures outlined in FMs 63-3, 63-4, 100-10, 101-5-1, 101-5 should be discussed, and the T&EOs listed in this STX should be reviewed.

(3) CPXs, CFXs, and TEWTs provide ground training for leaders when selected STXs are used. A CPX facilitates analog and/or digital communications set up, practice of HQ Special Troops TSOP, and staff coordinating procedures.

(4) Communications Exercise (COMEX)/Situational Awareness Exercise practices battle command information procedures and operations. Units practice these mission tasks using appropriate automation systems, to include Combat Service Support Control System (CSSCS), Movement Tracking System (MTS), and other ATCCS battlefield functional area control systems, and logistics and combat health services Standard Army Management Information Systems (STAMIS). CSSCS provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supply, services and personnel that the commander deems crucial to the success of an operation. CSSCS supports the decision making process with course of action (COA) analysis. The staff can analyze up to three COAs for a 5-day period. Variables include combat posture, task organization, miles traveled and geographical region.

(5) Simulations and games developed to teach leaders as part of a continuing officer and NCO development program. A MAPEX, when used, should be combined with a sand table exercise. A map of the actual area where the STX is to be conducted and a sand table model to match the actual terrain should be used, if possible.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for preparing plans and orders.

(b) The HQ Special Troops TSOP should be reviewed.

(c) A personal reconnaissance should be conducted, if possible, of the training area where movement and establishment will be performed.

(d) Leaders should familiarize themselves with the database of unit personnel and equipment authorizations and unit and equipment planning factors. Leaders should familiarize themselves with the Baseline Resource Item List (BRIL) and techniques to determine critical items for inclusion into the Commander's Tracked Items List (CTIL).

(e) A personal reconnaissance should be conducted of the training area where the plan will be carried out, if possible.

(f) The leader tasks which must be trained or executed by the senior trainer (Commander or Executive Officer (XO)) with this STX are: conduct mission analysis, restate the mission, issue planning guidance, supervise staff coordination, analyze staff estimates, prepare commander's estimate, and approve plans/orders.

b. Tips for Training.

(1) After the HQ Special Troops demonstrates proficiency for the tasks in Table 4-11, this STX can be trained under several options

(a) Offensive operations.

(b) With or without OPFOR interdiction.

(c) With or without Nuclear, Biological, Chemical (NBC) environment.

(d) Defensive operations.

(e) Retrograde operations.

(f) Support and stability operations.

(2) The HQ Special Troops must become proficient in establishing and maintaining situational awareness, working as a staff to develop completed staff products, and using CSSCS, logistics and medical STAMIS and other BFACS to plan and manage logistics and CHS distribution systems before attempting complex actions.

(3) After proficiency in this STX is reached, the HQ Special Troops sustains proficiency by executing this STX as part of an FTX.

4. Training Enhancers.

a. The senior trainer completes the mission analysis and issues guidance based on higher commander's guidance or based upon his own judgment. Intelligence reports are disseminated using All Source Analysis System-Remote Work Station (ASAS-RWS). Warning orders, task organizations, fragmentary orders and graphics are disseminated using Maneuver Control System (MCS). Air defense information is disseminated using Forward Air Defense Command, Control and Intelligence (FAADC2I).

Coordinating friendly artillery fire is accomplished using Advanced Field Artillery Tactical Data System (AFATDS). Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation.

- b. Staff estimates and recommendations are provided in hard copy to the senior trainer for evaluation.
- c. Unless otherwise approved by the chief OC, all reports and recommendations should be provided in hard copy to the senior trainer for evaluation.
- d. The Special Troops should be able to relocate at least once every 96 hours.
- e. The Special Troops S3 officer should complete the OPLAN/OPORD and provide a hard copy to the senior trainer for evaluation.

5. General Situation.

a. The Special Troops is deployed in a combat zone. The Special Troops' mission is to provide functional support to COSCOM/TSC Headquarters. The Special Troops commander has received a warning order from the COSCOM/TSC commander with a task organization list of subordinate elements.

b. The COSCOM/TSC commander's planning guidance and restated mission guidance have been reviewed. The Special Troops commander has provided his planning guidance. The COSCOM/TSC commander's estimate has been received and is used as a basis for the development of the operations estimate.

c. This exercise begins with receipt of a warning order and ends when OPORD/OPLAN is prepared. AARs are conducted after completion of staff estimates, after a course of action is selected, and after OPORD/OPLAN briefing. Table 4-6 is a suggested scenario.

Table 4-10. Headquarters Special Troops Battalion STX 63-1-E0017, Plan Battalion Level Staff Support		
<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
1.	Conduct mission analysis	3 hrs
2.	Develop staff estimates	1 hr
3.	AAR	1 hr

**Table 4-10. Headquarters Special Troops Battalion
STX 63-1-E0017, Plan Battalion Level Staff Support (continued)**

<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>	
4.	Select courses of action	1 hr	
5.	AAR	1 hr	
6.	Preparation of OPLAN/OPORD	2 hrs	
7.	Briefing of OPLAN/OPORD	1 hr	
8.	Approval of OPLAN/ORORD		10 min
9.	AAR	1 hr	
10.	Preparation of Annexes	1 hr	
11.	Approval of Annexes		10 min
12.	AAR	1 hr	
Total Time: 13 hrs 20 min			
NOTE: Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.			

- d. Pertinent maps and engineer overlays are available for planning.
- e. The new area of operations may be a field or military operations in urban terrain (MOUT) environment.
- f. A listing of task organization has been secured and is the basis for projected requirements.
- g. The defense of subordinate elements and facilities will be based on a base cluster concept. The OPFOR has the potential to employ tactical air, indirect conventional fires, weapons of mass destruction, airborne, and airmobile regular and irregular army units.
- h. This exercise is conducted in all environmental conditions, including Level I threat and NBC attack.

6. Special Situation.

- a. The Special Troops Commander is conducting a staff meeting with his key staff members and subordinate commanders:

"The corps/theater anticipates conducting an ----- operation within --- hours. Our subordinate elements will be conducting ----- operations to support the COSCOM/TSC commander's scheme of maneuver. Operations are estimated to last approximately --- hours and will commence in the vicinity of - -----; the final objective is------. The Special Troops' mission is to provide functional support from - ----- (grid coordinates) on behalf of COSCOM/TSC headquarters".

- b. The Special Troops commander issues the following instructions:

"Begin your planning process for developing plans for this mission. I want a synchronized flow of support to COSCOM/TSC Command Post and battalion level staff support to subordinate elements. Further information will be disseminated as courses of action are selected; after OPLAN/OPORD briefing, and after the approval of annexes. If necessary, repeat any portion of the exercise until your performance is satisfactory."

7. Support Requirements.

a. Minimum Trainer/OCs. This exercise should be conducted with the battalion commander or XO as the trainer and primary OC. Because of the detail required in evaluating staff estimates, a minimum of one trainer/OCs per staff section is required. The trainers/evaluators monitor and evaluate the accuracy of the estimates, the soundness of recommendations, and the thoroughness of coordination.

b. Opposing Force:

(1) OPFOR may or may not be required when the exercise is conducted as part of a CPX. OPFOR should be used if the exercise is part of an FTX.

(2) OPFOR should have specific missions and be controlled when used.

(3) MILES can be used, or the OC can assess damage to the DSB.

c. Vehicles and Communications. Vehicles and communications equipment organic to the Special Troops are used. When an OPFOR is employed, a vehicle, radio and digital communications are needed for the OCs.

d. Maneuver Area. Not required when this STX is used as a CPX.

e. Master Incident List. During the STX, MIL is essential to provide input to drive HQ Special Troops' actions. Input MIL using the appropriate BFACS, TI, MTS, analog and/or digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the Headquarters Company include the Battalion HQ elements.

8. T&EO Sequence. Table 4-11 lists the T&EOs for this STX.

Table 4-11. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0017, Plan Battalion Level Staff Support		
TASK	TASK NUMBER	PAGE
Receive The Mission	63-1-4000.63-2000	5-97
Conduct Mission Analysis	63-1-4001.63-2001	5-99
Conduct Intelligence Preparation of the Battlefield	63-1-4002.63-2002	5-101
Formulate Feasible Courses of Action	63-1-4003.63-2003	5-103
Develop Intelligence Estimate	63-1-4004.63-2004	5-105
Develop Personnel Estimate	63-1-4005.63-2005	5-108
Develop Logistics Estimate	63-1-4006.63-2006	5-111
Develop Commander's (Operations) Estimate	63-1-4008.63-2008	5-114
Prepare Operations Plan/Operations Order And Annexes	63-1-4009.63-2009	5-117
Develop Road Movement Order	63-1-4010.63-2010	5-120
Develop Occupation Plan	63-1-4011.63-2011	5-124
Plan Area Tactical Operations	63-1-4012.63-2012	5-127
Plan Rear Operations	63-1-4014.63-2014	5-129
Prepare Continuity of Operations Plan	63-1-4024.63-2024	5-79
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95

**HEADQUARTERS SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
PERFORM BATTALION LEVEL STAFF SUPPORT
STX 63-1-E0018**

1. Objective. This STX is designed to train the Special Troops commander, staff and other key members with practice in establishing situational awareness and planning, coordinating, and command and control of subordinate units. The staff must become proficient in gaining total asset visibility of sustainment resources. The staff must become proficient in planning and coordinating logistics and CHS requirements; providing intelligence; supervising operations security (OPSEC) and NBC defense operations; and providing personnel service support, administrative support and command and control.

2. Interface.

a. This STX supports the HQ SPECIAL TROOPS FTX - Provide Functional Support For COSCOM/TSC Headquarters.

b. This STX supports the COSCOM/TSC STXs - Direct Corps/Theater Combat Services Support Operations.

c. This STX can be used to plan, coordinate and provide command, control during operations as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company and detachment-level STX should be trained prior to the battalion exercise.

3. Training.

a. Leader Training.

(1) Classroom activities that discuss use of SOP, CSS responsibilities and procedures outlined in FMs 55-30, 63-3, 63-4, 100-10, 101-5, 101-5-1 and a review of the T&EO listed in this STX.

(2) A MAPEX, when used, should be combined with a sand table exercise. If possible, a MAPEX of the location where the STX will be conducted should be used to teach staff teamwork, terrain analysis, selection of operating areas and defensive positions, and OPFOR avenues of approach.

(3) A CPX can be conducted in garrison or at a field site. This exercise allows units to practice the set up of analog and/or digital communications, as well as the proper use of communications procedures. A CPX also improves staff coordination procedures and trains the staff in the use of the TSOP.

(4) A Communications Exercise (COMEX)/Situational Awareness Exercise is used to practice battle command information procedures and operations, and logistics and combat health services operations. Units practice their mission tasks using appropriate automation systems, to include Combat Service Support Control System (CSSCS), Movement Tracking System (MTS) and other ATCCS battlefield functional area control systems and logistics and combat health services Standard Army Management Information Systems (STAMIS). The HQ, MSB should practice continuity of operations (COOP) techniques and procedures in order to develop manual procedures for use in the event of communication or automation failure or disruption due to enemy action.

(5) The Army Tactical Command and Control System (ATCCS) integrates five of the seven battlefield operating systems (BOS), maneuver, fire support, air defense, combat service support, and Intelligence that the Special Troops has the capability to interface with. Each of these functional areas is supported by a control system designed to provide leaders and planners with information to effectively plan, coordinate, control, and support the battle. These BOS control systems are oriented toward combat operations and provide the commander and staff with situational information and decision support.

(6) CSSCS is the CSS component of Army Tactical Command and Control System (ATCCS). CSSCS provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supply, services, and personnel that the commander deems crucial to the success of an operation. CSSCS supports the decision making process with course of action (COA) analysis. The staff can analyze up to 3 COAs for a 5-day period. Variables include combat posture, division task organization, miles traveled, and geographical region.

(7) A TEWT can be conducted at a field site. Leader representatives from subordinate and attached units should participate in the exercise. The exercise should emphasize terrain analysis, staff coordination, site selection, leadership procedures, and defense planning and coordination as part of a leader's professional development program.

(8) Games and simulations are developed to teach leaders as part of a continuing officer and NCO development program. They also are used to exercise command and control at various staff levels.

(9) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for the following tasks: coordinating logistics and CHS requirements, movement control procedures, providing internal logistics and CHS to DSB subordinate and attached units; and using and maintaining digitally generated and manual status reports. (Review FMs 63-3, 63-4, 8-15, 55-10, and 100-10).

(b) The HQ Special Troops and COSCOM/TSC TSOPs should be reviewed.

(c) A personal reconnaissance should be conducted of the training area that the operations would be performed, if possible.

(d) The following leader tasks must be trained or executed by the senior trainer (Commander or XO) include: Command and control of subordinate units, supervision of staff functions, identification of specified, implied and essential tasks in the COSCOM/TSC OPORD; establishment of support priorities in accordance with the OPORD; approval of staff recommendations, and provision recommendations to the COSCOM/TSC commander.

b. Tips for Training.

(1) After the HQ Special Troops has demonstrates proficiency in the tasks listed in Table 4-13, and leaders have been trained in the leader tasks, this STX can be trained under several options:

(a) In a field or MOUT environment.

(b) With or without NBC environment.

(c) Day or night.

(d) With or without OPFOR interdictions.

(e) Offensive, defensive, or retrograde operations.

(2) The staff must become proficient in gaining total asset visibility of sustainment resources, and planning, coordinating and supervising internal and external logistics and CHS operations before attempting complex options.

(3) In giving his guidance and possible courses of action, the senior trainer should offer variations. Some variations are listed below.

(a) Secure local area terrain features that could adversely affect the CP force protection mission.

(b) Increase the size of the supported force.

(c) Support multinational element.

(d) Support non-linear or deep operations.

(e) Apply automation constraints (exercise COOP).

(4) After proficiency in this STX is reached, the HQ, MSB sustains proficiency by executing this STX as part of FTX.

(5) When using OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainer must set up specific OPFOR tasks with an overall objective to develop appropriate staff and subordinate unit responses. OPFOR should not be employed unless this STX is conducted with subordinate units.

4. Training Enhancers.

a. The commander provides planning guidance, establishes logistics and combat health services priorities, and selects logistics and combat health services options based upon the COSCOM/TSC commander's concept of operations or based upon his own judgment. The type of operations is based upon his own judgment. The type of operations determines the support scheme and priorities of support. Intelligence reports are disseminated using All Source Analysis System-Remote WorkStation (ASAS-RWS). Warning orders, task organizations, and Fragmentary Orders are disseminated using Maneuver Control System (MCS). Air defense information is disseminated using Forward Air Defense Command, Control and Intelligence (FAADC2I). Coordinating friendly artillery fire is accomplished using Advanced Field Artillery Tactical Data System (AFATDS). Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation.

b. Support considerations for offensive, defensive and retrograde operations are found in FMs 63-3, and 63-4.

c. Staff recommendations are provided in hard copy to the senior trainer for evaluation.

d. All reports should be submitted in hard copy to the senior trainer for evaluation.

e. The S2 and S3 Officers develop CP Security plan and the S1 and S4 Officers develop the subordinate elements support plan. The Special Troops staff implements the plan and monitors its progress using analog and/or digital communications and logistics and CHS STAMIS.

f. In considering the proficiency of the staff, the following sequential guidance can be used:

(1) Did the HQ Special Troops plans conform to the Special Troops and COSCOM/TSC commander's guidance?

(2) Did the subordinate units implement the HQ Special Troops plan properly?

(3) Did the HQ Special Troops plan adequately meet the needs of supported and attached units?

g. Deficiencies identified in (1) and (3) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then more frequent performances of support missions during FTX or company and detachment-level STX are required.

h. This exercise begins with the assignment of responsibility for developing the service support annex and ends when bases and facilities are under a Level II/III threat. AARs are conducted after staff input, after dissemination of the support plan, and a final AAR after implementation of plan. Table 4-12 is a suggested scenario.

Table 4-12. Headquarters Special Troops Battalion STX 63-1-E0018, Perform Battalion Level Staff Support			
<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>	
1.	Issue commander's guidance		30 min
2.	Determine requirements and sustainment resources.	1 hr	30 min
3.	Input staff analysis		30 min
4.	AAR		30 min
5.	Develop CP security plan and subordinate support plan	4 hrs	
6.	Brief commander		30 min
7.	Disseminate plan		30 min
8.	AAR	1 hr	
9.	Develop CP security plan and subordinate element support plan	2 hrs	
10.	Monitor implementation	1 hr	
11.	Monitor operations and make adjustments	8 hrs	
12.	Anticipate future requirements	1 hr	
13.	Respond to sighting OPFOR		15 min
14.	Respond to support degradation	1 hr	
15.	Maintain priority of support	1 hr	
16.	Respond to intensifying rear operations		45 min
17.	Conduct final AAR	1 hr	
Total Time: 25 hrs			
NOTE: Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the battalion staff.			

5. General Situation.

a. The HQ Special Troops is deployed in a combat zone. The Special Troops mission is to provide functional support to COSCOM/TSC headquarters.

b. The Special Troops commander has issued a mission statement. The staff and key leaders are assembled to begin planning.

c. The COSCOM/TSC OPLAN/OPORD is available. Special Troops status reports of personnel, CHS, transportation, supply and maintenance capabilities and sustainment resources are available.

d. After the planning phase, Corps/theater operations commence. Requirements are generated by units. Some units require designated and/or reinforcing support.

e. CSSCS, other BFACS, TI and STAMIS systems provide situational awareness to enable a common, relevant picture of the combat posture of the supported units. MTS enables precision throughput of sustainment stocks to MSB direct support units, divisional unit support areas or unit level logistics release points. MTS also enables MSTs to deploy to unit support areas with precision.

f. Intelligence information on the tactical situation is digitally disseminated from DISCOM to the MSB S2/S3 Section using the All Source Analysis System-Remote WorkStation (ASAS-RWS). OPSEC and physical security measures have been implemented by the battalion.

g. The OPFOR may be in the form of conventional or unconventional forces and have the capability of intelligence gathering, overt and covert attacks. The OPSEC program is a passive defensive measure. Local security is maintained by the use of OPSEC countermeasure techniques.

h. OPFOR has the capability to launch an NBC attack. Isolated NBC incidents have occurred.

i. Subordinate units' battle rosters have been received. Casualties, transfers and enemy prisoners of war (EPW) cause personnel adjustments.

j. During this STX, division combat operations stabilize to a degree that administrative services can be provided.

k. The MSB should be prepared to relocate every 48 hours.

6. Special Situation.

a. The commander issues the following FRAGO:

"We will continue to support CASCOM/TSC Command Post and assigned units for the next 20 days. The enemy is capable of mounting small ambushes throughout the area and also of bringing indirect mortar fire upon our positions, bases and facilities. I want to be updated on the status of support as soon as you encounter problems. Now begin your planning process for providing functional support to COSCOM/TSC Command Posts."

b. The commander issues the following additional instructions:

"This exercise ends when CP and subordinate elements are threatened with a Level II/III attack. You should conduct AARs after staff input, at the completion of the operations plan and at end of the exercise. If necessary, run the exercise again until I am satisfied with the staff's performance."

7. Support Requirements.

a. Minimum Trainer/OCs. This exercise should be conducted with the battalion commander or XO as the senior internal evaluator. If the STX is conducted for the battalion headquarters staff, then

one evaluator per staff section is required. If the STX is conducted as part of a battalion FTX, the required additional evaluators should include the sum of evaluators of each subordinate unit STX.

b. Oposing Force:

(1) The OPFOR is not required when exercise is conducted as a staff STX. OPFOR should be used if exercise is part of a battalion FTX.

(2) OPFOR should have specific missions and be controlled whenever used.

(3) MILES can be used, or the controllers can assess damage to the units in the DSB.

c. Vehicles and Communications. Vehicles and communications equipment organic to the headquarters are used. When OPFOR are employed, a vehicle and analog and/or digital communications are needed for the evaluator/controller.

d. Maneuver Area. A training area of sufficient size is required to support the number of vehicles and equipment in a Special Troops area. Vehicles should be spaced a minimum of 25 meters apart. Vegetation and terrain should allow cover and concealment for facilities, vehicles and equipment.

e. Master Incident List. During the STX, MIL is essential to provide input to drive staff actions. Input MIL using BFACS, TI, MTS, analog, and/or digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. **T&EO Sequence.** Table 4-13 lists the T&EOs for this STX.

Table 4-13. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0018, Perform Battalion Level Staff Support		
TASK	TASK NUMBER	PAGE
Provide Legal Services Support	63-1-0425	5-77
Coordinate Internal Logistics	63-1-4025.63-2025	5-81
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Supervise Nuclear, Biological, and Chemical Operations	63-1-4040.63-2040	5-71
Maintain Communications	63-1-4041.63-2041	5-135
Provide Human Resources Support - Personnel Services	63-1-4042.63-2042	5-84
Provide Human Resources Support - Administrative Services	63-1-4043.63-2043	5-87
Provide Command and Control	63-1-4045.63-2045	5-139
Provide Intelligence Support	63-1-4051.63-2051	5-4
Coordinate Religious Support	63-1-4054	5-90
Operate The Battalion Command Post	63-1-4056	5-147
Coordinate Physical Security Measures	63-1-4057	5-75
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95

**HEADQUARTERS, SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
SUPERVISE FORCE PROTECTION ACTIVITIES
STX 63-1-E0008**

1. Objective. This STX provides the Special Troops staff and key leaders practice in planning, coordinating and providing command, control and situational awareness of force protection activities in defense of COSCOM/TSC Command Post. The staff must become proficient in planning force protection measures, establishing and coordinating CP and CP base cluster defense, operating the CP base cluster operations center, directing responses to threats, coordinating response forces, friendly indirect fire, close air support (CAS) and directing area damage control (ADC) operations. This STX combines the elements of planning, coordinating and directing procedures necessary to accomplish force protection activities.

2. Interface.

a. This STX supports the HQ SPECIAL TROOPS FTX - Provide Functional Support For COSCOM/TSC Headquarters.

b. This STX supports the COSCOM/TSC STX - Coordinate Force Protection Activities.

c. This STX is supported by company-level STX - Defend Assigned Area.

3. Training.

a. Leader Training.

(1) This STX can be used to plan and implement force protection activities as a part of a CPX or FTX. If this STX is used with all or some subordinate Special Troops units, the corresponding company STX should be trained prior to the battalion exercise.

(2) During classroom activities, the use of the TSOP and the responsibilities and procedures outlined in FMs 63-3 and 63-4 should be discussed and the T&EOs listed in this STX should be reviewed.

(3) The leader should use a map of the area where the STX is to be conducted and a sand table model to match the actual terrain, if possible.

(4) CPX, CFX, and TEWTs provide ground training for leaders when the exact area of the STXs is used.

(5) Simulations and games teach leaders as part of a continuing officer and NCO development program.

(6) Situational awareness should be maintained throughout this STX using the real time capability of ATCCS architecture.

(7) Tips for leader training.

(a) Leaders should familiarize themselves with the procedures for planning and executing force protection activities.

(b) Leaders should conduct a personal reconnaissance of the training area where force protection activities will take place.

(c) Leaders should review the HQ, MSB, DISCOM, and supported unit force protection SOPs and OPORD.

(d) The leader tasks which must be trained or executed by the senior (commander or XO) with this STX are: approve defense plan, implement defense plan, identify decision point for commitment of response forces, and command, control and situational awareness of the defense area.

b. Tips for Training.

(1) After the HQ Special Troops has demonstrated proficiency in the tasks in Table 4-15, this STX can be trained under several options.

(a) With or without NBC conditions.

(b) Simultaneous threats.

(c) Day or night.

(2) The staff must become proficient in the doctrine and TTP of planning, coordinating and executing force protection activities before attempting complex options.

(3) After proficiency in this STX is reached, the staff sustains proficiency by executing this STX as part of an FTX.

(4) When using OPFOR, the OPFOR evaluator/controller must exercise close control over the actions of the OPFOR. The trainer must set up specific OPFOR tasks with an overall objective of placing maximum stress upon the Special Troops staff.

4. **Training Enhancers.**

a. The commander provides planning guidance based upon the COSCOM/TSC commander's concept of operations or based upon his judgment. Intelligence reports are disseminated using All Source Analysis System-Remote WorkStation (ASAS-RWS). Warning orders, task organizations, and Fragmentary Orders are disseminated using Maneuver Control System (MCS). Air defense information is disseminated using Forward Air Defense Command, Control and Intelligence (FAADC2I). Coordinating friendly artillery fire is accomplished using Advanced Field Artillery Tactical Data System (AFATDS). Combat Service Support System (CSSCS) provides a concise picture of unit requirements and support capabilities by collecting, processing, and displaying information on key items of supplies, services, and personnel that the commander deems critical to the success of an operation.

b. Unless otherwise approved by the chief OC, all reports and recommendations should be provided in hard copy to the senior for evaluation.

c. Force protection limitations and assumptions include:

(1) The lack of unit mobility impedes the ability of sustainment bases to rapidly shift locations.

(2) The lack of heavy weapons prevents the Special Troops from decisively engaging and defeating a major enemy ground attack. Listening posts (LPs) and observation (OPs) must be located far enough forward of the perimeter and linked to give early warning, and the response force, friendly indirect fire or CAS should be committed as soon as the primary threat avenue is identified and the size of the threat exceeds Level 1.

(3) Failing early notification, the defense should prevent penetration of subordinate element bases and facilities by committing the internal response force or shifting personnel from unengaged sectors of the perimeter.

(4) Once the OPFOR has achieved penetration of the sustainment base, rally points within each company area will allow commanders to regain control over their elements for the purpose of reestablishing organizational integrity prior to counterattacks to regain lost ground. Upon arrival of the TCF or Military Police (MP) units, base commander will handover responsibility for counterattack to the commander of the TCF, or MP unit. Base commander will place base personnel under operational control of the counterattacking force for the purpose of regaining control of bases and facilities. Upon successful completion of the counterattack or instructions from the commander, TCF or MP unit, base personnel will revert to their original mission and command and control structure.

d. These assumptions are based on the fact that when the enemy knows what type of units (CSS and CS) are grouped together, and where those units are located, they will become a prime target for threat weaponry.

e. MP forces will be committed as a response force against a Level II threat. The Special Troops and MP response forces will drive the OPFOR out of the area. MP response forces are coordinated and controlled by the Corps/Theater rear operations cell.

f. COSCOM/TSC command post are dependent upon the survival of the Special Troops for their own sustainment. High-risk measures in defense of CP are justified and may be required in order to preserve the command and control facility. These required measures include:

(1) Total commitment of personnel to the defense until additional combat forces can be brought to bear.

(2) Commitment of all available combat/combat support weaponry (including those in repair or stock) to preserve Special Troops resources.

(3) Supplies and equipment should be destroyed to prevent capture by threat forces.

g. There is no justification for abandonment of sustainment resources.

h. Unit should not abandon sustainment bases and facilities without approval from COSCOM/TSC commander.

i. In considering the proficiency of the staff, the following sequential guidance can be used:

(1) Did the force protection plan conform to the commander's guidance?

(2) Did the subordinate units properly implement the force protection plan?

j. Deficiencies identified in (1) above should be traced to staff weaknesses. Those identified in (2) above are unit weaknesses. If the plan is satisfactory but the unit execution is poor, then more frequent performances of force protection missions should be conducted during FTX or company and detachment-level STX.

k. This exercise begins with a Level II/III threat and ends once restoration of subordinate bases and facilities is completed. AARs are conducted after completion of ADC activities and after restoration operations. Table 4-14 is a suggested scenario.

**Table 4-14. Headquarters Special Troops Battalion
STX 63-1-E0008, Supervise Force Protection Activities**

<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>	
1.	Issue commander's guidance		10 min
2.	Determine assets and requirements	1 hr	
3.	Input staff analysis	1 hr	
4.	Establish local security		20 min
5.	Develop CP force protection plan	1 hr	30 min
6.	Develop ADC plan	1 hr	30 min
7.	AAR	1 hr	
8.	Brief commander		30 min
9.	Disseminate plan		30 min
10.	Detect enemy patrolling		30 min
11.	Determine response		30 min
12.	Level II attack	2 hrs	
13.	Integrate MP response force	2 hrs	
14.	Reorganization	4 hrs	
16.	AAR	1 hr	
17.	Respond to Level III attack	1 hr	
18.	Defend	1 hr	
19.	Execute battle handover to TCF	1 hr	
20.	Coordinate elements OPCON to TCF	1 hr	
21.	Assess damage	2 hrs	
22.	Conduct area damage control operations	2 hrs	
23.	Continue normal mission	1 hr	
24.	AAR	1 hr	
Total Time 27 hrs 30 min			
* Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the battalion staff.			

5. General Situation.

a. The HQ Special Troops is forward deployed in a combat zone. Elements of the Special Troops are in contact with enemy forces and the enemy has either infiltrated or air dropped platoon size (+) or larger forces to seek out command and control elements and facilities. A Level II or III threat condition is reached.

b. The HQ Special Troops has the responsibility for the defense of the COSCOM/TSC command post. The Special Troops commander is responsible for the defense of the CP against Level I and limited Level II attacks.

c. Level II/III attacks are handed over to MP forces or a tactical combat force (TCF).

d. The attack has caused heavy damage to CP facilities. ADC teams have been designated. Priorities have been established for ADC.

e. The Special Troops bases and facilities are established IAW SOP and are supporting current Corps/Theater operations.

- f. The force protection plan is initiated with security elements in positions.

6. Special Situation.

- a. The battalion commander is conducting a staff meeting where he provides the following guidance:

"The COSCOM/TSC S2 has reported that company and smaller-sized enemy units have begun operating throughout the rear area. Their mission appears to be locating command and control facilities and inflicting as much damage as possible. Some elements are mounted, however, most are dismounted. Notify all units to be prepared to repel any attack before it reaches the perimeter of our bases and facilities. Execute the force protection plan. Begin your planning process."

- b. The battalion commander issues the following instructions:

"This exercise ends when the subordinate bases and facilities returns to normal operational status. You should conduct an ARR after the Force Protection Plan is completed, after reorganization and after completion of area damage control activities. If necessary, I will run the exercise again until I am satisfied with the staff's performance."

7. Support Requirements.

- a. Minimum Trainer and OCs. This exercise should be conducted with the Special Troops commander or XO as the trainer and primary OC. If the STX is conducted for the staff, one OC per staff section is required. If the STX is conducted as part of a FTX, the required additional evaluators should be the sum of all subordinate elements STX. Each OPFOR platoon should have one controller/evaluator to control activity, assess damage and casualties and evaluate tactics and techniques of Special Troops personnel. An additional evaluator should accompany each response element and have similar responsibilities.

- b. Opposing Force. An OPFOR platoon (+) or company is required for the exercise for Level III activities. The OPFOR should be well-trained in patrolling and assault tactics and have specific missions within the area. During the conduct of an FTX both mounted and dismounted operations should be executed. The following guidelines assist in assessing damage:

- (1) Any soldier that masks a firing weapon is a casualty.

- (2) Any soldier that remains exposed for longer than three consecutive seconds is a casualty.

- (3) Any soldier or vehicle within five meters of a grenade, unless protected by sump or cover is a casualty/destroyed.

- (4) Any vehicle or equipment that OPFOR comes within five meters is destroyed.

- c. Vehicles and Communications. Vehicles and communications equipment organic to the Special Troops are used.

- d. Maneuver Area. An established area should be an area between six and twenty kilometers square with the associated road network.

- e. Master Incident List. During this STX, the MIL is essential to provide input to drive HQ Special Troops actions. Input MIL using BFACS, TI, MTS, analog, and/or digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the Headquarters Company include the Battalion HQ elements.

8. **T&EO Sequence.** Table 4-15 lists the T&EOs for this STX.

Table 4-15. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0008, Supervise Force Protection Activities		
TASK	TASK NUMBER	PAGE
Plan Area Tactical Operations	63-1-4012.63-2012	5-127
Plan Rear Area Operations	63-1-4014.63-2014	5-129
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Supervise Nuclear, Biological and Chemical Operations	63-1-4040.63-2040	5-71
Maintain Communications	63-1-4041.63-2041	5-135
Operate Rear Tactical Operations Center	63-1-4050.63-2050	5-141
Provide Intelligence Support	63-1-4051.63-2051	5-4
Direct Response to Threat Actions	63-1-4052.63-2052	5-143
Direct Area Damage Control Operations	63-1-4053.63-2053	5-145
Coordinate Physical Security Measures	63-1-4057	5-75
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95

**HEADQUARTERS SPECIAL TROOPS BATTALION
SITUATIONAL TRAINING EXERCISE
SUPERVISE REDEPLOYMENT OF SUBORDINATE ELEMENTS TO HOME STATION
STX 63-1-E0009**

1. Objective. This STX trains the Special Troops commander, staff and key leaders in supervising the redeployment of subordinate elements from a theater of operations to home station or a mobilization site. This STX also provides the commander and key leaders and staff with practice in planning, controlling and coordinating subordinate unit redeployment activities. The HQ Special Troops must become proficient in planning, coordinating and preparing subordinate units for force projection operations.

2. Interface.

a. This STX supports the HQ SPECIAL TROOPS FTX – Provide Functional Support For COSCOM/TSC Headquarters

b. This STX supports the COSCOM/TSC STX - Supervise Redeployment of Subordinate Elements to Home Station.

c. This STX can be used to plan and implement the redeployment of subordinate elements to home station as part of a CPX or FTX. If this STX is used with all or some subordinate elements, the corresponding company STX should be trained prior to the battalion exercise.

d. This STX is supported by company-level STX - Redeploy Unit to Home Station.

3. Training.

a. Leader Training.

(1) This STX can be used to plan and implement redeployment (land, sea, or air) of the Special Troops as a part of an FTX or CPX.

(2) During classroom activities, the use of the TSOP and the responsibilities and procedures outlined in FMs 55-10, 63-3, 63-4, and 100-17 series; and ARs 700-84 and 750-1 should be discussed and the T&EO listed in this STX should be reviewed.

(3) The leader should use a map of the area where the STX is to be conducted and a sand table model to match the actual terrain, if possible.

(4) CPX, CFX, and TEWT provide ground training for leaders. STX support such exercises.

(5) Simulations and games are developed to teach leaders as part of a continuing officer and NCO development program. They are also used to exercise command, control and situational awareness at various command and staff levels.

(6) Tips for leader training.

(a) Leaders should familiarize themselves with the contingency plans and procedures for planning and executing redeployment operations.

(b) Leaders should conduct a personal reconnaissance of the training area where redeployment training activities will take place.

(c) Leaders should review the HQ Special Troops and higher echelon redeployment SOPs.

b. Tips for Training.

(1) After the HQ Special Troops demonstrates proficiency for the tasks in Table 4-17, this STX can be trained under several options.

- (a) Inclement weather.
- (b) Various unit category levels.
- (c) Different modes of transportation.
- (d) Day or night.
- (e) All environmental conditions

(2) The HQ Special Troops must become proficient in the basics of planning and executing redeployment activities before attempting complex options.

(3) After proficiency in this STX is reached, the HQ Special Troops sustains proficiency by executing this STX as part of an FTX.

4. Training Enhancers.

a. The commander, in coordination with Headquarters COSCOM/TSC secures redeployment guidance/orders, pertinent plans/SOPs and reviews redeployment contingency plans.

b. Subordinate unit commanders update unit redeployment plans in coordination with HQ Special Troops.

c. The COSCOM/TSC G3 provides HQ Special Troops with the redeployment sequence data.

d. Unless otherwise approved by the senior OC, all reports and recommendations should be provided in hard copy to the senior for evaluation.

e. This exercise begins with the receipt of a redeployment warning order and ends when the Special Troops is at home station. AARs are conducted as shown in Table 4-16. This table includes a suggested scenario.

Table 4-16. Headquarters Special Troops Battalion STX 63-1-E0009, Supervise Redeployment of Subordinate Elements to Home Station		
<u>EVENT</u>	<u>ACTION</u>	<u>ESTIMATED TIME</u>
1.	Receive and verify Warning Order	10 min
2.	Coordinate reconstitution for redeployment	1 hr
3.	Prepare redeployment movement order/plan	2 hrs
4.	Provide redeployment support	2 hrs
5.	Perform redeployment advance party activities	1 hr
6.	Perform theater rear detachment activities	2 hrs
7.	Coordinate home station activities	1 hr
8.	AAR	1 hr
Total Time: 10 hrs 10 min		
Events will be trained to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.		

5. General Situation.

- a. The HQ, MSB is currently deployed in a theater of operations. The Special Troops is under the command and control of HQ COSCOM/TSC.
- b. Unit commanders provide personnel and equipment status reports.
- c. The MACOM logistics element provides required redeployment support.
- d. Aerial port of debarkation (APOE), seaport of debarkation (SPOE), and the continental United States (CONUS) location are identified.

6. FRAGO. The commander issues the following FRAGO:

"The Special Troops will begin redeployment operations immediately. We must be prepared to provide support to COSCOM/TSC CP throughout their redeployment. S3 officer, you have the lead. All units will prepare personnel for redeployment to CONUS by air and equipment by sea and air. I want 100 percent personnel and equipment accountability. Begin your planning process to prepare the Special Troops for redeployment. Be prepared to move to the redeployment assembly area (RAA)/tactical assembly area (TAA) within ----- hours. I will conduct an AAR after the conclusion of this STX."

7. Support Requirements.

- a. Minimum Trainer and OCs. This exercise should be conducted with the battalion commander or battalion XO as the trainer and primary OC. Because of the detail required in evaluating the details of redeployment, a minimum of one OC per staff section is required. The trainers and OCs monitor and evaluate the accuracy of the data, the soundness of planning and recommendations and the thoroughness of coordination.
- b. Opposing Force:
 - (1) The OPFOR is not required for this situational training exercise.
 - (2) The OPFOR should have specific missions and be controlled whenever used.

(3) The MILES can be used or the OCs can assess damage to facilities, equipment and personnel casualties.

c. Vehicles and Communications. Vehicles and communications equipment organic to the MSB are used. When OPFOR is employed, a vehicle and digital communications for the OCs are used. The senior trainer/OC requires digital communications to provide input from the MIL.

d. Maneuver Area. Depending upon the LTA, it is desirable to have an adequate training area for operations, which is 6 by 20 kilometers. A road network is required that allows a road march of at least 10 kilometers.

e. Master Incident List. During the STX, MIL is essential to provide input to drive staff actions. Input MIL using BFACS, TI, MTS, analog, and/or digital communications.

f. Consolidated Support Requirements. Battalion requirements can be calculated by adding the sum of the requirements for each subordinate unit STX when these elements participate in the exercise; the requirements for the headquarters detachment include the Battalion HQ elements.

8. **T&EO Sequence.** Table 4-17 lists the T&EOs for this STX.

Table 4-17. T&EOs from Chapter 5 to Use in Evaluating STX 63-1-E0009, Supervise Redeployment of Subordinate Elements to Home Station		
TASK	TASK NUMBER	PAGE
Supervise Operations Security Program	63-1-4038.63-2038	5-69
Conduct Battlefield Stress Reduction and Prevention Procedures	63-1-4303	5-93
Perform Risk Management Procedures	63-1-4326	5-95
Supervise Battalion Redeployment Activities	63-1-4853.63-4853	5-23
Coordinate Reconstitution for Redeployment	63-1-4865.63-4865	5-51
Prepare Redeployment Movement Plan/Order	63-1-4866.63-4866	5-53
Provide Redeployment Support	63-1-4867.63-4867	5-55
Perform Redeployment Advance Party Activities	63-1-4868.63-4868	5-58
Perform Theater Rear Detachment Activities	63-1-4869	5-60
Coordinate Home Station Activities	63-1-4870.63-4870	5-62
Plan Battalion Redeployment	63-1-4874.63-4874	5-152

CHAPTER 5

Training and Evaluation Outlines

5-1. Introduction. This chapter contains the training and evaluation outlines for the unit. T&EOs are the foundation of the MTP and the collective training of the units. T&EOs are training objectives (task, conditions, and standards) for the collective tasks which support critical wartime operations. The unit must master designated collective tasks to perform its critical wartime operations. T&EOs may be trained separately, in an STX, in an FTX, or in live-fire exercises. For collective live-fire standards, the trainer needs to refer to the applicable gunnery manual for the appropriate course of fire. Those standards and courses of fire need to be integrated into the training exercise.

5-2. Structure. The T&EOs in this chapter are listed in Table 5-1. The Mission-to-Collective Task Matrix in Chapter 2 lists the T&EOs required to train the critical wartime missions according to their specific BOS.

5-3. Format. The T&EOs are prepared for every collective task that supports critical wartime operation accomplishment. Each T&EO contains the following items:

a. Element. This identifies the unit or unit element(s) that performs the task.

b. Task. This is a description of the action to be performed by the unit, and provides the task number.

c. References. These are in parenthesis following the task number. The reference which contains the most information (primary reference) about the task is listed first and underlined. If there is only one reference do not underline the reference.

d. Iteration. Used to identify how many times the task is performed and evaluated during training. The "M" identifies when the task is performed in MOPP4.

e. Commander/Leader Assessment. This is used by the unit leadership to assess the proficiency of the unit in performing the task to standard. Assessments are subjective in nature and use all available evaluation data and submit leader input to develop an assessment of the organization's overall capability to accomplish the task. Use the following ratings:

(1) T - Trained. The unit is trained and has demonstrated its proficiency in accomplishing the task to wartime standards.

(2) P - Needs practice. The unit needs to practice the task. Performance has demonstrated that the unit does not achieve standard without some difficulty or has failed to perform some task steps to standard.

(3) U - Untrained. The unit can not demonstrate an ability to achieve wartime proficiency.

f. Condition. A statement of the situation or environment in which the unit is to do the collective task.

g. Task standard.

(1) The task standard states the performance criteria that a unit must achieve to successfully execute the task. This overall standard should be the focus of training. It should be understood by every soldier.

(2) The trainer or evaluator determines the unit's training status using performance observation measurements (where applicable) and his judgment. The unit must be evaluated in the context of the

METT-T conditions. These conditions should be as similar as possible for all evaluated elements. This will establish a common base line for unit performance.

h. Task Steps and Performance Measures. This is a listing of actions that is required to complete the task. These actions are stated in terms of observable performance for evaluating training proficiency. The task steps are arranged sequentially along with supporting individual tasks and their reference. Leader tasks within each T&EO are indicated by an asterisk (*). Under each task step are listed the performance measures that must be accomplished to correctly perform the task step. If the unit fails to correctly perform one of these task steps to standard, it has failed to achieve the overall task standard.

i. GO/NO-GO column. This column is provided for annotating the platoon's performance of the task steps. Evaluate each performance measure for a task step and place an "X" in the appropriate column. A major portion of the performance measures must be marked a "GO" for the task step to be successfully performed.

j. Task performance/evaluation summary block. This block provides the trainer a means of recording the total number of task steps and performance measures evaluated and those evaluated as "GO". It also provides the evaluator a means to rate the units demonstrated performance as a "GO" or "NO-GO". It also provides the leader with a historical record for five training iterations.

k. Supporting Individual Tasks. This is a listing of all supporting individual tasks required to correctly perform the task. Listed are the reference, tasks number, and task title.

l. OPFOR standards. These standards specify overall OPFOR performance for each collective task. These standards ensure that OPFOR soldiers accomplish meaningful training and force the training unit to perform its task to standard or "lose" to the OPFOR. The OPFOR standards specify what must be accomplished -- not how it must be accomplished. The OPFOR must always attain its task standards, using tactics consistent with the type of enemy they are portraying.

5-4. Use. The T&EOs can be used to train or evaluate a single task. Several T&EOs can be used to train or evaluate a group of tasks such as an STX or FTX.

Develop Intelligence

Provide Intelligence Support (63-1-4051.63-2051)..... 5-4

Deploy/Conduct Maneuver

Perform Battalion Advance/Quartering Party Activities (63-1-4015.63-2015)..... 5-6
 Establish Battalion Command Post (Forward) (63-1-4016.63-2016) 5-9
 Coordinate Movement of Subordinate Elements (63-1-4018.63-2018)..... 5-11
 Supervise Establishment of Subordinate Elements and Battalion Headquarters (63-1-4019.63-2019)..... 5-13
 Establish Command Post (CP) and Administrative Areas (63-1-4055)..... 5-15
 Direct Deployment Alert Activities (63-1-4850.63-4850) 5-17
 Establish the Emergency Operations Center (63-1-4851.63-4851) 5-19
 Operate the Emergency Operations Center (63-1-4852.63-4852)..... 5-21
 Supervise Battalion Deployment/Redeployment Activities (63-1-4853.63-4853)..... 5-23
 Update Movement Plan/Order (63-1-4854.63-4854)..... 5-26
 Coordinate Soldier Readiness Program Processing Support (63-1-4855.63-4855) 5-28
 Provide Deployment Human Resources Support (63-1-4856.63-4856)..... 5-30
 Coordinate Family Assistance Support (63-1-4857.63-4857) 5-33
 Coordinate Deployment Training Support (63-1-4858.63-4858) 5-35
 Perform Deployment Intelligence Support Functions (63-1-4859.63-4859)..... 5-37
 Provide Deployment Logistics Support (63-1-4860.63-4860)..... 5-39
 Perform Deployment Advance Party Activities (63-1-4861.63-4861)..... 5-43
 Coordinate Onward Movement (63-1-4862.63-4862)..... 5-45

Coordinate Rear Detachment Support (63-1-4863.63-4863)	5-47
Perform Home Station Rear Detachment Activities (63-1-4864)	5-49
Coordinate Reconstitution for Redeployment (63-1-4865.63-4865)	5-51
Prepare Redeployment Movement Plan/Order (63-1-4866.63-4866)	5-53
Provide Redeployment Support (63-1-4867.63-4867)	5-55
Perform Redeployment Advance Party Activities (63-1-4868.63-4868)	5-58
Perform Theater Rear Detachment Activities (63-1-4869)	5-60
Coordinate Home Station Activities (63-1-4870.63-4870)	5-63
Direct Integration Activities (63-1-4871.63-4871)	5-66
Plan Battalion Deployment in a Peacetime Environment (63-1-4872.63-4872)	5-68
Protect the Force	
Supervise Operations Security Program (63-1-4038.63-2038)	5-70
Supervise Nuclear, Biological, and Chemical Defense Operations (63-1-4040.63-2040)	5-72
Coordinate Physical Security Measures (63-1-4057)	5-76
Perform CSS and Sustainment	
Provide Legal Services Support (63-1-0425)	5-78
Prepare Continuity of Operations Plan (63-1-4024.63-2024)	5-80
Coordinate Internal Logistics (63-1-4025.63-2025)	5-82
Provide Human Resources Support - Personnel Services (63-1-4042.63-2042)	5-85
Provide Human Resources Support - Administrative Services (63-1-4043.63-2043)	5-88
Coordinate Religious Support (63-1-4054)	5-91
Conduct Battlefield Stress Reduction and Prevention Procedures (63-1-4303)	5-93
Perform Risk Management Procedures (63-1-4326)	5-95
Exercise Command and Control	
Receive the Mission (63-1-4000.63-2000)	5-97
Conduct Mission Analysis (63-1-4001.63-2001)	5-99
Conduct Intelligence Preparation of the Battlefield (63-1-4002.63-2002)	5-101
Formulate Feasible Courses of Action (63-1-4003.63-2003)	5-103
Develop Intelligence Estimate (63-1-4004.63-2004)	5-105
Develop Personnel Estimate (63-1-4005.63-2005)	5-108
Develop Logistics Estimate (63-1-4006.63-2006)	5-111
Develop Commander's (Operations) Estimate (63-1-4008.63-2008)	5-114
Prepare Operations Plan/Operations Order and Annexes (63-1-4009.63-2009)	5-117
Develop Road Movement Order (63-1-4010.63-2010)	5-120
Develop Occupation Plan (63-1-4011.63-2011)	5-124
Plan Area Tactical Operations (63-1-4012.63-2012)	5-127
Plan Rear Operations (63-1-4014.63-2014)	5-129
Establish Communications (63-1-4017.63-2017)	5-132
Maintain Communications (63-1-4041.63-2041)	5-135
Provide Command and Control (63-1-4045.63-2045)	5-139
Operate Rear Tactical Operations Center (63-1-4050.63-2050)	5-141
Direct Response to Threat Actions (63-1-4052.63-2052)	5-143
Direct Area Damage Control Operations (63-1-4053.63-2053)	5-145
Operate the Battalion Command Post (63-1-4056)	5-147
Plan Battalion Deployment Upon Receipt of a Warning Order (63-1-4873.63-4873)	5-150
Plan Battalion Redeployment (63-1-4874.63-4874)	5-152

Figure 5-1. List of T&EO's

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Intelligence Support (63-1-4051.63-2051)
(FM 34-1) (AR 530-1) (FM 3-3)
(FM 3-4) (FM 34-130) (FM 34-54)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog devices. The unit, higher, and lower TSOPs are available. Intelligence information on the tactical situation is disseminated from the higher HQ and the supporting rear operations element. Intelligence information is required by commander, staff, and subordinate units for current operations and planning. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Intelligence is disseminated to appropriate agencies and elements IAW TSOP and OPORD. At MOPP4, performance degradation factors decrease the processing and dissemination of intelligence information.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops identifies information requirements. <ol style="list-style-type: none"> a. Identifies current intelligence information requirements. b. Lists priority intelligence requirements. c. Lists current intelligence holdings' shortcomings. 2. Headquarters Special Troops assembles required intelligence information. <ol style="list-style-type: none"> a. Prepares information collection plan. b. Submits request for additional support to higher headquarters and supporting rear operations element. c. Revises collection plan to reflect current needs. 3. Headquarters Special Troops disseminates intelligence. <ol style="list-style-type: none"> a. Verifies reports for relevancy, reliability, and accuracy. b. Records intelligence information in journal. c. Identifies significant effects of weather. d. Records pertinent weather data. e. Maintains situational awareness at all times using analog and digital communications. f. Annotates situation map with current friendly and enemy locations. g. Prepares intelligence summary (INTSUM). h. Disseminates INTSUM to appropriate agencies and elements. 4. Headquarters Special Troops maintains classified information. <ol style="list-style-type: none"> a. Stores classified information IAW current OPSEC instructions, TSOP, and AR 190-13. b. Marks all classified information IAW TSOP and AR 190-13. c. Controls access to classified information. d. Enforces information security measures. e. Provides classified maps. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Maintains emergency destruction instructions IAW AR 190-13 and TSOP. 5. Headquarters Special Troops plans EPW handling. a. Coordinates handling and locations of holding areas with supporting MP element and higher HQ. b. Monitors EPW handling operations to ensure compliance with the TSOP, OPORD, and the provisions of the Geneva Convention.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4002.63-2002	Conduct Intelligence Preparation of the Battlefield
63-1-4004.63-2004	Develop Intelligence Estimate

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Perform Battalion Advance/Quartering Party Activities (63-1-4015.63-2015)
(FM 101-5) (AR 530-1) (FM 10-27-2)
(FM 10-27-3) (FM 3-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Departure time for the advance/quartering parties has arrived. The advance/quartering parties are prepared to depart the assembly area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion advance/quartering party leader is provided all essential information, to include the route, order of march, and estimated time of arrival (ETA) for the main body. The battalion advance/quartering party leader is issued tentative battalion area and command post (CP) layout, traffic circulation, and communications plans. The battalion advance/quartering party consists of an OIC; security, staff, and communications elements; and representatives from subordinate units. Sufficient guides, markers, and other equipment are available. Battalion advance/quartering party deploys in MOPP2. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. NOTE: If survey team(s) monitor high levels of contamination, the area should be evacuated immediately. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Advance/quartering party's movement is conducted IAW movement order. All new area preparation tasks as directed by the S2/S3 are accomplished IAW TSOP and the OPORD.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops organizes battalion advance/quartering party. <ol style="list-style-type: none"> a. Provides required size of parties to subordinate units. b. Briefs party leaders IAW the TSOP. c. Dispatches party as prescribed in the movement order. 2. Battalion advance/quartering party moves to new operating site. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using analog and/or digital communications and MTS. b. Crosses start point (SP), checkpoints (CP), and the release point (RP) as prescribed in the movement order. c. Follows route prescribed in the movement order. d. Reports route changes, intelligence, and any other information to the main body by route guides, route markers, MTS or analog and/or digital communications. e. Moves battalion advance/quartering party into a concealed, predesignated assembly area to await clearance of new area. * 3. Battalion advance/quartering party leader supervises securing the new battalion area. <ol style="list-style-type: none"> a. Dispatches security element to sweep the area to locate mines, booby traps, or other signs of threat presence. b. Dispatches NBC survey and monitoring teams personnel to sweep assigned sectors. c. Places OP on probable avenues of approach consistent with personnel assets. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Conducts area reconnaissance (mounted or dismounted) with subordinate elements' leaders pointing out general locations of each element. e. Moves entire party into the new area. f. Forwards closing report to main body, if possible, using MTS or analog and digital communications. <p>4. Battalion advance/quartering party secures the new battalion area.</p> <ul style="list-style-type: none"> a. Dons protective mask before entering new area. b. Sweeps the area to locate mines, booby traps, or other signs of threat presence (security elements). c. Surveys assigned areas for NBC contamination (Survey and Monitor Teams). d. Occupies OP on probable avenues of approach. e. Moves into new area as directed by the party leader. <p>* 5. Battalion advance/quartering party leader supervises area preparation.</p> <ul style="list-style-type: none"> a. Maintains situational awareness at all times using MTS or analog and digital communications. b. Monitors movement of each subordinate unit's advance/quartering party into their respective areas to ensure compliance with layout plan and traffic circulation plans. c. Supervises implementation of hasty security plan to ensure that each element secures its individual area. d. Supervises implementation of communications plan in coordination with the communications representatives to ensure some type of communications exists between the CP and all subordinate units. e. Enforces OPSEC measures during preparation of subordinate units' areas. f. Tasks unit representatives to block all other possible entrance and exit points with available materials. <p>6. Battalion advance/quartering party implements tentative battalion layout and circulation plan.</p> <ul style="list-style-type: none"> a. Marks battalion traffic pattern IAW layout plan. b. Establishes entrance/exit points to all subordinate units' locations. c. Constructs obstructions to block all other possible entrance and exit points. d. Forwards plan to battalion HQ using analog and digital communications. <p>7. Battalion advance/quartering party implements hasty security plan.</p> <ul style="list-style-type: none"> a. Prepares battalion hasty defensive sketch. b. Enforces camouflage and concealment measures. c. Identifies locations for emplacement of emergency alarm devices. <p>8. Battalion advance/quartering party implements analog and/or digital communications plan.</p> <ul style="list-style-type: none"> a. Establishes analog and digital communications and local area networks between CP and subordinate and adjacent units. b. Establishes analog and digital communications and local area networks between CP and higher HQ. c. Employs signal security measures. <p>* 9. Battalion advance/quartering party leader supervises reception of main body.</p> <ul style="list-style-type: none"> a. Maintains situational awareness at all times using analog and digital communications. b. Identifies guide pickup points. c. Briefs ground guides on moving main body into their respective areas with emphasis on OPSEC measures. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Directs dispatching of unit guides to the RP. e. Monitors subordinate units' guide activities to ensure compliance with party leaders guidance and TSOP. f. Enforces countersurveillance measures. g. Provides progress report to the S2/S3 and commander upon arrival of main body using analog and/or digital communications, courier or MTS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
031-503-1014	Identify Chemical Agents Using M8 Detector Paper	STP 10-92M14-SM-TG STP 21-1-SMCT
031-503-1020	Detect Chemical Agents Using M9 Detector Paper	STP 10-92M14-SM-TG STP 21-1-SMCT
031-503-2001	Use M256 or M256A1 Chemical Agent Detector Kit	STP 10-92M14-SM-TG STP 21-24-SMCT
031-503-3006	Supervise Radiation Monitoring	STP 10-92M14-SM-TG STP 21-24-SMCT
052-192-1135	Locate Mines by Probing	STP 10-92M14-SM-TG STP 21-1-SMCT
052-193-1013	Neutralize Booby Traps	STP 10-92M14-SM-TG STP 21-24-SMCT
071-329-1019	Use a Map Overlay	STP 10-92M14-SM-TG STP 21-24-SMCT
071-331-0820	Analyze Terrain	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4010.63-2010	Develop Road Movement Order

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Establish Battalion Command Post (Forward) (63-1-4016.63-2016)
(FM 101-5) (AR 380-19) (AR 530-1)
(FM 3-19.30) (FM 3-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion advance/quartermen party has secured the new area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion staff has assigned personnel to establish the CP (Forward). The staff advance party element is part of the advance/quartermen party. The S2 and S3 personnel have provided instructions relating to CP site preparation. Communications requirements have been requested from the supporting signal element. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Command and control of battalion operations continues during battalion HQ "jump" to a new location. At MOPP4 performance degradation factors increase the time required to establish the CP (Forward).

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Battalion HQ Advance Party Element establishes CP (Forward). <ol style="list-style-type: none"> a. Positions vehicles, tentage, or equipment to be used IAW layout plan. b. Sets up internal arrangement to permit immediate access to all required information. c. Sets up maps and overlays that display locations of support facilities. d. Constructs barriers around CP (Forward) as prescribed by the TSOP. 2. Battalion HQ Advance Party Element supervises forward tactical operations. <ol style="list-style-type: none"> a. Provides staff supervision over establishment of the CP area to ensure compliance with layout plan and TSOP. b. Establishes analog and/or digital communications with higher HQ, adjacent, and subordinate units as prescribed by the movement order, TSOP, and SOI/SSI. c. Provides movement assistance to subordinate units out of the range of rear CP's communications. d. Maintains situation map(s) with current disposition of friendly and enemy units. 3. Battalion HQ Advance Party Element supervises forward logistics and CHS operations. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using appropriate analog and digital communications or courier. b. Integrates planned logistics and CHS operations into the division distribution system. c. Establishes intransit and total asset visibility of sustainment resources flowing into the area. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Directs, redirects, cross-levels or masses logistics and CHS at critical points in the area of responsibility based on METT-TC and the commander's guidance. e. Maintains analog and/or digital situation maps depicting subordinate and supported units in the battalion's area of responsibility. f. Maintains current customer listing. g. Maintains current staff files and journals. h. Relays operational information from supported units to rear party CP that affects support operations using analog and/or digital communications or courier. i. Provides current operations briefing to S2/S3 and respective staff sections upon arrival of main body.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4015.63-2015	Perform Battalion Advance/Quartering Party Activities

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Coordinate Movement of Subordinate Elements (63-1-4018.63-2018)
 (FM 55-1) (FM 101-5) (FM 3-3)
 (FM 55-10) (FM 55-30)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: All subordinate unit relocation plans are available. The S2 and S3 personnel is required to monitor road marches until all closing reports are received. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays with SP, checkpoints, RP, critical points and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. First battalion element crosses its SP. Deviations from movement order occur. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All subordinate elements are relocated to new areas as prescribed in movement order. Each subordinate element and battalion HQ make a closing report as prescribed in the TSOP. Rear party departs when main body has established the new area. At MOPP4, performance degradation factors increase staff reaction and coordination of movement deviations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops coordinate support with HQ company for the move. <ol style="list-style-type: none"> a. Coordinate additional CHS requirements with medical element that has area responsibility. b. Coordinate additional recovery requirements with maintenance element that has area responsibility. c. Coordinate engineer and MP support requirements with elements that have area responsibility. d. Coordinate convoy clearance request with movement control element that has area responsibility. e. Brief HQ company march commander on tactical situation, communications frequencies and procedures, and emergency action procedures. f. Coordinate constant communications from the SP until the RP. 2. Headquarters Special Troops monitors movement of subordinate elements and battalion HQ. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains communications with each subordinate unit and battalion HQ elements IAW movement order and TSOP. c. Maintains situation map(s) and overlays displaying subordinate units and battalion HQ elements' movement progress. d. Provides corrective actions to subordinate units and battalion HQ elements when deviations from movement order occur (speed, interval, route adjustments) using MTS, or analog and/or digital communications. e. Provides coordination for emergency support between subordinate units and area support units, based on the type and level of emergency. f. Coordinates en route subordinate units' support requirements with area support units until all known requirements are fulfilled. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Records closing reports from subordinate units and battalion HQ elements upon receipt. h. Provides final movement report upon receipt of all closing reports to commander and higher HQ using analog and/or digital communications or MTS. 3. Headquarters Special Troops coordinates external support during move. a. Maintains situational awareness at all times using analog and/or digital communications. b. Coordinates requirements with the supported unit(s) and supporting elements. c. Coordinates pickup or delivery of sustainment resources between subordinate elements and supporting units. d. Communicates emergency requirements to the main body battalion staff. e. Provides closure report to CP.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
031-503-3004	Supervise the Crossing of a Contaminated Area	STP 10-92M14-SM-TG
081-831-0101	Request Medical Evacuation	STP 21-24-SMCT STP 10-92M14-SM-TG
113-573-8006	Use An Automated Signal Operation Instruction (SOI)	STP 21-24-SMCT STP 10-92M14-SM-TG
		STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4010.63-2010	Develop Road Movement Order

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Supervise Establishment of Subordinate Elements and Battalion Headquarters (63-1-4019.63-2019)

(FM 63-3)
 (FM 101-5-1)

(AR 530-1)
 (FM 34-130)

(FM 101-5)
 (FM 63-4)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Subordinate units are moving along designated route(s) to new area(s). The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog devices. The unit, higher, and lower TSOPs are available. The battalion advance/quartering party is dispatched to the new CP area. Subordinate units are required to submit closing reports. The advance/quartering party has established the advance CP. The battalion advance/quartering party leader briefs the commander on the status of new area preparation. Occupation plans have been issued to the CP and subordinate units. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Subordinate units, support facilities, and the CP are established IAW layout plan, OPORD, and TSOP. All new CP preparation tasks are accomplished IAW TSOP and OPORD. At MOPP4 performance degradation factors increase the time required to established a CP.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops monitors movement of advance/quartering parties. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains constant radio communications IAW movement order and TSOP. c. Coordinates support or emergency action requirements with appropriate element based on assistance required. 2. Headquarters Special Troops performs CP functions. <ol style="list-style-type: none"> a. Supervises establishment of battalion area IAW layout plan and TSOP. b. Establishes battalion messenger system until local area networks and analog and/or digital communications have been established. c. Provide battalion level staff support from forward location (limited operations). d. Supervises the establishment of local area networks and analog and/or digital communications within the CP area. e. Sets up battalion analog/digital situation map(s). 3. Headquarters Special Troops monitors establishment of subordinate units and battalion HQ. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using analog and/or digital communications. b. Supervises deployment of units as prescribed by the layout plan. c. Coordinates impact of unit position changes with other staff sections. d. Approves unit position changes of subordinate elements that are caused by terrain and/or tactical considerations. e. Posts analog/digital situation map(s) and overlay(s) to reflect new unit positions. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Provides establishment update to commander and XO.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
071-329-1019	Use a Map Overlay	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4011.63-2011	Develop Occupation Plan

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Establish Command Post (CP) and Administrative Areas (63-1-4055)
(FM 63-3) (AR 380-19) (AR 530-1)
(FM 101-5) (FM 63-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The main body of the battalion HQ has arrived at the new location. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. The S3 officer has selected the general location of the LOC and administrative areas. Advance CP personnel have identified specific locations and initial preparations are completed. All required personnel and equipment are available. The CP (Forward) maintains operational control of the battalion until the new LOC is established. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: CP is capable of communicating with and controlling subordinate elements within the time specified in the TSOP. At MOPP4 performance degradation factors increases time required to establish CP and administrative areas.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. Headquarters Special Troops establish command post.</p> <ul style="list-style-type: none"> a. Identify staff working areas that facilitates immediate access of staff personnel to all required information. b. Set up internal arrangement IAW XO, S3 Officer guidance. c. Set up analog/digital maps, map overlays, and informational displays that show the current tactical situations of all friendly and enemy forces affecting the battalion's mission IAW TSOP. d. Set up analog/digital status boards. <p>NOTE: Status boards display locations of subordinate elements, their capabilities, and status of personnel and equipment.</p> <ul style="list-style-type: none"> e. Establish commander's briefing area. f. Prepare sleep plan that is consistent with phases of operations. g. Establish policy file, records, staff journals, and section workbooks. h. Set up area access and security IAW the TSOP. <p>2. Headquarters Special Troops establish administrative areas.</p> <ul style="list-style-type: none"> a. Identify staff working areas that facilitate immediate staff access to all required information. b. Set up maps and status boards displaying status of internal logistics, personnel, and equipment. c. Establish communications nets in the order of priority specified by the S3 officer. d. Establish policy files, records, staff journals, and workbooks. e. Coordinate generator electrical power with the HQ company. <p>3. Headquarters Special Troops establish communications.</p> <ul style="list-style-type: none"> a. Establishes all communications nets in order of priority specified in the TSOP and OPORD. b. Establishes area for processing incoming and outgoing messages. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Installs local area network. d. Operates local area network. e. Issues passwords. f. Installs antivirus software. g. Troubleshoots hardware needing repair.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4011.63-2011	Develop Occupation Plan

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Direct Deployment Alert Activities (63-1-4850.63-4850)
 (FM 100-17) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion receives a warning order to go to an increased deployability posture in preparation for overseas deployment of the COSCOM/TSC headquarters. The movement plan/order, recall plan, security plan, and TSOP are available. The battalion's subordinate units, to include COSCOM/TSC headquarters are deploying as part of the battalion deployment. The battalion communicates with higher headquarters and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: COSCOM/TSC headquarters and Battalion personnel are recalled IAW the Recall Plan. Personnel are designated to staff emergency operations center (EOC) IAW RSOP.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Headquarters Special Troops executes alert notification procedures. <ul style="list-style-type: none"> a. Authenticates deployment warning order IAW TSOP. b. Notifies commander and staff that battalion has received a deployment warning order. c. Initiates recall procedures IAW commander's guidance and Recall Plan. * 2. Headquarters Special Troops supervises alert and recall activities. <ul style="list-style-type: none"> a. Direct implementation of Recall Plan, as required. b. Direct establishment of the EOC. c. Task staff to provide personnel for the EOC IAW TSOP and commander's guidance. d. Monitor recall progress for compliance with TSOP. e. Designate location of EOC. 3. Headquarters Special Troops monitors progress of recall. <ul style="list-style-type: none"> a. Identifies time-phased present-for-duty requirements by reviewing recall plan. b. Identifies present-for-duty status by reviewing recall status reports from subordinate units. c. Calculates recall percentages IAW recall plan. d. Monitors establishment of physical security of entire area by inspection and/or review of recall status reports. e. Briefs higher headquarters and battalion commander on progress of recall. 4. Headquarters Special Troops performs alert functions. <ul style="list-style-type: none"> a. Designates personnel to staff EOC IAW TSOP. b. Briefs staff officers and personnel on status of recall, as required. 5. Headquarters Special Troops performs deployment alert activities. <ul style="list-style-type: none"> a. Coordinates with higher HQ staff element for guidance concerning deployment requirements. b. Issues SOIs, authentication tables, operations codes, frequency and call signs to subordinate units. c. Directs units to initiate OPSEC procedures. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Activates guard mount to control access to restricted areas, as designated. e. Sends request to S4 officer for maps, if needed. f. Establishes secure communications with higher HQ staff elements and/or installation EOC. g. Identifies liaison to higher HQ, as required.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Establish the Emergency Operations Center (63-1-4851.63-4851)
 (FM 101-5) (AR 380-19) (AR 530-1)
 (FM 3-19.30)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has directed that the EOC be established. The unit, higher, and lower TSOPs are available. All personnel have been recalled. Personnel and equipment required to establish the EOC are available. The location of the EOC has been designated. The RSOP, movement plan/order, and security plan are available. This task should not be trained in MOPP4.

TASK STANDARDS: The EOC is established IAW the RSOP and commander's guidance and within the time specified by the XO or TSOP.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Executive Officer supervises establishment of the EOC. <ul style="list-style-type: none"> a. Identifies EOC requirements and layout by reviewing the RSOP and commander's guidance. b. Directs S3 officer to set up EOC IAW RSOP and commander's guidance. c. Assigns EOC work areas to staff elements. d. Directs staff elements to set up EOC work areas IAW RSOP and commander's guidance. 2. Headquarters Special Troops sets up EOC. <ul style="list-style-type: none"> a. Identifies work areas that facilitate immediate access of personnel to all required information. b. Sets up internal arrangement of EOC IAW XO or S3 guidance. c. Establishes communications and/or data processing in order of the priority specified in the movement plan/order and/or RSOP. d. Sets up maps, map overlays, informational displays, and status boards. e. Establishes areas for processing incoming and outgoing messages. f. Establishes commander's work area. g. Establishes commander's briefing area. h. Prepares EOC manning schedule. i. Establishes policy files, records, staff journals, and section workbooks. j. Sets up area access and security IAW the RSOP and security plan. k. Prepares EOC access roster. l. Distributes EOC access roster IAW RSOP and security plan. m. Briefs XO or S3 officer upon completion of the EOC setup. 3. Headquarters Special Troops set up EOC work areas. <ul style="list-style-type: none"> a. Positions equipment IAW RSOP. b. Establishes policy files, records, staff journals, and section workbooks. c. Sets up maps and status boards displaying status of deployment operations. d. Set up briefing area for daily situation briefings. e. Briefs XO or S3 officer when EOC is operational. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Operate the Emergency Operations Center (63-1-4852.63-4852)
 (FM 101-5) (AR 380-19) (AR 530-1)
 (FM 100-5) (FM 3-19.30)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion deployment activities have commenced. Staff journals, workbooks, current maps, overlays, the TSOP, movement plan/order, movement directive, and physical security plan are available. The EOC is required to coordinate the battalion's deployment activities. Wheeled vehicles and equipment move to the APOE and SPOE by convoy or rail. The EOC communicates with the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and digital communications, automation systems and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Battalion deployment activities and information dissemination are performed IAW the TSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. XO or S3 officer supervises EOC operations.</p> <ul style="list-style-type: none"> a. Inspects entry and exit procedures for compliance with the physical security plan. b. Assigns specific areas of responsibility and work shifts to all assigned members. c. Monitors the performance of personnel in their functional areas to ensure compliance with established guidance and the TSOP. d. Provides briefings on current situation to the commander, as required. <p>2. Headquarters Special Troops performs EOC deployment support duties.</p> <ul style="list-style-type: none"> a. Maintains staff journal(s) and entries IAW current command policy and TSOP. b. Maintains section workbook(s) that contain incoming messages and reports under the appropriate heading and cross-references. c. Maintains current maps and overlays depicting all routes and locations that affect the EOC's operation. d. Maintains current journal files that contain material necessary to support all daily EOC and section journal entries. e. Submits deployment readiness reports to appropriate HQ and installation EOC IAW TSOP and commander's guidance, as required. <p>3. Headquarters Special Troops monitors movement of equipment to APOE and SPOE.</p> <ul style="list-style-type: none"> a. Monitors rail loading, convoy staging and other movement activities; i.e., commercial transport arrival at airfields, for compliance with the movement order. b. Maintains communications with COSCOM/TSC headquarters and each subordinate unit IAW movement order and TSOP. c. Monitor SP, check point, RP, and closing reports from convoy commanders for compliance with movement order. d. Posts subordinate units' movement progress on the situation map. e. Annotates subordinate units' march progress on road movement graphs. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Provides corrective actions to subordinate units when deviations from movement order occur (speed, interval, and route adjustments). g. Provides coordination for emergency support between subordinate units and area support units, based on the type and level of emergency. h. Provides current movement status of subordinate units to the XO and commander. i. Records closing reports from subordinate units upon receipt. j. Provides final movement report upon receipt of all closing reports to commander and appropriate HQ.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4851.63-4851	Establish the Emergency Operations Center

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Supervise Battalion Deployment/Redeployment Activities (63-1-4853.63-4853)
(FM 100-17) (AR 220-10) (FM 100-10)
(FM 100-5) (FM 101-5) (FM 10-27-3)
(FM 3-100.4) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The RSOP, movement plan/order, and other required documents are available. Battalion deployment/redeployment activities have commenced. The battalion is located in the home station unit assembly area (UAA) or RAA and the EOC/CP is established. The gaining command has provided a deployment/redeployment message indicating ultimate destination and deployability criteria. The battalion HQ communicates with the installation EOC, installation transportation officer (ITO), the appropriate HQ, supporting organizations, subordinate units, and rear detachment by analog and/or digital communications, automation systems and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Deployment/redeployment activities are planned and implemented IAW RSOP, movement plan/order, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs deployment/redeployment activities.</p> <ul style="list-style-type: none"> a. Identifies deployment/redeployment mission requirements by reviewing warning order and appropriate contingency plans (CONPLANS). b. Provides initial planning guidance to staff and subordinate units. c. Directs S1 to coordinate SRP processing. d. Directs personnel and equipment cross-leveling actions. e. Submits recommendations to appropriate HQ commander that selected personnel attending formal school be allowed to complete course work, if appropriate (deployment only). f. Directs recall of personnel on temporary duty, attending school, or in authorized leave status, if appropriate (deployment only). g. Directs S3 officer to issue deployment/redeployment warning order (WARNORD) and movement plan/order. h. Directs implementation of physical security and OPSEC plans. i. Briefs staff and subordinate units on deployment/redeployment mission. j. Conducts overseas orientation. k. Verifies subordinate commanders clear installation prior to deployment. l. Conducts periodic in-process reviews to monitor preparations for deployment, issue and exchange detailed guidance, refine movement plans, resolve issues and coordinate support for the deployment. m. Conducts liaison to higher HQ, as required n. Coordinates with servicing Staff Judge Advocate's office for briefings regarding legal considerations, such as Law of War, Status of Forces, Rules of Engagement, and Code of Conduct.. o. Enforces safety procedures IAW TSOP and applicable publications. p. Enforces environmental stewardship protection program procedures. <p>* 2. XO supervises staff activities.</p> <ul style="list-style-type: none"> a. Implements commander's directives in staff planning and policy making. b. Assigns staff responsibilities for updating movement plan/order. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> c. Directs staff sections to provide personnel for deployment/redeployment teams, e.g. advance party and rear detachment. d. Directs staff elements to provide input for movement plan/order update. e. Formulates staff operating policies. f. Monitors all staff actions for conformity to commander's guidance. g. Coordinates deployment/redeployment mission with subordinate unit commanders. h. Supervises the operations of the EOC/CP. <p>* 3. Staff officers supervise proponent staff activities.</p> <ul style="list-style-type: none"> a. Identify all specified and implied tasks that must be accomplished in order to deploy/redeploy by reviewing the movement directive, TSOP, movement plan/order, OPLAN/CONPLANS, and commander's guidance. b. Exchange pertinent information that is relevant to the deployment/redeployment with other staff sections. c. Provide information update(s) to commander and EOC/CP on areas that are critical to the deployment/redeployment mission. d. Direct preparation of input to the S3 officer for the update of plans, orders, and commander's overseas orientation, as required. e. Provide personnel for deployment/redeployment teams, as required. f. Forward deployment/redeployment status reports to appropriate HQ and addressees, as required. g. Forward personnel and logistics reports IAW higher HQ guidance. <p>4. Headquarters Special Troops supervises activities of subordinate elements.</p> <ul style="list-style-type: none"> a. Monitors performance of subordinate elements to ensure required level of proficiency as prescribed in TSOP, plans, policies, directives, and the TSOP. b. Monitors external support to determine overall effectiveness, IAW TSOP. c. Assigns specific tasks to subordinate units, as required. d. Monitors implementation of decisions, directives, and instructions to determine subordinate units' compliance. e. Issues FRAGOs to implement changes to the movement plan/order and annexes, as required. <p>* 5. Commander and/or XO supervises rear detachment activities.</p> <ul style="list-style-type: none"> a. Appoints rear detachment commander. b. Approves rear detachment staffing. c. Approves rear detachment plan. d. Monitors rear detachment activities for compliance with rear detachment plan. e. Coordinates with servicing Staff Judge Advocate's office. <p>6. Headquarters Special Troops performs deployment activities.</p> <ul style="list-style-type: none"> a. Coordinates Public Affairs Office (PAO) briefings for deploying units. b. Verifies appropriate personnel transactions are input for all deploying soldiers once soldiers have completed soldier readiness processing (SRP) processing. c. Coordinates with legal representatives on pending legal actions for deploying soldiers. d. Coordinate SRB processing. e. Maintain personnel asset visibility. f. Completes legal actions, as directed by commander. <p>7. Headquarters Special Troops performs readiness activities.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identify readiness shortfalls of subordinate units based on current unit status report (USRs). b. Evaluate subordinate units' ability to perform mission requirements based on USRs and other status reports required by higher HQ, such as the Combat Service Support Control System (CSSCS) generated Personnel Status Report (PERSTAT) and Logistics Status Report (LOGSTAT) reports. c. Develop plan to correct deficiencies to bring subordinate units to deployment standards. d. Back up all automated systems prior to systems being prepared for movement. e. Brief battalion commander on readiness activities and status of subordinate units. f. Enforce safety procedures IAW TSOP and applicable publications. g. Enforce environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Update Movement Plan/Order (63-1-4854.63-4854)
(FM 101-5) (DOD 4500.32-R) (DOD 4500.32-R VOL 1)
(DOD 4500.32-R, VOL 2) (FM 100-17) (FM 55-1)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The movement directive, SRP information message, RSOP, movement plan/order, and CONPLAN/OPLAN are available. The commander has directed that the movement plan/order be updated, and the XO has assigned staff responsibilities. The commander has provided his deployment guidance and concept of operations. The S3 officer has staff responsibility for consolidation, publication, and distribution of the movement plan/order. Movement plan becomes movement order upon implementation. The movement directive, deployment information message, RSOP, movement plan/order, and CONPLAN/OPLAN are available. The staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems and courier. This task should not be trained in MOPPA4.

TASK STANDARDS: The movement plan/order is updated IAW FM 101-5, the RSOP, movement directive, and commander's guidance and within the time prescribed by the commander or XO.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. XO and S3 officer perform a time analysis.</p> <ul style="list-style-type: none"> a. Calculate total time remaining before deployment/redeployment commences (C-Day). b. Identify all steps in the deployment/redeployment process. c. Assign time limitation for each step in the deployment/redeployment process. d. Disseminate time limitations to all staff personnel. <p>2. Headquarters Special Troops coordinates staffing for deployment teams.</p> <ul style="list-style-type: none"> a. Identifies personnel, equipment, and accompanying supplies for deployment, to include configuration of equipment as offered for shipment. b. Coordinates deployment team requirements with COSCOM/TSC and special troops staff. c. Forwards personnel and equipment requirements for deployment teams to commander and/or XO for approval or modification. d. Incorporates personnel and equipment requirements for deployment teams into updated movement plan/order. <p>3. Headquarters Special Troops provide input to movement plan/order update.</p> <ul style="list-style-type: none"> a. Identify internal mission support requirements by reviewing movement directive, deployment information message, commander's guidance, and appropriate CONPLAN/OPLANS. b. Identify external support requirements by reviewing RSOP and status reports from subordinate units. c. Adjust replanned requirements, as required. d. Verify availability of required support by coordinating with appropriate elements and/or installation deployment support organizations. e. Update appropriate staff portions of the movement plan/order, as required. f. Provide updated movement plan/order input to S3 officer. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
4. Headquarters Special Troops updates movement plan/order. <ul style="list-style-type: none"> a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of movement plan/order with annexes. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes movement plan/order update IAW movement plan/order distribution list. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Soldier Readiness Program Processing Support (63-1-4855.63-4855)
(AR 220-10) (AR 600-8-104) (AR 600-8-19)
(AR 614-185) (AR 614-200) (FM 100-17)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion commander has directed SRP processing to be conducted and the orientation for the new AO be prepared. COSCOM/TSC headquarters and all subordinate elements are deploying as part of the battalion deployment. The movement directive, deployment message, RSOP, and movement plan/order, maps, overlays and other required documents are available. The staff continuously receives messages from the installation EOC, ITO, installation deployment support organizations, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems and courier. This task should not be trained in MOPP4.

TASK STANDARDS: SRP processing support is coordinated IAW RSOP, commander's guidance, AR 220-10, and a SRP processing schedule is distributed.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Headquarters Special Troops supervises SRP processing.</p> <ul style="list-style-type: none"> a. Identifies deployability criteria by reviewing deployment message. b. Approves SRP processing schedule. c. Monitors SRP processing for compliance with TSOP and SRP processing schedule. d. Coordinates adjustments to the processing schedule with the Processing Center (PROC CS) and appropriate subordinate unit. e. Briefs commander, staff, and subordinate unit commanders on status of SRP processing, as required. <p>2. Headquarters Special Troops coordinates SRP processing support.</p> <ul style="list-style-type: none"> a. Identifies SRP processing requirements by reviewing TSOP, movement directive, commander's guidance. b. Requests staff elements and subordinate units to provide SRP processing support, as appropriate. c. Coordinates SRP processing support with the appropriate HQ. d. Submits SRP processing requests and deploying personnel rosters to SRP processing support organizations IAW TSOP. <p>3. Headquarters Special Troops publishes SRP processing schedule.</p> <ul style="list-style-type: none"> a. Verifies SRP processing date and time with installation EOC and appropriate supporting organizations. b. Prepares SRP processing schedule for subordinate units based on coordination with installation EOC and supporting organizations. c. Submits SRP processing schedule to S1 officer for approval or modification. d. Distributes SRP processing schedule to all appropriate staff elements and subordinate units. <p>4. Headquarters Special Troops prepares input to commander's overseas orientation.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Identify mission support requirements by reviewing movement directive, deployment information message, commander's guidance, and appropriate CONPLAN/OPLANS. b. Identify characteristics of theater of operations that impact on unit's mission performance, e.g. topography, climate, demographics, political stability, medical threat, traditions, and customs. c. Provide commander's overseas orientation input to S3 officer. 5. Headquarters Special Troops prepares the commander's overseas orientation. a. Verifies staff input for completeness. b. Prepares commander's overseas orientation briefing and supporting material. c. Forwards overseas orientation briefing material to commander or XO.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Deployment Human Resources Support (63-1-4856.63-4856)
 (AR 220-10) (AR 215-1) (AR 220-1)
 (AR 230-1) (AR 25-400-2) (AR 600-8-104)
 (AR 614-185) (AR 614-200) (DA PAM 600-8-2)
 (FM 12-6)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Adjustments to unit strengths and coordination for administrative support are required prior to the battalion's deployment to an overseas site. All subordinate units are deploying as part of the battalion deployment. SRP processing has been completed. The movement directive, deployment information message, RSOP, and movement plan/order are available. The battalion staff continuously receives messages from the installation EOC, ITO, and deployment support organizations, the appropriate HQ, and subordinate units by analog and digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Personnel and administrative services support is provided IAW FM 12-6, AR 614-185, AR 614-200, RSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. S1 officer supervises personnel readiness actions.</p> <ul style="list-style-type: none"> a. Directs personnel screening. b. Recommends to commander cross-leveling actions and disposition of personnel on TDY, attending school, in authorized leave status, and identified as nondeployable. c. Directs recall of personnel temporary duty (TDY), attending school, and in authorized leave status IAW commander's guidance. d. Directs cross-leveling of personnel IAW commander's guidance. e. Coordinates personnel replacement and disposition of excess and nondeployable personnel with higher echelon G1. f. Directs disposition of excess and nondeployable personnel IAW higher echelon G1 instructions. g. Briefs commander and XO on personnel readiness status, as required. <p>2. Headquarters Special Troops performs personnel screening.</p> <ul style="list-style-type: none"> a. Identifies officer and enlisted personnel attending service schools, TDY, and in authorized leave status. b. Recalls personnel TDY, attending school, and in authorized leave status IAW G1's guidance. c. Reports all unfilled school quotas to higher echelon G1. d. Identifies individual deployability criteria by reviewing deployment message. e. Identifies nondeployable personnel by reviewing personnel records, SRP results, and commander's guidance. f. Prepares deployment personnel status report. g. Forwards list of personnel who have completed the SRP process to G1. h. Briefs S1 officer on deployment personnel status. <p>3. Headquarters Special Troops performs cross-leveling of personnel.</p> <ul style="list-style-type: none"> a. Identifies personnel overages and shortages by grade, MOS, and MOS qualification by reviewing personnel status reports. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> b. Verifies personnel overages and shortages by reviewing subordinate units' personnel status reports. c. Redistributes personnel within the battalion based on S1 officer and commander's guidance. d. Transfers nondeployable personnel as directed by higher HQ. e. Recalculates personnel overages and shortages by grade, MOS, and MOS qualification. f. Submits enlisted requisitions. g. Submits officer requisitions. h. Updates SIDPERS records, as required. <p>4. Headquarters Special Troops performs personnel disposition functions.</p> <ul style="list-style-type: none"> a. Forwards copies of movement directive to school commandant(s) for personnel who will join unit in theater upon completion of school. b. Requests disposition instructions for excess and nondeployable personnel from higher echelon G1 Section. c. Reassigns excess and nondeployable personnel IAW higher echelon G1 Section instructions. d. Clears unavailable, nondeployable personnel IAW higher echelon G1 Section instructions. <p>5. Headquarters Special Troops performs personnel replacement functions.</p> <ul style="list-style-type: none"> a. Notify higher higher G1 of shortages. b. Assigns filler personnel IAW G1 guidance. <p>6. Headquarters Special Troops provides personnel services support.</p> <ul style="list-style-type: none"> a. Identifies personnel service requirements by reviewing the movement directive, movement plan/order, deployment message, and RSOP. b. Submits requests for personnel services support from the higher echelon G1, as required. c. Coordinates postal support with supporting Adjutant General (AG). d. Coordinates for recreational equipment and services with the installation Recreational Services Officer. e. Coordinates Red Cross support with the local American Red Cross (ARC) office. f. Coordinates religious support with installation chaplain. g. Coordinates press and home town news releases with the installation PAO. h. Coordinates disposition of privately owned vehicles (POV) and storage of personal property with PMO. i. Appoints subordinate unit Class A agents on battalion orders, as required. j. Closes out unit funds IAW the RSOP. k. Coordinates legal services/support with the servicing Staff Judge Advocate's office. l. Provides personnel services input for the movement plan/order to the S3 officer. <p>7. Headquarters Special Troops provides records management support.</p> <ul style="list-style-type: none"> a. Identifies personnel records to accompany unit to theater of operations. b. Identifies records to be transferred to records holding area. c. Directs units to prepare and maintain abbreviated records. d. Provides records management input for the rear detachment plan to the S3 officer. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Family Assistance Support (63-1-4857.63-4857)
(AR 608-18) (AR 215-1) (AR 608-1)
(FM 100-17)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Requests for family assistance are received from subordinate units and individual families. All subordinate units are deploying as part of the battalion deployment. The family assistance plan, RSOP, and movement plan/order are available. The staff continuously receives messages from the ITO and installation support organizations, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems and courier. The TSOPs are available. This task should not be trained in MOPP4.

TASK STANDARDS: Family assistance support is coordinated and the updated family assistance plan is distributed IAW the RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. S1officer supervises family assistance support activities .</p> <ul style="list-style-type: none"> a. Appoints Family Assistance Officer(s), as required. b. Approves updated family assistance plan. c. Monitors family assistance briefings and activities for compliance with the family assistance plan and commander's guidance. d. Briefs commander, XO, subordinate unit commanders, and rear detachment commander on family assistance requirements and availability of support. <p>2. Headquarters Special Troops coordinates family assistance support.</p> <ul style="list-style-type: none"> a. Identifies family assistance support requirements by reviewing RSOP, subordinate unit reports, and commander's guidance. b. Coordinates family assistance requirements with staff elements. c. Coordinates for input into the family assistance plan update with staff elements. d. Coordinates family assistance support, e.g., Army Community Service (ACS), Army Emergency Relief (AER), Staff Judge Advocate (SJA), and Red Cross, with installation agencies. e. Coordinates with the Chief of ACS and the SJA to conduct or participate in family support briefings IAW installation deployment plan. f. Briefs the staff elements on family assistance requirements and available support. <p>3. Headquarters Special Troops updates family assistance plan.</p> <ul style="list-style-type: none"> a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of family assistance plan. c. Forwards draft copy to S1officer for approval or modification. d. Distributes updated family assistance plan IAW RSOP. <p>4. Headquarters Special Troops provides support to families.</p> <ul style="list-style-type: none"> a. Establishes family assistance briefing site and schedules. b. Prepares family assistance information packet detailing available support. c. Conducts family assistance briefings IAW briefing schedule. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Provides family assistance information packet to families. e. Refers personnel requiring assistance to appropriate agencies. 5. Battalion Family Support Group (FSG) representatives perform family assistance activities. a. Communicate with all unit level representatives at least once every week during deployment. b. Conduct battalion FSG meetings with unit level representatives to address family member concerns. c. Disseminate information through FSG channels.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Deployment Training Support (63-1-4858.63-4858)
 (AR 350-1) (AR 220-1) (AR 220-10)
 (FM 100-17) (TC 25-1) (TC 25-20)
 (TC 25-8)

ITERATION: 1 2 3 4 5 (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Training deficiencies exist within the battalion. Training is required before the battalion deploys to an overseas site. Training status reports are being received from subordinate units. The movement directive, RSOP, movement plan/order, deployment PLAN/OPORD, and deployment message are available. The battalion staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Coordination for deployment training support is accomplished IAW RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. S3 officer supervises deployment training.</p> <ul style="list-style-type: none"> a. Identifies training requirements by reviewing RSOP, movement directive, deployment PLAN/OPORD, deployment message, subordinate unit training reports, and commander's guidance. b. Provides guidance on training requirements and priorities. c. Approves training schedule. d. Monitors training for compliance with training schedule and commander's guidance. e. Coordinates adjustments to the training schedule with appropriate subordinate unit commanders and/or agencies providing training support, as required. f. Verifies personnel have completed training by reviewing subordinate units training reports. g. Briefs commander, staff, and subordinate unit commanders on status of training, as required. <p>2. Headquarters Special Troops publishes deployment training schedule.</p> <ul style="list-style-type: none"> a. Coordinates for training support with staff and subordinate units, as required. b. Submits training support requests to appropriate installation support agencies IAW RSOP and S2/S3's guidance. c. Prepares training schedule for subordinate units based on coordination with supporting organizations. d. Submits training schedule to S3 officer for approval or modification. e. Distributes training schedule to appropriate staff elements and subordinate units using analog and/or digital communications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Perform Deployment Intelligence Support Functions (63-1-4859.63-4859)
 (FM 34-1) (AR 190-13) (AR 380-15)
 (AR 380-19-1) (AR 380-5) (AR 530-1)
 (FM 34-80)

ITERATION: 1 2 3 4 5 (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a deployment warning order and the commander has issued his guidance. COSCOM/TSC headquarters and subordinate units are deploying as part of the battalion deployment. The OPSEC Plan, Physical Security Plan, standing signal instructions (SOI)/standing signal instructions (SSI), movement directive, RSOP, deployment PLAN/OPORD, deployment message are available. The battalion staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems and courier. The TSOPs are available. This task should not be trained in MOPP4.

TASK STANDARDS: Intelligence is disseminated to subordinate units and intelligence support functions are accomplished IAW higher echelon G2 instructions, RSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops implements physical security procedures. <ol style="list-style-type: none"> a. Designates the EOC as a restricted area. b. Provides access roster of personnel authorized access to restricted areas. c. Provides list of authorized classified document couriers, security managers, custodians, and alternates to appropriate HQ. d. Provides a list of area physical security actions taken to appropriate HQ. e. Monitors physical security activities for compliance with Physical Security Plan, RSOP, and commander's guidance. 2. Headquarters Special Troops implements commander's OPSEC program. <ol style="list-style-type: none"> a. Conducts OPSEC analysis to identify OPSEC requirements. b. Updates OPSEC Plan based on analysis. c. Implements the OPSEC Plan. d. Provides feedback on status of OPSEC program to commander and subordinate units. e. Provides OPSEC input to appropriate orders and plans. f. Coordinates for an OPSEC sweep of battalion HQ and subordinate units with installation MI detachment. g. Conducts OPSEC briefings, as required. 3. Headquarters Special Troops provides classified documents and map services. <ol style="list-style-type: none"> a. Identifies classified documents and map requirements by reviewing requests from subordinate units, RSOP, deployment OPLAN/OPORD, and commander's guidance. b. Submits request for classified maps to the higher HQ G2 Section. c. Submits requisitions for classified documents through appropriate channels. d. Distributes classified documents and maps to staff and subordinate units, as appropriate. e. Requests disposition instructions for classified documents not required from higher echelon G2. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> f. Publishes policies and procedures for transfer of classified documents IAW higher echelon G2 instructions. g. Maintains accountability of classified documents. <p>4. Headquarters Special Troops performs personnel security functions.</p> <ul style="list-style-type: none"> a. Identifies security clearance requirements by reviewing RSOP, deployment OPLAN/OPORD, deployment message, and commander's guidance. b. Verifies security clearance of deploying soldiers. c. Submits request for security clearances to higher echelon G2/G3. d. Provides instructions to subordinate units on the removal of unit patches, badges, and unit insignia on clothing and equipment. <p>5. Headquarters Special Troops implements signal security (SIGSEC) procedures.</p> <ul style="list-style-type: none"> a. Provides SIGSEC guidance to staff and subordinate units. b. Monitors all methods of unit communications for compliance with SOI/SSI and RSOP. c. Briefs the S2 and S3 officers on SIGSEC activities. <p>6. Headquarters Special Troops provides intelligence briefings on theater of operations.</p> <ul style="list-style-type: none"> a. Coordinates with commander to identify commander's information requirements. b. Requests current intelligence and background information on the theater of operations from higher echelon G2. c. Conducts analysis of theater of operations by reviewing deployment OPLAN/OPORD and appropriate publications. d. Develops intelligence briefing on theater of operations. e. Submits briefing to S2 and S3 officers for approval or modification. f. Briefs commander, staff, and subordinate units on characteristics of the theater of operations and potential impact on operations. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Deployment Logistics Support (63-1-4860.63-4860)
(FM 100-17) (AR 220-1) (AR 710-2)
(AR 710-3) (AR 725-50) (FM 3-100.4)
(TM 38-250)

ITERATION: 1 2 3 4 5 (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a deployment warning order and the commander has issued his guidance. The movement directive, movement plan/order, deployment message, RSOP, port call messages, subordinate unit Automated Unit Equipment List (AUEL), and OPLAN/CONPLAN, annexes are available. All subordinate units are deploying as part of the battalion deployment. Equipment status reports are being received from subordinate units. The staff continuously receives messages from the installation EOC, ITO, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Deployment logistics support is provided to subordinate units and coordination for requisitioning, issue or cross-leveling of vehicles, supplies and equipment is accomplished IAW RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. S4 officer supervises deployment logistics support activities.</p> <ul style="list-style-type: none"> a. Identifies logistics requirements by reviewing movement directive, deployment message, OPLAN/CONPLAN, and subordinate unit supply, maintenance, and movement status reports. b. Recommends cross-leveling actions to the commander. c. Directs cross-leveling of supplies and equipment IAW commander's guidance. d. Directs disposition of excess supplies and equipment IAW higher echelon G4 instructions. e. Prioritizes equipment requiring support maintenance IAW commander's guidance. f. Submits request to higher HQ staff element for activation of additional unit identification codes (UICs) for deploying elements, as needed. g. Monitors supply and maintenance activities for compliance with movement SOP, appropriate publications, and commander's guidance. h. Monitors movement preparation activities for compliance with RSOP, mobilization plan (MOBPLAN) (RC), movement plans, appropriate publications, and commander's guidance. i. Directs units to turn in keys to unit buildings and areas to rear detachment commander prior to main body departing. j. Briefs commander and XO on logistics readiness status, as required. k. Obtains deployment project code to facilitate rapid supply actions. l. Monitors environmental stewardship protection program procedures. <p>2. Headquarters Special Troops provides supply and services support.</p> <ul style="list-style-type: none"> a. Identifies special equipment and/or clothing requirements by reviewing movement directive, deployment message, and OPLAN/CONPLAN. b. Coordinates issue of special equipment and/or clothing with higher echelon G4, installation Director of Logistics (DOL), and appropriate supporting agencies. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> c. Coordinates emergency calibration of deploying equipment. d. Updates supply requisitions with correct force activity designator (FAD), deployment UICs and deployment ship to address, as needed. e. Verifies all requisitions have been either canceled or updated with a deployment address. f. Coordinates disposition of excess equipment and clothing with higher echelon G4 and/or installation DOL. g. Submits requisitions for containers, MHE, blocking, bracing, and packing materials to appropriate supporting agencies IAW RSOP. h. Provides disposition instructions for excess equipment and clothing to subordinate units. i. Coordinates pick-up of basic and prescribed loads with higher echelon G4 Section or installation DOL. j. Provides instruction for pick-up of basic and prescribed loads to subordinate units. k. Coordinates POL support for movement to A/SPOE with higher echelon G4 or installation DOL. l. Monitors the preparation of basic and prescribed loads for compliance with RSOP, movement plan/order, and commander's guidance. m. Briefs S4 officer, as required. n. Enforces safety procedures IAW TSOP and publications. o. Enforces environmental stewardship protection program procedures. <p>3. Headquarters Special Troops coordinates cross-leveling of vehicles, equipment, and supplies.</p> <ul style="list-style-type: none"> a. Identifies shortages and overages by reviewing subordinate unit's vehicle, equipment, and supply status reports. b. Reallocates vehicles, equipment and supplies within the battalion IAW commander's guidance. c. Submits requisitions for vehicles, equipment, and supplies to higher echelon G4 Section. d. Requests disposition instructions for excess vehicles, equipment, and supplies from higher echelon G4 Section. e. Verifies all equipment transactions have been completed and equipment is properly signed for by reviewing property book and unit hand receipts. f. Updates property book, as required. g. Briefs S4 officer, as required. h. Enforces safety procedures IAW TSOP and publications. i. Monitors environmental stewardship protection program procedures. <p>4. Headquarters Special Troops provides maintenance support.</p> <ul style="list-style-type: none"> a. Identifies maintenance requirements by reviewing RSOP, status reports from subordinate units, and commander's guidance. b. Provides MST support to subordinate units, as required. c. Coordinates for maintenance support, status of vehicles and equipment in support maintenance, disposition of nondeployable vehicles and equipment, and float equipment support with supporting maintenance activity d. Provides instructions on the disposition of nondeployable vehicles and equipment, and float equipment support to subordinate units. e. Coordinates maintenance support at the APOE/SPOE staging area with supporting installation. f. Submits vehicles and equipment to support maintenance IAW S4 officer's instructions. g. Coordinates maintenance support for movement to A/SPOE with higher echelon G4 or installation DOL 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> h. Briefs S4 officer, as required. i. Monitors environmental stewardship protection program procedures. j. Enforces safety procedures IAW TSOP and publications. <p>5. Headquarters Special Troops provides movement support.</p> <ul style="list-style-type: none"> a. Identifies transportation requirements by reviewing RSOP, movement plan/order, and subordinate unit AUELs. b. Verifies that subordinate unit personnel and equipment transportation requirements have been submitted and are accurate by coordinating with unit movement officer (UMO). c. Provides movement and documentation assistance to subordinate unit UMOs, as required. d. Requests scales and materiel handling equipment (MHE) support from DOL, as required and reviewing deployment equipment List (DEL). e. Verifies rail and/or commercial transportation availability and movement schedules for containers and outsize, oversize, or overweight pieces of equipment by coordinating with the UMC. f. Coordinates convoy clearances and special hauling permits with the IC-unit movement coordinator (UMO), as required. g. Submits request(s) for required road march items to supporting supply activity. h. Coordinates subordinate units en route support requirements with the UMC until all known requirements are fulfilled. i. Coordinates for return transportation support for battalion personnel from the SPOE to battalion area with UMC. j. Coordinates advance party and main body personnel transportation requirements to the APOE with appropriate HQ. k. Conducts movement status briefing(s) for the commander, staff, and subordinate commanders, as necessary. l. Briefs S4 officer, as required. m. Monitors environmental stewardship protection program procedures. n. Enforces safety procedures IAW TSOP and publications. <p>* 6. S4 officer coordinates SPOE MA activities.</p> <ul style="list-style-type: none"> a. Monitors staging and processing of vehicles and equipment for compliance with movement order, call forward instructions, and supporting installation officials' instructions. b. Resolves vehicle and equipment processing deficiencies by coordinating with supporting installation officials. c. Coordinates disposition of frustrated vehicles and cargo with supporting installation personnel. d. Verifies arrangement for supercargoes by coordinating with port commander's representatives. e. Briefs S4 officer, as required. f. Monitors environmental stewardship protection program procedures. g. Enforces safety procedures IAW TSOP and publications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Perform Deployment Advance Party Activities (63-1-4861.63-4861)
(FM 100-17) (FM 55-65) (TM 38-250)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a movement warning order for deployment. Subordinate units provide personnel and equipment for the advance party. The movement plan/order, RSOP, advance party plan, and TSOP are available. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier. Logistics and movement support is provided to the advance party by the supporting installation and Military Traffic Management Command (MTMC), respectively. Theater logistics support is provided to the advance party by the combatant commander's designated support organization. This task should not be trained in MOPP4.

TASK STANDARDS: Advance party operations are planned and implemented IAW RSOP, movement plan/order, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops plans advance party operations. <ol style="list-style-type: none"> a. Identifies advance party requirements by reviewing movement order, RSOP, TSOP, and commander's guidance. b. Updates advance party plan IAW commander's guidance. c. Coordinates personnel and equipment for the advance party with staff, COSCOM/TSC headquarters, and subordinate units IAW advance party plan. d. Briefs advance party OIC on advance party requirements and operations. * 2. Advance party OIC supervises advance party predeployment activities. <ol style="list-style-type: none"> a. Identifies advance party support requirements by reviewing advance party plan, movement plan/order, RSOP, S3 officer, and commander's guidance. b. Coordinates advance party logistics and transportation support with S4 officer. c. Coordinates for movement instructions and documentation support with HHC UMO. d. Identifies battalion organization, movement configuration, movement schedule, and ultimate destination by reviewing movement plan/order, subordinate unit DELs, and CONPLAN/OPLANs. e. Identifies planned operational locations and mission support requirements by reviewing CONPLAN/OPLANs. f. Revises advance party plan, as required, in coordination with S3 officer. g. Briefs commander, staff, subordinate unit commanders, and advance party personnel on advance party plan, as required. 3. Advance party deploys through APOE to APOD. <ol style="list-style-type: none"> a. Prepares vehicles for air movement. b. Deploys IAW movement order. c. Performs APOD activities for deployment. 4. Advance party coordinates reception of main body. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. Coordinates for arrival schedule and reception of the main body with arrival airfield control group (AACG). b. Coordinates for movement of personnel to marshaling area with port movement control team (PMCT). c. Coordinate for ship arrival schedule and movement of equipment to (Theater Staging Base (TSB) with port support activity (PSA). d. Provides personnel to port commander for movement of equipment from PSA to marshaling area, as required. e. Provides battalion organization, movement configuration, movement schedule, and ultimate destination to PMCT. f. Coordinates main body logistics and maintenance support requirements with designated supporting organization. g. Briefs commander, staff, and subordinate unit commanders on reception and onward movement plans, as required. <p>5. Advance party coordinates mission operations.</p> <ul style="list-style-type: none"> a. Provides battalion organization, movement configuration, movement schedule, and ultimate destination to appropriate HQ. b. Coordinates for current operational and tactical situation with higher echelon G2 and G3 sections. c. Identifies preliminary liaison requirements with supporting activities. d. Briefs commander, staff, and subordinate unit commanders on operational and tactical situation, as required. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Coordinate Onward Movement (63-1-4862.63-4862)
 (FM 100-17-3) (FM 100-17) (FM 3-100.4)
 (FM 55-65)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion and subordinate unit main bodies have arrived at the APOD. The Advance Party OIC has briefed the commander and staff on the support available in the marshaling/staging area area. The PSA moves the battalion's vehicles and equipment from the SPOD to the marshaling/staging area. Administrative and logistics support is provided by an organization designated by the combatant commander. Movement control element provides movement instructions from the TSB to the TAA. The RSOP and TSOP are available. Movement control element monitors battalion's movement to the TAA. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital means of communication, automation systems, and courier. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The main body arrives in the TAA IAW movement control element instructions and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops supervises onward movement activities. <ol style="list-style-type: none"> a. Coordinates for tactical situation and future operation information with higher echelon staff. b. Provides staff guidance on intransit support requirements and onward movement priorities. c. Establishes liaison with supporting organizations that are providing intransit support and movement instructions. d. Briefs commander, staff, and subordinate commanders, as required. 2. Headquarters Special Troops supervises preparation and movement to Assembly areas. <ol style="list-style-type: none"> a. Consolidates staff input for intransit support and movement instructions. b. Issues movement order/FRAGO and maps IAW commander's guidance. c. Monitors subordinate unit preparation for convoy operations for compliance with movement order/FRAGO. d. Monitors movement of unit. e. Forwards SP crossing reports, check point times and closing reports to supporting movement control element. f. Reports arrival in assembly area to higher echelon staff. g. Monitors environmental stewardship protection program procedures. 3. Headquarters Special Troops coordinates intransit support. <ol style="list-style-type: none"> a. Coordinates human resources support with designated support unit, as required. b. Coordinates medical support with designated medical support unit, as required. c. Briefs commander, staff, and subordinate unit commanders on intransit support. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Headquarters Special Troops coordinates marshaling/staging area logistics support.</p> <ul style="list-style-type: none"> a. Coordinates field feeding and logistics support with designated support unit, as required. b. Provides instructions to subordinate units on inventory, inspection, and property transfer and accountability procedures. c. Identifies maintenance and repair parts requirements by monitoring subordinate unit maintenance status reports. d. Coordinates maintenance and repair parts support with designated support unit, as required. e. Provides instructions to subordinate units on drawing weapons, fuel, ammunition, and supplies required for movement to Assembly Area. f. Briefs commander, staff, and subordinate unit commanders on in-transit support. g. Monitors environmental stewardship protection program procedures. <p>* 5. S4 Officer coordinates movement to Assembly Area.</p> <ul style="list-style-type: none"> a. Coordinates for detailed movement instructions with supporting movement control element. b. Provides movement instructions to S3 officer. c. Monitors supporting units AUEL updates for compliance with appropriate publication, movement order, and SOP. d. Monitors vehicle preparation and rail loading operations for compliance with movement instructions, appropriate publications, and commander's guidance. e. Monitors preparation of movement documentation for compliance with appropriate publications and movement control element instructions. f. Briefs commander, staff, and subordinate unit commanders/UMOs on movement, as required. g. Monitors environmental stewardship protection program procedures. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Rear Detachment Support (63-1-4863.63-4863)
(FM 100-17) (AR 215-1) (FM 3-19.30)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Rear detachment support is required. All subordinate units are deploying/redeploying as part of the battalion deployment/redeployment. The rear detachment plan, RSOP, and deployment/redeployment movement plan/order are available. The battalion staff continuously receives messages from the installation or theater support organizations, the appropriate HQ, and subordinate units by analog and/or digital means of communication, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Rear detachment support is coordinated and the updated rear detachment plan is distributed IAW the RSOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops coordinates rear detachment human resources support. <ol style="list-style-type: none"> a. Identifies human resources support requirements by reviewing the deployment/redeployment movement plan/order, RSOP, and commander's guidance. b. Coordinates rear detachment staffing requirements with staff and subordinate unit commanders. c. Forwards recommendations for rear detachment staffing to commander for approval. d. Coordinates human resources support with higher echelon G1 or installation/theater support organizations, as required. e. Provides human resources support input for the rear detachment plan update to the S3 officer. f. Coordinates family support group assistance with higher echelon G1. g. Briefs the commander, XO, and rear detachment commander on human resources support, as required. h. Coordinates legal support with servicing Staff judge Advocate's office. 2. Headquarters Special Troops coordinates for rear detachment logistics support. <ol style="list-style-type: none"> a. Identifies logistics support requirements by reviewing the deployment/redeployment movement plan/order, RSOP, rear detachment plan, and commander's guidance. b. Coordinates logistics support with higher echelon G4 Section or installation/theater support organizations. c. Provides copies of property book, document register, and related documentation to the rear detachment commander, as required. d. Provides logistics support input for the rear detachment plan update to the XO and S3 officer. e. Briefs the commander, XO, and rear detachment commander on rear detachment logistics support, as required. 3. Headquarters Special Troops updates rear detachment plan. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of rear detachment plan. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes rear detachment plan update IAW RSOP. 4. Headquarters Special Troops provides rear detachment support. a. Requests new classified document access roster and safe access listing for the rear detachment from higher HQ staff element. b. Coordinates changing of combinations for safes and arms room for the rear detachment with higher HQ staff element. c. Assists rear detachment to ensure all classified material not deployed with unit is properly stored, transferred or destroyed.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

“**” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Perform Home Station Rear Detachment Activities (63-1-4864)
(FM 100-17) (FM 12-6) (FM 3-100.4)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion and subordinate units' main bodies are preparing to depart home station. The staff has completed initial coordination for personnel and administrative services and logistics support. Subordinate units have delivered records and files designated by the S1 to the rear detachment. Dependents have been briefed on the availability of support from the installation and rear detachment. The RSOP, movement plan/order, family assistance plan, and rear detachment plan are available. The rear detachment receives home station reception requirements from S2/3 Section. The rear detachment continuously receives messages from the installation and higher echelon HQ by analog and/or digital communications. This task should not be trained in MOPP4.

TASK STANDARDS: Rear detachment activities are performed IAW the rear detachment plan and commander's guidance. (Officer Individual Tasks are for reference only: STP 21-1 & II-MQS is rescinded.)

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Rear detachment commander supervises rear detachment activities.</p> <ul style="list-style-type: none"> a. Identifies rear detachment requirements, policies, and procedures by reviewing the rear detachment plan, family assistance plan, and commander's guidance. b. Conducts inventory and signs for all installation property and equipment transferred into rear detachment from deploying units. c. Publishes a chain of command based on commander's guidance. d. Develops rear detachment program to provide service to soldiers and family remaining in rear. e. Briefs rear detachment personnel on rear detachment plan and command policies. f. Verifies availability of personnel and administrative services, legal support, and logistics support by coordinating with the installation AG, SJA, and DOL. g. Briefs rear detachment personnel on available personnel and administrative services, legal support, and logistics support. h. Monitors family support group activities for compliance with family assistance plan. i. Monitors rear detachment activities for compliance with rear detachment plan. j. Monitors environmental stewardship protection program procedures. <p>2. Rear detachment provides administrative and logistics support.</p> <ul style="list-style-type: none"> a. Coordinates SRP processing of late arrivals and/or replacement personnel with the installation AG. b. Provides split base operations support to the deployed part of the unit. c. Provides administrative, legal, and logistics support to late arrivals and/or replacement personnel IAW rear detachment plan. d. Redirects mail IAW rear detachment plan. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> e. Maintains records and files IAW rear detachment plan and appropriate publications. f. Provides assistance to families IAW the family assistance plan, as required. g. Publishes family support chain of command roster for family member. h. Coordinates reassignment of rear detachment personnel with the installation AG. i. Coordinates inspection and disposition of real property with supporting installation agency, as necessary. j. Conducts physical security inspections of facilities and storage areas. k. Reports damage to facilities and storage areas to PMO and installation engineers. l. Monitors environmental stewardship protection program procedures. <p>3. Rear detachment commander coordinates reception at home station.</p> <ul style="list-style-type: none"> a. Identifies reception requirements by reviewing the RSOP and S2/3 Section instructions. b. Verifies availability of transportation and intransit support by coordinating with the ITO. c. Identifies planned welcoming ceremonies by coordinating with installation support activities and PAO. d. Coordinates for transportation of dependents to the APOD with ITO, as required. e. Notifies dependents of transportation and reception plans. f. Provides S2/3 Section information on transportation, intransit support, and welcoming ceremonies. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-9007.01-0250	Brief to Inform, Persuade, or Direct	STP 21-II-MQS STP 21-I-MQS

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Reconstitution for Redeployment (63-1-4865.63-4865)
(FM 100-17) (AR 700-93) (FM 3-100.4)
(FM 55-65) (TM 38-250) (TM 55-2200-001-12)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a redeployment warning order and the commander has issued redeployment guidance. The battalion and subordinate units are located in the designated assembly area (AA). All personnel are present or accounted for, weapons and sensitive equipment have been secured, and inventories of vehicles, equipment, and supplies have been conducted. Personnel and equipment status reports are being received from subordinate units. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier. The RSOP and redeployment warning order are available.

NOTE: The TAA and RAA may be combined, depending on the size of the theater and the combatant commander's guidance. The redeployment sequence is based on theater constraints and commander in chief's (CINC) guidance. Intermediate steps and actions may be required to supplement TAA and RAA movement, to include further defining RAA activities by establishing a final staging area. This task should not be trained in MOPP4.

TASK STANDARDS: Reconstitution for redeployment is coordinated IAW RSOP and commander's guidance and FM 100-9.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops coordinates cross-leveling of personnel. <ol style="list-style-type: none"> a. Identifies personnel shortages and overages by grade and MOS by reviewing subordinate unit's status reports. b. Reassigns personnel within the battalion IAW commander's guidance. c. Recalculates personnel shortages and overages by grade and MOS. d. Submits personnel requisitions to higher echelon G1 Section. e. Requests disposition instructions for excess personnel from higher echelon G1 Section. f. Assigns filler personnel IAW S1 officer guidance. g. Reassigns excess personnel IAW higher echelon G1 Section instructions. h. Updates SIDPERS records, as required. i. Briefs commander and XO on personnel status, as required. 2. Headquarters Special Troops coordinates cross-leveling of vehicles, equipment, and supplies. <ol style="list-style-type: none"> a. Identifies shortages and overages by reviewing subordinate unit's vehicle, equipment, and supply status reports. b. Reallocates vehicles, equipment and supplies within the battalion IAW commander's guidance. c. Recalculates shortages and overages. d. Submits requisitions for vehicles, equipment, and supplies to higher echelon G4 Section. e. Requests disposition instructions for excess vehicles, equipment, and supplies from higher echelon G4 Section. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Issues vehicles, equipment, and supplies IAW commander and S4 officer's guidance. g. Provides subordinate units disposition instructions for excess vehicles, equipment, and supplies. h. Updates property book, as required. i. Briefs commander and XO on status of vehicles, equipment, and supplies, as required. j. Enforces environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Prepare Redeployment Movement Plan/Order (63-1-4866.63-4866)
(FM 55-1) (FM 100-17) (FM 101-5)
(FM 55-30)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his redeployment guidance and directed that the redeployment movement plan/order be prepared. The XO has assigned staff responsibilities. The S3 officer has staff responsibility for consolidation, publication, and distribution of the redeployment movement plan/order. Movement plan becomes movement order upon implementation. The battalion and subordinate units are located in the TAA. Trained UMOs have been designated and briefed by the S4 officer and/or installation command unit movement officer (ICUMO). The home station rear detachment commander provides information on reception arrangements. The RSOP, TSOP, and higher echelon redeployment movement order are available. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems, and courier. This task should not be trained in MOPP4.

TASK STANDARDS: Redeployment movement plan/order is prepared and distributed IAW FM 101-5, the RSOP and commander's guidance and within the time frame prescribed by the commander or XO.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops provide input to the redeployment movement plan/order. <ol style="list-style-type: none"> a. Identify redeployment requirements by reviewing redeployment movement order, RSOPs, and commander's guidance. b. Identify external support requirements by reviewing redeployment movement order, RSOP, and status reports from subordinate units. c. Identify internal support requirements by reviewing redeployment movement order, RSOP, and commander's guidance. d. Verify availability of required support by coordinating with appropriate battalion elements and/or redeployment support organizations. e. Forward redeployment movement plan/order input information to S3 officer. 2. Headquarters Special Troops coordinates staffing for redeployment teams. <ol style="list-style-type: none"> a. Identifies personnel and equipment requirements for redeployment teams by reviewing RSOP, movement plan/order, and commander's guidance. b. Coordinates redeployment teams requirements with staff. c. Forwards personnel and equipment requirements for redeployment teams to commander and/or XO for approval or modification. d. Incorporates personnel and equipment requirements for redeployment teams into movement plan/order. 3. Headquarters Special Troops coordinates TAA and RAA physical security requirements. <ol style="list-style-type: none"> a. Identifies TAA and RAA physical security requirements by reviewing TSOP, higher echelon redeployment movement order, and commander's guidance. b. Coordinates physical security support with higher echelon G2 and G3 or supporting logistics support organization using analog and/or digital communications. c. Coordinates physical security requirements with subordinate units. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Incorporates TAA and RAA physical security instructions into movement plan/order. 4. Headquarters Special Troops coordinates reception at home station. a. Identifies reception requirements by reviewing RSOP, movement plan/order, and commander's guidance. b. Forwards reception requirements and projected personnel movement schedules to home station rear detachment commander. c. Incorporates planned reception arrangements into the movement plan/order. 5. Headquarters Special Troops prepares movement plan/order. a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares updated copy of movement plan/order. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes movement plan/order update IAW movement plan/order distribution list.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Redeployment Support (63-1-4867.63-4867)
(FM 100-17) (FM 100-10) (FM 3-100.4)
(FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a redeployment movement order. The battalion and subordinate units are located in the TAA and trained UMOs have been designated and briefed by the S4. The battalion commander has issued redeployment guidance. The battalion and higher echelon redeployment movement orders, RSOP, and TSOP are available. The staff continuously receives messages from the appropriate HQ and subordinate units by analog and/or digital communications, automation systems and courier.

NOTE: The term "rear detachment" in Army publications is used to refer to a group of soldiers remaining behind the main body to perform logistical and support activities. In this task the term "theater rear detachment" is used to define unit elements remaining in the theater AO after the main body redeploys. Its mission is to process unit equipment and supplies for return to home station. In this task the theater rear detachment is not a theater-level asset. The term "home station rear detachment" is used to refer to the rear detachment left at the unit's home station during deployment. This task should not be trained in MOPP4.

TASK STANDARDS: Redeployment support is provided to subordinate units and coordination for movement of personnel, vehicles, and equipment to the A/SPOE is accomplished IAW higher echelon redeployment movement order, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops provides personnel and administrative services support. <ol style="list-style-type: none"> a. Identifies human resources requirements by reviewing higher echelon redeployment movement order and commander's guidance. b. Establishes redeployment personnel processing procedures IAW higher echelon guidance. c. Coordinates reassignment of personnel redeploying as individuals with higher echelon G1 using analog and/or digital communications. d. Provides personnel service support, as required. e. Provides administrative support, as required. f. Verifies personnel and finance records have been updated by reviewing subordinate unit records. g. Verifies line of duty investigations have been completed prior to redeployment. h. Processes personnel actions, to include evaluation reports and decorations and awards. i. Coordinates (theater) rear detachment human resources support with higher echelon G1 using analog and/or digital communications. j. Coordinates legal services with servicing Staff Judge Advocate's Office. 2. Headquarters Special Troops coordinates training requirements. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. Identifies training requirements, e.g. weighing and marking, customs inspections, cleaning of vehicles and equipment, and documentation requirements, by reviewing appropriate headquarters redeployment movement order, subordinate unit requests for training support, and commander's guidance. b. Coordinates redeployment training support with higher echelon G2 and G3 using analog and digital communications. c. Notifies subordinate units of scheduled training events. d. Monitors scheduled training events for compliance with appropriate publications and commander's guidance. e. Updates training records, as required. <p>3. Headquarters Special Troops coordinates supply and services support.</p> <ul style="list-style-type: none"> a. Identifies supply and services support requirements. b. Identifies quantities of supplies on-hand by reviewing subordinate unit supply status reports. c. Identifies supplies due-in by reviewing document registers. d. Identifies excess supplies due-in by comparing supply requirements with quantities on-hand and due-in. e. Cancels requisitions for quantities determined to be excess. f. Identifies required supplies arriving after unit is packed for redeployment by coordinating with DS supply organization. g. Verifies all requisitions have been either canceled or updated with a redeployment address ten days prior to redeployment. h. Submits request to redirect supplies due-in after unit is packed to higher echelon G4 or supporting supply activity, as needed. i. Coordinates field feeding and services support with designated support unit, as required. j. Designates date/time when internal supply and service support terminates. k. Provides copies of the unit hand receipts and related documentation to OIC of the (theater) rear detachment, as required. l. Coordinates supply and service support for main body and (theater) rear detachment during movement with higher echelon G4 using analog and digital communications. m. Monitors environmental stewardship protection program procedures. <p>4. Headquarters Special Troops coordinates maintenance support.</p> <ul style="list-style-type: none"> a. Identifies maintenance support requirements by reviewing higher echelon redeployment movement order and commander's guidance. b. Identifies vehicles in organizational and support maintenance by reviewing subordinate unit and battalion maintenance status reports. c. Identifies vehicles available for redeployment by coordinating with battalion and DS maintenance organizations. d. Requests disposition instructions for vehicles and equipment not available for redeployment from higher echelon G4 using analog and/or digital communications. e. Tasks battalion maintenance section to provide MST support in assembly areas, staging areas, and during road movement. f. Designates date/time when organizational maintenance support terminates. g. Coordinates maintenance and recovery support beyond unit's capability with higher echelon S4 or supporting logistics support organization using analog and digital communications. h. Coordinates vehicle cleaning and support with higher echelon G4 or supporting logistics support organization using analog and/or digital communications. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> i. Monitors environmental stewardship protection program procedures. * 5. S4 Officer coordinates redeployment movement. <ul style="list-style-type: none"> a. Identifies redeployment movement requirements by reviewing higher echelon redeployment movement order and commander's guidance. b. Verifies UMD and movement schedules, routes, and location of RAA and staging areas by coordinating with movement control element. c. Develops milestones for planning, packing, loading, and movement operations IAW higher echelon redeployment movement order and commander's guidance. d. Coordinates customs and United States Department of Agriculture (USDA) inspection support with higher echelon G4. e. Monitors supporting units AUDEL updates for compliance with redeployment movement order, and RSOP. f. Monitors subordinate units' preparation of movement, customs, and USDA forms for compliance with redeployment movement order, RSOP, and appropriate publications. g. Monitors supporting units' vehicle and equipment preparation and cleaning for compliance with USDA guidance, RSOP, appropriate publications, and commander's guidance. h. Monitors subordinate units' customs and USDA inspection results for compliance with appropriate publications. i. Monitors subordinate units' movement readiness status for compliance with redeployment movement order and commander's guidance. j. Inspects subordinate units' movement plans/orders for compliance with redeployment movement order and commander's guidance. k. Briefs commander and/or staff on movement readiness status, as required. l. Monitors environmental stewardship protection program procedures. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Perform Redeployment Advance Party Activities (63-1-4868.63-4868)
(FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has received a redeployment movement order. All subordinate units are redeploying as part of the battalion redeployment. The movement plan/order, RSOP, and TSOP are available. The staff continuously receives messages from the redeploying support organizations, the appropriate HQ, and subordinate units by analog and/or digital communications, automation systems and courier. Logistics support is provided to the advance party by the supporting major command (MACOM). This task should not be trained in MOPP4.

TASK STANDARDS: Advance party operations are planned and implemented IAW RSOP, movement plan/order, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops plans advance party operations. <ol style="list-style-type: none"> a. Identifies advance party requirements by reviewing movement order, RSOP, TSOP, and commander's guidance. b. Prepares advance party plan IAW commander's guidance. c. Coordinates advance party personnel and equipment requirements with staff and subordinate units IAW advance party plan. d. Briefs advance party OIC on advance party requirements and operations. * 2. Advance party OIC supervises advance party pre-movement activities. <ol style="list-style-type: none"> a. Identifies advance party support requirements by reviewing advance party plan, movement plan/order, RSOP, and S3 officer and commander's guidance. b. Coordinates advance party logistics and transportation support with the S4 officer. c. Coordinates for advance party movement instructions and documentation support with HHC UMO. d. Identifies battalion organization, movement configuration, movement schedule, and ultimate destination by reviewing movement plan/order, and subordinate unit DELs. e. Revises advance party plan, as required, in coordination with S3 officer. f. Briefs commander, staff, subordinate unit commanders, and advance party personnel on advance party plan, as required. 3. Advance party moves through APOE to APOD. <ol style="list-style-type: none"> a. Prepares vehicles for air movement, as required. b. Deploys IAW movement order. c. Performs APOD activities for redeployment. 4. Advance party coordinates reception of main body. <ol style="list-style-type: none"> a. Coordinates main body arrival schedule and reception with AACG. b. Coordinates inspection and processing procedures with United States Customs Service (USCS) and USDA officials. c. Coordinates for movement of personnel to home station with MTMC, supporting ITO, and/or movement control element representatives. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Provides battalion organization, movement configuration, movement schedule, and ultimate destination to MTMC representatives, supporting installation representatives, and home station UMC. e. Completes required movement documentation ICW MTMC, supporting ITO, and/or movement control element representatives. f. Coordinates main body logistics and maintenance support requirements with supporting installation, as required. g. Assists home station rear detachment with final coordination for welcome home reception activities. h. Briefs commander, staff, and subordinate unit commanders on reception and onward movement plans, as required.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Perform Theater Rear Detachment Activities (63-1-4869)
(FM 100-17) (AR 700-93) (FM 55-65)
(TM 38-250) (TM 55-2200-001-12)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion and subordinate unit main bodies have redeployed. The rear detachment is located in the RAA with the battalion's vehicles and equipment. Vehicles and equipment are prepared for strategic sea movement and are waiting to be called forward to the PSA. S4 has provided copies of the unit hand receipts, document register, and related documents. MCA/MCT provides call forward instructions to the APOE and SPOE. The RSOP, TSOP, redeployment movement order, and (theater) rear detachment plan are available. The (theater) rear detachment continuously receives messages from the theater support organizations, the appropriate HQ, and battalion HQ by analog and/or digital means of communications, automation systems, and courier.

NOTE: The term "rear detachment" in Army publications is used to refer to a group of soldiers remaining behind the main body to perform logistical and support activities. In this task the term "theater rear detachment" is used to define the rear detachment remaining in the theater AO after the main body redeploys. Its mission is to process unit equipment and supplies for return to home station. In this task the theater rear detachment is not a theater-level asset. The term "home station rear detachment" is used to refer to the rear detachment left at the unit's home station during deployment. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Unit's vehicles and equipment are transferred to the PSA and (theater) rear detachment personnel redeploy to home station IAW the (theater) rear detachment plan and redeployment movement order. (Officer Individual Tasks are for reference only: STP 21-1 & II-MQS is rescinded.)

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. (Theater) rear detachment commander supervises (theater) rear detachment activities. <ul style="list-style-type: none"> a. Identifies operational and support requirements by reviewing (theater) rear detachment plan; redeployment movement order; S1/ S4 guidance, and commander's guidance. b. Verifies availability of personnel services, administrative services, legal support, and logistics support by coordinating with supporting organizations. c. Develops an inspection and maintenance schedule IAW (theater) rear detachment plan. d. Monitors levels of personnel, administrative, legal, and logistics support to ensure appropriate levels of support are provided. e. Directs correction of deficiencies noted during USCS and/or USDA inspections. f. Inspects movement and property accountability documentation to verify accuracy IAW (theater) rear detachment plan and appropriate publications. g. Forwards (theater) rear detachment status reports to battalion HQ, as required. h. Briefs commander and/or staff of supporting logistics support organization on (theater) rear detachment activities, as required. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>2. (Theater) rear detachment coordinates logistics support.</p> <ul style="list-style-type: none"> a. Identifies repair parts requirements by reviewing maintenance inspection reports and the document register. b. Identifies supply requirements by conducting inventory of supplies on-hand. c. Forwards requisitions for required supplies and repair parts to supporting logistics support organization. d. Coordinates receipt of supplies and repair parts with the supporting logistics support organization. e. Coordinates field feeding and billeting support with the supporting logistics support organization. <p>3. (Theater) rear detachment maintains vehicles and equipment.</p> <ul style="list-style-type: none"> a. Inspects vehicles and equipment IAW inspection and maintenance schedule. b. Prepares requisitions for repair parts, as required. c. Performs operator and organizational maintenance, as required. d. Coordinates MST support with supporting logistics support organization. e. Cleans vehicles to meet USDA requirements. <p>4. (Theater) rear detachment coordinates movement of vehicles, equipment, and personnel.</p> <ul style="list-style-type: none"> a. Coordinates processing of vehicles and equipment for movement to the SPOE with MCA/MCT and PSA. b. Coordinates redeployment of personnel and processing procedures with MCA/PMCT and DACG. c. Monitors customs and USDA inspections for compliance with the redeployment movement order and appropriate publications. d. Monitors joint PSA inspection to ensure vehicles and equipment meet requirements for strategic sealift. e. Processes vehicles and equipment for movement to the SPOE. f. Redeploys personnel IAW MCA/PMCT and DACG instructions. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-9007.01-0250	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
		STP 21-I-MQS
03-5101.00-0281	Direct the Preparation and Maintenance of Unit Supply Records	STP 21-II-MQS
		STP 21-I-MQS
03-5101.00-0282	Direct the Storage of Unit Supplies, Weapons, Equipment, and Ammunition	STP 21-II-MQS
		STP 21-I-MQS

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
O3-8310.00-9000	Supervise Unit Preventive Medicine and Field Sanitation Procedures	STP 21-II-MQS
O3-9003.03-0001	Supervise the Management of Accident Risk in Unit Operations	STP 21-I-MQS STP 21-II-MQS STP 21-I-MQS

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Coordinate Home Station Activities (63-1-4870.63-4870)
 (FM 100-17) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion has arrived at home station. Main body arrives at home station prior to equipment arrival at SPOD. The battalion receives notification of ship and (theater) rear detachment arrival from the ITO. The maintenance SOP and RSOP are available. The ITO provides movement instructions and convoy clearances. The supporting installation provides intransit logistics support. The battalion staff continuously receives messages from the installation agencies and subordinate units by analog and/or digital means of communication, automation systems, and courier.

NOTE: The term "rear detachment" in Army publications is used to refer to a group of soldiers remaining behind the main body to perform logistical and support activities. In this task the term "theater rear detachment" is used to define the rear detachment remaining in the theater AO after the main body redeploys. The term "home station rear detachment" is used to refer to the rear detachment left at the unit's home station during deployment. This task should not be trained in MOPP4.

TASK STANDARDS: Home station activities are accomplished IAW commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander directs post deployment activities. <ul style="list-style-type: none"> a. Directs preparation of after-action reports. b. Directs inventory and cleaning of vehicles, equipment, and weapons. c. Directs turn-in of hand-receipted and float equipment. d. Approves after-action report. e. Briefs appropriate HQ commander and staff on operations in theater of operations. 2. Headquarters Special Troops performs post deployment activities. <ul style="list-style-type: none"> a. Coordinates personal affairs briefings, such as family and stress briefings. b. Verifies records of deployed soldiers have been updated with deployment information and appropriate personnel actions. c. Processes SIDPERS transactions for redeploying soldiers, if required. d. Coordinates welcome home activities for (theater) rear detachment personnel. e. Maintain personnel assets visibility. 3. Headquarters Special Troops coordinates reception of rear detachment. <ul style="list-style-type: none"> a. Coordinates transportation support for (theater) rear detachment personnel with ITO. b. Verifies arrival schedule and processing requirements by coordinating with AACG. c. Resolves inspection and processing deficiencies by coordinating with MTMC, USCS, and USDA officials. d. Briefs commander and XO on status of rear detachment reception. 4. Headquarters Special Troops coordinates reception of equipment at SPOE. <ul style="list-style-type: none"> a. Identifies transportation requirements by reviewing RSOP, redeployment movement order, and subordinate unit DELs. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> b. Verifies rail and/or commercial transportation availability and schedules for containers and outside, oversize, or overweight pieces of equipment by coordinating with the UMC. c. Coordinates for convoy clearances with the UMC, as required. d. Submits request(s) for required road march items to supporting supply activity. e. Coordinates subordinate units en route support requirements with UMC until all known requirements are fulfilled. f. Coordinates transportation support for battalion personnel to the SPOD with the UMC. g. Conducts movement status briefing(s) for the commander, staff, and subordinate commanders, as necessary. <p>* 5. IC-UMO coordinates SPOD MA activities.</p> <ul style="list-style-type: none"> a. Monitors inventory, inspection, processing, and staging of vehicles and equipment for compliance with movement instructions; convoy clearances; and MTMC and PSA officials' instructions. b. Resolves vehicle and equipment inspection and processing deficiencies by coordinating with PSA, USCS, and USDA officials. c. Coordinates disposition of nonoperational vehicles with supporting installation personnel. d. Reports SPOD status by telephone or radio to S2/S3 Section, as appropriate. e. Provides SP crossing report by telephone or radio to S2/S3 Section, as appropriate. <p>6. Headquarters Special Troops monitors stand-down of vehicles, equipment, and weapons.</p> <ul style="list-style-type: none"> a. Monitors inventory and maintenance status of vehicles, equipment, and weapons for compliance with maintenance SOP, appropriate publications, and commander's guidance. b. Provides vehicle and equipment technical inspection and excess equipment instructions to subordinate units. c. Monitors vehicle and equipment turn-in for compliance with appropriate publications and S4 instructions. d. Briefs commander and XO on status of vehicles, equipment, and weapons. <p>7. Headquarters Special Troops drafts after-action report.</p> <ul style="list-style-type: none"> a. Verifies staff and subordinate unit input for completeness and compliance with commander's guidance. b. Prepares after-action report. c. Forwards draft copy to commander or XO for approval or modification. d. Distributes after-action report IAW commander's guidance. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Direct Integration Activities (63-1-4871.63-4871)
 (FM 100-17-3) (FM 100-17) (FM 100-5)
 (FM 3-100.4) (FM 55-65)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The unit is in the process of deploying following receipt of an OPORD. The unit has arrived at the port of debarkation (POD), moved through the designated marshaling area/staging site, and has closed in the TAA. Prior to onward movement from the staging area, the unit verified that it met mission readiness criteria. The unit initiates command and control procedures with the gaining command. The unit security plan, unit access rosters, TSOP and current maps are available. The unit is deploying as part of a higher echelon deployment. Integration activities are performed day or night under all environmental conditions. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Personnel and equipment are combat ready and integrated into the operational mission of the gaining tactical force commander.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander supervises integration activities.</p> <ul style="list-style-type: none"> a. Directs TOC to be established IAW TSOP. b. Directs analog and/or digital communications link-up into gaining command net. c. Directs Unit HQ to integrate unit security plan into gaining command's operational force protection measure. d. Directs Unit HQ to integrate into the gaining command's CSS system. e. Directs Unit HQ to submit reports IAW gaining command SOPs/OPLANs. f. Provides guidance to staff on corrective actions based on readiness reports from subordinate units. g. Releases consolidated battalion readiness report to higher HQ. h. Monitors environmental stewardship protection program procedures. <p>2. Headquarters Special Troops completes operations integration actions.</p> <ul style="list-style-type: none"> a. Enters tactical analog and/or digital communication nets. b. Establishes COSCOM/TSC and/or battalion tactical operations center (TOC). c. Integrates unit into TAA security plan. d. Directs stationing of subordinate units within assigned area. e. Clarifies operational mission parameters with gaining command. f. Assists subordinate units in correcting readiness deficiencies. g. Submits required reports to gaining command. h. Conducts training as directed by gaining command. <p>3. Headquarters Special Troops performs personnel integration activities.</p> <ul style="list-style-type: none"> a. Submits consolidated personnel status report to higher HQ. b. Monitors status of soldiers with a special status, such as sick or injured. c. Requests replacements, as needed. d. Coordinates medical, personnel, religious, morale, welfare and recreation (MWR), legal, and finance support. <p>4. Headquarters Special Troops performs logistics integration activities.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. Establishes direct support relationships with various support elements in the support structure to include supply, field services, automation maintenance and maintenance. b. Provides CSS support information, to include location of supply and maintenance points, field service support information, and procedures for resupply. c. Submits logistics status report in format directed by gaining command. d. Monitors environmental stewardship protection program procedures. <p>5. Headquarters Special Troops performs information technology integration activities for radio and tactical automation.</p> <ul style="list-style-type: none"> a. Establishes direct support relationship with gaining command for communications security (COMSEC) and system/software security materiel. b. Installs, operates, and maintains local area networks. c. Establishes and operates battalion net control station (NCS). d. Ensures analog and digital communications linkup with higher, adjacent, and supported commands. e. Selects signal sites and provides advice on interference problems. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Plan Battalion Deployment in a Peacetime Environment (63-1-4872.63-4872)
 (FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The higher HQ is operating in a normal peacetime environment at a normal state of readiness. The unit has a wartime mission with a corresponding OPLAN on file. Unit is conducting operational mission and METL training. The unit MOBPLAN (RC), movement plan, recall plan, RSOP, TSOP, security plan, unit access rosters, and current maps are available. The OPLAN calls for higher HQ's subordinate units to deploy as part of the higher HQ deployment. The higher HQ communicates with subordinate units by analog and/or digital means of communications, automation systems, and courier. Peacetime deployment planning activities are performed day or night under all environmental conditions, except NBC.

NOTE: MOBPLANS are required only for RC units. RC-specific task steps and performance measures are annotated "(RC)". This task should not be trained in MOPP4.

TASK STANDARDS: MOBPLAN (RC) and movement plan are completed IAW governing regulations and higher HQ directions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Commander directs deployment planning. <ul style="list-style-type: none"> a. Provides planning guidance to staff and subordinate units. b. Directs S2 and S3 officers to update OPLAN c. Directs S2 and S3 officers to validate MOBPLAN (RC). d. Directs S3 and S4 officers to validate subordinate units' movement plans. e. Directs S2 officer to update security plan. f. Directs XO to update RSOP and TSOP. g. Directs S1 officer to verify SRP activities. * 2. XO coordinates staff planning. <ul style="list-style-type: none"> a. Implements commander's directives in staff planning and policy making. b. Assigns staff responsibilities for updating movement/deployment plans. c. Monitors all staff actions for conformity to commander's guidance. d. Coordinates deployment mission with subordinate unit commanders. e. Coordinates update of RSOP and TSOP. f. Consolidates input from staff for commander's briefing. 3. Headquarters Special Troops analyzes mission. <ul style="list-style-type: none"> a. Identifies specified and implied tasks in the OPLAN. b. Identifies documented policies and procedures. c. Coordinates mission parameters and details with higher HQ. d. Coordinates with S1 officer for personnel analysis of mission. e. Coordinates with S4 officer for logistics and movement analysis of missions f. Updates higher HQ OPLAN. g. Maintains current maps and overlays for all missions for subordinate units. h. Approves MOBPLANS (RC) for subordinate units. i. Briefs commander and staff on deployment mission. 4. Headquarters Special Troops conduct readiness review of subordinate units. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>a. Provides personnel readiness review. b. Performs logistics readiness review. c. Performs OPSEC readiness review. d. Identifies readiness issues. e. Provides recommendations to improve readiness. f. Updates higher HQ RSOP and TSOP. g. Coordinates with supporting active duty readiness organization for support (RC).</p> <p>5. Headquarters Special Troops validates MOBPLAN (RC). a. Verifies mission is current. b. Updates MOBPLAN. c. Confirms annex information is correct. d. Coordinates with S4 for review of logistics portions of plan.</p> <p>NOTE: MOBPLAN is updates annually, or whenever a change occurs in unit mission or structure.</p> <p>6. Headquarters Special Troops validates deployment plans. a. Maintains movement plans for all modes of transportation for the higher HQ. b. Validates equipment status. c. Validates AUEL for subordinate units. d. Coordinates for review of subordinate units and higher HQ movement plans. e. Verifies logistics annexes of MOBPLAN (RC).</p> <p>7. Staff officers supervise staff personnel. a. Direct staff personnel to update RSOP, TSOP, movement plan/order, OPLAN/CONPLAN, and commander's guidance annually or whenever changes in unit mission or structure dictate. b. Verify section input for annual commander's mobilization brief. c. Direct preparation of input to the S4 officer for the update of plans, orders, and commander's brief, as required. d. Identify section requirements for deployment verification checklist.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Supervise Operations Security Program (63-1-4038.63-2038)
(AR 530-1) (AR 380-19) (AR 380-19-1)
(FM 3-19.30) (FM 3-3) (FM 3-4)
(FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion staff support operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents have been forwarded to the commander. The unit, higher, and lower TSOPs are available. Threat may be in the form of conventional or unconventional forces and have the capability of intelligence gathering. OPSEC program is a passive defensive measure. The supporting rear operations element coordinates OPSEC activity throughout the rear area. Higher HQ OPSEC estimate is available. OPSEC teams identify OPSEC weakness and risks by examining unit and CP communications, signatures, tactical deployment patterns, and camouflage. This information with recommended countermeasures is disseminated to the battalion through the higher HQ or supported unit. Simplified Collective Protection Equipment (SCPE) is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and all levels of threat forces attacks. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The OPSEC program is planned and implemented IAW OPORD and TSOP. At MOPP4, performance degradation factors increase OPSEC planning and implementation time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. Headquarters Special Troops plan OPSEC program for current operations.</p> <ul style="list-style-type: none"> a. Identifies established policies and procedures by reviewing TSOP. b. Lists enemy intelligence collection capabilities by extracting information from the higher HQ OPSEC estimates or annex. c. Lists EEFI from higher HQ OPSEC estimate or annex. d. Lists indicators that affect or may compromise the essential elements of friendly information (EEFI). e. Lists all countermeasure requirements by reviewing higher HQ OPSEC estimate or annex and the battalion's operations profile. f. Prepares battalion's OPSEC plan. <p>NOTE: OPSEC Plan should implement CP policies and procedures to overcome or neutralize the enemy's ability to collect information in the areas of communications, intelligence, logistics, and administrative actions.</p> <ul style="list-style-type: none"> g. Disseminates OPSEC plan to all subordinate units using analog and/or digital communications h. Conducts continuous intelligence preparation of the battlefield. <p>2. Headquarters Special Troops implement OPSEC plan.</p> <ul style="list-style-type: none"> a. Enforces COMSEC measures to deny friendly information to the enemy by telecommunication means. b. Enforces electronic security (ELSEC) measures to protect electromagnetic transmissions from enemy identification or location. c. Enforces compromising emanations controls to render enemy detection devices ineffective. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Enforces electronic counter Countermeasures (ECCM) to ensure the battalion's receipt and transmission of information essential to mission accomplishment is not disrupted. e. Enforces information security measures to prevent compromise of classified and unclassified information. f. Enforces physical security measures to prevent espionage, sabotage, or theft at command and control facilities. g. Controls usage of passwords for subordinate and attached units. h. Installs anti virus software on automation equipment for subordinate and attached units.. <p>3. Headquarters Special Troops provide feedback on status of OPSEC program.</p> <ul style="list-style-type: none"> a. Inspect subordinate units' positions for OPSEC effectiveness. b. Inspect battalion's camouflage and concealment measures for compliance with TSOP, OPORD, and current tactical situation. c. Identify OPSEC weakness and recommended corrections by continuously reviewing higher HQ OPSEC updates. d. Coordinate additional support requirements with higher HQ or the supporting unit using analog and digital communications. e. Provide feedback report to commander, staff, and subordinate elements on OPSEC effectiveness. measures using analog and digital communications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes
63-1-4012.63-2012	Plan Area Tactical Operations

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Supervise Nuclear, Biological, and Chemical Defense Operations (63-1-4040.63-2040)
(FM 3-4) (FM 100-10) (FM 3-100.4)
(FM 3-3) (FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. Subordinate units have been deployed. The commander and staff require updated NBC data for current operations and future planning. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The S3 Officer is required to provide command and control of subordinate units during NBC intrusions. Isolated NBC incidents have occurred. Some operational areas have reported contamination. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Operations is maintained at a level that allows thebattalion to sustain momentum of operations. NBC defense measures are conducted IAW NBC defense plan, TSOP, and OPORD. At MOPP4, performance degradation factors increase time required to implement NBC defense operations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops develops NBC defense plan. <ol style="list-style-type: none"> a. Identifies established policies and procedures by reviewing NBC defense portion of the TSOP. b. Identifies NBC threat and recommended countermeasures by analyzing the higher HQ vulnerability analysis and assessment. c. Prepares an NBC defense requirement forecast. d. Coordinates medical mass casualty evacuation and treatment support with the S1 officer and supporting medical element. e. Coordinates alternate methods of conducting mission with the S3 officer. f. Coordinates alternate lines of communications with S3 officer or supporting signal element. g. Coordinates additional and augmented decontamination support with higher HQ staff element using analog and digital communications. h. Develops NBC defense item consumption plan for increased demand. i. Develops personnel, equipment, and facilities decontamination plan. j. Disseminates NBC defense plan to all subordinate units using analog and/or digital communications. k. Monitors environmental stewardship protection program procedures. 2. Headquarters Special Troops directs preparation for NBC defense. <ol style="list-style-type: none"> a. Identifies backup command and control procedures. b. Alerts all NBC defense teams and subordinate companies of impending or actual attack. c. Maintains NBC analog/digital situation map(s) to include potential enemy NBC targets, decontamination site overlays, and predicted contamination overlay. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Directs periodic monitoring by subordinate units of their assigned areas. e. Directs appropriate MOPP level. f. Directs preparation for receiving NBC decontamination augmentations. g. Directs redeployment of units and facilities. h. Monitors environmental stewardship protection program procedures. <p>3. Headquarters Special Troops directs response to initial effects of NBC attack.</p> <ul style="list-style-type: none"> a. Revises MOPP level as necessary. b. Alerts higher, lower, adjacent units of imminent attack using analog and digital communications. c. Reestablishes chains of command and communication, as required. d. Assesses damage to equipment and facilities by analyzing reports from subordinate units. e. Coordinates assistance for subordinate units with higher HQ staff element and supporting rear operations element using analog and/or digital communications. f. Alerts MA and EPW collection points and aid stations of NBC hazards. g. Forwards NBC 1 and subsequent NBC 1 reports to higher HQ staff element and supporting rear operations element using analog and/or digital communications. h. Computes yield and ground zero location. i. Prepares downwind hazard prediction. j. Prepares simplified fallout prediction. k. Forwards NBC 6 report to higher HQ staff element and supporting rear operations element, as appropriate using analog and/or digital communications. l. Provides current status of augmented chemical unit employment, protective measures, and MOPP and operational exposure guidance (OEG) implementation to the HQ staff. m. Monitors environmental stewardship protection program procedures. <p>4. Headquarters Special Troops directs response to residual effects of NBC attack.</p> <ul style="list-style-type: none"> a. Plots NBC 4 report on situation map. b. Forwards NBC 4 report to higher HQ staff element and supporting rear operations element. c. Maintains radiation exposure status. d. Prepares analog/digital contamination overlay(s). e. Predicts contamination duration period. f. Plots NBC 3 report on analog/digital situation map. g. Briefs NBC implications to commander and staff. h. Lists restoration decontamination requirements. i. Recommends survey requirements to S3 officer and HQ NBC Element. j. Coordinates for replacement of chemical personnel and mass casualty handling procedures with the S1 officer. k. Coordinates clearing of obstacles and the use of chemical weapons in denial operations with the supporting engineer and the supporting rear operations elements. l. Directs revised MOPP level as required. m. Coordinates acquisition, storage, and issue of NBC equipment and supplies with the S4 officer. n. Updates NBC defense contingency plan. o. Provides current status of augmented chemical unit employment, protective measures, and MOPP and OEG implementation to the HQ staff. p. Monitors environmental stewardship protection program procedures. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>5. Headquarters Special Troops directs preparation for a friendly NBC strike.</p> <ul style="list-style-type: none"> a. Identifies specific actions by analyzing STRIKEWARN message. b. Provides current situation briefing to commander. c. Directs subordinate units to implement NBC defense protective measures using analog and/or digital communications. d. Monitors environmental stewardship protection program procedures. <p>6. Headquarters Special Troops directs radiological and chemical surveys.</p> <ul style="list-style-type: none"> a. Selects survey techniques. b. Tasks units to provide team(s). c. Formulates turnback dose and dose rates. d. Prepares overlays and/or strip maps to destination point(s). e. Briefs survey team(s) on current situation and information requirements. f. Recommends COA to S3 officer after analyzing survey team(s) data. g. Lists decontamination requirements. h. Monitors environmental stewardship protection program procedures. <p>7. Headquarters Special Troops directs radiological and chemical decontamination.</p> <ul style="list-style-type: none"> a. Identifies degree and extent of hazard(s). b. Establishes an acceptable level of decontamination IAW commander's guidance. c. Directs MOPP gear exchange. d. Identifies areas and facilities for sustainment decontamination. e. Supervises marking of contaminated runoff areas. f. Updates battalion and subordinate units' radiation status. g. Requests replenishment of NBC decontamination equipment and supplies from S4 Section. h. Monitors environmental stewardship protection program procedures. <p>8. Headquarters Special Troops coordinates hasty decontamination.</p> <ul style="list-style-type: none"> a. Directs PMCS before-operations checks on vehicles and equipment. b. Identifies contaminated locations and routes to be taken. c. Coordinates set up assistance with subordinate units and site supervisor. d. Forwards SITREP to higher HQ and supporting rear operations element using analog and digital communications. e. Monitors environmental stewardship protection program procedures. <p>9. Headquarters Special Troops coordinates for detailed equipment and personnel decontamination.</p> <ul style="list-style-type: none"> a. Coordinates with higher and lower units using analog and/or digital communications. b. Coordinates additional support with higher HQ staff element and/or supporting rear operations element . c. Coordinates with supporting NBC element for decontamination priorities of facilities. d. Directs NBC augmentations to designated area. e. Monitors decontamination operations to ensure priority guidance is being followed. f. Provides decontamination status updates to the commander and supporting rear operations element. g. Monitors environmental stewardship protection program procedures. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes
63-1-4012.63-2012	Plan Area Tactical Operations

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Physical Security Measures (63-1-4057)
(FM 3-19.30) (AR 190-13) (FM 3-100.4)
(FM 3-4) (STP 21-1-SMCT) (STP 21-I-MQS)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Higher headquarters's command post are established. Guards report that one to three unidentified individuals have been sighted attempting to infiltrate the CP area. The unit has analog and/or digital communications with higher HQ. The higher HQ OPORD, unit TSOP and higher HQ TSOP are available. Higher HQ support operations have commenced. The intrusion may cause personnel casualties and damage to unit equipment. This task is performed in all environmental conditions, both day and night. The unit is subject to air, NBC, and ground Level I threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Special Troops is not surprised by threat intrusion and the attack is repelled using techniques and procedures outlined in higher HQ TSOP and OPORD. At MOPP4, performance degradation factors may increase reaction times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Headquarters Special Troops prepare command post physical security plan. <ul style="list-style-type: none"> a. Develop procedures for dismount point to control entry of vehicles into the CP area. b. Develop procedures for selecting and manning defensive positions. c. Develop procedures for reporting threat intrusions or sightings. d. Integrate adjacent unit plans into the physical security plan. e. Forward physical security plan to the higher HQ staff element for approval using analog and/or digital communications or messenger. f. Develop procedures for entrance to CP facilities. 2. Headquarters Special Troops supervises guard force. <ul style="list-style-type: none"> a. Tasks appropriate elements to man guard posts in the CP area. b. Establishes communication network that permits access to all guard posts. c. Designate positions and guard post according to CP security plan. d. Designate challenge and password procedures for CP area entrance. * 3. Headquarters Special Troops direct response(s) against saboteurs or terrorists. <ul style="list-style-type: none"> a. Forward incident report to the higher HQ staff element using analog and/or digital communications or messenger. b. Direct perimeter manning level increases as prescribed by the TSOP. c. Maintain a current operations status of the situation. d. Provide continuous situation updates to the higher HQ staff element using analog and/or digital communications or messenger. e. Direct shifting of response force from assembly areas to threat contact area(s). f. Sound "All Clear" signal as soon as attack is over and intruders have been eliminated. g. Direct decrease in manning levels consistent with the tactical situation. * 4. Headquarters Special Troops supervise post-attack activities. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Forwards casualty and damage report(s) submitted by CP guards to the higher HQ. b. Coordinates life support requirements caused by destruction of supplies, equipment, or personnel with the higher HQ staff . c. Coordinates replenishment of destroyed equipment and supplies with the higher HQ G4 using analog and/or digital communications. d. Directs unit elements to continue their assigned missions.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
03-3751.02-5800	Develop Unit Physical Security and Crime Prevention Standing Operating Procedures	STP 21-I-MQS

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Legal Services Support (63-1-0425)
(FM 101-5) (AR 27-1) (FM 3-4)
(FM 3-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced with subordinate elements conducting various activities as part of the overall operations. Legal service activities have increased. The higher headquarters and unit TSOPs and service support orders are available. Staff monitors and conducts operations by radio, telephone, automation, and messenger. SPCE is on hand, or field-expedient and natural shelters are available, whichever applies. Some iterations should be done in MOPP 4. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All CJA support coordinations are completed IAW the TSOP and service support order. At MOPP 4, predesignated support degradation levels are maintained.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops administers the command legal services program. <ol style="list-style-type: none"> a. Provides legal advice to commander on matters that affect the unit's effectiveness, good order and discipline and the morale and welfare of its soldiers. b. Implements commander's decisions on administrative and punitive actions. c. Implements commander's policies for legal services provided to command and soldiers. * 2. Headquarters Special Troops advises the commander and command group on international law and operational law matters, including: <ol style="list-style-type: none"> a. U.S. law and policy, memoranda of agreement entered into by U.S. and treaties and protocols entered into by allied, friendly, potentially hostile or enemy countries, countries in the contingency area, or the U.S. b. Broad environmental policies established by strategic or theater operational levels and environmental compliance criteria specific to each country in the contingency area. c. The disposition of criminal and civil law matters under status of forces agreement (SOFA) or other requirement. d. Procedures for handling and caring of EPWs, detained persons, and noncombatants, including those suspected of criminal offenses. e. U.S. policy on conducting business with foreign military commanders, foreign civilian government leaders, and international committees. f. Advice on and coordinating the reporting, documenting, and investigating allegations of violations of the law of war. g. Advice on the development of rules of engagement. h. Coordination with CA on staff procedures for handling and caring for EPWs, detained persons, and noncombatants, and disposition of legal matters raised under SOFA or other requirements. i. Identification of requirements for and initiation of the appointment of required military commissions. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>j. Review of OPLANs/OPORDs and warning orders to ensure compliance with treaties, established international protocols, applicable laws and regulations, and the commander's instructions.</p> <p>3. Headquarters Special Troops advises commander on criminal law matters, including:</p> <ul style="list-style-type: none"> a. Military justice matters that affect the unit or as required with Article 6, UCMJ (10 U.S.C. 806. b. Civilian criminal matters that affect the unit or as required under applicable U.S. laws and regulations and international agreements. c. The administration of nonjudicial punishment proceedings under Article 15, UCMJ. d. Disposition of criminal law matters. <p>4. Headquarters Special Troops advises the commander on administrative and contract law matters, including:</p> <ul style="list-style-type: none"> a. The disposition of administrative actions that effect the command. b. The requirements for and appointment of investigating officers and board of officers UP AR 15-6 and other regulations and directives. c. Operational orders to ensure designation therein of responsibility and authority for procuring, contracting for, and disbursing offshore and locally acquired supplies and services. d. The DA policy for war trophies and war trophy firearms. e. The procedures for the disposition of captured military and public property. f. Operational orders to ensure procedures are established to requisition goods and services, and to capture, take, care for, and use public, private and enemy military property. g. Identification and reporting of potential ex gratia claims. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Prepare Continuity of Operations Plan (63-1-4024.63-2024)
(DA PAM 710-2-2) (AR 380-19) (AR 530-1)
(FM 10-27-2) (FM 10-27-3)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has directed that the Continuity of Operations Plan be prepared. The staff estimates have been approved and the commander has provided his decision and concept of operations. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Current status of the support automation system is known. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: COOP provides policies and procedures to maintain continuity of operations in the event of automated systems failure IAW TSOP and OPLAN. At MOPP4, performance degradation factors increase COOP completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Special Troops Headquarters provide procedures for backup data storage. <ol style="list-style-type: none"> a. Coordinates with the supporting Automation Management Office to determine specific elements providing backup ADP equipment support for operations under the COOP using analog and digital communications. b. Provides instructions for storing magnetic backup media at a location other than the current operational site. 2. Special Troops Headquarters provide short term power outage measures. <ol style="list-style-type: none"> a. Provides instructions for processing high-priority requests. b. Provides instructions for processing low-priority requests. c. Provides instructions for updating records when system is operational again. 3. Special Troops Headquarters provide long-term outage measures. <ol style="list-style-type: none"> a. Provides instructions for processing low-priority requests. b. Provides instructions for processing high-priority requests on a post-post basis. c. Provides instructions for setting up manual stock records. 4. Special Troops Headquarters coordinate user-level assistance. <ol style="list-style-type: none"> a. Coordinates troubleshooting subordinate unit equipment with supporting automation support element to determine problem areas and solutions. b. Coordinates request for software replacement with supporting automation support office using analog and digital communications. c. Coordinates limited maintenance hardware support with supporting automation support office using analog and digital communications. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Coordinates user-level sustainment training with supporting automation support office using analog and digital communications. e. Integrates databases for new units. f. Coordinates automation support assistance visits for subordinate and attached staffs and units. <p>5. Special Troops Headquarters provide for continuity of ADP operations.</p> <ul style="list-style-type: none"> a. Identifies ADP backup unit for subordinate and attached units in coordination with supporting automation support office. b. Coordinates instructions for operators in backup procedures. c. Monitors execution of subordinate units' COOPs for compliance with battalion's COOP. d. Provides commander the status of automated systems. <p>6. Special Troops Headquarters format COOP.</p> <ul style="list-style-type: none"> a. Consolidates COOP information into the proper format. b. Forwards COOP to the Commander for approval or modification. c. Forwards approved COOP to all subordinate and attached units and higher HQ. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Coordinate Internal Logistics (63-1-4025.63-2025)
(AR 710-2) (AR 220-1) (DA PAM 710-2-2)
(FM 10-27-4) (FM 3-100.4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Battalion staff support operations have commenced. Requirements are being generated within the battalion. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. SCPE is on hand for use if required by the staff personnel. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and all levels of threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Battalion internal supply, maintenance, field services, and transportation operations are coordinated IAW the TSOP and OPORD. At MOPP4, performance degradation factors increase operational completion times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops coordinates battalion maintenance operations. <ol style="list-style-type: none"> a. Consolidates subordinate units' maintenance reports to analyze overall battalion equipment readiness. b. Provides equipment status reports to commander and other battalion staff for mission planning purposes. c. Monitors maintenance management system automated data output to assist in forecasting requirements and analyzing performance indicators. d. Coordinates current or anticipated maintenance problems with other staff personnel and subordinate units using CSSCS. e. Monitors subordinate units' PLL to ensure levels are consistent with requirements established in the TSOP. f. Coordinates recovery and evacuation assets with subordinate units to ensure the timely recovery and evacuation of all equipment using analog and/or digital communications. g. Monitors controlled substitution program within the battalion to ensure compliance with guidance and priorities established by the commander. h. Coordinates priority of maintenance efforts and repair time guidelines with the battalion staff personnel and subordinate units using analog and/or digital communications. i. Provides current material readiness briefing to commander and XO, as required. j. Monitors environmental stewardship protection program procedures. k. Conducts logistics preparation of the battlefield. 2. Headquarters Special Troops coordinates battalion supply activities. <ol style="list-style-type: none"> a. Monitors subordinate units' supply operations to ensure compliance with TSOP and applicable regulations. b. Processes requests for replenishing basic loads to verify requirements and accuracy. c. Maintains data on available usage and required rates of Class III and V. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Monitors Class V resupply activities of subordinate units to ensure compliance with established issue controls. e. Monitors battalion Class III resupply activities to ensure compliance with established issue controls. f. Coordinates schedules and methods of distribution between subordinate and supporting units using analog and/or digital communications. g. Coordinates receipt and disposition of captured enemy equipment with battalion staff personnel. h. Maintains property book records of subordinate elements and any separate elements operating in the battalion area of responsibility. i. Records adjustments, issues, turn-ins, property losses, and status reports using Standard Property Book System-Redesign (SPBS-R) programs. j. Calculates consumption rates for MOPP gear and decontamination supplies. k. Manages items on the commander's tracked items list. l. Monitors environmental stewardship protection program procedures. <p>3. Headquarters Special Troops coordinates battalion field services.</p> <ul style="list-style-type: none"> a. Forwards battalion field feeding plan to all organic and attached elements using analog and digital communications. b. Inspects subordinate units' field fielding operations and ration storage areas to ensure compliance with feeding plan and sanitation regulations. c. Coordinates field service requirements for all subordinate units with higher HQ staff element or supporting field services element using analog and digital communications. d. Designates salvage collection points. e. Controls evacuation of salvage IAW TSOP, OPORD, and commander's directives. f. Submits requests for MA items to higher HQ staff element or supporting MA element using analog and digital communications. g. Coordinates water requirements for all subordinate units with higher HQ staff element or supporting water element using analog and/or digital communications. h. Provides food service and field services status briefing to the commander and XO, as required. i. Monitors environmental stewardship protection program procedures. <p>4. Headquarters Special Troops coordinates battalion transportation requirements.</p> <ul style="list-style-type: none"> a. Consolidates transportation requirements for all subordinate units. b. Coordinates battalion administrative transportation requirements with higher HQ staff element or supporting movement control element using analog and/or digital communications. c. Requests road clearances for movement of supplies, equipment, or personnel from supporting movement control element using analog and/or digital communications. d. Coordinates transportation for EPW evacuation with the supporting MP element in coordination with higher headquarters staff. e. Coordinates transportation assets for evacuation and hospitalization of casualties resulting from NBC warfare with higher headquarters staff. f. Updates load plans for the battalion HQ in coordination with the HQ company commander. g. Inspects subordinate units' load plans to ensure compliance with TSOP and commander's directives. h. Provides internal transportation status report to commander and XO, as required. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
i. Monitors environmental stewardship protection program procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
03-4976.90-0501	Prepare a Materiel Condition Status Report	STP 21-II-MQS
03-5101.00-0006	Conduct a Report of Survey	STP 21-II-MQS
03-5101.00-0281	Direct the Preparation and Maintenance of Unit Supply Records	STP 21-II-MQS
03-5101.00-0282	Direct the Storage of Unit Supplies, Weapons, Equipment, and Ammunition	STP 21-II-MQS
03-5104.00-0007	Supervise Graves Registration Support	STP 21-II-MQS
03-5104.00-0026	Plan Graves Registration Support	STP 21-II-MQS
03-5105.00-0002	Direct Field Feeding Operations	STP 21-II-MQS
03-4995.90-0010	Direct Vehicle and Equipment Recovery Operations	STP 21-II-MQS
03-8310.00-9000	Supervise Unit Preventive Medicine and Field Sanitation Procedures	STP 21-II-MQS

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Provide Human Resources Support - Personnel Services (63-1-4042.63-2042)
 (FM 12-6) (DA PAM 600-8-1) (FM 3-3)
 (FM 3-4) (FM 8-10)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog device. The unit, higher, and lower TSOPs are available. Subordinate units' battle rosters have been received. Casualties, transfers, and EPW cause personnel actions and adjustments. SCPE is on hand. The S1 Section operates in field expedient and natural shelters under reduced manpower conditions when appropriate. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: PSS actions are processed at 95 percent accuracy within 24 hours of receipt of request. All PSS activities are conducted IAW TSOP and OPORD. At MOPP4, PSS is reduced to minimum actions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops performs personnel accounting and strength reporting (PSAR). <ol style="list-style-type: none"> a. Consolidates subordinate units' strength reports. b. Cross-checks casualty witness statements, medical aid stations, and MP straggle control point reports to confirm casualty and/or duty status of individual(s). c. Updates battalion battle roster to reflect current status of all battalion's soldiers. d. Prepares strength management report IAW TSOP and FM 12-6. e. Briefs strength management to commander and staff. f. Forwards PSAR-Part 1, Personnel Daily Summary through command channels to higher HQ Personnel Section using analog and/or digital communications. g. Forwards PSAR-Part 2 Personnel Requirements Report through AG channels to supporting servicing agency using analog and/or digital communications. h. Prepares wartime SIDPERS transactions IAW DA Pam 600-8-1. i. Inspects SIDPERS personnel transaction registers to resolve strength imbalances. 2. Headquarters Special Troops processes replacements. <ol style="list-style-type: none"> a. Establishes a replacement receiving point. b. Assigns replacements based on unit requirements, priority of requirements, and MOS. c. Prepares arrival transactions and data cards. d. Briefs replacements on unit assignment and tactical situations. e. Updates battle roster. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>f. Coordinates transportation for replacements to assigned units with the subordinate elements using analog and/or digital communications.</p> <p>3. Headquarters Special Troops processes casualty feeder reports.</p> <ul style="list-style-type: none"> a. Verifies casualty feeder reports and witness statements from subordinate units for accuracy and completeness. b. Corrects casualty status and identifies data based on input from supporting medical and MA elements. c. Prepares SIDPERS deceased transaction and a SIDPERS organization strength report change for all KIAs and MIAs (after 90 days). d. Forwards casualty data and transactions to higher HQ S1 Personnel Section using analog and/or digital communications. <p>4. Headquarters Special Troops prepares internal CHS plan.</p> <ul style="list-style-type: none"> a. Coordinates with supporting medical element for assistance in preparing the battalion CHS plan. b. Coordinates with supporting medical element for routine evacuation, emergency evacuation, and hospitalization of sick or injured personnel. c. Coordinates with supporting medical element for locations of medical and dental facilities. d. Coordinates with supporting medical element to determine procedures for requesting medical evacuation support, and the transportation of RTD personnel to assigned units. e. Coordinates probability and impact of NBC related casualties with battalion NBC personnel. f. Coordinates CHS for mass casualties or NBC attack with higher HQ Staff element and supporting medical element. g. Forwards internal CHS plan to XO for approval. h. Disseminates internal CHS plan to all subordinate units using analog and digital communications. <p>5. Headquarters Special Troops coordinates internal CHS.</p> <ul style="list-style-type: none"> a. Calculates probable internal CHS requirements. b. Coordinates schedules, locations, and capabilities with supporting medical element. c. Monitors routine and emergency treatment and evacuation procedures to ensure compliance with the battalion TSOP and instructions from supporting medical element. d. Monitors battalion preventive medicine measures to ensure compliance with TSOP. e. Develops battle stress management plan. f. Monitors implementation of battle stress management plan to ensure HSS is provided to subordinate units. <p>6. Headquarters Special Troops administers EPW program.</p> <ul style="list-style-type: none"> a. Identifies collection sites within the battalion and those operated by supporting MP element. b. Coordinates evacuation with supporting MP and medical elements. c. Forwards captured enemy medical material to the S4. d. Coordinates CHS requirements with the supporting medical element using analog and digital communications. e. Procures collection point(s) guards from subordinate units. f. Coordinates evacuation of EPW from the battalion area to MP collection point with S2/S3 Section. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Human Resources Support - Administrative Services (63-1-4043.63-2043)
(AR 600-8-1) (AR 27-10) (AR 600-8-22)
(DA PAM 600-8-1) (DD MANUAL 4525.6-M) (FM 12-6)
(FM 14-100)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Support operations have stabilized. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Administrative support activities have increased. Subordinate units are requesting morale, welfare, and recreation support. The unit, higher and lower TSOPs are available. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All administrative actions are processed and forwarded IAW TSOP and OPORD within the time prescribed. All morale support resources are employed in a manner that enhances and sustains soldier morale within the battalion. At MOPP4 performance degradation factors increases time required to perform administrative actions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops provides mail service. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains current locations of all subordinate units. c. Collects mail from supporting postal activity for all subordinate units. d. Sorts mail by unit and location. e. Delivers all mail to subordinate units. f. Returns all undelivered mail to supporting postal activity. 2. Headquarters Special Troops operates distribution center. <ol style="list-style-type: none"> a. Collects correspondence from all subordinate units. b. Forwards all correspondence to appropriate elements. c. Secures classified materials IAW local directives and TSOP. 3. Headquarters Special Troops processes promotion recommendations. <ol style="list-style-type: none"> a. Forwards all promotion requests to higher HQ S1 Section and servicing personnel elements using analog and/or digital communications. b. Maintains suspense file on all forwarded promotion actions. 4. Headquarters Special Troops administers awards program. <ol style="list-style-type: none"> a. Inspects incoming award recommendations for accuracy and completeness. b. Forwards all recommendations to higher HQ and supporting personnel elements using analog and/or digital communications. c. Maintains suspense file on all award recommendations. 5. Headquarters Special Troops provides legal support and processes UMCJ actions. <ol style="list-style-type: none"> a. Prepares flagging actions requested by subordinate units. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> b. Processes flagging actions from subordinate units. c. Ensures the commander has Article 15 authority over the offense and accused IAW the UCMJ. d. Prepares judicial and nonjudicial proceedings documents. e. Coordinates with the commander to ensure that evidence supports resolution of the alleged violation of the Uniform Code of Military Justice. f. Coordinates with the detailed Judge Advocate to ensure evidence supports resolution of the violation of the Uniform Code of military Justice. g. Coordinates judicial acts with subordinate commanders. h. Forwards all documents to higher HQ S1 Section using analog and digital communications. i. Processes all appeals. <p>6. Headquarters Special Troops processes personnel and finance actions and SIDPERS transactions.</p> <ul style="list-style-type: none"> a. Verifies changes for accuracy and completeness. b. Prepares SIDPERS input data. c. Forwards all completed actions to higher HQ S1 Section and supporting personnel servicing element using analog and/or digital communications. d. Reports SIDPERS disposition to initiating unit(s) using analog and digital communications. <p>7. Headquarters Special Troops performs administrative functions.</p> <ul style="list-style-type: none"> a. Maintains leave control log. b. Maintains duty rosters. c. Prepares military correspondences. d. Maintains required functional files. e. Forwards all recurring reports to appropriate elements IAW TSOP and OPORD. f. Maintains required regulations, publications, and SOPs IAW TSOP. g. Provides reproduction services. <p>8. Headquarters Special Troops provides MWR support.</p> <ul style="list-style-type: none"> a. Identifies subordinate MWR requirements. b. Identifies supporting MWR capabilities and resources allocated to the battalion. c. Provides recommendation to the commander on prioritization of MWR support to subordinate units. d. Coordinates MWR support deliveries IAW the commander's priorities. <p>9. Headquarters Special Troops coordinates external MWR support.</p> <ul style="list-style-type: none"> a. Coordinates for newspapers, books, magazines, and other publications with higher HQ S1 Section. b. Coordinates for personal sundry items with the supporting supply element. c. Coordinates for musical, tactical PX, rest, and recuperation support with higher HQ S1 Section. d. Coordinates motion pictures and other entertainment with higher HQ S1 Section. e. Coordinates MWR support using analog and/or digital communications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Coordinate Religious Support (63-1-4054)
 (FM 16-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Requests for religious support have been received. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital or analog device. The unit, higher, and lower TSOPs are available. Operations have commenced. Casualties have occurred. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Command and soldier religious support needs are met IAW the TSOP, OPORD, and command directives. At MOPP4, performance degradation factors increase time of religious support activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops develops a religious support plan. <ol style="list-style-type: none"> a. Lists the religious needs of the battalion based on commander's guidance. b. Establishes religious support priorities. c. Coordinates direct and general religious support with higher HQ ministry activity. d. Coordinates for required input for plans and orders. e. Consolidates input to the religious support plan from other staff sections. f. Prepares the battalion religious support plan. g. Disseminates plan to all subordinate units using analog and/or digital communications. 2. Headquarters Special Troops coordinates religious support, to include rites and services. <ol style="list-style-type: none"> a. Monitors casualty data to determine required religious services. b. Coordinates worship services, memorial ceremonies, services for the dead, sacraments, rites, and ordinances. c. Coordinates mass or emergency burials IAW current regulations and directives. d. Coordinates for religious support to battalion headquarters personnel. e. Requests supplies and additional transportation requirements from S4 Section. 3. Headquarters Special Troops coordinates pastoral care to soldiers. <ol style="list-style-type: none"> a. Coordinates pastoral care that counters battlefield shock and trauma. b. Coordinates pastoral counseling that lessens stress and enhance morale. c. Coordinates religious support for battle fatigue cases. d. Coordinates specialized counseling that enhances morale. e. Coordinate pastoral care and counseling to all battalion soldiers. f. Coordinates pastoral care to casualties at battle site(s). * 4. Headquarters Special Troops coordinates advice to the commander on unit morale, moral climate, and religious welfare. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. Coordinates information on morale and moral climate of the battalion that has been personally verified. b. Briefs commander on moral and humanitarian aspects of policies and procedures. c. Notifies commander immediately of policies perceived as unjust by soldiers. d. Notifies commander of disruptive and potential disruptive social patterns. e. Notifies commander of possible violations of the laws of war. f. Advises commander on policies or procedures affecting soldier rights to the free exercise of religion. <p>* 5. Headquarters Special Troops coordinates advice to the commander on ethical issues.</p> <ul style="list-style-type: none"> a. Advises the commander on specific methods of improving the ethical climate within the battalion. b. Briefs commander on ethical aspects of policies and leadership. c. Briefs the commander on soldier training in ethical and moral decision making. d. Emphasizes value of human life, justice, dignity, and truth through sermons, pastoral counseling, and ethical or moral instruction. e. Performs duties as ethical advocate to the commander in the prevention of dehumanizing treatment of friendly troops, EPW and civilians, the violation of codes of morality, illegal acts, desecration of sacred places, and disrespect for human life. <p>6. Headquarters Special Troops coordinates information on indigenous religions.</p> <ul style="list-style-type: none"> a. Advises the commander of the impact of indigenous religion(s) in the battalion's mission. b. Advises the commander in developing friendly relations with local religious bodies and civilians. c. Identifies human welfare needs caused by combat on indigenous population. d. Coordinates alleviation of human welfare needs with HN military and civilian religious institutions. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Conduct Battlefield Stress Reduction and Prevention Procedures (63-1-4303)
(FM 22-51) (AR 385-10) (FM 100-14)
(FM 3-4) (FM 6-22.5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced and are continuous over a prolonged period of time causing stressful situations for staff personnel. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The commander has directed that battlefield stress management procedures be implemented. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Battalion applies techniques that counter degradation of morale, training, and physical condition of battalion staff personnel in performance of the mission. At MOPP4, performance degradation factors increase implementation time of stress prevention measures. (Officer Individual Tasks are for reference only: STP 21-1 & II-MQS is rescinded.)

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Commanders and leaders perform stress prevention actions. <ul style="list-style-type: none"> a. Issue warning orders, OPORDs and FRAGOs to the lowest possible level using analog and/or digital communications or BFACS. b. Provide entire staff an accurate assessment of the friendly and enemy situations. c. Brief commander's intentions to all battalion staff personnel. d. Speak positively concerning the battalion's missions, purpose, and abilities. e. Encourage a positive attitude throughout the battalion staff. f. Employ an information dissemination plan designed to quell and prevent rumors. g. Inform personnel of availability of religious support. * 2. Commander and leaders implement sleep plan. <ul style="list-style-type: none"> a. Coordinate with HQ company for a safe and secure area away from vehicles and other high-noise activities. b. Develop sleep plan. c. Adjust sleep plan as dictated by tactical situation. * 3. Staff element leaders implement task rotation or restructuring procedures. <ul style="list-style-type: none"> a. Cross-train staff personnel on all critical tasks. b. Develop a plan for rotation of staff personnel between demanding and nondemanding tasks. c. Assign two staff members to function independently on tasks requiring a high degree of accuracy. d. Adjust task rotation policies and procedures to the tactical situation. * 4. Staff element leaders implement stress-coping and management techniques. <ul style="list-style-type: none"> a. Integrate new members into the staff elements immediately. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Implement a buddy system to observe signs of stress or BF among staff members and leaders. c. Provide instruction on relaxation techniques to all staff personnel. d. Conduct routine after-action stress briefings. * 5. Commander and leaders implement treatment techniques. a. Develop a plan to deal with mild, seriously-stressed, or BF cases. b. Assign staff members who show signs of stress or BF to simple tasks. c. Direct staff members to be supportive of BF or stressed personnel. d. Direct movement of staff members showing no signs of improvement to supporting medical facilities. e. Refer for medical evaluation those staff members showing signs of serious stress or BF. f. Reintegrate RTD staff members into their specific element or section. 6. Staff personnel employ stress prevention measures. a. Maintain a positive attitude concerning the unit's mission, purpose, and abilities. b. Comply with the commander's sleep plan. c. Identify signs of stress or BF in other staff members. d. Provide immediate buddy aid support. e. Report signs of stress or BF of other staff members to immediate supervisor. f. Accept new unit members immediately. g. Practice relaxation techniques at appropriate times and places. h. Participate in buddy system and after-action stress debriefings.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
03-9001.14-0002	Motivate Subordinates to Accomplish Unit Missions	STP 21-II-MQS
03-9001.15-0003	Develop a Unit Counseling Program	STP 21-I-MQS STP 21-II-MQS
03-9001.12-0002	Communicate Effectively	STP 21-I-MQS STP 21-II-MQS
S3-9001.18-0002	Minimize Combat Stress	STP 21-I-MQS STP 21-II-MQS

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Perform Risk Management Procedures (63-1-4326)
(FM 100-14) (AR 385-10) (FM 101-5)
(FM 3-3) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Safety hazards for personnel and equipment exist. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital/analog device. The unit, higher, and lower TSOPs are available. The unit is deployed in a tactical environment supporting combat operations. Hazards increase as operations intensify. This task is performed under all day and night environmental conditions. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All potential safety problems for tasks are identified and either reduced or eliminated. At MOPP4, performance degradation factors increase risk management implementation times.(Officer Individual Tasks are for reference only: STP 21-1 & II-MQS is rescinded.)

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Commander and leaders identify risk or safety hazards. <ul style="list-style-type: none"> a. Identify specified and implied missions or tasks in the OPLAN/OPORD or FRAGO. b. Identify all risks associated with specified and implied missions or tasks. c. Integrate safety into every phase of the planning process. d. Identify the benefits of safety measures to the unit's mission versus the potential cost of risk or safety hazards. e. Conduct continuous assessment of phases of operations for safety and risk reduction. * 2. Commander and leaders evaluate risk or safety hazards identified during operations. <ul style="list-style-type: none"> a. Identify previously executed unsafe acts and their corrective actions. b. Identify all unwarranted risks. c. Compare identified risk to the commander's acceptable risk level based on stated training objectives. d. Calculate projected loss of equipment and personnel from accidents by reviewing historical records. e. Describe operations in terms of its risk level (extremely high, high, medium, low). f. Prepare COA that minimizes risk. * 3. Commander and leaders eliminate or reduce risk and safety hazards. <ul style="list-style-type: none"> a. Select COA that maximizes the operation and minimizes the risk. b. Develop procedures that reduce risk. c. Provide guidance that enhances safety in all phases of operation. d. Prescribe safety and protective equipment that enhances safety and reduces risks. 4. Unit personnel employ safety procedures. <ul style="list-style-type: none"> a. Practice safety procedures during all mission rehearsals and operations. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Correct unsafe acts on the spot. c. Report all risk and safety violations to commander and the battalion safety officer using analog and/or digital communications or appropriate BFACS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Receive the Mission (63-1-4000.63-2000)
 (FM 101-5) (FM 100-10) (FM 63-3)
 (FM 63-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The headquarters receives a warning order with notification of an upcoming operation. The warning order contains the type, time, and location(s) of operation. Upon notification of the mission, the commander briefs the XO. The XO alerts principal and special staff officers to prepare for pending planning process. Unit TSOPs, including higher supported, and lower commands are available. Liaison officers are briefed for specific supported command. Some iterations of this tasks should be performed in MOPP4. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Issue initial guidance, to include the level of detail to which the staff can plan, initial time allocation, disposition of Liaison Officers, authorized movements, and additional tasks the commander wants the staff to accomplish. At MOPP4, performance degradation factors increase completion times for mission receipt phase.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. The Commander and staff conduct initial assessment of the mission.. NOTE: The new mission may come from an order issued by higher headquarters, WARNO, FRAGO, or be derived from an ongoing operation. a. Calculate probable time from mission receipt to mission execution. b. Calculate the time needed to plan, prepare for, and execute the mission. c. Identify the scope for the Intelligence Preparation of the Battlefield (IPB). d. Identify staff estimates already available to assist planning. e. Determine whether to conduct the full Military Decision Making Process (MDMP) or to abbreviate the process. f. Make an assessment of the staff's experience, cohesiveness, and level rest or stress. g. Identify weather and light requirements necessary for planning, rehearsals, and movement. 2. S2/3 Officer issues initial warning order to subordinate units. a. Describes the type of operation. b. Provides general location(s) of operation. c. Establishes the initial time line for planning.. d. Identifies subordinate elements movement requirements.; e. Coordinates dispatch of liaison personnel, as directed.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

ARTEP 63-412-75-MTP

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Conduct Mission Analysis (63-1-4001.63-2001)
(FM 101-5) (AR 530-1) (FM 100-14)
(FM 101-5-1) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The mission is to provide battalion level staff functions to elements assigned or attached to COSCOM or TSC headquarters. The higher HQ OPOD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. Upon receipt of the new mission, the commander briefs the XO. The XO assembles principal staff members in preparation for mission analysis. Current personnel, supplies, and equipment status reports for all subordinate elements are available. Mission analysis is dynamic and continuous; therefore, it is subject to change at anytime based upon new information, changing situations, and change of commander's guidance. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions both Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Mission analysis results in the development of a plan that supports the higher HQ commander's intent and concept of operations. Mission analysis is completed within the time established by the XO. At MOPP4, performance degradation factors increase mission analysis completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. XO supervises staff mission analysis.</p> <ul style="list-style-type: none"> a. Organizes staff to conduct mission analysis. b. Translates major specified and implied tasks to specific objectives based on intent of next two higher command echelons. c. Provides mission analysis guidance to staff based on the commander's guidance. d. Inspects results of staff mission analysis for compliance with commander's guidance. e. Identifies time and place for staff's mission analysis briefing to commander. <p>* 2. Staff Officers conduct preliminary staff mission analysis.</p> <ul style="list-style-type: none"> a. Provide information update(s) to commander on areas that are critical to mission accomplishment. b. Identify mission and intent of commanders of the next two higher HQ. c. Exchange pertinent information that is relevant to new mission with other staff sections. d. Identify tentative force structure and size to be attached or assigned. e. Record specified tasks in higher HQ and supported unit's OPLANs. f. Identify all implied tasks that must be accomplished to perform the overall mission or specified tasks. <p>* 3. S3 Officer provides input for development of higher HQ OPLAN.</p> <p>NOte: COSCOM Special Troops have a S2/3 Officer. TSC Special Troops have a S2 Officer and a S3 Officer.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. Provides information briefing to higher HQ staff element, which includes projected locations of tentative assigned or attached elements, projected requirements, logistics and combat health support plans and special operations. b. Provides current status of assets and task organization to higher HQ. <p>* 4. Staff Officers finalize staff mission analysis.</p> <ul style="list-style-type: none"> a. Select essential tasks that are necessary to accomplish overall mission based on higher HQ commander's intent. b. List all constraints and restrictions on actions and activities. c. List all information relating to the NBC threats on the battlefield. d. Prepare preliminary mission statement. e. Brief staff mission analysis results to commander. <p>* 5. Commander completes mission analysis.</p> <ul style="list-style-type: none"> a. Restates mission in clear, concise statements of tasks in the order they are to be accomplished. b. Provides acceptable levels of risk for mission accomplishment. c. Provides guidance on the parameters for conducting analysis in specific areas. d. States specific COA to be or not to be pursued by the staff. e. Directs S3 to issue warning notice to all subordinate units informing them of pending operations. <p>* 6. XO and S3 perform a time analysis.</p> <ul style="list-style-type: none"> a. Calculate total time remaining before execution of upcoming operations. b. Identify all steps in the command estimate process. c. Assign time limitations for each step in the command estimate process that does not exceed one-third of the total time remaining before execution. d. Disseminate time limitations to all staff sections. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Conduct Intelligence Preparation of the Battlefield (63-1-4002.63-2002)
(FM 34-130) (AR 530-1) (FM 101-5)
(FM 3-4) (FM 34-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander approves the staff's mission analysis and issues his restated mission and planning guidance. The S3 issues a warning notice to subordinate elements. S2 initiates intelligence preparation battlefield (IPB) process. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. Required TSOPs are available. Higher HQ battlefield area evaluations are available and portions are transcribed to the battalion's analysis of the AO. Other information, such as engineer's terrain studies, operational weather forecast, the provost marshal's analysis of route reconnaissance, and civil military conditions are available. The S2 in coordination with S3 has been assigned the responsibility of initiating, coordinating, ensuring completion, and disseminating the analysis of the AO. SCPE is on hand or field expedient and natural shelters are available, whichever applies. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Facts and assumptions are identified about the battlefield environment and the threat that provide focus for the intelligence collection effort, enable staff planning, and development of friendly COA. At MOPP4, performance degradation factors increase IPB completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarter Special Troops Battalion determines information requirements using analog and/or digital devices. <ol style="list-style-type: none"> a. Identifies the amount of detail required within time available. b. Identifies gaps in current intelligence using commander's critical information requirements (CCIR) and commander's intent to set priorities. c. Identifies initial collection requirements. d. Assembles materials and information required to conduct IPB. e. Forwards pertinent information to other staff members. 2. Headquarters Special Troops Battalion defines the battlefield environment. <ol style="list-style-type: none"> a. Identifies the limits of the AO. b. Identifies the limits of the area of interest. c. Coordinates input on the battlefield environment with other command staff sections. d. Identifies significant characteristics of the battlefield environment that affect the specific area of responsibility in coordination with other staff sections. e. Identifies those characteristics of the battlefield that require in-depth evaluation. 3. Headquarters Special Troops Battalion evaluates the battlefield's effects upon COA. <ol style="list-style-type: none"> a. Identifies effects of terrain on the battalion's operations. b. Identifies the effects of weather upon battalion's operations. c. Identifies effects of logistics infrastructure, demographics, economics, and political characteristics upon battalion's operations. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Lists the combined effects of the battlefield environment on friendly COA. e. Identifies the effects of terrain on threat COA. f. Identifies the effects of weather on threat COA. g. Identifies effects of logistics infrastructure, demographics, economics, and political characteristics on threat COA. h. Lists the combined effects of the battlefield environment on threat COA. i. Develops population status overlay, weather analysis matrix, and other overlays, as required, using digital and analog means of intelligence gathering. <p>4. Headquarters Special Troops Battalion evaluates the threat.</p> <ul style="list-style-type: none"> a. Conducts a threat order of battle analysis for each type of conventional or unconventional units that might be faced. b. Develops a threat COA model. <p>5. Headquarters Special Troops Battalion determines threat COA.</p> <ul style="list-style-type: none"> a. Identifies all rational COA available to the threat. b. Prioritizes each available COA. c. Develops a comprehensive, detailed set of threat COA. d. Prepares situation templates for each COA available to the threat. e. Prepares event template. f. Prepares decision support template for rear CP. <p>6. Headquarter Special Troops Battalion prepares analysis of the AO.</p> <ul style="list-style-type: none"> a. Consolidates the IPB data into appropriate format. b. Forwards draft Analysis of the AO to XO for review and approval. c. Makes appropriate changes as instructed by the XO. d. Forwards corrected analysis of the AO to the XO for signature. e. Distributes analysis of AO, as required. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4001.55-0001	Conduct Mission Analysis
63-1-4001.63-2001	Conduct Mission Analysis

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Formulate Feasible Courses of Action (63-1-4003.63-2003)
(FM 101-5) (AR 530-1) (FM 100-14)
(FM 3-3) (FM 3-4) (FM 34-130)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion's analysis of the AO is completed. Higher HQ analysis of the AO are available. Higher HQ COAs are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. Unit, higher, and lower TSOPs are available. Staff gathers all pertinent information needed for their estimates. During this process, the S2 finalizes the IPB. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Feasible COA statements and sketches support the commander's restated mission and formulate parameters for staff estimates. At MOPP4, performance degradation factors increase feasible COA completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops Battalion performs rear area threat evaluation using analog and/or digital devices. <ol style="list-style-type: none"> a. Coordinates with supporting rear operations elements for all current threat information affecting the new AO. b. Identifies threat forces expected to be found in the area of interest. c. Lists all known threat force dispositions, composition, and strength. d. Lists all recent threat activities in the area of interest and influence. e. Develops applicable doctrinal templates for threat forces within the area of interest. f. Prepares an unconventional warfare situation map that shows probable operating areas, encampments, and movement routes for unconventional threat forces. g. Prepares a population status overlay that shows areas with a high potential for civil unrest and/or concentrations of enemy sympathizers. h. Requests intelligence information required to fill gaps identified in the data base from the higher HQ staff element. 2. Headquarters Special Troops Battalion performs threat integration. <ol style="list-style-type: none"> a. Prepares a situation template showing unit and equipment dispositions, frontages, depths, and echelon spacing adjusted for terrain and weather factors. b. Prepares an event template showing named area of interest (NAI) along high-speed avenues of approach into the support area. c. Prepares a decision support template showing points where a decision is required based on threat action and rate of movement. d. Lists threat's most likely COA in their probable order of adoption. e. Coordinates threat integration products with higher HQ staff element. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>3. Headquarters Special Troops Battalion arrays friendly forces, higher HQ, and its subordinate units.</p> <ul style="list-style-type: none"> a. Identifies maneuver forces and their availability in the area of interest. b. Identifies all supporting friendly units in the area of interest. c. Prepares analog/digital map overlay showing array of friendly units based on mission requirements and guidance from the commander. <p>* 4. S3 Officer selects feasible COA.</p> <ul style="list-style-type: none"> a. Identifies specific guidance from the higher HQ OPLAN. b. Identifies tentative arrangements for command, control, and communications. c. Assigns tentative missions consistent with a specific subordinate element's capability. d. Lists a minimum of two feasible COA. e. Briefs commander and XO on the selected COA for approval or revision. f. Disseminates approved feasible COA to all other staff sections using appropriate Battlefield Functional Area Command and Control system. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4001.55-0001	Conduct Mission Analysis
63-1-4001.63-2001	Conduct Mission Analysis
63-1-4002.63-2002	Conduct Intelligence Preparation of the Battlefield

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Develop Intelligence Estimate (63-1-4004.63-2004)
 (FM 34-130) (FM 101-5) (FM 3-4)
 (FM 34-54)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The S3 has disseminated the approved feasible COA. The XO has provided preparation guidance and time limitation for estimates. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. The commander has provided his planning guidance and restated mission. The battalion and higher HQ analyses of the AO are available and are used for transcribing information to the intelligence estimate. The staff continuously receives messages from higher, adjacent, and lower echelons. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Intelligence estimate is prepared within the time prescribed in the preparation guidance and in the format prescribed in the TSOP and/or FM 101-5 (oral/written). At MOPP4, performance degradation factors increase intelligence estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. S2 Officer determines specific information requirements using analog and/or digital devices.</p> <ul style="list-style-type: none"> a. Identifies information requirements by analyzing the commander's restated mission and the analysis of the AO. b. Identifies policies and procedural requirements for obtaining information from the TSOP. c. Identifies PIR/IR gaps. d. Prepares listing of indicators for each PIR/IR. <p>NOTE: List addresses applicable PIR/IR received from higher HQ, threat infiltration activities, possible targets for threat activities, and probable type and size force the threat may use against these targets.</p> <ul style="list-style-type: none"> e. Prepares intelligence collection work sheet that lists all PIR/IR, NAI, indicators, and available collection agencies. f. Requests additional intelligence, based on PIR/IR and current holdings, from collection agencies listed in collection work sheet. <p>2. Special Troops Headquarters assembles required intelligence information.</p> <ul style="list-style-type: none"> a. Extracts required information from current intelligence holdings, such as the S2 workbook, ASAS, situation maps, policy files and journals, and INTSUM. b. Revises intelligence collection work sheets to reflect changes in collection requirements. c. Identifies pertinence of all incoming information in terms of reliability and credibility factors. d. Integrates incoming information into existing files and work sheets. <p>3. Special Troops Headquarters develops reference and paragraph 1, Mission.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. Lists all maps, charts, or other documents required to understand the estimate. b. Transcribes commander's restated mission. <p>4. Special Troops Headquarters develops paragraph 2, Situation and Considerations.</p> <ul style="list-style-type: none"> a. Lists weather report, climatic information, and light data with moon phase. b. Lists the weather effects on visibility, trafficability, personnel, equipment, threat capabilities, and friendly COA. c. Lists the terrain effects on the ability of a force to obtain long and short range observation and direct fire. d. Lists the terrain effects on the terminal impact of direct weapons. e. Lists the terrain effects on concealment from ground and air observations, and cover from direct and indirect fire. f. Lists threat avenues of approach. g. Identifies probable size and type threat force that could traverse the avenues of approach. h. Identifies terrain factors effecting placement of the battalion and subordinate units. i. Summarizes overall effects of terrain on threat capabilities and COA. j. Summarizes overall effects of terrain on battalion's mission and COA. <p>5. Special Troops Headquarters develops Enemy Forces portion of paragraph 2.</p> <ul style="list-style-type: none"> a. Lists all map overlays and previously published documents that show threat situation and positions. b. Lists all threat units by unit designation with organizational structure. c. Summarizes current threat activities that might serve as indicators to future actions. d. Lists threat deviations from known doctrine, practices, and principles of war and known personnel and equipment weaknesses. e. Lists civilian populace attitudes toward friendly and threat forces as they relate to hindrance or accomplishment of the battalion's mission. <p>6. Special Troops Headquarters develops Friendly Forces portion of paragraph 2.</p> <ul style="list-style-type: none"> a. Lists the basic maneuver capabilities to include what, when, where, and in what strength, for each capability. b. Lists conclusions on threat capabilities and probability of adoption of a COA, including rationale. c. Lists limitations that could make the accomplishment of the battalion's mission highly doubtful or impossible. d. List indicators for possible use of air and NBC weapons and DE devices. <p>7. Special Troops Headquarters develops paragraph 3, Analysis.</p> <ul style="list-style-type: none"> a. Analyzes each COA using key considerations. b. Determines advantages and disadvantages of each COA. <p>* 8. Special Troops Headquarters develops paragraph 4, Comparison.</p> <ul style="list-style-type: none"> a. Compares COAs using key considerations. b. Ranks COAs for each key consideration. c. Uses a decision matrix to compare COAs. <p>9. Special Troops Headquarters develops paragraph 5, Recommendations and Conclusions.</p> <ul style="list-style-type: none"> a. Recommends COA based on the comparison. b. Issues deficiencies and risks with recommendation. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4001.63-2001	Conduct Mission Analysis
63-1-4002.63-2002	Conduct Intelligence Preparation of the Battlefield

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Develop Personnel Estimate (63-1-4005.63-2005)
(FM 12-6) (FM 100-10) (FM 101-5)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. The battalion and higher HQ analyses of the AO are available. Tactical and intelligence information is transcribed from the battalion intelligence estimate. The S3 has disseminated the approved feasible COA. The XO has provided preparation guidance and time limitation for estimates. Staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. The personnel estimate is distributed to the battalion staff only. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Personnel estimate is prepared within the time specified in the preparation guidance and in the format prescribed in the TSOP and/or FM 101-5. At MOPP4, performance degradation factors increase personnel estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. S1 Officer determines information requirements. <ol style="list-style-type: none"> a. Identifies information requirements by analyzing the commander's restated mission, analyses of the AO, and higher HQ personnel summaries. b. Identifies policies and procedural requirements by reviewing the TSOP. c. Identifies agencies where required information can be obtained. 2. Headquarters Special Troops assembles required information. <ol style="list-style-type: none"> a. Coordinates tactical and intelligence information requirements with the staff military intelligence personnel. b. Coordinates logistics information requirements with staff logistics personnel. c. Extracts required information from current information holdings, such as S1 workbook, situation maps, policy files, and journals. d. Requests additional information requirements from higher HQ staff element. 3. Headquarters Special Troops drafts references and paragraph 1, Mission. <ol style="list-style-type: none"> a. Lists all maps, charts, or other documents required to understand the estimate. b. Transcribes the commander's restated mission. 4. Headquarters Special Troops drafts paragraph 2, Situation and Considerations. <ol style="list-style-type: none"> a. Prepares brief summary that references the appropriate intelligence document. b. States the effects of the intelligence situation on personnel activities. c. Lists disposition of all units that influence personnel activities. d. Lists all COA provided by the S3 officer. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>e. Lists disposition of logistics units and installations that have an effect on the personnel situation.</p> <p>f. Lists projected logistics developments that influence personnel operations.</p> <p>g. Lists disposition of civil affairs units and installations that have an effect on the personnel situation.</p> <p>h. Lists projected civil-military operations (CMO) developments likely to influence personnel operations.</p> <p>i. Prepares troop preparedness situation subparagraph.</p> <p>NOTE: Subparagraph includes: unit strength, maintenance, replacements, noncombat matters, soldier personnel readiness, service support, organizational climate, commitment, and cohesion factors.</p> <p>j. Lists all assumptions based on initial planning guidance.</p> <p>k. Prepares casualty estimate for each COA.</p> <p>5. Headquarters Special Troops drafts paragraph 3, Analysis.</p> <p>a. Lists all COA provided by the S3 officer.</p> <p>b. Lists problem areas, trends, and deficiencies impacting on troop preparedness of each COA.</p> <p>6. Headquarters Special Troops drafts paragraph 4, Comparison.</p> <p>a. Lists advantages and disadvantages of each COA with respect to the accomplishment of the personnel mission.</p> <p>b. Conducts comparative analysis of each COA, to include methods of overcoming deficiencies or modifications required in each COA.</p> <p>7. Headquarters Special Troops drafts paragraph 5, Recommendations and Conclusions.</p> <p>a. States supportability of mission from a personnel viewpoint.</p> <p>b. Selects COA that can be supported from the personnel standpoint.</p> <p>c. Lists major personnel deficiencies that require the commander's attention.</p> <p>d. Recommends specific methods for eliminating or reducing the effects of these major deficiencies.</p> <p>* 8. S1 Officer approves personnel estimate.</p> <p>a. Verifies content for completeness, correctness, and compliance with commander's guidance.</p> <p>b. Presents estimate to commander or XO and staff (oral or written).</p> <p>9. S1 Officer distributes the personnel estimate.</p> <p>a. Incorporates comments, if required.</p> <p>b. Forwards personnel estimate to other staff personnel.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4001.63-2001	Conduct Mission Analysis
63-1-4003.63-2003	Formulate Feasible Courses of Action

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Develop Logistics Estimate (63-1-4006.63-2006)
 (FM 100-10) (FM 101-5) (FM 101-5-1)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The battalion and higher HQ analyses of the AO are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. Tactical and intelligence information is transcribed from the intelligence estimate. The S3 has disseminated the approved feasible COA. The XO has provided preparation guidance and time limitations for estimates. The logistics estimate addresses internal battalion logistics only. The staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. The logistics estimate is distributed to Special Troops battalion staff only. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Logistics estimate is prepared within the time specified in the preparation guidance and in the format prescribed in the TSOP and/or FM 101-5 (oral/written). At MOPP4, performance degradation factors increase logistics estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. S4 Officer determines information requirements using analog and/or digital devices. <ol style="list-style-type: none"> a. Identifies information requirements by analyzing the commander's restated mission, analysis of the AO, and higher HQ logistics summaries. b. Identifies policies and procedural requirements by reviewing the TSOP. c. Identifies agencies and documents where required information can be obtained. 2. Headquarters Special Troops assembles required information. <ol style="list-style-type: none"> a. Coordinates tactical and intelligence information requirements with S2/S3 Section. b. Coordinates personnel information requirements with S1 Section. c. Extracts required information from current information holdings, such as S4 workbook, CSSCS, situation maps, policy files, and journals. d. Requests additional information requirement support from higher HQ staff element. 3. Headquarters Special Troops drafts references and paragraph 1, Mission. <ol style="list-style-type: none"> a. Lists all maps, charts, or other documents required to understand the estimate. b. Transcribes the commander's restated mission. 4. Headquarters Special Troops drafts paragraph 2, The Situation and Considerations. <ol style="list-style-type: none"> a. Prepares brief intelligence summary with appropriate references. b. States the effects of the intelligence situation on internal logistics activities. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>c. Lists disposition of all tactical units that influence internal logistics activities. d. Lists all COA provided by the S2/S3 Section. e. Lists disposition of personnel and administration units and installations that have an effect on the internal logistics situation. f. Lists projected developments within the personnel field likely to influence internal logistics operations. g. Lists disposition of CMO units that have an effect on internal logistics situation. h. Lists developments within the CMO field likely to influence internal logistics operations. i. Prepares a general statement about present equipment on hand, supply status and maintenance posture.</p> <p>NOTE: Statement includes; repair times, posture of maintenance elements, impact of Class VII and IX on maintenance capability, and the status of Class VII items.</p> <p>j. Lists overall status of all classes of supply (obtained from CSSCS) and transportation assets. k. Lists all assumptions based on the initial planning guidance.</p> <p>5. Headquarters Special Troops drafts paragraph 3, Analysis of Courses of Action. a. Calculates the sufficiency of proposed area for internal logistics operations. b. Lists all COA provided by S2/S3 Section. c. Lists logistics and tactical impact for each COA.</p> <p>6. Headquarters Special Troops drafts paragraph 4, Comparison of Courses of Action. a. Lists advantages and disadvantages of each COA with respect to the accomplishment of the internal logistics mission. b. Conducts comparative analysis of each COA.</p> <p>NOTE: Analysis includes methods and modifications for overcoming deficiencies in each COA.</p> <p>7. Headquarters Special Troops drafts paragraph 5, Conclusions. a. States mission supportability from an internal logistics viewpoint. b. Selects best COA that can be supported from an internal logistics standpoint.</p> <p>* 8. S4 Officer approves logistics estimate. a. Verifies content for completeness, correctness, and compliance with commander's guidance. b. Presents estimate to commander or XO and staff (oral or written).</p> <p>9. S4 Officer distributes the logistics estimate. a. Incorporates comments, if required. b. Forwards logistics estimate to S4 for signature. c. Forwards logistics estimate to other battalion staff sections.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4001.63-2001	Conduct Mission Analysis
63-1-4003.63-2003	Formulate Feasible Courses of Action
63-1-4004.63-2004	Develop Intelligence Estimate

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Develop Commander's (Operations) Estimate (63-1-4008.63-2008)
 (FM 101-5) (FM 100-10) (FM 101-5-1)
 (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: All primary staff estimates are completed. Staff has provided its recommended COA in its proponent area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. The higher HQ and battalion's analyses of the AO and NBC Vulnerability Analysis are available. The XO has provided preparation guidance and time limitations for estimates. The battalion staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Commander's (operation) estimate is prepared within the time prescribed in the preparation guidance and in the format prescribed in FM 101-5 or TSOP. At MOPP4, performance degradation factors increase the commander's (operation) estimate completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. Headquarters Special Troops conducts an NBC Vulnerability Analysis.</p> <ul style="list-style-type: none"> a. Identifies potential battalion AO. b. Identifies all pertinent information required to perform the analysis. c. Identifies potential threat nuclear, chemical or biological weapons delivery systems. <p>NOTE: Delivery system information should include probable yield(s) and type agents associated with the threat and the range and location of delivery systems, if known.</p> <ul style="list-style-type: none"> d. Identifies location, size, shape, and posture of all subordinate units being analyzed. e. Selects appropriate vulnerability radii. f. Selects best nuclear vulnerability technique. g. Identifies "worst case" ground zero. h. Estimates fractional coverage. i. Compares estimated percentage of casualties or damage to commander's acceptable loss criteria. j. Recommends COA to decrease unit's vulnerability or increase protection. k. Forwards NBC Vulnerability Analysis to S3 for approval or modification. <p>2. Headquarters Special Troops prepares communications estimate.</p> <ul style="list-style-type: none"> a. Lists the COA provided by the S3. b. Conducts a map reconnaissance to identify communications/automation limitations. c. Identifies current status of all battalion communications/automation equipment. d. Lists terrain factors that may affect communication/automation compatibility or vulnerability. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> e. Lists communications/automation factors that may be affected by the AO, enemy disposition and strength, enemy capabilities, or other information technology activities. f. Coordinates with S4 for the status of incoming communications/automation equipment. g. Coordinates with the supporting communications/automation element to identify the status of all nonoperational equipment. h. Lists advantages and disadvantages of each COA. i. Lists methods to eliminate or overcome all deficiencies. j. Conducts comparative analysis of each COA. k. Selects best COA to accomplish mission from a communications viewpoint. l. Forwards communications estimate to S2/S3 for approval or modification. <p>3. S3 Officer determines information requirements.</p> <ul style="list-style-type: none"> a. Identifies information requirements by reviewing the battalion and higher HQ commanders' restated missions and OPLAN. b. Identifies policies and procedural requirements by reviewing the TSOP. c. Identifies agencies and/or documents where additional information requirements may be obtained. d. Identifies special requirements by reviewing other staff estimates. <p>4. Headquarters Special Troops drafts references and paragraph 1, Mission.</p> <ul style="list-style-type: none"> a. Lists all maps, charts, or other documents required to understand the estimate. b. Lists the commander's restated mission. <p>5. Headquarters Special Troops drafts paragraph 2, The Situation and Course of Action.</p> <ul style="list-style-type: none"> a. Lists the nature of the operations to be supported. b. Lists the composition and locations of assigned or attached elements. c. Lists peculiar or unusual support requirements and other factors pertaining to the force that affect the scope and size of the mission. d. Lists the effects of the AO on the mission. e. Lists all enemy capabilities that are a threat to the mission. f. Lists aspects of the friendly situation that provide the basis for anticipated difficulties in the battalion's capability to provide required headquarters support. g. Lists phases of the operations that require a reassessment of headquarters support. h. Lists special support requirements and the phase of the operations in which they occur. i. Lists special support techniques or procedures required because of tactical operations. j. Lists the effects of logistic, personnel, and CMO situations within the battalion on mission accomplishment. k. Lists all projected difficulties that may influence the accomplishment of the mission. l. Lists all approved feasible COA. <p>6. Headquarters Special Troops drafts paragraph 3, Analysis of Courses of Action.</p> <ul style="list-style-type: none"> a. Identifies the probable effect of each significant difficulty on the success of each COA. b. Prepares a COA matrix showing the advantages and disadvantages of each COA. c. Assigns probability of success to each COA. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>7. Headquarters Special Troops drafts paragraph 4, Comparison of Courses of Action.</p> <ul style="list-style-type: none"> a. Conducts comparative analysis of the COA. b. Selects best COA. <p>8. S3 Officer staffs commander's (operation) estimate for review and comments.</p> <ul style="list-style-type: none"> a. Forwards estimate to other staff personnel for review and/or comments. b. Forwards reviewed estimate to XO for approval or modification. c. Resolves differences in conclusions concerning recommended COA prior to briefing the commander. <p>9. XO and Staff Officers conduct commander's decision briefing.</p> <ul style="list-style-type: none"> a. Organizes staff for commander's decision briefing. b. Briefs commander on all aspects of the commander's (operation) estimate. <p>*10. Commander provides decision and concept of operations.</p> <ul style="list-style-type: none"> a. Modifies staff recommendations, if required. b. Provides guidance for a new COA, if required. c. Approves staff recommendations. d. Translates the selected COA into a statement which describes the, who, what, when, where, how, and why. e. Directs S3 to issue warning order to subordinate units. <p>NOTE: Warning order includes the following minimum information: mission, time of execution, earliest time of movement, time and location of OPLAN issue, and time check.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4004.63-2004	Develop Intelligence Estimate
63-1-4005.63-2005	Develop Personnel Estimate
63-1-4006.63-2006	Develop Logistics Estimate

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Prepare Operations Plan/Operations Order and Annexes (63-1-4009.63-2009)
(FM 101-5) (AR 530-1) (FM 101-5-1)
(FM 21-31)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander's (operation) estimate is approved. The commander has provided his decision and concept of operations. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The XO assigns preparation responsibilities for OPLAN/OPORD and annexes. The S3 officer has staff responsibility for consolidation, publication, and distribution of OPLAN/OPORD and annexes. The battalion staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital means of communications and by courier. OPLAN becomes OPORD upon implementation. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: OPLAN/OPORD and annexes are prepared IAW FM 101-5 within the time prescribed by the commander or XO. OPLAN/OPORD supports and articulates the commander's intent. At MOPP4, performance degradation factors increase OPLAN/OPORD and annexes completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. Headquarters Special Troops drafts Reference, Time Zone Used, and Task Organization sections.</p> <ul style="list-style-type: none"> a. Lists maps, charts, sketches, or other documents used in preparation and required for complete understanding of OPLAN. b. Transcribes time zone consistent with higher HQ OPLAN. c. Lists battalion task organization, time, and effective date. <p>2. Headquarters Special Troops draft paragraph 1, Situation</p> <ul style="list-style-type: none"> a. Lists composition, disposition, location, estimated strength, identification, and capabilities of enemy forces that can influence the battalion's logistics mission. b. Lists in order by higher, adjacent, supporting, and reinforcing friendly forces that influence support operations. <p>NOTE: List consists of units not previously named in the Task Organization.</p> <ul style="list-style-type: none"> c. Lists units attached to or detached from the battalion, with their attachment or detachment effective time, if applicable. d. Lists commander's assumptions that may exist at the time the OPLAN becomes an OPORD. <p>3. Headquarters Special Troops drafts paragraph 2, Mission.</p> <ul style="list-style-type: none"> a. States tasks to be accomplished that address the who, what, when, where and time length of operation. b. States the mission based on the commander's guidance and intent. <p>4. Headquarters Special Troops drafts paragraph 3, Execution.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> a. States the commander's intention in sufficient detail to ensure appropriate actions by subordinate units. b. States the commander's concept of operations for the execution of support mission from start to finish. c. Lists the scheme of support that includes placement, movement, and primary mission of each subordinate unit. d. Lists all details of coordination and control applicable to two or more units of the battalion including troop safety measures, MOPP levels, and restriction on use of chemical weapons. <p>5. Headquarters Special Troops draft paragraph 4, Service Support.</p> <ul style="list-style-type: none"> a. Update battle rosters and personnel status charts to reflect new task organization. b. Develop estimates of injured, sick, and wounded rates. c. Prepare "personnel" portion of paragraph 4, Service Support. d. Provide support instructions, logistics and CHS distribution schemes and other arrangements that support the operations and are of primary interests to subordinate units. e. Reference higher HQ service support paragraph, when it is lengthy and the details are included in higher HQ service support paragraph. <p>6. Headquarters Special Troops draft paragraph 5, Command and Signal.</p> <ul style="list-style-type: none"> a. Lists location of the CP, alternate CP, and liaison requirements different than those stated in TSOP. b. Lists all information technologies including index of the effective SOI/SSI and instructions for the use of local area networks, automation, radio, pyrotechnics, or restriction on the employment of analog or digital communications. c. Provides acknowledgement instructions, commander's signature block, authentication section, and distribution instructions. <p>7. Headquarters Special Troops task organize subordinate units/elements for the mission.</p> <ul style="list-style-type: none"> a. Identifies total support requirements by reviewing the commander's planning guidance and the restated mission. b. Identifies unit availability by inspecting Higher HQ OPLAN. c. Identifies where to reduce or add units or elements by reviewing supported forces scheme of maneuver and terrain factors. d. Organizes subordinate units based on their capability to accommodate the support mission. <p>8. Headquarters Special Troops draft the task organization annex.</p> <ul style="list-style-type: none"> a. Lists each assigned or attached unit and their tentative location and appropriate time of attachment. b. Forwards annex to the S2/S3 for approval or modification. c. Distributes annex to all appropriate staff sections and organic and attached units using appropriate BFACS. d. Attaches task organization annex to the OPLAN/OPORD. <p>9. Headquarters Special Troops draft an operations overlay.</p> <ul style="list-style-type: none"> a. States map reference data, effective date, and purpose of the overlay. b. Lists classification markings and downgrading instructions, if applicable. c. Applies overlay plotting techniques. d. Plots boundaries, supporting, supported, and subordinate units' locations within 50 meters. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Affixes graphic portrayal of axis of advance, supply routes, and unit locations. f. Forwards operations overlay to the S2/S3 for approval or modification using MCS. g. Attaches overlay to the OPLAN/OPORD as an annex. 10. Headquarters Special Troops consolidates staff input. a. Verifies staff input for completeness and compliance with commander's guidance. b. Prepares revised copy of OPLAN/OPORD. c. Forwards draft copy to commander or XO for approval or modification. 11. S3 Officer distributes the OPLAN/OPORD using analog or digital devices. a. Prepares appropriate number copies of OPLAN/OPORD. b. Distributes OPLAN/OPORD to all appropriate staff sections, organic, and attached units using MCS.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4008.63-2008	Develop Commander's (Operations) Estimate

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Develop Road Movement Order (63-1-4010.63-2010)
(FM 55-1) (FM 100-10) (FM 101-5)
(FM 3-3) (FM 55-10) (FM 55-30)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has provided his planning guidance and restated mission. The commander's (operation) estimate with specific COA has been approved. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The S3 officer has staff responsibility for the movement order in coordination with the other staff personnel. The battalion has responsibility for movement of all units assigned or attached to COSCOM/TSC headquarters. Future locations have been identified and coordinated with higher HQ staff element. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Movement order is prepared IAW FM 101-5 and/or TSOP within the time established in the preparation guidance. At MOPP4, performance degradation factors increase road movement order completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops determines additional requirements for movement of subordinate elements. <ol style="list-style-type: none"> a. Identifies adjacent unit boundaries and all other areas of responsibility to be crossed by the battalion's subordinate units. b. Identifies the probable security requirement by reviewing intelligence estimates and summaries. c. Identifies the current mobility status of each subordinate element. 2. Headquarters Special Troops selects tentative march route(s). <ol style="list-style-type: none"> a. Identifies all possible routes by conducting map reconnaissance. b. Identifies possible tactical implications for all possible routes in close coordination with the supporting rear operations element. c. Identifies possible problem areas and road trafficability from engineer road classification overlays and intelligence summaries. d. Conducts comparative analysis of all possible routes. e. Selects best possible route(s). f. Coordinates route selection with higher HQ. g. Forwards route(s) selection to XO/S3 officer for approval or modification. 3. Headquarters Special Troops directs route reconnaissance activities. <ol style="list-style-type: none"> a. Maintains situational awareness at all times. b. Requests MP route reconnaissance overlay. c. Tasks subordinate units to conduct reconnaissance of tentative march routes. d. Briefs HQ company reconnaissance leader. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>e. Monitors movement and activities of all reconnaissance parties to ensure compliance with instructions and TSOP using analog and/or digital communications or MTS.</p> <p>f. Debriefs HQ company reconnaissance leader upon completion of mission.</p> <p>4. Headquarters Special Troops selects specific march route(s).</p> <p>a. Consolidates all route reconnaissance party(s) data.</p> <p>b. Conducts comparative analysis of all data for each tentative route.</p> <p>c. Selects primary and secondary route(s) for each subordinate element.</p> <p>d. Coordinates battalion HQ route with HQ company commander.</p> <p>e. Prepares analog/digital overlays using subordinate unit reconnaissance data.</p> <p>f. Provides reconnaissance and route selection update to the commander.</p> <p>g. Forwards all reconnaissance data to higher HQ, adjacent, and subordinate units using analog and/or digital communications or MTS.</p> <p>5. Headquarters Special Troops coordinates internal support requirements for move.</p> <p>a. Coordinates supply support with subordinate and attached units.</p> <p>b. Coordinates maintenance support with subordinate and attached units.</p> <p>c. Coordinates transportation support with subordinate and attached units.</p> <p>d. Coordinates food service support with subordinate and attached units.</p> <p>6. Headquarters Special Troops coordinates external movement support requirements.</p> <p>a. Coordinates additional external transportation requirements with the responsible movement control agency.</p> <p>b. Coordinates route clearances with responsible movement control agency or supporting rear operations element.</p> <p>c. Coordinates medical treatment and evacuation requirements and procedures with supporting medical element.</p> <p>d. Coordinates security escort, fire support, and CAS requirements with supporting rear operations element.</p> <p>e. Coordinates MP traffic control support with supporting MP element and rear operations element.</p> <p>f. Coordinates decontamination requirements with higher HQ chemical officer.</p> <p>g. Coordinates smoke requirements with higher HQ chemical officer.</p> <p>h. Coordinates external movement support using analog and/or digital communications or MTS.</p> <p>7. Headquarters Special Troops develops overall movement schemes for HQ company.</p> <p>a. Coordinates with HQ company commander for the task organization and order of march for HQ company.</p> <p>b. Debriefs HQ company reconnaissance personnel.</p> <p>c. Prepares road movement table(s), graphs, and overlays for HQ company.</p> <p>d. Coordinates advance/quartering party composition and departure time with the HQ company commander.</p> <p>8. Headquarters Special Troops develops plan.</p> <p>a. Calculates projected support requirements until new operational sites are established by evaluating current supported units' assets.</p> <p>b. Coordinates anticipated requirements with supported units in current AO.</p> <p>c. Provides recommendations for order of movement for companies/detachments and specific shuttling of high priority support assets.</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>d. Establishes notification procedures to alert customers of what facilities will be available during movement.</p> <p>9. Headquarters Special Troops develops overall movement scheme for move.</p> <ul style="list-style-type: none"> a. Identifies the task organization for movement with critical supplies and equipment dispersed throughout all elements. b. Assigns order of march for move by placing elements of critical support items in the first serial. c. Prepares road movement table(s), graphs, and overlays. <p>NOTE: Under MOPP4 conditions, road movement tables should be increased a minimum of 3 times the normal movement time.</p> <ul style="list-style-type: none"> d. Coordinates advance/quartering party composition and departure time with all subordinate units' commanders using analog and/or digital communications or MTS. <p>10. Headquarters Special Troops drafts Reference, Time Zone Used, and Task Organization Sections.</p> <ul style="list-style-type: none"> a. Lists all maps and overlays, charts, or other documents required to understand the order. b. Transcribes time zone used throughout from higher HQ OPLAN. c. Identifies task organization of battalion as directed by S2/S3. <p>11. Headquarters Special Troops drafts paragraph 1, Situation.</p> <ul style="list-style-type: none"> a. Provides weather forecast for duration of move and its effect on route(s). b. Provides terrain analysis and its effects on the move. c. Lists enemy disposition, strength, and capability factors affecting battalion movement. d. Lists all friendly units that provide support to the battalion during the move. e. Lists attachments and detachments initiated for movement purposes only. <p>12. Headquarters Special Troops drafts paragraph 2, Mission.</p> <ul style="list-style-type: none"> a. States those tasks to be accomplished, addressing who, what, when, why, and where. b. Provides overall movement mission statement that includes the purpose of movement and the start times. <p>13. Headquarters Special Troops drafts paragraph 3, Execution.</p> <ul style="list-style-type: none"> a. Provides brief statement on the concept of the move. b. Lists all subordinate elements' taskings required to complete battalion move. c. Lists all coordinating instructions applicable to two or more companies and the battalion HQ. <p>14. Headquarters Special Troops draft paragraph 4, Service Support.</p> <ul style="list-style-type: none"> a. Lists all units and the service support they provide to at least two subordinate units and the battalion HQ. b. Lists all traffic control support that affects at least two subordinate units and battalion HQ. c. Lists the HQ company's service support functions. <p>15. Headquarters Special Troops draft paragraph 5, Command and Signal and the Authentication Section.</p> <ul style="list-style-type: none"> a. Lists position of command group in the HQ company move and the location of battalion HQ during the battalion move. b. Lists CP closing and opening times and new location. c. Lists all analog and digital communications information. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>NOTE: List includes effective SOI/SSI, instructions on the use of analog and/or digital communications, and pyrotechnics, and any restrictions or special communications procedures.</p> <p>d. Lists acknowledgement instructions appropriate signature block, and distribution instructions.</p> <p>16. S3 Officer distributes movement order.</p> <p>a. Coordinates movement order review with other battalion staff sections.</p> <p>b. Forwards draft movement order to the S2/S3 for approval or modifications.</p> <p>c. Distributes approved movement order to appropriate staff sections, subordinate, and attached units using analog and/or digital communications or hard copy format.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
071-326-0515	Select a Movement Route Using a Map	STP 10-92M14-SM-TG STP 21-24-SMCT
071-331-0820	Analyze Terrain	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Develop Occupation Plan (63-1-4011.63-2011)
(FM 101-5) (FM 101-5-1) (FM 10-27-2)
(FM 10-27-3) (FM 3-19.30) (FM 3-3)
(FM 3-4) (FM 5-103)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The XO has assigned responsibility for planning the occupation of new AO to the staff. The S3 Officer has primary responsibility in coordination with other battalion staff personnel. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The battalion TSOP has been updated to accommodate changing procedural requirements. Subordinate units' missions have been identified. Tentative subordinate units and battalion HQ locations have been designated. Current analog/digital situation maps are available. Higher HQ staff element has provided reconnaissance information furnished by units previously located in the general area. Higher HQ and battalion Analyses of the AO are available. Some areas selected may be in or around cities or towns. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Occupation plan is prepared IAW TSOP and is in compliance with commander's guidance. The areas selected support subordinate units and battalion HQ personnel, equipment, and mission requirements. At MOPP4, performance degradation factors increase occupation plan completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops verifies the suitability of the new area by ground or map reconnaissance. <ol style="list-style-type: none"> a. Calculates space requirements for number and type of elements and base facilities proposed in the new area. b. Identifies space availability to support number and type of elements, and base facilities proposed in the new area. c. Identifies ability of area to support the battalion's equipment and vehicles. d. Identifies accessibility of roads and size of areas around buildings (MOUT environment). e. Identifies availability of area cover and concealment. f. Identifies area suitability for helicopter landing sites. 2. Headquarters Special Troops provides a support analysis of tentative operational areas. <ol style="list-style-type: none"> a. Identify specific functional area advantages and disadvantages of proposed areas by reviewing higher HQ and battalion analyses of the AO. b. Perform analog and digital communications support analysis citing advantages and disadvantages of proposed areas. c. Perform CHS analysis citing advantages and disadvantages of proposed areas. d. Perform NBC defense analysis citing advantages and disadvantages of proposed areas. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> e. Perform ADP analysis citing advantages and disadvantages of proposed areas. f. Perform OPSEC analysis citing advantages and disadvantages of proposed area. g. Perform support analysis citing advantages and disadvantages of proposed areas. h. Forward analysis reports to S2/S3 Section. <p>3. Headquarters Special Troops selects final sites for subordinate units and the battalion HQ.</p> <ul style="list-style-type: none"> a. Maintains situational awareness at all times using analog and digital communications. b. Identifies specific missions for each subordinate unit in the battalion. c. Identifies proposed locations of all subordinate units and battalion HQ. d. Posts proposed battalion HQ and subordinate units' positions on the analog/digital situation map(s). e. Coordinates proposed site selections with subordinate units and battalion staff using analog and digital communications or MTS. f. Briefs proposed sites and rationale to the commander or XO for approval or modifications. g. Forwards approved site selections to higher HQ, battalion staff, and subordinate units using analog and digital communications or MTS. h. Prepares analog/digital map overlays with all appropriate boundaries, supply routes, and unit locations using symbols. <p>4. Headquarters Special Troops formulates a tentative battalion and CP area layout plan.</p> <ul style="list-style-type: none"> a. Designates a general location for the LOC site. b. Designates location of CP elements. c. Designates location of subordinate units. d. Prepares a traffic circulation plan that depicts the traffic pattern for key roads in the battalion area and the CP area. e. Prepares communication plan that shows wire diagrams that connect all subordinate elements and includes instructions for runners system until wire communications are operational. f. Prepares a hasty security plan that provides minimum requirements for all subordinate units. g. Disseminates battalion layout plan to all subordinate units and the battalion advance/quartering party leader using analog and digital communications. <p>5. Headquarters Special Troops plans battalion advance/quartering party activities.</p> <ul style="list-style-type: none"> a. Identifies battalion advance/quartering party's personnel and equipment composition and limitations from the TSOP. b. Provides advance/quartering party personnel, equipment, and vehicle limitations to each subordinate unit. c. Provides assembly area location and reporting times to each subordinate unit. d. Coordinates forward staff personnel requirements with each staff section and the XO. e. Identifies all area preparation tasks that are not included in the TSOP. f. Briefs battalion advance/quartering party leader on area preparation, vehicles, equipment, and options caused by change in METT-TC. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
071-331-0820	Analyze Terrain	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Plan Area Tactical Operations (63-1-4012.63-2012)
(FM 101-5) (AR 380-19) (AR 530-1)
(FM 101-5-1) (FM 3-3) (FM 3-4)
(FM 34-130) (FM 7-20)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has approved the commander's (operation) estimate and provided his decision and concept of operations. The higher HQ and battalion analyses of the AO are available. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. The battalion HQ is the BCOC for the COSCOM/TSC command posts. Coordination has been established with the responsible rear operations element for required assistance, if needed. The battalion TSOP is available to provide guidance in planning future tactical activities. Tentative locations of subordinate units and support facilities have been designated. The threat has the capability of intelligence gathering and launching NBC attacks into the battalion area. The staff continuously receives messages from higher, adjacent, and lower echelons by analog and digital communications and by courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: NBC defense, OPSEC, and deception plans implement the commander's guidance, concept of operations, and provide procedures and measures to overcome or minimize the NBC and information collection threat. At MOPP4, performance degradation factors increase planning completion times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops analyzes tactical NBC information. <ol style="list-style-type: none"> a. Identifies established policies and procedures located in TSOP. b. Identifies NBC threat capabilities and recommended countermeasures by reviewing higher HQ NBC vulnerability analysis. c. Identifies potential targets in the battalion area for NBC weapons. 2. Headquarters Special Troops prepares NBC defense plan. <ol style="list-style-type: none"> a. Establishes procedures and measures that reduce unit vulnerability through terrain shielding and increased protective measures. b. Specifies levels of protection that correspond with the NBC threat, including MOPP levels. c. Establishes procedures for receiving and submitting reports on threat use of NBC weapons, if different from those in the TSOP. d. Develops monitoring and survey plans that establish policies and procedures for subordinate units' survey, monitor, and decontamination teams' operations. e. Develops personnel, equipment, and support site decontamination plan that establishes priorities for decontamination in coordination with the Support Operations Section. f. Establishes coordination procedures for requesting additional support. g. Provides commander's radiation exposure guidance. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> h. Establishes nuclear, biological and chemical medical evacuation and treatment support procedures in coordination with S1 and the supporting medical element. i. Establishes alternate methods and levels of support in coordination with Support Operations Section. j. Consolidates NBC information into appropriate format IAW the TSOP. k. Forwards the NBC defense plan to the S2/ S3 for approval or modification. l. Disseminates the NBC defense plan to all appropriate staffs sections and subordinate units using analog and digital communications. <p>3. Headquarters Special Troops prepares OPSEC plan.</p> <ul style="list-style-type: none"> a. Identifies established policies and procedures in the battalion TSOP. b. Identifies threat intelligence collection capabilities. c. Identifies EEFI indicators that affect or compromise information. d. Identifies all countermeasures and deception requirements, including defense against DE devices. e. Transcribes required information from higher HQ OPSEC annexes to OPLAN. f. Consolidates OPSEC information into appropriate format IAW the TSOP. g. Forwards draft OPSEC plan to S2/S3 for approval or modifications. h. Disseminates OPSEC plan to all battalion staff sections and subordinate units using analog and digital communications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4004.63-2004	Develop Intelligence Estimate

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Plan Rear Operations (63-1-4014.63-2014)
 (FM 101-5) (AR 380-19) (AR 530-1)
 (FM 100-10) (FM 101-5-1) (FM 3-19.30)
 (FM 3-4) (FM 7-20)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The commander has approved the supporting commander's (operation) estimate and provided his decision and concept of operations. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPLAN/OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. The XO assigns responsibilities for the preparation of rear operations annex to S2/S3. The S2/S3 has staff responsibility for consolidation, publication, and distribution of the rear operations annex. The responsible rear operations command and control element has provided input for the battalion's participation and integration into rear operations. The S2/S3 Section continuously receives messages from higher, adjacent, and lower echelons by analog and/or digital communications and by courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Rear operations annex is prepared IAW FM 101-5 and TSOP, and conforms to the commander's and supporting rear operation element's guidance. At MOPP4, performance degradation factors increase rear operations annex completion time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. Headquarters Special Troops develops direct and indirect fire plan.</p> <ul style="list-style-type: none"> a. Identifies command post boundaries as assigned by the higher HQ and/or supporting rear operations command and control element. b. Identifies probable enemy avenues of approach and their effects on the COSCOM/TSC command post. c. Coordinate boundaries of all subordinate units and separate elements with the supporting rear operations element. <p>NOTE: Boundaries should be based on number of personnel assigned, type of weapons systems, mission of unit and METT-TC.</p> <ul style="list-style-type: none"> d. Identifies weapon systems that are available to the battalion in coordination with the supporting rear operations element. e. Identifies probable engagement areas. f. Selects target reference points in coordination with designated fire support element. g. Prioritizes defense of command post and facilities in coordination with the supporting rear operations element. h. Develops fire support request and coordination measures in coordination with designated fire support element. <p>2. Headquarters Special Troops develops mobility and countermobility plan.</p> <ul style="list-style-type: none"> a. Identifies all obstacle constraints and restrictions in the higher HQ and/or supporting rear operations element's plan. b. Identifies all possible obstacles by location and type. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> c. Identifies all available obstacle assets. d. Coordinates additional support requirements with the S4 and supporting engineer element using analog and/or digital communications. <p>3. Headquarters Special Troops develops air defense plan.</p> <ul style="list-style-type: none"> a. Identifies all established air defense policies and procedures in the higher HQ OPLAN/OPORD and the battalion TSOP. b. Identifies probable air avenues of approach. c. Establishes air defense priorities for designated areas and facilities in coordination with supporting rear operations and air defense elements. d. Establishes air defense assistance coordination measures. e. Establishes air defense warning signals, if different than those set forth in TSOP. <p>4. Headquarters Special Troops develops battalion internal response force plan.</p> <ul style="list-style-type: none"> a. Identifies response force composition and requirements in the TSOP. b. Revises response force structure and subordinate units' taskings as dictated by current tactical situation. c. Identifies battalion assembly point location(s). d. Coordinates additional equipment/supply requirements with the S4. e. Develops response force training plan. f. Tasks subordinate elements to provide required personnel and equipment for battalion response force based on present for duty strength and current mission. <p>5. Headquarters Special Troops develops communications plan.</p> <ul style="list-style-type: none"> a. Develops intra-base cluster analog and/or digital communications plan that encompasses the command post and all associated facilities. b. Develops external analog and digital communications plan that interfaces with higher HQ, supporting rear operations element, fire support, and air support elements. c. Secure rear operations passwords, call signs, frequencies, and procedures from supporting rear operations element. d. Coordinates overall analog and/or digital communications plan with supporting signal element and supporting rear operations element. e. Establishes a messenger system with runner as a backup communications system. <p>6. S4 officer develops logistics plan in coordination with S1 officer.</p> <ul style="list-style-type: none"> a. Calculates tentative logistics requirements for response force and external reaction forces. b. Designates responsibility for resupply of equipment and supplies to the command post. c. Coordinates medical treatment and evacuation plan with the supporting medical element. <p>7. S2/S3 Section coordinates rear operations for battalion elements in other areas of responsibility.</p> <ul style="list-style-type: none"> a. Coordinates subordinate units' responsibilities with the rear operations element responsible for that area. b. Establishes rear operations policies, procedures, and reports for units outside battalion's area of responsibility. <p>8. S4 officer develops ADC plan in coordination with the S2/S3 officers.</p> <ul style="list-style-type: none"> a. Identifies all established policies and procedures in higher HQ OPLAN and the battalion TSOP. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Calculates probable ADC requirements in the battalion's area of responsibility. c. Identifies current ADC assets within the battalion. d. Coordinates additional support requirements with the higher HQ G4 Section. e. Assigns specific functions to all subordinate units IAW battalion TSOP. f. Coordinates ADC plans and procedures with the supporting MP element. g. Coordinates ADC priorities with higher headquarters G3/G4 Sections. h. Identifies alternate operational sites or alert sites in coordination with the supporting rear operations element. i. Establishes warning or alert system, if different from battalion TSOP. j. Develops ADC training and rehearsal plan. 9. S2/S3 Section prepares rear operations annex. a. Consolidates input into appropriate format. b. Coordinates draft rear operations annex with all battalion staff personnel. c. Forwards draft rear operations annex to S2/S3 officers for approval or modification. d. Distributes annex to all appropriate battalion staff , higher headquarters command post, and supporting rear operations element using appropriate analog or digital communications.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
061-283-1002	Locate a Target by Grid Coordinates	STP 10-92M14-SM-TG STP 21-24-SMCT
061-283-6003	ADJUST INDIRECT FIRE	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4009.63-2009	Prepare Operations Plan/Operations Order and Annexes

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Establish Communications (63-1-4017.63-2017)
 (FM 24-16) (AR 380-19) (AR 380-19-1)
 (AR 530-1) (FM 24-18) (FM 24-22)
 (FM 24-35) (FM 24-35-1)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Communications is required by the advance party upon arrival in the new area. The TSOPs, OPORDs, and other required documents are available. The battalion advance/quarterming party has secured the new area. The location for the LOC is identified. The analog and/or digital communication plan is available. Equipment and personnel are available. Initial communications are established by the advance communications element. Message service is provided on a 24-hour basis. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Analog and/or digital communications, local area networks, and generator power are established IAW the communication plan, OPORD, SOI/SSI, and TSOP. At MOPP4 performance degradation factors increase the time required to establish communication.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Headquarters Special Troops organizes communications requirements of the advance/quarterming party.</p> <ul style="list-style-type: none"> a. Selects personnel to perform communication setup tasks at new location. b. Selects required vehicles and equipment to establish communications at the new site IAW movement order or TSOP. c. Coordinates area analog and digital communication system support at the new location with supporting signal element. d. Inspects personnel, vehicles, and equipment prior to departure for compliance with TSOP and commander's guidance. e. Dispatches selected personnel to assembly area. f. Ensures radio communications exist during a move between the start point and release point. <p>2. Headquarters Special Troops provides assistance for area communications system hookup.</p> <ul style="list-style-type: none"> a. Identifies location of the battalion switchboard in coordination with headquarters advance element leader. b. Identifies all other elements that require area communication system hookup. <p>3. Headquarters Special Troops coordinates installment of local and area networks.</p> <ul style="list-style-type: none"> a. Determines communications service requirements in coordination with supporting signal element. b. Ensures analog and/or digital communications links with higher, adjacent, subordinate, and supported units. c. Plans backup means of communications. d. Implements backup or alternate means of communications. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Headquarters Special Troops performs system/software security manager functions.</p> <ul style="list-style-type: none"> a. Issues passwords. b. installs anti virus software. c. Performs network management functions in coordination with supporting signal element. d. Coordinates with the supporting signal element to resolve application problems. e. Advises the commander, staff and subordinate units on communications matters. f. Coordinates with battalion staff to ensure COOP is included in communications estimate/plan. <p>5. Headquarters Special Troops establishes wire communications.</p> <ul style="list-style-type: none"> a. Identifies locations of all subordinate units' CPs. b. Plans wire and telephone installation. c. Prepares a telephone traffic diagram. d. Installs telephone switchboard. e. Installs telephones. f. Lays wire for communications between switchboard and other subordinate units. g. Establishes wire communications between CP and switchboard. h. Establishes other wire communications between switchboard and other subordinate units when area signal support personnel arrive. i. Tests each telephone circuit to ensure there are no breaks in the wire system. j. Operates the battalion switchboard. <p>* 6. Headquarters Special Troops selects radio communications site.</p> <ul style="list-style-type: none"> a. Selects best location for primary common site based on tactical and technical requirements in coordination with the advance/quartering party leader and supporting signal element. b. Identifies support requirements for common site, such as fuel, water, maintenance, and rations. c. Selects alternate communications site(s). d. Selects locations away from power lines and other friendly sources of frequency interference. e. Establishes physical security control of COMSEC material and documents containing EEFI. f. Incorporates signal site defense plan with overall defense plan. <p>7. Headquarters Special Troops establishes generator power.</p> <ul style="list-style-type: none"> a. Selects generator power sites. b. Establishes fire and fuel storage points. c. Levels generator sets. d. Conducts pre-operational PMCS on generator sets. e. Grounds generator sets. f. Connects DC power cable. g. Performs generator starting procedures. h. Accomplishes transition to generator power with minimum interruption of communications. i. Constructs sound barriers and screening system to muffle noise and minimize heat signal. j. Operates generator sets IAW appropriate TM. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
8. Headquarters Special Troops establishes a message center. <ul style="list-style-type: none"> a. Establishes primary and alternate messenger routes and schedules. b. Coordinates pickup and delivery times with users. c. Identifies type of messengers to be used. d. Establishes message control and accountability procedures. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4015.63-2015	Perform Battalion Advance/Quartering Party Activities

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Maintain Communications (63-1-4041.63-2041)
 (FM 24-35) (AR 380-19) (AR 380-19-1)
 (AR 530-1) (FM 24-18) (FM 24-33)
 (FM 24-35-1) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. Coordination of staff operations is conducted by analog and/or digital means of communications and courier. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. The threat is capable of locating, identifying, and rapidly exploiting all types of communications. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Uninterrupted 24-hour analog and/or digital communications is provided to battalion HQ and all subordinate units through one or more external means. At MOPP4, performance degradation factors increase the time required to maintain the communications system.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops performs functions related to information technology operations. <ol style="list-style-type: none"> a. Exercises staff supervision over communications services. b. Identifies requirements for communications services. c. Issues passwords to subordinate and attached units. d. Installs software on automation equipment belonging to subordinate and attached units.. e. Performs network management functions. f. Coordinates with supporting signal element to resolve application problems. g. Identifies communications links with higher, adjacent, subordinate, and supported units. 2. Headquarters Special Troops performs network management functions for all tactical automation. <ol style="list-style-type: none"> a. Troubleshoots hardware needing repair. b. Monitors contractor repair performance. c. Collects status from subordinate and attached elements for the Army Battlefield Command System and the CSSAMO for CSS STAMIS. 3. Headquarters Special Troops performs functions in support of local area networks. <ol style="list-style-type: none"> a. Installs local area networks. b. Operates local area networks. c. Operates the battalion switchboard. d. Serves as net control station. e. Performs unit level maintenance on all communications electronic equipment in HQ element. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Headquarters Special Troops operates battalion NCS.</p> <ul style="list-style-type: none"> a. Opens net IAW current SOI/SSI. b. Challenges all stations in net as required in the SOI/SSI. c. Controls entry and departure of all stations. d. Corrects all errors in net operating procedures. e. Enforces station and net restrictions. f. Observes radio and listening silence periods as prescribed by OPORD or the commander's directives. g. Completes transition to extended range of radio station within 15 minutes, if required. h. Remote radio station(s) at least one kilometer, if required. <p>5. Headquarters Special Troops manages message traffic.</p> <ul style="list-style-type: none"> a. Processes messages by precedence, date, and time group IAW the TSOP. b. Processes incoming messages without errors. c. Forwards incoming messages to appropriate element or section. d. Checks outgoing messages for completeness and readability. e. Employs approved radiotelephone procedures. f. Transmits messages IAW precedence, correct format, and prescribed text. g. Employs approved codes and brevity lists when transmitting the names of persons, places, and sensitive information. h. Decrypts all incoming messages. i. Encrypts all outgoing messages. j. Transmits messages for no longer than 20 seconds. k. Employs lowest operational power setting consistent with operational requirements. l. Monitors radio communications during unit moves between the SP and the RP. <p>6. Headquarters Special Troops employs SIGSEC measures.</p> <ul style="list-style-type: none"> a. Employs COMSEC measures IAW SOI/SSI to deny friendly telecommunications information to the enemy. b. Employs ELSEC measures IAW SOI/SSI to protect electromagnetic transmissions, other than communications devices, from threat detection. c. Evaluates TEMPEST controls to identify emanation vulnerabilities and countermeasures. d. Processes initial MIJI Feeder Voice Template Reports from assigned and attached elements. e. Forwards MIJI Feeder Voice Template Reports to higher HQ and supporting signal element IAW TSOP and SOI/SSI. <p>7. Headquarters Special Troops maintains landline communications.</p> <ul style="list-style-type: none"> a. Maintains wire communications between the battalion CP and all assigned and attached elements. b. Maintains a hot loop between the CP and all assigned and attached elements, if switchboard is not available. c. Establishes messenger runner when land communications is inoperative. <p>8. Radio operators implement remedial ECCM.</p> <ul style="list-style-type: none"> a. Identify whether the source of interference is internal or external by the radio antenna. b. Continue to operate in an attempt to communicate through the jamming. c. Switch to high power on receiver-transmitters. d. Recommend distant stations switch to high power. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>e. Relocate radio set (mobile units) to take advantage of terrain features to reduce the effects of jamming.</p> <p>f. Relocate the antenna to take advantage of terrain features to reduce the effects of jamming.</p> <p>g. Submit initial MIJI Feeder Voice Template Report to supporting Signal Telecommunications Battalion (Area) signal element using analog and/or digital communications or appropriate BFACS.</p> <p>h. Reroute message traffic using alternate means of communications such as, relay (through another station) or wire.</p> <p>i. Request (using alternate means) that the net change to a backup frequency.</p> <p>9. Radio operators implement AM remedial ECCM.</p> <p>a. Identify whether the source of interference is internal or external by the radio antenna.</p> <p>b. Continue to operate in an attempt to communicate through the jamming.</p> <p>c. Check for intentional or unintentional interference.</p> <p>d. Check equipment grounding.</p> <p>e. Use radio frequency gain/frequency vernier in an attempt to work through the jamming.</p> <p>f. Relocate the radio set (mobile units) to take advantage of terrain features to reduce effects of jamming.</p> <p>g. Relocate the antenna to take advantage of terrain features to reduce the effects of jamming.</p> <p>h. Submit MIJI Feeder Voice Template Report to the Signal Telecommunications Battalion (Area) signal element using analog land digital communications or appropriate BFACS.</p> <p>i. Reroute message traffic using alternate means of communications such as, relay (through another radio station), FM, or wire.</p> <p>j. Request (using alternate means) that the net change to alternate frequency.</p> <p>10. Headquarters Special Troops maintains generator power.</p> <p>a. Operates generators IAW appropriate TM.</p> <p>b. Constructs sound barrier and screening system to muffle noise and minimize heat signature.</p> <p>c. Constructs fuel storage and fire control point for all generators as prescribed by the TSOP and commander's guidance.</p> <p>11. Headquarters Special Troops provides unit level maintenance support.</p> <p>a. Responds to calls for assistance within 30 minutes.</p> <p>b. Makes organizational level repairs on communications equipment.</p> <p>c. Evacuates equipment to DS maintenance unit.</p> <p>d. Maintains authorized PLL levels.</p> <p>e. Picks up repaired equipment from DS maintenance unit.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

“*” indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
113-573-8006	Use An Automated Signal Operation Instruction (SOI)	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4017	Establish Communications
63-1-4017.63-2017	Establish Communications

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Provide Command and Control (63-1-4045.63-2045)
(FM 101-5) (AR 530-1) (FM 100-10)
(FM 3-100.4) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander. The unit, higher, and lower TSOPs are available. During operations, members of the Command Section become casualties. Field expedient and natural shelters are available. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Battalion staff commands and controls all subordinate unit activities IAW plans, established policies and directives, and the TSOP. At MOPP4, performance degradation factors increase time of decision making procedures and activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Commander, XO, and Staff Officers supervise activities of subordinate units. <ol style="list-style-type: none"> a. Directs, redirects, cross-levels or masses resources within area of responsibility based on guidance from higher HQ and METT-TC. b. Monitors performance of subordinate elements to ensure required level of efficiency as prescribed in plans, policies, directives, and the TSOP, is maintained. c. Monitors plans to determine overall effectiveness. d. Assigns specific tasks to subordinate units. e. Monitors implementation of decisions, directives, and instructions to determine subordinate units' compliance. f. Issues FRAGOs to implement changes to the OPORD and annexes using analog and/or digital communications. g. Monitors environmental stewardship protection program procedures. * 2. XO supervises staff activities. <ol style="list-style-type: none"> a. Implements commander's directives in staff planning and policy making. b. Formulates staff operating policies. c. Supervises maintenance of master policy files. d. Monitors all staff actions for conformity to commander's guidance. e. Coordinates assigned mission with subordinate units' commanders using analog and/or digital communications. f. Supervises the operations of the CP. 3. Staff Officers exchange information. <ol style="list-style-type: none"> a. Transforms pertinent information into usable data for decision making. b. Coordinates information exchange within, and with higher, adjacent, and subordinate units using analog and digital communications. c. Conducts operational briefings as necessary. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Staff Officers provide staff liaison.</p> <ul style="list-style-type: none"> a. Provides planning assistance to any subordinate element, if requested. b. Provides assistance in planning contingency operations, when required. <p>5. Staff Officers maintains policy files.</p> <ul style="list-style-type: none"> a. Maintains current policy files by tabbing and indexing. b. Maintains current staff journals. c. Maintains current section's workbook files. d. Maintains current section situation maps and overlays using analog and/or digital communications. <p>6. Commander, XO, and Staff Officers react to loss of key personnel.</p> <ul style="list-style-type: none"> a. Realigns staff based on line of succession or commander's guidance. b. Maintains continuity of operations. c. Forwards casualty reports to higher HQ G1 Section using analog and/or digital communications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Operate Rear Tactical Operations Center (63-1-4050.63-2050)
(FM 100-10) (AR 380-19) (AR 530-1)
(FM 101-5) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Enemy element have been spotted in the CP area. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. Initial reports indicate the threat potential is Level II or III. During Level I, II and III threats, the Headquarters Special Troops assumes the duties of a BCOC for the COSCOM/TSC command post. Threat has the capability to employ units into the rear areas to disrupt support to forward areas. The rear operations annex and TSOP are available. Threat information is provided by the higher HQ staff element and/or the supporting rear operations element. The operation of the BCOC is required to coordinate defensive measures for the COSCOM/TSC CPs. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: All defensive reactions and survival techniques are coordinated and orchestrated by the BCOC IAW rear operations plan and the TSOP. At MOPP4, performance degradation factors minimally decrease BCOC operational efficiency.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops establishes rear operations communications network. <ol style="list-style-type: none"> a. Maintains analog and/or digital communications with the BCOC. b. Establishes analog and/or digital communications with the supporting rear operations element. c. Establishes analog and/or digital communications with the higher HQ staff element. d. Establishes analog and/or digital communications with higher and lower HQ. e. Develops alternate communications plan that is implemented when established methods are disrupted or fail. 2. Headquarters Special Troops coordinates command post defensive activities. <ol style="list-style-type: none"> a. Consolidates command post defense plans into the overall battalion defensive plan. b. Consolidates command post ADC plans into the overall battalion ADC plan. c. Prepares priority listing that identifies the facilities that have the greatest impact on the operation. d. Conducts assessment of the CP and its defense measures to ensure compliance with the rear operation plan. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> e. Forwards battalion sector's tactical situation and status to higher HQ and supporting rear operations element using analog and/or digital communications. f. Corrects all identified base defense weaknesses in coordination with supporting rear operations element. g. Maintains current IPB as products are disseminated by higher HQ and supporting rear operations element. h. Designates internal response force based on number of personnel, type weapons, and current mission. i. Establishes coordination with MP units and other available response forces to plan response to Level II or III threat using analog and/or digital communications. j. Coordinates NBC defense operations with higher HQ and supporting rear operations element using analog and/or digital communications. k. Provides input to the commander and XO on positioning newly arriving units in the battalion area. <p>3. Headquarters Special Troops coordinates preengagement preparation measures.</p> <ul style="list-style-type: none"> a. Plots location(s) of threat force on the analog/digital situation map(s) as SPOTREPs are received. b. Disseminates current threat size and location to all subordinate units using analog and digital communications. c. Forwards all SPOTREPs to higher HQ and supporting rear operations element using analog and/or digital communications. d. Implements defense condition level consistent with threat size and equipment. e. Directs relocation of all isolated teams and supply points in coordination with the supporting rear operations element. f. Directs preliminary loading of all nonessential equipment and supplies, and positioning of vehicles for immediate exit . g. Briefs commander and XO on current tactical situation to include relocation recommendations. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4014.63-2014	Plan Rear Operations

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Direct Response to Threat Actions (63-1-4052.63-2052)
 (FM 101-5) (AR 380-19) (AR 380-19-1)
 (AR 530-1) (FM 3-19.30) (FM 3-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Enemy elements have been sighted near the COSCOM/TSC CP. Reports indicate the threat potential at Level II or III. The BCOC is operational. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. CP has experienced Level I attacks. Subordinate elements are providing current SITREPs. Threat information is provided by the higher HQ staff element and the supporting rear operations element. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The enemy is repelled and/or delayed until battalion is relieved by MP elements or a TCF. The COSCOM/TSC CP pre-established degradation is maintained. At MOPP4, performance degradation factors minimally decrease rear operations activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops makes appropriate response determination. <ol style="list-style-type: none"> a. Verifies threat level(s). b. Identifies capability of CP being threatened. c. Verifies CP priority as established by the defense plan. 2. Headquarters Special Troops reports threat location and size. <ol style="list-style-type: none"> a. Maintains situational awareness at all times using analog and/or digital communications. b. Maintains analog/digital map surveillance of enemy force as information is received in subordinate unit's SPOTREP. c. Forwards SPOTREP to higher HQ staff element and/or supporting rear operations element . d. Disseminates current threat information to all affected elements. 3. Headquarters Special Troops coordinates base cluster response. <ol style="list-style-type: none"> a. Maintains situational awareness at all times. b. Maintains digital communications with all elements. c. Establishes security level consistent with threat size and equipment. d. Forwards SITREP to higher HQ staff element and supporting rear operations element as situation changes. e. Reports current situation to affected elements as soon as situation changes. f. Recalls isolated elements to predetermined defensive positions within the base cluster. g. Assembles internal response forces at predesignated rally points as prescribed by defense plan. h. Coordinates internal response force commitment with the higher HQ staff element and supporting rear operations element. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> i. Directs internal response force maneuvers to delay and deny the enemy penetration into established lines. j. Coordinates MP, CAS, and preplanned indirect fire support with higher HQ staff element and supporting rear operations element, as appropriate. k. Identifies projected degradation levels within the battalion in coordination with the higher HQ staff element and all major customer units. l. Forwards identified degradation levels to higher HQ staff element. m. Maintains current analog/digital situation maps showing current locations of all friendly and enemy forces. n. Coordinates additional security requirements for movement of support through affected areas with higher HQ staff element and supporting rear operations element. o. Coordinates threat NBC activities with higher HQ staff element Section and/or supporting rear operations element. p. Makes recommendations to commander on partial or total suspension of all support functions until threat is driven from the AO or the MPs or TCF relieves the units. q. Directs repositioning of defense elements for better defensive position that is consistent with the tactical situation. r. Downgrades security level as the threat is driven from area or defeated. <p>4. Headquarters Special Troops supervises reorganization of CP defense.</p> <ul style="list-style-type: none"> a. Performs damage assessment of area of responsibility by reviewing SITREPs from CP elements. b. Directs defense plan adjustments, as required. c. Coordinates CP resupply plan with the S4 Officer, higher HQ S4 Section, and supporting rear operations element. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4014.63-2014	Plan Rear Operations

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Direct Area Damage Control Operations (63-1-4053.63-2053)
(FM 3-19.30) (FM 100-14) (FM 3-100.4)
(FM 3-3) (FM 3-4) (FM 3-5)
(FM 5-103)

ITERATION: 1 2 3 4 5 M (Circle)
COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Enemy attacks have caused destruction to COSCOM/TSC CP. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded. The unit, higher, and lower TSOPs are available. Limited operations are reinstated. Complete restoration of operations is required. ADC teams are designated. The commander has established ADC priorities. Limited assistance is provided by the higher HQ. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Restoration activities are conducted and additional requirements are coordinated IAW commander's priorities and guidance, OPORD, and TSOP. At MOPP4, performance degradation factors minimally decrease ADC activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> 1. Headquarters Special Troops establish Control and Assessment CP. <ol style="list-style-type: none"> a. Identify personnel requirements for Control and Assessment CP. b. Identify established policies and procedures by reviewing the rear operations annex and the TSOP. c. Set up ADC situation maps. 2. Headquarters Special Troops coordinate base cluster restoration activities. <ol style="list-style-type: none"> a. Identify requirements and taskings by reviewing ADC plan and TSOP. b. Alert Control and Assessment Teams. c. Establish ADC communications to transmit all required communications. d. Coordinate ADC operations with higher HQ G3 Section and supporting rear operations element. e. Maintain ADC situation maps. f. Establish control of affected subordinate units. g. Calculate damage control effectiveness of subordinate units. h. Release operational subordinate units to commanders for continuance of support mission. i. Forward unit effectiveness reports to higher HQ G3 Section and supporting rear operations element. j. Provide ADC operational update to commander. k. Monitor environmental stewardship protection program procedures. 3. Headquarters Special Troops direct recovery activities. <ol style="list-style-type: none"> a. Establish priorities for affected facilities. b. Task subordinate elements for rescue and decontamination teams, as required. c. Provide locations of decontamination sites to subordinate units. d. Identify locations of emergency food, clothing, water, and shelter. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
e. Coordinate emergency treatment and evacuation with the supporting medical element. f. Monitors environmental stewardship protection program procedures. 4. Headquarters Special Troops coordinate additional support requirements. a. Coordinate engineer support with supporting rear operations element. b. Coordinate MP support with supporting rear operations element. c. Coordinate EOD support with supporting rear operations element. d. Coordinate labor support with supporting rear operations element. e. Coordinate additional ADC requirements with higher HQG3 Section.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
031-503-3004	Supervise the Crossing of a Contaminated Area	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4014.63-2014	Plan Rear Operations

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Operate the Battalion Command Post (63-1-4056)
(FM 63-3) (AR 380-19) (AR 530-1)
(FM 100-10) (FM 101-5) (FM 63-4)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Operations have commenced. The battalion HQ has analog and/or digital communications with higher and lower HQ. The higher HQ OPORD with all annexes, status reports, maps, overlays, and other required documents has been forwarded to the commander's digital and/or analog device. The unit, higher, and lower TSOPs are available. Staff support requirements are generated by the subordinate elements. Staff officers and NCOs are at their assigned duty stations. The commander and XO have specified the composition of the CP. Higher HQ and the battalion's subordinate units are deployed and operational. Information is continuously received by analog and/or digital communications and courier. SCPE is on hand. The commander has elected to locate outside the shelter and has appointed a liaison officer to coordinate C2 functions between himself and the staff. This task is performed under all environmental conditions, both day and night. The unit is subject to air, NBC, and Level I ground threat forces attack. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: Continuous battalion level staff support is provided to subordinate elements on a 24-hour basis. At MOPP4, performance degradation factors increase supervisory, managerial, administrative, and coordination completion times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Executive Officer supervises Command Post operations.</p> <ul style="list-style-type: none"> a. Assigns specific areas of responsibility to battalion staff personnel. b. Enforce sleep plans that are consistent with current operations. c. Develops two-shift personnel schedules that maintain 24-hour operations. d. Conducts detailed work shift change briefings. e. Coordinates policies and mission changes among subordinate elements with higher HQ. f. Monitors the performance of personnel in their functional areas to ensure compliance with established guidance and the TSOP. g. Directs redistribution of workload as driven by changing requirements and priorities in current operations. h. Provides operational briefings to the commander that provides actual status of current operations, as required. i. Supervises all critical items identified on the Commander's Tracked Items List. <p>2. Headquarters Special Troops coordinates staff support operations within area of responsibility.</p> <ul style="list-style-type: none"> a. Maintains situational awareness at all times using analog and digital communications. b. Maintains current analog/digital support situation map(s) posted with all subordinate and supported unit locations. <p>NOTE: Manual postings should be within 50 meters of actual location.</p> <ul style="list-style-type: none"> c. Maintains current subordinate element list that reflects changing requirements, workload, and priorities of operations. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> d. Maintains current analog/digital support overlay (s) that shows locations of support facilities and their hours of operations. e. Coordinates redistribution of supplies and/or assets to accommodate changing requirements and priorities. f. Coordinates supply status projections with supporting material management element's commodity managers. g. Coordinates changes to subordinate elements' missions using analog and digital communications. h. Maintains a current mission essential item chart which reflects shortage supply items, command controlled items, and current equipment combat losses. i. Coordinates reorganization requirements with higher HQ staff element and supported units using analog and digital communications. <p>3. Headquarters Special Troops prepares FRAGO to OPORD and annexes.</p> <ul style="list-style-type: none"> a. Prepares the operational changes as specified by Commander/XO based on supplemental information. b. Completes the message form format IAW TSOP within the time specified by commander's or XO's guidance. c. Forwards draft FRAGO to XO/S3 officer for review and approval. d. Forwards approval FRAGO to appropriate staff personnel for publication. e. Disseminates FRAGO to all affected elements using analog and/or digital communications. <p>4. Headquarters Special Troops maintains section workbooks.</p> <ul style="list-style-type: none"> a. Annotates information from incoming messages and reports under appropriate heading and cross-reference. b. Annotates in "Remarks" informal evaluation of the information, as required. c. Deletes all obsolete information from workbook. d. Formats workbook IAW TSOP. <p>5. Headquarters Special Troops maintains daily staff journal and journal files.</p> <ul style="list-style-type: none"> a. Posts all entries as prescribed by TSOP and appropriate manuals. b. Posts data immediately upon receipt or dispatch or occurrence of events. c. Describes accurately and concisely information or event(s) that have occurred. d. Specifies actions taken upon receipt or dispatch of information. e. Maintains current file that contains material necessary to support entries in the daily staff journal. <p>6. S1 and S4 Officers coordinates internal requirements.</p> <ul style="list-style-type: none"> a. Maintains current status of subordinate units' personnel strengths that directly effect the mission. b. Coordinate combat health service support with supporting medical element. c. Maintains current status of subordinate units' supplies and equipment operational readiness that directly affects the mission. <p>7. S2 and S3 Officers coordinates tactical situation.</p> <ul style="list-style-type: none"> a. Monitors tactical situations for indications that have or may affect mission accomplishment. b. Coordinates repositioning of base locations based on tactical situation with supporting rear operations element. c. Adjusts current operations in coordination based on NBC implications. 		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
071-329-1019	Use a Map Overlay	STP 10-92M14-SM-TG STP 21-24-SMCT

SUPPORTING COLLECTIVE TASKS

Task Number	Task Title
63-1-4055	Establish Command Post (CP) and Administrative Areas

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: Headquarters Special Troops Battalion
 HQ, SPECIAL TRPS BN

TASK: Plan Battalion Deployment Upon Receipt of a Warning Order (63-1-4873.63-4873)
 (FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: Higher HQ is at a normal state of deployment readiness and receives a warning order to go to an increased deployability posture in preparation for overseas deployment. The SDO or 1SG has notified the commander. This task occurs concurrently with directing deployment alert activities. The movement plan, recall plan, RSOP, TSOP security plan, unit access rosters, and current maps are available. Higher HQ's subordinate units are deploying as part of the higher HQ deployment. The higher HQ communicates with subordinate units by analog and/or digital means of communication, automation systems, and courier. Deployment planning activities are performed day or night under all environmental conditions, except NBC. This task should not be trained in MOPP4.

TASK STANDARDS: Movement plans are completed IAW governing regulations and higher HQ directions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Commander directs deployment planning IAW higher HQ guidance. <ul style="list-style-type: none"> a. Identifies deployment mission requirements by reviewing the WARNO and appropriate CONPLAN. b. Briefs staff on deployment mission. c. Provides planning guidance to staff and subordinate units. d. Directs S3 officer to verify details of mission. e. Directs S3 officer to update the OPLANS. f. Directs S4 officer to validate subordinate units' movement plans. g. Directs S2 officer to initiate security plan. h. Directs XO to prepare commander's briefing. i. Conducts commander's briefing. j. Verifies readiness status. * 2. XO coordinates staff planning. <ul style="list-style-type: none"> a. Implements commander's directives in staff planing and policy making. b. Assigns staff responsibilities for preparing movement/deployment plans. c. Monitors all staff actions for conformity to commander's guidance. d. Coordinates deployment mission with subordinate unit commanders.. e. Consolidates input from staff for commander's briefing. f. Prepares commander's briefing. g. Identifies redeployment criteria. 3. Headquarters Special Troops analyzes mission. <ul style="list-style-type: none"> a. Identifies all specified and implied tasks in the WARNO. b. Identifies all documented policies and procedures. c. Coordinates mission parameters and details with higher HQ. d. Coordinates with S1 officer for personnel analysis of mission. e. Coordinates with S4 officer for logistics and movement analysis of mission. f. Verifies maps and overlays for current mission. g. Coordinates with security officer to incorporate risk management procedures into the OPLANS. h. Incorporates force protection measures into OPLANS. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
i. Briefs commander and staff on deployment mission. 4. Headquarters Special Troops conduct readiness review of subordinate units. a. Provides personnel readiness review. b. Performs logistics readiness review. c. Performs OPSEC readiness review. d. Identifies readiness issues. e. Provides recommendations to improve readiness. 5. S4 Officer validates movement plan. a. Validates movement plans for all modes of transportation indicated in the WARNO. b. Validates equipment status against MCSR. c. Validates AUEL of subordinate units against unit property books. d. Coordinates for S2 and S3 officers review of subordinate unit and higher HQ movement plans. * 6. Staff officers supervise staff personnel. a. Identify tasks that must be accomplished in order to deploy by reviewing the movement directive, RSOP, movement plan/order, OPLAN/CONPLANS and commander's guidance. b. Exchange pertinent information relevant to the deployment with the other staffs. c. Direct preparation of input to the S3 officer for the update of plans, orders, and commander's briefing, as required. d. Identify section requirements for deployment verification checklist.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"**" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

ELEMENTS: HQ, SPECIAL TRPS BN
Headquarters Special Troops Battalion

TASK: Plan Battalion Redeployment (63-1-4874.63-4874)
(FM 100-17) (FM 101-5) (FM 55-65)

ITERATION: 1 2 3 4 5 (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: The battalion receives a WARNO to deploy to home station. The battalion and subordinate units are located in the TAA. All personnel are present or accounted for, weapons and sensitive equipment have been secured, and inventories of vehicles, equipment and supplies have been conducted. Personnel and equipment status reports are being received from subordinate units. The battalion staff continuously receives messages from the appropriate higher HQ and subordinate units by analog and/or digital communications, automation systems, and courier. The readiness RSOP and deployment WARNO are available. This task should not be trained in MOPP4.

TASK STANDARDS: The Redeployment Movement Plan is completed IAW governing regulations and higher HQ directions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> * 1. Commander directs redeployment planning. <ul style="list-style-type: none"> a. Provides planning guidance to staff and subordinate units. b. Directs S3 officer to prepare OPORD c. Directs S4 officer to validate subordinate units' Movement Plans. d. Directs S2 officer to update Security Plan. e. Directs S1 officer to verify SRP activities. * 2. Staff officers analyze mission. <ul style="list-style-type: none"> a. Identify tasks in the WARNO. b. Identify documented policies and procedures. c. Coordinate mission parameters and details with higher HQ. d. Coordinate with the staff for personnel analysis of mission. e. Coordinate with the staff for logistics and movement analysis of mission. f. Prepare battalion OPORD. g. Verify redeployment maps and overlays. h. Brief commander on redeployment mission. * 3. XO coordinates staff planning. <ul style="list-style-type: none"> a. Implements commander's directives in staff planning and policy making. b. Assigns staff responsibilities for updating redeployment plans. c. Monitors all staff actions for conformity to commander's guidance. d. Coordinates redeployment mission with subordinate unit commanders. e. Consolidates input from staff sections for commander's briefing. 4. Headquarters Special Troops conduct readiness review of subordinate units. <ul style="list-style-type: none"> a. Provide personnel readiness review. b. Perform logistics readiness review. c. Perform OPSEC readiness review. d. Identify readiness issues. e. Make recommendations to bring unit to designated readiness level. 5. Headquarters Special Troops validates deployment plans. <ul style="list-style-type: none"> a. Validates equipment status. 		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Validates AUDEL for subordinate units. c. Coordinates for S2 and S3 officer review of subordinate units and battalion redeployment movement plans. * 6. Staff officers supervise staff personnel. a. Direct preparation of redeployment plans and orders. b. Direct preparation of draft input for commander's brief.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS: NONE

SUPPORTING COLLECTIVE TASKS: NONE

OPFOR TASKS AND STANDARDS: NONE

Chapter 6

External Evaluations

6-1. INTRODUCTION. An external evaluation is conducted to assess the unit's ability to perform its critical wartime mission. This chapter is a guide for preparing an external evaluation. The unit may modify the evaluation, based on METT-TC and other considerations, as deemed appropriate by the commander. The unit will be evaluated using the standards from selected T&EOs found in Chapter 5 of this MTP. This evaluation will encompass the whole unit and should employ a realistic OPFOR and the use of MILES. At the completion of the evaluation, the unit commander should be able to identify the strengths and weaknesses of the unit. These strengths and weaknesses will form the basis for future training and resource allocation.

6-2. PREPARING THE EVALUATION. The commander must standardize evaluation procedures to accurately measure the unit's capabilities.

a. Prepare the evaluation by developing a scenario containing the major missions and appropriate tasks. Compile the selected missions and tasks in the order they logically occur in the detailed scenario. Group the selected missions and tasks in parts for continuous operations. Parts can be interrupted at logical points to assess MILES casualties and conduct in-process AARs. Selective tailoring is required, because it is not possible to evaluate every task. Figure 6-1 illustrates the general scenario of tasks performed in this exercise. The following procedures are suggested for developing the evaluation:

(1) Identify the missions for evaluating each echelon or element, using Table 2-1. Record the selected missions in the Unit Proficiency Worksheet found at Figure 6-2.

(2) List each mission on a Task Summary Sheet, Figure 6-3.

(3) Select the tasks for the evaluation of every mission. List the selected tasks on the Task Summary Sheets, which are used for recording the results of the evaluation.

(4) Compile the selected missions and tasks in the order they logically occur in the detailed scenario. Group the selected missions and tasks in parts for continuous operations as in Table 6-1, Sample Evaluation Scenario. Parts can be interrupted at logical points to assess MILES casualties and conduct in-process AARs.

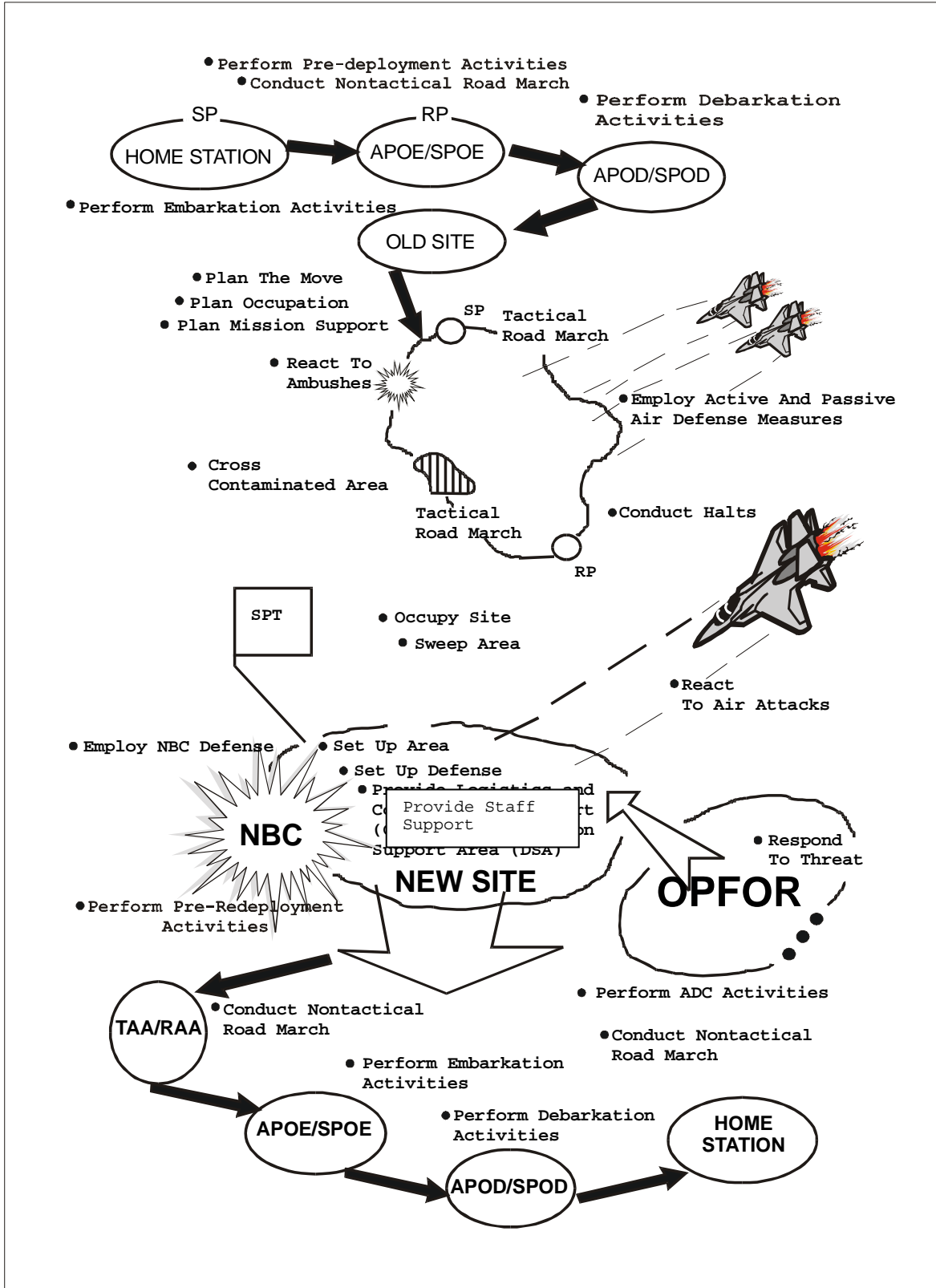


Figure 6-1. Example Graphic Evaluation Scenario

Unit _____ Date _____						
No.	Unit Mission /Task	Section /Squad	Section /Squad	Section /Squad	Section /Squad	Unit Overall and Remarks
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
		GO NO GO	GO NO GO	GO NO GO	GO NO GO	
* If more space is required for remarks use the backside of this form.						

Figure 6-2. Example Unit Proficiency Worksheet

4.	*Operate the emergency operations center	10 hrs
5.	Supervise battalion deployment activities	3 hrs
6.	Coordinate soldier readiness program support	3 hrs
7.	*Provide deployment personnel and administrative support	4 hrs
8.	*Coordinate family assistance plan	2 hrs
9.	Coordinate deployment training support	2 hrs
10.	Perform deployment intelligence support functions	2 hrs
11.	*Provide deployment logistics support	8 hrs
12.	Update movement plan/order	1 hr
13.	Coordinate rear detachment support	2 hrs
14.	Perform home station rear detachment activities	2 hrs
15.	*Coordinate relocation of subordinate elements	3 hrs
16.	*Supervise relocation of subordinate elements	4 hrs
17.	Perform deployment advance party activities	4 hrs
18.	AAR	1 hr

Table 6-1. Headquarters, Main Support Battalion Evaluation Scenario (continued)				
EVENT	ACTION	ESTIMATED TIME	TIME FRAME	
19.	Perform battalion advance/quartering party activities	4 hrs	Day 2	0600
20.	Establish battalion command post (forward)	2 hrs		
21.	Coordinate onward movement	1 hr		
22.	Supervise road march	1 hr		
23.	Threat interdictions		40 min	
24.	Cross release points		10 min	
25.	Supervise establishment of subordinate elements and battalion HQ	6 hrs		
26.	AAR	1 hr		
27.	Conduct mission analysis	1 hr		
28.	Develop staff estimates	1 hr		
29.	Prepare operations order/plan and annexes	1 hr		
30.	AAR	1 hr		
31.	Supervise battalion level staff activities	35 hrs	Day 3	0600
32.	*Respond to threat interdictions		40 min	
33.	AAR	1 hr		
34.	*Direct CP force protection during Level II/III attacks		30 min	
35.	*Direct CP defense responses		30 min	
36.	*Supervise CP damage assessment	2 hrs		
37.	*Direct CP restoration	2 hrs		
38.	AAR	1 hr		

**Table 6-1. Headquarters, Main Support Battalion
Evaluation Scenario (continued)**

EVENT	ACTION	ESTIMATED TIME	TIME FRAME	
39.	Receive Warning Order for redeployment		10 min	Day 4 0600
40.	Coordinate reconstitution for deployment	2 hrs		
41.	Prepare redeployment movement plan/order	1 hr		
42.	Supervise battalion redeployment activities	2 hrs		
43.	Provide redeployment support	2 hrs		
44.	Perform redeployment advance party activities	2 hrs		
45.	Perform theater rear detachment activities	2 hrs		
46.	Coordinate home station activities	2 hrs		
47.	AAR-Final	2 hrs		
Total Time: 94 hrs 20 min				
NOTE 1: Events will be performed to standard, not time limitations. The time required to train an event will vary based on METT-TC factors and the training proficiency of the unit.				
NOTE 2: Additional time is required if large portions of the exercise are conducted at night, under limited visibility or under mission oriented protective posture (MOPP) conditions.				
NOTE 3: Time must be added to the exercise (sleeping time, eating time, and travel time to and from the training area).				
* Indicates time is not added to the total time because tasks are performed simultaneously with other tasks.				

b. Support requirements must be coordinated and consistent with the level of evaluation (section, staff element, etc.) being conducted. OPFOR players and controllers must also be identified early to support free play if required. Table 6-2 is a consolidated list of support requirements for this evaluation. It is based on experiences with the scenario in Table 6-1. The evaluating headquarters will prepare its own consolidated support requirements.

Table 6-2. Consolidated Support Requirements

<u>AMMUNITION</u>	<u>QUANTITY</u>
5.56 mm Squad Automatic Weapon (SAW) (Blank)	300 rds/wpn
5.56 mm SAW (Blank)	600 rds/wpn OPFOR
5.56 mm (Blank)	150 rds/wpn
5.56 mm (Blank)	300 rds/wpn OPFOR
40 mm (Blank)	120 rds/wpn
.50 Cal (Blank)	600 rds/wpn
9 mm (Blank)	30 rds/wpn
Blank adapter	1 set/wpn
MILES	1 set/wpn
Smoke grenades	4 per platoon/section
Smoke grenades	4 ea per OPFOR
Simulators, booby trap	4 per unit
Claymore Mine (tng)	4-6 per unit
Simulators, hand grenades	10 per OPFOR

Anti-tank Weapon Effect Signature Simulation (ATWESS)	1 per Light Ant-tank/Anti-armor weapon (LAW) / M136 Light Antiarmor AT4
Claymore Mine (tng)	4-6 per OPFOR
Simulators, arty	2 per trainer/evaluator
Simulators, arty	4 ea per OPFOR

FUEL

Use known historical data or Operations Logistics Planner (OPLOGPLN) software. Multiply the pieces of equipment times the amount of fuel per mile (or hour), times the projected operating mileage (or hours).

NBC EQUIPMENT

TOE equipment is used.

EQUIPMENT

All organic equipment, to include authorized TOE and Common Table Allowance (CTA), is used. Rail and aircraft loads are simulations. Airdrop and slingload tasks require coordination for appropriate training sites, scales and 463L pallet systems

Table 6-2. Consolidated Support Requirements (continued)**OTHER**

Meals	3 per person per day IAW ration cycle
War Wound Mouflage Set	1 each
Aircraft for simulated air attack	1 each
Aircraft for airdrop	1 each
Helicopter for slingload	1 each
Fire Marker Control System	(when available)

NOTE: The consolidated support requirements outlined in this FTX are intended as suggestions only. However, local policies or constraints may not allow for provisioning of these items in the suggested amount.

c. Selecting and Preparing the Field Evaluation Site. The required size, type of terrain, OPFOR requirements, and administrative requirements are the basis for site selection. For this evaluation, an area of 1.5 kilometers by 1.5 kilometers is required, supplemented by areas suitable for airdrop and sling load resupply activities. The OPFOR is positioned according to threat doctrine. The site must provide space for the administrative area required to support the evaluation.

d. Planning Indirect Fire Simulation. Because it greatly influences the outcome of battles, reaction to indirect fire is an important consideration of the evaluation. Indirect fire simulation requires considerable planning to achieve realism.

(1) The fire control system outlined in TC 25-6 is a recommended method of simulating indirect fire. Due to the amount of required resources, this method may be difficult to support.

(2) The commander may use the evaluation control headquarters method or the simulation without OPFOR method to evaluate the unit's ability to react to indirect fire. If the evaluation control headquarters method is used, the OPFOR will initiate a call for fire to the evaluation control headquarters that will simulate the tactical FDC. The control headquarters would then relay the delivery data to the OCs who would mark the impact of the round with artillery simulators and assess appropriate casualties. If an OPFOR is not used, the OC may ignite artillery simulators and observe the unit's reactions. The FM-25 series provide assessment and computation tables which may be used to determine casualties. Indirect fire simulation must be realistic and limited to what the unit could reasonably expect under combat conditions.

6-3. SELECTING THE OBSERVER CONTROLLERS.

a. OCs must know the unit's missions, organization, equipment, and employment. They should be at least equal in rank to the unit commander and have successfully performed in that specific or similar command position.

b. The following are minimum rank and experience requirements for the evaluators:

(1) Battalion OC will be an officer with battalion command experience.

(2) Company OC will be an officer with company command experience.

(3) Platoon or section OCs will be a lieutenant or NCO with platoon or section experience.

(4) Recorder will be an officer or NCO at the evaluation control headquarters who receives "kill" information or results and time data from the OCs.

6-4. TRAINING THE OBSERVER CONTROLLERS. OCs standardize administration of the evaluation by understanding the following functional areas:

a. Evaluation Design. Each part is designed to evaluate specific missions or tasks within the overall scenario. OCs must thoroughly understand the evaluation and correctly implement it.

b. MILES. Each OC, regardless of position, must have full knowledge of the unit's weapons and vehicles and must also thoroughly understand the MILES system being used. The unit commander is responsible for ensuring that all MILES equipment is functional before each part of the scenario.

c. Evaluation Control System. This system ensures that the evaluation is administered in a consistent and standardized manner and that correct data is collected for the final evaluation. It includes the following elements:

- (1) Rules of engagement.
- (2) OC duties and responsibilities.
- (3) Communication systems.
- (4) Evaluation data collection plan.

d. Safety. During any training event, all soldiers and leaders must be safety conscious. Evaluators must ensure that all events are conducted within established safety constraints. Prior to the beginning of each event, all personnel will be briefed on specific safety measures to be taken during execution.

6-5. RECORDING EXTERNAL EVALUATION INFORMATION.

a. The evaluating headquarters develops the data recording instruments for the OCs. The Unit Data Sheet, Figure 6-4, documents demographic information that may influence a unit's performance. The Environmental Data Sheet, Figure 6-5, documents weather information in order to compare missions under differing environmental conditions. The Personnel and Equipment Loss Report, Figure 6-6, documents information that may affect the unit's degree of success during engagements with the OPFOR.

b. The senior OC has the overall responsibility for preparation of the external evaluation. This evaluation is based on his/her own findings and his/her subordinate OCs' input. Subordinate OCs use the task evaluation criteria (T&EO from Chapter 5 and Task Summary Sheets, Figure 6-3) to determine overall proficiency in their particular areas. The senior OC compiles the external evaluation results as proscribed by the evaluating commander. Deviations from the task standard assessed by the unit OC may be addressed in the senior OC comments portion of the Unit Proficiency Worksheet.

6-6. SELECTING AND TRAINING THE OPFOR. The selection and training of the OPFOR is crucial to the success of a standardized evaluation. The OPFOR provides one of the control measures that influences the conditions under which the evaluation is administered. The unit should face an opponent that realistically resembles the threat in strength, weapons, and skill.

a. Selection. Any qualified Skill Level 1 or 2 soldier can serve as OPFOR. Ideally, they should be a small, cohesive unit under the control of their leader or commander.

b. Training. The OPFOR must understand the following five major areas:

- (1) Installation and operation of the MILES devices.
- (2) Rules of engagement.
- (3) Threat small unit tactics.

UNIT DATA SHEET						
1. UNIT DESIGNATION: _____		DATE: _____				
2. UNIT LEADERS (CIRCLE MOST CORRECT ANSWER)						
POSITION	RANK	TIME IN UNIT (MONTHS)				
COMMANDER	LTC	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
XO	MAJ	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S1 OFFICER	MAJ	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S2 OFFICER	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S3 OFFICER	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
S4 OFFICER	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
CHAPLAIN	CPT	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
OPNS SGT	E8	1 - 3	4 - 6	7 - 12	13 - 18	OVER 19
3. UNIT STRENGTH (Excluding Leaders): _____						
4. EQUIPMENT SHORTAGES (Major Items):						

5. COMMENTS:						

EVALUATOR SIGNATURE: _____						

Figure 6-4. Example Unit Data Sheet

ENVIRONMENTAL DATA SHEET						
EXERCISE NUMBER AND DESCRIPTION:						
DATE/TIME EXERCISE STARTED:						
DATE/TIME EXERCISE ENDED:						
1. WEATHER CONDITIONS: (Circle appropriate description)						
CLEAR	PARTLY CLOUDY	HAZY	RAINING	SNOWING	FOG	
OTHER:						
TEMPERATURE:						
2. GROUND CONDITIONS: (Circle appropriate description)						
DRY	WET	ICE	SNOW			
OTHER:						
3. LIGHT CONDITIONS: (Circle appropriate description)						
DAY	NIGHT					
MOON PHASE:	1/4	1/2	3/4	FULL		
AVERAGE RANGE OF VISIBILITY DUE TO LIGHT:						
4. TERRAIN: (Circle appropriate description)						
FLAT	ROLLING	MOUNTAINOUS	JUNGLE	DESERT	URBAN	ARCTIC
OTHER:						
TOP SOIL:	SANDY	ROCKY	CLAY	OTHER:		
AVERAGE RANGE OF VISIBILITY DUE TO TERRAIN:						
5. REMARKS:						

Figure 6-5. Example Environmental Data Sheet

- (4) Training scenarios.
- (5) OPFOR weapons and equipment, if available.

c. OPFOR Strength.

(1) Unit in the Offense. Using MILES, the unit should outnumber the OPFOR three-to-one if an attack by the unit is to be successful. If the OPFOR is stronger than this ratio, only the most exceptional unit will be successful. The OPFOR must be armed with weapons capable of defeating any of the unit's assets. As a general rule, the OPFOR should be strong enough to offer the unit a realistic challenge, but one that the unit can defeat when proper tactics are employed.

(2) Unit in the Defense. The OPFOR, at a minimum, should have a three-to-one ratio of superiority over the unit because anything less will not effectively challenge the unit when it is defending. The OPFOR should have sufficient weapons and ammunition to conduct a successful attack. They must be more than merely a series of obstacles to be destroyed. The OPFOR should be allowed to plan their own attack for each mission and not be forced into a "canned" attack that all units will quickly defeat. Once the OPFOR establishes their plan, they must use the same plan for all other like units for that event in order to maintain the objectivity and standardization of the evaluation.

6-7. CONDUCTING THE EVALUATION. Evaluations are divided into three distinct areas. Each area requires a different degree of preparation and coordination.

a. Pre-evaluation.

(1) The senior OC and all other OCs must recon the evaluation area to know the unit's boundaries, disposition of the OPFOR, and the most likely avenues of approach throughout the field evaluation site's AO.

(2) The unit must prepare an OPORD and FRAGO to control the exercise. An order is prepared for each mission in the evaluation scenario. These can be prepared by using the skeleton orders contained in the STXs and FTXs in Chapter 4.

(3) Unit preparatory activities include installation and troubleshooting of MILES equipment, loading vehicles, conducting inspections, and performing other logistics and administrative actions as required.

(4) The OPFOR is placed in position and briefed while the unit is conducting its preparatory activities.

(5) The OCs should make an equipment function check after each time that the unit has completed a move and the unit leaders have issued instructions.

b. Evaluation. The senior evaluator controls the exercise and oversees the recording of mission performance. Evaluators resolve all conflicts and record all staff limitations as they arise. A debriefing should take place between modules to clear up any questions. Evaluators must remain neutral throughout the evaluation.

(1) The evaluation team controls the evaluation in two ways. First, it uses measures established in both the movement order and in Paragraphs 3 and 5 in the OPORD and FRAGO. Second, the team controls the evaluation through the team commander (simulated by the senior OC for this evaluation) on the team net. The team does not control in the traditional sense; instead it accompanies the unit as observers. Only the senior OC has direct verbal contact with the unit commander. Other OCs do not speak to, aid, advise, point out positions, or in any way influence the unit's performance, except for a possible or actual safety issue or emergency. OCs are neutral throughout the evaluation.

(2) Once the senior OC issues the OPORD and movement order, the unit commander executes the events and actions prescribed in the first part of the evaluation scenario within the estimated time. From this point, all successive parts begin with a FRAGO.

(3) The senior OC terminates a part of the evaluation when the unit has completed all the events and actions in a particular area or has suffered so many casualties or damage that the part cannot be completed. The OC must record the reasons for the termination in the margin of the OC's Task Summary Sheets and report his action to the evaluation control headquarters. At this time, OCs must perform the following actions:

(a) Inspect all MILES equipment, record "kill" codes, and reset equipment. Any damaged or inoperative MILES equipment is replaced.

(b) Resolve all casualty data to determine the time, place, number, and cause of casualties. This information is reported to the recorder in the evaluation control headquarters.

(c) Debrief the unit to resolve questions. Afterwards, the senior OC directs the unit to continue its mission after it receives a FRAGO or OPORD for the next part.

(4) The OCs should follow these guidelines:

(a) Report major "kills" (vehicles, groups).

(b) Report major weapons fired. Together with reporting major kills, this is the best method for determining direct fire effectiveness. Both significant firings and hits are reported to the evaluation control headquarters.

(c) Enforce rules of engagement.

(d) Observe critical tactical events. OCs must spot and record any action that might have an effect on later performance or mission outcome.

(e) Record travel routes and unit's location.

(f) Inform OPFOR controllers of the unit's location, direction, and intent. This is necessary to enable OPFOR actions to be controlled in accordance with the desired sequence of events.

(g) Enforce safety.

(h) Terminate mission.

c. Post Evaluation. After the evaluation is terminated, the unit moves to an assembly area and performs the following functions:

(1) The unit OC debriefs subordinate OCs and compiles all data (evaluator packets) for the evaluation.

(2) The unit OC must complete the task summary sheets.

(3) The unit must turn in all completed OC packets (with the OC scoring system) to control headquarters for recording and analysis.

(4) The unit OC must conduct an AAR of the unit's performance.

- (5) Each element OC should conduct an AAR of his element's performance.

6-8. CONDUCTING THE AFTER ACTION REVIEW.

a. General. AARs should be planned at logical intervals during the exercise. Identifying performance deficiencies while still fresh, getting everyone involved, and preventing the reinforcement of bad habits are critical to improved performance. On-the-spot evaluations and corrections should also be emphasized without compromising unit command relationships.

b. Feedback. Because all members of the unit participate in an AAR, each member becomes a source of feedback. This provides a richer "database" for key points. The AAR leader draws information from each member that becomes an important part of the discussion. This information is the basis for discussing alternate courses of action.

c. Preparing the After Action Review. AAR preparation involves five steps:

(1) Review training orders and objectives. Training objectives are the focus of the discussion of exercise results. The FRAGOs and OPORDs included in the exercise design implement these objectives. The OCs should be familiar with the objectives, FRAGOs, and OPORDs so they can note orders given by leaders of the evaluated unit and subordinate elements that either implement these objectives or deviate from them.

(2) Observe the exercise. This is an active process. The emphasis is on noting those actions that make the difference between the unit's success or failure. OCs do not need to remain close to the unit leader. Because unit orders identify important activities and checkpoints, OCs must be present when the commander issues the order. OCs should position themselves where they can best observe anticipated critical events. Examples of critical events include:

- (a) Conducting a road march.
- (b) Crossing a radiologically contaminated area.
- (c) Performing unit supply operations.
- (d) Responding to an NBC attack.

(3) Select the site and assemble the participants. After the exercise, select a site for the AAR. If possible, hold the AAR where the majority of action occurred, where most of the critical events took place (normally mission support areas), or where the terrain can be observed. Usually, the OPFOR or unit objectives are suitable for assembling the players and conducting AARs.

(4) Debrief the OCs. While the units are moving to the selected site, the OCs should be debriefed. The senior OC must have a complete understanding of what happened in the exercise. The fourth step in AAR preparation is to obtain a detailed description of the exercise's events in the order in which they occurred.

(5) Review the events. After the senior OC has a sound understanding of what happened during the exercise, he reviews the events that are ranked in terms of their relevance to the training objectives and their contributions to the exercise outcome. He selects as many events as can be covered in detail during the time allowed for the AAR and places them in chronological order.

d. Conducting the After Action Review. Conducting the AAR requires five steps:

(1) Organize the participants. When the senior OC and AAR leader assembles the participants, he groups them according to their organization in the exercise. Each subordinate element's OC is responsible for the element he observed.

(2) State the training objectives. The AAR leader makes a brief statement of the training objectives for the exercise. These are described as specifically as possible. He states any additional teaching points that he intends to cover during the AAR. These should be limited to three or four key points in order to keep the AAR focused and prevent it from becoming excessively long.

(3) Lead the discussion. The AAR leader guides the discussion of events in their order of occurrence. Diagrams help players visualize the exercise development. The AAR leader starts by outlining the main missions identified in paragraph 1-4 and, as the AAR proceeds, have the participants review each in detail. Each event is discussed in detail to make teaching points about the unit's performance during the event. The AAR leader should--

- (a) Avoid giving a critique or lecture.
- (b) Guide the discussion by asking leading questions.
- (c) Suggest the players describe what occurred in their own terms.
- (d) Suggest the players discuss not only what happened, but also how it happened, and how it could be done better.
- (e) Focus the discussion to ensure that important tactical and mission related lessons are made explicit.
- (f) Relate events to subsequent results.
- (g) Avoid detailed examination of events not directly related to major training objectives.
- (h) Encourage the participants to use diagrams to illustrate teaching points and to show routes, phase lines, and objectives.
- (i) Prohibit players from offering self-serving excuses for inappropriate tactical actions.

(4) Review the sequence of events associated with the hazards of the risk assessment made prior to the exercise. Ask the following questions:

- (a) Were effective controls put in place to avoid accidents?
- (b) Was training realism reduced through artificial control measures?
- (c) Were all participants aware of hazards down to the lowest level?
- (d) Did any hazard present itself that was not identified, and what was done to overcome it?
- (e) Were there incidents of fratricide or near fratricide, and how can they be avoided in the future?

(5) Summarize key points. The AAR leader briefly summarizes teaching points in terms of training objectives covered in the AAR. After the summary, he can have a private conversation

with the unit commander regarding his strengths and weaknesses, and what he can do to improve his performance and that of his unit. A good AAR leader:

- (a) Maintains order and discipline.
 - (b) Reviews the training objectives.
 - (c) Addresses important events as they occurred and how the unit could have done them better. During the discussion, the leader avoids a detailed examination of events not directly related to the training objective.
 - (d) Traces the chain of events so all participants understand the results of mistakes. One mistake is often the partial cause of another.
 - (e) Clearly relates tactical and logistics mission events to teaching points.
 - (f) Involves participants in the discussion.
 - (g) Clearly and concisely gives a summary and new training objectives.
 - (h) Reinforces points by using visual aids, sketches, diagrams, or terrain models in the AAR.
- e. Reference Materials. Reference materials for conducting an AAR are in TC 25-6, TC 25-20, and FM 25-101.

Appendix A

Combined Arms Training Strategy

A-1. PURPOSE. This appendix provides, as part of the CATS, the Combined Arms Command's (CAC) recommended strategy for training a unit. This appendix has three parts. The first part describes CATS and explains how CATS fits into the training planning process as described in FM 25-101. The second part explains how to read the strategies, and the third part explains how to integrate CATS into the long-range and near-term planning process.

Section I. CATS AND THE TRAINING PLANNING PROCESS

A-2. TRAINING PLANNING PROCESS. FM 25-101 describes a three-step process, based on the unit METL and ending in training execution. Figure A-1 is a graphic representation of the process. CATS does not replace this process. It is a training tool that enhances the commander's ability to use the training planning process to manage his training and optimize the use of scarce training resources. CATS unit strategies describe recommended training events and the event frequency. Units may train all or some of these events. A unit's training frequency may or may not match that in the CATS strategy. Whatever a unit's training requirements, CATS provides a framework for use in making decisions on the training to be conducted. The training strategy outlined in CATS is designed to help commanders at all levels develop and execute a more efficient training program. Any given strategy addresses all units Army-wide of the same TOE. The specific makeup of the unit's training program is dependent upon its METL, guidance from higher headquarters, and the resources available at the installation or training environment. CATS unit strategies are descriptive in nature and intended for use as a guide for commanders.

A-3. CATS. CATS is the Army's training strategy that integrates combined arms training for heavy, light, and special operations forces, the active and reserve components, in the unit and institution environments. It provides an azimuth to guide Army training and identifies the resources required to support that training. It enables the Army to identify, manage, and program the acquisition of training resources. CATS evolved from the need for more efficient training based on expected resource constraints. At US Army level, CATS gives the rationale for acquiring training resources through the development of unit and institutional training strategies. The strategies provide recommended training frequencies and identify the training resources needed to support the strategy.

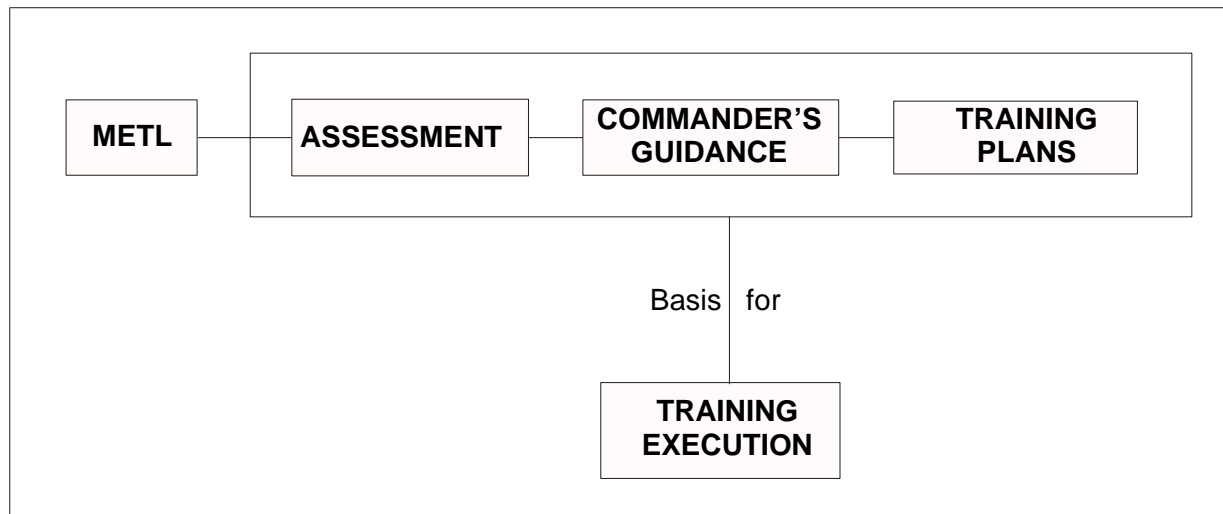


Figure A-1. Training Planning Process

A-4. TERMS. The information in this paragraph explains the terms listed in Figure A-1. For information on the training planning process, see FM 25-101.

a. The METL is an unconstrained, unprioritized statement of the tasks required to complete the wartime mission. It is the source of training planning activities.

b. Assessment is the beginning of the training planning process. It is the commander's evaluation of the unit's training level based on the METL.

c. Commander's Guidance consists of long-range planning calendars and Command Training Guidance (CTG) issued to the battalion from the division. It serves to focus the training efforts of the battalion in accordance with the division commander's priorities. The battalion in turn issues CTG for its subordinate companies.

d. Training Plans are a collection of schedules and other supporting documents which carry out the commander's guidance.

e. Training Execution is the actual performance of the training scheduled in the training plans portion of the training planning process.

A-5. APPLYING CATS. The information in this paragraph explains how to apply CATS to the training planning process. Figure A-2 is a graphic representation of the process.

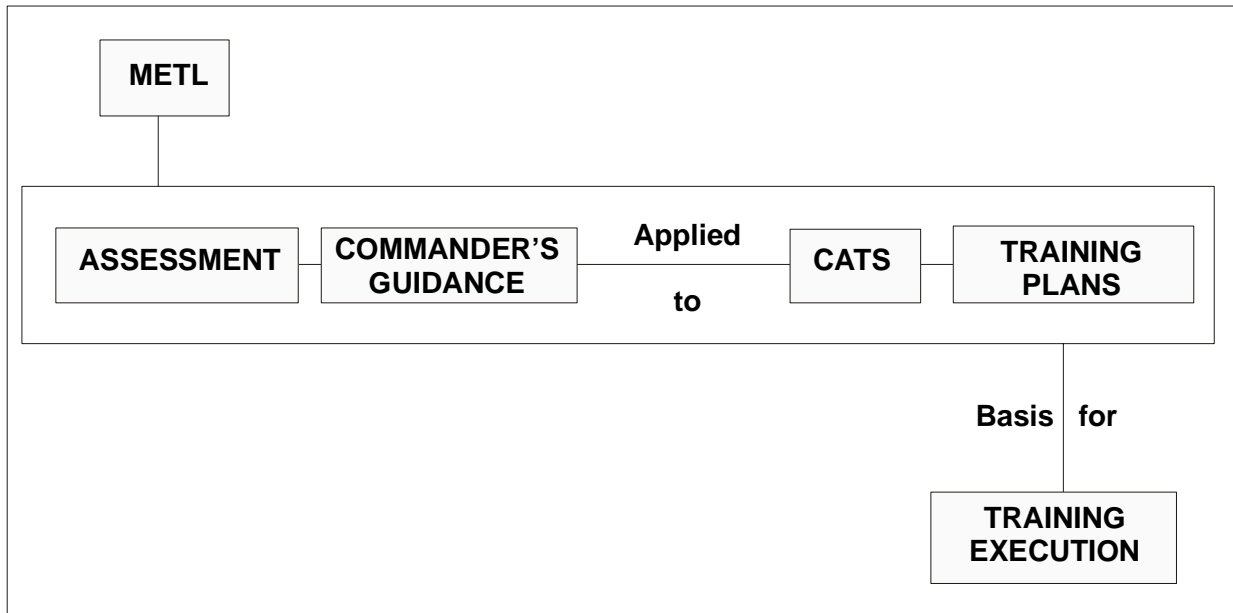


Figure A-2. Training Planning Process

a. The commander determines the exact events and tasks to be trained based on his METL and guidance from higher headquarters.

(1) The unit trains tasks during events established in FM 25-100, FM 25-101, and CATS.

(2) The unit trains its METL by training soldiers, and their appropriate sections, in their wartime tasks. The unit applies CATS to its training plans by applying the training events, frequencies, and critical gates contained in strategies to the CTG in developing training plans. The commander and training officer/NCO uses the critical gates identified in the strategies to ensure basic

tasks are trained prior to moving on to training more complex or resource intensive tasks. The performance of training gate tasks are always evaluated by the commander and serve as the basis of additional training efforts. For example, a TEWT should be used to train METL tasks prior to conducting a complex and resource intensive event like a CFX.

(3) Training Aids, Devices, Simulators and Simulations (TADSS) based training uses a mix of TADSS and live fire/field training. The strategies show those TADSS within the Army's system or year projected for fielding. The TADSS may not be available at the installation or training environment.

b. The strategies can be viewed as training plans for generic type units. By inserting extra steps into the training process, commanders evaluate and apply the components of their CATS strategies to their particular training programs and environments. The optimal frequencies identified in the strategies may have to be adjusted depending upon the unit's training status or its resourcing.

Section II. STRATEGY ORGANIZATION AND INTERPRETATION

A-6. UNIT TRAINING STRATEGIES. This paragraph explains the strategy organization and explains how to use it. The unit training portion of CATS is a series of separately generated training strategies. These strategies describe the events, frequencies, and resources recommended to train to standard. As part of the unit training strategy development process, TRADOC established a standard format to depict unit training strategies. The unit training strategy is a descriptive strategy for training and sustaining soldier and collective task proficiency. The tasks to be trained at a particular unit will be based on the unit's METL. The unit strategy in this appendix covers all CSS units. The unit training strategies have three major components -- Maneuver, Gunnery, and Soldier.

a. The Maneuver strategy is descriptive. It provides recommended training frequencies for collective training events in a unit. The events come from FM 25-100, 25-101, or the glossary of this MTP. The Maneuver strategy helps a unit maintain MTP standards and depicts the resources required to support training events.

b. The Gunnery Component has individual/crew served weapons strategies that the Infantry school developed. These strategies can also be found in DA Pam 350-38 and DA Pam 350-39, or appropriate weapons FMs.

c. The Soldier Component is a descriptive strategy for training individual soldier skills. It lists the resources required to support soldier training, and links with and supports a collective training strategy.

A-7. ELEMENTS OF THE UNIT STRATEGIES. The unit training strategies are in matrix formats. The matrix lists the unit size levels, training events or training exercises, training event frequencies for both active and reserve components, critical gates, and training resources.

a. Training levels are units, training elements, or echelons (such as individual through corps) that execute specific training events.

b. Training events are types of collective training exercises identified in FM 25-101 or the glossary of this MTP. Training events identify the recommended exercises units should conduct to train to MTP standard. Units normally conduct events in a progressive and sequential manner. For example, a TEWT should be conducted before conducting a CFX. A CPX should be conducted before conducting an FTX.

c. Training event frequencies are the suggested number of times that an event should be trained during a training cycle to attain or maintain MTP standards. AC units use an annual cycle. RC unit's conduct training on a 4-year cycle.

d. A critical gate is a training event that must be completed and evaluated before moving onto a more complex, resource intensive or hazardous event. MACOM or field commanders may direct performance of critical gate training tasks to an established standard prior to performing more complex or resource intensive tasks.

e. The unit training strategies identify the resources that will be used to support each training event. These resources are:

- OPTEMPO
- Ammunition
- TADSS
- Training Land
- Training Ranges

The resources listed in the strategies represent those that are available now.

(1) OPTEMPO figures reflect the annual operating miles/hours for the base vehicle for a particular unit, per event. The OPTEMPO figures come from the Battalion Level Training Model (BLTM). When no BLTM was available, the proponents developed an estimated OPTEMPO required to support all the annual iterations of that training event.

(2) Ammunition figures reflect the ammunition required to support training events as prescribed in DA Pam 350-38. The maneuver/collective strategies reflect blank ammunition requirements. Live ammunition appears on the Gunnery strategies. Pyrotechnics appear on the maneuver/collective component.

(3) TADSS are training aids, devices, simulators, and simulations that support specific training events. TADSS listed are those in the system and non-system TADSS that are fielded. For example, Battalion and BBS is identified as a primary TADSS to support battalion staff and headquarters company/detachment's CPX training.

(4) Training Land is a resource category that will list the recommended training land in kilometers by event to conduct maneuver training. The reference is TC 25-1. A particular unit will determine the actual amount of training land needed by METT-TC and the characteristics or condition of the training land available to the unit.

(5) Training Range is a resource requirement that supports weapons training events. The information comes from TC 25-8.

A-8. GUIDE TO THE UNIT STRATEGIES. This paragraph provides a guide to reading the collective, gunnery, and soldier components. Generally, the leader using the matrices for planning will have a METL (or other list of critical tasks in which his unit must be proficient) and will be looking for guidance about appropriate training methods. The key to using CATS for unit training management is understanding the strategy and its various components. The strategy is organized by functional area and echelon to be trained. It has eight interactive components, expressed as columns in a matrix format. An example matrix for one mission/task is at Table A-1. The columns provide the following information:

- Column One records the mission and supporting tasks requiring training. The entries in Column One consist of the appropriate MTP missions and tasks.

- Column Two shows the desired frequency of and interval between repetitions of the task(s). Both the unit's personnel turnover rate and the rate of progress need to be considered in determining how frequently to train.
- Column Three lists alternative "training means"--combinations of events and media (live or simulation)--that might be selected to train this mission/task. Commanders must select an appropriate means for each training event conducted.
- Column Four lists the estimated duration of each means (determined by the event more than by the medium). Commanders need to ensure adequate time is available for each task.
- Column Five shows a means quality rating, related to the cost and realism of the event/medium. When choosing events and media, the resource costs of different training media must be balanced against the needs for realism and repetition. Generally, as the unit becomes more proficient, realism should increase.
 - An "A" level means is identified as a CTC deployment and training activity.
 - A "B" level means is described as a well assigned home station training exercise.
 - A "C" level means is described as a partial task training exercise.
 - A "D" level means is described as a subtask training exercise.
- Column Six identifies the training unit/audience for the event. The information in this column is drawn from the appropriate MTP.
- Column Seven gives the prerequisite training (training "gates") that should be attained by the members of the training audience prior to the execution of the means in Column 3. If the training audience has not attained the specified level of proficiency, the means cannot achieve the quality indicated in Column 5.
- Column Eight provides a place to record detailed comments concerning the purpose and desired outcome of each event along with other remarks or guidance.

Table A-1. Example CATS Task Matrix							
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Task	Freq/ Interval	Means (Event/ Media)	Estimated Duration	Quality (A-D)	Training Unit (Audience)	Prerequisite Training Gates	Remarks: Includes purpose of event; outcome being supported; comments about execution of the event/ constraints posed by TADSS/et al
RECALL PROCEDURES XX-X-XXXX To train company on recall procedures: Perform Deployment Alert Activities 63-1-4850	12/ Monthly	7 STX (Telephonic/ Non-telephonic Alert)	2-3 hrs.	C	Battalion	Telephonic and non-telephonic recall procedures and rosters current	PURPOSE: To verify recall rosters and procedures. OUTCOME: To maintain the ability to rapidly alert, assemble, prepare, deploy, marshal, and outload on any mode of transportation, all TOE equipment and personnel with minimum outside assistance. REMARKS: None.

Section III. INTEGRATION OF CATS IN THE PLANNING PROCESS

A-9. INTEGRATING CATS. This portion of the appendix explains how to integrate CATS into the planning process. It focuses on long range planning conducted at brigade and above. To understand how CATS fits into this process, a brief summary of Chapter 3, (Planning) from FM 25-101 is provided.

A-10. THE PLANNING PROCESS.

a. Long-Range Planning.

(1) **Assessment.** Assessment is the start of the long range planning process. Using their evaluations, the input of subordinate leaders, and the results of training evaluations, commanders assess their unit's training level on METL tasks. The assessment serves as the basis for the commander's training strategy for sustainment and improvement training. Commanders at all levels do this assessment function. An integral part of the assessment is the identification of required training resources and shortfalls. The commander also must synchronize the actions of supporting units and agencies to ensure proper training execution.

(2) In creating their training strategy, commanders ensure training:

- Is METL focused.
- Incorporates combined arms.
- Identifies who, when, and where to train.
- Has a logical sequence of execution.
- Identifies the type of exercise to be trained.
- Determines the frequencies of a given task.
- Coordinates all events.
- Matches resources to requirements.

The strategy that meets these requirements results in the commander's training guidance.

(3) Senior commanders (brigade and above) provide subordinate commanders with long range training calendars, the commander's training guidance, resources to train, and protection from training distorters. Commanders often provide recommended training events frequency.

b. **Short-Range Planning.** The short range planning process refines the guidance that results from the long range planning process. Subordinate commanders use this guidance to create their training calendars. Guidance on the short-range training process can be found in the CATS appendix in the unit's MTP.

A-11. CATS AND THE PLANNING PROCESS. CATS serves the unit commander as a training management and training resource identification tool. As a training management tool, it allows the unit commander to more efficiently manage his training program, with limited resource availability. As a training resource identification tool, it identifies the resources within the Army's inventory to conduct training. The availability of those resources will vary, depending on location.

a. Long-Range Planning.

(1) Assessment.

(2) The CATS strategy:

- Is METL focused.
- Incorporates combined arms.
- Identifies who, when, and where to train.
- Has a logical sequence of execution.
- Identifies the type of exercise to be trained.
- Determines the frequencies of a given task.
- Coordinates all events.
- Matches resources to requirements.

(3) CATS provides a convenient vehicle for the transmission of the commander's training guidance. It serves as the basis for the long-range calendar and provides subordinate commanders with recommended frequencies of training events.

(4) Execution. The following example shows how CATS could fit into the long range planning process.

b. The Company/Detachment Maneuver Training Strategy lists the recommended frequencies for required annual training events. In particular, for the STX it lists 10 iterations. The optimal training frequency is for the company/detachment staff to train the event 10 times in a given year, 1 STX per month for 10 months. The frequencies listed in CATS would be trained as follows:

- 2 events per year - semi-annual training
- 4 events per year - quarterly training
- 6 events per year - bimonthly training

c. Naturally, the training year may not support such a neat breakdown of training events. CATS provides the flexibility to adjust the events to meet each unit's specific requirements. A key point here is the idea of critical gates. As one can see, STX is a critical gate for FTX. Every task that is a critical gate should be conducted before conducting the more complex task. Gates serve to ensure basic tasks essential to the successful performance of complex tasks are trained and evaluated prior to the performance of complex tasks. Critical gates may also serve as a type of preview or "rehearsal" for a follow-on training event.

d. Assume the commander has identified platoon leadership as a particular weakness in the unit. The commander decides he wants to run platoon STX exercises twice a month to train the platoon/section/crew/squad leadership elements.

e. Using this guidance, simply go to the company strategy and substitute 24 for 12. If the frequencies for the other events are acceptable, the unit now has a coupled commander's strategy. In this manner a CATS base strategy is tailored to meet a commander's assessment and training needs.

f. Short Range Planning. The application of CATS Battalion Staff and headquarters Company/Detachment's unit training strategies to battalion short range planning and the battalion quarterly training calendar is seen as follows:

Recommended Company/Detachment Calendar Using CATS Maneuver Strategy.

1st Month

Week 1 Drill Training (1)
 Week 2 Cell/Staff/Section Training (1)
 Week 3 Cell/Staff/Section Training (1)
 Week 4 STX (2)

NOTES:

1. The collective tasks trained during the weekly Cell/Staff/Section training periods support company METL tasks and are trained according to the commander's assessment and his priorities outlined in the CTG. Soldier training tasks trained during this month are soldier/leader supporting performance of the collective tasks to be trained during the weekly staff training sessions or the monthly STX.
2. Performance of the STX substitutes for Cell/Staff/Section Training in week four (4).

2nd Month

Week 1 Cell/Staff/Section Training (1)
 Week 2 Cell/Staff/Section Training (1)
 Week 3 TOCEX (2)
 Week 4 Cell/Staff/Section Training (1)

Notes:

1. Training during these weekly periods concentrates on staff METL tasks identified as priority in the CTG. Training time here could also be spent training tasks evaluated as NO GO during the 1st month's training periods. Logistics Coordination Exercises (LCXs) and Maneuver Coordination Exercises (MCXs) can also be used to enhance staff coordination.
2. Performance of the Tactical Operations Center Exercise (TOCEX) substitutes for performance of the monthly STAFFEX. Commanders may have to modify or extend the training period of the TOCEX to include training tasks that would have been normally performed in the STAFFEX.
3. Tasks trained here can be tasks rated as NO GO during the previous week's TOCEX.

3rd Month

Week 1 Cell/Staff/Section Training (1)
 Week 2 TEWT (1)
 Week 3 Cell/Staff/Section Training (1)
 Week 4 CPX (2)

Notes:

1. This TEWT substitutes for performance of the Call/Staff/Section training that would normally be performed this week. Ideally, the TEWT's discussion points and learning objectives would be developed to support/reinforce collective tasks trained in the previous month's Cell/Staff/Section, STAFFEX, or TOCEX training periods. The commander may also structure the TEWT to train staff coordination and integration tasks as key for the upcoming CPX.

2. Substitutes for performance of the STAFFEX normally performed during the month.

As seen in the above, the commander structures his training program using recommended CATS training events, frequencies, and critical gates to support METL training. Weekly or monthly training events can be conducted independently or integrated into other collective training exercises.

In scheduling training, the commander should take maximum advantage of higher headquarters directed events to accomplish recommended CATS training events.

g. Horizontal and Vertical Integration. In executing this training strategy, the commander vertically integrates his training requirements with the battalion's/group's training requirements. Additionally, the company's training strategy is horizontally integrated with other companies in the battalion to ensure combined arms training is effected.

Appendix B

Army Universal Task List

- 1. DEPLOY/CONDUCT MANEUVER.** The deploy/conduct maneuver task area is the movement of combat forces to achieve a position of advantage with respect to enemy forces. This task area includes the employment of forces on the battlefield in combination with direct fire or fire potential. Indirect fires are included under the "Employ Fires" task area. It also includes the conduct of tactical movement of all types of units, mobility operations, counter-mobility operations, and tactical actions associated with force protection.
- 2. DEVELOP INTELLIGENCE.** The develop intelligence task area is the activity to generate knowledge of and products portraying the enemy and environment features required by a commander in planning and conducting operations. It is derived from an analysis of information on the enemy's capabilities, intentions, vulnerabilities, and the environment. This includes the development of tactical intelligence requirements, the planning of collection activities, the collection of relevant information, the processing of that information to include the development of targeting information, and the preparation and dissemination of intelligence.
- 3. EMPLOY FIRES.** The employ fires task area encompasses the collective and coordinated use of target-acquisition data, indirect-fire weapons, fixed-wing aircraft, offensive information operations, and other lethal and non-lethal means against targets located throughout an area of operations. The essential features of the employ fires task area are the acquiring and processing of tactical targets and the employment of fire support. Note: The acquisition and attack of aerial targets are addressed in "Protect the Force" task area.
- 4. PERFORM CSS (COMBAT SERVICE SUPPORT) AND SUSTAINMENT.** The perform CSS and sustainment task area is the support and service provided to sustain forces in an area of operations during war and during stability operations and support operations. This tactical task area involves the provision of supply, maintenance, transportation, CHS, personnel, legal, finance, religious, public affairs, contracting, distribution management, and field and other service support (such as general engineering support) required to sustain an operating force in an area of operations that may be joint, multinational, interagency, or a combination of these forces. Combat service support may be required to support contractors, civilians (such as refugees and disaster victims), or members of other governmental and non-governmental agencies. It includes civil-military operations.
- 5. EXERCISE COMMAND AND CONTROL (C2).** The exercise C2 task area is the exercise and direction by a properly designated commander over assigned and available forces in the accomplishment of the mission. C2 tasks are performed through an arrangement of personnel, information management, procedures, and equipment and facilities employed by a commander in planning, preparing for, executing, and assessing the conduct of operations to accomplish the mission. It includes the acquisition and management of information, the maintenance of situational understanding, the conduct of situational estimates to determine actions, applying risk management, and the direction and leading of subordinate forces.
- 6. PROTECT THE FORCE.** The protect the force task area is the protection of the tactical force's fighting potential so it can be applied at the appropriate time and place. It includes those measures the force takes to remain viable and functional by protecting itself from the effects of (or recovery from) enemy activities. Those active and passive measures encompass the following:

 - a. Conduct air/missile defense.
 - b. Protect against enemy hazards within the AO.
 - c. Conduct local security operations.

- d. Conduct defensive information operations.

GLOSSARY

- Numbers -

1SG First Sergeant (E8)

- A -

A/SPOE	Aerial/Sea Port of Embarkation
AA	Assembly Area
AACG	Arrival Airfield Control Group
AAIS	Army Automation Information System
AAR	After Action Review
AB	Aviation Brigade
ABCS	Army Battle Command System
ABL	Ammunition Basic Load
AC	Active Component
ACR	Armored Cavalry Regiment
ACS	Army Community Service
AD	Active Duty
	Air Defense
ADA	Air Defense Artillery
ADC	Area Damage Control
	Assistant Division Commander
ADCON	Administrative Control
ADP	Automated Data Processing
AER	Army Emergency Relief
AFFS	Army Field Feeding System
AG	Adjutant General
AGR	Active Guard and Reserve
AI	Area of Interest
	Authorized Items
AIS	Automated Information System
AIT	Automatic Identification Technology
ALCE	Airlift Control Element
ALOC	Administration and Logistics Operations Center
AM	Amplitude Modulation
AMC	Area Maintenance Company
	Air Mobility Command
	Army Materiel Command
AMC-LSE	Army Materiel Command – Logistics Support Element
AMO	Automation Office
AMSA	Army Maintenance Support Activity
AMSS	Army Material Status System
	Ammunition Management Standard System
AO	Area of Operations
AOAP	Army Oil Analysis Program
AOE	Army of Excellence
AOR	Area of Responsibility
APA	Army Pre-positioned Afloat
APL	Army Pre-positioned Land
APOD	Aerial Port Of Debarkation
APOE	Aerial Port Of Embarkation
APS	Army Pre-positioned Stocks
AR	Army Regulation

	Armor
ARC	American Red Cross
ARFOR	Army Forces
ARNG	Army National Guard
ARTEP	Army Training and Evaluation Program
Arty	Artillery
ASA	Aviation Support Area
ASAS	All-Source Analysis System
ASAT	Automated Systems Approach to Training
ASB	Aviation Support Battalion
ASCE	Air Support Coordination Element
ASL	Authorized Stockage List
ASMC	Area Support Maintenance Company
ASP	Ammunition Supply Point
AST	Area Support Team
ASWBL	Armed Services Whole Blood Processing Laboratory
ATAV	Army Total Asset Visibility
ATCCS	Army Tactical Command and Control System
ATMCT	Air Terminal Movement Control Team
ATP	Ammunition Transfer Point
ATTN	Attention
ATWESS	Anti-Tank Weapon Effect Signature Simulation
AUEL	Automated Unit Equipment List
AUTL	Army Universal Task List
AVIM	Aviation Intermediate Maintenance
AVUM	Aviation Unit Maintenance
AWRDS	Army War Reserve Deployment System
AXP	Ambulance Exchange Point

- B -

B	Bulk
BAS	Battalion Aid Station
BB	Break-Bulk
BBPCT	Blocking, Bracing, Packing, Crating, and Tiedown
BCC	Battlefield Circulation and Control
BCOC	Base Cluster Operations Center
BD	Battlefield Distribution
BDA	Battle Damage Assessment
BDAR	Battle Damage Assessment and Repair
BDE	Brigade
BDOC	Base Defense Operations Center
BDR	Battle Damage Repair
BF	Battle Fatigue
BFA	Battlefield Functional Area
BFACS	Battlefield Functional Area Control System
BFSA	Brigade Forward Support Area
BII	Basic Issue Item
BILI	Basic Issue List Item
BIT	Built-In Test
BITE	Built-In Test Equipment
BLTM	Battalion Level Training Model
Bn	Battalion
BOS	Battlefield Operating System
BRIL	Baseline Resource Item List

- C -

C2	Command and Control
C3	Command, Control, and Communications
C3CM	Command, Control, Communications Countermeasures
C4	Command, Control, Communications, and Computers
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance
CA	Civil Affairs
CAC	Combined Arms Command
cal	Caliber
CALFEX	Combined Arms Live Fire Exercise
CAPS	Consolidated Aerial Port System
CAS	Close Air Support
CATS	Combined Arms Training Strategy
cbt	Combat
CCIR	Commander's Critical Information Requirements
CCL	Combat Configured Load
CCP	Container Consolidation Point
CD	Civil Defense
CDE	Chemical Defense Equipment
CDR	Commander
CD-ROM	Compact Disc – Read Only Memory
CE	Communications – Electronics
CEB	Clothing Exchange and Bath
CFS	Call for Support
CFX	Command Field Exercise
CHE	Container Handling Equipment
chem	Chemical
CHL	Combat Health Logistics
CHS	Combat Health Services
	Combat Health Support
CHU	Container Handling Unit
CINCs	Commander-in-Chiefs
CJMAO	Central Joint Mortuary Affairs Office
CMCC	Corps Movement Control Center
CMMC	Corps Materiel Management Center
CMO	Civil Military Operations/Office/Officer
CMT	Combat Medical Team
	Contact Maintenance Team/Truck
CN	Contributing Nations
CNR	Combat Net Radios
CO	Commanding Officer
	Company
COA	Course of Action
COB	Contractors on the Battlefield
COE	Common Operating Environment
	Centers of Excellence
Cof S	Chief of Staff
COMEX	Communications Exercise
COMMZ	Communications Zone
COMSEC	Communication Security
CONOPS	Continuity of Operations
	Contingency Operations
CONPLAN	Contingency Plan
CONUS	Continental United States

COOP	Continuity of Operations Plan
COR	Contracting Officer's Representative
COSCOM	Corps Support Command
COTS	Commercial Off The Shelf
CP	Command Post
CPR	Cardio-Pulmonary Resuscitation
CPT	Captain
CPX	Command Post Exercise
CQ	Charge of Quarters
CRC	Central Reporting Center
	Control and Reporting Center
	CONUS Replacement Centers
CROP	Containerized Roll-In/Roll-Out Platform
CRT	Combat Repair Team
CS	Combat Support
	Chemical Smoke
CSM	Command Sergeant Major
CSS	Combat Service Support
CSSAMO	Combat Service Support Automation Management Office/Officer
CSSCS	Combat Service Support Control System
CT	Combat Trains
CTA	Common Table of Allowances
CTCP	Combat Trains Command Post
CTG	Command Training Guidance
CTIL	Commander's Tracked Items List
CULT	Common Use Land Transportation
CZ	Combat Zone

- D -

DA	Department of the Army
DACG	Departure Airfield Control Group
DAMMS-R	Department of the Army Movement Management System - Revised
DAO	Division Ammunition Office/Officer
DASB	Division Aviation Support Battalion
DE	Directed Energy
decon	Decontamination
DEL	Deployment Equipment List
DEPEX	Deployment Exercise
DESC	Defense Energy Support Center
det	Detachment
DFAS	Defense Finance and Accounting Service
DFBS	Defense Finance Battlefield System
DII	Defense Information Infrastructure
DIMHRS	Defense Integrated Military Human Resources System
DISCOM	Division Support Command
DIT	Digital Interactive Training
DIVARTY	Division Artillery
DLA	Defense Logistics Agency
DLSC	Defense Logistics Support Command
DMA	Defense Mapping Agency
DMC	Distribution Management Center
DMLSS	Division Medical Logistics Standard Support
DMMC	Division Materiel Management Center
DMOC	Division Medical Operations Center
DMS	Distribution Management Section

DNBI	Disease, Non-battle Injury
DNVT	Digital, Non-secure Voice Telephone
DOD	Department of Defense
DODAC	Department of Defense Ammunition Code
DODACC	Department of Defense Activity Address Code
DODIC	Department of Defense Identification Code
DOL	Director of Logistics
DPD	Deployed Personnel Database
DPSC	Defense Personnel Support Center
DRMO	Defense Reutilization and Marketing Organization
DS	Direct Support
DSA	Division Support Area
DSB	Division Support Battalion
DSESTS	Direct Support Electrical System Test Set
DSMC	Division Support Medical Company
DSS	Division Surgeon Section
DSU	Direct Support Unit
DSVT	Digital, Secure Voice Telephone
DTG	Date-Time Group
DTO	Division Transportation Office/Officer
DTS	Defense Transportation System
DVE	Driver Vision Equipment
DZ	Drop Zone

- E -

E8	Master Sergeant
E9	Sergeant Major/Command Sergeant Major
Ea	Each
EAB	Echelons Above Brigade
EAC	Echelons Above Corps
EAD	Echelons Above Division
ECB	Echelons Corps and Below
ECCM	Electronic Counter Countermeasures
ECS	Equipment Concentration Site
EEFI	Essential Elements of Friendly Information
EEl	Essential Elements of Information
ELSEC	Electronic Security
EMT	Emergency Medical Treatment
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOH	Equipment on Hand
EP	Electronic Protection
EPLRS	Enhanced Position Location Reporting System
EPW	Enemy Prisoner of War
ERT	Equipment Reception Team
ESE	Engineer Support Element
EST	Engineer Support Team
ETA	Estimated Time of Arrival
ETM	Electronic Technical Manual
evac	Evacuation
EW	Electronic Warfare

- F -

F	Fahrenheit
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F&E	Fuel and Electrical
FA	Field Artillery
FAAD	Forward Area Air Defense
FAD	Force Activity Designator
FARP	Forward Arming and Refueling Point
FAS	Forward Aid Station
FASCAM	Family of Scatterable Mines
FDC	Fire Direction Center
FDRP	First Destination Reporting Point
FFIR	Friendly Forces Information Requirement
FLE	Forward Logistics Element
FM	Field Manual
	Frequency Modulation
FMC	Fully Mission Capable
FNS	Foreign Nation Support
FPF	Final Protective Fires
FPL	Final Protective Line
FRAGO	Fragmentary Order
FRCP	Flat Rack Collection Point
FRS	Forward Repair System
FS	Fire Support
FSB	Forward Support Battalion
FSG	Family Support Group
FSMC	Forward Support Medical Company
FSO	Fire Support Officer
FSS	Fast Sealift Ship
FSSP	Fuel System Supply Point
FST	Field Sanitation Team
	Forward Surgical Team
FTX	Field Training Exercise
FUPP	Full-Up Power Pack
fwd	Forward

- G -

GCSS	Global Command and Control System
GCSS-A	Global Command and Control System - Army
GCSS-Army	Global Combat Support System - Army
GMC	Ground Maintenance Company
GMLR	Guided Missile & Large Rockets
GPS	Global Positioning System
GS	General Support
GSE	Ground Support Equipment
GTN	Global Traffic Network

- H -

HAZMAT	Hazardous Material
HCP	Health Care Package
	Health & Comfort Pack
HE	High Explosive
HEMTT	Heavy Expanded Mobility Tactical Truck
HERCULES	Heavy Equipment Recovery Combat Utility Lift and Evacuation System
HET	Heavy Equipment Transporter
HF	High Frequency

HHC	Headquarters and Headquarters Company
HHD	Headquarters and Headquarters Detachment
HMMWV	High Mobility Multipurpose Wheeled Vehicle
HN	Host Nation
HNS	Host Nation Support
HQ	Headquarters
hr(s)	Hour(s)
HSC	Headquarters and Supply Company
HSMO	Health Service Materiel Officer
HSS	Health Service Support
HSSO	Health Service Support Officer
HTAR	Hot Tactical Aircraft Refueling System
HUMINT	Human Intelligence
hvy	Heavy
HZ	Hertz

- I -

IAW	In Accordance With
IC	Installation Coordinator
ICUMO	Installation Coordinator Unit Movement Officer
ICW	In Coordination With
IETM	Interactive Electronic Technical Manual
IEW	Intelligence and Electronic Warfare
IFTE	Integrated Family of Test Equipment
IFV	Infantry Fighting Vehicle
IHFR	Improved High Frequency Radio
INTSUM	Intelligence Summary
IPB	Intelligence Preparation of the Battlefield
IPE	Individual Protective Equipment
IR	Intelligence Requirements
ISO	International Standardization Organization
ITO	Installation Transportation Officer/Office
ITV	Intransit Visibility

- J -

JAG	Judge Advocate General
JOPEs	Joint Operations Planning and Execution System
JP	Joint Publication
JP-8	Jet Propulsion Fuel, Type 8

- K -

KCLFF	Kitchen, Company Level, Field Feeding
KHZ	Kilohertz
KIA	Killed In Action
KW	Kilowatt

- L -

LAN	Local Area Network
LAR	Logistics Assistance Representative
LAW	Light Anti-tank/Anti-armor Weapon
LHS	Load Handling System

LIN	Line Item Number
LMCS	Land Missile Combat System
LMTV	Light/Medium Tactical Vehicle
LNO	Liaison Officer
LOC	Lines of Communication
	Logistics Operations Center
LOD	Line of Duty
LOG	Logistics
LOGCAP	Logistics Civil Augmentation Program
LOGPAC	Logistics Package
LOGSA	Logistics Support Agency
LOGSITREP	Logistics Situation Report
LOGSTAT	Logistics Status
LOS	Line of Sight
LOTS	Logistics Over the Shore
LP	Listening Post
LPB	Logistics Preparation of the Battlefield
LPXMED	Logistics Processor External – Medical Module
LRP	Logistics Release Point
LRU	Line Replaceable Unit
LT	Lieutenant
LTA	Local Training Area
LTC	Lieutenant Colonel
LZ	Landing Zone

- M -

MA	Marshalling Area
	Mortuary Affairs
MACOM	Major Army Command
MACP	Mortuary Affairs Collection Point
Maint	Maintenance
MAJ	Major
MAPEX	Map Exercise
MAS	Main Aid Station
mat	Materiel
MC	Movement Control
MC4	Medical Communications for Combat Casualty Care
MCA	Movement Control Agency
	Military Civil Action
MCL	Mission Configured Load
MCM	Multi-Capable Maintainer
MCO	Maintenance Control Office/Officer
	Movement Control Office/Officer
MCP	Maintenance Collection Point
MCS	Maneuver Control System
MCSR	Materiel Condition Status Report
MCT	Movement Control Team
MCX	Maneuver Coordination Exercise
Mech	Mechanized
MEDCOM	Medical Command
MEDEVAC	Medical Evacuation
MEDLOG-D	Medical Logistics-Division
MES	Medical Equipment Set
METL	Mission Essential Task List
METT-TC	Mission, Enemy, Terrain, Troops, Time Available, and Civilian Considerations

MG	Machine Gun
MH	Mental Health
MHE	Material Handling Equipment
MHZ	Megahertz
MI	Military Intelligence
MIA	Missing In Action
MIJI	Meaconing, Intrusion, Jamming, and Interference
MIL	Master Incident List
MILES	Multiple Integrated Laser Engagement Simulation
MILVAN	Military Van
Min	Minute
MKT	Mobile Kitchen Trailer
MLMC	Medical Logistics Management Center
MLRS	Multiple Launch Rocket System
mm	millimeter
MMC	Materiel Management Center
MMMB	Medical Materiel Management Branch
MOBPLAN	Mobilization Plan
MOC	Medical Operations Center
MOPP	Mission Oriented Protective Posture
MOS	Military Occupational Specialty
MOUT	Military Operations in Urban Terrain
MP	Military Police
MPL	Mandatory Parts List
MQS	Military Qualification Standards
MRE	Meal, Ready to Eat
MRM	Maintenance Reporting and Management
MRO	Materiel Release Order
MROCS	Materiel Release Order Control System
MSE	Mobile Subscriber Equipment
MSR	Main Supply Route
MSRT	Mobile Secure Radio Telephone Terminal
	Mobile Subscriber Radio Telephone
MST	Maintenance Support Team
MTF	Medical Treatment Facility
MTMC	Military Traffic Management Command
MTOE	Modified Table of Organization and Equipment
MTP	Mission Training Plan
MTS	Movement Tracking System
MTV	Medium Tactical Vehicles
MWR	Morale, Welfare, and Recreation
MX	Mechanized
	Missile, Experimental

- N -

NAI	Named Area of Interest
NATO	North Atlantic Treaty Organization
NBC	Nuclear, Biological, Chemical
NC	Node Center
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer In Charge
NCS	Net Control Station
NICP	National Inventory Control Point
NIMA	National Imagery and Mapping Agency
NLT	Not Later Than

NMC	Non-Mission Capable
NRP	Non-unit Replacement Personnel
NRT	Near Real Time
NRTS	Not Repairable This Station
NSL	Non-Stockage List
NSN	National Stock Number

- O -

OC	Observer Controller
OCIE	Organizational Clothing and Individual Equipment
OCOKA	Observation, Concealment and Cover, Obstacles, Key Terrain, and Avenues of Approach
OCONUS	Outside the Continental United States
OEG	Operational Exposure Guidance
OFS	Officer Foundation System
OIC	Officer In Charge
OP	Observation Post
OPCON	Operational Control
OPFOR	Opposing Forces
OPLAN	Operations Plan
OPLOGPLN	Operations Logistics Planner
OPORD	Operations Order
OPSEC	Operational Security
OPTEMPO	Operational Tempo
OR	Operational Readiness
Ord	Ordnance
ORF	Operational Readiness Float
ORGWON	Organization Work Order Number
OST	Order Ship Time

- P -

P	Package
PA	Physician Assistant
PAC	Personnel and Administrative Center
Pam	Pamphlet
PAO	Public Affairs Office/Officer
PASR	Personnel Accounting and Strength Reporting
PBO	Property Book Officer
PDF	Protective Defensive Fires
PDR	Personnel Deployment Roster
pers	Personnel
PERSITREP	Personnel Situation Report
PERSTAT	Personnel Status Report
PEWS	Platoon Early Warning System
PIR	Priority Intelligence Requirements
	Personnel Information Roster
Pkg	Package
PL	Platoon Leader
	Phase Line
PLL	Prescribed Load List
PLS	Palletized Loading System
PLS-E	Palletized Loading System - Enhanced
Plt	Platoon
PM	Provost Marshall

	Program Manager
	Preventive Medicine
PMCS	Preventative Maintenance Checks and Services
PMCT	Port Movement Control Team
PMM	Preventive Medicine Measures
PMO	Provost Marshall Office
POC	Point of Contact
POD	Port of Debarkation
POL	Petroleum, Oil, and Lubricants
POM	Preparation for Overseas Movement
	Program Objective Memorandum
POV	Privately Owned Vehicle
PREPO	Pre-positioned
PSA	Port Support Activity
PSD	Personnel Service Detachment
PSG	Platoon Sergeant
psi	Pounds per square inch
PSR	Personnel Status Report
PSS	Personnel Service Support
PSYOP	Psychological Operations
PUMA	Pocket Unit Maintenance Aid
PX	Post Exchange
PZ	Pickup Zone

- Q -

QC	Quality Control
QM	Quartermaster
QRF	Quick Reaction Force

- R -

R & S	Reconnaissance and Surveillance
RAA	Redeployment Assembly Area
RAOC	Rear Area Operations Center
RC	Reserve Component
RCPOC	Rear Command Post Operations Center
RDD	Required Delivery Date
RDF	Radio Direction Finding
rds	rounds
RECON	Reconnaissance
RES	Radiation Exposure Status
RF	Radio Frequency
	Reaction Force
RF/AIT	Radio Frequency/Automatic Identification Technology
RFID	Radio Frequency Identification Tag
ROC	Rear Operation Cell
ROE	Rules of Engagement
ROM	Refuel on the Move
RO/RO	Roll-On/Roll-Off
RP	Release Point
RS	Religious Support
RSO&I	Reception, Staging, Onward Movement, and Integration
RSOP	Redeployment Standing Operating Procedures
RSR	Required Supply Rate
RT	Radio Transmitter

RTD	Return To Duty
RTF	Regeneration Task Force
RWI	Radio Wire Integration
RX	Reparable Exchange

- S -

S & S	Supply and Services
S & T	Supply and Transport
S1	Adjutant / Personnel Officer
S2	Intelligence Officer
S2/S3	Intelligence and Operations Officer
S3	Operations and Training Officer
S4	Supply Officer
S6	Communication/Electronics Officer
SA	Situational Awareness
	Staging Area
SAAS-MOD	Standard Army Ammunition System – Modernized
SALUTE	Size, Activity, Location, Unit, Time, and Equipment
SAMS-1	Standard Army Maintenance System-1
SAMS-2	Standard Army Maintenance System-2
SARSS-1	Standard Army Retail Supply System - 1
SARSS-2	Standard Army Retail Supply System - 2
SARSS-O	Standard Army Retail Supply System - Objective
SATCOM	Satellite Communications
SATS	Standard Army Training System
SAW	Squad Automatic Weapon
SCPE	Simplified Collective Protective Equipment
SDO	Staff Duty Officer
SEAD	Suppression of Enemy Air Defense
SGT	Sergeant
SHELLREP	Shelling Report
SIDPERS	Standard Installation/Division Personnel System
SIGINT	Signal Intelligence
SIGSEC	Signal Security
SINCGARS	Single – Channel Ground and Airborne Radio System
SITMAP	Situation Map
SITREP	Situation Report
SJA	Staff Judge Advocate
SM	Service Member
	Soldier's Manual
SMCT	Soldier's Manuals Of Common Tasks
SMFT	Semi – Trailer Mounted Fabric Tank
SOI	Signal Operating Instructions
SOO	Support Operations Officer
SOP	Standing Operating Procedures
SP	Start Point
SPBS-R	Standard Property Book System - Redesign
SPO	Security, Plans, and Operations
SPOD	Seaport Of Debarkation
SPOE	Seaport Of Embarkation
SPOTREP	Spot Report
SPT OPS	Support Operations
SRC	Standard Requirement Code
SRP	Soldier Readiness Processing
SSA	Supply Support Activity

SSI	Signal Supplemental Instructions
STAFFEX	Staff Exercise
STAMIS	Standard Army Management Information System
STANAG	Standardization NATO Agreement
STB	Super Tropical Bleach
STE	Simplified Test Equipment
STON	Short Ton
STP	Soldier Training Publication
STRIKEWARN	Strike Warning of Friendly Nuclear Fire
STX	Situational Training Exercise
svcs	Services

- T -

T&EO	Task and Evaluation Outline
TAA	Tactical Assembly Area
TACAIR	Tactical Air
TACCS	Tactical Army Combat Service Support Computer System
	Tactical Airlift Control Center System
TACSATCOM	Tactical Satellite Communications
TADSS	Training Aids, Devices, Simulators, and Simulations
TALCE	Tanker Airlift Control Element
TAMMIS – D	Theater Army Medical Management Information System - Division
TAMMS	The Army Maintenance Management System
TAT	To Accompany Troops
TAV	Total Asset Visibility
TB	Technical Bulletin
TC	Training Circular
	Tank Commander
TC-ACCIS	Transportation Coordinators' Automated Command and Control Information System
TC-AIMSII	Transportation Coordinator's – Automated Information for Movements Systems II
TCF	Tactical Combat Force
TCMD	Transportation Control and Movements Document
TCN	Transportation Control Number
TCP	Traffic Control Point
TDA	Table of Distribution and Allowances
TDD	Time Definite Delivery
TDY	Temporary Duty
TEWT	Tactical Exercise Without Troops
TEXMIS	Training Module Executive Management Information System
TF	Task Force
TFE	Tactical Field Exchange
TFM	Tactical Field Maintenance
TFSA	Task Force Support Area
TG	Trainer's Guide
TI	Tactical Internet
TIGER	Tactical Interactive Ground Equipment Repair
TM	Technical Manual
	Team
TMCA	Theater Movement Control Agency
TMDE	Test, Measurement, and Diagnostic Equipment
TMEP	Theater Mortuary Evacuation Point
TMIP	Theater Medical Information Program
TMT	Transportation Motor Transport
	Treatment Team

TMTC	Transportation Motor Transport Company
Tng	Training
TO	Task Order
TOC	Tactical Operations Center
TOCEX	Tactical Operations Center Exercise
TOE	Table of Organization and Equipment
TOW	Tube - launched, Optically Tracked, Wire - guided
TPS	Tactical Personnel System
TPU	Troop Program Unit
TQG	Tactical Quiet Generator
TRADOC	(US Army) Training and Doctrine Command
trans	Transportation
TRP	Target Reference Point
TSB	Theater Staging Base
TSC	Theater Support Command
TSOP	Tactical Standing Operating Procedures
TTP	Tactics, Techniques, and Procedures
TWV	Tactical Wheeled Vehicles

- U -

UAA	Unit Assembly Area
UAV	Unmanned Aerial Vehicle
UBL	Unit Basic Load
UCL	Unit Configured Load
UCMJ	Uniform Code of Military Justice
UGR – A	Unitized Group Ration - A
UIC	Unit Identification Code
ULC	Unit Level Computer
	Underwriter's Laboratory Code
ULLS-A	Unit Level Logistics System-Air
ULLS-G	Unit Level Logistics System-Ground
ULLS-S4	Unit Level Logistics System-S4
UMA	Unit Marshalling Area
UMC	Unit Movement Coordinator
	Unit Movement Code
UMCP	Unit Maintenance Collection Point
UMD	Unit Movement Data
UMO	Unit Movement Officer
UMT	Unit Ministry Team
	Unit Maintenance Technician
UPW	Unit Proficiency Worksheet
USACASCOM	United States Army Combined Arms Support Command
USAR	United States Army Reserve
USCS	United States Custom Service
USDA	United States Department of Agriculture
USR	Unit Status Report

- V -

VHF	Very High Frequency
VM	Velocity Management

- W -

WARNO	Warning Order
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WIA	Wounded in Action
wpn	weapon
WSM	Weapon System Manager
WSRO	Weapon System Replacement Operations
WWMCCS	Worldwide Military Command and Control System

- X -

XO	Executive Officer
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REFERENCES

Required Publications

Army Regulations

AR 5-12	Army Management of the Electromagnetic Spectrum
AR 25-400-2	The Modern Army Recordkeeping System (MARKS)
AR 27-10	Legal Service: Military Justice
AR 40-5	Preventive Medicine
AR 190-11	Physical Security of Arms, Ammunition and Explosives
AR 190-13	The Army Physical Security Program
AR 215-1	Morale, Welfare, and Recreation Activities and Nonappropriated Funds Instrumentalities
AR 220-1	Unit Status Reporting
AR 220-10	Preparation for Overseas Movement of Units (POM)
AR 350-1	Army Training
AR 350-30	Code of Conduct/Survival, Evasion, Resistance, and Escape (SERE) Training
AR 350-41	Training in Units
AR 380-19	Information System Security
AR 380-19-1	(C) Control of Compromising Emanations (U)
AR 380-40	(O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U)
AR 380-5	Department of the Army Information Security Program
AR 385-10	Army Safety Program
AR 530-1	Operations Security
AR 600-8-1	Army Casualty Operations/Assistance/Insurance
AR 600-8-104	Military Personnel Information Management/Records
AR 600-8-19	Enlisted Promotions and Reductions
AR 600-8-22	Military Awards
AR 608-1	Army Community Service Program
AR 614-200	Enlisted Assignments and Utilization Management
AR 638-2	Care and Disposition of Remains, and Disposition of Personal Effects
AR 700-138	Army Logistics Readiness and Sustainability
AR 700-84	Issue and Sale of Personal Clothing
AR 700-93	Processing and Shipping DOD Sponsored Retrograde Materiel Destined for Shipment to the United States, Its Territories, Trusts and Possessions
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level
AR 725-50	Requisition, Receipt, and Issue System
AR 735-5	Policies and Procedures for Property Accountability
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations

Department of Army Pamphlets

DA Pamphlet 350-38	Standards in Weapons Training
DA Pamphlet 350-39	Standards in Weapons Training (Special Operations Forces)
DA Pamphlet 385-1	Small Unit Safety Officer/NCO Guide

DA Pamphlet 710-2-1	Using Unit Supply System: Manual Procedures
DA Pamphlet 738-750	Functional Users Manual for the Army Maintenance Management System (TAMMS)
DA Pamphlet 750-35	Users Guide for Motor Pool Operations

Field Manuals

FM 3-100	Chemical Operations Principles and Fundamentals (MCWP 3-3.7.1)
FM 3-3	Chemical and Biological Contamination Avoidance (FMFM 11-17)
FM 3-4	NBC Protection
FM 3-5	NBC Decontamination
FM 5-103	Survivability
FM 7-20	The Infantry Battalion
FM 8-10	Health Service Support in a Theater of Operations
FM 8-10-1	The Medical Company Tactics, Techniques, and Procedures
FM 8-10-6	Medical Evacuation in a Theater of Operations, Tactics, Techniques and Procedures
FM 8-10-7	Health Service Support in a Nuclear, Biological, and Chemical Environment
FM 8-230	Medical Specialist
FM 8-285	Treatment of Chemical Agent Casualties and Conventional Military Chemical Injuries (NAVMED P-5041; AFJMAN 44-149; FMFM 11-11)
FM 9-15	Explosive Ordnance Disposal Service and Unit Operations
FM 9-43-1	Maintenance Operations and Procedures
FM 9-43-2	Recovery and Battlefield Damage Assessment and Repair (FMFRP 4-34; TO 36-1-181)
FM 9-6	Munitions Support in Theater of Operations
FM 10-15	Basic Doctrine Manual for Supply and Storage
FM 10-23	Basic Doctrine for Army Field Feeding and Class I Operations Management
FM 10-27	General Supply in a Theater of Operations
FM 10-27-2	Tactics, Techniques and Procedures for Quartermaster Direct Supply and Field Service Operations
FM 10-27-3	Tactics, Techniques, and Procedures for Quartermaster Headquarters Operations
FM 10-27-4	Organizational Supply for Unit Leaders
FM 10-450-3	Multi-Service Helicopter Sling Load Basic Operations and Equipment
FM 10-450-4	Multi-Service Helicopter Sling Load and Single Point Load Rigging Procedures
FM 10-450-5	Multi-Service Helicopter Sling Load and Dual Point Load Rigging Procedures
FM 10-500-7	Airdrop Derigging and Recovery Operations
FM 10-52	Water Supply in Theaters of Operations
FM 10-52-1	Water Supply Point Equipment and Operations
FM 10-64	Mortuary Affairs Operations
FM 10-67	Petroleum Supply in Theaters of Operations
FM 10-67-1	Concepts and Equipment of Petroleum Operations
FM 10-67-2	Petroleum Laboratory Testing and Operations
FM 11-32	Combat Net Radio Operations
FM 12-6	Personnel Doctrine

FM 14-100	Financial Management Operations
FM 19-30	Physical Security
FM 19-4	Military Police Battlefield Circulation Control, Area Security, and Enemy Prisoner of War Operations
FM 19-40	Enemy Prisoners of War, Civilian Internees, and Detained Persons
FM 20-3	Camouflage, Concealment, and Decoys
FM 21-10	Field Hygiene and Sanitation
FM 21-10-1	Unit Field Sanitation Team
FM 21-11	First Aid For Soldiers
FM 21-16	Unexploded Ordnance Procedures
FM 21-26	Map Reading and Land Navigation
FM 21-305	Manual for the Wheeled Vehicle Driver
FM 21-306	Manual for the Tracked Combat Vehicle Driver
FM 21-60	Visual Signals
FM 21-75	Combat Skills of the Soldier
FM 22-51	Leaders' Manual for Combat Stress Control
FM 22-9	Soldier Performance in Continuous Operations
FM 23-67	Machine-gun, 7.62-MM, M60
FM 23-9	M16A1 Rifle and M16A2 Rifle Marksmanship
FM 24-16	Communications-Electronics: Operations, Orders, Records, and Reports
FM 24-18	Tactical Single-Channel Radio Communications Techniques
FM 24-19	Radio Operator's Handbook
FM 24-22	Communications - Electronics Management System
FM 24-33	Communications Techniques Electronic Counter-Countermeasures
FM 24-35	(O) Signal Operation Instructions "The SOI"
FM 24-35-1	(O) Signal Supplemental Instructions
FM 25-100	Training the Force
FM 25-101	Battle Focused Training
FM 34-130	Intelligence Preparation of the Battlefield
FM 34-54	Battlefield Technical Intelligence
FM 44-100	US Army Air Defense Operations
FM 44-8	Combined Arms for the Air Defense
FM 44-80	Visual Aircraft Recognition
FM 55-1	Army Transportation Services in a Theater of Operations
FM 55-10	Movement Control in a Theater of Operations
FM 55-30	Army Motor Transport Units and Operations
FM 55-65	Strategic Deployment
FM 55-9	Unit Air Movement Planning
FM 63-3	Corps Support Command
FM 63-4	Theater Support Command
FM 100-10	Combat Service Support
FM 100-10-1	Theater Distribution
FM 100-10-2	Contracting Support on the Battlefield
FM 100-14	Risk Management
FM 100-17	Mobilization, Deployment, Redeployment, Demobilization
FM 100-17-1	Army Pre-Position AFLOAT Operations
FM 100-17-2	Army Pre-Position Land

FM 100-17-3	Reception, Staging, Onward Movement, and Integration
FM 100-17-5	Redeployment
FM 100-27	US Army/US Air Force Doctrine for Joint Airborne and Tactical Airlift Operations
FM 100-5	Operations (How to Fight)
FM 101-5	Staff Organization Operations
FM 101-5-1	Operational Terms and Graphics

Technical Bulletins

TB Medical 530	Occupational and Environmental Health Food Service Sanitation
TB Medical 577	Occupational and Environmental Health: Sanitary Control and Surveillance of Field Water Supplies

Training Circulars

TC 5-400	Unit Leader's Guide to Environmental Stewardship
TC 24-20	Tactical Wire and Cable Techniques
TC 25-1	Training Land
TC 25-20	A Leader's Guide to After Action Reviews
TC 25-6	Force-On-Force Collective Training Using the Tactical Engagement Simulation Training System
TC 25-8	Training Ranges

Technical Manuals

TM 43-0002-33	Destruction of Conventional Ammunition and Improved Conventional Munitions (ICM) to Prevent Enemy Use
TM 55-2200-001-12	Transportability Guidance for Application of Blocking, Bracing, and Tiedown Materials for Rail Transport
TM 750-244-2	Procedures for Destruction of Electronics Materiel to Prevent Enemy Use (Electronics Command)
TM 750-244-6	Procedures for Destruction of Tank-Automotive Equipment to Prevent Enemy Use (US Army Tank-Automotive Command)
TM 750-244-7	Procedures for Destruction of Equipment in Federal Supply Class 1000, 1005, 1010, 1015, 1020, 1025, 1030, 1055, 1090, and 1095 to Prevent Enemy Use
TM 38-250	Preparing of Hazardous Materials for Military Air Shipment (AFJM 24-204; NAVSUP PUB 505; MCO P4030.19G; DLAI 4145.3)

Soldier's Training Publications

STP 3-54B1-SM	Soldier's Manual, MOS 54B, Chemical Operations Specialist, Skill Level 1
STP 3-54B34-SM-TG	Soldier's Manual, Skill Levels 3/4 and Trainers Guide, MOS 54B, Chemical Operations Specialist
STP 9-35W4-SM-TG	Soldier's Manual and Trainer's Guide, MOS 35W, Electronic Maintenance Chief, Skill Level 4
STP 9-63B12-SM	Soldier's Manual, MOS 63B, Light Wheel Vehicle Mechanic Skill Levels 1/2
STP 9-63H34-SM-TG	Soldier's Manual and Trainer's Guide: 63H, Track Vehicle Repairer (Skill Levels 3/4)
STP 9-63Z5-SM-TG	Soldier's Manual and Trainer's Guide: MOS 63Z, Mechanical

STP 9-91BCII-MQS	Maintenance Supervisor Skill Level 5 Military Qualification Standards II, Ordnance Branch (91BC), Materiel Maintenance Management Company Grade Officer's Manual
STP 10-57E14-SM-TG	Soldier's Manual, Skill Levels 1/2/3/4 and Trainer's Guide, MOS 57E, Laundry and Bath Specialist
STP 10-92A12-SM	Soldier's Manual for Automated Logistical Specialist MOS 92A Skill Levels 1 and 2
STP 10-92A35-SM-TG	Soldier's Manual, Skill Levels 3/4/5 and Trainer's Guide, MOS 92A, Automated Logistical Specialist
STP 10-92ABDII-MQS	Military Qualification Standards II, Quartermaster Corps, Quartermaster General (92A), Supply and Materiel Management (92B), and Aerial Delivery and Materiel (92D) Company Grade Officer's Manual
STP 10-92G1-SM-TG	Soldier's Manual and Trainer's Guide for Food Service Specialist, MOS 92G - Skill Level 1
STP 10-92G25-SM-TG	Soldier's Manual and Trainer's Guide for Food Service Specialist, MOS 92G, Skill Level 2/3/4/5
STP 10-92Y1-SM	Soldier's Manual, MOS 92Y, Unit Supply Specialist, Skill Level 1
STP 10-92Y24-SM-TG	Soldier's Manual and Trainer's Guide for Unit Supply Specialist, MOS 92Y, Skill Levels 2,3, and 4
STP 11-25II-MQS	Military Qualification Standards II, Signal Corps, (25) Company Grade Officer's Manual
STP 11-31U14-SM-TG	Soldier's Manual, Skill Levels 1,2,3, and 4 and Trainer's Guide, MOS 31U, Signal Support Systems Specialist
STP 11-74B14-SM-TG	Soldier's Manual and Trainer's Guide for MOS 74B Information System Operator - Analyst Skill Levels 1, 2, 3, and 4
STP 12-71L12-SM	Soldier's Manual MOS 71L Admin Specialist Skill Level 1
STP 12-75B12-SM	Soldier's Manual, MOS 75B, Personnel Administrative Specialist Skill Levels 1/2
STP 12-75H35-SM-TG	Soldier's Manual and Trainers Guide for Skill Levels 3/4/5, MOS 75H, Personnel Services Specialist
STP 16-56II-MQS	Military Qualification Standards II Chaplain Branch (56) Company Grade Officer's Manual
STP 16-71M1-SM	Soldier's Manual, MOS 71M, Chaplain Assistant Skill Level 1
STP 21-1-SMCT	Soldier's Manual Of Common Tasks Skill Level 1
STP 21-24-SMCT	Soldier's Manual Of Common Tasks (SMCT) Skill Levels 2 - 4
STP 21-II-MQS	Military Qualification Standards II Manual of Common Tasks
STP 21-I-MQS	Military Qualification Standards I Manual of Common Tasks (Precommissioning Requirements)
STP 34-96B14-SM-TG	Soldier's Manual and Trainer's Guide, MOS 96B Intelligence Analyst, Skill Levels 1 through 4
STP 55-88II-MQS	Military Qualification Standard II, Transportation Corps (88), Company Grade Officer's Manual
STP 55-88M12-SM	Soldier's Manual, MOS 88M, Motor Transport Operator, Skill Levels 1/2
<u>Other Product Types</u>	
DOD 4500.32-R VOL 1	Military Standard Transportation and Movement Procedures
DOD 4500.32-R VOL 2	Military Standard Transportation and Movement Procedures (MILSTAMP): Transportation Account Codes (TACS)
DOD Directive 4500.9-R	Defense Transportation Regulation
JTTP 4-06	Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations
OPLOG Planner	Operations Logistics Planner
TRADOC Pam 11-9	Blueprint of the Battlefield
TRADOC Pam 525-6	Operations Security - Doctrinal Guidelines for Tactical Units and Trainers

- A. More difficult. _____

- B. Easier. _____

- C. About the same. _____

- D. Do not know or do not have an opinion. _____

8. What part of the MTP was least useful?

- A. Chapter 1, Unit Training. _____

- B. Chapter 2, Training Matrix. _____

- C. Chapter 3, Mission Outlines. _____

- D. Chapter 4, Training Exercises. _____

- E. Chapter 5, Training and Evaluation Outlines. _____

- F. Chapter 6, External Evaluation. _____

- G. Do not know or do not have an opinion. _____

9. What part of the MTP was most useful?

- A. Chapter 1, Unit Training. _____

- B. Chapter 2, Training Matrix. _____

- C. Chapter 3, Mission Outlines. _____

- D. Chapter 4, Training Exercises. _____

- E. Chapter 5, Training and Evaluation Outlines. _____

F. Chapter 6, External Evaluation. _____

G. Do not know or do not have an opinion. _____

10. What chapter of the MTP was the most difficult to understand?

A. Chapter 1, Unit Training. _____

B. Chapter 2, Training Matrix. _____

C. Chapter 3, Mission Outlines. _____

D. Chapter 4, Training Exercises. _____

E. Chapter 5, Training and Evaluation Outlines. _____

F. Chapter 6, External Evaluation. _____

G. Do not know or do not have an opinion. _____

11. What was the easiest part of the MTP to understand?

A. Chapter 1, Unit Training. _____

B. Chapter 2, Training Matrix. _____

C. Chapter 3, Mission Outlines. _____

D. Chapter 4, Training Exercises. _____

E. Chapter 5, Training and Evaluation Outlines. _____

F. Chapter 6, External Evaluation. _____

G. Do not know or do not have an opinion. _____

THE FOLLOWING QUESTIONS PERTAIN TO THE TRAINING EXERCISES (STX AND FTX).

12. The exercises are designed to prepare the unit to accomplish its wartime mission. In your opinion, how well did they fulfill their intended purpose?
- A. They did not prepare the unit at all. _____

 - B. They helped, but only provided 20% or less of my unit's training requirements.

 - C. They helped, but only provided 21% to 50% of my unit's training requirements.

 - D. They helped, but only provided 51% to 80% of my unit's training requirements.

 - E. They provided 81% or more of my unit's training requirements.

13. Would you recommend that any STX or TX be added or deleted from the MTP (specify FTX or STX)?

14. What was the greatest problem you experienced with the exercises?
- A. Too many pages. _____

 - B. Hard to read and understand. _____

 - C. Needs more illustrations. _____

 - D. Needs more information on how to set up the exercises. _____

 - E. Needs more information on leader training. _____

 - F. Needs more information on how to conduct the exercises. _____

 - G. Needs more information on support and resources. _____

 - H. Needs more information on normally attached elements. _____

I. Does not interface well with other training products, such as battle drills.

J. Do not know or have no opinion.

15. What was the second greatest problem you experienced with the exercises?

A. Too many pages. _____

B. Hard to read and understand. _____

C. Needs more illustrations. _____

D. Needs more information on how to set up the exercises. _____

E. Needs more information on leader training. _____

F. Needs more information on how to conduct the exercises. _____

G. Needs more information on support and resources. _____

H. Needs more information on normally attached elements. _____

I. Does not interface well with other training products, such as battle drills.

J. Do not know or have no opinion.

16. How many STX's or FTX's have you trained or participated in personally?

THE FOLLOWING QUESTIONS APPLY TO CHAPTERS 5 AND 6 OF THE MTP.

17. What changes would you make to Chapter 5, Training and Evaluation Outlines?

- A. Leave it out altogether. _____

- B. Clarify how to use this chapter with the training exercises.

- C. Clarify how to use this chapter with the external evaluation.

- D. The performance measures are too detailed.

- E. The performance measures are not detailed enough.

- F. The performance measures do not adequately address those elements that are normally attached in wartime. _____

- G. Do not change, chapter is fine. _____

- H. Do not know or have no opinion. _____

18. What changes would you make to this Chapter 6, External Evaluation?

- A. Leave it out altogether. _____

- B. Clarify how to use this chapter with the training exercises.

- C. Clarify how to use this chapter with the external evaluation.

- D. The performance measures are too detailed.

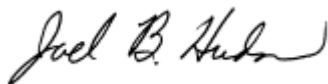
- E. The performance measures are not detailed enough.

- F. The performance measures do not adequately address those elements that are normally attached in wartime. _____

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

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